

## HOW EMAC WORKS:

1. Governor of impacted state declares a state of emergency
2. Impacted state assesses resource needs and identifies shortfalls for which assistance will be requested
3. EMAC is activated
4. State Emergency Management personnel (EMAC A-Teams & Authorized Representatives) help to find resources and determine cost and availability
5. Requesting and Assisting States agree on estimated costs to perform mission
6. The states execute the EMAC Form REQ-A
7. Resources are sent to the Requesting State from the Assisting State (i.e. mobilized and deployed)
8. When mission is completed, resources return to home state (i.e. demobilized and redeployed)
9. Deployed personnel provide receipts and records and work with home state to develop and review reimbursement package(s)
10. Reimbursement package sent to Requesting State
11. Requesting State reimburses Assisting State\*

\*If the Assisting State seeks FEMA reimbursement under a Presidential Major Disaster Declaration, this will not change or alter EMAC reimbursement requirements and procedures.

This pamphlet is intended to provide general guidance for personnel that may be deployed under EMAC. For more information about EMAC, contact your state emergency management agency and ask to speak to the EMAC Designated Contact or EMAC Coordinator.



### EMERGENCY MANAGEMENT ASSISTANCE COMPACT

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Being Deployed Under EMAC?  
What You Need to Know.

## WHAT IS EMAC?

EMAC, the Emergency Management Assistance Compact is the most utilized mutual aid agreement in the nation.

During the 2005 Hurricane season, EMAC was used to move over 65,000 civilian and National Guard personnel for response and recovery missions in the states of Louisiana, Mississippi, Texas, Alabama, and Florida. EMAC acts as a complement to the national disaster response system, providing timely and cost-effective assistance to disaster impacted states (Requesting States). EMAC does not replace federal assistance, but can be used alongside federal assistance or when federal assistance is not warranted. Requesting resources is made at the discretion of the impacted state. Responding to a request for assistance is at the discretion of non-impacted states.

To become a member of EMAC, each state legislature passed the standard language of the Compact and adopted it into law.



For more information about EMAC, refer to the EMAC Web site at [www.emacweb.org](http://www.emacweb.org) or contact your State Emergency Management Agency.



# ARE YOU BEING DEPLOYED UNDER EMAC?

## BEFORE YOU DEPLOY, THERE ARE SOME THINGS YOU NEED TO KNOW...

### EMAC ESTABLISHES A FIRM LEGAL FOUNDATION:

Once the terms of the mission have been agreed upon by both states, the terms constitute a legally binding agreement. The form which sets these terms is called the EMAC Request for Assistance form or as it is often called, the REQ-A.

The Requesting State is responsible for reimbursing agreed upon costs stated on the REQ-A .

State Emergency Management Agency personnel who work on the terms for the REQ-A are called EMAC A-Teams, EMAC Authorized Representatives (ARs), or EMAC Designated Contacts (DCs). Only ARs, who have been given fiscal responsibility by their Governor can sign the REQ-A.

What about licenses and certificates? While completing the mission listed on the REQ-A, licenses and certificates are recognized by the Requesting State and deployed personnel are covered for liability and workers compensation. Liability to third parties is provided by the Requesting State. Workers compensation and other benefits travel with you.

### I'M BEING DEPLOYED. NOW WHAT?

Regardless of your home state affiliation, when deployed under EMAC, you are sent by the state emergency management agency to the Requesting State (usually as an agent of the state).

Upon arrival in the Requesting State you are functioning under that state's operational command and control.

Before you leave: You should be fully briefed on the mission you or your team are expected to perform and should receive a copy of the completely executed REQ-A.

### The REQ-A

- **Identifies the point of arrival staging area, duty station, and point of contact;**
- **Is evidence that you are on an official approved EMAC mission;**
- **Identifies any special considerations (working location, living conditions, & safety concerns); and,**
- **Is your contract for services.**

### ON THE MISSION:

Upon arrival, report to the staging area in the Requesting State and get your mission update, lodging, and other information and/or immunizations (if not done in your home state).

Immediately report your arrival to your home state emergency management agency and mention any changes to the deployment conditions or REQ-A, such as inaccurate cost estimates, home state equipment damage, property damage, meals that were to be provided and are not, lodging prices are not accurate, lodging was not provided, driving instead of flying, etc.

Your home state emergency management agency will work with the Requesting State to properly amend the REQ-A.

Pack appropriately and remember to take all personal items, clothing, safety equipment, and medication you may need or that is recommended.

If your mission states that you are to be self-sustaining, remember to take food, sleeping gear, etc. with you.

### HOW DO WE GET PAID?

Follow these simple rules: If it is on the REQ-A you need a receipt in order to be reimbursed. If it is not on the REQ-A, you may not be reimbursed. If in doubt, notify your team leader or home state emergency management agency for guidance.

Keep ALL receipts AND keep good records!

Receipts: flight information, lodging, equipment repair, fuel and meal receipts unless per-diem is specified on the REQ-A. If you aren't certain—keep all receipts.

Records: Mileage log (if you are driving), labor and/or time sheets, equipment, meals provided some times but not every day, etc.

### A few notes about reimbursement under EMAC:

- If equipment breaks while on the mission, it can be repaired or replaced but costs should be documented. For insured equipment, only the deductible may be paid. Contact your home state emergency management agency if this occurs.
- No equipment should be purchased without the approval of both the Requesting and Assisting States ARs. If equipment is purchased to support the mission it is the property of the Requesting State unless no reimbursement is being requested.
- Personal items such as toiletries, alcohol, tobacco, personal mobile phone usage, etc. will not be reimbursed.
- Credit card statements are not substitutes for receipts.

If you have questions about reimbursement eligibility contact your home state emergency management agency mission coordinator and ask before committing resources.

