Emergency Management Standard
by EMAP

Emergency Management Accreditation Program

Approved American National Standard ANSI

CSG The Council of State Governments Sharing capitol ideas.

IAEM International Association of Emergency Managers

ICMA Leaders at the Core of Better Communities

NACo National Association of Counties The Voice of America's Counties

NEMA National Emergency Management Association

Emergency Management Standard

September 2010

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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*.

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Emergency Management Standard

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FOREWARD

The Emergency Management Accreditation Program (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.

When work on the 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 influenza, and catastrophic natural disasters, the nation's leaders and citizens now acknowledge a need to efficiently and effectively strengthen disaster response capabilities at the local, tribal, regional, state and national levels, and throughout the private sector.

The Emergency Management Accreditation Program (EMAP) is the voluntary assessment and accreditation process for emergency management programs. EMAP provides a means for strategic improvement of emergency management programs, culminating in accreditation.

The *Emergency Management Standard by EMAP* is a scalable yet rigorous national standard for local, tribal, regional, state, national, and private sector 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 hurricanes 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 *Emergency Management Standard by EMAP* incorporates revisions recommended to the EMAP Commission by the Technical Committee, based on public comments and proposals pursuant to ANSI Standards, as well as user input. The *Emergency Management Standard by EMAP* 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 Emergency Management Standard by EMAP current as a standard of excellence for all emergency management programs.

Emergency Management Standard

Chapter 1: Administration

1.1: 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.

1.2: Application

This document applies to those Emergency Management Programs seeking EMAP accreditation and to those wishing to use a recognized standard for self-assessment of their Emergency Management Program.

Chapter 2: Definitions

2.1 Applicant. An Emergency Management Program that seeks to fulfill the requirements for accreditation 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 functions and to preserve essential facilities, equipment and records across a broad range of potential emergencies.

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

2.5 Emergency. An incident or set of incidents, 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, and individuals having responsibilities for these activities**.**

2.7 Essential Program Functions. Activities that enable an agency, department, organization or individual to carry out emergency response actions, provide vital services, protect the safety and well-being of the citizens of the jurisdiction, and maintain the economic base of the 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. The state, territory, region, tribal government, county, parish or municipality which the Emergency Management Program serves. For accreditation purposes, the jurisdiction is the applicant.

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 provides for assistance upon 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 written description of activities that support implementation of a plan(s).

2.19 Recovery. The development, coordination, and execution of plans or strategies for the restoration of impacted communities and government operations and services through individual, private-sector, nongovernmental and public assistance.

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

2.21 Shall. Indicates a mandatory requirement to demonstrate compliance with this standard.

2.22 Stakeholder(s). Stakeholders are, at a minimum, public, private, and non-governmental agencies, departments, organizations, and individuals that have functional roles in the Emergency Management Program.

2.23 Standard. The *Emergency Management Standard* by EMAP is the criterion used to determine qualification for accreditation. Within the Standard, individual standards (such as 3.1.1) describe qualities or facts that must be present for accreditation.

Chapter 3: Emergency Management Program

Overview

An accredited program is characterized by visible leadership support, endorsement and engagement demonstrated through the elements of its program. The Program Management chapter of the standard describes what is required in terms of program administration, coordination and stakeholder involvement jurisdiction-wide for an accredited program.

3.1: Emergency Management Program Administration, Plans and Evaluation

3.1.1 The jurisdiction has a documented Emergency Management Program that includes an executive policy or vision statement for emergency management, a multi-year strategic plan, developed in coordination with Emergency Management 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 Emergency Management Program has a documented method and schedule for evaluation, maintenance, revision and corrective actions for elements contained in Chapter 3 and Chapter 4 and shall conduct an evaluation of the objectives consistent with the program policies.

3.2: Emergency Management 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 Emergency Management Program on behalf of the jurisdiction.

3.2.2 There is a designated individual empowered with the authority to execute the Emergency Management 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 Emergency Management Program stakeholders in the preparation, implementation, evaluation, and revision of the Emergency Management Program.

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

Chapter 4: Emergency Management Program Elements

Overview
An accredited Emergency Management Program should have the following elements: prevention, preparedness, mitigation, response and recovery.

4.1: Administration and Finance

Overview
An accredited Emergency Management Program should have fiscal and administrative procedures in place which support day-to-day and disaster operations.

> **4.1.1** The Emergency Management Program shall develop financial and administrative procedures or follow existing jurisdiction-wide procedures for use 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
An accredited Emergency Management Program should have legal statutes and regulations establishing authority for development and maintenance of the Program.

> **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 emergency and non-emergency situation. The Emergency Management Program's responsibilities are established in state and local law. Legal provisions identify the fundamental authorities for the Emergency Management Program, planning, funding mechanisms and continuity of government.
>
> **4.2.2** The Emergency Management 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
An accredited Emergency Management Program should have a Hazard Identification, Risk Assessment (HIRA) and Consequence Analysis. The chapter includes responsibilities and activities associated with the identification of hazards and assessment of risks to persons, public and private property and structures.

> **4.3.1** The Emergency Management Program shall identify the natural and human-caused hazards that potentially impact the jurisdiction using a broad range of sources. The Emergency Management Program-shall assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards.

4.3.2 The Emergency Management 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
An accredited Emergency Management Program should have a mitigation program that regularly and systematically utilizes resources to mitigate the effects of emergencies associated with the risks identified in the HIRA.

4.4.1 The Emergency Management Program shall develop and implement its mitigation program to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. The mitigation program identifies ongoing opportunities and tracks repetitive loss. The Emergency Management Program implements mitigation projects according to a plan that sets priorities based upon loss reduction.

4.4.2 The mitigation program includes participation in applicable federal, state/territorial, tribal, local, and/or public/private mitigation efforts.

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

4.4.4 The Emergency Management Program shall implement a process to monitor overall progress of the mitigation strategies, document complete initiatives, and resulting reduction or limitation of hazard impact in the jurisdiction.

4.4.5 The mitigation plan shall be based on the natural and human-caused hazards identified by the Emergency Management Program and the risk and consequences of those hazards. The mitigation plan for the jurisdiction is developed through formal planning processes involving Emergency Management Program stakeholders and shall establish interim and long-term strategies, goals, objectives, and actions to reduce risk to the hazards identified. The Emergency Management Program implements a process and documents project ranking based upon the greatest opportunity for loss reduction and documents how specific mitigation actions contribute to overall risk reduction.

4.5: Prevention

Overview
An accredited Emergency Management Program should encompass prevention responsibilities, processes, policies and procedures.

4.5.1 The jurisdiction shall develop and implement processes to prevent incidents. Prevention processes shall be based on information obtained from Section 4.3, intelligence activities, threat assessments, alert networks and surveillance programs and other sources of information obtained from internal and external stakeholders.

4.5.2 The jurisdiction shall have a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk.

4.5.3 Procedures shall be developed to exchange information among internal and external Emergency Management Program stakeholders to prevent incidents.

4.6: Operational Planning

Overview

An accredited Emergency Management Program should have plans in place which describe emergency response; continuity of operations; continuity of government; and recovery from emergencies or disasters.

4.6.1 The Emergency Management Program, through formal planning processes involving stakeholders, has developed the following plans: communications (see 4.10.1), emergency operations, 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 The emergency operations plan, communications, recovery, continuity of operations and continuity of government 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
(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;
- donation management;
- voluntary organizations;
- law enforcement;
- firefighting/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;
- and 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 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 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
An accredited Emergency Management Program should have an incident management system in place to analyze emergency situations and provide for clear and effective response and recovery.

4.7.1 The Emergency Management 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 Emergency Management Program shall designate a single point of contact to serve as the coordinator for the incident management system implementation.

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

4.7.4 The Emergency Management 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
An accredited Emergency Management Program should encompass pre-emergency, systematic identification of resource requirements, shortfalls and inventories consistent with the HIRA.

4.8.1 The Emergency Management Program has a resource management system that includes objectives and 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 jurisdiction.

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 Emergency Management Program through a comprehensive assessment that is conducted periodically. Resource needs and shortfalls 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 an emergency
(2) Dispatching resources prior to and during an emergency
(3) Deactivating or recalling resources during or after an emergency

4.8.5 The Emergency Management Program maintains a system and a plan for obtaining internal and external resources.

4.8.6 The Emergency Management Program shall have an implemented resource management process allowing for acceptance, management, and distribution of donation of goods and materials, services, personnel, financial resources and facilities either solicited and/or unsolicited.

4.9: Mutual Aid

Overview
An accredited Emergency Management Program should have the necessary agreements in place for sharing resources across jurisdictional lines as needed during response and recovery.

4.9.1 The Emergency Management Program shall implement mutual aid agreements in plans and/or procedures.

4.9.2 The Emergency Management 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

An accredited Emergency Management Program should have a communications plan that provides for using, maintaining, and augmenting all of the equipment necessary for efficient preparation for, response to and recovery from emergencies.

4.10.1 The Emergency Management Program has developed and maintains a plan to communicate both internally and externally with all Emergency Management Program stakeholder (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 Emergency Management 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 Emergency Management 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 within 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 Emergency Management 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 Emergency Management 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 (4.10.3) and Warning (4.10.5) systems. These procedures address the specific hazards and requirements of the Emergency Management Program'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
An accredited Emergency Management Program should have operational plans and procedures that are developed, coordinated and implemented among all stakeholders.

4.11.1 The Emergency Management 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 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
An accredited Emergency Management Program should have facilities required to adequately support response and recovery activities.

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

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

4.13: Training

Overview
An accredited Emergency Management Program should have a training program that includes the assessment, development and implementation of appropriate training for Program officials, emergency management /response personnel and the public.

4.13.1 The Emergency Management 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 Emergency Management 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 training 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 process.

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
An accredited Emergency Management Program should have an exercise, evaluation and corrective action process.

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 Emergency Management Program. The exercise program is tailored to the range of hazards that confronts the jurisdiction.

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

4.14.3 A process for corrective actions shall be established and implemented to prioritize and track the resolution of deficiencies in real world and exercise events. Corrective actions identified in the corrective action process shall be used to revise relevant plans.

4.15: Crisis Communications, Public Education and Information

Overview
An accredited Emergency Management Program should have a crisis communication, public information and education plan and procedures.

4.15.1 The Emergency Management 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. The public information plan provides for timely and effective dissemination of 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 Emergency Management Program shall establish an emergency 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;
(5) and protective measure guidelines.

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

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

4.15.5 The Emergency Management 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

EMAP Process

Steps to emergency management accreditation include:

- Subscription
- Application
- Self-assessment and documentation
- On-site assessment and Assessment Report
- Committee review and recommendation
- Accreditation decision by the EMAP Commission
    - Accredited
    - Conditional Accredited
    - Accreditation Denied
- Annual Maintenance
- 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.

Additional information about EMAP, including subscription for assessment and 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

The Emergency Management Accreditation Program (EMAP) Commission is the governing and decision-making body of EMAP. The EMAP Commission works to assure and improve the delivery of emergency management services to the public through assessment and accreditation of emergency management programs. Its purpose is to set minimum acceptable standards and encourage the achievement of accreditation. Other Commission responsibilities include:

- Establishing and maintaining standards for emergency management programs
- Administering an accreditation process that encourages applicant departments to bring their programs into compliance
- Conducting on-site assessment of applicant compliance
- Acknowledging compliance of programs by issuing certificate of accreditation
- Developing and maintaining working relationships with local, tribal, regional, state, territorial, national and international levels, and private sector emergency management programs for mutual growth and benefit
- Ensuring that the business affairs and the programs of the Commission and its affiliates are conducted in a fair and nondiscriminatory manner
- Educating legislative and executive branches of government and the public on the importance of fully capable emergency management programs at all levels of government based on high standards
- Promoting the concept of voluntary self-regulation inherent in the accreditation process
- Accepting fees, grants, bequests, and other contributions that support the purposes of EMAP
- Cooperating with other public and private agencies in a manner that will lead to the improvement of the Standard and the delivery of emergency management services.
- Identifying and maintaining the means for voluntary self-assessment in preparing for accreditation, providing qualified and trained assessors to conduct on-site evaluations of programs, and using a fair and impartial procedure to determine accreditation.

There are ten members on the EMAP Commission – five members appointed by the National Emergency Management Association (NEMA) and five members are appointed by the International Association of Emergency Managers (IAEM). Each member's term is three years.

EMAP Program Review Committee

The Program Review Committee is responsible for considering programs applying for accreditation, using assessment reports prepared by assessor teams, and making recommendations regarding accreditation status.

EMAP Technical Committee

The Technical Committee is comprised of the Assessment Subcommittee and the Standards Subcommittee.

The Assessment Subcommittee is responsible for on-site assessment materials, assessor training, self-assessment guidance and other training and education activities as needed. The subcommittee also solicits volunteers to serve as assessors and makes recommendations to the Commission for the assessor team pool.

The Standards Subcommittee is responsible for developing new or revised language for the Standards and the processes, reviews, appeals, interpretations and compliance enforcement for the 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 which foster excellence and accountability in emergency management, created by working groups of emergency management professionals pursuant to American National Standards Institute (ANSI) Essential Requirements, compliance with which is required for accreditation. Additional copies are available to subscribed programs on the EMAP web site at *www.emaponline.org*.

EMAP Program Assessment Tool
EMAP offers a Program 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.

EMAP Website
The EMAP web site at *www.emaponline.org* provides updates about EMAP materials and activities, commission and committee membership, accredited program listing, access to the EMAP Program Assessment Tool and other vital assessment and accreditation related information.

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