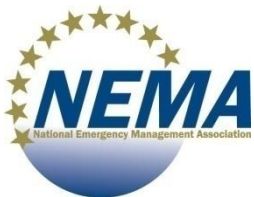


July 2008

The State's Role Under EMAC



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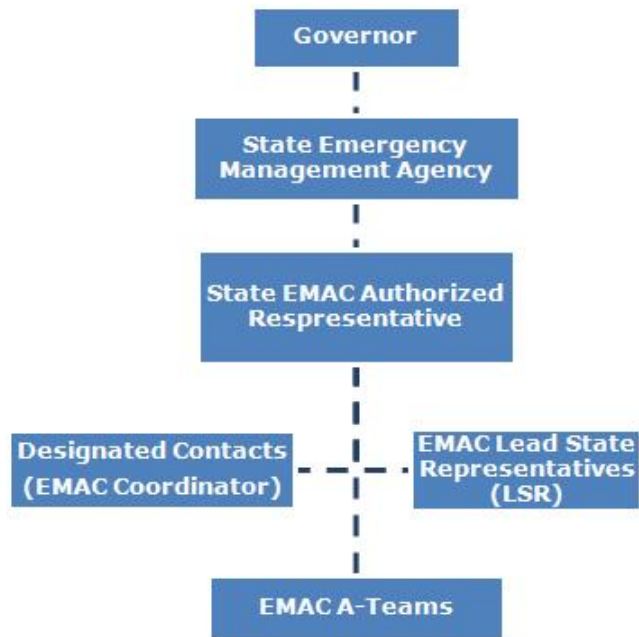
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SECTION I. **EMAC Member State Responsibilities**

EMAC Member States have a minimum set of responsibilities as defined in Article III of the EMAC Compact and agreed to by a majority vote of the EMAC Member States as outlined below.

1. Develop internal procedures that, at the minimum:

- Incorporate EMAC into state preparedness planning.
- Set up the organizational structure (as seen to the right) to maintain a constant of readiness to implement EMAC in their state. Positions include State EMAC Authorized Representative(s), EMAC Designated Contacts



EMAC Lead State Representatives, and EMAC A-Teams.

- Incorporate EMAC into at least one exercise annually. The state can determine whether they wish to be the Requesting State or the Assisting State (depending on the exercise scenario).
- Designate a sufficient number of EMAC Authorized Representatives to approve EMAC Requests for Assistance and to sign EMAC REQ-A during events.
- Designate a sufficient number of EMAC Designated Contacts to answer questions about EMAC and to provide briefings on in-state procedures/protocols.
- Establish and maintain an EMAC training program to reinforce the EMAC procedures and protocols as well as in-state procedures and protocols for both intrastate and interstate mutual aid for all political jurisdictions.

- Designate at least one person from each state to annually attend the EMAC Train-the-Trainer Course (E430) at EMI in preparation for delivering the EMAC Multi-Disciplinary Field Course.
- Develop the following:
 - As a Requesting State:
 - In-state procedures/protocols to request interstate mutual aid from other EMAC Member States.
 - In-state procedures/protocols for state agencies and political jurisdictions to request EMAC assistance from the state emergency management agency.
 - In-state EMAC reimbursement procedures/protocols that are made available and utilized for each event.
 - As an Assisting State:
 - Procedures/protocols for utilizing in-state assets that may be deployed under the EMAC agreement as state employees, or through intrastate or other agreements (such as private sector, volunteers, political jurisdiction employees such as fire, law enforcement, etc.).
 - Pre-deployment process/checklist for briefing personnel assigned to EMAC missions.
 - Reimbursement procedures/protocols for the reimbursement of all in-state political jurisdictions deployed under the agreement, and make them available at all times for reference.

2. EMAC A-Team Specific Duties

- Each Member State should designate and train at least three qualified individuals, either from emergency management or other political jurisdictions, to serve as an A-Team member within their own state EOC or to deploy to another state EOC (usually on 24-hours notice for a minimum deployment of seven (7) days).
- A-Team members should be resource typed, using the [EMAC A-Team Resource Typing](#) schemata¹ (see Resource Library: [EMAC A-Team Resource Typing](#)).
- When requesting and deploying EMAC A-Teams, states should follow the “typing” guidance shown in the [EMAC A-Team Resource Typing](#) document.
- As a Requesting State:

¹ A single state is not responsible for filling all functions of the EMAC A-Team schemata. Teams are comprised of multiple states. Each state must identify where their personnel may be utilized.

- Develop in-state procedures to facilitate the transition of in-state A-Team functions to Assisting State's A-Teams and back to the in-state A-Team
- Provide adequate workspace and logistical support to an A-Team at the state EOC or other duty station.
 - EMAC A-Team position and location should be established and reflected in the state EOC organization chart and floor plan.
 - Workspace should consist of two workstations (at a minimum) with telephones, good quality fax machine or good quality scanner, and computers with Internet (for Internet Explorer access with pop-ups enabled) and e-mail capability.
 - If a Member State uses a particular incident management software (i.e., E-Team, WebEOC, etc.), an IT staff person familiar with the Requesting State's computer information and mission tracking system software should be available to train Assisting State A-Team members on the use of the system.
 - The A-Team should have access to the Requesting State's survivable communication network at the SEOC.
 - If the Requesting State relocates to a Joint Field Office (JFO) and connects to a federal communications system, the state should also arrange for access to these networks by the A-Team.

SECTION II. **EMAC Authorized Representative**

The EMAC Authorized Representative (AR) is the person empowered to obligate state resources and expend state funds for EMAC purposes. In a Requesting State, the EMAC AR is the person who is legally empowered under the Compact to initiate a Request for Assistance (REQ-A) under EMAC. In an Assisting State, the AR is the person who can legally approve the response to a Request for Assistance (REQ-A).

Under authority of the Governor, state emergency management directors are automatically recognized as an EMAC Authorized Representative. The director can delegate this authority to as many other emergency management officials within the organization as deemed necessary, as long as they possess the same obligating authority as the director, and are accessible for approving and signing off on the EMAC REQ-A.

The NEMA EMAC Coordinator maintains the list of EMAC Authorized Representatives for all EMAC Member States as designated by the state emergency management director. State emergency management directors may update their list of EMAC Authorized Representatives on the EMAC Web Site or through written request to the NEMA EMAC Coordinator. The AR list should be reviewed frequently by the state emergency management director to ensure it is accurate.

SECTION III. **EMAC Designated Contact**

The EMAC Designated Contact (DC) is often referred to as the state EMAC Coordinator. This person is very familiar with the EMAC process and serves as the point of contact for EMAC in their state. These personnel are the most knowledgeable about EMAC in their state emergency management agency. The EMAC Designated Contact is the main point of contact for all in-state agencies from all political jurisdictions wishing to coordinate mutual aid assistance through the state for the purposes of EMAC.

The EMAC Designated Contact is not legally empowered to initiate an EMAC request or authorize EMAC assistance (execute EMAC Form REQ-A) unless they are also an EMAC Authorized Representative.

The NEMA EMAC Coordinator maintains the list of EMAC Designated Contacts for all EMAC Member States as designated by the state emergency management director. State emergency management directors may update their list of EMAC Designated Contacts on the EMAC Web Site or through written request to the NEMA EMAC Coordinator. The DC list should be reviewed frequently by the state emergency management director to ensure it is accurate.

SECTION IV. **EMAC Preparedness Planning**

Preparedness Planning is the responsibility of *all disciplines and all political jurisdictions*. Understanding how EMAC works is essential to sending and receiving mutual aid in an efficient and effective manner. The State Emergency Management Agency is responsible for ensuring that in-state emergency management personnel, response disciplines, and other support agencies and organizations who may be called upon to provide support under the EMAC, are involved in preparedness planning, and are familiar with their respective roles or responsibilities, prior to activation or deployment under EMAC.

The following should be considered in the preparedness planning process:

- Discipline specific "tips documents" are encouraged to be used as educational handouts before and during EMAC deployments. In a one page handout the specific issues that concern that discipline about deploying on an EMAC mission can be addressed.
- All disciplines (e.g., public health, medical, law enforcement, fire, haz-mat, transportation, public safety, human services, etc.) should develop a relationship with the state EMAC Designated Contact at the emergency management agency and develop standard operating procedures for working the EMAC process within their state (in the capacity of both Requesting State and Assisting State). All EMAC requests and/or offers of assistance must go through the state emergency management office and approved by the EMAC Authorized Representative(s) in both the Assisting and Requesting State emergency management agencies.
- Consult with legal counsel regarding the state's laws and authorities. EMAC requests are legally binding, and they have important implications for reimbursement, acceptance of licensure, liability coverage, workers' compensation and death benefits.
- While EMAC applies to state (publicly-owned) assets only, many states have intrastate or other agreements for deploying civilian/private sector, local governmental, and other political jurisdiction personnel and physical assets through EMAC. Determine if and how civilian/ private sector personnel and critical resources would be shared under EMAC.

- Addendums to the EMAC contract (EMAC Form REQ-A) that compliment deployments under EMAC (such as use of powers of force issues for law enforcement) are very beneficial but should be established pre-event.
- Personnel who deploy without an EMAC Mission Order Authorization For or EMAC REQ-A (self-deployments), including first responders and emergency management personnel, generally create more of a strain in the event management as they too must be fed, sheltered, and kept safe.
- Self-deployments are not reimbursed under EMAC and are not protected by the articles of the EMAC Agreement.
- In general, disciplines with resource typed mission packages that include predetermined cost estimates are needed to engage quickly in mutual aid. Working on this prior to an event can save valuable time during an event.
- Educate relevant state and local constituencies about self deployments. It is important that private citizens, businesses, nongovernmental organizations, and local governments understand that self-deployment places undue burden on the Requesting State by taking up space, food and other resources otherwise needed for response purposes.
- Exercise in-state procedures/protocols in coordination with the state emergency management agency. EMAC Member States should regularly conduct exercises. It is better to make mistakes in practice rather than during a real emergency. Contact the state emergency management agency to get involved.

SECTION V. **EMAC Training and Education**

The scope of EMAC is much broader than just utilizing state emergency management personnel. It also involves the emergency services forces of local and state agencies, political subdivisions, and organizations that can provide experienced program managers, deployable task forces, specialized personnel or services, equipment and other assets that can assist other states with disaster response and recovery operations. These potential resource providers need to know how to become an integral part of the EMAC system.

Any EMAC related training provided by NEMA or the state emergency management agency to potential resource providers in that state should be within the context of existing statewide mutual aid programs. Some statewide mutual aid programs may have already identified task forces, strike teams, etc., which are deployable under EMAC. EMAC and intrastate mutual aid agreements or programs must be coordinated very closely within each state, and where possible, administered jointly, because many of the deployable resources will be the same. It is further recommended that training for resource providers incorporate both intrastate mutual aid and interstate mutual aid (EMAC) concepts and practices.

To ensure that all available resources are recognized by the state and integrated into statewide mutual aid programs that complement EMAC, EMAC training for *potential* mutual aid service providers should be presented in coordination with the state emergency management agency or NEMA.

The EMAC Designated Contacts should network with the NEMA EMAC Training Coordinator and their state emergency services counterparts (law enforcement, fire, emergency medical, search and rescue, public works, environmental health, public health, animal control, etc.), and most importantly, their local city/county emergency management organizations to keep them informed about EMAC training and exercise opportunities. This can be accomplished through newsletters, meetings, e-mail, or any other means deemed appropriate. These vital forces should be viewed as "components of the State's emergency management system" rather than appear as separate and distinct emergency service providers.

The following training courses and educational materials are available or are under development (as noted):

EMAC Training Courses:

1. EMAC Train-the-Trainer Course

Background:

The EMAC Train-the-Trainer course (E430) was first developed under contract by DHS/FEMA/EMI to prepare instructors to deliver the EMAC Comprehensive Training Course. The course remains a TTT but was revised by NEMA in 2008.

Course Description:

This EMAC TTT is designed to both train and prepare instructors to teach about EMAC. The target audience is Response and Recovery personnel who are responsible for conducting training in their state who would benefit from taking this course by increasing their knowledge of EMAC and receiving the EMAC training materials (instructor manuals, student manuals, & PPT slides). The outcome will be EMAC trained instructors and course materials to teach about EMAC.

Course Length:

4 full days; Travel days are Sunday and Friday.

Target Audience:

Response and Recovery personnel and/or individuals with instructor responsibilities who want to provide information about EMAC to their discipline.

Continuing Education Units:

EMI awards 2.4 CEUs for completion of this course.

Location:

National Emergency Training Center, Emergency Management Institute, Emmitsburg, Maryland.

To Apply:

Complete a FEMA Form 75-5, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State emergency management training office who will fax it to the National Emergency Training Center Admissions Office at (301) 447-1658.

For further enrollment information, refer to the EMI web site at <http://training.fema.gov/EMIWeb/apply>

Course Outline:

The course consists of 9 training modules as follows:

- 1. Introduction to EMAC:** Covers what EMAC is, what EMAC can and cannot do, the History of EMAC, the Vision, Mission and Goals of EMAC and identifies the types of resources that can be shared through EMAC.
- 2. Mutual Aid & EMAC:** Addresses the importance of mutual aid, explains the differences between intrastate, interstate and international mutual aid.
- 3. The EMAC Articles of Agreement:** EMAC is defined by its Articles of Agreement. This module reviews each of the thirteen (13) Articles of Agreement, and outlines provisions of the Compact that Member States agree to comply with.
- 4. The EMAC Governance Structure** Provides the participants an overview of the governance structure that supports EMAC, the relationship with federal organizations, states, counties, territories, and regions.
- 5. The State's Role Under EMAC** Provides participants an overview of roles and responsibilities required of Member States under EMAC. Established plans and procedures help to ensure that Members States will be able to provide or receive assistance under the Compact when needed.
- 6. The EMAC Process-An Introduction** This module provides participants an overview of the EMAC Process for requesting, providing and receiving mutual assistance through EMAC.
- 7. Span of Control & Levels of Operations** Reviews the Span of Control for emergency operations and identifies the interactive operational coordination and control components utilized to manage emergency operations and

provide for rapid expansion of EMAC activities needed to support a Requesting State during times emergency or disaster.

- 8. Financial Reimbursement** Provides an overview of the reimbursement processes and procedures in place to ensure that Resource Owners providing assistance through EMAC will be reimbursed for all reasonable and eligible costs in the completion of assigned missions.
- 9. The EMAC Process In-Depth** Provides an in-depth look at the EMAC Process and covers each of the ten (10) steps in detail. Having a working knowledge of each step of the Process will ensure that needed services or resources can be requested and provided in an efficient and effective manner.

2. EMAC A-Team Training Course (under development)

The EMAC A-Team Training Course is a two-part course. Upon completion of both Parts, A-Team members will receive an EMAC A-Team card which qualifies them to serve on both an in-state EMAC A-Team and an assisting state EMAC A-Team.

Part 1: Understanding Your Role as an EMAC A-Team Member

In-depth training on A-Team Operational Roles and Responsibilities

Part 2: EMAC Operations System (EOS)

Training on the EMAC Operations System which includes resource accountability during the EMAC process (Requesting, offering, Assisting, on-line REQ-A, EMAC broadcast function, and cost tracking).

4. Other Training To Be Developed (Training for specific target audiences)

EMAC training programs for specific target audiences may include EMAC Reimbursement Procedures for state emergency management administrative and fiscal personnel, an EMAC Executive Orientation for new state emergency management and homeland security executives, and EMAC distant-learning courses for emergency response disciplines. The first emergency response discipline course will be focused on public health and medical resources.

EMAC Educational Material:

1. EMAC Executive Overview

This PowerPoint presentation provides a general overview into the history of EMAC, the compact articles, the governance structure, activating and implementing the EMAC process, and disaster response applications by the member states. The presentation is located on the EMAC Web Site (www.emacweb.org) and can be downloaded in PDF format.

2. EMAC Deployment Brochure:

This brochure describes general information about EMAC deployments. It is a "must read" for any discipline interested in how EMAC works. The brochure can be downloaded in PDF format from the EMAC Web Site (www.emacweb.org).

3. "Tips" Documents from the following disciplines and may be downloaded from the EMAC Web Site:

- EMAC Tips for State Health Agencies developed with ASTHO
- Water and Wastewater
- Law Enforcement

EMAC Training and Educational Materials Development Policy:

Only training and educational materials that are developed by or in conjunction with NEMA and approved by the EMAC Committee and the EMAC Executive Task Force may contain "EMAC", "Emergency Management Assistance Compact", and the EMAC logo. NEMA maintains the intellectual property rights to all EMAC materials such as documents, publications, copyrights, news releases, Web Site, processes, patents, trademarks, trade names or trade secrets. No material may be duplicated or used without the permission of NEMA except by the State Emergency Management Agencies of the EMAC Member States.

Approved training curriculum and educational materials will provide a consistent message to better prepare each individual, discipline, and EMAC Member State to activate EMAC and mutual aid in general - both as a Requesting and Assisting States.

SECTION VI. **EMAC Exercises**

Each EMAC Member State should factor EMAC into at least one or more exercises annually. The state can choose to be either a Requesting State or an Assisting State depending on the exercise scenario. Further, all disciplines, DHS/FEMA, and other agencies should include EMAC in exercise scenarios and coordinate the exercise with NEMA and the state emergency management agencies. Exercises that do not meet the minimum qualifications for coordination (given below) will not be supported.

Minimum Qualifications for Exercise Coordination:

1. The NEMA EMAC Coordinator must be notified of the exercise date, level of EMAC play, and a list of states that will be participating in the exercise identified as either Requesting States or Assisting States.
2. The state emergency management agencies must be included in the coordination of the requesting of and assisting of resources.
3. Access to the EMAC Operations System is not available outside of the state emergency management agencies for exercise and training activities.

National Coordination Group (NCG) Exercises

The National Coordination Group conducts an annual EMAC transition training/exercise for the incoming EMAC Executive Task Force Chair/National Coordination Group prior to the annual change of leadership. This training/exercise enables the new leadership to transition effortlessly into the important roles and responsibilities of EMAC operations. The training/exercise takes place prior to the NEMA Annual Conference, at which time EMAC leadership transitions.