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EMERGENCY MANAGEMENT MUTUAL AID (EMMA PLAN)

Deployment and Reimbursement

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October 15, 2015

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EMMA Plan Purpose and Objectives

Purpose: to support disaster operations by providing provide emergency management personnel and technical specialists (EMMA resources).

Objectives:

1. Provide EMMA resources from unaffected areas to support affected jurisdictions
2. Provide a system to coordinate resources
3. Establish a structure to maintain the Plan
4. Provide training coordination
5. Promote professionalism of emergency management

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Assumptions

- Requesting jurisdiction has significant draw down or unique resource need.
- Mutual aid is needed.
- EMMA resources are qualified for the position for which they are deployed.
- Requests will follow normal mutual aid channels, consistent with the MMAA and SEMS.

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Assumptions, continued

- SEMS is used.
- No reimbursement unless an MOU is agreed upon, agreement may not supplant others.
- OA resources must be public employees (city, county, special district).
- Fire and law enforcement agencies have their own mutual aid
- Does not supersede any government agency's internal policies.

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Process

- Requests are forwarded from local government to the OA.

- The OA coordinates within the county, cities and special districts, and with the Cal OES Region.

- The Cal OES Region (or REOC if activated) coordinates with other OAs in the Region, and with the SOC.

- The Cal OES SOC facilitates the provision of mutual aid among the other Cal OES Regions.

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Assignments

- Resources are primarily drawn from local government, and State if needed.
- Typical assignment will be to EOC, DOC, REOC or possibly the SOC.
- Could be deployed to the field (ICP, Shelter, LAC, JFO, EMAC, etc.)

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EMMA Selection Criteria

EMMA Coordinators at each level will make a good faith effort to provide qualified EMMA resources.

Considerations:

1. Experience (activation / exercise)
2. Training
3. Willingness/ability to:
   - Work shifts, holidays, possibly under adverse conditions
   - Long Operational Periods
   - Travel (in or out of State)
   - Work as part of a team
   - Availability for assignment on short notice.

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Training Requirements

- SEMS Introduction
- IS 100a, 200, 700 and 800b
- ICS 300 and 400
- ICS Position-Specific Training (selected positions)
- SEMS G611 (EOC) or G-775 (federal EOC)
- Recommended: WebEOC/CalEOC Basic Training

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Deployment

- Assignments are 14 days or less (special arrangements must be made > 14 days).
- Resource documents shall reflect the operational period.
- No self-deployment, must have assignment details - an EMMA number and instructions on what to bring prior to the response.
- Pre-approval needed for Trainee/shadow but not reimbursed unless otherwise agreed upon.
- EMMA Form 4 – Exit Survey should be completed for plan maintenance and improvement.

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Reimbursement

1. EMMA forms and Cal EOC will be used.
2. Mutual aid may be reimbursable but reimbursement is not guaranteed.
3. Each responder keeps their own logs, time sheets, travel claims and supporting documentation; to be submitted to the requesting jurisdiction (Fin/Admin).
4. An MOU is needed for reimbursement (claim may be rejected/denied without one).

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Reimbursement Filing

- ASAP after completion of assignment/within 30 days.
- Copies of documentation (for each resource), submit to requesting jurisdiction (EOC Finance/Admin):
  - ✓ EMMA Form 1 (Resource Request and Assignment)
  - ✓ Check in and demob. check out forms (EOC Modified ICS-211 and EMMA Form 5)
  - ✓ Timesheets (tracking hours)
  - ✓ Copies of related receipts, payment vouchers, etc.
  - ✓ Transportation invoices and related payment voucher/document

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Unique EMMA Items

- Any work-related injuries are covered by the providing jurisdiction.
- Damage to equipment should be addressed in the MOU.
- Does not cover portal-to-portal.
- Deployments may be an individual or a team (EMST), if requested and available.
- In accordance with MMAA, allows for an MOU "assistance for hire" (> one Op Period).

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Cost Recovery Guidelines

Requesting jurisdiction responsible for 100% of the reasonable deployment costs to providing jurisdictions (in MOU).

This may include:

- Travel (airfare or mileage, government owned or rental car preferred)
- Ground support (lodging, per diem, incidentals, rental car)
- Requested equipment and materials
- Salary/benefits after first Op Period, reasonable

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EMMA Forms

- Form 1 – Resource Request Assignment, completed by both Requesting and Providing Jurisdiction
- Form 2 – Deployment Checklist, instructions
- Form 3 – Voluntary Performance Rating, used for credentialing (similar to a red card)
- Form 4 – Exit Survey, EMMA system evaluation
- Form 5 – Individual Demobilization Checkout, return home information, equipment return
- Sample Pre/Post-Event Agreement

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Questions?

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