



Applicant Guide to Accreditation

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EMAP Overview

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

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

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

Accreditation Benefits

Achieving EMAP Accreditation provides Emergency Management Programs with a nationally and internationally recognized symbol of excellence. The EMAP Accreditation demonstrates a Program’s commitment to professional standards, continuous improvement, and operational readiness. It validates the Program’s capabilities through a structured process of self-assessment and independent peer review, ensuring alignment with current best practices in emergency management.

Accreditation enhances the credibility and visibility of the Emergency Management Program, reinforcing stakeholder confidence and strengthening interagency coordination. It encourages executive-level engagement, promotes a culture of preparedness, and supports more strategic use of limited resources. Accredited Programs often report improvements in planning, documentation, and performance, which translate into more effective responses and recoveries from real-world events.

EMAP Accreditation can also support compliance with federal and state requirements, eligibility for certain grant programs, and integration with broader public safety and resilience initiatives. By aligning their operations with the Emergency Management Standard, Accredited Programs demonstrate their leadership, accountability, and commitment to protecting the communities they serve.

Benefits of Assessment Without Accreditation

While achieving EMAP Accreditation is a significant milestone, many Emergency Management Programs choose to begin their journey by participating in the assessment process without seeking immediate accreditation. Whether through a formal Gap Analysis, Peer Document Review, or Pre-Assessment, these services provide valuable insights into a Program's strengths, vulnerabilities, and areas for improvement.

Participating in an EMAP-facilitated assessment allows a Program to benchmark itself against national standards, validate existing capabilities, and identify specific gaps in planning, policies, procedures, or implementation. The process promotes internal collaboration, strengthens stakeholder engagement, and generates actionable findings that can be used to guide program development and strategic planning.

By using the EMAP Assessment Platform and working directly with trained assessors, Programs gain a structured, objective review of their emergency management framework. This early investment in assessment builds institutional awareness of the Emergency Management Standard, prepares personnel for future accreditation efforts, and helps justify requests for resources and support from leadership.

Programs that leverage the assessment process—regardless of whether they pursue accreditation—benefit from EMAP's expertise, tools, and methodology to advance their mission, improve readiness, and enhance community resilience.

The Emergency Management Standard

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

The *Emergency Management Standard* is intended to define “what” a high-quality Emergency Management Program is, rather than “how” any particular function or activity is conducted. The Standards reflect best practices in emergency management. The Standard is expected to continue improving and advancing the

state of the profession. The Standard is intended to be achievable within reasonable resource constraints, encouraging Emergency Management Programs to seek EMAP Accreditation and serving as a catalyst for continuous improvement.

It is the Emergency Management Program's responsibility to determine how compliance with the *Emergency Management Standard* will best be demonstrated. The on-site assessment is not focused entirely on the emergency management department, but rather strategically examines the jurisdiction's or organization's entire Emergency Management Program. This will be evident in Standard Areas that address the advisory committee's or committees' structure, administrative and financial policies, laws and authorities, risk assessment, hazard mitigation, prevention, and resource management, among other areas. The Applicant Emergency Management Program is asked to provide a rationale for how each of the proofs of compliance documentation provided supports or demonstrates compliance with the *Emergency Management Standard*.

Documentation provided for the assessment utilizes an Assessment Platform to track and manage the accreditation process. EMAP utilizes the PowerDMS PowerStandards Tool as the official Assessment Platform.

The *Emergency Management Standard* is reviewed, revised, and reaffirmed by the American National Standards Institute (ANSI) on a schedule not to exceed five (5) years from the date of its approval. The review and revision process involves committee collaboration within the EMAP Emergency Management Standards Subcommittee, a public comment period, and support from the EMAP Technical Committee, which provides recommendations to the EMAP Commission (Appendix B). The formal process is based on both EMAP and ANSI policies and procedures. The Standard will continue to evolve as new threats emerge and improved practices and solutions for prevention, preparedness, mitigation, response, and recovery develop. The EMAP Commission encourages the desirable collaboration of all stakeholders to maintain a current standard of excellence for all Emergency Management Programs.

Confidentiality

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

Executive-Level Commitment

Commitment from executives is crucial to the EMAP Accreditation. Program leadership that expresses the importance of EMAP Accreditation enhances the assessment and accreditation process by providing a common goal for all Emergency Management Program personnel. The common goal heightens the anticipation of accomplishment for the entire team upon recognition of the EMAP Accreditation. When Program Directors, Chief Executives, and other senior officials visibly support the accreditation effort, it reinforces the importance of a resilient and well-coordinated Emergency Management Program.

Executive-level commitment is essential to the success of the EMAP Accreditation Process. When Program leadership, including the Director, Chief Executive, and governing bodies such as boards or commissions, express visible support for accreditation, it establishes a unified objective for the entire Emergency Management Program. This shared focus fosters staff engagement, encourages interagency collaboration, and promotes a culture of preparedness and continuous improvement. Leadership support also reinforces the importance of emergency management within the broader organization, demonstrating that the Program is a strategic priority. Many Emergency Management Programs initiate buy-in by delivering formal presentations or briefings to their executive leadership, outlining the purpose and value of EMAP Accreditation. Internal communications—such as emails, announcements, or staff meetings—may be used to introduce the Accreditation Manager, communicate the decision to pursue accreditation, and outline the anticipated process. Throughout the self-assessment and assessment phases, EMAP recommends that the Program regularly brief executive-level representatives from all agencies or departments with responsibilities in the Emergency Operations Plan, as well as those supporting cross-cutting functions such as public works, information technology, finance, and general services. By maintaining consistent communication and involvement, executive leadership helps sustain momentum and demonstrates a long-term commitment to emergency management excellence.

Program Stakeholders

Individuals involved in the broader Emergency Management Program, not just the emergency management department or agency, are referred to as “stakeholders.” Applicant Emergency Management Programs should maintain the interest and participation of staff from all agencies with a role in the Emergency Management Program, which will facilitate the accomplishment of tasks. Program stakeholders should be involved in both the self-assessment and on-site assessment processes. Departments and individuals responsible for performing functions related to each Standard will be able to assist in documenting compliance. The self-assessment process can be viewed as a team effort with cooperation across departments/agencies to identify compliance documentation.

Accreditation Manager

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

EMAP provides Accreditation Managers with the opportunity to observe an on-site assessment, provided permission is granted by the observed Emergency Management Program, and with the understanding that the Accreditation Manager’s Program will assume the associated travel costs. An Emergency Management

Program must select its Accreditation Manager before applying for EMAP Accreditation.

The Accreditation Process

The EMAP Accreditation Process is comprised of the following steps:

- (1) Subscription and Training;
- (2) Self-Assessment;
- (3) Application;
- (4) Assessment;
- (5) Committee Review and Commission Decision; and
- (6) Accreditation and Maintenance.

STEP 1: Subscription and Training

The EMAP Accreditation Process begins when an Emergency Management Program subscribes to EMAP. The Subscription is valid for one (1) calendar year and applies to the entire jurisdiction or organization. It provides access to a variety of tools and resources to support the accreditation effort, including:

- Unlimited license to the EMAP Assessment Platform for one (1) calendar year. The EMAP Assessment Platform is an online system, accessed through PowerDMS (PowerStandards Tool), used by the Program throughout the self-assessment and accreditation process;
- Complimentary webinar/training session through PowerDMS on utilizing the Assessment Platform;
- Unlimited access to the EMAP best practice library via the EMAP Content Hub;
- Access to online forums and recorded webinars on topics such as the Standard, self-assessment guidance, rationale development, and use of the PowerStandards Tool;
- Networking opportunities through EMAP's community of Accreditation Managers; and
- Opportunities to participate in Standards development work groups.

Once a Program subscribes, an EMAP Staff Member will initiate contact to provide an introduction and coordinate access to the EMAP Assessment Platform. At this stage, the Program should designate an Accreditation Manager who will serve as the primary point of contact and be responsible for guiding the Program through the Accreditation Process, including maintaining an active subscription.

As an essential first step in preparing for the accreditation effort, EMAP requires that each Program's designated Accreditation Manager attend the *Emergency Management Standard Training*. This training should occur as early in the process as possible, ideally shortly after subscription is initiated. EMAP also encourages other Program stakeholders—especially those with identified responsibilities for accreditation—to attend the training or to host a session in their jurisdiction to ensure a shared understanding of the Standard across the Program.

The Emergency Management Standard Training provides participants with the knowledge and tools necessary to assess Program capabilities, documentation, and compliance with the Standard. The course covers:

- An introduction to EMAP, including its background, purpose, and future direction;
- The structure and application of the Emergency Management Standard;
- A detailed overview of the EMAP Accreditation Process;

- Roles and responsibilities of Accreditation Managers, assessors, and team leaders;
- Guidance on documenting compliance through rationale development;
- How assessors evaluate compliance and develop findings; and
- Optional certification as an Accreditation Manager or Assessor.

Information on upcoming training opportunities is available on the EMAP website. Following the training and after reviewing available resources, the Accreditation Manager should lead the development of an accreditation plan and begin organizing the self-assessment effort.

A Subscribed Emergency Management Program may continue to use the EMAP Assessment Platform for as long as the subscription remains active. Programs should be aware that the Emergency Management Standard is revised and republished every five years. A Program that wishes to proceed with an accreditation effort must submit its Application for Assessment prior to the publication of a new Standard edition in order to continue under the current version. If a Program allows its subscription to lapse, it should contact EMAP to ensure that any work completed within the EMAP Assessment Platform is properly archived.

When the Program determines it is ready to proceed with its formal assessment, the Accreditation Manager and/or Program Director should notify EMAP to initiate planning, request an estimate of costs, and establish a projected timeline for assessment and Commission review.

With training completed and resources in place, the Program is positioned to begin its self-assessment by evaluating capabilities, identifying documentation, and determining compliance with the *Emergency Management Standard*.

STEP 2: Self-Assessment

The self-assessment is a foundational component of the EMAP Accreditation Process. It enables the Subscribed Emergency Management Program to evaluate its policies, plans, procedures, and capabilities against the Emergency Management Standard and to organize proofs of compliance for formal assessment. A thorough and well-organized self-assessment directly impacts the success of the Emergency Management Program's accreditation effort. The purpose of the self-assessment is to:

- Evaluate compliance with each Standard based on the Program's structure, responsibilities, and operations;
- Identify and compile written documentation and supporting information that demonstrate compliance; and
- Upload all proofs of compliance into the EMAP Assessment Platform for review by the assessment team.

Determining Compliance

The *Emergency Management Standard* defines *what* a high-quality Emergency Management Program should do, rather than prescribing *how* it must be done. It is the Program's responsibility to determine how compliance is best demonstrated. Many Standards extend beyond the emergency management department and apply jurisdiction- or organization-wide. Therefore, Programs must take a strategic approach to

assessing compliance across all Standard Areas. Each Standard and its corresponding elements must be supported by appropriate proofs of compliance. Within the EMAP Assessment Platform, the Program must provide a brief rationale explaining how each uploaded item demonstrates compliance.

Proofs of Compliance

Compliance with the Emergency Management Standard is primarily demonstrated through written documentation, which may be supplemented by interviews and demonstrations during the on-site assessment.

Written Documentation (Required)

Written documentation is the primary form of compliance and is required as proof of compliance for all Standards. Written documentation includes, but is not limited to plans, policies, procedures, manuals, directives, memorandums, meeting minutes, reports, websites, and official correspondence that govern how the Emergency Management Program operates. To be accepted, documentation must be:

- Final (not in draft form);
- Implemented and in current use;
- Distributed or made available to relevant personnel.

Programs are encouraged to create working files organized by Standard to streamline document collection and review.

Draft documentation will not be accepted as proof of compliance for any Standard. The documentation submitted as proof of compliance must be implemented, distributed, and promulgated by the Emergency Management Program to be accepted.

Interviews (Supplemental)

Interviews may support or verify compliance and provide additional context for documentation. Programs should identify appropriate interviewees (e.g., personnel or stakeholders) and describe their role and relevance to each Standard. Names, titles, and affiliated organizations must be listed in the EMAP Assessment Platform along with an explanation of how each interview will support the rationale. Interviews alone are not sufficient to demonstrate compliance with any Standard.

Demonstrations (Supplemental)

Demonstrations may provide tangible evidence of compliance, such as the observation of equipment, systems, training, or resource deployments. Programs should provide the name and address of the location, a point of contact, and a description of the demonstration to be observed during the on-site assessment. The Applicant Emergency Management Program should be prepared to schedule an opportunity for the assessment team to observe the items and/or activities during the on-site assessment. Like interviews, demonstrations may supplement but cannot replace written documentation as the primary form of proof.

Demonstration examples could include the following: (1) performance of equipment or systems, such as communications equipment and/or computer software; (2) scheduled activities, such as training sessions that the on-site assessment team can observe; and (3) the demonstration of resource management and

training systems.

Rationale Requirements

Each proof of compliance uploaded into the EMAP Assessment Platform must include a brief rationale explaining how the item supports the specific Standard or element. Rationales should:

- Reference specific chapters, sections, pages, or paragraphs within the documentation;
- Highlight or clearly identify relevant portions of the document;
- Address all elements of the Standard when multiple are present.

Clear rationales help assessors understand the context and application of each document, interview, or demonstration.

Using the EMAP Assessment Platform

The EMAP Assessment Platform guides the Program through each Standard and provides tools to manage the self-assessment process. These tools include compliance tracking, documentation status reports, and summary views that support internal coordination.

Programs must upload complete copies of each proof of compliance, even if a document is reused for multiple Standards. This encourages deliberate evaluation of how each document supports compliance in different contexts.

To ensure completeness and readiness for the assessment:

- Include all relevant documentation, interviews, and demonstrations;
- Provide a rationale for each uploaded item;
- Verify that all Standards and elements are addressed;
- Organize documentation in a way that mirrors the Standard's structure.

All proofs of compliance and rationales must be uploaded and submitted through the EMAP Assessment Platform no later than three (3) weeks prior to the scheduled on-site assessment. Submitting by this deadline signifies the completion of the Program's self-assessment and begins the Application for Assessment phase.

Available Support and Resources

To assist with the self-assessment, EMAP provides the following resources to Subscribed Emergency Management Programs:

- Standard Review Webinars that explore each Standard Area and provide real-world examples;
- Crosswalk tools to show overlap between EMAP Standards and other emergency management frameworks;
- Opportunities to observe on-site assessments with permission from host Programs (travel costs assumed by observer's Program);
- Online forums and recorded webinars covering self-assessment strategies, rationale development, and use of the EMAP Assessment Platform;
- Direct support from EMAP Staff Liaisons to answer questions and offer guidance throughout the process.

Once the self-assessment is complete and all required documentation has been uploaded and submitted in

the EMAP Assessment Platform, the Program is ready to take the next step in the Accreditation Process. By submitting the Application for Assessment, the Program formally begins its path to assessment and recognition of its commitment to excellence in emergency management.

STEP 3: Application for Assessment

Once the Emergency Management Program has completed its self-assessment, it may initiate the formal assessment process by submitting the Application for Assessment and paying the Assessment Application Fee (see Appendix C). This step officially begins EMAP's external evaluation of the Program's compliance with the Emergency Management Standard.

Application Timeline and Payment Requirements

To proceed with a traditional on-site accreditation assessment, the Program must:

- Submit the Application for Assessment no later than twelve (12) months prior to the anticipated on-site assessment date.
- Pay the Assessment Application Fee within thirty (30) business days of receiving the invoice issued by EMAP.

For Programs seeking Consecutive Accreditation, the application must be submitted no later than twelve (12) months prior to the current Accreditation expiration date to maintain uninterrupted Accredited status and receive full technical assistance from EMAP.

Programs submitting fewer than six (6) months before expiration must submit a formal Extension Request and work plan for EMAP Commission approval. Programs that fail to submit an application or approved extension request at least six (6) months prior to expiration will be ineligible to maintain Accredited status and must reapply as a new accreditation. Late applicants will not receive document reviews, milestone planning support, or monthly check-ins with their assigned Assessment Team Leader.

Application Requirements

The Application for Assessment includes the Program's acknowledgment of the Program Code of Conduct, which outlines the roles and responsibilities of the Applicant Program, fee schedules and payment timelines, and required conduct throughout the assessment process. The Emergency Management Program Director must sign the Application before submission. Once accepted by EMAP, the Application becomes binding for the duration of the assessment and accreditation effort.

EMAP Support Upon Application Approval

After EMAP receives the signed Application and payment, the Program is assigned an EMAP Staff Liaison and an Assessment Team Leader (ATL). The Program then receives the following support and resources:

- Initial Assessment and Accreditation Overview Call;
- Technical assistance throughout the assessment and accreditation process;
- Monthly review calls with the Assessment Team Leader;
- A copy of the Continuity of Operations (COOP) matrix;
- Peer document reviews, including:
 - One required review for Standard Area 4.1: Hazard Identification, Risk Assessment

- (HIRA), and Consequence Analysis;
 - One additional peer document review of the Program’s choice;
 - Virtual discussion with assessors for each review;
 - Note: All peer document reviews must be completed at least six (6) months prior to the scheduled on-site assessment. Additional reviews may be requested for an added fee.
- Team Call participation to coordinate the on-site assessment;
- On-Site Assessment After-Action Call to review preliminary findings;
- Assistance with Conditional Accreditation planning, if applicable; and
- Support in preparing for Program Review Committee meetings.

Assessment Types

Traditional Accreditation Assessment

This is the complete on-site assessment of the Emergency Management Program. It typically occurs over five (5) consecutive business days, following an arrival and setup day for the assessment team. The team may visit multiple sites for interviews and demonstrations. Traditional assessments include:

- Full technical assistance,
- Two peer document reviews,
- Supplemental period, Committee Review, and Commission Decision.

Tiered Accreditation Assessment

The Tiered Accreditation process allows a Program to be assessed in defined Standard Areas, resulting in certification valid for four (4) years per tier. If a Program achieves all four tiers within that timeframe, it may upgrade to full EMAP Accreditation through a 2-day visit by two assessors. For more details, see the Tiered Accreditation Overview (Appendix D).

Standard Area Endorsement

Programs may choose to pursue endorsement in specific Standard Areas to demonstrate capabilities without seeking full accreditation. These endorsements are not eligible for accreditation credit but highlight specific strengths aligned with the EMAP Standard. For more details, see the Standard Area Endorsement Overview (Appendix E).

Assessment Type	Technical Assistance	Document Reviews	Supplemental Period	Committee Review	Commission Decision
Traditional Assessment	üYES	üIncluded (2)	üYES	üYES	üYES
Tiered Assessment	ûNO	ûNO	üYES	üYES	üYES
Standard Area Endorsement	ûNO	ûNO	ûNO	ûNO	ûNO

STEP 4: Assessment

The on-site assessment is a critical phase of the EMAP Accreditation Process. It allows a trained team of assessors to review documentation, conduct interviews, observe demonstrations, and develop findings that support a recommendation to the EMAP Commission. An EMAP Staff Liaison will work directly with the Accreditation Manager to schedule and coordinate the on-site assessment and guide the Program through the logistics and expectations of the process.

Scheduling the On-Site Assessment

To initiate scheduling, the Applicant Emergency Management Program must submit a Request for On-Site Assessment and Logistics Worksheet to the EMAP Staff Liaison no later than six (6) months prior to the desired assessment timeframe. The Logistics Worksheet provides essential information such as:

- Preferred assessment dates (3-week window),
- Travel and lodging logistics,
- Local arrangements for meals and site access.

The EMAP Staff Liaison will confirm receipt and coordinate with the Program and assessment team to establish a mutually agreeable assessment week. The confirmed assessment date will be provided by email.

Cost and Payment Requirements

The Applicant Emergency Management Program is responsible for all costs associated with the on-site assessment. EMAP will prepare an estimate that includes:

- Airfare or mileage,
- Ground transportation,
- Lodging,
- Meal expenses, based on federal or U.S. State Department per diem rates.

Invoicing and Payment

- The assessment estimate and Accreditation Fee (Appendix C) will be invoiced together.
- The invoice must be paid no later than thirty (30) days before the scheduled on-site assessment.
- Failure to meet this deadline will halt the process and may result in rescheduling fees.

Adjustments

- If actual costs are lower than the estimate, EMAP will issue a refund following the supplemental period.
- If actual costs exceed the estimate, the Program will be invoiced for the difference. This must be paid prior to the Program Review Committee meeting to avoid delay in accreditation.

Assessment Week Overview

The traditional on-site assessment typically spans five (5) business days, beginning on a Monday and concluding by 12:00 p.m. on Friday. The assessment team arrives the day before and may visit additional sites for interviews and demonstrations.

Accreditation Manager Responsibilities

Prior to and during the assessment, the Accreditation Manager should:

- Coordinate the logistics and working schedule with the EMAP Staff Liaison;

- Provide a facilities tour on Day 1;
- Ensure workspaces and support resources are available;
- Supply a contact roster of key personnel; and
- Be present for daily check-ins and the final on-site briefing.

Assessment Team Roles

Assessment Team Leader

The Assessment Team Leader (ATL) serves as the primary contact during the assessment. The ATL:

- Lead the assessment team;
- Manage workflow and scheduling;
- Deliver daily updates to the Accreditation Manager;
- Conduct entry and exit briefings; and
- Oversee documentation and finding development.

Assessors

EMAP assembles a team of qualified, conflict-free assessors. Each must adhere to the EMAP Assessor Code of Conduct.

- Programs will be notified of the selected assessors in advance.
- Objections due to conflict of interest must be submitted in writing prior to the assessment.
- EMAP makes final decisions regarding assessor selection.

Assessors receive access to uploaded documentation three (3) weeks prior to the on-site assessment to begin preliminary review.

Daily Process and Communication

Monday Morning: Entry Briefing

- The ATL provides an overview of the process and expectations.
- The Program may share an overview of its mission, hazards, structure, and priorities.
- A tour of the facilities is conducted.

Tuesday–Thursday: Assessment Activities

- Assessors review uploaded proofs of compliance;
- Conduct interviews and observe demonstrations; and
- Record findings and determine preliminary compliance.

If the team identifies preliminary non-compliance, the Accreditation Manager may submit existing, previously promulgated documentation to resolve the issue. This must be uploaded no later than Thursday at 1:00 p.m., allowing time for review.

Newly developed documentation will not be accepted during the on-site assessment. If documentation is significantly revised, the Program must demonstrate that it has been approved, distributed, and implemented in accordance with its policies.

Friday: Conclusion of On-Site Assessment

- The assessment concludes by 12:00 p.m.

- The ATL and EMAP Staff Liaison begin compiling the Preliminary Assessment Report.

Virtual Exit Briefing

The ATL and EMAP Staff Liaison will schedule a Virtual Exit Briefing within two to three (2-3) weeks of the on-site assessment. The briefing provides a summary of Preliminary non-compliant elements and items requiring supplemental documentation. This briefing is informational only; it is not a forum for debating findings or submitting additional documents. If concerns remain, the Program may:

- Submit supplemental documentation;
- Provide comments on the Preliminary Assessment Report; and
- Present information to the Program Review Committee.

Supplemental Period

The Supplemental Period begins on the day of the Virtual Exit Briefing and lasts thirty (30) business days, excluding holidays. During this time, the Program may submit revised or missing documentation for review and clarify existing proofs of compliance. New plans, procedures, or documents should not be created during this time. The supplemental period is intended for resolving minor gaps or clarifications—not building compliance from scratch. Assessors will review the submitted materials, write supplemental findings, and update the Preliminary Assessment Report.

Preliminary Assessment Report

Following the supplemental period, the ATL and EMAP Staff Liaison finalize the Preliminary Assessment Report. The report includes:

1. Preliminary findings of compliance or non-compliance;
2. References to reviewed documentation;
3. Noteworthy practices and observations; and
4. Interview and demonstration summaries.

The ATL provides assessors with feedback on their findings and may revise content if assessors are unavailable. For unresolved non-compliance, the Program may submit a Compliance Planning Document outlining how issues will be addressed during a nine (9)-month Conditional Accreditation period. The Planning Document and comments on the report are submitted along with the Preliminary Assessment Report to the Program Review Committee.

STEP 5: Committee Review and Commission Decision

Once the Preliminary Assessment Report is complete, the Applicant Emergency Management Program is placed on the agenda for the next scheduled Program Review Committee meeting. The Program Review Committee is responsible for reviewing the assessment team's findings and making a recommendation to the EMAP Commission regarding the Program's accreditation status. The committee receives and evaluates the Applicant Program's Application for Assessment, Preliminary Assessment Report, comments submitted by the Program, any additional materials relevant to the review, and, if applicable, the Program's Compliance Planning Document.

A representative from the Applicant Program is invited to attend the Program Review Committee meeting. While attendance is not mandatory, it is strongly encouraged. The representative should be knowledgeable about the Program's operations, the on-site assessment process, and any planned corrective actions to address non-compliant areas. The Program must notify the EMAP Executive Director in advance if it intends to have a representative present. During the meeting, the representative may be asked to provide clarifying information and respond to questions from the committee. Following this discussion, the Program's representative will be excused while the Program Review Committee enters executive session to deliberate and vote on its recommendation. The committee's confidential recommendation is then forwarded to the EMAP Commission for final consideration.

The EMAP Commission serves as the governing and decision-making body for the EMAP Accreditation Process. Its role is to advance and assure the quality of emergency management practices by reviewing recommendations and determining whether Applicant Programs meet the Emergency Management Standard. After receiving the materials and recommendation from the Program Review Committee, the EMAP Commission deliberates in executive session and votes to assign one of the following accreditation designations:

1. **Accredited** – The Program is found to be in full compliance with all EMAP Standards.
2. **Conditionally Accredited** – The Program has not yet achieved full compliance but is determined to be capable of doing so within a nine (9) month period. Conditional Accreditation is a probationary designation that requires the Program to follow its submitted Compliance Planning Document to address specific areas of non-compliance. During this time, the Program is not permitted to publicly claim accredited status.
 - If the Program has five (5) or fewer unresolved non-compliant Standards, it may be eligible for a virtual conditional assessment.
 - If the Program has six (6) or more non-compliant Standards, or if EMAP determines that the complexity of issues requires in-person review, a conditional on-site assessment will be required.
 - In either case, the Applicant Program is responsible for the Conditional Assessment Fee and any associated travel costs. EMAP will attempt to assign the original assessors for continuity.
3. **Accreditation Denied** – The Commission determines that the Program does not meet the Emergency Management Standard and is not eligible for Conditional Accreditation. In this case, EMAP provides feedback identifying deficiencies and encourages the Program to continue working toward future compliance.

The EMAP Commission's decision is communicated to the Program by the EMAP Executive Director or an EMAP Commissioner. The date of this decision becomes the official accreditation date, which begins the five-year accreditation cycle and determines the timeline for any future consecutive accreditation efforts. Once granted, the Program joins the group of Emergency Management Programs accredited at that same Commission meeting. EMAP does not assign ranked designations (e.g., "first," "third") within each accreditation cycle.

Deferral Option

If the Applicant Emergency Management Program experiences a disaster or other significant disruption in

the time leading up to its scheduled Program Review Committee meeting, it may request a deferral. This request must be submitted no later than three (3) days before the scheduled meeting. A deferral allows the Program to delay its review and decision until the next Program Review Committee conference call or meeting, whichever occurs first.

During the meeting in which the Program was originally scheduled for review, the committee may still review the Preliminary Assessment Report and any submitted materials, but will delay its recommendation until the rescheduled meeting. This option provides flexibility for Programs managing emergent operational demands without compromising the integrity of the review process.

Extension Request Option

The Application for Assessment is valid for eighteen (18) months from the date of submission. If a Program experiences a disaster or other extenuating circumstances that prevent it from completing the accreditation process within that timeframe, it may submit a one-time extension request for up to six (6) months.

Initial Accreditation Applications

Initial accreditation applicants may request an extension to complete their self-assessment, upload documentation, or conduct the on-site assessment.

Consecutive Accreditation Applications

Consecutively accredited Programs may request an extension if they are unable to meet the required twelve (12) month application deadline before their current accreditation expires. Extension requests for consecutive accreditation must be submitted no later than six (6) months prior to the expiration date. If a Program fails to submit either an Application for Assessment or an approved Extension Request by this deadline, it will become ineligible to maintain accredited status and must reapply as a new accreditation.

All extension requests must be submitted in writing and must include a detailed explanation for the delay, as well as a proposed work plan for achieving compliance within the extended timeframe. Programs must coordinate with their assigned EMAP Staff Liaison to complete the work plan and include it in the request. The rationale should be based on documented extenuating circumstances, such as disaster response or other mission-critical operations, and not solely on internal staffing or personnel turnover. Once reviewed, EMAP will notify the Program in writing regarding the decision.

STEP 6: Accreditation and Maintenance

Following the EMAP Commission's decision to grant Accreditation, the Emergency Management Program will receive a formal letter from the Commission, along with a plaque and additional visibility materials. The Accredited Program may choose to host a recognition ceremony to celebrate its achievement and acknowledge the contributions of stakeholders. While EMAP Commissioners may be available to attend, the cost of their participation is the responsibility of the Accredited Program. EMAP will also distribute a media release announcing the Programs accredited at that Commission meeting and will provide access to promotional materials and tools that support internal and external communication.

Use of EMAP Accreditation Insignia

Upon receiving Accredited status, a Program is granted a license to use the EMAP Accreditation Insignia throughout its five-year accreditation period. The Insignia may be used to publicly represent the Program's achievement and may be displayed on letterhead, forms, presentations, vehicles, equipment, and agency materials. Use of the Insignia is not limited to the emergency management agency alone; it may also be used by partner agencies that participate in the Accredited Program, provided it is made available equitably across the Program's stakeholder agencies.

The EMAP Accreditation Insignia is a registered trademark. It may not be printed or reproduced on apparel, lapel pins, challenge coins, or other merchandise without written authorization from EMAP. Official merchandise bearing the Insignia may be purchased directly through EMAP's website. Conditionally Accredited Programs are not permitted to display or reference the EMAP Accreditation Insignia in any public or internal materials.

Should a Program's Accreditation be revoked or allowed to lapse, it must immediately discontinue all use of the Insignia and remove it from all physical, digital, and printed materials associated with the Program. The Insignia may not be used in a manner that implies immunity from disaster or operational infallibility.

Maintaining Accredited Status

The EMAP Accreditation is valid for five (5) years from the date of the Commission's decision. To maintain an uninterrupted Accredited status, Programs must complete the full accreditation process before their five-year anniversary. This includes completing a new self-assessment, submitting an Application for Assessment, and undergoing a formal review by the Program Review Committee and the EMAP Commission.

Programs must submit their Application for Assessment no later than twelve (12) months prior to their accreditation expiration date. Programs that submit within six (6) to twelve (12) months of expiration may continue with the accreditation process, but may receive limited technical assistance. If an Application is submitted fewer than six (6) months before expiration, the Program must file a formal Extension Request and receive approval from the EMAP Commission. Programs that fail to submit either an Application for Assessment or an approved Extension Request at least six (6) months before their expiration date will be ineligible to maintain continuous Accreditation and must reapply as an initial accreditation.

Programs that submit late applications may not receive peer document reviews, milestone planning assistance, or monthly coordination calls with their assigned Assessment Team Leader. These limitations are in place to ensure equitable support is provided across all active accreditation efforts.

Loss/Revocation of Accreditation

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

conditional status if it fails to comply with the *Emergency Management Standard* within the time period specified by the EMAP Commission.

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

Consecutive Accreditation

To pursue Consecutive Accreditation, Programs must repeat the full EMAP Accreditation Process, beginning with the self-assessment. The Accreditation cycle does not differ from initial accreditation. The Program must complete all required steps, including documentation upload, the on-site assessment, and Commission review. Programs that choose not to pursue Consecutive Accreditation will be allowed to let their Accredited status lapse at the end of the five-year period. However, if a Program allows Accreditation to lapse without completing the required steps or securing an extension, it must reapply for initial accreditation in the future.

Continuous Administrative Compliance Process (CACP)

Following Accreditation, Programs may choose to participate in the Continuous Administrative Compliance Process (CACP). This optional process provides a structured way to assess all thirteen (13) Standard Elements over a four-year period, reducing the scope of the assessment required in the fifth year.

Within ninety (90) calendar days of the EMAP Commission's Accreditation decision, the Program may submit a CACP Application. This application must be signed by both the Program's executive leadership and the designated Program Director. EMAP Staff Liaisons will provide CACP guidance and assist Programs in planning the four-year cycle.

Each year, the Program will coordinate with its assigned Assessment Team Leader and EMAP Staff Liaison to assess a portion of the Standard. Assessors will provide findings for each assessed Standard, and any areas found to be compliant will not be reassessed in the fifth year. If any Standards remain unassessed or are found to be non-compliant during the four-year CACP cycle, they will be addressed during a fifth year Abbreviated On-Site Assessment.

If the Program is found compliant with all Standards through the CACP, it will still conduct a two- to three-day Abbreviated On-Site Assessment during year five. This visit enables the ATL and one additional assessor to validate findings prior to the Program's Consecutive Accreditation date.

Following this final site visit, a comprehensive Preliminary Assessment Report will be developed that combines findings from the CACP and the Abbreviated On-Site Assessment. This report will be presented to the Program Review Committee and EMAP Commission for final review and Accreditation decision.

Accreditation Process Feedback

Accredited Emergency Management Programs are encouraged to provide feedback on their experience with the EMAP Accreditation Process. At the conclusion of the process, the EMAP Staff Liaison will provide the Accreditation Manager with an evaluation form to capture the Program's observations and recommendations. This feedback may address the Emergency Management Standard, accreditation procedures, support materials, and any other aspect of the process. Input received through the evaluation process is used to inform continuous improvement efforts across EMAP operations and does not influence the assessment or accreditation outcome.

Appealing a Commission Decision

Emergency Management Programs may appeal certain decisions made by the EMAP Commission. The appeal must be submitted in writing by the Program's executive leadership within thirty (30) business days of the Commission's decision. The appeal must include a clear statement of the grounds for appeal and must be accompanied by a nonrefundable Appeals Fee. Once submitted, the appeal will be reviewed by the Appeals Panel of the EMAP Commission, which serves as the final appeal authority for accreditation decisions.

The appeal process is not a new or secondary review of the Program's assessment or compliance status. Rather, it is a review of the Commission's decision based on the existing record, including the Application for Assessment and the Final Assessment Report. The process does not allow for new corrective actions, documentation, or evidence beyond what was originally presented to the Commission.

The following EMAP Commission decisions may be appealed:

- Denial of eligibility to apply for Accreditation;
- Denial of Accreditation;
- Conditional Accreditation; and
- Revocation of Accreditation.

Within thirty (30) business days of receiving the written appeal, the EMAP Commission will appoint an ad hoc Appeals Panel composed of three members and three alternates. Panel members must have no prior involvement or affiliation with the Appellant Program or its assessment team. EMAP will confirm the availability of panelists and provide the Appellant Program with a list of the proposed Appeals Panel members and the scheduled date for review.

The Appellant Program has the opportunity to challenge the composition of the Appeals Panel for due cause, including concerns about conflict of interest, bias, or other forms of prejudice. All such challenges must be submitted in writing, and the EMAP Commission will review and issue a final determination regarding the panel's composition.

The scope of the appeal is limited to the issues identified in the original appeal letter. The Appeals Panel will review only those materials and documentation that were presented to the EMAP Commission at the time of its decision. No new documents or supplementary materials will be accepted.

At least thirty (30) business days prior to the Appeals Panel's scheduled review, EMAP will provide the Appellant Program with a list of documents included in the review file. If the Appellant Program believes any of the listed documents are inaccurate or inappropriate for inclusion, it must submit any objections to EMAP no later than fifteen (15) business days before the review date.

The Appeals Panel will convene—either in person or by conference call—no later than ninety (90) business days after receipt of the appeal. The Panel's role is to determine whether the Commission followed appropriate procedures and whether its decision was reasonable and supported by the evidence on record. The Commission's original decision will be upheld unless the Appeals Panel finds that:

- A procedural error occurred that impacted the outcome; or
- The Commission's decision was plainly wrong or unsupported by the available evidence.

Following its review, the Appeals Panel will either:

- Affirm the original decision of the EMAP Commission; or
- Return the matter to the EMAP Commission for reconsideration, accompanied by a written explanation of the procedural or substantive errors identified.

The Appeals Panel will issue a written report summarizing the basis for its decision within thirty (30) business days of its review. Copies of this report will be provided to the EMAP Commission and to the Appellant Program. If the matter is remanded for reconsideration, the Commission will review the Appeals Panel's findings and take further action as appropriate.

Complaints Against Accredited Programs

The EMAP Commission recognizes the importance of maintaining the integrity of the EMAP Accreditation and provides a formal process for reviewing complaints regarding potential non-compliance by Accredited Emergency Management Programs. Upon receipt of a valid complaint, EMAP will notify the Program and provide a complete copy of the complaint documentation.

It is important to note that the EMAP complaint process is not intended to resolve disputes between individuals and Emergency Management Programs. Instead, it focuses specifically on allegations of non-compliance with the Emergency Management Standard. If a complaint relates to a matter under active litigation, EMAP will defer consideration of the complaint until the legal proceedings are concluded.

To be eligible for processing, a complaint must be submitted in writing within one (1) year of when the alleged non-compliance occurred or was discovered, whichever is later. The complaint must meet the following criteria:

- Be written and signed by the complainant;
- Clearly identify the individual, group, or legal entity submitting the complaint;
- Present specific facts and evidence, including supporting documentation, demonstrating how the Accredited Emergency Management Program is not in compliance with one or more elements of the Emergency Management Standard;

- Disclose the status of any legal action related to the matter, if applicable; and
- Include written consent to share the complaint in full with the Accredited Emergency Management Program in question.

Once received, EMAP will acknowledge the complaint within thirty (30) business days, provided it meets the above criteria. At the same time, EMAP will forward the full complaint to the Accredited Emergency Management Program for response. The Program has thirty (30) business days to submit a written response. This response must come directly from the Program and not from a third party acting on its behalf.

In some cases, the complainant may be invited to respond to the information provided by the Program. The EMAP Commission will review the full record at its next regularly scheduled meeting following receipt of the Program's response. After review, the Commission may choose to take immediate action, request further information, or defer action to a future meeting.

The EMAP Commission may dismiss complaints it determines to be frivolous or non-substantive. If a complaint is submitted against an Applicant Program or an Accredited Program currently undergoing the assessment process, the information will be considered as part of the on-site assessment or the Program Review Committee review, rather than being handled separately by the Commission.

All complaint-related materials—including the original complaint, the Program's response, and any follow-up communication—will be placed in the Program's official EMAP file. Once a final decision is reached, the EMAP Commission will notify both the complainant and the Program in writing. The outcome of the complaint review will also be documented in the Program's file for future reference.

Additional Services

Emergency Management Standard Training

The Training & Standard Orientation Workshop serves as a foundational step in preparing Emergency Management Programs for accreditation. This interactive workshop provides program staff and stakeholders with a structured introduction to the Emergency Management Standard and the accreditation process. Designed to support a program's self-assessment, the workshop helps participants evaluate current capabilities and documentation against the Standard.

The workshop is tailored to the hosting Program, allowing for the integration of real documentation into the curriculum. By incorporating both internal and external stakeholders, the Training & Standard Orientation Workshop fosters early engagement and builds a shared understanding of the accreditation effort across the Program. Participants in the course will:

- Gain a foundational understanding of EMAP, its background, mission, and vision for the future;
- Explore the purpose, structure, and application of the Emergency Management Standard;
- Learn about each phase of the accreditation process;
- Clarify the roles and responsibilities of Accreditation Managers, Assessors, and Assessment Team Leaders;
- Understand how to demonstrate compliance through effective documentation and rationale development;
- Learn how assessors evaluate compliance and write findings;
- Identify and prioritize gaps in compliance with the Emergency Management Standard; and
- Begin developing an action plan for conducting the Program's self-assessment.

To host a Training & Standard Orientation Workshop, the Program must be actively subscribed to EMAP. The cost of the course includes a Training & Standards Orientation Fee, along with travel expenses for the EMAP Training Coordinator, an EMAP Trainer, and the EMAP Staff Liaison, as applicable. Travel expenses generally include airfare (if required), local transportation, lodging, and meals based on the United States federal per diem rate for the training location.

Host Emergency Management Standard Training

The Host Emergency Management Standard Training provides jurisdictions and agencies with a valuable opportunity to evaluate their capabilities and documentation through the lens of the Emergency Management Standard. This two-day training introduces participants to the Standard and its application throughout the accreditation process. The course also allows the hosting jurisdiction or agency to invite stakeholders and neighboring jurisdictions to participate, fostering broader awareness, collaboration, and buy-in for the accreditation effort.

Instruction is led by the EMAP Training Coordinator and an EMAP Trainer and is based on the current Emergency Management Standard. The training promotes active discussion and engagement as participants explore key aspects of accreditation, including:

- An introduction to EMAP, its history, purpose, and vision for the future;
- The structure and application of the Emergency Management Standard;
- A step-by-step review of the EMAP Accreditation Process;
- Roles and responsibilities of Accreditation Managers, Assessors, and Assessment Team Leaders;
- The importance of documenting compliance through well-developed Program rationales;
- How assessors evaluate compliance and develop findings; and
- The opportunity for participants to become certified as Accreditation Managers and/or Assessors, if desired.

To host this course, a Program must be subscribed to EMAP. While only subscribed Programs may sponsor the training, registration may be opened to both subscribed and unsubscribed Programs at the host's discretion. The cost includes the Host Emergency Management Standard Training Fee, along with travel costs for the EMAP Training Coordinator and EMAP Trainer. Travel expenses typically include airfare (if applicable), ground transportation for the course duration, lodging, and meals based on the United States federal per diem rate for the training location.

Workshops

EMAP offers a variety of workshops to support Programs throughout the accreditation process. These workshops are designed to meet the needs of Programs where they are, whether at the start of their accreditation journey or in need of targeted technical assistance to address specific challenges. Each workshop provides customized support from EMAP-trained subject matter experts and is tailored to the Program's needs and stage in the process.

Standard Element Workshops

Standard Element Workshops provide targeted technical assistance focused on individual elements of the Emergency Management Standard. These workshops are ideal for Programs seeking support with a specific standard—such as hazard identification, continuity planning, resource management, or training—regardless of their overall progress in the accreditation process.

Each workshop includes a structured three-phase approach:

1. Documentation Review: EMAP reviews all relevant plans, procedures, and supporting documentation associated with the selected standard(s). The review identifies areas of strength and determines whether documentation meets the intent and application of the standard.
2. Non-Compliance Analysis and Recommendations: If gaps or deficiencies are identified, EMAP provides narrative findings styled in alignment with EMAP assessment protocols, along with clear recommendations and rationales. These findings help the Program understand what is missing and why.
3. Document Development and Enhancement Support: EMAP works directly with the Program to build or enhance necessary documentation, provide templates or examples, and support

implementation planning. This phase may also include stakeholder facilitation to ensure the documentation reflects jurisdictional realities.

Standard Element Workshops are available for every element of the Standard and can be tailored to meet the unique needs of the Program. Whether preparing for an initial assessment, addressing previous non-compliant findings, or seeking to strengthen program documentation, this service offers focused, practical support.

Planning Workshop

The Planning Workshop is available to Programs seeking additional technical assistance in the development or refinement of specific plans and procedures. EMAP deploys trained assessors who are also subject matter experts to work directly with Program personnel. This hands-on workshop provides focused guidance on aligning plans and procedures with specific EMAP Standards, supporting the Program's efforts to build and document compliance.

Gap Analysis Workshop

The Gap Analysis Workshop supports Programs in identifying and addressing documentation and performance gaps. During this session, participants are introduced to EMAP's Gap Analysis Spreadsheet, Plan of Action, and Timeline Template. Through practical exercises, participants learn how to implement the spreadsheet to identify areas for improvement and use the template to develop a strategic plan of action to close compliance gaps.

Proof of Compliance Workshop

The Proof of Compliance Report Development Workshop provides Programs with essential tools to assess and document compliance. Participants are introduced to the Proof of Compliance Report Guide and Rationale Review Guide and are guided through practical exercises that demonstrate how to evaluate supporting documentation and build robust, clear Proof of Compliance Reports. The workshop also includes sample reports and best practices to strengthen the Program's ability to articulate compliance during the assessment process.

Executive Leaders Workshop

The Executive Leaders Workshop introduces EMAP and the Emergency Management Standard to a Program's executive leadership. This session is designed to align leadership with the accreditation effort and provide clarity on their roles in supporting compliance. By engaging executive leaders early in the process, the Program strengthens organizational buy-in, promotes shared ownership of the accreditation goals, and reinforces the importance of strategic and operational support across departments.

Atypical Executive Briefing

Programs that are exploring EMAP Accreditation and seeking executive leadership endorsement may request an Atypical Executive Briefing. This briefing offers a high-level overview of the EMAP Accreditation Process, outlines the benefits achieved by Accredited Programs, and introduces the resources available to support Programs throughout their accreditation journey. The Executive Briefing is an effective tool to foster leadership commitment early in the process.

Business Consultant Initiative

Emergency Management Programs across all levels of government and the private sector frequently rely on consultants to support the development of plans, procedures, and capabilities. In many cases, Emergency Management Programs reach out to EMAP Staff seeking guidance on how to effectively manage consultants who have been awarded contracts. While some Programs incorporate the Emergency Management Standard into their requests for proposals (RFPs), many consultants lack the knowledge and familiarity with the Standard necessary to meet the RFP's requirements. This can ultimately hinder a Program's ability to demonstrate compliance.

To effectively contribute to a Program's accreditation effort, consultants must possess more than subject matter expertise—they must also have a comprehensive understanding of the Emergency Management Standard, its cascading structure, and how it applies across the Program's full scope of responsibilities. Without this foundational knowledge, even well-intentioned efforts may fall short of meeting accreditation expectations.

The Business Consultant Initiative was created to bridge this gap. Consultants who successfully complete EMAP's specialized training will be featured on the Business Consultant Initiative section of the EMAP website. Each participating consultant will have a professional profile that includes a current photograph (to support networking at conferences and trainings), contact information, and the name of their consulting firm. Consultants will also have access to a secure login where they can manage their profile and describe the specific services they offer to Emergency Management Programs.

For more information about the Initiative, please visit <https://emap.org/bci/>.

Additional Document Reviews

As part of the Traditional On-Site Accreditation process, Applicant Programs are provided with two (2) Peer Document Reviews—one for Standard Area 4.1: Hazard Identification, Risk Assessment (HIRA), and Consequence Analysis (required), and one additional Standard Element of the Program's choice. If the Program wishes to receive further technical assistance through the review of additional Standard Elements, it may request Additional Document Reviews.

All document reviews, including the two (2) Peer Document Reviews and any additional requests, must be completed within the first nine (9) months of the Application period. This timeline ensures adequate opportunity for EMAP to assess documentation, plan accordingly, and adjust the size and composition of the On-Site Assessment Team if needed. It also allows for necessary adjustments to the cost of the On-Site Assessment.

Additional Document Reviews are conducted by the Assessment Team Leader (ATL) or an assessor qualified in the selected Standard Element(s). The cost for each additional review covers the reviewer's time to evaluate the documentation and develop formal findings. For Standard Elements reviewed during this period, any that are determined to be Preliminarily Compliant by the ATL or assessor and affirmed by the Program Review Committee will not be reassessed during the On-Site Assessment. Instead, they will

be reflected as Compliant within the Preliminary Assessment Report. For additional details regarding the Peer Document Review process, including scope and submission expectations, please refer to the Peer Document Review Overview in Appendix F.

Pre-Assessment

Applicant Programs may elect to participate in a Pre-Assessment to receive an early evaluation of their preparedness and response capabilities. The Pre-Assessment offers Programs the opportunity to assess up to three (3) Standard Elements in advance of the scheduled On-Site Assessment. This process helps identify strengths and areas for improvement, and may reduce the number of Standards requiring review during the formal assessment.

To initiate the process, the Program must submit a Program On-Site Pre-Assessment Application, identifying the specific Standard Elements—up to three (3)—to be evaluated. Participation in the Pre-Assessment is limited to Programs that maintain a current EMAP Subscription, have completed the Standard 4.1: Hazard Identification, Risk Assessment, and Consequence Analysis Peer Document Review, and have finalized the Self-Assessment for each selected Standard Element.

During the Pre-Assessment, the assigned Assessment Team will reference the completed Standard 4.1 Peer Document Review and evaluate documentation and implementation for the selected Standards. Any Standard Element found Compliant during the Pre-Assessment will not be reassessed during the scheduled On-Site Assessment and will be carried forward as Compliant in the Preliminary Assessment Report.

For additional details on eligibility, process, and submission guidelines, refer to the Pre-Assessment Overview provided in Appendix G.

Appendix A: Committee Structure

The EMAP Commission

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

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

There are thirteen (13) members on the EMAP Commission: the National Emergency Management Association (NEMA) appoints five (5) members, and the International Association of Emergency Managers (IAEM) appoints five (5) members. The EMAP Commission then appoints three (3) additional members as international, federal agency representatives and urban search and rescue representatives. Each member's term is three (3) years.

The EMAP Commission Chairperson and Vice-Chairperson are selected from within the EMAP Commission and are chosen by the members. No EMAP Commission Chairperson shall be elected to more than two (2) consecutive terms, but may serve unlimited non-consecutive terms. The EMAP Commission Chairperson and Vice-Chairperson shall be from different appointing associations. Each EMAP Commissioner holds office for three (3) years or until his or her successor has been appointed. To ensure

continuity on the EMAP Commission, the terms of office are staggered, with three (3) seats expiring each year. Appointments are generally made each fall with service beginning on January 1.

EMAP Committees

The EMAP Commission has established two (2) standing committees to consider its various activities and to make recommendations to the EMAP Commission. Final decisions are the responsibility and purview of the EMAP Commission. The committees are listed below. The EMAP Commission also appoints an ad hoc Appeals Panel upon receipt of an appeal.

Program Review Committee

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

Technical Committee

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

Appeals Panel (ad hoc)

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

Appendix B: Conditional Accreditation

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

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

Virtual Conditional Assessment

If a Conditionally Accredited Emergency Management Program is found to be non-compliant with five (5) or fewer Standards following its supplemental period, it may be eligible for the remote conditional assessment. However, the complexity of certain Standard Areas may require a conditional on-site assessment, and EMAP reserves the right to require it to host one.

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

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

Conditional On-Site Assessment

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

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

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

Appendix C: Fee Structure

The following fee schedule outlines EMAP Subscription, Training, Assessment, Accreditation, and other service fees. Fees are listed by program type and service area and are subject to change. Please contact EMAP for the most current rates or to request an estimate or payment plan.

SLTTs, Federal Agencies, & Atypical Subscriptions

Valid for one (1) calendar year for an entire jurisdiction or agency: \$900 USD

Virtual Emergency Management Cohort Training Courses

Per participant: \$450 USD

Host Emergency Management Trainings & Standard Orientation Workshops

Travel costs for training (airfare or mileage, ground transportation, hotel accommodations, and per diem) are billed separately based on U.S. federal or State Department rates. Payment must be received 30 business days prior to the training; otherwise, the event will be canceled.

Item	Cost
Host Training	\$5,000.00 USD
Training & Standard Orientation Workshop	\$8,000.00 USD

Standard Element Peer Document Reviews & Pre-Assessments

The EMAP Peer Document Review and Pre-Assessment services provide Applicant Emergency Management Programs with the opportunity to enhance their preparedness prior to the formal On-Site Assessment. These services are optional and must be completed within the first nine (9) months of the Application period.

Item	Cost
Standard Element Document Reviews (Ch. 3, 4.1, 4.2, 4.3, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, & 4.12)	\$1,500.00 USD
Standard Element Document Reviews (4.4 & 4.5)	\$2,000.00 USD
Pre-Assessment (3 Standard Areas)	\$5,000.00 USD

SLTTs Assessment Applications

When a State, Local, Tribal, or Territorial (SLTT) Emergency Management Program submits its Application for Assessment to begin the EMAP Accreditation process, it must pay the Application for Assessment Fee.

Item	Cost
Assessment Application (with technical assistance)	\$9,000.00 USD
Assessment Application (no technical assistance)	\$5,000.00 USD

Federal Agency & Atypicals Assessment Applications

Federal Agencies and Atypical Programs are subject to a bundled application fee that includes the Application for Assessment Fee, Training and Standard Orientation Workshop (T&SOW) Fee, On-Site Assessment Fee, and Accreditation Fee. The fee structure is based on program classification and location.

Item	Cost
Federal Agency	\$55,000.00 USD
Atypical Program (Inside CONUS)	\$65,000.00 USD
Atypical Program (Outside CONUS)	\$100,000 USD

SLTTs Conditional Assessments

Programs that receive Conditional Accreditation are responsible for the associated Conditional Assessment Fee, which varies depending on the number of Standards that remain non-compliant. Conditional Assessments may be conducted virtually or on-site, and the fee structure is tiered accordingly.

Item	Cost
Virtual Conditional Assessment (<5 Standards)	\$2,000.00 USD
Conditional On-Site Assessment (6-10 Standards)	\$3,500.00 USD
Conditional On-Site Assessment (11-20 Standards)	\$5,000.00 USD
Conditional On-Site Assessment (21+ Standards)	\$6,000.00 USD

Federal Agency & Atypicals Conditional Assessments

Federal Agencies and Atypical Emergency Management Programs that are granted Conditional Accreditation are responsible for covering the associated Conditional Assessment Fees. These fees apply whether the conditional assessment is conducted virtually or through an on-site visit. The structure of the fees is determined by the number of Standards that remain non-compliant following the initial assessment.

Item	Cost
Virtual Conditional Assessment (<5 Standards)	\$5,000.00 USD
Conditional On-Site Assessment (6-10 Standards)	\$6,500.00 USD
Conditional On-Site Assessment (11-20 Standards)	\$8,000.00 USD
Conditional On-Site Assessment (21+ Standards)	\$10,000.00 USD

Tiered Accreditation Process

The Tiered Accreditation Process provides Emergency Management Programs with an opportunity to pursue certification in specific areas of the Emergency Management Standard. This modular approach enables Programs to demonstrate their compliance in selected functional areas and gradually work toward full EMAP Accreditation, based on their readiness and available resources. Programs may choose from the following certification tracks:

Item	Cost
Program Management, HIRA & Mitigation Certification	\$6,500.00 USD
Prevention, Continuity Planning & Operations & Recovery Planning Certification	\$8,000.00 USD
Incident Management, Resource Management, Communications & Facilities Certification	\$9,000.00 USD
Training, Exercises, Evaluation, Public Education & Information and Program Maintenance Certification	\$6,500.00 USD

Each certification track allows the Program to demonstrate compliance with a specific subset of standards and receive formal recognition for its achievement in that area. If the Program chooses to upgrade these individual certifications to full EMAP Accreditation, it must submit a formal Request for an On-Site Assessment. EMAP will invoice the Program for the cost of the On-Site Assessment, which includes the travel and services of two (2) assessors for a two-day site visit. Full payment is required no later than thirty (30) days prior to the scheduled assessment. This pathway enables Programs to build capacity and institutional support progressively while maintaining alignment with EMAP's standards.

Standard Element Approval Process

The Standard Element Approval Process offers Emergency Management Programs the opportunity to seek formal endorsement of specific Standard Elements within the EMAP Emergency Management Standard. This process allows Programs to demonstrate compliance and showcase capabilities in targeted functional areas, even outside of a full accreditation effort. Programs may request endorsement for one or more

Standard Elements at the following rates:

Item	Cost
Initial Standard 4.1.1: Hazard Identification Review	\$2,000.00 USD
Program Administration, Coordination & Evaluation	\$3,000.00 USD
Hazard Identification, Risk Assessment & Consequence Analysis, Mitigation & Prevention	\$5,000.00 USD
Continuity & Operational Planning & Procedures	\$6,100.00 USD
Training & Exercises	\$5,000.00 USD
Resource Management, Communications & Facilities	\$6,100.00 USD

Each endorsed Standard Element provides recognition of a Program's alignment with the associated section(s) of the Emergency Management Standard. Programs seeking endorsement must submit the required documentation and will undergo a review process conducted by EMAP assessors. Approved endorsements offer Programs a way to validate their strengths, support continuous improvement efforts, and prepare for potential future accreditation.

On-Site Assessments

Applicant Emergency Management Programs are responsible for covering all travel-related costs associated with their pre-assessment, on-site assessment, and/or conditional on-site assessment. These travel costs include airfare and/or mileage, ground transportation, hotel accommodations, and daily per diem expenses for each member of the EMAP Assessment Team. For domestic assessments, travel costs are calculated using the current United States federal per diem rates. For international assessments, the United States Department of State per diem rates apply. All associated fees for the pre-assessment, on-site assessment, and/or conditional on-site assessment must be paid in full no later than thirty (30) days prior to the scheduled event. This ensures the coordination of logistics and confirms EMAP's ability to deploy qualified assessors for the evaluation.

Hybrid and Virtual Assessments

In specific circumstances, EMAP offers alternative assessment formats designed to provide flexibility and reduce travel-related costs for domestic (CONUS) Programs. These include Hybrid and Virtual Assessments, which allow a portion or all of the assessment team to conduct the assessment remotely. These formats must be approved in advance by EMAP and are only available to Programs located within the continental United States (CONUS).

Item	Description	Cost
Hybrid Assessment	One EMAP Staff Liaison and one assessor are on-site; remaining assessors participate virtually. Communications occur in person and via platforms such as Zoom, etc.	\$7,500.00 USD
Virtual Assessment	The EMAP Staff Liaison and all assessors participate virtually. All interviews and document reviews are conducted remotely via platforms such as Zoom, etc.	\$5,000.00 USD

Extensions

Programs may file one (1) 6-month extension on the Program's Application. Please see the Extension Policy. The Extension fee is \$3,000.00 USD.

Accreditations

Applicant Emergency Management Programs are responsible for submitting payment of the applicable Accreditation Fee no later than thirty (30) days prior to their scheduled on-site assessment. Accreditation Fees vary by Program type and are structured according to population size or institutional classification to ensure equitable cost distribution.

State & Territorial Accreditations

Accreditation Fees for state and territorial Programs are based on population size:

Population	Cost
Up to 2,000,000	\$4,500.00 USD
2,000,001 to 6,000,000	\$6,000.00 USD
6,000,001+	\$7,500.00 USD

Local & Tribal Accreditations

Local and Tribal Programs—including municipalities, counties, parishes, boroughs, and both domestic and international tribes—are assessed fees based on the population they serve:

Population	Cost
Up to 50,000	\$2,000.00 USD
50,001 to 500,000	\$3,500.00 USD
500,001 to 2,000,000	\$4,500.00 USD
2,000,001+	\$6,000.00 USD

Institutions of Higher Education Accreditations

Colleges and universities pursuing EMAP Accreditation are charged based on their classification. These fees apply to both public and private institutions, whether domestic or international:

Classification	Cost
Baccalaureate & Associate's Colleges	\$4,500.00 USD
Master's Universities	\$6,000.00 USD
Doctoral Universities	\$7,500.00 USD

Workshops & Services

To support Emergency Management Programs in their efforts toward successful assessment and accreditation, EMAP offers a variety of workshops tailored to meet specific needs. These workshops provide technical assistance, strategic planning, and accreditation process education. Workshop fees are outlined below and do not include travel costs for the EMAP facilitators or trainers, unless otherwise stated. Travel expenses such as airfare, mileage, ground transportation, hotel accommodations, and per diem are billed separately and calculated using applicable federal or U.S. State Department per diem rates based on the location.

Two of EMAP's most customizable workshops — the Planning Workshop and Standard Element Workshop — are now offered as fee-for-service (FFS) engagements due to the highly tailored nature of the support provided:

- Standard Element Workshop – This workshop offers targeted technical assistance on one or more specific elements of the Emergency Management Standard. It includes documentation review, compliance analysis, and the development or refinement of plans and procedures to support alignment with the selected standard(s). Pricing is determined based on factors such as the number and complexity of standards addressed, volume of documentation to be reviewed, delivery format (virtual or on-site), and the level of technical assistance required.
- Planning Workshop – The Planning Workshop supports Programs in developing or enhancing emergency management plans and procedures across a range of standards. EMAP-trained subject matter experts work directly with Program personnel to provide guidance, recommendations, and technical development support. Pricing is determined by the number and type of plans or procedures to be addressed, the status of existing documentation, the format of delivery (virtual or on-site), and the depth of support needed (review, revision, or full development).

Type	Fee
Standard Element & Planning Workshops	FFS – Programs interested in these workshops should contact EMAP to discuss their specific needs and receive a custom estimate.
Gap Analysis Workshop	\$3,000.00 USD

Proof of Compliance Workshop	\$3,000.00 USD
Executive Leaders Workshop	\$2,000.00 USD
ATypical Executive Briefing (inside CONUS)	\$3,000.00 USD
ATypical Executive Briefing (outside CONSUS)	\$5,000.00 USD

Payment Options

To help reduce the financial burden associated with the On-Site Assessment, EMAP offers a variety of payment plans tailored to meet the needs of individual Emergency Management Programs. These flexible options are designed to support Programs in managing accreditation-related expenses and planning their budgets effectively. Programs may also request cost estimates in advance to assist in their internal financial planning and procurement processes. For more information or to explore available payment plan options, Programs are encouraged to contact EMAP personnel directly.

EMAP Delinquent Fees Policy

EMAP accepts payments via check, credit card, and purchase order. Full payment is due upon receipt of the invoice. Services—including but not limited to document reviews, on-site assessments, and the issuance of accreditation—may be delayed or withheld until payment is received. Accounts not paid within 30 days of the invoice date will be subject to a 1.5% monthly late fee (18% annually). EMAP reserves the right to report past-due accounts to credit reporting agencies.

Appeals

Emergency Management Programs that choose to actively appeal an Accreditation decision made by the EMAP Commission will be invoiced a nonrefundable Appeal Fee of \$2,500 USD. This fee must be submitted at the time the written appeal is filed.

Appendix D: Tiered Accreditation Process Overview

Emergency Management Programs seeking recognition in specific areas of the Emergency Management Standard may elect to pursue Tiered Accreditation. This approach provides Programs with the flexibility to obtain certification in targeted standard areas, allowing for a phased path toward full Accreditation.

To participate in the Tiered Accreditation process, a Program must maintain an active Annual Subscription Fee, which grants continued access to the EMAP Assessment Platform. Programs must submit a Certification Application identifying the specific standard areas to be assessed for certification.

Tiered Accreditation offers certification in the following groupings of the Emergency Management Standard:

Program Management, HIRA & Mitigation Certification

- Chapter 3: Emergency Management Program, Administration & Finance, & Laws & Authorities
- 4.1: Hazard Identification, Risk Assessment & Consequence Analysis
- 4.2: Hazard Mitigation

Prevention, Continuity Planning & Operations & Recovery Planning Certification

- 4.3: Prevention
- 4.4: Continuity Planning & Procedures
- 4.5: Operations & Recovery Planning and Procedures

Incident Management, Resource Management, Communications & Facilities Certification

- 4.6: Incident Management
- 4.7: Resource Management, Mutual Aid & Logistics
- 4.8: Communications, Warning, Alerts & Notifications
- 4.9: Facilities

Training, Exercise, Evaluation, Public Education & Information, & Program Maintenance Certification

- 4.10: Training
- 4.11: Exercises, Evaluations & Corrective Actions
- 4.12: Public Education & Information
- Program and Documentation Maintenance

Programs may pursue one or more certification groupings, with each certification valid for a period of four (4) years. Fees associated with each certification level are outlined in Appendix C.

If a Program achieves all four certifications within a four-year period, it may elect to upgrade to full EMAP Accreditation. To do so, the Program must submit a formal Request for an On-Site Assessment. EMAP will assign two (2) assessors to conduct a focused two-day on-site assessment. This abbreviated assessment includes a checklist of demonstrations to verify programmatic implementation, such as site visits to primary and alternate facilities and review of communication testing logs.

Appendix E: Standard Area Endorsement Process Overview

Programs seeking recognition in specific components of the Emergency Management Standard may pursue Standard Area Endorsements. This approach allows Programs to receive independent verification of compliance in targeted areas without initiating a full EMAP Accreditation effort.

To begin, a Program must submit an Endorsement Application identifying the standard areas for which the endorsement is requested.

The Initial Review of Standard 4.1.1: Hazard Identification is a prerequisite and not considered an endorsement area. Due to the cascading nature of this standard, the review must be completed before any additional standard areas can be endorsed. The 4.1.1 review will only remain valid as long as the Program's documentation is current.

Once Standard 4.1.1 has been reviewed and accepted, the Program may pursue endorsement in the following standard areas:

Program Administration, Coordination & Evaluation Endorsed

- Ch. 3: Program Administration, Coordination & Evaluation

Hazard Identification, Risk Assessment & Consequence Analysis, Mitigation & Prevention Endorsed

- 4.1: Hazard Identification, Risk Assessment & Consequence Analysis
- 4.2: Hazard Mitigation
- 4.3: Prevention Continuity & Operational Planning & Procedures Endorsed
- 4.4: Continuity Planning & Procedures
- 4.5: Operations & Recovery Planning & Procedures

Training & Exercises Endorsed

- 4.6: Incident Management
- 4.10: Training
- 4.11: Exercises, Evaluations & Corrective Actions

Resource Management, Communications & Facilities Endorsed

- 4.7: Resource Management, Mutual Aid & Logistics
- 4.8: Communications, Warning, Alerts & Notifications
- 4.9: Facilities
- 4.12: Public Education & Information

Programs may pursue any combination of the above Standard Area Endorsements, each with a defined fee structure outlined in Appendix C. These endorsements are independent from the formal EMAP Accreditation process and cannot be applied toward accreditation.

Appendix F: Peer Document Review Process Overview

The Peer Document Review Process allows Applicant Emergency Management Programs to submit additional documentation for review prior to their On-Site Assessment. This process enables a qualified EMAP Assessor or Assessment Team Leader (ATL) to evaluate Standard Elements during the Application phase, which may reduce the number of standards requiring review during the On-Site Assessment. As a result, the Peer Document Review Process can reduce the overall costs of the assessment by decreasing the time and resources required for the On-Site Assessment. Fees associated with additional document reviews cover the review, findings, and associated report development completed by EMAP personnel.

Each Applicant Emergency Management Program receives two (2) Peer Document Reviews as part of the Application for Assessment: one for Standard Element 4.1 and one (1) additional Program-selected Standard Element. Additional Standard Elements may be submitted for review during the first nine (9) months of the Application period. This timeframe ensures adequate planning for assessment team assignments and corresponding adjustments to On-Site Assessment costs.

Peer Document Reviews that are determined to be Preliminary Compliant by the ATL or assigned Assessor, and confirmed by the Program Review Committee (PRC), will not be reassessed during the On-Site Assessment. These Standards will be documented as Compliant in the Preliminary Assessment Report.

Additional Standard Element Peer Document Reviews cover the review time, documentation analysis, and findings completed by the ATL or designated assessor. Programs are required to submit full Standard Elements for review—individual Standards within a Standard Element may not be submitted independently.

Due to the cascading nature of the Emergency Management Standard, Peer Document Reviews must follow specific sequencing and dependency requirements:

- No additional document reviews may be conducted until the Peer Document Review for Standard Element 4.1 has been completed and its preliminary findings verified by the ATL and PRC. Standard 4.1.1 (Hazard Identification) underpins all subsequent Standard Elements, making it foundational to the assessment process.
- Standard Elements 4.6 (Incident Management) and 4.10 (Training) have related requirements, particularly regarding the assignment and training of incident management system personnel. As such, Standard 4.10 cannot be reviewed until Standard 4.6 has been reviewed.
- Standard Element 4.11 (Exercises, Evaluations & Corrective Actions) references personnel, plans, procedures, equipment, and facilities identified in Standard Elements 4.4 through 4.9. Therefore, Standard 4.11 cannot be reviewed until all associated Standard Elements—4.4, 4.5, 4.6, 4.7, 4.8, and 4.9—have been reviewed.

If Peer Document Reviews result in Non-Compliant findings, those Standards will be reassessed during the scheduled On-Site Assessment and included in the final findings.

Appendix G: Pre-Assessment Process Overview

Applicant Emergency Management Programs may elect to participate in a Pre-Assessment to receive an initial evaluation of their preparedness and response capabilities prior to the formal On-Site Assessment. To initiate this process, the Applicant Program must submit a Program On-Site Pre-Assessment Application, identifying up to three (3) Standard Elements to be evaluated during the Pre-Assessment. In order to be eligible, the Program must have a current Subscription, must have completed the Peer Document Review for Standard Element 4.1, and must have finalized the Self-Assessment for each of the Standard Elements selected for evaluation. The Assessment Team will utilize the completed Standard 4.1 Peer Document Review as part of the Pre-Assessment.

To ensure consistency in application and maintain the integrity of the cascading requirements within the Emergency Management Standard, the following review sequence must be observed:

- A Pre-Assessment will not be scheduled until the Standard Element 4.1 Peer Document Review has been completed and preliminary findings have been verified by the Assessment Team Leader (ATL) and the Program Review Committee (PRC). As the identification of hazards in Standard 4.1.1 informs all subsequent planning and procedures, this review serves as a prerequisite for the Pre-Assessment.
- Standard Elements 4.6 (Incident Management) and 4.10 (Training) share interdependent requirements regarding incident management personnel and related training. As such, Standard 4.10 cannot be assessed until Standard 4.6 has been evaluated.
- Standard Element 4.11 (Exercises, Evaluations & Corrective Actions) references personnel, plans, procedures, equipment, and facilities that must be documented within Standard Elements 4.4 through 4.9. Therefore, Standard 4.11 is not available for Pre-Assessment and cannot be reviewed until all related Standard Elements have been assessed.

Applicant Programs may choose from the following Pre-Assessment Standard Options, each of which is conducted by one (1) assessor over a period of up to five (5) days, depending on the complexity and scope of the selected Standards:

- Chapter 3: Emergency Management Program – 10 Standards
- Standard 4.2 (Hazard Mitigation) and Standard 4.3 (Prevention) – 8 Standards
- Standard 4.4: Continuity Planning and Procedures – 7 Standards
- Standard 4.5: Operational Planning and Procedures – 7 Standards
- Standard 4.6 (Incident Management) and Standard 4.10 (Training) – 12 Standards
- Standard 4.7: Resource Management, Mutual Aid and Logistics – 8 Standards
- Standard 4.8: Communications and Warning – 5 Standards
- Standard 4.12: Emergency Public Information and Education – 7 Standards

Applicant Programs that are found to be Compliant with any Standard(s) during a Pre-Assessment will not be re-assessed on those Standards during the formal On-Site Assessment. However, Standards deemed Non-Compliant during the Pre-Assessment will be reassessed during the scheduled On-Site Assessment.

Applicant Programs are responsible for covering all travel costs associated with the Pre-Assessment and subsequent On-Site Assessment. These costs include airfare and/or mileage, ground transportation, hotel accommodations, and per diem expenses, based on federal per diem rates for domestic travel or U.S. State

Department international per diem rates for international travel. Each member of the Assessment Team must be accounted for in these travel arrangements.



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