So, you want to deploy under EMAC...
But are you ready?

Leon Shaifer, Senior EMAC Advisor
Emergency Management Assistance Compact

Puerto Rico U.S. Virgin Islands The 50 United States Guam District of Columbia

EMAC Membership

Workshop Objectives

The EMAC 5-Phase Process

Phase 1: Pre-Event Preparation Phase

Mission Ready Packages Are ...

PRE-EVENT PREPARATION
ACTIVATION
REQUEST & OFFER
RESPONSE
REIMBURSEMENT

EMAC Resource Providers should:
- Develop EMAC plans and procedures
- Complete EMAC training
- Exercise EMAC procedures
- Determine capabilities & needs
- Conduct gap analysis
- Determine resource shortfalls
- Develop Mission Ready Packages

Mission Ready Packages Are ...
- Specific response and recovery resource capabilities organized, developed, trained, and exercised prior to an emergency or disaster
- Based on—and the next logical step after—NIMS Resource Typing
- Developed in cooperation with Resource Providers and coordinated with state EMAs
Developing the Mission Ready Package

Discipline-Specific Mission Ready Package Guidance

Discipline-Specific Mission Ready Package Guidance

The MRP Worksheet

Mission Ready Package Cost Development

Mission Ready Package Worksheet
Phase 2: Activation Phase

- Governor declares state of emergency or disaster

Assisting States Resource Providers’ Actions

- Alert EMAC key personnel
- Brief the Assisting State's governor
- Assess own threat level to determine if resources should be deployed
- Anticipate resources that might be requested
- Check if resources are available and ready to move (if needed)

Assisting States Resource Providers’ Actions

- Review Mission Ready Packages, verifying data accuracy and ensuring availability and reliability of personnel and equipment listed in the support package

Assisting States Resource Providers’ Actions

- Complete Mission Ready Package travel cost estimates based on likely deployment location
- Advise personnel of possible mobilization
Phase 3: Request & Offer Phase

Resources are requested and offered through the state emergency management agencies using the Request for Assistance (REQ-A) Form.

Phase 4: Response Phase

The EMAC Request for Assistance Form (REQ-A)

- Official form used to request, offer, and accept assistance through EMAC
- One mission per REQ-A
- A three-part form that constitutes a legally binding contract when duly executed by Authorized Representatives
- The basis for financial reimbursement for resources deployed through the EMAC system

Assisting State Actions upon Receipt of Request

- Impacted Local Jurisdiction provides
  - Information/data
  - Estimate of requested resource

Resource Provider Actions upon Request of Availability

- Impacted (Requesting) State
  - Identifies potential sources for requested resource
  - Determines resource is best obtained through EMAC

Requesting and Assisting State Actions

- Requesting State
  - Determines if mission is doable and resource is available

Phase 4: Response Phase

Mobilization Stage

Deployment Stage

Response

Demobilization Stage
Response Phase: Mobilization Stage

- Follow agency-specific mobilization policies and procedures
- Verify mission assignment through Assisting State's emergency management agency
- Gather personal items, supplies, and essential equipment
- Confirm assigned point-of-arrival, staging area, or duty station
- Ascertain conditions in mission environment
- Begin tracking & documenting mission-related expenses

Pre-Deployment Briefing

- No one deploys until the REQ-A is completed by both Requesting & Assisting State EMAC Authorized Representatives
- Then, EMAC Mission Order is issued, and mission details are provided (REQ-A, minus personnel cost details, may be used in lieu of Mission Order)
- Pre-deployment briefing scheduled

Credentialing: Minimal Requirements for Personnel

Examples of “minimally acceptable” credentials:
- Passport
- Agency-issued identification card or badge
- State-issued identification (for instance, driver’s license)

Personnel must also show EMAC Mission Order Authorization Form or REQ-A.

Response Phase: Deployment Stage

- Perform mission or render services in Requesting State
Deployment Stage Provisions

Deployed personnel:
- Are under the operational control of the Requesting State's assigned agency
- Remain under the command and control of their normal authority
- Take mission requests through the Requesting State's Incident Command Structure
- Are subject to recall at any time

Deployment Stage: What to Expect

- Limited communications
- Possible self-sustaining conditions
- Traumatized residents/coworkers
- Long working hours
- Limited sleeping accommodations
- Extreme/unfamiliar weather conditions
- Primitive field conditions
- Potential cash-only capabilities

Response Phase: Demobilization Stage

- Verify completion of mission
- Coordinate demobilization with Requesting and Assisting States
- Inventory and check in response equipment used
- Verify and document mission expenses
- Verify travel arrangements for trip home
- Notify Assisting State's emergency management agency upon arrival home
- Submit expense vouchers, receipts, and other evidence of expenses paid to Resource Provider
- Facilitate or participate in post-deployment briefings

Demobilization Stage Actions

Phase 5: Reimbursement Phase

Involves the process of maintaining mission expenses & supporting documentation, auditing reimbursement packages, and reimbursing Resource Providers for services rendered to Requesting States.

The Basis for Reimbursement: The REQ-A and Mission Order

All deployment costs incurred in direct support of the mission defined in the REQ-A and found on the Mission Order Authorization Form (and REQ-A amendments) are eligible for reimbursement.
**Resource Provider Responsibilities**

- Understand home state travel policies.
- Fully audit reimbursement package before sending to (Resource Provider's) state emergency management agency for reimbursement.
- Keep copies of all documentation sent to the Assisting State.

**Eligible Reimbursement Categories**

- Personnel
- Travel
- Equipment
- Commodities
- Other costs

**Reimbursement Tips**

- If the REQ-A does not include a cost for a particular item, you may not be reimbursed for it.
- Capital equipment billed to the Requesting State shall remain the property of the Requesting State.
- Costs incurred by self-deployed personnel are not eligible.
- Backfill personnel costs are not eligible (unless agreed upon upfront in the REQ-A).
- There is no such thing as “too much” documentation.

**Eligible Reimbursement Categories**

- Requesting States may be eligible for Public Assistance funds provided under the Stafford Act.
- Eligible costs are specified in FEMA Disaster Assistance Policy 9523.6.
- Regardless of eligibility for receiving Public Assistance, the Requesting State is obligated to first pay Assisting States.

**The Reimbursement Package: R-2**

- Copy of fully executed REQ-A.
- Form R-2 (one per REQ-A).
- Supporting documentation.
- Cover letter.

**The R-2 Reimbursement Package**

- Resource Provider Responsibilities.
Reimbursement Phase

- Pre-Event Preparation
- Activation
- Request & Offer
- Response
- Reimbursement

Need more information on EMAC?

Contact
Your State Emergency Management Agency
Or
Angela Copple, EMAC Program Director
859-244-8217
acopple@csg.org