A P P E N D I X   C

Emergency Management Assistance Compact (EMAC) Resources

Appendix C is supplemental to *NCHRP Research Report 1093: An Emergency Management Playbook for State Transportation Agencies.* The full report can be found on the National Academies Press website (nap.nationalacademies.org) by searching for *NCHRP Research Report 1093.* The contents of Appendix C are as follows.

- C.1 Example Template: Colorado DOT Administration and Concept of Operations

- C.2 Example Template: Florida Department of Emergency Management (FDEM) State Mutual Aid and Logistics Organizations and Operations Standard Operating Guide

- C.3 Example Checklists

  - o C.3.1) Developing an Intrastate Mutual Aid Request

  - o C.3.2) Request to or Requesting Interstate Aid (EMAC)

  - o C3.3) Requesting Federal Aid [via a Federal Response Request (RRF)]

- C.4 Example FEMA Resource Support Agreement (RSA) Form

- C.5 FEMA Resource Reimbursement Schedule

- C.6 Example DOT Mission-Ready Packages (MRPs)

- C.7 Example Crosswalk for Equipment Types Between DOT, NAFA, and FEMA Categories

- C.8 Glossary of EMAC-Related Terms

Example Template: Colorado DOT Administration and Concept of Operations

State of Colorado
Division of Homeland Security and Emergency Management
(COEM)
Emergency Management Assistance Compact
(EMAC)

Colorado Procedures for EMAC

September 10, 2015

Emergency Management Assistance Compact

The Emergency Management Assistance Compact, (EMAC) is a national Governors' interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law by member parties.

EMAC was ratified by the U.S. Congress and signed into law (PL 104-321) in 1996 and in **Colorado Statute (CRS 24-60-2901)**. Currently fifty states, Puerto Rico and the US Virgin Islands have enacted EMAC legislation.

Provision of EMAC, "the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state" and "...licenses, certificates, or other permits...shall be deemed licensed, certified, or permitted by the state requesting assistance" employees... rendering aid... shall be considered agents of the requesting state for tort liability and immunity purposes" "... any party state rendering aid... shall be reimbursed by the party state receiving aid for any loss or damage to or expense incurred..." "each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representative of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state"

Purpose

The purpose of this Administrative Guide is to provide guidelines for responding to EMAC requests from other states. The foundation of EMAC and other assistance is through the Statewide Mutual Aid Agreement (SMAA), and EMAC participating states.

EMAC maximizes use of all available resources and coordinates deployment of EMAC resources with the National Response Framework resources. EMAC provides management and over sight to expedite and streamline the delivery of assistance between member states while protecting sovereignty.

The Administrative Guide is limited to the coordination, tasking and utilization of Intra-State and Inter-State mutual aid. The Administrative Guide is not a stand alone document and is designed to be used in conjunction with *State of Colorado Emergency Operations Plan, Emergency Management Assistance Compact, State of Colorado Emergency Resource Mobilization Plan, and Internal - Standard Operating Procedures*.

Overview

Large-scale emergencies and disasters may exceed the capabilities of state and local government to effectively respond and recover. Resources may be required from outside the affected area to augment the on-going effort. Assistance may be provided from state resources, Statewide Mutual Aid Agreement, Emergency Management Assistance Compact, Federal resources or even donations from private sources.

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response and recovery operations. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Assumptions:

A disaster may occur with little or no warning and may escalate more rapidly than the ability of any single local response organization or jurisdiction to handle. To more effectively respond to the disasters it is necessary to mobilize resources from other jurisdictions and states.

- States will utilize available resources fully before requesting EMAC assistance
- When state resources and capabilities are exhausted, additional resources will be acquired through interstate mutual aid agreements and federal assistance.
- Certain cities, counties and states have limited resources available to respond to their own incidents.
- The Colorado Department of Public Safety, Division of Homeland Security and Emergency Management maintain a database of local resources, Connect Colorado and the Resource Ordering Status System (ROSS) for mutual aid.
- CHSEM provides an EMAC Coordinator to facilitate EMAC resource requests and deployments.
- The adopted EMAC processes and Articles of Agreement supersede the individual state process for resource deployment and reimbursement.

EMAC Process:

- Governor of requesting State issues declaration of state emergency
- Requesting State assesses resources in state and determines need for out-of-state resources
- Requesting State activates an A-Team to find resources, determine costs and availability of resources
- Requesting State requests resources through EMAC process (EMAC EOS)
- States with available resources contact Requesting State with availability
- Resource and Requesting State negotiate cost of resources
- States complete a Requisition-A Form (Req-A) with agreed upon costs and mission duration
- Assisting State deploys resources for agreed upon duration and cost
- Requesting State returns resource at completion of agreed upon mission
- Assisting State submits State Reimbursement Package to Requesting State

Concept of Operations:

When a state is overcome by a large scale disaster and it becomes necessary to protect lives and reduce the impact to property an EMAC request is sent out. When a state request assistance through EMAC they have typically exhausted their resources or do not have adequate resources to manage the large scale disaster.

The Requesting State can request a variety of resources which will include information on the kind and type of resource as well as any logistics. The EMAC request is sent to several if not all the states for

consideration. States with available resources can contact the Requesting State to negotiate resource deployments.

Colorado has completed EMAC deployments to Iowa, Missouri (2), Nebraska (2), New York (3), and Virginia for such incidents as flooding and tornados. Historically, most deployments have been to the Gulf Coast during hurricane season, but in recent years wildfires in California have depleted local resources to the point of requiring resources through the Federal Interagency System utilizing the Resource Ordering Status System (ROSS) and EMAC. Usually resources for firefighting are supplied through the Federal Interagency System where resource standards are established. EMAC is working on establishing standards for resources during deployments.

Participation in EMAC has enabled first responders from across the nation to gain experience in large scale disasters. This experience is extremely valuable when responding to similar emergencies in their home states. (Emphasis added)

To better enable Colorado to fill EMAC requests with local responders this Administrative Guide was developed. The Administrative guide identifies the process to follow in deployments of resources. EMAC requests are distributed to the state EMAC Coordinator and A-Team members. The EMAC Coordinator will forward a request to the appropriate state Emergency Support Function POC to determine if Colorado can fill the request.

If a local government determines it can fill or partially fill the majority of a request the agency will become the Lead Agency in order to deploy the resources. One Lead Agency per request will manage the resource and deployment including those resources from other jurisdictions used to fill the request. As the Lead Agency they will determine all costs associated with the resource and requirements to support the resource while it is deployed. This will include logistics for deployment, day to day reporting, accommodations, and return of the resource to Colorado.

The details of costs associated with the deployment of the resources will be submitted to the EMAC Coordinator for negotiations with the requesting state. Once negotiations are completed and the Lead Agency agrees, a Req-A will be signed by the requesting state and Colorado. The Req-A becomes the contract for deployment and reimbursement of associated costs.

All approved costs will be submitted with supporting documentation by the Resource provider at the conclusion of the mission to CDEM. CDEM will reimburse the local resource and submit for reimbursement of all approved costs associated with deployments to the requesting state.

EMAC Process in Colorado:

- A request is received through EMAC to support a state.
- The EMAC Coordinator and the Colorado Division of Homeland Security and Emergency Management receives the request from EMAC and makes a determination if the request is valid and in accordance with EMAC standards.
- The request will include information on the kind of resource, amount, location, type, duration, living conditions, and a state contact phone number with a brief description of the problem and mission.

- The valid EMAC request is sent to the appropriate state Emergency Support Function (ESF) Point of Contact Lead (POC) to determine if the request can be filled in Colorado.
- The state ESF POC will determine if a request can be filled with state and local resources. WebEOC and Connect Colorado are the primary source to be used locating resources for EMAC deployment.
- If the state ESF POC determines the state **cannot** fill the request, the request will be returned to the EMAC Coordinator as such.
- Colorado Division of Homeland Security and Emergency Management Field Managers and Local EM should be included in any forwarded requests.
- Local agency leadership determines if the request is within their capability to fill.
- EMAC Operating Systems will be used by Colorado trained individuals.

The Process

EMAC Notification
CDHSEM Director, EMAC Coordinator and Staff

EMAC Coordinator verifies and forwards to State ESF/POC's and CDEM Personnel

ESF/POC determines state has capability to fill EMAC resource request

Request can be filled with State and Local resources sent on to State and Locals

Request cannot be filled request sent back to EMAC Coordinator

State and or Local resource can fill EMAC request. State assumes logistic and finance role in coordination with EMAC Coordinator and CDHSEM Accounting

Resource provider determines resource cost and submits to EMAC Coordinator. Executed Req-A is provided to Lead Agency

Resource Provider maintains daily contact with deployed personnel and CDHSEM

Lead Agency submits reimbursement requests for approved costs to CDEM for payment. CDHSEM submits reimbursement request to requesting EMAC State as agreed upon in Req-A

CDHSEM Field Manager participates in Demobilization brief and submits any improved processes

Resource Deployment:

- Requests that can be filled by a state or local resource will require approved documentation prior to deployment (see Colorado Resource Personnel Deployment Checklist).
- The Resource Provider will provide costs associated with the deployment of all resources and all logistics for the deployment to the EMAC Coordinator. The deployed resource must have all costs approved at the incident command with written documentation.
- The EMAC Coordinator will negotiate the costs with the requesting state. Once all costs are agreed upon by the requesting state, Resource Provider and CDHSEM, Colorado and the requesting state will sign the Req-A to formalize the agreement.
- The Resource Provider will assist with copies of the Req-A, a mission brief and credential requirements for all deployed personnel and a demobilization brief to the Lead Agency. Mission brief will include information from requesting state and CDEM (i.e. REQ-A).
- CDHSEM will provide for travel and logistics for deployed resources as well as daily status phone calls to deployed personnel. Unresolved problems of deployed personnel will be directed to the EMAC Coordinator and CDHSEM administration for immediate resolution.

Reporting and Reimbursement:

- The Resource Provider will provide daily reports (via email, phone calls) to the EMAC Coordinator and CDHSEM.
- The Resource Provider will provide a reimbursement package with a detailed cost request with proper documentation to the EMAC Coordinator for payment within 30 days after demobilization.
- Costs outside of the agreed upon REQ-A will be provided to the EMAC Coordinator with justification for payment consideration. Any costs in this category will need to be discussed with the requesting state and CDEM for consideration of payment.
- Payment for expenses will be paid directly to the Resource Provider for local equipment and personnel.
- CDHSEM Financial section and the EMAC Coordinator will submit a reimbursement request to the requesting state for payment of all dispatched resources within 30 days of receiving the resource provider reimbursement package. Payment of Colorado deployed personnel will be submitted to DHSEM Finance within 30 days post mission with supporting documentation showing that Colorado will be reimbursed for costs submitted. This will avoid lengthy delays to Colorado deployed personal while waiting for Requesting State reimbursement payment. DHSEM Finance will develop a process for reimbursement of Colorado deployed from DEF which will be replaced once Requesting State payment is accepted.

Personnel Deployment Procedures and Considerations:

EMAC Deployment:

- Be prepared to be self-sustaining on deployment based on deployment request
- Learn about your deployment procedures and requirements
- When packing - remember all personal items (clothes, safety equipment, medications, etc.)
- Understand your responsibilities
- Provide resource specifics and cost estimates to your home state
- Before you leave the home state – get briefed on the mission and the Req-A
- The Req-A is a contract for services and evidence you are on an official EMAC mission. It identifies special considerations such as working, living conditions, and safety concerns
- You are under the command and control of the requesting state
- Report and check in with the pre-designated staging area upon arrival
- Keep records and receipts for reimbursement
- Report any changes in assignment or concerns to your home state immediately

Reimbursement Details:

- All expenses (receipts, invoices, rental contracts, hotel folio etc.) must be submitted along with your agency financial record providing salary and benefits paid to the resource during the deployment **within 30 days of returning to Colorado.** Failure to submit within 30 days may forfeit or delay any reimbursement to the Resource Provider.
- If it is on the REQ-A you need a receipt, keep all receipts and good records
- Record mileage, labor time, and equipment time
- If equipment breaks have it repaired and keep all records for repair and or replacement
- Personal items (toiletries, alcohol, tobacco, personal mobile phone usage, etc.) will not be reimbursed
- Credit card statements are not receipts
- Expenses outside of the Req-A must be approved by the incident commander or delegated representative
- If an agency used by Colorado for deployment has administrative fees or Back Fill and Overtime, these costs must be included in the Section II of the Official REQ-A to be considered.

Demobilization and Redeployment:

- Establish and follow demobilization plan
- Upon arrival home: check in with Lead Agency
- Prepare claim for reimbursement return reimbursement request with all proper backup documentation.
- Critique deployment and participate in de-mob brief with CDEM Field Manager
- Review/update make recommendations to plans and procedures

Reports

EMAC forms:
- Colorado Resource Personnel Deployment Checklist
- REQ-A
- Mobilization Check List
- Personnel Information Form
- Deployment Check List
- Personnel Tracking Form
- Lead Agency Daily Personnel Report (to be developed)
- Conference Call Form
- Cost Tracking Form
- Personnel Demobilization Schedule
- Personnel Demobilization Check List
- Reimbursement Form R-1
- Reimbursement Form R-2
- (ID badge numbered assignment report with personnel info [could add to tracking form)

Example Template: Florida Department of Emergency Management (FDEM) State Mutual Aid and Logistics Organizations and Operations Standard Operating Guide

Florida Division of Emergency Management Mutual Aid

Branch Standard Operating Guide (SOG)

Version 1.0

February 2020
Table of Contents

RECORD OF CHANGE:

Change #	Date Entered	Contents	Initials
Page 10	July 2020	EMAC Training Guidance	AV

I. Introduction

    a. Large-scale emergencies and disasters may exceed the capabilities of state and local government to effectively respond and recover. Resources may be required from outside the affected area to augment on-going efforts. Assistance may be provided from in-state mutual aid, inter-state mutual aid, and requests for federal assistance.

    b. The Mutual Aid Branch (Branch) resides within the Logistics Section, and the Mutual Aid Branch Director reports directly to the Logistics Section Chief. The Branch has three main functions: (1) The Statewide Mutual Aid Agreement, (2) the Emergency Management Assistance Compact, and (3) the Federal Resource Request Form.

II. Purpose

    a. The purpose of this SOG is to provide guidelines for the Mutual Aid Branch to implement the procedures of Florida's mutual aid programs as listed above.

III. Scope

This Operational Guide is limited to the coordination, tasking, and utilization of Intra-State and Inter-State mutual aid, and processing Resource Request Forms. This SOG is based on the State Unified Logistics Plan and establishes policies and guidelines for local and state decision-makers to follow during a major or catastrophic disaster.

IV. Florida's Mutual Aid Programs

    a. The Florida Division of Emergency Management (FDEM) is tasked with implementing mutual aid programs at the local, state, and federal level. This section outlines each of the 3 main programs responsible to FDEM. These mutual aid programs are essential components of emergency management planning, response and recovery operations. They can increase available resources and improve response and recovery efforts.

    b. Statewide Mutual Aid Agreement (SMAA)

        i. Per Florida Statute § 252.40, the governing body of political subdivisions may enter into mutual aid agreements for emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted. The Statewide Mutual Aid Agreement serves as a venue for the exchange of emergency resources throughout the State of Florida. All 67 counties are required signatories of the agreement.

        ii. The agreement itself outlines terms in which SMAA may be used. It also requires parties in mutual aid agreements to complete a "Form B," which captures mission authorization and cost estimates for reimbursement. The SMAA is intended to allow for more timely and cost-effective resource acquisition than out-of-state mutual aid or federal assistance typically provides.

    c. Emergency Management Assistance Compact (EMAC)

        i. The Emergency Management Assistance Compact is managed by the National Emergency Management Association (NEMA). All 13 articles of The Compact were

ratified by the State of Florida and established in the Florida Statutes § 252.920. All 50 States, as well as the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, have also ratified the articles of the Emergency Management Assistance Compact. These states are referred to as "member states."

  ii.   EMAC serves as an avenue for member states to provide assistance to requesting states. A gubernatorial declaration is required to activate EMAC and request assistance. The exchange of resources is coordinated with the Mutual Aid Branch through a Resource Support Agreement (RSA), formerly known as the Request for Assistance (REQ-A).

  iii. EMAC provides access to a larger pool of resources than the SMAA and allows specialized state resources to be deployed out-of-state. EMAC is potentially more cost-effective than requests for federal assistance.

d. Federal Resource Request Form (RRF)

  i.   The Federal Resource Request Form (RRF) allows the State of Florida to request federal resources. FDEM may request specialized federal resources or assistance once the State of Florida has expended its available resources. Federal resource requests can only be approved by the Governor's Authorized Representatives, as established in a memorandum between FDEM and the Federal Emergency Management Agency (FEMA) Region IV Response.

e. Other Mutual Aid Programs

  i.   Other Emergency Support Functions (ESFs) may maintain their own mutual aid agreements for emergency assistance. The Florida Department of Law Enforcement manages mutual aid resource requests through ESF-

16. ESF 4/9 manages mutual aid missions within its jurisdiction through the Florida Fire Chief's Association Statewide Emergency Response Plan (SERP). ESF-8 manages their mutual aid requests prior to the activation of the National Ambulance Contract or an EMAC request is made for additional resources.

V. Concept of Operations

a. This section provides guidance for the mission process when the State Emergency Operations Center (SEOC) is activated to level 1 or 2. Additional staff will be required to augment the responsibilities and functions of the Mutual Aid Branch. The forms for each of the mutual aid requests can be found in WebEOC in the SERT File Library.

b. Mission Flow

  i.   Once a resource shortfall has been identified by the requesting entity in need, they will input their request as a mission in WebEOC. The request should include all of the required fields in WebEOC to be considered a complete mission request. Resource requestors should be as specific as possible for their needs, and assisting entities are encouraged to ask questions for clarification.

  ii.   The mission will then go to the applicable Branch & ESF to fulfill the mission. If the needs exceed the abilities of the ESF, then the mission will be tasked to the State Logistics Section

to determine the means to acquire the resources.

   iii.   If mutual aid is determined to be the best option to address the resource shortfall, the State Logistics Section will task the mission to the Mutual Aid Branch.

   iv.   The Mutual Aid Branch will acknowledge the request by changing the status in WebEOC from "Tasked," to "In-Progress Mobilizing." Each request will be recorded and tracked on the Daily Log. More information on the Daily Log can be found in the reporting section.

   v.   The Mutual Aid Branch will evaluate each request to determine:

       1.   The viability and priority of the request,
       2.   whether additional information is needed, and
       3.   if adequate resources are available within the state to address the resource request.

   vi.   The Mutual Aid Branch will work with the resource requestor to determine the best option to address the resource shortfall.

   vii.   To complete the request, follow the procedure outlined in the SMAA, EMAC, and RRF Section in each specific portion of the concept of operations.

   viii.   After the resource is acquired, the resource requestor will be responsible for the operational coordination, mobilization, demobilization process for the resource. However, the entity will work with the Mutual Aid Branch informed about the whereabouts of the resource.

   ix.   Upon completion of the mission, the WebEOC Mission is changed to "Demobilizing," until the resources arrive back to their jurisdiction. Then, the mission is changed to "Complete." The requesting party is responsible for reimbursing the assisting party.

VI. Statewide Mutual Aid Agreement (SMAA) Process

   a.   Resources can often be secured through the SMAA process in an expedited and cost-effective manner. The following section provides guidance for coordinating and tasking resources through the SMAA.

       1.   Request for mutual aid is tasked to the Mutual Aid Branch through WebEOC.

       2.   When it is determined that in-state mutual aid through the SMAA is best to address the resource request, the Mutual Aid Branch will work with the resource requestor to complete Section I of the SMAA Form B.

       3.   After Section I is completed, the Mutual Aid Branch will post the resource request to the SMAA Support board in WebEOC and send a notification to County Emergency Management Directors.

       4.   When the assisting party has been identified, the Mutual Aid Branch will work with the assisting and requesting party to complete the SMAA Form B. The SMAA Form B serves as a legal agreement between the requesting and assisting party for reimbursement. Responding entities are *not authorized* to deploy without a completed SMAA Form B.

       5.   The completed SMAA Form B will be attached to the WebEOC Mission. Update the status of the mission to "En Route."

6. The Mutual Aid Branch will work with the assisting and requesting parties to coordinate the deployment of resources. Once resources have arrived, update the status of the mission to "On Scene."

7. Upon completion of the mission, the WebEOC Mission is changed to "Demobilizing," until the resources arrive back to their jurisdiction. Then, the mission is changed to "Complete."

8. The requesting party is responsible for reimbursing the assisting party. The assisting party will complete the SMAA Claim Narrative and invoice the requesting party.

VII. Emergency Management Assistance Compact (EMAC) Process

a. This section serves as the guideline for implementing EMAC to support response and recovery operations within the State of Florida. EMAC is also used to provide support to other states that request assistance. The agreement for resource support is Resource Support Agreements or RSAs.

b. Requesting Assistance through EMAC

i. When the State of Florida requires resource support from other states, it can request resources using the EMAC Operating System (EOS). A state of emergency must be declared by the Governor of Florida before requesting resources through EMAC. The EMAC process is designed so that multiple staff members can work on any of the ongoing requests; a single individual is not requested to process an EMAC request from beginning to end.

1. Once a State of Emergency has been declared by the Governor, the State Coordinating Officer (SCO) and/or the State Emergency Response Team (SERT) Chief will evaluate the potential to request resources through EMAC.

2. If it is determined that EMAC is needed, the Mutual Aid Branch Director will then contact the standing A-Team within the Florida Division of Emergency Management.

3. The Mutual Aid Branch Director will then open an event in the EMAC Operating System (EOS). A Situation Report will be drafted based on information regarding the operational information, hours, and the meteorological information available. The Situation Report will then be broadcasted to all EMAC states and serve as a notification of the activation of EMAC for Florida.

4. The EMAC National Coordinating State will also be notified of the activation of EMAC in Florida. This will provide coordination for EMAC requests at the national level. The National Coordinating State will also coordinate with the activated state(s) for a daily conference call to address operational needs.

5. When a request for mutual aid is tasked to the Mutual Aid Branch through WebEOC, in-state mutual aid should be evaluated before determining that EMAC will be used to address a resource shortfall.

6. If it is determined that EMAC is the best means to fill the outstanding resource need, the Mutual Aid Branch will follow the process outlined in the EMAC

Checklist to complete the RSA. **All resource requests should reference the Florida EMAC Reimbursement Guidance.**

7. At the conclusion of a response event, the Mutual Aid Branch Director should send an e-mail to the assisting states detailing how to request reimbursement, where to send their reimbursement packets, and reference the Florida EMAC Reimbursement Guidance.

c. Providing Assistance Through EMAC

i. Other EMAC member states will request assistance through EMAC for response or recovery that exceeds their capabilities. The EMAC Coordinator will receive a notification via e-mail or phone call that their Governor has declared the State of Emergency in their state and they may begin requesting resources through EMAC.

1. The Mutual Aid Branch Director will gather the available information and brief the Director of the Division of Emergency Management, the State Logistics Chief, the Bureau Chief of Response, and any other essential personnel.

2. The Director or their designee will determine Florida's ability to assist the requesting state. This decision is largely based on timing, available resources, and potential for impact to the state for 14 or more days. If Florida can support EMAC requests from other states, the Mutual Aid Branch Director will work with the Director or their designee on individual requests.

3. The Mutual Aid Branch Director will request Operations to open a WebEOC database to document EMAC support provided.

4. If there are questions about the resource request, the Mutual Aid Branch Director should reach out to the Requesting State EMAC Coordinator.

5. The Mutual Aid Branch Director will work with the resource provider to complete a mission-ready package (using the MRP form on the FDEM Website) with a cost estimate for the resource.

6. The cost estimate is reviewed by the Director or designee. After approval, the Mutual Aid Branch Director will upload the offer to EOS for the requesting state to review.

7. *Note: that in the event of an immediate life-safety need for the requested resource, an Authorized Representative may agree to work with a verbal offer to deploy the necessary resources. An RSA still needs to be processed for these missions to ensure cost reimbursement and coverage under EMAC for deployed personnel.*

8. If the offer is accepted, then Mutual Aid Branch Director will work with the Director or designee to sign Section 1 of the RSA.

9. After the requesting state signs Section 2 of the RSA, the RSA is complete. The Mutual Aid Branch Director will work with the resource provider to prepare the resources to deploy, which includes a pre- deployment briefing. This should include expected working conditions, mission documentation, and reimbursement tracking.

10. Each agency and participating individual(s) are responsible for documenting their

own costs. Deployed personnel *must* document their deployment using ICS-214 forms.

11. Once the mission has been completed and all resources have returned, each participating agency will submit their reimbursement request, along with detailed supporting documentation to the Division of Emergency Management Finance & Administration Section.

VIII.   Federal Resource Request (RRF) Process

a. Resource request forms are used to request federal resource support. The event must be a federally declared disaster to request federal support. The process for requesting federal resources is detailed below:

   i. The lead agency of the ESF may identify a service or need based on a request from either an impacted local government or another ESF. These needs can vary from ice, water, urban search & rescue teams, generators, meals, or other forms of life support and sustaining resources.

   ii. The lead agency or ESF must consider in-state mutual aid, purchasing, vendors, and EMAC support before requesting federal resources. The exception to this is if the resource that they are requesting is a specialized federal resource that is not available through another source.

   iii. The Mutual Aid Branch will work with the lead agency or ESF to complete Sections I and II of the RRF.

   iv. Once the RRF is complete, it will be attached to the request in WebEOC.

   v. The Mutual Aid Branch will print the RRF and bring it to an authorized representative for signature and approval. Only Authorized Representatives as designated in the memo between FDEM and FEMA Region IV Response.

   vi. After signature and approval, provide the signed RRF to the FEMA Operations Section Chief. If a team is not deployed to the SEOC, contact your FEMA State Representative to identify the RRF point of contact for the mission.

   vii. FEMA will provide a final RRF that includes the cost estimate and scope of work. The Mutual Aid Branch will review this information with a State Approving Official and identify any concerns or changes to be made.

   viii. The Mutual Aid Branch will continuously work with FEMA Operations, FEMA Logistics, and the FEMA Mission Assignment Managers to receive updates and maintain the status of the federal requests. This will be documented on the Daily Log with the Mutual Aid Branch.

IX. Roles & Responsibilities

a. The Mutual Aid Branch is staffed by multiple sources. The Division of Emergency Management, an EMAC A-Team, Statewide Mutual Aid Agreement assistance, and other state agencies may provide staffing to the Mutual Aid Branch in the event of an activation of the SEOC.

b. There are four main roles within the Mutual Aid Branch: The Mutual Aid Branch Director,

Mutual Aid Branch Deputy Director, Mutual Aid Resource Tracker, and Mutual Aid Support Staff. For specific tasks for each of these roles, please see the Logistics Position Descriptions Document. A link to this document is included in the appendix section. In the event of a large-scale or catastrophic event that impacts the state, the Mutual Aid Branch Director must determine, in consultation with the State Logistics Chief, whether an EMAC A-Team is required to augment the current staff of the Mutual Aid Branch. The staff may also be augmented from another agency or county to staff the operational hours of the SEOC.

c. Mutual Aid Branch Director
  i. The Mutual Aid Branch Director coordinates EMAC, SMAA, and RRF requests tasked to Mutual Aid. The Branch Director's primary role is to ensure missions are tasked and fulfilled in a timely manner. They are also the primary mutual aid coordinator during blue skies. The Mutual Aid Branch Director also maintains documentation of previous activations and maintains SOPs, job aids, and conducts training for the Mutual Aid Branch.
  ii. When notified of an SEOC activation, the Mutual Aid Branch Director will assume a pre-designated workstation in the State Emergency Operations Center. The Mutual Aid Branch Director is responsible for the missions tasked to the Mutual Aid Branch from the Logistics Section. The Mutual Aid Branch Director will communicate with the Logistics Section Chief to ensure that all mutual aid requests have been addressed.

d. Mutual Aid Branch Deputy Director
  i. The Mutual Aid Deputy Director supports the Mutual Aid Branch Director during SEOC activations. This position ensures continuity of operations if the Mutual Aid Branch Director is otherwise occupied or unavailable. The Mutual Aid Branch Deputy Director should work with the Mutual Aid Branch Director to identify the specific responsibilities that they will carry out. The Mutual Aid Branch Deputy Director should be able to step in in the absence of the Mutual Aid Branch Director.

e. Mutual Aid Resource Tracker
  i. The primary responsibility of the Mutual Aid Resource Tracker within the Mutual Aid Branch is to track incoming and outbound resources through EMAC, SMAA and other federal resources. This individual should be able to coordinate with multiple entities at once, to include assisting states, requesting ESFs, assisting counties, requesting counties, staff members of the Mutual Aid Branch, etc. This position is responsible for maintaining the Daily Log Spreadsheet.
  ii. See Reporting Section below for more details.

f. Mutual Aid Support Staff
  i. Mutual Aid Support Staff augment the Mutual Aid Branch Director & Deputy Mutual Aid Branch Director. They manage WebEOC, maintain communication with resource requestors and providers to ensure that all mutual aid missions are completed in a timely and efficient manner.
  ii. Mutual Aid Support Staff will primarily be responsible for monitoring communication via e-mail (the mutualaid@em.myflorida.com inbox) and the phones at the SEOC desk.

g. Florida National Guard (FLNG) EMAC A-Team Member

The FLNG EMAC A-Team Member is A-Team qualified and serves as a point of coordination for all EMAC requests from the Florida National Guard. They integrate with the Mutual Aid Branch as a support staff member but leverage their military expertise to assist with requests specific to the FLNG.

X. Reporting

    a. The Mutual Aid Branch maintains a daily log for resource tracking and reporting. The daily log is filed in the SERT Drive in the Mutual Aid folder, sorted by event.

        i. The daily log spreadsheet should include the following information:

            1. Requesting entity
            2. Responding entity
            3. Mission number
            4. EMAC/RRF tracking number
            5. Description of requested assistance
            6. Estimated cost
            7. Mission Status
            8. Additional notes or details

    b. The Mutual Aid Branch reports their estimated costs or "burn rates" each day to the FDEM Finance Section.

    c. The Mutual Aid Branch also reports the missions and estimated costs to the State Logistics Chief for review.

        i. The Report should include the following information:

            1. Up-to-date Daily Log Spreadsheet
            2. Number of EMAC Requests
            3. Number of assisting states
            4. Number of SMAA Requests
            5. Number of assisting jurisdictions
            6. Number of RRF Requests
            7. Any issues or concerns that need attention

XI. Mutual Aid Training

    a. Mutual Aid Training for resource requestors

        i. The Mutual Aid Branch Director is responsible for hosting annual training. This training should be held prior to the Atlantic Hurricane Season.

        ii. This training informs resource requestors at the state and local levels how to request resources through SMAA, EMAC, and RRFs.

    b. Mutual Aid Training for Mutual Aid Support Staff

        iii. EMAC training is available from the National Emergency Management Association (NEMA) at the eLearning Center on the EMAC website. You must create a login and sign up to access the eLearning Center.

        iv. NEMA provides online A-Team Training. More information on this course is available here. The Mutual Aid Branch Director has the discretion to advise which personnel are

eligible to complete this training. The course takes approximately 16 hours to complete.

1. All pre-requisite courses are required to be completed prior to the A- Team training course. Pre-Requisite courses for the online EMAC A- Team training is as follows:
    i. EMAC Pre-Event Preparation for Resource Providers
    ii. EMAC: Just in Time Training
    iii. Practice and Implementation of EMAC
    iv. EMAC Reimbursement for State Emergency Management Agencies
    v. The National Guard and EMAC
    vi. EMAC Bootcamp for Authorized Representatives
2. To receive A-Team certification, individuals must complete all course modules, pass the test with a minimum score of 80%, and complete a final exercise to demonstrate their knowledge of the EMAC Operations System.
    v. Mutual Aid Branch Support Staff should work with the Mutual Aid Branch Director to receive training on activation responsibilities for EMAC, SMAA, and RRF.

XII. Attachments

A. State Unified Logistics Plan
B. SMAA Form B
C. RRF Checklist
D. EMAC RSA Checklist
E. SMAA Checklist
F. Logistics Position Descriptions
G. Master Glossary of EMAC Terms

Example Checklists

The following example checklists are courtesy of FDEM.

Developing an Intrastate Mutual Aid Request

Brief Description: _____

WebEOC Mission Number: _____

Requesting County: _____

Statewide Mutual Aid Agreement (SMAA) Process Checklist

- ☐ Requests will be tasked to SERT Logistics Mutual Aid WebEOC
- ☐ Review request in WebEOC to make sure that Form B is attached, and the mission is concise and complete.
- ☐ Navigate to the SERT SMAA Support Board in WebEOC
- ☐ Create a new entry and transfer information from initial request onto the board
- ☐ Contact the requesting party and notify them that their request has been posted to the SERT SMAA Board
- ☐ Send notification to the County Emergency Management Directors
- ☐ After assisting party has been identified, work with the requesting and assisting jurisdictions to complete the SMAA Form B.
- ☐ Attach the completed SMAA Form B to the WebEOC mission and update the WebEOC status to "Enroute"
- ☐ Monitor status of mission until completion, and update WebEOC status accordingly.

Request to or Requesting Interstate Aid (EMAC)

Brief Description: _____

WebEOC Mission Number: _____

EOS Mission Number: _____

Requesting RSA Process Checklist

Forms: Available in WebEOC in the SERT File Library; SERT Mission Documents

Request:

- ☐ Review WebEOC mission and attached RSA Section I
- ☐ Review for clarity, specificity, and essential information
- ☐ In the language of all requests, include "Assisting parties agree to adhere to the Florida Reimbursement Guidance on FloridaDisaster.org for cost reimbursement related to this mission."
- ☐ Import information from RSA Section I into request information in EOS
- ☐ Save, Close, & Publish in EOS.
- ☐ Make sure that the request is broadcasted to either the targeted state(s) or all states
- ☐ Update the WebEOC Mission with the EOS tracking number and update the status.
- ☐ Print cover sheet, WebEOC mission, and place in the "Awaiting Offers," folder

Offer:

- ☐ Offer received in EOS from another state
- ☐ Print offer(s), route to requesting ESF/Section/Branch
- ☐ Accepted offers require the requester to initial (ECO/Section Chief/Branch Director)
- ☐ State Authorized Representative will also need to initial to indicate acceptance

Multiple Offers:

o Courtesy call to state before declining offer

o If the offer is part of a request for multiple resources, select duplicate offer to keep other offers from being automatically declined

- ☐ Change access to private in EOS and change visibility to only the assisting state
- ☐ In EOS, select thumbs up to accept

Section I:

- ☐ Completed by the assisting entity

Section II:

- ☐ Print, and have an Authorized Representative sign
- ☐ Scan & Upload to EOS
- ☐ Download complete RSA and attach to mission in WebEOC and update the mission status to "Enroute"
- ☐ Print Section I of the completed RSA and put in the "Completed RSA Folder"
- ☐ Save the completed RSA to the event folder in the SERT Drive
- ☐ Notify resource requester that the RSA is completed
- ☐ Notify the Mutual Aid Branch resource tracker that their RSA is complete to begin tracking the travel and deployment of the individual.

Requesting Federal Aid [via a Federal Response Request (RRF)]

Brief Description: _____

WebEOC Mission Number: _____

EOS Mission Number: _____

Federal Resource Request (RRF) Process Checklist

These requests can only be processed with a federal disaster or emergency declaration.

Mission Validation

- ☐ Work with requesting Branch/ESF to ensure that other venues have been explored before requesting federal assistance
- ☐ Work with Branch/ESF to ensure Sections I and II of the RRF have been completed in detail. Utilize attachments if additional information is needed.

Processing RRF

- ☐ Review RRF for mission specifics and accuracy
- ☐ Print RRF & have an Authorized Representative sign for state approving official.
- ☐ Take to FEMA Operations Chief and have them sign to receive
- ☐ Make a copy of the received form and retain the copy for documentation and give FEMA Operations the copy
- ☐ Print out the WebEOC Mission and file in the "Received RRFs" folder with the cover sheet on top
- ☐ Scan and attach the electronic signed RRF to the mission in WebEOC and save it to the SERT drive.
- ☐ Work with FEMA Operations, FEMA operations, and the FEMA mission assignment managers to get updates on the status of federal requests.
- ☐ Update the daily log with updates as you receive them

Mission Assignment

If a mission is tasked to another federal agency other than FEMA (USACE, USGS, etc.), a Mission Assignment will need to be completed for the resource request. This is FEMA's process for tasking other agencies with requests from the State. Once the final RRF is received by FEMA, the Mission Assignment Manager will work to draft relevant mission assignments for requests.

- FEMA will provide the state with Mission Assignments for State Signature
- An Authorized Representative will sign for "State Approving Signature."
- Once signed, provide FEMA with a copy and scan and attach the signed Mission Assignment to the WebEOC Mission
- File with the RRF in the "Completed RRFs" folder and save a digital version to the SERT shared drive

Example FEMA Resource Support Agreement (RSA) Form

Please refer to the EMAC website (https://emacweb.org/) for information, training, and up-to-date forms and resources.

FEMA Resource Reimbursement Schedule

See Schedule of Equipment Rates | FEMA.gov

Example DOT Mission-Ready Packages (MRPs)

Example DOT MRPs are available as Excel files and can be found on the National Academies Press website (nap.nationalacademies.org) by searching for *NCHRP Research Report 1093: An Emergency Management Playbook for State Transportation Agencies*.

Example Crosswalk for Equipment Types Between DOT, NAFA, and FEMA Categories
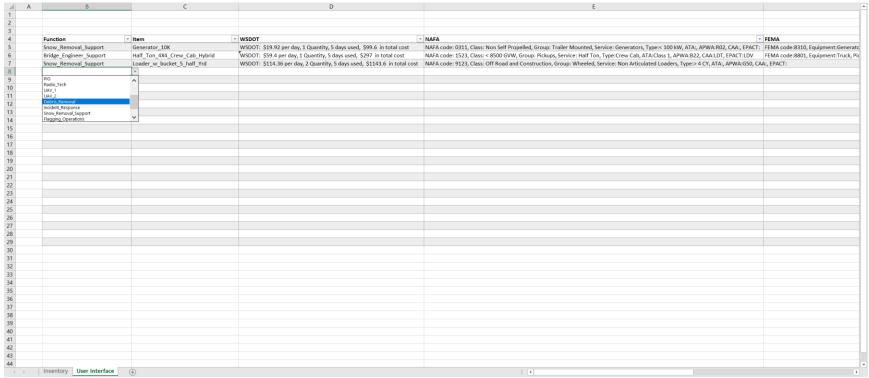
User Guide

This spreadsheet, which includes a user interface, can be found on the National Academies Press website (nap.nationalacademies.org) by searching for *NCHRP Research Report 1093: An Emergency Management Playbook for State Transportation Agencies.*

The "Inventory" tab serves as the database where users can update their inventory when needed. These updates will automatically be reflected in the "User Interface". Below is the screenshot of the "Inventory" Tab.
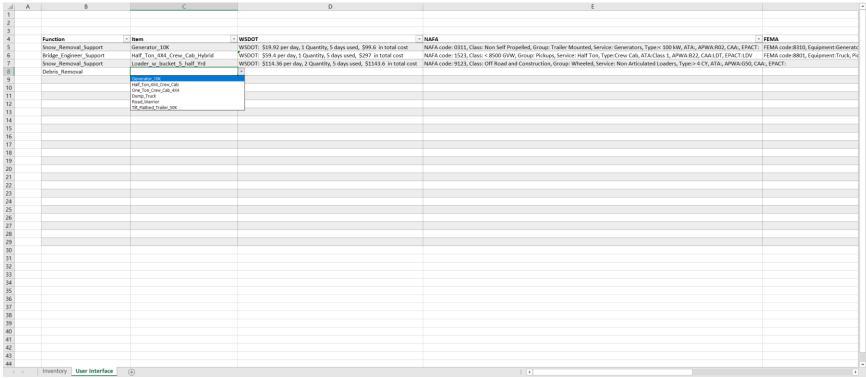
Equipment Description:	Rate Per Day	Quantity	# of Days Used	Total Cost	Code	Class	Group	Service	Type	ATA	APWA	CAA	EPACT	Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2017 Rate
WSDOT Classification Code System					**NAFA Classification Code System**					**Cross Reference Codes**				**FEMA Classification Code System**							
1/2_Ton_4X4_Crew_Cab_Hybrid	$ 59.40	1	5	$ 500.00	1523	< 8500 GVW	Pickups	Half Ton	Crew Cab	Class 1	B22	LDT	LDV	8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160	NA	hour	$12.30
Generator_10K	$ 19.92	1	5	$ 99.60	0311	Non Self Propell	Trailer M	Generators	< 100 kW		R02			8310	Generator	Prime Output	5.5 KW	to 10	NA	hour	$3.35
1/2_Ton_4X4_Crew_Cab	59.4	1	5	297	1523	< 8500 GVW	Pickups	Half Ton	Crew Cab	Class 1	B22	LDT	LDV	8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160	NA	hour	$12.30
1_Ton_Crew_Cab_4X4	59.4	1	5	297	2513	8501- 10,000 GV	Pickups	One Ton	Crew Cab	Class 2	B42	HDT		8802	Truck, Pickup	1-ton Pickup Truck	4x2-Axle	234	NA	hour	$17.65
Dump_Truck	152.04	2	5	1520.4	2712	8501- 10,000 GV	Straight T	General Pu	Dump Bed	Class 2	B4	HDT		8720	Truck, Dump	Struck Capacity	8 CY	to 220	NA	hour	$48.90
					3712	10, 001- 14,000	Straight T	General Pu	Dump Bed	Class 3	B5	HDT		8721	Truck, Dump	Struck Capacity	10 CY	to 320	NA	hour	$60.77
					4712	14,001- 16,000	Straight T	General Pu	Dump Bed	Class 4	6	HDT		8722	Truck, Dump	Struck Capacity	12 CY	to 400	NA	hour	$67.70
					5712	16,001- 19,500	Straight T	General Pu	Dump Bed	Class 5	6	HDT		8723	Truck, Dump	Struck Capacity	18 CY	to 400	NA	hour	$75.50
					6712	19,501- 26,000	Straight T	General Pu	Dump Bed	Class 6	6	HDT		8724	Truck, Dump, Off	Struck Capacity	28 CY	to 450	NA	hour	$121.20
					7712	26,001- 33,000	Straight T	General Pu	Dump Bed	Class 7				8725	Truck, Dump	Struck Capacity	14 CY	to 400	NA	hour	$77.80
					8712	>33,000 GVW	Straight T	General Pu	Dump Bed	Class 8									NA		
Tilt_Flatbed_Trailer_50K	29.88	2	5	298.8	0723	Non Self Propell	Trailer	Tilt Bed	>10,001 GVW					8708	Trailer, semi	48ft to 53ft, flat-bed, f	50,000+ gvwr		NA	hour	$8.45
Loader_w/_bucket_5_1/2_Yrd	114.36	2	5	1143.6	9123	Off Road and Co	Wheeled	Non Articu	> 4 CY		G50			8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes	hour	$120.00
Sweeper_Self_Propelled	227.06	1	5	1135.3	5771	16,001- 19,500	Straight T	Public Wor	Mechanical Street Swe	Class 5		HDT		8157	Sweeper, Pavement			to 110	NA	hour	$76.70
					5772	16,001- 19,500	Straight T	Public Wor	Air Street Sweeper	Class 5		HDT		8158	Sweeper, Pavement			to 230	NA	hour	$96.80
					6771	19,501- 26,000	Straight T	Public Wor	Mechanical Street Swe	Class 6	21	HDT							NA		
					6772	19,501- 26,000	Straight T	Public Wor	Air Street Sweeper	Class 6	21	HDT							NA		
					7771	26,001- 33,000	Straight T	Public Wor	Mechanical Street Swe	Class 7	21								NA		
					7772	26,001- 33,000	Straight T	Public Wor	Air Street Sweeper	Class 7	21								NA		
					8771	>33,000 GVW	Straight T	Public Wor	Mechanical Street Swe	Class 8	21								NA		
					8772	>33,000 GVW	Straight T	Public Wor	Air Street Sweeper	Class 8	21								NA		
Road_Warrior	112.32	2	5	1123.2	No Matching														NA		
1/2_Ton_4X4_Crew_Cab_Hybrid_w/_stardard_flagging_package	59.4	1	5	297	1523	< 8500 GVW	Pickups	Half Ton	Crew Cab	Class 1	B22	LDT	LDV	8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160	NA	hour	12.3
Trailered_Arror_Board	1.39	1	5	6.95	0912	Non Self Propell	Other	Portable T	Powered					8050	Board, Arrow			to 8	Trailer M	hour	4.43
38K_Road_Warrior	112.32	2	5	1123.2	No Matching														NA		
Message_Sign_Trailer_Mounted	16.56	2	5	165.6	0912	Non Self Propell	Other	Portable T	Powered					8051	Board, Message			to 5	Trailer M	hour	11.61
Light_Set_Trailer	12.96	2	5	129.6	No Matching														NA		
10K_Generator	19.92	2	5	199.2	0311	Non Self Propell	Trailer M	Generators	< 100 kW		R02			8310	Generator	Prime Output	5.5 KW	to 10	NA	hour	3.35
Irt_Cab_and_Chassi	157.2	2	5	1572	No Matching														NA		
IRT_Truck	99.2	2	5	992	No Matching														NA		
IRT_Medium	98.76	1	5	493.8	No Matching														NA		
IRT_Wrecker	183.24	1	5	916.2	No Matching														NA		
1/4_Ton_Crew_Cab	74.52	3	5	1117.8	No Matching														NA		
20Ton_Boom_Truck	90.36	1	5	451.8	2741	8501- 10,000 GV	Straight T	Public Utili	Crane	Class 2		HDT		8496	Crane, Truck Mnt	Max. Lift Capacity	24000 Lbs		Include tr	hour	$14.90
					3741	10, 001- 14,000	Straight T	Public Utili	Crane	Class 3		HDT		8497	Crane, Truck Mnt	Max. Lift Capacity	36000 Lbs		Include tr	hour	$22.40
					4741	10, 001- 14,000	Straight T	Public Utili	Crane	Class 4		HDT		8498	Crane, Truck Mnt	Max. Lift Capacity	60000 Lbs		Include tr	hour	$36.50
FlatBed	144.72	1	5	723.6	Need Further clarification														NA		
Lrg_Box_Truck_w/lift_gate	109.2	1	5	546	9310	Off Road and Co	Material I	Forklifts			J3			8794	Truck, freight	Enclosed w/lift gate.	gvwr 16000-19500 Lbs		NA	hour	$23.25
Bucket_Truck	130.68	1	5	653.4	Need Further clarification														NA		
19K_Lube_and_SVC_Truck_w/crane	45	1	5	225	2733	8501- 10,000 GV	Straight T	Service	Fuel & Lube	Class 2		HDT		8840	Truck, service	fuel and lube	up to 26,000 gvwr	215-225	NA	hour	$38.65
					3733	10, 001- 14,000	Straight T	Service	Fuel & Lube	Class 3		HDT							NA		
37K_Lube_and_SVC_Truck_w/crane	58.2	1	5	291	4733	14,001- 16,000	Straight T	Service	Fuel & Lube	Class 4	6	HDT		8840	Truck, service	fuel and lube	up to 26,000 gvwr	215-225	NA	hour	$38.65
					5733	16,001- 19,500	Straight T	Service	Fuel & Lube	Class 5		HDT							NA		
					6733	19,501- 26,000	Straight T	Service	Fuel & Lube	Class 6		HDT							NA		
Manlift_40ft_W/service_body	15.21	1	5	76.05	9330	Off Road and Co	Material I	Man Lifts						8300	Fork Lift	Capacity	6000 Lbs	to 60	NA	hour	$13.00
														8301	Fork Lift	Capacity	12000 Lbs	to 90	NA	hour	$18.50
														8302	Fork Lift	Capacity	18000 Lbs	to 140	NA	hour	$24.00
														8303	Fork Lift	Capacity	50000 Lbs	to 215	NA	hour	$51.40
54K_Dump_Truck_hook_lift_With_Plow	122.28	2	5	1222.8	2712	8501- 10,000 GV	Straight T	General Pu	Dump Bed	Class 2	B4	HDT		8720	Truck, Dump	Struck Capacity	8 CY	to 220	NA	hour	$48.90

Inventory | User Interface

Here is a full example of how to use the "User Interface" tab. This example demonstrates how to begin assembling a Debris Removal team.

1. Go to the drop-down list under Function and choose "Debris Removal Team" as shown next.

	Function	Item	WSDOT	NAFA	FEMA
4	Function	Item	WSDOT	NAFA	FEMA
5	Snow_Removal_Support	Generator_10K	WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	FEMA code:8310, Equipment:Generato
6	Bridge_Engineer_Support	Half_Ton_4X4_Crew_Cab_Hybrid	WSDOT: $59.4 per day, 1 Quantity, 5 days used, $297 in total cost	NAFA code: 1523, Class: < 8500 GVW, Group: Pickups, Service: Half Ton, Type:Crew Cab, ATA:Class 1, APWA:B22, CAA:LDT, EPACT:LDV	FEMA code:8801, Equipment:Truck, Pic
7	Snow_Removal_Support	Loader_w_bucket_5_half_Yrd	WSDOT: $114.36 per day, 2 Quantity, 5 days used, $1143.6 in total cost	NAFA code: 9123, Class: Off Road and Construction, Group: Wheeled, Service: Non Articulated Loaders, Type:> 4 CY, ATA:, APWA:G50, CAA:, EPACT:	
8					

Dropdown list (at B9):
PIO
Radio_Tech
UAV_1
UAV_2
Debris_Removal
Incident_Response
Snow_Removal_Support
Flagging_Operations

Sheet tabs: Inventory | **User Interface** | +

2. Choose which item the staff would like to look up. In this example, staff would like to look up a "10 K Generator" as shown next:

	A	B	C	D	E	
4		Function	Item	WSDOT	NAFA	FEMA
5		Snow_Removal_Support	Generator_10K	WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	FEMA code:8310, Equipment:Generato
6		Bridge_Engineer_Support	Half_Ton_4X4_Crew_Cab_Hybrid	WSDOT: $59.4 per day, 1 Quantity, 5 days used, $297 in total cost	NAFA code: 1523, Class: < 8500 GVW, Group: Pickups, Service: Half Ton, Type:Crew Cab, ATA:Class 1, APWA:B22, CAA:LDT, EPACT:LDV	FEMA code:8801, Equipment:Truck, Pic
7		Snow_Removal_Support	Loader_w_bucket_5_half_Yrd	WSDOT: $114.36 per day, 2 Quantity, 5 days used, $1143.6 in total cost	NAFA code: 9123, Class: Off Road and Construction, Group: Wheeled, Service: Non Articulated Loaders, Type:> 4 CY, ATA:, APWA:G50, CAA:, EPACT:	
8		Debris_Removal				
9			Generator_10K			
10			Half_Ton_4X4_Crew_Cab			
11			One_Ton_Crew_Cab_4X4			
12			Dump_Truck			
13			Road_Warrior			
			Tilt_Flatbed_Trailer_50K			

Inventory | **User Interface**

After the staff selected the item, the staff then can easily obtain the information associated with this item, including WSDOT rate, cost and FEMA/NAFA code and other related information as shown next:

	A	B	C	D	E	
4		Function	Item	WSDOT	NAFA	FEMA
5		Snow_Removal_Support	Generator_10K	WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	FEMA code:8310, Equipment:Generato
6		Bridge_Engineer_Support	Half_Ton_4X4_Crew_Cab_Hybrid	WSDOT: $59.4 per day, 1 Quantity, 5 days used, $297 in total cost	NAFA code: 1523, Class: < 8500 GVW, Group: Pickups, Service: Half Ton, Type:Crew Cab, ATA:Class 1, APWA:B22, CAA:LDT, EPACT:LDV	FEMA code:8801, Equipment:Truck, Pic
7		Snow_Removal_Support	Loader_w_bucket_5_half_Yrd	WSDOT: $114.36 per day, 2 Quantity, 5 days used, $1143.6 in total cost	NAFA code: 9123, Class: Off Road and Construction, Group: Wheeled, Service: Non Articulated Loaders, Type:> 4 CY, ATA:, APWA:G50, CAA:, EPACT:	
8		Debris_Removal	Generator_10K			
9				WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost		
10				NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:<		
				FEMA code:8310, Equipment:Generator, Specifications:Prime Output, Capacity or Size:5.5 KW, HP:		

Inventory | User Interface

	A	B	C	D	E	F
4		Function	Item	WSDOT	NAFA	FEMA
5		Snow_Removal_Support	Generator_10K	WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	FEMA code:8310, Equipment:Generato
6		Bridge_Engineer_Support	Half_Ton_4X4_Crew_Cab_Hybrid	WSDOT: $59.4 per day, 1 Quantity, 5 days used, $297 in total cost	NAFA code: 1523, Class: < 8500 GVW, Group: Pickups, Service: Half Ton, Type:Crew Cab, ATA:Class 1, APWA:B22, CAA:LDT, EPACT:LDV	FEMA code:8801, Equipment:Truck, Pic
7		Snow_Removal_Support	Loader_w_bucket_5_half_Yrd	WSDOT: $114.36 per day, 2 Quantity, 5 days used, $1143.6 in total cost	NAFA code: 9123, Class: Off Road and Construction, Group: Wheeled, Service: Non Articulated Loaders, Type:> 4 CY, ATA:, APWA:G50, CAA:, EPACT:	
8		Debris_Removal	Generator_10K	WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	
9					WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost	
10					NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	
11					FEMA code:8310, Equipment:Generator, Specifications:Prime Output, Capacity or Size:5.5 KW, HP:to 10, Notes: NA, Unit: hour, Rate: $3.35	

Sheet tabs: Inventory | **User Interface** | +

	E	F	G	H	I	J	K
1							
2							
3							
4	**NAFA**	**FEMA**					
5	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:	FEMA code:8310, Equipment:Generator, Specifications:Prime Output, Capacity or Size:5.5 KW, HP:to 10, Notes: NA, Unit: hour, Rate: $3.35					
6	NAFA code: 1523, Class: < 8500 GVW, Group: Pickups, Service: Half Ton, Type:Crew Cab, ATA:Class 1, APWA:B22, CAA:LDT, EPACT:LDV	FEMA code:8801, Equipment:Truck, Pickup, Specifications:1/2-ton Pickup Truck, Capacity or Size:4x2-Axle, HP:160, Notes: NA, Unit: hour, Rate: $12.3					
7	NAFA code: 9123, Class: Off Road and Construction, Group: Wheeled, Service: Non Articulated Loaders, Type:> 4 CY, ATA:, APWA:G50, CAA:, EPACT:						
8	NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:						
9		WSDOT: $19.92 per day, 1 Quantity, 5 days used, $99.6 in total cost					
10		NAFA code: 0311, Class: Non Self Propelled, Group: Trailer Mounted, Service: Generators, Type:< 100 kW, ATA:, APWA:R02, CAA:, EPACT:					
11		FEMA code:8310, Equipment:Generator, Specifications:Prime Output, Capacity or Size:5.5 KW, HP:to 10, Notes: NA, Unit: hour, Rate: $3.35					
12							
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15							
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Inventory | **User Interface** | ⊕

Glossary of EMAC-Related Terms

The following glossary of EMAC-related terms is courtesy of FDEM.

Activation Phase

The second phase of the EMAC Five-Phase process. The Activation Phase comprises these steps:

1) the declaration of a state-of-emergency or disaster by the governor of the impacted state, 2) opening an "event" in the online EMAC Operations System (EOS), 3) posting a Situation Report on the EOS, 4) notifying the National Coordinating State, and 5) standing-up the A-Team to request and receive offers of assistance. An emergency-impacted state may not legally receive EMAC assistance without completing the first step.

Advance Team (A-Team)

An A-Team is an EMAC Operational Component comprised of two or more personnel selected from any EMAC Member State A-Team Cadre who are knowledgeable and NEMA A-Team qualified to implement EMAC procedures in their own state or in any other Member State to which they may be requested to deploy. The A-Team assists the Requesting State with preparing and transmitting requests for assistance, tracks assistance requested and provided from Member States, maintains mission related reports, monitors the status of deployed personnel, and provides logistical and technical support to the deployed personnel if needed. The A-Team is the only Operational Component tasked with actively acquiring resources from other states on behalf of a Requesting State.

A-Team Cadre

Personnel recruited by Member States from multiple disciplines, including the National Guard, to comprise a selective group of A-Team personnel qualified through training and exercises for the express purpose of being activated to perform the A-Team function both in and out of state as may be necessary.

After-Action Review (AAR)

A structured review process taking place after an EMAC response that analyzes what happened, how and why it happened, and how it can be done better.

After-Action-Report (AAR)

The results of the After-Action Review process and recommendations for improvement are documented and published in an After-Action Report.

Agent of the Assisting State

A designation for non-governmental organization (NGO) personnel that states should provide so that NGO personnel may deploy legally through the EMAC system with tort liability and immunity protection. Cloaking NGO personnel as "express or implied agents" of the Assisting State can be accomplished by state statute, executive order, intra-state mutual aid agreement, memorandum of understanding, or contractual agreement. Otherwise, deployed personnel who are not legal agents of the Assisting State are at potential risk with regard to tort liability, immunity, and workers compensation issues.

Area of Operations (AO)

The jurisdictional area for which an EMAC asset is engaged and providing assistance. For example, a state is the Area of Operations for a state emergency management organization. A RELT considers the federal region where they are deployed as being its Area of Operations. EMAC personnel deployed to a Requesting State refer to that state as their Area of Operations.

Assisting State

Any EMAC Member State providing assistance to another Member State through the EMAC system.

Authorized Representative (AR)

The State emergency management director has legal responsibility for implementing EMAC and the duties of the EMAC Authorized Representative. The state emergency management director can delegate this authority to other emergency management officials or state officials having the same legal authority to obligate state resources and expend state revenues as the state emergency management director. Only the Authorized Representatives of both the Requesting State and the Assisting State can legally approve requests and offers of EMAC assistance in accordance with Article III. B. of the Compact.

Backfill Personnel

Replacement personnel performing the work of regular personnel who have been deployed on an EMAC mission. Expenses for backfill personnel are not eligible for reimbursement unless the costs have been approved in the Resource Support Agreement (RSA) by both Requesting and Assisting State Authorized Representatives prior to deployment.

Broadcast

The primary means of alerting EMAC Member States to request assistance. The broadcast is sent via the online EMAC Operations System (EOC).

Command and Control

The exercise of authority and control of emergency/disaster response operations. With regards to EMAC, an Assisting State always maintains command and control of their personnel so that personnel deployed through EMAC are subject to being recalled to the home state whenever necessary in accordance with Article IV of the Compact.

Credentialing

The process of identifying, evaluating, and documenting the knowledge, skills, and abilities of personnel (from *http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm*).

Debrief

A conversation in which information is exchanged on the aspects of an EMAC mission (e.g., personnel's well-being, mission experience, status, and recommendations).

Demobilization

The demobilization Stage of the Response Phase of the EMAC Five-Phase Process is the process of releasing assets (personnel and equipment) whose mission is completed or no longer needed. The demobilization process can be performed in the Requesting State through the EMAC Personnel Accountability and Processing Package (EPPAP). The demobilization process involves debriefing outgoing personnel, returning issued equipment and badging, completing and submitting required paperwork, arranging return travel, and tracking released assets back safely to their home state locale.

Deployment

The Deployment stage of the Response Phase of the EMAC Five-Phase Process involves the actions taken by deploying personnel during their tour of duty in the Requesting State performing the assigned mission or services as described in their Mission Order. This also covers travel from the Assisting State point of departure to the designated point of arrival and duty station in the Requesting State.

Designated Contact (DC)

The EMAC point of contact in an EMAC Member State designated to discuss the details of a request for assistance or an offer of assistance. The Designated Contact is not usually legally empowered to initiate an EMAC request or to authorize EMAC assistance without direction from an Authorized Representative.

EMAC Advisory Group

Comprised of representatives from national organizations of the first-responder community and other mutual aid stakeholders. The mission of the EMAC Advisory Group is to facilitate the effective integration of multidiscipline emergency response and recovery assets for nationwide mutual aid through EMAC.

EMAC Committee

A standing committee of NEMA comprised of state emergency management directors responsible for oversight of the Compact and EMAC program operations.

EMAC Coordinator

The EMAC Coordinator usually serves as the Designated Contact and the primary EMAC point of contact in a Member State. The EMAC Coordinator is the state EMA lead person responsible for managing the state EMAC program and developing and maintaining EMAC capabilities in a state of readiness.

EMAC Executive Task Force (ETF)

A designated group of EMAC Member State personnel who work with NEMA to accomplish elements in the EMAC Strategic Plan and the Annual Work Plan. The ETF performs work assigned by the EMAC Committee and conducts outreach, information sharing, regional education, and provides the coordination essential to ensure that EMAC remains in a constant state of readiness.

EMAC Executive Task Force Chair

Elected by the EMAC Committee to serve a one-year term as the ETF Chair-elect before ascending to the position of the chair of the ETF for a one-year term. Duties include leading all official meetings and conference calls of the ETF, serving as the lead of the National Coordinating State and conducting operational conference calls with EMAC operational components whenever the

EMAC system is activated, serves as a non-voting member of the EMAC Committee, and mentors the chair-elect.

EMAC Executive Task Force Chair-Elect

Elected by the EMAC Committee to serve a one-year term as chair-elect. Upon completion of the Chair's term of office, the chair-elect will automatically ascend to the position of the chair and assume the duties and the term of office as the ETF chair. Duties include; serving as Chair in absence of the Chair, performing tasks assigned by the Chair, participating in all official ETF meetings and conference calls, meetings of the EMAC Committee, NEMA forums, and operational conference calls with EMAC operational components during EMAC activations.

EMAC Governance Structure

Provides administrative oversight, fiscal management, and day-to-day support of the EMAC system.

EMAC Mobilization Unit (EMU)

A unit of the EMAC Personnel Accountability Processing Package (EPAPP), the EMU is activated to officially process incoming EMAC personnel into an impacted area. The EMU contains individual stations for check-in, verifying credentials, issuing incident ID badging, conducting safety and EMAC mission briefings, mobilization assistance, and check-out.

The process is designed not to exceed one hour.

EMAC Operational Levels

Comprised of three distinct levels of operations automatically escalated or decreased based wholly upon activation of the EMAC Operational Components to meet EMAC Operational Management demands.

EMAC Operational Management

EMAC Operational Management system is designed to expand and contract to meet operational demands placed upon the EMAC system during activation. It includes the four operational components and the three levels of operations.

EMAC Operations System (EOS)

The online digital platform system through which the EMAC Operational Components manage EMAC events.

EMAC Personnel Accountability and Processing Package (EPAPP)

The EMAC processing center for both mobilization and demobilization of personnel during catastrophic recovery events. The EPAPP contains an EMAC Mobilization Unit (EMU) which provides processing only for incoming personnel; and a Demobilization Unit (DMU) which provides processing only for outgoing personnel. EPAPP is typed accordingly: Type I operates independently of a Joint Reception Staging Onward Movement and Integration Center (JRSOI) operated by the National Guard. All logistical support necessities are provided by the Requesting State. A Type II EPAPP operates in conjunction with a National Guard JRSOI and utilizes all logistical support supplied by the National Guard. Multiple Type I and Type II EPAPPs can be established throughout the Area of Operations depending on operational requirements.

EMAC Process

A Five-Phase Process comprising all phases of EMAC actions. The EMAC process begins with pre-event preparation activities; continues through activation of the Compact, request and offer of resources, stages of response, and ends with reimbursement of all Resource Providers.

Emergency Management Agency (EMA)

The agency at a given level of government that coordinates emergency/disaster response, recovery, and mitigation activities.

Emergency Management Assistance Compact (EMAC)

An Interstate Compact that enables entities to provide mutual assistance during times of need. EMAC is composed of thirteen Articles of Agreement that have been ratified by Congress and enacted into law by each of the fifty-five Member States.

Emergency Operations Center (EOC)

A centralized coordination and control facility responsible for conducting emergency/disaster response and recovery operations, resource and logistics support, and ensuring the continuity of operation of a particular entity (typically, the state) in support of locally impacted jurisdictions.

Hotwash

The immediate "after-action" discussions and evaluations of an agency's (or multiple agencies') performance following an exercise, training session, or major event. The main purpose of a hotwash is to identify strengths and weaknesses of the response to a given event, which leads to another phase known as "lessons learned", which is intended to guide future response direction in order to avoid repeating errors made in the past. A hotwash normally includes all the parties that participated in the exercise or response activities. These events are used to create the *After Action Review*. *(Wikipedia)*

Incident Command System (ICS)

A tool used for the command, control, and coordination of emergency response.

Immediate ETF Past-Chair

The responsibilities of this non-elected position are taken over by the ETF Chair of the previous term of office. By virtue of having previously served as Chair and Chair-Elect, the Immediate Past-Chair serves a one-year term as a mentor to the current officers and advises them on matters of Policies and procedures for operating the Compact. Whenever the Chair is unable to perform the duties of his or her office, the Immediate Past-Chair will perform the duties with full authority and restrictions as granted by the Chair.

International

Involving activities of two or more countries.

Interstate

Involving activities between two or more states. EMAC is for interstate use only.

Interstate Reimbursement Form (R-1)

The EMAC reimbursement form used to summarize the costs of all assistance provided by an Assisting State to a Requesting State.

Intrastate

Involving activities within a state (example: state & local jurisdictions/not between states).

Intrastate Reimbursement Form (R-2)

The EMAC reimbursement form used to summarize the costs of intrastate assistance requested and provided by a Resource Provider (a municipality, county, agency, or organization) within an intrastate jurisdiction that provided EMAC assistance to another state as an agent of the Assisting State.

Joint Field Office (JFO)

A facility used to house state, federal, and volunteer agency personnel who administer state and federal recovery assistance programs and manage recovery operations within each state declared a major disaster by the president.

Joint Reception, Staging, Onward Movement, and Integration (JRSOI) Site

An off-incident, temporary site where emergency services personnel and equipment report upon arrival into a disaster-impacted state. Many states use the National Guard to stand up a JRSOI as the first mission to provide logistical support of all resources that are coming into the state. A JRSOI may be staffed by a combination of National Guard, local, state, and federal resources.

Lead State Representative (LSR)

A member of the EMAC Executive Task Force (ETF) who facilitates training courses and serves as a conduit of information for states within his/her federal region. There is one lead state representative per FEMA region. LSRs are voting members of the ETF.

Licensure

Having a license, certificate, or permit evidencing the meeting of qualifications for professional, mechanical, or other skills issued by an official state licensing authority to practice a profession.

Licensure Reciprocity

Any person holding a license, certificate, or permit evidencing the meeting of qualifications for professional, mechanical, or other skills issued by an official state licensing authority, and when such assistance is requested by a Requesting State, such person shall be deemed licensed, certified, or permitted by any Requesting State to render aid.

Member State

With regard to EMAC law, the fifty United States, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Marianna Islands are considered an EMAC "Member State".

Memorandum of Understanding (MOU)

A document that describes a bi- or multilateral agreement between parties (*Wikipedia*). It may be used in states where there is no intrastate mutual aid agreement established that includes a provision making local personnel "agents of the state" so they may deploy legally under EMAC with tort liability and immunity protection and assurance of workers' compensation benefits.

Mission Order Authorization Form (Mission Order)

The document that authorizes EMAC missions and authenticates the carrier as a legitimate EMAC resource provider. The Mission Order (MO) contains all mission-related information included in the Resource Support Agreement (except personnel costs) and is issued to Resource Provider personnel during the pre-deployment briefing.

Mission Ready Package (MRP)

Specific response and recovery resource capabilities that are organized, developed, trained, and exercised prior to an emergency or disaster. Mission Ready Packages are based on NIMS resource typing and ensure rapid identification, availability, ordering, and deployment of resources when requested. MRPs are developed in cooperation with Resource Providers and coordinated with state emergency management agencies.

Mobilization

The mobilization Stage of the Response Phase of the EMAC Five-Phase Process includes actions taken to notify personnel to begin undertaking preparations and assemble equipment in advance of deploying to an affected area to provide service or assistance through EMAC. Deploying personnel are issued their Mission Order during the pre-deployment briefing.

Mutual Aid

An agreement between two or more parties to lend assistance across jurisdictional boundaries. In its broadest sense, mutual aid may be considered "neighbor helping neighbor." When

formalized, mutual aid agreements provide a clear understanding between parties involved that the assisting jurisdiction will help the requesting jurisdiction if it is possible.

N+ Factor

The number of hours required by a particular resource to deploy to a Requesting State once they receive official notification to deploy from the Assisting State Resource Provider.

National Coordinating State (NCS)

The "operational arm" of EMAC is composed of the operations personnel in the home state of the chair of the EMAC Executive Task Force. This staff remains in their home state to coordinate and maintain EMAC plans, policies, and procedures during EMAC activations. The group exercises overall operations coordination and control of the EMAC Theater of Operations during system activation. The NCS is activated whenever there are active EMAC events.

National Coordinating State Lead

The ETF Chair serves as the NCS Lead during system event activations.

National EMAC Liaison Team (NELT)

A team of qualified A-Team personnel that deploys to the National Response Coordination Center (NRCC) in Washington, D.C. upon request from FEMA to the National Coordinating State (NCS) and with concurrence from NEMA. The NELT serves a *liaison* function in the EMAC governance structure in order to maintain accurate situational awareness/reporting and to keep the federal government aware of EMAC resource deployments so that duplication of efforts is avoided. The NELT may not actively request resources from other states.

National Emergency Management Association (NEMA)

A nonprofit, nonpartisan association of emergency management and homeland security professionals that administers EMAC on behalf of the EMAC Member States. NEMA is one of the EMAC Operational Components and practices both administrative and operational roles.

National Incident Management System (NIMS)

The system used to conduct incident management as specified in Homeland Security Presidential Directive 5 (HSPD-5). NIMS established a national standard methodology for

managing emergencies and ensuring seamless integration of all local, state, and federal forces into the system.

National Response Coordination Center (NRCC)

The facility in Washington, D.C., used by DHS/FEMA to coordinate federal response and recovery operations. Federal Emergency Support Functions (ESFs) are co-located at the NRCC to provide resource support to state counterparts through the Regional Response Coordination Center (RRCC).

National Response Framework (NRF)

A series of guiding principles developed by the Department of Homeland Security that provides a comprehensive, all-hazards approach to domestic incident response.

Non-Governmental Organizations

A term used to describe and categorize organizations and personnel who are not directly affiliated with a publicly owned and operated, or funded entity.

Operational Control

Control of response and recovery operations and the day-to-day tasking, output relative to schedules, specifications, and costs. With regard to EMAC, the Requesting State maintains operational control over personnel deployed through EMAC in accordance with Article IV of the Compact.

Operational Components

Elements of the structure to ensure efficient control, action, and coordination. EMAC's governance structure comprises four primary operational coordination components: National Coordinating State (NCS), Advance Team (A-Team), National EMAC Liaison Team (NELT), and Regional EMAC Liaison Teams (RELTs).

Operations Manual

A manual that sets forth the terms of the EMAC agreement and establishes the EMAC procedures that all Member States are to follow. It provides the written standardized process to ensure that each Member State understands the EMAC agreement, is adequately prepared

to participate in the agreement, and follows the same standardized procedures while implementing EMAC.

Potential Assisting State

Any EMAC Member State having received a Resource Request and responded by submitting an offer (RSA Section I), and awaiting an acceptance of the offer (RSA Section 2) from the Requesting State.

Potential Resource Provider

Any state or local government agencies, departments, National Guard units, private or volunteer sector organizations that can legally be deployed as an agent of the Assisting State who has obligated available resources to a Potential Assisting State's mission request, and awaiting receipt of the Mission Order authorizing mobilization and deployment.

Pre-Event Preparation

The first phase of the EMAC Five-Phase process, during which EMAC stakeholders and Resource Providers develop and strengthen response capabilities to support requests for assistance once the EMAC system is activated. This phase consists of the actions of developing internal plans and procedures for implementing EMAC, completing EMAC training, exercising EMAC procedures, developing Mission Ready Packages, and establishing legality for deploying all resources, including NGO personnel, as "agents of the state".

Regional EMAC Liaison Teams (RELTs)

A team of qualified A-Team personnel that deploys to a Regional Response Coordination Center (RRCC) in any of the ten (10) FEMA regional offices at the request of FEMA. The request is made from FEMA HQ to the National Coordinating State (NCS). With concurrence from NEMA, a RELT is deployed to serve a *liaison* function (similar to a National EMAC Liaison Team) and to coordinate with A-Teams deployed to Requesting States within their Area of Operations (AO). RELTs maintain accurate situational awareness/reporting to keep the federal government aware of EMAC resource deployments to prevent duplication of sourcing efforts. They do not actively request resources from other states.

Regional Response Coordination Center (RRCC)

The facility from which federal personnel coordinate federal response operations and provide resource support to states within each of the ten (10) federal regions. RRCCs usually stand down once a Joint Field Office is operational in the affected states within the region.

Reimbursement Phase

The fifth, and final phase of the EMAC Five-Phase Process. During this phase, all assisting forces, including the deployed personnel, resource providers, and assisting state EMA, are reimbursed for expenses incurred during the mission and specified on the mission's Resource Support Agreement (RSA).

Request and Offer Phase

The third phase of the EMAC Five-Phase Process. During this phase, the Requesting State details the mission request and the resources needed, and broadcasts requests to other states for consideration. Potential Assisting States detail their available resources and cost estimates for use of the requested resource and makes an offer to the Requesting State. The states use Section I and Section 2 forms in the Resource Support Agreement to confirm their agreement in writing. These forms are resident in the EOS in the RSA. This Phase of the EMAC R&O Process must be completed before requested resources can be legally deployed. If the RSA is verbally agreed upon by ARs of both party states, the Requesting State AR has 30 days to put the request in writing in accordance with Article III. B. of the EMAC law.

Requesting State

Any EMAC Member State that has suffered an emergency or disaster declared by the governor and informally or formally requests interstate assistance using any of the systems established by EMAC for this purpose.

Resource Provider

Any state or local government agencies, departments, National Guard units, private or volunteer sector organizations owning resources that can legally be deployed through the EMAC system as an agent of the Assisting State.

Resource Request

The first step taken by a Requesting State during the Request and Offer Phase of the EMAC Process that initiates the Resource Support Agreement line of actions by detailing the scope of mission and resources needed using the Resource Request application in the EOS to compile the needed resource specifics. The Resource Request is then posted and broadcasted to potential Assisting States for consideration and action.

Resource Support Agreement

The agreement that confirms the request, offer, and acceptance of assistance through EMAC. The RSA consists of two sections which must be signed by Authorized Representatives of the two states. The Requesting State posts a Resource Request to the EOS. Potential Assisting States may submit an offer of assistance based on the request. If an offer is accepted, Section 1 of the RSA, containing the formal offer of assistance, is created from the agreed-upon offer. This is downloaded, printed, signed by an Authorized Representative (AR) of the Assisting State, and uploaded into the EOS. This generates Section 2 for the Requesting State, which is the formal acceptance of the offer. It is downloaded, signed by a Requesting State AR, and uploaded back into the system, at which time the two parts are combined into a single, complete document. The resource may now deploy if it has not already deployed via verbal agreement. Once Section 1 and Section 2 are duly executed by the Authorized Representatives, the RSA constitutes a legally binding agreement between the two States. RSAs are the basis of the Assisting State's reimbursement.

Resource Typing

The categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements (*from the State of Rhode Island Emergency Management Agency website).*

Response Phase

The fourth phase of the EMAC Five-Phase process includes three separate and distinct stages: Mobilization Stage, Deployment Stage, and Demobilization stage. Each Stage of the Response Phase includes specific recommended actions and functions to be undertaken by personnel during each Stage.

Situation Report (SITREP)

A report that details the status of the emergency operation and the response actions taken during a specific Incident Action Plan (IAP). The purpose of the SITREP is to ensure that all parties involved in the response effort are thoroughly informed of every facet of the current operation. The SITREP is prepared by the EMAC A-Team and posted to the EMAC online Operations System (EOS).

State

According to EMAC law, all fifty United States, the District of Columbia, and all U. S. Territories and Commonwealths are deemed an EMAC Member State.

State of Emergency

A declaration of a state of emergency or disaster by a governor ordering government agencies to implement emergency preparedness plans, evacuation of areas that threaten public safety; suspending some normal functions of the executive, legislative, and judicial powers; alerting citizens to change their normal behaviors; and enabling activation of the EMAC system.

Tabletop Exercise

The simulation of an emergency in an informal, stress-free, discussion-enabled environment that focuses on such issues as authorities, strategies, plans, policies, procedures, and systems guiding the response and recovery scenario. The objectives of a tabletop exercise are typically understanding a concept, identification of opportunities or problems, and achieving a change in attitude.

Theater of Operations (TO)

An EMAC operation in its totality. The coordination and control of the EMAC Theater of Operations falls under the purview of the National Coordinating State, with support from the National EMAC Liaison Team. An EMAC Theater of Operations can be composed of many areas based on the potential number of multiple events occurring concurrently within multiple EMAC Member States and federal regions.

Tracking Number (TN)

A number on the EMAC RSA that helps states and EMAC staff keep track of resources deployed on missions during an event. Each event mission has its own unique tracking number. In fact, each has an EMAC tracking number created by the EMAC online Operations System, an EM

Software tracking number created by the emergency management system possessed by the state EMA, and a state tracking number established by the state itself.