STATE OF SOUTH CAROLINA EMAC OPERATIONS GUIDE

2 July 2015

South Carolina Emergency Management Division (SCEMD)
Logistics Section

Table of Contents

I. Introduction
- Purpose of EMAC
- Key Functions in EMAC
- Basic EMAC Operations
- The A-Team
- A-Team Considerations
- A-Team Alert and Mobilization
- In State A-Team Activation
- Recent EMAC Operations

II. Purpose

III. Command and control

IV. Concept of Operations for Requesting Assistance
State Emergency Operations Center (SEOC)

V. Concept of Operations for Providing Assistance to a Requesting State
- State Emergency Operations Center
- EMAC tasked Agency

VI. Annexes

Annex 1, Appendix A – Resource owner Cost Estimation
Annex 1, Appendix B – South Carolina EMAC Mobilization Checklist
Annex 1, Appendix C – Unit Log
Annex 1, Appendix D – EMAC Mission Order
Annex 2 – South Carolina EMAC Demobilization Checklist
Annex 3 – Instructions for EMAC Reimbursement
Annex 4 – Request for EMAC Assistance
Annex 4, Appendix A – SC EMAC REQ-A Tracking Form
Annex 5 – EMAC Advance Teams (A-Teams) Typing

VII. References

VIII. Links

State of South Carolina EMAC Operations Guide

I. Introduction

Purpose of EMAC

EMAC is intended to provide mutual aid to a state, from an assisting state, that can quickly and effectively respond while providing credentialed, certified resources. EMAC ensures that the resources have the necessary liability and insurance protection, as if they were responding within their own state.

If an EMAC state or territory is adversely impacted, or expects to be adversely impacted, by a major event, emergency or disaster, and anticipates the need for interstate mutual aid assistance, the requesting EMAC state or territory's authorized representative may request EMAC assistance once the governor has declared a state of emergency exists.

All EMAC deployments require written and signed documents prior to deployment. The REQ-A serves as the written contract between two states and allows for implementation of all provisions of the Emergency Management Assistance Compact adopted by the state of South Carolina in 1996.

Note: In some cases, verbal requests and the commitment of resources and funds may be obligated prior to completion and appropriate signatures to the EMAC REQ-A. In such cases the request shall be completed within thirty (30) days of initial deployment.

South Carolina Revised Statute 25-9-410 provides legislation for the provision of mutual assistance under EMAC.

Key Functions in EMAC

- **Requesting State**: any EMAC member state or territory that is asking for interstate assistance under the Compact. The governor of the requesting state/territory must declare a state of emergency before the EMAC process can be initiated. EMAC participants currently include all 50 states, District of Columbia, U.S. Virgin Islands, Puerto Rico and Guam.

Note: In this guide "member state, requesting state and assisting state" refer to the 54 participating EMAC jurisdictions.

- **Assisting State:** any EMAC member state responding to a request for assistance from and providing resources to another EMAC member state through the Compact.

- **Authorized Representative (AR):** the person within a member state empowered to obligate state resources (provide assistance) and expend state funds (request assistance) under EMAC. In a requesting state, the AR is the person who can legally 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 ARs. The director may delegate this authority to other emergency management officials within the organization, as long as they possess the same obligating authority as the director.

- **Designated Contact (DC):** a person within a member state who is very familiar with the EMAC process. The DC serves as the point of contact for EMAC in his or her state and can discuss the details of a request for assistance. This person is not usually legally empowered to initiate an EMAC request or authorize EMAC assistance without direction from the AR. A list of DCs is found at www.emacweb.org.

- **EMAC National Coordination State (NCS):** The home state of the Chair of the EMAC Executive Task Force is the National Coordinating State. The Chair of the ETF is responsible for the development of an in-state team to assist with the management of the EMAC operations when the national mutual aid system is activated. They are the nationwide EMAC point-of-contact during normal day-to-day, non-emergency periods. The NCS is prepared to activate EMAC on short notice by coordinating with the EMAC Authorized Representatives or Designated Contacts of the other member states. Because the chair of the EMAC Operations Subcommittee changes every year, the NCS changes every year as well.

- **National EMAC Liaison Team (NELT):** In the event that the NRCC is 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 NELT to the NRCC. Costs for deploying and maintaining a NELT are reimbursed by FEMA through NEMA.

- **Regional EMAC Liaison Team (RELT):** If the disaster event involves more than one state in a single federal region or multiple states in multiple regions, FEMA may request that a RELT be deployed to the federal Regional Response Coordination Center (RRCC) to coordinate with A-Teams deployed to Requesting States. The RELT supports the A-Teams within their Area of Operations (AO) but does not directly acquire resources from other Member States without approval of the NCS. The RELT prepares regional Situation Reports and channels information up to the NELT. Costs for deploying and maintaining an NELT are reimbursed by FEMA through NEMA.

- **Advance-Team (A-Team):** A basic EMAC 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. A-Teams are typed I through IV. The Type IV A-Team is the two person team, Type III consists of four members, Type II has six members and a Type I Team has ten members (Annex 5).

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.

Basic EMAC Operations

The basic operational procedures are outlined in the *2013 EMAC Operations Manual*. The National Coordinating State runs the EMAC day-to-day operations; the NCS is staffed by the home state of

the current NEMA EMAC Operations Sub-Committee Chair. The NCS **is tasked with coordination of EMAC** management issues during a response.

A NELT may be activated to work at FEMA headquarters in Washington, DC. RELTs may be activated to work at FEMA Regional Operations Centers in each of the 10 FEMA regions. South Carolina is in FEMA region IV and the Regional Operations Center is located at the FEMA Region offices in Atlanta, GA. They are tasked as liaisons to FEMA. The NELT may provide a link to the National Guard Bureau when the NGB position has been staffed for coordination in FEMA RRCC.

An A-Team may be requested by the impacted state from the NCS. The A-Team coordinates resources for the requesting state, tracks personnel; updates situation reports and makes broadcasts on the EMAC Operations System (EOS). The A-Team works with the requesting state to meet the needs of their impacted communities. The NCS provides operational coordination.

The A-Team

The Mission of the A-Team:

1. Coordinate and facilitate the provisions of interstate assistance to the requesting state from other non-impacted EMAC states in accordance with EMAC procedures.
2. Serve as staff augmentation to the requesting state EOC under operational control of the requesting state's Emergency Management Director or authorized representative(s) in facilitation of the EMAC process.
3. Activate the process and facilitate the reception of interstate assistance to the requesting state in accordance with EMAC procedures and the requesting state’s mutual aid implementation plan.

Concept of Operations

1. An A-Team is designed to provide state-level coordination between requesting and assisting member states.
2. Only personnel trained in EMAC Operations and familiar with the SC EMAC Logistics SOP shall be assigned to an A-Team role.
3. While deployed, an A-Team serves as liaison and central point-of-contact for responding states to the requesting state and maintains records and situation reports on behalf of the requesting state.
4. The primary mission of the A-Team is to "broker" resources on behalf of the requesting state.
5. When SC is the requesting state under EMAC operations the A-Team shall be assigned to the SCEMD Logistics Chief.
6. All EMAC A-Team operations will be recorded and tracked in the EMAC Operations System (EOS). A-Team members assigned to an incident will be provided log-in and password access to the EOS, WebEOC, and EMCOP only for the event they are engaged in.

A-Team Considerations

1. A Type IV A-Team is comprised of two individuals with knowledge of Emergency Operations Center functions. One team member is the team lead.
2. All team members must be able to work within the guidelines established within the EMAC Operations Manual.
3. A-Team members should be prepared to deploy within twenty-four (24) hours of receipt of request.
4. A-Team members should be able to bear all travel expenses until they are reimbursed.
5. A-Teams are initially deployed in 7 - 14 day cycles, working 12-hour shifts providing 24-hour coverage.

A-Team Alert and Mobilization

1. Authorized Representatives (AR) or Designated Contact(s) (DC) are the only officials authorized to initiate an A-Team response.
2. No A-Team or individual will be deployed unless the request is accompanied by a completed REQ-A approved by the AR of both the assisting state and the requesting state. A-Teams and individuals will travel with an approved Mission Order Authorization (MOA) issued by either the AR or DC.
3. Upon arrival the A-Team shall report to the Requesting State's EMAC POC for initial operations briefing.

In State A-Team Activation

1. South Carolina's AR or DC may activate an In-State A-Team based upon the needs either for an in-state major event, emergency or disaster or to support an event occurring in another state that requires resources from South Carolina.
2. Staffing and scheduling of an in-state team will be based upon the requirements of the event and may entail a single A-Team member to monitor broadcasts and pass on information to appropriate agencies.
3. A-Team members shall be EMAC A-Team trained and knowledgeable in the EMAC Operations Guide
4. A National Guard Representative will be assigned to the EMAC desk, as necessary, to facilitate EMAC requests for National Guard assets.

II. Purpose

The purpose of this document is to provide guidance to State Emergency Operations Center (SEOC) personnel involved in the requesting, receipt and deployment of EMAC resources and those agencies being alerted, mobilized, deployed, demobilized and reimbursed under the EMAC.

III. Command and Control

All EMAC operations within South Carolina will be conducted by SEOC personnel and assisted by the SCEMD EMAC DC. An EMAC A-Team may be used to support these operations. This Team will consist of trained and experienced EMAC personnel, who will conduct all aspects of EMAC resource management, act as the official agency of review on all EMAC deployment requests coming to the state and will coordinate all requests from the Local, County and State Agencies for external assistance via EMAC channels. All resources deployed and/or received in South Carolina under EMAC will be required to operate in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS).

IV. Concept of Operations for Requesting Assistance

1. State Emergency Operations Center (SEOC)

a. When an event occurs within South Carolina that requires a request for assistance from other States in support of emergency activities, the Chief of Logistics will direct that an EMAC A-Team be activated to manage the EMAC requests. More detail on requesting assistance may be found in Annex 4.

b. The EMAC A-Team will be organized and administratively assigned to the SEOC Logistics Section and function in accordance with the South Carolina SEOC SOP.

c. The EMAC A-Team will review all assistance requests in accordance with the SEOC Resource Request procedures. Each request for assistance must contain, at a minimum, the following information:

1. Description of the type of resource needed with any special qualifiers, licenses or certifications.
2. The amount of the resource needed.
3. Date and Time of need for the resource.
4. Location where the resource will be initially deployed.
5. Duration of need for the resource.
6. Point of Contact for the request, to include name, phone number, fax number and email address if available.
7. Mission for the resource needed

d. The EMAC A-Team will request, manage, report and coordinate all requested EMAC resources within the state of South Carolina in accordance with the most recent EMAC Operations Manual, as published by the National Emergency Management Association, this guide and other applicable guides.

e. The EMAC A-Team leader will prepare a written SITREP and an oral briefing of EMAC activities for each operational period.

V. Concept of Operations for Providing Assistance to a Requesting State

1. State Emergency Operations Center (SEOC)

a. EMAC requests for resources will be initiated by notification through the EMAC broadcast system received by the South Carolina DC and AR.

b. The DC will determine if there is a need to standup an in-state A-Team due to the complexity and scope of the requests as well as the anticipation of future requests from the requesting state. Standing up an A-Team requires the approval of the SCEMD Logistics Chief. If no A-Team is deemed necessary the DC will coordinate the EMAC mission.

c. The DC or A-Team will review all out of state assistance requests received via the EMAC Operating System (EOS) Request for Assistance (REQ-A) forms (Annex 4) and in accordance with SEOC procedures, identify available resources to meet the needs as stated.

d. Once resources have been identified by the DC or A-Team as available, and the requesting state has verbally accepted that resource, the mobilization process may begin. Mobilization will be coordinated between the DC or A-Team and resource owners only. Resources will not deploy until the REQ-A is complete with the three required signatures.

e. Self-deployment of resources will not be considered valid EMAC missions. Any self-dispatched resources will not be eligible for reimbursement, workers compensation benefits, or legal protections. Licenses or certifications may not be accepted by the affected state if the individual or team is self-dispatched

f. All resources will be organized along proper command and control structures as outlined in the NIMS-ICS and will deploy as recognizable typed resources with identified leadership and support.

2. EMAC Tasked Entity (Resource Owner)

a. When alerted, the resource owner will develop an operational estimate based on the guidance issued with the REQ-A Part I document. The estimate will be forwarded to the South Carolina DC or A-Team for recommended approval. A cost estimating form will be provided by the DC or A-Team to the resource owner (Annex 1, Appendix (A).

b. When the resource owner has received approval of their estimate and been given authorization to begin full mobilization, they will be provided a mission order and mobilization instructions from the SEOC (Annex 1, Appendix B).

c. Mobilization instructions will include, but not be limited to, a copy of the MOA, mobilization checklist, personnel roster, equipment inventory roster, daily check-in report, and unit daily activity log.

d. The mission order (Annex 1, Appendix D) will be given to the resource team leader. The mission order contains information on the mission assignment, points of contact, staging area, costs, etc. and is considered the authorization to deploy.

e. The resource will be considered officially mobilized when they have met all the requirements as established in the Mobilization/Deployment Checklist. They

must also be prepared in accordance with any special preparedness statements sent by the Requesting State (such as self-sustainability for 72 hours). Resource owners may also require special mobilization instructions.

f. The resource will deploy only after reporting their departure to the South Carolina State EMAC POC listed on the Mission Order.

g. Upon arrival at the requesting state Staging Area, the resource owner will report their status to the Requesting State EMAC A-Team and contact the SCEMD POC and report their arrival to the staging area and commencement of operations.

h. The resource owner will document all personnel and equipment activities concerning their daily activities, expenditures and missions using the daily unit log.

i. If the mission location changes, this is to be reported to the South Carolina EMAC DC. Some change of locations and or missions may require an amended REQ-A be signed before the new mission can be carried out.

j. The resource team leader shall check-in daily with the South Carolina DC as a standard safety protocol. This personnel accountability report may be made via telephone or email. The daily check in may be changed due to lack of communications, as long as the change has been coordinated beforehand with the SC SEOC. The daily check-in report may be used for this purpose.

k. Strike Teams or Task Forces will normally not be broken up into smaller operational units, but can be under extreme circumstances and at the direction of the requesting state, with prior notification and approval of the South Carolina State AR. This subdivision of the Team or Task Force will be annotated using an amendment to the original REQ-A.

l. Upon receiving an end of mission order or the expiration of the mission authorization, the resource will depart the requesting state staging area and report back to EMAC POC. Demobilization will be in accordance with the demobilization guide (Annex 2).

m. The resource owner will contact the Requesting State EMAC A-Team and the South Carolina State EMAC POC to inform them of their departure from their staging area and upon return to home station.

n. The resource will be considered “mission complete” upon return of all personnel and equipment to South Carolina. Delivery of all supporting reimbursement documents to the EMAC Reimbursement Processing Team and turning in a written mission AAR to the SEOC EMAC DC or A-Team will signify complete demobilization.

3. EMAC Reimbursement

Reimbursement will be made in accordance with the Annex 3, Instructions for Reimbursement. Reimbursement will be managed by the South Carolina EMAC Reimbursement Processing Team.

VI. ANNEXES

Annex 1, Appendix A – Resource Owner Cost Estimation
Annex 1, Appendix B – South Carolina EMAC Mobilization Checklist
Annex 1, Appendix C – Unit Log
Annex 1, Appendix D – EMAC Mission Order
Annex 2 – South Carolina EMAC Demobilization Checklist
Annex 3 – Instructions for EMAC Reimbursement
Annex 4 – Request for EMAC Assistance
Annex 4, Appendix A – SC EMAC REQ-A Tracking Form
Annex 5 – EMAC Advance Teams (A-Teams) Typing

ANNEX 1, APPENDIX A
Resource Owner Cost Estimation

SECTION II: RESOURCE OWNER COST ESTIMATION					
Resource Owner:			**POC:**		
	Phone:		**E-mail:**		
EMAC MISSION NUMBER:					
	Date Available:		Time needed:	Pick hrs:	hrs
Demobilization:					
	Date Released:		Time needed:	Pick hrs:	hrs
Send to SC Division of Emergency Management EMAC POC:					
COST ESTIMATE (details on subsequent pages):					
Total Cost Estimate:			**Total Cost Estimate (Total from Excel sheet):**	**$0.00**	
Total Travel Costs:				**$0.00**	
# of fuel consuming equipment:			# of non-fuel consuming equipment:		
Travel Costs:					
Personal Vehicle:			Vehicle Rental/Fuel/Mileage:		
Governmental Vehicle Costs:			Air Travel:		
Meals/tips:			Lodging:		
Notes/Comments:					
Total Equipment Costs:				**$0.00**	
Equipment Costs (insert lines as needed):					
	Description:			**Cost:**	
1					
2					
3					
4					
5					

Total Commodity Costs:	**$0.00**

Commodity Costs (insert lines as needed):

	Description:	Cost:
1		
2		
3		
4		
5		

Total Other Costs:	**$0.00**

Other Costs (insert lines as needed):

	Description:	Cost:
1		
2		
3		
4		
5		

Total Personnel Costs:	**$0.00**
Enter Total # of Personnel on Mission::	

Detail for Personnel costs (insert lines as needed):

Name:	Regular Salary Hourly Rate	Fringe Benefit Hourly Rate	# of Regular Hours worked per day	Overtime Salary Hourly Rate	Overtime Fringe Benefit Hourly Rate	# of Overtime Hours worked per day	# of Days on Mission	Total Daily Cost	Total Mission Cost
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00

ANNEX 1, APPENDIX B
Mobilization/Deployment Checklist

Incident Name/Mission Number: _____

Your EMAC mission is _____

You are being deployed to the State of _____

The address is: _____

_____

You are to report to: _____

You're scheduled reporting time/date is: _____

Expected duration of assignment: _____

Expected operating environment, communication protocol, assignment details
_____

_____

Before Deployment:

☐ Obtain situational briefing from EMAC Coordinator and required information from the EOC Supervisor (Assisting State).

☐ Obtain travel information from the EMAC Coordinator. (Assisting State)

☐ Prepare go-kit for specific assignment. (If an A-Team member, inventory the EMAC Go-Kit and sign accountability document if necessary).

☐ Notify State Emergency Operations Officer of the destination and expected function. Provide a cell phone or other contact numbers if known.

☐ Perform communications check with **all** assigned communications equipment prior to departure.

☐ Obtain location and persons to contact at the assigned destination and notify the State Emergency Operations Officer of this information.

- ☐ Insure all expenditure accountability documents are understood and identified before departure.

Upon Arrival at Deployment Station:

- ☐ Notify the Requesting State Point of Contact (Name) of your arrival at point of assignment and obtain mission briefing. Provide personal contact information for home station in case of emergency.
- ☐ Notify home state EOC Supervisor and/or State Emergency Operations Officer of your arrival at the point of assignment and provide an estimated date of departure and arrival back to home station.
- ☐ Perform communications check and confirm contact numbers with home station.
- ☐ Report to your work area supervisor.
- ☐ Plan for continued operations, establish work shift to support the operations, report required information and input to A-Team.
- ☐ Maintain Contact with A-Team to keep them informed of location, mission, and contact information. Establish reporting schedule.
- ☐ Fill out Personnel Resource Information Sheet and provide to A-Team.

A-Team Specific Checklist Items:

- ☐ Notify your home office and the National Coordinating Team (NCT) and/or the National Coordination Group (NCG) of your arrival at the point of assignment. Perform communications check and confirm contact numbers.
- ☐ Check in with requesting state POC (i.e. EMAC Authorized Representative or Designated Contact) and obtain specific information pertaining to the resources currently needed.
- ☐ Attend Requesting State operations briefings.
- ☐ Establish computer interface within State EOC.
- ☐ Access EMAC Website and broadcast messages for requests and daily Situation Reports as needed.
- ☐ Obtain latest press releases.
- ☐ Obtain and read the daily Action Plan and Situation Reports.
- ☐ Attend Incident Action Plan meetings.
- ☐ Participate in conference calls as scheduled.

- ☐ Plan for continued operations, establish work shift, and insure that your schedule is posted at your assigned workstation.
- ☐ Maintain every other day contact with deployed EMAC assets within your Area of Operations. Transfer the data from the EMAC Personnel Information Form onto the EMAC Deployed Personnel Tracker for this purpose.
- ☐ Maintain contact with NCT and/or NCG including reporting on a daily basis to keep them informed of affected locations, requested missions, and updated contact information.
- ☐ Maintain contact with assisting states on a regularly scheduled basis to keep them informed of personnel status and update contact information as needed.
- ☐ As your assignment comes to an end, follow Demobilization Procedure Checklist.

Annex 1, Appendix C
Unit Log (ICS Form 214)

UNIT LOG	1. Incident Name/Number	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

Daily Unit Log Instructions:

INCIDENT NAME/NUMBER: This is the official name or number for the incident that the Team, Task Force or Individual is deployed on.

DATE/TIME PREPARED: Start date for the activity log.

UNIT NAME/DESIGNATOR: Team or Task force designation.

UNIT LEADER: Team or Task Force Leader.

OPERATIONAL PERIOD: Operational period covered by the log.

PERSONNEL ROSTER: Names of deployed Team or Task Force personnel

ACTIVITY LOG: This is a running log of significant activities that the Team or Task Force has been involved in. This should list the primary work performed, locations, relevant statistical information, meals, and other activities. This Activity Log will be used to support requests for reimbursement after the deployment. A copy of this log will be turned in with the Team, Task Force request for reimbursement.

ANNEX 1, APPENDIX D
EMAC Mission Order

EMAC MISSION ORDER					
Requesting State:		**Assisting State:**			
Event Name:		**Requesting State TN:**			
Date:		**EMAC TN:**			
Time:		**Assisting State TN:**			
Assisting State EMA Contact Name:					
Phone:		**E-mail:**			
Mission Type:	Pick Type:	**If State:**	Pick Discipline:	**If NG:**	Pick Status:
Mission Assignment:					
Resource Description:					
Mobilization:					
Date Mobilized:		Time:	Pick hrs:	hrs	
Demobilization:					
Date Demobilized:		Time:	Pick hrs:	hrs	
Special Deployment Considerations:					
Working Conditions		Pick One:			
Living Conditions		Pick One:			
Work Location/Facilities: State EOC:		Pick One:			
Additional Conditions Comments:					
Safety Concerns/Remarks:					
Requesting State Resource Coordination Contact:		**Name/Title:**			
Phone:		**E-mail:**			
Staging Area:		**Location:**			
Address 1:					
Address 2:					
City:		State:		Zip:	
Assisting State Resource Point of Contact:					
Phone:		**E-mail:**			

No parts of this document may be recreated, duplicated, disseminated or used without the written permission of NEMA except by the State Emergency Management Agencies of the EMAC Member States for interstate mutual aid purposes only. This is an official EMAC Mission Authorization Form and is for official use only. All information contained herein is in support of the Emergency Management Assistance Compact and is privileged information.

COST ESTIMATE:

Total Cost Estimate:	**$0.00**

Total Travel Costs:			**$0.00**
# of fuel consuming equipment:		# of non-fuel consuming equipment:	

Travel Costs:

Personal Vehicle:		Vehicle Rental/Fuel/Mileage:	
Governmental Vehicle Costs:		Air Travel:	
Meals/tips:		Lodging:	

Notes/Comments:

Total Equipment Costs:	**$0.00**

Equipment Costs (insert lines as needed):

	Description:	**Cost:**
1		
2		
3		
4		
5		

Total Commodity Costs:	**$0.00**

Commodity Costs (insert lines as needed):

	Description:	**Cost:**
1		
2		
3		

Total Other Costs:		**$0.00**
Other Costs (insert lines as needed):		
	Description:	**Cost:**
1		
2		
3		
Total Personnel Costs:		**$0.00**
Total # of Personnel on Mission::		

ANNEX 2
Demobilization Checklist

General Information:

- ☐ The A-Team will facilitate all resource releases from an incident after obtaining concurrence from the National Coordination Group (NCG), or the National Coordinating Team or the Regional Coordinating Team when directed to do so by the NCG.
- ☐ The A-Team will coordinate its release with the respective state's EMAC Designated Contact.
- ☐ Resources will be released after the agreed upon tour of duty, or at such time that the requesting State Emergency Operations Center (SEOC) determines a resource is surplus to current missions.
- ☐ Demobilization activities will be coordinated with the Requesting State EOC and the A-Team.
- ☐ Resources will not be released unless alternate arrangements are approved.
- ☐ No resources will de-mobilize until authorized to do so by the requesting state.
- ☐ The A-Team will evaluate and coordinate transportation requirements with the SEOC.
- ☐ The National Coordination Group, or the NCT or the RCT, with NCG concurrence, shall authorize release of an A-Team and return this function back over to the Requesting State.

General guidelines applying to EMAC resources before leaving the Requesting State:

- ☐ No resource will be released without the approval of the A-Team.
- ☐ No resources will be released without having a minimum of eight (8) hours off shift for R&R, unless specifically approved in advance by the A-Team.
- ☐ All resources must be able to return to their home duty station prior to 2200 (10:00PM) unless specifically approved in advance by the A-Team.
- ☐ The A-Team will attempt to debrief all personnel assigned to the incident prior to departure. The de-briefing will include:
  - ☐ Confirmation of travel arrangements.
  - ☐ Review of individual responsibilities for demobilization.
  - ☐ Ensuring any issued equipment for the incident is returned and all documentation is completed and submitted as required.

Common Responsibilities

- ☐ Safety of all personnel is paramount during demobilization.
- ☐ All personnel shall follow the procedures established in the EMAC Operations Manual and set forth in this checklist.
- ☐ The EMAC Personnel Demobilization Form and all other event required documents (i.e., ICS Form 221) should be used to demobilize personnel and redeploy back to their home duty station.

The A-Team shall:

- ☐ Approve demobilization plans.
- ☐ Ensure coordination, and reporting of, demobilization activities with federal authorities and other member states of the Compact.
- ☐ Prepare and execute demobilization plan in coordination with Requesting State authorities.
- ☐ Submit proposed release of resources for NCG approval.
- ☐ Debrief all EMAC personnel prior to release.
- ☐ Use Personnel Demobilization Form and review other EMAC documents (Personnel Information Form, Work Schedule Form, REQ-As, etc) to ensure all resources are accounted for and properly demobilized.
- ☐ Fully brief/debrief replacement A-Team members or the NCG of the resource and EMAC operations status.
- ☐ Post final Situation Report on EMAC Website or will coordinate with the NCG or the NCT/RCT, with approval from the NCG, to close out operations prior to departure.
- ☐ Debrief Requesting State personnel, complete and submit all demobilization documents and return EMAC operations over to Requesting State and either the RCT or the NCT, with approval from the NCG.
- ☐ Gather all hard copy and electronic EMAC documents and mission records and ensure they are sent to the EMAC Coordinator at the National Emergency Management Association, P. O. Box 11910, Lexington, KY 40578-1910.

All Deployed Personnel and/or Resources shall:

- ☐ Make contact with A-Team for debriefing and other demobilization instructions as necessary.

- ☐ Advise the A-Team of method of travel, point of departure, destination and estimated time of arrival at home station.
- ☐ Return any equipment checked out for use during deployment.
- ☐ Submit any documentation as needed or requested by A-Team and the Requesting State
- ☐ Notify the A-Team, Requesting State and Assisting State of safe arrival at home station upon return.
- ☐ Complete and submit the EMAC Response Survey Form as instructed on the Form upon arrival at home station.

ANNEX 3
Instructions for EMAC Reimbursement for South Carolina Response Agencies

To facilitate reimbursement via EMAC for state and local government agencies and departments, the South Carolina Division of Emergency Management has developed the following instructions. Reimbursement will be in accordance with the 2013 EMAC Operations Manual.

1. In order to be reimbursed, agencies and departments must provide physical documentation for actual costs incurred. This includes Personnel Costs, Travel Costs, and Equipment Costs.

   The following costs **will not** be reimbursed:

   - ✘ Salaries for Backfill Personnel (unless pre-approved by the requesting State and within FEMA guidelines – see FEMA Policy 9525.7)

   - ✘ Salaries for private citizens and volunteers

2. All damaged and/or missing equipment must be documented in a memo as to how, when and where the damage or loss occurred. The deployed unit/personnel must have a signed memo from a representative of the requesting state attesting to the fact that the damage or loss of equipment as described occurred in the requesting state during the deployment. Pictures should be taken of all major pieces of equipment before deployment and if damaged, pictures of the damage must be taken and included with the memo attesting to how the equipment was damaged.

3. Reimbursement will be based on actual documentation for the requested costs. Payroll sheets, travel vouchers and equipment invoices and receipts for funds expended to meet the approved EMAC mission must be included with the request for reimbursement. All personnel costs must be explained. Fringe benefits/employer related expenditures and other percentage pay items must be explained in detail as to how they are calculated. Each Team or Task Force must include copies of their Activity Logs which will help to support the reimbursement requests.

4. Reimbursement will cover reasonable approved EMAC mission-related costs submitted in accordance with these instructions. Approved EMAC mission related costs are as follows:

   a) Personnel Costs: Regular time, overtime, and fringe benefits/employer related expenditures for deployed personnel only.

   b) Travel Costs: Airfare, ground transportation costs, lodging, (unless directly billed to the requesting state) and meals calculated using prevailing South Carolina State meal rates. (REGULATIONS FOR REIMBURSEMENT FOR TRAVEL AND SUBSISTENCE EXPENSESES, State of South Carolina Travel Regulations dated 1998-99)

   c) Equipment Costs: Equipment costs will be based on hourly costs established by the requesting and assisting states or cost rates as approved or listed on FEMA's Schedule of Equipment Rates if available.

d) Contractual Costs: Contractual Costs relate to those contracts entered into as necessary for the deployment and operation of the Team or Task Force.

e) Commodities: If commodities are taken for use in the requesting state, documentation must be provided from the requesting state by line item a list of commodities needed. The providing agency must have a memo certifying that the commodities came from resource provider inventory and were used to fulfill a specific need. Commodities taken and used without a requesting state document will not be reimbursed.

5. Documentation must be separated by approved EMAC mission. All documentation must list mission assignment, inclusive dates of deployment, and location/staging area.

6. All responding agency costs claims **must be** submitted to SCEMD using the EMAC R-2 Form. EMAC claim, complete with R-2 form and all supporting documentation should be submitted within 30 days following return from deployment. Claim must be submitted to the South Carolina Emergency Management Division, Attn: EMAC Reimbursement, 2779 Fish Hatchery Rd, West Columbia, SC 29172.

Please follow the steps below.

1. Breakdown of documentation shall be provided in the following manner for reimbursement:

- **Personnel Costs:**

    1. Summary listing that provides the following information: name of employee(s) deployed, job title, rate of pay, and actual fringe benefits/employers related expenditures paid.

    2. Copies of check stubs and time sheets that support hours, dates and location of work during the deployment must be included.

    3. Include a memo explaining how fringe benefits are calculated (% of Salary) and the rates for other benefit costs such as FICA, Insurance, Workers' Comp and any other salary components.

    4. All personnel costs should be calculated from the date/time of departure until the date/time of return as reported to the South Carolina Emergency Management Division on the REQ-A document.

- **Travel Cost:**

    1. Airfare, ground transportation costs, mileage for use of personal owned vehicle, with mileage log, and lodging costs will be paid at the prevailing South Carolina State level (unless directly billed to the requesting state). Meals and incidental expenses will be paid at the South Carolina State meal rate. Itemized ***meal receipts must be provided for reimbursement.***

2. If food is provided at the deployed location reimbursement for meals will not be allowed.

3. Copies of travel vouchers with support documentation (i.e. lodging receipts, meal receipts) must be provided for travel reimbursement.

- **Equipment Costs:**

    1. Reimbursement for equipment can be calculated by either daily, hourly or mileage rates. All equipment shall be listed by model, rate per day/hour/miles and location of work during the deployment.

    2. If your agency has an established daily or hourly rate, please provide documentation explaining the basis for the rate. If claiming mileage, only list number of miles at your established rate.

- **Contractual Costs:**

    1. Provide a copy of the contract(s) entered into as necessary for the deployment and operation of the Team or Task Force.

    2. Provide copy of invoice for work performed via contractor.

    3. Provide copy of documents that demonstrate payment of the invoice.

- **Commodities:**

    1. Provide documentation that demonstrates a line item list of commodities pulled from inventory prior to deployment and used to complete the mission assignment.

- **Other Costs:**

    1. Any other costs incurred necessary to accomplishing the mission are to be documented and explanation provided that justify the purchase and use of the item(s).

2. All supporting documentation must be submitted with a Summary of Documentation.

    - EMAC Form R-2 shall be used to summarize the request for reimbursement. This form is used as a cover page in support of the amount claimed, listing Personnel Costs, Travel Costs and Equipment Costs as outlined above. Only one summary form is required for each agency per approved EMAC mission.

    - The summary form shall be used as a cover page listing the approved EMAC mission, date of deployment, total costs, name of person certified authorizing

claim, and return addresses and phone number of agency requesting reimbursement.

3. Reimbursement questions on claims should be directed to Assistant Director for Logistics or their designated person.

4. SCEMD EMAC personnel will submit the final reimbursement package to the requesting state for payment in accordance with the 2013 EMAC Operations manual and existing South Carolina state finance processes. Upon receipt of payment from the Requesting State, SCEMD EMAC will reimburse the resource provider from the documentation submitted for reimbursement.

Intrastate Reimbursement Form (R-2)

Event:

Submitted to the Assisting 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 & Authorized By:	Signature:
Title:	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 in the REQ-A. All additional supporting documentation not included with this 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.

ANNEX 4
Requesting EMAC Assistance

A disaster or event has occurred that requires resources and manpower beyond the capability within the state of South Carolina. The Governor of South Carolina must declare a state of emergency in order to request assistance through EMAC. The Authorized Representative for the state is the only approved person to sign and authorize an EMAC mission that involves any provision of the Compact.

1. In accordance with SEOC Resource Request Procedures (Annex 4, Appendix A), the SCEMD Chief of Operations is briefed of a need for specific resources not available within the state and EMAC is deemed the most appropriate and expeditious means to acquire those specific resources.

2. The SCEMD Chief of Logistics shall be assigned the task of coordinating EMAC operations and the EMAC National Coordination Group (NCG) shall be advised that South Carolina has declared a state of emergency and will be requesting resources through EMAC. The NCG will be advised regardless of the number of anticipated requests.

3. The Chief of Logistics and/or the Chief of Operations shall make the determination if an A-Team will be requested. The scope and magnitude of the incident and type of resource needs anticipated will bear on this decision, the size of the team and whether an in state A-Team or an out of state A-Team is used. If no A-Team is deemed necessary, SCEMD SEOC staff under the direction of the Assistant Director Logistics will manage the REQ-A process.

4. A-Team staff shall be selected from trained state staff, local emergency management directors, or trained A-Team members from other agencies. The A-team will have at least two personnel to facilitate 24 hour operations.

5. The A-Team shall be assigned to the Chief of Logistics.

6. The Director, or their designee shall review and approve all requests for assistance prior to broadcasting the request to other states.

7. The A-Team shall brief the Chief of Staff, or their designee of all offers of assistance. The Chief of Staff or their designee shall make the final decision which offer will be accepted. Upon acceptance the A-Team Leader will begin the REQ-A process and present to the Authorized Representative for signature.

Completion of REQ-A

1. The A-Team shall complete the REQ-A in accordance with the 2013 EMAC Operations Manual.

2. **Only** the EMAC Authorized Representative (AR) in the requesting and assisting states can sign and authorize expenditure of funds. The EOS lists the ARs for South Carolina and assisting states. This list of Authorized Representatives must be reviewed to assure the correct signature is obtained.

3. As each part of the REQ-A is completed it will be electronically scanned and saved in a portable document format (PDF). The parts will then be emailed as an attachment between the requesting and assisting states for signature approval by ARs.

4. Upon return receipt of the REQ-A, the A-Team shall review the assisting state's offer for appropriate signatures, deployment dates, resources offered and costs associated with this request. If any data seems irregular such as extraordinarily high cost or other variances from the request, the A-Team shall call the assisting state to verify the information.

5. The A-Team shall brief the Logistics Chief of the offer and any information obtained above and comment as appropriate.

6. The A-Team Leader will present the signed offer to the Authorized Representative, who shall review, and upon approval sign acceptance of offer the REQ-A.

7. The A-Team will transmit the completed REQ-A, which now has three signatures, to the assisting state through the EOS. The EMAC mobilization and demobilization check-list will be included in this transmission. **At this point an offer to provide services is legal under the Compact language.**

8. See the SC EMAC REQ-A Tracking form (Annex 4, Appendix B) for the step by step procedures for tracking and filing of REQ-A(s).

ANNEX 4, APPENDIX A
SC EMAC REQ-A Tracking Form

South Carolina
OUT OF STATE EMAC REQ-A TRACKING FORM
Used when SC SEOC is requesting assistance from another state.

Mission # _____- _____

TASK	PROCESS	DATE & TIME	INITIAL
☐ Part I	Create w/mission number (issued by SCEMD Logistics section) and a detailed resource and mission description		
☐ Signature	Obtain Part 1 Authorized Rep signature		
☐ Email	Part I w/Authorized Rep signature to assisting state		
☐ Confirm	Receipt of the REQ-A with assisting state by phone/email/fax		
☐ Enter	REQ-A data on EMAC Cost Tracking spreadsheet		
☐ Start File	Staple this Tracking Form followed by original Part I, the email, and related notes; file in Pending File folder		
☐ Part 3	Complete Part III when Part II is received from assisting state and reviewed by AR		
☐ Signature	Obtain Part III Authorized Rep signature		
☐ Email	Part III to assisting state		
☐ Copy	Provide copy of REQ-A to appropriate ESF/EOC Function		
☐ Update	Cost Tracking spreadsheet		
☐ Update	Update WebEOC \ EMCOP resource status.		
☐ Update	EMAC website; provide a copy of completed REQ-A to NCG		
☐ File	Entire REQ-A document package for later reimbursement and audit		
☐ Copy	Provide copy to Admin/Finance section		

Date & Time	NOTES

South Carolina
IN STATE EMAC REQ-A TRACKING FORM
Used when SC SEOC is providing assistance to another state.

Mission # _____- _____

TASK	PROCESS	DATE & TIME	INITIAL
☐ Receive	Part I of REQ-A from requesting state		
☐ Alert	Resource owner of pending mission		
☐ Confirm	Cost estimates and mission details with resource owner		
☐ Enter	Data in Part II of REQ-A		
☐ Signature	From AR on Part II		
☐ Email	Part II of REQ-A to requesting state		
☐ Confirm	Receipt of Part II by requesting state by phone/email/fax		
☐ Receive	Part III from requesting state		
☐ Send	Mobilization order to resource owner		
☐ Send	Mission order to resource owner		
☐ Copy	Provide copy of REQ-A to appropriate ESF/EOC Function		
☐ Deploy	Resource to requesting state		
☐ Update	Cost Tracking spreadsheet		
☐ Update	Update WebEOC \ EMCOP resource status.		
☐ Update	EMAC website; provide a copy of completed REQ-A to NCG		
☐ File	Entire REQ-A document package for later reimbursement and audit		
☐ Copy	Provide copy to Admin/Finance section		

Date & Time	NOTES

Annex 5 – EMAC Advance Teams (A-Teams) Typing

Resource: EMAC Advance Teams (A-Teams)						
CATEGORY:	Incident Management			KIND:	Team	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC					
Personnel	A-Team Leader	1	1	1	1	
Personnel	Deputy A-Team Leader	1	1			
Personnel	A-Team Member	6	3	2	1	
Personnel	National Guard A-Team Member	2	1	1		
COMMENTS:	Training	Understanding EMAC Course, NEMA EMAC A-Team Training Course, ICS-100, -200, -300; IS-700.a, IS-800.b Recommended: IS-701.a, IS703.a, IS-706	Understanding EMAC Course, NEMA EMAC A-Team Training Course, ICS-100, -200, -300; IS-700.a, IS-800.b Recommended: IS-701.a, IS703.a, IS-706	Understanding EMAC Course, NEMA EMAC A-Team Training Course, ICS-100, -200, -300; IS-700.a, IS-800.b Recommended: IS-701.a, IS703.a, IS-706	Understanding EMAC Course, NEMA EMAC A-Team Training Course, ICS-100, -200, -300; IS-700.a, IS-800.b Recommended: IS-701.a, IS703.a, IS-706	
NOTES:	• All EMAC A-Team personnel must be qualified by NEMA. • A-Team Leaders must have past deployment experience on an EMAC A-Team. The NCS may, with concurrence of the Requesting State, designated the A-Team Leader. • A-Team Leaders report to the EMAC Authorized Representative, Designated Contact/EMAC Coordinator or other designee in the Requesting and/or Assisting State. Deputy A-Team Leaders, A-Team Members and National Guard A-Team Members report to the A-Team Leader. • EMAC A-Teams function under the command and control of their home state leadership but are under operational control of the Requesting State for the duration of their mission. • Typing scheme denotes the minimum capabilities and staffing recommendations. Staffing of A-Teams may be expanded or contracted as needed. • A-Team roles, responsibilities, forms, recommended equipment, checklists, and other mission guidelines are found the EMAC A-Team Standard Operating Guidelines (A-Team SOG) available at www.emacweb.org.					

Resource: EMAC Advance Teams (A-Teams)							
CATEGORY:	Incident Management			KIND:	Team		
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER	
COMPONENT	METRIC						
PERSONNEL	• A-Team Leader: Coordinates all EMAC A-Team activities with the State EMAC Authorized Representative and EMAC Designated Contact (or their designee). Delegates tasks, assigns staff roles and responsibilities, establishes work schedules and is the primary point of contact with the State Authorized Representative to obtain signatures on REQ-As. Ensures compliance with EMAC protocols and procedures. Represents the A-Team on EMAC conference calls, de-conflicts A-Team issues. Raises policy matters with and receives directives from the EMAC National Coordinating State. Coordinates EMAC functions with other EMAC operational components and NEMA. • Deputy A-Team Leader: Performs tasks as assigned by the Team Leader and assumes the duties of the A-Team Leader during his or her absence. • A-Team Member: Performs duties assigned by the A-Team Leader. May be assigned to perform functions in planning, operations, logistics, and finance/administration when the A-Team is organized using ICS principles. • National Guard A-Team Member: A member of the National Guard selected by the Adjutant General based on training and experience in National Guard operations and logistics. Typically performs duties in support of requests for, and deployment of, National Guard Resources. Can perform any duty assigned by the A-Team Leader. May be assigned to perform functions in planning, operations, logistics, and finance/administration when the A-Team is organized using ICS principles.						

VII. REFERENCES

1. South Carolina Code of Laws Statute 25-9-410 South Carolina Emergency Management Assistance Compact
2. Emergency Management Assistance Compact (EMAC) Operations Manual – As published by the National Emergency Management Association (NEMA), 2013
3. The South Carolina State Emergency Management Division – Logistics Standard Operations Procedures, 2015

VIII. LINKS

1. Emergency Management Assistance Compact (EMAC) website http://www.emacweb.org
2. Emergency Management Assistance Compact (EMAC) Operations Manual http://www.emacweb.org/index.php/emac-operations-manual/file
3. Emergency Management Assistance Compact (EMAC) A-Team Typing Structure http://www.emacweb.org/index.php/a-team-typing-structure-sp-15385/file