**EMAT**

**Emergency Management Assistance Team**

**Support Annex 2025**



# Approval

Local emergency managers in the county, city, healthcare industry, and college/university settings, no matter their size, can become overwhelmed by the consequences of major emergencies and disasters. Historically, Georgia had seen major impacts from a range of hazards that required a complex and lengthy response and recovery. In an effort to provide local emergency managers with a seamless method of requesting and receiving assistance from well trained and experienced local emergency management professionals, the Emergency Management Association of Georgia has created the Emergency Management Assistance Team (EMAT). EMAT is not an incident management team but a group professionals who individually, or in small groups, and have the ability to deploy when request to assist local emergency managers. EMAT members provide advice and support based on experience and training and can accept assignments from the local emergency manager to, in a small way, take some of the pressure off the requesting emergency management entity.

Members of EMAT have met the standards set forth in this support annex and have received written permission from their jurisdictional supervisor to be a part of the EMAT and respond. When EMAT team members deploy they continue to be covered by their home jurisdictions insurance, workman’s compensation, and are paid by their home jurisdiction. Once demobilized, the member’s home jurisdiction is responsible for seeking reimbursement from the county, city or college/university receiving assistance, if reimbursement is desired.

The Emergency Management Association of Georgia is not responsible for EMAT members insurance, workman’s compensation, travel, lodging, or compensation in any way.

The EMAG Board of Directors hereby approves the Emergency Management Assistance Team Support Annex the \_\_\_\_ day of \_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_.

President Date

Secretary Date

Initial EMAG – EMAT Planning Team

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# Introduction

The Emergency Management Association of Georgia’s (EMAG) Emergency Management Assistance Team (EMAT) is made up of qualified deployable local emergency managers that can, when requested, provide operational, logistical, and planning support to those local emergency managers affected by major emergencies and disasters. In no way does this support annex prevent local emergency managers from directly calling on their neighboring emergency managers for assistance. It simply provides an organized cohort of local professional emergency managers who are trained and ready to help when requested. EMAT is not an Incident Management Team.

## Purpose

To establish clear, detailed, and standardized procedures for the EMAG EMAT. This support annex ensures that EMAT’s roster of professional local emergency managers are capable of providing rapid, safe, and effective deployment in support of county, city, or college/university emergency managers impacted by major emergencies or disasters.

## Scope

This support annex applies to all EMAT members from initial application through training, deployment and demobilization.

## Objectives

* + 1. This annex shall provide procedures for the EMAT application process, including basic requirements for acceptance, to ensure each member is qualified, trained, and prepared to safely deploy and provide support.
		2. This annex shall establish a seamless planning and activation process to ensure a rapid, organized and safe deployment of EMAT members.
		3. This annex shall provide for a liaison with the Georgia Emergency Management Agency-Homeland Security to ensure effective communications from request to deployment and demobilization.
		4. This annex shall provide EMAT members with the tools needed to support successful deployment and demobilization.
		5. This annex shall provide clear reporting relationships between EMAT Coordinators, team members, liaisons, and the EMAG Board.

## Situation

Historically, Georgia has been impacted by a wide range of both natural and human-caused emergencies and disasters. Many of these have caused deaths, injuries and catastrophic impacts to infrastructure including significant loss of one or more community lifelines. These episodes have placed significant demands on local emergency managers which have lasted for days, weeks and even months. Assistance to emergency management agencies, especially during extended incidents, is required to provide support and relief.

## Key Terms

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| **Term** | **Definition** |
| Assignment | A task given to a person or team to perform based on operational objectives defined in the IAP. |
| Authority Having Jurisdiction | AHJ is an entity that can create and administer processes to qualify, certify, and credential personnel for incident-related positions. |
| Certification | The process of authoritatively attesting that individuals meet qualifications established for key incident management functions and are, therefore, qualified for specific positions. |
| Emergency Operations Center | A facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs. |
| Home Agency | The organization where the EMAT member is employed. |
| Home County  | The county in which the EMAT applicant works as an emergency manager. |
| Incident Commander | The individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident. |
| Mobilization | The processes and procedures for activating, assembling, and transporting resources that have been requested to respond to or support an incident. |
| Multi-Agency Coordination Group | MAC Groups, sometimes called policy groups, typically consist of agency administrators or executives from organizations or their designees. MAC Groups provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives in other organizations. |
| Position Qualifications | The minimum criteria necessary for individuals to fill a specific position.  |
| Reimbursement | A mechanism to recoup funds expended for incident-specific activities. |
| Unified Command | When more than one agency has incident jurisdiction, or when incidents cross political jurisdictions, the use of Unified Command enables multiple organizations to perform the functions of the Incident Commander jointly. Each participating partner maintains authority, responsibility, and accountability for its personnel and other resources while jointly managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan (IAP). |

## 1.6 Abbreviations

|  |  |
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|  |  |
| EMAC | Emergency Management Assistance Compact |
| EMAG | Emergency Management Association of Georgia |
| EMAT | Emergency Management Assistance Team |
| FEMA | Federal Emergency Management Agency |
| GEMA-HS | Georgia Emergency Management Agency-Homeland Security |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| PPE | Personal Protective Equipment |
| PTB | Position Task Book |
| SOC | State Operations Center |

# 2.0 Qualification Criteria

## 2.1 Qualification Review Board

The Qualification Review Board (QRB) is a vital element to review, vet, and certify individuals for EMAT positions. The QRB is the governance structure for EMAT and is comprised of one EMAG board member and three EMAG members whose qualifications and experience align with the overall purpose and scope of the EMAT program.

The QRB reviews the training, experience, certifications, and currency of applicants for positions on EMAT. The QRB is a panel representing the EMAG Board of Directors and has two primary functions:

1. Establish and maintains the qualifications criteria for EMAT positions.
2. Makes certification recommendations based on documentation submitted by applicants and completed Position Task Books (PTBs).

## 2.2 Qualifications for EMAT Member Type 3

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| **EMAT Member Type 3** |
| **Description:** The primary focus of the EMAT member when deployed is to provide support to the local emergency management director or designee related to planning, response, and recovery operations. Additionally, the EMAT member possesses the education, training, and experience in managing resources, operating within an emergency operations center environment, and within an Incident Command System (ICS) organization.  |
| **Certification:** Successful completion of the Georgia Certified Emergency Manager Program at the Basic, Advanced, or Professional level. |
| **Additional Training:** ICS 300 Intermediate ICS for Expanding Incidents |
| **Experience:** EMAT member must have at least two years’ experience in local emergency management in Georgia. |
| **Physical/Medical Fitness:** EMAT member must be healthy enough to function under field conditions, which may include some or all of the following: 12-hour shifts, austere conditions (possibly no showers, housing in tents, portable toilets), extreme weather conditions (heat, humidity, lack of air conditioning, extreme cold, wet environments), or long periods of standing. EMAT members should not require medications that require refrigeration. |
| **Additional Requirements:** 1. Applicant’s home agency has signed the Georgia statewide mutual aid agreement.
2. Applicant must be an active member of EMAG.
3. Applicant must submit a signed Employer/Employee Memorandum of Understanding along with their completed application.
4. Valid Georgia Driver’s License.
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## 2.3 Qualifications for EMAT Liaison Type 3

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| **EMAT Liaison Type 3** |
| **Description:** The primary focus of the EMAT Liaison is to coordinate the deployment of EMAT members to local emergency management organizations who have requested assistance through GEMA-HS. The EMAT Liaison coordinates with GEMA-HS to ensure requests are filled with qualified EMAT members and keeps the EMAG board updated as to the status of EMAT activation. The EMAT Liaison may participate in advanced planning when a threat is identified, and when activated, deploy to the State Operations Center (SOC) to coordinate and oversee deployments. The EMAT Liaison acts as the primary point of contact for all EMAT members during notification, mobilization, deployment, demobilization, and return to home. The EMAT Liaison is appointed by the EMAG board based on the following qualifications: |
| **Certification:** Successful completion of the Georgia Certified Emergency Manager Program at the Advanced or Professional level. |
| **Additional Training:** ICS 300 Intermediate ICS for Expanding IncidentsICS 400 Advanced Incident Command System |
| **Experience:** EMAT Liaison must have at least five years’ experience in local emergency management in Georgia. The EMAT Liaison must have participated in at least 2 state or locally declared disasters and one presidentially declared disaster. |
| **Physical/Medical Fitness:** EMAT member must be healthy enough to function under field conditions, which may include some or all of the following: 12-hour shifts, austere conditions (possibly no showers, housing in tents, portable toilets), extreme weather conditions (heat, humidity, lack of air conditioning, extreme cold, wet environments), or long periods of standing. EMAT member should not require medications that require refrigeration. |
| **Additional Requirements:** 1. Applicant’s home agency has signed the Georgia statewide mutual aid agreement.
2. Applicant must be an active member of EMAG.
3. Applicant must submit a signed Employer/Employee Memorandum of understanding along with completed application.
4. Valid Georgia Driver’s License
 |

# 3.0 Application Process

## Table 3.1 Application Process for EMAT Member

**Step 1**

* Complete EMAT Application
* Attach signed Employer/Employee Memorandum of Understanding
* Attach proof of GACEM Certification and required training
* Submit application and all documentation to the email address on application.

**Step 2**

* EMAT Application and documents reviewed for completeness by EMAT Qualification Review Board
* Applicant interview conducted by Qualification Review Board.

Applicant Accepted to EMAT

**NO**

**YES**

Applicant

Notified

Applicant

Notified

**Step 3**

* Applicant Added to Roster
* Initial online orientation & training scheduled.

# 4.0 Responsibilities

## 4.1 EMAG Board of Directors

* Provide strategic oversight of the EMAT program
* Appoint EMAT Liaisons and EMAT Qualification Review Board Members
	1. EMAG EMAT Qualification Review Board
* Review all applications for EMAT positions
* Provide guidance to EMAG Board concerning EMAT qualifications, training and recertification.
* Review EMAT qualifications annually to assess the need for updates or changes based on national qualifications or after-action recommendations.
	1. EMAT Liaison
* Coordinate with the EMAT Qualification Board concerning EMAT qualifications, training and member applications.
* Once a threat is identified, participate in EMAT preplanning activities.
* Participate in EMAT training and exercise activities.
* Act as liaison between GEMA-HS and the local director making the request and deployable EMAT members.
* Staff the EMAT Liaison position in the State Operations Center (SOC) as needed.
* Ensure proper documentation, including an ICS 214, is completed during assigned shifts at the SOC.
* Fill EMAT requests by contacting team members and providing them with a specific deployment briefing based on the completed EMAT Request Form.
* Ensure that a copy of all EMAT member’s documentation including ICS 214s for each day deployed is collected from members upon return to their home county.
* Coordinate with other EMAT Liaisons to provide one situation report to the EMAG board concerning EMAT deployments each day of activation.

4.4 EMAT Members

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* Provide EMAT Liaison with any changes to deployment status, contact information, or home county as needed.
* Provide EMAT Liaison with an updated Employer/Employee Memorandum of Understanding if the members home agency changes.
* Participate in EMAT training and exercises.
* Once notified by an EMAT Liaison and briefed, accept or refuse assignment and provide an estimated time of arrival from your home county to the assignment location.
* Notify EMAT Liaison when enroute, arrival at deployment location, and daily while deployed.
* Complete ICS 214 for each day deployed including the day of travel and day of return.
* Work with your home organization to seek reimbursement from the municipality you assisted during deployment, if requested. The ICS 214 should be included with any request for reimbursement. EMAT members should use their normal hourly rate and current state mileage as well as any expenses including lodgings and meals incurred if not already provided for by the requesting agency.
* EMAG is not responsible for any reimbursements to members who deploy.

# 5.0 Concept of Operations

## 5.1 Organization

EMAT is organized to ensure a timely response to requests for assistance made by local emergency management directors. Local emergency management directors in need of EMAT assistance will make the request through GEMA-HS utilizing WEBEOC, contacting their GEMA Field Coordinator, or directly calling GEMA by phone. EMAG will distribute the EMAT request form to local emergency management directors to provide as much information as possible to EMAT leadership which will then be passed to EMAT members before being deployed.

## Figure 5.1 EMAT Organization

GEMA-HS Leadership

EMAG Board

SOC

EMAT Liaisons

(5)

EMAT Members

Coordination

## 5.2 Activation & Notification

* Local EMA Director makes request to GEMA for EMAT.
* GEMA notifies on-call EMAT Liaison.
* If the EMAT Request Form was not included in the initial request the on-call EMAT Liaison will contact the director and complete the form by phone.
* The EMAT Liaison will then review the EMAT roster and contact members who are outside of the affected area. Once a member accepts the assignment, the EMAT Liaison will brief the member and determine an ETA to the requesting county.
* Once the deployment is accepted the EMAT Liaison will notify GEMA and the requesting county director with the ETA.
* The EMAT Liaison will then notify the EMAG Board and other EMAT Liaisons with the details of the deployment.
* If the state SOC is activated EMAT Liaisons will work shifts in the SOC to ensure additional requests are filled, provide support to EMAT member who have deployed and coordinate replacements and demobilizations.

## 5.3 Safety

Safety is the highest priority. It is critical that as much information as possible be obtained from the deployment area and provided to the EMAT members accepting assignment. This will allow EMAT members to select the types of clothing needed for the deployment and types of PPE that will be required.

EMAT Members shall abide by their home agencies safety standards throughout the deployment. EMAT members should never accept an assignment when deployed that they feel is unsafe or that would violate their home agencies standards.

## 5.4 Communications Procedures

EMAT members will be working to assist local emergency managers in the affected areas and should maintain a line of communications with the requesting EMA director. EMAT members should check in at least once per day with the on-duty EMAT Liaison and provide an overall update concerning the deployment. When the EMAT deployment notification is made, the EMAT Liaison shall provide the member with a 24/7 number to be used to contact the EMAT Liaison.

## 5.5 Demobilization

At the time of notification, the EMAT Liaison will inform the EMAT member of the number of days that the assistance has been requested. The EMAT member will advise the Liaison if they can fill all or part of the days requested. If the EMAT member cannot fill all of the days requested the EMAT Liaison shall work to find another EMAT member to fill the remaining days and coordinate logistics for the change.

The following demobilization items should be completed by deploying members:

* Notify the requesting local EMA director of the date and time of demobilization.
* Ask the local EMA director to discuss the deployment including things that went well and areas related to EMAT that need improvement.
* Check out of incident and travel to home county.
* Notify EMAT Liaison when your enroute home and when you arrive at home.
* If you experience any issue during travel home, please contact the EMAT Liaison.
* Once home, the EMAT member should organize their ICS 214s for each day, documenting any expenses paid during the deployment. Use these materials to assist your home agency in requesting reimbursement from the requesting county.
* Email a copy of your ICS 214s to the EMAT Liaison.
* Provide any input to the EMAT Liaison concerning best practices and lessons learned during the deployment.

# 6.0 Continuing Training, Education, and Exercise

All members of the EMAT team shall receive no less than 6 hours of continuing education or training related to EMAT annually. Each EMAT members application and training will be reviewed by the EMAT Qualification Review Board every two years.

At least one EMAT related exercise shall be conducted by EMAG annually.

# 6.0 Annex Maintenance

The Support Annex shall be reviewed by the EMAG Board and EMAT Liaisons following each deployment or annually if there are no deployments.

# 7.0 Appendices

7.1 EMAT Application and Employer/Employee MOU

7.2 EMAT Position Qualification Application Review Template

7.2 EMAT Activation Matrix

7.3 EMAT Request Checklist

7.3 EMAT Field Guide

7.4 EMAT Deployment Checklist

7.5 EMAT Demobilization Checklist

7.6 ICS 214 Activity Guide

## EMAT Appendix 7.1

EMAT Application and Employer/Employee MOU

Emergency Management Assistance Team

Application



Thank you for your interest in the Emergency Management Assistance Team administered by the Emergency Management Association of Georgia (EMAG).

Please read the application and position requirements carefully and then discuss with your supervisor(s) and department or agency head prior to submission of your application. During these discussions, remember that the training and deployments assist not only those areas needing aid for major emergencies and disasters, but also increases your level of expertise and enhances your department or agencies ability to provide assistance for your own jurisdiction.

If you have specific questions about the team, or completing the application, you may contact the following EMAT Liaison by phone. If you have specific questions about training, qualifications or credentialing, you may contact the following by phone or email:

**Deadline: Ongoing**

**Date & Location of Positions:**

Individuals selected will become one of the Emergency Management Association of Georgia’s Emergency Management Assistance Team members.

**Qualifications:**

EMAT Team Member:

Applicant’s home county has signed the statewide mutual aid agreement.

Applicant is an active member of EMAG.

Signed Employer/employee Memorandum of Understanding.

Proof of Georgia CEM any level.

Proof of completion ICS 300

Valid Georgia Drivers License

EMAT Liaison:

Applicant’s home county has signed the statewide mutual aid agreement.

Applicant is an active member of EMAG.

Signed Employer/employee Memorandum of Understanding.

Proof of Georgia Advanced or Professional CEM

Proof of completion ICS 300

Proof of completion ICS 400

Valid Georgia Drivers License

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| **Last Name: First Name: Middle Name:** |
| **Position you are seeking: [ ] EMAT Member [ ] EMAT Liaison** |
| **Agency or Department where you work (sponsoring organization):** |
| **Work Address:****City: State: Zip:** |
| **Home Address:****City: State: Zip:** |
| **Work Phone:** | **Cell Phone:** | **Home Phone:** |
| **Email Address:** |
| **Direct Supervisors Name:** **Phone:** **Email Address:** |
| **Person to Contact in case of Emergency:****Name: Relationship:****Phone:**  |

**(THIS PAGE MUST CONTAIN WRITTEN SIGNATURES FOR SUBMISSION)**

**Employer/Employee Memorandum of Understanding**

**Emergency Management Association of Georgia**

Dear Chief of Department, Director, or CEO of Sponsoring employer:

An employee or volunteer in your organization has expressed an interest in participating in the Emergency Management Association of Georgia’s Emergency Management AssistanceTeam (EMAT). In the event of a state, regional or local emergency or disaster, the applicant may be asked to activate for deployment to assist impacted local emergency management organizations. This deployment may be for as long as seven days plus travel days. As an EMAT member, they remain employed by their sponsoring jurisdiction or private employer for salary and worker’s compensation benefits during activations.

It will be the responsibility of each participating employee to clarify with their employer/agency how or if compensation is available for their time or if they will be reimbursed for expenses during training or actual deployment.

For the purposes of workers’ compensation coverage and long-term disability coverage, employees who are engaged in responses or training in connection with the EMAT program are considered performing within the scope of their employment with their sponsoring jurisdiction, and, as such, subject to coverage’s required under Georgia State Law and/or local jurisdiction workers’ compensation rules.

If the EMAT member is retired and/or has no employer, they are indicating by signing that they have personal insurance that covers them in the case of injury, illness and/or long-term disability.

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| --- |
| **Date: Full Name of EMAT Member:** |
| **Name of Sponsoring Municipality or Organization:** |
| **Signature of EMAT Member:** |
| **Name of Municipal or Organization Administrator:** |
| **Signature of Municipal or Organization Administrator:** |

## EMAT Appendix 7.2

EMAT Position Qualification Application Review Checklist



**Emergency Management Association of Georgia**

175 EOC Drive

Cornelia, GA 30531

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| --- |
| **Position Considered For: [ ] EMAT Member [ ] EMAT Liaison** |

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| --- |
| Applicant Name: |
| Applicant Agency: |
| Current Position: |
| Agency Address: |
| Applicant Primary Contact Number: |
| **Compliance Checklist:*** **Application is complete**
* **Applicant’s home county has signed the statewide mutual aid agreement**
* **Applicant is an active member of EMAG**
* **Signed Employer/employee Memorandum of Understanding present**
* **Proof of Georgia CEM**
* **Proof of completion ICS 300**
* **Proof of completion ICS 400 (EMAT Liaison Only)**
* **Valid Georgia Driver’s License**
 |
| As a member of the EMAT Qualification Review Board I certify that the above applicant has met all requirement for EMAT membership.QRB Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |