

# Emergency Management Assistance Compact (EMAC) Package

## Executive Summary

EMAC is a nationally adopted mutual aid agreement that establishes a national system to facilitate the sharing of state and local government publicly-owned resources across state lines during times of emergency or disaster as long as there is a State of Emergency declared by the governor of the affected EMAC Member State. Since ratification and signing into law in 1996 (Public Law 104-321), 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands have enacted legislation to become EMAC members.<sup>1</sup>

The National Council of Statewide Interoperability Coordinators (NCSWIC) Planning, Training, and Exercise (PTE) Committee, in coordination with Region IV, developed an EMAC Package to share best practices and templates to support the public safety community when submitting an EMAC request. The EMAC package includes the EMAC Best Practices and six EMAC Mission Readiness Package (MRP) models.

- The *EMAC Best Practices Guide* improves the awareness of EMAC and developing MRPs for communications equipment and personnel.
- The EMAC MRP Models include models for satellite voice, satellite data, mobile communications site, radio cache, telecommunications support, and COMU support team. These models serve as a guide for states when responding to an EMAC request

For information on the EMAC process and additional templates, visit the EMAC website at [www.emacweb.org](http://www.emacweb.org).

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<sup>1</sup> <https://www.emacweb.org/index.php/learn-about-emac/what-is-emac>

# Emergency Management Assistance Compact (EMAC) Best Practices

## Introduction

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During the November 2017 Joint SAFECOM-NCSWIC In-Person Meeting, the PTE Committee identified the need to compile best practices for developing MRPs for communication assets and leveraging the resources available through the Emergency Management Assistance Compact (EMAC).

This document builds on the experience and lessons learned following a technical assistance delivery to the eight states in Region IV, and Arkansas and Louisiana from Region VI. The technical assistance request is provided by CISA and provides communications capabilities to all 56 states and territories at no charge. The technical assistance project consisted of multiple elements, specifically; developing a multi-state communications resource plan, establishing standardized resource typing for specific communications assets, and building MRPs comprised of communications personnel and equipment available within the states throughout the region. The concepts were evaluated using a simulated scenario where a state in the region was impacted by an incident and initiated an EMAC request for communications MRPs from neighboring states.

The PTE Committee developed this best practices guide for improving the awareness of EMAC and developing MRPs for communications equipment and personnel. This document is intended to serve as a resource for SWICs, ESF #2 representatives, All Hazards COMU personnel, and/or SIGBs.

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## Best Practices for EMAC Awareness and MRP Development

Beginning in 2015, representatives from the eight states in Region IV and from Arkansas and Louisiana (Region VI) held a series of planning workshops in different states throughout the region. Participants included SWICs, ESF #2 representatives, EMAC Coordinators, and All Hazards COMU personnel. The effort began with presentation from an EMAC representative to educate participants on basic EMAC principles and the processes for building MRPs.

The work group developed typing standards for specific communications resources using FEMA's template for resource typing. The participants selected the following four communications resources as a starting point: (1) radio caches, (2) site on wheels, (3) telecommunications support package, and (4) COMU Support Team. The participants agreed upon specifications for each type, with Type 1 being the most capable.

Developing resource typing is not a prerequisite to building MRPs, however the group decided that resource typing would streamline and standardize the description of resources.

Once the resource typing standards were completed, the participants then created generic MRP templates using those same four resources with the intent that each state would customize them to match existing resources available within their respective states.

A simulated scenario was designed to evaluate the process and flow of information when requesting or responding to a request for communications resources through EMAC. The scenario demonstrated that having pre-built MRPs for communications resources uploaded in the EMAC MASS expedited the mechanism to request assistance, as well as the process for the requesting state to review and evaluate responses. It was also determined that there is currently a limited number of communications MRPs contained in MASS, and that additional MRPs should be developed and uploaded.

## Outcomes from the Technical Assistance Project

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The best practices listed in this document include information that was shared during a panel discussion held at the November 2017 NCSWIC meetings in Norman, Oklahoma. Before starting the MRP development process, the following key questions should be considered:

- Who are the appropriate participants/entities to be included in the planning and development process?
- Do any of the participants need to receive additional training to become sufficiently familiar with EMAC?
- What communications resources (personnel and equipment) are available within each participating jurisdiction (local, state, or NGO) that are available for interstate deployment under EMAC?
- Who are the appropriate points of contact that can provide detailed specifications and cost estimates for each resource to be included in MRPs?

The Region IV task group utilized the CISA ICTAP Branch to develop the communications resource typing standards and MRPs. The SWICs served as the key points of contact to facilitate the involvement of the appropriate representatives within their respective states. Additionally, the SWICs were actively involved in the planning and development process, including:

- Serving as the point of contact between the state and ICTAP Staff
- Ensuring the proper state representatives are invited and included in the process
- Attending multiple workshops and planning meetings held throughout the region
- Coordinating with state and local partners to identify and obtain specific details on communications resources available for interstate deployment through EMAC
- Providing input for the resource typing standards and MRP specifications

## Valuable Lessons Learned While Developing Communications MRPs

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- Essential for participants to possess a thorough awareness of EMAC
- Include the appropriate stakeholders in the planning process significantly enhances the overall effectiveness
- Collect or have access to all available data, specifications, and cost projections for communication resources used to build communication MRPs for deployment through EMAC
- At the time MRPs are initially built, costs for personnel positions are estimated and can be refined more accurately once specific individuals are identified for deployment
- Prior to deploying personnel through EMAC, ensure a mechanism is in place to properly designate communications personnel as agents of the state, as it may be time consuming to accomplish this after an EMAC deployment request is received
- MRPs may be uploaded directly into the MASS, or created off-line using Excel templates available from the EMAC website and then uploaded into the MASS

- Individuals/entities that should be involved in the development of communications MRPs:
  - SWICs
  - State EMAC Coordinators
  - ESF #2 Communications representatives
  - All Hazards COMU personnel (e.g., COMLs, COMTs, THSPs)
  - Local or state agency representatives that own or host deployable communications resources (personnel and equipment) willing to deploy interstate through EMAC, and who can provide detailed specifications
  - Local or state agency representatives who are able to provide cost estimates for the use of deployable communications resources (personnel and equipment)
- Use the FEMA RLT to identify existing resource definitions
- Recommendations for inclusion into the MRPs
  - Include a checklist of the equipment to be included in the MRP
  - An ICS-217A be included in the MRP for the capability of the included equipment
  - A statement that the requesting state/entity ensures FCC Compliance
  - A statement that the equipment shall be returned in the physical condition and programming as delivered and a listing of fees for noncompliance

## Best Practices for Enhancing EMAC Awareness and Collecting Information to Build Communications MRPs

- Leverage training opportunities available through EMAC, State Emergency Management Agencies, and ICTAP
- Work closely with the State's designated EMAC Coordinator
- EMAC has created a MRP Development Workshop, which is available through state emergency management agencies
- Coordinate with the SWIC, ESF #2 representatives, COMU community, regional or SIGBs
- Facilitate in-person meetings or workshops to identify communications resources (personnel and equipment) available for interstate deployment under EMAC, use the information to build communications MRPs
- Identify viable sources for current data on available communications resources (e.g., TICPs, STR documents, state/local SOPs/communications plans, CASM, etc.)
- Identify deployable Public Safety Communications Center personnel, either as Incident-Tactical Dispatchers or TERT resources
- Use existing communications MRPs as models, and customize to align with state and local resource specifications
- Designate responsibility for regular updates MRP information to ensure equipment specifications and personnel data remains current

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## Mission Ready Package Elements

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MRPs should include the following data:

- MRP title
- A comprehensive description and specification of all MRP components
- Mission capabilities and limitations
- Space/size requirements
- Logistical support requirements
- Deployment timeline
- Personnel requirements
- Transportation requirements
- Maintenance and rehab information
- Location
- Point of Contact
- Cost projections – travel, personnel, equipment, commodities, other

## Additional EMAC Resources

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EMAC Website: <https://www.emacweb.org>

The website contains extensive EMAC training information, assistance with developing MRP cost estimates, guidance for creating, maintaining, and uploading MRPs, sample EMAC exercise information, use of MASS 2.0, just-in-time training prior to EMAC deployments, and a comprehensive document library.

CISA ICTAP Website: <https://www.dhs.gov/publication/ictapscip-resources>

The TA/SCIP Guide includes an offering designed to familiarize states/jurisdictions with EMAC. The offering includes a variety of topics, which may be customized to meet each state's unique needs. For more details, review the offering titled "COMU Assistance under Emergency Management Assistance Compact (EMAC)".

FEMA RTLT Website: <https://rtlt.preptoolkit.fema.gov/Public>

The RTLT is an on-line catalog of national resource typing definitions, position qualifications, and PTBs provided by the FEMA NIC. The information contained in the RTLT may serve as useful reference information when building communications MRPs.

## Glossary of Acronyms

Acronyms	Definition
CASM	Communications Assets Survey and Mapping
CISA	Cybersecurity and Infrastructure Security Agency
COML	Communication Unit Leader
COMT	Emergency Support Function
COMU	Communications Unit
EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
ICTAP	Interoperable Communications Technical Assistance Program
MASS	Mutual Aid Support System
MRP	Mission Ready Package
NCSWIC	National Council of Statewide Interoperability Coordinators
NGO	Non-Government Organization
NIC	National Integration Center
PTB	Position Task Books
PTE	Planning, Training, and Exercise Committee
RTLTL	Resource Typing Library Tool
SCIP	Statewide Communication Interoperability Plan
SIGBs	Statewide Interoperability Governance Bodies
SOP	Standard Operating Procedure
STR	Strategic Technology Reserve
SWIC	Statewide Interoperability Coordinator
TA	Technical Assistance
TERT	Telecommunicator Emergency Response Taskforce
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plans



**MISSION READY PACKAGE (MRP) MODEL:**

Satellite Voice (Sat Phones)

**RESOURCE KIND:**

Communications - Equipment

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

Handheld satellite telephone equipment that can be distributed to incident/event personnel to establish senior leader or response-level communications. The distribution of satellite equipment should be coordinated by a Communications Unit Leader (COML).

**FUNCTION AND USE:**

The use of satellite phones is a potential solution that provides for response-level voice communications needed. Satellite phones are an effective short or long-term solution under the following circumstances:

- When senior leadership and response personnel require voice communications not available by other means
- When there is damage to or loss of data communications infrastructure
- There are coverage gaps in cellular and other communications system
- Satellite phones may be used in tandem with other types of communications assets such as wireless broadband resources



**TYPING DETERMINANTS:** (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description	Type 1		Type 2		Type 3		Type 4	
	Avail	Details	Avail	Details	Avail	Details	Avail	Details
Number of persons supported	One per unit		One per unit		One per unit		One per unit	
Satellite network provider	Inmarsat		Iridium		Globalstar		Other	
Encryption capabilities								

**ADDITIONAL CAPABILITIES / ACCESSORIES:** (OPTIONAL / VARIABLE)

Description Available <small>(Entered in MASS as part of MRP)</small>	Number Available <small>(Entered in MASS as part of MRP)</small>	Description Requested	Number Requested
<b>SATELLITE ACCESSORIES</b>			
Extra batteries - rechargeable			
AA Batteries (disposable)			
Clamshell attachment For AA batteries			
Individual/single unit chargers			
Multi-unit/bank chargers			
Belt clips			
Specialized holders/harness			
Speaker mics			
Earpieces			
Pelican (or other) case			
Mag Mount Antenna kit			
Manual/Instructions:			
Other: (describe)			
Other: (describe)			

**COST ELEMENTS AND CALCULATIONS:**

- Costs associated with shipping/delivery of equipment
- Personnel time for THSP/COMT
- Purchase and/or replace disposable items (batteries, earpieces)
- Lost/damaged equipment
- Service costs and usage fees
- Any services above the current contract will be the responsibility of the requesting organization





## **ACCOUNTABILITY AND RESPONSIBILITY:**

Once the satellite voice equipment has been delivered to the requesting state, the agency receiving the equipment assumes responsibility. The requesting state is expected to reimburse the resource provider/assisting state for lost/damaged equipment, disposable items used, or any other costs as agreed upon at the time the request was coordinated. Initial EMAC agreements and any amendments agreement must be coordinated through the requesting/assisting State EMAC A-Teams.

The resource provider may provide the requesting state with a mechanism for tracking the issuance of equipment from the package. If the resource provider does not provide a method for accountability of equipment, the requesting state must determine the most effective method to obtain sufficient details and track the status of equipment issued. The requesting state must accurately track all issued equipment and work diligently to ensure it is returned at the time of demobilization.



**MISSION READY PACKAGE (MRP) MODEL:**

Satellite Data

**RESOURCE KIND:**

Communications - Equipment

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

Portable or trans-portable satellite equipment that can be distributed to incident/event Personnel to establish response-level or data communications. The use of satellite equipment should be coordinated by a Communications Unit Leader (COML).

**FUNCTION AND USE:**

The use of satellite data equipment is a potential solution that provides for response-level data capabilities when needed. Satellite data equipment may be an effective short or long-term solution under the following circumstances:

- When response agencies on a common incident/event require data communications not available by other means
- When there is damage to or loss of data communications infrastructure
- There are coverage gaps in a data communications system
- A satellite data source may be used in tandem with other types of communications assets such as wireless broadband resources
- Need to specify:
  - Maximum throughput
  - Standard throughput
  - Supported by multiple ground stations
  - Satellites used for service
  - 24/7/365 provided support

## TYPING DETERMINANTS: (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description	Type 1		Type 2		Type 3		Type 4	
	Avail	Details	Avail	Details	Avail	Details	Avail	Details
<b>Number of persons supported</b>	Up to 25		Up to 15		Up to 10		Up to 5	
<b>Broadband satellite data</b>	Available (specify bandwidth)		Available (specify bandwidth)		Available (specify bandwidth)		Available (specify bandwidth)	
<b>VoIP phone connectivity</b>	Minimum 12 phone sets and 6 dedicated phone lines		Minimum 7 phone sets and 4 dedicated phone lines		Minimum 5 phone sets and 2 dedicated phone lines		Minimum 2 phone sets and 1 dedicated phone line	
<b>Data/internet access</b>	Wireless <u>and</u> wired		Wireless <u>and</u> wired		Wireless <u>and</u> wired		Wireless <u>and/or</u> wired (specify)	
<b>Video teleconferencing (VTC)</b>	Available (specify bandwidth)		Available (specify bandwidth)		May be available (specify bandwidth)		Not available	N/A
<b>Capable of remoting telecommunications services into a building</b>	Available (Describe distance, specify devices, and other details)		Available (Describe distance, specify devices, and other details)		Available (Describe distance, specify devices, and other details)		Not available	N/A
<b>Laptops / tablets</b> (open, local admin rights, Microsoft Office suite, PDF viewer, video viewer)	Minimum of ten (10) laptops and/or tablets		Minimum of five (5) laptops and/or tablets		Minimum of three (3) laptops and/or tablets		Minimum of two (2) laptops and/or tablets	
<b>Support Personnel</b>	Two (2) Information Technology (IT) Technical Specialists per operational period		One (1) Information Technology (IT) Technical Specialist per operational period		One (1) Information Technology (IT) Technical Specialist per operational period		One (1) Information Technology (IT) Technical Specialist on site or remote support per operational period	



**ADDITIONAL CAPABILITIES / ACCESSORIES:** (OPTIONAL / VARIABLE)

Description Available <small>(Entered in MASS as part of MRP)</small>	Number Available <small>(Entered in MASS as part of MRP)</small>	Description Requested	Number Requested
<b>PORTABLE RADIO ACCESSORIES</b>			
Extra batteries - rechargeable			
AA Batteries (disposable)			
Clamshell attachment For AA batteries			
Individual/single unit chargers			
Multi-unit/bank chargers			
Belt clips/radio holders			
Specialized radio holders/harness			
Speaker mics			
Earpieces (disposable)			
Programming/cloning cables and programming software			
Encryption keyloader			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
<b>MOBILE RADIO ACCESSORIES</b>			
Antennas			
Power supply			
Desk mic			
External speaker			
Headset interface			
Foot pedal interface			
Mounted in transportable container (describe)			
Standalone desktop console/control station configuration			
Programming/cloning cables and programming software			
Encryption keyloader			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			



## **COST ELEMENTS AND CALCULATIONS:**

- Costs associated with shipping/delivery of cache equipment
- Personnel time for THSP/COMT
- Purchase and/or replace disposable items (batteries, earpieces)
- Lost/damaged cache equipment
- Any services above the current contract will be the responsibility of the requesting organization

## **ACCOUNTABILITY AND RESPONSIBILITY:**

Once the satellite data equipment has been delivered to the requesting state, the agency receiving the equipment assumes responsibility. The requesting state is expected to reimburse the resource provider/assisting state for lost/damaged equipment, disposable items used, or any other costs as agreed upon at the time the request was coordinated. Initial EMAC agreements and any amendments agreement must be coordinated through the requesting/assisting State EMAC A-Teams.

The resource provider may provide the requesting state with a mechanism for tracking the issuance of equipment from the package. If the resource provider does not provide a method for accountability of equipment, the requesting state must determine the most effective method to obtain sufficient details and track the status of equipment issued. The requesting state must accurately track all issued equipment and work diligently to ensure it is returned at the time of demobilization.

**MISSION READY PACKAGE (MRP) MODEL:**

Mobile Communications Site

**RESOURCE KIND:**

Communications - Equipment

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

A communications equipment package that can be configured to operate as a conventional or trunked land mobile radio (LMR) system and/or public safety broadband. A Mobile Communications Site may be used in a standalone configuration to establish localized communications coverage, or may be interfaced with an existing radio system network to extend coverage into a target area. The configuration, use, and placement of a Mobile Communications Site must be carefully coordinated by a Communications Unit Leader (COML) and COMU technical staff.

**FUNCTION AND USE:**

Use of a Mobile Communications Site is a potential solution to provide response-level and/or interoperable communications coverage when needed. Use of a Mobile Communications Site may be an effective short or long-term solution under the following circumstances:

- Provide a common radio communications platform for incident/event personnel across jurisdictions, agencies, or public safety disciplines.
- Establish radio communications coverage in an area not covered by existing radio systems.
- Provide additional coverage and capacity to augment existing radio systems.
- Establish radio communications in an area where the existing radio system has failed or become damaged.

- Provide an elevated structure for the mounting of antenna hardware and associated equipment.

**TYPING DETERMINANTS:** (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description								
	<input type="checkbox"/> Trunked system, P25 digital  <input type="checkbox"/> Conventional repeaters, multi-band capability, minimum of one in each band (VHF high band, UHF, 700/800 MHz)  <input type="checkbox"/> Capability for back-haul connectivity		<input type="checkbox"/> Trunked system, P25 digital  <input type="checkbox"/> Conventional repeaters, multi-band capability		<input type="checkbox"/> Trunking capable <b>QR</b> conventional repeaters, single band  <input type="checkbox"/> P25 digital, proprietary digital, or analog		<input type="checkbox"/> Tower structure only (no LMR equipment)  <input type="checkbox"/> Equipment shelter  <input type="checkbox"/> Generator power	

REQUEST	Specifications (check all desired)	Additional Details	Quantity Requested
<b>Package Description</b>	<input type="checkbox"/> Trunked system (select one) <ul style="list-style-type: none"> <li><input type="checkbox"/> VHF High Band</li> <li><input type="checkbox"/> UHF</li> <li><input type="checkbox"/> 700-800 MHz</li> </ul> <input type="checkbox"/> System Firmware version: <hr/> (confirm firmware version with POC)  <input type="checkbox"/> Conventional repeaters <ul style="list-style-type: none"> <li><input type="checkbox"/> VHF High Band</li> <li><input type="checkbox"/> UHF</li> <li><input type="checkbox"/> 700-800 MHz</li> </ul> <input type="checkbox"/> P25 <input type="checkbox"/> Proprietary Digital Mode: <hr/> [specify mode(s)] <input type="checkbox"/> Analog Only  <input type="checkbox"/> Backhaul connectivity: <hr/> [specify type]  <input type="checkbox"/> Tower structure only, no LMR equipment <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment shelter</li> <li><input type="checkbox"/> Generator power</li> </ul>		

**SPECIFICATIONS:**





<b>Item</b> (Entered in MASS as part of MRP)	<b>Description Available</b> (Entered in MASS as part of MRP)	<b>Description Requested</b>	<b>Number Requested</b> (if applicable)
<b>System make/model</b>			
<b>TRUNKING SPECIFICATIONS</b>			
<b>Trunking capable</b>			
<b>Trunking type</b>			
<b>Firmware version: (confirm with POC)</b>			
<b>Frequency bands</b>			
<b>Digital modes supported</b>			
<b>Number of stations/channels</b>			
<b>Power output</b>			
<b>Ability to reprogram during deployment</b>			
<b>Encryption types supported</b>			
<b>CONVENTIONAL REPEATERS</b>			
<b>Frequency bands</b>			
<b>Digital modes supported</b>			
<b>Number of stations on each band</b>			
<b>Power output</b>			
<b>Ability to reprogram during deployment</b>			
<b>Encryption types supported</b>			
<b>BACKHAUL CONNECTIVITY</b>			
<b>Methods, specifications</b>			
<b>TOWER SPECIFICATIONS</b>			
<b>Type</b>			
<b>Height</b>			
<b>Wind rating</b>			
<b>ANTENNA HARDWARE</b>			
<b>Number and type of antennas supplied</b>			
<b>Feedline connector type(s)</b>			
<b>Ability to install additional antennas</b>			
<b>POWER SOURCE</b>			
<b>Shore power:</b>			
• <b>Connection type</b>			
• <b>Connection requirements</b>			
<b>Generator power:</b>			
• <b>Generator specifications</b>			
• <b>Fuel type(s) supported</b>			
• <b>Fuel capacity</b>			
• <b>Run time under load</b>			
<b>Solar power:</b>			
<b>EQUIPMENT SPECIFICATIONS</b>			
<b>Transport type</b> (self-propelled, towable)			
<b>Overall dimensions</b>			
<b>Height clearance in transit</b>			
<b>Total weight</b>			



<b>Trailer tongue type</b>			
<b>Tongue weight</b>			
<b>Minimum tow vehicle specifications</b>			
<b>Type and specifications of equipment shelter</b> (type, construction, dimensions, environmental)			
<b>Footprint required for complete deployment</b>			
<b>Setup/activation time after arrival</b>			
<b>Personnel required to set up</b>			
<b>Personnel required to operate</b>			

**ADDITIONAL CAPABILITIES / ACCESSORIES:** (OPTIONAL / VARIABLE)

<b>Description Available</b> (Entered in MASS as part of MRP)	<b>Number Available</b> (Entered in MASS as part of MRP)	<b>Description Requested</b>	<b>Number Requested</b>
<b>Radio cache – quantity, description, and type</b>			
<b>Gateway / cross-connect capability - type</b>			
<b>Other: (describe)</b>			
<b>Other: (describe)</b>			
<b>Other: (describe)</b>			
<b>Other: (describe)</b>			
<b>Other: (describe)</b>			

**COST ELEMENTS AND CALCULATIONS:**

- Costs associated with delivery of equipment
- Personnel time for THSP/COMT
- Purchase and/or replace disposable items (fuel for generator)
- Lost/damaged cache equipment

**ACCOUNTABILITY AND RESPONSIBILITY:**

Once the Mobile Communications Site equipment has been delivered to the requesting state, the agency receiving the equipment assumes responsibility. The requesting state is expected to reimburse the resource provider/assisting state for lost/damaged equipment, disposable items used, or any other costs as agreed upon at the time the request was coordinated. Initial EMAC agreements and any amendments agreement must be coordinated through the requesting/assisting State EMAC A-Teams.

**MISSION READY PACKAGE (MRP) MODEL:**

Telecommunications Support Package

**RESOURCE KIND:**

Communications - Personnel/Team and Equipment

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

A package consisting of personnel and equipment used to establish or restore telecommunications services (e.g., data/internet, e-mail, VoIP telephone systems, video teleconferencing (VTC), etc.) capabilities. The package can be deployed and telecommunications services established within an existing government facility, in the field, or within other facilities as specified.

**FUNCTION AND USE:**

The use of a Telecommunications Support Package is a solution that provides a multitude of critical telecommunications capabilities in the event the necessary resources do not exist in a specific location, or when damage or failures to existing systems have occurred. Deployment of a Telecommunications Support Package may be an effective short or long-term solution under the following circumstances:

- Existing telecommunications services or capabilities do not adequately support the needs of an incident or event.
- Telecommunications services are needed in a location where they do not currently exist (within a building, command post, operations center, mobile command/communications vehicle, field operations/command locations, etc.).
- Existing telecommunications systems have experienced a partial or complete failure.
- Existing telecommunications systems have been damaged or disrupted.

A Telecommunications Support Package may be used in tandem with other types of communications assets such as Sites on Wheels (SOW), Mobile Communications Units (MCU), etc.

**TYPING DETERMINANTS:** (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description	Type 1		Type 2		Type 3		Type 4	
	Avail	Details	Avail	Details	Avail	Details	Avail	Details
<b>Number of persons supported</b>	Up to 25		Up to 15		Up to 10		Up to 5	
<b>Broadband satellite data</b>	Available (specify bandwidth)		Available (specify bandwidth)		Available (specify bandwidth)		Available (specify bandwidth)	
<b>VoIP phone connectivity</b>	Minimum 12 phone sets and 6 dedicated phone lines		Minimum 7 phone sets and 4 dedicated phone lines		Minimum 5 phone sets and 2 dedicated phone lines		Minimum 2 phone sets and 1 dedicated phone line	
<b>Data/internet access</b>	Wireless <u>and</u> wired		Wireless <u>and</u> wired		Wireless <u>and</u> wired		Wireless <u>and/or</u> wired (specify)	
<b>Aircard / tellular</b>	Both available (specify details)		Both available (specify details)		May be available (specify details)		May be available (specify details)	
<b>Video teleconferencing (VTC)</b>	Available (specify bandwidth)		Available (specify bandwidth)		May be available (specify bandwidth)		Not available	N/A
<b>Capable of remoting telecommunications services into a building</b>	Available (Describe distance, specify devices, and other details)		Available (Describe distance, specify devices, and other details)		Available (Describe distance, specify devices, and other details)		Not available	N/A
<b>Satellite telephone</b>	Minimum of one (1) available		Minimum of one (1) available		Minimum of one (1) available		Minimum of one (1) available	
<b>Laptops / tablets</b> (open, local admin rights, Microsoft Office suite, PDF viewer, video viewer)	Minimum of ten (10) laptops and/or tablets		Minimum of five (5) laptops and/or tablets		Minimum of three (3) laptops and/or tablets		Minimum of two (2) laptops and/or tablets	
<b>Support</b>	Two (2) Information Technology (IT) Technical Specialists per operational period		One (1) Information Technology (IT) Technical Specialist per operational period		One (1) Information Technology (IT) Technical Specialist per operational period		One (1) Information Technology (IT) Technical Specialist on site or remote support per operational period	



REQUEST	Specifications (check all desired)	Additional Detail	Quantity Requested (if applicable)
<b>Package Description</b>	<input type="checkbox"/> How many persons does system need to support? <ul style="list-style-type: none"> <li><input type="checkbox"/> More than 25</li> <li><input type="checkbox"/> Up to 25</li> <li><input type="checkbox"/> Up to 15</li> <li><input type="checkbox"/> Up to 10</li> <li><input type="checkbox"/> Up to 5</li> </ul> <input type="checkbox"/> Broadband satellite data: <hr/> <small>[specify bandwidth]</small> <input type="checkbox"/> VoIP phone connectivity <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of phone sets: _____</li> <li><input type="checkbox"/> Number of dedicated phone lines: _____</li> </ul> <input type="checkbox"/> Wired data/internet access <input type="checkbox"/> Wireless data/internet access <input type="checkbox"/> Aircards: _____ <input type="checkbox"/> Tellular capability <input type="checkbox"/> Video teleconferencing (VTC) <input type="checkbox"/> Ability to remote services into a building: <hr/> <small>[specify distance, other details]</small> <input type="checkbox"/> Satellite telephone <input type="checkbox"/> Laptops: _____ (#) <input type="checkbox"/> Tablets: _____ (#)		



**ADDITIONAL EQUIPMENT SPECIFICATIONS AND LOGISTICS:**

Item (Entered in MASS as part of MRP)	Description Available (Entered in MASS as part of MRP)	Description Requested	Number Requested (if applicable)
<b>SATELLITE SERVICES</b>			
Satellite operation	<input type="checkbox"/> Auto acquire <input type="checkbox"/> Manual		
Satellite TV services	(specify details if available)		
<b>POWER SOURCE</b>			
Shore power:			
• Connection type			
• Connection requirements			
Generator power:			
• Generator specifications			
• Fuel type(s) supported			
• Fuel capacity			
• Run time under load			
Solar power:			
<b>EQUIPMENT LOGISTICS</b>			
Storage/transport	<input type="checkbox"/> Trailer mounted <input type="checkbox"/> Transportable <input type="checkbox"/> Fly away <input type="checkbox"/> Mounted in MCU/MCV		
Delivery	<input type="checkbox"/> Requestor must pick up <input type="checkbox"/> Owner delivers or ships		

**ADDITIONAL CAPABILITIES / ACCESSORIES: (OPTIONAL / VARIABLE)**

Description Available (Entered in MASS as part of MRP)	Number Available (Entered in MASS as part of MRP)	Description Requested	Number Requested
LMR capabilities – describe			
Gateway / cross-connect capability - type			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			

**COST ELEMENTS AND CALCULATIONS:**

- Costs associated with shipping/delivery of equipment
- Personnel time for THSP/COMT
- Purchase and/or replace disposable items
- Lost/damaged cache equipment



## **ACCOUNTABILITY AND RESPONSIBILITY:**

Once the Telecommunications Support Package has been deployed on site, the agency receiving the package assumes responsibility. The requesting state is expected to reimburse the resource provider/assisting state for lost/damaged equipment, disposable items used, or any other costs as agreed upon at the time the request was coordinated. Initial EMAC agreements and any amendments agreement must be coordinated through the requesting/assisting State EMAC A-Teams.

The resource provider may provide the requesting state with a mechanism for tracking the issuance of equipment from the package. If the resource provider does not provide a method for accountability of equipment, the requesting state must determine the most effective method to obtain sufficient details and track the status of equipment issued. The requesting state must accurately track all issued equipment and work diligently to ensure it is returned at the time of demobilization.





**MISSION READY PACKAGE (MRP) MODEL:**

Radio Cache

**RESOURCE KIND:**

Communications - Equipment

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

Caches of land mobile radios (LMR), (portable and/or mobile), that can be distributed to incident/event personnel to establish response-level or interoperable communications. The use of cache radio equipment should be coordinated by a Communications Unit Leader (COML) in accordance with the Incident Radio Communications Plan (ICS Form 205).

**FUNCTION AND USE:**

The use of cache radio equipment is a potential solution that provides a common or compatible means for response-level and/or interoperable communications capabilities when needed. Cache radio equipment may be an effective short or long-term solution under the following circumstances:

- When response agencies on a common incident/event have incompatible radio equipment to include the use of encryption keys
- When there is damage to or loss of radio communications infrastructure
- There are coverage gaps in an LMR system
- To provide a means of communications for incident/event personnel who:
  - Do not have an issued radio
  - Do not have the necessary channels/talkgroups programmed into their radio
  - Need a temporary replacement for a damaged or lost radio
- A radio cache may be used in tandem with other types of communications assets such as Mobile Communications Site, mobile communications units, etc.



**TYPING DETERMINANTS:** (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description	Type 1		Type 2		Type 3		Type 4	
	Avail	Details	Avail	Details	Avail	Details	Avail	Details
<b>Frequency Bands</b>	Tri-Band V/U/7-8		Dual Band (Specify)	<input type="checkbox"/> V/U <input type="checkbox"/> V/7/8 <input type="checkbox"/> U/7/8	Single Band (Specify)	<input type="checkbox"/> VHF High Band <input type="checkbox"/> UHF <input type="checkbox"/> 700-800 MHz	Single Band (Specify)	<input type="checkbox"/> VHF High Band <input type="checkbox"/> UHF <input type="checkbox"/> 700-800 MHz
<b>Digital Mode</b>	P25		P25		P25 or Proprietary (Specify)		Analog Only	

REQUEST	Specifications	Additional Detail	Quantity Requested
<b>Frequency Band(s)</b>	<input type="checkbox"/> VHF High Band <input type="checkbox"/> UHF <input type="checkbox"/> 700-800 MHz		
<b>Digital Mode</b>	<input type="checkbox"/> P25 <input type="checkbox"/> Proprietary Digital Mode: _____ [specify mode(s)] <input type="checkbox"/> Analog Only		

**SPECIFICATIONS:**

Description Available <small>(Entered in MASS as part of MRP)</small>	Number Available <small>(Entered in MASS as part of MRP)</small>	Description Requested	Number Requested
<b>Radio make/model</b>			
<b>Battery type - disposable (Type and number)</b>			
<b>Battery type - rechargeable (Type and number)</b>			
<b>Channel/talkgroup capacity</b>			
<b>Trunking capable</b>			
<b>Encryption capable</b>			
<b>Pre-Programmed with interop channels listed in NIFOG</b>			
<b>Ability to re-program with host provided software (Prior to or post delivery)</b>			
<b>Cache support:</b> <input type="checkbox"/> None available <input type="checkbox"/> Remote <input type="checkbox"/> On-site THSP/COMT		<input type="checkbox"/> None <input type="checkbox"/> Remote <input type="checkbox"/> On-site THSP/COMT	
<b>Cache storage/transport:</b> <input type="checkbox"/> Fragile: ground only <input type="checkbox"/> Rugged: air or ground	N/A	<input type="checkbox"/> Fragile: ground only <input type="checkbox"/> Rugged: air or ground	N/A
<b>Cache delivery:</b> <input type="checkbox"/> Requestor must pick up <input type="checkbox"/> Owner delivers or ships	N/A	<input type="checkbox"/> Requestor must pick up <input type="checkbox"/> Owner delivers or ships	N/A



**ADDITIONAL CAPABILITIES / ACCESSORIES: (OPTIONAL / VARIABLE)**

Description Available <small>(Entered in MASS as part of MRP)</small>	Number Available <small>(Entered in MASS as part of MRP)</small>	Description Requested	Number Requested
<b>PORTABLE RADIO ACCESSORIES</b>			
Extra batteries - rechargeable			
Batteries (disposable)			
Clamshell attachment For disposable batteries			
Individual/single unit chargers			
Multi-unit/bank chargers			
Belt clips/radio holders			
Specialized radio holders/harness			
Speaker mics			
Earpieces (disposable)			
Programming/cloning cables and programming software			
Encryption keyloader			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			
<b>MOBILE RADIO ACCESSORIES</b>			
Antennas			
Power supply or temporary connector			
Desk mic			
External speaker			
Headset interface			
Foot pedal interface			
Mounted in transportable container (describe)			
Stand-alone desktop console/control station configuration			
Programming/cloning cables and programming software			
Encryption keyloader			
Other: (describe)			
Other: (describe)			
Other: (describe)			
Other: (describe)			

Other: (describe)			
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**COST ELEMENTS AND CALCULATIONS:**

- Costs associated with shipping/delivery of cache equipment
- Personnel time for THSP/COMT
- Purchase and/or replace disposable items (batteries, earpieces)
- Lost/damaged cache equipment

**ACCOUNTABILITY AND RESPONSIBILITY:**

Once the radio cache equipment has been delivered to the requesting state, the agency receiving the equipment assumes responsibility. The requesting state is expected to reimburse the resource provider/assisting state for lost/damaged equipment, disposable items used, or any other costs as agreed upon at the time the request was coordinated. Initial EMAC agreements and any amendments agreement must be coordinated through the requesting/assisting State EMAC A-Teams.

The resource provider may provide the requesting state with a mechanism for tracking the issuance of equipment from the cache (e.g., T-Cards, printed forms, computer program, bar/QR coding, etc.). If the resource provider does not provide a method for accountability of equipment, the requesting state must determine the most effective method to obtain sufficient details and track the status of equipment issued from the cache. The requesting state must accurately track all issued equipment and work diligently to ensure it is returned at the time of demobilization.

**MISSION READY PACKAGE (MRP) MODEL:**

Communications Unit (COMU) Support Team

**RESOURCE KIND:**

Communications - Personnel/Team

**HOST/OWNING AGENCY INFORMATION:**

MRP CONTACT AND DEPLOYMENT INFORMATION	
Owning/Host Agency Name:	
Primary Point of Contact – Name/Title:	
Alternate Point of Contact – Name/Title:	
Phone:	
24/7 Phone:	
E-Mail:	
Equipment Location:	
Deployment Area:	
Time to Deploy (Excluding Travel):	

**DESCRIPTION:**

A team of Communications Unit (COMU) personnel that can be deployed to assist with or manage the ICS Communications Unit functions in support of an incident or event. COMU Support Teams are supervised by a CST Leader position, supported by multiple individual Communications Units (COMUs). Each COMU under the CST Leader is filled with the appropriate number of personnel sufficient to provide the required level of communications support or assistance. COMU Support Teams are considered a personnel resource only, equipment assets must be requested separately.

**FUNCTION AND USE:**

A COMU Support Team may be used to provide personnel support by staffing the Communications Unit function during incidents or events. COMU Support Teams may support or supplement an existing COMU, serve as relief for a COMU during long duration incidents/events, or may completely staff the COMU functions upon request. Each COMU Support Team consists of COMUs, COMU Support Team (CST) Leader, and a varying number of individual COMUs. COMU Support Teams are a solution that provide COMU leadership combined with personnel resources and expertise. Deployment of a COMU Support Team may be an effective short or long-term solution under the following circumstances:

- COMU support is needed in response to a large-scale incident or event that has several impacted locations, each requiring communications support and resources



- Supplement existing COMUs in cases where there are insufficient COMU personnel resources within the local/state jurisdiction to support the needs of an incident or event
- Completely staff all required COMU functions when local or state agencies do not have the necessary resources, or are overwhelmed by the magnitude of an incident or event
- Provide partial or complete relief to existing COMU functions during long-duration incidents or events, when local or state agencies have exhausted available resources
- Communications Coordinator (COMC) member on each deployed COMU Support Team should interact with a local/state COMC (or equivalent) in the impacted jurisdiction(s) to identify available communications infrastructure and other communications assets in the local area/region/state

A COMU Support Team is a personnel resource only, and may be used in conjunction with various deployable communications assets such as cache equipment, Sites on Wheels (SOW), Mobile Communications Units (MCU), etc.

### **PERSONNEL QUALIFICATIONS:**

- Communications Unit Leader (COML) Position (CST Leader):
  - 10+ years public safety communications experience
  - State recognized COML with 5+ years COML experience
  - Documented/verifiable experience (e.g., Position Task Book, ICS Forms, incident documentation, resume) managing a COMU with at least 25 communications personnel during three (3) or more incidents/events within the last ten (10) years
- Communications Unit Leader (COML) Position:
  - 3+ years public safety communications experience
  - State recognized COML with 2+ years COML experience
  - Documented/verifiable experience (e.g., Position Task Book, ICS Forms, incident documentation, resume) managing a COMU with at least 5 communications personnel during three (3) or more incidents/events within the last ten (10) years

### **LOGISTICS SUPPORT:**

Each COMU Support Team is responsible for ensuring they are self-sufficient for minimum 72-96 hour period with the following:

- Food, water, shelter
- Power
- Transportation, fuel
- Security
- Internal and external (e.g., SatCom, HF, etc.) communications
- Cash



**TYPING DETERMINANTS:** (MANDATORY FIELDS)

**NOTE:** Discussion should always take place between the requestor and the provider to confirm the resource fully meets the requirements of the requestor.

Description	Type 1		Type 2		Type 3		Type 4	
	Avail	Details	Avail	Details				
CST Leader	2-3		1-2					
COML	12+		<12					
COMC	2		1					

REQUEST	Impacted Sites Team Deployment	Additional Detail	Quantity Requested
Description	<input type="checkbox"/> 12 or more sites requiring a standalone/individual Communications Unit led by a COML: _____ (# of sites)  <input type="checkbox"/> Less than 12 sites requiring a standalone/individual Communications Unit led by a COML: _____ (# of sites)		

**ADDITIONAL EQUIPMENT SPECIFICATIONS AND LOGISTICS:**

Item (Entered in MASS as part of MRP)	Description Available (Entered in MASS as part of MRP)	Description Requested	Number Requested (if applicable)
<b>EQUIPMENT LOGISTICS</b>			
COML Go-Kit	1 per COML  (See COML PTB for specifications reference)		
Internal and external communications capabilities	For each COMU Support Team: Sufficient resources to allow each deployed team to have voice communications internally among each other and externally regardless of location (e.g., SatCom, HF, etc.)		

**ADDITIONAL CAPABILITIES:** (OPTIONAL / VARIABLE)

Description Available	Number Available (Entered in MASS as part of MRP)	Description Requested	Number Requested
COMT	Variable		
THSP (Specify expertise)	Variable		
INCM	Variable		
RADO	Variable		
AUXCOMM	Variable		





**COST ELEMENTS AND CALCULATIONS:**

- Personnel time for COMU positions filled
- Costs associated with any applicable shipping/delivery of equipment
- Purchase and/or replace disposable items
- Lost/damaged equipment