



Emergency Management Support Teams

TN Emergency Management Support Team (EMST) Program Guide

Version: 1

25 October 2022

Statement of Intent

The State of Tennessee is committed to a consistent and inclusive approach to ensure that statewide emergency management, public safety responders, and local government stakeholders have the planning, organization, equipment, training, and exercise tools they need to save lives, protect the public, protect property, and the environment. This Tennessee Emergency Management Support Team Program Guide assists the Tennessee Emergency Management Agency and the Emergency Management Association of Tennessee in setting a path for the future.



Patrick C. Sheehan

Director

Tennessee Emergency Management Agency



Jim Tanner

President

Emergency Management Association of
Tennessee

Contents

Plan Maintenance	2
Revision Log.....	2
1- Introduction	5
Purpose	5
Background	5
Scope	5
2 – Team Typing and Composition.....	6
TYPE II EMST – State	6
TYPE III EMST – Regional	6
Positions	7
Team Leadership	8
General Training Requirements	9
Position Specific Training and Experience Requirements	9
3 – Qualification Process Type II	15
Type II EMST Qualification	15
Steps for Qualification	15
4 – Application Process Type III.....	18
Application Process	18
Type III EMST Qualification	18
5 - Committee Structures and Responsibilities.....	19
EMST Committee	19
Regional Coordinating Committees (RCCS)	19
Committee Leadership	20
Committee Operations	20
Committee Protocols	20
6 - Team Maintenance	21
Operational Readiness Exercises	21
Annual Training Requirements	22
Records Management	22
After Action Reviews (AAR)	22
Improvement Planning	22

Corrective Actions	22
Corrective Action Tracking and Implementation	23
7 - Activation Notification Levels	24
Time Frame for Deployment	24
8 – In State Deployment.....	25
Intrastate Mutual Aid	25
Mutual Aid Requests for EMST	25
Requesting Mutual Aid EMST Support	25
EMST Preparation and Activation	28
9 – Out of State Deployment (EMAC)	29
Interstate Mutual Aid (EMAC)	29
Mission Ready Packages	29
EMST Preparation and Activation	30
10 – Joint Ventures and Memorandum of Understandings (MOU).....	31
Joint Ventures and MOU’s	31
Annex A: Expectations and Code of Conduct.....	32
Annex B: Tennessee Code Annotated.....	33
T.C.A. § 58-8-101	33
T.C.A. § 58-8-103	33
T.C.A. § 58-8-104.....	34
T.C.A. § 58-8-105	34
T.C.A. § 58-8-106.....	35
T.C.A. § 58-8-107	36
T.C.A. § 58-8-108.....	36
T.C.A. § 58-8-109	37
T.C.A. § 58-8-110.....	37
T.C.A. § 58-8-111.....	37
T.C.A. § 58-8-112.....	39
T.C.A. § 58-8-113.....	39
T.C.A. § 58-8-114.....	40
T.C.A. § 58-8-115.....	40

1- Introduction

Purpose

The Tennessee Emergency Management Agency (TEMA), in cooperation with the Emergency Management Association of Tennessee (EMAT) is implementing a statewide Emergency Management Support Team Program based on the National Qualification System (NQS), the TN Position Qualification System (PQS), NIMS doctrine, the Tennessee All-Hazards Incident Management Team (AHIMT) Program, and nationally recognized best practices. This guide shall serve as the foundational document for EMST development and statewide Emergency Operation Center support.

In times of disaster, large-scale events, or exercise, it is critical at the local, state, and federal levels to have adequate personnel support in event response and recovery operations. To enhance emergency management support operations at both the regional and state levels, we are implementing a two-tiered team system to better support EOC operations. These tiered teams will be capable of providing the requesting entity with supplemental EOC staff, technical support, and subject matter expertise as required.

Background

The hazards of prime concern in the State of Tennessee provide each agency and entity with a challenging landscape to meet the demands of disaster operations. The increasing complexity of the build environment that lies within and overlaps the natural environment elevates the need for greater levels of efficient coordination during emergency response and recovery. This coordination addresses resource gaps to support multifaceted and multi-jurisdiction impacts that exceed the capabilities of any single jurisdiction response and recovery capability. Emergency Operations Centers function as a direct support entity to field commands staffed by local first responder agencies. For many years there has been a need to identify staffing resources that can stand up and operate Emergency Operations Centers to support local first responders that are engaging in incident operations. The EMST program is an effort to develop and offer an enhancement to EOC operations that augments existing capability with a standardized, scalable, deployable skillset. This program will allow the local, regional, and state emergency operations centers the ability to function more efficiently under high levels of complexity in an ever-evolving environment.

Scope

This document provides the guidance in developing personnel who support in disasters in emergency management support positions within an EOC. These can include a cadre of on-call response, recovery, local EOC, regional, state, and other personnel who actively engage in emergency management support and coordination operations.

2 – Team Typing and Composition

TYPE II EMST – State

State typed teams (Type II) are composed with the intent to function as both a mutual-aid and an EMAC resource. The state level team will be a coordinated response entity under the direction of the State EMAC Coordinator for EMAC mission support and the TEMA Regional Director for Mutual-Aid. The team and each supporting position may be deployed as a whole or as specifically requested by the requestor.

EMAC requests will route through the EMAC system to the TEMA EMAC A-Team. All local requests for Type II EMST support will be facilitated through State Watch Point and the State On-call, or the SEOC Direction and Coordination Officer (DACO) during activations. An effort to fill this request will be coordinated with the affected TEMA Regional Office.

The qualification system for Type II EMST will be the Tennessee Position Qualification System (TN-PQS). State team members must be qualified in position to be considered for deployment. The Type II EMST will only be deployed at the direction of the TEMA Director.

TYPE III EMST – Regional

Regional typed teams (Type III) are composed with the intent to function as an in-state mutual aid resource. The Type III team will be a coordinated response entity under the direction of the TEMA Regional Director or the TEMA Regional On-Call in the team's host region. The team and each supporting position may be deployed as a whole or as specifically requested by the requestor.

The Type III teams will be staffed by emergency management professionals from various local government agencies and are hosted/supported regionally by the following:

- EMST West: TEMA West Regional Coordination Center and EMAT Vice President (VP)
- EMST Middle: TEMA Middle Regional Coordination Center and EMAT VP
- EMST East: TEMA East Regional Coordination Center and EMAT VP
- EMST Southeast: TEMA Southeast Regional Coordination Center and EMAT VP

Positions

Type II EMST

- DACO – Direction and Control Officer
- SEID – State Emergency Information Director or Public Information Officer
- ADACO – Assistant Direction and Control Officer or Operations Section Chief
- Planning Section Chief
- Finance Administration Section Chief
- Logistics Section Chief
- Emergency Services Branch Manager
- Human Needs Branch Manager
- Infrastructure Branch Manager
- Recovery Unit Leader
- Communications Unit Leader
- Situation Unit Leader
- Resources Unit Leader
- Supply Unit Leader

Type III EMST

- EOC Public Information Officer
- EOC Liaison Officer
- EOC Operations Section
- EOC Planning Section
- EOC Finance Section
- EOC Logistics Section
- EOC Situation Unit Leader
- EOC Resources Unit Leader
- EOC Volunteer Management Unit Leader
- EOC Debris Management Unit Leader
- EOC Damage Assessment Unit Leader
- EOC Donations Management Unit Leader
- EOC Support Position (entry level position with EOC competency)

All Type III applicants who meet the minimum criteria to apply for their respective Regional EMST should work to meet the minimum training requirements and qualify for one of the non-entry level positions within the first three years of team membership. This effort must be coordinated with appropriate EMST Regional Coordinating Committee to ensure that the team and regional needs are being met.

Team Leadership

The appropriate TEMA Regional Director or their designee will coordinate with the EMAT VP to establish a working committee to represent each regional team, with an identified chairperson. The chairperson will serve as the primary point of contact for each team and will have a direct working relationship with both the Regional Director and the EMAT VP. Each regional working committee will develop a quarterly meeting schedule to provide for ongoing team needs, evaluations, and program recommendations.

Each team is responsible for maintaining:

- Team Management Documentation- including host agency, any participating agencies, and team leadership. Documentation supporting “how” the team is approved to deploy; MOU’s or other documents that clarify the relationship
- Roster of Personnel- including related levels of qualification. Each team shall maintain a current roster of all deployable EMST team members. This roster must document, at a minimum:
 - Personnel Names
 - Team Position (qualified for)
 - Training Credentials
 - Payroll/Fringe Benefit Rates
 - Personal Contact Information
 - Emergency Contact Information
- Personnel Records- training records, certificates, and documentation to qualify personnel for position, and documentation to support refresher/annual training requirements to maintain position status. Certifications being submitted shall be no more and no less than what is required for position qualification.
- Team Procedures and Documentation- including deployment, operations, and team operational structure.
- Documentation of any Deployment and Training Experience- including appropriate ICS forms, training certificates, and after-action reports.
- Mission Ready Package- completed to the best of your ability, based on current personnel, salaries, and equipment values

All team information will be housed digitally by the appropriate TEMA Regional Office and State Watch Point with a copy of or access to all team data shared with the EMAT VP and TEMA Team Development Manager as requested. The TEMA Team Development Manager will establish a TNCloud folder for all team and coordinating committee data storage.

General Training Requirements

Applicants must have successfully completed the following training courses prior to applying for a position on any typed Emergency Management Support Team:

- IS/ICS100 – Introduction to Incident Command System
- IS/ICS200 – ICS for Single Resources and Initial Action Incidents
- IS/ICS700 – Introduction to the National Incident Management System (NIMS)
- IS/ICS800 – Introduction to the National Response Framework
- ICS300 - Intermediate Incident Command System
- G191 – ICS/EOC Interface
- IS2200 – Basic Emergency Operations Center Functions
- National Disaster Recovery Framework Overview (IS 2900)
- E/L/G/K 2300 – Intermediate Emergency Operations Center Functions

These minimum training requirements will provide the minimum training to allow an individual to function in the role of EOC Support on Type III EMST.

Position Specific Training and Experience Requirements

Type II EMST:

All position specific training requirements are listed and documented in the specific TN Position Qualification System Position Task Book (PTB).

All Type II EMST members are required to have completed USFA O-305 – Type 3 Incident Management Team Introduction, or NFA 0337, Command and General Staff Functions for Local Incident Management Teams.

Type III EMST:

All position documentation and the burden of proof for all documents, event narratives, professional resume's, experience, and other identified areas will be the responsibility of the applicant.

EOC Public Information Officer

Training

- ICS-400 – Advanced Incident Command System
- IS-0029 - Public Information Officer Awareness
- E/L0290 - Basic Public Information Officers Course
- E/L0272 - Warning Coordination
- E/L0952 - All-Hazards Public Information Officer (E/L/G/K 0952)

Experience

Documented experience in three of the following events as the Public Information Officer in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Liaison Officer

Training

- ICS-400 – Advanced Incident Command System
- E/L-0956 – All-Hazards Liaison Officer Course
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the LOFR in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Operations Section

Training

- ICS-400 – Advanced Incident Command System
- E/L-0958 - All-Hazards Operations Section Chief
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Operations Section Chief in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Planning Section

Training

- ICS-400 – Advanced Incident Command System
- E/L-0962 - All-Hazards Planning Section Chief
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Planning Section Chief in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Finance Section

Training

- ICS-400 – Advanced Incident Command System
- IS-0026 – Guide to Points of Distribution
- IS-0027 – Introduction to FEMA Finance
- E/L-0967 – All-Hazards Finance Section Chief
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Finance Section Chief in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Logistics Section

Training

- ICS-400 – Advanced Incident Command System
- IS-0026 - Guide to Points of Distribution
- IS-0027 - Introduction to FEMA Logistics
- E/L-0967 - All-Hazards Logistics Section Chief
- E/L-0965 – All-Hazards Resources and Demobilization Unit Leader
- E/L-0970 – All-Hazards Supply Unit Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Logistics Section Chief in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Situation Unit Leader

Training

- E/L-0964 - All-Hazards Situation Unit Leader
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Situation Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Resources Unit Leader

Training

- E/L-0965 - All-Hazards Resource Unit Leader
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Resources Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Volunteer Management Unit Leader

Training

- IS-0244 - Developing and Managing Volunteers
- E/L-0489 - Management of Spontaneous Volunteers
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Volunteer Management

Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Debris Management Unit Leader

Training

- IS-0632 - Introduction to Debris Operations
- E/L-0202 - Debris Management Planning
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Debris Management Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Damage Assessment Unit Leader

Training

- IS-0559 - Local Damage Assessment
- E/L-0556 - Local Damage Assessment
- E/L-0557 - Rapid Needs Assessment
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Damage Assessment Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Donations Management Unit Leader

Training

- E/L-0288 - Local Volunteers and Donations Management
- E/L-0984 – All-Hazards Task Force/Strike Team Leader
- USFA-O305 or equivalent Type III All-Hazards Incident Management Team Course

Experience

Documented experience in three of the following events as the Donations Management Unit Leader in any combination of the below subset:

- Functional or Full-scale exercise with aspects of coordination with outside jurisdictions
- Natural Hazard event with three or more operational periods
- Planned event or “other” type of event with multiple operational periods

EOC Support Position (entry level position with EOC competency)

Training

- IS/ICS100 – Introduction to Incident Command System
- IS/ICS200 – ICS for Single Resources and Initial Action Incidents
- IS/ICS700 – Introduction to the National Incident Management System (NIMS)
- IS/ICS800 – Introduction to the National Response Framework
- ICS300 - Intermediate Incident Command System
- G191 – ICS/EOC Interface
- IS2200 – Basic Emergency Operations Center Functions
- IS2900 - National Disaster Recovery Framework Overview
- E/L/G/K 2300 – Intermediate Emergency Operations Center Functions

To apply for a specific position on a team, the applicant must complete the process as defined in the EMST Application Packet. The burden of proof for all submitted documents, narratives, resume’s, experience, and other identified areas will be on the applicant.

Experience

Not all positions have experience requirements. For those that do this experience generally reflects incident and exercise work within the specific EMST position or position of currency. The individual must have accomplished the required training and experience within the preceding 10 years.

All applicants should have documented experience of EOC operations in support of disaster response, recovery, full-scale or functional exercise experience, or documented Incident Command System (ICS) experience.

Documentation of experience should be attached to the EMST Application Packet and include incident documentation (ICS forms, Incident Action Plans, Incident Support Plans), event narratives, After-action Reviews, and a resume detailing EOC experience and training. Each team member should have a working knowledge of the Tennessee Emergency Management Plan (TEMP), all associated annexes, and local basic emergency operations plans (BEOP).

3 – Qualification Process Type II

Type II EMST Qualification

Qualification is defined as the process of enabling personnel to perform the duties of specific positions and of documenting their demonstration of the capabilities and competencies that those positions require. The dedication, motivation, knowledge, and skillsets of TEMA’s emergency management personnel make a tremendous difference in the organizations’ ability to effectively respond to disasters and serve the needs of citizens, the local, the regions, and the state. To support and grow disaster personnel, the PQS provides a framework to allow employees to align their assignment and responsibility goals and aspirations with the needs of the agency and the state.

Once an employee is qualified for a given may request consideration to qualify for other roles within the SEOC. As the employee advances to other levels in their SEOC Assignment Responsibility the individual may hold a qualified role and be required to perform other roles outside of that position. Qualification in position will be considered for SEOC staffing assignments, but the agency requirement to staff roles within the SEOC may demand personnel to function outside of their qualified role(s). To meet the demands of a scalable SEOC structure, personnel may be permitted to function in assigned roles without qualification.

Advancement to higher levels of assignment responsibility is not automatic. and will be defined by organizational staffing needs to support SEOC activation. If an individual is seeking a higher level of assignment responsibility, they should initiate that discussion through their Blue Skies supervisor and SEOC Section Chief or Branch Manager (as appropriate).

Steps for Qualification

The four PQS status definitions are:

- **Applicant:** Individual who has requested or has been assigned to request an applicable PTB and does not have a prior PQS-qualification.
- **Trainee:** Individual who has an open PTB for a position. A trainee does not hold any PQS qualification.
- **Candidate:** A PQS-qualified individual who has been selected by their supervisor and approved by the Team Development Manager to request a new PTB for a higher PQS title. The individual remains a candidate until they complete the process of PTB qualification and receives a new PQS qualification letter.
- **Qualified:** An individual who has completed the process for qualification and has received a qualification letter from the TEMA Director (Certifying Authority).

*An employee will be classified as a trainee or candidate for one qualification position at a time. To support program initiation the QRB may support two separate open qualification applications

for personnel who have been identified to support multiple DACO, Section Chief, and Branch Manager level positions within the incipient phase of program implementation. Upon qualification of an individual for a specific position, the employee may pursue additional or higher qualification with the approval of their supervisor.

The PQS qualification process requires employees to complete three steps to be qualified for a given position (reference sections 2.2.1, 2.2.2, and 2.2.3).

- **Step 1:** Complete and document any qualifying experience required for the position
- **Step 2:** Complete any mandatory training required for the position, establish external certification as delineated in the qualification sheets, and demonstrate successful performance in the required activities (listed in the pertinent PTB)
- **Step 3:** Undergo and pass the qualification process for the given position (completion of their assigned PTB), including review, approval, and currency validation through the QRB.

Step 1: Complete the Required PQS Experience

The experience required for PQS positions is reflected on the position qualification sheet for each PQS position. Not all positions have experience requirements. For those that do, this experience generally reflects the PQS position at the next lower level for which an individual must be qualified prior to being issued a PTB for the target position. The trainee or candidate must have accomplished the required training within the preceding 10 years prior to being assigned a PTB.

Step 2: Complete the Required Training, Establish Any Required External Certification, and Demonstrate Successful Performance

Step 2 has three possible components based on the position:

- **Complete Required Training:** Specific training listed on the position qualification sheet reflects the knowledge and skills a trainee or candidate must have to perform the tasks of the position successfully. Note some positions require periodic refresher training to maintain qualification.
- **Establish External Certification (for certain positions):** Any certification(s) awarded and governed by authorities outside of PQS that are required for the positions are listed on the pertinent PTB. Examples may include additional professional certifications. Some positions have a professional licensing or certification requirement from their home agency. Only training identified in PQS will be provided by TEMA.

- **Demonstrate Successful Performance:** Trainees or candidates must complete their PTBs before they can be considered for qualification.

Step 3: Undergo the Qualification Process

Qualification is the process that formally qualifies an employee for a specific emergency management or emergency support position. Qualification is based on standards established for the position and documented in the Position Task Book (PTB) and the position qualification sheet.

Successful completion of a PTB does not guarantee that a trainee or candidate will be qualified for a position. For Qualification and re-qualification decisions the Qualification Review Board (QRB) will utilize a performance-based approach that focuses on a candidate's performance of specific tasks identified within the appropriate PTB while being observed and evaluated by individuals who have been recognized as qualified evaluators. The PTB provides a method to document satisfactory completion of tasks during appropriate qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted within the PTB documentation. At least two (two is the minimum) or more qualifying incidents, events, job activities, or qualifying exercises must be shown in the evaluation documentation.

Each trainee or candidate's assessment is based on reviews of tasks documented in the PTB and the quality of the trainee or candidate's experience. The burden of proof for all documents, narratives, resume's, experience, and other identified areas will be on the applicant, trainee, or candidate.

Type II EMST will follow the qualification process as outlined in the Tennessee Position Qualification System (PQS) Guide. All additional details, processes, and procedures can be found in the PQS guide.

4 – Application Process Type III

Application Process

Applications may be obtained by request through the applicable Regional Director or EMAT VP.

To facilitate the application process individuals will complete the application, provide all supporting documentation to support the application (ICS Forms, IAP, ISP, training certifications). The application and all supporting documentation must be returned to the appropriate TEMA Regional Coordination Center.

- EMST (West): TN-EMST-CC-WEST@LISTSERV.TN.GOV
- EMST (Middle): TN-EMST-CC-MIDDLE@LISTSERV.TN.GOV
- EMST (East): TN-EMST-CC-EAST@LISTSERV.TN.GOV
- EMST (Southeast): TN-EMST-CC-SOUTHEAST@LISTSERV.TN.GOV

The appropriate EMST Regional Coordinating Committee will review the application in its entirety and either approve or deny the application. The Regional Coordinating Committee may conduct interviews to establish compatibility with the EMST program. An approved application will be forwarded to the Training, Education, and Membership Committee (TEMC) for review and concurrence. Applicants approved by the TEMC will be forwarded to the Governance Committee (GC) for final concurrence. The GC Secretary will notify the applicant, the appropriate Regional Coordinating Committee, and the appropriate Regional Director of the application status.

Completed application or questions regarding the application should be submitted to the appropriate Regional TEMA Director or EMAT VP.

Type III EMST Qualification

Qualification for Type III EMST applicants, trainees, and team members will be outlined in Version 2 of this document and align with PQS as modified to support local and regional qualification.

5 - Committee Structures and Responsibilities

This section describes the committees, their roles and responsibilities, membership, selection of leadership, and the protocols for the committees that initiate and manage the qualifications process. All committees fall within the AHIMT/EMST program structure of the AHIMT Governance Committee.

EMST Committee

The Emergency Management Support Team Committee is established to assist in the development of the EMST program, review of the program, assist Regional Coordinating Committees, and provide program recommendations to the Governance Committee.

The EMST Committee shall meet at least quarterly to:

- Review RCC team status notifications
- Approve Team Rostering
- Facilitate training and exercise scheduling with TEMA Training
- Approve team policies and procedures
- Approve RCC exercise plans
- Evaluate overall program goals and direction

Membership

The EMST Committee consists of the EMAT President, EMAT Regional representatives, the TEMA Team Development Manager, the TEMA Operations/Field Services Assistant Director, TEMA Regional Directors, and one representative of the AHIMT program.

Regional Coordinating Committees (RCCS)

Regional Coordinating Committees (RCCs) are committees established to assist the Sponsoring Agency of a Regional EMST in carrying out its management and administrative duties.

Each RCC shall meet at least quarterly to:

- Evaluate overall status of the team
- Review applications for new members
- Review and recommend prioritization of training courses and rostering
- Develop and/or update policies and procedures for team rostering and deployment
- Develop and/or update annual training and exercise plan
- Review requests for planned event EMST support
- Review status of members certification

Membership

Each RCC consists of 3–7 members representing agencies and disciplines that participate in that region's EMST. The appropriate TEMA Regional Director or EMAT VP will chair and co-chair the RCC committee.

Committee Leadership

Nominations and Elections

- Each committee will elect a chair, vice chair, and secretary from the members of the committee.
- The chair may serve a second consecutive year as chair at the mutual agreement of the committee and the chair.
- The vice-chair will assume the position of the chair at the end of the chair's term.
- The vice-chair position will be filled as a result of an election by the committee members. The vice-chair shall not be from the same organization as the chair.
- When the chair serves a second-year term, the election for the vice-chair will take place the following year.
- The nomination for the vice-chair of the Governance Committee (GC) position will occur during the month of March, unless the chair is serving a consecutive year as permitted above. All other committees will select a suitable month for nominations – a month that avoids multiple committees' exchanging leadership at the same time.
- The election of vice-chair will occur during the month of April unless the chair is serving a consecutive year, as permitted above. All other committees will select a suitable month for nominations that avoids multiple committees' exchanging leadership during the same months.
- The secretary of the GC is appointed by the GC chair during the month of April. All other committees will select a suitable month for appointing their secretary that avoids multiple committees' exchanging leadership during the same months.
- A nomination or appointment will only be valid if the candidate declares orally at the meeting, or in writing or by electronic mail prior to the meeting, that he or she is willing to take office if elected or appointed.
- The outgoing chair will brief the incoming chair on all pertinent matters and past and pending decisions. Appointment to a committee is for a period of three years or until resignation.

Committee Operations

- A simple majority of the committee membership physically present at meetings or responding to email messages shall constitute a quorum. Decisions are approved by a majority vote of the quorum present.
- Each committee has the responsibility of and authority for developing their individual committee's business rules to guide its processes and procedures

Committee Protocols

Chair:

- Is responsible for administrative action to ensure mission attainment established for the committee; assigns task groups as needed
- Establishes the time and place for all committee meetings

- Requests attendance of specially qualified individuals for any committee meeting
- Represents the committee in dealings with other TIMQS established committees
- Assembles and prepares all material to be acted upon by the committee

Co-Chair:

- Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the committee
- Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files, and distributes committee meeting notes

Secretary

- Is responsible for taking official minutes of GC activities and meetings
- Distributes agendas, minutes, and other communication items to committees and regional teams as necessary
- The secretary position may be staffed by either a member of the committee or a staff member from committee agency/association elected to serve as secretary. If a staff member fills the position, they shall be a non-voting member of the committee

All Committees and Members

- May request additional information from any applicant or entity to assist in discharging the duties of the committee
- Shall document the reason(s) or cause(s) for disapproving of any applicant or request regarding qualifications and appeals

6 - Team Maintenance

The responsibility for team maintenance will be held by the appropriate TEMA Region and EMAT VP.

Operational Readiness Exercises

Team Operational Readiness Exercise (ORE)

- The host agency shall coordinate with the TEMA Exercise Program Manager, a minimum of (1) team operational readiness exercise, each calendar year
- The ORE will require the host agency to provide for safety throughout the exercise
- ORE participation should at a minimum include half of the team's rostered personnel
- ORE participation should only be composed of personnel who are seeking qualification or have received qualification as a team member
- The ORE may be in conjunction with other functional or full-scale exercises if there is an exercised use of or deployment of a Regional EMST

Annual Training Requirements

Recurring, annual, and refresher training is a key component to building successful team operations and individual skillset maintenance. With team cohesion being a primary component of all team operations, it will be required of each team member to provide documentation of at least 40 hours of annual training. Acceptable training will be in the fields of ICS, EOC Operations, FEMA E/L/G courses, or FEMA IS. Documented EMST deployments in position, documented EOC operations, and documented full-scale/functional exercise hours may be counted as annual training at a 1 to 1 ratio per hour. Certificates and documented hours will be maintained with the appropriate team documentation.

Each Regional Coordinating Committee will be responsible for the development of an annual Training and Exercise Plan (TEP). When complete and approved by the TEMA Regional Director and EMAT VP, will be submitted to TEMA.Training@tn.gov.

Records Management

All team information will be housed digitally by the appropriate TEMA Regional Office and State Watch Point with a copy of or access to all team data shared with the EMAT VP and TEMA Team Development Manager as requested. Team data storage will be accomplished by utilizing TNCloud, as provided by the Team Development Manager. Individual team members are responsible for retaining personal training records, appropriate incident documentation (ICS forms), and are recommended to develop event narratives for their own records.

To facilitate accurate and real-time roster management and information sharing, **all changes to the team roster** must be updated in the file system within 7 days of notification and shared with the State Watch Point, EMAT VP, and the Training, Education, and Membership Committee (TEMC) via email notification and through TNCloud file sharing.

After Action Reviews (AAR)

Improvement Planning

Exercises and real-world events afford organizations the opportunity to evaluate demonstration of capabilities and validate the efficacy of plans and procedures to assess progress toward meeting capability targets in a controlled, low risk setting. After the evaluation phase concludes, organizations should reach consensus on efficacy of plans and procedures to meet objectives and mission requirements and develop a set of improvements that directly addresses core capability gaps. This information is recorded in the AAR/IP and resolved through the implementation of concrete corrective actions, which are prioritized and tracked as part of a corrective action program. This process constitutes the improvement planning phase and the final step in conducting an exercise.

Corrective Actions

Once exercise data are analyzed, teams should perform an additional qualitative assessment to identify potential corrective actions. Corrective actions are concrete, actionable steps that are

intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, senior executives and decisionmakers, as well as elected and appointed officials or their designees should first review and revise the draft AAR, as needed, prior to the After-Action Meeting (AAM) to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within a participant organization roles and responsibilities or plans and procedures, and then attribute responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

The organization's reviewer should use the following questions to guide their discussion when developing corrective actions:

- What changes need to be made to plans and procedures to improve performance?
- What changes need to be made to organizational structures to improve performance?
- What changes need to be made to management processes to improve performance?
- What changes to equipment or resources are needed to improve performance?
- What training is needed to improve performance?
- What are the lessons learned for approaching similar problems in the future?
- What follow up exercises should be developed to address additional demonstration areas?

Corrective Action Tracking and Implementation

Corrective actions captured in the AAR/IP should be tracked, continually reported on until completion, and shared accordingly. Organizations should assign points of contact responsible for tracking and reporting on their progress in implementing corrective actions. By tracking corrective actions to completion, preparedness stakeholders can demonstrate that exercises have yielded tangible improvements in preparedness and helped to close capability gaps. Stakeholders should also ensure there is a system in place to validate previous corrective actions that have been successfully implemented. These efforts should be considered part of a wider continuous improvement process that applies prior to, during, and after an exercise is completed.

Conducting exercises and documenting the efficacy of plans and procedures to meet objective and mission requirement and associated corrective actions is an important part of statewide preparedness capabilities and programs, which support the National Preparedness System and contribute to the strengthening of preparedness across the Whole Community and achievement of the National Preparedness Goal. Over time, exercises should yield observable improvements in preparedness for future exercises and real-world events.

Each Regional Director and EMAT VP will track team Corrective Action items through the appropriate Regional Coordinating Committee in accordance with the Corrective Action Program and report to applicable stakeholders on the status of those actions. These Corrective Actions will be used to advise and drive gap analyses and other program goals, at the discretion

of the Director, or his/her delegated representatives.

7 - Activation Notification Levels

While each response will have varying timeframes for deployment, the notification process will generally follow the following stages:

1 Polling: An incident has occurred or is anticipated. Response is not needed at this time. Teams are contacted to see if available to respond if request is received. Teams will verify available personnel from pre-defined rosters.

2 Alert: Response is not needed at this time. Teams should conduct initial gear preparation and contact qualified personnel that team has been placed on alert.

3 Standby: Team members preparing gear for deployment. Response could be imminent.

4 Response: Orders are received, and team is instructed to respond to designated staging area or rally point.

It is important to note the stages may be compressed or combined depending on the event and location. In-state scramble responses will be much more compressed from the polling to the response phase. Requests may be withdrawn prior to response depending on the conditions in the impacted area.

Time Frame for Deployment

Scramble Response

In many emergencies, a more rapid deployment may be deemed necessary and authorized as a scramble response. Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice from the TEMA Regional Director. Unless otherwise stated, the anticipated duration of the deployment will be up to 24 hours. Deployed resources shall respond to the designated Staging Area or assigned location. It is anticipated that immediate need responses will peak rapidly and will terminate within a shorter time frame, thereby allowing for a shorter preparation time.

Standard Response

Unless specified otherwise at the time of request, the standard for deployment of resources shall be within three (3) hours of notice from the TEMA Regional Director. Unless otherwise stated, the anticipated duration of the deployment will range from 24 to 72 hours. Deployed resources shall respond to the designated Staging Area or assigned location.

Extended Response

Unless specified otherwise at the time of request, the standard for deployment for an extended response shall be within twenty-four (24) hours of notice from the TEMA Regional Director. Unless

otherwise stated, the anticipated duration of the deployment will range from 3 days to a maximum of 14 days. Deployed resources shall respond to the designated Staging Area or assigned location.

8 – In State Deployment

Intrastate Mutual Aid

The “Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004” codified in T.C.A. § 58-8-101 et seq establishes the conditions, requirements, liabilities, and cost reimbursement standards for intrastate mutual aid activities of local governments supporting other local governments within the borders of Tennessee. The T.C.A. § 58-8-103(a) cites that under this set of laws “on and after July 1, 2004, the provision and receipt of mutual aid and assistance by participating governmental entities shall be governed by this [Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004] chapter, and no separate agreement is necessary except with regard to aid or assistance provided to entities in other states, aid or assistance provided between nongovernmental utilities and governmental entities, and governmental entities that decide to provide aid and assistance under a separate agreement.” The T.C.A. § 58-8-103(c) also states that “the purposes of this chapter are to authorize mutual aid and to enhance public safety and homeland security by facilitating assistance among governmental entities in any [local] state of emergency or declared disaster while conforming to federal guidelines relative to reimbursement of costs for assistance rendered.”

Mutual Aid Requests for EMST

Requests for resources are submitted to the Mission Coordination Center (MCC) by local emergency management directors, TEMA regional staff, state Emergency Service Coordinators (ESC), and other stakeholders by contacting State Watch Point via phone, email, radio, or other communication methods and can also be directly submitted through the MCC Board on WebEOC. MCC Coordinators ensure all requests for emergency support are formally entered into the WebEOC MCC Board and that each request is assigned a MCC Number for tracking purposes. Once the number is assigned, the MCC Coordinators make the initial determination of which SEOC Section(s), Branch(es), or ESF(s) may best be able to fill the request. The MCC number is then assigned to the appropriate entity (i.e., personnel, agency, or organization) within the WebEOC MCC Board, and those entities provide comments on whether or not they can fill the request.

All responding teams must have a *mission number* before deploying or the agency will not be allowed into the secured or operating area.

Requesting Mutual Aid EMST Support

All activities pursuant to intrastate mutual aid including local resource providers, the Tennessee Emergency Management Agency, the Emergency Management Association of Tennessee, the Tennessee Fire Chief’s Association, and other mutual aid organizations will explicitly adhere to the Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004 as outlined in

Tennessee Code Annotated, specified in:

- T.C.A. § 58-8-101 Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004
- T.C.A. § 58-8-103 Governance – Agreements to provide aid and assistance – Service and operational agreements – purpose – construction with other laws
- T.C.A. § 58-8-104 Declaration of local state of emergency – Cost reimbursement – Evacuation orders
- T.C.A. § 58-8-105 Request for aid and assistance – Confirmation – Request for mutual aid for emergency medical services
- T.C.A. § 58-8-106 Sending personnel and equipment outside jurisdiction
- T.C.A. § 58-8-107 Discretion of participating entities to respond – Withdrawal of aid or assistance – Mutual aid for emergency medical services
- T.C.A. § 58-8-108 Command of the scene – Delegation of command
- T.C.A. § 58-8-109 Scope of authority – Workers’ compensation coverage – Liability
- T.C.A. § 58-8-110 Immunity
- T.C.A. § 58-8-111 Responsibility for costs – Eligibility for reimbursement – Wages – Use of equipment, materials, and supplies – Records and invoices
- T.C.A. § 58-8-112 Existing mutual aid agreements
- T.C.A. § 58-8-113 Authority to provide aid or assistance in any area of the state.
- T.C.A. § 58-8-114 Recognition and enforcement of laws regarding tort liability.
- T.C.A. § 58-8-115 Reimbursement of eligible costs to governmental utility system.

If the SEOC or the RCC (if activated) receives a local government request for EMST support, the state will validate the request and attempt to secure the appropriate resource for resource coordination.

EMST mutual aid requests will route from the requestor to the SEOC or State Watch point or RCC if activated. All requests will be validated and if available, requests will be coordinated for the requesting party by the state. Formally, this is a request from the requesting entity to the responding entity with the state acting as the coordinating mechanism to fill the request. If the Regional Coordination Center can resource the mutual aid request with Regional EMST members on behalf of the requesting agency, the request will be coordinated regionally.

Any incident requiring the support of a Type III EMST should follow these procedures. Process clarification and information that will be essential from the requesting party:

1. An event or incident has overwhelmed the local resources.
2. The local Emergency Management Director may:
 - a) Use local mutual aid as it pertains to T.C.A. § 58-8-101
 - b) For a local jurisdiction to request mutual aid through the state, the following requirements must be met: If there is a declared state of emergency by either

the State of Tennessee or by the appropriate requesting jurisdiction according to 58-8-101, EMST coordination may be requested through the SEOC or State Watch point or RCC if activated if activated.

3. The request for EMST coordination must specify the following information:
 - a) Name and contact information of the requestor (including agency and at least one method of contact)
 - b) Type requested (Type III EMST) Resource Requested
 - c) Number of personnel needed
 - d) Specific skillsets or positions needed
 - e) Anticipated time commitment
 - f) Any additional requirements (communications equipment, cell phones, radio, laptop, etc.)
 - g) Exact reporting location and point of contact
 - h) Any other concerns, notes, or specific needs (lodging, food, water, etc.)

Example Request:

Jane Doe – County EMA Director for ____ County (615)555-5555 is requesting EMST support. I need 3 personnel, one of whom with experience with debris management. Anticipating 3 days of 12-hour operations, starting at 0700 on 12/28. Please report to:

123 State Street City, State 37000, your POC will be John Doe (615)555-5555 and please bring food and water for 3 days.

4. If available to meet the request, the EMST resource will be coordinated for response.
5. A Mission number will be assigned and logged appropriately.

EMST Preparation and Activation

Clear Sky Days

- Equipment:
 - Inventory to determine minimum recommended personal equipment
 - Equipment checks complete at a minimum on a monthly basis
- Personnel:
 - Personnel records up to date (training, testing, certifications, position task books, contact info., emergency contact)
- Personnel Data Sheet:
 - Complete
 - Mission Ready Package (MRP) prepared and updated as team members are identified

Polling: Impending Event/ Possible Activation

- State EOC or local agencies receive threat of significant weather or impending event
- Regional teams *poll* established personnel of for availability
- State Watch Point notified of team availability (no further action required)
- Teams conduct routine activation preparation

Activation Preparation

- Impending threat or weather event appears likely to occur
- Teams or team members are selected based on qualifications, anticipated area impacts, and deployment or operational experience.
- Selected teams or team members are notified to prepare for impending activation
- TEMA Regional Coordination Centers and County EMA directors notified of teams and team members that may be deployed.
- Rosters submitted from the TEMA Regional Director to State Watch Point of activated teams with personnel to be deployed, team structure, and any outstanding equipment or informational needs.
- Completed MRP submitted to TEMA Logistics.

Deploying Resources

- Orders are received, and the team is instructed to respond to the designated staging area, rally point, command post, or emergency operations center.
- Teams and team members who are cleared for deployment will be notified by the TEMA Regional Director.
- Mission Number Issued by State Watch Point.
- State Watch Point will notify all TEMA Regional Directors that EMST resources are being deployed within the state, the number of team members, anticipated deployment duration, and the positions being filled.

9 – Out of State Deployment (EMAC)

Interstate Mutual Aid (EMAC)

The T.C.A. § 58-2-401 et seq codifies the Emergency Management Assistance Compact (EMAC) for the State of Tennessee by establishing the conditions, requirements, liabilities, and cost reimbursement standards for interstate mutual aid activities of state governments supporting other state governments across the nation. EMAC is the nation’s state-to-state mutual aid system ratified by U.S. Congress (PL 104-321) in 1996 and codified as law in all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. Under EMAC, if a state has declared a State of Emergency, then that respective state can submit nationwide requests for mutual aid assistance through the EMAC-EOS web portal. Common categories of EMAC resources that have been requested include animal health resources, emergency medical services resources, fire and hazardous materials resources, human services resources, incident management resources, law enforcement resources, mass care resources, public health & medical resources, National Guard resources, public works resources, TEMA reservists, search and rescue resources, and telecommunication resources.

Per T.C.A. § 58-2-403, TEMA is designated as the lead state agency for coordinating both the receiving and sending of state-to-state mutual aid resources through EMAC. TEMA does so by establishing an EMAC A-Team made of individuals who are trained in EMAC procedures. A-Team members monitor requests, collect documentation, correspond with the receiving or sending state(s), manage transactions, monitor costs, brief teams, and track assignments and requirements. EMAC A-Teams in Tennessee include cross-disciplinary membership, representing individuals who specialize in areas such as finance, logistics, planning, or/and emergency services. A-Teams will also include partners outside of TEMA when applicable. The Tennessee Fire Chiefs Association (TFCA) and the Tennessee National Guard are some of the primary partners involved in EMAC operations for the State of Tennessee.

The EMAC Articles of Agreement require that all individuals who deploy be protected under their home jurisdiction’s coverage. If there is not home jurisdiction coverage, the state does not have a legal mechanism to take them on as an employee with benefits and no pay, or to provide them workers compensation and fringe benefits for the mission. For these reasons, Tennessee will not send individuals on an EMAC mission who do not carry home entity pay, benefits, workers compensation, and fringe benefits.

Mission Ready Packages

Mission ready packages (MRP’s) are vital for quick and efficient deployment of EMST resources. Complete and current MRP’s are required for all EMSTs. EMST MRP’s will be kept on file with the State EMAC Coordinator.

To assist in expediting the EMAC process, a completed and updated MRP must be submitted to the TEMA Team Development Manager on an annual basis by no later than 15 July each year; based on current personnel, salaries, supplies, and equipment values.

EMST Preparation and Activation

Clear Sky Days

- Equipment:
 - Inventory to determine recommended mission related equipment
 - Equipment checks complete at a minimum on a monthly basis
- Personnel:
 - Personnel records up to date (training, testing, certifications, contact info., emergency contact)
 - Inventory to determine recommended personal equipment
- Personnel Data Sheet:
 - Complete
 - Mission Ready Package (MRP) prepared and updated as team members are identified

Polling: Impending Event/ Possible Activation

- State EOC or local agencies receive threat of significant weather or impending event
- EMAC A-Team contacted by impacted state regarding potential response. The impacted state will open a mission in the EMAC Operations System.
- Regional Teams are notified to *poll* established team for availability of resources
- State Watch Point notified of team availability (no further action required)
- Teams conduct routine activation preparation procedures
- Team submits updated MRP (Mission Ready Package) with actual names of personnel to be deployed and updated financial (hourly rates, benefit rates, equipment charges, etc.) to the State EMAC Coordinator

Activation Preparation

- Impending threat or weather event appears likely to occur
- Official EMAC request received with deployment details
- Teams and team members are selected by the appropriate TEMA Regional Director and EMAT VP based on qualifications, area impacts, and ~~mix of~~ deployment or operational experience
- Selected teams and team members are notified to prepare for impending activation
- State Watch Point, TEMA Regional Directors and affected County EMA directors will be notified of teams that may be deployed
- Rosters (contact information, emergency notification info. Etc.) submitted of activated teams and team members with actual personnel to be deployed on official forms issued

Deploying Resources

- Teams are cleared for deployment through notification by the State EMAC Coordinator.
- Deployment orders and information issued
- Teams and team members will arrive and designated deployment check-in location per orders
- State Watch Point will notify all TEMA Regional Directors that EMST resources are being deployed via EMAC, the number of team members, team roster, anticipated deployment duration, and the positions being filled.

Reimbursement

- All deploying personnel must provide applicable paperwork to the individual designated to complete home jurisdiction reimbursement
- Each jurisdiction is required to submit a complete reimbursement packet within 90 days following return from the mission.
- Please reference the following documents for further information on EMAC:
 1. EMAC Operations Manual V12
 2. R-2 Reimbursement Package Job Aid
 3. Fringe Benefits Explained Job Aid V2

10 – Joint Ventures and Memorandum of Understandings (MOU)

Joint Ventures and MOU's

Many times, it is essential for response teams to join forces with one or more agencies outside of their local jurisdiction. In compliance with the Mutual Aid and Disaster Assistance Act of 2004, the joint ventures should be formalized in an interlocal agreement or MOU. The MOU should at a minimum address:

- Agencies participating in the joint team
- Team leadership
- Worker's compensation
- Liability
- Joint training plan
- Equipment usage

Annex A: Expectations and Code of Conduct

All representatives shall adhere to the following code of conduct to build public trust and ensure equitable treatment for all.

Expectations:

EMST members are expected to conduct themselves in a professional and ethical manner at all times. Remember, you are representing your local agency, the State of Tennessee, TEMA, your regional team, the associations that comprise the EMST committee, as well as yourself when deployed. Failure to follow program policy and recommendations could result in removal from the team and all evidence of violation(s) may be forwarded to the member's employer.

Many times, we are deployed to areas that are experiencing an event that is one of, if not the worst, events of their lives. For that reason:

- Be considerate of the conditions under which the hosting Director or organization is operating.
- Be nice. Make suggestions politely but keep working while you are talking. Play your role.
- Operate safely or, please, stay home.
- Actively listen. Help quietly.
- Appreciate the opportunity to serve.
- Do not talk to the media unless the host specifically asks and you are assigned as a PIO.

Code of Conduct:

Responding personnel will conduct themselves in the following manner.

- Keep the value of life and the welfare of the victim constantly in mind
- Remain aware of cultural issues including race, religion, gender, and nationality
- No pictures or information will be posted on any social media without the express written consent of the host agency
- Abide by all regulations regarding the handling of sensitive information
- All firearms rules and regulations will be determined by the Authority Having Jurisdiction
- Not be in possession of non-prescribed or illegal substances
- Not consume alcoholic beverages while on duty or subject to call
- Only procure equipment through appropriate channels
- Do not take anything without proper authorization
- Demonstrate proper consideration for other team's capabilities and operating practices

Annex B: Tennessee Code Annotated

T.C.A. § 58-8-101

Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004.

This chapter shall be known and may be cited as the “Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004.

T.C.A. § 58-8-103

Governance – Agreements to provide aid and assistance – Service and operational agreements – purpose – construction with other laws.

(a) On and after July 1, 2004, the provision and receipt of mutual aid and assistance by participating governmental entities shall be governed by this chapter, and no separate agreement is necessary except with regard to aid or assistance provided to entities in other states, aid or assistance provided between nongovernmental utilities and governmental entities, and governmental entities that decide to provide aid and assistance under a separate agreement. Governmental entities may choose by resolution of their governing bodies to continue agreements existing on July 1, 2004, until they expire or are terminated in accordance with their terms. Governmental entities may also by resolution extend existing agreements or make new agreements relative to mutual aid and assistance after July 1, 2004. When there is an agreement between or among governmental entities, the provisions of that agreement and applicable authorizing law govern activities under the agreement. For any governmental entity with no agreement with the particular requesting party governing mutual aid or assistance, this chapter applies to both parties.

(b) It is not the intent of this chapter to affect activities under service agreements. Service and operational agreements may continue to be made and enforced under §§ 5-1-113, 5-1-114, 5-16-107, 5-19-106, 6-54-307, 6-54-601, title 12, chapter 9, title 49, chapter 2, part 13, or other applicable law.

(c) The purposes of this chapter are to authorize mutual aid and to enhance public safety and homeland security by facilitating assistance among governmental entities in any state of emergency or declared disaster while conforming to federal guidelines relative to reimbursement of costs for assistance rendered.

(d) Aid and assistance to entities in other states continues to be governed by the Interlocal Cooperation Act, compiled in title 12, chapter 9, and other applicable law.

T.C.A. § 58-8-104

Declaration of local state of emergency – Cost reimbursement – Evacuation orders.

- (a) The mayor of a municipality or the mayor or county executive of a county or metropolitan government may declare a local state of emergency affecting such official's jurisdiction by executive order consistent with and governed by § 58-2-110(3)(A)(v).
- (b) The mayor or executive of any municipality or county, or such official's designee, may declare a state of emergency for such official's municipality or county regardless of whether the event in question affects only that jurisdiction or multiple jurisdictions.
- (c) The declaration of a state of emergency by a jurisdiction entitles the responding party or parties to cost reimbursement as provided in § 58-8-111. The requesting party is required to make this reimbursement to the responding party or parties.
- (d) The municipal mayor or county mayor or executive may declare the state of emergency at any time during the imminent pendency or happening of the occurrence.
- (e) If a county mayor or the executive of a county declares a local state of emergency in accordance with subsection (a), the county mayor or the executive of the county may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire unincorporated area of the county or any portion thereof.
- (f) If a mayor or the executive of a municipality or metropolitan government declares a local state of emergency in accordance with subsection (a), the mayor or the executive of the municipality or metropolitan government may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire incorporated area of the municipality or metropolitan government, or any portion thereof.
- (g) A person who willfully violates an order issued under subsection (e) or (f) commits a Class C misdemeanor.

T.C.A. § 58-8-105

Request for aid and assistance – Confirmation – Request for mutual aid for emergency medical services.

- (a) When a governmental entity is affected by an occurrence that its resources will not be adequate to handle, the governmental entity may request aid through the appropriate emergency management employee or official, or a county or municipality may declare a local state of emergency as provided in § 58-8-104 and request assistance by communicating the request to a potential responding party or multiple potential responding parties. Requests for aid or for assistance must be made by the appropriate official or employee to the emergency communications dispatch center of

potential responding parties or other officials authorized by the potentially responding party to respond to requests under this chapter.

(b) Each request for aid or assistance may be made verbally and should, to the extent possible, include the following:

(1) A statement that an occurrence is imminent, in progress, or has occurred. The statement should also indicate whether a declaration of a state of emergency has been made and give a general description of the occurrence or emergency, including an initial estimate of the damages and injuries sustained or expected;

(2) Identification of the service functions for which aid or assistance is needed and the particular type of aid or assistance needed;

(3) The amount of personnel, equipment, materials, and supplies needed; and

(4) An estimated time and place for a representative of the requesting party to meet the responding party.

(c) Each request for aid or assistance may include the following if known or necessary:

(1) An estimate of the amount of time, aid, or assistance that will be needed.

(2) Identification of the types of infrastructure for which aid or assistance is needed, e.g., water and sewer, streets, gas, electric, or other infrastructure; and

(3) Identification of the need for sites, structures, or other facilities outside the requesting party's jurisdiction to serve as relief centers or staging areas for incoming emergency goods or services.

(d) All requests for assistance shall be confirmed in writing to the responding party or parties within thirty (30) days of the initial request. Parties shall keep records of all requests made for assistance under this chapter.

(e) In addition to any agreement for mutual aid made under title 5 or title 12, a governmental entity is authorized to request mutual aid for emergency medical services provided under title 68, chapter 140, from the emergency communications dispatch center of a county that is contiguous to the requesting county or governmental entity for occurrences that involve serious injuries or possible loss of life in instances that might not reasonably lead to a declared emergency.

T.C.A. § 58-8-106

Sending personnel and equipment outside jurisdiction.

Any participating governmental entity may, upon receiving a request for mutual aid in an occurrence or for assistance from a requesting party in a municipal, county, state, or federal state of emergency, send its personnel and equipment outside its boundaries and into any other jurisdiction necessary to respond to the request.

T.C.A. § 58-8-107

Discretion of participating entities to respond – Withdrawal of aid or assistance – Mutual aid for emergency medical services.

(a) This chapter does not create a duty on participating governmental entities to respond to a request for aid or assistance nor to stay at the scene of an occurrence or emergency for any length of time. Upon receipt of a request for aid or assistance, a potential responding party shall determine whether and to what extent it will provide the aid or assistance. If the potential responding party determines in its complete discretion that it is not in its best interest to provide aid or assistance, it shall notify the requesting party of its decision as soon as possible. If the potential responding party determines that aid or assistance can be provided, it shall communicate the following information to the requesting party as soon as possible:

- (1) A description of what personnel, equipment, and other resources it will provide;
- (2) An estimate of the length of time aid or assistance will be available; and
- (3) An estimated time of arrival at the scene or designated meeting place.

(b) The responding party may withdraw aid or assistance at any time. The responding party shall notify the requesting party as soon as possible of any decision to withdraw aid or assistance.

(c) The provisions of this section that require certain actions are directory rather than mandatory and do not create a public or special duty on the part of any participating governmental entity.

(d) In addition to any agreement for mutual aid made under title 5 or title 12, a governmental entity is authorized to respond to a request for mutual aid for emergency medical services under § 58-8-105(e) from a county that is contiguous to the requesting county or governmental entity for occurrences that involve serious injuries or possible loss of life in instances that might not reasonably lead to a declared emergency. A county is authorized to enter into a mutual aid agreement under title 12 to permit routine and automatic approval of and response to such requests.

T.C.A. § 58-8-108

Command of the scene – Delegation of command.

The representative or representatives of the requesting party authorized to be in charge of emergency response at the scene shall be in command at the scene as to strategy, tactics, and overall direction of the operations. The requesting party may delegate command as needed. Generally accepted incident command procedures shall be

implemented and followed. The responding party shall designate supervisory personnel for its employees sent to render aid or assistance. All orders or directions regarding the operations of the responding party shall be relayed to the responding party through these designated supervisory personnel unless a different arrangement is determined by the parties in the field to be more advantageous.

T.C.A. § 58-8-109

Scope of authority – Workers' compensation coverage – Liability.

(a) When employees of the responding party are sent from the employing jurisdiction to another jurisdiction or jurisdictions in response to a request for aid or assistance under this chapter, they have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the jurisdiction in which they normally function.

(b) Employees of the responding party will be considered as the responding party's employees at all times while performing their duties under this chapter for purposes of the workers' compensation law and for that purpose will be considered as acting within the course and scope of their employment with the responding party.

(c) Under § 29-20-107(f), for liability purposes only, employees of the responding party are to be considered employees of the requesting party while performing their duties under this chapter at the scene of the occurrence or emergency or other locations necessary for the response while under the supervision of the requesting party. At all other times in the response, including traveling to the scene and returning to the employing jurisdiction, such employees are to be considered for liability purposes to be employees of the responding party.

T.C.A. § 58-8-110

Immunity.

Nothing in this chapter shall be construed to remove any immunity from, defenses to, or limitation on liability provided by the Tennessee Governmental Tort Liability Act, compiled in title 29, chapter 20, or other law.

T.C.A. § 58-8-111

Responsibility for costs – Eligibility for reimbursement – Wages – Use of equipment, materials, and supplies – Records and invoices.

(a) Except as provided in this section, the requesting party shall pay the responding party all documented costs incurred by the responding party in extending assistance to

the requesting party under this chapter. The requesting party is ultimately responsible for reimbursement of all eligible expenses, not to exceed the federal emergency management agency's (FEMA) reimbursement fee schedules.

(b) Eligibility for reimbursement begins immediately upon the declaration of the state of emergency. The responding party is entitled to receive payment for one-half (½) its reimbursable costs for the first six (6) hours of its response after the state of emergency is declared. The responding party is entitled to one hundred percent (100%) reimbursement of eligible costs incurred after six (6) hours are exceeded. Time periods for the response subject to reimbursement shall be calculated from the time the state of emergency is declared or the time the responding party leaves its jurisdiction, whichever occurs later, to the time it returns. Reimbursement of personnel, equipment, and materials and supply costs are all subject to the limitations of this subsection (b).

(c) During the period of assistance, the responding party shall continue to pay its employees according to then-prevailing wages, including benefits and overtime. The requesting party shall reimburse the responding party for all direct and indirect payroll costs, including travel expenses, incurred during the period of assistance, including but not limited to, employee retirement benefits as determined by generally accepted accounting principles. The requesting party is not responsible for reimbursing any amounts paid or due as benefits to responding party's personnel under the terms of the Tennessee Workers' Compensation Act, compiled in title 50, chapter 6.

(d) The requesting party shall reimburse the responding party for the use of its equipment during the period of assistance according to the FEMA fee schedules for hourly rates. For instances in which the costs are reimbursed by FEMA, eligible direct costs shall be determined in accordance with 44 CFR 206.228.

(e) The requesting party shall reimburse the responding party for all material and supplies furnished by it and used or damaged during the period of assistance, except for the cost of equipment, fuel, and maintenance materials, labor, and supplies, which shall be included in the equipment rate unless it is damaged and the damage is caused by the gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the responding party's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR Part 13 and applicable office of management and budget (OMB) circulars.

(f) The responding party shall maintain records and submit invoices for reimbursement by the requesting party. For instances in which costs are reimbursed by FEMA, the requesting party must submit requests for reimbursement to the Tennessee emergency management agency (TEMA) on forms required by federal emergency management publications, including 44 CFR Part 13 and applicable OMB circulars. The reimbursement request shall include the certification or level of training of the personnel who responded and the type of equipment that was sent.

(g) The responding party shall forward the reimbursable costs with an itemized invoice to the requesting party as soon as possible, but no later than sixty (60) days after the provision of assistance has ended.

(h) Nonparticipating governmental entities and participating governmental entities that have separate agreements with nonparticipating governmental entities, may by agreement provide for different reimbursement provisions.

(i) The preceding provisions of this section do not apply to aid or assistance provided under § 58-2-113 at the request of TEMA. Reimbursement of costs for aid or assistance provided in these situations is governed by § 58-2-113 and any other applicable provisions of chapter 2 of this title.

T.C.A. § 58-8-112

Existing mutual aid agreements.

Governmental entities that are parties to existing mutual aid agreements may by resolution of their governing bodies determine to continue to operate under those agreements until they expire or are terminated. If a governmental entity does not affirm the continued existence of the agreement, it shall expire on July 1, 2004, and this chapter applies. If the governmental entity affirms an agreement, the terms of the agreement and applicable authorizing law will continue to govern activities under the agreement. Mutual aid agreements between Tennessee governmental entities and governmental entities in other states are not affected by this chapter and continue to be authorized and governed by the Interlocal Cooperation Act, compiled in title 12, chapter 9, and other applicable law. Except for the continuation of existing agreements as provided in this section, any new agreements made after July 1, 2004, and aid or assistance provided at the request of TEMA under § 58-2-113, this chapter is the exclusive method for providing mutual aid and emergency assistance between governmental entities.

T.C.A. § 58-8-113

Authority to provide aid or assistance in any area of the state.

In addition to any other authority provided by this chapter, any governmental entity may provide aid or assistance in any area of the state to any state or federal agency upon request by the state or federal agency, and the governmental entity and its employees will be subject to the same protections and immunities they have under this chapter in furnishing aid or assistance to other governmental entities. This section and any other portion of this chapter are in addition to and not in substitution for, and do not diminish, the authority provided in § 58-2-113 or any other law that authorizes a local governmental entity to respond to a request for aid or assistance from TEMA or any other state or federal agency. Nothing in this chapter shall be construed to require

that employees of the responding party are to be considered employees of the state or any of its agencies for any purpose.

T.C.A. § 58-8-114

Recognition and enforcement of laws regarding tort liability.

When any other state provides that it will recognize and enforce the Tennessee Governmental Tort Liability Act, compiled in title 29, chapter 20, and other Tennessee laws governing the tort liability of Tennessee's governmental entities and their employees in any case brought in that state's courts against the governmental entity or its employees arising from aid or assistance provided by a Tennessee governmental entity in that state, Tennessee shall recognize and enforce that state's laws relative to the tort liability of its political subdivisions and their employees and agents in any case brought in a Tennessee court against the political subdivision or its employees and agents arising from aid or assistance provided by the political subdivision of that state in Tennessee.

T.C.A. § 58-8-115

Reimbursement of eligible costs to governmental utility system.

(a) Notwithstanding § 58-8-111(b), a governmental utility system that is a responding party is eligible for reimbursement and entitled to one hundred percent (100%) reimbursement of eligible costs after the state of emergency is declared.

(b) For purposes of a governmental utility system that is a responding party, “then-prevailing wages, including benefits and overtime” in § 58-8-111(c) means the present wage structure, including benefits and overtime, of the governmental utility system that is a responding party.

(c) For purposes of this section, “governmental utility system” means a governmental entity that provides electric, gas, sewer, water, wastewater, telephone, cable or other like service, or any combination of these services, and is limited to these operations of the governmental entity and does not extend to other operations or functions of the governmental entity.

(d) Notwithstanding § 58-8-111, governmental utility systems and nongovernmental utilities that enter into mutual assistance agreements for the purposes of providing aid or assistance to one another are eligible for reimbursement of all out-of-pocket costs incurred by the responding party.