Section 1: Receiving Incoming EMAC Assistance Request

1.1. Purpose
The establishment of guidelines for providing mutual aid to other states during that state's declared emergency through utilization of the principles and accepted practices of the Emergency Management Assistance Compact (EMAC).

1.2. Scope
These procedures are intended to provide clear instructions on the State of Connecticut’s response to an incoming EMAC request; Actions which are to be taken when a request arrives; A-Team membership standards and deployment issues.

1.3. Initiating Conditions or Prerequisites
Title 28 Sec.28-23a of the Connecticut General Statutes (Attachment 5) authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

An EMAC request for assistance is received via an EMAC email broadcast after the Governor of another state has declared an emergency or disaster and feels that additional resources are needed to supplement that State’s response. This message may come either as a general broadcast to all member States or as a direct State to State request.

1.4. Responsibilities
The EMAC Coordinator assesses message content; advises the DEMHS Operations Manager or State Emergency Management Director of events that may result in requests for assistance and specific requests for assistance; responds to messages as directed by the DEMHS Operations Manager or State Emergency Management Director; negotiates staffing and logistics issues with the requesting state; initiates mission assignments; monitors resources' status while deployed, and coordinates travel and reimbursement through project closure.

The DEMHS Operations Manager or State Emergency Management Director determines if State participation is possible and if resources are available and deployable and consults with the Deputy Commissioner, Division of Emergency Management and Homeland Security regarding a recommended level of response.

The State Emergency Management Director or the Deputy Commissioner, Division of Emergency Management and Homeland Security consults with the State Executive staff to determine the level of EMAC participation.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the Authorized Representative (AR) of the affected state may request the deployment of an EMAC advance team (A-Team). An A-Team normally consisting of two persons from other member states who will be deployed to the Requesting State's EOC. Its mission is to implement EMAC on behalf of the Requesting State by coordinating and facilitating the provision of assistance from other member states in accordance with procedures set forth in the EMAC Guidebook.

1.5. Procedure
Any Member State may request EMAC assistance when the Governor of the affected state has declared a state of emergency for an actual or impending disaster. This email goes to the CTDEMHS EMAC email group (CTEMAC@CT.GOV). The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance. However, emails are sent to the group to ensure the receipt of the need if the Coordinator is unavailable. The EMAC Coordinator will work with the DEMHS Operations Manager or State Emergency Management Director to determine the availability of the requested resource(s) and the feasibility of providing assistance. The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance.

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The EMAC Operations Manual (Attachment 1), A-Team SOG (Attachment 2) and the current contact information for all EMAC personnel in each member state is maintained on the EMAC website, (http://www.emacweb.org/). The current version of these documents should be used by all EMAC personnel during any EMAC activation.

1.5.1 Receiving a Request for Assistance

1.5.1.1 An EMAC request is usually received via an email broadcast. On some occasions, conversations may take place between member states concerning available resources prior to a formal request for assistance.

No deployments should be made prior to receiving a formal request via a REQ-A form (Attachment 3), the EMAC REQ-A form is the 'contract" between member states that describes costs, length of service, etc. that when signed by both states initiates the deployment of resources, however; initial actions such as checking on resource availability and obtaining cost information can be performed prior to receipt of an EMAC REQ-A.

1.5.1.2 Upon receipt of a request for assistance, the proper state agency and/or local coordinator will be contacted to determine resource availability. If the resource(s) are available, the requesting state should be notified through completion of the REQ-A section 2 in accordance with the EMAC Operations manual.

1.5.1.3 Requests for assistance may be received verbally on some occasions, but verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. The State of Connecticut process requires a fully executed REQ-A form prior to resource deployment except under extreme circumstances.

1.5.2 Completing the REQ-A Form

1.5.2.1 REQ-A Section I

This section is completed by the Requesting State. If a mission requires special considerations for that deployment, these conditions will be detailed in Section I of the REQ-A. The Requesting State will list any/all special considerations that may apply on the deployment and also identify any considerations that must be considered by the assisting State.
Personnel deployment considerations can be any of the following:
1) Specialized equipment needed to support the mission.
2) Personnel clothing needed due to hazardous environment.
3) Personal health protection needed
4) Immunization or inoculation for certain diseases
5) Lodging & transportation provisions (self contained or provided by Requesting State).
6) Right-to-work / Union considerations.
7) Licensure and certification requirements preferences.
8) Security provisions in hostile areas.

1.5.2.2 REQ-A Section II
Section II will be completed and returned to the Requesting State as soon as possible following the receipt of the REQ-A Section I.

Fill in each section thoroughly with detailed information on exactly what personnel and equipment is being offered and an estimate of the cost of sending those resources. Include transportation, lodging, per diem, salary, benefits, overtime, fuel; any cost that Connecticut intends to be reimbursed for. Have an Authorized Representative sign Section II indicating that Connecticut will provide these services at the estimated costs indicated and return the Form to the requesting state.

1.5.2.3 REQ-A Section III
The Requesting State reviews the Part II information submitted. If the services offered, for any reason, do not meet the needs of the Requesting State, the Requesting State can reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is rejected.

If the services being offered and the terms and conditions reflected in Part II of the REQ-A fulfill the needs of the Requesting State, the EMAC Authorized Representative of the requesting State accepts the assistance by signing and returning Part III of the REQ-A to the assisting State. Receipt of a fully executed REQ-A by the assisting state initiates the deployment of resources.

By officially executing Part II and Part III of the Form REQ-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REQ-A as stipulated in Article IV of the EMAC Articles of Agreement.

1.5.2.3 REQ-A Amendment(s)
Should the assistance provided or the terms and conditions change at any time during the course of the mission, or should an extension of the deployment period be necessary, the REQ-A will be amended and accepted by the Authorized Representatives of the party states.

Section 2: Connecticut as State Requesting Assistance

2.1. Purpose
The purpose of these procedures is to define the process to be used when it becomes apparent that state resources either are not adequate to accomplish necessary tasks, or soon will be unable to support the number of expected missions, during a declared emergency.
Assistance from other states may be requested during these emergencies by following the practices and procedures listed in this SOP and in the EMAC Operations Manual and EMAC A-Team SOG which have been nationally accepted by the EMAC member states.

2.2. Scope
These procedures are intended to provide clear instructions on the proper issuance of a request for assistance through EMAC; the responsibilities of the state requesting assistance; and the training that should take place in order for the staff members of the SEOC to execute their responsibilities in respect to EMAC assistance.

2.3. Initiating Conditions or Prerequisites
Title 28 Sec.28-23a of the Connecticut General Statutes authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

In order to request resources from assisting states through EMAC, the Governor of the State of Connecticut must have declared a state of emergency for an actual or impending disaster.

2.4. Responsibilities
When the State of Connecticut experiences, or expects to experience, a major disaster or emergency and requires assistance from other states, the Authorized Representative (AR) will initiate the EMAC procedures for requesting assistance. The REQ-A is not valid until it is signed by both the Requesting and Assisting States EMAC Authorized Representatives at which time it becomes a binding contract.

2.5. Procedure
2.5.1 Initial Activation of the EMAC Process
The DEMHS Operations Manager or State Emergency Management Director will be notified of any needed EMAC assistance from another member state. Determination will then be made as to the necessity of the requested resource(s), and the feasibility of gaining assistance. The DEMHS Operations Manager or State Emergency Management Director will, in coordination with the Deputy Commissioner, Division of Emergency Management and Homeland Security determine if and at what level the EMAC process should be initiated.

The EMAC Coordinator is the primary point of contact for responses to outgoing EMAC requests for assistance. The EMAC Coordinator compiles a list of responses to the assistance request and informs the DEMHS Operations Manager or State Emergency Management Director of these responses. The DEMHS Operations Manager or State Emergency Management Director and representative from the Agency initiating the request will make a recommendation to the Deputy Commissioner, Division of Emergency Management and Homeland Security as to which if any offers of assistance will be accepted. Once an offer of assistance is accepted, the EMAC Coordinator will coordinate with the SEOC Finance and Administration Chief to insure financial resources are made available to cover costs of the mission to be accepted.

Current contact information for all EMAC personnel in each member state is maintained on the EMAC website, located at http://www.emacweb.org/index.php/member-state-directory.
**Requesting State responsibilities:**
1. Confirms that the Governor has declared a State of Emergency in his or her state
2. Verifies the need for assistance (personnel, equipment, skills, etc.)
3. Notifies the NCG and/or NEMA and opens an EMAC Event within the EMAC Operations System.
4. Posts a SITREP (situation report) on the EMAC Web Site and send it to states as deemed appropriate.

**National Coordination Group responsibilities:**
1. Establish communications with the Requesting State to determine the need for A-Team personnel.
2. Requests the EMAC Coordinator to establish an EMAC event within the EMAC Operations System.
3. Schedule daily or as required conference calls among EMAC leadership and Requesting State.
4. Notify the EMAC NCG by the fastest means available that assistance may soon be requested.
5. In conjunction with the NEMA EMAC Coordinator, catalog a list of resources being offered by member states.

**2.5.2 EMAC Broadcast Functionality**
The EMAC Broadcast process is to be used for sending messages related to EMAC, deliver reports on a state's status during a disaster, and make announcements that may result in the sharing of resources through EMAC. In the event that the EMAC Website is not available or connectivity to the internet at the EOC is lost the process of completing a REQ-A, and coordinating with the assisting State can be accomplished using FAX or e-mail communications.

The EMAC Broadcast process should not be used to locate non-EMAC resources (those that will not result in an EMAC mission) or to send general information that is not related to EMAC.

**2.5.3 Procedures for Executing the Request for Assistance (REO-A)**
a. Requests for assistance may be received or requested verbally, but verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. In the majority of instances, a written REQ-A form must be completed prior to resource deployment.

**2.5.4: Completing the REQ-A Form**
A complete copy of the EMAC REQ-A Form is included as Attachment 3 to this SOP, located within the document library on the EMAC website ([http://www.emacweb.org/index.php/mutualaidresources/home-registered-user](http://www.emacweb.org/index.php/mutualaidresources/home-registered-user)) and an online version of the REQ-A form can be completed through the EMAC Operations System online. REQ-A Section I and II Complete instructions for completing the REQ-A form can be found online at the EMAC website ([http://www.emacweb.org/](http://www.emacweb.org/)). Also, instructions for completing the form are present in the EMAC A-Team SOG. The REQ-A form should be completed fully and clearly.

**2.5.4.2 REQ-A Section III.**
The Assisting State EMAC Authorized Representative signs the offer of assistance on Section III of the REQ-A Form and submits the REQ-A to the Requesting State for their review. The State of Connecticut will review the Part II information (with Breakout of Cost Estimate and Mission Information) submitted by states that may make an offer of assistance.

If the services offered, for any reason, do not meet the needs requested by the State of Connecticut, the State may reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is declined.

If the services being offered and the terms and conditions reflected in Part II of the REQ-A fulfill the needs of the Requesting State, the EMAC Coordinator or Authorized Representative will coordinate with the Finance and Admin Chief to insure funding is made available to cover the cost of the mission and accept the assistance by signing and returning to the assisting State Part III of the REQ-A form authorizing resource deployment and obligating compliance with EMAC Articles of Agreement. Additionally, the EMAC Coordinator will complete an ICS Ford 213rr (Attachment 4) and submit to the Fiscal Admin Officer to who will identify availability and source of funding to cover any expenses incurred through initiation of an EMAC agreement.

By officially executing Part II and Part III of the Form REQ-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REQ-A as stipulated in Article IV of the EMAC Articles of Agreement.

2.5.4.5 REQ-A Special Deployment Conditions.
If the mission requires special considerations for deployment, these should be detailed on page 2 of the REQ-A. The Requesting State should circle any/all special considerations that may apply on the deployment.

Personnel deployment considerations can be any of the following:

1. Specialized equipment needed to support the mission.
2. Personnel clothing needed due to hazardous environment.
3. Personal health protection needed.
4. Immunization or inoculation for certain diseases.
5. Lodging & transportation provisions (self contained or provided by Requesting State).
6. Right-to-work / Union considerations.
7. Licensure and certification requirements preferences.
8. Security provisions in hostile areas.

2.5.4.6. REQ-A Amendment
Should the assistance provided or the terms and conditions change at any time during the course of the deployment, or should an extension of the deployment period be necessary, the REQ-A should be amended to reflect these changes and accepted by the Authorized Representatives of the party states.

2.5.5: Reimbursement
Under EMAC Article III, it is the duty of each Member State to formulate internal procedural plans and programs to request interstate mutual aid or provide it to other Member States.

2.5.5.1 Reimbursement Considerations

1. Article IX of the Compact provides that, "any state rendering aid in another state pursuant to the compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided furthermore, that any two or more party states may enter into supplementary agreements establishing a different allocation or costs among those states. Article VIII expenses shall not be reimbursable under this provision."

2. The REQ-A can be used to convey reimbursable costs and costs that have been waived.

3. All Member States must recognize the sovereignty of each Member State to the Compact and that the process for EMAC Missions and reimbursement varies in each. The most important issues are that accurate collection, preparation and submission of documentation. Coordination by Member States will expedite the reimbursement process.

4. All Member States must develop an internal process for the timely preparation and review of claims for reimbursement.

5. All Member States should train emergency management staff and other organizations that may deploy resources in support of an EMAC Mission. This training should explain the EMAC Mission process including how the reimbursement process works and what documentation will be needed to support a reimbursement claim.

6. All properly executed missions must be approved by the Requesting State and Assisting State before any asset is mobilized and a signed REQ-A by both party states' Authorized Representatives is completed. Any changes to a mission must be reflected in an amended REQ-A signed by both party states' Authorized Representatives.

7. When an Assisting State assembles a reimbursement request package, it should provide detailed cost documentation and supporting documents within the scope of services as defined in the fully executed REQ-A.

8. Before submitting a reimbursement package to a Requesting State, an Assisting State EMAC Authorized Representative reviews the package for completeness and ensures that the expenses and supporting documentation being claimed are consistent with the REQ-A.

9. Discrepancies between a properly executed REQ-A and the reimbursement package must have good justification. If expenses are incurred for actions not directly related to the mission and/or not specified on the REQ-A, a strong justification and documentation for additional costs will be necessary. Significant changes to a mission should be reflected on amended REQ-A signed by both Member States. Discussions between the Assisting State and
Requesting State will help to resolve discrepancies and provide any special instructions needed. If necessary, engage the EMAC Authorized Representative to resolve any discrepancies.

10. Member States must be timely in submitting reimbursement documentation and in providing reimbursement for properly executed EMAC Missions. Timely processing of required documentation and reimbursement of all parties involved is critical to successful mutual aid, fiscal year cash management and future EMAC deployments.

11. Member States should consider all available state, local, volunteer, and privately owned resources when responding to an EMAC request. It is legally advisable for each state to ascertain their statutory authority for utilizing local government, private and volunteer resources for EMAC purposes prior to deployment.

2.5.5.2 Types of Reimbursable Costs
EMAC was intended to provide reimbursement for actual costs incurred during the execution of the mission as described in the REQ-A. All actual deployment costs incurred in direct support the mission defined in the REQ-A, as amended, are eligible for reimbursement. As a reminder, the REQ-A is a binding contract between the states. Efforts to capture all mission costs should be taken and REQ-As should be amended as needed to capture changes in the mission scope and duration.

Examples:
1. Personnel Costs- Regular time salary, overtime salary and fringe benefits calculated at the regular rate utilized by the Assisting State or political subdivision or other entity within the Assisting State.
2. Travel Costs-
   a. Airfare (unless direct billed to the providing entity)
   b. Ground transportation costs such as:
      i. Rental vehicles and fuel.
      ii. Taxi.
      iii. Shuttle.
      iv. Parking fees.
      v. Toll fees.
      vi. Government-owned vehicle mileage (may not charge for both per mile mileage rate and the cost of gasoline).
      vii. Personally-owned vehicle mileage (may not charge for both a per mile mileage rate and the cost of gasoline).
   c. Lodging (unless direct billed to the providing entity).
   d. Meals not otherwise provided by entities of the Requesting State.

All of the above costs will be calculated according to the policies of the Assisting State or the Assisting State's political subdivisions or other entities within the Assisting State providing assistance. For example, some states utilize a widely adopted per diem rate found at http://www.gsa.gov while others reimburse for actual travel costs supported by receipts. State policy documentation should accompany the reimbursement package.
3. Equipment Costs- Maintenance and operating costs necessary to operate equipment vehicles and machinery required to perform the mission described in Form REQ-A.

4. Commodity Costs- Consumables, supplies and materials used for the mission described in Form REQ-A.

5. Other Costs-
   a. Reasonable costs to repair or replace equipment damaged during deployment while performing assigned mission described in Form REQ-A. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.
   b. Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in Form REQ-A.
   c. Costs of purchasing and transporting supplies by Assisting State as requested by the Requesting State (and approved in Form REQ-A).
   d. Reasonable costs for maintenance of equipment to pre-disaster condition.
   e. Replacement costs- All damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turn out gear, etc.) should be considered as replacement and should be documented as such. These items should be reported as damaged as soon as the damage is identified so that proper record keeping can take place.

2.5.5.3 Non-Reimbursable Costs

1. Administrative costs- costs associated with pre-deployment and post-deployment functions or other costs incurred by Assisting States in responding to EMAC requests, unless otherwise mutually agreed upon by each party state and stipulated in Form REQ-A, are not eligible for reimbursement. EMAC is intended to provide reimbursement for actual costs incurred in the deployment mission described in Form REQ-A.

2. Replacement costs- While damaged, destroyed, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turn out gear, etc.) should be considered as replacement; replacement of items prior to the deployment is not allowable.

3. Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.

4. Costs incurred by an entity that self-deployed without an approved mission described in an officially executed REQ-A without prior consent of both the Assisting State and Requesting State Authorized Representatives.
5. Costs for items not specified or indicated in Form REQ-A unless otherwise deemed justifiable by the Requesting State at a later date and supported by appropriate documentation in the reimbursement Package and as accepted by the EMAC Authorized Representative.

### 2.5.6: EMAC Reimbursement Documentation

If tasked to perform the mission described in a fully executed REQ-A, the actual costs incurred by each Assisting State agency or department, their political subdivisions, or other entities tasked to perform the mission described in the REQ-A, will be entered on a separate Intrastate Reimbursement Form R-2. An R-2 will be completed for each fully executed and completed REQ-A. Costs entered on each Reimbursement Form R-2 will then be totaled by category and entered on Reimbursement Form R-1, representing the total costs for each completed REQ-A.

1. These costs must be supported with backup documents to include:
   a. Copy of the fully executed REQ-A.
   b. Timesheets signed by Team Leader or authorized individual.
   c. Work records.
   d. Payroll documents.
   e. Travel expense reports/vouchers.
   f. State warrants/checks.
   g. Receipts or invoices for purchased goods.
   h. Other similar documents evidencing costs incurred.

2. The Assisting State may, depending on applicable state law and regulation:
   a. Reimburse the Providing Entity for all approved expenses shown on the Form R-2 within a reasonable timeframe mutually agreed upon by both parties and enter those costs on a Reimbursement Form R-1, and submit to the Requesting State for reimbursement, or to NEMA.

   b. Attach the Intrastate Reimbursement Form R-2 and supporting documents to an Interstate Reimbursement Form R-1 and forward to the Requesting State instructing the Requesting State to issue remittance in the name of the Providing Entity through the Assisting State.

Upon receipt of the payment from the Requesting State, the Assisting State should attach a copy of payment to the reimbursement package file copy and forward payment to the providing entity.

3. Whichever method is used, the Assisting State must review the claim; resolve any issues prior to payment and/or submission to the Requesting State for remittance.

4. Reimbursement Form R-1 and R-2 can be found in Section 6 or on the EMAC website at [www.emacweb.org](http://www.emacweb.org) (Always use newest forms from EMAC Website)

### 2.5.7: The Reimbursement Package & Authorized Representative
Responsibilities

The Reimbursement Package should contain a copy of the fully executed REQ-A along with the documentation described in Sections IB and ID above. Accompanying this documentation should be a cover letter from the Assisting State's Fiscal Officer or Authorized Representative describing special instructions for remitting payment to the Assisting State along with special cost-coding, IRS or employee tax I.D. number of the Assisting State entity. The letter should specify the name and contact information of the Assisting State person responsible for compiling the reimbursement package, and any other information relevant to payment. The Assisting State Fiscal officer or Authorized Representative should review and authenticate all documents included in the reimbursement package to ensure all costs are justifiable prior to signing the cover letter and forwarding it to the Requesting State.

2.5.8: NCT and RCT Personnel Reimbursement

The following guidance is provided for states to receive reimbursement for expenses of National and Regional Coordinating Teams deployed to the NRCC or RRCC(s) respectively.

1. All mission expenses should be documented pre-deployment using FormREQ-B. Changes to the original mission should be documented in Amendment FormREQ-B.

2. Reimbursement packages should be documented on The Non-CSG Employee Expense Form and should accompany attached documentation (as stated below).

3. All deployed personnel provide travel costs and all original receipts to their home state as soon as possible after the completion of their trip for reimbursement for the following expenses.
   a. Airfare (unless direct billed to the providing state).
   b. Lodging (current government rate).
   c. Ground transportation costs including rental car, taxi, shuttle, parking, mileage for use of personal owned vehicle at current established rates.
   d. Per Diem and incidental expenses (using state rate for the receiving state, Information @ http://www.gsa.gov).

4. Other approved mission costs are:
   a. Straight time pay.
   b. Overtime pay (if allowable under state payment procedures).
   c. Personnel fringe benefits (actual percentage paid by the responding state).

5. Reimbursement Instructions
   a. Deployed personnel should submit expenses to the Assisting State first.
   b. The Assisting State will request reimbursement from NEMA.
   c. All eligible costs must be submitted by the Assisting State using a "Non-CSG Employee Reimbursement Form". This form is shown in Section V: Subsection 10: Non-CSG Employee Expense Form. The Assisting State will be the payee. NEMA will not accept request for reimbursement from individual NCT or RCT deployed personnel.
d. The Non-CSG Employee Expense Report Form should be completed as follows:
   i. Personnel Pay and Benefits:
      a. Enter the total amount of the regular time paid.
      b. Enter the total amount of the overtime paid.
      c. Show the actual amount of personnel fringe benefits as a separate entry under
         the Description and Date of Activity column and the date of the period of
         activity. Please note: Show the actual percentage used by the Assisting State to
         determine fringe benefits.
   
   ii. Travel Costs:
      a. After entering the appropriate entries in the Description and Date of Activity
         column; enter the total amount of hotel expense and per-diem being claimed
         under the Hotel and Meals column.
      b. After entering the appropriate entries in the Description and Date of Activity
         column; list the total amount being claimed for each mode of transportation (air
         and ground) in the Transportation column.
      c. Other eligible expenses should be entered as a separate entry and shown under
         the "Other" column.
   
   iii. Required Documentation and Other Information
      a. A copy of the employee's time sheet(s) for the hours worked during the
         deployment period.
      b. A copy of the State Payroll Voucher listing regular and overtime hours and pay
         and fringe benefits.
      c. Copies of the State Warrant supporting the claimed expense.
      d. The Non-CSG Employee Expense Form must be signed by the deployed
         personnel and certified by the Assisting State.
      e. Attach all original receipts for hotel, airfare, car rental, etc.
      f. Receipts for meals are not required since these costs are included in the per
         diem rate.
      g. Indicate how the Assisting State should be shown as the payee, or if a specific
         funding code should be identified on the form.
      h. NEMA will issue a reimbursement check to the Assisting State through The
         Council of State Governments (CSG).
      i. The Assisting State should submit the completed CSG Non-Employee Expense
         Report and supporting documentation within 30 business days following
         completed deployment to the below address:

         National Emergency Management Association
         EMAC Deployment
         P. O. Box 11910
         Lexington, KY 40578.

2.5.9: Training and Exercises
The emergency management agency in each EMAC-member state should be prepared to implement
interstate mutual aid in accordance with the EMAC Operations Manual and EMAC A-Team SOG-
both as a potential Requesting State and as a potential Assisting State. In addition, each should have personnel trained and available for out-of-state A-Team duty on short notice.

CT DEMHS will provide A-Team training for staff designated for such duty, as well as staff training on the EMAC system. Each A-Team deployed to a Requesting State EOC should have a team leader with A-Team experience and one or two assistants. The best training for A-Team duty is provided on-the-job.

The scope of EMAC is much broader than state emergency management. It involves the emergency services parts of other state agencies, localities, and organizations that can provide experienced program personnel, deployable task forces, and other resources which could assist requesting states with disaster response and recovery operations.

These potential resource providers need to know how to participate in EMAC. Any EMAC-related training provided by an EMAC-member state to potential resource providers within that state should be within the context of any existing statewide mutual aid programs. Many statewide mutual aid programs may have already identified task forces, strike teams, etc., which would also be deployable under EMAC. It is recommended that EMAC and in-state mutual aid be very closely coordinated in each state and, perhaps, administered jointly. It is further recommended that training for resource providers incorporate both intra-state mutual aid and inter-state mutual aid (EMAC) concepts and practices.

Each member state's emergency management agency will provide, or coordinate the provision of, EMAC training for the state's potential mutual aid service providers. State emergency services organizations (law enforcement, fire, emergency medical, search and rescue, emergency management, etc.) should keep their members informed about mutual aid activities through newsletters, meetings, or any other means deemed appropriate.

Past standing A-Team members will assist in developing an exercise to test and train the current Standing A-Team. This will assist the new Standing A-Team in the operational considerations of their particular state as it applies to the Standing A-Team responsibilities.

3. References

EMAC Operations Manual Version 3.0 10/16/13
The National Emergency Management Association
4. Definitions, Terms, Acronyms, and Abbreviations

**Area of Operations (AO)** - The jurisdictional area for which a deployed coordinating team element is responsible. For example, a State is the AO for a State EM organization. A federal region can consider one or more states within that region as being in their AO. EMAC personnel deployed to a local area would refer to that area as his or her AO.

**Assisting State** - An Assisting State is any EMAC Member State providing assistance to another Member State requesting aid using the EMAC Request for Assistance (REQ-A) process. Once a Member State duly executes the REQ-A with a Requesting State, that Member State is referred to as an Assisting State until the terms of the REQ-A have been completed and the resources being provided have been released and demobilized.

**Authorized Representative (AR)** - The Authorized Representative is the person empowered to obligate state resources and expend state funds for EMAC purposes. In a Requesting State, the AR is the person who is legally empowered under Article III, Section B of the Compact to initiate a request for assistance under EMAC. In an Assisting State, the AR is the person who can legally approve the response to a request for assistance. State Emergency Management Directors are automatically Authorized Representatives. The director can delegate this authority to other EM officials within the organization as long as they possess the same obligating authority as the director. A list of Authorized Representatives for each Member State is found in Section V: Appendix E and on the EMAC website (www.emacweb.org).

**Advance-Team (A-Team)** - An A-Team normally consists of two persons from any Member State who are knowledgeable about and prepared to implement EMAC procedures in their own state or any other Member State. At the request of a Member State, an A-Team is deployed to the Requesting State's EOC to facilitate EMAC requests and assistance between Member States. The A-Team assists the Requesting State with requests for assistance, tracks the location and status of the assistance accepted and deployed to the Requesting State's locations, and assists the deployed personnel as needed and required while they are deployed. The A-Team is the primary point-of-contact for requesting and acquiring assistance provided under EMAC.

**Broadcast** - The EMAC Broadcast functionality sends EMAC key personnel (as designated by the state emergency management agency director) an email when a request for assistance or other important information needs to be shared. It is the primary means used to alert EMAC states of an impending or occurring emergency event or to request assistance and is sent via the EMAC website. The system can send to "home" state, regions (up to 3), or all members.

**Debrief** - A conversation where information is exchanged on aspects of the mission (such as personnel well being, experience, etc.).

**Demobilization** - This is the process of releasing assets (personnel and/or equipment) whose mission is completed or no longer needed to support a specific mission within an event. The process involves debriefing personnel, returning issued equipment, completing and submitting required paperwork, arranging return travel, and tracking released assets back to their home duty station in the Assisting State in a safe and timely manner.

**Designated Contact (DC)** - This person is very familiar with the EMAC process and serves as the point of contact for EMAC in their state and can discuss the details of a request for assistance. The
DC is not usually legally empowered to initiate an EMAC request or authorize EMAC assistance without direction from a superior. A list of Member State Designated Contacts can be found in Section V: Appendix E, and at www.emacweb.org.

**EMAC** - The Emergency Management Assistance Compact, an interstate agreement which enables entities to provide mutual assistance during times of need.

**EMAC Advisory Group (EAG)** - The EAG, comprised of representatives from national organizations whose membership are EMAC stakeholders, facilitates the effective integration of multi-discipline emergency response and recovery assets for nation-wide mutual aid through EMAC. Many of these resources are local teams which need the ability to be brought on as temporary state employees.

**EMAC Executive Task Force (ETF)** - The ETF, under the leadership of the Chair, is responsible for managing the day-to-day programmatic activities on behalf of the member states to ensure that the EMAC system, including the Operating Protocols, Operations Manual and Standard Operating Procedures and the Field Guide, is maintained in a current state of readiness. The ETF is comprised of the chair, chair-elect, immediate past-chair, a representative from each federal region, three at-large members, the National EMAC Coordinator, the EMAC Senior Advisor, and the NEMA Legal Counsel Committee chair.

**EMAC Member State** - The term applies to the 50-states, the Commonwealth of Puerto Rico, the District of Columbia, and all U. S. territorial possessions whose governors have signed the Compact into law. It is used on a daily basis to refer to states during periods of non-emergency activity. See definition of the Requesting and Assisting State used when denoting EMAC Member State's roles during activation of the EMAC.

**Joint Field Office (JFO)** - This facility is used to house state, federal and volunteer agency personnel who manage emergency response and recovery operations and administer state and federal recovery assistance programs within each state declared a major disaster by the president.

**Lead State Representative (LSR)** - A member of the EMAC Executive Committee responsible for representing the EMAC Member States within their respective FEMA Region.

**Legal Committee Liaison** - The Chair or the Chair's Designee from NEMA's Legal Committee which serves as a non-voting member to the EMAC ETF.

**Mission** - A mission under EMAC becomes an official mission once all appropriate sections of the REQ-A have been duly executed by the Authorized Representatives of the Requesting and Assisting state(s).

**National Coordination Group (NCG)** - Comprised of members from the state of the Chair of the EMAC Executive Task Force. They are the nationwide EMAC point-of-contact during normal day-to-day, non-emergency periods. The NCG is prepared to activate EMAC on short notice by coordinating with the EMAC Authorized Representatives or Designated Contacts of the other Member States.

**National Coordinating Team (NCT)** - In the event that the NRCC in activated at FEMA Headquarters in Washington, D. C. and a coordinating team is needed to maintain over all
coordination among the deployed EMAC components. *DHS/FEMA* will request that NEMA/NCG deploy an NCT to the NRCC. Costs for deploying and maintaining an NCT are reimbursed by FEMA through NEMA.

**National Operations Center (NOC)** - Now called the NRCC, this was the facility within *DHS/FEMA* headquarters in Washington, DC where federal representatives from agencies with emergency support functional responsibilities assemble to coordinate federal response efforts.

**National Response Coordination Center (NRC C)** - This is the facility in Washington, D.C. used by *DHS/FEMA* to coordinate federal response and recovery operations. The Federal Emergency Support Functions (ESFs) are collocated at the NRCC to provide resource support to state counterparts through the Regional Response Operations Centers.

**National Incident Management System (NIMS)** - The system used to conduct incident management as specified in Homeland Security Presidential Directive (HSPD)-5. NIMS established a national standard methodology for managing emergencies and ensure seamless integration of all local, state and federal forces into the system.

**National Response Plan (NRP)** - The NRP establishes the national framework for domestic incident management in accordance with Homeland Security Presidential Directive-5

**Operations Manual and Standard Operating Procedures** - These are the written standardized process to ensure each Member State understands the EMAC agreement, is adequately prepared to participate in the agreement, and follows the same standardized procedures while implementing EMAC. This manual sets forth the terms of the EMAC agreement and establishes the EMAC procedures that all Member States are to follow.

**Providing Entity (PE)** - Any local government political sub-division, organization, or state agency of an Assisting State, other than the state emergency management organization, that is providing an EMAC requested resource on behalf of the Assisting State to fulfill an official EMAC REQ-A mission requirement.

**Point of Contact (POC)** - The person or entity that is the main contact.

**Regional Coordinating Team (RCT)** - If the disaster event involves more than one state in a single federal region or multiple states in multiple regions, FEMA may request that an RCT be deployed to the federal Regional Operations Center (ROC) to coordinate with A-Teams deployed to Requesting States. The RCT supports the A-Teams within their Area of Operations (AO) but does not directly acquire resources from other Member States without approval of the NCG. The RCT prepares regional Situation Reports and channels information up to the NCT. NEMA © 2005-2007 V -4 5/2/2007

**Regional Response Coordination Center (RRCC)** - The federal facility from which federal personnel coordinate response operations and provide resource support to states within each federal region. The RRCC usually stands down once a Joint Field Office is operational in the affected state(s) within the region.

**Reimbursement** - The process of submitting documented eligible costs by an Assisting State to a Requesting State in order to receive financial compensation for providing assistance specified in the REQ-A and in accordance with the EMAC.
Reimbursement (R-I) Form - The form used to summarize the costs of all interstate assistance requested and provided by an Assisting State. A single R-I should be completed and submitted to the Requesting State by each State that provided assistance. All of the costs for providing assistance under the REQ-A(s) are totaled. Copies of receipts and payment vouchers are attached to the R-I. The R-I is signed and sent to the requesting state for reimbursement. A copy of the R-I Form is included in Section V: Appendix G.

Reimbursement (R-2) Form - The form used to summarize the costs of all intrastate assistance requested and provided by an agency, municipality, county or other organization within a state providing assisting to another state under EMAC. A single R-2, accompanied by copies of receipts, payment vouchers and other costs supporting documents, should be completed and submitted to the Assisting State for each agency, municipality, county or other organization who provided assistance. The R-2 is signed by the appropriate authority of the requesting entity and sent to the Assisting State for reimbursement. The Assisting State attaches copies of all R-2s and supporting documents to all applicable R-I s as appropriate.

Requesting State - Any EMAC Member State that has informally or formally requested interstate assistance using any of the systems established by EMAC for this purpose.

Request for Assistance (REQ-A) Form - The EMAC Request for Assistance (REQ-A) Form is used to officially request assistance, offer assistance, and accept assistance. The use of the single form simplifies and streamlines the paperwork necessary to request and receive assistance from Member States. It is important to remember that when duly executed by the Authorized representative of the Requesting and Assisting State(s), the REQ-A becomes a legally binding agreement between the Requesting and Assisting State(s) under EMAC. A copy of the REQ-A Form is enclosed in Section V: Appendix G and is found at www.emacweb.org.

Resource Typing - The method employed to categorize and describe the resources that are commonly exchanged in disaster via mutual aid, by capacity and/or capability of a resource's components (i.e., personnel, equipment, and training).

Situation Report (SITREP) - The status report that is prepared by an A-Team and posted on the EMAC website. It details the current status of the emergency operation and the response to that emergency event. 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.
State of Connecticut

EMAC SOP

Attachment 2
State of Connecticut

EMAC SOP

Attachment 3