

EMAP Standard

September 2007

Publication Note

The *Emergency Management Standard by EMAP* is designed as a tool for continuous improvement as part of a voluntary accreditation process for local and state emergency management programs. The Emergency Management Accreditation Program (EMAP) makes no representation or guarantee as to the efficacy of any program as a result of use of or compliance with the standards contained herein. EMAP makes no guaranty or warranty as to the completeness of information in this document, and EMAP expressly disclaims liability for any personal injury or damages of any nature resulting from the publication, use of, or reliance on this document. Standard language has been developed through a series of collaborative workshops and committee and commission meetings.

The *Emergency Management Standard by EMAP* is reviewed on a three-year review cycle. For more information on the standards review cycle and when public comment periods are open, please see the appendix or the EMAP web site at www.emaponline.org.

Emergency Management Standard

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Foreword

When work on the Emergency Management Accreditation Program (EMAP) began in 1997, no one could have foreseen the importance of establishing sound emergency management standards for use throughout the nation. Because of concerns about terrorism, pandemic flu, and catastrophic natural disasters, the nation's leaders and citizens now acknowledge a need to quickly and effectively strengthen disaster response capabilities at the local, tribal, regional, state and national level.

This document, the *Emergency Management Standard by EMAP*, is a scalable yet rigorous national standard for state/territorial, local, regional and tribal government emergency management programs. It was collaboratively developed in a series of working groups of emergency management stakeholders from government, business and other sectors, and continues to evolve to represent the best in emergency management for the public sector.

Several key aspects of emergency preparedness and response that have received heightened attention since the terrorist attacks of September 11, 2001 and recent hurricane impacts are addressed within the standards. Also, key terminology is addressed and when a word is not specifically defined in the definitions, the common terminology applies.

This edition of the standards incorporates revisions recommended to the EMAP Commission by the Technical Committee, based on public comments and proposals as well as user and assessor input. Revisions include moving planning elements into the corresponding standard chapters, incorporation of a requirement for a communications plan, prevention and security standards section, etc.

The *Emergency Management Standard* will continue to evolve as new threats as well as improved practices and solutions for prevention, preparedness, mitigation, response and recovery emerge. Collaboration of all stakeholders is desired and encouraged by the EMAP Commission to keep the standard up to date as a standard of excellence in government emergency management programs. Comments and inquiries may be directed to EMAP, P.O. Box 11910, Lexington, KY 40578 or via e-mail to EMAP@csg.org. Information about EMAP procedures and governance can be found in the *Accreditation Process Guide* and the *Candidate's Guide to Accreditation*.

EMAP, as an independent non-profit organization, fosters excellence and accountability in emergency management and homeland security programs by establishing credible standards applied in a peer review accreditation process.

Emergency Management Standard

Chapter 1: Administration

1.1: Scope

The Emergency Management Standard applies to state, territorial, regional, local or tribal government emergency management programs (hereinafter called “program”) seeking accreditation.

1.2: Purpose

The Emergency Management Standard establishes the minimum acceptable performance criteria for an emergency management program and intends that the standard be fair and equitable for all who choose to adopt it.

1.3: Application

This document applies to those programs seeking EMAP accreditation and to those jurisdictions wishing to use a recognized standard for self-assessment of their emergency management program.

Chapter 2: Definitions

2.1 Applicant. A governmental program that seeks to fulfill the requirements for accreditation of its emergency management program and has submitted an accreditation application.

2.2 Continuity of Government. Capability to ensure survivability of constitutional and democratic government and the continuity of essential government functions.

2.3 Continuity of Operations. Capability to continue essential program functions and to preserve essential facilities, equipment and records across a broad range of potential emergencies.

2.4 Disaster. A severe or prolonged incident which threatens life, property, environment or critical systems.

2.5 Emergency. An incident, natural or human caused, that requires responsive actions to protect life, property, environment, or critical systems.

2.6 Emergency Management Program. A jurisdiction-wide system that provides for management and coordination of prevention, mitigation, preparedness, response and recovery activities for all hazards. The system encompasses all organizations, agencies, departments, entities and individuals responsible for emergency management and homeland security functions.

2.7 Essential Program Functions. Activities that enable an agency, department, or organization, on behalf of the jurisdiction, to carry out emergency response actions, provide vital services, protect the safety and well-being of the community/jurisdiction, and maintain the economic base of the community/jurisdiction.

2.8 Hazard. Something that has the potential to be the primary cause of an incident.

2.9 Human-caused. Incidents caused by human activity, which include but are not limited to chemical, biological, radiological, nuclear, explosive and technological, including cyber, hazards, whether accidental or intentional.

2.10 Incident. An occurrence, natural or human-caused, that requires action by the emergency management program.

2.11 Incident Management System. An incident management system is formalized and institutionalized and addresses the principles of command and basic functions of planning, operations, logistics, finance and administration. An incident management system is modular, scalable, interactive and flexible; it includes common terminology, manageable span of control, unified command, consolidated action plans, multi-agency coordination and integrated communications. Examples include the National Incident Management System, Incident Command System (ICS), or a multi-agency coordination system.

2.12 Intelligence. The results of the process by which specific types of information are requested, collected and analyzed.

2.13 Jurisdiction. A state, territory, region, tribal government, county, parish or municipality. For accreditation purposes, this is the entity for which the applicant program is responsible for providing emergency management functions.

2.14 Mitigation. The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of a disaster. Mitigation measures may be implemented prior to, during or after a disaster. Mitigation measures are often informed by lessons learned from prior disasters. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

2.15 Mutual Aid Agreement. Written agreement between agencies and/or jurisdictions that will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

2.16 Preparedness. The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, mitigate against, respond to and recover from disasters. Preparedness is a continuous process.

2.17 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 identifying and 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.

2.18 Procedures. Detailed description of activities that support implementation of a plan(s).

2.19 Program stakeholder(s). Program stakeholders are, at a minimum, public, private and non-governmental agencies, departments, organizations, entities and individuals that have functional roles in the emergency management program.

2.20 Recovery. The development, coordination, and execution of plans for the restoration of impacted communities and government operations and services through individual, private-sector, non governmental and public assistance.

2.21 Response. Efforts to minimize the short-term direct effects of an incident threatening life, property, environment or critical systems.

2.22 Shall. Indicates a mandatory requirement to meet compliance with standard.

2.23 Standard. An EMAP standard is a criterion used to determine qualification for accreditation. Each standard states and/or describes qualities or facts that must be present for accreditation.

Chapter 3: Program Management

3.1: Program Administration, Plans and Evaluation

3.1.1 The jurisdiction has a documented program that includes an executive policy or vision statement for emergency management, a multi-year strategic plan, developed in coordination with program stakeholders that defines the mission, goals, objectives, and milestones for the emergency management program and includes a method for implementation.

3.1.2 The jurisdiction has a documented method and schedule for program evaluation, maintenance and revision for elements contained in Chapter 3 and Chapter 4 and shall conduct an evaluation of the objectives consistent with the jurisdiction's policy.

3.2: Program Coordination

3.2.1 There shall be a designated emergency management agency, department or office established for the jurisdiction empowered with the authority to administer the program on behalf of the jurisdiction.

3.2.2 There is a designated individual empowered with the authority to execute the program on behalf of the jurisdiction.

3.3: Advisory Committee

3.3.1 There shall be a documented, ongoing process utilizing one or more committees that provides for coordinated input by program stakeholders in the preparation, implementation, evaluation and revision of the program.

3.3.2 The advisory committee(s) shall meet with a frequency determined by the program sufficient to provide for regular program input.

Chapter 4: Program Elements

Overview

The following program elements are considered necessary components of a viable program. The program elements are intended to describe the program including all activities that fall within the scope and purview of the program coordinator as well as the activities he/she coordinates. This includes organizations and agencies assigned prevention, protection, preparedness, mitigation, response and recovery functions. The program is defined broadly to be inclusive of activities that bear on the success of the program rather than to exclude activities for which the program coordinator is not directly responsible.

4.1: Administration and Finance

Overview

Fiscal and administrative procedures designed to support an emergency management program are important for day-to-day as well as disaster operations.

4.1.1 The program shall develop financial and administrative procedures to support the emergency management program before, during and after an emergency or disaster.

4.1.2 Procedures exist to provide for maximum flexibility to expeditiously request, receive, manage and apply funds in emergency situations to ensure timely delivery of assistance and cost recovery.

4.2: Laws and Authorities

Overview

Laws and authorities refer to the legal underpinning for the program. Federal, state, tribal and local statutes and implementing regulations establish legal authority for development and maintenance of the emergency management program and organization and define the emergency powers, authorities, and responsibilities of the chief executive and the program coordinator. These principles serve as the foundation for the program and its activities.

4.2.1 The emergency management program shall comply with applicable legislation, regulations, directives and policies. Legal authorities provide flexibility and responsiveness to execute emergency management activities in disaster and non-emergency situation. The emergency management program and the program's responsibilities are established in state and local law. Legal provisions identify the fundamental authorities for the program, planning, funding mechanisms and continuity of government.

4.2.2 The program has established and maintains a process for identifying and addressing proposed legislative and regulatory changes.

4.3: Hazard Identification, Risk Assessment and Consequence Analysis

Overview

State/territorial and local hazard identification and risk assessment (HIRA) activities involve identification of hazards and assessment of risks to persons, public and private property and structures. The data collected at the community and local level provides much of the data the state or jurisdiction will use to produce its jurisdiction-wide assessment of risk. The information collected during the HIRA will also be used for more detailed data and loss estimation projections and post-event assessments.

4.3.1 The program shall identify the natural and human-caused hazards that potentially impact the jurisdiction using a broad range of sources. The program shall assess the risk and vulnerability of people, property, the environment and the program/entity operations from these hazards.

4.3.2 The program shall conduct a consequence analysis for the hazards identified in 4.3.1 to consider the impact on the public; responders; continuity of operations including continued delivery of services; property, facilities and infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdiction's governance.

4.4: Hazard Mitigation

Overview

The intent of a hazard mitigation program is to target resources and prioritize mitigation activities to lessen the effects of disasters to citizens, communities, businesses and industries.

4.4.1 The jurisdiction shall develop and implement a mitigation program to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. The program participates in federal, state/territorial, tribal and local mitigation programs. The program identifies ongoing mitigation opportunities and tracks repetitive loss. The program implements mitigation projects according to a plan that sets priorities based upon loss reduction. The mitigation process encourages public/private partnerships.

4.4.2 The mitigation program provides technical assistance consistent with the scope of the program such as implementing building codes, fire codes and land-use ordinances.

4.4.3 The program shall have a process to monitor overall progress of the mitigation strategies, documenting completed initiatives and quantifying the resulting reduction or limitation of hazard impact in the jurisdiction.

4.4.4 The mitigation plan shall be based on the natural and human-caused hazards identified by the jurisdiction and the risk and consequences of those hazards. The mitigation plan for the jurisdiction shall establish interim and long-term strategies, goals and objectives, programs, and actions to reduce vulnerability to the hazards identified including a cost-benefit analysis. The plan ranks projects based upon the greatest opportunity for loss reduction and documents how specific mitigation actions contribute to overall risk reduction. The plan addresses an education and outreach strategy.

4.5: Prevention and Security

Overview

Prevention and security are those program areas dealing specifically with homeland security and terrorism, critical infrastructure and key resource protection, epidemiological and public health initiatives. It includes intelligence fusion centers, interdiction, deterrence, and enforcement operations. It differs from mitigation in that it inherently focuses on those threats that can feasibly be prevented such as intentional attacks or sabotage and identification and containment of disease outbreaks.

4.5.1 The program shall have activities to identify, interdict and/or prevent incidents.

4.5.2 The prevention and security activities shall be based on the information obtained from Section 4.3, threat assessments and other sources of intelligence and shall be kept current.

4.5.3 The program shall have a system to monitor the identified threats and hazards and adjust the level of prevention activity to be commensurate with the risk.

4.6: Planning

Overview

Emergency management involves the development of several kinds of plans. This section deals with strategic plans, which set the overall course and direction of the program; emergency operations/response plans, which focus on the mechanisms for activating the organization and its assets during an actual operation; mitigation plans, which focus on prevention and reduction of the impacts of hazards; continuity of operations plans, which provide for continuation of essential program functions during a disaster; and a recovery plan or strategy, which guides the jurisdiction through restoration of services, facilities and functions.

Planning Process

4.6.1 The program, through formal planning processes involving program stakeholders, has developed the following plans: strategic, communications (see Chapter 4.10), emergency operations, mitigation (see Chapter 4.4), recovery, continuity of operations and continuity of government. The process addresses all hazards identified in Chapter 4.3 and provides for regular review and update of plans.

4.6.2 Plans shall address the following:

- (1) purpose, scope and/or goals and objectives;
- (2) authority;
- (3) situation and assumptions;
- (4) functional roles and responsibilities for internal and external agencies, organizations, departments and positions;
- (5) logistics support and resource requirements necessary to implement plan;
- (6) concept of operations; and
- (7) plan maintenance.

4.6.3 The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include:

- direction/control and coordination;
- information and planning;
- detection and monitoring;
- alert and notification;
- warning;
- communications;
- emergency public information;
- resource management;
- evacuation;
- mass care;
- sheltering;
- needs and damage assessment;
- mutual aid;
- military support;
- donated goods;
- voluntary organizations;
- law enforcement;
- fire protection;
- search and rescue;
- public health and medical;
- agriculture;
- animal management;
- food, water and commodities distribution;
- transportation resources;
- energy and utilities services;
- public works and engineering services;
- hazardous materials;
- special needs populations; and
- fatality management and mortuary services.

4.6.4 The recovery plan or strategy shall address short- and long-term recovery priorities and provide guidance for restoration of critical functions, services, vital resources, facilities, programs and infrastructure to the affected area.

4.6.5 Continuity of operations plans (COOP) shall identify and describe how essential program functions will be continued and recovered in an emergency or disaster. The plan(s) shall identify essential positions and lines of succession, and provide for the protection or safeguarding of critical applications, communications resources, vital records/databases, process and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost. Plan(s) shall be developed for each organization performing essential program functions. The plans address alternate operating capability and facilities.

4.6.6 The continuity of government (COG) plan shall identify how the jurisdiction's constitutional responsibilities will be preserved, maintained or reconstituted. The plan shall include identification of succession of leadership, delegation of emergency authority and command and control.

4.7: Incident Management

Overview

Incident Management allows officials to: (1) analyze the situation and decide how to quickly and effectively respond; (2) direct and coordinate response forces; (3) coordinate with other jurisdictions; and (4) use available resources efficiently and effectively.

4.7.1 The program formally adopts an incident management system. The system shall include but not be limited to the following concepts: modular organization, unified command, multi-agency coordination, span of control, common terminology, action planning process, comprehensive resource management, integrated communications and predesignated facilities.

4.7.2 The program shall designate a single point of contact to serve as the coordinator for the incident management system implementation.

4.7.3 The program shall ensure all personnel with an emergency response role receive training on its incident management system.

4.7.4 The program shall ensure that procedures address coordination activities with all personnel with an emergency response role including superior, subordinate and lateral elements as well as neighboring jurisdictions.

4.7.5 The incident management system shall include specific organizational roles and responsibilities for each incident management function.

4.8: Resource Management and Logistics

Overview

Resource management involves the pre-disaster, systematic identification of resource requirements, shortfalls and inventories.

4.8.1 The program has a resource management system that includes implementing procedures that address the identification, location, acquisition, storage, maintenance and testing, timely distribution and accounting for services and materials to address the hazards identified by the program.

4.8.2 Resource management objectives shall be established by conducting a periodic gap analysis.

4.8.3 Resource needs and shortfalls are identified by the program and are prioritized and addressed through a variety of initiatives, which include the budget process, executive process, mutual aid agreements, memoranda of understanding, contractual service agreements or business partnerships and steps necessary to overcome any shortfalls.

4.8.4 The resource management system includes procedures that address the following:

- (1) activating those processes prior to and during a disaster
- (2) dispatching resources prior to and during a disaster
- (3) deactivating or recalling resources during or after a disaster

4.8.5 The program maintains a system and a plan for obtaining internal and external resources.

4.8.6 The program shall have a process in place that accepts, manages, and distributes the donation of goods and materials, services, personnel, financial resources and facilities, solicited and unsolicited. The donations management process shall address the coordinating of donations with needs.

4.9: Mutual Aid

Overview

Mutual aid addresses the need for agreements and capabilities for sharing response and recovery assistance across jurisdictional lines.

4.9.1 The program shall implement mutual aid agreements in plans and/or procedures.

4.9.2 The program shall maintain and implement mutual aid agreements, contractual service agreements, memoranda of understanding and regional and/or other arrangements that provide additional equipment, supplies, facilities and/or personnel.

4.10: Communications and Warning

Overview

Communications involves establishing, using, maintaining, augmenting and providing backup for communications devices required in day-to-day and emergency response operations. Warning includes dissemination to government officials and the public timely forecasts of all hazards requiring protective and/or emergency response actions.

4.10.1 The program has developed and maintains a plan to communicate both internally and externally with all stakeholder entities (higher, laterally and subordinate) and emergency personnel; system interoperability has been addressed in the development process. Communications have been designed for the specific hazards and requirements of the jurisdiction's potential operating environments, is sufficiently robust to support all components of the response and recovery plans and includes redundancy to provide alternative means of communications in case of failure in primary system(s).

4.10.2 Communications systems are regularly tested on an established schedule under operational conditions and results documented and addressed.

4.10.3 The program has developed and maintains a plan to initiate, receive and/or relay warnings to alert key decision makers and emergency personnel. This capacity has been designed for the specific hazards and requirements of the jurisdiction's potential operating environments, and includes redundancy to provide alternative means of notification in case of failure in primary system(s).

4.10.4 Notification systems are regularly tested on an established schedule under operational conditions and results documented and addressed.

4.10.5 The program has developed and maintains a plan to disseminate emergency alerts and warnings to the public potentially impacted by an actual or impending emergency and to communicate reliably with the population in its jurisdiction. Communications have been designed for the specific hazards and requirements of the program's potential operating environments, and include redundancy to provide alternative means of warning in case of failure in primary system(s). The plan addresses dissemination of alerts and warnings to vulnerable populations as defined by the program.

4.10.6 Warning systems are regularly tested on an established schedule under operational conditions and results documented and addressed.

4.10.7 The program has developed and maintains formal written procedures to ensure personnel familiarity with and the effective operation of the systems and capabilities of the Communications (4.10.1), Notification (4.10.2) and Warning (4.10.3) systems. These procedures address the specific hazards and requirements of the jurisdiction's potential operating environments, clearly delineate any decision making processes or triggering events and are reviewed and updated regularly on an established schedule. The review/update process is recorded and documented.

4.11: Operations and Procedures

Overview

Development, coordination and implementation of operational plans and procedures are fundamental to effective disaster response and recovery.

4.11.1 The program shall develop procedures to implement all plans.

4.11.2 Procedures shall reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, restoration of essential functions and coordination among all levels of government.

4.11.3 Procedures will be applicable to all hazards identified in the program's Hazard Identification and Risk Assessment.

4.11.4 Procedures shall be developed to guide situation and damage assessment, situation reporting and incident action planning.

4.12: Facilities

Overview

Facilities are required to adequately support emergency management activities.

4.12.1 The program has a primary and alternate facility capable of coordinating and supporting sustained response and recovery operations consistent with the program's risk assessment.

4.12.2 The program has established and tested procedures for activation, operation and deactivation of primary and alternate facilities.

4.13: Training

Overview

Training involves the assessment, development, and implementation of a training/educational program for public/private officials and emergency personnel.

4.13.1 The program has a formal, documented training program composed of training needs assessment, curriculum, course evaluations and records of training. The training needs assessment shall address all personnel with responsibilities in the program, including key public officials.

4.13.2 Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Specialized training related to the threats confronting the jurisdiction is included in the training program.

4.13.3 Training is regularly scheduled and conducted in conjunction with the overall goals and objectives of the program. Training is based on the training needs assessment, internal and external requirements and mandates (i.e. NIMS) and addresses deficiencies identified in the corrective action program.

4.13.4 Records are maintained of the training program including names of those who received training, the types of training planned and conducted, names and qualifications of trainers. The length of time training records will be maintained shall be specified in the training program.

4.14: Exercises, Evaluations and Corrective Actions

Overview

A program of regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities, is critical to a state, territorial or local emergency management program.

4.14.1 A documented exercise program is established that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment and facilities of the jurisdiction. The exercise program is tailored to the range of hazards that confronts the jurisdiction.

4.14.2 The program shall evaluate program plans, procedures, and capabilities through periodic reviews, testing, post-incident reports, lessons learned, performance evaluations and exercises. The products of these reviews are documented and disseminated within the program and to key stakeholders and selected partners.

4.14.3 A process for corrective actions shall be established to prioritize and track the resolution of deficiencies in real world and exercise events and to revise the relevant program plan.

4.15: Crisis Communications, Public Education and Information

Overview

Public education and information provides the general public with education on the nature of hazards, protective measures and an awareness of the responsibilities of government and individuals in an emergency. In a disaster, crisis communication focuses on providing accurate, timely and useful information and instructions to people at risk in the community throughout the emergency period. Information and educational materials are available in alternative formats upon request.

4.15.1 The program develops and maintains a documented plan and procedures for its public information function. The public information plan is designed to inform and educate the public about hazards, threats to public safety and risk reduction through various media. Public information programs are capable of providing timely and effective information to protect public health and safety, including response to public inquiries and rumors. Protocols are developed to interface with public officials and VIPs. Procedures include a process for obtaining and disseminating public information materials in alternative formats.

4.15.2 The program shall establish a disaster public information capability that includes:

- (1) a central contact facility for the media;
- (2) pre-scripted information bulletins;
- (3) method to coordinate and clear information for release;
- (4) capability of communicating with special needs populations; and
- (5) protective measure guidelines.

4.15.3 Procedures are in place and tested to support a joint information system and center.

4.15.4 The program has designated and trained spokespersons qualified to deliver the program's message, appropriate to hazard and audience.

4.15.5 The program provides for information and education to the public concerning threats to life, safety and property. These activities include information about specific threats, appropriate preparedness measures and actions to mitigate the threats including protective actions. Public outreach activities are initiated to ensure that diverse populations are appropriately advised.

Appendix A

About EMAP

The Emergency Management Accreditation Program (EMAP) is the voluntary national accreditation process for state, territorial, tribal, and local emergency management programs. Using collaboratively developed, recognized standards and independent assessment, EMAP provides a means for strategic improvement of emergency management programs, culminating in accreditation.

“Emergency management program” means a jurisdiction’s (state/territory, county, city) system for management and coordination of prevention, mitigation, preparedness, response and recovery activities for all hazards. In addition to the emergency management department or agency, the program encompasses all organizations, agencies and individuals responsible for emergency management functions.

Steps to emergency management accreditation include:

- Registration
- Self-assessment and documentation
- Application
- On-site assessment by EMAP assessor team
- Assessment report
- Committee review and recommendation
- Accreditation decision by the EMAP Commission
- Annual Compliance Reports
- Reaccreditation (every five years)

The *Emergency Management Standard* is written to serve as a set of standards defining a quality emergency management program. It also can be a tool for strategic planning and improvement efforts.

EMAP began as a concept presented at the 1997 Annual Conference of the National Emergency Management Association (NEMA). Numerous organizations have been involved in the creation of EMAP, including NEMA, Federal Emergency Management Agency (FEMA), International Association of Emergency Managers (IAEM), The Council of State Governments (CSG), National Governors Association (NGA), National League of Cities (NLC), National Conference of State Legislatures (NCSL), U.S. Department of Justice Office of Justice Programs (OJP), and U.S. Department of Transportation (USDOT).

EMAP is a non-profit organization and is governed by an independent 10-member governing board, the EMAP Commission, appointments to which are made by NEMA and IAEM, based on criteria to ensure broad stakeholder input into the accreditation program.

Additional information about EMAP, including registration for accreditation materials and a list of current accreditation fees, can be found on the EMAP web site (www.emaponline.org) or by contacting EMAP at: EMAP, P.O. Box 11910, Lexington, KY 40578, 859/244-8222; fax: 859/244-8239; e-mail: EMAP@csg.org.

Appendix B

EMAP Commission 2007

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EMAP Technical Committee 2007

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EMAP Mission

EMAP, as an independent non-profit organization, fosters excellence and accountability in emergency management and homeland security programs by establishing credible standards applied in a peer review accreditation process.

Appendix C

Standards Review Cycle and Appeal Process

EMAP will maintain a three-year review cycle for the *Emergency Management Standard* by EMAP. The cycle and procedures are listed below:

Year 1:

February 15—Notice of comment or proposal period using required Standards Comment/Proposal Form.

May 1–August 30—Comment/Proposal period.

September—EMAP staff prepares comments/proposal report to the EMAP Standards Subcommittee.

October/November—Standards Subcommittee meets to act on proposals/comments, to develop its own proposals, and prepare its report.

Year 2:

January—Technical Committee votes on proposals by letter ballot. With two-thirds approval, the report moves forward to public review and comment. Lacking the necessary two-thirds approval, the report returns to the subcommittee for action.

March–June—Report on committee proposal is published for public review and comment.

July—EMAP staff prepares report on public comments for the EMAP Standards Subcommittee.

August—Standards Subcommittee meets to act on public comments received and compiled.

Year 3:

January—EMAP Technical Committee votes on comments on proposals by letter ballot. With two-thirds approval, the supplementary report moves forward. Lacking two-thirds approval, the report returns to committee for action.

March—Report on committee's recommendations is published for public review.

May—EMAP Technical Committee presents final report to EMAP Commission for approval.

Appeals to Standards language must be filed within 30 days of the EMAP Commission meeting.

Fall—EMAP Commission meets to make final decision to publish standards.

January—New publish date for standards.

Appendix D

EMAP Publications

Accreditation Process Guide

Document outlining the governance and policies of the Emergency Management Accreditation Program, including the steps to accreditation. Includes information about how members of the EMAP Commission and EMAP committees are appointed.

Assessor Guide

Guidance for emergency managers who serve as outside assessors for EMAP. Includes information on the role of assessors, determining compliance with standards and conducting an on-site assessment. Assessor training, which is required to serve as an assessor, is offered by EMAP several times a year.

Candidate's Guide to Accreditation

Handbook for jurisdictions using the standards to build their programs and/or working towards accreditation. The *Candidate's Guide* provides information to help programs through the self-assessment process for either improvement planning or accreditation purposes. It outlines steps to accreditation, the method for assembling documentation of compliance with the standards, preparing for on-site assessment and other topics. Additional copies are available to registered programs for a minimal fee.

Emergency Management Standard

Standards for emergency management programs, created by working groups of local, state and federal emergency managers, compliance with which is required for accreditation. One copy is included in a registration packet. Additional copies are available to registered programs on the EMAP web site at www.emaponline.org.

EMAP Online Assessment Tool

EMAP offers an Online Assessment Tool to registered programs via its web site. Using the online tool, programs conduct their self-assessment against EMAP standards, listing proofs of compliance for each standard and submit their self-assessment results to EMAP electronically. The tool includes report features to assist programs with planning to address areas of possible non-compliance.

The EMAP web site at www.emaponline.org provides updates about EMAP materials and activities, access to the EMAP Online Assessment Tool and other vital assessment and accreditation related information.