

Mutual Aid Box Alarm System – Illinois Administration – EMAC Deployments

Index #: B-10-03

Adopted: 12/1/2024

Revised:


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Subject: EMAC Out-of-State Deployment

Functional Area: Operations

Category: Guideline

Approved By:



PURPOSE

The purpose of this document is to establish a uniform set of guidelines that will assist MABAS staff in managing an EMAC tasking from the State of Illinois for MABAS assets deploying outside of Illinois.

RESPONSIBILITY

It will be the responsibility of the MABAS Chief Executive Office to ensure that the operations staff utilize these guidelines in processing the EMAC request, making the proper notifications selecting the appropriate MABAS response assets, monitoring the response, providing regular updates regarding the response and manage the reimbursement process.

It will be the responsibility of all MABAS divisions to understand the EMAC process and make the necessary pre-deployment preparations to allow MABAS staff to rapidly respond to the EMAC request.

ACCOUNTABILITY

Adherence to these guidelines will be the responsibility of all MABAS personnel and MABAS division whenever possible.

BACKGROUND

The Mutual Aid Box Alarm System – Illinois will at times be tasked by the Illinois Emergency Management Agency to respond to emergency situations both within the State of Illinois and elsewhere in the nation. For in-state responses, MABAS utilizes a computer aided dispatch system that selects the appropriate MABAS response assets by location and in a manner that does not strip too many resources from any one area. This system works well for in-state responses but is not designed for out-of-state challenges.

The Emergency Manager Assistance Compact (EMAC) evolved from a regional concept of a few states helping each other as result of the devastation caused by Hurricane Andrew in 1992, to a national mutual aid compact of 50-states and 4-territories by 2007. The governor(s) of the stricken state(s) will transmit a request for FEMA NIMS-typed Mission Ready Package(s) (MRP) assistance to the other states who then have the responsibility to determine if they can provide the requested assistance. In our state, the Illinois Emergency Management Agency – Office of Homeland Security (IEMA-OHS) will receive any EMAC request, and if it involves fire service resources, forward it to MABAS to begin the necessary documentation. IEMA-OHS will also be looking for approval from the Governor for permission to send Illinois resources to the stricken state. If approved, and the stricken state accepts Illinois offer, the MABAS resources become the responsibility of the State of Illinois, personnel will have to be sworn-in as such and remain so until demobilized.

There are five phases of EMAC operations: 1) Pre-event preparation, 2) Activation, 3) Request & Offer, 4) Response, and 5) Reimbursement. MABAS operations/administrative staff, along with MABAS divisional leadership, will have responsibilities tied to each of these five phases.

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GUIDELINES

Pre-Event Preparation – MABAS Divisions

While the cost of any proposed assistance package is always important to the requester, the ultimate determination of the acceptance of any assistance is the speed in which the offer to the request can be created and submitted through the EMAC process. In situation such as the 2024 Hurricane Helene and Hurricane Milton strikes, which impacted multiple states at the same time, there were many individual EMAC requests in the system and no state wanted to left out as resources were accepted by other states. In order to facilitate a quick response by MABAS to an EMAC request, we suggest that divisions take the following steps before such time.

1. Educate division leadership on the EMAC process. Additional information can be found at <https://www.emacweb.org>.
2. Have all fire department personnel entered in the Office of State Fire Marshal roster for your department.
3. Be able to meet individual training requirements for firefighter, fire officer, apparatus engineer or rescue technician etc. with OSFM certifications (preferred) as identified in the NIMS resource typing. If unable, have department records of similar ongoing training available.
 - a. All deploying personnel for a firefighting MRP shall be minimally trained to the NFPA 1001 Standards for Fire Fighter Level II (or equivalent), and meet requirements to use SCBA while performing interior structural operations.
4. Confirm your divisions capability to deploy for longer periods such as 14-days.
5. Have in place individual reimbursement policies that define a portal-to-portal reimbursement requirement for deploying personnel. This helps validate the reimbursement documentation sent to the impacted state.
6. Pre-identify apparatus/vehicles that would be used for any deployment.
7. Have in place a divisional mobilization guide that identifies other items such as:
 - a. Point(s) of departure/arrival
 - b. Routing and convoying
 - c. Covering deployment costs (i.e. fuel, food, minor repairs, etc.)
 - d. Documentation
 - e. Communication
 - f. Emergency notification of deploying individuals
 - g. Injury reporting
8. Pre-determine your division capabilities under the NIMS typing.
9. Reach out to neighboring divisions to see if there is interest in multidivisional joint responses. Example, and engine does not have to be staffed with members from the same department or division. A task force or group can be assembled from multiple divisions.
10. While a division's ability to deploy at any given time may be subject to factors such as personnel availability, divisions should communicate their overall ability to deploy to MABAS on an annual basis.
11. Divisions shall participate in EMAC related training and exercise in order to be eligible to deploy.

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Pre-Event Preparation – MABAS Staff

MABAS works closely with the IEMA Coordinator of EMAC in order to streamline the request process. We have found ways to reduce the estimated expense we would charge for a particular response. As the out-of-state response presents additional challenges versus an in-state response, MABAS staff will pre-determine a number of options.

1. The selection of volunteering divisions/teams to respond must be done manually. While it is impossible task all who will volunteer, MABAS will maintain a list of divisions/team that have previously deployed to out-of-state responses and attempt to task those who have not responded before.
2. Determine if tasking divisions/teams in each of the Operation Branch Chiefs region is practical.
3. Have in place a plan to notify the divisions, if possible, the potential of an EMAC request being fielded soon. While it may be unknown what may be asked for, early preparations for any contingency will improve the speed of reply.
4. Have in place the Escalating Event Conference Call with the Operations Branch Chiefs as soon as practical.
5. Prepare to notify divisions of EMAC requests through a MABAS notification system. The notification categories are:
 - a. **Advisory** – A notification category that provides urgent information about an unusual occurrence or threat of an occurrence, but no activation of the notified entity is ordered or expected at that time. The advisory notification may convey actionable information even through the response entity is not being activated or directed to address any specific organizational activity.
 - b. **Alert** – A notification category between “Advisory” and “Activation” that provides urgent information and indicates that system action may be necessary. An alert can be used for initial notification that incident activation is likely, and for ongoing notification throughout an incident to convey incident information and directed or recommended actions.
 - c. **Activation** – A notification category that provides urgent information about an unusual occurrence or threat of occurrence, and orders or recommends that the notified entity activate its emergency response.

Activation

Any member state may request EMAC assistance when the Governor of the affected state has declared a state of emergency or a state of disaster for an actual or impending disaster. Illinois would then prepare to help when requested from affected state(s). Evaluate the current activities and determine the availability of responses assets along with seeking approval of the authorized state leadership.

1. Mabas staff will maintain situational awareness of the activation phase and coordinate with IEMA-OHS on potential resource requests.
2. MABAS staff will review NIMS resource typing and MRP documentation.

Request and Offer

Requesting states enter requests into the EMAC system. Once entered and published, EMAC members states will be able to see the request and enter offers of assistance. The assisting state then responds by submitting a Req-A or Mission Ready Package (MRP) template form that details cost estimates for personnel, equipment, commodities, travel, and other categories. Once entered and published, the requesting state can see the form and accept or decline the offer. Time is of the essence in this process.

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1. MABAS staff will maintain situational awareness of the request and offer phase and coordinate with IEMA-OHS on available MABAS resource typing.
2. MABAS staff will prepare and submit MRP template documentation to IEMA-OHS.
3. MABAS staff will conduct an information meeting(s) with divisions to review the EMAC request(s) and other deployment considerations.

Response

This includes all of the actions necessary to get the responding mutual aid resource from the assisting state to the affected state, and the conduct of the mission.

1. MABAS staff will select make notifications to divisions that have been identified to deploy resources.
2. MABAS staff will conduct an informational meeting(s) with divisions to review the EMAC requests and other deployment considerations.
3. MABAS staff will review deployment expectations with any deploying Division/Group Supervisor(s), Strike Team/Task Force Leader(s), Chief Officer(s), and/or other Command and Control Officer(s).

This will minimally consist of:

- a. Review of chain of command/command structure
- b. Review of reporting and documentation requirements (EMAC, IEMA-OHS, and MABAS)
- c. Review of safety concerns/measures.
- d. Review of deployment situation and considerations.
- e. Review just-in-time EMAC training requirements.

Reimbursement

Before the state will authorize the deployment of any Illinois resources it must verify that there are sufficient funds in the emergency response line item in the State General Fund. The state will reimburse all overtime & backfill and other expenses up front and then seek reimbursement from the stricken state.

1. Departments will be submitting personnel reimbursement requests using the FEMA Force Account Labor Summary (*attached*).
2. Departments will be required to turn in accurate payroll records with the pay rate and applicable fringe benefits cost for anyone claimed for reimbursement.
3. Departments will also have to turn in timesheets, scheduling software or some way of showing how the task was assigned or tracked. (*Show how the payroll department knew what to pay*).
4. Typically, only overtime & backfield are eligible for reimbursement, no regular shift time or salary. However, departments should submit for what they are out because of the mission. Volunteer and paid-on-call departments can submit "straight" pay as long as that pay is the result of the mission and would otherwise not have been paid.
5. Any fuel cost should be covered by the Force Account Equipment Summary form, used mostly for hauling equipment or trailers, or the Travel Reimbursement Mileage form, used for transporting people (*attached*).
6. IEMA reserves the right to ask for the department's policy on overtime (portal to portal) before making a reimbursement payment.

MABAS - ILLINOIS
EMAC DEPLOYMENT AGENCY LISTING

#	Fire Department/Sponsoring Agency	MABAS Div	County	Deployment # 1	Deployment # 2
3	Arlington Heights Fire Department	1	Cook	2021 Ida US&R	2024 Helene
5	Bartlett Fire Protection District	1	Cook	2021 Ida FEST	
23	Elk Grove Village Fire Department	1	Cook	2021 Ida US&R	
36	Hoffman Estates Fire Depart	1	Cook	2024 Helene	
52	Mount Prospect Fire Department	1	Cook	2024 Helene	
67	Palatine Fire Department	1	Cook	2024 Helene	
72	Rolling Meadows Fire Department	1	Cook	2024 Helene	
76	Schaumburg Fire Department	1	Cook	2021 Ida US&R	
96	Wheeling Fire Department	1	Cook	2024 Helene	
14	Carpentersville Fire Department	2	Kane	2024 Milton FEST	
22	Elgin Fire Department	2	Cook/Kane	2024 Milton FEST	
69	Pingree Grove-Countryside FPD	2	Kane	2012 Ida FEST	2024 Milton FEST
73	Rutland Dundee Fire Protection District	2	Kane	2024 Milton FEST	
82	South Elgin & Countryside FPD	2	Kane	2021 Ida FEST	2024 Milton FEST
92	West Dundee Fire Department	2	Kane	2024 Milton FEST	
17	Deerfield-Bannockburn FPD	3	Lake	2021 Ida US&R	2024 Helene
18	Des Plaines Fire Department	3	Cook	2024 Helene	2024 Milton FEST
33	Glenview Fire Department	3	Cook	2021 Ida US&R	
51	Morton Grove Fire Department	3	Cook	2024 Helene	
61	Northbrook Fire Department	3	Cook	2021 Ida US&R	
78	Skokie Fire Department	3	Cook	2024 Helene	
97	Wilmette Fire Department	3	Cook	2024 Helene	
58	Newport Township FPD	4	Lake	2021 Ida US&R	
91	Waukegan Fire Department	4	Lake	2021 Ida US&R	
39	Huntley Fire Protection District	5	Kane/McHenry	2021 Ida US&R	
87	Sycamore Fire Department	6	DeKalb	2021 Ida US&R	
71	Rockford Fire Department	8	Winnebago	2021 Ida US&R	
15	Chicago Fire Department	9	Cook	2021 Ida US&R	2024 Helene
95	Westmont Fire Department	10	DuPage	2021 Ida FEST	

#	Fire Department/Sponsoring Agency	MABAS Div	County	Deployment # 1	Deployment # 2
1	Addison Fire Protection District	12	DuPage	2021 Ida US&R	2021 Ida FEST
13	Carol Stream Fire Protection District	12	DuPage	2021 Ida US&R	2024 Helene
63	Oak Brook Fire Department	12	DuPage	2021 Ida FEST	
4	Aurora Fire Department	13	Kane/DuPage	2021 Ida FEST	2024 Milton FEST
6	Batavia Fire Department	13	Kane	2021 Ida FEST	2024 Milton FEST
21	Elburn-Countryside Fire Protection District	13	Kane	2021 Ida FEST	2024 Milton FEST
25	Erie Fire Protection District	13	Kane	2021 Ida FEST	
59	North Aurora Fire Department	13	Kane	2021 Ida US&R	
60	North Aurora Fire District	13	Kane	2024 Milton FEST	
85	St. Charles Fire Department	13	Kane/DuPage	2024 Milton FEST	
19	Downers Grove Fire Department	16	DuPage	2021 Ida US&R	2024 Helene
43	Lisle Woodridge Fire District	16	DuPage	2024 Helene	
44	Lisle-Woodridge Fire District	16	DuPage	2021 Ida US&R	
55	Naperville Fire Department	16	DuPage/Will	2024 Helene	
56	Naperville Fire Department	16	DuPage	2021 Ida US&R	
32	Freeport Fire Department	17	Stephenson	2021 Ida US&R	
29	Frankfort Fire Protection District	19	Will	2021 Ida US&R	
57	New Lenox Fire Protection District	19	Will	2021 Ida US&R	
65	Orland Fire Protection District	19	Cook	2024 Helene	
66	Orland Fire Protection District	19	Cook	2021 Ida US&R	
68	Palos Fire Protection District	19	Cook	2021 Ida FEST	
24	Elmwood Park Fire Department	20	Cook	2021 Ida US&R	
30	Franklin Park Fire Department	20	Cook	2021 Ida US&R	
77	Schiller Park Fire Department	20	Cook	2021 Ida US&R	
94	Westchester Fire Department	20	Cook	2021 Ida US&R	
7	Bedford Park Fire Department	21	Cook	2021 Ida FEST	
10	Bridgeview Fire Department	21	Cook	2021 Ida FEST	
11	Burbank Fire Department	21	Cook	2021 Ida FEST	
26	Evergreen Park Fire Department	21	Cook	2021 Ida FEST	
37	Hometown Fire Protection District	21	Cook	2021 Ida FEST	
2	Alsip Fire Department	22	Cook	2021 Ida US&R	
28	Flossmoor Fire Department	24	Cook	2024 Milton FEST	

#	Fire Department/Sponsoring Agency	MABAS Div	County	Deployment # 1	Deployment # 2
38	Homewood Fire Department	24	Cook	2021 Ida FEST	
41	Lansing Fire Department	24	Cook	2024 Milton FEST	
47	Markham Fire Department	24	Cook	2021 Ida FEST	
53	Munster (IN) Fire Department	24	Lake (IN)	2024 Milton FEST	
83	South Holland Fire Department	24	Cook	2024 Milton FEST	
88	Thornton Fire Department	24	Cook	2024 Milton FEST	
48	Marseilles Fire Protection District	25	LaSalle	2021 Ida FEST	
64	Oglesby Fire Department	25	LaSalle	2021 Ida FEST	
90	Wallace Fire Protection District	25	LaSalle	2021 Ida FEST	
8	Beecher Fire Protection District	27	Will	2024 Milton FEST	
16	Crete Fire Department	27	Will	2024 Milton FEST	
49	Matteson Fire Department	27	Cook	2021 Ida US&R	
70	Richton Park Fire Department	27	Kane	2024 Milton FEST	
75	Sauk Village Fire Department	27	Cook	2024 Milton FEST	
81	South Chicago Heights Fire Department	27	Cook	2024 Milton FEST	
20	East Side Fire Department	32	St. Clair	2021 Ida FEST	
27	Fairmont City Fire Department	32	St. Clair	2024 Milton FEST	
31	Freeburg Fire Protection District	32	St. Clair	2021 Ida FEST	2024 Milton FEST
42	Lebanon-Emerald Mound Fire Department	32	St. Clair	2021 Ida FEST	
62	O'Fallon Fire Protection District	32	St. Clair	2021 Ida FEST	2024 Milton FEST
74	Sauget Fire Department	32	St. Clair	2021 Ida FEST	
79	Smithton Fire Department	32	St. Clair	2024 Milton FEST	
80	Smithton Fire Department	32	St. Clair	2021 Ida FEST	
86	St. Clair Special Emergency Services	32	St. Clair	2021 Ida US&R	
35	Highland Fire Department	35	Madison	2021 Ida FEST	2024 Milton FEST
45	Marine Community Fire Protection District	35	Madison	2021 Ida FEST	
89	Troy Fire Protection District	35	Madison	2024 Milton FEST	
9	Bettendorf (IA) Fire Rescue Department	43	Scott	2021 Ida US&R	
50	Moline Fire Department	43	Rock Island	2021 Ida US&R	
12	Carbondale Fire Department	45	Jackson	2024 Milton FEST	
34	Herrin Fire Department	45	Williamson	2021 Ida FEST	2024 Milton FEST

#	Fire Department/Sponsoring Agency	MABAS Div	County	Deployment # 1	Deployment # 2
46	Marion Fire Department	45	Williamson	2024 Milton FEST	2024 Milton FEST
54	Murphysboro Fire Department	45	Jackson	2021 Ida FEST	2024 Milton FEST
40	Jefferson Fire Protection District	47	Jefferson	2021 Ida FEST	
84	Springfield Fire Department	48	Sangamon	2024 Milton FEST	
93	West Frankfort Fire Department	68	Franklin	2021 Ida FEST	

- Members Deployed 205
- Fire Departments/Sponsoring Agencies 97
- Mabas Divisions 27
- Counties 21
(Illinois = 19, Iowa = 1, Indiana = 1)

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

Exhibit 1

PAGE OF
 O.M.B. Control Number: 1660-0017

Expires:

PAPERWORK BURDEN DISCLOSURE NOTICE
 Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency.
 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT	PA ID #	PROJECT #	DISASTER
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LOCATION/SITE	CATEGORY	PERIOD COVERING
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DESCRIPTION

NAME	DATE	DATES AND HOURS WORKED EACH WEEK							COSTS				
		TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS							
JOB TITLE	REG.												
JOB TITLE	O.T.												
JOB TITLE	REG.												
JOB TITLE	O.T.												
JOB TITLE	REG.												
JOB TITLE	O.T.												
JOB TITLE	REG.												
JOB TITLE	O.T.												

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME \$

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME \$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

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500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT			PA ID #				PROJECT #				DISASTER					
LOCATION/SITE						CATEGORY				PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED																
TYPE OF EQUIPMENT						DATES AND HOURS USED EACH DAY						COSTS				
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE			EQUIPMENT CODE NUMBER		OPERATOR'S NAME		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
							HOURS									
							HOURS									
							HOURS									
							HOURS									
							HOURS									
							HOURS									
							HOURS									
GRAND TOTAL														\$		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.																
CERTIFIED							TITLE						DATE			



Travel Reimbursement Request – Non State Employee

Traveler Name and Address	
Last Name:	First Name:
Address:	Phone:

Headquarters Location [^]	
Residence Location	
Commuting Miles ^{^^}	

Date	Departed From		Arrived At		Auto Mileage	Auto Reimburse (.67)	Trans.	Lodging ***	Meals or Per Diem****	Other Expenses		Total
	Headquarters/Residence-City/Town	Time	Meeting Location City/Town	Time						Item	Amount	
												\$
						\$						\$
						\$					\$	\$
						\$	\$	\$			\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
						\$	\$	\$	\$		\$	\$
Totals					0.00	\$	\$	\$	\$		\$	\$

Purpose of Travel (short explanation)
^^Commuting mileage - mileage from residence to headquarters, the difference of which must be deducted from any mileage claimed as explained below.

*** Lodging - If conference was held at the hotel where you stayed explain in the space below
**** Meal/per diem - any difference to actual allowance must be explained below
^Headquarters - location where majority of work time is spent

Meals/Per Diem - Within IL		Meals/Per Diem - Outside IL	
Breakfast	Cook/Lake - \$18, St. Clair/ Dupage, Will - \$14; All other Counties - \$13**	Breakfast	\$9.50**
Lunch	Cook/Lake - \$20, St. Clair/ Dupage, Will - \$16; All other Counties - \$15	Lunch	\$13.50
Dinner	Cook/Lake - \$36, St. Clair/ Dupage, Will - \$29; All other Counties - \$26**	Dinner	\$25.00**
Qtr. Cook/Lake - \$18.50, St. Clair/ Dupage, Will - \$14.75; All other Counties - \$13.50**		Per Diem - Quarter	\$12.00*
Day - Cook/Lake - \$74, St. Clair/ Dupage, Will - \$59; All other Counties - \$54**		Per Diem - Day	\$48.00*

Quarterly Per Dime Hours		
Qtrtr. #1	12 midnight	5:59 a.m.
Qtrtr. #2	6 a.m.	11:59 a.m.
Qtrtr. #3	12 noon	5:59 p.m.
Qtrtr. #4	6 p.m.	11:59 p.m.

* Per Diem shall only be paid for travel which includes overnight lodging or is 18 or more continuous hours. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., noon and 6:00 p.m.
 ** When not claiming per diem, you must leave at or before 6:00 a.m. to be eligible for breakfast; you must return home at or after 7:00 p.m. to be eligible for dinner.

Traveler's Signature: _____

Date: _____

Approval Signature: _____

Date: _____