



INTERNATIONAL EMERGENCY MANAGEMENT ASSISTANCE COMPACT

OPERATIONS MANUAL

Approved June 2015 International Emergency
Management Group (IEMG)

IEMAC International Emergency
Management Assistance Compact

PEIAGU Protocole D'Entente
Internationale D'Aide À La
Gestion Des Urgences

PREFACE

The INTERNATIONAL EMERGENCY MANAGEMENT ASSISTANCE COMPACT OPERATIONS MANUAL (IEMAC OPSMAN)

This IEMAC OPSMAN is the principal operating document for the International Emergency Management Group (IEMG) when there is an activation under the International Emergency Management Assistance Compact (IEMAC).

1. This document fulfills the requirements of, and is consistent with, (a) Resolution 23-5, a Resolution of the Conference of the New England Governors and Eastern Canadian Premiers Concerning the International Emergency Memorandum of Assistance (IEMAMOU) dated June 7-9, 1998 and (b) the International Emergency Management Assistance Memorandum of Understanding dated July 18, 2000 and (c) the June 14-17, 2004 IEMG meeting in Prince Edward Island where the Party Jurisdictions New Hampshire and Québec were requested to develop a Guidebook and Operations Manual.
2. Future changes and revisions will be incorporated into this IEMAC OPSMAN as they are developed. All changes shall be noted on the Record of Changes form.
3. This document is effective upon receipt for planning purposes. It is effective for operations upon occurrence of any of the incidents described herein or when directed.
4. Considering ongoing work on strategic issues, such as border crossing, the IEMAC OPSMAN will be updated as work is concluded on such issues.
5. A copy of the IEMAC OPSMAN and all referenced documents and forms are available on the IEMG web site: www.iemg-gigu.org.

RECORD OF CHANGES

Whenever updates/changes are made to this IEMAC OPSMAN the following procedures should be followed:

Updates/changes must be recorded on this form (new pages may be added as needed).

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INTRODUCTION

In the past ten years, a number of disasters and emergencies have required mutual aid and assistance amongst the Northeast States and Eastern Canadian Provinces. For example, both the January 1998 icestorm and the August 2003 blackout left millions of citizens and businesses without electrical power. These events required state and provincial emergency management organizations to request out-of-jurisdiction mutual assistance. It was in June 1998, following the ice-storm, that the Conference of New England Governors and Eastern Canadian Premiers signed Resolution 23-5 aiming to adopt the International Emergency Management Assistance Memorandum of Understanding (IEMAMOU).

The International Emergency Management Assistance Memorandum of Understanding (IEMAMOU) was adopted by the Conference of New England Governors and Eastern Canadian Premiers in July 2000. Its main purpose is to provide mutual assistance amongst the jurisdictions entering into the agreement for managing any type of emergency or disaster, whether arising from natural, technological or man-made causes when an IEMG jurisdiction requests assistance. The IEMG decided at their October 2004 meeting to replace the IEMAMOU name with that of IEMAC in any operational manual that would be developed for the IEMG.

IEMAC establishes procedures whereby a disaster-impacted jurisdiction can request and receive assistance from other Party Jurisdictions quickly and efficiently. It resolves two key issues up front: liability and reimbursement. The Requesting Jurisdiction (1) agrees to assume liability for out-of-jurisdiction workers deployed under IEMAC and (2) agrees to reimburse Assisting Jurisdictions for all deployment related costs if the Assisting Jurisdictions require reimbursement.

In addition to providing expertise to help with emergency operations, IEMAC also, in effect, provides an excellent training opportunity. Personnel from Assisting Jurisdictions can learn a great deal by observing and implementing the emergency response and recovery programs and systems of another Party Jurisdiction.

The IEMAC OPSMAN contains the official policy and procedure for 1) the implementation and administration of the International Emergency Management Assistance Compact (IEMAC) system, 2) the conduct of emergency response and recovery operations on behalf of IEMAC Party Jurisdictions pursuant to the Compact, and 3) reimbursement of expenses in accordance with internal Party Jurisdiction standard operating procedures.

The IEMAC OPSMAN is divided into five distinct Sections:

- **Section I – Basic Concepts** – Overview of the IEMAC Mission Cycle.
- **Section II – Organization and Responsibilities:** describes the organizational structure and specific responsibilities and functions of the various coordinating elements.
- **Section III – Standard Operating Procedures:** describes the standard operating procedures (SOPs) for requesting and providing assistance, establishes the span of control

for command, coordination and control of the area of operations whenever IEMAC is activated, in addition to describing both mobilization and demobilization procedures. This Section also outlines the procedures for IEMAC mission reimbursements.

- **Section IV – Training and Exercise:** (this is a placeholder and this concept has not as yet been fully developed but is essential to the overall operational capability of the jurisdictions involved). This Section will eventually contain information relating to official IEMAC-sanctioned training courses for specific targeted groups and exercise recommendations.

This IEMAC OPSMAN will be reviewed annually by the IEMG Operations Working Group and will be revised as needed. This document is intended for use as the “go to” book for obtaining IEMAC directions and guidance for all Party Jurisdictions.

All legally designated officials, authorized representatives and IEMG personnel who will be the likely ones to implement IEMAC for their respective Party Jurisdictions, should be familiar with the procedures outlined in this document in order to best implement IEMAC in a timely manner whenever called upon.

A detailed historical perspective and chronology of activities regarding IEMG is available on the IEMG web site (<http://www.iemg-gigu.org/>).

Section I: BASIC CONCEPTS

IEMAC is designed to enable the Party Jurisdictions to assist/request assistance from other Party Jurisdictions. The IEMAC design and attendant processes are meant to mesh within a Party Jurisdiction's EOC emergency management system, e.g., ICS, NIMS / IMS, etc.

The first part of Section I outlines the terms that are essential to understanding the process of IEMAC activation and the various processes that are later presented. An overview of the IEMAC mission cycle is also described.

Overview of the IEMAC Mission Cycle

The IEMAC SOPs are structured through a mission cycle.

The starting/ending point is the preparation phase. Every operation should be well prepared and the lessons learned at the end of any activation or intervention should improve the preparation of the next one. General mission preparedness should be covered before any disaster or event requires IEMAC activation.

The operation itself starts with the activation/alert phase. It encompasses the identification of the appropriate personnel and means to execute an operation, as well as an estimation of costs for which an Assisting Jurisdiction may ask to be reimbursed. Each IEMAC activation can be officially implemented only with the completion of the IREQ Form. With the authorizing signatures of the Requesting Jurisdiction and the Assisting Jurisdiction, the IREQ Form will, in effect, constitute a legally binding contract for services to be provided.

Mission specific preparation is required when an event or disaster has led to the activation of IEMAC. This phase encompasses location and situation specific issues. The mobilization and dispatch of staff or teams, initial briefings, necessary arrangements for visa and permits and logistical provisions (including those for clearing customs and border crossing) are dealt with in this phase.

In the mobilization phase travel, arrival and operations are all considered. Individuals or teams undertake all steps necessary to reach the Requesting Jurisdiction. This encompasses, if necessary, crossing the Canada – United States border. The requesting Jurisdiction should be prepared to coordinate with Federal Partners to facilitate cross-border movement and to advise the Assisting Jurisdiction of any requirements associated with cross-border movements. At arrival in the Requesting Jurisdiction, a first briefing on the situation will take place there, followed by transport to the scene. First contacts are established. Accommodation and food is needed as well as the provisions to get to the mobilization area or base of operation as soon as possible. Tasks to be fulfilled by personnel / teams and the coordination with appropriate partners on scene are also covered in this phase.

The decision to withdraw personnel, the arrangements to travel back, and the hand-over procedure all take place in the demobilization phase.

In the reimbursement phase the Requesting Jurisdiction reimburses each Assisting Jurisdiction for all eligible deployment and mission-related costs when an Assisting Jurisdiction asks for reimbursement.

In the global evaluation phase briefings are held to evaluate the assistance received and provided following considerations for each phase of the mission cycle. All elements of an operation should be reviewed to improve the procedures for the benefit of Party Jurisdictions in the IEMAC.

Figure 1 presents a graphic illustration of the IEMAC mission cycle.

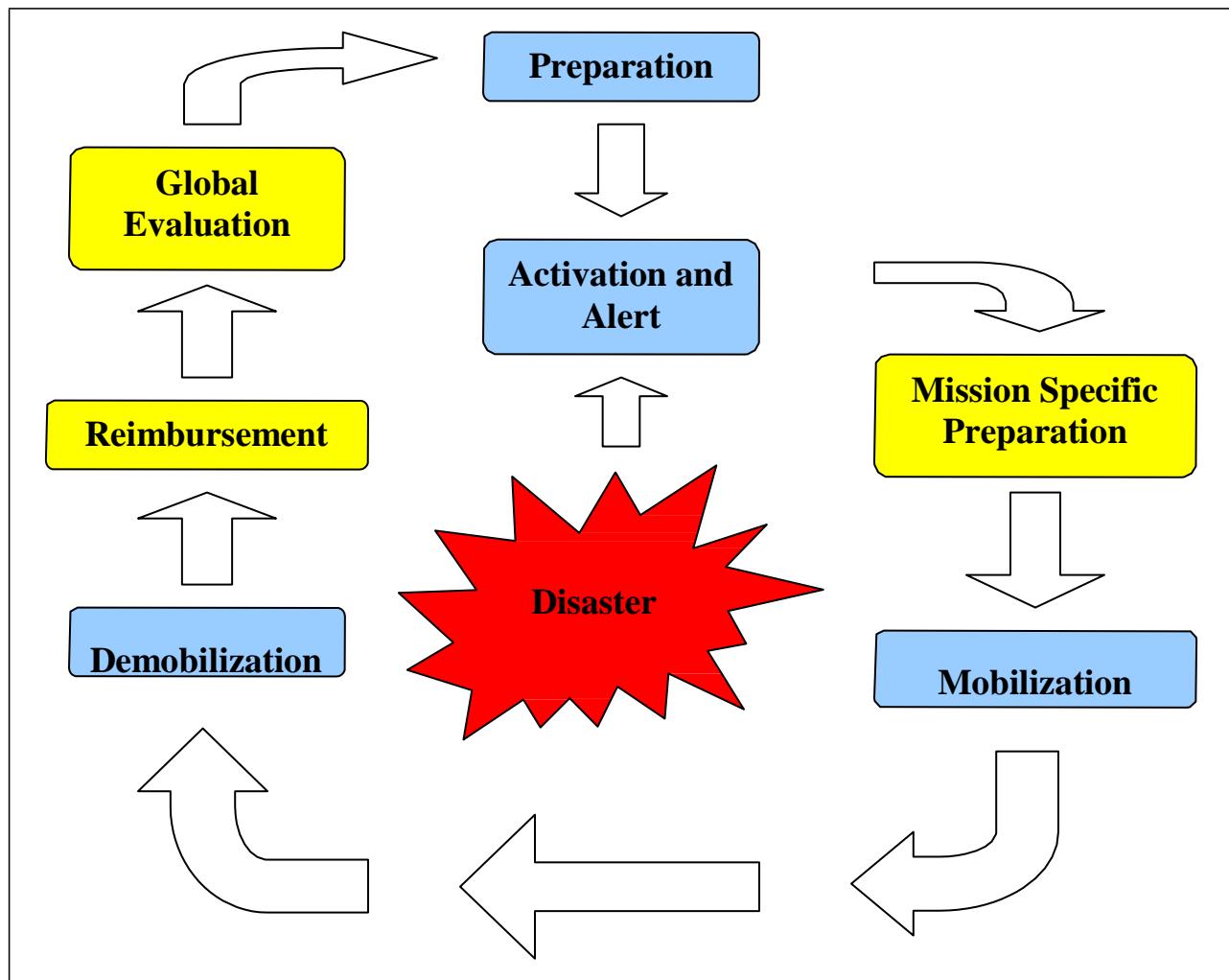


Figure 1: IEMAC Mission cycle

Section II: ORGANIZATION AND RESPONSIBILITIES

The general organization and responsibilities associated with key elements of IEMAC (IEMG Co-Chairs, A-Team, IEMAC personnel deployed as assets) are described in the first part of this section. More detailed responsibilities are covered through the SOPs of each IEMAC mission cycle phase presented in the second part.

2.1 General Responsibilities

2.1.1 IEMG Co-Chairs

- Ensure that IEMAC operational procedures as per the IEMAC OPSMAN are followed.
- Will resolve any problematic policy or procedural issues during the activation and implementation of IEMAC as needed.
- Are able to activate IEMAC operations on short notice. Once one of the IEMG Co-Chairs is alerted by a Party Jurisdiction of a potential need for assistance under the Compact, that IEMG Co-Chair will initiate the activation alert phase, described in section 3.3, by immediately broadcasting the request to the contact points of all Party Jurisdictions. **The Federal partners (both US and Canadian) need to be notified of this activation alert phase.**

For an event where there is more than one Requesting Jurisdiction, the IEMG Co-Chairs will assist in their coordinating activities. The IEMG Co Chairs may make a determination that an ATeam should assume the coordinating activities.

2.1.2 A-Team

The purpose of the A-Team is to assist the Requesting Jurisdiction in coordinating the provision of assistance amongst Party Jurisdictions under the Compact. **The A-Team does not have the authority to prioritize, allocate resources or obligate jurisdiction funds.** This authority remains within the Requesting Jurisdiction. An A-Team will:

- Deploy with current contact lists, phone and fax numbers, blank forms, etc. Eventually, it will also be kept current and made available on the IEMG web site IEMG Members only section.
- Establish and test the capability to communicate with the IEMG Co Chairs and Party Jurisdictions.
- Monitor the status of deployed IEMAC personnel/resources and provide logistical and technical support, if necessary.
- Ensure that IEMAC personnel being released follow demobilization procedures described in section 3.6 when a mission under IEMAC has been completed.

- Maintain IEMAC mission records in each Requesting Jurisdiction's EOC (Official completed IREQ Form, status reports, summary report of each conference call, etc.)
- Demobilize and return to their home jurisdiction.
- Conduct an IEMAC Post Deployment Response survey in preparation for the after-action evaluation.
- Provide a final status report that will serve as the basis for putting together the Reimbursement Request Package once all deployed personnel/resources have returned to their home jurisdiction.

When IEMAC is activated but no A-Team is deployed, the Authorized Representative or an identified IEMAC Personnel of the Requesting Jurisdiction will take on the responsibilities of the A-Team.

2.1.3 IEMAC Personnel Deployed as an Asset

When IEMAC Personnel are deployed they shall become an asset of the Requesting Jurisdiction. As such, they will perform their duties under the operational control of the Requesting Jurisdiction. Administrative control will remain with the Assisting Jurisdiction.

Generally, A-Team personnel will be asked to report directly to the Requesting Jurisdiction's EOC. Other response assets may be directed to report to a designated staging area for initial briefings before field deployment.

Reporting directions should be provided in the I-REQ Section 1.

Section III: STANDARD OPERATING PROCEDURES

The SOPs associated with each phase of the IEMAC mission cycle are described below.

3.1 General Preparation

All Party Jurisdictions are responsible for preparing concerned personnel (individuals, teams, experts, etc.) for eventual missions within the IEMAC. Such preparation should be based on three key elements: General Mission Preparedness, Training and Exercising of the IEMG and of Party Jurisdictions' staff.

3.2 Mission Preparedness

IEMAC personnel should be prepared to be deployed as an asset or an A-Team. The following issues can be foreseen before any event occurs:

- **Health and Medical:** The individual should be in general good health and have a regular medical examination and certification for fitness to travel and work abroad. This includes preventative health measures as well as all necessary vaccinations.
- **Employment:** Since circumstances beyond an individual's control may delay his/her return date, the employer should make arrangements for extended replacement of the individual's work as necessary.
- **Personal Documentation:** Key travel and identification documents should be kept up to date, including a passport and an additional photo id. Photocopies of key documents should be on hand.
- **IEMAC Documents and Forms:** Individuals should be familiar with IEMAC documents, procedures and tools. The IEMAC Operations Manual as well as related contact sheets, forms and appropriate checklists should be on hand to be used as a reference during IEMAC activation.

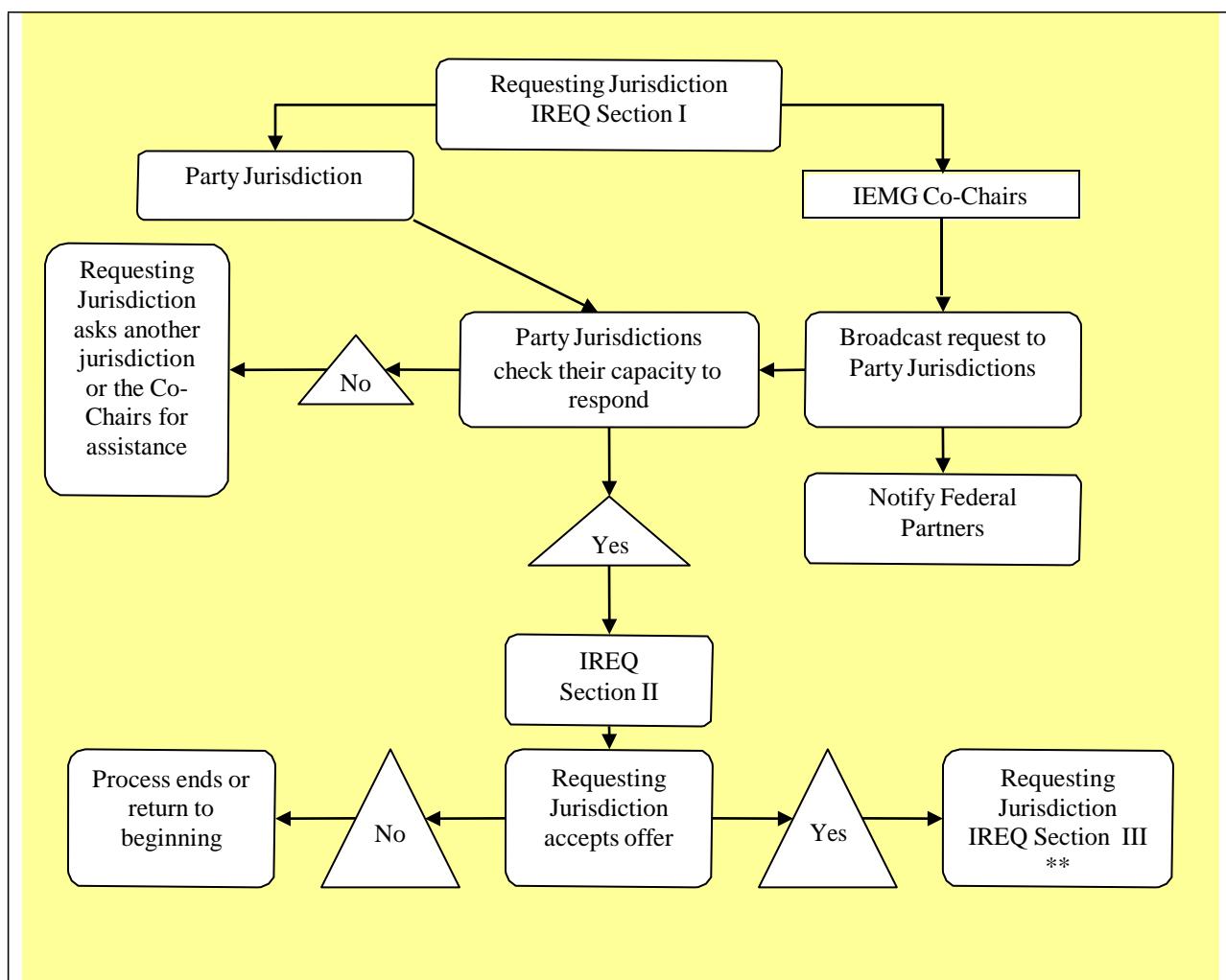
3.3 Activation/Alert Phase

If a Party Jurisdiction needs assistance from another Party Jurisdiction due to a major disaster or an imminent event, the Authorized Representative (AR) of the Requesting Jurisdiction will initiate the IEMAC procedures for requesting assistance. The Requesting Jurisdiction has two possible courses of action to activate IEMAC. The AR may choose to contact another Party Jurisdiction directly, if they feel that the assistance needed can easily be provided by one jurisdiction. If the disaster is of a larger-scale and the AR determines more help is needed, they may contact one of the IEMG Co-Chairs. A Co-Chair, upon assuming the role, will designate a person or persons from their jurisdiction to be responsible for managing the operational component of IEMAC

activations. Persons so designated will be identified to the IEMG Party Jurisdictions and tracked by the IEMG Administrator. If a current Co-Chair is unable to perform this role, then the Previous Co-Chair the party jurisdiction or the current incumbent will assume this function. If none of these individuals are available, then the “previous-previous” Co-Chair from the Party Jurisdiction or the current incumbent will fill this role. Flowchart 1 depicts the procedures for requesting and providing IEMAC assistance

IEMAC assistance requests may be initiated verbally. **However, the AR of the Requesting Jurisdiction must complete and submit Part I of the IREQ Form within twentyfour hours of a verbal agreement.** Except under extenuating circumstances, the IREQ Form must be completed before responding to the IEMAC request.

IEMAC Activation (Flow Chart)



** The Party Jurisdiction becomes the Assisting Jurisdiction upon completion of Section III by the Requesting Jurisdiction.

First Course of Action: The Authorized Representative (AR) of the Requesting Jurisdiction Directly Contacts the Authorized Representative of another Party Jurisdiction

Step 1: The AR of the Requesting Jurisdiction, sometimes referred to as the Legally Designated should contact the AR of another Party Jurisdiction directly and inform them of the resource(s) needed. Initial contact may be made by phone, email or in the Form of an IREQ Section I.

Step 2: After receiving the request from the Requesting Jurisdiction, the AR of the Party Jurisdiction must check their capacity to respond to the request.

Step 3: If the AR of the Party Jurisdiction determines that they are unable to provide the needed assistance, they should notify the AR of the Requesting Jurisdiction immediately. At this point, the process ends and the AR of the Requesting Jurisdiction must decide whether to contact another Party Jurisdiction directly, or go through one of the IEMG Co-Chairs for its request. However, if the AR of the Party Jurisdiction determines that they do have the capabilities necessary to respond to the request, they should inform the AR of the Requesting Jurisdiction immediately. Upon receiving confirmation from the Party Jurisdiction, the AR of the Requesting Jurisdiction should complete Section I of the IREQ Form, if they have not already done so, and submit it to the AR of the Party Jurisdiction. If the form is filled out and emailed, the box containing the Legally Designated Official's Signature should state, "original document signed by_____." An email with scanned copies or a fax version of documents with the signature is also acceptable.

The logistical arrangements for the reception of personnel/resources from a Party Jurisdiction to the Requesting Jurisdiction (time, place, point-of-contact, lodging arrangements, etc.) should be included in Section I of the IREQ Form.

Step 4: After reviewing the information in Section I of the IREQ Form, the AR of the Party Jurisdiction should fill out Section II of the form. If the AR is not using a scanned or fax copy of a signed document, the box under Section II that contains the Legally Designated Official's Signature should state, "original document signed by_____." The form should then be emailed to the AR of the Requesting Jurisdiction.

Step 5: Upon receiving the IREQ Form with both Section I and Section II completed, the AR of the Requesting Jurisdiction must review the terms and decide whether to accept the offer from the Party Jurisdiction.

Step 6: If for whatever reason the services offered do not meet the needs desired by the Requesting Jurisdiction, the AR may reject the offer made by the Party Jurisdiction and the

process ends. At this point, the AR of the Requesting Jurisdiction must decide whether to contact another Party Jurisdiction directly, or go through one of the IEMG Co-Chairs for its request. However, if the services to be provided, terms, and conditions reflected in Section II meet with the approval of the AR of the Requesting Jurisdiction, he/she will complete and sign Section III of the IREQ Form. If the AR is not using a scanned or fax copy of a signed document, the box under Section III that contains the Legally Designated Official's Signature should state, "original document signed by_____." **Only after Section III of the IREQ Form is completed does the Party Jurisdiction become an Assisting Jurisdiction.**

The authorizing signatures of the Requesting Jurisdiction (Part III) and the Assisting Jurisdiction (Part II) are a legally binding contract for services to be provided. Should the assistance provided or the terms and conditions change at any time during the IEMAC activation, the IREQ form will have to be amended and accepted by the Legally Designated Representative. Addendum pages for Sections I, II and III may be added to the IREQ Form as needed.

A completed IREQ Form authorizes resource deployment and obligates compliance with IEMAC. At this point, the activation process is confirmed and each jurisdiction should initiate mission specific preparations. Refer to Section 3.4, page 13 for the IEMAC Mission Specific Preparation Phase.

Second Course of Action: The Authorized Representative of the Requesting Jurisdiction Contacts one of the IEMG Co-Chairs

Step 1: The AR of the Requesting Jurisdiction should contact one of the IEMG Co-Chairs and inform them of the resource(s) needed. Initial contact may be made by phone.

Step 2: After receiving the request from the Requesting Jurisdiction, the IEMG Co-Chair must immediately broadcast the request to the contact points (Authorized Representatives) of all Party Jurisdictions inquiring for capacities. Two email lists have been established to contact Directors and Key Support Staff. They are: iemg_directors@googlegroups.com and iemg_support@googlegroups.com.

Step 3: Party Jurisdictions will check their capacities and determine whether they will be able to provide the needed assistance to the Requesting Jurisdiction. All responses from Party Jurisdictions should go through the IEMG Co-Chair. The IEMG Co-Chair will forward any offers of assistance to the AR of the Requesting Jurisdiction.

Step 4: After receiving any offers of assistance handled by the IEMG Co-Chair, the AR of the Requesting Jurisdiction should complete Section I of the IREQ Form and submit it to the AR of any Party Jurisdiction(s) that made an offer of assistance being considered. If the AR is not using a scanned or fax copy of a signed document, the box under Section III that contains the Legally Designated Official's Signature should state, "original document signed by_____." The logistical arrangements for the reception of personnel/resources from an Assisting Jurisdiction to the Requesting Jurisdiction (time, place, point-of-contact, lodging arrangements, etc.) should be included in Section I of the IREQ Form.

Step 5: After reviewing the information in Section I of the IREQ Form, the AR of the Party Jurisdiction should fill out Section II of the form. Section IV, which is the addendum page, may be added to the IREQ Form as needed. If the AR is not using a scanned or fax copy of a signed document, the box under Section III that contains the Legally Designated Official's Signature should state, "original document signed by_____."

Step 6: Upon receiving the IREQ Form with both Section I and Section II completed, the AR of the Requesting Jurisdiction must review the terms and decide whether to accept the offer from the Party Jurisdiction.

Step 7: If for whatever reason the services offered do not meet the needs of the Requesting Jurisdiction, the AR may reject the offer made by the Party Jurisdiction and the process ends. However, if the services to be provided and the terms, and conditions reflected in Part II meet with the approval of the AR of the Requesting Jurisdiction, he/she will complete and sign Part III of the IREQ Form(s). If the AR is not using a scanned or fax copy of a signed document, the box under Section III that contains the Legally Designated Official's Signature should state, "original document signed by_____." **Only after Section III of the IREQ Form is completed does the Party Jurisdiction become an Assisting Jurisdiction.**

The authorizing signatures of the Requesting Jurisdiction (Section III) and the Assisting Jurisdiction (Section II) are a legally binding contract for services to be provided. Should the assistance provided or the terms and conditions change at any time during the IEMAC activation, the IREQ form will have to be amended and accepted by the Legally Designated Representatives of the involved Party Jurisdictions. Addendum pages for Sections I, II and III may be added to the IREQ Form as needed.

A completed IREQ Form authorizes resource deployment and obligates compliance with IEMAC. At this point, the activation process is confirmed and each jurisdiction should initiate mission specific preparations. Refer to Section 3.4 below for the IEMAC Mission Specific Preparation Phase.

3.4 IEMAC Mission Specific Preparations Phase

Once the activation process is confirmed for a specific emergency or disaster in a known location, both the Requesting Jurisdiction and the Assisting Jurisdiction must prepare to either provide or receive the agreed upon assistance.

The Requesting Jurisdiction shall:

- Confirm the contact information to the Assisting Jurisdiction, including who the first contact will be upon arrival, the mobilization area, and the time frame for the needed assistance. If border crossing will be an issue, then the Requesting Jurisdiction should also coordinate with the Assisting Jurisdiction about the point of entry location and any customs information that

can be provided. Additionally the Requesting Jurisdiction should coordinate with Federal Border Authorities to ensure they are aware of the situation and are prepared to expedite the crossing to the extent they are able to do so.

- Prepare a briefing for the A-team or team leader(s) of deployed resources/personnel.
- Arrange for the pickup of resources being sent without personnel. This involves handling customs clearance and getting the resources transported to the proper area.
- Take on all A-Team responsibilities if no A-Team is deployed.

The Assisting Jurisdiction shall:

Arrange a briefing for the A-Team or deploying personnel prior to their departure. At a minimum, the briefing should include the following information, some of which will need to be coordinated with the Requesting Jurisdiction:

- Duty location and specific mission information
- Designation of a team leader if multiple personnel are deployed
- Name and contact information of who to report to upon arrival in the Requesting Jurisdiction
- Type of working conditions to expect (language most commonly used, field or office mobilization, climate, terrain, health hazards, food and water availability, safety issues)
- Review of supporting equipment and supplies (i.e., IEMAC forms, cell phones, laptops, IEMAC OPSMAN, current contact lists for Party Jurisdictions downloaded from IEMG web site, etc.)
- Records and documents required to reimburse deployed personnel for mission expenses
- Other jurisdiction specific information
- Type of currency to use and whether credit cards are a viable option
- Arrange for resources being dispatched without personnel. The Requesting Jurisdiction will need directions for use, needed accessories, and papers for customs. The resources will have to be properly packaged.

A-Team

Deploy with the current contact lists, phone and fax numbers, blank forms, etc. that are located in the “Members Only” section of the IEMG web site. The IEMAC OPSMAN will also be kept current and made available in the Members Only Section. Detailed instructions and guidance for A-Teams are provided in Appendix E.

IEMAC Personnel Deployed as an Asset

Verify general preparedness, as described in section 3.2., concerning health, medical, employment, personal documents and IEMAC documents.

Assure preparedness on the following issues based on information obtained during the briefing:

- **Clothing:** Clothing needs will vary depending on the task, climate, season, terrain, and duration of the mission. While most requirements can be met by using good quality clothing and adopting the layer principle, certain items are vital to protecting against extreme weather and hazards, such as sunburn, wind chill, and humidity.
- **Medications:** Any prescription / over-the-counter medicines needed should be planned accordingly.
- **Finances:** While credit cards are customarily a usable financial instrument, a minimum amount of cash should be taken for instances where cash is the only viable option.

3.5 Mobilization Phase

Requesting Jurisdiction

- Inform the Assisting Jurisdiction of who to contact if any problems are encountered during travel.
- Help deploying resources / personnel from the Assisting Jurisdiction or the A-Team with custom procedures and border crossing.
- Receive resources / personnel from the Assisting Jurisdiction(s) at a pre-determined time and location. They should:
 - Facilitate the exchange of currency (if needed)
 - Guide team(s) to the EOC or mobilization area
 - Brief team leader(s) on the current situation
 - Advise team leader(s) on where to establish a workspace or a base of operations
 - Be Responsible for other delivered resources.
 - Integrate A-Team personnel into EOC. Other IEMAC deployed personnel will be integrated into the Requesting Jurisdiction's structure as appropriate.

Assisting Jurisdiction

- Arrange travel, transportation and lodging accommodations, en route, for their deploying resources / personnel. They should coordinate with the Requesting Jurisdiction about the location of their destination.
- Ensure deploying resources / personnel have the necessary documentation to proceed through immigration and custom procedures.
- Upon arriving within the Requesting Jurisdiction, the deployed personnel need to take the following steps:
 - Travel to the pre-determined location

- Report to Requesting Jurisdiction's identified authority about team mission and capabilities and to obtain a briefing about the current situation

A-Team and IEMAC Deployed Resources / Personnel

- Proceed through immigration and customs procedures, if necessary.
- Declare necessary resources at point-of-entry. A detailed list should be on hand.
- Establish and test the capability to communicate with Party Jurisdictions upon arrival within the Requesting Jurisdiction's EOC.
- Follow checklist procedures documented in the Appendix F Operations Checklist
- IEMAC Deployed Personnel will be under the operational direction of the Requesting Jurisdiction.

3.6 Demobilization Phase

The Requesting Jurisdiction

- Informs the A-Team of demobilization process, plan and initiation.
- Ensures that any of its resources assigned to the Assisting Jurisdiction is returned.
- Arranges that resources that were dispatched without personnel will be properly packaged and returned.
- Modifies the IREQ Form as required to address the issue of any resources left in their jurisdiction.

The Assisting Jurisdiction

Is responsible for travel, transportation arrangements for personnel and resources returning home.

The A-Team

Establishes proper hand over procedures, transfers operations, and provides a mission summary report.

The IEMG Co-Chairs

Coordinate the IEMAC Post Deployment Response survey in preparation for the after-action evaluation. The results of the review will be used to evaluate and improve existing guidance and procedures in the IEMAC OPSMAN. Results will be distributed for viewing for all Party jurisdictions.

Also coordinate the After-Action Evaluation report with assistance from all affected jurisdictions.

IEMAC Deployed Personnel

Follow demobilization procedures provided by the Requesting Jurisdiction.

3.7 Reimbursement Phase

Under IEMAC, the Requesting Jurisdiction agrees to reimburse each Assisting Jurisdiction for all-eligible deployment and mission-related costs.

Reimbursement Form ICLAIM-1: Reimbursement between a Requesting Jurisdiction and an Assisting Jurisdiction

The Requesting Jurisdiction will reimburse each Assisting Jurisdiction for its eligible mission-related costs in accordance with the following procedures:

- The Requesting Jurisdiction and the Assisting Jurisdiction will agree beforehand on what mission services are expected and a total cost estimate **which includes pre-deployment and post-deployment expenses that were agreed to by the Requesting and Assisting Jurisdictions prior to the deployment**. These mission services and total cost estimate must be clearly documented in Part II and Part III of the IREQ Form. For budgeting purposes, the Requesting Jurisdiction may use the cost estimates on the IREQ Form.
- Reimbursement Form ICLAIM-1 is provided in this IEMAC OPSMAN with the appendices and this Form should be used to capture mission costs unless otherwise advised by the Requesting Jurisdiction.

The Assisting Jurisdiction will submit an Official Reimbursement Request Package to the Requesting Jurisdiction within **sixty** (60) days from end of deployment. If the Assisting Jurisdiction requires more than sixty days, a letter stating the reason(s) for the delay must be provided to the Requesting Jurisdiction within the sixty (60) day period. **It is essential that all receipts and invoices are retained by the Assisting Jurisdiction and submitted as supporting documentation. Lists of expenses without this documentation will not generally be sufficient to support reimbursement.** The Requesting Jurisdiction will reimburse the Assisting Jurisdiction within sixty (60) days of the date of the Official Reimbursement. If the Requesting Jurisdiction requires more than sixty (60) days, a letter stating the reason for the delay must be provided. The following items are to be included in a Reimbursement Request Package

Cover letter.

Copy of all completed IREQ Forms.

Reimbursement Form ICLAIM-1.

All supporting documentation to include but not limited to:

Timesheets signed by Team Leader or authorized individual.

Work records.

Payroll documents.

- Travel expense reports/vouchers.
- State or Provincial warrants/checks.
- Receipts or invoices for purchased goods.
- Other similar documents evidencing costs incurred.

Selected additional documentation (from the local-to-Jurisdiction request or Reimbursement Request Package) may be provided as appropriate and summarized on Reimbursement Form ICLAIM-2 (intra-jurisdiction use only).

Each Assisting Jurisdiction should submit only **one Reimbursement Request Package** to the Requesting Jurisdiction. Reimbursement is based on:

- Personnel
- Fringe benefits
- Travel policy of the Assisting Jurisdiction or home agency/locality/organization
- Eligible costs including labor, equipment, rental equipment, contracts, and commodities.
- Actual and documented expenses may be claimed for air travel, auto rental, government vehicle expense, gasoline, lodging and tips.
- Travel and per diem for volunteers. Separate documentation, including names, work performed, location of work, and date/time of work is required for each crew of volunteers.
- Photographs, detailed narrative report, and costs for damaged equipment repairs or replacement.

While reimbursement is permitted for per diem costs, complimentary rooms, meals, and other services are not eligible and per diem expenses may need to be pro-rated accordingly. The Requesting Jurisdiction will reimburse the Assisting Jurisdiction for all reasonable expenses.

Substantive changes during the deployment to the terms and conditions in the original IREQ Form will require a supplemental request and agreement by both authorized parties. **A copy of the original IREQ Form and any additional IREQ Forms with supplemental terms and conditions must be included with the Reimbursement Request Package.**

Assisting Jurisdictions will not charge for incidental expenses that are not directly related to out-of-jurisdiction deployment, such as staff time to prepare for deployment or to prepare the Request for Reimbursement package.

In the spirit of IEMAC, Assisting Jurisdictions also have the option to not charge for the jurisdiction emergency management agency employees deployed out-of-jurisdiction, whether it be to staff A-Teams or to perform other duties as requested under IEMAC. However, this option should be stated in Part II of the IREQ Form by the Assisting Jurisdiction prior to deployment.

Reimbursement Form ICLAIM-2: Reimbursement between an Assisting Jurisdiction and Supporting Agencies/Localities/Organizations

- IEMAC Form ICLAIM-2 should be used to capture intra-jurisdiction costs associated with the mission unless otherwise agreed to by the Assisting Jurisdiction.

- The Assisting Jurisdiction may, depending on the applicable law and regulation of that jurisdiction:
 - Reimburse each supporting agency/locality/organization for its deployment-related costs shown on the Form ICLAIM-2 within a reasonable timeframe mutually agreed upon by both parties and enter those costs on a Reimbursement Form R-1 and submit the Form to the Requesting State or Province for reimbursement, or
 - Attach the Form ICLAIM-2 and supporting documents to Form ICLAIM-1 and forward the Forms and the supporting documents to the Requesting Jurisdiction instructing the Requesting Jurisdiction to issue remittance in the name of the Providing Entity through the Assisting Jurisdiction. Upon receipt of the payment from the Requesting Jurisdiction, the Assisting Jurisdiction should attach a copy of payment to the reimbursement package file copy and forward payment to the providing entity. Sorry please leave the wording as it was.
- Whichever method is used, the Assisting State must review the claim for reimbursement, and resolve any issues prior to the payment and/or submission to the Requesting State or Province for remittance.

Types of Reimbursable Costs

IEMAC was intended to provide reimbursement for actual costs incurred during the execution of the mission described in Form IREQ. All actual deployment costs incurred in direct support the mission defined in the Form IREQ, as amended, are eligible for reimbursement. As a reminder, Form IREQ is a legally binding contract between the Party Jurisdictions. Efforts to capture all mission costs should be taken and the Form IREQ should be amended as needed to capture changes in the mission. Examples are:

- Personnel Costs: Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by the Assisting Jurisdiction or other entity within the Assisting Jurisdiction.
- Travel Costs
 - Airfare (unless direct billed to the Providing Entity)
 - Ground transportation costs such as:
 - Rental vehicles and fuel.
 - Taxi.
 - Shuttle.
 - Parking fees.
 - Toll fees.
 - Government-owned vehicle mileage (may not charge for both a per mile mileage rate and the cost of gasoline).
 - Personally-owned vehicle mileage (may not charge for both a per mile mileage rate and the cost of gasoline).
 - Lodging (unless direct billed to the Providing Jurisdiction).
 - Meals not otherwise provided by entities of the Requesting Jurisdiction.

All of the above costs will be calculated according to the policies of the Assisting Jurisdiction or other entities within the Assisting Jurisdiction. Jurisdictional policy documentation should accompany the reimbursement package.

- Equipment Costs: Maintenance and operating costs necessary to operate equipment vehicles and machinery required to perform the mission described in Form IREQ.
- Commodity Costs: Consumables, supplies and materials used for the mission described in Form IREQ.
- Other Costs:
 - Reasonable costs to repair or replace equipment damaged *during deployment* while performing assigned mission described in Form IREQ. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.
 - Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in the Form IREQ.
 - Costs of purchasing and transporting supplies by the Assisting Jurisdiction as requested by the Requesting Jurisdiction (and approved in Form IREQ).
 - Reasonable costs for maintenance of equipment to pre-disaster condition.
 - Replacement costs: All damaged, destroyed, totaled contaminated or otherwise unusable items that were used on an official fully executed IEMAC mission (uniform, turn out gear, etc.) should be considered as replacement and should be documented as such. Further, these items should be reported as damaged as soon as known to be so such that proper record keeping can take place.

Non-Reimbursable Costs

- **Administrative costs** associated with pre-deployment and post-deployment functions or other costs incurred by Assisting Jurisdictions in responding to IEMAC requests, unless otherwise mutually agreed upon by each Jurisdiction and stipulated in the Form IREQ, **are not eligible for reimbursement**. IEMAC was intended to provide reimbursement for actual costs incurred in the deployment mission described in Form IREQ.
- Replacement costs: While damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed IEMAC mission (uniform, turn out gear, etc.) should be considered as replacement, replacement of items prior to the deployment is not eligible.
- Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.
- **Costs incurred by an entity that self-deployed without an approved mission described in an officially executed Form IREQ without the prior consent of both the Assisting Jurisdiction and the Requesting Jurisdiction Authorized Representatives.**
- Costs for items not specified or indicated in the Form IREQ unless otherwise deemed justifiable by the Requesting Jurisdiction at a later date and supported by appropriate documentation in the reimbursement package and as accepted by the IEMAC A R.

3.8 Global Evaluation

The global evaluation phase covers all elements of IEMAC activation. It evaluates the assistance received and provided and should be checked to improve all procedures for the benefit of Party Jurisdictions in the IEMAC.

Section IV: TRAINING AND EXERCISES

The emergency management agency in each IEMAC Party Jurisdiction should be prepared to implement international mutual aid in accordance with this IEMAC OPSMAN as a potential Requesting Jurisdiction and as a potential Assisting Jurisdiction. The Co-Chairs will arrange for IEMAC training at IEMG Conferences as the need arises. As a result, each Party Jurisdiction should have personnel trained and available for out-of-jurisdiction A-Team duty on short notice.

The scope of IEMAC is, of course, much broader than jurisdictional emergency management. It also involves the emergency services parts of other jurisdiction's agencies, localities, and organizations that can provide experienced program managers, deployable task forces, and other resources that can help in other jurisdictions with disaster response and recovery operations. These potential resource providers need to know how to participate in IEMAC.

Any IEMAC-related training provided by an IEMAC Party Jurisdiction to potential resource providers within that jurisdiction should be done within the context of any existing jurisdiction-wide mutual aid programs. Most likely, jurisdiction-wide mutual aid programs will already have identified task forces, strike teams, etc., which will be deployable under IEMAC. IEMAC and intra-jurisdiction mutual aid should be closely coordinated within each Party Jurisdiction and, perhaps, administered jointly, since many of the deployable resources will be the same. Training for resource providers should incorporate both intra-jurisdictional mutual aid and inter-jurisdictional mutual aid (IEMAC) concepts and practices.

Appendix A: GLOSSARY OF KEY TERMS AND LIST OF ACRONYMS

Agency: A division of government with a specific function, or a NonGovernmental (NGO), such as a private contractor or a business that offers a particular kind of assistance. In the Incident Command System (ICS) agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, Provincial, local, or tribal government agency, , municipal representative in Canada, or NGO that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICS) organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

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

Assessment: The evaluation and interpretation of measurements information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan (IAP).

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

A-Team: An A-Team normally consists of two persons from any IEMG Party Jurisdiction who are knowledgeable about and prepared to implement IEMAC procedures in their own jurisdiction or any other Party Jurisdiction. At the request of a Party Jurisdiction, an A-Team is deployed to the Requesting Jurisdiction's EOC to facilitate IEMAC requests and assistance between Party Jurisdictions. The A-Team assists the Requesting Jurisdiction with requests for assistance, tracks

the location and status of the assistance accepted and deployed to the Requesting Jurisdiction'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 IEMAC.

Authorized Representative (AR): The individual (also referred to as the Legally Designated Representative) who is empowered to obligate state or provincial resources and expend funds for IEMAC purposes. In a Requesting Jurisdiction, the AR is the person who is legally empowered under the Compact to initiate a request for assistance under IEMAC. In an Assisting Jurisdiction, the AR is the person who can legally approve the response to a request for assistance. State or Provincial Emergency Management Directors are automatically Authorized Representatives. The director can delegate this authority to other EM officials within the organization as long as they have the same obligating authority as the director.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Canada-United States Joint Inland and Marine Pollution Contingency Plans: Canadian and U.S. Coast Guard plans for preparedness and response in contiguous waters of interest to spills of harmful substances. The Marine Joint Plan has a geographic annex, CANUSLANT, which covers the Atlantic border (Gulf of Maine, Bay of Fundy). The Inland Joint Plan has geographic annexes, CANUSEAST (covering New Brunswick and the Environmental Protection Agency's [EPA] Region 1 [Maine]) and CANUSQUE (covering Quebec and EPA Regions 1 and 2 [ME, NH, VT, NY]).

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Checkin locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an Emergency Operations Center (EOC). A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Concept of Operations (CONOP): A significant part of a plan that provided information including general intent, phases in the operation, tasks of all departments and agencies in each phase, and key coordination information.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

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 Requesting Jurisdiction in a safe and timely manner.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Designated Contact (DC): This individual is very familiar with the IEMAC process and serves as the point of contact for IEMAC with their respective Party Jurisdiction and can discuss the details of a request for assistance. Unless the DC is also designated as the AR, the DC is not legally empowered to initiate an IEMAC request or authorize IEMAC assistance.

Disaster Financial Assistance Arrangements: In the event of a large-scale emergency in Canada, the Government of Canada may provide financial assistance to provincial and territorial governments through the Disaster Financial Arrangements. The DFAA policy is designed to help meet the basic costs of response and recovery when such expenditures exceed what an individual province or territory could reasonably be expected to bear on its own.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Domestic operations: Those Canadian Forces activities conducted within Canada that provide assistance in response to requests for support from Canadian civil authorities or from the Canadian public. These include, any Canadian Forces activities, which provide assistance in response to requests for support from the Canadian civil authorities, or from the Canadian

public. More broadly, it can be defined as an operation conducted within the territory or territorial waters of Canada and/or under Canadian law. Canadian Forces activities provide assistance during civil emergencies, support national development goals or support and/or restore the maintenance of public order and security.

Emergency: Absent a National-level (President or Prime Minister) declared emergency, any incident(s), whether natural or human-caused, that requires responsive action to protect life or property.

U.S.Definition - Under the **Robert T. Stafford Disaster Relief and Emergency Assistance Act** an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Canadian Definition - **Emergencies Act R.S.C. 1985, c. 22 (4th Supp.)** - defines five categories of emergencies in which the Federal Government of Canada may be required to act either in support of a Province or Territory or as the lead jurisdiction:

- **National Emergency:** An urgent and critical situation of a temporary nature that seriously endangers the lives, health or safety of Canadians and is of such proportions or nature as to exceed the capacity or authority of a province to deal with it, or seriously threatens the ability of the Government of Canada to preserve the sovereignty, security and territorial integrity of Canada, and that cannot be effectively dealt with under any other law of Canada.
- **Public Welfare Emergency:** An emergency that is caused by a real or imminent
 - (a) fire, flood, drought, storm, earthquake or other natural phenomenon,
 - (b) disease in human beings, animals or plants, or
 - (c) accident or pollution and that results or may result in a danger to life or property, social disruption or a breakdown in the flow of essential goods, services or resources, so serious as to be a national emergency.
- **Public Order Emergency:** An emergency that arises from threats to the security of Canada and that is so serious as to be a national emergency.
- **International Emergency:** An emergency involving Canada and one or more other countries that arises from acts of intimidation or coercion or the real or imminent use of serious force or violence and that is so serious as to be a national emergency.
- **War Emergency:** War or another armed conflict, real or imminent, involving Canada or any of its allies that is so serious as to be a national emergency.

The Emergency Management Act S.C. 2007, c. 15. The EMA sets out clear roles and responsibilities for all federal ministers across the full spectrum of emergency management in Canada. The Minister of Public Safety Canada is responsible for exercising leadership relating to emergency management in Canada by coordinating, among government institutions and in cooperation with the provinces and other entities, emergency management activities. This

includes prevention/mitigation, preparedness, response and recovery, and critical infrastructure protection.

Emergency Operations Centers (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, Provincial, State, regional, county, city, municipal tribal –or some combination thereof).

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It is a living document that demands foresight and imagination to foresee the risks a community faces, and the counter-measures that might help overcome these situations. It documents the people, procedures, resources, communications, and organizational structures required to avoid or lessen the impact of an emergency.

Emergency Site Management (ESM) System: A multi-service, multi-jurisdictional effort that stresses the need for decision-making communication, cooperation, and coordination among various services and jurisdictions to respond effectively in an emergency.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), NGOs and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) – Also known as Emergency Responder. The term “emergency response providers” in Canada is inclusive of Federal, Provincial, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies such as NGO's, and other authorities.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America or the Federal Government of Canada.

FADES: A system of plans and producers designed to link existing elements of Agriculture and Agri-Culture Canada, including The Canadian Food Inspection Agency, Provincial Departments of Agriculture, and the private sector, in order to provide a coordinated response to emergencies that are beyond existing operational programs.

Federal Emergency Response Plan (FERP) is Canada's All Hazards Plan to address emergencies.

The FERP (lead by Public Safety Canada) outlines the processes and mechanisms to facilitate an integrated Government of Canada response to an emergency and to eliminate the need for individual federal government institutions to coordinate a wider Government of Canada response.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may also be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division definition.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome. Something that is a threat to humans and what they value: life, wellbeing, material goods and property, and the environment. Generally, hazards are classified as natural, technological or human-induced.

IEMAC: International Emergency Management Assistance Compact

IEMAC Jurisdiction: Any State or Province that is a Party Jurisdiction in the Compact

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, warrelated disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for the management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by

jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander (IC) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting the appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

I- REQ Form: The standard form used by a requesting or providing jurisdiction to document the agreement to provide resources and to reimburse expenses when requested.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be

political or geographical (e.g., city, county, tribal, State, or Federal boundary lines – Municipal, Provincial/Territorial or Federal in the Canadian context or functional (e.g., law enforcement, public health).

Legally Designated Representative: See Authorized Representative.

Level 1 Personnel: Entry-level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

Level 2 Personnel: First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers and entry level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

Level 3 Personnel: Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and Multi-Agency Coordination System/Emergency Operations Center staff.

Level 4 Personnel: Command and general staff, agency administrators, department heads, emergency managers, areas commander and Multi-Agency Coordination System/Emergency Operations Center managers.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). In Canada, Municipalities are governed by Provincial or Territorial Governments and are subject to their enabling legislation.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section is responsible for providing facilities, services, and material support for the incident.

Major Disaster:

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of

sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

In Canada, the Emergency Act defines NATIONAL EMERGENCY is an urgent and critical situation of a temporary nature that:

- (a) seriously endangers the lives, health or safety of Canadians and is of such proportions or nature as to exceed the capacity or authority of a province to deal with it, or
- (b) seriously threatens the ability of the Government of Canada to preserve the sovereignty, security and territorial integrity of Canada and that cannot be effectively dealt with under any other law of Canada.

A significant (major) natural or man-made event is one that would likely impact national interest. The event would likely cause serious harm to the safety, health or welfare of people, or damage to property or the environment while impacting multiple federal and/or provincial mandates and/or jurisdictions and require a Whole of Government coordination. In Canada, a multi-jurisdictional and inter-departmental coordination involves activation of the Federal Emergency Response Plan (FERP) which is synchronized with the Provinces/Territories through the National Emergency Response System (NERS).

Management by Objective: A management approach that involves a four -step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

MOU: An agreement between two or more parties.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident or emergency. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and the analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, Provincial, local, and tribal for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Situational Awareness System (MA-SAS): A web based geospatial tool used by Canada for situational awareness and a common operating picture.

Coordination Systems: Support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOC's, specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that provides that they will assist one another if requested, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity. In Canada, the definition of National is similar.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Disaster Mitigation Strategy: The goal of the NDMS is to protect lives and maintain sustainable and resilient communities by fostering disaster mitigation as a way of life.

National Emergency Response System (NERS): The NERS is a component of Canada's emergency response management system and incorporates the principles for emergency management as set out in *An Emergency Management Framework for Canada*, approved by the federal, provincial, and territorial (FPT) governments. The NERS establishes a common approach and consolidation of FPT collaborative work to ensure more coherent, complementary actions among the different FPT governmental initiatives.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. Canada has developed a National Emergency Response System as well as a Federal Emergency Response Plan.

Non-governmental Organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, the American Red Cross, the Canadian Red Cross, Bell Canada and Provincial Telephone Companies.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan (IAP). Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: The Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness may involve efforts at all levels of government, private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Province: Refers to any of the 5 provinces of Canada that are Party Jurisdictions in the Compact: Newfoundland and Labrador, Nova Scotia, Prince Edward Island, New Brunswick and Québec.

Provincial/Territorial Acts: Clarifies the roles and responsibilities of local government in Canada; provides extraordinary power to local governments that are required to create and maintain an emergency preparedness organization and program/plan; enables the provision of DFAA to victims of all disasters; and provides exemption from civil liability to all emergency service workers.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Public Safety Canada (PSC): Is the part of the Government of Canada that houses the Government Operations Centre for the national emergency management system. The PSC assumes a leadership role in the event of large scale border disruption at the Canada-United States Border.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and outprocessing. Reception Areas provide accountability, security, situational

awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, Province, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements, the use of special Federal, State, local, and tribal teams and resource mobilization protocols.

Resources Unit: A functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command

Span of Control: The number of individuals a supervisor is responsible for usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States that is a member of the Compact.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, Province, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002 terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). The Canadian *Antiterrorism Act*, S.C. 2001, C.41, includes measures to identify, prosecute, convict and punish terrorists, such as: defining and designating terrorist groups and activities to make it easier to prosecute terrorists and those who support them; making it an offence to knowingly participate in, contribute to or facilitate the activities of a terrorist group or to instruct anyone to carry out a terrorist activity or an activity on behalf of a terrorist group; making it an offence to knowingly harbor a terrorist; creating tougher sentences and parole provisions for terrorist offences; cutting off financial support for terrorists by making it a crime to knowingly collect or give funds, either directly or indirectly, in order to

carry out terrorism, denying or removing charitable status from those who support terrorist groups, and by making it easier to freeze and seize their assets; and ratifying two UN anti-terrorism conventions, the International Convention for the Suppression of the Financing of Terrorism *and the* International Convention for the Suppression of Terrorist Bombings, *as well as the* Safety of United Nations and Associated Personnel Convention

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States or Canada to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Virtual Maine (vMaine): A web based geospatial tool used by Maine for situational awareness and a common operating picture.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Warning Order: A preliminary notice of an order or action that is to follow. It is designed to give subordinate commanders time to make necessary plans and preparations.

Western Hemisphere Travel Initiative (WHTI): A result of the Intelligence Reform and Prevention Act of 2004 (IRTPA), requiring all travelers to present a passport or other document that denotes identity and citizenship when entering the U.S.

List of Acronyms:

AC	Area Command
AFB	Air Force Base
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARRL	American Radio Relay League
ARS	Agriculture/Research Service
ASPHEP	Assistant Secretary for Public Health Emergency Preparedness
ATC	Air Traffic Control
ATSD (CS)	Assistant to the Secretary of Defense for Civil Support
CANUSEAST	Canada-United States Joint Inland Pollution Contingency Plan New Brunswick and EPA Region 1 (Maine) annex
CANUSLANT	Canada-United States Joint Marine Pollution Contingency Plan Atlantic border (Gulf of Maine, Bay of Fundy) annex
CANUSQUE	Canada-United States Joint Inland Pollution Contingency Plan Quebec and EPA Regions 1 and 2 (ME, NH, VT, NY) annex
CAP	Civil Air Patrol
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBP	U.S. Customs and Border Protection
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group Chemical Emergency Preparedness and Prevention Office
CEPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Code of Federal Regulations
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIP	Critical Infrastructure Protection
CIRG	Crisis Incident Response Group
CM	Consequence Management
CMU	Crisis Management Unit
CONPLAN	Concept of Operations Plan
CREMAC	Central Region Emergency Management Advisory Council
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CT	Counter-Terrorism

CW/CBD	Chemical Warfare/Contraband Detection
DAC	District Area Commander
DAE	Disaster Assistance Employee (FEMA temporary employee)
DEST	Domestic Emergency Support Team
DHS	Department of Homeland Security (US Federal)
DHHS	Department of Health and Human Services (US Federal)
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team DOC Department of Commerce (US Federal)
DOD	Department of Defense
DOE	Department of Energy
DOE	Department of Education
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DPP	Domestic Preparedness Program
DPS	Department of Public Safety
DRC	Disaster Recovery Center
DT/CTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
DVAT	Disaster Veterinary Assistance Team
E.O.	Executive Order
EAS	Emergency Alert System
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPLO	Emergency Preparedness Liaison
EPZ	Emergency Planning Zone
ERP	Emergency Watershed Protection
ERT	Emergency Response Team
ERT-A	Emergency Response Team – Advance Element
ERT-N	National Emergency Response Team (Canadian)
ERTU	Evidence Response Team Unit
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FAA	Federal Aviation Administration

FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency (US Federal)
FHA	Federal Highway Administration
FMA	Flood Mitigation Assistance Program
FNS	Food and Nutrition Service
FOC	FEMA Operations Center FOG Field Operations Guide
FOSC	Federal On-Scene Commander or Federal On-Scene Coordinator
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
GAO	General Accounting Office
GAR	Governor's Authorized Representative
GETS	Government Emergency Telecommunications Service
GSA	General Services Administration
HAZMAT	Hazardous Material
HAZWOPER	Hazardous Waste Operations and Emergency Response Standard
DHHS	Department of Health and Human Services
HMGP	Hazard Mitigation Grant Program
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HSPD	Homeland Security Presidential Directive
HTIS	Hazardous Technical Information Services (DoD)
HUD	Department of Housing and Urban Development
IAP	Incident Action Plan
IC	Incident Commander
ICC	Interstate Commerce Commission
ICE	U.S. Immigration and Customs Enforcement
ICP	Incident Command Post
ICS	Incident Command System
IEMG	International Emergency Management Group
IFO	Incident Field Office
IIMG	Interagency Incident Management Group
IND	Improvised Nuclear Device
IST	Incident Support Team
IST-A	Incident Support Team – Advance Element
JIC	Joint Information Center
JOC	Joint Operations
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LE	Law Enforcement

LEOC	Local Emergency Operations Center
LEOP	Local Emergency Operations Plan; also referred to as the “Local Template”.
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
MACG	Multi-agency Coordinating Group
MACS	Multi-agency Coordination System
MEDCOM	Medical Command
MERRT	Medical Emergency Radiological Response Team
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical NCP National Contingency Plan
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NGO	Nongovernmental Organization
NIEOC	National Interagency Emergency Operations Center
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIRT	Nuclear Incident Response Team
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NPP	National Protection Plan
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSDD	National Security Decision Directive
NSPD	National Security Presidential Directive
NTIS	National Technical Information Service
NWS	National Weather Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for
OHS	Office of Homeland Security
OIG	Office of the Inspector General (USDA)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OPSEC	Operational Security
OSC	On-Scene Commander

OSHA	Occupational Safety and Health Administration
OSLDPS	Office for State and Local Domestic Preparedness Support
PA	Public Affairs or Public Assistance
PAO	Public Affairs Officer
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDM-C	Pre-Disaster Mitigation Competitive Program
PIO	Public Information Officer
PFO	Principal Federal Official
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
POC	Point of Contact
PPE	Personal Protective Equipment
PREMAC	Prairie Regional Emergency Management Advisory Committee
PUD	Planned Unit Development
R&D	Research and Development
RACES	Radio Amateur Civil Emergency Services
RAP	Radiological Assistance Program
RCC	Regional Coordination Center
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
RIC	Regional Incident Coordinator
RMP	River Management Program
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
RST	Regional Support Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer SEB State Emergency Board
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SHMC	State Hazard Mitigation Committee
SHMO	State Hazard Mitigation Officer
SHPO	State Historical Preservation Officer
SIOC	Strategic Information and Operations Center
SITREP	Situation Report
SLG	State and Local Guide
SNS	Strategic National Stockpile
SO	Safety Officer

SOG	Standard Operating Guidelines
SOPs	Standard Operating Procedures
SRAAT	State Rapid Assessment & Assistance Team
SSF	State Support Function
TERC	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TOC	Tactical Operations Center
TRIS	Toxic Release Inventory System
TSA	Transportation Security Administration
UAC	Unified Area Command
UC	Unified Command
UC/IC	Unified Command/Incident Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
USFS	U.S. Forest Service
USGS	United States Geological Survey
USGS	U.S. Geological Survey
USPHS	United States Public Health Service
USPS	U.S. Postal Service
USSS	U.S. Secret Service VA Department of Veterans Affairs
VOAD	Voluntary Organizations Active in Disasters
WREMAC	Western Regional Emergency Management Advisory Committee
WHTI	Western Hemisphere Travel Initiative
WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team

Appendix B: IEMG COMPACT

The text of the International Emergency Management Assistance Compact (IEMAC) follows from Resolution 23-5 resolved at the 23rd Annual Conference of New England Governor or Premiers and Eastern Canadian Premiers and is compliant with Article II (j) of the Agreement between the Government of the United States and the Government of Canada on Cooperation in Comprehensive Emergency Planning and Management renewed on December 2, 1998.

Purpose and Authorities -- Article I

The International Emergency Management Assistance Memorandum of Understanding hereinafter referred to as the "compact," is made and entered into by and among such of the jurisdictions as shall enact or adopt this compact, hereinafter referred to as "party jurisdictions." For the purposes of this agreement, the term "jurisdictions" may include any or all of the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut and the Provinces of Québec, New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland, and such other states and provinces as may hereafter become a party to this compact.

The purpose of this compact is to provide for the possibility of mutual assistance among the jurisdictions entering into this compact in managing any emergency or disaster when the affected jurisdiction or jurisdictions ask for assistance, whether arising from natural disaster, technological hazard, man-made disaster or civil emergency aspects of resources shortages.

This compact also provides for the process of planning mechanisms among the agencies responsible and for mutual cooperation, including, if need be, emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party jurisdictions or subdivisions of party jurisdictions during emergencies, with such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of emergency forces by mutual agreement among party jurisdictions.

General Implementation -- Article II

Each party jurisdiction entering into this compact recognizes that many emergencies may exceed the capabilities of a party jurisdiction and that intergovernmental cooperation is essential in such circumstances. Each jurisdiction further recognizes that there will be emergencies that may require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency because few, if any, individual jurisdictions have all the resources they need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full and effective utilization of resources of the participating jurisdictions, including any resources on hand or available from any other source that are essential to the safety, care and welfare of the people in the event of any emergency or disaster, shall be the underlying principle on which all articles of this compact are understood.

On behalf of the party jurisdictions participating in the compact, the legally designated official who is assigned responsibility for emergency management is responsible for formulation of appropriate inter-jurisdictional mutual aid plans and procedures necessary to implement this compact, and for recommendations to the jurisdiction concerned with respect to the amendment of any statutes, regulations or ordinances required for that purpose.

Party Jurisdiction Responsibilities -- Article III

1. Formulate plans and programs. It is the responsibility of each party jurisdiction to formulate procedural plans and programs for inter-jurisdictional cooperation in the performance of the responsibilities listed in this section. In formulating and implementing such plans and programs the party jurisdictions, to the extent practical, shall:

- A. Review individual jurisdiction hazards analyses that are available and, to the extent reasonably possible, determine all those potential emergencies the party jurisdictions might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster or emergency aspects of resource shortages;
- B. Initiate a process to review party jurisdictions' individual emergency plans and develop a plan that will determine the mechanism for the inter-jurisdictional cooperation;
- C. Develop interjurisdictional procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;
- D. Assist in warning communities adjacent to or crossing jurisdictional boundaries;
- E. Protect and ensure delivery of services, medicines, water, food, energy and fuel, search and rescue and critical lifeline equipment, services and resources, both human and material to the extent authorized by law;
- F. Inventory and agree upon procedures for the inter-jurisdictional loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
- G. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances, over which the province or state has jurisdiction, that impede the implementation of the responsibilities described in this subsection.

2. Request assistance. The authorized representative of a party jurisdiction may request assistance of another party jurisdiction by contacting the authorized representative of that jurisdiction. These provisions only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 15 days of the verbal request. Requests must provide the following information

- A. A description of the emergency service function for which assistance is needed and of the mission or missions, including but not limited to fire services, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services and search and rescue;

B. The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed; and

C. The specific place and time for staging of the assisting party's response and a point of contact at the location.

3. Consultation among party jurisdiction officials. There shall be frequent consultation among the party jurisdiction officials who have assigned emergency management responsibilities, such officials collectively known hereinafter as the International Emergency Management Group, and other appropriate representatives of the party jurisdictions with free exchange of information, plans and resource records relating to emergency capabilities to the extent authorized by law.

Limitation -- Article IV

Any party jurisdiction requested to render mutual aid or conduct exercises and training for mutual aid shall undertake to respond as soon as possible, except that it is understood that the jurisdiction rendering aid may withhold or recall resources to the extent necessary to provide reasonable protection for that jurisdiction. Each party jurisdiction shall afford to the personnel of the emergency forces of any party jurisdiction, while operating within its jurisdictional limits under the terms and conditions of this compact and under the operational control of an officer of the requesting party, the same powers, duties, rights, privileges and immunities as are afforded similar or like forces of the jurisdiction in which they are performing emergency services. Emergency forces continue under the command and control of their regular leaders, but the organizational units come under the operational control of the emergency services authorities of the jurisdiction receiving assistance. These conditions may be activated, as needed, by the jurisdiction that is to receive assistance or upon commencement of exercises or training for mutual aid and continue as long as the exercises or training for mutual aid are in progress, the emergency or disaster remains in effect or loaned resources remain in the receiving jurisdiction or jurisdictions, whichever is longer. The receiving jurisdiction is responsible for informing the Assisting Jurisdictions of the specific moment when services will no longer be required.

Licenses and Permits -- Article V

Whenever a person holds a license, certificate or other permit issued by any jurisdiction party to the compact evidencing the meeting of qualifications for professional, mechanical or other skills, and when such assistance is requested by the receiving party jurisdiction, such person is deemed to be licensed, certified or permitted by the jurisdiction requesting assistance to aid involving such skill to meet an emergency or disaster, subject to such limitations and conditions as the Requesting Jurisdiction prescribes by executive order or otherwise.

Liability -- Article VI

Any person or entity of a party jurisdiction rendering aid in another jurisdiction pursuant to this compact are considered agents of the Requesting Jurisdiction for tort liability and immunity purposes. Any person or entity rendering aid in another jurisdiction pursuant to this compact are

not liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article does not include willful misconduct, gross negligence or recklessness.

Supplementary Agreements -- Article VII

Because it is probable that the pattern and detail of the machinery for mutual aid among two or more jurisdictions may differ from that among the jurisdictions that are party to this compact, this compact contains elements of a broad base common to all jurisdictions, and nothing in this compact precludes any jurisdiction from entering into supplementary agreements with another jurisdiction or affects any other agreements already in force among jurisdictions.

Supplementary agreements may include, but are not limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, public utility, reconnaissance, welfare, transportation and communications personnel, equipment and supplies.

Workers' Compensation and Death Benefits -- Article VIII

Each party jurisdiction shall provide, in accordance with its own laws, for the payment of workers' compensation and death benefits to injured members of the emergency forces of that jurisdiction and to representatives of deceased members of those forces if the members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own jurisdiction.

Reimbursement -- Article IX

Any party jurisdiction rendering aid in another jurisdiction pursuant to this compact shall, if requested, be reimbursed by the party jurisdiction 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 those requests. An aiding party jurisdiction may assume in whole or in part any such loss, damage, expense or other cost or may loan such equipment or donate such services to the receiving party jurisdiction without charge or cost. Any two or more party jurisdictions may enter into supplementary agreements establishing a different allocation of costs among those jurisdictions. Expenses under article VIII are not reimbursable under this section

Evacuation -- Article X

Each party jurisdiction shall initiate a process to prepare and maintain plans to facilitate the movement of and reception of evacuees into its territory or across its territory, according to its capabilities and powers. The party jurisdiction from which the evacuees came shall assume the

ultimate responsibility for the support of the evacuees, and after the termination of the emergency or disaster, for the repatriation of such evacuees.

Implementation --Article XI

1. This compact is effective upon its execution or adoption by any two jurisdictions, and is effective as to any other jurisdiction upon its execution or adoption thereby: subject to approval or authorization by the U.S. Congress, if required, and subject to enactment of provincial or state legislation that may be required for the effectiveness of the Memorandum of Understanding.
2. Any party jurisdiction may withdraw from this compact, but the withdrawal does not take effect until 30 days after the governor or premier of the withdrawing jurisdiction has given notice in writing of such withdrawal to the governors or premiers of all other party jurisdictions. The action does not relieve the withdrawing jurisdiction from obligations assumed under this compact prior to the effective date of withdrawal.
3. Duly authenticated copies of this compact in the French and English languages and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party jurisdictions.

Severability -- Article XII

This compact is construed to effectuate the purposes stated in Article I. If any provision of this compact is declared unconstitutional or the applicability of the compact to any person or circumstances is held invalid, the validity of the remainder of this compact and the applicability of the compact to other persons and circumstances are not affected.

Inconsistency of Language -- Article XIII

The validity of the arrangements and agreements consented to in this compact shall not be affected by any insubstantial difference in form or language as may be adopted by the various states and provinces.

Amendment -- Article XIV

This compact may be amended by agreement of the party jurisdictions

Appendix C: IEMG BYLAWS

Article I -- Name and Scope

Section 1: The INTERNATIONAL EMERGENCY MANAGEMENT GROUP (IEMG) is established as directed by the International Emergency Management Assistance Memorandum of Understanding (IEMAMOU) as brought into force by the Conference of New England Governors and Eastern Canadian Premiers on July 18, 2000 at Halifax, Nova Scotia, Canada.

Section 2: The object of the IEMG shall be to develop and maintain mutual aid arrangements among the participating states of the United States of America and the participating provinces of Canada.

Article II -- Membership

Section 1: Membership in the IEMG shall be open to the states and provinces having signed, or having formally advised of their intention to sign the International Emergency Management Assistance Memorandum of Understanding (IEMAMOU), hereinafter referred to as party jurisdictions.

Article III -- Board of IEMG

Section 1: The policies and direction of the IEMG shall be directed and controlled by a Board of Directors, which shall consist of the directors of emergency management or their designate and directors of emergency measures organizations or their designate from the party jurisdictions.

Section 2: The Board may invite representatives from other governments, subject matter experts, and such other individuals as they may deem appropriate to attend IEMG meetings as non-voting participants.

Section 3: Each party jurisdiction shall have one vote on any motion or election.

Article IV -- Government

Section 1: The Board of Directors shall act as the governing body of the IEMG.

Section 2: The following shall be the officers of the IEMG:

(a) A Co-Chair elected from the participating states

and

(b) A Co-Chair elected from the participating provinces.

Section 3: The Co-Chairs shall be elected bi-annually in alternate years

Section 4: In the event a Co-Chair is unable to fulfill his or her term, a special election shall be held at the next meeting (regular or special) to fill remainder of his or her term.

Article V – Sub-Committees and Working Groups

Section 1: The IEMG may appoint sub-committees and working groups as needed.

Section 2: The sub-committees and working groups shall be chaired by an IEMG member(s).

Section 3: The sub-committees and working groups shall report to the IEMG through the Co-Chairs and the Co-Chairs are ex-officio members of all sub-committees and working groups.

Article VI -- Meetings

Section 1: The IEMG shall meet at least twice a year at locations to be determined by the group.

Section 2: Regular meetings of the IEMG shall be scheduled one year in advance.

Section 3: Special meetings may be held at any time by order of the Co-chairs.

Section 4: A jurisdiction may participate at its own cost in any meeting by telephone or other communication facilities that permit all persons participating in the meeting to communicate with each other, and a person participating in a meeting by such means is deemed to be present at the meeting. Meetings may be held by conference call or other communication facilities that permit all persons participating in the meeting to communicate with each other, and all persons participating in the meeting by such means are deemed to be present.

Section 5: Motions arising at any meeting shall be determined by a simple majority of votes of those party jurisdictions present or represented by proxy. A vote given in accordance with the terms of a proxy shall be valid.

Section 6: A proxy shall be in writing under the hand of the director or designate of the party jurisdiction in the form attached hereto as Schedule A. The proxy shall be delivered to one of the Co-Chairs not less than 48 hours before the meeting, excluding Saturdays, Sundays and holidays. A proxy may only be given by or received by a director or designate. A proxy is valid for one meeting.

Section 7: All meetings shall follow Robert's Rules of Order.

Section 8: A quorum shall consist of a simple majority of party jurisdictions. Jurisdictions participating by proxy shall not count towards a quorum

Section 9: Motions may only be introduced and seconded by voting members of party jurisdictions or their designate.

Article VII -- Signing Authority

Section 1: Documents or other instruments requiring the signature of the IEMG shall be signed by both Co-Chairs.

Article VIII -- Amendments

Section 1: These by-laws may be amended by a two third vote at any meeting of the IEMG provided that 30 days' notice in writing be given of such meeting to the voting member of each party jurisdiction and that the notice contains the text, or the general nature of, any proposed amendments.

Appendix D: GENERAL INFORMATION ON PARTY JURISDICTIONS

IEMAC PARTY JURISDICTIONS

States have Emergency Management Agencies while Provinces have Emergency Measures Organizations. For the purpose of the IEMAC Operations Manual, the terms Emergency Management Agency and Emergency Measures Organization are synonymous.

Canadian Jurisdictions

New Brunswick
Newfoundland Labrador
Nova Scotia
Prince Edward Island
Québec

United States Jurisdictions

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Contact Information

Contact information for IEMAC key personnel of party jurisdictions may be found on the IEMG web site (<http://www.iemg-gigu.org>). In order to access this information, you will need to have a username and password. Phone numbers for 24/7 contacts are as follows:

New Brunswick	(506) 453-2133	Connecticut	(860) 566-3180
Newfoundland Labrador	(709) 729-3703	Maine	(207) 624-4400
Nova Scotia	(902) 424-5620	Massachusetts	(508) 820-2000
Prince Edward Island	(902) 892-9365	New Hampshire	(603) 271-2231
Québec	(418) 528-1666	Rhode Island	(401) 946-9996
		Vermont	(800) 347-0488

Conversion Table

Metric to English -- English to Metric

Length

1 cm = .394 inches

1 inch = 2.54 cm

1 m = 39.37 inches

1 foot = 30.5 cm

1 m = 3.28 feet

1 foot = .305 m

1 m = 1.094 yards

1 yard = .914 m

1 km = .621 miles

1 mile = 1.609 km

Weight

1 g = .035 ounces

1 ounce = 28.3 g

1 kg = 2.2 pounds

1 pound = 454 g

1 tonne = 2200 pounds

1 pound = .454 kg

1 tonne = .984 tons

1 ton (US) = 1.02 tonnes

Surface

1 cm² = .155 in²

1 in² = 6.45 cm²

1 m² = 10.76 ft²

1 ft² = 929 cm²

1 m² = 1.2 yd²

1 ft² = .093 m²

1 hectare = 2.47 acres

1 yd² = .836 m²

1 km² = 247 acres

1 acre = .405 ha

1 km² = .386 sq miles

1 sq mile = 2.59 km²

Volume

1 cm³ = .061 in³

1 in³ = 16.4 cm³

1 m³ = 35.3 ft³

1 ft³ = .028 m³

1 m³ = 1.31 yd³

1 yd³ = .765 m³

1 ml = .034 fl oz

1 fluid ounce = 29.57 ml

1 liter = 1.76 pints

1 pint = .568 liter

1 liter = .22 UK gallon

1 UK gallon = 4.55 liters

1 US gallon = .833 UK gallon

1 UK gallon = 1.2 US gallon

1 liter = 1.06 US quarts

1 US quart = .946 liter

Appendix E: IEMAC A-TEAM OPERATIONS

Advance Team (A-Team)

When IEMAC is activated and assistance is requested by an affected IEMAC Member Jurisdiction, the Co-Chairs may coordinate with other Member Jurisdictions on behalf of an affected Member Jurisdiction and arrange for mobilization and deployment of an A-team to a Requesting Jurisdiction's (RJ) EOC. The mission of the A-Team is to implement IEMAC on behalf of the RJ by coordinating and facilitating the provision of assistance from other Member Jurisdictions in accordance with the IEMAC Articles and the procedures set forth in this Operations Manual. The A-Team will also coordinate with DHS/FEMA and Public Safety Canada regarding any federal assistance being provided in order to reduce redundant effort and ensure rapid deployment of needed resources to the Affected Member Jurisdiction.

The A-Team may be comprised of two or more persons but whose team composition is wholly dependent on the RJ and the requirements of the disaster event.

i) Standing up the A-Team- While awaiting final execution of the I-REQ Form by the party jurisdictions, these procedures are recommended to expedite deployment:

- a) The Assisting Jurisdiction should pre-arrange travel, transportation and lodging accommodations for deploying personnel.
- b) The Assisting Jurisdiction's IEMAC Designated Contact or designee should arrange a briefing for deploying personnel prior to their departure to include:
 - The briefing should include specific mission related information and personnel skill sets requested.
 - Duty location.
 - Designation of a team leader if multiple personnel are being deployed or identifying team leader if person is part of a composite team.
 - Name and contact information of the RJ Point of Contact (POC) to whom personnel should report to upon arrival at the Requesting Jurisdiction staging area.
 - Type of working conditions to expect; such as Jurisdiction EOC or forward command facility within the disaster area. Ensure RJ POC knows the arrival time of deploying personnel.
 - Review supporting equipment and supplies (i.e., IEMAC forms, cell phones, laptops, dedicated fax machine, IEMAC Operations Manual, current contact lists downloaded from IEMAC web site, etc.)
 - Records and documents required to perform the mission and to record deployed personnel mission expenses for reimbursement purposes by the state providing the assistance
 - Authorize cash advance or use of jurisdictional credit card, or personal credit card to be used for expenses to sustain personnel in the field during deployment tour of duty. In many instances, ATMs and other electronic means of meeting financial needs are inoperable and sufficient cash on-hand is needed.

A-Team personnel should deploy with the following resources:

- i) Current IEMAC Operations Manual
- ii) Current member jurisdiction contact lists, phone and fax numbers
- iii) A CD containing all official IEMAC forms, etc. to perform initial operations (Operations Checklists and IEMAC Forms)
- iv) A minimum of the following to set up I-REQ record tracking. Additional supplies should be supplied through the RJ as needed.
 - a. Two 3-ring 3-inch binders to begin I-REQ record maintenance.
 - b. One box of Avery Clear Plastic Sheet Protectors (PV119) for 3-ring binders to maintain I-REQ-A records.
 - c. One package of 5-Avery #23075 Write-On (erase & reuse) Tab Dividers.

Actions taken by the A-Team Leader upon arrival to the designated duty station:

- i) Report to RJ POC and sign in team members
- ii) Report to assigned duty station and establish communications with NCG and home jurisdiction POC. Produce a first status report announcing A-Team and personnel/resource deployments.
- iii) Receive operations briefing and orientation from the RJ POC
- iv) Establish Internet connection with IEMAC web site
- v) Assign operations functions to A-Team members

Actions taken by the A-Team upon arrival to the designated duty station:

- i) Confirm communications connectivity with the IEMAC Web Site and access into the IEMAC Operations System (primary)
- ii) Confirm all IEMAC paper records and IEMAC Operations System are accurate and in-sync.
- iii) Ensure in-coming A-Team members are fully briefed on all open requests to Assisting Jurisdictions as well as all open offers of assistance.
- iv) Participate in conference calls scheduled by the IEMG Co-Chairs or designee.

v) Confirm access to a good quality fax machine for transmitting and re-transmitting the I-REQ form.

Duties of the A-Team (minimum requirements):

i) Assist the RJ to identify needed resources.

a) A-Teams do not have the authority to authorize or execute an I-REQ-A, prioritize, pool, or allocate resources, and they cannot obligate jurisdictional funds. This authority remains with the Requesting Jurisdiction's Authorized Representatives.

b) The RJ may consider adding "trusted agents" to the A-Team to coordinate and de-conflict resource issues.

c) As circumstance warrants, the ATeam Leader may request the RJ consider adding on A-Team personnel to meet increased workload. For positional duties, refer the A-Team Typing Scheme in Appendix G of this Ops Manual.

ii) Contact other Member Jurisdictions by broadcast message or telephone to acquire resource support.

iii) Assist the Requesting Jurisdiction (RJ) with writing, transmitting and completing Form I-REQ. (Only party jurisdiction Authorized Representatives can officially "execute" an I-REQ.)

iv) If an IEMAC requested resource is depleted or otherwise unavailable, the A-team advises the Requesting State and recommends that the RJ consider alternatives to securing the needed resource through other means.

v) Document offers of assistance in response to specific requests in the order received. The A-Team brokers available resources on a first-come, first-serve basis on behalf of the Requesting Jurisdiction (RJ). In cases where there are numerous offers of the same resource, the RJ will decide which offer to accept.

vi) Route all outgoing requests for assistance to IEMAC Member Jurisdictions and incoming offers of assistance from IEMAC Member Jurisdictions through the IEMAC A-team.

vii) Coordinate with the Requesting Jurisdiction's IEMAC Designated Contact and IEMAC Coordinator throughout the deployment.

a) An ATeam may identify a need for direct coordination with a jurisdiction or federal Emergency Support Team member(s) to procure critical resources through an Emergency Support Function (ESF). Approval for the A-Team to coordinate directly must come from the Requesting Jurisdiction's AR, or IEMAC Co-Chairs collectively. ESF members may be assigned to coordinate with the Ateam located at the IEMAC workstations in the Requesting Jurisdiction's Emergency Operations Center. For example, ESF-4 may be needed to set up base camps for incoming IEMAC resources.

- viii) A-Team activities must be fully integrated into the Requesting Jurisdiction's EOC/ICS organization and response and recovery procedures.
- ix) A-Team personnel should not be expected to perform other miscellaneous duties as assigned. The A-Team mission is restricted to the mission parameters specified in the I-REQ unless otherwise negotiated by party jurisdiction authorities.
- x) Monitor and assist IEMAC personnel deployed from other jurisdictions, providing logistical and technical support as requested and able.
- xi) Document and track missions requested and assigned to IEMAC assets.
- xii) IEMAC resources deployed to areas outside the A-Team duty station will be instructed by the best means available to report to the A-Team Leader upon arrival and departure and to advise of any change in status.
- xiii) The A-Team in each Requesting Jurisdiction EOC will maintain all mission related records. It is the responsibility of the A-Team Leader to ensure all official records are maintained and handoff to the next A-Team Leader in relief until mission closure. A-Teams will provide and maintain the following records as in previous deployments:
 - a. Official completed IREQ forms/contracts
 - b. Status reports
 - c. Summary report of each conference call
 - d. Copies of e-mail messages among participating states
 - e. Staffing document for all IEMAC-deployed personnel
 - f. Requesting Jurisdiction EOC Situation Reports
 - g. A summary record of all other IEMAC resources (federal and jurisdictional) provided to the Requesting Jurisdiction from outside the jurisdiction.
- xiv) Assure that a demobilization plan is prepared to return all deployed personnel and equipment to their home jurisdiction in a safe and timely manner. When a mission under IEMAC has been completed, the A-Team ensures that personnel being released follow demobilization procedures described in Appendix F of this Manual.
- xv) An A-Team may be designated as the coordinating authority for an IEMAC operation at any time by the Co-Chairs.

Appendix F: OPERATIONS CHECKLIST (Also available on the IEMG Web Site)

1. Mobilization Checklist

Mobilization Checklist

Incident Name/Mission Number: _____

Your IEMAC mission is _____

You are being deployed to the State/Province of _____

The staging area address is: _____

You contact & their number _____

Your scheduled reporting time/date is _____

Expected duration of assignment _____

Expected operating environment, communication protocol, assignment details

Before Deployment:

- Obtain situational briefing from IEMAC Coordinator and required information from the EOC Supervisor (Assisting State/Province).
- Obtain travel information from the IEMAC Coordinator. (Assisting State/Province)
- Prepare go-kit for specific assignment.
- Notify your 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 designation and notify the State/Province Emergency Operations Officer of this information.
- Insure all expenditure accountability documents are understood and identified before Departure.
- Safety brief
- Carry fully executed I-REQ Form
- Take copies of professional licenses (if applicable)
- Passport (*if* traveling across the international border)

Upon Arrival at Deployment Station:

- Notify the Requesting jurisdiction 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 your 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 the 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.
- Safety brief.

A-Team Specific Mobilization Checklist:

- Notify your home office of your arrival at the point of assignment.
- Perform communications check and confirm contact numbers.
- Check in with requesting state POC (i.e. IEMAC Authorized Representative or Designated Contact) and obtain specific information pertaining to the resources currently needed.
- Attend Requesting State/Province operations briefings.
- Establish computer interface within State/Province EOC.
- Access IEMAC 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 IEMAC assets within your Area of Operations. Transfer the data from the IEMAC Personnel Information Form onto the IEMAC Deployed Personnel Tracker for this purpose.
- Maintain contact with Co-Chairs 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.

3. IEMAC Conference Call Checklist

IEMAC Conference Call Checklist

Event: _____

Date: _____

Time: _____

4. IEMAC Personnel Demobilization Checklist

DEMOBILIZATION CHECKLIST

General Information

- The A-Team will facilitate all resource releases from an incident after obtaining concurrence from the Co-Chairs.
- The A-Team will coordinate its release with the respective state's IEMAC Designated Contact.
- Resources will be released after the agreed upon tour of duty, or at such time that the requesting jurisdictions Emergency Operations Center determines a resource is surplus to current missions.
- Demobilization activities will be coordinated with the Requesting State/Province 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/province.
- The A-Team will evaluate and coordinate transportation requirements with the EOC.
- The American and Canadian Co-Chairs, shall authorize release of an A-Team and return this function back over to the Requesting Jurisdiction.

General guidelines applying to IEMAC resources before leaving the Requesting Jurisdiction:

- 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 (10:00 PM) 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 incidents 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 IEMAC Operations Manual and set forth in this checklist.
- The IEMAC 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.

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.
- Report personnel issues to home state Authorized Representative or Designated Contacts (as deemed necessary).
- Submit any documentation as needed or requested by A-Team and the Requesting State/Province.
- Notify the A-Team, Requesting State/Province and Assisting State/Province of safe arrival at home station upon return.

A-Team Specific Demobilization Checklist:

- 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 Co-Chairs approval.
- Debrief all IEMAC personnel prior to release.
- Use Personnel Demobilization Form and review other IEMAC documents (Personnel Information Form, Work Schedule Form, I-REQs, etc) to ensure all resources are accounted for and properly demobilized.
- Assess physical and mental health of A-Team members.

- Report personnel issues and activity requiring investigation for follow-up to Assisting State/Province and/or Requesting State/Province (as deemed necessary).
- Fully brief/debrief replacement A-Team members of the resource and IEMAC operations status.
- Send final Situation Report to IEMAC Co-Chairs, to close out operations prior to departure.
- Debrief Requesting State/Province personnel complete and submit all demobilization documents and return IEMAC operations over to Requesting State/Province.
- Gather all hard copy and electronic IEMAC documents and mission records and ensure they are sent to the IEMG Administrator and Admin Working Group.

Appendix G: IEMAC FORMS

The following pages offer a visual cue of IEMAC existing forms available in electronic format on the IEMG website at: www.iemg-gigu.org.

- **International Mutual Aid Request Form (I-REQ) Sections I, II, and III**
- **International Reimbursement Request Form (IR-1)**
- **Intra-jurisdictional Reimbursement Request Form (IR-2)**

Note: The forms contained on the web site contain formulas to assist with calculating total cost and are generally the best version for initiating the request/assist process.

IEMAC I-REQ Instructions

Each "Tab" of this Excel Worksheet is a Section of the IEMAC I-REQ. Please read the instructions carefully and be sure you understand the process.

Section I: Completed by Requesting State/Province

- | | |
|----------|--|
| 1 | A-Team member (In state/province or out of state/province) completes Section I of the IEMAC I-REQ. |
| 2 | If completed on-line, the A-Team member must certify that they have the IEMAC Legally Designated Official signature. |

Section II: Completed by the Assisting State/Province

- | | |
|----------|--|
| 1 | Complete all parts of the IEMAC Form I-REQ Section II (including detailed cost estimate). |
| 2 | Section II of the IEMAC I-REQ must now be signed by the IEMAC Legally Designated Official in the Assisting State/Province. The signature section is found at the top of the I-REQ. |
| 3 | The Excel sheet does contain formulas for the cost estimate section. If a formula is lost within the form, either download a new form or seek help to repair unless you know how to do so on your own. |
| 4 | The "print area" set in this Section cuts the personnel off on the first page (page 2 of the printed Section). To include more personnel in the printout, simply adjust the print area on that page. |

Section III: Completed by the Requesting State/Province

- | | |
|----------|---|
| 1 | After reviewing Section II (completed by the Assisting Jurisdiction) and reviewing it to the initial request (in Section I), the IEMAC Legally Designated Official in the Requesting state/province signs Section III of the IEMAC I-REQ. |
|----------|---|

Amendments:

- | | |
|----------|---|
| 1 | When either party (Requesting state/province or Assisting state/province) deems it necessary to amend the I-REQ, Section II and Section III must always be completed. |
| 2 | If only the Requesting state/province is amending the I-REQ, all sections (Section I, Section II, and Section III) must be completed. |
| 3 | Please follow all instructions given in each section (above). |
| 4 | The amendment number - version of how many times it has been amended must be recorded in sequential number. Example: Amendment Number: 1, 2, 3, 4, etc. |

Legend to Drop Down Boxes

Mission Types	(If State or Provincial Mission) Discipline	(If National Guard Mission) Status	Special Deployment Conditions
State/Provincial National Guard	Agriculture and Forestry Animal Resources Emergency Management Engineering Fire-HazMat Human Resources Health, Medical, Ambulance, EMT Law Enforcement Law Enforcement – Corrections Law Enforcement – State/Provincial Law Enforcement – Sheriff Public Works Search and Rescue Transportation and Highway	State Active Duty Title 32	Working Conditions: Normal Health and Safety Concerns Protective Measures Needed Supplies and Equipment Needed Living Conditions: Normal – all amenities Provided Minimal – some hotels and restaurants open Base Camp (or similar) meals and lodging provided Primitive – self sustaining for all amenities Work Location/ Facilities: State or Provincial EOC Local EOC Field Impacted Area Joint Field Office Other

International Emergency Management Assistance (IEMAC)
Mutual Aid Request for Assistance
Form I-REQ



Section I: TO BE COMPLETED BY THE REQUESTING STATE/PROVINCE						
Event :			Requesting State/Province:			
Date:			IEMAC #:			
Time:			State/Province Mission #:			
I-REQ Contact Name:						
	Phone:		E-mail:			
Mission Type:		Pick Type	If S/P:	Pick Discipline	If NG:	
Mission Assignment:						
Resources Needed:						
Mobilization:						
	Date Needed:		Time Needed:		hrs	
Demobilization:						
	Date Released:		Time Released:		hrs	
Special Deployment Considerations:						
	Working Conditions		Pick One			
	Living Conditions		Pick One			
	Work Location/Facility:		Pick One			
	Additional Conditions Comments:					
	Safety Concerns/Remarks:					
Border Contact Name:						
Border Contact Phone:						
Resource Coordination Contact:		Name/Title:				
	Phone:		E-mail:			
Staging Area:		Location:				
	Address:					
Name of IEMAC Legally Designated Official:						
Signature of IEMAC Legally Designated Official:				Date:		

International Emergency Management Assistance (IEMAC)
Mutual Aid Request for Assistance
Form I-REQ



Section II: TO BE COMPLETED BY THE ASSISTING STATE/PROVINCE					
<p>The IEMAC Legally Designated Official's Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the IEMAC Requesting State or Province.</p>					
Name of IEMAC Legally Designated Official:					
Signature of IEMAC Legally Designated Official:					Date:
Date:		Time:			
From the S/P of:		To the S/P of:			
Event Name:		IEMAC #:			
S/P Mission #:		Requesting S/P Tracking Number:			
I-REQ Contact Name:					
	Phone:		E-mail:		
Mission Type:		Pick Type	If S/P:	Pick Discipline	If NG:
					Pick Status
Mission Assignment:					
Resources Available:					
In-State/Province Resource Point of Contact:					
	Phone:		E-mail:		
Mobilization:					
	Date Available:		Time Needed:		hrs
Demobilization:					
	Date Released:		Time Released:		hrs
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		

International Emergency Management Assistance (IEMAC)
Mutual Aid Request for Assistance
Form I-REQ



Section III: TO BE COMPLETED BY THE REQUESTING STATE/PROVINCE			
Date:		Time:	
Event Name:		IEMAC #:	
Requesting S/P Tracking Number:		Assisting S/P Tracking Number:	
Mission Assignment			
<p>The IEMAC Legally Designated Official's Signature below certifies that they have reviewed Section II submitted by the Assisting State or Province and agree to the estimated mission costs and requirements. This mission is accepted.</p>			
Name of IEMAC Legally Designated Official:			
Signature of IEMAC Legally Designated Official:		Date:	
Date:		Time:	

International Emergency Management Assistance (IEMAC)
Mutual Aid Request for Assistance
Form I-REQ



AMENDMENT					
SECTION I: TO BE COMPLETED BY THE REQUESTING STATE/PROVINCE					
Record Amendment Number:					
Event:		Requesting State/Province:			
Date:		IEMAC #:			
Time:		State/Province Mission #f:			
I-REQ Contact Name:					
	Phone:		E-mail:		
Mission Type:		Pick Type	If S/P:	Pick Discipline	If NG:
Mission Assignment:					
Resources Needed:					
Mobilization:					
	Date Needed:		Time needed:	Pick hrs:	hrs
Demobilization:					
	Date Released:		Time needed:	Pick hrs:	hrs
Special Deployment Considerations:					
Working Conditions		Pick One			
Living Conditions		Pick One			
Work Location/Facilities:		Pick One			
Additional Conditions Comments:					
Safety Concerns/Remarks:					
Resource Coordination Contact:		Name/Title:			
	Phone:		E-mail:		
Staging Area:		Location:			
Address:					
Name of IEMAC Legally Designated Official:					
Signature of IEMAC Legally Designated Official with date:				Date:	

International Emergency Management Assistance (IEMAC)
Mutual Aid Request for Assistance
Form I-REQ



AMENDMENT											
SECTION II: TO BE COMPLETED BY THE ASSISTING STATE/PROVINCE											
<p>Record Amendment Number:</p> <p>The IEMAC Legally Designated Official's Signature below certifies that information contained herein is a mission amendment estimate to be accepted or declined by the IEMAC Requesting State or Province.</p>											
<p>Name of IEMAC Legally Designated Official:</p> <p>Signature of IEMAC Legally Designated Official with date:</p>											
Date:		Time:									
Event Name:		IEMAC #:									
S/P Mission #:		Requesting S/P Tracking Number:									
<p>I-REQ Contact Name:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Phone:</td> <td style="width: 20%;">E-mail:</td> <td colspan="4"></td> </tr> </table>						Phone:	E-mail:				
Phone:	E-mail:										
Mission Type:		Pick Type	If S/P:	Pick Discipline	If NG:						
Mission Assignment:											
Resources Available:											
In-State/Province Resource Point of Contact:											
Phone:	E-mail:										
<p>Mobilization:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date Available:</td> <td colspan="2"></td> <td>Time needed:</td> <td colspan="2"></td> </tr> </table>						Date Available:			Time needed:		
Date Available:			Time needed:								
<p>Demobilization:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date Released:</td> <td colspan="2"></td> <td>Time needed:</td> <td colspan="2"></td> </tr> </table>						Date Released:			Time needed:		
Date Released:			Time needed:								
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		



AMENDMENT			
SECTION III: TO BE COMPLETED BY THE REQUESTING STATE/PROVINCE			
Record Amendment Number:			
Date:		Time:	
Event Name:		IEMAC #:	
Requesting State/Province Tracking #:		Assisting State/Province Tracking #:	
Mission Assignment			
<p>The IEMAC Legally Designated Official's Signature below certifies that they have reviewed Section II submitted by the Assisting State or Province and agree to the estimated mission costs and requirements. The mission amendment is accepted.</p>			
Name of IEMAC Legally Designated Official:			
Signature of IEMAC Legally Designated Official with date:		Date:	
Date:		Time:	



INTERNATIONAL REIMBURSEMENT REQUEST FORM FORMULAIRE DE DEMANDE DE REMBOURSEMENT INTERNATIONALE Formulaire ICLAIM-1 Form		
GENERAL INFORMATION / INFORMATION GÉNÉRALE		
Event : Événement: Submitted to the Requesting Jurisdiction of : Soumis à la juridiction demandeur de : By the Assisting Jurisdiction of : De la part de la juridiction demandeur de: For Services Specified in II-REQ Under Requesting State/Province Mission No : Pour les services spécifiés dans II-REQ sous le No de mission de l'état/province : Copies of Receipts and Payment Vouchers for Each Claim are attached : Copies des reçus et preuves de paiement pour chaque réclamation inclus : 		
Date: DD-MM-YY JJ-MM-AA W-9 Form enclosed: Yes No Oui Non IEMAC Mission # No de mission IEMAC :		
Copies of Receipts and Payment Vouchers for Each Claim are attached : Copies des reçus et preuves de paiement pour chaque réclamation inclus :	Yes Oui	No Non
PERSONNEL COSTS / COÛTS DE MAIN-D'OEUVRE		
Regular Time: Temps régulier: Overtime : Temps supplémentaire: Employer Share of Fringe Benefits: Part de l'employeur / avantages sociaux: Total Personnel Costs : Coûts totaux de main-d'oeuvre :		
TRAVEL COSTS / COÛTS DE DÉPLACEMENT		
Air Travel: Voyages par avion: Auto Rental / Gas / Mileage: Location voiture / Essence/Kilométrage: Lodging: Hébergement: Government Vehicule Costs: Coûts véhicules gouvernementaux: Meal / Tips: Repas et pourboires:: Total Travel Costs: Coûts totaux:		

VARIOUS COSTS / COÛTS DIVERS	
Equipment Costs: <i>Équipements:</i>	
Contractual Costs: <i>Services contractuels:</i>	
Commodities: <i>Fournitures:</i>	
Other Costs (Explain in Remarks) <i>Autres coûts (expliquer dans les remarques):</i>	
GRAND TOTAL : GRAND COÛT TOTAL :	
Remarks : <i>Remarques :</i>	
CERTIFICATION AND AUTORISATION / CERTIFICATION ET AUTORISATION	
Certified and Authorized by : <i>Certifié et autorisé par :</i>	Signature :
Title : <i>Titre :</i>	Date: DD-MM-YY JJ-MM-AA
<p>The authorized official or the Assisting Jurisdiction certifies that the totals for each category/claim are exact costs expended by the Assisting Jurisdiction to perform the services requested as executed in the II-REQ. All additional supporting documentation not included with this claim will be maintained by the Assisting Jurisdiction for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting Jurisdiction authorized official named herein.</p> <p><i>Le représentant autorisé ou la juridiction qui prête assistance certifie que les montants pour chaque catégorie constituant la réclamation sont des coûts exacts et réellement dépensés par la juridiction qui prête assistance pour fournir les services demandés, tels que précisés dans le formulaire II-REQ. Toute la documentation justificative non incluse avec cette réclamation sera conservée par la juridiction qui prête assistance pendant une période de trois (3) ans suivant la date ci-dessus de la réclamation et peut être obtenue pour fin d'audit auprès du représentant autorisé de la juridiction qui prête assistance nommé ci-dessus.</i></p>	



INTRAJURISDICTIONAL REIMBURSEMENT REQUEST FORM FORMULAIRE DE DEMANDE DE REMBOURSEMENT INTRAJURIDICTIONNELLE <i>Formulaire ICLAIM-2 Form</i>		
GENERAL INFORMATION / INFORMATION GÉNÉRALE		
Event : <i>Événement:</i> Submitted to the Requesting Jurisdiction of : <i>Soumis à la juridiction demandeur de :</i>		
Date: DD-MM-YY JJ-MM-AA		
By City/County/State/Province/Department of : <i>De la part de Ville/Municipalité/province/ministère/organisme de:</i>		
Vendor no: No. fournisseur:		
For Services Rendered Under State/Province Mission No : <i>Pour les services rendus sous le No de mission de l'état / province :</i>		
IEMAC Mission # No de mission IEMAC:		
Copies of Receipts and Payment Vouchers for Each Claim are attached : <i>Copies des reçus et preuves de paiement pour chaque réclamation inclus :</i>	Yes	No
PERSONNEL COSTS / COÛTS DE MAIN-D'OEUVRE		
Regular Time: <i>Temps régulier:</i>		
Overtime : <i>Temps supplémentaire:</i>		
Employer Share of Fringe Benefits: <i>Part de l'employeur / avantages sociaux:</i>		
Total Personnel Costs : Coûts totaux de main-d'oeuvre :		
TRAVEL COSTS / COÛTS DE DÉPLACEMENT		
Air Travel: <i>Voyages par avion:</i>		
Auto Rental / Gas / Mileage: <i>Location voiture / Essence/Kilométrage:</i>		
Lodging: <i>Hébergement:</i>		
Government Vehicle Costs: <i>Coûts véhicules gouvernementaux:</i>		
Meal / Tips: <i>Repas et pourboires::</i>		
Total Travel Costs: <i>Coûts totaux:</i>		

VARIOUS COSTS / COÛTS DIVERS	
Equipment Costs: <i>Équipements:</i>	
Contractual Costs: <i>Services contractuels:</i>	
Commodities: <i>Fournitures:</i>	
Other Costs (Explain in Remarks) <i>Autres coûts (expliquer dans les remarques):</i>	
GRAND TOTAL : GRAND COÛT TOTAL :	
Remarks : <i>Remarques :</i>	
CERTIFICATION AND AUTORISATION / CERTIFICATION ET AUTORISATION	
Certified and Authorized by : <i>Certifié et autorisé par :</i>	Signature :
Title : <i>Titre :</i>	Date: DD-MM-YY JJ-MM-AA
<p>The authorized official or the Assisting Jurisdiction certifies that the totals for each category/claim are exact costs expended by the Assisting Jurisdiction to perform the services requested as executed in the II-REQ. All additional supporting documentation not included with this claim will be maintained by the Assisting Jurisdiction for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting Jurisdiction authorized official named herein.</p> <p><i>Le représentant autorisé ou la juridiction qui prête assistance certifie que les montants pour chaque catégorie constituant la réclamation sont des coûts exacts et réellement dépensés par la juridiction qui prête assistance pour fournir les services demandés, tels que précisés dans le formulaire II-REQ. Toute la documentation justificative non incluse avec cette réclamation sera conservée par la juridiction qui prête assistance pendant une période de trois (3) ans suivant la date ci-dessus de la réclamation et peut être obtenue pour fin d'audit auprès du représentant autorisé de la juridiction qui prête assistance nommé ci-dessus.</i></p>	

IEMAC A-Team Typing

Category:	Resource Management			Kind: Team		
Minimum Capabilities:		TYPE I	TYPE II	TYPE III	TYPE IV	Other
Component	Metric					
Personnel	A-Team Leader	Yes	Yes			
Personnel	Operations Section Chief	Yes				
Personnel	Planning Section Chief	Yes				
Personnel	Logistics Section Chief	Yes				
Personnel	Finance/Admin Section Chief	Yes				
Personnel	Support Staff	Yes	Yes	Yes	Yes	
Personnel	National Guard Liaison	Yes	Yes	Yes		
Personnel	Experience and Training	IEMAC Field Course, A-Team training, Past Deployment, ICS 100, 200, 300, 700, 800	IEMAC Field Course, A-Team training, Past Deployment, ICS 100, 200, 300, 700, 800	IEMAC Field Course, A-Team training, Past Deployment, ICS 100, 200, 300, 700, 800	IEMAC Field Course, A-Team training, ICS 100, 200, 300, 700, 800	