

# **Texas Division of Emergency Management**



## **Texas Emergency Management Assistance Teams (TEMAT)**

### **BUSINESS & OPERATIONS MANUAL**

**V 1.4**



## **Texas Emergency Management Assistance Teams**

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## **Texas Emergency Management Assistance Teams**





## **Texas Emergency Management Assistance Teams**

# **Texas Emergency Management Assistance Team**

## **Situation**

The State of Texas has sustained the highest number of Federal Emergency Management Agency (FEMA) declared disasters since the 1950s of any state. Notwithstanding that distinction, hundreds of catastrophic and devastating disasters, which have not met this federal standard, impact the state each year. The sheer size of Texas can see drought, flooding, wildfire, and winter weather simultaneously in different regions of the state. Each disaster is unique and may require special skillsets, or force multiplication in the event the emergency or disaster expands outside of the ability of local resources.

Texas has historically made mutual aid resources available throughout the state. In 2007, the state provided mutual aid legislation that simplified the sharing of resources across local and regional boundaries. Additionally, specialized teams such as Texas Task Force (TX TF), Texas Interstate Fire Mutual Aid System (TIFMAS), Texas Forest Service Incident Management Teams (TAMFS IMT), Texas A&M Public Works Response Teams (PWRT), and Disaster Recovery Task Force (DRTF) elements were integrated to support various specialized functions across the state. In 2014, these teams sought a comprehensive overarching program to help coordinate and operate these elements to streamline reporting, finance, and deployment practices across agencies.

## **The Texas Emergency Management Assistance Teams (TEMAT)**

The Texas Emergency Management Assistance Teams (TEMAT) are discipline-specific forces made up of local jurisdictional resources. These similar typed resources are rostered and train together prior to an incident to be able to serve as a force multiplier in disaster response. The response teams are recruited from various disciplines at the local level and coordinated with other state agencies.



## **Texas Emergency Management Assistance Teams**

### **Mission**

The Texas Emergency Management Assistance Team—‘the team of teams’—was developed to assist jurisdictions that have been impacted by an emergency or disaster. Member agencies and their partners may respond to support local jurisdictions during a disaster or emergency event.

### **TEMAT Concepts and Principles**

- Maintain a framework for expanding state forces to assist communities in need during disaster response and recovery.
- Integrate specialized response groups within the state to provide for a more coordinated approach during engagement in a Texas disaster response, and create efficiencies in administrative function.
- Promote local and regional response partnerships to expand the capacity of local governments (and their agents) to help each other in a mutual aid environment.
- Texans helping Texans



## **Texas Emergency Management Assistance Teams**

# **TEMAT State Agency Program Membership**

The Texas Emergency Management Assistance Teams were developed to assist jurisdictions that have been impacted by an emergency or disaster with an efficient and effective response while ensuring a smooth transition into the recovery phase.

## **Participating Agency Partners**

<b>TEMAT Program</b>	<b>Program Summary</b>	<b>State Agency Program Administrator</b>
Disaster Recovery Task Force (DRTF)	Provides support through multiple areas of expertise.	Texas Division of Emergency of Management (TDEM)
Texas A&M Public Works Response Team (TX-PWRT)	Provides support for critical infrastructure systems	Texas A&M Engineering Extension Service (TEEX)
Texas A&M Task Force Search and Rescue Teams (TX-TF)	Provides search and rescue support through Texas A&M Task Force 1, Texas Task Force 2, and Texas A&M Task Force 1 Region 3	Texas A&M Engineering Extension Service (TEEX)
All-Hazards Incident Management Teams (AHIMT)	Provides incident command post and emergency operations support	Texas A&M Forest Service (TAMFS)
Texas Intrastate Fire Mutual Aid System (TIFMAS)	Provides firefighting and all hazards support	Texas A&M Forest Service (TAMFS)

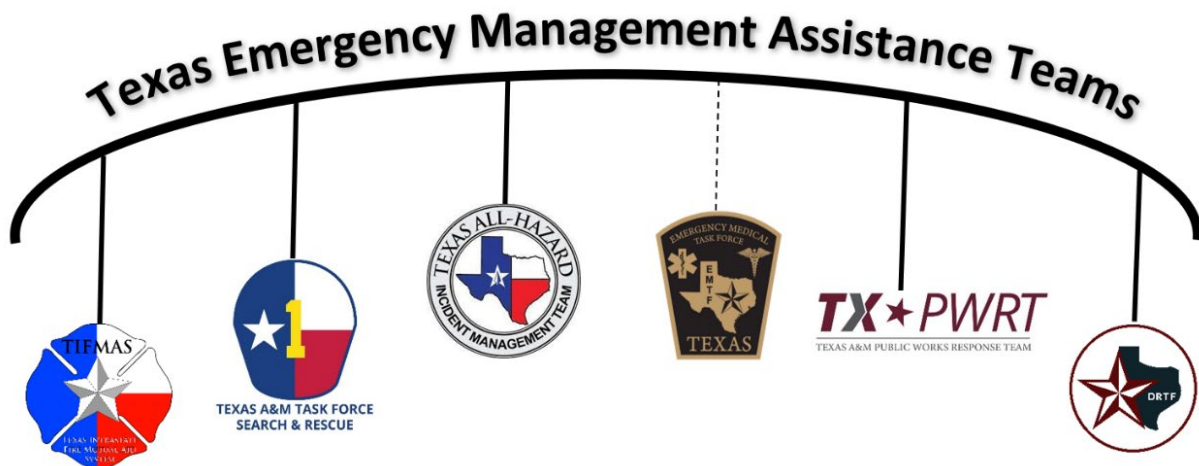


## Texas Emergency Management Assistance Teams

### Scope

All partner agency teams bring value and expertise to disaster response and recovery phases. The individual teams are maintained with experienced and trained personnel to effectively fulfill requests. Each state agency program maintains a business plan for each team.

Generally, TEMAT activities are performed at the request of the State of Texas with the participating jurisdiction or employer having the option of allowing members to deploy. These activities may be in conjunction with, or in preparing for a local, state, or federal declaration of disaster. The scope of the TEMAT MOU also includes training activities sponsored by the local jurisdictions and administrators to maintain TEMAT operational readiness.





## **Texas Emergency Management Assistance Teams**

### **Administrative Agency Responsibilities**

DRTF shall be responsible for the following:

- Provide and maintain administrative and personnel management guidelines and procedures related to TEMAT and the TEMAT Memorandum of Understanding (MOU).
- Maintain, in coordination with administrators, a TEMAT Business and Operations Manual to provide up to date standard operating procedures to administrators, jurisdictions, and members.
- Provide training to members. Training shall be consistent with the objectives of the TEMAT program overall including but not limited to State Operations Center functions, financial reimbursement, and other training.
- Work with administrators to ensure all administrative, fiscal, and personnel management guidelines are consistent across TEMAT.
- Facilitate coordination between the administrators, other relevant governmental and private entities, participating jurisdictions or employers, and members.
- Create and update TEMAT contact information for all participating jurisdictions and members.

### **Partner Agency Responsibilities**

The individual agency program administrators will be responsible for the following:

- Manage individual agency program TEMAT members according to guidelines outlined in the state partner agency and TEMAT Business and Operations Manual.
- Produce related portions of the Business and Operations Manual to provide standard operating procedures that are current and readily available to members.
- Provide and maintain qualifications, training, and operational guidelines and procedures related to the TEMAT program administered by the respective team.
- Provide members, upon approval, any equipment, uniforms, and identification issued on behalf of TEMAT.





### **Texas Emergency Management Assistance Teams**

- Collect any equipment, uniforms, and identification issued on behalf of TEMAT upon separation.
- Provide training to members. Training must be consistent with the objectives of developing, increasing, and maintaining individual skills necessary to maintain operational readiness related to emergency management response.
- Develop, implement, and exercise an internal notification and call-out system for members.
- Facilitate coordination between the state, other governmental and private entities, participating agencies or employers, and members. Administrators will notify jurisdictions of the need for the activation of members.
- Maintain and submit, on an as-needed basis, contact information for their respective program, for all participating jurisdictions and members, to the state.
- Maintain appropriate records on all members of administered programs for the purpose of documenting training records, qualifications, emergency notification, and other documentation as required by the state and administrators.
- Ensure the issuance of a Personal Identification Verification Interoperability card (PIV-I) to each member through coordination with TDEM. If removed from the team, TDEM must be notified to update PIV-I information.



## **Texas Emergency Management Assistance Teams**

# **Qualifications, Training, and Exercises**

Members of TEMAT are expected to be versed in several areas of disaster response and/or recovery. The teams that comprise the Texas Emergency Management Assistance Team are forward response teams for the state during times of disaster and large-scale incidents or events. As such, the respective state partner agencies regulate training and requirements to join and remain active on these special teams.

## **Training and Exercises**

TEMAT Training and Exercises – Jurisdiction Sponsored:

Periodically, members may be requested or invited to attend local jurisdiction-sponsored training or exercises. These trainings or exercises shall be performed at the direction, control, and funding of the local jurisdiction to develop the technical skills of members.

TEMAT Training and Exercises – Administrator Sponsored:

Periodically, members will be required or invited to attend administrator TEMAT training or exercises. These trainings and exercises shall be performed under the direction, control, and funding of the administrator to develop and maintain the incident support capabilities of TEMAT. Allowable costs will be provided.



## **Texas Emergency Management Assistance Teams**

# **TEMAT Deployment and Demobilization**

## **Scope**

This document provides fundamental principles and guidance for the planning and conduct of the Texas Emergency Management Assistance Team preparedness, preparation, mobilization, and demobilization.

## **Purpose**

This publication has been prepared under the direction of the Texas Division of Emergency Management. It is not the intent of this document to restrict the authority of partner agencies from organizing the respective response teams and executing the mission in a manner they deem most appropriate to ensure unity of effort in the accomplishment of the overall objective.

## **Application**

This Mobilization Plan is a working document that incorporates historically tested tasks, lessons learned, and best practices for documentation.

The State Agency Partner Mobilization Plan and the associated appendices should be reviewed and updated annually or when After Action Review provides improved processes.

This guidance will be followed if no other plan exists within state partner agency business plans or if exceptional circumstances warrant the State Operations Center dictate otherwise.



## **Texas Emergency Management Assistance Teams**

# **General Mobilization and Deployment Guidelines**

## **Pre-deployment Activities**

Pre-deployment activities are actions taken to prepare TEMAT for deployment. Pre-deployment training and continuous exercise of deployment activities ensure these tasks are accomplished efficiently. This level of readiness requires trained and motivated staff, fully qualified and deployable members, and strong relationships with supporting agencies. Also, TEMAT must develop movement expertise, knowledgeable deployment support teams, deployment process improvement tools, and an understanding of Texas Division of Emergency Management (TDEM) and Federal Emergency Management Agency (FEMA) Response Systems.

Cache equipment and personnel lists must be accurately maintained. Rapid access to and transmission of accurate deployment data is critical. Accurate data serves as a measure of deployment feasibility and assures the assignment and apportionment of adequate personnel. This is imperative for the foundation of effective command and control of the deployment process and the integration of TEMAT upon their arrival in response to time-sensitive missions.

Where possible, all required deployment and movement documentation should be prepared in advance and inspected during deployment exercises.

## **Deployment Planning**

Successful deployment planning requires knowledge of the team's deployment responsibilities, an understanding of the total deployment process, and coordination between team responsibility and jurisdictional employee responsibilities. Utilize the steps below in planning and preparation during the pre-deployment process:

- Understand the mission: TEMAT may be tasked to perform one or more types of response and recovery missions. TDEM must prepare and mobilize TEMAT to support various missions.



### **Texas Emergency Management Assistance Teams**

- Understand the team structure: Once specific missions are identified, TEMAT response capabilities are assessed and augmented as needed with appropriate resources to successfully respond.
- Prepare the team: Personnel and equipment are prepared to ensure the right capabilities are in the proper combinations to meet the operational objectives of specified missions. Additionally, personnel are trained and prepared to execute deployment operations.

The core of deployment planning is an accurate list of personnel, equipment, and other available resources in addition to those being deployed. The TEMAT SOC Representative and State Agency Program Administrators must ensure deploying personnel are properly manifested and equipment is accurately assessed.

### **The Deployment Process**

How TEMAT conducts pre-deployment activities and prepares for deployment will have a direct impact on success. Preparing equipment, activating personnel, having and following a deployment plan, setting and meeting established timelines, and ensuring consistent communication with the State Agency Program Administrators and the SOC all facilitate a seamless transit to the incident. A detailed and integrated plan along with a well-organized and trained team is fundamental to success.

### **Notification**

The Texas Division of Emergency Management (TDEM) may utilize TEMAT for a response to local or state disasters to aid in the facilitation of response and/or recovery operations and to provide the local jurisdiction with additional support for emergency operations.

Requests for deployment could be received through one of the following mechanisms:

- Submission of a STAR from local jurisdictions or partner state agencies to the State Operations Center (SOC).



## **Texas Emergency Management Assistance Teams**

- Request through a State Agency Program Administrator authorized process.

### **Reception, Staging, and Movement**

The nature of disaster response requires expeditious processing of personnel and equipment. Therefore, all TEMAT Members should be prepared to deploy following their state agency business, operation, and program guides.

### **Disaster Site**

TEMAT Members could be expected to work in adverse conditions within an area affected by a disaster depending upon the mission assignment. TEMAT members should be prepared to work in the field, the DDEOC, or the local EOC.

### **Pre-deployment Actions**

Any pre-deployment action should be in concert with the SOC and the State Agency Program Administrator.

### **Demobilization Actions**

- Demobilization activity will be in compliance with the SOC and state agency program business guides.
- All finance, 214s, and reimbursement forms must be completed as prescribed in the finance section.

### **After-Action Process**

The after-action process consists of the formal and informal debriefings used to gather needed information on the operation. These actions are recommended to help future event responses. Follow any guidance from the partner agency business and operations plan.



## Texas Emergency Management Assistance Teams

# Equipment and Accountability

## Equipment

Team members are responsible for three types of equipment and supplies at an incident or response: expendable, nonexpendable, and personal.

**Expendable.** Those items that are issued for use at a disaster site and are used up, consumed, or possibly left at the disaster site or threatened venue. An example of expendable items is office supplies.

**Nonexpendable.** Items issued for use at a disaster or threatened venue which can be returned or refurbished for use on future assignments. Nonexpendable items include vehicles, radios, generators, specialized tools, and computers.

**Personal.** Those items, such as clothing, toiletries, extra glasses, and medications that an individual takes to a disaster or threatened venue to attend to his or her personal needs.

## Lost or Damaged Equipment

Lost or damaged items must be accounted for with a written statement explaining the circumstances. When a question arises over whether an item is expendable, the Team Leader is responsible for making the decision.

Repair reimbursement requests must be documented, justifiable, and reasonable within the scope of the operation.

The member is responsible for any damage incurred from the point of incident check-out through demobilization from the incident and return to home base.



## **Texas Emergency Management Assistance Teams**

### **Accountability of Equipment**

Upon activation by the Texas Division of Emergency Management, the team members have the responsibility to account for all items they consume, use, damage, destroy, or lose. This accounting must be done through a documentation system that tracks receipt and disposition. Team members should always receive and keep an inventory of items for which they are responsible. Please refer to state partner agency business guides.

Team members are responsible for items lost or destroyed through poor accounting or performance. Problems arising from poor accounting or performance will be resolved with the TEMAT member or representatives of the member's parent agency.

PIV-I: A Personal Identification Verification Interoperability card will be issued to all first responders through either their agency of employment or facilitated through their TEMAT membership. If the PIV-I is issued specifically for their team membership it shall be collected upon separation from the partner administrative agency or TDEM.





## **Texas Emergency Management Assistance Teams**

# **Administration and Reimbursement**

Currently, there is a contractual agreement titled Memorandum of Understanding in place among participating agencies, an employee with that agency, or individual team members, who serve on any Texas Emergency Management Assistance Team. TDEM's goal is to complete the reimbursement as quickly as possible for services performed during deployment by using the following process.

All teams, or individual members based on deployment, shall provide a 214 Activity Report for each operational period. All TEMAT member names must be included within the 214. For example, in a response unit with multiple members assigned to a single vehicle, the 214 can be completed for all members working in that unit, provided the members names are included. Members not assigned to a team must complete individual 214s. All members to be reimbursed must have a name associated with a completed 214 Activity Form.

## **For Reimbursements to Participating Agency**

### **Reimbursement of Administrators or Jurisdiction**

- Costs will be reimbursed in accordance with the Texas Emergency Management Division's mutual aid reimbursement policy upon receipt of an accurately completed (all documentation included) reimbursement request.
- All guidelines and procedures for requesting reimbursement will be maintained in the TEMAT Business and Operations Manual.
- All financial commitments herein are made subject to the availability of funds from the state.

### **Categories of Cost Reimbursement**

Force Account Labor, which is the labor and benefit costs of a jurisdiction's employee deployed on a TEMAT mission or assignment. Labor reimbursement will be based on jurisdiction policies and rates, including labor reimbursement for portal-to-portal pay. Eligible backfill labor costs will also be reimbursed.

Travel reimbursement will be based on the jurisdiction's travel policy to include per diem rates and receipt submission.



### **Texas Emergency Management Assistance Teams**

Force Account Equipment will be paid to the jurisdiction if utilized by a member while on a TEMAT mission or assignment. All equipment used will be based on hours used and reimbursed based on the current FEMA Schedule of Equipment Rates. If no rate is available, see the appropriate section of the TEMAT Business and Operations Manual for the rate.

Damaged equipment costs will be reimbursed after submission of documentation showing damage occurred during a TEMAT mission or assignment less any insurance proceeds. The TEMAT Business and Operations Manual will provide a process for reporting damages as it relates to repairs or equipment unable to be repaired.

Materials costs will be reimbursed based on jurisdiction policies and cost documentation that materials were purchased for use on the incident or taken from inventory for use on the incident.

Rentals will be reimbursed based on jurisdiction policies and itemized invoice documentation from the rental vendor; and proof of use on the incident.

Contracts will be reimbursed based on jurisdiction policies and itemized invoice documentation from rental vendor; and proof of use on the incident.

Note: Refer to the individual program's Business and Operations Manual for specific details on the allowability of costs.

## **Reimbursement Section**

The purpose of this document is to outline how the Texas Division of Emergency Management (TDEM) will reimburse local jurisdictions and other entities for accepting and responding to state-assigned mutual aid missions. A state-assigned mutual aid mission occurs when a request for assistance is routed up the chain to the State Operations Center (SOC). If the SOC assigns another local jurisdiction to fulfill the request, this document will guide them through completing and submitting a request for reimbursement to TDEM

This document was created in alignment with Texas Government Code Chapter 418, Section 418.118 and Texas Government Code Chapter 778, Article IX. Section 418.118 states that if TDEM requests assistance from an entity, TDEM shall reimburse that entity their actual costs and further states "A request for reimbursement made to the division must be made in accordance with the procedures developed by the division."



## **Texas Emergency Management Assistance Teams**

All eligible expenses submitted in a reimbursement request will be audited, authorized, and funded through TDEM. TDEM will review all items based on the entities' local policies in place at the time of deployment. Eligible expenses include labor, travel, equipment usage, and other costs specifically related to the state-assigned mission. All expenses must include backup documentation to substantiate the amount claimed, show that it was mission-required, and subsequently paid for by the responding entity. Any documentation that has been edited or written over must include an explanation for the edit.

Upon notification of a state mission assignment, TDEM will contact the responding entity with an initial guidance email. This email will include any deadlines, mission-specific reimbursement guidance, and all forms required to submit a complete and accurate reimbursement claim to TDEM. For deployments out-of-state or that involve unusual circumstances, the reimbursement process may differ. TDEM will communicate this information to the responding entities as soon as the information becomes available.

All request for reimbursements will be submitted electronically to [TDEMReimbursement@tdem.texas.gov](mailto:TDEMReimbursement@tdem.texas.gov) along with the appropriate backup documentation to support the reimbursement request. Reimbursement forms will be available on the TDEM website, will be included in the initial email, or available upon request to the State Disaster Reimbursement Section of TDEM.

Reimbursement Guidance Points of Contact: [TDEMReimbursement@tdem.texas.gov](mailto:TDEMReimbursement@tdem.texas.gov) or 512-424-7607. Additional points of contact include Unit Chief — Mary Medina at 512-424-0650 ([mary.medina@tdem.texas.gov](mailto:mary.medina@tdem.texas.gov)) or Section Chief — Quenya Evans at 512-424-2288 or 512-954-3274 ([quenya.evans@tdem.texas.gov](mailto:quenya.evans@tdem.texas.gov)).

## **Reimbursement Timeline**

Entities will have 90 days from the date of demobilization to submit for reimbursement. Entities may not be eligible for reimbursement once 120 days have passed from demobilization if no reimbursement request has been received by TDEM. Entities who want an extension beyond the 120-day mark will need to request this in writing from TDEM's State Disaster Reimbursement Section (SDRS). SDRS will coordinate with the program administrator for consideration.

To ensure entities have been made fully aware of potential deadlines, TDEM will communicate all deadlines with the entity in the initial email, at the 60-day mark, at the 90-day mark, and finally at the 105-day mark to ensure the entity is fully aware and has plenty of opportunities to get their information submitted before the 120-day mark. For emails related to submission deadlines, TDEM will include the entity point of contact, the program coordinator points of contact (Texas Intrastate



### **Texas Emergency Management Assistance Teams**

Fire Mutual Aid System) [TIFMAS] Branch Coordinator, Disaster Recovery Task Force [DRTF] Regional Coordinator, etc.), and the TDEM Regional Section for Response.

#### **Reimbursement Review Timelines:**

TDEM will do a full review of the packet within 15 business days of receipt. Once the initial review is complete:

- The packet is complete and accurate—will submit for payment processing.
- The packet is not complete nor accurate—jurisdiction will have 15 business days to respond to request for additional information.
- Any additional information received in that 15 business days will be considered on the packet.
- TDEM will review information and complete review within 10 business days and submit substantiated amount for payment processing.
- Any additional items not substantiated may not be eligible for reimbursement.
- If no additional information is received in 15 business days, packet will be processed based on original submission and any additional items may not be eligible for reimbursement.

#### **Required documents for reimbursement packets:**

- A completed Form W-9—if first time submitting
- A completed Direct Deposit Form—if banking information has changed or first time submitting
- Current policies related to (if first time submitting or policies have been updated since last submission):
  - Travel
  - Mandatory staffing
  - Payroll policy
  - Shift calendars
- Completed TEMAT MOUs for each person being claimed on reimbursement packet
- Completed TDEM Reimbursement Request excel form (must be submitted as an Excel document—PDFs will not be accepted)
- Mobilization orders (resource orders, STAR request, etc.)
- Activity logs (ICS 214s)
- All backup documentation



## **Texas Emergency Management Assistance Teams**

### **Labor Section**

Labor reimbursement will be based on jurisdiction/departmental policies and rates. Labor policies **MUST** be submitted with reimbursement packet.

- Hours during the deployment that coincide with employees' home jurisdiction regular shift schedule (on-duty hours) will be reimbursed at regular pay plus benefits. (Jurisdiction/department policy will supersede this rule if different. If no policy is established, this rule will prevail.)
- First and last day of deployment will be based on actual hours worked. A day is from 0000 to 2359.
- All personnel mobilized must be listed on the approved deployment orders from the program administrator.
- The responding jurisdiction work schedule and payroll policy will be used when calculating all hours for reimbursement. Per responding jurisdiction policies, overtime may be credited in actual wages or compensatory time off.
- TDEM will reimburse two (2) hours for pre-deployment preparation and two (2) hours after return to home base to return equipment to service. The two (2) hours for pre/post-deployment will be reimbursed if noted on 214s, CTRs, or other activity logs. Travel time to the incident and travel time to return to home base will be reimbursed.
- Backfill for personnel assigned will be paid at jurisdiction hourly rate. Any claimed backfill costs must include the name of the deployed member the backfill costs are for. The department must have a minimum staffing policy in place prior to the activation to be eligible for backfill costs. (Jurisdiction/department policy will supersede this rule if different. If no policy is established, this rule will prevail.)
- When resources return to their home base and their regular scheduled shift day is the day of return or the day following their return, TDEM will reimburse the full shift. Additional backfill not to exceed one shift will also be reimbursed. Ensuring a minimum of 24 hours off prior to the next full shift will help ensure proper rest for returning firefighters.
- All labor costs must be substantiated by including:
  - Payroll report showing hours paid, rate paid, benefits paid, date paid, and pay period for payment.
  - If a payroll report is not available, paystubs showing the information will be accepted.



## **Texas Emergency Management Assistance Teams**

- Payroll or paystubs must show if hours paid are regular hours or overtime hours.
- If rate of pay requested does not match payroll, entity must include a basis for how the pay rate was calculated.

### **Local and Regional Mutual Aid Reimbursement**

Resources deployed per local/regional agreements in their respective regions before the TEMAT activation, may not be eligible for reimbursement under TEMAT. This would apply for assignments to any area identified in the local/regional request or agreement you are mobilized under. This guideline would apply to any resource considered to be a part of the local/region mutual aid system per the agreement which under normal operations would be mobilized before requesting State resources.

### **Travel Section**

Travel reimbursement will be based on jurisdiction/departamental policy. Travel policy **MUST** be submitted with reimbursement packet. If the home jurisdiction does not have a travel policy, the following applies: Lodging and meals will be reimbursed based on General Services Administration (GSA) rates to include all meals and any additional sustainment needs such as water, snacks, etc.

All travel costs must be substantiated by including:

- Zero balance lodging receipts
- Proof of payment to employees for reimbursement of travel costs
- A list of who ate and what jurisdiction/agency they are from for group meals
- Credit card statements for any items bought using a jurisdictional credit card
- Maps showing route or odometer readings for personal vehicle mileage

### **Meal Reimbursement for TEMAT Members**

The following documentation is required with the reimbursement packet for the agency to be eligible for reimbursement of meals:



### **Texas Emergency Management Assistance Teams**

If meals were purchased on a jurisdiction travel credit card, the minimum documentation will include the credit card statement and proof of payment. Refer to the jurisdiction's travel policy for all required documentation.

If meals were purchased with personal credit card or personal funds, the jurisdiction must provide proof of payment to employee or volunteer firefighter for claimed amount (copy of check). Individual should claim meals per jurisdiction/departmental policy. All required documentation included in the jurisdiction's travel policy must be submitted with the reimbursement request. If no jurisdiction/department policy is in place, proof of payment to the employee is required but individual meal receipts are not.

Jurisdictions paying for meals of employees using one credit card will be required to provide documentation specifically indicating the jurisdiction and the name of the employees who were fed with that purchase. Per diem rates still apply. Alcoholic beverages and personal hygiene purchases are ineligible for reimbursement.

### **Lodging for Deployed Resources**

All resources should arrive at the incident self-sufficient for the first 72 hours. If lodging is required or necessary, resources are responsible for securing their lodging for the duration of the deployment. All lodging options require a copy of the lodging receipt to show a zero balance and proof of payment to be considered for reimbursement.

The following documentation is required with the reimbursement package for the agency to be eligible for reimbursement of lodging:

- If lodging was purchased on a jurisdiction travel credit card, the minimum documentation will include the credit card statement and proof of payment, which must be provided with jurisdiction reimbursement packet and indicates the lodging charges. Refer to the jurisdiction's travel policy for all required documentation.
- If lodging was purchased with personal credit card or personal funds, the jurisdiction must provide proof of payment to employee or volunteer firefighter for claimed amount (copy of check). Individual should claim lodging per jurisdiction/departmental policy. All required documentation included in the jurisdiction's travel policy must be submitted with the reimbursement request. If no jurisdiction/department policy is in place, proof of payment to the employee is required along with a zero-balance lodging receipt.



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- Jurisdictions paying for lodging of employees using one credit card will be required to provide documentation indicating the specific jurisdiction and the names of the employees who were housed with that purchase. Per diem rates still apply. No proof of reimbursement to employee is required. An individual can secure multiple rooms on their department card for all members of the strike team. It is recommended to have the room occupant's name listed on the hotel invoice even though the payment is made by a third party. In this case the paying department will seek reimbursement for all rooms by providing a copy of the card statement.

### **Personal Vehicles**

Reimbursement for personal vehicles will be based on the jurisdiction/department policy or the State of Texas mileage rate. Documentation must include proof of payment to employee for use of the vehicle.

### **Equipment Usage Section**

All equipment mobilized must be listed on the approved deployment orders from the program administrator.

Equipment proof of ownership MUST be submitted with a reimbursement packet.

### **Equipment Typing and Reimbursement Rates**

TDEM will reimburse for equipment using an hourly rate usually aligned with the Federal Emergency Management Agency (FEMA) rate. Equipment hours will be based on actual usage hours per the 214s. If a FEMA rate is not available, TDEM will work with the program administrator to determine an appropriate equipment reimbursement rate.

The FEMA rates on the Schedule of Equipment Rates are for jurisdiction-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment, and other costs incidental to operation. Standby equipment costs are not eligible.





### **Texas Emergency Management Assistance Teams**

For vehicles used to transport personnel only, TDEM will reimburse based on the FEMA mileage rate for transporting people. Mileage logs, maps, or odometer readings must be included to substantiate mileage claim.

For TIFMAS initial attack or pre-positioning, TDEM will reimburse 12 hours a day for equipment usage. Any usage must be documented on the 214s to include the 12 hours and any hours over 12.

Detailed descriptions must be included for all pieces of equipment to include gallons per minute, horsepower, tank capacity, etc. This will ensure the appropriate rate is being reimbursed.

If equipment is out of service either on-incident or post-deployment, it is not considered working, and no hours will be reimbursed. Out of service must be documented on the activity logs. The hours worked stop once the vehicle has reached a staging destination or repair shop, whichever comes first. Reasonable towing costs to a staging destination or repair shop will be reimbursed.

All equipment costs must be substantiated by including:

- All hours and/or mileage claimed must be noted on Activity Logs/214s
- Proof of ownership for any piece of equipment used on the deployment
- STAR, resource order or mission assignment showing equipment was approved for use on the mission

Purpose of equipment used as it related to the mission

### **Damaged Equipment**

The incident is responsible for any damage incurred from the point of incident check-in and vehicle inspection, through demobilization from incident and return to home base, when the damage is a direct result of operations and not normal wear and tear.

Repair reimbursement requests must be documented, justifiable, and reasonable within the scope of the operation.

Any damage to the equipment must include photos and a damage equipment report per department policy for reimbursement.



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When there is damage to equipment while mobilized, the responding entity should inform team lead, program administrator, or Incident Command Team (if on-site) and file a claim with their insurance provider per their local policy. If the damage incurred on the incident is less than the insurance policy deductible and the department wants to recover the repair costs, but does not want to file with their insurance carrier, the department must provide:

Proof of insurance which identifies the amount of the deductible.

An invoice documenting the costs incurred to repair the damage.

Any amount greater than the deductible will not be reimbursed.

Self-insured departments/jurisdictions should submit all expenses incurred to repair incident-related damages for reimbursement.

Department must submit check-in and demobilization photos and forms from Ground Support (taken by the Incident Management Team [IMT]) with reimbursement documentation.

Damage due to firefighting operations which is not covered by insurance (e.g., towing charges, tire repair, pump damage, etc.) should be documented with receipts and included in the reimbursement package sent to TDEM.

Damage does not include any normal wear and tear events that occur during the incident timeframe.

Damage MUST be documented on the 214s at time of damage.

### **Documentation to be included in the reimbursement packet:**

- A copy of the Proof of Insurance for the vehicle, that includes the types of costs covered and the deductible amount.
- The equipment or vehicle's year, make, model, and mileage (at the time of the breakdown).
- The equipment or vehicle inspection report at check-in and at the time it was demobilized from the incident.
- A written statement that explains how this repair cost is directly related to the event and not to normal wear and tear events.



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- Repair invoice with a zero balance.
- Proof of payment for repair and towing costs such as a P-Card statement.
- A copy of the maintenance log for the equipment or vehicle.
- An incident or police report depending on the nature of damage.

### **Other Items Eligible for Reimbursement**

Items such as consumables, materials, and rentals will be reimbursed on an actual costs' basis. All requests for reimbursement of these types will include a written justification stating the necessity of these costs being incurred during the incident.

All other costs must be substantiated by including:

- Itemized receipt with proof of payment
- Any purchase orders or quotes that may be applicable to purchase
- Any contracts that may be applicable to the purchase
- If materials were taken from inventory:
  - Inventory report, invoice showing items purchased, cost and proof of payment, or

Replacement invoice showing items purchased, the cost, and proof of payment

### **Out of State Or Unusual Deployments**

For deployments out of state or that involve unusual circumstances, the reimbursement process to include items eligible may differ. TDEM's State Disaster Reimbursement Section (SDRS) will communicate this information to TEMAT as soon as the information becomes available.



## **Texas Emergency Management Assistance Teams**

# **Safety and Security**

The safety and security of everyone on the team is the responsibility of every team member, regardless of his or her position on the team. The goal is to prevent accidents and injuries, avoid situations that compromise personal security, and protect the safety and health of all team members on and off the job. When a team member becomes sick, injured, or involved in a security incident and must be cared for, rescued, and possibly evacuated, the team's ability to deliver the maximum assistance possible to those affected by the disaster is diminished.

## **THINK SAFETY AND SECURITY AT ALL TIMES!**

The following checklist for safety and security covers some of the general issues team members should be aware of before they depart and throughout their deployment. If a written Safety and Security Plan is available, team members should obtain a copy. Team members should get a safety and security briefing on the situation in the disaster area and stay current on these issues throughout the deployment.

### **Safety and Security Checklist**

- Drive safely and be aware of local driving hazards; follow all traffic regulations.
- Stay informed about safety and security issues throughout your assignment.
- Maintain regular communication with the team.
- Learn and adhere to security and safety standards, protocols, and procedures.
- Be aware of personal safety/security hazards or concerns, including:
  - Signs of danger
  - Areas of danger
  - Physical danger



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- Be aware of the Communications Plan (ICS Form 205) and its contents.
- Be aware of the Medical Plan (ICS Form 206) and its contents.
- Report hazardous conditions and other safety/security concerns to the TEMAT Regional Coordinator or Team Lead.

### **Personal Health and Critical Incident Stress**

It is important to recognize and meet common physical and emotional problems encountered during disaster relief activities. Experience has shown that promoting and maintaining good health, especially by coping with the stresses encountered, are the keys to successful performance. Experiencing stress during a disaster operation is normal. Coordinate any issues with the partner state administrative agency.



## **Texas Emergency Management Assistance Teams**

### **Acronyms**

AAR	After Action Review
C&GS	Command and General Staff
CISM	Critical Incident Stress Management
DC	District Coordinator
DDC	Disaster District Chair
DDEOC	Disaster District Emergency Operations Center
DOT	Department of Transportation
DPS	Texas Department of Public Safety
DRTF	Disaster Recovery Task Force
FEMA	Federal Emergency Management Agency
IST	Incident Support Team
NRCC	National Response Coordinating Center
POC	Point of Contact
SOC	State Operations Center
TAMFS	Texas A&M Forest Service
TAMUS	Texas A&M University System
TDEM	Texas Division of Emergency Management
TEMAT	Texas Emergency Management Assistance Teams
TEEX	Texas A&M Engineering Extension Service