

Ohio IMAC Operations Manual

February 2020

Purpose and Scope

The Ohio Intrastate Mutual Aid Compact (IMAC), Ohio Revised Code Section 5502.41, was enacted into law on December 23, 2002. The purpose of IMAC is to provide for mutual assistance or aid among the participating political subdivisions for purposes of preparing for, responding to, and recovering from an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources.

This manual includes:

- Procedures and guidelines for requesting and providing resources via IMAC in Ohio
- Forms and checklists
- Roles and responsibilities for implementing IMAC in Ohio

Jurisdictions are not required to utilize IMAC to request mutual aid from other Ohio jurisdictions and IMAC does not replace any existing mutual aid compacts between jurisdictions. Jurisdictions may use both IMAC and other mutual aid agreements simultaneously.

Responsibilities

All mutual aid requests and offers of assistance via IMAC should be routed through the respective county emergency management agency (EMA).

Each county EMA should:

- Create plans and standard operating guidelines for facilitating IMAC in their county;
- Identify and analyze hazards that could affect the jurisdictions that they serve and further define those hazards that may require the use of mutual aid resources. This should include identifying specific resource needs and shortfalls;
- Identify a person or persons to sign legal documents obligating the county to provide or receive mutual aid via IMAC;
- Identify and inventory the current services, equipment, supplies, personnel, and other resources that may be available for an IMAC deployment(s);
- Train and exercise IMAC plans and standard operating guides periodically;

County jurisdictions and/or political subdivisions should:

- Working with the county EMA further identify and analyze hazards that may affect the jurisdiction and identify resource needs and shortfalls for responding to those hazards;
- Identify a person or persons able to sign legal documents obligating the jurisdiction to provide or receive mutual aid;

- Working with the county EMA identify and inventory the current services, equipment, supplies, personnel, and other resources that may be available for an IMAC deployment(s).

The Ohio EMA Executive Director will:

- Oversee and provide direction on the implementation of IMAC in Ohio;
- Consult and provide guidance to county EMA and other jurisdictions as needed on IMAC procedures;
- Coordinate with the county EMAs in identifying and formulating appropriate procedures or plans to resolve resource shortfalls.

Requesting and Providing Assistance via IMAC

A county or political subdivision's obligation to provide assistance via IMAC is voluntary and subject to the following conditions:

- The requesting jurisdiction must have issued a request for aid/assistance or issued a disaster declaration. Initial requests for assistance may be verbal, but must be followed up with a written request within 72 hours;
- Emergency response personnel, assets, and equipment of an assisting county or other jurisdiction shall continue under their local government's authority, but shall be under the operational control of the appropriate officials within the incident management system of the requesting county or other jurisdiction during deployment;
- The Ohio Revised Code prohibits reimbursement for the first eight (8) hours of assistance provided. Jurisdictions should not make multiple IMAC mutual aid requests for deployments of less than eight (8) hours each to avoid having to reimburse expenses.
- Requests for, or offers of, assistance should be routed through the respective jurisdiction's county EMA.

Initial notification & activation

Requesting Jurisdiction

The requesting jurisdiction should provide their county EMA

- A detailed description of the incident, disaster, exercise, training activity, planned event, or emergency for which assistance is needed.
- A detailed description of the mission to be accomplished or assistance or aid needed including the specific place, time of day, and estimated length of time assistance is needed.

If the requesting jurisdiction knows of potential sources of aid, they should inform the county EMA and notify the potential assisting jurisdictions of their need for mutual aid via IMAC.

If the requesting jurisdiction does not know of potential sources of mutual aid then the county EMA should assist with identifying sources of mutual aid.

The requesting jurisdiction's county EMA facilitates completion of the necessary IMAC mutual aid request documentation.

Assisting Jurisdiction

Working through their county EMA the assisting jurisdiction should

- Verify the details of the request for assistance
- Inform the requesting jurisdiction of the resources available to meet the request being sure to include as applicable:
 - A description of the resource(s) available being as descriptive and detailed as possible.
 - A detailed accounting of any costs associated with the available resources

The assisting jurisdiction's county EMA facilitates the completion of the necessary IMAC mutual aid offer documentation.

By accepting an offer of assistance, either verbal or written, the requesting jurisdiction agrees to reimburse the assisting jurisdiction for all agreed upon costs as stipulated in Section J of ORC 5502.41. All verbal requests and offers must be followed up with written documentation within 72 hours of acceptance by both parties.

Mobilization of resources

- The assisting jurisdiction, with the help of their county EMA, prepares the IMAC mutual aid resource(s) for deployment and notifies the requesting jurisdiction that the resources are prepared for deployment.
- The requesting jurisdiction, with the help of their county EMA prepares to receive the IMAC mutual aid resource(s) and notifies the assisting jurisdiction of the reporting date, time, location, and point of contact and other pertinent information for the resources.

Utilization of resources

Resources deployed via IMAC should only be utilized for the mission agreed to by the requesting and assisting jurisdictions. Any changes to the mission scope, duration, or deployment costs should be agreed to by both jurisdictions and all IMAC documentation amended to reflect the changes.

Reimbursement

Mutual aid under IMAC is not dependent on state or federal financial assistance. Requesting and assisting jurisdictions should be prepared to bear the burden of any

mutual aid costs without expectation of state or federal assistance. Assisting jurisdictions may donate or assume partial or total costs associated with loss, damage or use of personnel, equipment and/or resources provided via IMAC. Note that the Ohio Revised Code prohibits reimbursement for the first eight (8) hours of assistance provided. For the purposes of these procedures the first eight (8) hours begins when the mutual aid resources are physically received in the requesting jurisdiction.

Reimbursement should be made in the following order:

- Assisting jurisdiction reimburses individuals who deployed.
- Requesting jurisdiction reimburses assisting jurisdiction.

The requesting jurisdiction should:

- Accept documented reimbursement requests from assisting jurisdiction(s) and reimburse all documented and approved expense within 180 days of receipt.
- Maintain all documentation in accordance with local retention policies.

The requesting county EMA should:

- Coordinate and facilitate the reimbursement process by providing technical assistance and guidance as needed.
- Maintain all documentation in accordance with state or local retention guidance.
- Provide after action recommendations for the reimbursement process following an event.

The assisting jurisdiction should:

- Provide accurate and complete documentation detailing costs associated with deployment of mutual aid resources under IMAC and submit requests for reimbursement to the requesting jurisdiction through the assisting county EMA within 30 days of mission completion. Mission completion is defined as the date that mutual aid resources arrive at home station following deployment.
- Maintain all original receipts and documents in accordance with local record retention policies.
- Provide a written request for a time extension through the County EMA if a reimbursement request cannot be completed within the 30 days. Extensions may be granted for up to 30 additional days at the discretion of the requesting county EMA.

The assisting county EMA should:

- Coordinate and facilitate the reimbursement process by providing technical assistance and guidance as needed.
- Maintain all documentation in accordance with state or local retention guidance.
- Provide after action recommendations for the reimbursement process following an event

Ohio EMA will:

- Provide technical assistance on IMAC forms and processes.
- Assist with identifying and locating potential mutual aid resources.
- Develop and maintain the IMAC guidance outlined in this document.

Reimbursement will not:

- Be provided to assisting jurisdictions that document the donation of their mutual aid resources at any time during the deployment;
- Be provided for costs incurred for resources that self-deployed regardless of whether the mutual aid was actually accepted and utilized.
- Be provided for costs associated with worker compensation claims or death benefits to injured assisting jurisdiction members
- Duplicate other payment and insurance proceeds
- Be provided for costs and expenses incurred that cannot be supported by documentation unless approved by the requesting jurisdiction
- Be provided for any of the following:
 - Costs associated with the first eight (8) hours of assistance provided
 - The value of volunteer or other labor provided to the assisting jurisdiction at no cost
 - Pre-deployment and administrative costs
 - On-the-job training

Documentation

Documents required to verify deployment expenses are determined by the requesting jurisdiction. The requesting jurisdiction should advise the assisting jurisdiction(s) of the documentation requirements prior to accepting mutual aid resources via IMAC. The following checklist outlines documents and information that may be used to assist with expense documentation.

 Cover Letter

The cover letter is addressed to the requesting jurisdiction from the assisting jurisdiction and should include the following:

- Amount being requested
- Remittance Advice
- Financial point of contact information

❑ IMAC Reimbursement Form

A completed and signed IMAC Reimbursement Form

❑ Personnel Expenses

The following are examples of documents to verify personnel expenses

- Labor policy or bargaining agreement clearly detailing rules for work schedules, leave accrual, overtime, compensatory time, etc.
- Employer benefits contribution rates
- Fringe benefit calculation spreadsheet
- Timesheets for each individual deployed with regular and overtime clearly shown

❑ Personnel – Proof of Payment

All personnel expenses should be paid by the assisting jurisdiction prior to requesting reimbursement. The following are examples of documents to verify proof of payment.

- Copies of paystubs for the pay period in which the person was deployed showing:
 - Hourly rate
 - Regular earnings vs. overtime earnings
 - Any special earning codes (e.g., holiday pay, leave, employer contributions, etc.)
- Payroll register or general ledger report

❑ Travel Expenses

The following are examples of documents to verify travel expenses. All travel reimbursements should be in accordance with the assisting jurisdiction's travel policy

- Automobile rental agreement
- Fuel receipts
- Tolls/Parking receipts
- Airline ticket receipts
- Baggage fee receipts
- Mileage logs
- Per-diem rates or receipts for lodging.
- Per-diem rates or receipts for meals.

❑ **Equipment**

The following are examples of documents to verify equipment use expenses:

- A daily log sheet indicating operator name as well as the dates and hours that equipment was in use.
- FEMA schedule of equipment rates. If using FEMA rates, separate maintenance and fuel costs should not be reimbursed as they are covered in the FEMA rate.

❑ **Commodities**

Receipts for consumables, supplies, and other materials not accounted for in other categories.

Maintenance and Update of Plan

This plan will be reviewed and updated as needed annually on or about January 1. More frequent updates will be done if needed under the following circumstances:

1. Based on review of risk;
2. To address action reviews of incidents or exercises and to incorporate corrective actions;
3. Agency leadership guidance;
4. Any other circumstances necessitating immediate revision of the plan.

Date	Description of Changes Made	Page number(s), sections, etc. where change made	Individual Making Change
1/27/2020	Initial publication		
2/10/2020	Typographical error (comma)	Page 3	Phillip Johnson
2/10/2020	Typographical error on form	Appendix B, page 17	Phillip Johnson
2/20/2020	Changed publication date	Header throughout document	Phillip Johnson

Ohio Revised Code § 5502.41. Intrastate mutual aid compact

(A) As used in this section:

(1) "Chief executive of a participating political subdivision" means the elected chief executive of a participating political subdivision or, if the political subdivision does not have an elected chief executive, a member of the political subdivision's governing body or an employee of the political subdivision appointed by the governing body's members to be its representative for purposes of the intrastate mutual aid program created pursuant to this section.

(2) "Countywide emergency management agency" means a countywide emergency management agency established under section 5502.26 of the Revised Code.

(3) "Emergency" means any period during which the congress of the United States, a chief executive as defined in section 5502.21 of the Revised Code, or a chief executive of a participating political subdivision has declared or proclaimed that an emergency exists.

(4) "Participating political subdivision" means each political subdivision in this state except a political subdivision that enacts or adopts, by appropriate legislation, ordinance, resolution, rule, bylaw, or regulation signed by its chief executive, a decision not to participate in the intrastate mutual aid program created by this section and that provides a copy of the legislation, ordinance, resolution, rule, bylaw, or regulation to the state emergency management agency and to the countywide emergency management agency, regional authority for emergency management, or program for emergency management within the political subdivision.

(5) "Planned event" means a scheduled nonemergency activity as defined by the national incident management system adopted under section 5502.28 of the Revised Code as the state's standard procedure for incident management. "Planned event" includes, but is not limited to, a sporting event, concert, or parade.

(6) "Political subdivision" or "subdivision" has the same meaning as in section 2744.01 of the Revised Code and also includes a health district established under Chapter 3709. of the Revised Code.

(7) "Program for emergency management within a political subdivision" means a program for emergency management created by a political subdivision under section 5502.271 of the Revised Code.

(8) "Regional authority for emergency management" means a regional authority for emergency management established under section 5502.27 of the Revised Code.

(9) "Regional response team" means a group of persons from participating political subdivisions who provide mutual assistance or aid in preparation for, response to, or recovery from an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources. "Regional response team" includes, but is not limited to, an incident management team, hazardous materials response team, water rescue team, bomb team, or search and rescue team.

(B) There is hereby created the intrastate mutual aid program to be known as "the intrastate mutual aid compact" to complement existing mutual aid agreements. The program shall have two purposes:

(1) Provide for mutual assistance or aid among the participating political subdivisions for purposes of preparing for, responding to, and recovering from an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources;

(2) Establish a method by which a participating political subdivision may seek assistance or aid that resolves many of the common issues facing political subdivisions before, during, and after an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources, and that ensures, to the extent possible, eligibility for available state and federal disaster assistance or other funding.

(C) Each countywide emergency management agency, regional authority for emergency management, and program for emergency management within a political subdivision, in coordination with all departments, divisions, boards, commissions, agencies, and other instrumentalities within that political subdivision shall establish procedures or plans that, to the extent possible, accomplish both of the following:

(1) Identify hazards that potentially could affect the participating political subdivisions served by that agency, authority, or program;

(2) Identify and inventory the current services, equipment, supplies, personnel, and other resources related to the preparedness, response, and recovery activities of the participating political subdivisions served by that agency, authority, or program.

(D)

(1) The executive director of the state emergency management agency shall coordinate with the countywide emergency management agencies, regional authorities for emergency management, and programs for emergency management within a political subdivision in identifying and formulating appropriate procedures or plans to resolve resource shortfalls

(2) During and after the formulation of the procedures or plans to resolve resource shortfalls, there shall be ongoing consultation and coordination among the executive director of the state emergency management agency; the countywide emergency management agencies, regional authorities for emergency management, and programs for emergency management within a political subdivision and all departments, divisions, boards, commissions, agencies, and other instrumentalities of, and having emergency response functions within, each participating political subdivision, regarding this section, local procedures and plans, and the resolution of the resource shortfalls.

(E)

(1) A participating political subdivision that is impacted by an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources, may request mutual assistance or aid by doing either of the following:

(a) Declaring a state of emergency and issuing a request for assistance or aid from any other participating political subdivision;

(b) Issuing to another participating political subdivision a verbal or written request for assistance or aid. If the request is made verbally, a written confirmation of the request shall be made not later than seventy-two hours after the verbal request is made.

(2) Requests for assistance or aid made under division (E)(1) of this section shall be made through the emergency management agency of a participating political subdivision or an official designated by the chief executive of the participating political subdivision from which the assistance or aid is requested and shall provide the following information:

(a) A description of the incident, disaster, exercise, training activity, planned event, or emergency;

(b) A description of the assistance or aid needed;

(c) An estimate of the length of time the assistance or aid will be needed;

(d) The specific place and time for staging of the assistance or aid and a point of contact at that location.

(F) A participating political subdivision shall provide assistance or aid to another participating political subdivision that is impacted by an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources. The provision of the assistance or aid is subject to the following conditions:

(1)

The responding political subdivision may withhold resources necessary to provide for its own protection.

(2) Personnel of the responding political subdivision shall continue under their local command and control structure, but shall be under the operational control of the appropriate officials within the incident management system of the participating political subdivision receiving assistance or aid.

(3) Responding law enforcement officers acting pursuant to this section have the same authority to enforce the law as when acting within the territory of their regular employment.

(G)

(1) Nothing in this section shall do any of the following:

(a) Alter the duties and responsibilities of emergency response personnel;

(b) Prohibit a private company from participating in the provision of mutual assistance or aid pursuant to the compact created pursuant to this section if the participating political subdivision approves the participation and the contract with the private company allows for the participation;

(c) Prohibit employees of participating political subdivisions from responding to a request for mutual assistance or aid precipitated by an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources, when the employees are responding as part of a regional response team that is under the operational control of the incident command structure;

(d) Authorize employees of participating political subdivisions to respond to an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources, without a request from a participating political subdivision.

(2) This section does not preclude a participating political subdivision from entering into a mutual aid or other agreement with another political subdivision, and does not affect any other agreement to which a participating political subdivision may be a party, or any request for assistance or aid that may be made, under any other section of the Revised Code, including, but not limited to, any mutual aid arrangement under this chapter, any fire protection or emergency medical services contract under section 9.60 of the Revised Code, sheriffs' requests for assistance to preserve the public peace and protect persons and property under section 311.07 of the Revised Code, any agreement for mutual assistance or aid in police protection under section 737.04 of the Revised Code, any agreement for law enforcement services between universities and colleges and political subdivisions under section 3345.041 or 3345.21 of the Revised Code, and mutual aid agreements among emergency planning districts for hazardous substances or chemicals response under sections 3750.02 and 3750.03 of the Revised Code.

(H)

(1) Personnel of a responding participating political subdivision who suffer injury or death in the course of, and arising out of, their employment while rendering assistance or aid under this section to another participating political subdivision are entitled to all applicable benefits under Chapters 4121. and 4123. of the Revised Code.

(2) Personnel of a responding participating political subdivision shall be considered, while rendering assistance or aid under this section in another participating political subdivision, to be agents of the responding political subdivision for purposes of tort liability and immunity from tort liability under the law of this state.

(3)

(a) A responding participating political subdivision and the personnel of that political subdivision, while rendering assistance or aid under this section, or while in route to or from rendering assistance or aid under this section, in another participating political subdivision, shall be deemed to be exercising governmental functions as defined in section 2744.01 of the Revised Code, shall have the defenses to and immunities from civil liability provided in sections 2744.02 and 2744.03 of the Revised Code, and shall be entitled to all applicable limitations on recoverable damages under section 2744.05 of the Revised Code.

(b) A participating political subdivision requesting assistance or aid and the personnel of that political subdivision, while requesting or receiving assistance or aid under this section from any other participating political subdivision, shall be deemed to be exercising governmental functions as defined in section 2744.01 of the Revised Code, shall have the defenses to and immunities from civil liability provided in sections 2744.02 and 2744.03 of the Revised Code, and shall be entitled to all applicable limitations on recoverable damages under section 2744.05 of the Revised Code.

(I) If a person holds a license, certificate, or other permit issued by a participating political subdivision evidencing qualification in a professional, mechanical, or other skill, and if the assistance or aid of that person is asked for under this section by a participating political subdivision, the person shall be deemed to be licensed or certified in or permitted by the participating political subdivision receiving the assistance or aid to render the assistance or aid, subject to any limitations and conditions the chief executive of the participating political subdivision receiving the assistance or aid may prescribe by executive order or otherwise.

(J)

(1) Subject to division (K) of this section and except as provided in division (J)(2) of this section, any participating political subdivision rendering assistance or aid under this section in another participating political subdivision shall be reimbursed by the participating political subdivision receiving the assistance or aid for any loss or damage to, or expense incurred in the operation of, any equipment used in rendering the assistance or aid, for any expense incurred in the provision of any service used in rendering the assistance or aid, and for all other costs incurred in responding to the request for assistance or aid. To avoid duplication of payments, insurance proceeds available to cover any loss or damage to equipment of a participating political subdivision rendering assistance or aid shall be considered in the reimbursement by the participating political subdivision receiving the assistance or aid.

(2) A participating political subdivision rendering assistance or aid under this section to another participating political subdivision shall not be reimbursed for either of the following:

(a) The first eight hours of mutual assistance or aid it provides to the political subdivision receiving the assistance or aid;

(b) Expenses the participating political subdivision incurs under division (H)(1) of this section.

(K) A participating political subdivision rendering assistance or aid under this section may do any of the following:

(1) Assume, in whole or in part, any loss, damage, expense, or cost the political subdivision incurs in rendering the assistance or aid;

(2) Loan, without charge, any equipment, or donate any service, to the political subdivision receiving the assistance or aid;

(3) Enter into agreements with one or more other participating political subdivisions to establish different allocations of losses, damages, expenses, or costs among such political subdivisions.

Amended by 129th General Assembly File No.95, SB 243, §1, eff. 7/3/2012. Effective Date: 12-23-2002; 04-14-200.

HISTORY: 149 v H 605. Eff 12-23-2002; 151 v S 9, § 1, eff. 4-4-06.

(B) Name	(B) Cell Phone number	(C) Regular hourly wage plus fringe	(D) Number of regulars worked per day	(E) Overtime wage plus fringe	(F) Number of overtime hours worked per day	(G) Total number of days deployed	(H) Daily cost (C*D)+(E*F)	(I) Total Cost per Person
Total Personnel Costs (Sum of Column I)							\$	

Assistance Request and Offer Form Instructions:**Part I, completed by the requesting jurisdiction**

Enter:

- Date of Request;
- Name of jurisdiction requesting assistance;
- Name of Point of Contact for more information or questions regarding request;
- Telephone, fax number, and email of Point of Contact;
- Description of the resource(s) requested;

NOTE: Be as detailed as possible. Attached a sheet with additional details if needed.

- Date and Time the resource(s) is needed;
- Date and Time the resource(s) will be released and returned to the assisting jurisdiction;
- The name, title and agency of the person authorized to commit funds to pay for the resource(s);
- The signature of the authorized representative

Part II, completed by the assisting jurisdiction

Enter:

- Date of Offer;
- Name of jurisdiction offering assistance;
- Name of Point of Contact for more information or questions regarding the offer;
- Telephone, fax number, and email for Point of Contact;
- Date and Time the resources are available for deployment;
- Date and Time the resources will be demobilized and returned to home station;
- Information for personnel to be deployed if applicable
 - Name
 - Cell phone number
 - Regular hourly wage including any fringe.
 - Number of regular hours the person is expected to work each day
 - Number of overtime hours the person is authorized or expected to work each day
 - The total number of days the person will be deployed including travel days if applicable.
 - The total daily cost for each person
 - The total mission cost for each person

- Total personnel costs
- Travel information
 - Date the resource is to depart or departed home station
 - Date the resource is to return or returned to home station
 - Estimated travel costs
 - Transportation
 - Meals
 - Lodging
- Description of equipment being deployed if applicable
 - Estimated equipment costs
- Total estimated deployment costs (Sum of personnel, travel and equipment costs)
- Name and title of person authorized to commit the resources
- Signature of the person authorized to commit the resources

Ohio IMAC Reimbursement Form

Event/Incident:		
Submitted to the Requesting Jurisdiction of:		Date:
By the Assisting Jurisdiction of:		
For resources specified in IMAC Request:		
Copies of Receipts and/or Payment Vouchers for Each Claim are attached	Yes	No
Personnel Costs:		
Regular Time	<input style="width: 100px; height: 20px;" type="text"/>	
Overtime	<input style="width: 100px; height: 20px;" type="text"/>	
Employer Paid Fringe Benefits	<input style="width: 100px; height: 20px;" type="text"/>	
Total Personnel Costs (Sum of all personnel costs itemized above)		<input style="width: 100px; height: 20px;" type="text"/>
Travel Costs		
Air Travel	<input style="width: 100px; height: 20px;" type="text"/>	
Auto Rental/Gas/Mileage	<input style="width: 100px; height: 20px;" type="text"/>	
Lodging	<input style="width: 100px; height: 20px;" type="text"/>	
Government Vehicle Costs	<input style="width: 100px; height: 20px;" type="text"/>	
Meals	<input style="width: 100px; height: 20px;" type="text"/>	
Total Travel Costs (Sum of all travel costs itemized above)		<input style="width: 100px; height: 20px;" type="text"/>
Equipment Costs		<input style="width: 100px; height: 20px;" type="text"/>
Contractual Costs		<input style="width: 100px; height: 20px;" type="text"/>
Commodities		<input style="width: 100px; height: 20px;" type="text"/>
Other (Explain in Remarks)		<input style="width: 100px; height: 20px;" type="text"/>
Grand Total		<input style="width: 100px; height: 20px;" type="text"/>

Remarks

Certified and Authorized By:	Signature:
Title:	Date:

The Authorized Representative of the Assisting Jurisdiction certifies that the totals for each category/claim are exact costs expended by the Assisting Jurisdiction to perform the services requested in the IMAC Request. All additional supporting documentation not included with this claim will be maintained by the Assisting Jurisdiction for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting Jurisdiction authorized Representative named herein

IMAC Reimbursement Form Instructions:

- Enter event/incident name or number
- Enter the name of the requesting jurisdiction
- Enter the date the form is submitted
- Enter the name of the assisting jurisdiction
- Enter the name or a short description of the resources provided
- Enter the total regular, overtime and fringe benefits costs for all personnel deployed in the appropriate boxes
- Enter the sum of all personnel costs Total Personnel Costs box
- Enter the total air travel, auto, lodging, government vehicle, and meals costs for all personnel deployed in the appropriate boxes
- Enter the sum of all itemized travel costs in the Total Travel Costs box
- Enter all equipment costs associated with the deployment
- Enter all contractual costs associated with the deployment
- Enter the commodities costs associated with the deployment
- Enter any other costs associated with the deployment
- Enter the sum of total personnel costs, total travel costs, equipment costs, contractual costs, commodities costs, and other costs in the Grand Total box.
- Explain any “other costs” claimed and enter any other remarks in the remarks box
- Print the name and title of the person certifying the request
- Date and sign

Post – Deployment Survey

All deployments offer valuable information for improving the oversight, operations and application of the compact during disasters. Lessons learned, observed best practices, comments, and suggestions should be obtained from all deployed personnel upon demobilization. Feedback will be used to examine and improve all procedures and policies relative to the compact. This information will provide valuable information for After Action Reviews. Possible survey questions include:

- Were assignments, tasks, anticipated support requirements and self-sufficiency instructions clarified prior to deployment?
- Were you provided a copy of the IMAC Procedures Manual, sufficient copies of the Appendices and a copy of the completed Assistance Request Form authorizing your mission and deployed Personnel Information Form?
- Were you provided a detailed current situation briefing and given instructions for your assignment upon arriving at the staging area?
- What were the major accomplishments of your assignment?
- What barriers or obstacles were encountered in accomplishing your work?
- Were you adequately debriefed prior to demobilization?
- What safety concerns or issues need to be addressed?
- What worked well in the IMAC process?
- What improvements are needed in the IMAC process?