



**POLICIES & PROCEDURES FOR THE DEVELOPMENT
OF AN
AMERICAN NATIONAL STANDARD**

1. INTRODUCTION

This document defines the Operating Principles and Procedures that the Emergency Management Accreditation Program (EMAP) will follow to comply with the requirements and policies of the American National Standards Institute (ANSI) for American National Standards (ANS) Developers. These requirements are defined in "**ANSI Essential Requirements: Due process requirements for American National Standards.**" Where the EMAP Operating Principles and Procedures are silent on an issue, the ANSI Essential Requirements document referenced above shall serve as the precedent document.

When operating outside of the ANSI Essential Requirements Procedures, EMAP Meetings and Committees shall follow the Operating Procedures for EMAP Meetings and Committees.

2. ORGANIZATION

2.1 Committees – The EMAP Technical Committee is responsible for developing new or revised language for Standards developed by EMAP, as these standards fall within the scope of these procedures. Additionally, this Committee will maintain and keep current the process, review, appeals, interpretations, compliance enforcement, on-site assessment materials, assessor training, self-assessment guidance, and other training and education activities relevant to the EMAP assessment and accreditation process. The EMAP Technical Committee must comply with the ANSI requirement for openness, balance, and due process.

The EMAP Technical Committee will serve as the "consensus body" for the purpose of documenting consensus on all American National Standards proposed by EMAP.

2.2 Commission – The EMAP Commission shall be the approving authority for all Committees operating in accordance with these procedures.

The Commission shall:

- a. Organize the Committees.
- b. Oversee compliance with these procedures, including periodic review as necessary.
- c. Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- d. Maintain rosters of all Committees and Subcommittees.
- e. Establish and maintain standards for emergency management programs.
- f. Approve and discontinue all standards projects.
- g. Approve withdrawals of an ANS without a consensus body vote.

- h. Submit the standards approved by the Committees, with supporting documentation, for ANSI review and approval as American National Standards.
- i. Ensure adherence to periodic maintenance of EMAP standards.
- j. Administer an accreditation process that encourages an applicant to bring its program into compliance with EMAP standards.
- k. Oversee or conduct a process of self-assessment, documentation, and on-site assessment of an applicant's compliance with established standards.
- l. Formally acknowledge compliance of a program by the issuance of a certificate of accreditation.
- m. Accept fees, grants, gifts, bequests, and other contributions that support the purpose of the Commission.
- n. Develop and maintain close working relationships with national, regional, state, and local associations and agencies in the emergency management and related fields for mutual growth and benefit.
- o. Educate legislative and executive branches of government and the public on the importance of fully capable emergency management programs at all levels of government based upon EMAP standards.
- p. Ensure that business affairs and the programs of the Commission and its affiliates are conducted on a nondiscriminatory basis.
- q. Promote the concept of voluntary self-regulation inherent in the accreditation process.
- r. Cooperate with other private and public agencies to improve the accreditation program and the delivery of emergency management services.

2.3 Records – Material associated with the development of a Standard (including reaffirmations, revisions, and withdrawals) shall be retained in the EMAP files until the completion of the next standards cycle, or 5 years from the date of withdrawal as an American National Standard, for accuracy and historical purposes. The EMAP Commission will make the final decision on standards for publication, and a historical file will be maintained at EMAP headquarters (Falls Church, VA) for all published standards.

2.4 Membership - Participation in the EMAP Commission, Committees, and Subcommittees is open to representatives associated primarily with the National Emergency Managers Association (NEMA) and the International Association of Emergency Managers (IAEM), but may also include personnel from other organizations and agencies that are involved in emergency management, homeland security, and/or public safety. Participation on the EMAP Technical Committee shall be open to all persons who are directly and materially affected by the activity in question. EMAP shall make a concerted effort to ensure that no interest category has a majority of members.

Representatives within the EMAP Commission, Committees, or Subcommittees shall be sufficiently diverse to ensure a reasonable balance without dominance by any single interest group, individual, or organization.

The composition of these groups has been established in the following manner:

- a. The EMAP Commission – The Commission is composed of thirteen (13) commissioners, appointed by the International Association of Emergency Managers (IAEM) and the National Emergency Management Association (NEMA); each organization will appoint five (5) commissioners. Commissioners represent a broad spectrum of public and private sector groups and are appointed according to the following categories of stakeholders:

The ten (10) commissioners represent the following types of organizations.

1. State emergency management (2, NEMA)
2. Local government emergency management (2, IAEM)
3. State government elected official's representative (1, NEMA)
4. Local government elected official's representative (1, IAEM)
5. State governmental official, emergency responder, planner, or public safety representative (1, NEMA)
6. Local governmental official, emergency responder, planner, or public safety representative (1, IAEM)
7. Academic from the emergency management discipline/ field (1, IAEM)
8. Private sector emergency management representative (1, NEMA)

Three (3) Commissioners will be appointed by the IAEM and NEMA, as representatives of the EMAP Commission, to serve as "At-Large" members. The three (3) representatives will serve in the following categories:

1. International Emergency Management representative (1, EMAP, Non-US)
2. Federal Emergency Management representative (1, EMAP)
3. Urban Search and Rescue representative (1, EMAP)

The Commission chairperson and vice-chairperson are selected by the members from within the Commission. Each commissioner holds office for three years or until his or her successor has been appointed. To ensure continuity on the Commission, the terms of office are staggered, with three seats expiring each year. Appointments are generally made each fall, with service beginning on January 1.

As an administrative feature of the EMAP Commission, an Executive Committee has been established, comprising the Commission Chair, the Vice-Chair, and the Secretary-Treasurer. These individuals will be responsible for working with and addressing specific items relevant to EMAP staff, program expenses, and the viability of topics, which may affect the use of EMAP policies, procedures, and standards before they are presented to the full EMAP Commission. The Executive Committee may also be called upon to make decisions on urgent matters when it is not feasible to convene the full Commission.

- b. The EMAP Technical Committee – The Technical Committee is responsible for developing new or revised language for Standards developed by EMAP. This Committee will also maintain and keep current the process, review, appeals, interpretations, compliance enforcement, on-site assessment materials, assessor training, self-assessment guidance, and other training and education activities relevant to the EMAP assessment and accreditation process.

This Committee is comprised of personnel from the following categories:

1. State emergency management representative
2. Local government emergency management representative
3. State government elected officials' representative
4. Local government elected officials' representative
5. State governmental official, emergency responder, planner, or public safety representative
6. Local governmental official, emergency responder, planner, or public safety representative
7. Academic emergency management representative
8. Private sector emergency management representative
9. Other representatives as necessary

The Technical Committee is comprised of the following Subcommittees:

1. Standards Subcommittees – The Subcommittees are responsible for the continual review, update, and maintenance of Standards developed by EMAP. The Subcommittees make recommendations to the full Technical Committee for final consideration, revision, and approval. In addition, the Subcommittees are responsible for enforcing and maintaining the policies set forth by the EMAP Commission for a fair and consistent application of the EMAP standards through on-site peer assessments.
 2. Training Subcommittee – This Subcommittee is responsible for the development of on-site assessment materials, assessor and accreditation manager curricula and tools, and academic curricula.
 3. Members of each Subcommittee will be appointed by the Technical Committee Chairperson and approved by the EMAP Commission.
- c. The EMAP Program Review Committees – The Program Review Committees are responsible for evaluating the findings of EMAP Assessors following on-site program assessments. The Program Review Committees consider the assessor's findings, materials, and information provided by a candidate program before making recommendations to the EMAP Commission as to the status of accreditation. The membership composition of this Committee is the same as listed above.

2.5 Interest Categories – For purposes of developing an American National Standard, all members of the EMAP Commission and its Committees and Subcommittees shall be classified as Public Representatives, Private Representatives, or General Interest Representatives in accordance with the definitions below. An individual in professional practice, or a consultant retained under an agreement with an organization that is indefinite, shall be classified in accordance with the organization's classification and shall be so identified.

2.5.1 Public Representative: An individual who serves within a public or government emergency management or public safety program. Examples include personnel representing state, local, territorial, municipal, or tribal emergency management and public safety programs who will utilize EMAP policies, directives, and standards to enhance these programs.

2.5.2 Private Representative: An individual or entity that serves within a privately owned business, directly related to or in the service of the emergency management or public safety field. Examples include, but are not limited to, contract and consulting firms; organizational and business management companies; computer software developers; security and risk advisors; health care and medical companies; and holders of private utilities and other critical infrastructure.

2.5.3 General Interest: The category of General Interest comprises members who may use EMAP policy, direction, and standards in further application of prevention and protection measures for specific populations and/or specific critical functions. This category includes, but is not limited to, agencies and organizations within the federal government; colleges, universities, and schools; hospitals, clinics, and other medical facilities; and other nations interested in applying or modifying EMAP policy, direction, or standards for application in their own prevention and protection measures.

2.6 Membership Roster – The EMAP Commission shall prepare and maintain a membership roster documenting the classification of each Committee, Subcommittee, and Workgroup member. These rosters shall be circulated to the relevant committee members annually.

2.7 Termination of Membership – The Commission shall be authorized to terminate the membership of an individual of a Committee. A Committee member shall be considered inactive for failure to attend or otherwise participate in at least one Committee meeting for a calendar year. After one year of inactivity by a Committee member, the EMAP Commission may request a replacement. Committee members shall notify the EMAP Commission of any changes in employment that affect their representation and shall submit a new application if they wish to continue serving on a Committee.

3. MEETINGS

3.1 Frequency – The EMAP Commission and Technical Committees will review, revise, and reaffirm the American National Standards on a schedule not to exceed five (5) years from the date of its approval.

3.2 Notification – Where possible, all face-to-face meetings shall be announced via email at least four (4) weeks prior to the meeting date. All other meetings, including virtual meetings and conference calls, shall be announced via email no less than two (2) weeks prior to the meeting date.

Notice of meetings shall be provided to Committee members and to other known directly and materially interested parties through appropriate communication channels. Meeting notices shall include a description of the meeting's purpose and identify a source for additional information, including agendas or meeting materials, where available. EMAP shall ensure that such notices are disseminated through appropriate communication channels and, where applicable, supplemented by additional announcements to ensure that all known directly and materially interested parties are provided a meaningful opportunity to participate.

Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the EMAP Commission will announce the meeting as soon as practicable. A draft agenda shall be prepared and distributed with the meeting notice.

3.3 Open Meetings - Meetings of the EMAP Commission and Technical Committees are open for attendance by interested parties. Interested parties who are directly and materially affected by the standards activity may request to participate or attend by submitting a request to EMAP via email at emap@emap.org.

Personnel attending may be subject to membership requirements and individual policies of each Committee (e.g., regarding registration, minimum attendance levels, etc.). Non-Committee members shall not have the right to vote.

An exception to the Open Meeting Policy shall occur when the EMAP Commission is in Executive Session. Once an Executive Session is called, only EMAP Commission members and EMAP staff may attend. Scheduling of Executive Sessions shall be done in advance of regular EMAP Commission meetings.

3.4 Quorum - A simple majority of the members of the Commission or Committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present. If a quorum is not present, actions on agenda items may be taken but shall be subject to ratification by a letter ballot of the EMAP Commission or Committee.

3.5 Parliamentary Procedures - The meetings of the EMAP Commission, Committees, and Subcommittees shall be conducted in accordance with Robert's Rules of Order. If such rules are contrary to any provisions of the Articles of Incorporation or Bylaws of the Corporation, the articles or bylaws will take precedence.

4. NOTIFICATION OF STANDARDS DEVELOPMENT

Timely and adequate notice of standards activity shall be announced in media suitable to demonstrate that a meaningful opportunity for participation, debate, and deliberation by all directly and materially interested parties in a fair and equitable manner is provided. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in the ANSI Standards Action. EMAP will address any comments received in response to the announcement of PINS in accordance with clause 2.5 of the ANSI Essential Requirements. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard.

5. PUBLIC REVIEW AND COMMENT

Proposals for new Standards, and proposals for the revision or reaffirmation of existing Standards, shall be transmitted to ANSI for listing in the ANSI Standards Action (BSR-8) for public comment. Public notice of such actions shall be provided in accordance with Section

4 of these Procedures and the ANSI Essential Requirements. The Standards Subcommittees and the Technical Committee shall consider all comments that are received. Each commenter shall be notified of the Committee's decision and reasons therefor, in accordance with Section 7.9 and the ANSI Essential Requirements.

6. SUBSTANTIVE CHANGE

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are below:

- "shall" to "should" or "should" to "shall";
- the addition, deletion, or revision of requirements, regardless of the number of changes; or
- the addition of mandatory compliance with referenced standards.

7. VOTING PROCEDURES

7.1 Letter Ballots – Draft American National Standards will undergo the letter ballot process. In addition, substantive changes to and interpretations of all Standards shall be approved by a letter ballot of the Technical Committee.

All new proposed American National Standards, substantive changes to, revisions to, reaffirmations, and interpretations of all Standards shall be approved by a letter ballot of the Technical Committee.

Based on the EMAP Standards Review Cycle for all EMAP-developed Standards, the Technical Committee will complete letter ballots for the following Standards actions:

- When the EMAP Standards Subcommittees have developed proposed new or revised Standards for consideration by the Technical Committee, the Technical Committee shall review and approve them by letter ballot to release them for public review.
- When the EMAP Standards Subcommittees have reviewed and voted on all public comments on the proposed new or revised Standard and have compiled recommendations for consideration by the Technical Committee, the Technical Committee shall review and approve the Standard by letter ballot.

7.2 Voting – Each member shall vote in accordance with one of the following positions on letter ballots:

- a. Affirmative
- b. Affirmative with Comment
- c. Negative
- d. Abstain

7.3 Voting Rights – A member's representative shall ordinarily cast that member's vote. The member's alternate representative shall cast that member's vote only if the member's representative fails to vote.

7.4 Proxies – Unless otherwise provided by the EMAP Commission, votes of a Commissioner may be cast by proxy issued to any other Commissioner, provided, however, such proxies will not be counted in determining whether a quorum of Commissioners is present at a meeting of the Commissioners. Notice of proxy shall be provided to the secretary-treasurer before or at the meeting for which the proxy is effective.

7.5 Voting Period – The closure date for letter ballots shall be at least 30 days from the date of the issuance of the ballots. A reminder notice shall be sent approximately ten days prior to the close of the ballot to those who have not returned their ballots. The EMAP Commission shall be authorized to grant an extension of the voting period if deemed necessary.

7.6 Approved Actions – Approvals of, substantive changes to, revisions to, reaffirmations, and interpretations of all Standards shall be considered approved when all of the following conditions have been met:

1. A majority of the members have returned their letter ballot.
2. At least 75 percent of the votes cast, excluding abstentions and negatives without comments, are affirmative.
3. All negative votes with comments have been addressed in accordance with Section 7.9.

7.7 Reporting Votes – The results of the vote to approve a Standard shall be reported to ANSI using the BSR-9 form and shall include the following:

- a. Number of members and their interest category (Public, Private, or General Interest).
- b. Number of members voting affirmatively.
- c. Number of members voting negatively with comments.
- d. Number of members abstaining.
- e. Number of members not returning ballots.

Any negative votes submitted without comments shall be recorded for ANSI reporting purposes in accordance with ANSI Essential Requirements, but shall not be considered responsive.

7.8 Negative Votes – A negative vote shall be required to be accompanied by a comment (reason) and, if possible, should include specific wording or actions that would resolve the objection. Negative votes submitted without comments, or negative votes submitted with comments not related to the Standard, are not required to be recirculated and shall not be considered responsive. Such votes shall be recorded and reported to ANSI using the BR-9 form. The ballot shall be counted as returned for the purpose of establishing a quorum.

7.9 Consideration of Views and Objections – The Committee(s) shall use the following procedures in attempting to resolve responsive negative votes and public review comments:

- a. All responsive negative votes (i.e., negative votes accompanied by comments related to the proposed Standard that include a clear statement of the objection, the basis for the objection, and, where applicable, may include proposed alternative language or resolution sufficient to allow the Committee(s) to evaluate and respond) and all

public review comments shall be forwarded to the Committee that drafted the proposed Standard for response and resolution. An effort shall be made to resolve all responsive objections. Committee Officers, with other Committee members as necessary, shall draft responses on behalf of the Committee. Each responsive negative vote and public review comment shall be given a written disposition with reasons, in accordance with clause 2.6 of the *ANSI Essential Requirements*. Negative votes submitted without comments, or with comments not related to the Standard, are not required to be resolved.

- b. Each commenter submitting a responsive negative vote or public review comment shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition, each unresolved objection, the attempt at resolution, and any substantive change made in the proposed American National Standard shall be reported to the Committee to afford all members an opportunity to respond, reaffirm, or change their vote.
- c. Any and all substantive changes to the proposed American National Standard, regardless of the source or reason for the change, shall be submitted to ANSI via the BSR-8 form for further public review, as required.
- d. Voting members with unresolved responsive negative votes and public review participants with unresolved objections shall be notified in writing of their right to appeal and of the appeals process.
- e. Comments that have been determined to be unrelated to the standard, or the particular part of the standard under review, may be retained as proposals for new work. The commenter shall be notified of this determination.
- f. Public review comments shall be submitted using the comment submission mechanism identified in the public review announcement. Comments shall clearly identify the relevant section(s) of the proposed Standard and include sufficient information to allow the Committee(s) to understand and evaluate the comment. Submissions that do not include an identifiable comment related to the proposed Standard are not considered responsive to the proposal under review. Such submissions shall be documented and retained as part of the public review record. Comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submission of a new proposal, and the submitter shall be notified accordingly, consistent with the ANSI Essential Requirements.

8. INTERPRETATIONS

8.1 Processing Interpretations – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to Committee Officers. Any Committee member may prepare proposed interpretations with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and submitted to the Secretariat for a letter ballot by the Committee. Interpretations shall be approved in accordance with section 7.6

8.2 Notification of Interpretations - Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards via the appropriate EMAP Committee email list(s) and posted on the EMAP website.

9. PATENT POLICY

EMAP has adopted the ANSI Patent Policy, as outlined in section 3.1 of the ANSI Essential Requirements.

10. COMMERCIAL TERMS & CONDITIONS POLICY

The essential requirements for exclusion of commercial terms and conditions from all American National Standards are specified in section 3.2 of the ANSI Essential Requirements. EMAP agrees to comply with this ANSI Commercial Terms and Conditions Policy. All American National Standards developed by EMAP must therefore comply with this policy.

11. ANTITRUST POLICY

EMAP has adopted the ANSI Antitrust Policy, as outlined in section 3.3 of the ANSI Essential Requirements.

12. METRIC POLICY

In accordance with section 3.5 of the ANSI Essential Requirements, EMAP accepts ANSI's Metric Policy, which states that, "Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards."

13. CORRESPONDENCE

13.1 Committee Correspondence – Correspondence from a Committee member to the entire membership of the Committee shall be forwarded to the Commission for screening and distribution. All official Committee correspondence, including meeting notices, agendas, reports, and letter ballots, shall be distributed by the Commission. Copies of all other correspondence between Committee members relating to the *Emergency Management Standard by EMAP*, as well as other American National Standards developed by EMAP, shall be forwarded to the Commission.

13.2 External Correspondence – All official Committee correspondence to external parties must be approved by the Committee or its delegated representative and distributed by the Commission. Inquiries relating to the Committee and Standards shall be directed to the Commission. Committee members should advise individuals who contact them that the Commission handles responses to all inquiries.

14. APPEALS

14.1 Complaint – Parties who are directly and materially interested and who have been or will be adversely affected by any Committee action, inaction, or decision shall have the right to appeal such action, inaction, or decision. The appellant shall file a written

complaint with the Commission within thirty (30) days of receipt of written notice of the EMAP Commission action or decision, or at any time with respect to inaction.

The appeal must be in writing and must specify the grounds on which the appeal is made, which shall be limited to a procedural violation, including whether due process was afforded in the handling of a technical issue during EMAP's review of the Standard at issue. The appeal shall identify the action or inaction being appealed and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objections, along with the outcomes of each, shall be noted.

14.2 Response – Within 30 days after the receipt of the complaint, the EMAP Commission shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The EMAP Commission shall attempt to resolve the appellant's complaint informally.

14.3 Appeals Panel and Hearing – Within 30 days after the receipt of the EMAP Commission response, the appellant can file a formal appeal, at which time the EMAP Commission shall appoint an ad hoc appeal panel of three members and three alternates, none of whom will have had an affiliation with the program filing the appeal or with the accreditation or standards process related to the program. EMAP will confirm the panel's and alternates' willingness and availability to serve and notify the program of the proposed date for appellate review. The appellant program or individual and the EMAP Commission will have the opportunity to review the names of prospective appeal panel members and to challenge them for due cause (e.g., conflict of interest, bias, or other prejudicial infirmities). The EMAP Commission will rule on such challenges.

14.4 Conduct of the Hearing – The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. The EMAP Commission is responsible for demonstrating that the Committee took all actions in question in compliance with these procedures.

14.5 Decision – The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefor, and citing the evidence. The EMAP Commission shall notify the appellant and the Committee of the appeals panel's decision, which shall be binding and final on all concerned.

Further appeal may be made directly to ANSI in accordance with the appeal procedures in the *ANSI Essential Requirements*.

15. REVISIONS TO PROCEDURES

These Operating Procedures are maintained by EMAP. Proposed revisions to these Operating Procedures may be submitted in writing by any member, program, or committee member to the Executive Committee of the Commission, along with a supporting rationale for the proposed change. The Executive Committee of the Commission will present the proposed revisions to the Commission for review and consideration. The revised

procedures are then submitted to ANSI for public comment, review, and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.

The Commission shall be responsible for interpreting these Operating Principles and Procedures.

End of Procedures