

**Piedmont – South Atlantic Coast Cooperative Ecosystem Studies Unit  
Statement of Interest**

between

**NATIONAL PARK SERVICE**

and

**Partner University of PSAC-CESU**

(CESU Host, The University of Georgia – CA No. H5000 03 5040)

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**Project Title:** Natural and Cultural Resources Technical Assistance as Needed During National Park Service Emergency Responses to All-Hazard Incidents

**Cooperating Institution:** Partner University of PSAC-CESU

**Project Representative:** Ray Albright  
NPS CESU Coordinator

## **I. SCOPE OF WORK AND INTEREST**

In the aftermath of a severe natural disaster or other major emergency at a national park, at the site of a park partner, or in other protected and designated areas under the jurisdiction of tribal, state, or local authorities, a rapid response is needed to stabilize, protect, preserve, recover, or restore natural and cultural resources and historic properties. This response typically involves a team of National Park Service (NPS) experts who converge at the impacted site immediately after the disaster. The mix of skills needed differs by the incident and could, as an example, include a wetland ecologist, historical architect, wildlife biologist and archeologist. NPS often must turn to non-NPS experts, such as university employees, to provide specialized skills that NPS lacks in type or quantity. For this purpose, a pre-existing resources list of skills and expertise is needed to help expedite this process and facilitate quick deployment of experts to an impacted location.

The Partner University of the Piedmont – South Atlantic Coast Cooperative Ecosystem Studies Unit (PSAC CESU) has an interest in providing cultural and/or natural resource experts at the request of NPS. The NPS response effort may apply to natural and/or cultural resources under the jurisdiction of parks and/or park partners, or under the jurisdiction of other authorities or property owners identified for assistance under the Natural and Cultural Resources and Historic Properties (NCH) part of Emergency Support Function (ESF) #11 of the National Response Plan.

When an emergency response team is activated, a federal Resource Advisor (READ) or equivalent (such as the National NCH Coordinator under the NCH part of ESF #11), or in the absence of a READ the team leader or incident commander, assesses the need for natural and/or cultural resources expertise and selects individuals from a pre-existing resource list for response. The selected individuals are deployed to the impacted area to provide technical expertise and assistance in responding to damaged or threatened natural and/or cultural resources.

In order to establish the potential to provide emergency responders and as a statement of interest in so providing responders, the cooperating institution intends to submit the names of potential responders to the NPS Emergency Incident Coordination Center (EICC) using the CESU NCH Resource List Data Form (see Attachment I) at the beginning of the project and update the list as needed and annually by June 1. EICC will maintain these names, as a Cooperative Ecosystem Studies Unit (CESU) subset, in a database of potential responders. If the READ determines that responders are needed from the CESU NCH Resource List, the READ (or EICC) will contact the CESU Coordinator to finalize the Statement of Work (SOW) describing the emergency, the specific task, the responders identified, applicable dates, general location of response, and estimated cost. As needed, the READ will select responders from the CESU NCH Resource List. EICC will check availability and deploy responders, providing instructions on the scope of work, dates of deployment, travel and lodging arrangements, and basic guidance on timekeeping for payroll purposes. Based on current agreements, NPS anticipates that the cooperating institution will be authorized to charge 17.5% administrative costs.

The cooperating institution intends to inform potential responders (individuals whose names the institution submits to EICC) that all selected individuals must submit certificates of completion for the following FEMA Emergency Management Institute online courses at <http://training.fema.gov/IS/> prior to selection:

- IS-100 Introduction to Incident Command System (ICS)
- IS-200 ICS for Single Resource and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800.A National Response Plan (NRP), An Introduction

The cooperating institution intends to provide potential university responders with a checklist that will assist potential responders in preparing to respond (see Attachment VII).

A Statement of Work (SOW) and Task Agreement, which will be prepared just prior to deployment of university responders, will use an existing cooperative agreement established through the Piedmont – South Atlantic Coast Cooperative Ecosystem Studies Unit (PSAC CESU). This cooperative agreement is between the National Park Service and the Partner University of PSAC-CESU.

## II. APPLICABLE DOCUMENTS

The following documents pertain to this project:

**Attachment I.** NPS Emergency Response Resource Availability Information, NCH Resource List Data Form

**Attachment II.** NPS Emergency Response Priority Skills List

**Attachment III.** NPS Emergency Response Guidance, Director’s Order #55, and Reference Manual (RM) #55, Incident Management Program, available at <http://data2.itc.nps.gov/npspolicy/DOrders.cfm>

**Attachment IV.** Standard Operating Procedures for National Response Plan Activations, Emergency Support Function #11 Natural and Cultural Resources and Historic Properties Protection, available at <http://www.doi.gov/oepec/NCH%20SOP.pdf>.

**Attachment V.** National Response Plan, available at [http://www.dhs.gov/xprepresp/committees/editorial\\_0566.shtm](http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm).

**Attachment VI.** Interagency Incident Business Management Handbook, available at <http://www.nwcg.gov/pms/pubs/IIBMH2/iibmh.pdf>.

**Attachment VII.** Emergency Response Preparation Checklist (Template)

### **III. TASKS**

This project has the following mutual provisions and terms. The National Response Plan (see Attachment V, p. 66) defines ‘incident’ as “an occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.”

A. The NPS intends to :

1. Cooperate with the Partner University in PSAC-CESU (hence termed cooperating institution) in a multi-year program of emergency response for impacted natural and cultural resources and historic properties. The NPS CESU Coordinator for the PSAC CESU is named as the primary NPS representative for this project.
2. Maintain a current list of qualified university responders through the NPS EICC. Use the NPS All Hazard database, NCH Resource List, resource type CESU. Update the list as needed, and annually by June 1.
3. Issue an SOW and Task Agreement associated with this SOI when making a request for technical assistance, specifying personnel required (names of individuals or skills or position titles), tasks, products, duration of services, and budget.
4. Request and deploy university responders, as needed, in response to incidents. Provide instructions on when and where to report for duty, the point of contact for travel and accommodations arrangements (such as the logistics section of the incident management team), clothing and personal items, and any special requirements, such as immunizations.
5. Track resource orders in the All Hazard database, NCH Resource List, resource type CESU, using the National Interagency Resource Ordering and Status System (ROSS), which tracks all tactical, logistical, service and support resources mobilized by the incident dispatch community (see <http://ross.nwcg.gov/>), or incident chosen methodology, as applicable.
6. Provide travel, housing, transportation, and meals for university responders according to the Interagency Incident Business Management Handbook. Conditions depend on severity of damage to the area. Meals may be military Meals-Ready-to-Eat (MREs).
7. Provide equipment and supplies, including safety equipment and personal protective equipment, as necessary, according to the assignment and location.

8. Provide accredited, free, web-based training for the following FEMA Emergency Management Institute courses:
  - IS-100 Introduction to Incident Command System (ICS)
  - IS-200 ICS for Single Resource and Initial Action Incidents
  - IS-700 National Incident Management System (NIMS), An Introduction
  - IS-800.A National Response Plan (NRP), An Introduction
9. Provide reimbursement for university responders' pay, benefits, and administrative costs (17.5% based on current agreements), and directly cover the cost of travel, transportation, lodging, meals and incidental expenses, supplies, equipment, and other needs associated with the technical assistance provided.
10. Provide the NPS CESU Coordinator to interact directly with the cooperating institution's Point of Contact (POC) and be involved in management decisions throughout the duration of the project.
11. Provide oversight by a professional, federal employee at all times. Most of the time, an NPS employee will provide oversight, but an employee of another federal agency may provide oversight depending on assignment and location.
12. Alert the cooperating institution when an incident has ended. (The NPS CESU Coordinator will alert the cooperating institution.)
13. Post this SOI and related information on the CESU web site at <http://psaccesu.uga.edu/>.

B. The Cooperating Institution intends to:

1. Cooperate with the NPS in a multi-year program of technical assistance emergency response for impacted natural and cultural resources and historic properties. The cooperating institution intends to assign a POC for this project. The cooperating institution intends to inform the NPS CESU Coordinator of the POC.
2. Approve, and submit to EICC a list of qualified potential university responders for the purpose of providing emergency response. The POC intends to submit the names of potential responders to EICC using the CESU NCH Resource List Data Form (see Attachment I). The cooperating institution intends to identify responders that are able to:
  - a. Provide a needed NCH resource skill as listed in Attachment II.
  - b. Show certification of training in:
    - IS-100 Introduction to Incident Command System (ICS)
    - IS-200 ICS for Single Resource and Initial Action Incidents
    - IS-700 National Incident Management System (NIMS), An Introduction
    - IS-800.A National Response Plan (NRP), An Introduction
  - c. Respond within 24 hours to a phone or e-mail request for service. In some cases, the responder may be asked to deploy the same day the request is made, but in many cases a few days lead time is available.
  - d. Be available for a minimum of two weeks of service, typically working 12-hour days with time off scheduled by the responsible federal official. The assignment may last less than a week or the responder may be asked to work longer than two weeks, if available. The work hours and duration of the assignment depend on the severity of the damage and logistics.
  - e. Provide and travel with essential personal items. The responder should anticipate being self sufficient in medicines, toiletries and clothing for the duration of the deployment. See packing checklist in Attachment IV.
  - f. Work in a severely impacted area, often without electrical power, public water supply, medical services, accessible roads, and/or a safe environment. Hazardous

conditions may exist. As the utilities and infrastructure of the area are restored, conditions improve.

- g. Demonstrate that their immunizations meet the requirements of the specific incident. In advance of any incident, responders should consult the Centers for Disease Control web site at <http://www.bt.cdc.gov/> and their physicians regarding advisable immunizations.
  - h. Comply with chain of command, regulations, safety protocols, and required paperwork that the federal government implements to manage an emergency response.
  - i. Work under the direction of a federal official. Follow the federal official's directions on where and when to work, the objectives of the work, and administrative requirements (such as timekeeping and activity reports).
  - j. Accept the specific responsibilities of responders and follow the standard operating procedures for the emergency response as described in Attachments III and IV and any additional guidance provided by authorized federal officials, including the following:
    - Providing deployment travel itineraries and demobilization dates, times, and travel itineraries (when deployment involves travel) to EICC;
    - Checking in with the Resources Unit upon arrival and departure.
    - Obtaining an incident safety briefing and adhering to personal protective equipment requirements, if applicable;
    - Maintaining records of activities and submitting reports on a schedule determined by the responsible federal official;
    - Maintaining records of hours worked and expenditures, and preparation of reimbursement documentation;
    - Advising the responsible federal official in a timely fashion of issues needing resolution;
    - Ensuring personal accountability for equipment issued for use in the deployment; and
    - Submitting a final report of accomplishments, best practices, and lessons learned to the responsible federal official promptly.
3. Authorize responders to accept deployment to emergencies when contacted by EICC.
  4. Require university responders to provide technical assistance and reports according to the protocols of the incident command as outlined in Attachments III and IV and any additional guidance provided by authorized federal officials on the incident.
  5. Pay university responders during period of deployment in accordance with timekeeping and pay protocols of the cooperating institution. Submit invoices for reimbursement to the NPS Contracting Officer, as identified in the Key Personnel section of this SOI. NPS uses a special emergency form, Optional Form (OF) 288 (Emergency Firefighter Time Report), to record time worked and may also use Standard Form (SF) 261 (Crew Time Report). The university responder will complete SF 261, if required, or OF 288 and will work with the responsible federal official to submit the completed OF 288, approved by the federal official, to the cooperating institution payroll office.
  6. Provide the incident command and the NPS CESU Coordinator with an accounting of pay, benefits, and overhead expenditures at the end of each incident.
  7. Require university responders to request travel, transportation, supplies, and equipment acquisition from the responsible federal official on the incident.

8. Conduct an annual review of the program with the NPS CESU Coordinator. The review will evaluate the utility, effectiveness, and efficiency of the program and recommend modifications for improvement.
9. Submit new and updated CESU NCH Resource List Data Forms to EICC, as needed, and annually by June 1.
10. Communicate information on this SOI to University employees who are potential responders.

#### **IV. SUBSTANTIAL INVOLVEMENT**

Substantial involvement will be accomplished as follows:

1. Cooperating institution intends to provide technical assistance to NPS in meeting its emergency response responsibilities.
2. Both parties intend to collaborate to jointly respond to emergencies affecting natural and/or cultural resources.

#### **V. PRODUCTS AND SCHEDULE**

##### **Intended Products (Items 2-5 subject to a Task Agreement and Statement of Work):**

1. A list of qualified potential university responders sent to EICC using the CESU NCH Resource List Data Form (see Attachment I).
2. Technical assistance as specified by the EICC at the time of deployment for each individual responder to the emergency.
3. Timekeeping reports, records of expenditures, and periodic and final reports on activities for each university responder as required by the incident-specific protocol.
4. A final report on activities of each university responder submitted to the incident command, the READ, and the National NCH Coordinator under ESF #11, if applicable.
5. An accounting of payroll and overhead expenditures at the end of each incident and annually.

##### **Schedule:**

The period of performance for the SOI shall be from the effective date until March 31, 2012. The period of performance for a SOW and Task Agreement developed for a specific incident will be specified in the Task Agreement.

#### **VI. GOVERNMENT FURNISHED PROPERTY**

The NPS will provide equipment and supplies, including safety equipment and personal protective equipment, as necessary, according to the assignment and location.

#### **VII. OTHER CONSIDERATIONS**

None.

#### **VIII. BUDGET**

Funding for this project is based upon the need for university responders to an emergency situation. The number of responders and the number of incidents are unknown and will vary

from year to year. The NPS is not bound to expend any funds through this project in any given fiscal year.

The parties intend to enter into a Task Agreement with an SOW when NPS identifies a need for responders.

NPS intends to establish a separate account code for each incident once the incident occurs. The university responders will communicate to the cooperating institution their payroll costs during the incident using form OF 288, showing the applicable Task Agreement numbers in the Remarks block. The cooperating institution will pay responders, according to the time records submitted, through the cooperating institution's normal payroll system. The cooperating institution will invoice NPS for payroll time, associated benefits, and indirect costs. Reimbursements to the cooperating institution will be refunded from the NPS incident account code. See more about payments in next section.

The parties intend that pay rates for responders will be based on the cooperating institution's current daily rate equivalent for each responder, as provided on the CESU NCH Resource List Data Form, plus benefits. By terms specified in the CESU cooperative agreement, the cooperating institution may assess a 17.5% indirect cost to all payroll costs incurred by the responder(s).

## **IX. AWARD AND PAYMENT**

**A. General** - The NPS intends to obligate an amount in accordance to the need for university responders to an emergency situation, stated as a Not-to-Exceed (NTE) price. Any changes to this NTE price will be accomplished through a modification of the applicable Task Agreement. All terms and conditions of the CESU Cooperative Agreement will apply to the applicable Task Agreement and SOW.

### **B. Payment/Invoices**

- (1) **Request for Reimbursements** – NPS intends that the Request for Reimbursement (SF-270) shall be submitted to the NPS Contracting Officer, as identified in the Key Personnel section of this SOW. NPS intends to make payments at the end of each incident and **no more frequently than quarterly** and pay by electronic fund transfer.
- (2) NPS intends that the cooperating institution shall be reimbursed for allowable costs incurred for work accomplished in accordance with the applicable Task Agreement and SOW. NPS intends that payment will be made based on costs incurred up to the total NTE price specified in the Task Agreement budget.

Nothing in this SOI or the applicable Task Agreement and SOW shall be construed as binding the NPS to expend in any fiscal year any sum in excess of the total obligation identified in the applicable Task Agreement and SOW.

## IX. KEY PERSONNEL

### **National Park Service Contracting Officer**

Cheryl Richardson  
Contract Officer  
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### **NPS Representative**

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### **NPS Advisor**

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## X. GLOSSARY OF REPEATED ACRONYMS

CESU	Cooperative Ecosystem Study Unit
EICC	Emergency Incident Coordination Center
ESF	Emergency Support Function
ICS	Incident Command System
NCH	Natural and Cultural Resources and Historic Properties
NPS	National Park Service
POC	Point of Contact
PSAC	Piedmont – South Atlantic Coast
CESU	Cooperative Ecosystem Studies Unit
READ	Resource Advisor
SOI	Statement of Interest
SOW	Statement of Work

**NPS Emergency Response Resource Availability Information  
Natural and Cultural (NCH) Resource List Data Form**

CESU Network	Piedmont – South Atlantic Coast
Cooperating institution	
Your name	
Location (City/Town of residence)	
Location (State/postal code of residence)	
Your current job title	
Skills: List all specialized skills and years of experience.	
List geographic regions where you've applied the specialized skills and years of experience in each region	
Telephone (office)	
Telephone (home)	
Telephone (cell)	
Fax	
e-mail	
Mailing address (office)	
FedEx address (if different)	
Your current job daily pay rate (excluding benefits)	
Benefits as a percentage of pay	%
Your current employment status	Highlight or underline one: full-time, part-time, annuitant eligible for re-hire, furloughed, other (specify)
Required training certifications (yes/no, if no give date training will be completed)	IS-100 - IS-200 - IS-700 - IS-800.A -
Reviewed immunizations with personal physician? (yes/no)	
Available start date	
Available until (end date)	
Supervisor's approval (yes/no)	
Supervisor's name and title	
Supervisor's e-mail	
Supervisor's telephone (office)	
Department Chair's name	
Department Chair's e-mail	
Date form completed	

Save this document, inserting your first and last name in the document name. Cooperating institution will send data forms as an e-mail attachment to [NPS\\_EICC@nps.gov](mailto:NPS_EICC@nps.gov).

**NPS Emergency Response Priority Skills List**

**First Priority: Skills that NPS is most likely to request from the CESU.**

**Natural Resources**

Fishery Biologist  
Geomorphologist  
Hydrologist  
Karst Geologist  
Marine Biologist  
Plant Threatened and Endangered Species Specialist  
Sedimentologist  
Toxicologist  
Volcanologist  
Wetland Ecologist

**Cultural Resources**

Anthropologist/Ethnographer with specialty in tribal historic preservation  
Archeologist with specialty in impacted area  
Architect with historic preservation specialty (Historical Architect)  
Conservator (museum collections) with the following specialties:  
    Interior finishes (murals, wallpaper)  
    Metals  
    Natural history specimens  
    Paintings  
    Paper  
    Photographs  
    Textiles  
    Wet recovery  
    Wood  
GIS Data Entry Technician  
GIS Programmer with historic preservation experience  
GPS Technician with historic preservation experience  
Horticulturalist with historic landscape experience  
Landscape Architect with historic landscape experience  
Structural Engineer with historic preservation specialty

**Second Priority: Skills likely to be deployed on an incident but less likely to be requested from the CESU.**

**Natural Resources**

Biologist  
Ecologist  
FEMA Environmental Specialist

Geologist  
NEPA Generalist/Specialist  
Wildlife Biologist

**Cultural Resources**

Archeological Technician  
Archeologist (with specialty outside of impacted area)  
Architectural Historian  
Museum Collections Management Specialist  
Museum Curator  
Museum Registrar  
Museum Technician

## Attachments III-VI

**Attachment III.** NPS Emergency Response Guidance, Director's Order #55, and Reference Manual (RM) #55, Incident Management Program, available at <http://data2.itc.nps.gov/npspolicy/DOrders.cfm>

**Attachment IV.** Standard Operating Procedures for National Response Plan Activations, Emergency Support Function #11 Natural and Cultural Resources and Historic Properties Protection, available at <http://www.doi.gov/oepe/NCH%20SOP.pdf>

**Attachment V.** National Response Plan, available at [http://www.dhs.gov/xprepresp/committees/editorial\\_0566.shtm](http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm).

**Attachment VI.** Interagency Incident Business Management Handbook, available at <http://www.nwcg.gov/pms/pubs/IIBMH2/iibmh.pdf>.

**National Response Plan Activations  
Natural and Cultural Resources (NCH) part of Emergency Support Function #11**

**Emergency Response Preparation Checklist**

**To be an emergency responder in cooperation with the NPS Piedmont–South Atlantic Coast Cooperative Ecosystem Studies Unit, complete the following steps.**

**Step 1 – Qualify.** To qualify as a responder on the NPS emergency response roster:

- Make sure your skill(s) match at least one skill on the *Emergency Response Priority Skills List* in either the First Priority or Second Priority listings. Any question about your skill match may be addressed to the NPS point of contact person.
- Make sure it is practical to accept a request for service. Enrolling on the roster infers that you are generally available to be deployed, except for an unforeseen circumstance. Please take into account your university contract, teaching responsibilities, research schedules and family or personal commitments in considering your availability. You must be employed by the university when deployed.
- Make sure you meet the requirements needed for an incident. Pay particular attention to Page 4 in the *Statement of Interest* which begins to list the requirements of a university expert at an incident (long work days, high risk areas, operating in an ICS environment, etc...).

**Step 2 – Enroll.** To enroll as a responder on the emergency response roster:

- Obtain certificates of completion for four FEMA Emergency Management Institute online courses at <http://training.fema.gov/IS/> prior to applying. These are free courses.
 

IS-100	Introduction to Incident Command System (ICS)
IS-200	ICS for Single Resource and Initial Action Incidents
IS-700	National Incident Management System (NIMS), An Introduction
IS-800.A	National Response Plan (NRP), An Introduction
- Complete the *Natural and Cultural (NCH) Resource List Data Form*.
- Submit the form to your university point of contact (See *List of University POCs* on website).

**Step 3 – Prepare.** To prepare for deployment:

- Stay alert to news of major emergency events. University experts will most always be in a second wave or later of responders to an incident, meaning that media news of the incident should be used as an alert for possible deployment. In the event of a hurricane, the possible deployment can be gauged several days in advance of the impact.
- Keep a checklist of essential personal items readily accessible and available. Impacted areas can have very limited medical and retail services operating for several days. Use the *NPS Emergency Response Checklist* to prepare for deployment. Usually, a university expert will have 24-36 hours to prepare for deployment which allows time to assemble most of the items on the checklist.
- Make sure your basic immunizations are up-to-date.
- Wait for the NPS POC or EICC to contact you regarding *possible* deployment.
  - Confirm with your supervisor and/or Department Chair that you are available for the dates requested.

- Check the Centers for Disease Control web site at <http://www.bt.cdc.gov/> and your physician regarding advisable immunizations for incident location.

#### **Step 4–Go**

- Wait for EICC to deploy you and provide the following information:
  - Nature of the assignment (scope of work)
  - Where, when, and to whom to report
- Upon deployment, contact the NPS CESU Coordinator who will provide administrative support, such as information on travel authorizations, accommodations, and travel reimbursements, for your assignment.
- Travel to assigned location and report for duty.

***Thank you for responding to preserve our natural and cultural heritage!***