



ANDREW M. CUOMO
Governor

JOHN P. MELVILLE
Acting Commissioner, DHSES

KEVIN E. WISELY
Director

**INTRASTATE MUTUAL AID PROGRAM (IMAP)
FREQUENTLY ASKED QUESTIONS**

Q: What is the Intrastate Mutual Aid Program?

A: It is a program created in statute (NYS Executive Law § 29-h) that authorizes local governments to share resources during a local declared state of emergency.

Q: How does my jurisdiction become a participant in the program?

A: By law, all local governments (including school districts and BOCES) are participants in the program.

Q: What if my jurisdiction does not wish to participate in this program?

A: A jurisdiction may opt-out of the program by passing a local resolution stating that the local government does not wish to participate. A copy of the resolution must be submitted to the NYS Division of Homeland Security and Emergency Services for your opt-out to be official.

Q: Am I required to provide aid if I receive a request for assistance pursuant to this program?

A: No! You are not obligated to provide assistance if you receive a request, therefore, there is no disadvantage to remaining a member of the program.

Q: What if I already have mutual aid agreements or plans in place?

A: The IMAP does not supersede or supplant already existing agreements or plans. The purpose of the IMAP is to provide a legal structure for the sharing of resources during an emergency when there is no other agreement or plan in place.

Q: Do I still need to enter into a written agreement for disaster related mutual aid?

A: No, so long as you have properly declared a state of emergency.

Q: When can I request assistance under this program?

A: You may request assistance using the IMAP after you have declared a local state of emergency pursuant to NYS Executive Law § 24, or during a multi-jurisdictional training or exercise.

Q: If I send or request assistance, who is responsible for liability and workers' compensation coverage for personnel?

A: The assisting local government will continue to provide the same liability and workers' compensation coverage for its employees as it would if the employees were providing assistance at home.

Q: If I respond to a request for resources and provide assistance pursuant to an IMAP request, will I be reimbursed?

- A: Yes. The IMAP enabling statute provides that the requesting local government must reimburse the assisting local government for costs associated with its response. (DHSES will be promulgating reimbursement regulations in the future which will provide guidelines for reimbursement.)
- Q: How do I request assistance?
- A: You will need to complete the IMAP request for (form IMAP RF01). In the form you will specify the type of assistance needed and the duration of the mission along with any additional details which may be needed to help potential assisting jurisdictions determine whether or not they can assist.
- Q: Do I need to notify anyone other than potential assisting local governments that I have made a request?
- A: Yes, you must provide a copy of the IMAP RF01 to the county emergency management director. If you need assistance from outside of your county, you must work with the county emergency management director who will facilitate the inter-county request.
- Q: School districts and BOCES are also IMAP participating entities, how do they fit in to the process?
- A: School districts and BOCES pose unique challenges to the IMAP process. Many districts and BOCES cross jurisdictional boundaries (both municipal and county). Furthermore, Superintendents are not considered local chief executives for purposes of NYS Exec. Law § 24 - declaration of a state of emergency. Therefore, should a School District or BOCES need emergency assistance, the Superintendent will need to work with the chief executive in the local jurisdiction where the emergency situation is occurring so that the local chief executive can declare the emergency on behalf of the School District/BOCES, before the Superintendent may request assistance.
- Q: Will there be any training on the IMAP program/process?
- A: Yes. IMAP will be added to the current Tier I, II, & III training curricula.
- Q: Where can I get more information on the IMAP?
- A: Additional information can be found on the DHSES-OEM website here: www.dhSES.ny.gov/oem/imap.