Applicant Guide to Accreditation
October 2018

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EMAP Overview

The purpose of the formation of the Emergency Management Accreditation Program (EMAP) was to facilitate the determination of compliance with a collaboratively developed set of Standards called the *Emergency Management Standard*. Through the integration of these components into one (1) Program, the collaborative efforts of many individuals and organizations have yielded a meaningful and scalable set of Standards for Emergency Management Programs. It is important to note that EMAP defines "Emergency Management Programs," as a system that provides for the management and coordination of prevention, mitigation, preparedness, response, and recovery activities for all hazards. The system encompasses all organizations, agencies, departments, and individuals having responsibilities for these activities. By virtue of that definition, the *Emergency Management Standard* and the on-site assessment and Accreditation Process look at all aspects of an Emergency Management Program, including internal and external stakeholders, processes, plans, and procedures.

The EMAP Accreditation is a voluntary, non-governmental process of self-assessment and external independent peer review. The EMAP Accreditation evaluates an Emergency Management Program's organization, resources, plans, processes, procedures, and capabilities against the current *Emergency Management Standard* to increase the effectiveness of the Program in protecting the lives and property of the people it serves. Through the external independent peer review, the EMAP Accreditation Process involves assessing the degree to which a Program achieves compliance with the criteria in the Standard. Documentation is reviewed during an on-site assessment by a team of external assessors from outside the Applicant Emergency Management Program. While some Emergency Management Programs already conduct self-assessments, they are not generally reviewed and verified by experienced emergency managers outside of the Program. The EMAP Accreditation Process provides a mechanism for critical, objective, and constructive review. The *Emergency Management Standard* and the voluntary EMAP Accreditation Process are intended to promote consistent quality in Emergency Management Programs, thus providing tangible benefits to the community and public infrastructure that the Programs serve. Many Programs utilize the Standard and EMAP Accreditation Process for strategic planning, improvement efforts, and resource allocations.

The primary focus of the Applicant's Guide to Accreditation is to assist Program representatives, in navigating the EMAP Accreditation Process and successfully achieving the EMAP Accreditation. The purpose of the Applicant's Guide to Accreditation is to provide step-by-step guidance as well as information on the various services that EMAP offers to assist an Applicant Emergency Management Program through the EMAP Accreditation Process. While the *Emergency Management Standard* training is required for Accreditation Managers, this Applicant's Guide to Accreditation offers a supplemental resource for all Emergency Management Programs.

The *Emergency Management Standard*
The *Emergency Management Standard* is a rigorous yet scalable industry Standard for Emergency Management Programs. The Standard is flexible in design so that Emergency Management Programs of varying sizes, populations, risks, and resources can use it as a blueprint for improvement and attain compliance with the Standard. The intent of the Standard is to provide Standards that outline the components of a high-quality Emergency Management Program has in place. The Standard was collaboratively developed during a series of working groups of emergency management stakeholders from government, business, and other sectors, and it continues to evolve to represent the best practices in emergency management.

The *Emergency Management Standard* is intended to define "what" a high-quality Emergency Management Program is rather than "how" any particular function or activity is conducted. The

Standards reflect best practices in emergency management. The Standard is expected to continue improving and advancing the state of the profession. The Standard is intended to be achievable within reasonable resource constraints, thereby encouraging Emergency Management Programs to seek the EMAP Accreditation and serving as a catalyst for continuous improvement.

It is the Emergency Management Program's responsibility to determine how compliance with the *Emergency Management Standard* will best be demonstrated. The on-site assessment is not focused entirely on the emergency management department, but strategically looks at the jurisdiction's or organization's entire Emergency Management Program. This will be evident in Standard Areas that address the advisory committee's or committees' structure, administrative and fiscal policies, laws and authorities, risk assessment, hazard mitigation, prevention, and resource management, to name a few. The Applicant Emergency Management Program is asked to provide an explanation for how each of the proofs of compliance listed supports or demonstrates compliance with the Emergency Management Standard in the EMAP Program Assessment Tool.

The *Emergency Management Standard* is revised on a three (3) year cycle. The revision process consists of committee collaboration within the EMAP Standards Subcommittee; a public comment period; and support from the EMAP Technical Committee that provides recommendations to the EMAP Commission (*Appendix A*). The formal process is based on both EMAP and American National Standards Institute (ANSI) policies and procedures. The Standard will continue to evolve as new threats emerge and improved practices and solutions for prevention, preparedness, mitigation, response and recovery develop. The EMAP Commission encourages the desirable collaboration of all stakeholders to maintain a current Standard of excellence for all Emergency Management Programs.

EMAP Confidentiality
EMAP encourages Emergency Management Programs to utilize the EMAP Accreditation as leverage for marketing and communication needs. Program representatives may choose to share updates on their assessment and accreditation effort. The Preliminary Assessment Reports are provided to the Emergency Management Programs to use for their own purposes and are used anonymously in trend data reporting unless the Emergency Management Program permits additional use. EMAP makes every attempt to ensure that on-site assessments are confidential and only acknowledges participating Emergency Management Programs publicly once they achieve the EMAP Accreditation or Conditional Accreditation.

Executive-Level Commitment
Commitment from executives is crucial to the EMAP Accreditation. Program leadership who express the importance of the EMAP Accreditation enhance the assessment and accreditation process by providing a common goal for all Emergency Management Program personnel. The common goal heightens the anticipation of accomplishment for the entire team upon recognition of the EMAP Accreditation. Often, EMAP presentations to the Emergency Management Program's board, commission, and/or executive leadership, motivate executive buy-in. In order to maintain the momentum of the process, some form of internal marketing communication(s) might be issued to announce the decision to seek the EMAP Accreditation, acknowledge the Emergency Management Program's status as an applicant, announce the selection of the Accreditation Manager, and outline the Emergency Management Program's steps through the EMAP Accreditation Process. EMAP recommends that the emergency management agency, department, or office briefs executive-level representatives of, at a minimum, all agencies, offices/departments with a role in response and/or in your Emergency Management Program's emergency operations plan (e.g., emergency support function), and cross-cutting functions such as general services, chief executives, public works, and information technology. To maintain interest and cooperation in the process within the Emergency Management Program, leadership should make an effort to coach and update staff routinely throughout the self-assessment process.

Role of Program Stakeholders
By "stakeholders," EMAP means individuals involved in the broader Emergency Management Program, not just the emergency management department or agency. Applicant Emergency Management Programs should maintain the interest and participation of staff from all agencies with a role in the Emergency Management Program, which will aid in accomplishing tasks in an effective and timely manner. Program stakeholders should be involved in both the self-assessment and the on-site assessment processes. Departments and individuals responsible for performing functions related to each Standard will be able to assist in documenting compliance. The self-assessment process can be viewed as a team effort with cooperation across departments/agencies to identify compliance documentation.

Accreditation Manager
The Accreditation Manager is the primary point of contact between the Applicant Emergency Management Program and EMAP and is required to attend the *Emergency Management Standard* Training. Selecting an effective Accreditation Manager is one of the most important considerations an Emergency Management Program can make. Those assuming the role of Accreditation Manager take on a large responsibility as a leader within the Emergency Management Program's Accreditation Process. In order to ensure success, the Accreditation Manager should be knowledgeable of their Emergency Management Program stakeholders. An Accreditation Manager should use a team approach to coordinate the analysis of the jurisdiction's or organization's plans, processes, procedures, and capabilities against the *Emergency Management Standard*; gather and organize supporting compliance documentation; coordinate the on-site assessment; and stay in contact with their assigned EMAP Staff Liaison during the Accreditation Process. As the lead for completing the self-assessment, the Accreditation Manager should be able to directly access and regularly meet with the executive team to discuss progress as well as discuss any resources needed to complete the Accreditation Process. An Emergency Management Program must select its Accreditation Manager before the Emergency Management Program applies for the EMAP Accreditation.

The Accreditation Process

The EMAP Accreditation Process is comprised of the following steps: (1) Subscription and *Emergency Management Standard* Gap Analysis; (2) Application and Self-Assessment; (3) On-Site Assessment; (4) Committee Review and Commission Decision; and (5) Accreditation and Maintenance.

Training
EMAP recommends that, at a minimum, the Accreditation Manager attend the *Emergency Management Standard* Training as soon as possible, as the training will greatly assist with the completion of the Emergency Management Program's self-assessment. EMAP also recommends that Applicant Emergency Management Programs send additional Program stakeholders, especially those with identified accreditation responsibilities, to the Standard Training or host a Standard Training at their jurisdiction to ensure a consistent understanding and application of the Standard throughout the Emergency Management Program. Training opportunities are offered throughout the year; details can be found at www.emap.org. After attending the Standard Training and obtaining the available resources, the Accreditation Manager should create a plan for the self-assessment and the on-site assessment processes.

STEP 1: Subscription and *Emergency Management Standard* Gap Analysis

The EMAP Subscription benefits include a multitude of resources as well as access to the EMAP Program Assessment Tool. The EMAP Accreditation Process begins when an Emergency Management Program subscribes to EMAP by completing the [EMAP Subscription Order Form](#) and by submitting the appropriate payment. The EMAP Subscription is valid for one (1) calendar year and is applicable for the entire jurisdiction or organization. Renewals paid thirty (30) days before the subscription expires are eligible for a 5% discount.

Representatives of the Subscribed Emergency Management Program may access restricted information pertinent to the EMAP Accreditation Process. EMAP provides Standard Review Webinars designed to focus on the real-world application of Standard Areas. Subscribed Emergency Management Programs may learn from practitioners and subject matter experts on model practices, assessing compliance, and preparing their Emergency Management Program for an on-site assessment. EMAP provides Accreditation Managers the opportunity to observe an on-site assessment, if given permission by the observed Emergency Management Program and with the understanding that the Accreditation Manager's Program assumes the associated travel costs. EMAP also provides Standard crosswalks within the emergency management profession to show Emergency Management Programs that certain areas of compliance may also assist with other Standard practices. Subscribed Emergency Management Programs receive unlimited access to online forums. EMAP Staff Liaisons support Subscribed Emergency Management Programs with guidance as the Emergency Management Program moves through the EMAP Accreditation Process. The EMAP Webinar Library provides Subscribed Emergency Management Programs with access to Standard Review Webinars, self-assessment assistance webinars, finding development webinars, and EMAP Program Assessment Tool webinars.

The EMAP Subscription package consists of the following:
- Unlimited license to the EMAP Program Assessment Tool for one (1) calendar year. The EMAP Program Assessment Tool is an online program, accessed through the EMAP website, utilized by the Emergency Management Program during the assessment and accreditation effort;
- An optional complimentary webinar/training session and EMAP Staff Liaison support on the EMAP Program Assessment Tool;
- Each EMAP Subscription waives the registration fee to attend the *Emergency Management Standard* Training and obtain programmatic information and tools to guide the Emergency Management Program through the EMAP Accreditation Process (if not subscribed, Emergency Management Program pay $225 per registered Accreditation Manager);
- Unlimited access to model practices;
- Access to EMAP's network of Accreditation Managers and
- Opportunities to participate on Standards development work groups.

The intent of the EMAP Subscription is to provide Subscribed Emergency Management Programs with an opportunity to conduct a gap analysis of their plans, processes, procedures, and capabilities using the EMAP Program Assessment Tool. The Corrective Action Plan, contained within the EMAP Program Assessment Tool, can be used to identify and address Standard needs and shortfalls, identify needed resources, develop strategic goals and objectives, and download a comprehensive gap analysis report. For more information on how to use the EMAP Program Assessment Tool to conduct a gap analysis of your Emergency Management Program, please watch this [tutorial](#).

After attending the *Emergency Management Standard* Training and conducting a gap analysis of the

Emergency Management Program, the Accreditation Manager should create a plan and timeline that outlines how the Subscribed Emergency Management Program will address the needs and shortfalls identified in the gap analysis. The plan should serve as a framework document and include the goals, dates, and key milestones for the assessment and Accreditation Process.

The Subscribed Emergency Management Program may continue using the EMAP Program Assessment Tool for as long as it is a Subscribed Emergency Management Program. However, the Subscribed Emergency Management Program should keep in mind that the *Emergency Management Standard* is revised and published every three (3) years. Subscribed Emergency Management Programs have to decide when to seek the EMAP Accreditation under the current Standard or discontinue the current self-assessment and begin under the next edition of the Standard. As long as the Subscribed Emergency Management Program submits the *Application for Assessment* before a revised Standard is published, it will proceed through the assessment and accreditation effort under the current Standard.

After attending the *Emergency Management Standard* Training and/or purchasing the EMAP Subscription, EMAP will provide an Interest Form to Emergency Management Programs to gauge the Program's anticipated assessment and accreditation effort. Once the Subscribed Emergency Management Program determines that it is ready to proceed into its formal assessment and accreditation effort, the Accreditation Manager and/or Director will contact EMAP about its intention to move forward, and obtain information about the assessment and accreditation costs, and timelines. EMAP may provide an estimate, if requested by the Subscribed Emergency Management Program, for the assessment and accreditation costs for budgetary purposes.

STEP 2: Application and Self-Assessment

Application for Assessment
Once the Emergency Management Program has contacted EMAP, the Emergency Management Program submits the Program's *Application for Assessment* and the Assessment Application Fee (*Appendix C*). The Applicant Emergency Management Program's *Application for Assessment* should be submitted to EMAP no later than twelve (12) months prior to the anticipated on-site assessment. EMAP will prepare an invoice for the *Assessment Application Fee* and will forward it to the Applicant Emergency Management Program for payment. Applicant Emergency Management Programs must pay the invoice thirty (30) business days following the receipt of the invoice.

The Program's *Application for Assessment* includes a Program Code of Conduct. The Program Code of Conduct outlines the following: (1) roles and responsibilities of the Applicant Emergency Management Program; (2) fee schedules; (3) remission of payments; and (4) conduct of the Applicant Emergency Management Program throughout the assessment and accreditation process. The Director of the Emergency Management Program is required to sign the Program's *Application for Assessment* before it is submitted to the EMAP Staff Liaison for review and approval. Once signed and submitted, the *Application for Assessment* is binding throughout the Program's entire assessment and accreditation effort.

Once the *Application for Assessment* has been approved by the EMAP Staff Liaison and the Assessment Application Fee (*Appendix C*) has been received by EMAP, the Applicant Emergency Management Program is assigned an EMAP Staff Liaison and will receive the following:
- Technical assistance from the assigned EMAP Staff Liaison throughout the assessment and

accreditation process;

- Assessment and Accreditation Overview Call;
- Review of the Applicant Emergency Management Program's proofs of compliance during monthly conference calls;
- A copy of the Continuity of Operations matrix;
- Peer document review of Standard Area 4.1: Hazard Identification, Risk Assessment (HIRA) and Consequence Analysis (required), and two (2) additional peer document reviews of the Program's choice, and virtual discussion of the document reviews with the assessor(s);
- Participation of the Applicant Emergency Management Program on the Team Call;
- On-Site Assessment After-Action Call to discuss the draft, on-site assessment preliminary findings, and the supplemental process;
- Review of the compliance-planning document with a nine (9) month Conditional Accreditation request, if needed; and
- Assistance in preparing for the Program Review Committee meeting(s).

Self-Assessment
For Accreditation purposes, an Applicant Emergency Management Program must document compliance with each Standard. The need for a thorough and consistent self-assessment is critical to the success of an Applicant Emergency Management Program throughout the assessment and Accreditation Process. The purpose of the self-assessment is for the Applicant Emergency Management Program to: (1) assess its plans, processes, procedures, and capabilities against the *Emergency Management Standard*; (2) determining proofs of compliance for each Standard element; (3) organize, upload, and submit the proofs of compliance into the EMAP Program Assessment Tool; and (4) receive EMAP Staff Liaison technical assistance and peer document reviews.

How to Determine Compliance
The *Emergency Management Standard* is intended to define "what" a high-quality Emergency Management Program is rather than "how" any particular function or activity is conducted. It is the Applicant Emergency Management Program's responsibility to determine how compliance with the Standard will be best demonstrated. The on-site assessment is not focused entirely on the emergency management department, but strategically looks at the jurisdiction's or organization's entire Emergency Management Program. This will be evident in Standards that address the structure of the advisory committee(s), administrative and fiscal policies, laws and authorities, risk assessment, hazard mitigation, prevention, resource management, and others that affect the Emergency Management Program. In the EMAP Program Assessment Tool, the Program is asked to provide, an explanation in the form of a rationale, for how each of the proofs of compliance listed supports or demonstrates compliance with the Standard.

Determining Proofs of Compliance
The Applicant Emergency Management Program should conduct a macro analysis of the *Emergency Management Standard* to ascertain the types of plans, processes, procedures, and capabilities required for each Standard. After identifying the requirements, the Applicant Emergency Management Program should identify its existing plans, processes, procedures, and capabilities that could be analyzed against the Standard.

Assessing Plans, Processes, Procedures, and Capabilities Against the Emergency Management Standard
The Accreditation Manager will lead the Applicant Emergency Management Program's micro

analysis of its existing plans, processes, procedures, and capabilities against the *Emergency Management Standard* to determine compliance. The Accreditation Manager should review existing files, examine how they are organized, and identify who maintains them. An Accreditation Manager should use a team approach to coordinate the micro analysis of the Program's plans, processes, procedures, and capabilities against the Standard.

In conducting a micro analysis of the Emergency Management Standard, it is beneficial for the Applicant Emergency Management Program to break down the Standard elements and create descriptive questions based on the Standard elements that can be used to conduct the micro analysis of existing documentation. Below is an example of how Standard elements can be broken down into descriptive questions that can guide the micro analysis of proofs of compliance.

3.1: Program Administration and Evaluation
3.1.1 The jurisdiction has a multi-year Strategic Plan, developed with input from stakeholders, that includes the following:
 (1) an executive policy or vision statement for emergency management;
 (2) identified mission, goals, objectives, and milestones for the Emergency Management Program;
 (3) a method for Plan implementation; and
 (4) a method and schedule for evaluation, maintenance and revision.

"The jurisdiction has a multi-year Strategic Plan..."
- What is the name and date of the Strategic Plan?
- How many years does the Strategic Plan address?

"The jurisdiction has a multi-year Strategic Plan, developed with input from stakeholders..."
- What stakeholders provided input into the Strategic Plan?
- If the stakeholders are part of a committee, what is the name of the committee?
- What dates did the stakeholders/committee(s) meet to provide input into the Strategic Plan?
- How did the stakeholders provide input into the Strategic Plan?
- What input was received from the stakeholders?

"...multi-year Strategic Plan...includes the following: (1) an executive policy or vision statement for emergency management..."
- What is the executive policy or vision statement for emergency management?
- Where can this information be found in the Strategic Plan?

"...multi-year Strategic Plan...includes the following: (2) identified mission, goals, objectives, and milestones for the Emergency Management Program..."
- What is the mission of the Emergency Management Program?
- What are the goals of the Emergency Management Program?
- What are the objectives of the Emergency Management Program?
- What are the milestones of the Emergency Management Program?
- Where are the mission, goals, objectives, and milestones found in the Strategic Plan?

"...multi-year Strategic Plan...includes the following: (3) a method for Plan implementation..."

- What is the implementation method for the Strategic Plan?
- Where is the implementation method found in the Strategic Plan?

"...multi-year Strategic Plan...includes the following: (4) a method and schedule...for evaluation..."
- How is the Strategic Plan evaluated?
- How often is the Strategic Plan evaluated?
- Where is the method and schedule for evaluation found in the Strategic Plan?

"...multi-year Strategic Plan...include the following: (4) a method and schedule...for maintenance..."
- How is the Strategic Plan maintained?
- How often is the Strategic Plan maintained?
- Where is the method and schedule for maintenance found in the Strategic Plan?

"...multi-year Strategic Plan...include the following: (4) a method and schedule...for revision."
- How is the Strategic Plan revised?
- How often is the Strategic Plan revised?
- Where is the method and schedule for revision found in the Strategic Plan?

Proof of Compliance Types
Compliance with the *Emergency Management Standard* can be demonstrated in accordance with the following:

Written documentation. Written documentation is the primary form of compliance and is required as a proof of compliance for all Standards. Written documentation includes plans, policies, procedures, rules, regulations, directives, orders, memoranda, email, websites, and/or other guidance and direction to Emergency Management Program personnel about how the Program's functions are conducted.

Draft documentation will not be accepted as a proof of compliance for any Standard. The documentation submitted as proofs of compliance must be implemented, distributed, and promulgated by the Emergency Management Program in order to be accepted as a proof of compliance. It may be helpful to create working files, organized by each Standard, to give the Accreditation Manager a view of the compliance documentation that exists within the Emergency Management Program.

Interviews. Written documentation can be supplemented and/or verified by verbal explanation and details obtained through interviews by the on-site assessment team with Emergency Management Program personnel and stakeholders. The Applicant Emergency Management Program should provide names, titles, organization, and relevance to the Standard for individuals who will be valuable interviewees for that Standard. The Applicant Emergency Management Program will be expected to make the interviewee available and/or schedule an interview with the individual during the on-site assessment. For each interview listed, an explanation should be provided describing how the interview will support compliance in the rationale. Interviews are helpful in clarifying and verifying compliance issues; however, information gathered verbally in interviews is not, by itself, sufficient to meet compliance with any Standard.

Demonstrations. Observed compliance by an assessor extends to the existence of materials, supplies, equipment, facilities, and other tangible items. Where compliance is expected to be supplemented

and/or demonstrated through direct observation, a specific description, including location name, address, and contact person, should be uploaded into the EMAP Program Assessment Tool. Examples could include the following: (1) performance of equipment or systems, such as communications equipment and/or computer software; (2) scheduled activities such as training sessions that can be observed by the on-site assessment team; and (3) the demonstration of resource management and training systems. The Applicant Emergency Management Program should be prepared to schedule an opportunity for the assessment team to observe the items and/or activities during the on-site assessment. For each demonstration listed, a rationale should be provided describing how that observation will support compliance with the Standard. Demonstrations are helpful in verifying compliance issues; however, information observed in demonstrations is not by itself sufficient for compliance.

Organizing, Uploading, and Submitting Proofs of Compliance into the EMAP Program Assessment Tool
The EMAP Program Assessment Tool will help guide the Emergency Management Program's self-assessment through the Standards, providing compliance tracking reports that includes status, steps, and completion if the Emergency Management Program populates the relevant fields. If non-compliance is identified for a Standard(s), the Accreditation Manager may want to work with the Emergency Management Program Director of stakeholders to determine compliance.

Written documentation is required for each Standard and any interviews and demonstrations conducted during the on-site assessment will supplement the written documentation. With each listed proof of compliance, the Emergency Management Program should provide a brief rationale for how the written document, interview, and/or observation demonstrates Standard compliance. In the proofs of compliance, the Accreditation Manager should also cite the specific chapters, sections, pages, and paragraphs relevant to the Standard. Uploaded proof of compliance documentation will include a copy of the source with the relevant sections highlighted or prominently noted. For Standards containing several elements, each element should be identified in the proof of compliance.

Documents should be organized in the EMAP Program Assessment Tool to demonstrate compliance with the Standards. The Applicant Emergency Management Program should upload complete copies of each proof of compliance for each Standard, even if copies have already been provided for other Standards. This encourages the Applicant Emergency Management Program to consider whether the documentation supports compliance. The descriptions of the documentation and rationales will be compiled by the EMAP Program Assessment Tool into a Proof of Compliance Report that lists all proofs of compliance for each Standard. The Proof of Compliance Report helps assessors navigate through the proofs of compliance provided by the Emergency Management Program.

The Emergency Management Program must upload and submit all Standard proofs of compliance documentation and rationales through the EMAP Program Assessment Tool three (3) weeks before their scheduled on-site assessment. The proofs of compliance submitted by the Emergency Management Program signify the completion of the self-assessment. The uploaded documentation will be reviewed by assessors remotely and during the on-site assessment.

STEP 3: On-Site Assessment
The EMAP Staff Liaison works with the Accreditation Manager to schedule the on-site assessment. An Applicant Emergency Management Program should submit the Request for an On-Site Assessment and Logistics Worksheet to the EMAP Staff Liaison six (6) months before it intends to conduct its on-site assessment. The Applicant Emergency Management Program should contact their EMAP Staff

Liaison to confirm receipt of the completed form and to schedule the on-site assessment based on the three (3) weeks identified on the form. The on-site assessment date chosen will be mutually acceptable to the EMAP Staff Liaison, the assessment team, and the Applicant Emergency Management Program. The date of the on-site assessment is confirmed via email by the EMAP Staff Liaison.

The Applicant Emergency Management Program bears the expense of the on-site assessment costs. EMAP will provide an estimate for the cost of conducting the on-site assessment. Estimates are valid for thirty (30) days. The on-site assessment travel costs will include the following: (1) airfare and mileage; (2) ground transportation; (3) accommodations; and (4) meal expenses for the on-site assessment team using the federal per diem rate for domestic assessments and the United States and State Department per diem rates for international assessments. EMAP will prepare an invoice for the estimated travel costs and the Accreditation Fee (*Appendix C*) and will forward it to the Applicant Emergency Management Program for payment. The Applicant Emergency Management Program must pay the invoice thirty (30) days prior to the on-site assessment. Failure to pay the on-site assessment invoice within this time frame will halt the assessment and accreditation process and may result in additional charges to reschedule the on-site assessment. If the pre-paid amount exceeds the actual cost of the on-site assessment travel costs, EMAP will refund the difference to the Applicant Emergency Management Program at the conclusion of the supplemental period. If the actual costs are higher than the provided estimate, the Applicant Emergency Management Program will be invoiced by EMAP for the additional cost. The Applicant Emergency Management Program must pay for any additional travel costs before their presentation to the Program Review Committee. Failure to pay the additional travel costs before the Program Review Committee meeting will halt the assessment and accreditation process.

The on-site assessment is typically accomplished in one (1) work week at the Applicant Emergency Management Program's location. The on-site assessment team will arrive the day before the on-site assessment begins and will work to complete the on-site assessment in five (5) working days. The assessment team will visit other locations and/or offices for interviews and demonstrations.

EMAP engages a team of assessors from its established pool of trained and experienced emergency managers. Assessors serving on the on-site assessment team should be free of any conflict of interest with the Applicant Emergency Management Program. EMAP Assessors must abide by the *EMAP Committee and Assessor Code of Conduct*. The Applicant Emergency Management Program is notified of the members of the on-site assessment team in advance of the on-site assessment. The Applicant Emergency Management Program may object to an assessor, in writing, in advance of the on-site assessment, if a conflict of interest is present. If changes to the assessment team are warranted, additional assessors may be offered by EMAP. The EMAP Staff Liaison will arrange or rearrange responsibilities. EMAP reserves the right to make the final decision on the selection of assessors.

The Applicant Emergency Management Program's primary point of contact with the assessment team during the on-site assessment is the Assessment Team Leader. The Assessment Team Leader manages the on-site assessment and the work of the assessment team. Members of the assessment team are supplied information about the Applicant Emergency Management Program in advance of the on-site assessment, including copies of the Application for Assessment, and will be granted access to the Applicant Emergency Management Program's uploaded proof of compliance documentation in the EMAP Program Assessment Tool two (2) weeks in advance of the on-site assessment.

The Applicant Emergency Management Program works with the EMAP Staff Liaison to develop a working schedule for the on-site assessment. The schedule allows the Applicant Emergency Management Program and the EMAP Staff Liaison to coordinate their respective activities. During the on-site assessment, the Assessment Team Leader coordinates with the Accreditation Manager to adjust the working schedule, as necessary, to ensure that the assessment team completes its works on time and with appropriate detail and consistency.

The assessment team will arrive at the Applicant Emergency Management Program's location at the start of business on Monday. The Accreditation Manager and the Assessment Team Leader will conduct an entry briefing with the assessment team, Accreditation Manager, and the Applicant Emergency Management Program personnel, as determined by the Applicant Emergency Management Program. The Assessment Team Leader's briefing will provide an overview of the on-site assessment process and the assessment team's work. The Accreditation Manager's briefing may include basic information about the Applicant Emergency Management Program such as hazards, organizational and operational structures, key facilities, programs, issues, and other items of interest.

The Accreditation Manager should provide a brief tour of the facilities so that the assessment team can become familiar with the area in which they will be conducting the on-site assessment and the location of some of the Applicant Emergency Management Program personnel with whom they will interact. During the tour, the assessment team should be shown the location of the working area, supporting equipment or administrative support, restrooms, and break areas for performing the on-site assessment. The Accreditation Manager should also provide the assessment team with a roster of employees and agency points of contact appropriate for interviews and demonstrations. The remainder of the first day will be spent reviewing proof of compliance documentation to determine compliance with the Standards.

The on-site assessment is conducted in accordance with EMAP Commission-approved policies and procedures. Assessors' primary activities include examining proof of compliance documentation, conducting interviews and observing demonstrations, recording findings, and conducting an exit briefing with the Applicant Emergency Management Program personnel, as determined by the Applicant Emergency Management Program, at the conclusion of the on-site assessment to report on preliminary findings.

Prior to the conclusion of each day, the Accreditation Manager and, if so desired, the Director or Chief Executive, will meet with the Assessment Team Leader to gain information about the progress of the on-site assessment. If the Applicant Emergency Management Program is potentially non-compliant with a Standard, the Assessment Team Leader will communicate this to the Accreditation Manager, allowing the Applicant Emergency Management Program to provide additional, existing compliance documentation while the assessment team is on-site, if appropriate. If the Program does have the need to provide additional, existing proof of compliance documentation, it must be received by NLT, 1:00p.m. on Wednesday afternoon of the on-site assessment. This timeframe allows the assessment team with the ability to have time to review the additional documentation during the on-site assessment and provide compliance information to the Program by the end of the assessment week.

To avoid the appearance of impropriety, proof of compliance documentation that is developed during the on-site assessment by the Program stakeholders will not be reviewed and/or considered during the on-site assessment. Newly developed proof of compliance documentation that has been promulgated &/or approved, distributed and implemented can be provided in the supplemental or conditional

phase. In addition, if a proof of compliance document has been substantially changed during an on-site assessment, the Program must show how that document has been promulgated and/or approved per the Program policy or procedures, distributed & implemented.

It should be understood by the Accreditation Manager, the Director, and the Chief Executive that any communication regarding findings from the assessment team during the on-site assessment is preliminary, as the findings are not complete until after the EMAP Commission has made an Accreditation decision.

On the final day of the on-site assessment, the assessment team will provide an exit briefing to the Director, Accreditation Manager, and other personnel, as desired by the Applicant Emergency Management Program. The exist briefing concludes by 12:00 p.m. on the final day of the assessment. During the briefing, the Assessment Team Leader provides an overview of what occurred during the on-site assessment. Each member of the assessment team will highlight their preliminary findings. If the Applicant Emergency Management Program is non-compliant with a Standard(s), a verbal description of non-compliance will be provided during the exit briefing. The exit briefing is not designed as a forum to debate compliance, Standard application issues, or to submit additional proofs of compliance. If the executive leadership of the Applicant Emergency Management Program or Accreditation Manager is dissatisfied with the findings and recommendations of the assessment team, the Assessment Team Leader will refer him or her to the remaining Accreditation steps, including the opportunity to submit supplemental documentation within thirty (30) business days after the last day of the on-site assessment, to respond to the Preliminary Assessment Report, and to send a representative(s) to the Program Review Committee.

The supplemental period begins on the day that the assessment team departs the Applicant Emergency Management Program's location. The supplemental period is comprised of thirty (30) business days, not including holidays. The EMAP Staff Liaison will provide the appropriate supplemental period timeline. The Applicant Emergency Management Program can submit additional and/or revised documentation during the supplemental period for review by the assessment team. It is important to note that the supplemental period is intended to accommodate minor revisions to the Applicant Emergency Management Program's documentation; it is not intended to be a period where new plans, processes, and/or procedures are created, reviewed, and promulgated. Once the Applicant Emergency Management Program has submitted supplemental documentation into the EMAP Program Assessment Tool, the respective assessor(s) will analyze the proofs of compliance and write a supplemental finding. The supplemental finding will be incorporated into the Preliminary Assessment Report.

For the benefit of the Applicant Emergency Management Program, the Assessment Team Leader will discuss how findings are presented to the Program Review Committee in the Preliminary Assessment Report. The EMAP Staff Liaison will provide the Accreditation Manager and Program Director evaluation forms to capture feedback on the on-site assessment the *Emergency Management Standard*. The Applicant Emergency Management Program evaluation forms will be used to improve the assessment process and the Standard.

After completion of the on-site assessment and supplemental period, the Assessment Team Leader and the EMAP Staff Liaison will prepare a draft Preliminary Assessment Report. The assessors will be provided with feedback on their preliminary findings by the Assessment Team Leader and EMAP Staff Liaison. Assessors are expected to respond to the feedback and enhance their findings, if appropriate. The Preliminary Assessment Report will include the following: (1) preliminary findings regarding

compliance with the *Emergency Management Standard*; (2) references to proofs of compliance reviewed; (3) information about programs, plans, processes, and/or procedures that the assessment team considered noteworthy; and (4) the names, titles, organizations, dates, and the contents of interviews and demonstrations.

For any non-compliant Standards that were not addressed in the supplemental period, the Applicant Emergency Management Program should create a plan to address those areas within a nine (9) month conditional period. The Compliance Planning Document should be provided to EMAP with the Applicant Emergency Management Program's comments on the Preliminary Assessment Report. The Compliance Planning Document and the Preliminary Assessment Report will be submitted to the Program Review Committee and the EMAP Commission and will serve as the basis for granting Conditional Accreditation.

STEP 4: Committee Review and Commission Decision
After the Preliminary Assessment Report is complete, the Applicant Emergency Management Program is placed on the agenda for the next scheduled Program Review Committee meeting. Members of the Program Review Committee will receive and review the Applicant Emergency Management Program's Application for Assessment, the Preliminary Assessment Report, the Applicant Emergency Management Program's comments, materials submitted for the Program Review Committee's review, and the Applicant Emergency Management Program's compliance planning document, if appropriate. The Applicant Emergency Management Program may provide comments to the Preliminary Assessment Report, which will be provided to the Program Review Committee for review. If there are areas of non-compliance noted in the Preliminary Assessment Report, the Applicant Emergency Management Program should provide the Program Review Committee with the Compliance Planning Document depicting how it will address all areas of non-compliance within a nine (9) month period.

Applicant Emergency Management Program representatives will be invited to attend the next appropriate Program Review Committee meeting. It is recommended that representative(s) of the Applicant Emergency Management Program participate in the Program Review Committee meeting. The representative(s) should be knowledgeable of the Program, the details of the on-site assessment, and the plans for addressing any areas of non-compliance, if appropriate. Keep in mind that for Conditional Accreditation, the Emergency Management Program must show that it can reasonably address all areas of non-compliance within nine (9) months from the date of the EMAP Commission's decision to grant Conditional Accreditation. The Applicant Emergency Management Program should notify the EMAP Executive Director if it will have a representative(s) present for the Program Review Committee meeting. The representative(s) will be invited to present any information that may be relevant to the Program Review Committee's decision and will be available to answer any questions from the Program Review Committee. The Program Review Committee's deliberation and vote on recommendations will be held in executive session; thus, the Applicant Emergency Management Program representative(s) will be excused from the deliberation portion of the Program Review Committee meeting. The Program Review Committee's confidential recommendation will then be provided to the EMAP Commission for consideration at its next meeting.

Should the Applicant Emergency Management Program experience a disaster during the time leading up to the Program Review Committee meeting, delaying its preparation for participation in the Program Review Committee's review, a deferral may be requested. No later than three (3) days before the Program Review Committee meeting, an Applicant Emergency Management Program may choose to request a deferral of a decision on its Application for Assessment and Preliminary

Assessment Report until the next Program Review Committee conference call or meeting, whichever comes first. At the meeting during which the Applicant Emergency Management Program is initially scheduled for review, the Program Review Committee may review and discuss the Preliminary Assessment Report and the materials related to the Applicant Emergency Management Program before it will defer a recommendation on Accreditation status until its next conference call or meeting.

Since the EMAP Commission is the only committee that can grant the EMAP Accreditation to Applicant Emergency Management Programs, the Program Review Committee provides a recommendation to the EMAP Commission. After review of the Application for Assessment and the Preliminary Assessment Report for the Applicant Emergency Management Program, and after appropriate deliberation in executive session, the EMAP Commission shall decide, by majority vote, its recommendation of one (1) of the following designations:

> *Accredited*. The Applicant Emergency Management Program is in full compliance with all Standards.

> *Conditionally Accredited*. The Applicant Emergency Management Program has not achieved the required compliance with all of the Standards but appears to be in a position to do so within nine (9) months. The EMAP Commission confers this probationary Accreditation status, not to exceed nine (9) months, requiring that the Applicant Emergency Management Program take specific measures to address conditions preventing compliance. During the Conditional Accreditation period, the Applicant Emergency Management Program must remedy deficiencies by implementing the Compliance Planning Document submitted to the Program Review Committee and the EMAP Commission. A Conditionally Accredited Emergency Management Program may not state or indicate publicly that it has achieved Accreditation (*Appendix B*).

> *Accreditation Denied*. The EMAP Commission determines that the Applicant Emergency Management Program has not complied with the *Emergency Management Standard* and the goals for Conditional Accreditation are not applicable or appropriate. Feedback regarding deficiencies is provided to the Emergency Management Program with encouragement to work toward improvement and compliance.

The EMAP Commission's deliberations culminate in a motion to grant or deny the EMAP Accreditation using the designations above. If the EMAP Accreditation is granted, an EMAP Commissioner or EMAP Staff Liaison will notify the Accredited Emergency Management Program. The date of this decision becomes the Accredited Emergency Management Program's Accreditation date, which will serve as the basis from which all future reaccreditation timelines will be calculated. The EMAP Accreditation is valid for five (5) years. Please note that once the EMAP Commission has made a decision regarding the Accreditation status of an Emergency Management Program, that Program will be incorporated into the group or class of other Emergency Management Programs granted the EMAP Accreditation in the same meeting. In other words, it should not be expected that the EMAP Commission denote a Program as the "first" or "fifth" Program, etc., accredited.

If the EMAP Accreditation is denied, the EMAP Commission advises the Applicant Emergency Management Program of the decision and the remaining areas of non-compliance. If the Applicant Emergency Management Program is granted Conditional Accreditation, it will be provided information about the Conditional Accreditation and the Standards to be addressed during its

conditional period (*Appendix B*).

Conditional Accreditation
If an Applicant Emergency Management Program is granted Conditional Accreditation by the EMAP Commission, the assigned EMAP Staff Liaison will coordinate with the Conditionally Accredited Emergency Management Program to establish a timeline for the conditional period. The Conditional Accreditation elapses nine (9) months after the EMAP Commission's decision to grant Conditional Accreditation.

If a Conditionally Accredited Emergency Management Program is found to be non-complaint with five (5) or less Standards following their supplemental period, then the Conditionally Accredited Emergency Management Program may be eligible for the remote conditional assessment. The complexity of certain Standard Areas may require a conditional on-site assessment. EMAP reserves the right to require a Conditionally Accredited Emergency Management Program to host a conditional on-site assessment. The EMAP Staff Liaison will try to secure the same assessors from the on-site assessment to conduct the remote review. The Conditionally Accredited Emergency Management Program is responsible for paying the Conditional Assessment Fee (*Appendix C*).

If the Conditionally Accredited Emergency Management Program has six (6) or more non-compliant Standards, a conditional on-site assessment will be conducted at the Conditionally Accredited Emergency Management Program's location. The number of non-compliant Standards will dictate the size of the assessment team and the length of the conditional on-site assessment. The conditional on-site assessment must be conducted before the Conditional Accreditation period has lapsed. The EMAP Staff Liaison will try to secure the same assessors from the on-site assessment. The Conditionally Accredited Emergency Management Program is responsible for paying the Conditional Assessment Fee (*Appendix C*) and the travel costs associated with the conditional on-site assessment.

Assessors will review the conditional proof of compliance documentation uploaded into the EMAP Program Assessment Tool for compliance and write a conditional finding(s). The conditional finding(s) is incorporated into the Preliminary Assessment Report below the supplemental and/or the on-site assessment finding(s).

After the conditional on-site assessment findings have been incorporated into the Preliminary Assessment Report, the Conditionally Accredited Emergency Management Program is placed on the agenda for the next scheduled Program Review Committee meeting. Members of the Program Review Committee will receive the revised Preliminary Assessment Report, any comments from the Conditionally Accredited Emergency Management Program, and materials submitted for the Program Review Committee's review. Conditionally Accredited Emergency Management Program representative(s) will be invited to attend the next appropriate Program Review Committee meeting.

The Conditionally Accredited Emergency Management Program should notify the EMAP Executive Director if it will have a representative(s) present. The representative(s) will be invited to present any information that may be relevant to the Program Review Committee's decision and be available to answer any questions from the Program Review Committee. The Program Review Committee's deliberation and vote on recommendations will be held in executive session; thus, the Conditionally Accredited Emergency Management Program representative(s) will be excused from the deliberation portion of the Program Review Committee meeting. The EMAP Commission's deliberation and vote will also take place in executive session and will be based on the Accredited or Accreditation denied designation.

STEP 5: Accreditation and Maintenance

Accredited Emergency Management Programs will be provided with a formal letter from the EMAP Commission conferring the Accreditation status, along with a plaque and other appropriate visibility items soon after the EMAP Commission meeting. An Accredited Emergency Management Program may conduct a recognition ceremony to publicize its achievement. Representatives of the EMAP Commission may be available to participate in the recognition ceremony; the cost of such participation is borne by the Accredited Emergency Management Program. EMAP will distribute a media release announcing the achievement of all Emergency Management Programs granted the EMAP Accreditation by the EMAP Commission at that time and provide access to the marketing tools.

Use of EMAP Accreditation Insignia

The EMAP Accreditation Insignia is provided by EMAP to recognize Emergency Management Programs that have achieved the EMAP Accreditation. Conditionally Accredited Emergency Management Programs are not permitted to display the EMAP Accreditation Insignia. The EMAP Accreditation Insignia is intended to be used as a visible sign of an Emergency Management Program's achievement of the EMAP Accreditation. It may be used on letterheads, forms, presentations, and equipment, etc. The EMAP Accreditation Insignia should be used by all agencies with roles in the Emergency Management Program rather than only the emergency management agency or department. Use of agency printed materials is appropriate as long as it is offered for use to the broad set of agencies involved in the Accredited Emergency Management Program.

License to use the EMAP Accreditation Insignia is granted to Accredited Emergency Management Programs during the Accreditation period. Should an Emergency Management Program's Accreditation lapse or be revoked, the Emergency Management Program must immediately remove the EMAP Accreditation Insignia from all materials and locations associated with the Program. Accredited Emergency Management Programs cannot represent the use the EMAP Accreditation Insignia or EMAP Accredited status as a guarantee of safety from disaster. The EMAP Accreditation Insignia is registered as a trademark and may not be printed or stamped on apparel, lapel pins, or other items for individual distribution without express authorization from EMAP. Accredited Emergency Management Programs may purchase apparel, lapel pins, and challenge coins with the EMAP Accreditation Insignia on the EMAP website, www.emap.org.

Loss/Revocation of Accreditation

An Accredited Emergency Management Program may lose its Accredited status for documented substantial and/or ongoing non-compliance with the *Emergency Management Standard,* fraud or deception, including the administration of funds, and/or fraud in obtaining the EMAP Accredited status, as determined by the EMAP Commission. A Conditionally Accredited Emergency Management Program may lose its conditional status if it fails to comply with the *Emergency Management Standard* within the time period specified by the EMAP Commission.

The revocation of the EMAP Accreditation will occur only after the Emergency Management Program has been given an opportunity to respond to the allegations or bases for non-compliance. The Program Review Committee will consider such cases and make a recommendation to the EMAP Commission. The Program Review Committee and EMAP Commission may leave the Emergency Management Program's Accredited status intact, may grant the Emergency Management Program Conditional Accreditation, or may revoke the Emergency Management Program's Accreditation.

Reaccreditation

The EMAP Accreditation is valid for five (5) years. During the fourth year of the EMAP

Accreditation, the Accredited Emergency Management Program must decide whether to pursue a consecutive Accreditation. If it chooses to pursue reaccreditation, the Accredited Emergency Management Program must complete the entire assessment and Accreditation Process over again, beginning with the self-assessment. If the Accredited Emergency Management Program decides to no longer maintain the EMAP Accreditation, it may allow its EMAP Accreditation to lapse following the five (5) year Accreditation period.

In order to avoid a lapse in the EMAP Accreditation, Accredited Emergency Management Programs must conduct their on-site assessment and appear before the Program Review Committee before the five (5) year anniversary date. For example, if an Accredited Emergency Management Program was granted the EMAP Accreditation by the EMAP Commission on April 19, 2018, the Accredited Emergency Management Program must schedule their on-site assessment in the fall of 2022 in order to appear before the Spring 2023 Program Review Committee meeting.

Accredited Emergency Management Programs are responsible for completing annual reports, maintaining their documentation, and remining up-to-date on the *Emergency Management Standard*. The Annual Report is available online and should be completed and submitted to emap@emap.org on October 31 of each calendar year. The Program Review Committee is responsible for reviewing the annual reports submitted by Accredited Emergency Management Programs.

If an Accredited Emergency Management Program completes the following, it may be eligible to submit an *Application for Reaccreditation* and receive a discounted *Application for Assessment Fee (Appendix C)*:
- Submission of the Annual Report for each year of the Accreditation period;
- Accreditation Manager remains the same from the previous Accreditation effort;
- Accreditation Manager has taken training on the most recent *Emergency Management Standard* and/or participated in Standard Crosswalk Webinars; and
- Accredited Emergency Management Programs has sent multiple personnel to the *Emergency Management Standard* Training and/or hosted a Standard Training for their Program.

If an Accredited Emergency Management Program does not meet the above criteria, it will be required to submit a Standard Application for Assessment twelve (12) months from the on-site assessment and pay the Application for Assessment Fee (*Appendix C*).

Accreditation Process Critique

Applicant Emergency Management Programs are afforded an opportunity to critique the EMAP Accreditation Process. An evaluation form will be provided to the Emergency Management Program's Accreditation Manager by the EMAP Staff Liaison to solicit feedback on the *Emergency Management Standard* and the EMAP Accreditation Process. Feedback from Applicant Emergency Management Programs will be used to adjust and improve processes, the Standard, and materials. The critique process does not affect the assessment and Accreditation effort.

Appealing an EMAP Commission Decision
Certain EMAP Commission decisions may be appealed within thirty (30) business days after the decision was made by the EMAP Commission. The Appellant Emergency Management Program's executive leadership must submit the appeal in writing and must specify the grounds on which the appeal is being made. A nonrefundable Appeals Fee (*Appendix C*) must be submitted with the Appellant Emergency Management Program's letter of appeal. The Appeals Panel of the EMAP

Commission serves as the appeal agent for EMAP Accreditation decisions.

An appeal is not a new review of the Appellant Emergency Management Program's assessment and Accreditation effort; it is a review of the EMAP Commission's decision regarding the Appellant Emergency Management Program's Application and Final Assessment Report. The appeals process will not include additional corrective actions or similar changes.

The following decisions of the EMAP Commission may be appealed:
- Denial of eligibility for Accreditation Application;
- Denial of Accreditation;
- Conditional Accreditation; and
- Revocation of Accreditation.

Within thirty (30) business days of the receipt of the Appellant Emergency Management Program's letter of appeal, the EMAP Commission shall appoint an ad hoc Appeals Panel of three (3) members and three (3) alternates, none of whom will have had affiliation with the Appellant Emergency Management Program filing the appeal or with the Accredited Emergency Management Program's assessment and Accreditation effort. EMAP will confirm the willingness and availability of the Appeals Panel members and alternates to serve and notify the Appellant Emergency Management Program of the proposed date for review of the appeal. The Appellant Emergency Management Program will have the opportunity to review the names of the prospective members of the Appeals Panel and challenge the Appeals Panel composition for due cause such as conflict of interest, bias, or other prejudice. The EMAP Commission will rule on any identified challenges. Procedural and substantive issues addressed by the Appeals Panel will be limited to those stated in the Appellant Emergency Management Program's appeal letter. The Appeals Panel will only consider facts and materials that were presented before the EMAP Commission at the time of its decision. At least thirty (30) business days before the Appeals Panel's review, EMAP will provide the Appellant Emergency Management Program with a list of documents and materials included in the file that will be considered by the EMAP Commission. Objections regarding materials or documentation provided must be made to EMAP no later than fifteen (15) business days before the scheduled review of the appeal. The Appeals Panel will consider the appeal, either physically or via conference call, no later than ninety (90) business days after receipt of the Appellant Emergency Management Program's appeal letter.

The EMAP Commission's initial decision shall be affirmed unless a procedural error and/or adherence to proper procedures would dictate a different decision or, based on the record, the EMAP Commission's decision was plainly wrong or without evidence to support the decision that was made.

The Appeals Panel will decide either to uphold the EMAP Commission decision or to return the matter to the EMAP Commission for reconsideration in light of the Appeals Panel's ruling regarding the procedural violation(s) and/or substantive error(s). The Appeals Panel's report, including the basis of their decision related to the records, shall be provided to the EMAP Commission within thirty (30) business days of the Appeals Panel's review. Copies of the report shall be provided to the Appellant Emergency Management Program.

Complaints Against Accredited Programs
Complaints or allegations of incidents of non-compliance of Accredited Emergency Management Programs will be reviewed and acknowledged by the EMAP Commission. The Accredited Emergency Management Program will be notified and provided with a copy of the complaint.

A complaint is not a mechanism for adjudication of disputes between individuals and Accredited

Emergency Management Programs. Procedures for handling a complaint against an Accredited Emergency Management Program are based on the purported lack of consistency with the Emergency Management Standard. A complaint that raises issues regarding pending litigation will not be processed until after the litigation has been concluded. Complaints must be filed in writing within one (1) year of the time that the alleged non-compliance occurred or came to the attention of the complainant; whichever is later. To be processed, a complaint must:

- Be in writing and signed;
- Identify the individual, group, or legal entity making the complaint;
- Present specific facts and evidence, including supporting evidence, that the Accredited Emergency Management Program is not in compliance with one (1) or more elements of the *Emergency Management Standard*;
- Describe the status of legal action, if any exists, related to the facts of the complaint; and
- Grant permission to send a copy of the complaint, in its entirety, to the Accredited Emergency Management Program against which the complaint is made.

Receipt of a complaint that meets the above requirements will be acknowledged by EMAP within thirty (30) business days and a copy of the complaint will simultaneously be forwarded to the Accredited Emergency Management Program. The Accredited Emergency Management Program will have thirty (30) business days to respond to the complaint. The Accredited Emergency Management Program's response must be from the Accredited Emergency Management Program itself and not from a third party acting on the Accredited Emergency Management Program's behalf. The complainant may be asked to respond to information provided by the Accredited Emergency Management Program. The EMAP Commission will review the complaint against an Accredited Emergency Management Program at its first regularly scheduled meeting after the receipt of the Accredited Emergency Management Program's response. The EMAP Commission may, after review, act upon the complaint or defer action, pending receipt of additional information.

The EMAP Commission has the authority to dismiss complaints determined to be non-substantive or frivolous. Receipt of a complaint regarding an Applicant or Accredited Emergency Management Program undergoing an assessment and accreditation effort will be processed as part of the on-site assessment and/or Program Review Committee review rather than going first to the EMAP Commission.

The complaint will be placed in the Applicant or Accredited Emergency Management Program's file along with any response from the Applicant or Accredited Emergency Management Program. The EMAP Commission will communicate, in writing, its action on the complaint to the complainant and the Applicant or Accredited Emergency Management Program. The resolution of the complaint will be recorded in the Applicant or Accredited Emergency Management Program's EMAP file.

EMAP Services

EMAP provides services to Subscribed Emergency Management Programs that are actively building their Emergency Management Program to the *Emergency Management Standard* or to Applicant Emergency Management Programs working through their assessment and Accreditation effort. The EMAP Commission strives to continually provide high-quality services and resources to Subscribed, Applicant, and Accredited Emergency Management Programs. Please visit the EMAP website for the current listing of services. A current EMAP Subscription is required for these services.

Host Emergency Management Standard Training
The Host *Emergency Management Standard* Training provides an Emergency Management Program

with information and tools that will assist them in evaluating their capabilities and documentation against the Standard. Specifically, the hosting Emergency Management Program will learn about the Standard and its application during the Emergency Management Program's assessment and Accreditation effort. The Host Training provides an opportunity for the hosting Emergency Management Program to invite their stakeholders and/or neighboring jurisdictions to learn about and engage with the Standard, assisting in the development of buy-in and support for the assessment and accreditation effort.

The key objectives of the Host Training include:
- Obtain a basic understanding of EMAP, its background, history and future;
- Explore the need and application of the Standard;
- Gain an understanding of the EMAP Accreditation Process;
- Understand how to assess and document compliance using the Standard;
- Understand how to describe and crosswalk compliance with the Standard through the writing of rationales;
- Understand how assessors analyze compliance and write findings; and
- Certify as Accreditation Managers and/or Assessors, if desired.

The EMAP Training Coordinator and an EMAP Trainer will facilitate the Host Training based on the current *Emergency Management Standard*. The two (2) day course will encourage open participation and discussion about the objectives provided above.

In order to sponsor the Host Training, an Emergency Management Program must have an active EMAP Subscription. However, the hosting Emergency Management Program may choose to open course registration to both Subscribed and unsubscribed Emergency Management Programs. The cost associated with this course includes the Emergency Management Standard Training Fee (*Appendix C*) and the travel cost for the EMAP Training Coordinator and one (1) EMAP Trainer. EMAP can provide a hosting Emergency Management Program with an estimate of the training costs. EMAP can work with multiple Emergency Management Programs to facilitate cost sharing opportunities across multiple jurisdictions. Please email EMAP at emap@emap.org for more information.

EMAP is willing to coordinate with state emergency management associations to provide a Host Training in conjunction with a state emergency management association conference. EMAP will waive the Emergency Management Standard Training Fee for these courses; however, EMAP asks that the emergency management association cover the travel costs for the EMAP Training Coordinator and one (1) EMAP Trainer. Please email EMAP at emap@emap.org for more information.

Training & Standard Orientation Workshop
The Training & Standard Orientation Workshop provides an Emergency Management Program's personnel and stakeholders information that will assist them in evaluating their current documentation and capabilities against the *Emergency Management Standard*. Specifically, the hosting Emergency Management Program and its chosen invitees, including internal and external stakeholders, will learn about the Standard, its application during the assessment and Accreditation process, and how the Emergency Management Program's documentation and capabilities stand against the Standard. The Workshop is customized to the hosting Emergency Management Program, allowing for the incorporation of Emergency Management Program documentation into the training curriculum and providing the Emergency Management Program with the unique opportunity to jumpstart their self-assessment with the engagement and buy-in of their stakeholders.

The key objectives of the Training & Standard Orientation Workshop include:

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- Obtain a basic understanding of EMAP, its background, history and future;
- Explore the need and application of the *Emergency Management Standard*;
- Gain an understanding of the assessment and Accreditation process;
- Explore the roles and responsibilities of Accreditation Managers, assessors, and Assessment Team Leaders;
- Understand the value of assessing and documenting compliance;
- Write rationales, cross walking current Emergency Management Program documentation against the Standard;
- Understand how assessors analyze compliance and write findings;
- Identify and prioritize needs and shortfalls based on the Standard; and
- Develop a plan of action for the hosting Emergency Management Program's self-assessment, addressing the identified needs and shortfalls.

The EMAP Training Coordinator, one (1) EMAP Trainer and the assigned EMAP Staff Liaison will facilitate the Training and Standards Orientation Workshop based on the current *Emergency Management Standard*. The three (3) day course will encourage open participation and discussion about the objectives listed above.

In order to host the Training & Standards Orientation Workshop, an Emergency Management Program must have a current EMAP Subscription. The costs associated with this course includes the Training & Standard Orientation Workshop Fee (*Appendix C*) and the travel costs for the EMAP Training Coordinator, one (1) EMAP Trainer, and the assigned EMAP Staff Liaison.

EMAP Pre-Assessment
The EMAP Pre-Assessment is intended to provide an initial evaluation of an Applicant Emergency Management Program's proof of compliance documentation and capabilities. It will concentrate on corrective actions needed for the Applicant Emergency Management Program to work through prior to undergoing an on-site assessment. Once an Applicant Emergency Management Program has completed the EMAP Pre-Assessment, it has nine (9) months to undergo an on-site assessment.

Applicant Emergency Management Program may choose up to four (4) Standard Areas to be assessed in the pre-assessment. Below is the complete list of Standard Areas contained within the *Emergency Management Standard*.

Standard Chapter	Standard Elements
Emergency Management Program**	10
Hazard Identification, Risk Assessment and Consequence Analysis**	3
Hazard Mitigation**	5
Prevention	3
Operational Planning and Procedures**	9
Incident Management	7
Resource Management, Mutual Aid and Logistics**	6
Communications and Warning**	6
Facilities	3
Training	4
Exercise, Evaluation and Corrective Actions	3
Emergency Public Information and Education	5

In order to participate in the EMAP Pre-Assessment, the Applicant Emergency Management Program must have a current EMAP Subscription. The Applicant Emergency Management Program will submit an EMAP Pre-Assessment Form and identify dates for the pre-assessment. The Applicant

Emergency Management Program must upload and submit the proof of compliance documentation and rationales for each of the identified Standard Areas three (3) weeks in advance of the EMAP Pre-Assessment.

For pre-assessments of three (3) Standard Areas, EMAP will send an assessment team of three (3) assessors to the Applicant Emergency Management Program's location. EMAP will provide an invoice to the Applicant Emergency Management Program that includes the Pre-Assessment (3 Standard Areas) Fee (*Appendix C*) and the travel costs for the three (3) assessors traveling to the Applicant Emergency Management Program's location.

For pre-assessments of four (4) Standard Areas, EMAP will send an assessment team of four (4) assessors to the Applicant Emergency Management Program's location. EMAP will provide an invoice to the Applicant Emergency Management Program that includes the Pre-Assessment (4 Standard Areas) Fee (*Appendix C*) and the travel costs for the four (4) assessors traveling to the Applicant Emergency Management Program's location.

The Applicant Emergency Management Program must remit payment for the EMAP Pre-Assessment as soon as possible and no later than thirty (30) days before the EMAP Pre-Assessment. Failure to pay the invoice within the appropriate timeframe will halt the EMAP Pre-Assessment. If the paid invoice exceeds the actual cost of the EMAP Pre-Assessment, EMAP will refund the balance to the Applicant Emergency Management Program at the conclusion of the EMAP Pre-Assessment. If the costs are higher than the invoice, the Applicant Emergency Management Program will be invoiced for the additional costs. Failure to pay the additional travel costs associated with the EMAP Pre-Assessment will halt the Applicant Emergency Management Program's assessment and Accreditation effort.

EMAP Committee Structure

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

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

There are twelve (12) members on the EMAP Commission: the National Emergency Management Association (NEMA) appoints five (5) members, and the International Association of Emergency Managers (IAEM) appoints five (5) members. The EMAP Commission then appoints two (2) additional members as international and federal agency representatives. Each member's term is three (3) years.

The EMAP Commission Chairperson and Vice-Chairperson are selected from within the EMAP Commission and are chosen by the members. No EMAP Commission Chairperson shall be elected to more than two (2) consecutive terms but may serve unlimited non-consecutive terms. The EMAP Commission Chairperson and Vice-Chairperson shall be from different appointing associations. Each EMAP Commissioner holds office for three (3) years or until his or her successor has been appointed. To ensure continuity on the EMAP Commission, the terms of office are staggered, with three (3) seats expiring each year. Appointments are generally made each fall with service beginning on January 1.

EMAP Committees
The EMAP Commission has established three (3) standing committees to consider its various

activities and to make recommendations to the EMAP Commission. Final decisions are the responsibility and purview of the EMAP Commission. The committees are listed below. The EMAP Commission also appoints an ad hoc Appeals Panel upon receipt of an appeal.

International Committee
The International Committee is responsible for identifying and, as directed by the EMAP Commission, initiating contact with potential international partners, exploring new opportunities to use the Emergency Management Standard and EMAP Accreditation Process in other nations around the world. The International Committee partners with individuals and organizations to encourage international understanding of and involvement of EMAP.

Program Review Committee
The Program Review Committee is responsible for considering Emergency Management Programs applying for the EMAP Accreditation, reviewing Preliminary Assessment Reports prepared by assessment teams, and making recommendations regarding Accreditation.

Technical Committee
The Technical Committee is comprised of the Standards Subcommittee and the Training Focus Group. The Technical Committee serves as the "consensus body" for the purpose of documenting consensus on all American National Standards proposed by EMAP.

Appeals Panel (ad hoc)
The EMAP Commission, upon receipt of an appeal, will appoint an ad hoc Appeals Panel. The Appeals Panel is responsible for hearing, reviewing, and deciding appeals of EMAP Accreditation decisions and Standards language in accordance with EMAP policies and procedures.

Conditional Accreditation

If an Applicant Emergency Management Program that is granted Conditional Accreditation by the EMAP Commission, the assigned EMAP Staff Liaison will coordinate with the Conditionally Accredited Emergency Management Program to establish a timeline for the conditional period. The Conditionally Accredited Program must submit the Compliance Planning Document and has up to nine (9) months to correct areas of non-compliance, and have EMAP conduct either a remote conditional assessment or an on-site conditional assessment.

If a Conditionally Accredited Program chooses not to continue through the Conditional Accreditation Process, the Director must submit a formal letter to the EMAP Commission via the EMAP Executive Director. Once the letter is received, the Program Review Committee and EMAP Commission will affirm the findings contained within the Assessment Report and the EMAP Accreditation will be denied.

Remote Conditional Assessment

If a Conditionally Accredited Emergency Management Program is found to be non-complaint with five (5) or less Standards following their supplemental period, then the Conditionally Accredited Emergency Management Program may be eligible for the remote conditional assessment. The complexity of certain Standard Areas may require a conditional on-site assessment. EMAP reserves the right to require a Conditionally Accredited Emergency Management Program to host a conditional on-site assessment.

A Conditionally Accredited Emergency Management Program's remedial steps must be completed, and rationales, and proofs of compliance documentation submitted via the EMAP Program Assessment Tool a minimum of three (3) weeks prior to the start of the remote conditional assessment. During the remote conditional assessment, the Accreditation Manager will work with the assigned EMAP Staff Liaison to schedule and arrange a period of time in which the assessors will virtually review conditional proof of compliance documentation. EMAP will try to ensure that the original assessors participate in the remote conditional assessment. The EMAP Staff Liaison will develop a remote assessment team to review the conditional documentation submitted.

The conditional remote assessment will be paid for by the Conditionally Accredited Emergency Management Program. EMAP will work with Conditionally Accredited Emergency Management Programs to keep costs to a minimum. EMAP will provide an invoice for the Conditional Assessment (<5 Standards) Fee (*Appendix C*).

Conditional On-Site Assessment

If an Applicant Emergency Management Program is found to be non-compliant with six (6) or more Standards, then it must complete a conditional on-site assessment. A Conditionally Accredited Emergency Management Program's remedial steps must be completed, and rationales, and proof of compliance documentation submitted via the EMAP Program Assessment Tool three (3) weeks prior to the start of the conditional on-site assessment. During this process, the Accreditation Manager will work with the assigned EMAP Staff Liaison to schedule and arrange a conditional on-site assessment at the Conditionally Accredited Emergency Management Program's location. The EMAP Staff Liaison will develop an assessment team to review the conditional documentation submitted. EMAP will try to secure the same assessors from the on-site assessment for the conditional on-site assessment.

The conditional on-site assessment will be paid for by the Conditionally Accredited Emergency Management Program. EMAP will work with Conditionally Accredited Emergency Management Programs to keep costs to a minimum. EMAP will provide an invoice for the Conditional Assessment (>6 Standards) Fee (*Appendix C*) and the travel costs associated with the conditional on-site assessment. If the paid invoice exceeds the actual cost of the conditional on-site assessment, EMAP will refund the difference to the Conditionally Accredited Emergency Management Program at the conclusion of the conditional on-site assessment. If the costs are higher than the invoice, the Conditionally Accredited Emergency Management Program will be invoiced for the additional costs. The Conditionally Accredited Emergency Management Program must remit payment of the invoice as soon as possible and no later than thirty (30) business day before the conditional on-site assessment. Failure to pay the additional costs within the appropriate timeframe will halt the conditional accreditation process.

In cases of extreme hardship and depending upon the complexity of the Standard, a Conditionally Accredited Emergency Management Program may petition the EMAP Commission, in writing, to allow for a remote conditional assessment in lieu of a conditional on-site assessment. A remote conditional assessment will not be considered if the number of Standards to be reviewed is more than five (5). The petition must be received no later than one (1) month prior to the end of its Conditional Accreditation period and must include the basis for the waiver of conditional on-site assessment. Approval of such requests is at the discretion of the EMAP Commission. In cases where the remote conditional assessment is approved, all compliance materials will be submitted by the Conditionally Accredited Emergency Management Program, via the EMAP Program Assessment Tool, three (3) weeks in advance of the remote conditional period to allow the assessment team access to conditional documentation.

EMAP Fees

Subscription Fees
Valid for one (1) calendar year: $450 USD
Renewals paid thirty (30) business days or more prior to the EMAP Subscription expiration
date are discounted 5%.

The EMAP Subscription is applicable for an entire jurisdiction or agency. Organizations
paying for multiple EMAP Subscriptions such as a state paying for EMAP Subscriptions
for their counties qualify for discounts based on the tiered rates below:

Number of Subscriptions	Subscriptions Fee
1	$450 USD
2-25	$427.50 USD (5% discount)
26-50	$405 USD (10% discount)
51-100	$382.50 USD (15% discount)
101 and over	$360 USD (20% discount)

Subscription Delinquent Accounts Policy
Thirty (30) business days after the EMAP Subscription expires, delinquent accounts are
frozen. Access to the EMAP Program Assessment Tool and full access to the EMAP
website is denied. Once the EMAP Subscription has expired, the Emergency Management
Program will be required to purchase the EMAP Subscription again without the discounted
rate.

Webinar Subscription Fees
Valid for one (1) calendar year: $500 USD

The EMAP Webinar Subscription is valid for monthly webinars that are designed to focus
on the practical experiences of Accredited Emergency Management Programs and the real-
world application of Standards.
- Subscribed Emergency Management Programs: $0 – the monthly webinars are
  part of the EMAP Subscription.
- Unsubscribed Emergency Management Programs: $25 USD per webinar or
  $250 USD for an EMAP Webinar Subscription good for one (1) calendar year.
- Contractors & Consultants: $50 USD per webinar or $500 USD for an EMAP
  Webinar Subscription good for one (1) calendar year.

Training Fees
To host either the *Emergency Management Standard* Training and/or the Training and
Standards Orientation Workshop, payment of the appropriate Training Fee below and the
travel costs of the EMAP Training Coordinator, the EMAP Trainer, and/or the EMAP Staff
Liaison to conduct the training will be invoiced. The primary travel costs associated with
the trainings include airfare or mileage, ground transportation, hotel accommodations, and
per diem, federal per diem rates for domestic trainings and United States State Department
per diem rates for international trainings.

| Host Emergency Management Standard Training | $2,750 USD |
| Training & Standard Orientation Workshop | $4,000 USD |

Payment of the training must be received thirty (30) business days prior to the start of the Host *Emergency Management Standard* Training or the Training & Standard Orientation Workshop. If payment is not received, then the Host Training or Training & Standard Orientation Workshop will be cancelled.

Application Fees

EMAP Pre-Assessment Fees
The EMAP Pre-Assessment is a service, provided by EMAP, that allows an Applicant Emergency Management Program the opportunity to have three (3) or four (4) Standard Areas assessed prior to the Applicant Emergency Management Program's on-site assessment.

| Pre-Assessment (3 Standard Areas) | $1,000 USD |
| Pre-Assessment (4 Standard Areas) | $1,500 USD |

Application for Assessment Fee
The Application for Assessment Fee is paid by the Applicant Emergency Management Program when it submits the Application for Assessment to EMAP to start the assessment and Accreditation effort.

| Application for Assessment Fee | $7,500 USD |

Reaccreditation Application for Assessment Fees
The Reaccreditation Application for Assessment Fee is paid when an Accredited Emergency Management Programs meets the eligibility requirements, as determined by EMAP.

| Reaccreditation Application for Assessment Fee | $5,500 USD |

Conditional Assessment Fees
A Conditionally Accredited Emergency Management Program is responsible for paying the Conditional Assessment Fees associated with either a remote conditional assessment or conditional on-site assessment.

| Remote Conditional Assessment (<5 Standards) | $1,500 USD |
| Conditional On-Site Assessment (>6 Standards) | $3,000 USD |

Assessment Fees
The Applicant Emergency Management Program pays for the travel costs associated with the pre-assessment, on-site assessment, and/or conditional on-site assessment. Travel costs associated with the pre-assessment, on-site assessment, and/or conditional on-site assessment includes airfare and/or mileage, ground transportation, hotel accommodations, and per diem, using federal per diem rates for domestic assessments and the United States State Department international per diem rates for international assessments, for each member of the assessment team. The pre-assessment, on-site assessment, and/or conditional

on-site assessment fees need to be paid thirty (30) days in advance of the pre-assessment, on-site assessment, and/or conditional on-site assessment.

Accreditation Fees
Applicant Emergency Management Programs are responsible for paying the appropriate Accreditation Fee thirty (30) days before the on-site assessment.

State & Territorial Accreditation Fees
The State & Territorial Accreditation Fees are based on population.

Up to 2,000,000	$4,500 USD
2,000,0001 to 6,000,000	$6,000 USD
6,000,001+	$7,500 USD

Local Accreditation Fees
The Local Accreditation Fees are based on population and are applicable to domestic and international tribes, municipalities, counties, parishes, and boroughs. The Local Accreditation Fees are based on population.

Up to 50,000	$2,000 USD
50,001 to 500,000	$3,500 USD
500,001 to 2,000,000	$4,500 USD
2,000,001+	$6,000 USD

Institutions of Higher Education Accreditation Fees
The Institutions of Higher Education Accreditation Fees are based on the college or university classification and is applicable to domestic and international, private and public, colleges and universities.

Baccalaureate & Associate's Colleges	$4,500 USD
Master's Universities	$6,000 USD
Doctoral Universities	$7,500 USD

Assessment and Accreditation Fees for Federal Agencies
Federal agencies pay a flat rate cost for the entire EMAP Accreditation Process. The flat rate includes all of the steps of the EMAP Accreditation Process and the following services: (1) EMAP Subscription; (2) Training and Standard Orientation Workshop; and (3) EMAP Staff Liaison technical assistance throughout the assessment and accreditation process. Federal agencies have eighteen (18) months to complete the assessment and accreditation effort.

One (1) Program	$50,000 USD
Multiple Program Discount	$40,000 USD each location

**Please contact the EMAP Executive Director for information on the federal agency assessment accreditation process and associated fees.

Assessment and Accreditation Fees for Atypical Emergency Management Program (Private Sector Agencies)
Atypical Emergency Management Programs include, but are not limited to, hospitals and

health care systems, air and ground transportation and transit companies, oil companies, utility companies, entertainment companies, etc., and pay a flat rate cost for the entire EMAP Accreditation Process. The flat rate includes all of the steps of the EMAP Accreditation Process and the following services: (1) the EMAP Subscription; (2) Training & Standard Orientation Workshop; (3) EMAP Staff Liaison technical assistance throughout the assessment and accreditation process; and (4) after action review and discussion. Atypical Emergency Management Programs have eighteen (18) months to complete the Accreditation Process.

Within the Continental United States	$50,000 USD
Outside of the Continental United States	$75,000 USD

**Please contact the EMAP Assistant Director for information on the assessment and accreditation process for atypical, or private sector agencies, and the associated fees.

Payment Options
In order to ease the costs associated with the EMAP Accreditation, EMAP has developed various payment plans to assist an Emergency Management Program with the costs associated with the on-site assessment. EMAP provides payment plans catered to the needs of an Emergency Management Program and provides estimates to assist in budget planning. Please contact EMAP at emap@emap.org to learn more about these options.

Appeals Fee
If an Emergency Management Program chooses to appeal an EMAP Accreditation decision, a nonrefundable Appeals Fee of $500 USD will be invoiced to the Appellant Emergency Management Program.

EMAP Forms

Subscription Order Form
The document is submitted by an Emergency Management Program interested in purchasing the EMAP Subscription.

Interest Form
The document is submitted by an Emergency Management Program interested in participating in the EMAP Accreditation Process.

Pre-Assessment Application Form
This document is submitted by the Applicant Emergency Management Program once the Program determines it would like to participate in an optional pre-assessment.

Application for Assessment
This document is submitted by the Applicant Emergency Management Program once they have determined their willingness to participate in the EMAP Accreditation Process. This application is usually accompanied within the application fee.

Program Request for On-Site Assessment & Logistics Worksheet
This document is filled out by the Applicant Emergency Management Program at least six (6) months before the Program intends to conduct its on-site assessment.

Compliance Planning Document
This excel document will assist Applicant Emergency Management Programs with tracking the individuals responsible and the milestones in converting non-compliant standards into compliant standards.

Annual Report
This template is intended for use by Accredited Emergency Management Programs to complete their required annual reports.

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