Mutual Aid 201: EMAC Training for the Fire Service

September 2008
The IAFC expresses appreciation to the National Emergency Management Association members and staff who assisted in the development of this training program for the fire service.
Acknowledgements

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Acknowledgements

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The IAFC would also like to thank the support staff at Texas A&M University for their assistance.
Introduction

Mutual aid is a long established tradition of the fire service. In the aftermath of disaster, the fire service has always been there to care for victims, protect property, and defend the powerless.
Target Audience

The EMAC Fire Service Training Course is designed to instruct Chief Officers, responsible for the provision of mutual aid assistance at the local level, how to become an integral part of the EMAC system.
Course Objectives
Objectives

- Understand the EMAC process.
- Understand the history of EMAC.
- Understand what EMAC does and does not do.
- Understand the procedure for requesting fire service resources under EMAC.
- Understand the responsibilities as a requesting state and an assisting state when deployed under EMAC.
- Understand the reimbursement process.
Understanding EMAC
What is EMAC?

The Emergency Management Assistance Compact is a national state-to-state (interstate) mutual aid compact that facilitates the sharing of services, resources, personnel and equipment across state lines during times of disaster or emergency.
Current Members of EMAC

All 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam have enacted legislation to become a member of EMAC.
Vision & Mission of EMAC

**Vision**: The cornerstone of the nation’s mutual aid system

**Mission**: Facilitate the efficient and effective sharing of resources between member states during times of disaster or emergency
Like most good ideas, EMAC was born out of necessity following the devastation caused by Hurricane Andrew after it struck southern Florida in 1992.

EMAC became Public Law (104-321) when ratified by Congress in 1996.
EMAC Articles

- EMAC is defined by its Articles of Agreement which constitutes the agreement on how emergency assistance will be exchanged among the member states.

- There are 13 Articles within the agreement.
Key Legal Provisions for the Fire Service

- **Article V:** “… licenses, certificates, or other permits… shall be deemed licensed, certified, or permitted by the state requesting assistance.”

- **Article VI:** “Officers or employees of a party state rendering aid… shall be considered agents of the requesting state for tort liability and immunity purposes…”
Key Legal Provisions for the Fire Service

- **Article VIII:** “…nothing herein contained shall preclude any state from entering into supplemental agreements with another state or affect any agreements already in force…”

- **Article IV:** “…the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.”
Key Legal Provisions for the Fire Service

- **Article IX:** “…any party state rendering aid… shall be reimbursed by the party state receiving aid for any loss or damage to or expense incurred…”
What Does EMAC Do?

- Facilitates the deployment of resources between states.
- Provides a legal framework to protect the interests of both requesting and assisting states.
- Entitles resource providers to reimbursement for eligible, mission-related costs.
- Protects state sovereignty.
- Provides management and oversight.
What EMAC Does Not Do

- Replace or reduce federal aid or assistance
- Replace existing mutual aid agreements
- Hoard/stockpile resources from Assisting States
- Permit the use of the National Guard resources for military activities or *posse comitatus*
- Assume operational control of Requesting State resources
- Move resources from county to county or city to city
- Endorse self-deployments or self-dispatching
Governance of EMAC

As the governing body for EMAC, the National Emergency Management Association (NEMA) provides the following:

- Administrative and fiscal management support for EMAC
- Serves as the National EMAC Point of Contact
- Promotes resource typing, resource management, catastrophic disaster planning, med-surge planning, credentialing & development of mission specific response capabilities within the Member States
- Maintains the EMAC Guidebook & SOP / Web Site
- Implements the EMAC Annual Work Plan
National Coordination Group

As the operational arm of EMAC, the NCG provides the following:

- Establish internal procedures for receiving & disseminating notifications/alerts
- Monitor national events (actual & pending)
- Provide operations leadership
- Broker resources for Requesting States
- Initial POC for mission support requests
- Activate & recruit RCT and NCT for deployment
- Coordinate & control EMAC activities within the theater of operations.
State Support of EMAC

- **State Authorized Representative**
  - Official authorized within state government to execute EMAC documents & obligate state resources and funds
  - The State Emergency Management Director or his/her appointee holds this position.
  - For continuity of operations more than one individual often holds this position
State Support of EMAC

State Designated Contact (EMAC Coordinator)

- Designated by the Authorized Representative as the primary Point of Contact (POC) for managing EMAC resource requests
- Serves as the primary POC for day-to-day EMAC activities
- More than one Designated Contact is recommended for continuity of operations purposes
Fire Service Activation Process
Before a Disaster...

- To improve the efficiency of moving resources between states, what activities should the fire service complete long before a disaster strikes?
Fire service agencies should:

- Develop internal procedures for implementing EMAC
- Type all resources; develop databases
- Credential all personnel
- Pre-determine mutual aid cost estimates (mission packaging)
- Conduct training and exercises
Event occurs or is anticipated within 72 hours, and the Governor of the affected state declares a state of emergency. An event is opened in the EMAC Operations System.
Affected state assesses the need for fire service resources. The State EMAC Authorized Representative may begin to locate potential resources and determine availability.
Member States contact fire agencies, determine the availability of needed resources and provide a response back to the Requesting State indicating that resources are available
Activation Process: Step 4

The Requesting State makes a formal request for assistance using the Request for Assistance Form (REQ-A).

Assisting States make an offer to the Requesting State and agrees to mission terms in the EMAC REQ-A. Some clarification maybe required.

The Requesting State reviews all offers and accepts or declines completed proposals.
Activation Process: Step 5

Once the REQ-A is signed by the Requesting and Assisting States, it become a legally binding contract and establishes authorization for fire service resources to mobilize and deploy for a specific period of time.
Agreement Changes

The REQ-A may be amended from the original agreement, based on changing conditions and needs. When changes are made, an amendment to the original REQ-A must be executed by both parties.  

(Example: an original signed mission for 14 days maybe reduced to 7 days)
Stages of an EMAC Mission

- Process an EMAC request
- Complete REQ-A and receive a mission tasking number
- Mobilization
- Deployment
- Perform Missions or Services
- Demobilization
The **REQ-A** is initiated by the Requesting State.

The **REQ-A Form** is the only form to be used when requesting or providing assistance under EMAC.

Each EMAC mission can only be officially implemented when this form is completed and executed.
Part I:
Completed by requesting state

Part II:
Completed by Assisting State

Part III:
Accepted by Requesting State

The State will enter fire service resources here
Part I: Completed by Requesting State

Emergency Management Assistance (EMAC)

Interstate Mutual Aid Request

Form REQ-A, 2002

Type or print all information except signatures.

<table>
<thead>
<tr>
<th>Part I</th>
<th>TO BE COMPLETED BY THE REQUESTING STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dated:</td>
<td>Time: : hrs. From the State of:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Telephone: Fax:</td>
</tr>
<tr>
<td>To the State of:</td>
<td>Authorized Rep:</td>
</tr>
<tr>
<td>Incident Requiring Assistance:</td>
<td></td>
</tr>
</tbody>
</table>

Type of Assistance/Resources Needed (for more space, attach Part IV):

Date & Time Resources Needed: Staging Area:

Approximate Date/Time Resources To Be Released:

Authorized Official's Name: Authorized Official's Signature:

Title: Agency: Mission No:
# Part II: Completed by Assisting State

<table>
<thead>
<tr>
<th>Part II</th>
<th>TO BE COMPLETED BY THE ASSISTING STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Type of Assistance Available:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date &amp; Time Resources Available From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staging Area Location:</td>
<td></td>
</tr>
<tr>
<td>Approx. Total Cost of this Deployment for Which Reimbursement will be Requested:</td>
<td>$</td>
</tr>
<tr>
<td>Trans. Costs from Home Base to Staging Area:</td>
<td>Trans. Costs to Return to Home Base:</td>
</tr>
</tbody>
</table>

| Logistics Required from Requesting State (for more space, attach Part IV): |
| Authorizing Official’s Name: | Title: |
| Authorized Official’s Signature: | Agency: |
| Dated: | Time: : hrs. | Mission No.: |
### Part III: Accepted by Requesting State

<table>
<thead>
<tr>
<th>Part III</th>
<th>REQUESTING STATE’S APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Official’s Name:</td>
<td>Title:</td>
</tr>
<tr>
<td>Authorized Official’s Signature:</td>
<td>Agency:</td>
</tr>
<tr>
<td>Dated:</td>
<td>Time: : hrs.</td>
</tr>
</tbody>
</table>
Becoming Involved In EMAC
Critical Elements For Success

- **Mutual Aid Planning:** Fostering the development and implementation of local, intrastate and interstate mutual aid agreements.
- **Resource Typing:** Typing fire service assets critical to the provision of mutual aid.
- **Credentialing:** A system to ensure response and support personnel are properly identified and qualified to provide requested mutual aid.
- **Mission Packaging:** Developing mission specific response capabilities in support of mutual aid agreements.
- **Resource Management System:** Developing a system to manage, acquire and store data on mutual aid resources.
Mutual Aid Planning

- Develop plans to support intrastate mutual aid agreements that increase connectivity among regions, counties, and other local jurisdictions.
- Develop plans that support a comprehensive, integrated system of mutual aid within the state that assures an efficient and effective response to all hazards.
- Develop plans and procedures that provide seamless escalation of disaster response and execution of mutual aid, including EMAC.
Mutual Aid Planning: Assessing Your Needs

- What do you have?
- What do you need?
- What are the gaps?
- How can you get it?
- Logistical considerations?
- What other questions need to be answered?
Resource Typing

- The **categorization** and **description** of fire service resources that are commonly exchanged in disasters through mutual aid.

- Resource typing allows emergency management personnel to identify, locate, request, order, and track fire service resources quickly and effectively and facilitate the response of those resources to a requesting jurisdiction.
Resource Typing Process

- **Resource**: Resources consist of personnel, teams and major items of equipment available for assignment to incidents.

- **Category**: Relates to Emergency Support Function (ESF) categories.

- **Kind**: Kind refers to the broad category of like resources, such as teams, personnel, equipment, supplies, vehicles, and aircraft.
Resource Typing Process

- **Component**: Resources can be comprised of multiple capabilities.

- **Metric**: Metrics provide a standard of measurement.

- **Type**: Refers to the level of resource capability.
## Resource Typing Process Example

<table>
<thead>
<tr>
<th>Minimum Capabilities (Component)</th>
<th>Minimum Capabilities (Metric)</th>
<th>Type I</th>
<th>Type II</th>
<th>Type III</th>
<th>Type IV</th>
<th>Type V</th>
<th>Type VI</th>
<th>Type VII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Capacity</td>
<td>1,000 GPM</td>
<td>1,000</td>
<td>500</td>
<td>120</td>
<td>70</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Tank Capacity</td>
<td>400 Gallon</td>
<td>400</td>
<td>400</td>
<td>500</td>
<td>750</td>
<td>500</td>
<td>200</td>
<td>125 Gallon</td>
</tr>
<tr>
<td>Hose, 2.5 inch</td>
<td>1,200 Feet</td>
<td>1,200</td>
<td>1,000</td>
<td>1,000</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>200 Feet</td>
</tr>
<tr>
<td>Hose, 1.5 inch</td>
<td>400 Feet</td>
<td>400</td>
<td>500</td>
<td>1,000</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>200 Feet</td>
</tr>
<tr>
<td>Hose, 1 inch</td>
<td>200 Feet</td>
<td>200</td>
<td>300</td>
<td>800</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>200 Feet</td>
</tr>
<tr>
<td>Personnel</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Credentialing

Relates to the process of identifying, evaluating and documenting the knowledge, skills and abilities of fire service personnel who may be called upon to provide mutual aid assistance under EMAC.
Credentialing

- Specifies and standardizes the roles and responsibilities of fire service personnel operating in a disaster.
- Ensures that fire service personnel responding to an incident have been properly trained and are qualified to operate in those positions.
- Provides uniform qualification standards, allowing fire service personnel to provide mutual aid nationwide.
Mission Packages

Mission specific response capabilities that are organized, developed, trained and exercised prior to an emergency or disaster, in order to expedite the response and recovery process.
Mission Packages Include:

Estimated costs for personnel, services, materials and equipment, along with operating costs and maintenance support. These costs should include the estimated expenses from the time of deployment until the time of demobilization and return to your home state.
Mission Packages

- When estimating costs for mission packages, agencies are encouraged to refer to the current, established rates by FEMA. This may prevent discrepancies in reimbursement rates following deployment.
Mission Package Coordination

Development of mission specific response packages must be coordinated with other fire service agencies within your state and in cooperation with the State Emergency Management Agency.
# Mission Package Example
from North Carolina

<table>
<thead>
<tr>
<th>47</th>
<th>TYPE I ENGINE STRIKE TEAM PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td><strong>TASK &amp; PURPOSE:</strong> To provide fire protection and/or suppression support within the state in support of Emergency Management objectives.</td>
</tr>
</tbody>
</table>
| b. | **MISSION:**
| | - Fire protection
| | - Fire suppression
| | - Relief for affected fire agencies |
| c. | **ESFs:** 4 |
| d. | **LIMITATIONS:**
| | - Communications
| | - Knowledge of local response area
| | - Water supply |
| e. | **PERSONNEL:** (20 Pax)
| | (5) - 4 person teams |
| f. | **EQUIPMENT:** (5 Type I Fire Engines)
| | - 1,000 GPM Pump
| | - 400 gallon water tank
| | - 1,200 feet 2.5 inch hose
| | - 400 feet 1.5 inch hose
| | - 200 feet 1 inch hose
| | - Vehicle GPS units |
| g. | **REQUIRED SUPPORT:**
| | - Will require billeting and meal support
| | - Fuel for vehicles and
| | - Maps of disaster response area
| | - Water supply |
| h. | **WORKS WITH:**
| | - Local fire departments
| | - Forestry Service |
| i. | **N-HOUR SEQUENCE:** N+24 |
| j. | **SPECIAL INSTRUCTIONS:**
| | - Must be intergraded with local fire system
| | - Must be self-supporting for up to first 72hrs |
| k. | **ESTIMATED COST PER DAY:**
| | PERSONNEL: $12,000
| | EQUIPMENT: $6,360.00
| | TOTAL: $18,360.00 |
## Mission Package Example from North Carolina

<table>
<thead>
<tr>
<th></th>
<th>TYPE II HAND CREW PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>TASK &amp; PURPOSE:</td>
</tr>
<tr>
<td></td>
<td>To provide fire protection and/or suppression support within the state in support of Emergency Management objectives.</td>
</tr>
<tr>
<td>b.</td>
<td>MISSION:</td>
</tr>
<tr>
<td></td>
<td>- Fire protection</td>
</tr>
<tr>
<td></td>
<td>- Fire suppression</td>
</tr>
<tr>
<td></td>
<td>- Relief for affected fire agencies</td>
</tr>
<tr>
<td></td>
<td>- Wild land fire support</td>
</tr>
<tr>
<td>c.</td>
<td>ESFs: 4</td>
</tr>
<tr>
<td>d.</td>
<td>LIMITATIONS:</td>
</tr>
<tr>
<td></td>
<td>- Communications</td>
</tr>
<tr>
<td></td>
<td>- Knowledge of local response area</td>
</tr>
<tr>
<td></td>
<td>- Will require crew transportation</td>
</tr>
<tr>
<td>e.</td>
<td>PERSONNEL: (20 Pax)</td>
</tr>
<tr>
<td></td>
<td>Can be broken into (4) 5 person squads</td>
</tr>
<tr>
<td>f.</td>
<td>EQUIPMENT:</td>
</tr>
<tr>
<td></td>
<td>Will require transport unless part of request</td>
</tr>
<tr>
<td>g.</td>
<td>REQUIRED SUPPORT:</td>
</tr>
<tr>
<td></td>
<td>- Will require billeting and meal support</td>
</tr>
<tr>
<td></td>
<td>- Transportation</td>
</tr>
<tr>
<td>h.</td>
<td>WORKS WITH:</td>
</tr>
<tr>
<td></td>
<td>- Local fire departments</td>
</tr>
<tr>
<td></td>
<td>- Forestry Service</td>
</tr>
<tr>
<td>i.</td>
<td>N-HOUR SEQUENCE: N+24</td>
</tr>
<tr>
<td>j.</td>
<td>SPECIAL INSTRUCTIONS:</td>
</tr>
<tr>
<td></td>
<td>- Must be intergraded with local fire system</td>
</tr>
<tr>
<td></td>
<td>- Must be self-supporting for up to first 72hrs</td>
</tr>
<tr>
<td></td>
<td>- Consider requesting crew transportation</td>
</tr>
<tr>
<td>k.</td>
<td>ESTIMATED COST PER DAY: PERSONNEL: $12,000</td>
</tr>
<tr>
<td></td>
<td>EQUIPMENT: $0</td>
</tr>
<tr>
<td></td>
<td>TOTAL: $12,000</td>
</tr>
</tbody>
</table>
Resource Management System

A Resource Management System can be used as a:

• Resource Inventory Repository
• Resource Requesting Tool
• Resource Ordering Tool
• Resource Tracking Tool
• Reimbursement Documentation Tool
Deploying Under EMAC
Temporary Agents

To provide assistance under EMAC, intrastate mutual aid agreements or other forms of enabling legislation must be in place that allows fire service personnel to respond and provide mutual aid assistance in another state, acting as temporary agents of their home state.
During Deployment...

Fire services personnel will:

- Be assigned under the operational control of the Requesting State
- Take mission requests from the Requesting State but remain under the Command & Control of their normal authority
- Your home state can recall you at any time
Deployment Mission Briefing

- Mission specifics should be explained in detail
- Provide personnel with deployment checklists
- Identify equipment needed for mission
- Provide point-of-contact information
- Review logistical support requirements
- Discuss special mission considerations
- Relay Health and Safety issues
- Pose security concerns
- Issue cash advance / credit card
- Discuss other considerations
Checklists

Checklists have become an important part of all phases of a major event. They provide key incident leaders and managers with a complete listing of tasks and responsibilities and help alleviate the possibility of “forgetting” a critical action. When mobilizing, they should be readily available and will help expedite the process.
Types of Checklists

- Deployment Checklists (see next slide)
- Demobilization Checklists (link)
- NIMS 400 Guidance and Website (link)
Example of Deployment Checklist

FEMA IST

<table>
<thead>
<tr>
<th>Bag 1</th>
<th>Bag 2</th>
<th>Bag 3</th>
<th>Carry on</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 short sleeve, navy blue FEMA polo shirts***</td>
<td>3 navy blouses FEMA BDU blouse ***</td>
<td>3 navy blue BDU pants ***</td>
<td>1 long sleeve, navy blue FEMA job shirts ***</td>
<td>1 navy blue FEMA ball cap ***</td>
</tr>
<tr>
<td>1 navy blue or black light jacket</td>
<td>1 navy blue or black heavy jacket</td>
<td>1 pair cold weather gloves</td>
<td>1 set rain gear</td>
<td>1 pair underwear</td>
</tr>
<tr>
<td>7 pair socks</td>
<td>1 pair boots with steel toes</td>
<td>1 safety helmet with chin strap***</td>
<td>Gloves</td>
<td>Eye protection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hearing protection</td>
<td>1 bath towel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 wash cloth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Personal hygiene and grooming kit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Picture ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eye glasses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sunglasses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 weeks worth of medications</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Flashlight, with spare batteries and bulbs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$300 cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit card</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wristwatch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sleeping Bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Food &amp; Water for 24 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Administrative kit for assigned position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[*** Indicates FEMA provided]</td>
</tr>
</tbody>
</table>


additional suggested items
polar tec IST shirt
gym shorts
sweat pants
shower shoes
belt
What to Expect

- No or limited communications capabilities
- Emotionally traumatized people
- Very long hours
- Limited or no sleeping accommodations
- Weather: hot, humid, freezing, wet, snow – be prepared for location/season
- Field conditions: no amenities- plan to be self sufficient for 72 hours
- Varying degrees of confusion (initially)
- Expect the unexpected
Reporting For Duty

- Verify your mission number and mission assignment prior to deployment.
- Verify mission Point of Contact information.
- Confirm your assigned duty station or location of the staging area.
- Take a copy of the official REQ-A with mission number and additional assignment information.
- Follow your agency specific mobilization and response policies and procedures.
Demobilization or Redeployment

Will occur only when:

- The original mission is completed, or
- Either Party requests and both Parties agree to suspend / terminate the mission, or
- Operations are down-sized and additional EMAC assistance is not needed.
Demobilization Actions

- Verify completion of your EMAC mission
- Coordinate demobilization plan with Command and EMAC support personnel at the Emergency Operations Center
- Account for and coordinate with other demobilized personnel
- Inventory response equipment utilized
- Prepare final or transition situation report
- Verify and document mission expenses
- Verify travel arrangements to your home state
- Travel to your home state
- Notify your State Emergency Management Agency once you have arrived home safely
Reimbursement
Reasonable & Eligible Costs

Fire service agencies that provide assistance under EMAC shall be reimbursed for reasonable and eligible costs incurred in the completion of mission assignments outlined in the official REQ-A.

The reimbursement costs are submitted to the Requesting State. Any costs incurred must be an expense item identified in the mission documentation.
Eligible Costs Include:

- Personnel costs
- Travel costs
- Lodging & meals costs
- Equipment costs
- Rental equipment costs
- Contracts and materials costs
- Equipment repair or replacement costs
- Other eligible costs specified in the REQ-A or deemed to be mission related
Eligible Costs

- In the spirit of EMAC, fire service agencies have the option not to charge for the “straight-time” of personnel deployed.

- This option should be stated in Part II of the REQ-A by the Assisting State prior to deployment.
Non-Reimbursable Costs

- Administrative costs associated with pre-deployment and post-deployment functions.
- Self-deployment costs not authorized on official REQ-A.
- Replacement of items prior to deployment.
- Costs for alcohol, tobacco, toiletries, or similar personal items.
- Costs for items not specified on the REQ-A and associated mission documentation.
Reimbursement Package

• A Reimbursement Package from an Assisting State is submitted to the Requesting State through the State Emergency Management Agencies.

• The Reimbursement Package should be submitted within 30 days after demobilization.
Reimbursement Package Should Include:

- A copy of the official REQ-A with mission number and authorizing signatures.
- A separate EMAC Reimbursement Form 2 (R-2), with total costs for each individual mission assignment.
- Costs and supporting documentation attached to the R-2, including copies of receipts and payment vouchers to support the cost figures.
Emergency Management Assistance (EMAC)
Reimbursement Form (R-2)

Event: ____________________________________________ Date: ___________________________

Submitted to the Requesting State of: ___________________________ Date: _______________________

From City/County/State Department of: ___________________________ Vendor No: _______________________

For Services Rendered Under State Mission No.: __________________ EMAC Mission No: __________________

Copies of Receipts and Payment Vouchers for Each Claim are attached: Yes ______ No ______

Personnel Costs:

Regular Time: ____________

Overtime: ____________

Employer Share of Fringe Benefits: ____________

Total Personnel Costs: ____________

Travel Costs:

Air Travel: ____________

Auto Rental/Gas/Mileage: ____________

Lodging: ____________

Government Vehicle Costs: ____________

Meals/Tips: ____________

Total Travel Costs: ____________

Equipment Costs: ____________

Contractual Costs: ____________

Commodities: ____________

Other Costs (Explain in Remarks): ____________

Grand Total: ____________

Remarks: ____________________________________________

____________________________________________________

Certified and Authorized By: ___________________________ Signature: ___________________________

( Please print/type) ___________________________ Date: ___________________________

The Authorized official of the Assisting State Certifies that the totals for each category/claim are exact costs expended by the Assisting State to perform the services requested as executed in the REQ-4. All additional supporting documentation not included with the claim will be maintained by the Assisting State for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting State authorized official named herein.
Supporting documentation may include:

- Timesheets signed by an authorized individual
- Work records
- Payroll documents
- Travel expense reports/vouchers
- State warrants/checks
- Equipment, fuel, maintenance
- Receipts or invoices for purchased goods
- Other similar documents evidencing costs incurred
Reimbursement Cover Letter

- The Reimbursement Package will include a cover letter summarizing the assistance provided and officially requesting reimbursement.

- The cover letter will provide information on:
  - How the reimbursement warrant should be made out
  - Special cost-coding that may be requested
  - Name of the project officer responsible for the package
Simple Rule For Reimbursement

- If the expense item is stated in the REQ-A, you need a receipt to be reimbursed.

- If the expense item is not stated in the REQ-A, you may not be reimbursed.
Fire service personnel complete mission assignment, demobilize and return to their home state.

Fire service agency puts together a reimbursement package with supporting documentation and submits the package to their State Emergency Management Agency.

State Emergency Management Agency reviews reimbursement packages for each supporting discipline, combines the packages and submits a lump-sum request for reimbursement to the Requesting State.

The fire service agency receives reimbursement through the State Emergency Management Agency.

Once the State Emergency Management Agency receives reimbursement from the Requesting State, the reimbursement is forwarded to the fire service agency through the State Emergency Management Agency.

Requesting State reviews and audits the requests for reimbursement from each Assisting State and provides reimbursement back to the support entities through the Assisting State's Emergency Management Agency.
Overview
EMAC Review

- EMAC is an interstate mutual aid agreement that facilitates the sharing of resources across state lines.
- Provides a legal framework to protect the interests of both the Requesting and Assisting States.
- EMAC is in addition to and does not replace federal assistance.
- EMAC does not supersede other mutual aid agreements or laws.
EMAC Review

- Key Players in the EMAC activation process are the State Authorized Representative and the EMAC Designated Contact.
- Once signed by the Requesting and Assisting State, the REQ-A becomes a legally binding contract.
- Elements for success under EMAC include:
  - Mutual aid planning
  - Resource Typing
  - Credentialing
  - Development of Mission Packages
  - Development of a Resource Management System
Fire service personnel must be familiar with responsibilities associated with the preparation, mobilization, response and demobilization phases of an EMAC activation.

Fire service personnel providing assistance are under the operational control of the Requesting State.

Fire service personnel remain under the Command & Control of their normal authority.
EMAC Review

- Fire service agencies are reimbursed for reasonable and eligible mission-related costs.
- Fire service agencies are reimbursed by the Requesting State through their State Emergency Management Agency.
Questions?