



1 Health, or associations, who are members of the Regional or State Steering Committees  
2 and do not officially sign the WARN agreement.

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- 4 E. **Confidential Information** - Any document shared with any signatory to this Agreement that  
5 is marked confidential, including but not limited to any map, report, notes, papers, opinion,  
6 or e-mail which relates to the system vulnerabilities of a Member or Associate Member.  
7
- 8 F. **Non-Responding Member** - A Member that does not provide assistance during a Period of  
9 Assistance under the Mutual Aid and Assistance Program.  
10
- 11 G. **Requesting Member** – A Member who requests assistance under the Mutual Aid and  
12 Assistance Program.  
13
- 14 H. **Responding Member** – A Member that responds to a request for assistance under the  
15 Mutual Aid and Assistance Program.  
16
- 17 I. **Period of Assistance** – A specified period of time when a Responding Member assists a  
18 Requesting Member. The period commences when personnel, equipment, or supplies  
19 depart from Responding Member's facility and ends when the resources return to their  
20 facility (portal to portal). All protections identified in the Agreement apply during this period.  
21 The specified Period of Assistance may occur during response to or recovery from an  
22 Emergency.  
23
- 24 J. **National Incident Management System (NIMS)** - A national, standardized approach to  
25 incident management and response that sets uniform processes and procedures for  
26 emergency response operations.  
27
- 28 K. **Standardized Emergency Management System (SEMS)** - A standardized approach to  
29 field command and jurisdictional management and response set forth by State of California  
30 Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.  
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### 33 **ARTICLE III.** 34 **ADMINISTRATION** 35

36 The administration of the Water/Wastewater Agency Response Network (WARN) will be  
37 through WARN Regional Steering Committees (RSC) and the WARN State Steering Committee  
38 (SSC).  
39

40 The WARN RSCs will be established by representatives from the Members in that region. A  
41 chair and co-chair will be elected and act as administrators for that region. The chair will  
42 represent the region on the WARN SSC. Each WARN RSC will sponsor an annual meeting for  
43 Members, maintain a data base of all water and wastewater utilities who have signed this  
44 Agreement, and meet as a committee to address concerns and procedures for requesting  
45 mutual assistance in that region. The regions will be comprised of one or more of the six Office  
46 of Emergency Services (OES) mutual aid regions.  
47

48 The WARN SSC will include the chairs of the regional steering committees, and a  
49 representative from the California Department of Public Health (CDPH), California Utilities  
50 Emergency Association (CUEA), Department of Water Resources (DWR), the American Water  
51 Works Association (AWWA) Emergency Planning Committee, California Rural Water

1 Association (CRWA) and California Sanitation Risk Management Authority (CSRMA). The SSC  
2 will identify a Chair for the purpose of leading the SSC and act as a point of contact for the  
3 WARN SSC. At a minimum, the WARN SSC will meet annually and issue a list of participating  
4 utilities. The database will be maintained on the WARN website, managed by a volunteer  
5 Member, as appointed by the SSC.  
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#### 8 **ARTICLE IV.** 9 **PROCEDURES**

- 10  
11 A. In coordination with the Regional Steering Committees, emergency management and public  
12 health system of the state, the State Steering Committee shall develop operational and  
13 planning procedures for the Mutual Aid and Assistance Program. These procedures shall  
14 be consistent with the Standardized Emergency Management System (SEMS) and the  
15 National Incident Management System (NIMS), reviewed at least annually and updated as  
16 needed by the State Steering Committee.  
17  
18 B. Requests for emergency assistance under this Agreement shall be directed to the  
19 appropriate Authorized Official(s) from the list of Members.  
20  
21 C. Consistent with SEMS, when more than one County is impacted by a disaster, requests for  
22 mutual assistance under this Agreement may be channeled through the CUEA Utility  
23 Operation Center to ensure maximum effectiveness in allocating resources to the highest  
24 priority needs.  
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#### 27 **ARTICLE V.** 28 **REQUESTS FOR ASSISTANCE**

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30 In general, assistance will be in the form of resources, such as equipment, supplies, and  
31 personnel. Assistance shall be given only when Responding Member determines that its own  
32 needs can be met while rendering assistance. The execution of this Agreement shall not create  
33 any duty to respond on the part of any party hereto. A potential Responding Member shall not  
34 be held liable for failing to provide assistance. A potential Responding Member has the  
35 absolute discretion to decline to provide any requested assistance.  
36

- 37 A. **Member Responsibility** - Members shall identify an Authorized Official and alternates;  
38 provide contact information including 24-hour access; and maintain resource information  
39 made available by the utility for mutual aid and assistance response, as allowed by utility  
40 policy. Such information shall be updated annually or as changes occur (whichever is  
41 sooner), provided to the State Steering Committee, and uploaded into the statewide  
42 database.  
43  
44 B. **Member Request** - In the event of an Emergency, a Member's Authorized Official may  
45 request mutual aid and assistance from a participating Member. Requests for assistance  
46 can be made orally or in writing. When made orally, the request for personnel, equipment,  
47 and supplies shall also be prepared in writing and submitted to the participating Member as  
48 soon as practicable. Requests for assistance shall be directed to the Authorized Official of  
49 the participating Member. Specific protocols for requesting aid shall be provided in the  
50 procedures developed under Article IV.  
51

- 1 C. ***Response to a Request for Assistance*** – Members are not obligated to respond to a  
2 request. After a Member receives a request for assistance, the Authorized Official evaluates  
3 whether or not to respond, whether resources are available to respond, or if other  
4 circumstances would hinder response. Following the evaluation, the Authorized  
5 Representative shall inform, as soon as possible, the Requesting Member whether it will  
6 respond. If the Member is willing and able to provide assistance, the Member shall inform  
7 the Requesting Member about the type of available resources and the approximate arrival  
8 time of such assistance.  
9
- 10 D. ***Discretion of Responding Member's Authorized Official*** – Execution of this Agreement  
11 does not create any duty to respond to a request for assistance. When a Member receives  
12 a request for assistance, the Authorized Official shall have sole and absolute discretion as to  
13 whether or not to respond, or the availability of resources to be used in such response. An  
14 Authorized Member's decisions on the availability of resources shall be final.  
15  
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17 **ARTICLE VI.**  
18 **RESPONSE COORDINATION**  
19

20 When providing assistance under this Agreement, the Requesting Member and Responding  
21 Member shall be organized and shall function under the Standard Emergency Management  
22 System and National Incident Management System protocols and procedures.  
23

- 24 A. ***Personnel*** – Responding Member retains right to identify the employees who are willing  
25 to participate and the resources that are available.  
26
- 27 B. ***Control*** – While employees so provided may be under the supervision of the  
28 Responding Member, the Responding Member's employees come under the direction  
29 and control of the Requesting Member, consistent with the NIMS Incident Command  
30 System to address the needs identified by the Requesting Member. The Requesting  
31 Member's Authorized Official shall coordinate response activities with the designated  
32 supervisor(s) of the Responding Member(s). Whenever practical, Responding  
33 Member personnel must be self sufficient for up to 72 hours. The Responding Member's  
34 designated supervisor(s) must keep accurate records of work performed by personnel  
35 during the specified Period of Assistance.  
36
- 37 C. ***Food and Shelter*** – When possible, the Requesting Member shall supply reasonable food  
38 and shelter for Responding Member personnel. If the Requesting Member is unable to  
39 provide food and shelter for Responding Member personnel, the Responding Member's  
40 designated supervisor is authorized to secure the resources necessary to meet the needs of  
41 its personnel. Except as provided below, the cost for such resources must not exceed the  
42 State per diem rates for that area. To the extent Food and Shelter costs exceed the State  
43 per diem rates for the area, the Responding Member must demonstrate that the additional  
44 costs were reasonable and necessary under the circumstances. Unless otherwise agreed  
45 to in writing, the Requesting Member remains responsible for reimbursing the Responding  
46 Member for all reasonable and necessary costs associated with providing food and shelter,  
47 if such resources are not provided.  
48
- 49 D. ***Communication*** – The Requesting Member shall provide Responding Member personnel  
50 with radio equipment as available, or radio frequency information to program existing radio,  
51 in order to facilitate communications with local responders and utility personnel.

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2 E. **Status** - Unless otherwise provided by law, the Responding Member's officers and  
3 employees retain the same privileges, immunities, rights, duties and benefits as provided in  
4 their respective jurisdictions.  
5  
6 F. **Licenses and Permits** – To the extent permitted by law, Responding Member personnel  
7 who hold licenses, certificates, or permits evidencing professional, mechanical, or other  
8 skills shall be allowed to carry out activities and tasks relevant and related to their respective  
9 credentials during the specified Period of Assistance.  
10  
11 G. **Right to Withdraw Resources** - The Responding Member's Authorized Official retains the  
12 right to withdraw some or all of its resources at any time for any reason in the Responding  
13 Member's sole and absolute discretion. Notice of intention to withdraw must be  
14 communicated to the Requesting Member's Authorized Official as soon as soon as is  
15 practicable under the circumstances.  
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18 **ARTICLE VII.**  
19 **COST REIMBURSEMENT**  
20

21 Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Member  
22 shall reimburse the Responding Member for each of the following categories of costs incurred  
23 while providing aid and assistance during the specified Period of Assistance.  
24

- 25 A. **Personnel** – Responding Member will make such employees as are willing to  
26 participate available to Requesting Member at Requesting Member's expense equal to  
27 Responding Member's full cost, i.e., equal to the employee's applicable salary or hourly  
28 wage plus fringe benefits and overhead, and consistent with Responding Member's  
29 collective bargaining agreements or other conditions of employment. All costs incurred  
30 for work performed during the specified Period of Assistance will be included. The  
31 Requesting Member shall be responsible for all direct and indirect labor costs.  
32  
33 B. **Equipment** – Use of equipment, such as construction equipment, vehicles, tools, pumps  
34 and generators, shall be at Responding Member's current equipment rate and subject to the  
35 following conditions: The Requesting Member shall reimburse the Responding Member for  
36 the use of equipment during the specified Period of Assistance, including, but not limited to,  
37 reasonable rental rates, all fuel, lubrication, maintenance, transportation, and  
38 loading/unloading of loaned equipment. All equipment shall be returned to the Responding  
39 Member as soon as is practicable and reasonable under the circumstances.  
40 (a) At the option of Responding Member, equipment may be provided with an  
41 operator.  
42 (b) Equipment shall be returned to Responding Member within 24 hours after receipt  
43 of an oral or written request for return.  
44 (c) Requesting Member shall, at its own expense, supply all fuel, lubrication and  
45 maintenance for furnished equipment.  
46 (d) Responding Member's cost related to the transportation, handling and  
47 loading/unloading of equipment shall be chargeable to Requesting Member.  
48 (e) In the event equipment is damaged while being dispatched to Requesting Member,  
49 or while in the custody and use of Requesting Member, Requesting Member shall  
50 reimburse Responding Member for the reasonable cost of repairing said damaged  
51 equipment. If the equipment cannot be repaired, then Requesting Member shall

1 reimburse Responding Member for the cost of replacing such equipment with  
2 equipment that is of at least equal capability as determined by the Responding  
3 Member. If Responding Member must lease a piece of equipment while Requesting  
4 Member equipment is being repaired or replaced, Requesting Member shall  
5 reimburse Responding Member for such lease costs.  
6

- 7 C. **Materials and Supplies** – Requesting Member shall reimburse Responding Member in  
8 kind or at actual replacement cost, plus handling charges, for use of expendable or non-  
9 returnable supplies. Other supplies and reusable items that are returned to Responding  
10 Member in a clean, damage-free condition shall not be charged to the Requesting  
11 Member and no rental fee will be charged; otherwise, they shall be treated as  
12 expendable supplies. Supplies that are returned to the Responding Member with  
13 damage must be treated as expendable supplies for purposes of cost reimbursement.  
14
- 15 D. **Payment Period** – The Responding Member shall provide an itemized bill to the Requesting  
16 Member for all expenses incurred by the Responding Member while providing assistance  
17 under this Agreement. The Requesting Member shall send the itemized bill not later than  
18 (90) ninety days following the end of the Period of Assistance. The Responding Member  
19 may request additional periods of time within which to submit the itemized bill, and  
20 Requesting Member shall not unreasonably withhold consent to such request. The  
21 Requesting Member agrees to reimburse the Responding Member within 60 days from  
22 receipt of an invoice for assistance provided under this Agreement. The Requesting  
23 Member may request additional periods of time within which to pay the itemized bill, and  
24 Responding Member shall not unreasonably withhold consent to such request, provided,  
25 however, that all payment shall occur not later than one-year after the date a final itemized  
26 bill is submitted to the Requesting Member.  
27
- 28 E. **Records** - Each Responding Member and its duly authorized representatives shall have  
29 access to a Requesting Member's books, documents, notes, reports, papers and records  
30 which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of  
31 a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member  
32 and its duly authorized representatives shall have access to a Responding Member's books,  
33 documents, notes, reports, papers and records which are directly pertinent to this  
34 Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial,  
35 maintenance or regulatory audit. Such records shall be maintained for at least three (3)  
36 years or longer where required by law and as needed for federal reimbursement practices.  
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## 39 **ARTICLE VIII.**

### 40 **ARBITRATION**

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42 If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited  
43 to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the  
44 dispute by negotiation, followed by mediation and finally shall be settled by arbitration in  
45 accordance with the Rules of the American Arbitration Association. Judgment on the award  
46 rendered by the arbitrator(s) may be entered in any court having jurisdiction.  
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1 **ARTICLE IX.**  
2 **REQUESTING MEMBER'S DUTY TO INDEMNIFY**  
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4 Pursuant to Government Code Section 895.4, and subject to Article X, Requesting Member  
5 shall assume the defense of, fully indemnify and hold harmless Responding Member, its  
6 Directors, Council Members, Supervisors, officers and employees, from all claims, loss,  
7 damage, injury and liability of every kind, nature and description, directly or indirectly arising  
8 from the Requesting Member's work hereunder, including, but not limited to, negligent or  
9 wrongful use of equipment, supplies or personnel provided to Requesting Member or faulty  
10 workmanship or other negligent acts, errors or omissions by Responding Member, or by  
11 personnel provided to Requesting Member from the time assistance is requested and  
12 rendered until the assistance is returned to Responding Member's control, portal to portal.  
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15 **ARTICLE X.**  
16 **SIGNATORY INDEMNIFICATION**  
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18 In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature  
19 arising out of the rendering of assistance through this Agreement, the parties involved in  
20 rendering or receiving assistance agree to indemnify and hold harmless all Members whose  
21 only involvement is the execution and approval of this Agreement, in the transaction or  
22 occurrence which is the subject of such claim, action, demand or other proceeding. Such  
23 indemnification shall include indemnity for all claims, demands, liability, damages and costs,  
24 including reasonable attorneys' fees and other costs of defense, for injury, property damage  
25 and workers compensation.  
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28 **ARTICLE XI.**  
29 **WORKER'S COMPENSATION CLAIMS**  
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31 The Responding Member is responsible for providing worker's compensation benefits and  
32 administering worker's compensation for its employees. The Requesting Member is  
33 responsible for providing worker's compensation benefits and administering worker's  
34 compensation for its employees.  
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37 **ARTICLE XII.**  
38 **NOTICE**  
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40 Each party hereto shall give to the others prompt and timely written notice of any claim  
41 made or any suit instituted coming to its knowledge, which in any way, directly or indirectly,  
42 contingently or otherwise, affects or might affect them, and each Member shall have the  
43 right to participate in the defense of the same, as it considers necessary to protect its own  
44 interests.  
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1 **ARTICLE XIII.**  
2 **INSURANCE**  
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4 Members shall maintain an insurance policy or maintain a self insurance program that covers  
5 activities that it may undertake by virtue of membership in the Mutual Aid and Assistance  
6 Program.  
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9 **ARTICLE XIV.**  
10 **CONFIDENTIAL INFORMATION**  
11

12 To the extent allowed by law, any Member or Associate Member shall maintain in the strictest  
13 confidence and shall take all reasonable steps necessary to prevent the disclosure of any  
14 Confidential Information provided to it by another Member pursuant to this Agreement. If any  
15 Member, Associate Member, or third party requests or demands, by subpoena or otherwise,  
16 that a Member or Associate Member disclose any Confidential Information provided to it under  
17 this Agreement, the Member or Associate Member shall immediately notify the owner of the  
18 Confidential Information and shall take all reasonable steps necessary to prevent the disclosure  
19 of any Confidential Information by asserting all applicable rights and privileges with respect to  
20 such information and shall cooperate fully in any judicial or administrative proceeding relating  
21 thereto.  
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23  
24 **ARTICLE XV.**  
25 **EFFECTIVE DATE**  
26

27 This Agreement shall take effect for a new party immediately upon its execution by said  
28 party.  
29

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31 **ARTICLE XVI.**  
32 **WITHDRAWAL**  
33

34 Any party may terminate its participation in this Agreement by written notice to the Chair of the  
35 appropriate RSC and to the SSC Chair. Withdrawal takes effect 60 days after the appropriate  
36 officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting  
37 Member's duty to reimburse a Responding Member for cost incurred during a Period of  
38 Assistance, which duty shall survive such withdrawal.  
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41 **ARTICLE XVII.**  
42 **MODIFICATION**  
43

44 No provision of this Agreement may be modified, altered or rescinded by individual parties to the  
45 Agreement. Modifications to this Agreement require a simple majority vote of Members within  
46 each region and unanimous agreement among the regions. The State Steering Committee will  
47 notify all parties of modifications to this Agreement in writing and those modifications shall be  
48 effective upon 60 days written notice to the parties.  
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**ARTICLE XVIII.**  
**SEVERABILITY**

14 If any term or provision of this Agreement is declared by a court of competent jurisdiction to be  
15 illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be  
16 affected, and the rights and obligations of the parties shall be construed and enforced as if the  
17 Agreement did not contain the particular term or provision held to be invalid.  
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**ARTICLE XIX.**  
**PRIOR AGREEMENTS**

32 To the extent that prior agreements among signatories to this Agreement for mutual assistance  
33 are inconsistent with this Agreement, such agreements are hereby superseded. This  
34 Agreement supersedes the 1996 Omnibus Mutual Aid Agreement, the WARN 1997 Omnibus  
35 Mutual Aid Agreement, and the WARN 2001 Omnibus Mutual Aid and Assistance Agreement.  
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**ARTICLE XX.**  
**PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Members and no other person or entity has rights  
under this Agreement as a third party beneficiary. Assignment of benefits or delegation of  
duties created by this Agreement to third parties that are not Members is prohibited and without  
effect.

**ARTICLE XXI.**  
**TORT CLAIMS**

This Agreement in no way abrogates or waives any immunity or defense available under  
California law.

**ARTICLE XXII.**  
**INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS**

To the extent practicable, Members retain the right to participate in mutual aid and assistance  
activities conducted under the State of California Intrastate WARN Mutual Aid and Assistance  
Program and the Interstate Emergency Management Assistance Compact (EMAC) and similar  
programs.