

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

MEMA GUIDEBOOK

THE FUNDAMENTALS OF A DISASTER



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A MESSAGE FROM

MEMA LEADERSHIP

The MEMA Guidebook is a tool for Emergency Management personnel and local and state elected officials to better understand the State and Federal assistance processes. This Guidebook helps explain when assistance is available, when not, and how to train for the next disaster. It breaks down the fundamentals of emergency management: Preparedness, Response, Recovery, and Mitigation. A community can thrive after a disaster when local leadership is well-informed, communicates with emergency management leaders, and understands the process to better inform their constituents. We hope you use this manual to guide you and your citizens through the next disaster.

Starts Local. Ends Local.



ABOUT

MEMA

Our mission at the Mississippi Emergency Management Agency is to safeguard Mississippi and its citizens by fostering a culture of preparedness, executing timely responses during a disaster, and quickly restoring quality of life post-event. Emergency Management is a comprehensive approach to administering and governing efforts in preparedness, response, recovery, and mitigation.

MEMA is the state's coordinating agency during a disaster. MEMA employees plan and prepare for emergency scenarios, respond to and support local EMAs during emergency events, and coordinate resource recovery efforts in the wake of a disaster.

Following a disaster, counties are responsible for assessing and reporting damage to MEMA. Each county or municipality is responsible for applying for grants and preparing projects for reimbursement. MEMA validates local damage assessments and manages the projects and grants applied for by local governments.

CONTACT

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MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

ACTIVATIONS

MEMA can activate the State Emergency Operations Center (SEOC) during an event. This allows the state to mobilize multiple agencies to respond to an impending or active disaster. The agencies serving in the SEOC are known as Emergency Support Functions (ESF). The SEOC can activate to various levels of response depending on the severity of an event. Level 1 is the highest activation level, while Level 4 is normal.



What is MEMA doing during an activation?

When activated, MEMA coordinates, meets, plans, and communicates with responders and ESFs. These can include, but are not limited to, the National Weather Service, the Mississippi Department of Transportation, the Mississippi State Department of Health, the Mississippi Department of Human Services, and the Mississippi Department of Public Safety. MEMA and other ESFs are planning the next moves in the Response operation. Our goal is to ensure that lives and property are safe. Our relationship with the local emergency management offices is crucial year-round. Local EMAs are the boots on the ground and can give MEMA real-time valuable information so the state can posture for a robust response if an incident exceeds local capabilities.



EMERGENCY SUPPORT FUNCTIONS

(ESF)

Emergency Support Functions

During an event, the Mississippi Emergency Management Agency has the authority to activate other state agencies that are Emergency Support Functions (ESF) during a disaster.



ESF 1

Transportation



ESF 2

Communications



ESF 3

Public Works
and
Engineering



ESF 4

Firefighting



ESF 5

Emergency
Management



ESF 6

Mass Care
and
Human Services



ESF 7

Logistics



ESF 8

Public Health
and
Medical Services



ESF 9

Search
and
Rescue



ESF 10

Oil and
Hazardous
Materials



ESF 11

Animals,
Ag and Commerce



ESF 12

Energy



ESF 13

Public Safety



ESF 14

Cross-Sector
Business &
Infrastructure



ESF 15

Public Affairs



ESF 16

Military
Support

STATE OF EMERGENCY VS. ADMINISTRATIVE ORDER

The Governor declares a **State of Emergency** (SOE) when a disaster has occurred or may be imminent and if it is severe enough to require State aid to supplement local resources in preventing or alleviating damages, loss, hardship, or suffering. This SOE authorizes the state to make emergency purchases or procure contracts without following the standard state procurement guidelines. It may also position the State to seek federal assistance when the scope of the event exceeds the State's resources.



The Executive Director of MEMA has the legal authority to issue an **Administrative Order** allowing the agency to purchase and deploy necessary commodities when responding to or preparing for a disaster. An Administrative Order is limited. While MEMA can activate several state agencies, one thing an Administrative Order cannot do is activate and mobilize the Mississippi National Guard (only the Governor can through a State of Emergency and Executive Order).



Requesting Resources from the State Emergency Operations Center

1

DR-1 DISASTER REPORT 1

The purpose of a DR-1 is to record that an incident has occurred.

A county must complete and submit a DR-1.

It should be completed within 4-6 hours of your disaster.

2

DR-2 DISASTER REPORT 2

The purpose of a DR-2 is to record initial damage observations or assessments. A county completes this within 24 hours of the event. DR-2s are updated daily as counties complete damage assessments.*

3

DR-3 DISASTER REPORT 3

DR-3 is a local proclamation of emergency. A DR-1 and DR-3 must be completed before MEMA will approve any resource requests.

4

DR-4 DISASTER REPORT 4

Counties or municipalities can use the DR-4 to declare a resolution requesting the Governor to proclaim a State of Emergency.

5

Common Reasons for Resource Denials

- No local proclamation of emergency
- Donations covered the request
- County needs and county requests do not match



*DR-2s may be used in the daily toteboard and press releases

**THERE IS NO COST TO COUNTIES
FOR STATE RESOURCES**

Requesting Resources from MEMA



The County Emergency Management Agency must submit all resource requests to MEMA through the WebEOC portal. Locals must work directly with the county EMA to request resources.

How the State Requests Federal Assistance

1

STATE OF EMERGENCY IS DECLARED

SOE can be signed before or after an incident

2

DISASTER HITS

The State has 30 days from disaster end date to request federal assistance

3

COUNTY CONDUCTS DAMAGE ASSESSMENTS

County must conduct damage assessments to give to MEMA

4

MEMA VALIDATES COUNTY ASSESSMENTS

Assessing Number of Major/Destroyed Homes and costs for damaged public infrastructure.

5

MEMA REQUESTS FEMA TO CONDUCT JOINT DAMAGE ASSESSMENTS

6

FEDERAL, STATE, AND LOCAL PARTNERS CONDUCT JOINT DAMAGE ASSESSMENTS

7

MEMA DRAFTS REQUEST FOR FEDERAL ASSISTANCE

Must use FEMA validated numbers to request assistance

8

GOVERNOR SIGNS REQUEST TO FEMA AND PRESIDENT

9

PRESIDENT APPROVES REQUEST

There is no timeline given for the President to decide

10

IF APPROVED APPLICATION PROCESS FOR ASSISTANCE BEGINS



Understanding Damage Thresholds

The primary consideration for a federal declaration focuses on NUMBERS.

While both of FEMA's main recovery programs, Individual Assistance and Public Assistance, focus on numbers, the criteria differ tremendously.

INDIVIDUAL ASSISTANCE

There are six numerical factors considered for a federal declaration:

- What are the uninsured home and personal property losses? See THRESHOLDS below.
- What is the state's fiscal capacity and resource availability?
- What is the disaster-impacted population profile?
- What is the impact on community infrastructure?
- How many casualties?
- What is the disaster-related unemployment?

INDIVIDUAL ASSISTANCE THRESHOLDS: While there is no established threshold for getting a declaration for Individual Assistance, the primary impact indicator focuses on the number of homes destroyed or with major damage.

PUBLIC ASSISTANCE

There are also six impact indicators for a federal declaration:

- What is the estimated cost of assistance? See THRESHOLDS below.
- What are the localized impacts?
- What is the insurance coverage in force?
- To what extent did the state mitigate to reduce damages from a storm?
- What is the state's disaster history over the past twelve-month period?
- What other federal agencies are available to meet the needs of the disaster?

PUBLIC ASSISTANCE THRESHOLDS: FEMA establishes impact indicators (thresholds) for states and counties to meet for federal declaration consideration. To be considered for a federal declaration, the county AND the state must meet their established impact indicator. FEMA adjusts the impact indicator each year according to the consumer price index.

Two Types of Federal Disaster Declarations

EMERGENCY DECLARATION

The President can declare an emergency for any occasion or instance when the President determines federal assistance is needed. Emergency declarations supplement State and local or Indian tribal government efforts in providing emergency services, such as protecting lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The total amount of assistance in a single emergency may not exceed \$5 million. The President shall report to Congress if this amount is exceeded. - Typically requested by the State before a hurricane and can provide reimbursement for mobilization costs incurred before landfall. An emergency declaration does not offer individual assistance to homeowners.



MAJOR DISASTER DECLARATION

A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work. The President of the United States can declare a Major Disaster Declaration for any natural event, including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion, that the President believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond.

ABOUT

Damage Assessments

What may be considered by a homeowner as "destroyed" could be classified as minor damage.

Damage is defined very differently in emergency management versus what residents may consider destroyed. MEMA uses the Federal Emergency Management Agency's (FEMA) Damage Assessment Guidelines to determine the extent of the damage. There are four categories of damage: Affected, Minor, Major, and Destroyed. This is why MEMA will shy away from saying anything is destroyed before damage assessments occur; instead, we use the word impacted. Based on FEMA guidelines, MEMA will determine the impact a natural disaster truly has on a community following damage assessments conducted by the counties and validated by the state.

Degrees of Damage

- Affected: a home is considered affected if the damage to the home is mostly cosmetic.
- Minor: a home with repairable non-structural damage.
- Major: a home with structural damage or other significant damage that requires extensive repairs.
- Destroyed: the home is a total loss.

Per FEMA Guidelines



FLOOD DAMAGE ASSESSMENTS

Assessing flood damage is more in-depth than a home damaged by a tornado. These are FEMA Guidelines for assessing flood damage.

	MANUFACTURED HOMES	CONVENTIONALLY BUILT HOMES
AFFECTED	<ul style="list-style-type: none"> • Damage to porch, carport, garage or outbuilding not for commercial use • No damage affecting habitability; cosmetic damage only 	<ul style="list-style-type: none"> • Any waterline in crawl space or unfinished basement when essential living space is not damaged • Damage to porch, carport, garage or outbuilding not for commercial use
MINOR	<ul style="list-style-type: none"> • Waterline reaches floor system but has not entered living space <ul style="list-style-type: none"> ◦ Examples: bottom board, insulation or ductwork • No structural damage to the residence and has not been displaced from the foundation 	<ul style="list-style-type: none"> • Waterline at 1-3 inches in essential living space • Waterline exceeds 3" but below 18" (important factors: duration of flood, waterline reached outlets, number of essential living spaces flooded) • Any waterline in a finished basement
MAJOR	<ul style="list-style-type: none"> • Water covers the floor system and has entered living space but below the roofline • The residence has been displaced from the foundation, block or piers and other structural components are damaged 	<ul style="list-style-type: none"> • Waterline above 18" or the electrical outlets in an essential living space • Waterline exceeds 3" but below 18" (important factors: duration of flood, waterline reached outlets, number of essential living spaces flooded)
DESTROYED	<ul style="list-style-type: none"> • Waterline at the roofline or higher, or complete failure of two or more major structural components (walls, foundation or roof) 	<ul style="list-style-type: none"> • Waterline at the roofline or higher, or complete failure of two or more major structural components (walls, foundation or roof)

LET'S TALK ABOUT DEFERRED MAINTENANCE

When assessing damage, FEMA will evaluate public infrastructure to determine if it was damaged by the disaster or if the damage is a result of deferred maintenance. Deferred maintenance is infrastructure repairs that get delayed or rescheduled into the future. In the assessment process of a Public Assistance project, FEMA will ask for maintenance records as proof the applicant worked to maintain the property.

Maintenance performed on public roads, infrastructure, etc., must be well documented. That documentation may be provided to prove the disaster caused damage.



TWO TYPES OF

Federal Assistance Following a Disaster



1

INDIVIDUAL ASSISTANCE

WHO IS ELIGIBLE FOR FEMA'S INDIVIDUAL ASSISTANCE AND HOUSEHOLDS PROGRAM:

Individuals and families affected by a disaster who have uninsured or underinsured necessary expenses and serious needs.

HOW TO BECOME ELIGIBLE:

The President must declare that an emergency or major disaster exists for the resident's county.

ASSISTANCE MAY INCLUDE:

- Financial assistance to help pay for temporary housing
- Emergency home repairs
- Uninsured or underinsured personal property losses
- Medical expenses caused by the disaster
- Other serious disaster-related expenses

2

PUBLIC ASSISTANCE

WHO IS ELIGIBLE:

Local and state governments as well as certain non-profits for declared counties

- FEMA can provide up to 75% reimbursement for eligible costs

HOW TO BECOME ELIGIBLE:

A Major Disaster Declaration for Public Assistance must be declared by the President for a county following the disaster.

ASSISTANCE MAY INCLUDE:

- Debris removal
- Infrastructure repairs or replacement needed due to disaster related damage

ABOUT

Individual Assistance

There is no set monetary damage threshold for Individual Assistance. **Getting a major disaster declaration for Individual Assistance is a subjective process. There are multiple factors considered, here are some:**

- The number of homes destroyed or with major damage
- The number of homes insured, uninsured and underinsured
- The number of survivors who are without employment due to the disaster
- The number of fatalities
- Social Vulnerability Index of the impacted community
- Impact to community infrastructure



Individual Assistance

Is there a specific time after an event when MEMA stops distributing tarps?

No. County emergency management directors should submit requests for tarps through MEMA's WebEOC portal.

Can a local EMA request a Disaster Reservist to man their shelters in an event? Why is the process for requesting a Disaster Reservist so long?

Yes, however, Disaster Reservists should be used as a last resort only if the county doesn't have available resources to operate their shelter. The process for requesting a disaster reservist takes a while because the request must go through several steps and levels of management before a disaster reservist can be deployed. Disaster Reservists are limited to working less than 130 hours a month due to federal law.



FREQUENTLY ASKED QUESTIONS

Individual Assistance



Can Disaster Assistance Repair Program (DARP) funds be used to rebuild a home if the home was destroyed by a disaster and a State of Emergency or Administrative Order was declared?

No. DARP funds can only be used for repairs and not the replacement of a home. According to House Bill 524, Section 1, 33-15-307, “Costs incurred for alternative housing grants up to Two Hundred Fifty Thousand Dollars (\$250,000.00) per county, per events, to be administered by the Mississippi Emergency Management Agency for materials only for repairs to communities that do not qualify for Federal Emergency Management Agency Individual Assistance Grants”.



Is there a certain number of homes that have to receive damage to request DARP funding?

No. If a State of Emergency or an Administrative Order has been declared and the county is in the impacted area and has an active Long-Term Recovery Committee, then the county is eligible for DARP funding. If the disaster is federally declared, DARP funding is not available.



Do counties have to pay a cost share to utilize DARP funds? No, there is no cost share.



Does every event have to be recorded in Crisis Track (MEMA’s damage assessment tool)?

Yes.

Long-Term Recovery Committees

Long-Term Recovery Committees (LTRC) are composed of representatives from community faith-based groups, local organizations, and other organizations working to assist individuals and families as they recover from disaster. Each county has the authority to form one. With an established LTRC and a recognized 501(c).3, counties

can apply for state Disaster Assistance Repair Program (DARP) funds through MEMA. These funds can only be used for building materials for repairs. Counties with established LTRCs have been successful in repairing hundreds of homes. DARP funds are only available to communities that have an LTRC and do not qualify for FEMA Individual Assistance grants.





For example: A county courthouse sustains \$100,000 worth of damage with an estimated \$80K of insurance coverage, \$20K would be the value applied to the county's damage threshold.

ABOUT

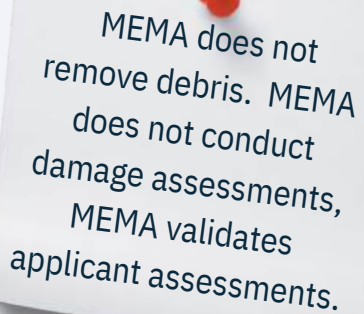
Public Assistance

Each county has a monetary damage threshold based on population.

Damage thresholds are updated every October by FEMA.

To be considered for a major disaster declaration, the county must reach its monetary damage threshold amount; not only that, the State, as a whole, must reach its damage threshold to apply.

Estimated damage amounts for public infrastructure may be reduced due to possible insurance coverage.



MEMA does not
remove debris. MEMA
does not conduct
damage assessments,
MEMA validates
applicant assessments.

Public Assistance

What is an applicant?

An applicant is a local government or eligible non-profit entity looking for federal reimbursement for the rebuilding or repairs of public infrastructure.

When can the Applicant expect reimbursement?

MEMA will work diligently to provide reimbursement as soon as possible after FEMA obligates the funding. If required documentation is not turned in, it can cause a delay in reimbursement payments.

Does FEMA require applicants to follow all Environmental and Historic Preservation (EHP) requirements? How can I tell what those requirements are?

Yes. The Applicant needs to inquire with their FEMA and MEMA project officers about the EHP requirements. Situations that typically require an EHP condition are activities impacting undisturbed property, environmentally sensitive areas, or work in the water.

Why doesn't FEMA ask applicants to produce canceled checks and other final documents when developing project worksheets?

FEMA does not need canceled checks when developing the initial cost estimate. However, FEMA will require all documents, including canceled checks, when they finalize and close LARGE projects.

Can an applicant be reimbursed for using volunteer labor, equipment, and commodities?

Yes. FEMA allows Applicants to use established costs for donated resources: labor, equipment, and supplies. All volunteer work must be related to eligible work to offset the non-federal cost share of its eligible work projects and documented accordingly.

Do applicants need to submit "regular time" labor documentation for reimbursement of overtime work associated with emergency protective measures?

No, there are no federal regulations to collect this data. However, the state will request regular time documentation to justify overtime costs.

Public Assistance

What are management costs? How does it work? What is eligible?

Applicants can claim up to 5% for management costs based on obligated projects. Applicants must provide all management cost documents to close the management cost project.

What is the average rate per cubic yard for debris?

**There are two average rates depending on the debris removal method:
Force Account (Applicant Labor and Equipment) and Contract.**

- Force Account rate is approximately \$50 per cubic yard.
- Contract rate is approximately \$20 per cubic yard.



Understanding Funding Obligations and Payouts

When FEMA “obligates” funds, that means that FEMA has placed money in an account for a project’s “reimbursement.” For MEMA to retrieve and distribute those “obligated” funds, the applicant must provide sufficient documentation to warrant the “reimbursement.”



When FEMA “obligates” money to a project, MEMA must abide by the “Improper Payments Information Act” before releasing the funds to the applicant. Applicants must provide documentation to MEMA for the cost they have incurred and documentation demonstrating they are working to complete or have completed the project. Additionally, MEMA staff must thoroughly review documentation before “reimbursements” can be made.

Delays in providing sufficient documentation will also delay “reimbursement.”

Mitigation

Mitigation is an investment in your infrastructure. The more Mississippi mitigates its infrastructure the more resilient we are in the next disaster.



Frequently Asked Questions

What is Mitigation?

Hazard Mitigation is any sustainable action that reduces or eliminates long-term risk to people and property from future disasters. Mitigation is an investment in your community's future safety and sustainability.

What Bureaus are within the Office of Mitigation?

The Office of Mitigation houses the Floodplain Management Bureau, Mitigation Planning Bureau, and the Mitigation Grants Bureau.

What does the Floodplain Management Bureau do?

The Floodplain Management Bureau is the only regulatory bureau within MEMA. Floodplain Management Specialists conduct compliance audits and technical assistance visits throughout the State. Currently, there are over 330 National Flood Insurance Program participating communities in Mississippi.

Mitigation

What are Hazard Mitigation Assistance Grant Programs?

Hazard Mitigation Grant Program (HMGP) assists States, Tribes, and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

Flood Mitigation Assistance Program (FMA) is a competitive grant program that provides funding to states, local communities and federally recognized tribes and territories. Funds can be used for projects that reduce or eliminate the risk of repetitive flood damage to buildings insured by the NFIP.

Building Resilient Infrastructure and Communities (BRIC) replaces the Pre-Disaster Mitigation (PDM) program. The BRIC program makes federal funds available to states, U. S. territories, federally recognized tribal governments, and local communities for hazard mitigation activities.

Are my communities eligible to apply for Hazard Mitigation Assistance Grants?

After a federally declared disaster declaration, mitigation funds are available statewide. Communities must have an approved hazard mitigation plan and they must participate in the National Flood Insurance Program.

What types of projects are eligible for Mitigation Grant funding?

Project acquisition and structure demolition or relocation, structure elevations, minor localized flood reduction projects, safe room constructions, retrofitting of existing buildings and facilities, warning sirens, and generators.

Is there a cost share for mitigation projects?

The grant funds may be used to pay up to 75% of the eligible project costs. The local community is responsible for 25% (non-federal share) of the total eligible project costs. The non-federal match does not have to be cash; in-kind services or materials may be used.

How does my community apply for mitigation funds?

To apply for Mitigation grant funds please contact the State Hazard Mitigation Officer at mitigationgrants@mema.ms.gov.

FREQUENTLY ASKED QUESTIONS

Mitigation

Are my communities required to participate in the National Flood Insurance Program (NFIP)?

Participation in the NFIP is voluntary. Participating communities agree to adopt and enforce floodplain management ordinances to reduce future flood damage. The National Flood Insurance Program (NFIP) enables homeowners, business owners and renters in participating communities to purchase federally backed flood insurance.

How can my community join the NFIP?

To join the National Flood Insurance Program please contact the State National Flood Insurance Program Coordinator at MS-floods@mema.ms.gov.

What is the Mitigation Planning Bureau?

Mitigation planning helps you take action now, before a disaster, to reduce impacts when a disaster occurs. Mitigation Planning Specialists can help communities update and review their local Hazard Mitigation Plan.

How does Mitigation Planning Affect the County and Jurisdictions?

Mitigation Planning is the process used by state, tribal, and local leaders to understand risks from natural hazards and develop long-term strategies that will reduce the impacts of future events on people, property, and the environment.

Is my county required to have a Hazard Mitigation Plan?

The county must have an approved Hazard Mitigation Plan to be eligible to apply for Hazard Mitigation Assistance Grant funds. This plan must include the local jurisdictions as well.

What is the Mitigation Grants Bureau?

The Mitigation Grants Bureau administers the Hazard Mitigation Assistance Grants. Hazard Mitigation Assistance Grant programs enable mitigation measures to be implemented before, during, and after the recovery of a disaster. Mitigation Grant Specialists are responsible for assisting local governments in developing and reviewing Mitigation Grant applications.

EMPG FREQUENTLY ASKED QUESTIONS

Emergency Management Performance Grant

What is EMPG and why are there so many requirements for it?

The Emergency Management Performance Grant (EMPG) is a preparedness grant. Funds must be invested in closing capability gaps identified in the state's most recent Stakeholder Preparedness Review (SPR) and building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA) process and other relevant information sources. All EMPG funded projects must support the priorities determined by the FEMA Regional Administrator, the MEMA Executive Director, and the implementation of NIMs. Projects must align to the building or sustaining of high priority capabilities required to meet the National Preparedness Goal of a secure and resilient nation.



Why are monitoring reports required every quarter?

2CFR §200.329 Monitoring and reporting program performance requires the non-Federal entity to monitor its activities under Federal Awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. The non-federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Reports submitted quarterly must be due no later than 30 calendar days after the reporting period.

How are local allocation amounts determined?

EMPG funding levels are based on available grant funds, a base amount, and a per capita amount. The per capita amount is multiplied by a county's population and then added to a pre-determined base amount.

Emergency Management Performance Grant

Can I get reimbursed for an item without providing an invoice and proof of payment?

No. Failure to submit appropriate documentation for any item(s) where reimbursement is being requested will delay the processing of the reimbursement request. Additionally, copies of invoices and proof of payment submitted for reimbursement must be legible. Any copies submitted which cannot be clearly read and understood will be returned.

Can EMPG funds be used for maintenance fees, repair costs, or contracts for equipment purchased with non-EMPG funds?

No. EMPG funds can only be used to sustain maintenance on equipment purchased using EMPG funds.

If I purchase items on my credit card in June and pay for the purchase in July, when I receive the bill, do I record the expenses in July?

No. Expenses shall be recorded when the liability is actually incurred, not when the payment is made. MEMA defines 'costs incurred' as the time the expenses are invoiced, not when payment is made.



Emergency Management Performance Grant

What if I expend more than my allocation?

Reimbursement amounts will not exceed allocation amounts.

What is the deadline for EMPG requirements?

September 30th

What are the exercise requirements for EMPG?

Participating EMPG counties must conduct one primary and one secondary exercise each year to comply with grant standards.

Why do we have to take courses outside of what the normal Emergency (EMPG) requirements are as shown in the preparedness grant manual?

MEMA is a recipient of EMPG funds and those funds are shared with the local governments. To strengthen capabilities, MEMA passes part of those funds to county governments and additional requirements are set.



BEING PREPARED



Before a disaster strikes, MEMA develops and exercises plans for potential emergency disasters that could impact Mississippi.

MEMA helps prepare local communities with effective planning tools utilizing an all-hazards approach.

The Office of Preparedness offers a wide range of emergency management and first responder training for all levels of government and volunteer organizations. Courses are offered state-wide by a team of preparedness officers instructing in a field environment or a virtual platform.

PLANNING CONSIDERATIONS FOR CRITICAL INFRASTRUCTURE

Critical Infrastructure includes, but not limited to, water and sewer systems, hospitals, long-term care facilities, and dialysis units.

Identify generator needs for critical infrastructure:

- Voltage
- Size
- Amperage (Amps)
- Switch gear on the building
- Must be installed by a certified electrician
- Single-Phase or 3-Phase



Preparedness



What is the registration process to sign up for training courses?

You can view and sign up for MEMA training courses at

www.my.msema.org.

How do I sign up for a FEMA Student Identification Number (SID)?

To obtain a FEMA student identification number, please visit

<https://cdp.dhs.gov/femasid/register>.

Does MEMA offer night and weekend classes?

MEMA instructors can offer night, weekend, and after-hour classes upon request.

Why do we have to take a course that we have already taken?

FEMA reviews and revises course information and distributes those updates to the State Training Officer (STO). The STO passes the revised course information to the local Emergency Manager for situational awareness.



Preparedness

I applied for a FEMA course that was hosted by MEMA through the State Training Officer. I never received my certificate. How do I receive my FEMA certificate or retrieve a duplicate one? Visit the EMI student portal to retrieve duplicate certificates or your transcript.

<https://training.fema.gov/student/sssp.aspx>

Am I able to host classes in my county?

MEMA instructors have pre-identified host locations to instruct courses. However, a local EM Director can request to host a class in his jurisdiction.



If I have a question regarding all- hazard planning, training, exercise, to include Radiological staff responsible for specific areas.

Contact the Office of Preparedness at planning@mema.ms.gov

Is there a minimum number for in-person training?

This number may vary, contact your MEMA Preparedness Regional Director.



ADDITIONAL

FREQUENTLY ASKED QUESTIONS

Mississippi Emergency Management Agency

Where can we send people to get money or help to repair their homes?

Federal financial assistance is available to homeowners ONLY if a federal disaster declaration for Individual Assistance is approved by the President. Renters are not eligible for home repair assistance but may be eligible for other federal assistance. Federal financial assistance is never a guarantee. Homeowners insurance is encouraged. If non-declared, impacted counties who are eligible can apply for DARP assistance. If the country does not have a Long-Term Recovery Committee, residents should be referred to non-profits or the Mississippi VOAD (Voluntary Organizations Active in Disasters).

Can MEMA help individuals get a generator during a sustained power outage?

MEMA cannot provide generators to individuals or reimbursement for the purchase of a generator. To be considered for reimbursement for a generator purchased after a federally declared disaster, there must be an existing medical condition that requires you to have medical equipment/appliances for medical purposes. FEMA will need the following documentation to consider a reimbursement: a copy of the receipt of proof of purchase or rental for the generator, a letter from a physician on letterhead that indicates the required equipment is for medical purposes, and an official letter from the electric company for the power outage.

What should citizens do if they have damage to their homes?

First, take pictures of the damage for documentation purposes. Second, call your insurance provider to file a claim and report the damage on MEMA's CrisisTrack. Depending on the repairs needed, your county emergency management agency could be of assistance. Contact your local EMA for more information.

FAQs



Does MEMA offer any grants for safe rooms? The Individual Safe Room program opens and closes depending on funding. Local governments can apply for Hazard Mitigation Grants for public community safe rooms. For more information, visit MEMA's [Mitigation](#) page. MEMA does not operate or maintain community safe rooms.

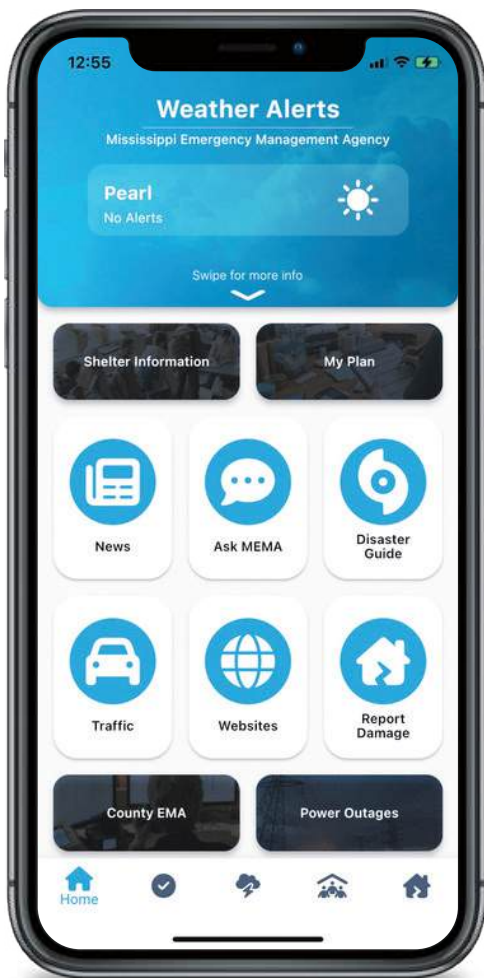
What should people do if FEMA is referring them to fill out an SBA Loan application during a federal disaster declaration? During the FEMA Assistance process, you may be referred to the U.S. Small Business Administration for a potential loan. While your application is being processed, FEMA is evaluating your needs to see if you qualify for home repairs or other FEMA benefits. FEMA will contact you if you qualify for federal benefits. You may be eligible for additional benefits from FEMA by applying for an SBA loan.

Can MEMA help people replace or reimburse for spoiled food during a power outage? MEMA cannot provide reimbursement for food spoiling during a natural disaster. In certain disasters, recipients of benefits under the Supplemental Nutrition Assistance Program (SNAP) could receive replacement benefits. For more information and qualifications for replacement, you should contact your local Mississippi Department of Human Services (MDHS) office.

NOTES

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