

# Being deployed under EMAC?
# What you need to know.

# **EMAC**, the Emergency Management Assistance Compact, is the nation's most efficient, effective and preeminent interstate mutual aid system.

EMAC acts as a complement to the national disaster response system, providing timely and cost-effective assistance to disaster-impacted states. EMAC does not replace federal assistance, but can be used alongside federal assistance or when federal assistance is not warranted. Requesting resources is made at the discretion of the affected state. Responding to a request for assistance is at the discretion of non-affected states.

All 50 states, the District of Columbia, the U.S. Virgin Islands, Puerto Rico and Guam have passed the standard EMAC language into state law and are EMAC Members.

EMAC was passed by the U.S. Congress in 1996 as Public Law 104-321.






## What can deploy under EMAC?

EMAC language is very broad, enabling a state to make full use of any resource, commodity or service. Local resources are made deployable under EMAC through intrastate mutual aid agreements or memorandums of understanding.

# How EMAC Works

1. Governor declares a state of emergency due to a natural or man-made disaster/emergency.
2. Affected state assesses resource needs and identifies shortfalls for which assistance will be requested.
3. State requests resources from EMAC member states through the state emergency management agencies.
4. State emergency management personnel and local resource providers work together to identify available resources and estimated mission costs.
5. The Requesting and Assisting States execute the EMAC Form REQ-A.
6. Personnel deploying under EMAC are given a Mission Order Authorization Form which outlines the mission, helpful information, and guidance.
7. Resources are sent to the Requesting State from the Assisting State (i.e. mobilized and deployed).
8. When mission is completed, resources return to home state (i.e. demobilized and redeployed).
9. Deployed personnel provide receipts/records and work with home state to develop and review reimbursement package(s).
10. Reimbursement package sent to Requesting State.
11. Requesting State reimburses Assisting State*.

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

# EMAC Establishes a Firm Legal Foundation

Once the terms of the mission have been agreed upon by both states, they constitute a legally binding agreement. The document that sets these terms is called the EMAC Request for Assistance Form (REQ-A). The Requesting State is responsible for reimbursing agreed upon costs stated on the REQ-A. Only individuals within the state emergency management agency, who have been given fiscal responsibility by their Governor, can sign the REQ-A.

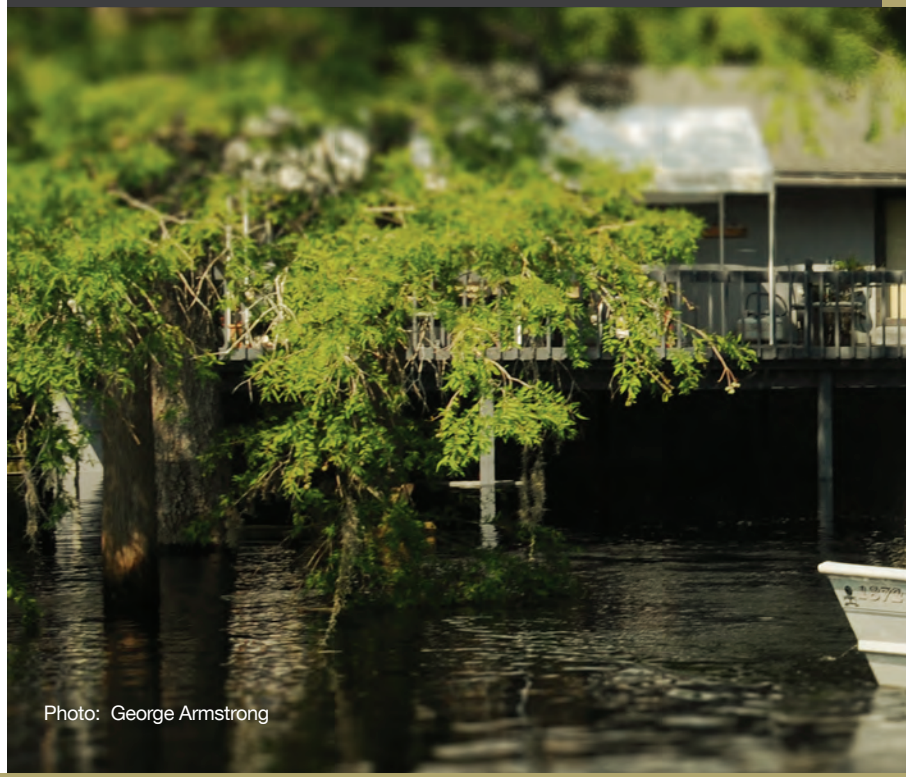


Photo: George Armstrong

# Preparing for Your EMAC Mission

Mission Ready Packages (MRPs) are specific response and recovery capabilities that are organized, developed, trained and exercised prior to an emergency or disaster. They are the best way to prepare for an EMAC deployment prior to a disaster.

Mission Ready Packages are based on National Incident Management System (NIMS) resource typing, but take the concept one step further by considering the mission, limitations that might impact the mission, required support, the footprint of the space needed to stage and complete the mission, and the estimated cost.

Mission Ready Packages also include credentialed personnel: those who are identified by the resource provider as having the knowledge, skills and abilities needed to conduct that specific mission.

Resource Providers should develop MRPs in cooperation with state emergency management agencies for use during intrastate or interstate mutual aid deployments.

Learn more and download a template to create your own Mission Ready Package by visiting the EMAC w ebsite.







Photo: Adam DuBrowa

"Sooner or later, if not now, it will happen, your state will need help, and it's reassuring to know that your neighbors through the EMAC process will be there to help you."

**Louisiana Governor's Office of Homeland Security and Emergency Preparedness**

"New Jersey requested and received substantial mutual aid assistance from our state partners through EMAC. We were comforted in knowing we did not stand alone in this emergency and the entire nation was ready to support our needs through the compact. EMAC exemplifies the *United* States of America."

**New Jersey State Police, Office of Emergency Management**

# I'm being deployed. Now what?

Whether you work in local or state government, when deployed by the state emergency management agency under EMAC, you will act as an agent of the Requesting State.

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

Before you leave, you should be fully briefed on the mission you or your team are expected to perform and should receive a copy of the Mission Order Authorization Form, which outlines the point of arrival staging area, duty station, special considerations for working location, living conditions, safety concerns and tips/guidance.

## ON THE MISSION

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

Report your arrival to your home state emergency management agency and mention any changes to the deployment conditions such as inaccurate cost estimates, home state equipment damage, property damage, meals that were to be provided and are not, lodging prices are not accurate, lodging was not provided, driving instead of flying, etc. Your home state emergency management agency will work with the Requesting State to properly amend the REQ-A to ensure your costs are covered.

Pack appropriately and remember to take all personal items, clothing, safety equipment and medication you may need or that is recommended. If your mission states that you are to be self-sustaining, remember to take food, sleeping gear, etc. with you.



Photo: Jocelyn Augustino


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# How do we get paid?

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

## Keep ALL receipts AND keep good records!

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

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

## A few notes about reimbursement under EMAC

If equipment breaks while on the mission, it can be repaired or replaced, but costs should be documented. For insured equipment, only the deductible may be paid. Contact your home state emergency management agency if this occurs.

No equipment should be purchased without the approval of both the Requesting and Assisting State emergency management agencies. If equipment is purchased to support the mission, it is the property of the Requesting State unless no reimbursement is being requested.

Personal items such as toiletries, alcohol, tobacco, personal mobile phone usage will not be reimbursed.

Credit card statements are not substitutes for receipts. If you have questions about reimbursement eligibility, contact your home state emergency management agency mission coordinator and ask before committing resources.






Photo: Ed Edahl

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT**

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This pamphlet is intended to provide general guidance for personnel that may be deployed under EMAC.

For more information about EMAC, contact your state emergency management agency and ask to speak to the EMAC Designated Contact or EMAC Coordinator.



Photo: Michael Rieger