

State of Arizona

The Great Seal of the State of Arizona is a large, circular emblem in the background. It features a central shield with a banner at the top that reads "DITAT DEUS". The shield depicts a Native American figure on the left and a miner on the right, with a cactus and a star in the background. The outer ring of the seal contains the text "GREAT SEAL OF THE STATE OF ARIZONA" and the year "1912" at the bottom, flanked by two stars.

Emergency Response and Recovery Plan

Revised - December 2003

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State of Arizona
EMERGENCY
RESPONSE AND RECOVERY PLAN



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The State of Arizona

EMERGENCY RESPONSE AND RECOVERY PLAN

INSTRUCTIONS FOR USE

HOW TO USE THIS PLAN:

This plan is organized into six interrelated sections:

- \$ The Opening Section, which contains the Table of Contents, Instructions for Use, Record of Changes, Governor's Promulgation Letter and Emergency Support Function (ESF), Matrix;
- \$ The Basic Plan, which outlines the responsibilities of the State of Arizona in any disaster type situation;
- \$ The ESFs, i.e., Functional Annexes which outline the responsibilities of the individual departments and agencies of the State of Arizona, and numerous voluntary and private organizations who have agreed to support state and local governments in their response to and recovery from a disaster;
- \$ The Recovery Annex which establishes the organization and assigns responsibilities required for the state and its political subdivision to recover from an emergency or disaster;
- \$ The Support Annexes, which are specific to a certain area or contain supporting information to either the Basic Plan or ESFs.
- \$ The Incident Annex which addresses the concept of operations and state roles and responsibilities for specific types of incidents, i.e., terrorist activities; and
- \$ The General Information section that contains Acronyms, Definitions, Authorities and References.

The **Basic Plan** is used to provide in-depth emergency management information, broken down by specific activities. It is designed for use prior to an emergency situation, and provides an extensive background for emergency responders and managers, specific to appropriate state agencies. The basic plan establishes the requirement for the appropriate state agency, either primary or support, to establish internal guidelines for the execution of each assigned response and/or recovery task.

The **Emergency Support Functions**, i.e., the functional annexes, are designed to establish at least one department or agency as a Primary Agency for each ESF. In addition to the Primary Agencies, several departments, agencies, volunteer organizations or private enterprises are designated as Support Agencies. The Primary Agencies have the ultimate responsibility for accomplishment of the tasks provided in the ESF and may call upon any or all of the assigned Support Agencies for assistance. Activation of any or all of the ESFs will be at the direction of the Governor or the Director, Arizona Division of Emergency Management (ADEM).

INSTRUCTIONS FOR USE

The Emergency Support Functions – Continued

Both Primary and Support Agencies for each ESF, will prepare Internal Operating Procedures designed to accomplish the tasks designated by the ESF and each organization will be prepared to provide qualified representation in the State Emergency Operation Center on an as needed basis. There are a total of 18 ESFs designated within this Emergency Response and Recovery Plan.

The **Recovery Annex**, located immediately after the Emergency Support Functions, provide the state's concept of operations for recovery activities, assigns agency roles and responsibilities, and identifies how the state will work with local, federal and private organizations to recover from emergencies and disasters.

The **Support Annexes**, located near the back of the plan support either the Basic Plan or the ESFs, and include the following:

- \$ The **Government Relations** support annex is designed to provide information to the state legislature and members of the Arizona Congressional Delegation and to receive specific requests for information from the state legislators and members of the United States Congress.
- \$ The **Donations Management** support annex identifies state agencies and volunteer organizations involved in managing both cash and non-cash donations, and their respective roles.
- \$ The **Financial Management** support annex provides basic financial management guidance to the ADEM and other state departments and agencies which respond under the provision of this response and recovery plan to ensure that funds are provided expeditiously, and that financial operations are conducted in accordance with established state policies, regulations and standards.
- \$ The **Emergency Public Information** support annex provides guidance and direction for rapidly disseminating Emergency Public Information in support of the State of Arizona's governmental response to a natural or man caused disaster, or other emergency condition.

The **Incident Annex** focuses on specific types of incidents. The Terrorism Incident Annex is in this section.

The **General Information** section that includes:

- \$ The **Glossary of Acronyms and Definitions** that serves as a reference to special terms used throughout the plan.
- \$ The **Authorities and References** provides citations to both state and federal documents that govern how the emergency management program is designed to work.

INSTRUCTIONS FOR USE

Many sections within this plan are designed to be used concurrently during disasters. The Primary and Support Agencies will benefit most from this plan if the appropriate personnel are familiar with its contents, and have established Internal Operating Procedures.

CORRECTIONS/ADDITIONS/UPDATES TO PLAN:

Corrections/additions/updates to this plan will be available through the ADEM Web-site. See title page for the Web address.

State of Arizona
EMERGENCY RESPONSE AND RECOVERY PLAN

RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Change Made By (Signature)
Initial Release	03/04/04	03/04/04	<i>Karen V. Parker</i>

**EXECUTIVE ORDER NO. 2004-05
ADOPTION OF REVISED ARIZONA
EMERGENCY RESPONSE AND RECOVERY PLAN**

WHEREAS, Arizona Revised Statutes, Chapter 2 - Emergency Management, Article 1, Section 26-301 through 26-318 outline certain responsibilities and authorities for disaster preparedness, response, recovery and mitigation; and

WHEREAS, in accordance with A.R.S. §26-305, there is established in the Department of Emergency and Military Affairs, the Division of Emergency Management which is administered by the Department under the authority of the Adjutant General, subject to powers vested in the Governor as provided by law; and

WHEREAS, the Adjutant General has delegated the responsibility to the Director of the Arizona Division of Emergency Management to prepare for and coordinate those emergency management activities that may be required to reduce the impact of disaster on persons or property; and

WHEREAS, in accordance with this responsibility, the Director of the Arizona Division of Emergency Management has reviewed the current state emergency operations plan and has recommended that a revised State of Arizona Emergency Response and Recovery Plan, the "revised plan" be adopted by the Governor; and

WHEREAS, state agencies play a vital role in emergency and disaster preparedness, response, recovery and mitigation activities; and

WHEREAS, significant organizational and procedural changes have occurred in numerous federal, state and local governments to prevent and prepare for potential domestic or international acts of terrorism within the state.

NOW, THEREFORE, I, JANET NAPOLITANO, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and the laws of this state, do hereby order the adoption of and adherence to the revised plan, and direct the following:

1. The Director of the Arizona Division of Emergency Management shall update this revised plan periodically and test the quality of the plan through exercises.
 - a. This plan shall be implemented upon the activation of the State of Arizona Emergency Operations Center.
 - b. The plan shall prescribe the rules and regulations for emergency and disaster operations anywhere in the State of Arizona.
 - c. Each state agency assigned a primary or secondary responsibility in the plan shall prepare implementing procedures that describe provisions for carrying out the various emergency functions in the revised plan.
 - d. Each state agency shall participate in an annual review and update of the revised plan and implementing agency procedures.
2. The Director of the Arizona Division of Emergency Management is authorized to activate and deactivate the State of Arizona Emergency Operations Center and to exercise overall direction and control of state emergency or disaster operations.
 - a. The Director of the Arizona Division of Emergency Management shall maintain at all times the necessary materials, including contact lists for all possible responders in the State Emergency Operations Center to effectively respond to statewide emergency and disaster situations and/or terrorist incidents.

- b. The Director of the Arizona Division of Emergency Management shall keep records of each disaster response as it occurs, tracking missions assigned and completed, for use during the response effort and review afterward.
 - c. The Director of the Arizona Division of Emergency shall formally critique the response coordination efforts and produce after-action reports that identify areas needing improvement during the response effort.
- 3. Each state agency shall appoint an emergency coordinator and an alternate to act on behalf of the agency during an emergency or disaster, and shall furnish the name and contact telephone numbers to the Director of the Arizona Division of Emergency Management. Each state agency shall also:
 - a. Staff the Arizona Emergency Operations Center with personnel during training exercises relevant to the agency and during emergencies and disasters as requested by the Director of the Arizona Division of Emergency Management.
 - b. Maintain and operate a 24-hour response capability when the revised plan is activated.
 - c. Maintain logs, records and reporting systems required by state and federal disaster assistance laws, rules and regulations.
- 4. All other state agencies not assigned a primary or support role in this plan shall carry out whatever duties or services may be specified or directed by the Governor.
- 5. This plan supersedes the State of Arizona Emergency Response and Recovery Plan (SERRP) dated February, 1998, and subsequent revisions, which shall be destroyed.
- 6. Executive Order 98-1 (February, 1998) is hereby rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.

GOVERNOR



DONE at the Capitol in Phoenix this 25th day of February in the Year of Our Lord Two Thousand and Four and of the Independence of the United States the Two Hundred and Twenty Eighth.

ATTEST:



SECRETARY OF STATE



AGENCY	SERRP ROLES & RESPONSIBILITIES MATRIX (Primary Role Function in BOLD-type)							
ACC	ESF 12	DI		ESF 3	ESF 5	ESF 7	ESF 10	GR-A1
ADA	ESF 6-A2	DI	FAD	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8
	ESF 8-A2	ESF 10	ESF 11	ESF 18	RA	GR-A1	TI	TI - A1
ADC	ESF 12		ESF 5	ESF 7	RA	DI	GR-A1	TI - A1
ADE	ESF 11		ESF 5		GR-A1			
ADEQ	ESF 10	ESF 3	ESF 4	ESF 5	ESF 6-A2	ESF 7	ESF 8	ESF 8-A2
	ESF 8-A5	ESF 18	RA	TI	TI - A1	FAD	DI	GR-A1
ADES	ESF 6-A1	ESF 5	ESF 11	RA	GR-A1	CR	PI	TI - A1
ADHS	ESF 2-A1	ESF 6-A1	ESF 6-A2	ESF 8	ESF 8-A2	ESF 8-A3	ESF 8-A4	TI - A1
	PI		ESF 3	ESF 4	ESF 4-A1	ESF 5	ESF 6	ESF 7
	ESF 8-A5	ESF 9	ESF 10	ESF 11	ESF 14	ESF 15	ESF 18	
	RA	GR-A1	CR	DI	FAD	TI		
ADOA	TI - A2		ESF 1	ESF 4	ESF 5	ESF 7	ESF 9	ESF 10
	ESF 12	ESF 13	ESF 13-A1		RA	DM	GR-A1	TI-A1
ADOC	ESF 4	ESF 4-A1	ESF 5	ESF 7	ESF 13	ESF 13-A1	ESF 18	GR-A1
ADOT	ESF 1	ESF 3	ESF 10		ESF 4	ESF 4-A1	ESF 5	ESF 6
	ESF 6-A2	ESF 7	ESF 8-A5	ESF 9	ESF 11	ESF 13-A1	ESF 15	ESF 16
	ESF 18		RA	DM	GR-A1	FAD	TI	TI - A1
ADWR	DI		ESF 2	ESF 2-A1	ESF 3	ESF 5	ESF 7	ESF 8-A5
	ESF 12	ESF 18		RA	GR-A1	FAD		
ARRA	ESF 10	ESF 18	ESF 2-A1	ESF 5	ESF 7	ESF 8	ESF 8-A5	TI
ASLD	ESF 4	ESF 4-A1	LM	DI		ESF 1	ESF 2	ESF 5
	ESF 7	ESF 9	ESF 10		RA	GR-A1	FAD	
ASMI	ESF 5	ESF 10	GR-A1					
ASP	ESF 1	ESF 5	ESF 7	ESF 13	ESF 16		RA	GR-A1

AGENCY	SERRP ROLES & RESPONSIBILITIES MATRIX (Primary Role Function in BOLD-type) - Continued							

ASU	ESF 10	ESF 13	ESF 13-A1					

AZGFD	ESF 2-A1	ESF 4	ESF 4-A1	ESF 5	ESF 6-A2	ESF 7	ESF 10	ESF 13
	ESF 13-A1	ESF 16	ESF 18	GR-A1	RA	DI	FAD	TI - A1

AZSERC	ESF 2-A1	ESF 10		TI				

DEMA	ESF 2	ESF 2-A1	ESF 4	ESF 5	ESF 6	ESF 6-A2	ESF 8	ESF 8-A1
	ESF 8-A3	ESF 8-A4	ESF 8-A5	ESF 9	ESF 16	ESF 17	ESF 18	
	RA	RA-A1		CR	DI	DM	TI - A1	TI - A2
	ESF 1	ESF 3	ESF 4-A1	ESF 6-A1	ESF 10	ESF 11	ESF 12	ESF 13
	ESF 13-A1	ESF 14	ESF 15		FAD	PI	TI	GR-A1

DBFS	ESF 4	ESF 4-A1	ESF 5	ESF 7	ESF 9	ESF 10	RA	GR-A1

DPS	ESF 2-A1	ESF 10	ESF 13	ESF 13-A1	ESF 15	TI	TI - A1	TI - A2
		ESF 2	ESF 4	ESF 4-A1	ESF 5	ESF 6	ESF 7	
	ESF 8	ESF 8-A4	ESF 8-A5	ESF 9	ESF 14	ESF 18	ESF 14	ESF 16
	RA	DM	GR-A1	FAD	PI			

GITA	TI - A2		ESF 5		GR-A1			

ICA	ESF 5	ESF 10		GR-A1				

OAG	ESF 5	ESF 10	ESF 13		RA	GR-A1	FAD	PI
	TI	TI - A1	TI - A2					

OOG	TI - A2		ESF 5		GR-A1	PI	TI - A1	

ROC	ESF 5		RA	CR	GR-A1			

SPCC	ESF 10		GR-A1					

UA	ESF 6-A2	ESF 13	ESF 13-A1		FAD	GR-A1		

ANNEX	SERRP ROLES & RESPONSIBILITIES MATRIX (Primary Agency(s) in BOLD-type)									

Emergency Support Functions

ESF 1	ADOT	ADEM	ADOA	ASLD	ASP					
ESF 2	ADEM	CAP	RACES	ADOT	ADWR	ASLD	AZGFD	OHS		MARS
ESF 2 - A1	ADEM	DPS	ADHS	ADA	ADEQ	ADWR	ARRA	AZSERC		
ESF 3	ADOT	ACC	ADEM	ADEQ	ADHS	ADWR	DEMA			
ESF 4	ADEM	ASLD	ADA	ADEQ	ADHS	ADOA	ADOC	ADOT	AZGFD	DBFS
	DPS			CEM		ARC	AzVOAD	SILC	TSA	
ESF 4-A1	ASLD	ADEM	ADEQ	ADHS	ADOC	ADOT	ADWR	AZGFD	DBFS	DEMA
	DPS		ARC	AzVOAD	SILC	TSA				
ESF 5	ADEM	ACC	ADA	ADC	ADE	ADEQ	ADES	ADHS	ADOA	ADOR
	ADOT	ADWR	AGS	ARRA	ASLD	ASMI	ASP	AZGFD	DBFS	DEMA
	DPS	GITA	ICA	OAG	OOG	ARC	AzVOAD	CAP	TSA	SILC
ESF 6	ADEM	ARC	ADA	ADHS	ADOT	DPS	AzVOAD	TSA	CERT	CEM
ESF 6-A1	ADES	OAG	ADEM			SILC		CEM		
ESF 6-A2	ADA	ADEM	ADHS	ADEQ	ADWR	AZGFD	DEMA	UA		
	AHS	SILC	SPCA	TSA		CEM	CAC	CHS	CPH	
ESF 7	ADEM	ACC	ADA	ADC	ADEQ	ADHS	ADOA	ADOT	ADWR	ARRA
	ASLD	ASP	AZGFD	DBFS	DEMA	DPS	AzVOAD	ARC	TSA	CEM
ESF 8	ADHS	ADEM		ADA	ADEQ	ARRA	DEMA	DPS		
		ARC	AzVOAD	SILC			CEM	CPH	MMRS	
ESF 8 - A1	ADEM									
ESF 8 - A2	ADHS	ADA	ADEM	ADEQ	CERT	SILC	AzVOAD	CPH	CEM	MMRS
ESF 8 - A3	ADHS	ADEM		ARC		CPH				
ESF 8 - A4	ADHS	ADEM	DEMA	DPS	ARC	CERT	AzVOAD	SILC	CEM	MMRS

ANNEX	SERRP ROLES & RESPONSIBILITIES MATRIX (Primary Agency(s) in BOLD-type)									

Emergency Support Functions - Continued

ESF 8 - A5	ADEM		ADEQ	ADHS	ADOT	ARRA	DEMA	DPS		
	ARC	CERT	AzVOAD	GCIL		CEM	CPH	CSO		

ESF 9	ADEM	PFD-AZTF#1	ADHS	ADOA	ADOT	DEMA	DPS			CAP

ESF 10	ADEQ	DPS	ACC	ARRA	ADOT		ADA	ADEM	ADHS	ADOA
	ASLD	ASU	AZGFD	AZSERC	DBFS	DEMA	ICA	OAG	PCC	SPCC
	ARC									

ESF 11	ADE	ARC	AzVOAD	AAFB	TSA	ADA	ADEM	ADES	ADHS	ADOT
	DEMA						GCIL			

ESF 12	ADC	ACC		ADEM	ADOR	ADWR	DEMA		CEM	

ESF 13	DPS		ADEM	ADOA	ADOC	ASP	ASU	AZGFD	DEMA	NAU
	OAG	UA								

ESF 13-A1	DPS		ADEM	ADOA	ADOC	ASP	ASU	AZGFD	DEMA	NAU
	UA									

ESF 14	MCME		ADEM	ADHS	DPS		GCIL		CME	CPH

ESF 15	DPS	ADEM	ADHS	ADOT	DEMA	CME	ARC	AzVOAD	TSA	GCIL

ESF 16	ADEM		ADOT	ASP	AZGFD	DEMA	DPS		CAP	

ESF 17	ADEM	DPC								

ESF 18	ADEM	ARRA	MCDEM		ADA	ADEQ	ADHS	ADOC	ADOT	ADWR
	AZGFD	DEMA	DPS	MCES	MCPHD	MCDOT	MCSO		ARC	RACES

Support Annexes

RA	ADEM			ACIA	ADA	ADC	ADE	ADEQ	ADES	ADHS
	ADOA	ADOI	ADOT	ADRE	ADWR		ASLD	ASP	AZGFD	DBFS
	DPS	OAG	ROC				ARC	AzVOAD	TSA	

CR	ADEM		ADES	ADHS	ROC	ROC				

ANNEX	SERRP ROLES & RESPONSIBILITIES MATRIX (Primary Agency(s) in BOLD-type)									

Support Annexes - Continued

DM	ADEM	TSA	AzVOAD		ADOA		CEM		ARC	

EPI	Concept of Operations Only									

EPI-A1	Concept of Operations Only									

FM	Concept of Operations Only									

GR	Concept of Operations Only									

GR-A1	ADEM		ACC	ACIA	ADA	ADC	ADE	ADEQ	ADES	ADHS
	ADOA	ADOC	ADOI	ADOR	ADOT	ADRE	ADWR	AGS		ARRA
	ASLD	ASMI	ASP	AZGFD	DBFS	DEMA	DPS	ICA	OAG	OAG
	OHS	OOG	ROC							

LM	Concept of Operations Only									

SH	Concept of Operations Only									

Incident Annexes

DI	ADEM	ADWR	ADA	ASLD	ACC		ADC	ADEQ	ADHS	ADRE
	AZGFD	WIFA			CEM	CPH				

FAD	ADA		ADEM	ADEQ	ADHS	ADOT	ADWR	ASLD	AZGFD	DEMA
	DPS	OAG	UA		CEM	CPW	CSO			

PI	ADHS		ADEM	ADES	DEMA	DPS	OAG	OOG	CEM	CPH

TI	DPS		ADA	ADEM	ADEQ	ADHS	ADOT	ARRA	AZSERC	DEMA
	OAG	OHS	TERC		CEM	CPH	CSO			

TI-A1	ADEM	ADHS	DPS		ADA	ADEQ	ADES	ADOT	AZGFD	DEMA
	OAG	OOG		CEM	CPH	CSO				

TI-A2	ADOA	ADEM	DPS	GITA	OOG		OAG			

State of Arizona



Emergency Response and Recovery Plan



I. INTRODUCTION

The State of Arizona, in accordance with Arizona Revised Statutes (ARS), Title 26, Chapter 2, Article 1, is required to prepare to respond to emergencies/disasters in order to save lives and protect public health and property.

The State of Arizona Emergency Response and Recovery Plan (SERRP) addresses the consequences of any emergency, disaster or incident in which there is a need for state resources in providing preparedness, response and recovery assistance. It is applicable to natural disasters such as floods, heat and earthquakes, technological emergencies involving hazardous material releases, and other natural or human-caused incidents, including acts of terrorism requiring state assistance, guidance and/or recovery funding.

The SERRP describes the methods the state will use to mobilize resources and conduct response and recovery activities. It uses a functional approach to group the types of assistance under eighteen (18) Emergency Support Functions (ESF's). Each ESF is lead by one or more primary agencies, which have been selected based on their authorities, resources and capabilities. Other agencies have been designated as support agencies for one or more ESF(s) based on their resources and capabilities to support the functional areas. The ESF's serve as the primary mechanism through which state response and recovery assistance will be provided. State assistance will be provided under the coordination of the State Coordinating Officer (SCO). The Director of the Arizona Division of Emergency Management (ADEM) is the designated SCO.

The SERRP serves as the foundation for the development of detailed state agency plans and procedures to implement response activities in a timely and efficient manner. The SERRP may also be used as a model in the development and maintenance of local and county Emergency Operations Plans.

A. Purpose

1. Establish the state emergency response and recovery organization for emergencies/disasters/terrorist incidents.
2. Describe state response to and recovery from any emergency/disaster or act of terrorism.
3. Describe the organization, assign responsibilities and provide planning guidance to state agencies for disaster response/recovery.
4. Provide a fundamental document to test the states' disaster preparedness capabilities and the effectiveness of this plan.

Basic Plan

I. INTRODUCTION – CONT

A. Purpose – Cont

5. Describe state/federal/private programs for individual and public disaster assistance.
6. Describe the purpose of the Disaster Prevention Council.

B. Scope

1. This SERRP applies to all state agencies which are tasked to provide response and recovery assistance. It describes state actions to be taken in providing immediate response assistance.
2. County government applies to any of the 15 identified counties within the state. Local government means any incorporated community, unincorporated community and special district located within the counties. Tribal government refers to any of the 21 federally recognized tribal nations located within the State of Arizona.
3. Emergency response assistance includes those actions and activities that save lives, protect public health and safety, and protect property. The identified actions and activities in this plan, carried out under the ESFs, are based on existing state and federal statutory authorities or specific functional mission assignments made under the provisions of PL 93-288, as amended; Title 26, Chapter 2, as amended; and as identified in the ESF Annexes to this plan.
4. This SERRP addresses state/federal recovery assistance programs. Recovery activities may be conducted concurrently with response activities.
5. An emergency/disaster may result in a situation that affects the national security of the United States. For those instances, appropriate security authorities and procedures will be utilized to address national security requirements.
6. Any act or suspected act of terrorism utilizing weapons of mass destruction (WMD) will require coordination with federal Homeland Security agencies.

C. Organization

This SERRP consists of the following:

1. **The Basic Plan** provides an overview of the purpose, scope, situation and concept of operations of generic state response activity.

Basic Plan

I. INTRODUCTION – CONT

C. Organization – Cont

2. **The Functional Annexes** to the Basic Plan are identified as Emergency Support Functions (ESFs) and a Recovery Function (RF). Each ESF describes the policies, situation, planning assumptions, concept of operations and responsibilities for the identified primary and support response organizations. The RF Annex identifies state, county/local, voluntary and private organizations involved in performing recovery operation activities and describes their respective roles and responsibilities.
3. **The Appendices to the Functional Annexes/ESFs** describe supplemental and/or complementary response activities associated with the mission(s) of the parent ESF.
4. **The Support Annexes** to the Basic Plan describe the functional areas of Financial Management, Logistics Management, Donations Management, Occupational Safety & Health, Emergency Public Information, Community Relations Support and Government Relations in support of a state or federally declared disaster.
5. **Incident Annexes** address specific types of incidents, including Terrorism, Drought, and Foreign Animal Disease.
6. **General Information** includes acronyms, definitions, authorities and references.

II. POLICIES

A. Authorities

1. Under ARS §26-303, the Governor may direct any state agency to utilize its authorities and resources.
2. Response by state agencies to lifesaving and life protecting requirements under this plan has precedence over other state response activities, except where national security implications are determined to be of a higher priority. Support from agencies will be provided to the extent that it does not conflict with other emergency missions that an agency is required to perform.
3. This plan does not supplant the existing authority for the state Nuclear Emergency Plan as outlined in ARS §26-305.0.1. ESF #18 outlines this plan.

Basic Plan

II. POLICIES – CONT

B. Assignments

This plan provides standing mission assignments to designated agencies with primary and support responsibilities. State agencies designated as primary agencies serve under the State Coordinating Officer (SCO) in accomplishing the ESF missions. Upon activation of an ESF, a primary agency is authorized in coordination with the SCO to initiate and continue actions to carry out the ESF missions. This may include tasking of designated support agencies to carry out assigned ESF missions.

C. Response Requirements

State assistance provided under ARS §26-303 supplements local/county government response efforts upon request. ESF Primary Agencies (ESFPA) will coordinate with the SCO and the affected local/county government to identify specific response requirements and will provide state response assistance based on identified priorities.

D. Resource Coordination

1. Each ESFPA will provide resources using its authorities and capabilities, in coordination with other support agencies. ESF agencies will allocate available resources based on identified priorities. If resources are not available within local/county government, the ESFPA will seek to provide them from a primary or support agency. If the resource is unavailable from an ESFPA, the requirement will be forwarded to the State Emergency Operations Center (SEOC) Logistics Group for further action.
2. If a conflict of priorities develops as a result of more than one agency needing the same resource, the affected agencies will work directly with the SCO toward achieving resolution. If the SCO cannot resolve the conflict, the matter will be referred to the State Emergency Council for final resolution. The SEOC will serve as a central information source regarding availability of resources.

E. Recovery Operations

The SCO is responsible for coordinating recovery activities. Recovery operations will be initiated based on the availability of resources that do not conflict with response operations.

F. Operating Facilities

Several operating facilities have been identified to facilitate the movement and utilization of personnel and resources within the state.

1. Single support facilities, (e.g., casualty collection points), are used primarily to support the operations of a single ESF.

Basic Plan

II. POLICIES – CONT

F. Operating Facilities – Cont

2. Multiple support facilities used to support the operations of several ESFs and may include the following:
 - a. **SEOC** is maintained by ADEM to coordinate state response. The SEOC is staffed with ADEM personnel and representatives from the ESF primary agencies. It serves as the initial point-of-contact for affected local and county governments, state response agencies, the national Emergency Support Team (EST) and other federal responding agencies. In the event the SEOC becomes inoperable or uninhabitable, an alternate SEOC has been established at Prescott, Arizona.
 - b. **Point of Departure (POD)** is a designated location (normally an SEOC or ESFPA operating location) outside a disaster-affected area from which response personnel and resources will deploy to a disaster area.
 - c. **Point of Arrival (POA)** is the designated location (usually an airport) near the disaster area where incoming staff, supplies and equipment are to be directed. Upon arrival, personnel and resources are dispatched to the Disaster Field Office (DFO), a Mobilization Center (MC), Staging Area (SA), or directly to a disaster site. The following airports/military installations located within the state can handle large cargo and passenger type aircraft. One or more of these sites will normally be designated as the POA. Numerous smaller airfields which handle smaller cargo and passenger type aircraft are located throughout the state and could be designated as Assembly Points (AP) or Base Camps (BC).
 - (1) **Sky Harbor International Airport, Phoenix** can handle any cargo/passenger type aircraft up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.
 - (2) **Luke Air Force Base, Glendale** can handle any cargo/passenger type aircraft, up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.
 - (3) **Tucson International Airport, Tucson** can handle cargo/passenger type aircraft, up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.

Basic Plan

II. POLICIES – CONT

F. Operating Facilities – Cont

2. Multiple support facilities ... - Cont

c. Point of Arrival (POA) – Cont

- (4) **Davis-Monthan Air Force Base, Tucson** can handle cargo/passenger type aircraft, up to and including the C-5. Numerous facilities are available for storage. Cargo handling equipment and personnel are readily available.
- (5) **Marine Corps Air Station, Yuma (Yuma International Airport)** can handle any cargo/passenger type aircraft up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.
- (6) **Libby Army Air Field, Fort Huachuca** can handle cargo/passenger type aircraft up to and including the C-5. Cargo handling equipment and personnel are readily available.
- (7) **Marana National Guard Base (Pinal Air Park), Marana** can handle cargo/passenger type aircraft up to and including the C-5. Some facilities are available for storage. Cargo handling equipment and personnel are normally available.
- (8) **Kingman Airport, Kingman** can handle cargo/passenger type aircraft up to and including the C-141. Limited storage space is available. Cargo handling equipment and personnel can be made available.
- (9) **Bullhead City/Laughlin Airport, Bullhead City** can handle cargo/passenger type aircraft up to and including the C-141. Limited storage space is available. Cargo handling equipment and personnel are available.

d. **Arrival Point (AP)** is the designated location near the emergency/disaster area where incoming personnel register, receive orientation regarding the emergency/disaster situation and are assigned to a specific duty station. The AP could be located at the POA or the DFO.

e. **MC** is the designated location at which response personnel and resources are received from the POA and pre-positioned for deployment to a local staging area or directly to an incident site. An MC also provides temporary support services, such as food and loading, for response personnel prior to their deployment. MCs will normally be set up at the POA. Responsibility for the MC will be either state or local government, dependent upon location.

Basic Plan

II. POLICIES – CONT

F. Operating Facilities – Cont

2. Multiple support facilities ... - Cont

- f. **Staging Area (SA)** is the facility at the local level near the emergency/disaster site where personnel and equipment are assembled for immediate deployment to an operational site. Responsibility for designation and operation of the SA belongs to county or community government.
- g. **BC** is a designated location under local or state control within the disaster area. It is equipped and staffed to provide sleeping facilities, food, water and sanitary services to response personnel. Under most circumstances county or community government will organize and provide the BC.
- h. **Disaster Field Office (DFO)** is the primary location for the coordination of state/federal response and recovery operations. It houses the Federal Coordinating Officer (FCO) and staff comprising the Emergency Response Team (ERT). It will operate with a schedule sufficient to sustain the state and federal operations. Except where facilities do not permit, the FCO will be co-located with the SCO at the DFO. The DFO will normally be a leased/rented facility within reasonable proximity to ADEM. Normally, the Advance Emergency Response Team (AERT) will assume the responsibility for procurement/equipage of the DFO.

G. Multi-County Response

One or more emergencies/disasters may affect a number of counties and communities concurrently. In those instances, state government will conduct multi-county response operations for each declared county. A liaison will be appointed to coordinate the specific requirements for response and recovery within that county. Under multiple county declarations, ESF agencies will be required to coordinate the provision of resources to support the operations of all of the declared counties.

H. Donations

- 1. State government encourages financial contributions to private nonprofit voluntary organizations involved in disaster relief, rather than the specific donation of clothing, food and other goods. Should goods or services be offered, the state will coordinate the transportation and distribution of only those donations it accepts for use. To facilitate this policy, the state will issue appropriate press releases in conjunction with The Salvation Army (TSA) and the Arizona Voluntary Organizations Active in Disaster (AzVOAD) to establish a central phone number (or tie in with the FEMA toll-free number established for this purpose) for handling donations inquiries and set up a database for recording offers of goods and volunteers.

Basic Plan

II. POLICIES – CONT

H. Donations – Cont

2. A State Donations Liaison will be designated by the Director, ADEM, to work with TSA, AzVOAD and the Emergency Support Function Primary Agency(s) (ESFPA) in managing donations. ADEM and TSA will ensure that a database is made available to the ESFs to identify needed goods and services or to respond to offers of goods and services. Should an ESFPA wish to take advantage of the offer of donated items/service, that ESFPA will be responsible for contacting the potential donor and arranging for the receipt, transport and distribution or acquisition of the donated items or service.
3. Further information on the donation of goods and services can be found in the Donations Management support annex.
4. The Emergency Response Fund, established under ARS §26-352, may accept donations to support hazardous materials emergency management activities. Contributions may be made through ADEM (ARS §26-343.G).

I. Non-liability

1. Under ARS §26-314 the state and its political subdivisions will not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform, a discretionary function or duty on the part of the state or its political subdivisions or any employee of this state or its political subdivisions, excepting willful misconduct, gross negligence or bad faith of any such employee, in carrying out the provisions of this chapter. This statute also covers volunteers and employees of another state rendering aid in this state.
2. Under ARS §26-353 a licensed, certified or authorized emergency responder and its employees at the scene of an emergency, when the emergency response is provided in good faith, have the immunities provided in ARS §26-314 in carrying out the provisions of this article. The immunities provided in ARS §26-314, also apply to governmental entities, multi-jurisdictional planning organizations that encompass each district, members of each local emergency planning committee and their support personnel in carrying out the provisions of this article.

J. Mutual Aid

1. ARS §26-309 establishes the following provisions for mutual aid:
 - a. The purpose of this law is to facilitate the rendering of aid to persons or property in areas within the state stricken by an emergency and to make unnecessary the execution of written agreements in times of emergency. Any emergency plans duly adopted and approved satisfy the requirement for mutual aid agreements.

Basic Plan

II. POLICIES – CONT

J. Mutual Aid – Cont

1. ARS §26-309 establishes ... Cont
 - b. During an emergency, if the need arises for outside aid in any county, city or town, such aid may be rendered in accordance with approved emergency plans.
 - c. The Governor may, on behalf of this state, enter into reciprocal aid agreements or compacts, mutual aid plans or other interstate arrangements for the protection of life and property with other states and the federal government. Such mutual aid arrangements may include the furnishing of supplies, equipment, facilities, personnel and services.
2. Arizona is signatory to the Southwestern Interstate Compact which is a mutual aid compact among the following states:
 - a. Arizona
 - b. New Mexico
 - c. Nevada
 - d. Colorado
 - e. Utah
3. ADEM sponsors the County Master Mutual Aid Agreement, which the majority of the counties have subscribed to.
4. Arizona is signatory to the national Emergency Management Assistance Compact (EMAC) and will respond in accordance with the directives outlined in ARS §26-402.
5. ADEM has entered into a memorandum of understanding with the Arizona Fire Chiefs Association (AFCA) to coordinate fire service resources.

K. Financial Management

Under ARS §35-192:

1. Paragraph A. The Governor may declare an emergency arising from such major disasters as provided in this section and incur liabilities therefore, regardless of whether or not the legislature is in session.
2. Paragraph F. All liabilities incurred under the provisions of this section will be subject to the following limitations:
 - a. Paragraph F.1. No liability will be incurred against the monies authorized without the approval of the Governor or the Adjutant General of the Department of Emergency and Military Affairs pursuant to section ARS §26-303, subsection H, for each contingency or emergency.

Basic Plan

II. POLICIES – CONT

K. Financial Management – Cont

2. Paragraph F. - Cont
 - b. Paragraph F.2. Incurring of liabilities in excess of two hundred thousand dollars in any single disaster or emergency will not be made without consent of a majority of the members of the State Emergency Council.
 - c. Paragraph F.3. The aggregate amount of all liabilities incurred under the provisions of this section will not exceed four million dollars for any fiscal year beginning July 1 through June 30. Monies authorized for disaster and emergencies in prior fiscal years may be used in subsequent fiscal years only for the disaster or emergency for which they were authorized. Monies authorized for disasters and emergencies in prior fiscal years, and expended in subsequent fiscal years for the disaster or emergency for which they were authorized, apply toward the four million dollar liability limit for the fiscal year in which they were authorized.
3. Paragraph H.2. of ARS §26-303, authorizes the Adjutant General of the Department of Emergency and Military Affairs, with authorization by the Governor, to incur obligations of up to twenty thousand dollars for each emergency or disaster contingency. Claims are payable as though a state of emergency had been proclaimed.
4. Further information regarding financial management is available in the Financial Management Annex to this plan.

L. Emergency Public Information

1. Emergency public information activities will be undertaken to ensure the coordinated, timely and accurate release of a wide range of information to the news media and to the public about disaster related activities. These activities will be carried out from the SEOC or from the Joint Emergency News Center (JENC). They will be staffed with federal (in the event of an Emergency or Major Disaster declaration by the President), state, local and volunteer organizations and in some instances commercial public information representatives. Information intended for the news media and the public will be coordinated prior to release with the FCO/SCO, other state/federal agencies and local officials.
2. Procedures regarding emergency public information are described in the Emergency Public Information support annex.

Basic Plan

II. POLICIES – CONT

M. Government Relations

1. A government relations liaison will be established to provide information to members of the state legislature and to respond to questions, concerns and problems raised by their constituents. These activities will be managed by the Government Liaison Officer (GLO) who will be supported by legislative liaison personnel from state agencies involved in the response.
2. Information to be released to legislative offices and constituents will be coordinated among participating state agencies and with local officials, as appropriate, prior to release.
3. Procedures regarding legislative liaison are described in the Government Relations support annex.

N. After-Action Reports

Following state response to an emergency/disaster, ADEM will coordinate the preparation of an after-action report documenting the state response effort. Within seven workdays following the termination of a declared disaster, each state agency involved in the response effort will provide ADEM with an after-action report outlining that agency's involvement in the disaster.

III. SITUATION AND ASSUMPTIONS

A. Disaster Condition

1. An emergency/disaster or terrorist incident may overwhelm the capabilities of local government to provide a timely and effective response. For example, the occurrence of a catastrophic earthquake in a high-risk, high population area will cause casualties, property loss, a disruption of normal life support systems and impact the regional economic, physical and social infrastructures.
2. An emergency/disaster or terrorist incident has the potential to cause substantial health and medical problems, with the possibility of hundreds of deaths or injuries, depending on factors such as time of occurrence, severity of impact, existing weather conditions, area demographics and the nature of local building construction. Deaths and injuries could occur from the collapse of manmade structures and collateral events, such as fires and mudslides.
3. An emergency/disaster or terrorist incident may cause significant damage to the economic and physical infrastructure. An earthquake may trigger fires, floods or other events that will multiply property losses and hinder the immediate response effort. An earthquake or catastrophic dam failure may significantly damage or destroy highway, airport, railway, communications, water, waste disposal, electrical power, natural gas and petroleum transmission systems.

Basic Plan

III. SITUATION AND ASSUMPTIONS – CONT

B. Planning Assumptions

1. An unforeseen emergency/disaster, such as an earthquake or terrorist incident may occur with little or no warning and produce maximum casualties and widespread damage. This plan assumes that the response capability of the affected local government will be quickly overwhelmed.
2. The large number of casualties and/or the significant damage to buildings, structures and the basic infrastructure will necessitate state and possibly federal government assistance to support local authorities in conducting lifesaving and life-support efforts.
3. As the result of persons being injured and others being trapped in damaged or destroyed structures, the likelihood of a significant number of deaths will require the immediate response of county, state and federal search and rescue personnel, medical personnel, and supplies and equipment to minimize deaths and injuries.
4. State agencies may need to respond on short notice to provide effective and timely assistance to local governments. This plan designates pre-assigned missions for state agencies to expedite the provision of response assistance to save lives, alleviate suffering and protect property.

C. Disaster Declaration Process

1. The provisions of this plan are applicable to all emergencies/disasters that require a proclamation of a State of Emergency by the Governor or in his/her absence, the State Emergency Council. State and local emergency/disaster activities and requests for disaster assistance will be made in accordance with the following procedures:
 - a. **Town/City Government**
 - (1) Emergency response agencies from town/city government will respond to an emergency/disaster within their corporate limits, coordinate activities in accordance with their standard operating procedures (SOP), emergency operations plan and mutual aid agreements.
 - (2) When an emergency/disaster situation is, or is likely to be, beyond the scope of control of the town/city and the combined efforts of the county, town/city and possibly the state are considered essential for an effective response/recovery, the mayor, or town/city council of an incorporated city/town may proclaim a Local Emergency. The Local Emergency proclamation should be forwarded to the county emergency services/management director in an expedient manner, i.e., voice followed by hard copy.

Basic Plan

III. SITUATION AND ASSUMPTIONS – CONT

C. Disaster Declaration Process – Cont

a. Town/City Government – Cont

- (3) When a Local Emergency has been proclaimed, the mayor will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the town/city, including but not limited to:
 - (a) Imposing curfews in all or portions of the town/city;
 - (b) Ordering the closure of any business;
 - (c) Closing to public access any public building, street or other public area;
 - (d) Calling upon regular and/or auxiliary law enforcement agencies and organizations;
 - (e) Providing/requesting mutual aid to/from other political subdivisions; and
 - (f) Obtaining commitments of local resources in accordance with emergency plans.

b. Indian Nations/Tribes

Indian nations/tribes located within the state are recognized as sovereign nations. The residents of these Indian nations/tribes are also citizens of the state and county within which they reside. An emergency/disaster may occur for which the members of the nation/tribe cannot provide satisfactory resolution. County/state/federal involvement for resolution of the situation, requires that the Indian nation/tribe assume the same configuration as an incorporated community within a county. The Indian nation/tribe will issue a Local Emergency resolution to the associated county/counties for resolution of their problem. If the county cannot resolve the problem, the following county government procedures will be followed.

c. County Government

- (1) Upon receipt of the proclamation of a Local Emergency from an incorporated town/city of the county, the chairman of the board of supervisors or the board of supervisors will:
 - (a) Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.);
 - (b) Notify ADEM that a situation exists which may require the proclamation of a county Local Emergency.
- (2) In the event a situation exists in the unincorporated portions of the county which may affect lives and property, the county will take necessary measures to bring the situation under control utilizing all county government resources.

Basic Plan

III. SITUATION AND ASSUMPTIONS – CONT

C. Disaster Declaration Process – Cont

1. The provisions of this plan are applicable ... -cont
 - c. **County Government – cont**
 - (3) If the situation in either incorporated or unincorporated portions of the county is beyond the capability and resources of the county to control, the chairman of the board of supervisors or the board of supervisors may proclaim a Local Emergency to exist in accordance with ARS §26-311.
 - (4) The Local Emergency resolution and an Application for Assistance will be forwarded to the Director, ADEM.
 - d. **State Government**
 - (1) A State of Emergency may be proclaimed by the Governor when disaster conditions exist and appear likely to overwhelm local governments (ARS §26-301, Paragraph 11).
 - (a) The officials of the affected political subdivision should forward a Local Emergency resolution and an Application for Assistance to the Director, ADEM.
 - (b) The Director, ADEM, will advise the Governor of the situation and the Governor may proclaim a State of Emergency and execute all or portions of this plan.
 - (c) The Governor may declare an Emergency in the absence of a county/local request.
 - (d) Upon execution of this plan, the Director, ADEM, will initiate state response by notifying the appropriate agencies tasked as ESFPAs to this plan. These agencies will take appropriate actions in accordance with this plan and agency SOPs.
 - (2) In the event that the Governor is absent or inaccessible, the State Emergency Council may issue a State of Emergency proclamation. This action will be taken at a meeting of the council called by the Director, ADEM, and if not less than three council members, at least one of whom is an elected official, approves the action.
 - (3) Specific liabilities and expenses may be incurred to meet contingencies and emergencies arising from incidents relating to hazardous materials and search and rescue operations without the proclamation of a State of Emergency by the Governor.
 - (4) Request for assistance from the National Guard will be forwarded to the Director, ADEM. The Director will evaluate the request and make appropriate recommendations to the Governor, or if the National Guard has been activated, relay the request to the Military Affairs Division.

Basic Plan

III. SITUATION AND ASSUMPTIONS – CONT

C. Disaster Declaration Process – Cont

1. The provisions of this plan are applicable ... -cont
 - e. **Federal Government**
 - (1) The U.S. Department of Homeland Security - Federal Emergency Management Agency (FEMA) monitors developing or actual disaster occurrences. Before, during and after a disaster, the FEMA Regional Director is in close contact with the Governor's office and ADEM, as well as with federal agencies having disaster assistance responsibilities and capabilities. When federal aid is needed, the Governor or Director, ADEM, will contact the FEMA Regional Director for advice and assistance.
 - (2) If the Governor is considering asking the President of the United States to declare a Major Disaster or Emergency, ADEM officials, in coordination with other state and local officials, and in accordance with PL 93-288, will:
 - (a) Survey the affected areas, jointly with FEMA staff if possible, to determine the extent of private and public damage;
 - (b) Estimate the types and extent of federal disaster assistance required;
 - (c) Consult with the FEMA Regional Director on eligibility for federal disaster assistance; and
 - (d) Advise the FEMA Regional Director if the Governor requests or intends to request a declaration by the President.
 - (3) Only the Governor or Acting Governor can originate the request for a Presidential Declaration. The Governor's request for a Major Disaster declaration must be based upon a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected local governments and that federal assistance is necessary. The Governor must furnish information on the extent and nature of state resources that have been or will be used to alleviate the conditions of the disaster. The request must also contain a certification by the Governor that state and local governments will assume all applicable non-federal share of costs required by the Stafford Act. It should also include an estimate of the types and amounts of supplementary federal assistance required. As a prerequisite to a Governor's request for a Major Disaster or an Emergency Declaration, the Governor must take appropriate action under state laws and direct the activation of this plan.

Basic Plan

III. SITUATION AND ASSUMPTIONS – CONT

C. Disaster Declaration Process – Cont

1. The provisions of this plan are applicable ... -cont

e. Federal Government – Cont

- (4) The completed request, addressed to the President, is sent to the FEMA Regional Director. The Regional Director evaluates the damage and requirements for federal assistance and makes a recommendation to the DHS, Under Secretary – Emergency Preparedness and Response, who in turn, recommends a course of action to the President.
- (5) For events that do not qualify under the definition of a Major Disaster, the Governor may request an Emergency declaration to provide assistance to save lives, protect property, public health and safety, or to lessen or avert the threat of a catastrophe. The procedures for requesting and declaring an Emergency are similar to those for Major Disaster declarations. As with the request for a Major Disaster declaration, the Governor's request should contain specific information describing state and local efforts and resources used to alleviate the situation and a description of the type and extent of federal aid required. Examples of emergency assistance are temporary housing, mass care (food, water, medical care), debris removal and emergency repairs to keep essential facilities operating.
- (6) If a request for a declaration or approval of certain kinds of assistance or designation of certain affected areas is denied, the Governor has the right to appeal.
- (7) The President may declare an Emergency in the absence of a Governor's request when the emergency involves a subject area for which the federal government exercises exclusive or preeminent responsibility and authority. In such a case, although the identification of need may come from a local government or other source, the recommendation must be initiated by the FEMA Regional Director or transmitted through him/her by another federal agency. The Governor will be consulted, if practicable.

IV. CONCEPT OF OPERATIONS

A. General

1. State agencies, when directed by the Governor, will take actions to mobilize and deploy resources to assist in life, safety and property protection efforts.
2. Agencies have been grouped together under the ESFs to facilitate the provision of response assistance. If state response assistance is required under this plan, it will be provided using some or all of the ESFs as necessary.

Basic Plan

IV. CONCEPT OF OPERATIONS – CONT

A. General – Cont

3. Each ESF has been assigned a number of missions. The designated primary agencies are responsible for managing the activities of the ESF and ensuring that missions are accomplished. Primary agencies have the authority to execute response operations.
4. Agency missions, organizational structures, response actions and primary and support agency responsibilities are described in the ESFs.
5. Primary agencies will coordinate directly with their functional counterpart at the local level. Requests for assistance will be channeled from city/town government through county government to the SEOC. Based on local government's identified requirements, appropriate state response assistance will be provided.
6. Primary agencies will work with their support agencies to provide assistance. Primary agencies will use the ESF Annexes of the plan as a basis for developing SOPs.
7. Support agencies will assist the primary agencies in preparing and maintaining SOPs and will provide support for ESF operations. Each support agency will:
 - a. Designate two agency staff members responsible for coordination with the primary agency for all actions related to this plan;
 - b. Participate in the process of exercising, reviewing, maintaining and implementing this plan; and
 - c. Provide representatives to the SEOC operational locations as required.
8. An SCO (usually the Director, ADEM) is appointed by the Governor to coordinate state activities. The SCO works with the local emergency management director to identify all response and recovery requirements. The SCO will coordinate public information, legislative liaison, community liaison, outreach and donation activities. The SCO will provide data for reporting purposes.
9. The SCO directs the SEOC response and supports field operations.
10. Response under this plan will be based on situational needs to provide response and recovery utilizing ESFs.
11. The majority of all disaster response organizations within the state, operate under an Incident Command System (ICS). State agencies will be prepared to assume an appropriate role within the local government's ICS.

Basic Plan

IV. CONCEPT OF OPERATIONS – CONT

B. Organization

The organization to implement procedures under this plan is composed of state/county/ local government and private agencies. The response structure is designed to be flexible to accommodate any response and recovery requirements. State agencies provide support to the local agencies that are chartered to implement on-scene response operations.

1. State Response Structure

The State Response Structure is composed of the following agencies:

- a. Department of Administration
- b. Department of Agriculture
- c. Attorney General's Office
- d. Department of Banking
- e. Department of Building and Fire Safety
- f. Department of Commerce
- g. Registrar of Contractors
- h. Corporation Commission
- i. Department of Corrections
- j. Department of Economic Security
- k. Department of Education
- l. Emergency Council
- m. Division of Emergency Management
- n. Emergency Response Commission
- o. Department of Environmental Quality
- p. State Fire Marshal
- q. Board of Funeral Directors and Embalmers
- r. Game and Fish Department
- s. Geological Survey
- t. Office of the Governor
- u. Department of Emergency & Military Affairs - National Guard
- v. Department of Health Services
- w. Office of Homeland Security
- x. Commission of Indian Affairs
- y. Industrial Commission
- z. Department of Insurance
- aa. State Land Department
- bb. State Mine Inspector
- cc. State Parks
- dd. Power Authority
- ee. Department of Public Safety
- ff. Radiation Regulatory Agency
- gg. Department of Real Estate
- hh. Department of Revenue
- ii. Structural Pest Control Commission
- jj. Department of Transportation
- kk. Department of Water Resources

Basic Plan

IV. CONCEPT OF OPERATIONS – CONT

B. Organization – Cont

2. County Response Structure

Each county within the state will produce an EOP in support of this plan. The county response structure will be outlined in the county plan and within the capabilities of the county's resources. The county response structure is ordinarily composed of the following organizations:

- a. Board of Supervisors
- b. Emergency Management
- c. Sheriff
- d. Health Department
- e. Engineering/Public Works

3. Incorporated Community Response Structure

Each incorporated city/town located in Arizona will produce an EOP in support of the county EOP. They will be the initial responders to any incident located within their corporate limits. The response structure of each community will be outlined in its EOP within the capabilities of the community's resources. Ordinarily, an incorporated community response structure will contain the following:

- a. Mayor or City/Town Council
- b. Emergency Management
- c. Fire Department
- d. Police Department
- e. Public Works
- f. Emergency Medical
- g. Transportation
- h. Schools
- i. Parks/Recreation

4. Voluntary/Private Organization Response Structure

Arizona has a number of voluntary organizations that respond to emergencies/ disasters. The American Red Cross (ARC) and the Salvation Army take the lead in most voluntary efforts. A large number of volunteer organizations including the ARC and Salvation Army have aligned themselves with the Voluntary Organizations Active in Disaster (VOAD Group). The Arizona VOAD Group is identified as AzVOAD. Although each voluntary organization is a stand-alone group, they readily communicate with each other, exchange ideas, supplies, equipment and volunteers. AzVOAD is not a controlling group and membership is completely voluntary by the organizations.

Basic Plan

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies

1. **Office of the Governor** may declare a statewide emergency arising from a disaster(s) as provided in this plan and incur liabilities independent of legislative approval (see Financial Management Annex).
2. **Division of Emergency Management (ADEM)** will:
 - a. Coordinate the cooperative effort of all governmental agencies, including the federal government, this state and its political subdivisions, and provide the necessary direction and control of state personnel and equipment to alleviate suffering and loss resulting from a disaster (ARS §26-305).
 - b. Work with the FCO, and be the principal point of contact regarding state/ local activities, implementation of this plan, state compliance with the federal-state agreement and disaster assistance following a Presidential Declaration of Emergency or Major Disaster.
3. **State Emergency Council** will:
 - a. Issue a State of Emergency in the absence or unavailability of the Governor;
 - b. Monitor each declared Emergency; and
 - c. Perform duties in accordance with ARS §26-304.
4. **All other state agencies tasked herein** will:
 - a. Appoint an emergency coordinator and an alternate to act on behalf of the agency during emergencies/disasters.
 - b. Develop and maintain IOPs for accomplishing responsibilities assigned in the ESFs and Annexes.
 - c. Develop cooperative agreements and relationships with private organizations and associations that possess resources or capabilities for assistance.
 - d. Establish and maintain liaison with federal counterparts to ensure knowledge of their resources and procedures.
 - e. Assign and train personnel to meet agency responsibilities during declared emergencies/disasters.
 - f. Conduct exercises/drills of IOPs and participate in statewide exercises/ drills conducted by ADEM.
5. **Private Sector and Volunteer Organizations** tasked herein will provide assistance within their capabilities and as outlined within their charter/bylaws. Tasking is provided in the various ESFs to this plan.

Basic Plan

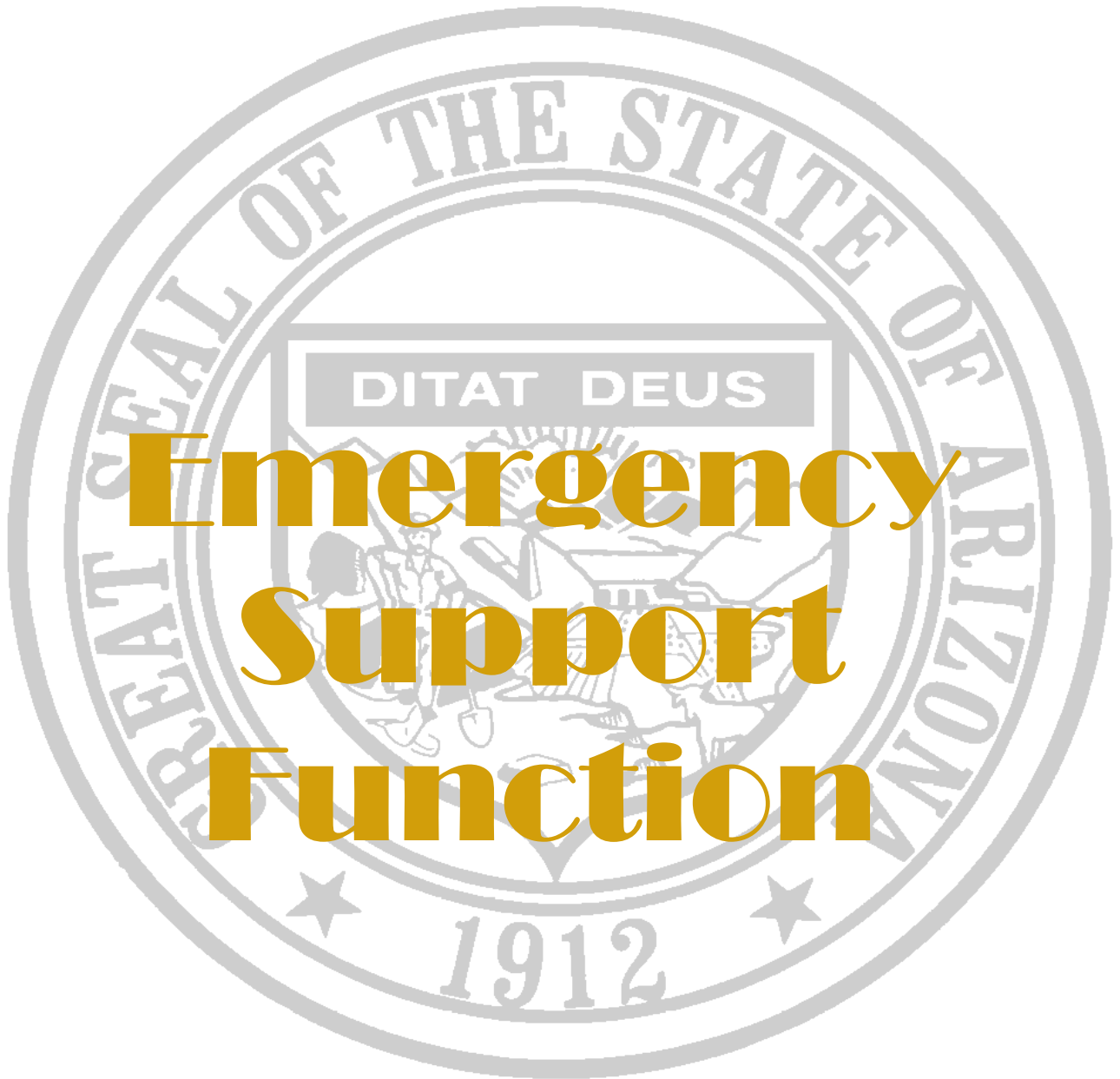
VI. ADMINISTRATION

- A.** ADEM, in coordination with other state agencies, will review this plan annually and revise/update as needed. Each state agency and local government will review and update their respective EOPs.
- B.** Administration of state and federal disaster assistance will be in accordance with the 1997 State of Arizona Administrative Plan for the Individual and Family Grant Program and the State Emergency Assistance Guide.
- C.** State agencies will submit daily Situation Reports (SITREP) to the Director, ADEM. Each SITREP should contain pertinent information regarding response/recovery operations. Each SITREP will be addressed to the Director, ADEM, through the Plans Section, SEOC. A SITREP may be faxed to the SEOC Plans Section to arrive by 1200 hours for the previous day.
- D.** Following the conclusion of a State of Emergency proclamation by the Governor, state agencies will submit an after-action report to the Director, ADEM. This report will be used to evaluate and improve existing plans and procedures.

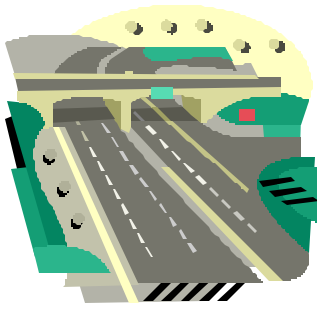
VII. TRAINING AND EXERCISES

- A.** ADEM will provide training, advice and technical assistance to state/county/local/private/volunteer agencies.
- B.** ADEM will coordinate and conduct periodic exercises of this plan in order to ensure that effective and complete preparedness, response and recovery emergency and/or counter-terrorism planning efforts are maintained.

State of Arizona



Emergency Response and Recovery Plan



EMERGENCY SUPPORT FUNCTION #1

TRANSPORTATION

INFRASTRUCTURE ANNEX

PRIMARY AGENCY:

State: Department of Transportation (ADOT)

SUPPORT AGENCIES:

State: Department of Administration (ADOA)
Division of Emergency Management (ADEM)
Department of Emergency & Military Affairs - National Guard (DEMA)
State Land Department (ASLD)
State Parks (ASP)

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) #1 — Transportation

1. Coordinates transportation infrastructure restoration activities.
2. Supports and assists law enforcement agencies in traffic access and control.

B. Scope

1. Transportation infrastructure support includes coordination of state agencies and resources to manage, restore and maintain transportation arteries.
2. Guidance for transporting people and supplies is contained in the ESF relating to the specific need (e.g., mass care, evacuation, search and rescue, etc.). However, it is essential to the orderly flow of resources for ESFs to advise ESF #1 of all transportation movements arranged directly.
3. Assess the damage to the transportation infrastructure, analyze the effects of the disaster on the national and statewide transportation system, monitor the accessibility of transportation capacity and congestion in the transportation system, and implement management controls as required;

TRANSPORTATION INFRASTRUCTURE ANNEX

II. POLICIES

- A.** Transportation planning will be directed toward satisfying the needs of state agencies requiring transportation routes to perform their assigned disaster missions.
- B.** Transportation planning will include the utilization of available state transportation capabilities.

III. SITUATION AND ASSUMPTIONS

- A.** A disaster or act of terrorism may severely damage the transportation infrastructure in the impacted area. Most localized transportation activities will be hampered by the lack of a useable surface transportation infrastructure.
- B.** The transportation infrastructure, will sustain damage. The damage may influence the means and accessibility level for relief services and supplies.
- C.** Disaster responses that require usable transportation routes will be difficult to coordinate effectively during the immediate post disaster period.
- D.** Gradual clearing of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.
- E.** The requirement for transportation routes during the immediate lifesaving response phase will exceed the availability of locally controlled or readily obtained assets.
- F.** Transportation assistance will be provided according to the requirements of this plan.

IV. CONCEPT OF OPERATIONS

- A.** The Arizona Department of Transportation (ADOT) is responsible for coordinating state resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency/disaster.
- B.** ADOT will provide a representative to the SEOC - Operations Group, Public Safety Branch. This representative will serve as liaison between the SEOC and ADOT and provide information on road closures, infrastructure damage, debris removal and restoration activities.
- C.** ADOT will assess the condition of highways, bridges, tunnels and other components of the state's transportation infrastructure and:
 - 1. Close those determined to be unsafe;
 - 2. Post signing and barricades;

TRANSPORTATION INFRASTRUCTURE ANNEX

IV. CONCEPT OF OPERATIONS – CONT

C. ADOT will assess... Cont

3. Notify law enforcement and emergency management personnel; and
4. Protect, maintain and restore critical transportation routes and facilities.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Department of Transportation (ADOT) will:

1. Implement ADOT emergency functions to include the prioritization and/or allocation of state resources necessary to maintain and restore the state's transportation infrastructure.
2. Provide traffic control assistance, hazardous materials containment response and damage assessment.
3. Assist state and local government entities in determining the most viable available transportation networks to, from and within the disaster area and regulate the use of such networks.
4. Identify procure, prioritize and allocate available resources.
5. Provide technical assistance in the assessment of damage to the transportation infrastructure and the analysis of the impact of the disaster on transportation operations in the disaster area.
6. Report shortfalls and proposed actions to the Operations Section Chief at the SEOC or designated representative.
7. Maintain records of cost and expenditures according to guidelines established in the Emergency Assistance Guide.

B. Department of Administration (ADOA), Division of Emergency Management (ADEM), Department of Emergency & Military Affairs - National Guard (DEMA), State Land Department (ASLD) and State Parks (ASP) will make available heavy equipment, personnel and other assets to maintain and restore the state's critical transportation infrastructure.

VI. RESOURCE REQUIREMENTS

Estimated logistic requirements (e.g., personnel, supplies and equipment, facilities and communications) will be developed during normal planning processes and exercises.



EMERGENCY SUPPORT FUNCTION #2

COMMUNICATIONS ANNEX

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)

Voluntary: Civil Air Patrol (CAP)
Radio Amateur Civil Emergency Services (RACES)

SUPPORT AGENCIES:

State: Game and Fish Department (AZGFD)
Department of Emergency & Military Affairs - National Guard (DEMA)
State Land Department (ASLD)
Department of Public Safety (DPS)
Department of Transportation (ADOT)
Department of Water Resources (ADWR)
Office of Homeland Security (OHS)

Voluntary: Military Amateur Radio Systems (MARS)

I. INTRODUCTION

A. Purpose

1. Describe communications resources available to conduct statewide direction and control, and direct and coordinate emergency resources.
2. Establish responsibilities for communication operations.
3. Define operating procedures to support state/local government jurisdictions during disasters.

B. Scope

This ESF #2 will coordinate the establishment of temporary communications in the areas affected by an emergency/disaster. Support will include state agency secure and non-secure communications, commercially leased communications and communications services provided by voluntary groups such as Radio Amateur Civil Emergency Services (RACES), Civil Air Patrol (CAP), etc.

This ESF supplements the provisions of the National Plan for Telecommunications Support in Non-Wartime Emergencies, hereafter referred to as the National Telecommunications Support Plan (NTSP).

COMMUNICATIONS ANNEX

II. SITUATION AND ASSUMPTIONS

- A.** ADEM is responsible for developing, maintaining and operating emergency communications systems which collect and disseminate information, receive requests for assistance, and coordinate disaster response activities.
- B.** ADEM will assist local jurisdictions in developing, maintaining and operating emergency communications systems. Assistance will be provided for technical and program development guidance to assure a coordinated and integrated statewide emergency communications system.
- C.** In the event of a WMD incident, use of interoperable, redundant communications systems that provide open but secure communication among all response elements is important to ensure a prompt and coordinated response. Strengthening communications among first responders, clinicians, emergency rooms, hospitals, mass care providers, and emergency management personnel is given top priority.
- D.** In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet has proven more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber attacks in the form of viruses (See Terrorist Incident Annex – Appendix #5, Cyber-terrorism).

III. CONCEPT OF OPERATIONS

- A.** Telecommunications management will occur on a bottom-up basis; decisions will be made at the lowest level, with only those issues requiring adjudication or additional resources being referred to the next higher management level.
- B.** The state emergency communications system is a redundant system employing: HF, UHF and VHF radio in fixed and mobile configurations; RACES; CAP; computer technology and dedicated/common user wire, cellular and satellite telephone systems.
- C.** The State of Arizona Emergency Communications Center (SECC) is located in the SEOC. It is equipped to serve as a Net Control Station on selected radio nets. The SECC also interfaces and serves as an operating station on other state agency, law enforcement and National Guard communications nets.
- D.** The ADEM Communications Officer supervises the SEOC communications system.
- E.** Agencies will retain operational control of their communications systems and equipment during emergency operations.
- F.** The State Coordinating Officer (SCO) has overall responsibility for the coordination of state telecommunications support in the response area.
- G.** The normal communications flow will be to/from the SEOC from/to county EOCs, FEMA Region IX Regional Operations Center (ROC) and interstate EOCs. The SEOC will serve as Net Control Station for the ADEM controlled communications system. It is the primary interface for national, regional and interstate communications operations.

COMMUNICATIONS ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Division of Emergency Management (ADEM) will:**
 - a. Develop and maintain primary and alternate communications systems for contact with local jurisdictions, other state agencies, interstate and national agencies as required for mission support.
 - b. Develop and supervise a comprehensive statewide emergency communications program and plan.
 - c. Assist other state agencies and local jurisdictions in developing communications plans and systems that interface with and support the statewide emergency communications system.
 - d. Conduct training and communications system exercises to insure reliable statewide emergency communications support.
2. During a declared Emergency, the following state agencies will assist ADEM in maintaining communications through primary or alternate systems.
 - a. Game and Fish Department;
 - b. Department of Emergency & Military Affairs - National Guard;
 - c. State Land Department;
 - d. Department of Public Safety;
 - e. Department of Transportation;
 - f. Department of Health Services; and
 - g. Office of Homeland Security
3. State agencies and organizations involved in the state emergency communications system will:
 - a. Develop emergency communications support plans that provide alternate or supplementary support to the state emergency communications system.
 - b. Develop and implement internal security procedures.
 - c. Conduct or participate in periodic tests and/or exercises to ensure responsive and reliable emergency communications support.
 - d. Coordinate emergency communications support plans with the ADEM Communications Officer.

- B. County Governments** will develop and maintain a primary and alternate communications capability for coordinating vital emergency services.

COMMUNICATIONS ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Voluntary Agencies

The following voluntary agencies will provide primary or alternate emergency radio communications support:

1. CAP;
2. RACES;
3. Military Amateur Radio Systems (MARS); and
4. Amateur radio operators.

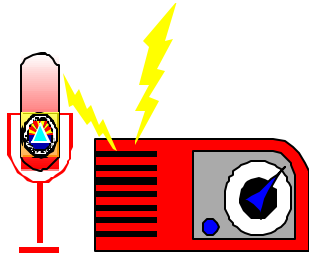
D. Federal Government will implement ESF #2 of the Federal Response Plan upon Presidential Declaration of a Major Disaster, to provide communications support to state/local jurisdictions. Assistance will be discontinued when state or local emergency disaster response requirements no longer exist.

V. ADMINISTRATION AND LOGISTICS

This ESF, ESF #2 – FRP, the Arizona Emergency Communications Plan, and the National Telecommunications Support Plan (NTSP) may be implemented to support national/state/local emergencies/disasters. Implementation may require full or partial activation of the SEOC.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM will maintain this ESF, Appendix and the State of Arizona Emergency Communications Plan.



APPENDIX 1 TO EMERGENCY SUPPORT FUNCTION #2

ALERT AND WARNING

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)
Department of Public Safety (DPS)
Department of Health Services (ADHS)

Federal: National Weather Service (NWS)
Federal Bureau of Investigation (FBI)

SUPPORT AGENCIES:

State: Department of Agriculture (ADA)
Department of Environmental Quality (ADEQ)
Department of Water Resources (ADWR)
Office of Homeland Security (OHS)
Arizona Radiation Regulatory Agency (ARRA)
Arizona Emergency Response Commission (AZSERC)

I. PURPOSE

- A.** Provide procedures to receive alerting and warning information of impending natural or terrorist threats that could endanger significant populations within the state.
- B.** Provide warning information and instructions of impending danger to impacted citizens.
- C.** Alert disaster response organizations.

II. SITUATION AND ASSUMPTIONS

- A.** State government must be prepared to receive, evaluate and react to alert and warnings. The state must notify governmental officials and response organizations, and issue information and instructions to the public of an impending disaster situation.
- B.** If the Emergency Alert System or media are used to disseminate warning information, care must be given to ensure that the warning message is worded in such a way that the public takes the action requested but does not panic.

ALERT & WARNING APPENDIX

II. SITUATION AND ASSUMPTIONS – CONT

- C.** Public officials and responders do not have the expertise necessary to prepare and release accurate warning information for many terrorist incidents. Accurate dissemination of warning information, including personal protection information, may mean the difference between life and death. Experts must have a hand in developing warning information.
- D.** Ensure that important information about agents or self-protection is not inadvertently left out of a warning statement is to prepare Emergency Alert System (EAS) warnings, public service announcements (PSAs), and other such statements in advance.

III. CONCEPT OF OPERATIONS

A. Alerting Phase

- 1. The **Department of Public Safety (DPS)** is designated as the 24-hour State Warning Point for impending natural disasters and will receive and relay alerting information through the National Warning System (NAWAS). Upon receipt of information, the DPS Duty Officer will:
 - a. Notify the appropriate county Warning Points that will execute local alert and warning procedures.
 - b. Notify ADEM or ADEM Duty Officer of pending alert.
 - c. Assist ADEM and, when appropriate, the National Weather Service (NWS) by providing feedback information about what is occurring in the affected areas.
- 2. **ADEM**, upon notification from DPS, will alert the primary state agencies and contact the affected local governments to confirm their receipt of notification and establish coordination and feedback channels.

B. Warning Phase – Pending Natural Disaster

- 1. NWS offices issue weather statements, Advisories, Watches and Warnings, and short-term forecasts (NOWcasts), for significant/severe weather events and flooding. They are transmitted via the National Weather Wire Service (NWWS) and NAWAS to state and county Warning Points. Information on the NWWS is also received by other subscribers throughout the state, for dissemination to the public. The National Oceanographic and Atmospheric Administration (NOAA) Weather Radio (NWR) is used to disseminate data about events within the listening area (about a 40-mile line-of-sight radius) by transmitters in Phoenix, Flagstaff, Yuma, Tucson and Las Vegas. NWS offices also use the Media Alert System for short-fused, severe weather events affecting, or expected to affect, populated areas.

ALERT & WARNING APPENDIX

III. CONCEPT OF OPERATIONS – CONT

B. Warning Phase – Pending Natural Disaster -Cont

2. NWS Offices may make additional notifications as to Statements, Advisories, Watches, Warnings and NOWcasts. Feedback information is provided by local jurisdictions and county emergency management directors to the NWS so accurate predictions and appropriate upgrading of Watches or Warnings can be timely. The feedback loop consists of ADEM, DPS, NWS and local government.

C. Warning Phase – Terrorist Incident

This section will cover some of the special considerations for disseminating warnings before and during a terrorist incident. PDD-39 designates the FBI as the federal government agency through which all threat information should flow. Realistically, the FBI will not receive all threat information and will not always be in a position to determine whether warnings should be issued. As threat information may be received from a wider variety of sources for a terrorist threat than for other emergencies, the State of Arizona will use the U.S. Department of Homeland Security's Threat Level Color Matrix in conjunction with the FBI's four-tier threat level system in defining the following warning "triggers" and associated terrorist threat warning disseminations:

1. Trigger 1 – Credible Threat
Credible threats must be disseminated quickly. There are four criteria in establishing a credible threat:
 - a. The perpetrators must have the behavioral resolve to carry through on the threat;
 - b. The threat must be technically feasible;
 - c. The threat must be operationally practical; and,
 - d. The source of the information has credibility or can be confirmed.
2. Trigger 2 – Expert determination that a WMD agent release has occurred.
3. Trigger 3 – A major public health event is occurring.
4. Trigger 4 – Known cause and population at-risk identified.
5. Trigger 5 - Identification of Warning recipient (who needs to know determined).
6. Trigger 6 – Desired response from Warning recipient determined.

There is a need for expert input into public warnings in a terrorist incident. Different types of threats will have different warning thresholds or "triggers" as well as potentially different recipients.

A "Trigger Flow Diagram" is included and offers a potential typical scenario associated with an announced attack involving a biological agent(s).

ALERT & WARNING APPENDIX

III. CONCEPT OF OPERATIONS – CONT

C. Warning Phase – Terrorist Incident - Cont

Table I illustrates the relationships between the U.S. Department of Homeland Security Advisory System, the Federal Bureau of Investigation Threat Level System and the State/Local Alert & Warning thresholds. **Note the speed of escalation at the local level.**

THREAT LEVEL RELATIONSHIPS (Biological Incident)		
DHS	FBI	WARNING “TRIGGERS”
LOW	4 (Minimal)	1 “Credible”
GUARDED		
ELEVATED	3 (Potential)	
	2 (Credible)	
HIGH		2 – “Release”
	1 (WMD Incident)	3 – “Major Event”
SEVERE		4 – “Known Cause”
		5 – “Recipient ID”
		6 – “Recipient Response”

- Table I -

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Division of Emergency Management (ADEM)** is responsible for:
 - a. Acting as the primary state agency for establishing, improving and maintaining the state warning system;
 - b. Alerting the appropriate state agencies; and
 - c. Establishing feedback channels with local government, DPS and the NWS to ensure situation monitoring.
 - d. Disseminating terrorist incident or suspected terrorist act warnings for release to general public.

ALERT & WARNING APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

2. **Department of Public Safety (DPS)** is responsible for functioning as the State Warning Point, for receiving alerting and warning information, including suspected acts of terrorism and for relaying such information to ADEM and local governments.
3. **Department of Health Services (ADHS)** will provide technical assistance in credible warning dissemination where biological or chemical agents are suspected.
4. **Radiation Regulatory Agency (ARRA)** will provide technical assistance in credible warning dissemination where nuclear or radiological agents are suspected.
5. **Emergency Response Commission (AZSERC)** will provide technical assistance in credible warning dissemination where chemical or other hazardous material agents are suspected.

Primary state response agencies are responsible for alerting internal and consequential support agencies and personnel.

Any state agency that recognizes an impending danger is responsible for initiating the alert to the State Warning Point.

B. County Government will:

1. Establish county Warning Points for pending natural disasters and suspected acts of terrorism;
2. Disseminate Alert and Warning information; and
 - a. Pass reports of significant/severe weather or flooding to the NWS office that has warning responsibility for their county;
 - b. Pass reports of terrorist or suspected terrorist activities to Regional Office of FBI and to DPS

C. Federal Government

1. **NWS** offices in Phoenix, Tucson, Flagstaff and Las Vegas are responsible for preparing and issuing Statements, Advisories, Watches, Warnings and NOWcasts about any severe weather or flooding in Arizona. Each office is responsible for a County Warning Area (CWA). CWAs in Arizona are as follows:
 - a. Weather Forecast Office (WFO) Phoenix, AZ - which covers Maricopa, Yuma, La Paz, southern Gila and northwest Pinal Counties.
 - b. WFO Tucson, AZ - which covers Cochise, Graham, Greenlee, Pima, southeast Pinal and Santa Cruz Counties.
 - c. WFO Flagstaff, AZ - which covers Apache, Coconino, Northern Gila, Navajo and Yavapai Counties.
 - d. WFO Las Vegas, NV - which covers Mohave County.

ALERT & WARNING APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Federal Government – Cont

2. FEMA is responsible for activation of the NAWAS to alert states of the potential for or an actual attack upon the United States or its territories.
3. The **FBI** will:
 - a. Notify DHS and other Federal agencies providing direct support to the FBI of a credible threat of terrorism.
 - b. Provide initial notification to law enforcement authorities within the state of a threat or occurrence that the FBI confirms as an act of terrorism.

V. ADMINISTRATION AND LOGISTICS

A. ADEM will:

1. Maintain this Alert & Warning Appendix.
2. Approve county Warning Points and Warning Point extensions for NAWAS utilization.
3. Assist Warning Point facilities in maintaining the NAWAS communication system.
4. Develop and maintain Internal Operating Procedure (IOPs) for alerting of appropriate state agencies and establishing feedback channels .
5. Assist state and local agencies in preparing IOPs for alerting and warning systems implementation.
6. Maintain coordination with federal agencies to improve plans, procedures and systems for providing alert and warning information.

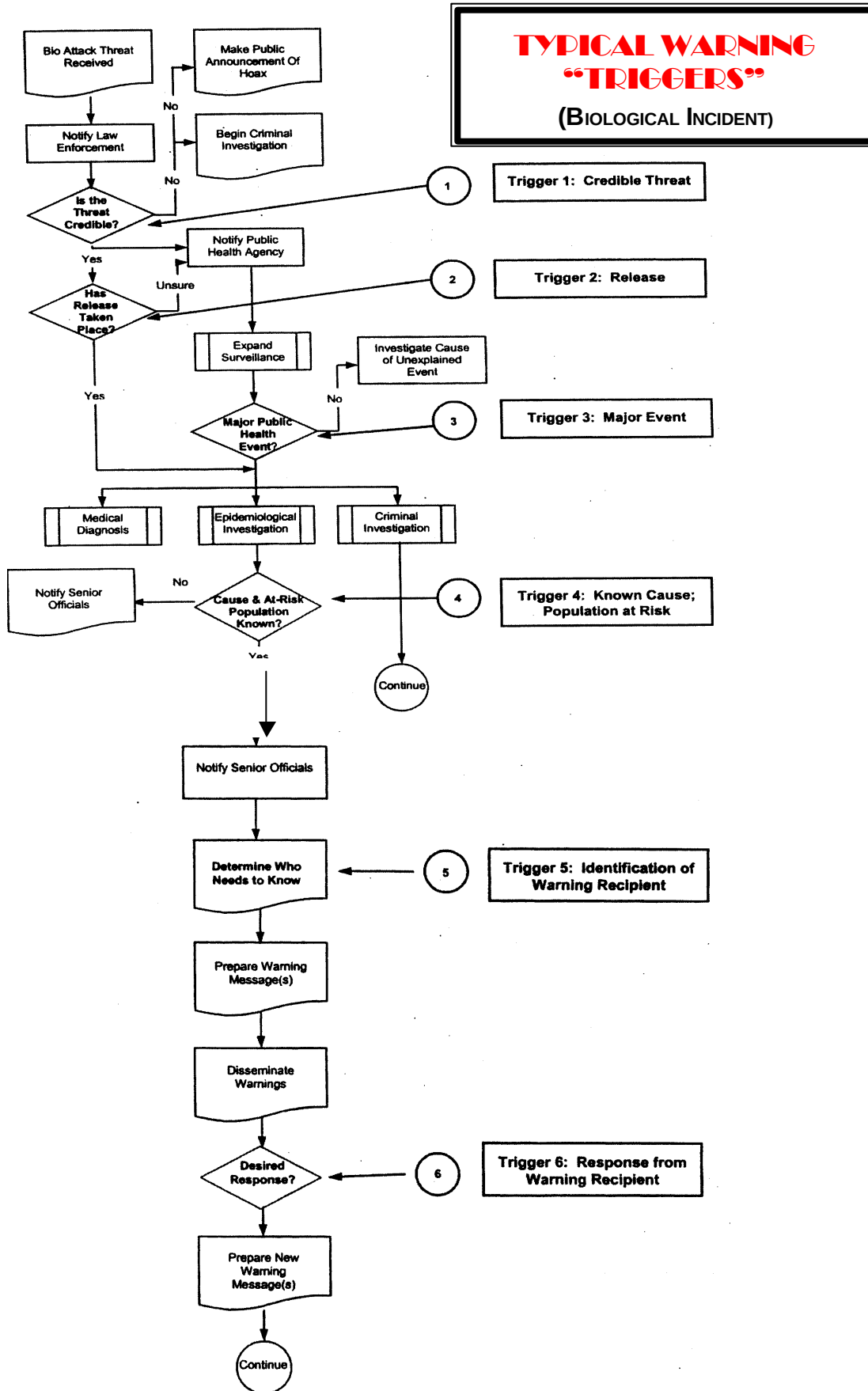
B. Primary agencies will:

1. Identify a point of contact and an alternate for receiving an alert from ADEM.
2. Develop and maintain an IOP which will include an alerting system for the primary agency and for support agencies and personnel.

C. DPS will provide training in procedures for alerting ADEM, and affected local governments, and providing feedback information to ADEM or the NWS in weather related situations or the FBI in terrorist related incidents.

D. DWR will provide stream gauge and precipitation data to the SEOC as requested.

ALERT & WARNING APPENDIX





EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

ANNEX

PRIMARY AGENCY:

State: Department of Transportation (ADOT)

SUPPORT AGENCIES:

State: Corporation Commission (ACC)
Department of Environmental Quality (ADEQ)
Department of Emergency and Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
Department of Health Services (ADHS)
Department of Water Resources (ADWR)

Private: Associated General Contractors of Arizona
Structural Engineers Association of Arizona (SEA)

I. INTRODUCTION

A. Purpose

Provide public works and engineering support to state agencies and local/county governments in providing required emergency services when a disaster or terrorist incident overwhelms available resources.

B. Scope

1. Technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of wastewater and solid waste facilities and real estate support.
2. Activities within this ESF include:
 - a. Emergency flood fighting operations.
 - b. Emergency debris clearance for reconnaissance of damage areas and for passage of emergency personnel and equipment.
 - c. Identification of emergency landfill areas for debris disposal.
 - d. Temporary construction of emergency access routes, which include damaged streets, roads, bridges, airfields and any other facilities necessary for passage of rescue and medical personnel to disaster victims.

PUBLIC WORKS & ENGINEERING ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

2. Activities – Cont

- e. Emergency restoration of critical public services and facilities including supply of adequate potable water, temporary restoration of water supply systems and the provision of water for firefighting.
- f. Emergency demolition or stabilization of damaged structures and facilities designated by state or local government as immediate hazards to the public health and safety.
- g. Temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition is accomplished.
- h. Technical assistance and damage assessment, including structural inspection.

II. SITUATION AND ASSUMPTIONS

- A.** A disaster may cause unprecedented property damage. Structures will be destroyed or severely weakened. Homes, public buildings, bridges and other facilities will have to be reinforced or demolished to ensure safety. Debris will make streets and highways impassable. Public utilities will be damaged and may be partially or fully inoperable. Equipment in the immediate disaster area may be damaged or inaccessible. Sufficient county/local resources may not be available to meet emergency requirements. State assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient and effective response. Existing landfills may be overwhelmed by debris and need to be augmented by areas pre-designated for clean debris disposal.
- B.** Assistance may be needed to clear debris, do damage assessment and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide water for human health needs and firefighting.
- C.** Access to the disaster areas will be dependent upon the reestablishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- D.** Rapid damage assessment of the disaster area will be required to determine potential workloads.
- E.** Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

PUBLIC WORKS & ENGINEERING ANNEX

II. SITUATIONS AND ASSUMPTIONS - CONT

- F.** Personnel with engineering and construction skills, and construction equipment and materials will be required from outside the disaster area.
- G.** Re-evaluation of previously assessed structures and damages may be required, especially where secondary or cascading events have occurred.

III. CONCEPT OF OPERATIONS

- A.** Upon request from local government and when the Governor has proclaimed a State of Emergency, the Director, ADEM, will activate the SEOC as outlined in ESF #5 – Direction and Control Annex. The Directors, Department of Transportation (ADOT), Department of Health Services (ADHS), Department of Environmental Quality (ADEQ), Department of Water Resources (ADWR) or assigned designee(s) and other State agencies deemed necessary, will respond to the SEOC and provide public works and engineering support to the affected area.
- B.** The SEOC will coordinate state resources to assist local government in providing emergency services and to identify resources that could assist local utilities in emergency restoration.
- C.** Should the combined resources of local, state and private agencies prove inadequate, the Director, ADEM, will, through the Governor, request federal activation of ESF#3 of the Federal Response Plan.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. Department of Transportation (ADOT) will:

- a.** Provide personnel, equipment, supplies and other resources to assist in emergency operations such as repairing roads, bridges, debris removal, flood fighting and other related tasks.
- b.** Provide engineering support to conduct Preliminary Damage Assessments (PDAs) prior to a State or Presidential Disaster declaration and in the preparation of Project Worksheets (PWs) after a declaration.
- c.** Training for personnel selected to assist with the PDAs and PWs will be provided by ADEM before dispatch to the disaster area.

2. Corporation Commission (ACC) will:

- a.** Assume the role of the coordinator for utility restoration; and
- b.** Provide advice and recommendations to the SEOC on utility services.

PUBLIC WORKS & ENGINEERING ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government - Cont

3. **Division of Emergency Management (ADEM)** will:
 - a. Establish procedures for documenting expenditures; and
 - b. Identify private resources, including those of the Associated General Contractors of Arizona (AGCA) to support local and county efforts in procurement of external consulting services for assessing the structural and fire safety of damaged buildings and lifelines (public works and utilities).
4. **Department of Environmental Quality (ADEQ)** will:
 - a. Provide personnel to assist in damage assessment of water systems and waste water systems and determine necessary emergency repairs.
 - b. Assist, in conjunction with the Department of Health Services, in determining the suitability for human and animal consumption of water from local sources and in identifying hazardous materials having the potential to affect drinking water supplies.
 - c. Assist in locating disposal sites for debris clearance activities.
 - d. Identify locations and provide safety guidance for areas affected by hazardous materials. Ensure the protection and cleanup of these areas.
 - e. Assist in locating suitable debris disposal sites and provide guidance on areas affected by hazardous materials (See ESF #10).
 - f. Issue emergency environmental waivers and legal clearances for disposal of materials from debris clearance and demolition activities.
5. **Department of Emergency & Military Affairs (DEMA)** will provide personnel, supplies, transportation and equipment as requested and as available.
6. **Department of Health Services (ADHS)** will:
 - a. Supply technical and environmental health personnel to assist in assessing the status of wastewater and solid-waste facilities.
 - b. Provide guidance related to health problems associated with hazardous materials.
 - c. Assist in determining the suitability for human consumption of water from local sources.
7. **Department of Water Resources (ADWR)** will provide technical engineering expertise in determining emergency operations required for irrigation, flood control facilities, dam safety, drainage channels and other related areas.

PUBLIC WORKS & ENGINEERING ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Private Organizations

SEA will organize lists of volunteers willing to respond to local emergencies who will provide professional opinions on the safety of event-damaged structures. These professional services will primarily involve urban search and rescue operations and structure assessment.

V. ADMINISTRATION AND LOGISTICS

A. ACC will:

1. Assist utilities in developing or improving emergency procedures;
2. Identify areas of assistance that can be provided to utilities;
3. Maintain a listing of emergency coordinators from each regulated monopoly utility in the state;
4. Keep the Director, ADEM, advised on the status of utility services; and
5. Provide advice to local jurisdictions concerning utilities restoration and assistance.

B. ADOT will:

1. Identify operating personnel and equipment including any contract agreements with other resources.
2. Prepare procedures for documenting expenses (See State Disaster Recovery Guide).

VI. PLAN DEVELOPMENT AND MAINTENANCE

This ESF and related SOPs will be maintained jointly by ADOT and ADEM in coordination with other tasked state agencies.



EMERGENCY SUPPORT FUNCTION #4

FIRE SERVICE ANNEX

PRIMARY AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
State Land Department (ASLD)

SUPPORT AGENCIES:

Local: County Emergency Management
Fire departments and districts

Private: Arizona Fire Chiefs Association (AFCA)

State: Department of Administration (ADOA)
Department of Agriculture (ADA)
Department of Corrections (ADOC)
Department of Environmental Quality (ADEQ)
Department of Building and Fire Safety (DBFS)
- Office of the State Fire Marshal (OSFM)
Department of Game & Fish (AZGFD)
Department of Health Services (ADHS)
Department of Public Safety (DPS)
Department of Transportation (ADOT)

Federal: Federal Emergency Management Agency (FEMA)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
The Salvation Army (TSA)
Arizona Voluntary Organizations Active in Disasters (AzVOAD)
Statewide Independent Living Council (SLC)
Other voluntary agencies

I. INTRODUCTION

A. Purpose

Optimize the use of fire service resources, including emergency medical services, throughout the state for emergencies/disasters requiring state fire service response and/or assistance.

FIRE SERVICE ANNEX

I. INTRODUCTION – CONT

B. Scope

Provide personnel, equipment and supplies in support of:

1. County/local agencies involved in rural and urban firefighting operations; and
2. State or federally declared emergencies/disasters.

II. POLICY

- A. Intergovernmental Agreements and Cooperative Cost Rate Agreements exist between ASLD and all county departments of emergency management.
- B. All equipment and resources ordered and supplied will be through the Supplemental Dispatch System

III. SITUATION AND ASSUMPTIONS

- A. Uncontrolled fires may reach such proportions as to become an emergency/disaster. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
- B. Fire service resources may be needed for response to other natural and technological emergencies/disasters.
- C. ADEM has entered into a memorandum of understanding with the Arizona Fire Chiefs Association (AFCA) to coordinate fire service resources.
- D. The AFCA will provide a fire service representative to the SEOC upon the request of the Director, ADEM, or his/her designee.
- E. ASLD - Fire Management Division (FMD) will provide representatives to the SEOC when requested by the Director, ADEM, or designee to coordinate fire service resources.
- F. Fire service resources will be obtained from fire service agencies that have indicated to ASLD-FMD, AFCA and/or ADEM in writing, that they desire to participate with the state in emergency situations.

IV. CONCEPT OF OPERATIONS

- A. When fire exceeds, or is expected to exceed the resources of local government (including mutual aid), the county emergency management/services director will notify ADEM either directly, or through the Department of Public Safety (DPS) Duty Officer.
- B. If the situation warrants, the Director, ADEM, or his/her designee, will activate this ESF and/or open the SEOC.
- C. ADEM will coordinate with ASLD to execute the Supplemental Dispatch System for the tracking of all resources and supply orders.

FIRE SERVICE ANNEX

IV. CONCEPT OF OPERATIONS – CONT

- D.** Natural and human caused emergencies/disasters resulting in catastrophic fires, other than wildland fires, will be coordinated by ADEM. Wildland fires will be managed by SLD-FMD (see Appendix 1 - Wildland Fire).
- E.** The memorandum of understanding between the AFCA and ADEM will dictate how fire service resources are accessed by ADEM during state and federal emergencies/ disasters.
- F.** If mass casualties are involved and patients are to be transported to Maricopa County medical facilities, whether from within Maricopa County or from other counties, the Maricopa County Medical Alerting System must be activated.
- G.** All responding agencies will develop internal procedures to include:
 - 1. Identification of key personnel;
 - 2. Alert notification;
 - 3. Operational checklists; and
 - 4. Expenditure documentation.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agencies

- 1. **Division of Emergency Management (ADEM)** is responsible for the coordination of state resources required under this ESF, and will:
 - a. Coordinate the planning for and response to natural and human caused fires, except wildland fires, which exceed or are likely to exceed the capability of local government.
 - b. Coordinate and manage the use of fire service resources responding to emergencies/disasters through the Supplemental Dispatch System.
 - c. Notify the AFCA and SLD when this ESF is activated and request representatives to serve in the SEOC.
 - d. Provide support and coordination of resources as needed.
 - e. Develop operational procedures to include:
 - (1) Internal and external alert notification;
 - (2) Expenditure documentation; and
 - (3) Operational checklists.
 - f. Coordinate continuing actions and recovery operations.

FIRE SERVICE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Primary Agencies – Cont

2. **State Land Department (ASLD) will:**
 - a. Maintain contact with the SEOC, advising of resource needs;
 - b. Assign representatives as required to the SEOC to coordinate fire service missions and resources in the operations and logistics groups; and
 - c. Procure resources through the Supplemental Dispatch System.

B. Support Agencies

1. **Fire departments and districts that have volunteered to participate as fire service assets during state and federally declared emergencies/disasters will:**
 - a. Provide personnel and equipment, including emergency medical services, as requested by the primary agencies, unless the response would place their jurisdiction in jeopardy.
 - b. Dispatch personnel or equipment to a disaster/emergency when requested by ASLD, the affected local jurisdiction under a mutual aid agreement, or the AFCA representative in the SEOC.
 - c. Assume their appropriate role in the Incident Command System (ICS) and/or provide incident command support as requested by the incident commander (IC) or, if ICS has not been established, initiate ICS.
 - d. Triage, stabilize, treat, transport and decontaminate the injured as appropriate.
 - e. Establish and maintain field communications and coordination with other responding emergency teams and hospitals.
 - f. Direct the activities of private, volunteer, bystander volunteers and other emergency medical units.
 - g. Assist in the evacuation of patients from affected hospitals and nursing homes.
 - h. Provide specialized teams to support disaster response or as pre-positioned assets to mitigate or respond to forecasted emergencies.
 - i. Provide a wide range of support at the scene based on the needs of the incident, including improvisational tasking.
 - j. Remain as state assets until released by the SEOC to return to their home jurisdiction.
 - k. Report situation, needs and mission status to the appropriate EOC.

FIRE SERVICE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Support Agencies – Cont

2. **Arizona Fire Chiefs Association (AFCA)** will assign a representative to participate in the SEOC upon request to perform the following activities:
 - a. Coordinate the use and deployment of needed fire service resources;
 - b. Report on the status of fire service resources and operations;
 - c. Serve as a liaison with Arizona Department of Health Services to coordinate emergency medical assets;
 - d. Contact the county emergency management director when fire and support resources from his/her county are accessed; and
 - e. Maintain a listing of fire service resources within the state, in cooperation with ASLD and ADEM.
3. **Department of Corrections (ADOC)** will provide:
 - a. Drug and/or air scent dog teams;
 - b. Personnel to assist with security;
 - c. Transportation resources; and
 - d. Construction equipment.
4. The **Department of Building & Fire Safety (DBFS)** provides fire fighting training, conducts fire safety inspections and coordinates some fire service operations in the state.
5. **Game & Fish Department (AZGFD)** will:
 - a. Respond as needed in case of fire threat to fisheries and hatcheries;
 - b. Respond as needed in case of movement of wildlife into inhabited areas due to fire/threat in their home territory.
 - c. Provide peace officers to control traffic; and
 - d. Provide transportation resources.
6. **Department of Health Services (ADHS)** will:
 - a. Identify available emergency medical services;
 - b. Identify emergency lighting and equipment;
 - c. Identify special needs supervised care facilities in evacuation area;
 - d. Provide epidemiologist services;
 - e. Identify ambulance support resources; and
 - f. Provide support from the state laboratory.

FIRE SERVICE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Support Agencies – Cont

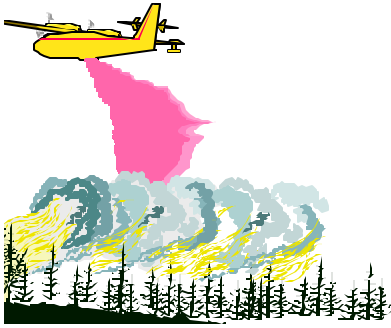
7. **Department of Public Safety (DPS)** will:
 - a. Provide security for state property and evacuated areas;
 - b. Provide roadblocks on state and federal highways;
 - c. Assist in evacuation of threatened population from state lands;
 - d. Provide rotary and fixed wing aircraft; and
 - e. Provide crime laboratory support for evidence collection, body identification and notification of next of kin.
8. **Other state support agencies** will develop internal operating procedures to include:
 - a. Key personnel identification;
 - b. Alert notification;
 - c. Expenditure documentation; and
 - d. Operational checklists.
9. **Voluntary agencies** will provide trained personnel to the SEOC as requested to coordinate their activities during the emergency/disaster.
10. **Federal agencies**
FEMA will activate FRP-ESF #4, Firefighting Annex upon Presidential Declaration of a Major Disaster.

VI. TRAINING

- A. ADEM** provides and coordinates emergency management training.
- B. DBFS** provides and coordinates fire-fighting training.

APPENDIX

1. Wildland Fire



APPENDIX 1 TO EMERGENCY SUPPORT FUNCTION #4 WILDLAND FIRE

PRIMARY AGENCY:

State: State Land Department (ASLD)

SUPPORT AGENCIES:

State: Department of Corrections (ADOC)
Department of Environmental Quality (ADEQ)
Department of Health Services (ADHS)
Department of Public Safety (DPS)
Department of Transportation (ADOT)
Department of Game & Fish (AZGFD)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
Department of Building and Fire Safety (DBFS)
- Office of the State Fire Marshal (OSFM)

Federal: Federal Emergency Management Agency (FEMA)
National Weather Service (NWS)
Department of Agriculture – U.S. Forest Service (USDA-USFS)
Department of Defense (DOD)
Department of the Interior (DOI)
- Bureau of Indian Affairs (BIA)
- Bureau of Land Management (BLM)
- Fish & Wildlife Service (FWS)
- National Park Service (NPS)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
Arizona Volunteer Organizations Active in Disaster (AzVOAD)
The Salvation Army (TSA)
Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose

1. Mitigate and suppress wildland fires.
2. Coordinate statewide resources utilized for combating wildland fires.
3. Manage and coordinate fire service activities including mitigation, detection and suppression of wildland fires on state and private lands.

WILDLAND FIRE APPENDIX

II. SITUATION AND ASSUMPTIONS

- A.** Wildland fires may reach such proportions as to become an emergency/disaster. If not promptly controlled, even small fires can threaten lives and cause destruction of improved property.
- B.** State Land Department (ASLD)-Fire Management Division (FMD) has a mobilization plan for the suppression of wildland fires occurring on state or private land.
- C.** Arizona Division of Emergency Management (ADEM), as well as other state and federal agencies, will provide assistance to ASLD.
- D.** Fire service resources will be obtained from emergency service agencies that have indicated to ASLD, in writing that they desire to participate with the state in emergency situations.

III. CONCEPT OF OPERATIONS

- A.** Upon determination that a wildland fire threatens to cause a major emergency/disaster, ASLD will notify the Director, ADEM, who in turn may activate the SEOC if the situation warrants.
- B.** If the event exceeds, or is expected to exceed, the state's capabilities and resources, ASLD-FMD will facilitate the preparation and submission of a request for a Fire Management Assistance Grant (FMAG).

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies

- 1. State Land Department – Fire Management Division (ASLD-FMD)** is responsible for the development and maintenance of the State of Arizona Fire Management Mobilization Plan (FMMP) and for responding to arising wildland firefighting and fire suppression needs as described within this plan.

In concert with and as a function of the FMMP, ASLD-FMD will:

- a.** Assess and respond to wildland fire situations;
- b.** Manage response to wildland fires, requesting assistance from local/ state/federal agencies as required;
- c.** Maintain contact with the SEOC, on mission status;
- d.** Develop internal and external alert notification procedures;
- e.** Manage the State Fire Suppression Fund for wildland fires;
- f.** Maintain emergency rental contracts with local firefighting resources;
- g.** Coordinate continuing actions in wildland fire situations; and

WILDLAND FIRE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

1. **ASLD-FMD will: - Cont**
 - h. Develop operational procedures to include:
 - (1) Expenditure documentation;
 - (2) The Supplemental Dispatch System; and
 - (3) Expenditure documentation; Functional checklist development.
2. **Department of Corrections (ADOC) will:**
 - a. Provide fire fighting personnel (certified wildland firefighter inmates from minimum security facilities).
 - b. Provide vehicles, water trucks and construction equipment.
3. **Department of Environmental Quality (ADEQ) will assume the roles assigned and meet the requirements set forth in Emergency Support Function #10 – Hazardous Materials.**
4. **Department of Health Services (ADHS) will:**
 - a. Assist county and local public health organizations in identifying additional emergency medical services;
 - b. Coordinate with county public health to identify special needs and other supervised care facilities that may need to be evacuated/sheltered; and
 - c. Provide state laboratory services.
5. **Department of Public Safety (DPS) will:**
 - a. Assist with the evacuations, roadblocks, and security of the disaster area(s);
 - b. Provide rotary and fixed wing aircraft as requested and as available;
 - c. Provide crime laboratory support for evidence collection, body identification and notification of next of kin; and
 - d. Assist local and state authorities in the investigations of arson.
6. **Department of Transportation (ADOT) will:**
 - a. Support public alert requirements utilizing mobile variable message sign capabilities.
 - b. Assist with traffic control; and
 - c. Provide personnel and equipment to aid in fire suppression activities as requested and as available.

WILDLAND FIRE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

7. **Division of Emergency Management (ADEM)** will:
 - a. Activate the SEOC to provide coordination of state non-firefighting support resources when a wildland fire threatens to result in an emergency/disaster; and
 - b. Develop operational procedures to include:
 - (1) Internal and external alert notification;
 - (2) Expenditure documentation to include the Supplemental Dispatch System; and
 - (3) Functional checklists.
8. **Game and Fish Department (AZGFD)** will:
 - a. Monitor the fire threats to fisheries and hatcheries;
 - b. Monitor the movements of wildlife into populated areas due to the fire/threat within their habitat;
 - c. Provide peace officers to assist in traffic control, manning roadblocks, and maintaining security of disaster area(s) as requested and as available; and
 - d. Provide transportation resources.
9. **Department of Emergency & Military Affairs (DEMA)** will support ASLD by activating appropriate emergency response plans, and will:
 - a. Coordinate assigned activities and missions with ASLD;
 - b. Provide personnel to the SEOC upon request;
 - c. Develop operational procedures to include:
 - (1) Staffing of SEOC;
 - (2) Requesting the activation of guard personnel/units;
 - (3) Documentation of expenditures; and
 - (4) Development of functional checklists.
10. **Department of Building and Fire Safety (DBFS)** will provide training and certification for high angle/low angle rescue, white water rescue, structural fire fighting and basic wildland fire fighting techniques for national Red Card certification.
11. **Other** state agencies will
 - a. Provide as available personnel, equipment and/or other resources on request of ASLD or the SEOC;

WILDLAND FIRE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

11. Other State Agencies – Cont
 - b. Identify key personnel for alert;
 - c. Develop procedures for documentation of expenditures;
 - d. Develop operational procedures; and
 - e. Develop operational checklists.

B. Federal Agencies

1. **USDA-USFS** is responsible for fire service activities in the national forests.
2. **DOI** has four agencies with responsibilities:
 - a. **BIA** is responsible for fire service activities on Tribal lands.
 - b. **BLM** is responsible for fire service activities on BLM lands.
 - c. **NPS** is responsible for fire service activities on Park Service lands.
 - d. **FWS** is responsible for protecting fish and wildlife.
3. **DOD** is responsible for fire service activities on federal military installations.
4. **FEMA** will activate FRP-ESF #4, Firefighting Annex upon Presidential Declaration of a major disaster and provide assistance through the FMAG program.
5. **NWS** will provide fire-weather forecasting and Incident Meteorologists.

C. Voluntary and Private Agencies

1. The **American Red Cross (ARC)** will:
 - a. Provide reception and care centers, and shelters (see ESF #6 - Mass Care).
 - b. Request babysitting assistance through AzVOAD for emergency service workers as well as evacuees. (See ESF #6-Mass Care).
2. Local medical facilities (private and public) will provide medical care for casualties (see ESF #8 - Health & Medical Services).
3. **The Salvation Army (TSA)** will provide donations management coordination for victims and evacuees of wildland fires.
4. The **Statewide Independent Living Council (SILC)** will provide SEOC assistance and counseling on the special needs of victims and evacuees with limited abilities.

WILDLAND FIRE APPENDIX

V. NOTIFICATION

Wildland fire notifications will come from the ASLD. The SEOC will make subsequent notifications upon request of the ASLD.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ASLD, in coordination with ADEM, is responsible for the development and maintenance of this Appendix.

WILDLAND FIRE APPENDIX

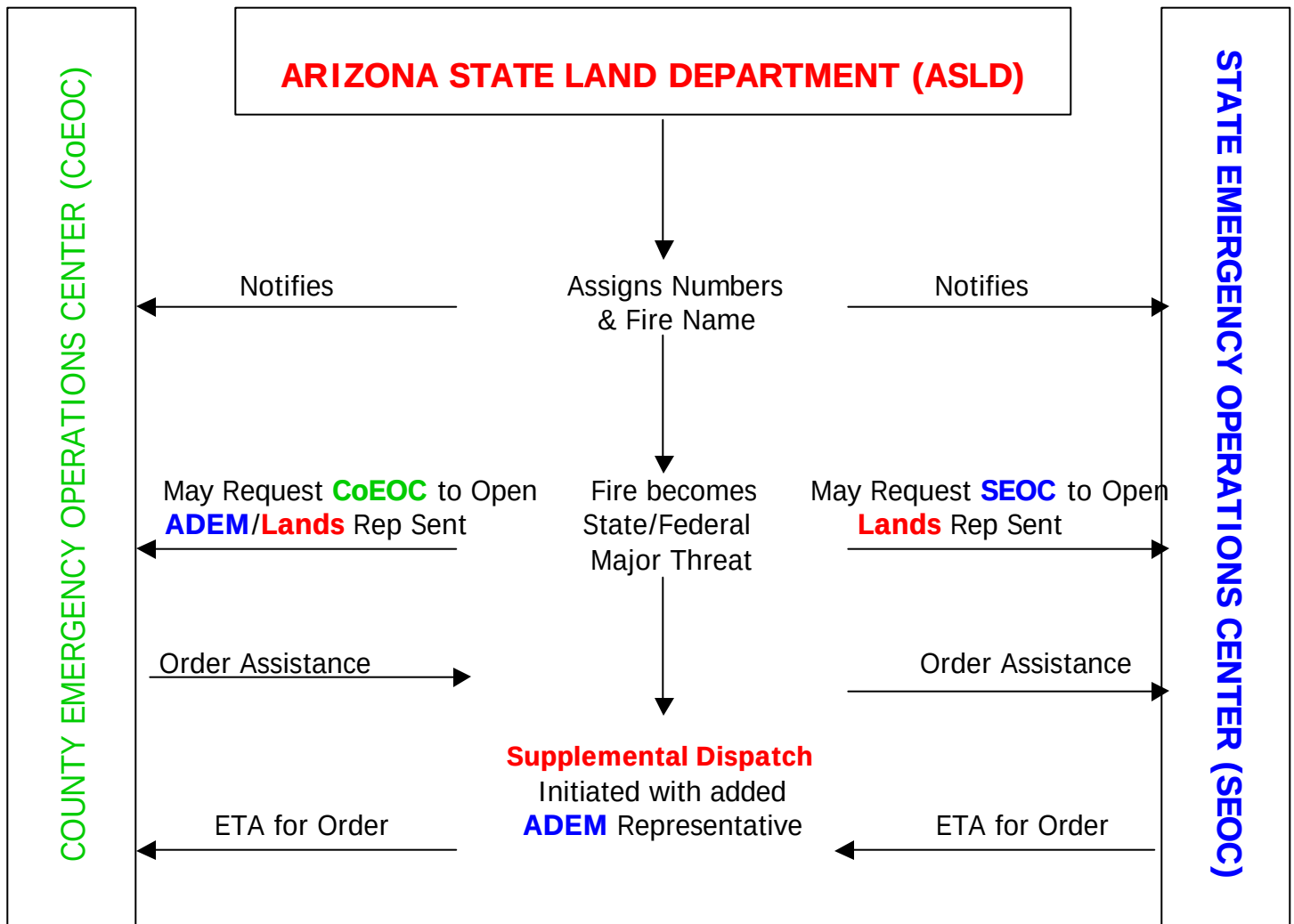
State Wildland Fire Assistance Process



WILDLAND FIRE



**Notify State Land Department Dispatch
(800) 309-7081**



ALL WILDLAND FIRE RELATED REQUESTS FOR ASSISTANCE* MUST BE PLACED THROUGH THE STATE LAND DEPARTMENT

* 44 CFR §204.42.2.(f) states, in part, that "Essential assistance activities that may be eligible include, but are not limited to, police barricading and traffic control, extraordinary emergency operations center expenses, evacuations and sheltering, search and rescue, arson investigation teams, public information, and the limited removal of trees that pose a threat to the general public."



EMERGENCY SUPPORT FUNCTION #5

DIRECTION & CONTROL ANNEX

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State:

- Department of Administration (ADOA)
- Department of Agriculture (ADA)
- Office of the Attorney General (OAG)
- Department of Building and Fire Safety (DBFS)
- Department of Commerce (ADC)
- Registrar of Contractors (ROC)
- Corporation Commission (ACC)
- Department of Corrections (ADOC)
- Department of Economic Security (ADES)
- Department of Education (ADE)
- Department of Emergency & Military Affairs - National Guard (DEMA)
- Department of Environmental Quality (ADEQ)
- Game and Fish Department (AZGFD)
- Geological Survey (AGS)
- Government Information Technology Agency (GITA)
- Office of the Governor's (OOG)
- Department of Health Services (ADHS)
- Office of Homeland Security (OHS)
- Industrial Commission (OSHA)
- State Land Department (ASLD)
- Mine Inspector (ASMI)
- State Parks (ASP)
- Department of Public Safety (DPS)
- Radiation Regulatory Agency (ARRA)
- Department of Revenue (ADOR)
- Department of Transportation (ADOT)
- Department of Water Resources (ADWR)

Federal:

- Federal Bureau of Investigation (FBI)
- Federal Emergency Management Agency (FEMA)
- National Weather Service (NWS)

Voluntary:

- American Red Cross – Grand Canyon Chapter (ARC)
- Arizona Voluntary Organizations Active in Disaster (AzVOAD)
- Civil Air Patrol (CAP)
- The Salvation Army (TSA)
- The Statewide Independent Living Council (SILC)

DIRECTION & CONTROL ANNEX

I. INTRODUCTION

A. Purpose

The State Emergency Operations Center (SEOC) serves as the central point for emergency management operations. The purpose of the center is to ensure coordinated response when an emergency involves more than one political (county and/or local) entity and several state and/or federal response agencies. Coordination and supervision of all state-directed response and recovery services will be through the SEOC section chiefs and the designated State Coordinating Officer (SCO) to provide for the most efficient management of resources.

1. Utilizing the principals and objectives of the Incident Command System (ICS) the SEOC will:
2. Provide direction, control and coordination of State of Arizona resources during emergency operations;
3. Ensure the efficient use of all resources to protect lives and property;
4. Describe to the public the procedures and support requirements necessary for the activation of the SEOC; and
5. Collect and process disaster conditions and disseminate emergency public information about an actual or a potential emergency situation.

B. Scope

Coordinate the information, planning, operations and resource activities at the state level. ESF #5 activities are grouped in the following functional SEOC Sections:

1. Policy Section

- a. This section is responsible for the strategic direction of state level emergency operations. It performs or supports the command function and may include representation from other state agencies or jurisdictions and the federal government. Mutual aid liaison at the policy level is established here. Strategic direction is articulated from the Policy Section. Policy consists of the following members:
 - (1) Section Chief: Director and/or Deputy Director, ADEM;
 - (2) Governor;
 - (3) Adjutant General;
 - (4) ADEM Lead State Public Information Officer (PIO);
 - (5) Other state agency public information officers;
 - (6) Governor's Press Secretary;
 - (7) Agency Directors;
 - (8) SEOC Sections; and
 - (9) ADEM support personnel.

DIRECTION & CONTROL ANNEX

I. INTRODUCTION – CONT

A. Scope – Cont

1. Policy Section – Cont

b. The Policy Section also includes the following sub-elements:

- (1) The Joint Emergency News Center (JENC). This group is responsible for processing and disseminating emergency public information.
- (2) Public Inquiry (PI). PI is responsible for receiving and responding to public inquiries regarding the disaster. Releasable information will be submitted via the ADEM PIO and the JENC.

2. Operations Section

a. This section is responsible for state tactical command coordination and incident response assets. Tactical level liaison and the coordination of mutual aid partners will be accomplished by the Operations Section. Operations personnel monitor and assess current incident conditions, shortfalls and unmet human needs. The section may be composed of representation from the following state-affiliated organizations:

- (1) Section Chief: Assistant Director, Operations, ADEM;
- (2) Department of Emergency & Military Affairs - National Guard;
- (3) Department of Public Safety;
- (4) Department of Transportation;
- (5) Department of Health Services
- (6) Office of Homeland Security
- (7) Civil Air Patrol;
- (8) State Land Department;
- (9) Department of Corrections;
- (10) American Red Cross-Grand Canyon Chapter Disaster Services;
- (11) The Salvation Army
- (12) Arizona Voluntary Organizations Active in Disasters
- (13) Radiation Regulatory Agency;
- (14) Department of Building and Fire Safety;
- (15) Department of Environmental Quality;
- (16) Department of Agriculture;
- (17) Department of Commerce - Energy Office;
- (18) Governor's Council On Independent Living
- (19) State Board of Funeral Directors and Embalmers;

DIRECTION & CONTROL ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

2. Operations Section – Cont

- (20) MMRS Advance Team Liaison (if activated);
 - (21) Federal Joint Operations Center (JOC) Liaison (terrorist incident);
 - (22) ADEM Search and Rescue Coordinator;
 - (23) Other ADEM Representatives and support personnel;
 - (24) Other state/county/local representatives;
 - (25) Other state/voluntary/private sector representatives.
- b. The Operations Section also includes the Technical Operations Group (TOG). TOG is responsible for gathering and interpreting technical data; i.e., radiological and/or biological findings, hazardous materials, and seismic information required for policy decisions. This group may contain the following members:
- (1) Director, Arizona Radiation Regulatory Agency (ARRA);
 - (2) ARRA technical support staff;
 - (3) Department of Health Services;
 - (4) Department of Environmental Quality;
 - (5) National Weather Service;
 - (6) State agency representatives; and
 - (7) Private agency representatives.

3. Plans Section

- a. This section coordinates elements of information to provide incident analysis. The Plans Section is responsible for monitoring and reporting the current situation status, projecting and planning for possible future incident developments. It has the primary responsibility for the production of action plans and works directly with other SEOC staff elements to coordinate operational requirements. This section will produce situational responses and facilitate periodic SEOC briefings.
- b. Plans consists of the following members:
- (1) Section Chief - Assistant Director, Preparedness Section, ADEM;
 - (2) Situation Status Coordinator, ADEM;
 - (3) Plans coordinators, ADEM;
 - (4) Office of Homeland Security, ADEM;

DIRECTION & CONTROL ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

4. Plans Section – Cont

b. Plans consists of the following members: - Cont

- (5) Other state/federal department/agency representatives; and
- (6) ADEM support staff.

5. Logistics Section

a. This section coordinates personnel, resources, communications augmentation, supplies, procurement, etc., required to support state agency response. The elements of the Logistic Group are Information Management, Resource Support, Communications, SEOC Support and Fiscal Services. Requests for assets, whether internal or external, are validated and processed by this section. Logistics handles the financial aspects of an emergency, maintains the message center and documents the utilization of resources. This section may consist of the following members:

- (1) Section Chief - Assistant Director, Resource Management, ADEM;
- (2) Information Systems manager, ADEM;
- (3) Logistics coordinator, ADEM;
- (4) Department of Administration; and
- (5) State Land Department.

b. The Logistics Section contains the following sub-elements:

- (1) The Communications Group consists of the following:
 - (a) Communications supervisor;
 - (b) Communications assistants;
 - (c) Message center chief;
 - (d) Message center specialists;
 - (e) Radio operators; and
 - (f) Message distribution specialists.
- (2) The Support Group consists of the following:
 - (a) Administrative support;
 - (b) Switchboard operators/receptionists; and
 - (c) Facilities maintenance personnel.
- (3) The Fiscal Services Group consists of the following:
 - (a) Fiscal services manager; and
 - (b) Accounting technicians.

DIRECTION & CONTROL ANNEX

II. POLICIES

- A.** When this plan is activated, the SEOC will provide direction, control and coordination of state resources in assisting and supporting county/local jurisdictions management of a disaster, emergency or incident.
- B.** The SEOC is a staff level function that provides guidance, decision-making and resources to the SCO and other activated ESFs. It obtains information from a variety of sources and seeks information to develop an accurate picture of the disaster or emergency. This ESF identifies information gaps that require additional collection and analysis efforts and will request information directly from appropriate elements.
- C.** To manage their operations, all ESFs will collect and process information. The SEOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the situation. The SEOC will rely on other ESFs to provide this critical information that will be disseminated to appropriate users and developed into reports, briefings and displays.
- D.** The Plans Section will produce Situation Reports (SITREPs), which will be distributed to the Governor's Office, FEMA Region IX, all SEOC sections, county emergency management agencies and other support representatives as required.
- E.** The SEOC will provide technical advice to the SCO and ESFs from support agencies with technical expertise. The SEOC will coordinate all state aerial reconnaissance activities to support operational requirements.
- F.** The staff of the SEOC will support short and long term planning activities. Implemented plans will be short and concise, based on priorities established by the SCO. The SEOC staff will record the activities planned and track their progress. The response priorities for the next operational period may be addressed in the SITREP. Situation briefings will be conducted periodically by the Plans Section throughout SEOC activation periods.
- G.** The staff of the SEOC will **not** release information directly to the public. It will provide information to the designated Public Information Officer (PIO) for approved release of emergency public information to the media.

III. SITUATION AND ASSUMPTIONS

- A.** Many hazards have the potential for causing disasters that require centralized coordination.
- B.** There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing disaster or emergency situation.

DIRECTION & CONTROL ANNEX

III. SITUATIONS AND ASSUMPTIONS – CONT

- C.** During emergencies/disasters, management and coordination functions can be accomplished at the SEOC and impacted county EOCs, and allow field personnel to concentrate on essential tasks.
- D.** Responsibility for the performance of emergency functions is charged to agencies that do similar activities during routine operations. Where such an alignment of emergency functions and non-emergency operations is not possible, the establishment of an emergency organization is required.
- E.** During an emergency, the Governor exercises direction and control, establishes policy and provides overall supervision of the operations of state government.
- F.** The primary agency head(s) is/are responsible for the coordination and performance of their respective emergency support functions.

IV. CONCEPT OF OPERATIONS

- A.** Upon activation of this plan, the Governor will exercise direction of state response operations (ARS §26-303).
- B.** The Director, ADEM, on behalf of the Governor, will coordinate operations and provide necessary direction and control for state agency response and recovery activities (ARS §26-305).
- C.** The director of each state agency involved in disaster response operations will:
 - 1. Exercise direction and control of their operations from normal duty or emergency location during routine operations. Overall coordination will be exercised from the SEOC upon its activation. State agency representatives will report to the SEOC upon the request of the Director, ADEM.
 - 2. Maintain operational control of the agency's personnel, equipment and supplies.
 - 3. Identify a minimum of one primary and two alternate individuals to manage disaster response operations and ensure that the agency SOP/IOP outlines:
 - (a) The specific emergency authorities that designated successors assume during emergencies.
 - (b) The circumstances under which the successor's authorities become effective and are ended.

DIRECTION & CONTROL ANNEX

IV. CONCEPT OF OPERATIONS- CONT

D. State emergency operations facilities include:

1. **Primary SEOC** is located on the Papago Park Military Reservation (PPMR) in Phoenix, AZ. This is a one-story structure with an operational area of approximately 3000 square feet that includes offices, an operations arena, communications rooms, kitchen facilities, dining area, restroom and shower facilities. The structure is self-contained with emergency back-up systems to maintain operations for a period of up to two weeks. This primary facility is:
 - (a) Utilized to coordinate state emergency operations. It will maintain communications with affected political subdivisions, responding state agencies and the Governor.
 - (b) Partially or fully staffed on a 24-hour basis as determined by the Director, ADEM.
2. **Alternate SEOC** is a joint State of Arizona/City of Prescott agreement. This basement level EOC is located within a City of Prescott office building, with an operational area of 5,580 square feet, which includes an operations and communications area, kitchen and restroom facilities. An 80-kw emergency generator, fueled by natural gas and backed up by LP Gas, is available at this facility. A minimum of three hours notice is required to make the space available as an alternate SEOC.
3. **Field Offices** may be established in the emergency/disaster area and staffed by appropriate agencies and organizations.
4. **JENC (Joint Emergency News Center)** is a functional element of the SEOC and may operate from the primary SEOC or Building M5502 on the PPMR depending on the extent of the operation. Building M5502 is a single story facility that includes a media conference room, news production room, kitchen and restroom facilities. There is no emergency power to this facility.

E. SEOC Activation Procedures

1. The SEOC will be activated in response to natural and technological emergencies or any significant event which endangers public health, safety or welfare, public property, or which disrupts essential community services.
2. Non-Palo Verde Activation levels are as follows: (For PVNGS activation procedures see ESF #18 – Nuclear Plant).
 - a. Normal operations (Level One Emergency) -

Initial response will be from emergency personnel dispatched by normal procedures. Their assessment of the situation will determine if additional resources are needed. Departments/agencies may be called upon to provide additional resources. Mutual aid and the county EOC (CEOC) may provide additional support needs are beyond existing local jurisdiction capability. Activation of the SEOC may not be necessary during a “localized” emergency.

DIRECTION & CONTROL ANNEX

IV. CONCEPT OF OPERATIONS- CONT

E. SEOC Activation Procedures – Cont

2. Non-Palo Verde Activation Levels – Cont

b. Employee standby (Level Two Emergency)

Should an incident remain unresolved, the emergency status will rise to a “level two” emergency. Level two incidents involve routine assistance from internal and/or external agencies including mutual aid. Command and control is still the responsibility of the primary response department. Impacted CEOC may be activated.

c. Partial activation (Level Three Emergency);

Should the incident begin or escalate to a situation where non-routine assistance is required or anticipated, a “level three” emergency will be declared. The CEOC will activate at this level. A level three could be a major single site event or a countywide event. This level of emergency will be used for all natural, man-made or major technological disasters. The State EOC is notified, communication and coordination is maintained. State assistance may be requested.

d. Full activation (Level Four Emergency).

This level of emergency is used for “catastrophic” statewide or regional events. The SEOC is fully activated. State assistance will be required and federal assistance may be requested. **Any level of terrorist incident or suspected use of WMD agents will require full activation and federal notification.**

3. Activation of the SEOC may be accomplished by the Director, ADEM, Adjutant General, DEMA, or the Assistant Director, Operations, ADEM: or, at his/her direction, by the ADEM Duty Officer.

4. The initial phase of activation consists of calling and alerting all or a part of the designated SEOC staff, as determined by the magnitude of the event and the Director, ADEM, or the Assistant Director, Response, Recovery and Mitigation. As required, representatives of other state/federal/private agencies will be alerted and directed/requested to report to the SEOC.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. ADEM will:

- a. Assume responsibility for the operation and maintenance of the SEOC and coordination with the City of Prescott on the operation and maintenance of the Alternate SEOC.
- b. Provide staffing for all EOC positions. Staffing for the groups will be according to the SEOC SOP.

DIRECTION & CONTROL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State government – cont

1. ADEM will: - cont

- c. Upon notification that the SEOC is to be activated, notify the appropriate agencies and request that they provide a representative to the SEOC.
- d. Be responsible for providing emergency public information to the public through the media.

2. Other state agencies will:

- a. Provide representation in the SEOC as requested.
- b. Establish an agency EOC to provide direction and control of their agency's resources.

B. County/Local Government

- 1. The board of supervisors of each county should maintain an EOC. The purpose of an EOC is to provide direction and control of the county's resources and a point of contact with the SEOC and local EOCs. Staffing and organization will be as directed by the board of supervisors.
- 2. Local government should establish an EOC. This EOC may be located with the county EOC. The chief executive has the responsibility for the functioning of the emergency response element for their community.

C. Private/Voluntary Organizations

Private and certified voluntary organizations may be requested to provide representation in the SEOC as appropriate.

D. Federal Government

- 1. The National Weather Service (NWS) will provide a meteorologist representative to the SEOC. Representatives from other local federal agencies will be asked to provide an SEOC representative as needed.
- 2. In the event of a terrorist incident or suspected use of WMD agents a FBI liaison may be requested at the SEOC for the purpose of interfacing with representatives of their JOC.
- 3. In a Presidential-declared disaster, a FEMA Region IX representative may be requested to participate in SEOC activities and to interface with the established Disaster Field Office (DFO).
- 4. ESF #5 of the Federal Response Plan may be activated to support federal information processing activities.

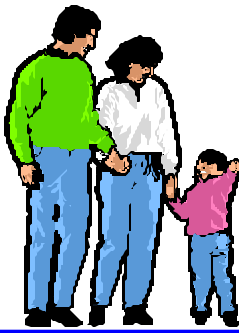
DIRECTION & CONTROL ANNEX

VI. ADMINISTRATION AND LOGISTICS

- A.** Primary support for this ESF will come from ADEM. Other state agencies will be called upon to provide support as needed.
- B.** Training for this ESF will be provided by ADEM.
- C.** The SEOC will be exercised as determined by the Director, ADEM.

VII. PLAN DEVELOPMENT AND MAINTENANCE

ADEM has primary responsibility for development and maintenance of this ESF. Other agencies may be requested to provide input and review.



EMERGENCY SUPPORT FUNCTION #6

MASS CARE ANNEX

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)

SUPPORT AGENCIES:

State: Department of Health Services (ADHS)
Department of Public Safety (DPS)
Department of Transportation (ADOT)
Department of Agriculture (ADA)

Local: Incorporated Communities
County Emergency Management (CEM)
Community Emergency Response Team (CERT)
Medical Reserve Corps

Voluntary: Arizona Voluntary Organizations Active in Disasters (AzVOAD)
The Salvation Army (TSA)
The Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose

1. Coordinate state efforts to provide shelter, food, essential personal care needs, emergency first aid and mental health support following a disaster.
2. Operate a Disaster Welfare Information (DWI) system to collect, receive and report information about the status of victims and assist with family reunification.
3. Coordinate bulk distribution of emergency relief supplies to disaster victims.

B. Scope

1. The American Red Cross (ARC) independently provides mass care to all disaster victims as part of a broad program of disaster relief, sources are outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974 (P.L.93-288 as amended by the Stafford Act of 1988). The responsibilities assigned to the American Red Cross as the primary agency for ESF #6 at no time will supersede those responsibilities previously assigned to the American Red Cross by its congressional charter.

MASS CARE ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

2. Initial response activities will focus on meeting urgent needs of disaster victims. Initial recovery efforts may commence as response activities are taking place. Close coordination will be required through state/federal/volunteer agencies responsible for all response and recovery operations.

3. This ESF encompasses:

- a. Shelter

The provision of emergency shelter for emergency/disaster victims includes:

- (1). Use of shelter sites in existing structures;
- (2). Creation of temporary facilities, such as tent cities;
- (3). Use of similar facilities outside the disaster-affected area, should evacuation be necessary;
- (4). Possible need for victim decontamination prior to shelter entrance; and
- (5). Potential securing or “sealing” of shelter from outside contaminants.

- b. Feeding

The provision for feeding disaster victims and emergency workers is accomplished through a combination of fixed sites, mobile feeding units and bulk food distribution. Such operations will be based on nutritional standards and will include provisions for meeting all public health and special dietary requirements (see ESF #11 - Food).

- c. Emergency First Aid

Emergency first aid services will be provided to disaster victims and workers at mass care facilities and designated sites within the disaster area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of disaster victims (see ESF #8 - Appendix 2 - Public Health).

MASS CARE ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

3. This ESF encompasses: - cont

d. Disaster Welfare Information (DWI)

Inquiries regarding individuals residing within the affected area will be collected and provided within the limits established by law for the release of personal information to immediate family members outside the affected area through a DWI System. DWI will also aid in reunification of family members.

e. Bulk Distribution of Emergency Relief Items

Sites will be established for the distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of disaster victims for essential items (see Donations Management Support Annex).

II. POLICIES

A. General

1. This ESF may be implemented upon request for state assistance.
2. All government/volunteer/private resources will be utilized based on the needs of the event.
3. All services will be provided without regard to economic status, race, religious, political, ethnic or other affiliation: and, will be administered in accordance with all federal, state and local rules and regulations.
4. This plan will not supersede local ARC chapter response and relief activities. ARC relief operations will conform to the ARC Board of Governors' Disaster Services Policy Statements and will be done according to the ARC Disaster Services Program - ARC 3000 Series. ARC will maintain administrative and financial control over its activities.

B. Mass Care

1. Sheltering, feeding and emergency first aid activities of evacuated victims will begin immediately after the emergency/disaster under the following guidelines:
 - a. Pre-staging of these facilities may occur when emergencies/disasters are anticipated.
 - b. In the event of a terrorist attack, or suspected terrorist incident sheltering requirements may be adjusted to include actions outlined in Terrorism Incident Annex (TI) and Biological Incident Appendix #1.

MASS CARE ANNEX

II. POLICIES – CONT

B. Mass Care – Cont

1. Sheltering, feeding and emergency first aid – cont
 - c. Sheltering, feeding and emergency first aid activities on tribal lands may be provided by tribal authorities in coordination with local, state, and voluntary organizations.
 - d. Parent organizations of relief workers should plan to provide for those workers to be self-supporting for the first 72 hours after arrival in the affected area. Feeding for emergency workers will be provided by the workers' parent organization.

C. DWI System

1. DWI consists of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists and any information made available by the state/county/community EOCs and hospitals. This list will be collected and made available to immediate family members via the ARC.
2. An initial moratorium, not to exceed 48 hours, may be issued to allow activation of the system and determination of the affected area.
3. Information about persons injured and remaining within the affected area will be provided by local medical units' inputs to the DWI System.
4. Information on casualties evacuated from the affected area to other medical facilities will be provided by the NDMS tracking system. The listing of disaster-related deaths will be limited to the number of officially confirmed fatalities.
5. Missing persons will not be tracked by the DWI System.

III. SITUATION AND ASSUMPTIONS

- A. Many emergencies/disasters have necessitated evacuation of affected areas. Government has assumed the responsibility for the provision of temporary emergency shelter and care for victims.
- B. Individuals and families can be deprived of normal means of obtaining food, clothing, shelter and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.
- C. There may be large numbers of dead and injured, which also may leave a large number of specialized population groups (e.g., senior citizens and children) without support.
- D. A certain percentage of the sheltered population will require shelter for an extended period of time.

MASS CARE ANNEX

III. SITUATION AND ASSUMPTIONS – CONT

- E.** As a result of a major emergency/disaster in adjacent states, Arizona may be requested to provide mass care services to evacuees.

IV. CONCEPT OF OPERATIONS

- A.** Government must be prepared to provide for the basic needs of people displaced by emergencies/disasters.
- B.** Evacuees will be directed to a selected shelter facility. They will be registered and provided shelter and food by the ARC, school district, tribe or voluntary agency (DWI System may not be available in shelters outside ARC jurisdiction). If the evacuee chooses to reside with friends or relatives, they will be requested to register with the public shelter. This process will ensure that evacuees can be located for reuniting with or responding to family member inquiries.
- C.** Sheltering for an incident involving the Palo Verde Nuclear Generating Station will be implemented according to the Fixed Nuclear Facility Emergency Response Off-Site Plan (see ESF #18).

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A. Incorporated communities will:**
 - 1. Be responsible for shelter operations within their jurisdiction. Specific organizations located within the community, (i.e., local ARC chapter, school district superintendent, other local volunteer organization, etc.) may be requested to assist with sheltering operations.
 - 2. Coordinate the need for additional sheltering or existing shelter logistical needs with the county/state EOCs.
 - 3. Ensure that local law enforcement provide for internal and external shelter security.
 - 4. Ensure that fire protection and safety services are available to shelter(s) through community fire department(s).
 - 5. Ensure that emergency medical support is readily available for shelter(s).
 - 6. Ensure the sheltering needs are met for assisted care patients in private homes, persons with limited abilities and latchkey children.
 - 7. Ensure health standards are maintained at shelters.
 - 8. Coordinate shelter decontamination and/or “sealing” needs with County Public Health and County EOC.

MASS CARE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES –CONT

B. County governments will:

1. Be responsible for shelter operations in the unincorporated portions of the county.
2. Coordinate sheltering operations for all political and tribal jurisdictions with the State EOC and impacted jurisdiction(s).
3. Establish reception and care centers to register evacuees and direct them to an appropriate shelter. The county EOC will work with the SEOC to ensure that evacuees' needs are met.
4. Ensure that law enforcement support is provided for internal and external shelter security.
5. Ensure that fire protection and safety services are provided through available community fire departments.
6. Ensure that emergency medical support is readily available for shelters.
7. Ensure sheltering needs are met for assisted care patients in private homes, persons with limited abilities and latchkey children.
8. Ensure health standards are maintained at shelters.
9. Coordinate unmet shelter decontamination and/or shelter "sealing" needs with SEOC and local jurisdictions.

C. State government

1. Division of Emergency Management (ADEM) will:

- a. Activate the SEOC to provide mass care direction, control and resource availability;
- b. Provide assistance to human and animal (See Appendix #2 – Animal Protection) evacuees.
- c. Assist in the release of information for notification of relatives;
- d. Assist in establishing priorities for and the coordination of the transition of mass care operations to recovery activities basing decisions on available knowledge and the availability of resource.
- e. Assist in the provision of medical supplies and services.
- f. Provide information on available habitable housing units, within or adjacent to the disaster or affected area for use as emergency shelters.
- g. Act as liaison between the ARC and state agencies. ARC will request assistance from state agencies through the SEOC Operations Section.

MASS CARE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES –CONT

C. State government – Cont

4. **Department of Health Services (ADHS)** will:
 - a. Assist cities/counties to ensure that health standards are maintained in shelters (see ESF 8 - Public Health).
 - b. Provide Department of Health Services (ADHS) workers to augment personnel assigned to shelters if requested.
 - c. Provide casualty information from within the disaster-affected area in support of a DWI system.
 - d. Provide technical assistance for shelter operations related to food/nutrition vectors, water supply, and waste disposal.
 - e. Assist in the provision of medical supplies and services.
3. **Department of Public Safety (DPS)** will provide assistance to the Department of Transportation (ADOT) and local governments in traffic control and directing evacuees to reception and care centers (see ESF #15 - Evacuation).
4. **Department of Transportation (ADOT)** will assist the DPS and local law enforcement in directing evacuees and emergency workers to county reception and care centers.

D. Voluntary agencies

1. **American Red Cross (ARC)** will:
 - a. Support local government in the management and coordination of sheltering, feeding, emergency first aid services, and DWI services to the disaster-affected population.
 - b. Provide DWI to appropriate authorities in response to disaster welfare inquiries and family reunification requests.
 - c. Manage mass care logistical and related fiscal activities.
 - d. Provide governmental liaison to the SEOC.
2. **The Salvation Army (TSA)** will:
 - a. Support the management and coordination of bulk distribution of emergency relief items (See Donations Management Annex).
 - b. Provide governmental liaison to the SEOC.
3. Other voluntary agencies (e.g, **Arizona Voluntary Organizations Active in Disaster (AzVOAD)**, the **Statewide Independent Living Council (SILC)**, church groups, etc.) may be called upon to provide assistance in sheltering operations, food services and other identified needs including individuals with limited abilities.

MASS CARE ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES –CON'T

E. Federal agencies:

See ESF #6 of the FRP for federal agency information.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This ESF is developed and maintained by ADEM, with assistance from the American Red Cross – Grand Canyon Chapter, The Salvation Army, AzVOAD and other voluntary agencies.

APPENDICES

Appendix #1 - Aging and Adult Administration

Appendix #2 - Animal Protection



APPENDIX #1 TO EMERGENCY SUPPORT FUNCTION #6

AGING AND ADULT ADMINISTRATION

PRIMARY AGENCIES:

State: Department of Economic Security - Aging and Adult Administration (ADES)

Office of Attorney General (OAG)

County: Area Agencies on Aging (AAA)

Federal: Department of Human & Health Services - Administration on Aging (DHHS)

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)

County: County Emergency Management (CEM)

Voluntary: Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose

The Aging and Adult Administration (A&AA) Appendix sets forth its roles and responsibilities with the eight Area Agencies on Aging (AAA) and their service providers. This Appendix to ESF # 6 - Mass Care will:

1. Provide a basis for the conduct and coordination of operations and management of resources.
2. Establish mutual understanding of authorities, responsibilities, functions and operations of A&AA and its relationship with AAA during and after emergencies/disasters.

AGING & ADULT ADMIN APPENDIX

I. INTRODUCTION - CONT

B. Scope

A&AA and associated service providers have a legislative mandate to advocate on behalf of older persons who reside in Arizona. They work in cooperation with state and federal programs to provide for the needs of older disaster victims. In order to accomplish this mission, the A&AA works with **Area Agencies on Aging (AAA)**. An AAA is a public or nonprofit private agency or office designated by the State to carry out the Older Americans Act at the local level. Like its counterpart at the State level, an AAA serves both as the advocate and visible focal point in its planning and service area (PSA) to foster the development of more comprehensive and coordinated service systems to serve older individuals.

II. POLICIES

- A.** The Administration on Aging (AoA) of the U.S. Department of Health & Human Services has a memorandum of understanding with the American Red Cross (ARC) that provides a broad framework of cooperation in rendering assistance and services to older victims of disasters. AoA also has a cooperative working relationship with FEMA and works in partnership with the Office of Emergency Preparedness to assure that service needs of older persons are met in times of disaster.
- B.** Section 310 of the 2000 Amendments to the Older Americans Act (P.L.106-501) provides that the Assistant Secretary for Aging may provide reimbursement to any state, upon application, for funds made available to AAA for delivery of support services during a Major Disaster declared by the President. This action is taken according to the Disaster Relief and Emergency Assistance Act.
- C.** The Department of Economic Security (DES) has agreed to support ADEM in responding to emergencies/disasters with regard to impact on the elderly. DES will support ESF # 6. A&AA will assist in recovery operations by assisting senior citizens both during and after an emergency/disaster to ensure that they obtain available aid.

III. SITUATION AND ASSUMPTIONS

A. Conditions

Given the variety of threats, both natural and human-caused, ADEM, the A&AA, AAA and service providers are dedicated to safeguarding people and property through emergency preparedness, training and a coordinated response to emergencies/disasters.

AGING & ADULT ADMIN APPENDIX

III. SITUATIONS AND ASSUMPTIONS - CONT

B. Planning Assumptions

1. A&AA, AAA and service providers are required to have emergency/disaster plans and expedite the delivery of services when an emergency/disaster occurs. A&AA has a working relationship with ADEM and other state and voluntary organizations that participate in this plan. In addition, the A&AA participates with ADEM in emergency education, drills and exercises.
2. The disaster assistance efforts of the AAA and service providers will complement the existing relief efforts provided by other federal/state/voluntary organizations. AAA and service providers will enter into coordination agreements and working relationships with emergency service disaster agencies, voluntary relief (e.g., ARC, Salvation Army, Mennonites, etc.) and local community-based organizations focused on providing services to older persons. The respective disaster plans will be activated by AAA upon notification from the A&AA and/or local emergency management officials. Activation of disaster plans requires an assessment of the need to mobilize AAA and/or service provider resources and personnel. This will be done in coordination with ARC, state/local emergency management agencies and/or FEMA during Presidential-declared disasters. This assessment will determine the type of action necessary to serve the needs of disaster victims, particularly older persons.

IV. CONCEPT OF OPERATIONS

A. General

In this section of the disaster operations plan, the actual functions and activities of A&AA is described to effectively respond to emergency/disaster situations affecting older persons. When an emergency/disaster is reported, the response process that A&AA will follow is outlined below.

B. Organization

1. The A&AA's designated Disaster Assistance Coordinator's (herein called Coordinator) primary responsibility is to respond to current and impending emergencies throughout the state. The Coordinator will assist in determining, managing and coordinating emergency/disaster related activities with other federal, state and local agencies/organizations. If the Coordinator cannot be reached to respond to an emergency/disaster situation, A&AA will identify a succession of alternates by position that can be contacted to ensure that a prompt response takes place.

AGING & ADULT ADMIN APPENDIX

IV. CONCEPT OF OPERATIONS - CONT

B. Organization - Cont

2. In the event an emergency/disaster compromises the A&AA's Phoenix office and/or its communication system, the Coordinator and/or alternates A&AA may operate out of the SEOC and interim telephone numbers will be provided to AAA Regions Advocacy, outreach, information and assistance service will be provided to assure voluntary staff members' needs are met.
3. Emergency/disaster response and recovery operations will differ in some important aspects depending on whether the emergency/disaster is local, a Governor-proclaimed State of Emergency or a Presidential-declared disaster
 - a. When a local emergency/disaster occurs A&AA will usually request AAA to provide needed services.
 - b. Upon a state (Governor)-declared or Presidential-declared disaster, the Governor's Emergency Fund will be made available, thus opening the reimbursement of legitimate and documented expenditures to the responding AAA. The Coordinator will contact the affected AAA to assess the situation and determine what action needs to be taken by the AAA(s) and/or the A&AA in support of ensuring the safety and welfare of the elderly.
4. Upon Presidential Declaration of a Major Disaster, federal assistance will become available to support state emergency operations. The Coordinator will take action to mobilize services through AAA to provide assistance to older persons. The Coordinator will conduct the following activities:
 - a. Maintain communication links with the impacted AAA, the SEOC and the A&AA
 - b. Provide necessary emergency management information upon request.
 - c. Maintain records of AAA valid expenditures for potential reimbursement from state and/or federal disaster relief funds.
5. **AAA** addresses and telephone numbers:
 - a. Region 1 - Maricopa County
Area Agency on Aging, Inc.
1366 E. Thomas, Suite 108
Phoenix, AZ 85014
(602) 264-2255

AGING & ADULT ADMIN APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

B. Organization – Cont

5. AAA addresses and telephone numbers: - Cont

b. Region 2 - Pima County

Pima Council on Aging
Area Agency on Aging
8467 E. Broadway Boulevard
Tucson, AZ 85710
(520) 790-7262

c. Region 3 - Apache, Coconino, Navajo and Yavapai Counties

Area Agency on Aging,
Northern Arizona Council of Governments
119 E. Aspen
Flagstaff, AZ 86001
(928) 774-1895

d. Region 4 - La Paz, Mohave and Yuma Counties

Area Agency on Aging,
Western Arizona Council of Governments
224 S. Third Avenue
Yuma, AZ 85364
(928) 782-1886

e. Region 5 - Gila and Pinal Counties

Area Agency on Aging
Pinal/Gila Council for Senior Citizens
1895 N. Trekell Road, Suite 2
Casa Grande, AZ 85222
(928) 836-2758

f. Region 6 - Cochise, Graham, Greenlee and Santa Cruz Counties

Area Agency on Aging
Southeastern Council of Government Organization
118 Arizona Street
Bisbee, AZ 85603
(520) 432-5301

g. Region 7 - Navajo Nation

Navajo Area Agency on Aging
P.O. Drawer 1390
Window Rock, AZ 86515
(928) 871-6868

h. Region 8 - Inter Tribal Council of Arizona

Area Agency on Aging, Region VIII
2214 N. Central Avenue, Suite 100
Phoenix, AZ 85004
(602) 258-4822

AGING & ADULT ADMIN APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Division of Emergency Management (ADEM)** will:
 - a. Provide coordination of state resources that will allow the A&AA to fulfill its mission to provide safety and services to the elderly victims of a state-declared emergency, disaster or incident.
 - b. Ensure A&AA access and participation in the SEOC upon activation or upon declaration of A&AA offices to be compromised as a result of said emergency/disaster/incident.
 - c. Assist A&AA in ensuring impacted AAA Regions are reimbursed for required disaster services as defined in contractual obligations.
2. **Department of Economic Security (ADES-A&AA)** will upon declaration of a state or federal-declared disaster:
 - a. Notify impacted AAA(s) to activate local Emergency Operations Plan, if not already invoked, to respond to the safety and needs of area elderly via County and local Emergency Management operations.
 - b. Provide ADEM (SEOC) access to the agency's Disaster Assistance Coordinator (Coordinator) who has the resources and authority to conduct the following activities:
 - (1) Coordinate the response activities of impacted AAA Regions;
 - (2) Monitor and assess needs of impacted AAA Regions;
 - (3) Project future state supported needs based on the severity or magnitude of disaster and current situation, if appropriate;
 - (4) Provide technical assistance to impacted Regional AAAs and service providers;
 - (5) Provide demographic information about the disaster area(s) upon request from state/federal authorities;
 - (6) Maintain regular communication with the SEOC with updates on A&AA, Regional AAA, ARC, AoA and FEMA activities associated with disaster/emergency/incident.
 - (7) Make on-site (disaster scene) visits as required to ensure proper services and adequate safety precautions are being observed on behalf of the elder victims, if appropriate;
 - (8) Ensure Regional AAAs are aware of need to track and document legitimate disaster expenses to streamline reimbursement process;
 - (9) Assist Regional AAAs and service providers in procuring reimbursement for disaster services rendered.

AGING & ADULT ADMIN APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

2. DES-A&AA – Cont

- c. Provide ADEM with an emergency liaison at the SEOC upon request to ensure effective communication and timely updates on A&AA disaster scene activities and/or needs.

B. County Government

1. County Emergency Management will:

- a. Assist and coordinate with the Regional AAA in the procurement of the necessary resources to ensure the safety and welfare of elderly disaster victims in the impacted area(s);
- b. Maintain communication links with the SEOC during state or federal declared disasters on the activities and needs of impacted AAA(s).

C. AAA and Service Providers will:

- 1. Notify A&AA of all local emergencies/disasters via pre-determined emergency telephone procedures identifying: Nature and extent of disaster, emergency and/or incident, and the adequacy of relief services available for the elderly via local resources.
- 2. Formal and follow-up notification to A&AA will be acknowledged using the A&AA Disaster Checklist Report form (See attachment).
- 3. Receive notification of an emergency/disaster or impending emergency/disaster with instructions from A&AA and/or their local emergency management agency, depending on the nature and scope of the emergency/disaster.
- 4. Be responsible for activating their disaster plan, providing advocacy and outreach services, and following up and monitoring services with guidance from A&AA.
- 5. Notify the service providers to contact project directors with instructions needed to carry out their assigned duties, including the mobilization of local volunteers, necessary to provide emergency services for the elderly victims within their jurisdictions.
- 6. Maintain regular communication with the Regional AAA and/or A&AA coordinator(s) on the current status and impending needs situations.

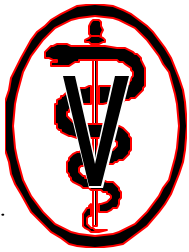
AGING & ADULT ADMIN APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. AoA Region IX will coordinate and determine actions with A&AA on Presidential (federal)-declared disasters.

E. Federal AoA will:

1. Serve as liaison between the Regional Aging Network and FEMA for policy purposes during federal-declared disasters.



APPENDIX #2 **TO** **EMERGENCY SUPPORT FUNCTION #6** **ANIMAL PROTECTION**

PRIMARY AGENCIES:

- State: Department of Agriculture – Animal Services Division (ADA-ASD)
Division of Emergency Management (ADEM)
Department of Health Services (ADHS)
- Private: Arizona Humane Society (AHS)
Arizona Veterinary Medical Association (AzVMA)
- Disaster Medical Committee (AzVMA-DMC)

SUPPORT AGENCIES:

- State: Department of Environmental Quality (ADEQ)
Department of Transportation (ADOT)
Game and Fish Department (AZGFD)
Department of Emergency and Military Affairs -National Guard (DEMA)
University of Arizona - College of Agriculture (UA-COA)
(Veterinary Diagnostics Lab & Life Sciences)
Department of Water Resources (ADWR)
- County/Local:
- County Animal Control
 - County Emergency Management (CEM)
 - County Health Department (CPH)
 - County Humane Society (CHS)
 - Fire, Rescue, EMS
 - Law Enforcement
- Private: American Veterinary Medical Association (AVMA)
Local Veterinarians
- Voluntary: The Salvation Army (TSA)
Society for the Prevention of Cruelty to Animals (SPCA)
Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose

1. Provide guidelines for rapid response to emergencies/disasters affecting the health, safety and welfare of animals.
2. Establish direction and control structure for planning and responding to disasters and emergencies that impact domestic animals including pets, certain non-commercial livestock, and zoological collections.

ANIMAL PROTECTION APPENDIX

I. INTRODUCTION – CONT

B. Scope

1. The focus of this appendix is on pets. This includes dogs, cats, birds, horses, and other animals that have not been bred as agricultural livestock and considered to be “companion animals”. However, it will also apply to wildlife when disaster conditions affect the interface with human populations.
2. This annex is applicable to state, local, and private agencies with response and support capabilities for the rescue, care, and disposition of animals during emergencies.
3. This annex shall be activated at the direction of the Director, Division of Emergency Management (or designee), when local response capabilities are insufficient or inadequate to respond to an incident which impacts domestic animals and wildlife.
4. The Foreign Animal Disease Incident Annex (see page FAD-1) addresses planned response to biological infections and infestations that affect agricultural livestock and associated food products.

II. SITUATION AND ASSUMPTIONS

- A. A disaster may cause substantial suffering or death to animals, wild and domestic.
- B. Pets are considered by many of their owners to be an intrinsic part of their household and insist they be treated accordingly.
- C. An emergency or disaster will release significant numbers of otherwise confined pets and livestock.
- D. Events such as fire, flood, and drought will cause wildlife to encroach on human habitats and will require capture and removal.
- E. Disasters and emergencies increase the potential for domestic animals and wildlife to contract and transmit diseases.
- F. Some disaster scenarios could result in mass fatalities of animals. A disaster involving significant numbers of dead animals will create a substantial public health problem.
- G. A terrorist incident involving the use of WMD agent(s) could contaminate large populations and species of domestic animals.
- H. Certain animal food supplies may become contaminated, destroyed or in limited supply as a result of emergency/disaster.

ANIMAL PROTECTION APPENDIX

III. CONCEPT OF OPERATIONS

- A.** The Division of Emergency Management (ADEM) will assume overall responsibility for coordinating state resources applied to Animal Protection during emergency/disaster response operations.
- B.** Primary and Support agencies will provide representatives to the SEOC Operations Group to provide advice and coordination upon request by the Director, ADEM, or authorized representative.
- C.** The Arizona Game and Fish Department (AZGFD) is responsible for wildlife issues.
- D.** The Arizona Department of Health Services (ADHS) is responsible for the state rabies control program and other programs involving the communication of infectious diseases between animals and humans.
- E.** The Arizona Humane Society (AHS) is chartered to and assumes responsibility for the shelter, care, rescue and adoption, return or disposal of displaced, stray and abandoned domesticated animals.
- F.** The Arizona Veterinary Medical Association (AzVMA)-Disaster Medical Committee (DMC) coordinates with the American Veterinary Association, Coordinator of Emergency Preparedness (AVMA, COEP) to provide Disaster Veterinary Medical Assistance Teams (VMAT) and operations. In accordance with ARS §26-310 and ARS §26-314-C, registered VMAT's may function with immunities from liability in Arizona during States of Emergency as if licensed and certified in the State of Arizona.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agencies:

- 1. Division of Emergency Management (ADEM)** coordinates planning and establishes alert, warning, and mobilization protocols. ADEM will coordinate state agency response and recovery operations in accordance with AEMS doctrine.
- 2. Department of Agriculture – Animal Services division (ADA-ASD)** will:
 - (a)** Maintain responsibility for the care of livestock. This includes licensing of zoological and wildlife parks, marine animal aquariums, and laboratory animal research facilities. These facilities are required by regulation to develop and maintain emergency action plans.
 - (b)** Coordinate with Department of Health Services, Arizona Humane Society, Arizona Game & Fish, and the Arizona Veterinary Medical Association on the development of a plan to dispose of mass fatality contaminated and non-contaminated carcasses from impacted area.

ANIMAL PROTECTION APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Primary Agencies: - Cont

3. Department of Health Services (ADHS) will:

- (a) Establish policies and regulations with respect to animals that are infected or suspected to be infected with rabies and have bitten humans.
- (b) DHS-Behavioral Health will provide grief-counseling support to pet owners in coordination with the AHS.
- (c) Coordinate with Department of Agriculture, Arizona Humane Society, the Arizona Game & Fish Department and the Arizona Veterinary Medical Association on the development of a plan to dispose of mass fatality contaminated and non-contaminated carcasses from impacted area.

4. Arizona Humane Society (AHS) will:

- (a) Operate animal shelters, collection points and rescue services for displaced, stray or abandoned animals as a result of emergencies and disasters.
- (b) Conduct pre-event coordination to establish MOU's with vendors, landowners, kennels, and adjoining Humane Societies to support animal collection and shelter operations and for establishing procedures to reunite animals with their owners.
- (c) Consolidate and coordinate the response efforts of volunteer humane groups including grief counseling for those losing their companion animals.
- (d) Provide critical incident stress management counseling for AHS staff as required.
- (e) Coordinate with Department of Health Services, Department of Agriculture, Arizona Game & Fish and the Arizona Veterinary Medical Association on the development of a plan to dispose of mass fatality contaminated and non-contaminated carcasses from impacted area.

5. Arizona Veterinary Medical Association (AzVMA) will:

- (a) Cooperate and coordinate with AHS and local Humane Societies to accomplish AHS emergency response and recovery objectives.
- (b) When requested, provide a liaison officer to the SEOC Operations Group to provide advice and coordination of pet food, equipment, pharmaceutical supplies, etc.
- (c) Coordinate among AzVMA members to provide local emergency veterinary medical care to impacted areas and in extreme circumstances utilize veterinary medical facilities for limited emergency care and treatment of human patients.

ANIMAL PROTECTION APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Primary Agencies: - Cont

5. **AzVMA will:** – cont
 - (d) Coordinate with Department of Health Services, Arizona Humane Society, and the Department of Agriculture and the Arizona Game & Fish Department on the development of a plan to dispose of mass fatality contaminated and non-contaminated carcasses from impacted area.
6. **Disaster Medical Committee (AzVMA-DMC)** consists of representatives of AzVMA, the State Veterinarian's Office (DoAG), University of Arizona College of Agriculture (Veterinary Diagnostic Lab/Veterinary Science), Game and Fish Department, county/local animal control offices, Arizona Humane Society, and veterinarians from within the impacted jurisdiction representing large, small, and zoologic animals.
 - (a) The DMC will establish and operate Disaster Veterinary Medical Assistance Centers.
 - (b) The DMC will assume responsibility for the diagnosis and hospitalization of diseased or injured animals that may be saved and rehabilitated; and for the euthanasia and disposal of deceased animals.
 - (c) A committee consisting of representatives from AzVMA, the State Veterinarian's Office, University of Arizona College of Agriculture (Veterinary Diagnostic Lab/Life Sciences), Game and Fish Dept, and ADEQ will advise the Director, ADEM, on procedures for collection and disposal of mass fatalities of animals.

B. Support Agencies:

1. **Game and Fish Department (AZGFD)** is responsible for:
 - (a) The capture and relocation of wildlife.
 - (b) The diagnosis and hospitalization of diseased or injured wild animals that may be saved and rehabilitated; and for the euthanasia and disposal of deceased wildlife.
 - (c) Coordinate with Department of Health Services, Arizona Humane Society, the Department of Agriculture, and the Arizona Veterinary Medical Association on the development of a plan to dispose of mass fatality contaminated and non-contaminated carcasses from impacted area.
2. **University of Arizona - College of Agriculture (UA-COA)** may support disaster operations by providing laboratory and diagnostic services.
3. **Department of Environmental Quality (ADEQ)** ensures that state laws and regulations regarding solid waste disposal, water quality, and related matters are enforced.

ANIMAL PROTECTION APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Support Agencies: - Cont

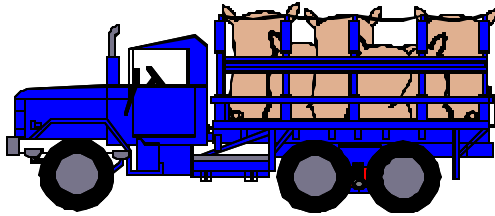
4. **Department of Emergency and Military Affairs (DEMA)** will support operations as directed by the SEOC as capabilities permit.
5. **Department of Transportation (ADOT)** will support operations as directed by the SEOC as capabilities permit.
6. **Department of Water Resources (ADWR)** will advise on groundwater contamination issues.

C. Local Agencies

1. City and County Animal Control, with the appropriate and available assistance of local law enforcement, fire-rescue-EMS, veterinary associations and humane societies, will conduct rescue, medical assistance, and shelter operations for pets and other “companion” animals.
2. Local jurisdictions will coordinate with county EOC (CEOC) the procurement of additional animal shelter(s) and shelter needs (food, cages, carriers, etc.).
3. CEOC will coordinate all unmet animal protection and shelter needs with the SEOC and local jurisdictions.
4. CEOC will coordinate activities involved with the protection of wildlife with AZGFD.

V. APPENDIX DEVELOPMENT AND MAINTENANCE

- A. ADEM will have overall responsibility for the development, review, and revision of this Appendix.
- B. Other primary and support agencies are encouraged to review and recommend changes to this Appendix.



EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT ANNEX

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State:

- Department of Administration (ADOA)
- Department of Agriculture (ADA)
- Department of Building and Fire Safety (DBFS)
 - Office of the State Fire Marshall (OSFM)
- Department of Commerce (ADC)
- Corporation Commission (ACC)
- Department of Corrections (ADOC)
- Department of Environmental Quality (ADEQ)
- Game and Fish Department (AZGFD)
- Department of Health Services (ADHS)
- Department of Emergency & Military Affairs - National Guard (DEMA)
- State Land Department (ASLD)
- State Parks Department (ASP)
- Department of Public Safety (DPS)
- Radiation Regulatory Agency (ARRA)
- Department of Transportation (ADOT)
- Department of Water Resources (ADWR)

County: Emergency management organizations

Voluntary:

- American Red Cross – Grand Canyon Chapter (ARC)
- The Salvation Army (TSA)
- Arizona Voluntary Organizations Active in Disaster (AzVOAD)

RESOURCE SUPPORT ANNEX

I. INTRODUCTION

A. Purpose

Provide logistical and resource support to state and local governments in response to a natural or human-caused emergency or disaster that overwhelms local or state agency capabilities.

B. Scope

Involves the provision of logistical and resource support to state organizations during the immediate response phase of an emergency/disaster. This support includes relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services and personnel required to support immediate response activities. It also provides logistical support for requirements not specifically identified in other ESFs (e.g., stocks surplus to the needs of state government). This ESF also addresses the effort and activity necessary to evaluate, locate, obtain and provide essential material resources.

II. POLICIES

- A.** In accordance with assigned responsibilities and upon implementation of this ESF logistical support will be provided to the affected area.
- B.** Support agencies will furnish equipment and personnel resources to meet ESF requirements as requested and as available. Support by agencies will be ended at the earliest practical time.
- C.** Supplies and equipment will be provided from current state stocks then, from commercial sources. Supplies will not be stockpiled.
- D.** All procurement will be made according to current state laws and regulations. Current laws and regulations authorize other than "full and open competition" under any "situation of unusual and compelling urgency". Department of Administration (ADOA) is the central procurement agency for state government. All procurement actions will be made according to the ADOA's statutory and administrative requirements and will be accomplished using the appropriate state emergency fund citation and reimbursement procedures.
- E.** The provision of logistical support necessary for state response will be the major element in the execution of this ESF.

III. SITUATION AND ASSUMPTIONS

A. Situation

Significant emergencies/disasters may overwhelm the capabilities and exhaust the resources of local governments. This ESF will be activated to render state assistance. State assistance will be coordinated from the State of Arizona Emergency Operations Center (SEOC) by state/local agency representatives, volunteers and representatives of industry and private organizations.

RESOURCE SUPPORT ANNEX

III. SITUATION AND ASSUMPTIONS - CONT

B. Assumptions

1. State requirements will be met from resources outside the emergency/disaster area and local resources will be available to the state in support of response operations.
2. Transport of resources will require a staging area. Appropriate local/state officials should mutually agree upon the use of selected sites and facilities.
3. Activation of intrastate and interstate mutual aid agreements will be invoked by a proclamation of disaster by the governor.
4. Logistical resource support will be required for the immediate relief response.

IV. CONCEPT OF OPERATIONS

- A. The SEOC will be responsible for the coordination of state agency resource management activities.
- B. Upon notification from the Director, ADEM, primary and support agency representatives will be requested to report to the SEOC upon activation of this ESF to coordinate respective departmental resource support activities. These actions may include:
 1. Committing available resources;
 2. Maintaining a list of available categories of resources;
 3. Maintaining records of all expended resources expended, such as equipment, materials, supplies and personnel hours; and
 4. Requesting federal activation of ESF # 7, Resource Support, of the Federal Response Plan (FRP).
- C. The SEOC will also initiate procurement actions for equipment and supplies not available through state agencies.
- D. The following items are resources that may be required during an emergency/disaster:
 1. Heavy equipment: machinery for debris clearance, bulldozers, graders, backhoes, drag lines, small and large dump trucks and 4-wheel drive vehicles.
 2. Specialized equipment: firefighting and rescue equipment, water pumps, vacuum trucks and personal protective equipment.
 3. Temporary shelters: American Red Cross shelters, hotels and motels, local public facilities (schools, parks and recreation areas, National Guard facilities) and private facilities (churches, clubs, private homes).

RESOURCE SUPPORT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

D. The following items... cont

4. Food centers: wholesalers, supermarkets, grocery stores, frozen food lockers, restaurants and food banks.
5. Medical care: hospitals, clinics, veterinary facilities, pharmacies, ambulances and emergency medical services.
6. Fuels: state/county/local government fuel supplies, private/company owned service stations, local fuel suppliers and privately owned fuel supplies (large corporations, farmers, etc.)
7. Transportation: state/county/local government, public and private school and privately owned transportation.
8. Communications: state/county/local government systems, commercial and private/volunteer systems and networks.

E. Before requesting the activation of ESF # 7 of the Federal Response Plan (FRP), the state must identify staging areas in or close to the disaster area. National Guard or federal military installations may be used for staging and material handling. Local/state/federal officials should agree upon the use of these facilities before an emergency/disaster.

1. The following federal military installations are located in Arizona:
 - a. Luke Air Force Base, Glendale;
 - b. Davis-Monthan Air Force Base, Tucson;
 - c. Marine Corps Air Station-Yuma, Yuma;
 - d. Fort Huachuca, Sierra Vista; and
 - e. Yuma Proving Grounds, Yuma.
2. The National Guard maintains armories/facilities in numerous cities and towns throughout the state.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Division of Emergency Management (ADEM) will:**
 - a. Invoke this ESF #7 and activate the SEOC upon notification of a major catastrophic event within the state.
 - b. Coordinate all requests for state assistance from the impacted county's Emergency Operations Center.
 - c. Perform routine checks of available state resources and maintain an active list during the emergency.

RESOURCE SUPPORT ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

2. **ADEM** will: - Cont
 - d. Identify, document and maintain operational procedures for local and county agencies in requesting emergency procurement of state resources.
 - e. Be responsible for the identification and location of supplemental logistical support required by state agencies.
3. **Department of Administration (ADOA)** is responsible for procurement of equipment, supplies and materials not available from state sources.
4. **Department of Health Services (ADHS)** is responsible for coordinating the procurement of medical supplies, equipment, facilities and personnel not available within impacted county(s).
5. **Other State Agencies** will be prepared to offer resource assistance and support to impacted and overwhelmed counties as requested and as available.

- B. County emergency management organizations** will maintain a listing of resources available within the county/local communities (ARS §26-308. E). Listings and locations should include heavy equipment, normal maintenance equipment, normal stocks of materials and supplies, public and private, and other county/community resources.

VI. ADMINISTRATION AND LOGISTICS

A. State government

1. **ADEM** is responsible for ensuring state agency reimbursement of eligible expenses associated with resource support.
2. State agencies will be responsible for documentation of all equipment, supplies, materials, personnel, etc., utilized in the response/recovery operations.

- B. County/local governments** will be responsible for logistical support of activities and documentation for equipment, supplies, materials and personnel used in response and recovery missions. The ADEM Disaster Assistance Guide will assist in this requirement.

- C. Federal government** will be responsible for the logistical support of its response forces.

VII. PLAN MAINTENANCE

ADEM will be responsible for the development and maintenance of this ESF #7 (Resource Support Annex) in coordination with supporting agencies and local/county governments.



EMERGENCY SUPPORT FUNCTION #8

HEALTH & MEDICAL SERVICES ANNEX

PRIMARY AGENCY:

State: Department of Health Services (ADHS)
Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs - National Guard (DEMA)
Department of Agriculture (ADA)
Department of Environmental Quality (ADEQ)
Department of Public Safety (DPS)
Department of Agriculture (ADA)
Arizona Radiation Regulatory Agency (ARRA)

Local: County Health Departments (CPH)
County Emergency Management (CEM)
Tribal Health Organizations
Metropolitan Medical Response Systems (MMRS)

Federal: U.S. Department of Health and Human Services (DHHS)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
Arizona Voluntary Organizations Active In Disasters (AzVOAD)
The Statewide Independent Living Council (SILC)
Volunteer Centers of Southern Arizona and Maricopa County
Medical Reserve Corps

Private: American College of Surgeons
Arizona Chapter of the American College of Emergency Physicians
Arizona Chapter of the Emergency Department Nurses Association
Arizona Medical Association
Arizona Nurses Association
Arizona Osteopathic Medical Association
Arizona Pharmacy Association
Arizona Association of School Nurses
Arizona Veterinary Medical Association
United Blood Services

HEALTH & MEDICAL SERVICES ANNEX

I. INTRODUCTION

A. Purpose

1. To provide coordinated assistance to county, local, and tribal governments in response to health and medical care needs during and following an emergency, disaster or terrorism incident. Resources will be furnished when county and local resources are overwhelmed and when public health and/or medical assistance is requested from the State of Arizona.
2. To assure continuance of medical care services and the availability of medical supplies to the impacted area(s).
3. Provide for emergency medical treatment of disaster mass casualties.

B. Scope

Supplemental assistance provided to overwhelmed county and local governments in identifying and meeting the health and medical needs of victims of a major disaster, emergency or terrorist incident occurring within the state.

II. SITUATION AND ASSUMPTIONS

- A. Many casualties requiring emergency transportation and medical care may occur as the result of an emergency, disaster or terrorism incident. Persons receiving medical care before the incident will continue to require treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the incident. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.
- B. Medical care and public health services are essential elements of an emergency, disaster or terrorism incident response. State government must maintain the capabilities to initiate coordinated emergency health and medical care.
- C. The state may augment local governments and request federal emergency medical assistance during an emergency/disaster (see ESF #8 of the Federal Response Plan (FRP) and Appendix 1 (NDMS) to this ESF).

HEALTH & MEDICAL SERVICES ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

- D.** A major medical and environmental emergency resulting from nuclear, biological, or chemical (NBC) weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the county, local and/or tribal public health and medical care system(s). In the event of a suspected or confirmed chemical, biological, or radiological act of terror supplemental assistance to local governments will be provided to identify the product, stabilize and mitigate the circumstances, treat patients, and provide technical assistance until federal resources are in place to support on-going incident management activities (See Appendix #5 to this ESF - Metropolitan Medical Response System (MMRS) and Terrorism Incident Annex).
- E.** Health and medical issues that may need to be addressed include: multiple deaths and injuries; behavioral health crisis counseling (see Behavioral (formerly Mental) Health –Appendix #3); environmental contamination; transportation of medical casualties out of disaster area; infectious disease control; public information and education; assistance and guidance to hospitals, health care providers and first responders; and provision of emergency medical services.

III. CONCEPT OF OPERATIONS

- A.** Primary agency, and certain critical, disaster-oriented support agency members of this ESF #8 will report to the SEOC and convene within two (2) hours following alert notification.
- B.** Alternatively and/or concurrently, other ESF #8 support members may be requested to report to their usual offices within two (2) hours and thereafter maintain continuous communications links with the SEOC.
- C.** The ADHS will participate in the State Emergency Operations Center and will respond to the incident, as outlined in the Public Health Annex - Appendix #2 of this ESF. The ADHS will provide resources to county and local agencies and organizations when requested.
- D.** In the event of a terrorist incident or suspected terrorist incident the invocation of the Terrorism Incident Annex will be automatic and all activities described in this ESF #8 will be performed and exercised in concert with federal and state requirements stated therein.
- E.** The ADHS is the lead State agency during a bioterrorism incident (See the Public Health Appendix #2 this ESF, Terrorism Incident Annex and associated Appendix #1 - Bioterrorism).
- F.** The ADEM will provide logistical, resource management and state-coordinated response support to this ESF through the State Emergency Operations Center.

HEALTH & MEDICAL SERVICES ANNEX

III. CONCEPT OF OPERATIONS – CONT

- G.** Depending on the nature of the incident or Governor-declared emergency, the Director, ADEM, may also deploy the MMRS via the Department of Public Safety (DPS) Duty Officer to impacted local jurisdictions (See Metropolitan Medical Response Team Appendix #5 to this ESF).
- H.** Upon Presidential Declaration of a Major Disaster ADEM may access the National Disaster Medical System (NDMS) through FEMA's National Emergency Coordinating Center (NECC) to meet state health and medical needs. The NDMS is a federally coordinated program that augments emergency medical response of state and local medical organizations (see Appendix 1 to this ESF).
- I.** Primary and support agencies will use locally available health and medical resources to the extent possible to meet the needs identified by jurisdictional authorities. Additional requirements will be met primarily from prearranged sources throughout the state.
- J.** During the response period, primary and support agencies will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. Responding agencies will also maintain accurate and extensive logs to support after-action reports and other documentation of the disaster conditions.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

- 1. Department of Health Services (ADHS) will:**
 - a.** Provide health and medical services and resources acting as a primary agency and as outlined in the following appendices of this ESF #8; Appendix #2 (Public Health), Appendix #4 (Strategic National Stockpile), and Appendix #3 (Behavioral (formerly Mental) Health).
 - b.** Provide technical, medical and resource assistance as a support agency as outlined in other annexes and appendices of this plan.
- 2. Department of Public Safety (DPS) will:**
 - a.** Assist in providing transportation of sick or injured persons utilizing DPS air-ambulance units.
 - b.** Provide assistance as described in the activation/deployment of MMRS.

HEALTH & MEDICAL SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government - Cont

3. **Division of Emergency Management (ADEM) will:**
 - a. In coordination with ADHS request activation of the NDMS and/or SNS as requested and required.
 - b. Coordinate federal assistance with the disaster-designated Federal Coordinating Officer (FCO) upon receipt of Presidential Declaration of a Major Disaster.
 - c. Coordinate the activation and implementation of all state sources.
 - d. In conjunction with DPS may request activation/deployment of MMRS;
 - e. Perform activities identified in SNS Appendix #4 to this ESF#8 upon requisition and deployment of the Strategic National Stockpile.
4. **Department of Environmental Quality (ADEQ) shall:**
 - a. Certify emergency water supplies for human consumption.
 - b. Provide water quality control assistance.
 - c. Provide advisories on solid and human waste collection and disposal.
 - d. Assist ADHS in the detection, containment, and removal of chemical and/or biological agents resulting from a terrorist incident involving WMD or other human-caused accident.
5. **Department of Agriculture (ADA) shall:**
 - a. Provide technical advice and assistance regarding the handling and disposition of contaminated and non-contaminated animal remains.
 - b. Monitor and test affected area for food supply, livestock and pet animal contamination that may be detrimental to public health.
 - c. Maintain public welfare and health through issuance of incident-related public information notices on food security, food contamination/disposal issues and the care of pets, livestock and crops/gardens, etc. within disaster area.
6. **Department of Emergency & Military Affairs - National Guard (DEMA) will be prepared to:**
 - a. Assist in providing transport of sick or injured persons;
 - b. Provide assistance in casualty care; and
 - c. Transport health-related materials and personnel.
 - d. Perform activities identified in SNS Appendix #4 to this ESF#8 upon deployment.

HEALTH & MEDICAL SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government - Cont

7. **Arizona Radiation Regulatory Agency (ARRA)** will provide recommendations, advice and assistance on the use of potassium iodide (KI) should a radiological/nuclear event involve the release of radioactive iodine.
8. **Other state agencies** will provide assistance as requested within their available resources and expertise.
9. On completion of the emergency, **primary agencies** will prepare a summary after-action report. The after-action report, which summarizes the major activities of ESF #8, will identify key problems, indicate how they were solved, and make recommendations for improving response operations in subsequent activations. **Support agencies** will assist in the preparation of the after-action report and endorse the final report.

B. Federal

Certain federal resources may be requested and provided prior to a Presidential Declaration of Major Disaster. Upon Presidential Declaration and in accordance with Department of Homeland Security directives, FEMA will assume the lead federal agency role in ensuring resources are made available to support local and state emergency public health and sanitation efforts resulting from a natural, technological and/or human-caused emergency/disaster.

Following a Presidential Declaration and resulting activation of ESF # 8 of the Federal Response Plan (FRP), services will be provided by FEMA and U.S. Department of Health & Human Services. Activation of the National Disaster Medical System (NDMS) may be requested through FEMA's National Emergency Coordination Center (see Appendix 1 to ESF 8). The U.S. Department of Health and Human Services will provide appropriate medical and public health assistance through the CDC and the FDA as follows:

1. **Centers for Disease Control and Prevention (CDC)** will:
 - a. Assist in establishing surveillance systems to monitor the general population and special high-risk population segments;
 - b. Carry out field studies and investigations;
 - c. Monitor injury and disease patterns and potential disease outbreaks; and
 - d. Provide technical assistance and consultations on disease and injury prevention and precautions.
2. **Food and Drug Administration (FDA)** will:
 - a. Ensure the safety and efficacy of regulated foods, drugs, biologic products, and medical devices following a major disaster or emergency.

HEALTH & MEDICAL SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal – Cont

2. **Food and Drug Administration (FDA)** will: - Cont
 - b. Arrange for seizure, removal, and/or destruction of contaminated or unsafe products.

C. Local

1. **Tribal and County Health Departments** will provide health and medical services and resources to their local population. Local and county health departments can request assistance, services and other resources from state agencies through State Emergency Operations Center.
2. **MMRS** will provide emergency mass casualty health and medical response services to assist either respective local incidents, or statewide emergencies through activation by ADEM. MMRS roles and responsibilities are outlined in Appendix #5 to this ESF #8.

D. Voluntary Organization

1. The **American Red Cross – Grand Canyon Chapter (ARC)** will:
 - a. Assist in providing care for sick and injured persons;
 - b. Provide coordination of blood/blood products in their responsible areas.
 - c. Provide a representative liaison to the SEOC upon activation and in support of this ESF.
2. The **Arizona Voluntary Organizations Active in Disasters (AzVOAD)**:
 - a. Will coordinate voluntary agencies that are able to provide resources to the affected areas.
 - b. May be requested to provide a representative/liaison in the SEOC upon activation and in support of this ESF.
3. The **Statewide Independent Living Council (SILC)**:
 - a. Will provide consultation and advise in responding to the medical and other health needs of persons of limited ability during an emergency/disaster.
 - b. May be requested to provide a representative/liaison in the SEOC upon activation and in support of this ESF.

HEALTH & MEDICAL SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

E. Private Organizations

1. The **American College of Surgeons**, the **Arizona Chapter of the American College of Emergency Physicians**, the **Arizona Medical Association**, and the **Arizona Osteopathic Medical Association**, will assist in providing supplementary physician manpower.
2. The **Arizona Chapter of the Emergency Department Nurses Association** and the **Arizona Association of School Nurses** will assist in providing additional nursing personnel.
3. The **United Blood Services** will provide coordination and delivery of blood products in their responsible areas.
4. The **Arizona Veterinary Medical Association** will, in coordination with the ADA and ADHS provide assistance in the care of injured animals.

V. PLAN DEVELOPMENT AND MAINTENANCE

ADEM in coordination with ADHS will review and revise this ESF as required. Each primary and support agency will review and update respective incident emergency operating plans (IOPs) in support of this ESF.

ESF #8 APPENDICES

Appendix #1 – **National Disaster Medical System (NDMS) Activation Procedures**

Appendix #2 - **Public Health**

Appendix #3 - **Behavioral Health**

Appendix #4 - **Strategic National Stockpile (SNS)**

Appendix #5 - **Metropolitan Medical Response System (MMRS) Activation**



APPENDIX 1 TO EMERGENCY SUPPORT FUNCTION #8 NATIONAL DISASTER MEDICAL SYSTEM ACTIVATION PROCEDURES

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)

Federal: Federal Emergency Management Agency (FEMA)

I. INTRODUCTION

1. Purpose

Provide procedural direction in requesting the activation of the National Disaster Medical System (NDMS), a federally coordinated system that augments the Nation's emergency medical response capability. The overall purpose of the NDMS is to establish a single, integrated national medical response capability for assisting state and local authorities in dealing with the medical and health effects of major peacetime disasters and providing support to the military and Veterans Health Administration medical systems in caring for casualties evacuated back to the U.S. from overseas armed conflicts.

2. Scope

The NDMS is a federal resource to ESF #8, consisting of a partnership among the Department of Health and Human Services (HHS), the Department of Defense (DOD), the Department of Veterans Affairs (VA), and the Department of Homeland Security (DHS) to provide medical services assistance to State authorities upon request.

II. SITUATION and ASSUMPTIONS

It is conceivable that a major medical and environmental emergency resulting from a nuclear, biological, or chemical (NBC) weapons of mass destruction (WMD) attack or hazard material accident could produce a large concentration of specialized injuries and problems that could overwhelm the State and local public health and medical care systems.

III. CONCEPT OF OPERATIONS

ACTIVATION

In emergencies/disasters requiring federal health and medical assistance, activation of the National Disaster Medical System (NDMS) may be requested by the Director, ADEM, after consultation with and the concurrence of the Governor.

NATIONAL DISASTER MEDICAL SYSTEM ACTIVATION

III. CONCEPT OF OPERATIONS – CONT

ACTIVATION REQUEST PROCEDURES

All requests for NDMS activation will be made by the Director, ADEM to FEMA's 24/7 National Emergency Coordination Center (NECC).

INFORMATION REQUIREMENT FOR SYSTEM ACTIVATION

Before an official request for assistance and activation of the NDMS, local government will provide the Director, ADEM, or his/her designee with the following information:

1. The location of the incident where assistance is being requested;
2. A description of the incident and the resultant health/medical problems;
and
3. A description of the assistance required (i.e., medical assistance teams, medical supplies/equipment, aero-medical evacuation, acute hospital care, etc.).

ACTIONS TAKEN FOLLOWING INITIAL REQUEST

All requests for NDMS assistance will be immediately transmitted to an NDMS Duty Officer, who will take action to validate the request and arrange for activation of the appropriate elements. Confirmation of the activation of the NDMS will be made by telephone to the requesting official or his/her designee. Instructions regarding direct communications with the National Disaster Medical Operations Support Center (NDMOSC) will be provided at the time of confirmation of NDMS activation.

FEDERAL COORDINATING CENTERS

Luke Air Force Base, Glendale and the Tucson VA Medical Center have been established as Federal Coordinating Centers for the NDMS program.



APPENDIX 2 TO EMERGENCY SUPPORT FUNCTION #8 PUBLIC HEALTH

PRIMARY AGENCY:

State: Department of Health Services (ADHS)

SUPPORT AGENCIES:

State: Department of Agriculture (ADA)
Department of Environmental Quality (ADEQ)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)

County/Local: Disaster Medical Assistance Team (AzDMAT)
Public Health Offices/Departments (CPH)
County Emergency Management (CEM)
Metropolitan Medical Response System (MMRS)

Federal: Centers for Disease Control and Prevention (CDC)
Food and Drug Administration (FDA)
Public Health Service (PHS)

Voluntary: Community Emergency Response Teams (CERT)
The Statewide Independent Living Council (SILC)
Arizona Voluntary Organizations Active in Disasters (AzVOAD)

I. PURPOSE

To describe the state's primary and support agency roles and responsibilities in supporting local, county and state public health operations toward communicable disease control and in ensuring environmental health and sanitation surveillance during and after a major disaster or terrorist incident.

II. AUTHORITIES

- A. Under Arizona Revised Statutes (A.R.S.) §26-310, during a state of war emergency or state of emergency, any person holding any license, certificate, or other permit issued by any state evidencing the meeting of qualifications of such state for professional skills may render aid involving such skill to meet the emergency as fully as if such license had been issued in this state.

PUBLIC HEALTH APPENDIX

II. AUTHORITIES – CONT

- B.** Under ARS §36-624, a county health department or public health services district may adopt quarantine and sanitary measures consistent with Department rules and ARS sections §36-788 and 789 to prevent the spread of the disease upon the results of a confirmed disease investigation.
- C.** Under ARS §36-781 through §36-786, the governor, through consultation with the ADHS Director, may issue enhanced surveillance advisories for illnesses related to bioterrorism events. During the time an enhanced surveillance advisory is active, statutes allow and require increased reporting of illnesses, accessing confidential patient information for patient tracking, information sharing among local and state public health authorities and public safety, and specimen testing by the State Laboratory.
- D.** Under ARS §36-787, during a state of emergency or state of war emergency, ADHS shall coordinate all matters pertaining to the public health emergency response of the state. This may include issuing orders that:
 - 1. Mandate medical examinations for exposed persons;
 - 2. Ration medicine and vaccines;
 - 3. Provide for transportation of medical support personnel and ill and exposed persons;
 - 4. Provide for procurement of medicines and vaccines;
 - 5. Mandate treatment or vaccination of persons; and
 - 6. Isolate and quarantine persons.
- E.** Under ARS §36-788, during a state of emergency or state of war emergency, ADHS may establish and maintain places of isolation and quarantine and require isolation or quarantine of any person by the least restrictive means necessary to protect public health.

III. SITUATION AND ASSUMPTIONS

In the aftermath of a major disaster or human-caused incident of catastrophic proportions, the public's health can be jeopardized in many ways.

- A.** Major disasters and emergencies may have a tremendous impact on public health. The ADHS will respond to all emergencies that may have an adverse effect on public health including natural disasters, disease outbreaks, weapons of mass destruction (WMD) events or bioterrorism incidents.
- B.** Contaminants may enter water supply systems.

PUBLIC HEALTH APPENDIX

III. SITUATIONS AND ASSUMPTIONS - CONT

- C.** Mass decontamination efforts associated with biological, chemical or radiological agents may be required.
- D.** Impacts on persons with limited abilities, people with disabilities, persons in private assisted-care facilities, and children under the age of fourteen will increase in severity.
- E.** Psychological effects on victims, first responders, and volunteers will remain long-term issues.
- F.** Spoilage or contamination of food and drugs can be widespread.
- G.** Quarantine or condemnation measures may become necessary to control the spread of communicable diseases.
- H.** There may be a need for more pharmaceuticals, vaccines, and other medical supplies than are available locally during a disaster, emergency or bioterrorism incident.
- I.** Local resources such as first responders and health care systems may be overwhelmed with response efforts continued for long periods of time.
- J.** Assistance may be needed from federal agencies such as the Centers for Disease Control and Prevention, the Federal Bureau of Investigation, the Federal Emergency Management Agency and others.
- K.** A disease outbreak may be caused by a covert operation; there may be no notice of the event until there are symptomatic patients within the health care system.

IV. CONCEPT OF OPERATIONS

- A.** The Arizona Department of Health Services (ADHS) is the primary state agency in the development and maintenance of state plans and programs for coordinating public health activities during emergencies/disasters or terrorism incidents. ADHS emergency support protocols pertinent to this appendix will include:
 - 1. Disasters, emergencies, and bioterrorism events will be responded to at the local level.
 - 2. The ADHS will staff positions at the SEOC.
 - 3. When local and county resources are exceeded, county authorities may submit a request for assistance through the county emergency operations center (CEOC) to the State Emergency Operations Center (SEOC).
 - 4. The ADHS will respond by providing health and medical resources, consultations, laboratory services, public information and other services. The ADHS will coordinate the state's public health response during an emergency.
 - 5. The ADHS will coordinate the ordering and use of health and medical assets received from state and federal sources.

PUBLIC HEALTH APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

A. The ADHS – Cont

6. In the event of, or suspected, bioterrorism attack, the Terrorism Incident Annex and associated Bioterrorism Appendix will be automatically invoked in support of this Public Health Appendix.
7. Per the Bioterrorism Appendix, ADHS may assign representatives within the Unified Command System, in addition to positions assigned in the SEOC Policy and Operations Sections.
8. ADHS will coordinate with the ADPS and the FBI for criminal investigations and with ADEM for logistical support.

- B.** In the critical first hours of a catastrophic event involving mass casualties and that constitutes an immediate public health emergency, a state-sponsored medical response and hazardous material (HazMat) assistance program may be made available to local jurisdictions immediately and until the situation stabilizes or after the invocation of local emergency operations plans has taken effect. This Metropolitan Medical Response System (MMRS) (See Appendix – #5 of ESF #8) consists of teams of trained and certified medical response and hazmat personnel and equipment from major metropolitan cities within the state capable of assisting the local Incident Commander in providing initial emergency triage, biological and chemical analysis/containment, mass prophylaxis, etc. at the disaster scene.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies:

The **Department of Environmental Quality (ADEQ)** and **Department of Health Services (ADHS)** have complementary but separate roles in public health issues. ADEQ, through inspection, sampling and site visits, determines what is present and the health significance of what is at the locations.

1. The **ADHS** responds to disasters, emergencies and bioterrorism events by providing resources in the following areas: Emergency Preparedness and Response; Environmental Health; Infectious, Vector-borne and Zoonotic Diseases; Behavioral Health; Immunizations; State Laboratory; Hospital Preparedness and Emergency Medical Services; and Tribal, Border and Interstate Coordination. See also Bioterrorism Appendix to the Terrorism Incident Annex.
2. The **ADHS** shall:

Emergency Preparedness and Response

- a. Coordinate the activities of state and local health agencies and pertinent federal agencies in determining the cause of, scope of, and the response to a biological incident.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State – Cont

3. The ADHS shall: - Cont

Emergency Preparedness and Response – Cont

- b. Ensure adequate staffing for the SEOC, dispensing/vaccination clinics and other public health activities.
- c. Provide effective communications links among public health, health care, and emergency response partners for alerts, information, and systems for tracking data and activities through the Health Alert Network.
- d. Procure other pharmaceuticals, medical supplies, and vaccines from local caches and other resources when needed.
- e. Evaluate with ADEM, the need for the requisitioning of the federal Strategic National Stockpile (SNS) and, in conjunction with ADEM, make the recommendation to the Governor as outlined in the SNS Appendix #4 to ESF 8.
- f. Ensure the delivery of the repackaged SNS assets to the affected county health operations who, in turn, will provide SNS medications and supplies to first responders, hospitals and the public.
- g. Ensure county health departments and other local partners have enough resources to operate and maintain mass vaccination and dispensing clinics for the duration of the public health emergency.
- h. Maintain and implement response protocols for various infectious diseases, including smallpox and/or other bioterrorism-related events. These protocols will include planning for special needs populations.
- i. Provide and coordinate public health information as required.
- j. Evaluate the need for and areas of implementing isolation and quarantine measures.
- k. Assist with the handling and disposition of mass fatalities, mass casualties, movement of seriously ill or injured, and with victim identification efforts.
- l. Assist state and county agencies in coordinating the disposition of deceased contaminated and non-contaminated animals and livestock posing a public health threat.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State – Cont

3. The ADHS shall: - Cont

Emergency Preparedness and Response – Cont

- m. Coordinate and request assistance from federal agencies such as the FBI and the U.S. Department of Health and Human Services through the SEOC.
- n. Coordinate with medical and humanitarian associations, voluntary organizations to provide needed resources during and following a disaster, emergency or bioterrorism event. See also ESF #6 Mass Care.

Environmental Health

- a. Coordinate with ADA and the ADEQ on public health aspects related to contaminated food products, animals, and environmental media.
- b. Ensure observance of health regulations in the impacted area(s).
- c. Provide technical assistance and public health assessments in response to results of environmental samplings.

Infectious, Vector-borne and Zoonotic Diseases

- a. Administer and coordinate epidemiological and disease surveillance activities in order to:
 - (1) Identify disease patterns;
 - (2) Detect outbreaks;
 - (3) Track and provide follow-up to patients;
 - (4) Provide recommendations on treatment;
 - (5) Provide prevention and mitigation messages;
 - (6) Assess the public health impact of the emergency; and
 - (7) Define affected populations.
- b. Ensure appropriate levels of epidemiological and/or disease surveillance activities in response to infectious, vector-borne, or zoonotic disease outbreaks, an environmental health related event, or a bioterrorism event.
- c. Evaluate the need for and areas of implementing isolation and quarantine measures.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State – Cont

1. **ADHS shall – cont**

Infectious, Vector-borne and Zoonotic Diseases - Cont

- d. Provide technical assistance and public health assessments in response to results of environmental samplings.

Behavioral Health

Coordinate with the Regional Behavioral Health Authorities (RBHA), the American Red Cross, AzVOAD, and other resources to ensure the provision of mental health care services statewide for victims, first responders, health care workers, families, and others as outlined in the Behavioral (formerly Mental) Health Appendix #3 of ESF#8.

Immunization Program

- a. Provide information on available immunization clinics during and following a catastrophic public health emergency.
- b. Inform the public on disease prevention and immunization requirements resulting from a public health emergency.
- c. Assist county and local health departments to recruit and train paid and voluntary staff for emergency disaster-oriented immunization clinics.

State Laboratory

- a. Provide laboratory services for suspected contamination of food, water, drugs, and other consumables.
- b. Provide laboratory services for suspected contamination by biological and/or chemicals agents resulting from a terrorist or suspected terrorist incident.
- c. Coordinate additional testing with the CDC and other laboratories as needed or appropriate.

Hospital/Emergency Medical Services

- a. Coordinate emergency medical services (EMS) such as procuring ambulances and other EMS-related needs.
- b. Coordinate and evaluate the surge capacity of hospitals. This includes assisting with obtaining resources such as bed space at hospitals and other hospital-related needs.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State – Cont

1. ADHS shall – cont

Hospital/Emergency Medical Services – Cont

- c. Coordinate the licensing and credentialing of health care providers when needed.
- d. Provide health and medical prevention information to physicians, health care workers and others to mitigate the emergency situation.
- e. Coordinate the procurement of health and medical supplies and equipment.
- f. Ensure observance of public health regulations in all temporary emergency medical treatment centers.

Tribal, Border, and Interstate

- a. Coordinate with county and tribal health departments to provide needed resources and services during an emergency, disaster or bioterrorism event.
- b. Address interstate and international public health issues and resources.

Other State Agencies

The ADHS shall coordinate with other state agencies to provide needed public health resources and services during a disaster, emergency or bioterrorism event. These state agencies and their roles and responsibilities are outlined in ESF #8 (Health & Medical) and its appendices.

In addition to responsibilities outlined in ESF #8, the following specific state agency roles are anticipated in support of this Public Health Appendix:

2. Department of Environmental Quality (ADEQ) shall:

- a. Certify emergency water supplies for human consumption.
- b. Provide water quality control assistance.
- c. Provide advisories on solid and human waste collection and disposal.
- d. Assist ADHS in the detection, containment, and removal of chemical and/or biological agents resulting from a terrorist incident involving WMD or other human-caused accident.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State – Cont

2. ADEQ shall: - Cont

- e. Coordinate with appropriate state and local agencies on the disposition of contaminated animals and livestock.
- f. Coordinate with state and local agencies on public health issues resulting from contaminated food, food products, animals, and/or environment.

3. Department of Agriculture (ADA) will:

- a. Provide technical advice and assistance regarding the handling and disposition of contaminated and non-contaminated animal remains.
- b. Monitor and test affected area for food supply, livestock and pet animal contamination that may be detrimental to public health.
- c. Maintain public welfare and health through issuance of incident-related public information notices on food security, food contamination/disposal issues and the care of pets, livestock and crops/gardens, etc. within disaster area.

B. County/Local:

- 1. Local and County Public Health agencies remain primary for ensuring the public health and welfare of the impacted populations within their respective jurisdictions. Requests for state or federal resources in support of public health issues must be coordinated through the impacted county Emergency Operation Center(s).
- 2. Local communities maintaining MMRS programs will make these assets available to requesting disaster locations per guidelines established under MMRS Appendix – #5 of ESF 8.

C. Voluntary:

- 2. **Community Emergency Response Team (CERT)** volunteers will take work direction and task assignments per Incident Commander or designee based on volunteer's personal skills.
- 3. The **Statewide Independent Living Council (SILC)** will:
 - a. Provide advisory assistance in the development and maintenance of Local/County Emergency Operations Plans toward responding to the special health needs of persons with limited abilities, i.e., people with disabilities, aging adults, latchkey children and children under the age of fourteen, etc.

PUBLIC HEALTH APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Voluntary: - Cont

2. The **SILC** will: - Cont
 - b. Provide a liaison to the SEOC during state and federal-declared disasters as well as during training exercises to ensure the health and well-being of limited ability victims.
4. **Arizona Voluntary Organizations Active in Disasters (AzVOAD)** member organizations may have resources available to assist in public health emergencies; i.e., The Salvation Army, American Red Cross, regional Volunteer Centers, etc.

D. Federal

Federal agencies roles and responsibilities in support of health and medical services provided during a disaster, emergency, or bioterrorism event are outlined in ESF #8 and appendices. Examples include:

1. DHS with the National Disaster Medical System (NDMS) to assist in mass casualty/mass fatality emergencies.
2. FBI – Victim identification assistance.
3. DHHS – Strategic National Stockpile (SNS) mass prophylaxis and
4. Centers for Disease Control (CDC) providing consultation, testing and advice assistance.

VI. ADMINISTRATION AND LOGISTICS

ADEM, in coordination with ADHS will review and revise this Appendix as required. Participating agencies will prepare Standard Operating Procedures (SOP) and update internal operating plans (IOPs) in support of this Appendix.



**APPENDIX #3
TO
EMERGENCY SUPPORT FUNCTION # 8**

BEHAVIORAL HEALTH

PRIMARY AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
Department of Health Services (ADHS)
- Division of Behavioral Health Services (DBHS)

SUPPORT AGENCIES:

County: County behavioral health agencies or equivalent
Voluntary: American Red Cross (ARC)
Private: Regional Behavioral Health Authorities (RBHA)
Tribal Regional Behavioral Health Authorities (TRBHA)
Providers Subcontracted with RBHA and TRBHA

I. PURPOSE

- A.** Describe procedures to detect both short- and long-term behavioral health issues and prevent harmful stress levels in the general population following a major disaster or emergency.
- B.** Describe procedures to detect and prevent harmful stress levels of state emergency responders deployed in the field, the state emergency operations center (SEOC) and/or a strategic disaster field office (DFO).

II. SITUATION AND ASSUMPTIONS

A. Disaster Condition

Emergencies, disasters or a terrorist incident involving weapons of mass destruction will have the potential to raise stress levels in victims, family members, bystanders, first responders and their family members, and other community caregivers, which may negatively affect their mental and emotional health.

BEHAVIORAL HEALTH APPENDIX

II. SITUATION AND ASSUMPTIONS – CONT

B. Planning Assumptions

1. Critical level stress may develop during a single emergency or disaster event, or over time during and after an extended response and recovery period.
2. Stress during the immediate emergency/disaster event is called acute stress and is a normal response to emergencies or disasters. Some people can resolve the acute stress using their own internal and external resources. Other people may be overwhelmed with *acute stress* and require assistance from the behavioral health service delivery system to resolve it.
3. Stress that manifests due to an emergency or disaster event and continues during the recovery phase is called chronic stress. Greater behavioral health resources are needed to assist people in understanding and resolving chronic stress.
4. State, county, private and voluntary behavioral health service agencies should have personnel from their organizations trained in stress recognition and management techniques. Agencies should assist emergency/disaster first responders and emergency/disaster survivors by providing immediate crisis counseling, crisis incident stress management resources, and referral to ongoing behavioral health services, if indicated.

III. CONCEPT OF OPERATIONS

A. General

The Arizona Department of Health Services- Division of Behavioral Health Services (ADHS/DBHS) is the lead agency for the development and coordination of state behavioral health emergency/disaster response plans and services. ADHS/DBHS will coordinate with other state, county, private and volunteer agencies to prepare intra-agency emergency response plans including checklists as well as procedural guides. The objectives of the behavioral health emergency/disaster response plan include:

1. Coordination of behavioral health emergency/disaster response activities among state, county, private and volunteer behavioral health service agencies.
2. Assessment of the behavioral health service needs of first responders and their families, victims, survivors, family members, and other community caregivers following an emergency or disaster considering short and long term stress management techniques.

BEHAVIORAL HEALTH APPENDIX

III. CONCEPT OF OPERATIONS – CONT

A. General – Cont

3. Coordinating provision of public behavioral health education on critical incident stress management techniques as well as the management of acute and chronic stress.
4. Application for and attainment of federal grants (Federal Emergency Management Agency (FEMA), etc.) to fund immediate crisis counseling needs of the population suffering from the emergency or disaster as well as grants to fund ongoing behavioral health and substance abuse service needs during the response and recovery phases.
5. Managing contracts with behavioral health service providers including reporting emergency/disaster behavioral health service provision, funding expenditure and reimbursement, and the outcome of service provision.
6. Managing emergency/disaster grants and funds including reporting emergency/disaster behavioral health service provision, funding acquisition and expenditure, and the outcome of service provision.
7. Overseeing the quality of care provided by behavioral health service providers directly, or through contracted regional behavioral health authorities.
8. Maintaining surveillance of behavioral health needs and efforts undertaken in order to adjust behavioral health service provision to meet the population's demand.

B. Activation

Upon request from local government for state assistance in providing behavioral health services, the ADHS Director will authorize ADHS/DBHS to activate its behavioral health emergency/disaster response plan and services.

C. Response/Recovery Activities

1. During the response phase, emphasis will be given to the behavioral health of emergency/ disaster victims, survivors, bystanders, first responders and their families and other community caregivers. Services may include:
 - a. Immediate crisis counseling;
 - b. Crisis response training for behavioral health clinicians;
 - c. Information and referral to other behavioral health service resources;
 - d. Public or provider education about common reactions to an emergency/disaster experience and how to cope with these reactions.

BEHAVIORAL HEALTH APPENDIX

III. CONCEPT OF OPERATIONS – CONT

C. Response/Recovery Activities – Cont

2. During the recovery phase, emphasis will be given to the behavioral health of emergency/disaster survivors and their family members. Services may include:
 - a. Individual, family and group counseling;
 - b. Substance abuse prevention and treatment;
 - c. Grief counseling;
 - d. Domestic violence prevention;
 - e. Stress management techniques;
 - f. Mobilizing community infrastructure to support recovery in the community using public forums, art or music or other expressive therapies;
 - g. Crisis response training for behavioral health clinicians;
 - h. Information and referral to other behavioral health service resources;
 - i. Community preparation for future emergency/disaster response.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies

1. **Department of Health Services – Behavioral Health Section (ADHS-DBHS)** will:
 - a. Administer and coordinate emergency/disaster behavioral health services, assist behavioral health and essential services providers, and collect and disseminate information to behavioral health service providers.
 - b. Assist local government in the assessment of behavioral health service needs of the affected population.
 - c. Assure provision of behavioral health services to identified populations, which may include victims, family members, survivors, bystanders, first responders and their families and other community caregivers.
 - d. Coordinate with the SEOC Mass Care Coordinator to identify shelter occupants who may require behavioral health services (see ESF # e. Coordinate with the ADHS Public Information Officer to arrange for dissemination of information to the public on stress effects and techniques for managing stress.

BEHAVIORAL HEALTH APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

1. ADHS-DBHS will: - Cont

- e. Ensure inpatient psychiatric facilities:
 - (1) Implement their facility's emergency/disaster plan;
 - (2) Provide care, safety and continued behavioral health treatment of residents;
 - (3) Coordinate with authorities for safe evacuation of patients; and
 - (4) Provide resources and support to the community-based behavioral health system.

2. Division of Emergency Management (ADEM) will:

- a. Coordinate with ADHS/DBHS when preparing the Presidential Major Disaster Declaration request to ensure that behavioral health services support is requested.
- b. Activate their Standard Operating Procedures (SOP) for Stress Management for SEOC/DFO workers.
- c. Develop a stress management program for SEOC/DFO personnel.

B. Voluntary Organizations

- 1. **American Red Cross (ARC)** - Disaster Services Mental Health Program will provide teams that respond to disaster sites. These teams detect signs and symptom of stress in disaster victims and assist them in handling acute and chronic stress.
- 2. **Arizona Critical Incident Stress Management Network** will provide teams to support state field, SEOC and DFO staff as needed.

C. Private

Regional and Tribal Regional Behavioral Health Authorities will provide behavioral health crisis response teams staffed with clinicians trained in immediate crisis triage, counseling and referral to ongoing behavioral health treatment.

V. ADMINISTRATION AND LOGISTICS

ADEM, in coordination with ADHS/DBHS, will review and revise this Appendix. Each participating agency will prepare Standard Operating Procedures (SOP) and update Incident Operations Plans (IOP) in support of this Appendix.



**APPENDIX #4
TO
EMERGENCY SUPPORT FUNCTION #8**

STRATEGIC NATIONAL STOCKPILE (SNS)

PRIMARY AGENCY:

State: Department of Health Services (ADHS)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State: Department of Public Safety (DPS)
Department of Emergency & Military Affairs
- Arizona National Guard - 162nd Fighter Wing (AZNG)
Board of Pharmacy (AZBP)

Local: Metropolitan Medical Response System (MMRS)

Federal: Federal Emergency Management Agency – Region IX (FEMA)
Centers for Disease Control and Prevention (CDC)
US Public Health Service (USPHS)
US Air Force (USAF)
US Marine Corps (USMC)

County: Departments of Emergency Management (CEM)
Sheriff's Departments (CSO)
Public Health Offices (CPH)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
Community Emergency Response Teams (CERT)
Arizona Voluntary Organization Active in Disasters (AZVOAD)
Statewide Independent Living Council (SILC)

Private: Undisclosed Private Contractors

I. INTRODUCTION

A. Purpose

1. Provide policy and direction for the requisition and use of the Strategic National Stockpile's (SNS) 12-Hour Push Package and Vendor Managed Inventory (VMI).

STRATEGIC NATIONAL STOCKPILE APPENDIX

I. INTRODUCTION – CONT

A. Purpose – Cont

2. Assure positive control and effective security of SNS materiel.
3. Provide direction and policy for the receipt, transportation, storage, repackaging and distribution of SNS supplies.

B. Scope

This Appendix is applicable to all state agencies and political subdivisions of the state responding to a terrorist attack involving the use of a weapon of mass destruction (biological, chemical, or blast), a major natural disaster, major technological accident, or any large-scale epidemic.

II. SITUATION AND ASSUMPTIONS

- A. Existing pharmaceutical supplies in the state are inadequate to support a response to a large-scale incident utilizing weapons of mass destruction, as described above.
- B. SNS will be shipped to the state by air or ground. A 12-Hour Push Package will arrive in more than 100 Specialized Cargo Containers. CDC will provide most, if not all, of the oral medicines in prepackaged forms.
- C. The SNS is designed to meet the logistical shortfalls of the state's needs; CDC-SNS will advise authorities about dispensing, apportioning, replenishing and the return of unused SNS materiel.
- D. An attack utilizing weapons of mass destruction or other large-scale incident may result in the expenditure or consumption of part of the SNS. All air cargo containers and portable refrigeration equipment will require secure storage until it can be returned to CDC.

III. CONCEPT OF OPERATIONS

- A. A nuclear, biological or chemical or large-scale epidemic incident will be responded to at the local level. Phoenix, Tucson, Mesa and Glendale possess a Metropolitan Medical Response System (MMRS), which is trained to respond to such incidents. These teams, in conjunction with county and state public health, have the capability to assess incidents, determine impact and recommend the deployment of the SNS to ADHS and/or ADEM. Through the MMRS, pharmaceutical stocks may be used at bioterrorism and other health emergencies.
- B. Any local level government not capable of responding to a nuclear, biological, chemical or large-scale epidemic incident may request state support through their county emergency management director/coordinator. The County Health Director/Officer can request public health support needs through the Arizona Department of Health Services.

STRATEGIC NATIONAL STOCKPILE APPENDIX

III. CONCEPT OF OPERATIONS –CONT

- C.** During an incident, local emergency responders (MMRS, emergency medical services and hospital emergency room physicians) will determine whether existing supplies of pharmaceuticals are inadequate to treat the volume of patients expected. The county emergency management director/coordinator and county health department officer/director will notify the Arizona Division of Emergency Management (ADEM) and the Arizona Department of Health Services (ADHS), respectively. Based on recommendation from the ADHS Director, ADHS Director and ADEM Director recommend deployment of the SNS to the Governor. ADHS and county public health departments will oversee the receipt and distribution of the controlled substances. State and county emergency management will maintain cognizance of incident response and the expenditure of pharmaceutical supplies.
- D.** The federal government has contracted with undisclosed private companies to transport the SNS. The materiel will be air delivered to the nearest available airport with facilities and equipment to handle a large aircraft. The contractors' equipment will be utilized to offload aircraft cargo. The preferred point of delivery will have commercial cargo container handling capabilities. If air delivery is not available, the contractors will use land transportation to deliver the SNS to the reception area. An undisclosed private company will support transporting materiel to the county distribution center and/or dispensing site(s).
- E.** ADEM's SEOC Logistics Section, in coordination with the county emergency management, will contract a facility adjacent to the affected jurisdiction for secure storage and handling. The facility may belong to the contractors, or to other private corporations. The SNS materiel must be stored in a secure, well lighted, temperature/humidity controlled Receive, Store and Stage (RSS) warehouse. The facility should have:

 - 1. Minimum of 12,000 square feet (sf) of space: 5,000 sf for storage; 2,000 sf for staging; 1,000 sf of office space; and 4,000 sf for repackaging. Cargo containers should be stored by product type and then sequentially by container number.
 - 2. Pallet jacks, several 4,000-pound forklifts with extended forks and onsite refueling or recharging capabilities.
 - 3. Sufficient power to maintain the temperature, light and operate the RSS warehouse and refrigerate SNS materiel. An emergency generator must be available to ensure the warehouse's continued operation during power failures.
 - 4. Good, unrestricted access to highways and adjacent space for helicopters.
 - 5. Limited, secured access for the three controlled substances in the 12-hour Push Packages.

STRATEGIC NATIONAL STOCKPILE APPENDIX

III. CONCEPT OF OPERATIONS –CONT

- F.** A CDC team of five to eight technical advisors, Technical Advisory Response Unit (TARU), usually comprised of a team lead, pharmacist, public health advisors, logistician and emergency response liaisons, will be deployed at the same time as the first shipment. They will act as advisors, maintain communication with state and federal emergency response agencies and incident commanders, release the SNS materiel to the ADHS Chief Medical Officer (as defined in the “Standard Operating Guidelines for Requisition, Reception, Repackaging and Distribution of the Strategic National Stockpile”), or their designee, and assist in the distribution of materiel to the state RSS warehouse.
- G.** An armed U.S. Marshal will arrive with the TARU to protect CDC personnel and SNS materiel before it is transferred to the state. The Department of Public Safety (DPS) will be responsible for security of SNS personnel, equipment and materiel during the transportation and storage of the SNS at the RSS warehouse, distribution center(s), dispensing site(s) and/or treatment center(s). DPS may request augmentation from federal, state and local resources to provide this security.
- H.** ADHS will oversee the repackaging, if required, and distribution of pharmaceuticals and supplies to the distribution center(s), dispensing site(s) and/or treatment center(s), based on the situation of the incident.
- I.** A semi tractor-trailer fitted to function as a temporary emergency pharmacy would provide emergency refills of existing prescriptions and accept new prescriptions either written or phoned in within 24 hours of the Arizona Board of Pharmacy's request. This mobile facility would cover non-controlled substances. The Phoenix division office of DEA may allow various pharmacies to provide seven-day supplies on controlled substances that were initially dispensed by pharmacies.
- J.** ADEM's State Emergency Operations Center (SEOC) Operations Section will oversee operations and coordinate transportation efforts to the county distribution site. Local National Guard or other contractors may provide transportation for the SNS to the distribution center(s), dispensing site(s) and/or treatment center(s), based on the situation of the incident.
- K.** The National Guard is authorized to provide assistance as required in matters of transportation, repackaging, and security of the SNS (See ADHS Receipt, Storage and Staging (RSS) Function Plan).
- L.** Actual repackaging and delivery of the SNS will be accomplished in accordance with the ADHS Standard Operating Guide.

STRATEGIC NATIONAL STOCKPILE APPENDIX

III. CONCEPT OF OPERATIONS –CONT

- M.** The ADEM SEOC Logistics Section may contract locally (in or adjacent to the affected jurisdiction) to obtain a clean, climate-controlled facility capable of secure storage and the handling necessary to accommodate the repackaging and redistribution of the SNS bulk shipment.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. Office of the Governor, or their designee, requests the CDC and/or Department of Health and Human Services (DHHS) Directors to deploy the SNS.
2. **Division of Emergency Management (ADEM)** will:
 - a. Activate this Appendix and recommend, in conjunction with the ADHS Director, the Governor request deployment of the SNS.
 - b. Coordinate the arrival of the SNS and procurement of the RSS warehouse and secured storage for controlled substances.
 - c. Coordinate the transportation and security of the SNS. Transportation vehicles must be able to maintain appropriate temperatures for some materiel's potency.
 - d. Coordinate Memoranda of Understanding (MOU) between the State and private sector organizations to ensure the safe, efficient and timely receipt, storage and distribution of SNS assets as required.
 - e. Coordinate public information with ADHS and provide a Public Information Officer for media inquiries, and to inform and reassure the public. Messages and information material should be prepared prior to an emergency.
 - f. Alert agencies and organizations responsible for hazardous material response and terrorism.
 - g. Monitor the situation and requests follow-on VMI, according to ADHS and TARU recommendations.
 - h. In conjunction with the DPS, activate required MMRS assets to support medical emergencies prior to arrival and distribution of SNS material.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES–CONT

A. State Government – Cont

2. ADEM will: - cont

- i. Coordinate with the American Red Cross (ARC) and/or other voluntary organizations to locate additional personnel to deliver the prophylaxis to local dispensing site(s) and/or treatment center(s), institutionalized, homebound and homeless shelters.
- j. Use E-Team to track the incident, track locations of unused medical materiel, including cargo containers refrigeration systems, properly kept unused medications, ventilators, portable suction units, generators, repackaging and tablet-counting machines, computer and communications equipment, and ensures their return to CDC.
- k. Provide emergency communication networks (landline, satellite phones or two-way radio services capabilities) to ensure safe, smooth, timely and accurate SNS operations management. All transportation assets should have interoperable communications capability with the ADEM Operations Section, RSS warehouse and distribution center(s).

3. Department of Health Services (ADHS) shall:

- a. Recommend, with ADEM, the Governor request deployment of the SNS when necessary.
- b. Assign the primary ADHS representative authorized to sign for the SNS to the Chief Medical Officer, as the SNS includes controlled substances and requires a DEA Registrant's signature. The alternate is the State Epidemiologist. The representative will assume responsibility for receipt, repackaging and distribution of SNS materiel and the return of unexpended assets.
- c. Develop and maintain a Standard Operating Guide (SOG) for SNS operations. This guide should be scenario directed and delineate procedures for receipt, breakdown, distribution, and dispensing of SNS medical supplies and material.
- d. Maintain a list of public health personnel to train and supervise volunteers to disassemble, organize and repackage SNS materiel and prepare them for transportation to the distribution center(s).

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES–CONT

A. State Government – Cont

2. ADHS shall: - cont

- e. Specify the amounts of SNS materiel to dispensing site(s) and/or treatment center(s) on the basis of health, epidemiological, intelligence or inventory availability information. Later the dispensing site(s) and/or treatment center(s) will send in their orders for materiel.
- f. Coordinate, track and maintain medical materiel inventory using existing inventory and patient management systems which will interface with E-Team.
- g. Work with the TARU and ADEM to order more materiel.
- h. Coordinate public health public information activities and provide a Public Information Officer for media inquiries, and for informing and reassuring the public. Messages and information materials should be prepared prior to an emergency.
- i. Provide a liaison to the State EOC during state and federal declared emergencies.

4. Arizona Board of Pharmacy (AZBP) may:

- a. Maintain a list of licensed pharmacists to oversee the organizing, repackaging and dispensing of SNS materiel if requested.
- b. Request a semi tractor-trailer temporary emergency pharmacy to provide emergency refills and accept new prescriptions,
- c. Evaluate proposed handling and storage of SNS pharmaceuticals if requested.

5. Department of Public Safety (DPS) shall:

- a. Coordinate security of SNS personnel, equipment and materiel to facilitate transportation and delivery to the RSS warehouse, distribution center(s), dispensing site(s) and/or treatment center(s).
- b. Coordinate and provide security for controlled substances while in the RSS warehouse, distribution center(s) and/or treatment center(s).
- c. Evaluate physical security requirements, assess the risks that could interfere with the receipt, distribution and dispensing of the SNS, and assign personnel as required.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

5. **DPS shall: - Cont**
 - d. Provides traffic, crowd and access control at the RSS warehouse and distribution center(s).
 - e. Request necessary augmentation from federal, state, and local law enforcement organizations and ARNG through the SEOC.
6. **Department of Emergency & Military Affairs (DEMA) - AZNG**, when tasked:
 - a. Supports state and local agencies by providing transportation (trucks and helicopters), personnel for repackaging and security, and materiel assets.
 - b. Deploys the 162nd Fighter Wing, Arizona (Tucson) Air National Guard to implement the Receive, Store, and Stage (RSS) Function Plan.
 - c. Deploys the 91st Civil Support Team to identify, assess and evaluate a chemical or biological attack. Provide technical assistance and advice to responders regarding chemical agent identification and decontamination.
7. **Department of Transportation (ADOT)** will support SNS operations by providing personnel equipment and traffic management to effect expedient and efficient transportation and delivery of SNS material. Tasks may include designation of transportation routes, heavy equipment and operators, barriers and signs, trucks, drivers, maintenance, repairs and fuel.
8. **Other State agencies**
 - a. When tasked, provide personnel, equipment, administrative and coordination to support SNS operations.
 - b. Anticipate the necessity to provide support to displaced citizens (emergency food stamps, unemployment compensation, job counseling, etc.)

B. Federal Government

1. **Centers for Disease Control and Prevention (CDC)** will:
 - a. Ship drugs, vaccines, medical supplies and equipment to states and communities.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES–CONT

B. Federal Government – Cont

1. **CDC** will: - Cont
 - b. Provides a TARU team comprised of a leader, pharmacist, public health advisors, logistician and emergency response liaisons. They will:
 - (1) Act as advisors;
 - (2) Maintain communication with state and federal emergency response agencies and incident commanders;
 - (3) Release the SNS materiel to the ADHS Chief Medical Officer, or designee (State Epidemiologist);
 - (4) Assist in the distribution of materiel to the state RSS warehouse;
 - (5) Assist state, county and local government with:
 - (a) Overall SNS management;
 - (b) Receipt start-up and sustained operations; and
 - (c) Inventory control and dispensing.
 - c. Orders additional SNS materiel.
 - d. Apportions SNS materiel nationally when supplies are temporarily limited.
 - e. May deploy SNS without Presidential Declaration of Major Disaster.
2. **FEMA**, upon request of the state, will assess the situation and determine whether or not it is appropriate to recommend a Presidential declaration and activate the Federal Response Plan (FRP).
3. **USPH** will provide planning and training assistance to State agencies, which will manage the SNS.
4. **USAF**, upon request, may provide logistical support to the State for SNS operations including airfields, off-load, storage, and transportation of SNS assets.
5. **USMC**, upon request, may provide logistical support to the State for SNS operations including airfields, off-load, storage, and transportation of SNS assets.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES–CONT

C. County/Local

1. CEM will:

- a. Coordinate local assets for response and recovery operations.
- b. Brief key elected officials in non-incorporated and incorporated municipalities within jurisdiction.
- c. Coordinate with county health department on the arrival of the SNS and procurement of the distribution site(s), dispensing site(s) and/or treatment center(s).
- d. Establish and staff the county EOC.
- e. Establish contact with supporting levels of county, state and federal government.
- f. Establish liaison with private and public health and medical organizations.
- g. Locate resources as required and/or requested.
- h. Provide a Public Information Officer for media inquiries, and to inform and reassure the public. Messages and information materials should be prepared prior to an emergency.
- i. Coordinates transportation and communications between state, county and local government.

2. CSO, upon request, may

- a. Support DPS security operations by providing personnel and equipment and organizing physical security operations at the repackaging and distribution location and transportation to dispensing centers.
- b. Maintain liaison with federal, state and local law enforcement agencies.
- c. Provide mutual aid support upon request of other political subdivisions.

3. CPH will:

- a. Conducts a rapid epidemiological investigation to determine possible exposed or at risk population and provides an assessment of public health needs to ADHS.
- b. Coordinates with the county department of emergency management/services on the arrival of the SNS and procurement of the distribution site(s), dispensing site(s) and/or treatment center(s). Responsible for coordination and operation of dispensing sites.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES-CONT

C. County/Local Government - Cont

3. CPH will: - Cont

- c. Provide a liaison to the county EOC.
- d. Identify, with local officials, all sites where exposed patients are receiving care and obtain counts or good estimate numbers of patients.
- e. Determines the amount of drugs, supplies and equipment required at each site.
- f. Provide a Public Information Officer for media inquiries, and to inform and reassure the public. Messages and information materials should be prepared prior to an emergency.

4. MMRS shall respond to incidents in accordance with Appendix #5 of this Annex. MMRS will:

- a. Determine the content and size of the local inventory of drugs and other medical supplies.
- b. Maintains a current and operational Mass Immunization and Pharmaceutical distribution plan.

5. CEO will:

- a. Define essential personnel: fire fighters, law enforcement, hazardous material specialists, and emergency medical personnel.
- b. Protect and credential essential response personnel.
- c. Provides a Public Information Officer for media inquiries, and to inform and reassure the public. Messages and information materials should be prepared prior to an emergency.
- d. Provide security for dispensing site(s), treatment center(s) and other distribution locations. This will include traffic control, crowd control, and protection of personnel, equipment and SNS materiel.

D. Voluntary Organizations

1. American Red Cross (ARC), when tasked, may:

- a. Provide support to repackaging and distribution center personnel as required.
- b. Provide transportation and delivery personnel if requested.
- c. Provide emergency pharmaceutical distribution centers.
- d. Coordinate with other volunteer agencies to provide additional support as necessary.

STRATEGIC NATIONAL STOCKPILE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES–CONT

D. Voluntary Organizations - Cont

2. Other voluntary agencies may be requested to provide personnel for SNS operations.

E. Private Organizations

1. Contracted transporters provides:
 - a. K-loader” forklift, equipment and personnel to offload aircraft cargo.
 - b. Facilities adequate to support the repackaging and dispatch of materiel to the distribution center(s).
 - c. Local drivers and transportation for repackaged materiel.
2. **Arizona Pharmacists Association** may be asked to support the SNS distribution system by providing volunteer pharmacists to train laypersons to repackage pharmaceuticals and medical supplies for delivery to distribution centers.

V. DIRECTION AND CONTROL

- A. The ADHS will be the lead agency for public health emergency response.
- B. ADEM will be the lead agency for the SEOC and will provide inter-agency coordination and logistics support.
- C. The SEOC Policy Section will be staffed in accordance with the SEOC SOP and augmented by representatives from ADHS to ensure an effective response, rapid access to resources, and the efficient, safe use of acquired resources. The Public Information Officer will coordinate with other agencies and organizations to provide critical information to the public and private health providers.
- D. The SEOC Operations Section will be staffed in accordance with the SEOC SOP and augmented by public health personnel to provide technical advice and status of ADHS response activities. The ADHS Chief Medical Officer, or their designee, will direct health and medical operations. Operations Section will monitor security, delivery routes, transportation problems, driver’s status and communications within the delivery system.
- E. The SEOC Plans Section will be staffed in accordance with the SEOC SOP and augmented by public health personnel to track response activities, provide situation analysis, Incident Action Plans and technical advise for contingency planning.

STRATEGIC NATIONAL STOCKPILE APPENDIX

V. DIRECTION AND CONTROL - CONT

- F.** The SEOC Logistics Section will be staffed in accordance with the SEOC SOP and will manage and monitor the flow of information and requests for state resource support. Advance communications should be established between ADEM and various local property management companies for the purpose of expediting the procurement of facilities to be used for breakout, storage and distribution of the SNS.

VI. ADMINISTRATION AND LOGISTICS

- A.** ADEM will provide personnel and equipment to support twenty-four hour operations in the SEOC in accordance with the SEOC SOP.
- B.** ADHS will provide initial administrative support to the SNS repackaging operations. Additional support requirements will be submitted to the SEOC Logistics Chief.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A.** This plan will be reviewed and updated annually by ADEM and ADHS annually.
- B.** ADEM is responsible for maintenance of this appendix in the state plan.
- C.** ADHS is responsible for maintenance of the SNS SOG.
- D.** All agencies tasked to participate in the implementation of this plan are encouraged to submit recommendations for changes and revisions to the plan.

STRATEGIC NATIONAL STOCKPILE APPENDIX

Algorithm for Requesting, Deploying, and Receiving The Strategic National Stockpile In a Suspected Bio-Terrorism Event

•CONTACT CDC IN AN EVENT

Local authorities, MMRS, CST determine the type, source, and potential impact of a biological agent being deployed. The State makes the formal requests for Federal assistance in the national emergency response system. Formal requests to CDC for the SNS will also follow this rule

1. EVIDENCE CONSIDERATIONS

1. Overt release of a chemical or biological agent.
2. Claim or release with intelligence and/or law enforcement confirmation.
3. Clinical / epidemiological indicators, including:
 - a. A large number of ill persons with similar disease or syndrome;
 - b. A large number of unexplained disease, syndrome, or deaths;
 - c. Unusual illness in a population;
 - d. Higher morbidity & mortality with a common disease or syndrome;
 - e. Failure of a common disease to respond to usual therapy;
 - f. Single case of disease caused by an uncommon agent;
 - g. Multiple unusual or unexplained disease entities in the same patient with other explanation;
 - h. Disease with unusual geographic / seasonal distribution;
 - i. Multiple atypical presentations of disease agents;
 - j. Similar genetic type in agents isolated from temporary / spatially distinct sources;
 - k. Unusual atypical, genetically engineered or antiquated strain of the agent;
 - l. Endemic disease / unexplained increase in incidence;
 - m. Simultaneous clusters of similar illness in non-contiguous areas;
 - n. Atypical aerosol / food / water transmission;
 - o. Ill people presenting near the same time;
 - p. Deaths / illness among animals that precedes / accompanies human death;
 - q. No illness in people not exposed to common vent systems, but in those in proximity to the systems.
4. Review of laboratory information
5. Unexplained increase in EMS requests.
6. Unexplained increase in antibiotic prescriptions or OTC medication use.

• CAPACITY CONSIDERATIONS

- ☐ Number of current casualties
- ☐ Projected needs considering the population of the area (including transients), and possible infections versus non-infections.
- ☐ Presence of an identifiable, coordinated SNS annex to the State/local bio-terrorism response plan.
- ☐ Hospital capacity at the time of the event, including ICU beds and ventilator needs.
- ☐ State resources identified, including pharmacy distributors, oxygen availability, other nearby hospitals, and in-state alternative care centers.
- ☐ Local resources, e.g., pharmacy distribution, oxygen availability, and transport capacity.



**APPENDIX #5
TO
EMERGENCY SUPPORT FUNCTION #8**

**METROPOLITAN MEDICAL RESPONSE
SYSTEM (MMRS)**

Primary Agency:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)

Support Agencies:

State: Department of Environmental Quality (ADEQ)
Department of Health Services (ADHS)
Department of Public Safety (DPS)
Department of Transportation (ADOT)
Department of Water Resources (ADWR)
Department of Emergency & Military Affairs
- National Guard (DEMA)
Arizona Radiation Regulatory Agency (ARRA)

Regional: Poison Control Center – Phoenix
Poison Control Center – Tucson

County: Emergency Management/Services Department (CEM)
Sheriffs Department (CSO)
Public Health Department (CPH)
Medical Examiner's Office (CME)

Local: City of Glendale
City of Mesa
City of Phoenix
City of Tempe
City of Tucson

Federal: Federal Bureau of Investigation (FBI)
Federal Emergency Management Agency (FEMA)

Tribal: Intertribal Coordinating Council

Voluntary: American Red Cross (ARC)
The Salvation Army (TSA)
Arizona Voluntary Organizations Active in Disasters (AzVOAD)
Statewide Independent Living Council (SILC)

Private: Arizona Hospital Association (AHA)
Arizona Healthcare Association
United Blood Services (UBS)

METROPOLITAN MEDICAL RESPONSE SYSTEM

I. INTRODUCTION

A. Purpose

1. To integrate the Metropolitan Medical Response Systems of Phoenix, Tucson, Mesa, Tempe and Glendale into a coordinated statewide initial all hazards response plan.
2. To deliver immediate resources that enhance local capabilities and technical expertise to incidents including but are not limited to mass casualty or terrorism within the state where local response resources are overwhelmed and until adequate State or Federal support resources are in place.

B. Scope

1. In the event of a major catastrophe, immediate supplemental assistance will be provided to impacted local governments to:
 - a. Support the situational assessment;
 - b. Support operation of the local Incident Management System;
 - c. Identify product/agent;
 - d. Stabilize and mitigate circumstances utilizing HazMat, TRT, Heavy Rescue, SWAT and Bomb squad assets;
 - e. Rescue victims;
 - f. Perform decontamination including establishing secondary decontamination locations as needed;
 - g. Treat patients and deliver pharmaceutical support;
 - h. Liaison with appropriate county, state and federal support agencies

II. SITUATION AND ASSUMPTIONS

- A.** A local jurisdiction's resources will be overwhelmed, regardless of causation, by a catastrophic and/or mass casualty event in their community.
- B.** Jurisdictions will initiate a statewide response via automatic or statewide mutual aid agreements.
- C.** Most local response organizations have limited capabilities to detect, identify, and treat casualties in any chemical, biological, radiological, nuclear or explosive (CBRNE) incident.
- D.** MMRS communities are trained and equipped to operate in CBRNE environments and disaster situations, and maintain statewide deployment capabilities.

METROPOLITAN MEDICAL RESPONSE SYSTEM

III. CONCEPT OF OPERATIONS

- A.** After receiving a request for assistance or upon a proclamation of a State of Emergency by the Governor, the Director, ADEM will coordinate personnel, facilities, supplies, equipment and other resources as appropriate to augment local government emergency services. (The MMRS response can be activated without a proclamation by any jurisdiction through statewide mutual aid requests or direct contact with the Department of Public Safety)
- B.** The primary point of contact for local jurisdictions to request deployment of MMRS is the DPS Duty Officer for activation of the Statewide Mutual Aid System through Operational and/or Regional Dispatch Centers. Requests will be processed in accordance with the MMRS Standard Operating Guidelines (SOG).
- C.** Incident Support Team and MMRS response units will be dispatched by emergency communications/911 centers as part of the initial MMRS response complement. MMRS assets assigned to the incident will be dispatched to designated staging areas on the initial assignment. An Incident Support Team composed of responders with specialized training will be designated to supervise MMRS activities and coordinate response requirements with local incident commanders and the SEOC.
- D.** The Incident Support Team may consist of representatives from the City of Glendale, City of Mesa, City of Phoenix, City of Tempe, and City of Tucson. These representatives must be on call 24/7 and have a working knowledge of enhanced response capabilities and the MMRS. It is imperative that the Incident Support Team member has the authority to commit additional resources and make critical decisions on behalf of their jurisdiction.
- E.** Law enforcement assets will be dispatched as necessary and may include Bomb Squad and/or SWAT from Glendale, Mesa, Phoenix, Tempe and Tucson. These units have specialized training and equipment for a CBRNE event.
- F.** The Incident Support Team (IST) will receive simultaneous notification via the "MMRS Group" page. Upon activation and in accordance with the MMRS SOG, the Incident Support Team will conduct conference calls to assign and deploy IST members to the incident. A minimum of two (2) uncommitted IST members will then proceed immediately to the SEOC to coordinate incident command communications, assume all-hazard technical advisory positions for Fire/Rescue, determine the make-up of the deployment in terms of disciplines to be represented and to facilitate the most expeditious transportation to the incident command post available for coordinating deployment of MMRS assets. Incident Support Team(s) transportation requirements will be coordinated by the State of Arizona.
- G.** Designated assets from MMRS cities will be dispatched to a defined staging area and then proceed to the incident scene as a "team" upon direction from the IST and/or Incident Commander.

METROPOLITAN MEDICAL RESPONSE SYSTEM

III. CONCEPT OF OPERATIONS – CONT

The following table depicts a standard MMRS response team:

Response Team				
	ALS Engine Company	Ladder Company	Hazmat Unit	Support
City of Glendale	1	0	1	Chief Officer
City of Mesa	1	0	1	Safety Officer Chief Officer
City of Phoenix	1	1	1	Command Van Chief Officer MMRS Trailer Utility Truck
City of Tempe	2	1	1	Chief Officer
City of Tucson	2	1	1	Chief Officer

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Division of Emergency Management (ADEM)** will:
 - a. Activate SEOC to provide coordinated MMRS response;
 - b. Obtain Proclamation of Emergency from the Governor ordering activation of the State MMRS. (Lack of a proclamation will not prohibit response)
 - c. Identify and activate resources to supplement emergency services that may be required to support MMRS Response Team(s);
 - d. Coordinate the activities of all MMRS-capable agencies within the state;
 - e. Coordinate transportation of MMRS Incident Support Team to the incident location, as necessary.
 - f. Request activation of Disaster Medical Assistance Teams (DMAT) via the SEOC;

METROPOLITAN MEDICAL RESPONSE SYSTEM

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

2. **Department of Public Safety (DPS)** when tasked:
 - a. Act as one of the primary point of contact to local government(s) for activation of the State MMRS;
 - b. Activate State MMRS via notification to Phoenix Fire Dispatch of need and upon verification of the incident/event. Mesa Alarm Room and the City of Tucson Fire Communications Center will act as alternate contacts.
 - c. Provide a transportation corridor for responding agencies;
 - d. Provide personnel and equipment to transport equipment and material;
 - e. Provide security and traffic control for Strategic National Stockpile if activated (See Strategic National Stockpile Appendix #4 this ESF).
3. **Department of Health Services (ADHS)** upon request will:
 - a. Provide assistance in identifying suspected biological and chemical agents in support of MMRS Team(s);
 - b. Identify subsequent public health issues and report to MMRS Response Team(s) and activated EOCs;
 - c. Coordinate surveillance and reporting with hospitals in the event of a terrorist or suspected terrorist attack.
4. **Department of Transportation (ADOT)** upon request will:
 - a. Provide personnel and equipment to coordinate traffic management for MMRS response agencies.
 - b. Assist DPS with road closure information, roadblocks, alternate routes, etc. in ensuring expeditious MMRS Response Team(s) travel to designated staging area(s).
5. **Department of Environmental Quality (ADEQ)** upon request will:
 - a. Monitor incident scene air quality for contaminants and report to Incident Command (IC);
 - b. Assist with decontamination efforts in coordination with MMRS Team and Incident Commander as required;
 - c. Provide environmental assessments as needed.
6. **Department of Water Resources (ADWR)** upon request will monitor water for contaminants and report public health issues to IC;

METROPOLITAN MEDICAL RESPONSE SYSTEM

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

7. **Department Of Emergency & Military Affairs (DEMA) - National Guard**, upon request will:
 - a. Provide personnel and equipment, including air support, to facilitate rapid deployment of the MMRS and Incident Support Teams.
 - b. Provide personnel and equipment for casualty care.
 - c. Provide personnel and equipment to transport supplies and equipment to deployed MMRS Response Team(s).
 - d. Provide Civil Support Team.

B. Local Government

1. **County Emergency Management (CEM) will:**
 - a. Verify local law enforcement has requested activation of State MMRS Team through DPS and/or statewide mutual aid;
 - b. Contact ADEM with request to activate State MMRS;
 - c. Obtain verbal emergency declaration from Board of Supervisors via local protocol;
 - d. Support ADEM County Liaison in County EOC as needed.
 - e. Request activation of Disaster Medical Assistance Team (DMAT) for assistance through CEM/SEOC if required.
2. **County Sheriff/Local Law Enforcement/Local Fire Department will:**
 - a. Coordinate with County Emergency Manager for support of state MMRS Team.
 - b. Contact DPS operational and/or regional dispatch centers to request activation of a state MMRS Team;
 - c. Provide incident command structure for MMRS response;
 - d. Contact responding MMRS cities to advise of cost reimbursement opportunities upon receipt of available funds as appropriate.

METROPOLITAN MEDICAL RESPONSE SYSTEM

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Local Government – Cont

3. **County Public Health Departments (CPH)** will:
 - a. Coordinate with State DHS on all incident health issues in response to MMRS Team requests;
 - b. Provide public health guidance and direction to local impacted communities in coordination with MMRS Team(s) and Incident Commander(s);
4. **County Medical Examiner (CME)** will:
 - a. Manage incident mass fatalities in coordination with the Incident Commander and the MMRS Incident Support Team;
 - b. Maintain Mass Fatality Plans;
 - c. Request additional support via CEM/Supplemental Dispatch/SEOC Logistics Branch;
5. **Poison Control Center (Phoenix/Tucson)** will provide toxicology and patient treatment guidance upon request.

C. Federal Government

1. **Federal Bureau of Investigation (FBI)** will:
 - a. Act as lead federal agency for incident management (suspected terrorist incident);
 - b. Provide liaison to State EOC as needed;
 - c. Provide intelligence briefings on a regular basis and upon development of significant events to alert deployed MMRS Teams;
 - d. Coordinate with DPS and impacted local law enforcement as appropriate.
2. **Federal Emergency Management Agency** will:
 - a. Act as lead federal agency for coordinating federal non-criminal activities (terrorist incident or Presidential-declared disaster);
 - b. Provide incident liaison to SEOC as required or requested.

METROPOLITAN MEDICAL RESPONSE SYSTEM

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. Voluntary Organizations

1. **Arizona Voluntary Organizations Active in Disasters (AzVOAD)** may:
 - a. Provide support services to incident responders and MMRS Team(s) as needed;
 - b. Provide support services as requested from Incident Commander or Incident Support Team.
 - c. Provide a government liaison to State and impacted County EOCs in support of MMRS Team needs;
 - d. Request additional resources through “Supplemental Dispatch via CEM and SEOC-Logistics Management.
2. The **American Red Cross (ARC)** when requested may:
 - a. Provide support services to incident responders and MMRS Team(s) as needed;
 - b. Provide support services as requested from Incident Commander or MMRS Incident Support Team.
 - c. Provide a government liaison to State and impacted County EOCs in support of MMRS Team needs;
 - d. Request additional resources through “Supplemental Dispatch via CEM and SEOC-Logistics Management.
3. **The Salvation Army (TSA)**, when requested, may:
 - a. Provide support services to incident responders and MMRS Team(s) as needed;
 - b. Provide support services as requested from Incident Commander or Incident Support Team.
 - c. Provide a government liaison to State and impacted County EOCs in support of MMRS Team needs;
 - d. Request additional resources through “Supplemental Dispatch via CEM and SEOC-Logistics Management.
 - e. Coordinate in-kind donations management.
4. The **Statewide Independent Living Council (SILC)** upon request will provide guidance and advice in fulfilling the special needs of persons with limited abilities, disabilities, etc. in emergencies.

METROPOLITAN MEDICAL RESPONSE SYSTEM

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

E. Private Organizations

1. The **Arizona Fire Chief's Association** may provide liaison to the SEOC for management of emergency response resources (See ESF 4) and in support of MMRS activities as required.
2. **Local hospital(s), Arizona Hospital and Healthcare Associations** may:
 - a. Assist with patient treatment and care in coordination with MMRS activities;
 - b. Report bed availability to local authorities upon request in support of Response Team request(s).
3. **United Blood Services** will provide assistance to MMRS Team(s) as requested.

F. Local Organizations

1. MMRS Communities will coordinate appropriate resources to respond to the scene in accordance with the MMRS Standard Operating Guidelines (SOG).
2. MMRS communities will fill equipment lists necessary to bring response capabilities to 100% in accordance with the MMRS SOG.



EMERGENCY SUPPORT FUNCTION #9

URBAN SEARCH AND RESCUE

ANNEX

PRIMARY AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)

Local: Phoenix Fire Department (PFD – AZTF #1)

Federal: Federal Emergency Management Agency (FEMA)

SUPPORT AGENCIES:

State: Department of Administration (ADOA)

Department of Building & Fire Safety (DBFS)
- State Fire Marshal (DBFS-OSFM)

Department of Emergency & Military Affairs
- National Guard (DEMA)

Department of Health Services (ADHS)

Department of Public Safety (DPS)

Department of Transportation (ADOT)

Voluntary: Civil Air Patrol (CAP)

Private: Structural Engineers Association of Arizona (SEA)

I. INTRODUCTION

A. Purpose

Describe the use of Urban Search and Rescue (US&R) assets located within Arizona and the procedures necessary to obtain other US&R state and federal assets as required.

B. Scope

The Arizona (US&R) task force is staffed by fire department and emergency services personnel who are experienced and trained in collapsed structure search and rescue operations including locating, extricating and providing for immediate medical treatment of victims trapped in collapsed structures.

URBAN SEARCH AND RESCUE ANNEX

II. SITUATIONS AND ASSUMPTIONS

- A.** Phoenix Fire Department contains US&R, Arizona Task Force (AZTF) #1 that is on 24-hour call for deployment within the state.
- B.** Disasters may cause conditions that vary widely in scope, urgency and degree of devastation.
 - 1. Substantial numbers of persons could be in life-threatening situations requiring prompt rescue and medical care.
 - 2. Because the mortality rate will dramatically increase beyond 72 hours, search and rescue must begin immediately.
 - 3. Rescue personnel will encounter extensive damage to buildings, roadways, public works, communications and utilities.
 - 4. Fires, landslides, flooding and hazardous materials releases will compound problems.
 - 5. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.
 - 6. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.
- C.** Local search and rescue organizations will be assigned and unable to respond.
- D.** Local residents, workers and volunteers will initiate activities to help US&R operations and require coordination and direction.
- E.** Access to damaged areas will be restricted. Some sites may only be accessible by air or on foot.
- F.** The effects of earthquakes, aftershocks, secondary and cascading events, and other disasters will threaten survivors and search and rescue personnel.

III. CONCEPT OF OPERATIONS

- A.** Phoenix US&R-AZTF #1 will be the primary responder tasked by ADEM if not already committed to a similar city emergency.
- B.** Other federal US&R teams will be requested through FEMA via ADEM or activated SEOC operations if necessary.
- C.** US&R teams will be supported as required with tasking assigned to:
 - A.** Department of Administration
 - B.** Civil Air Patrol
 - C.** State Fire Marshal

URBAN SEARCH AND RESCUE ANNEX

III. CONCEPT OF OPERATIONS – CONT

C. US&R teams will be supported ... – Cont

- D.** National Guard
- E.** Department of Public Safety
- F.** Department of Transportation

D. Each committed unit will remain under the command and control of their own organization. Upon arrival at the disaster site all units will report to the incident commander.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agencies

A. Division of Emergency Management (ADEM) will:

- A.** Coordinate US&R activities and supplement the activities of local government.
- B.** Coordinate US&R AZTF #1 activities with federally-deployed US&R task forces through the Incident Commander.
- C.** Assist the Governor in requesting the Presidential Declaration of a Major Disaster if necessary.

B. Phoenix Fire Department - US&R-AZTF #1 will:

- A.** Maintain AZTF #1 according to the U. S. Department of Homeland Security US&R National Response System;
- B.** Provide training to develop, renew, and upgrade skills required for each position; and
- C.** Develop, test, implement and practice an internal call-out system.

C. FEMA Region IX will coordinate the procurement of federally designated urban search and rescue teams as requested.

B. Support Agencies

1. Department of Administration (ADOA) will:

- a.** Supplement the administrative staff of responding agencies; and
- b.** Assist with the implementation of ESF #7 – Resource Support Annex as requested by the Director, ADEM.

2. State Fire Marshal (OSFM) will:

- a.** Provide training and certification for functional elements of the team; and
- b.** Monitor implementation of ESF #4 (Fire Service Annex) if activated.

URBAN SEARCH AND RESCUE ANNEX

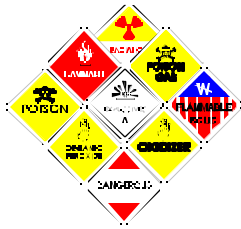
IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Support Agencies – Cont

3. **Department of Emergency & Military Affairs (DEMA – AZNG)** will:
 - a. Provide personnel, heavy equipment and helicopter support;
 - b. Assist with the transport of rescue workers and response personnel; and
 - c. Provide additional security.
4. **Department of Health Services (ADHS)** will:
 - a. Coordinate the efforts of public/private sector health care organizations;
 - b. Direct the activities of the National Disaster Medical System (NDMS) and their Disaster Medical Assistance Teams (DMAT) if requested and upon receipt of Presidential Declaration; and
 - c. Implement ESF #8 (Health & Medical Services Annex) as directed by the Director, ADEM.
5. **Department of Public Safety (DPS)** will:
 - a. Assist local law enforcement in providing security;
 - b. Assist with the control of ingress and egress; and
 - c. Implement ESF #13 (Law Enforcement Annex) as directed by the Director, ADEM.
6. **Department of Transportation (ADOT)** will:
 - a. Provide heavy equipment and operators;
 - b. Implement ESF#1 (Transportation Annex) as directed by the Director, ADEM; and
 - c. Provide barricades and other equipment to ensure the security of the disaster area.
7. **Civil Air Patrol (CAP)** will:
 - a. Provide photo surveillance; and
 - b. Provide air reconnaissance.
8. **Structural Engineers Association (SEA)** will organize lists of volunteers willing to respond to local emergencies who will provide professional opinions on the safety of event-damaged structures. These professional services will primarily involve urban search and rescue operations and structure assessment.

V. PLAN DEVELOPMENT AND MAINTENANCE

The Arizona Division of Emergency Management in coordination with the Phoenix Fire Department is responsible for the development and maintenance of this ESF.



EMERGENCY SUPPORT FUNCTION # 10

HAZARDOUS MATERIALS ANNEX

PRIMARY AGENCIES:

Facility Incidents:	Department of Environmental Quality (ADEQ)
Highway Incidents:	Department of Public Safety (DPS) Department of Transportation (ADOT)
Pipeline Incidents:	Corporation Commission (ACC) - Pipeline Safety Section
Radiological Incidents:	Radiation Regulatory Agency (ARRA)
Railroad Incidents:	Corporation Commission (ACC) - Railroad Safety Section Department of Public Safety (DPS)
WMD Incidents:	Department of Public Safety (DPS) Federal Bureau of Investigation (FBI)

SUPPORT AGENCIES:

State:	Department of Administration (ADOA) - Risk Management Section Department of Health Services (ADHS) Department of Agriculture (ADA) Office of the Attorney General (OAG) - Environmental Enforcement Section Emergency Response Commission (AZSERC) Industrial Commission (ICA) - Division of Occupational Safety and Health Structural Pest Control Commission (SPCC) Department of Building & Fire Safety (DBFS) - Office of the State Fire Marshal (OSFM) State Fire Safety Committee State Land Department (ASLD) Department of Game & Fish (AZGFD) - Game & Fish Commission Department of Emergency & Military Affairs (DEMA) - Division of Emergency Management (ADEM) - National Guard (AZNG) State Mine Inspector (ASMI)

HAZARDOUS MATERIAL ANNEX

SUPPORT AGENCIES: - CON'T

State: Poison Control Centers (PCC)
 Arizona State University (ASU)

Federal: Federal Emergency Management Agency (FEMA)
 Department of Energy (USDOE)
 Environmental Protection Agency (EPA)
 Department of Transportation (USDOT)
 Department of Interior (DOI)
 Department of Agriculture (USDA)
 Department of Health and Human Services (DHHS)
 United State Coast Guard (USCG)
 Region IX Regional Response Team (RRT)
 National Response Team (NRT)
 Federal Motor Carrier Safety Administration
 - Hazardous Materials
 Office of Hazardous Materials Safety
 Bureau of Alcohol, Tobacco, Firearms and Explosives, (ATF)
 Federal Railroad Administration
 Mining Safety and Health Administration

Private: American Chemistry Council
 CHEMTREC, (Chemical Transportation Emergency Center)
 OREIS/ESINC, (Operation Respond Emergency Information
 System
 Emergency Services Information Network Corporation).
 PEAC/Aristatek, (Palmtop Emergency Action for Chemicals)

 Visual Data
 HazMat 2000

 Chlorine Institute

 ADOA State Approved Emergency Response Contractors

 Defense Group Incorporated
 CoBRA

 Kinder Morgan Energy Partners

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
 - Disaster Services

HAZARDOUS MATERIAL ANNEX

I. INTRODUCTION

A. Purpose

1. To protect life and property from risks associated with the discharge, release or misuse of hazardous materials (HazMat) by providing coordinated, effective, state support to county/local governments, and to coordinate with and request assistance from federal and private organizations.
2. To comply with the state's HazMat emergency planning mandate, as well as those of FEMA and the Environmental Protection Agency (EPA).

B. Scope

Provide detailed information needed for the effective coordination of state/local/federal/ private resources involved in HazMat emergency operations by:

1. Identifying the authorities, roles and responsibilities of state agencies;
2. Establishing coordination, command and control procedures; and
3. Describing criteria and procedures for requesting state/federal assistance.

II. POLICY

A. The term HazMat is used in a generic sense to mean any chemical, substance, material or waste which may pose an unreasonable risk to life, health, safety, property or the environment and includes:

1. Hazardous materials as defined by United States Department of Transportation (USDOT);
2. Hazardous wastes, hazardous substances and extremely hazardous substances as defined by EPA; hazardous chemicals as defined by OSHA; other regulated substances; and other substances, pollutants that pose a hazard to the public health, safety and environment.
3. Radioactive materials as defined under the Atomic Energy Act (see ARS §26-301.7) and;
4. Other materials which by their nature may cause hazards, i.e., sewage, vegetable oils, etc.

B. Compliance with Title 29 Code of Federal Regulations (29 CFR) section 1910.120 will be adhered to in any response or recovery operation involving state agencies or employees.

1. State personnel who are present at the site of a HazMat incident will operate under the safety standards provided for in 29 CFR 1910.120(q)(3), and, if required, participate as an incident commander under 29 CFR 1910.120(q)(6)(v).

HAZARDOUS MATERIAL ANNEX

II. POLICY – CONT

C. Compliance with Title 29 ... – cont

2. State personnel who respond at the Technician and Specialist employee level will be provided with medical surveillance and consultation as provided for in 29 CFR 1910.120(q)(9).
3. Chemical protective clothing and equipment used by state HazMat response personnel will meet the applicable requirements of 29 CFR 1910.120(q)(10), and National Fire Protection Association (NFPA) standards 1991/1992/1993.
4. State response personnel will also adhere to their respective departmental personal protection guidelines and policies.
5. State personnel will respond only at the level of training and certification they have achieved. Training will be based on the duties and function to be performed as provided for in 29 CFR 1910.120(q)(6) and 1926.65(q)(6).

II. SITUATION AND ASSUMPTIONS

- A. Hazardous materials are formulated, used, stored and transported throughout Arizona.
- B. The discharge, release or misuse of a hazardous material may pose a significant threat to public health and safety.
- C. Local government has the primary responsibility to protect public health and safety. Local firefighters, paramedics and law enforcement officers are usually first-on-the-scene of HazMat incidents.
- D. The Arizona State Emergency Response Commission (ASERC) has divided Arizona into 15 HazMat emergency planning districts. These districts are defined by county boundaries.
- E. Each of these planning districts has a Local Emergency Planning Committee (LEPC). LEPCs are made up of elected officials, law enforcement officers, emergency responders, emergency managers, media, community members, industry, transportation and medical representatives. They are mandated to develop and implement comprehensive emergency response plans regarding potential HazMat emergencies/disasters within their respective planning districts (ARS §26-345).
- F. LEPCs will maintain a database of facilities (provided by the ASERC) that have reporting requirements under section 312 and ARS §26-350 of the Emergency Planning and Community Right to Know Act.

HAZARDOUS MATERIAL ANNEX

III. SITUATION AND ASSUMPTIONS- CONT

- G.** HazMat emergency response and recovery operations often require extensively trained teams and specialized equipment. Local government may not have adequate resources to develop and maintain the personnel, specialized training and equipment needed to safely and effectively respond to HazMat emergencies/disasters.
- H.** State/local agencies may recover HazMat emergency response costs in accordance with ARS §12-972.
- I.** The state is responsible for providing emergency support and response when local government is unable to provide adequate response or recovery actions, or when an incident occurs in an area that is directly under state jurisdiction or involves certain state regulated activities.
- J.** Costs arising from HazMat contingencies and emergencies/disasters may be paid from unrestricted monies from the general fund (ARS §35-192 and AAC R8-2-301). Local government may be reimbursed up to \$25,000 from EPA and/or the Department Environmental Quality (ADEQ) for costs incurred in responding to a hazardous substances emergency.
- K.** The federal government may respond to HazMat incidents under the provisions of the HazMat annex of the Federal Response Plan (FRP), EPA National Contingency Plan (NCP) (40 CFR, part 300), United States Department of Energy (DOE) Federal Radiological Emergency Response Plan (FRERP) or DOE's Region 4 Radiological Assistance Plan (RAP).
- L.** The U.S./Mexico Joint Contingency Plan (La Paz Treaty of 1998) requires notification and activates the U.S./Mexico Joint Response Team for hazardous materials incidents occurring within 100 km (62 miles) of the U.S./Mexico Border.

III. CONCEPT OF OPERATION

A. General

Timely and effective response by the state/federal government and private sector may be required to assist local government in response to and recovery from a HazMat incident.

B. Activation/Notification

This plan is effective for execution upon notification to the state that a HazMat incident has occurred that is beyond the local jurisdiction capability. Notification procedures are contained in Appendix 1, Local Government Request for State Assistance.

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

C. Response Actions

1. Local response actions

On-scene command and control is the responsibility of the jurisdiction in which the incident occurs. The local incident commander (IC) is in charge of all personnel at the scene. Local emergency response agencies should make an immediate appraisal of the situation and its potential. USDOT's North American Emergency Response Guidebook provides basic information to assist on-scene officials in selecting protective actions. ICs and responders should avail themselves of existing electronic tools such as CAMEO Suite, LandView and OREIS to support their response. Additionally tools such as Firebelle's "First Responder's Field Guide to Hazmat and Terrorism Emergency Response" provide additional resources.

Responders should consider all of the following (The order of actions is dependent on the nature of the event).:

- a. Establish scene management; operating under the National Incident Management System (NIMS);
- b. Consider precautions regarding secondary devices;
- c. Consider potential crime scene(s);
- d. Detect the presence of HazMat;
- e. Begin identification of chemicals;
- f. Begin evacuation or direct in-place sheltering;
- g. Consider personal protection/decontamination;
- h. Isolate incident and identify zones of activity;
- i. Contain incident without risking exposure;
- j. Perform firefighting, rescue, emergency medical and other critical life saving response activities without undue concern regarding the potential for radiation exposure or contamination;
- k. Reportable quantity releases and/or terrorist acts/suspected terrorist acts are to be reported to the National Response Center 1-800-424-8802, to impacted Local Emergency Planning Committees (www.dem.state.az.us/azserc) for impacted districts and to the Dept of Environmental Quality's (ADEQ) emergency response unit (ERU) [602-771-2330]. The ERU accepts initial verbal reports on behalf of the Emergency Response Commission.

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

C. Response Actions – Cont

1. Local Response Actions ... Cont
 - l. Responding agencies are requested to encourage responsible parties to make reports and take actions required for site cleanup, as appropriate. If the responsible party does not have their own cleanup contractor, state on-scene coordinators are encouraged to provide them with information on those companies that are under state contract for such purposes.
 - m. Reporting of releases is also important along the border with Mexico, to include both sides of the border. Local responders and state on-scene coordinators are encouraged to ensure that release information is reported. If the responsible party does not make the required calls, the responding agency with jurisdiction for the area in which the release occurred or the responding state on-scene coordinator is requested to make such calls.
 - n. Seek additional appropriate resources if the event exceeds, or is expected to exceed, the capability of local resources, including mutual aid. State assistance may be requested through the State On-Scene Coordinator (SOSC) or the Department of Public Safety (DPS) Duty Officer (DO) (see Appendix 1 - Local Government Request for State Assistance).
2. State response actions
 - a. The DPS-DO will notify the appropriate SOSC as follows for:
 - (1) Highway transportation incidents notify DPS - Hazardous Materials Unit and/or the Department of Transportation (ADOT) Emergency Response Specialist;
 - (2) Non-transportation incidents notify the Department of Environmental Quality (ADEQ);
 - (3) Radioactive materials incidents notify the Radiation Regulatory Agency (ARRA);
 - (4) Pipeline incidents notify the Pipeline Safety Section of the Arizona Corporation Commission (ACC);
 - (5) Railroad transportation incidents notify DPS Hazardous Materials Unit (HMU) and the Railroad Safety Section of the ACC;

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

C. Response Actions – Cont

2. State Response – Cont

- a. The DPS-DO will notify... Cont
 - (6) The DO will notify the DPS Hazardous Materials Unit or ADEQ Emergency Response Unit and notify the ADOT Emergency Response Specialist of incidents occurring on state highways. For incidents involving Weapons of Mass Destruction, the DPS-DO will notify the DPS Domestic Preparedness Operations Center (DPOC) and the Domestic Preparedness Command (DPC) as well as the DPS Hazardous Materials Unit.
- b. The SOSC is designated as the IC for all state response agencies when the state has legal responsibility for the incident. When responsibility rests with the local jurisdiction, the SOSC will be the coordinator for all state resources and will coordinate state activities at the direction of the local government IC. When responsibility rests with both the state and the local jurisdiction, the SOSC will serve as the state IC within a unified command structure. The SOSC will notify:
 - (1) Appropriate regulatory agencies of the event and activate others for response (including requests for deployment of the Civil Support Team in accordance with standing protocols);
 - (2) The Attorney General's Office - Environmental Crimes Unit (AG-EES) upon indications of violation of local, state and federal HazMat laws;
 - (3) The responsible party and initiate requests for private sector assistance; and
 - (4) For reportable quantity releases and/or terrorist acts/suspected terrorist acts report to the National Response Center (NRC). (see Local Response Actions this section-C1).
- c. State personnel responding to the incident will assist the SOSC in accordance with their departmental SOPs and within the limits of current individual training and capabilities.
- d. As the recovery phase of the incident proceeds, the SOSC role may be transferred to the state agency having primary responsibility for on-scene operations.

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

C. Response Actions – Cont

2. State Response – Cont
 - e. Request for federal agency assistance, i.e., Federal on Scene Coordinator (FOSC), will be initiated by the DEQ SOSC, the ARRA SOSC or the ADEM Regional Response Team (RRT) representative in coordination with the local IC as follows:
 - (1) The ADEQ SOSC or the ADEM RRT representative will contact the EPA Region IX FOSC, or the USCG National Response Center (NRC) or National Strike Team (NST) to initiate assistance.
 - (2) The ARRA SOSC will contact DOE to request assistance for radioactive materials incidents when federal support is required.
3. Federal response actions. The FOSC will contact the SOSC to provide recommendations (including requests for deployment of the Civil Support Team in accordance with standing protocols) and advice or respond.
4. Private sector actions
 - a. The private sector (e.g., Chemical Manufacturers Association (CMA), facility operators, shippers, carriers, etc.) may be able to provide the SOSC with technical advice/recommendations or provide specialized personnel/ equipment needed for response/recovery operations.
 - b. Private cleanup contractors under state contract will initiate HazMat cleanup and disposal at the direction of the SOSC. Private entities (i.e., responsible parties) may use a contractor of their choice.
5. Response to federal lands
 - a. Response will be provided by the impacted federal agency, EPA Region IX or ADEQ through its cooperative agreement with EPA.
 - b. The state may respond and initiate emergency actions for the protection of life, property and the environment.
 - c. If the event is on Indian nation/tribal lands SOSC will respond if requested by the nation/tribe.

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

C. Response Actions – Cont

6. Command and control

- a. In accordance with 29 CFR 1910.120(q)(3), state response to HazMat incidents will be managed under the Incident Command System (ICS). On-scene command and control is the responsibility of the jurisdiction in which the incident occurs.
- b. State response to HazMat incident will be managed within ICS under three general circumstances:
 - (1) Response to a local jurisdiction - When a local jurisdiction has legal responsibility for response and is the IC, the SOSC will serve as a resource initially through the liaison officer at the command post. The SOSC and additional state resources may be assigned to other functional areas within the command structure at the direction of the IC. The IC will coordinate requests for state assistance with the SOSC.
 - (2) Response to state lands - The state is responsible for incidents occurring on state lands. In those situations, the SOSC will be the IC and direct responding state resources.
 - (3) Response by both the state and a political subdivision - When legal responsibility rests with both the state and another jurisdiction, the SOSC will serve as the state IC. Decisions will be made in coordination with the local IC.

7. Containment

Local and state emergency responders, if appropriate to do so, should minimize the spread of a spilled material by preventing the material from:

- a. Entering a body of water (e.g., lakes, streams, canals, etc.);
- b. Spreading over land;
- c. Entering sewer or drainage systems; and
- d. Becoming airborne.

D. Continuing Actions

1. Recovery

- a. The responsibility/liability for cleanup lies with the spiller (40 CFR, part 300). Contamination should be minimized and cleanup expedited by emergency responders.

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

D. Continuing Actions – Cont

1. Recovery – Cont

b. Cleanup operations should be initiated using the following guidelines:

- (1) If the responsible party accepts responsibility, local/ state officials will monitor cleanup to ensure environmental standards are met.
- (2) If the responsible party is unknown or refuses to accept responsibility and local government does not have the capability or funds for cleanup, the SOSC will assess the situation. The SOSC will then request use of the Governor's Emergency Fund (GEF), the Water Quality Assurance Revolving Fund (WQARF) (ARS §49-282) or other funding sources available through DEQ. Cleanup will be initiated if there is an immediate threat to public health and safety.
- (3) Cleanup operation as the result of a terrorist related incident shall be carefully coordinated with local, state and federal law enforcement agencies.

2. Additional notifications

- a. Local response agencies and the SOSC will complete the Arizona Hazardous Materials Incident Report Form (see Appendix 2).
- b. When evidence that violations of the Federal Motor Carrier Safety Regulations, the Hazardous Materials Transportation Regulations, as adopted by the state, caused or contributed to the severity of an incident, the SOSC will notify:
 - (1) DPS, Highway Patrol Division, Commercial Vehicle Enforcement Bureau (CVEB).
 - (2) ACC Railroad Safety Section
 - (3) ACC Pipeline Safety Section
- c. LEPCs and AZSERC Website: (www.dem.state.az.us/azserc)
- d. ADOA Risk Management Section:

Website: www.azrisk.state.az.us

Telephone: 602-542-2182

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

E. Resource Requirements

Responsible parties and local response organizations will assess the situation and utilize their available resources. When an assessment indicates that additional resources are needed, the local government will request state assistance. The SOSOC will seek additional state/federal assistance as follows:

1. ADEQ may authorize the use of WQARF for remedial actions taken in response to a release or threat of release of a hazardous substance or pollutant that presents an emergency to the public health or environment including:
 - a. Monitoring, assessing, identifying, locating and evaluating the degradation, destruction, loss of or threat to waters; and
 - b. Conducting site investigations, feasibility studies, health effect studies and risk assessments.
2. The Arizona Department of Administration Risk Management Section (ADOA-RMS) will authorize funding for cleanup of hazardous waste on state land.
3. ADEM will authorize use of the Governor Emergency Fund (GEF) for those incidents that pose an immediate threat to public health/safety when there is no responsible party for cleanup and/or local government does not have the resources to accomplish a cleanup.
 - a. Provisions for use of GEF are contained in ARS §35-192, paragraph C and AAC R8-2-301 et seq.
 - b. The State Purchasing Office has executed a state contract for removal of HazMat waste utilizing private contractors.
4. USCG may use the Oil Spill Liability Trust Fund (26 USCA 9509) under the provisions of 33 USCA 1321, for response to oil discharges.
 - a. The Commander, Marine Safety Division, Eleventh District USCG, administers the fund within Region IX Mainland Area.
 - b. The fund will be activated by the FOSC and is available to:
 - (1) Pay authorized costs; and
 - (2) Reimburse costs incurred by other federal/state agencies when authorized in advance by the FOSC.Website: <http://www.uscg.mil/hq/npfc/index.htm>

HAZARDOUS MATERIAL ANNEX

IV. CONCEPT OF OPERATION – CONT

E. Resource Requirements – Cont

4. USCG may use the Oil Spill Liability Trust Fund ... Cont
 - c. National Pollution Funds Center. is created to pay for uncompensated removal costs incurred during oil and hazardous material response that are not paid by the responsible party spiller.
 - d. The FOSC needs to sign off on any Incident Action Plan that identifies resources requested and assigned to the incident.
5. The Hazardous Substances Response Trust Fund established pursuant to the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), may be used to:
 - a. Undertake removal actions authorized by EPA/USCG FOSCs that will prevent or mitigate immediate and significant risk of harm to human life/health or the environment; and
 - b. Reimburse local government, political subdivisions and Indian tribes up to \$25,000 per incident for temporary emergency measures taken to prevent or mitigate injury to human health, welfare or the environment from hazardous substance threats (42 USC 9623).
6. The Arizona Department of Administration Risk Management Section (ADOA-RMS) may authorize funding for cleanup of hazardous waste on state land.

NOTE: Any costs recovered pursuant to ARS §12-972 must be returned to the fund from which those costs were paid or reimbursed.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies

1. **Department of Environmental Quality (ADEQ)** will manage and administer water quality, air quality, solid waste and hazardous waste regulations (ARS Title 49), implement EPA programs including: the Clean Air Act, as amended (PL 95-95); the Federal Water Pollution Control Act (PL 92-500); the Safe Drinking Water Act (PL 94-523); the Resource Conservation and Recovery Act (PL 94-580), and will:
 - a. Authorize and coordinate WQARF expenditures;
 - b. Regulate and establish criteria and standards for the characteristics, identification, listing, generation, transportation, treatment, storage and disposal of hazardous waste (ARS §49-922); and

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

1. **ADEQ** will manage and administer ... Cont
 - c. Establish an emergency response unit to function as the public health and environmental element of the state HazMat emergency management program (ARS §49-108), that will:
 - (1) Act as the SOSC for non-transportation HazMat incidents;
 - (2) Provide scientific support to other SOSCs and respond to incidents involving potential environmental hazards;
 - (3) Receive incident reports from facilities for reportable releases of hazardous substances or extremely hazardous substances;
 - (4) Evaluate imminent hazards to human health and/or the environment;
 - (5) Ensure that response/disposal phases of environmental emergencies are properly completed;
 - (6) Determine in conjunction with ADHS when reentry/closure phase is appropriate;
 - (7) Monitor cleanup/disposal to ensure that threatening conditions are eliminated;
 - (8) Act as the incident specific state representative on the RRT;
 - (9) For reportable quantity releases encourage the responsible party, if known, to report to the NRC. For terrorist and suspected terrorist acts report to the NRC. (See Local Response Actions section-IV C1).
 - (10) Request assistance of the FOSC;
 - (11) Implement use of WQARF or request use of GEF through ADEM as applicable;
 - (12) Notify State Mine Inspector Incidents occurring on active and abandoned mining property.
2. The **Department of Public Safety (DPS)** Highway Patrol Division (HPD) will enforce laws relating to the use of highways and the operation of vehicles thereon, and provide specific services necessary to protect life and property (ARS §41-1741 et. seq.).

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

2. The DPS will ... Cont

The DPS-HPD, Commercial Vehicle Enforcement Bureau (CVEB), regulates the safety operations of motor carriers transporting hazardous materials and takes criminal and administrative action against manufacturers, motor carriers and drivers found to be in violation.

In the situation where a terrorist-related incident/accident involving hazardous materials, the law enforcement agency having jurisdiction will be responsible for crime scene assessment and the collection and custody of evidence. The collection and custody of evidence should be handled by law enforcement personnel, specifically trained in evidence recovery operations associated with chemical/biological/radiological agents.

a. The DPS-DO is the designated 24-hour point of contact for state HazMat response operations and will:

- (1) Notify the designated SOSC, the DPS Hazardous Materials Unit and/or the DEQ Emergency Response Unit of reported events and circumstances, and the ADOT Emergency Response Specialist of incidents occurring on state highways or ADOT property;
- (2) Notify FBI upon suspicion of a terrorist-related incident/accident;
- (3) Notify local agencies of HazMat incidents reported within their jurisdiction;
- (4) Coordinate emergency transportation for state response personnel, including fixed-wing or rotary wing aircraft;
- (5) Provide communications relays from/to the scene; and
- (6) Coordinate requested uniformed support to other authorities for enforcement, evacuation, etc.

b. The DPS Hazardous Materials Unit will function as the state response element to HazMat incidents (ARS §41-1711.K) and will:

- (1) Designate a SOSC for highway and rail transportation incidents and events involving acts of terrorism.
- (2) Respond to events for evaluations and determination of additional state/federal/private sector resources.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

2. DPS – Continued

b. DPS – HMU will ... (Cont)

- (3) Perform technical response procedures.
- (4) Encourage the responsible party, if known, to report to the NRC any reportable quantity releases. For terrorist and suspected terrorist acts report to the NRC. (See Local Response Actions this section-C1).
- (5) Provide support to other SOSCs.
- (6) Request use of GEF through ADEM; as appropriate.
- (7) Function as the Primary Agency for terrorist-related incidents/accidents involving hazardous materials as designated in the Terrorism Incident Annex and co-functions with the Department of Health Services (DHS) as designated in Appendix 1 to the Terrorism Incident Annex, Chemical Terrorism Incident.

3. The Arizona Department of Transportation (ADOT) regulates highway transportation and administers safety programs involving state highways, routes, airports and transportation systems (ARS §28-101 et. seq.).

a. The Motor Vehicle Division (MVD) will:

- (1) Through the Motor Carrier Services Office administers and enforces commercial vehicle registration, financial responsibility and highway user fees.
- (2) The Driver License Administration licenses commercial motor vehicle drivers and issues HazMat endorsements.

b. The Inter-modal Transportation Division performs highway maintenance and construction activities, possesses resources and capabilities to support response and recovery efforts, and will:

- (1) Provide assistance with traffic control;
- (2) Coordinate ADOT equipment, trained personnel and materials for incident stabilization, as appropriate and within personnel's training level;

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

3. ADOT will Cont

b. The Inter-modal Transportation Division performs... Cont

- (3) Receive, tabulate and analyze investigative reports involving motor vehicle accidents resulting in bodily injury, death or damage to property in excess of five hundred dollars (ARS §28-667 & §28-674).

c. The Safety and Health Section is responsible for ADOT occupational safety and health programs. The Safety and Health Section Emergency Response Specialist:

- (1) Assists DPS and DEQ in incident response activities;
- (2) Coordinates ADOT equipment/personnel used in response/containment operations, and advises state highway engineers of damage to highways and other state property.
- (3) May act as the SOSC for transportation related HazMat incidents.
- (4) Provide support to other SOSCs.
- (5) Responds to transportation incidents involving hazardous materials on state highways and highway right-of-way.
- (6) For reportable quantity releases encourage the responsible party, if known, to report to the NRC. (See Local Response Actions section-IV C1).

4. The **Arizona Corporation Commission (ACC) regulates HazMat transportation by pipeline and rail through the adoption of the Federal Hazardous Materials Transportation Regulations (Arizona Constitution, Article 15; ARS §40-441, §40-442 & §40-801, et. seq., and AAC R14-5-107 & R14-5-202), and will:**

- a. Respond to pipeline and railroad incidents;
- b. Support state/local response and recovery efforts;
- c. Respond in accordance with the memorandum of understanding, dated July 1986, and revised April 1988, between ACC and DPS;
- d. Assume the role of SOSC for pipeline incidents;
- e. Respond to incidents, evaluate and determine need for additional state/federal/ private sector resources;

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

5. The **ACC** will ... Cont
 - f. Support local emergency services and coordinate the federal/state/private activities and resources.
 - g. Provide the SOSC with a railroad safety liaison between the SOSC and railroad officials, and offer technical assistance.
 - h. Assume the role of SOSC for railroad incidents after the threat has been abated and cleanup determinations have been made.
 - i. Conduct railroad post-accident investigations.
5. The **Arizona Radiation Regulatory Agency (ARRA)** regulates the safe use, storage and disposal of radioactive materials, has primary responsibility for handling incidents involving radioactive materials, provides radiological technical assistance (ARS §30-651 et. seq.), and will:
 - a. Assume the role of SOSC for the incident hot zone in which radioactive materials are of primary concern;
 - b. Coordinate with the ADEQ SOSC for facility incidents and the DPS SOSC for transportation incidents;
 - c. Respond to all reported events involving radioactive materials;
 - d. Provide technical information/assistance for handling and disposal of radioactive materials;
 - e. Provide both field and fixed laboratory sample analyses as required;
 - f. Monitor cleanup/disposal phases.
 - g. The Director, ARRA, is the Governor's designee for receiving advance notification for both Highway Route Controlled Quantity (HRCQ) and Large Quantity shipments of radioactive material and for the transportation of nuclear waste. (Amendments to 10 CRF parts 71 and 73).
6. The **Department of Administration Risk Management (ADOA-RMS)** may authorize funding for cleanup of hazardous waste on state land. (ARS §41-625), including:
 - a. Investigation of releases of hazardous substances on state land;
(See Appendix 7, Reference, DOA-SPO for web page that list vendors contracted for cleanup).

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

6. **ADOA-RMS** may authorize ... – Cont
 - b. Site characterization, analysis and feasibility studies, remedial actions, site maintenance on state lands and loss prevention/reduction; for state lands and property; as determined by and in accordance with Risk Management guidelines and policies.
 - c. State compensation insurance for state employees and volunteers. Coverage for volunteers is limited to those participating in a statewide emergency declared by the governor and so designated through proper documentation.
 - d. Claim reporting procedures in accordance with R2-10-102(A). An agency or provider shall report a property loss, liability claim or incident that may give rise to a claim under A.R.S. §41-621 to RM as follow:
 - (1) A physical injury, property loss or property damage expected to exceed \$10,000 within one (1) day of the incident orally, in writing or by electronic means.
 - (2) All other claims or incidents within 10 days of the incident in writing or by electronic means.
7. The **Arizona Department of Agriculture (ADA)** will:
 - a. Provide laboratory analyses of pesticide, feed and fertilizer residues;
 - b. Administer control and safety programs relative to fertilizer materials (ARS §3-261 et.seq.), pesticides (ARS §3-341 et. seq.) and commercial feeds (ARS §3-2601 et. seq); and
 - c. Provide technical assistance for events involving agricultural chemicals.
 - d. Ensure the purity and wholesomeness of meat and meat products, poultry and poultry products, and egg products.
 - e. Prevent the distribution of contaminated meat and meat products, poultry and poultry products, and egg products.
 - f. Measure, evaluate, and monitor the impact of the emergency incident on natural resources under the U.S. Department of Agriculture's (USDA's) jurisdiction.
 - g. In conjunction with ADEQ, provide predictions of the effects of pollutants on soil and their movements over and through soil.
 - h. Assist in developing protective measures and damage assessments.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

7. ADA will: - Cont

- i. Assist in the disposition of livestock and poultry affected by radiation or other contaminants.
- j. Assist, in coordination with ADHS and ADEQ, in the production, processing, and distribution of food.
- k. Assist in providing livestock feed.
- l. Provide information and assistance to farmers.
- m. Provide information in the event of a bio-terrorism incident that would involve crops or livestock.
- n. Provide information as to what types of crop and livestock operations exist and where they are located relative to any radiation plumes.
- o. Regulate aerial application of pesticide through:
 - (1) Licensing of companies and pilots to apply pesticides while in the air.
 - (2) Providing the FBI with lists of companies and pilots upon request.
- p. Provide field personnel who investigate pesticide spills (both for air and ground equipment) for possible violation of state and federal pesticide laws.

8. The **Attorney General-Environmental Enforcement Section (AG-EES)** investigates and prosecutes violations of the state environmental crimes statutes. The Civil Division will assist in recouping expended state emergency funds.

9. The **Division of Emergency Management (ADEM)** leads the development and implementation of the state HazMat emergency management program (ARS §26-305.02) and will:

- a. Coordinate with state agencies to develop and implement the state HazMat emergency management program;
- b. Coordinate HazMat mitigation efforts;
- c. Provide direction to state agencies responding to an incident and coordinate short-term recovery efforts;
- d. Develop, implement and maintain this ESF as a function of the Arizona Hazardous Materials Emergency Response and Recovery Plan;

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

9. ADEM will: - Cont

- e. Maintain a directory of local/state/federal/private contacts for the SEOC and provide copies to SOSC agencies;
- f. Develop, implement and maintain standardized curricula for HazMat emergency response training and education;
- g. Authorize and coordinate the disbursement of GEF monies for HazMat incidents;
 - (1) See Attachment 1, Governor's Emergency Fund Reimbursement Procedures for State Agencies.
 - (2) See Attachment 2 for DOT form 5800.1 Threshold for Form Completion.
- h. Maintain financial records and establish audit procedures for GEF HazMat monies;
- i. Activate the SEOC to support the SOSC; and
- j. Provide administrative support to the AZSERC.
- k. Maintain Homeland Security Advisory System Protective Action Plan

Website: <http://www.dem.state.az.us/>

10. The **Arizona State Emergency Response Commission (AZSERC)** implements SARA Title III (a.k.a., the Emergency Planning and Community Right-to-Know Act or EPCRA), supervises and coordinates county LEPC activities (ARS §26-341 et. seq.) and :

- a. The AZSERC will:
 - (1) Publish a notice on AZSERC web page that the emergency response plan, material safety data sheets (MSDS) or lists and inventory are available.
 - (2) Review LEPC Hazmat Incident plans and make recommendations to the LEPCs on revisions.
 - (3) AZSERC shall ensure that the plan is coordinated with emergency response plans of adjoining emergency planning districts as applicable.
 - (4) In conjunction with appropriate SOSC, determine plume boundaries from releases that can be modeled in ALOHA or other appropriate plume-models.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

10. The AZSERC will ... Cont
 - (5) Implement tasking outlined in ARS Section 26-341 to include providing FBI, DPS, DHS, DOT and requesting agencies information from Arizona Tier Two on-line database.
- b. The LEPC will:
 - (1) Prepare/review emergency response plans annually for emergencies due to releases of extremely hazardous substances;
 - (2) Receive and process requests for information on hazardous chemicals at facilities;
 - (3) Receive MSDS or lists, chemical and chemical inventory forms from facilities;
 - (4) Respond to requests for facility HazMat information in accordance with EPCRA.
 - (5) Conduct an exercise of their hazmat plan at least every two years.
11. The **Office of the State Fire Marshal** promotes public health and safety, enforces the state fire code for cities having populations of one-hundred thousand or less which do not have a nationally recognized fire code in effect (ARS §41-2161) and will respond to HazMat incidents to provide technical assistance.
12. The State Fire Safety Committee promulgates by rule a state fire code establishing minimum standards including a code for storage, sale, distribution and use of dangerous chemicals, combustibles, flammable liquids and explosives (ARS §41-2146).
13. The **Game and Fish Commission** will:
 - a. Bring suit against any person, corporation or government agency to restrain or enjoin them from discharging/dumping into a stream, or body of water, any deleterious substance which is injurious to wildlife; and;
 - b. Respond to SOSC notification of spills entering streams or bodies of waters (ARS §17-237).
14. The **Department of Health Services (ADHS)** administers programs relating to public health and safety (ARS Title 36).
 - a. The Bureau of State Laboratory Services provides chemical analytical analyses of unknown materials.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

14. The **ADHS** will ... Cont
 - b. Provide assistance on all matters related to the assessment of health hazards during an incident response and the protection of response workers and the general public.
 - c. The Bureau of Epidemiology and Disease Control, Office of Risk Assessment and Investigation conducts risk assessments to provide acceptable levels of toxic substances in water, air and soil, and to anticipate the type and magnitude of adverse health effects associated with exposure to toxic substances.
 - d. Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous substance.
15. The **Industrial Commission (ICA)**, Division of Occupational Safety and Health develops and implements the state occupational safety and health program (ARS §23-407) and will:
 - a. Enforce occupational health hazard communications standards, worker right-to-know regulations (29 CFR 1910.1200);
 - b. Enforce the hazardous waste operations and emergency response standard (29 CFR 1910.120);
 - c. Process safety and management of highly hazardous chemicals (29 CFR 1910.119 and 1926.64); and
 - d. Enforce the subpart Z, toxic and hazardous substances regulations (29 CFR 1910.1000-1500 and 1926.1102-1148).
16. The **State Land Department (ASLD)**
 - a. Environmental Resources and Trespass Division Manager is the representative and point of contact for HazMat incidents on state trust lands and will:
 - (1) Respond as requested to reported events and assist the SOSOC with response and recovery efforts as stated in state contract A2-0016;
 - (2) Coordinate with ADOA-RMS for funding, contractor selection and scope of work approval;

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

16. The **ASLD** will ... Cont
 - a. Environmental Resources and Trespass Division ... Cont
 - (3) Coordinate with the ADEQ Emergency Response Unit for site remediation transition; and
 - (4) Coordinate with the State Forrester to ensure maximum efficiency and appropriateness of response.
 - b. Fire Management Division is responsible for wildland fires throughout the state and will provide support for fire related incidents by use of its cooperative agreements with fire departments and contractual agreements with various vendors and service providers (see ESFs # 4 and #7).
17. The **State Mine Inspector** provides for the health and safety of miners and the general public when on mining property and will:
 - a. Maintain records of all active mining locations and facilities.
 - b. Maintain records of manufacturing, storing, selling, transferring or in any manner disposing of explosives;
 - c. Regulate the labeling and the amount of explosives stored;
 - d. Regulate the safe loading and unloading of hazardous materials on all mining property;
 - e. Respond to events involving an exceptional occurrence (spills, unplanned explosions, entrapment);
 - f. Provide technical assistance for handling, use and disposal of mine explosives and hazardous materials
 - g. Provide support to other authorities.
 - h. Maintain permanent and mobile Emergency Rescue Stations
 - i. Maintain a “four hour Self Contained Breathing Apparatus” for hazardous atmospheres.
 - j. Maintain an ARCVIEW GIS Mapping and tracking system.
 - k. Determine safety of ingress to below ground tunnels and excavations.
 - l. Maintain a 24 hour telephone number: 602-542-5971

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies – Cont

18. The **Department of Emergency & Military Affairs - National Guard (DEMA)** is responsible, as directed by the governor, for providing specific emergency services necessary to protect life or property (ARS §26-101 et. seq.), and will mobilize to assist the State On-Scene Coordinators in response to and recovery from HazMat incidents. The Civil Support Team (CST) is a National Guard asset that may be deployed to assist State On-Scene Coordinators and Incident Commanders.
19. The **Poison Control Centers** (Arizona Poison and Drug Information Center and Samaritan Regional Poison Center) will:
 - a. Assist incident responders in identifying and assessing the threat; and
 - b. Provide medical management and decontamination information.
20. The **Structural Pest Control Commission (SPCC)** regulates the use of non-agricultural pesticides (ARS 32-2301 et seq.) and will:
 - a. Regulate the use, storage and application of pesticides and devices used in structural pest control;
 - b. Maintain a record of its acts and proceedings, including the issuance, refusal, renewal, suspension or revocation of licenses;
 - c. Investigate alleged violations of the Commission's statutes or rules or in Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), including issuing subpoenas to obtain documents and things and enter private or public property to inspect and measure, survey, photograph, test or sample the property or any designated object or operation on the property relevant to a complaint that alleges a violation of the commission's statutes or rules or FIFRA.
21. **Arizona State University (ASU)** conducts research on HazMat risks and provides expertise.

B. Federal Government

1. The federal government has established three response plans applicable to HazMat incidents.
 - a. **FEMA** developed and maintains FRP ESF-10 that describes the roles and responsibilities of federal agencies in providing HazMat support for events that exceed the response/recovery capabilities of state/local governments.

FEMA will:

 - (1) Respond upon state declaration of emergency and request for assistance.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

1. The federal government has... Cont

a. FEMA will: - Cont

- (2) Provide training and emergency planning and exercise guidance related to accidents involving transport, manufacture, storage and disposal of hazardous material.
- (3) Coordinate Federal HazMat training programs.
- (4) Participate in the National Response Team (NRT) and Regional Response Team (RRT) programs.
- (5) Provides technical assistance and resources to state and local government for HazMat program development.

b. EPA administers the NCP, which describes the roles and responsibilities of federal agencies responding to discharges of oil, and releases of hazardous substances, pollutants and contaminants.

EPA will:

- (1) Enforce toxic air chemical release notification and ensures appropriate fixed hazardous material facility record keeping of reportable quantity requirements.
- (2) Maintain and updates a list identifying substances most likely to cause serious harm in the event of a large accidental release.
- (3) Operate an air-toxic information clearinghouse, which will facilitate the exchange of information on air toxic items among state and local agencies.
- (4) Coordinate Federal funding, equipment, personnel and expertise during major ground, air toxic incidents and inland water spills.
- (5) Provide toxic air contingency planning and exercise guidance and training.
- (6) Provide toxic air HAZMAT team guidance and training.
- (7) Provide technical assistance for developing site-specific risk assessments.
- (8) Chair the National Response Team (NRT)
- (9) Participate in the development of Regional Response Teams (RRT).

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

1. The federal government has... Cont
 - c. **DOE** is the lead federal agency for radiological emergencies. It maintains the FRERP and the RAP that describe the roles and responsibilities of federal agencies responding to peacetime radiological emergencies.
 - (1) Waste Acceptance and Transportation activities at the Office of Civilian Radioactive Waste Management concentrate primarily on the acceptance and subsequent transportation of spent nuclear fuel and high-level radioactive waste from commercial and government-owned sites to a proposed geologic repository at the Yucca Mountain Site in Nevada.
 - (2) Transportation of nuclear waste will be conducted in accordance with Nuclear Regulatory Commission (NRC) and Department of Transportation regulations. The waste will be transported in NRC-certified casks along approved transportation routes.
2. **USCG** operates the NRC. It is the primary point of contact for providing notification of HazMat incidents and requesting federal assistance.
3. **RRT, Regional Response Team**, the regional response organization which acts as a regional body responsible for regional planning and coordination of preparedness and response actions involving oil and hazardous materials.
 - a. The Federal On-Scene Coordinator (OSC) is the link between Local and State emergency response communities and Federal response efforts.
 - b. Regional Response Center
Mainland Emergency Response 24-Hour Emergency Number:
800-300-2193
 - c. Regional Contingency Plan (RCP) outlines the types of assistance available to Federal OSCs from Regional Response Team member agencies during response actions and the cooperative response that should be carried out by the OSCs during response actions. The plan also includes resource information from governmental, commercial, and other sources that may be utilized during a response.

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

4. **NRT, National Response Team**, is responsible for oil and hazardous materials spill planning and coordination on a national level. The NRT's responsibilities include evaluating methods of responding to discharged, maintaining national preparedness to respond to a major oil discharge and developing procedures in coordination with the National Strike Force Coordination Center (NSFCC), to insure the coordination of Federal, State and Local governments.

5. **United States Department of Transportation (USDOT)**

- a. **Research and Special Program Administration (RSPA) Office of Hazardous Materials Safety** enforces Hazardous Materials Regulations (HMRs) which are designed to ensure the safe and secure transportation of hazardous materials and coordinate a national safety program for the transportation of hazardous materials by air, rail, highway and water. These rules address the classification of hazardous materials, proper packaging, employee training, hazard communication, and operational requirements.

Website: hazmat.dot.gov

- b. **Federal Motor Carrier Safety Administration (FMCSA)** maintains National Hazardous Material Route Registry that provides the most current listing of the national network of Prescribed, Restricted, and HRCQ Radioactive routes. Provides standards for commercial drivers license and vehicle requirements.

(1) Website: <http://hazmat.fmcsa.dot.gov>

(2) For CDL and HazMat endorsement: <http://fmcsa.dot.gov>

- c. The **North American Emergency Response Guide (ERG)** is primarily a guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in the incident, and protecting themselves and the general public during the initial response phase of the incident.

Website: <http://www.envectra.com/env/erg/erg.htm>

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

5. USDOT Cont

- d. Office of Pipeline Safety, which is within the United States Department of Transportation's Research and Special Programs Administration, regulates all interstate pipeline operations and who's responsibility it is to ensure that pipeline operations transport natural gas and hazardous liquids in a manner that is safe for the public and the environment.
 - e. Federal Railroad Administration, (FRA) administers and enforces the Federal laws and related regulations designed to promote safety on railroads; exercises jurisdiction over all areas of rail safety under title 49, United States Code, chapter 201.
 - f. Mining Safety and Health Administration (MSHA) administer the provisions of the [Federal Mine Safety and Health Act of 1977 \(Mine Act\)](#) and to enforce compliance with mandatory safety and health standards as a means to eliminate fatal accidents; to reduce the frequency and severity of nonfatal accidents; to minimize health hazards; and to promote improved safety and health conditions in the Nation's mines. MSHA enforces the mandates of the Mine Act at all mining and mineral processing operations in the United States, regardless of size, number of employees, commodity mined, or method of extraction.
6. **ATF, Bureau of Alcohol, Tobacco, Firearms and Explosives** is a law enforcement agency within the U.S. Department of Justice. ATF enforces the Federal laws and regulations relating to alcohol and tobacco division, firearms, explosives and arson.

Website: www.atf.gov

C. Private Organizations

1. **American Chemistry Council**, The [American Chemistry Council](#) represents the leading companies engaged in the business of chemistry. Council members apply the science of chemistry to make innovative products and services that make people's lives better, healthier and safer.

Website: www.americanchemistry.com

Telephone: 703-741-5000

American Chemistry administers CHEMTREC an informational system to emergency responders that:

- a. Provides advice on coping with chemical emergencies;
- b. Notifies shippers and manufacturers of incidents and allows shippers to teleconference with on-scene personnel and chemical experts;

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Private Organizations – Cont

1. American Chemistry Council – Cont

- c. Maintains the Hazard Information Transmission (HIT) service that sends hard copy CHEMTREC emergency chemical reports to registered first responders at the scene;
- d. Helps shippers of hazardous materials comply with the USDOT Hazardous Materials regulations (49 CFR 172.604). These regulation require shippers to provide a 24-hour emergency telephone number on shipping documents that can be called in the event of an emergency involving the hazardous

2. OREIS/ESINC, a software tool that provides emergency responders with vital information for dealing with rescue, response and counter-terrorism operation on or around railroads and highways, including those involving hazardous materials.

Website: www.oreis.com

3. PEAC/ARISTATEK. Provides the necessary emergency response information to make quick and informed decisions to protect response personal and the public.

4. Visual Data, HazMat 2000 translate into an easy-to-use ArcView and GIS- compatible mapping product. Visual Data-HazMat 2000 will automatically:

- a. Display the plume for specific ERG 2000 chemicals and create “hotzones” useful for law enforcement, public works or other roadblock dependent applications.
- b. Display facilities (schools etc..) and streets within the plume area to be evacuated.
- c. Display roadblock information around the plume perimeter and updates their status.
- d. Produces real-time maps and reports for pre/post planning analysis.
- e. Determine impacted populations (for planning) from U.S. Census Bureau Tract or Block data.

Website: www.hazmat2000.com

5. CoBRA, the Chemical Biological Response Aide is an emergency response system that provides first responders with necessary data resources and interactive tools to supply practical, step-by-step actions for managing WMD incidents. CoBRA can access the latest data on effects, protective gear, and response measures from Response Information Data Sheets (RIDS) on over 80,000 chemical names.

Website: <http://shop.store.yahoo.com/dgi-cobra/cobandcobpro.html>

HAZARDOUS MATERIAL ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Private Organizations – Cont

6. **Kinder Morgan Energy Partners**, Operates more than 35,000 miles of pipelines that transport products such as gasoline, jet fuel, and diesel fuel.

Website: <http://www.kindermorgan.com>

7. **Chlorine Institute, Inc.** is a trade association of companies and other entities that are involved or interested in the safe production, distribution and use of chlorine, sodium and potassium hydroxides, and sodium hypo chlorite, and the distribution and use of hydrogen chloride. The Institute has 240 members located in the U.S., Canada, Mexico, Central and South America and overseas countries.

Website: http://www.cl2.com/who_we_are/index.html

D. Voluntary Organizations

American Red Cross (ARC) - Disaster Relief focuses on meeting people's immediate emergency disaster-caused needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and clothing, and mental health services to address basic human needs. The core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently. The Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, and helps those affected by disaster to access other available resources.

Website: <http://www.arizonaredcross.org>

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM will coordinate with local/state/federal agencies, and:

- A.** Conduct HazMat emergency response training, exercises and drills;
- B.** Evaluate exercises and response/recovery operations;
- C.** Formulate mitigation strategies;
- D.** Maintain this ESF;
- E.** Maintain a directory of state/federal/private contacts and distribute to SOSCs, LEPCs and county emergency management directors.
- F.** Perform an agency review annually or sooner if required.

HAZARDOUS MATERIAL ANNEX

ESF # 10 Appendices

1. Local Government Request for State Assistance
2. Arizona Hazardous Materials Incident Report Form
3. Governor's Emergency Fund Reimbursement Procedures for State Agencies
4. DOT Form 5800.1, Thresholds for Form Completion
5. Arizona Division of Emergency Management Hazardous Materials Pre-Event Applicant Registration Form
6. Arizona Division of Emergency Management Designation of Applicant's Agent Form
7. References
8. Phoenix Area Hazardous Material Routes



APPENDIX 1
TO
ESF # 10 - HAZARDOUS MATERIALS ANNEX
LOCAL GOVERNMENT REQUEST
FOR
STATE ASSISTANCE

A. To initiate a request for state assistance at a HazMat incident, local government personnel should telephone the DPS Duty Officer at (602) 223-2212, or the appropriate SOSC. Callers should provide as much of the following information as possible:

1. Name, location and telephone number of caller
2. Incident source (truck, train, fixed-site facility, etc.)
3. Incident location (township/range/section, if available)
4. Type of materials involved - This information may be obtained from placards, bills of lading, and/or driver manifests. Normally, the train consist will be maintained in a standard location for:

Trucks - in the cab, in the left door pocket or on the seat next to the driver.

Trains - in the possession of the train conductor or contact the railroad dispatcher's office.

- a. Chemical name
 - b. Generic name
 - c. CAS number
 - d. Concentration or strength of materials
 - e. Physical state
 - f. UN/NA IDENTIFICATION NUMBER
5. Name of manufacturer or shipper
 6. Amount of materials involved and type and proximity of other potentially reactive materials
 7. Current conditions (leaks, fires, fumes, plumes, etc.)

- Continued -

LOCAL GOVERNMENT REQUEST

. Callers should provide - Continued

8. Time of incident
9. On-scene contact (name and telephone number, radio communications frequency)
10. Type of assistance required
11. Personnel en route to scene
12. Actions anticipated and/or in progress (evacuations in progress, medical precautions, etc.)
13. Known or anticipated acute or chronic health risks
14. Weather condition and forecast
15. Terrain
16. Population in area
17. Adjacent streams, lakes, sewers, etc.

B. The Duty Officer will:

1. For emergency response - Notify the appropriate State On-Scene Coordinator, and the DPS and/or ADEQ Emergency Response Units and ADOT if on state highways and routes as required.
2. For information only - connect the caller to the appropriate agency representative or notify a representative to return the call.

**APPENDIX 2****TO****ESF # 10 - HAZARDOUS MATERIALS ANNEX****Arizona Hazardous Materials Incident Report Form**

Report Taken by:	NRC#	Agency Report #	*AZSERC Mission #
Fire Dept/Agency:	Business Address:	Business Phone No:	Date & Time Call Received:

Caller Information:

Caller Name:	Title:	Organization:
Business Address:	Phone No:	Date and time of Incident:

Incident Information:

General Site Location Description/Directions:				
Street Address:		City:	County:	State:
Zip Code:	Latitude:	Longitude:	Milepost:	

Potential Responsible Party Information:

Organization Name:		Business/Street Address:		
City:	County:	State:	Zip Code:	Office No:
Cellular No:	Email:	Other:		

Incident Description Information:

Incident Type/Description:
Incident Source/Cause:
Affected Medium, Extent, Name Body of Water, Etc. (air, water, soil)

Materials Involved:

Material/Chemical Name/C.A.S. No:	Amount Released:

Damage Description:

Injuries:	Deaths:	Other Damages:

Remedial Actions and Response Dates:

Notification by Caller:

Possible Health Risks, and Environmental Hazards:
Proper Precautions, Medical Advise or Evacuation:
Who Notified:

(OVER)

Arizona Hazardous Materials Incident Report Form

Agencies notified by Potentially Responsible Party:	NRC:	LEPC:	AZSERC:	ADEQ:
	DPS:	ADOT:	ARRA:	FIRE DEPT.:
	OTHER:			

ADDITIONAL INFORMATION:

[illegible]

FORM COMPLETED BY:	FORM COMPLETED ON (DATE):

NATIONAL RESPONSE CENTER NOTIFIED? 1-800-424-8802	

CONTACT THE AZ DEPT OF ENVIRONMENTAL QUALITY: 602-771-2330

**OBTAIN AN AZSERC MISSION NUMBER:
CALL 1-800-411-2336 Ext. 346 or PAGE: 602-215-5718**

FOR TRANSPORTATION/RAIL RELATED INCIDENTS, CONTACT AZ DEPT OF PUBLIC SAFETY: 602-223-2212

SEND COMPLETED FORMS TO:

Daniel Roe, Executive Director
Arizona Emergency Response Commission
5636 East McDowell Road
Phoenix, AZ 85008

FAX: 602-392-7519

Daniel Roe, Executive Director
Arizona Emergency Response Commission
5636 East McDowell Road
Phoenix, AZ 85008

FAX: 602-392-7519



**APPENDIX 3
TO
ESF # 10 - HAZARDOUS MATERIALS ANNEX
GOVERNOR'S EMERGENCY FUND
REIMBURSEMENT PROCEDURES
FOR
STATE AGENCIES**

To receive reimbursement for response to a HAZMAT incident agencies shall submit a Reimbursement for Overtime Costs (ROC) Form, which shall legibly indicate the agency Service Request Number (SRN) [DPS] or Agency Report Number [ADEQ/ADOT/ARRA] and AZSERC/ADEM mission number on the submitted request.

AZSERC/ADEM mission numbers for routine (i.e. - small clandestine drug labs/small fuel leaks) responses may be obtained from AZSERC/ADEM on the next business day following incident response.

Responses to incidents such as those below shall also warrant a narrative incident response report to be submitted with requests for reimbursement. The following shall also warrant receiving an AZSERC/ADEM mission number in the initial stages of response:

A reportable quantity release of a hazardous substance has taken place which warrants notification to the National Response Center (NRC)

DOT Form 5800.1 is required to be completed (Appendix 2 this ESF)

Potential for significant environmental contamination exists

The event is newsworthy or is an anticipated community right-to-know interest item

AZSERC/ADEM maintains an interest in incident for use in:

Correlating responses by agencies task under the state plan

Determining potential mitigation activities

Providing right-to-know information

Assisting responsible parties in meeting compliance standards

Performing hazards analysis and risk assessment

AZSERC/ADEM will process submitted requests for reimbursement within five business days of receipt and shall forward properly completed forms for payment and/or return forms requiring correction.



**APPENDIX 4
TO
ESF # 10 - HAZARDOUS MATERIALS ANNEX**

**DOT Form 5800.1
THRESHOLDS FOR FORM
COMPLETION**

- Person killed or hospitalized
- Estimated carrier and/or property damage greater than \$50,000.00
- Evacuation of the general public lasting one or more hours
- One or more major transportation arteries for facilities closed or shut down for one hour or more
- Operational flight plan or routine of an aircraft is altered

Additionally...

- Fire, breakage, spillage or suspected contamination occurs involving the shipment of radioactive material or etiological agents.
- Any unintentional release of a hazardous material during transportation (including loading, unloading, and temporary storage related to transportation). This requirement also applies to the release of any quantity of hazardous waste discharged during transportation.

**DEPARTMENT OF TRANSPORTATION
HAZARDOUS MATERIALS INCIDENT REPORT**

Form Approved OMB No. 2137-0039

INSTRUCTIONS: Submit this report in duplicate to the Information Systems Manager, Office of Hazardous Materials Transportation, DHM-63, Research and Special Programs Administration, U.S. Department of Transportation, Washington, D.C. 20590. If space provided for any item is inadequate, complete that item under Section IX, keying to the entry number being completed. Copies of this form, in limited quantities, may be obtained from the Information Systems Manager, Office of Hazardous Materials Transportation. Additional copies in this prescribed format may be reproduced and used, if on the same size and kind of paper.

I. MODE, DATE, AND LOCATION OF INCIDENT				
1. MODE OF TRANSPORTATION ☐ AIR ☐ HIGHWAY ☐ RAIL ☐ WATER ☐ OTHER				
2. DATE AND TIME OF INCIDENT (Use Military Time, e.g. 8:30am = 0830, noon = 1200, 6pm = 1800, midnight = 2400)				
3. LOCATION OF INCIDENT (Include airport name in ROUTE/STREET if incident occurs at an airport)				
CITY		STATE		
COUNTY		ROUTE/STREET		
II. DESCRIPTION OF CARRIER, COMPANY, OR INDIVIDUAL REPORTING				
4. FULL NAME		5. ADDRESS (Principal place of business)		
6. LIST YOUR OMC MOTOR CARRIER CENSUS NUMBER, REPORTING RAILROAD ALPHABETIC CODE, MERCHANT VESSEL NAME AND ID NUMBER OR OTHER REPORTING CODE OR NUMBER				
III. SHIPMENT INFORMATION (From Shipping Paper or Packaging)				
7. SHIPPER NAME AND ADDRESS (Principal place of business)		8. CONSIGNEE NAME AND ADDRESS (Principal place of business)		
9. ORIGIN ADDRESS (If different from Shipper address)		10. DESTINATION ADDRESS (If different from Consignee address)		
11. SHIPPING PAPER/WAYBILL IDENTIFICATION NO.				
IV. HAZARDOUS MATERIAL(S) SPILLED (NOTE: REFERENCE 49 CFR SECTION 172.101.)				
12. PROPER SHIPPING NAME		13. CHEMICAL/TRADE NAME		14. HAZARD CLASS
15. IDENTIFICATION NUMBER (e.g. UN 2764, NA 2020)				
16. IS MATERIAL A HAZARDOUS SUBSTANCE? ☐ YES ☐ NO		17. WAS THE RO MET? ☐ YES ☐ NO		
V. CONSEQUENCES OF INCIDENT, DUE TO THE HAZARDOUS MATERIAL.				
18. ESTIMATED QUANTITY HAZARDOUS MATERIAL RELEASED (Include units of measurement)		19. FATALITIES		20. HOSPITALIZED INJURIES
22. NUMBER OF PEOPLE EVACUATED				21. NON HOSPITALIZED INJURIES
23. ESTIMATED DOLLAR AMOUNT OF LOSS AND/OR PROPERTY DAMAGE, INCLUDING COST OF DECONTAMINATION OR CLEANUP (Round off in dollars)				
A. PRODUCT LOSS	B. CARRIER DAMAGE	C. PUBLIC/PRIVATE PROPERTY DAMAGE	D. DECONTAMINATION/ CLEANUP	E. OTHER
24. CONSEQUENCES ASSOCIATED WITH THE INCIDENT ☐ SPILLAGE ☐ FIRE ☐ EXPLOSION ☐ VAPOR (GAS) DISPERSION ☐ ENVIRONMENTAL DAMAGE ☐ MATERIAL ENTERED WATERWAY SEWER ☐ NONE ☐ OTHER				
VI. TRANSPORT ENVIRONMENT				
25. INDICATE TYPE(S) OF VEHICLE(S) INVOLVED ☐ TANK CAR ☐ RAIL CAR ☐ TOFC/COFC ☐ CARGO TANK ☐ AIRCRAFT ☐ VAN TRUCK/TRAILER ☐ BARGE ☐ FLAT BED TRUCK TRAILER ☐ SHIP ☐ OTHER				
26. TRANSPORTATION PHASE DURING WHICH INCIDENT OCCURRED OR WAS DISCOVERED ☐ EN ROUTE BETWEEN ORIGIN/DESTINATION ☐ LOADING ☐ UNLOADING ☐ TEMPORARY STORAGE TERMINAL				
27. LAND USE AT INCIDENT SITE ☐ INDUSTRIAL ☐ COMMERCIAL ☐ RESIDENTIAL ☐ AGRICULTURAL ☐ UNDEVELOPED				
28. COMMUNITY TYPE AT SITE ☐ URBAN ☐ SUBURBAN ☐ RURAL				
29. WAS THE SPILL THE RESULT OF A VEHICLE ACCIDENT/DERAILMENT? ☐ YES ☐ NO IF YES AND APPLICABLE, ANSWER PARTS A THRU C				
A. ESTIMATED SPEED	B. HIGHWAY TYPE ☐ DIVIDED/LIMITED ACCESS ☐ UNDIVIDED	C. TOTAL NUMBER OF LANES ☐ ONE ☐ TWO ☐ THREE ☐ FOUR OR MORE	SPACE FOR DOT USE ONLY	

VII. PACKAGING INFORMATION: If the package is overpacked (consists of several packages, e.g. glass jars within a fiberboard box), begin with Column A for information on the innermost package.																																																																																																																																																																																																											
ITEM				A				B				C																																																																																																																																																																																															
30. TYPE OF PACKAGING INCLUDING INNER RECEPTACLES (e.g. Steel drum, tank car)																																																																																																																																																																																																											
31. CAPACITY OR WEIGHT PER UNIT PACKAGE (e.g. 55 gallons, 65 lbs.)																																																																																																																																																																																																											
32. NUMBER OF PACKAGES OF SAME TYPE WHICH FAILED IN IDENTICAL MANNER																																																																																																																																																																																																											
33. NUMBER OF PACKAGES OF SAME TYPE IN SHIPMENT																																																																																																																																																																																																											
34. PACKAGE SPECIFICATION IDENTIFICATION (e.g. DOT 17E, DOT 105A100, UN 1A1 or none)																																																																																																																																																																																																											
35. ANY OTHER PACKAGING MARKINGS (e.g. STC, 18/16-55-88, Y1.4/150#7)																																																																																																																																																																																																											
36. NAME AND ADDRESS, SYMBOL OR REGISTRATION NUMBER OF PACKAGING MANUFACTURER																																																																																																																																																																																																											
37. SERIAL NUMBER OF CYLINDERS, PORTABLE TANKS, CARGO TANKS, TANK CARS																																																																																																																																																																																																											
38. TYPE OF LABELING OR PLACARDING APPLIED																																																																																																																																																																																																											
39. IF RECONDITIONED OR REQUALIFIED				A. REGISTRATION NUMBER OR SYMBOL																																																																																																																																																																																																							
				B. DATE OF LAST TEST OR INSPECTION																																																																																																																																																																																																							
40. EXEMPTION/APPROVAL/COMPETENT AUTHORITY NUMBER, IF APPLICABLE (e.g. DOT E1012)																																																																																																																																																																																																											
VIII. DESCRIPTION OF PACKAGING FAILURE: Check all applicable boxes for the package(s) identified above.																																																																																																																																																																																																											
41. ACTION CONTRIBUTING TO PACKAGING FAILURE												42. OBJECT CAUSING FAILURE																																																																																																																																																																																															
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IX. DESCRIPTION OF EVENTS: Describe the sequence of events that led to incident, action taken at time discovered, and action taken to prevent future incidents. Include any recommendations to improve packaging, handling, or transportation of hazardous materials. Photographs and diagrams should be submitted when necessary for clarification. ATTACH A COPY OF THE HAZARDOUS WASTE MANIFEST FOR INCIDENTS INVOLVING HAZARDOUS WASTE. Continue on additional sheets if necessary.																																																																																																																																																																																																											
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**APPENDIX 5
TO
EMERGENCY SUPPORT FUNCTION #10**

**ARIZONA DIVISION OF EMERGENCY MANAGEMENT
HAZARDOUS MATERIALS
PRE-EVENT APPLICANT REGISTRATION FORM**

Applicant Name _____

County _____ Date Submitted _____

Applicant Physical Location

Street Address _____

City _____ State ARIZONA Zip Code _____

**Mailing Address
(if different from Physical Location)**

Street Address _____

Post Office Box _____ City _____ State AZ Zip Code _____

Primary Contact/Applicant's Authorized Agent

Name _____

Title _____

Business Phone _____

Fax Number _____

E-Mail Address _____

Alternate Contact

Name _____

Title _____

Business Phone _____

Fax Number _____

E-Mail Address _____

SUBMIT TO: Arizona Division of Emergency Management
Beth Zimmerman, Recovery
5636 East McDowell Road, Bldg. 507 – DFO
Phoenix, Arizona 85008-3495

For ADEM Use Only

Received By: _____
(Initials & Date)

Check if App Agent
Form Received

☐

April 2000



APPENDIX 6
TO
ESF # 10 - HAZARDOUS MATERIALS ANNEX

ARIZONA DIVISION OF EMERGENCY MANAGEMENT
DESIGNATION OF APPLICANT'S AGENT FORM

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AGENT** for the following term:
☐ For PCA No. _____ only ☐ For the period of _____ to _____ ☐ Until further notice
☐ Until further notice for HAZMAT incident

Applicant Name: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true
(Applicant Name)
and correct, based on a resolution passed and approved by the _____
(Governing Body)

of _____ on the _____ day of _____, _____.
(Applicant Name) (day) (month) (year)

_____ has been designated as the Applicant Agent
(Name of Designated Applicant Agent)

to act on behalf of _____.
(Applicant Name)

(Authorizing Official's Signature) (Title) (Date)

Designated Applicant's Agent

Name _____

Title/Official Position _____

Mailing Address _____

City, State, Zip _____

Daytime Telephone Number _____ Fax _____
(Please include area code and extension if not a direct number)

E-mail Address _____ Pager/Cell _____

For ADEM Use Only

Received By: _____
(Initials & Date)

April 2000



APPENDIX 7 TO HAZARDOUS MATERIALS ANNEX

REFERENCES

Aid for Decontamination of Fire and Rescue Service Protective Clothing and Equipment After Chemical, Biological, and Radiological Exposures," NIST Special Publication 981, National Institute of Standards and Technology, US Dept of Commerce, May 2002.

<http://fire.nist.gov/bfrlpubs/CBRN%20DECON%20RPT%2061902.pdf>

Cold Weather Decontamination. "Guidelines for Cold Weather Mass Decontamination During a Terrorist Chemical Agent Incident." USASBCCOM. January 2002.

http://www2.sbcom.army.mil/hld/cwirp/cwirp_cold_weather_mass_decon_download.htm

Decontamination Fact Sheet, US Army Medical Research Institute of Chemical Defense

<http://chemdef.apgea.army.mil/chemcasu/Decontam.htm>

Decontamination, Commercial Resources

<http://www.nbcindustrygroup.com/handbook/decontamination/decontamination.htm#top>

Decon fact sheets, US Navy, Virtual Naval Hospital

<http://www.vnh.org/CHEMCASU/08Decontamination.html#Chemical>

Decon. "Guidelines for Mass Casualty Decontamination During a Terrorist Chemical Agent Incident" January 2000. USASBCCOM

http://hld.sbcom.army.mil/cwirp/cwirp_guidelines_mass_casualty_decon_download.htm

Decon liability for first responders, EPA fact paper.

<http://www.epa.gov/ceppo/pubs/onepage.pdf>

"The decontamination of people exposed to chemical, biological, radiological or nuclear (cbrn) substances or material". The Civil Contingencies Secretariat, The Home Office (United Kingdom), 2003.

http://www.ukresilience.info/cbrn/cbrn_guidance.htm

Guide for the Selection of Chemical and Biological Decontamination Equipment for Emergency First Responders, NIJ Guide 103?00

<http://www.ncjrs.org/pdffiles1/nij/189724.pdf>

Guidelines for Decontamination of Fire Fighters and Their Equipment Following Hazardous Materials Incidents, Chapter 10 from the Hazardous Materials Response Handbook, NFPA, 1997.

<http://www.nfpa.org/PDF/Sup10.pdf?src=nfpa>

<http://www.nfpa.org/Codes/CodesandStandards/HazMat/HazMat.asp>

REFERENCES

Radiation Incidents, "Model Radioactive Material or Multiple Hazardous Materials Decontamination Procedure", Dept of Energy

<http://www.em.doe.gov/otem/2818body.pdf>

Medical Examiner/Coroner Guide for Mass Fatality management of chemically contaminated remains. US Army SBCCOM, May 2003

http://hld.sbccom.army.mil/downloads/reports/coroner_guide.pdf

Firebelle Productions, Training Resources for Emergency Preparedness and Response

jill@firebelleproductions.com

Material Safety Data Sheets on the Internet (MSDS)

<http://www.ilpi.com/msds/index.html>

NIOSH Pocket Guide To Chemical Hazards (NPG), the NPG is intended as a source of general industrial hygiene information on several hundred chemicals/ classes for workers, employers, and occupational health professionals.

<http://www.cdc.gov/niosh/npg/npg.html>

Automated Decision Aid System for Hazardous Incidents (ADASHI) is a portable, computer-based integrated decision-aid support system for improving the response to a hazardous incident by responders. ADASHI can be used at the site by the incident Commander (IC) or at higher echelon operation centers. ADASHI has the capability to support individual and collective training at team location and at a responder's home. ADASHI is designed to function on laptops and desktop computers.

<http://hld.sbccom.army.mil/ADASHI/adashi.htm>

Chemical Biological Response Aid (CoBRA) is an emergency response system that provides first responders with the necessary data resources and interactive tools to supply practical, step-by-step actions for managing WMD incidents.

<http://www.defensegroupinc.com/cobra.cfm>

National Organization on Disability (NOD) Emergency Preparedness Initiative (EPI) Guide on the Special Needs of People with Disabilities. NOD/EPI identify the special needs of people with disabilities during emergencies.

www.nod.org

<http://www.nod.org/content.cfm?id=1267#guidetxt>

CoBRA, (Chemical Biological Response Aide), A Guide to Grants and Grant Writing, A tool for School Safety Officials.

http://www.defensegroupinc.com/docs/cobra_school_grant.pdf

Continued

REFERENCES

OSHA, Fire and Explosion Planning Matrix. Recent terrorist events in the United States underscore the importance of fire prevention and workplace emergency planning efforts. Fires or explosions created by arson or an explosive device can be the quickest way for a terrorist to affect a targeted business. Consequently, OSHA developed this Fire and Explosion Planning Matrix to provide employers with planning considerations and on-line resources that may help employers reduce their vulnerability to, or the consequences of, a terrorist's explosive device or act of arson.

<http://osha.gov/dep/fire-expmatrix/index.html>

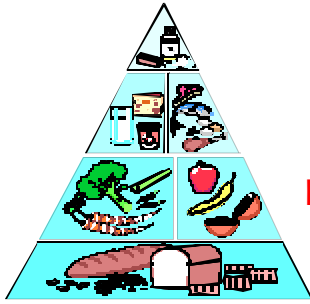
ADOA SPO (State Procurement Office), Professional Services Unit (602-542-5511) is responsible for statewide contracts for professional services. These professional services include financial consulting, grants, health insurance programs, and other skilled services used throughout the State.

<http://sporas.ad.state.az.us>

Go to contract information then to AZAPO contract. Look for contract number and type in ad000044 and click on search. This will bring up current HazMat cleanup contractors.

State of Arizona Emergency Response and Recovery Plan
ESF #10 - Hazardous Materials Annex, Appendix 8
Phoenix Area Hazardous Material Routes





EMERGENCY SUPPORT FUNCTION #11

FOOD ANNEX

PRIMARY AGENCIES:

- State: Department of Education (ADE)
- Voluntary: American Red Cross - Grand Canyon Chapter (ARC)
– Disaster Relief
Association of Arizona Food Banks (AAFB)
Arizona Voluntary Organizations Active in Disaster (AzVOAD)
The Salvation Army (TSA)

SUPPORT AGENCIES:

- State: Department of Agriculture (ADA)
Department of Economic Security (ADES)
– Community Services Administration (ADES - CSA)
Department of Emergency & Military Affairs (ADEM)
– Division of Emergency Management (ADEM)
– National Guard (AZNG)
Department of Health Services (ADHS)
Department of Transportation (ADOT)
- Voluntary: Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose

Describe procedures to identify, secure and arrange for the transportation of food to affected areas following an emergency/disaster.

B. Scope

Activities will be undertaken to:

1. Identify food assistance needs;
2. Coordinate with local responding agencies;
3. Obtain appropriate food supplies;
4. Arrange for transportation of food supplies to staging areas; and
5. Coordinate disaster food stamp assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

An emergency/disaster will deprive people of access to food by disrupting the commercial food supply/distribution network and destroying stored food.

B. Assumptions

1. Requests for state managed food and food products may be submitted via telephone/radio/writing.
 - a. This ESF will be implemented upon notification of occurrence of a potential or actual emergency/disaster. Upon activation, a Food Coordination Team (FCT) will be formed with appropriate representatives from the primary and support agencies.
 - b. Actions will be coordinated with state/local disaster officials.
 - c. Food supplies secured and delivered by this ESF will be suitable for either household distribution or mass feeding.
 - d. Transportation and distribution of food supplies will be arranged by state/local/volunteer agencies.
 - e. Actions will be coordinated with agencies responsible for mass feeding (see ESF # 6).
 - f. This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies.
 - g. Priority will be given to move critical supplies of food into areas of acute need.
 - h. When trade has been restored, disaster food stamp program procedures may be implemented.
2. The following conditions may exist:
 - a. Significant disruption of food processing/distribution;
 - b. Minimal access to unprocessed food and food grains (e.g., wheat, corn, oats, rice, etc.);
 - c. Unusable water supplies;
 - d. Disruption of energy sources (e.g., electricity and gas) needed for food storage and preparation; and
 - e. In the event of a terrorist incident involving nuclear, biological or chemical agents significant quantities of fresh foods, meats, and poultry could become contaminated.

II. SITUATION AND ASSUMPTIONS – CONT

B. Assumptions – Cont

3. Schools and institutions may be able to feed affected populations for several days.
4. Affected populations will need a minimum of 1800 calories and three gallons of liquid per person per day.

III. CONCEPT OF OPERATIONS

A. General

FCT will operate under existing state/federal authorities and regulations to provide food supplies to designated staging areas. Requests for food (including types, amounts and destination locations) shall be processed through the FCT. The local response coordinator and ESF # 6 will be the points of contact for all requests for food assistance from state resources. FCT will coordinate efforts to obtain/transport foods and/or request federal assistance to implement the disaster food stamp program.

B. Organization

1. FCT will assume primary responsibility for implementing this ESF. Each support agency will be represented on the FCT at the SEOC. FCT liaison personnel may be dispatched to field site locations.
2. Agency representatives will have sufficient knowledge of their agency's capabilities and resources and must have the authority to commit resources.
3. Agency representatives will be knowledgeable of the Federal Response Plan (FRP) and the capabilities and resources of federal response agencies.

C. Notification

1. ADEM will notify primary and support agencies when this ESF is activated.
2. Upon notification, agency representatives will report to the SEOC for an initial meeting of the FCT and be available for the duration of the response period.

III. CONCEPT OF OPERATIONS – CONT

D. Response Actions

1. Initial Actions:
 - a. Determine the critical needs of the affected population in terms of numbers of people, their location and usable food preparation facilities for feeding.
 - b. Identify and locate available resources of food, transportation, equipment, storage and distribution facilities.
 - c. Evaluate the adequacy of available resources.
 - d. Ensure that foods are fit for human consumption (see ESF # 8-Appendix 2).
 - e. Coordinate shipment of food to staging areas.
 - f. Initiate direct market procurement of critical food supplies not available from existing inventories.
2. Continuing Actions:
 - a. Expedite requests for emergency issuance of food stamps after access to commercial food channels has been restored.
 - b. Establish logistical links with organizations involved in mass feeding.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Department of Education (ADE), American Red Cross (ARC), Arizona Association of Food Banks (AAFB), Arizona Voluntary Organizations Active in Disasters (AzVOAD) and The Salvation Army (TSA) will:

1. Provide a representative to serve on the FCT.
2. Determine the availability of food, including raw agricultural commodities (wheat, corn, oats, rice, etc.) that could be used for human consumption.
3. Coordinate with state/local officials to determine food needs of the population in the affected areas based on the following categories: acutely deficient; moderately deficient; self-sufficient; and surplus supplies.
4. Identify and assess the requirements for food and distribution services for critical emergency needs and sustained needs after the emergency phase is over.
5. Coordinate food distribution efforts of other voluntary organizations.

FOOD ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. ADE, ARC, AAFB, AzVOAD, TSA will: - Cont

6. Secure approval from the United States Secretary of Agriculture to issue food stamps to qualifying households for up to 30 days.
7. Make emergency food supplies available to households for take-home consumption in lieu of food stamps.
8. Provide damage information and additional resource needs to the SEOC.
9. Develop a FCT plan of operation that will ensure timely distribution of food in good condition to the proper location.
10. Establish and maintain an information flow to federal ESF # 11 representatives through the SEOC.

B. ADE in addition to serving as a member on the FCT and upon receiving notification of a disaster declaration from the President, Governor, TSA, or ARC will authorize the release of food commodities provided to Arizona as a participant in the National School Lunch Program (NSLP) to feed any disaster victims.

C. Support Agencies

Support agencies will ensure that available federal sources of food are included, that logistical support is provided and that acquired food is fit for human consumption.

1. **Department of Agriculture (ADA) and Department of Economic Security – Community Services Administration (ADES-CSA) will:**
 - a. Assess the availability of:
 - (1) Food supplies and storage facilities capable of storing dry, chilled and frozen food.
 - (2) Transportation equipment, material handling equipment and support personnel.
 - b. Contract for storage and transportation services with regional food bank warehouses and AAFB's statewide gleaning coordinator regarding the availability of:
 - (1) US Department of Agriculture commodities;
 - (2) Donated foods;
 - (3) Storage facilities for dry, cold or frozen foods;
 - (4) Transportation equipment, material handling equipment and support personnel.

FOOD ANNEX

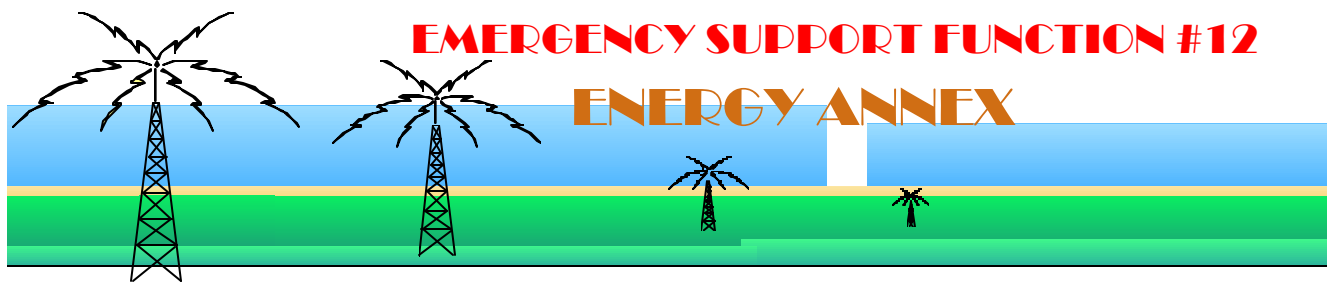
IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – Con't

C. Support Agencies – Con't

1. **ADE and ADES-CSA will:** - con't
 - c. Arrange for food delivery/distribution
 - d. Assess damages to locally produced food supplies.
2. **Division of Emergency Management (ADEM)** will coordinate the acquisition/procurement of commercial food, transportation, equipment and services.
3. **Department of Emergency & Military Affairs - National Guard (DEMA –AZNG)** will:
 - a. Assess the departmental availability of food supplies and storage facilities capable of storing dry, chilled and frozen food.
 - b. Assess the departmental availability of transportation equipment, material handling equipment and support personnel. This responsibility shall be confined to the posts, camps and stations within or adjacent to the disaster area.
 - c. Arrange for delivery and distribution
4. **Department of Health Services (ADHS)** will
 - a. Determine which foods are fit for human consumption and identify potential problems of contaminated foods (e.g., radiation, chemical, bacterial and viral) (see ESF # 8, Appendix 2).
 - b. Provide health education in food preparation/storage
 - c. Ensure infant formula, food, and materials are delivered to and distributed at disaster scene, as appropriate.
5. **Department of Transportation (ADOT)** will assess the transportation routes needed for delivery of food, equipment and personnel.
6. **Statewide Independent Living Council (SILC)** will:
 - a. Ensure the special food needs for persons with limited abilities, disabilities or aging are identified.
 - b. Provide representation and/or counseling to the SEOC upon request.

V. PLAN DEVELOPMENT AND MAINTENANCE

The Departments of Education, Agriculture and Economic Security and ADEM are responsible for the development and maintenance of this ESF.



PRIMARY AGENCY:

State: Department of Commerce (ADC)
- Energy Office (AEO)
Corporation Commission (ACC)

SUPPORT AGENCIES:

State: Department of Administration (ADOA)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
Department of Water Resources (ADWR)
County/Local: Emergency Management Operations (CEM)
Federal: Department of Energy
Private: Public/private utility companies

I. INTRODUCTION**A. Purpose**

Describe procedures to restore the state's energy systems critical to saving lives and protecting health, safety and property, and enabling other ESFs to respond.

B. Scope

1. Gather, assess and share information on energy system damage and estimations on the impact of energy system outages.
2. Coordinate requests for assistance from local energy officials, suppliers and deliverers.
3. Within the Primary and Support agencies are a variety of assets and resources that may be used in response to any event involving energy or multi-hazard problems. "Energy" includes producing, transporting, generating, transmitting, conserving, building, and maintaining energy systems and system components; "multi-hazard" includes radiological materials, weapons of mass destruction (WMD), and terrorism incidents.

ENERGY ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

4. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems. Consequently, energy supply and transportation problems can be intra-State, inter-State, and international.

II. SITUATION AND ASSUMPTIONS

- A. The suddenness and devastation of a disaster, either natural or manmade, may sever key energy lifelines, constraining supply in affected areas and most likely adversely impacting adjacent areas.
- B. Emergencies/disasters may cause shortages in energy supplies by disrupting transmission or fuel supply levels, or increasing energy use.
- C. Energy emergencies can include acute shortages caused by power outages and flow disruptions and chronic shortages caused by panic buying of fuels/electricity.
- D. Fuel shortages can be caused by imbalances in supply and distribution.
- E. A shortage of energy in one form can cause shortages in other sources.
- F. The only energy resource the state is self-sufficient in is electricity. All other energy supplies must be imported
- G. National/statewide rationing or strict conservation may be employed.
- H. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems. Energy supply and transportation problems can be intrastate, interstate and international.
- I. This ESF applies to the production, refinement, transportation, generation, transmission, conservation, building and maintenance of energy systems and components.
- J. Basic planning assumptions for a catastrophic event:
 1. There may be widespread and possibly prolonged electric power failures;
 2. The transportation and telecommunications infrastructures may be affected;
 3. Delays in the production, refining, and delivery of petroleum-based products may occur as a result of loss of commercial electric power.

III. CONCEPT OF OPERATIONS

A. Warning Sources:

1. News media reports on:
 - a. International conditions indicating an eminent oil embargo;
 - b. Refinery reports that crude oil or product storage levels are low; and
 - c. Reports on impending shutdowns of power plants.
2. United States Department of Energy (DOE) statements and predictions.
3. Arizona Department of Commerce Energy Office (AEO) and Arizona Corporation Commission (ACC) statements and predications.

III. CONCEPT OF OPERATIONS – CONT

B. Countermeasures include:

1. Coordinating fuel movement into shortage areas, equitable resource distribution and power restoration.
2. Providing social services for immediate and direct relief of human hardships (e.g., unheated/non-cooled homes, no gas or electricity for refrigeration/cooking, and unemployment due to business shutdowns).
3. Reducing energy consumption by prohibiting the use of electricity for nonessential purposes, reducing speed limits, shortening workweeks or intensively promoting conservation.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. Department of Commerce – Energy Office (ADC-AEO) will:

- a. Develop plans and procedures to be utilized during an energy crisis;
- b. Monitor energy related issues to preclude a surprise energy shortage;
- c. Work closely with ACC on pipeline and railroad issues that may affect energy status;
- d. Coordinate with the DOE and develop procedures for responding to national/regional energy shortages; and
- e. Provide representation in the SEOC

2. Corporation Commission (ACC) will:

- a. Keep ADEM and the AEO informed of pipeline and railroad problems that may cause or contribute to an energy crisis.
- b. Serve as liaison to regulated monopoly utility companies.
- c. Provide a representative to the SEOC if requested by the Director, ADEM.
- d. Provide assistance/guidance to other state agencies.

3. Division of Emergency Management (ADEM) will:

- a. Activate the SEOC;
- b. Inform AEO of any development during an emergency/disaster that may affect energy status;

IV. ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

3. **ADEM** will: - Cont
 - c. Work to decide if this ESF should be activated and a request made for activation of the Federal Response Plan (FRP) ESF # 12; and
 - d. Provide information to county/local governments on the status of the energy crisis and measures required to cope with the situation.
4. **Department of Administration, Power Authority, Department of Water Resources** and other state agencies will provide:
 - a. Assistance in the alleviation of the energy shortage.
 - b. Representation in the SEOC.

B. County and local governments will:

1. Analyze county/local vulnerability to an emergency shortage; and
2. Plan for county/local energy shortages.

C. Federal DOE will:

1. Implement ESF #12 of the FRP if an emergency shortage develops which cannot be alleviated by the state; and
2. Inform AEO of any incidents that may affect the status of state energy supplies.

D. Public/private utility companies will coordinate with and assist state/county/local government during an energy crisis.

V. PLAN DEVELOPMENT AND MAINTENANCE

ADEM, in coordination with the ACC and AEO will maintain responsibility for the content of this ESF.



EMERGENCY SUPPORT FUNCTION #13

LAW ENFORCEMENT ANNEX

PRIMARY AGENCY:

State: Department of Public Safety (DPS)

SUPPORT AGENCIES:

State: Department of Administration - Capitol Police (ADOA)
Office of Attorney General (OAG)
Department of Corrections (ADOC)
Game and Fish Department (AZGFD)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
State Parks (ASP)
University police departments (ASU, NAU, UA)

I. INTRODUCTION

A. Purpose

1. Describe law enforcement measures provided by the state in support of local governments during an emergency/disaster.
2. Describe policies for obtaining federal assistance.

B. Scope

Establish the roles and responsibilities of state agencies involved in law enforcement activities during an emergency/disaster.

II. SITUATION AND ASSUMPTIONS

- A. In an emergency/disaster, law enforcement/safety measures may be needed to protect life and property.
- B. During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters.

LAW ENFORCEMENT ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

- C.** The concentration of large numbers of people in shelters during an evacuation may necessitate police presence to preserve orderly conduct.
- D.** Police patrols/surveillance will be needed in evacuated areas to prevent looting and protect property.
- E.** Evacuation of prisons/jails may require additional personnel.
- F.** Incidents of bombing, bomb threats, threats against individuals and the public, and arson to achieve political concessions and public notoriety are becoming more prevalent. Terrorist acts and violent activity may cause disastrous results. There is also the potential for immobilization of local law enforcement resources through bombing, blackmail or sniping activities. Acts of terrorism and other criminal activities may immobilize/overwhelm local law enforcement and require state support.
- G.** In the event of an act of terrorism utilizing biological, chemical or nuclear agents (NBC) or accidents involving hazardous material, law enforcement personnel may be subject to decontamination processes or other personal protective measures prior to performance of assigned duties.
- H.** Civil disturbances may result in injuries/damages requiring mobilization of enforcement resources.

II. CONCEPT OF OPERATIONS

A. Mission

The mission of law enforcement authorities is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

B. Direction and Control

1. DPS is responsible for the coordination of operations upon activation of this ESF. A liaison representing DPS will be assigned to the SEOC Operations Section – Policy Branch.
2. This SEOC Branch may be supported by other state agencies with law enforcement capabilities.
3. County sheriffs and police chiefs are responsible for law enforcement within their jurisdiction. A line of succession will be established to cover shifts/absences.

LAW ENFORCEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Direction and Control – Cont

4. Law enforcement agencies will utilize their normal communications facilities. Telephones will be used to route communications and back up radio services.
5. Terrorist activities/threats will be handled according to the Terrorism incident annex.
6. Civil disturbances will be handled according to Appendix 1 to this ESF.

III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Department of Public Safety (DPS)** will:
 - a. Identify and provide direction/coordination of state law enforcement activities/resources;
 - b. Staff control points and road blocks to expedite traffic to reception centers and prevent reentry of evacuated areas;
 - c. Provide traffic control, law enforcement and security for damaged state property within their jurisdiction;
 - d. Provide escort services for mobile homes and other heavy equipment being moved to disaster sites; and
 - e. Provide support personnel and equipment to local/county law enforcement agencies as requested and as available.
2. **Department of Corrections (ADOC)** will:
 - a. Identify correctional facilities that may require evacuation and coordinate equipment, evacuation routes and alternate/shelter facilities.
 - b. Provide care and security of inmates in detention centers as well as those being relocated/evacuated.
 - c. Plan for care and security of evacuated inmates.
 - d. Assist overwhelmed local/county law enforcement agencies in the evacuation/sheltering of jailed inmates from impacted area(s).
3. **Division of Emergency Management (ADEM)** will coordinate activities requested by state/local law enforcement agencies through impacted County EOC(s) and the SEOC.

LAW ENFORCEMENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

4. **Department of Emergency & Military Affairs – National Guard (DEMA – AZNG)** may be requested to:
 - a. Assist with law enforcement activities.
 - b. Prevent looting in evacuated areas.
 - c. Provide interoperability communications links to multiple agencies.
5. **Other** state agencies with law enforcement mandates will provide assistance as requested and as available.

B. County and Local Governments will:

1. Provide public safety functions utilizing law enforcement resources.
2. Develop mutual aid procedures with adjacent law enforcement agencies and participate in the state Master Mutual Aid Compact.

C. Federal Government

1. Large areas of the state remain under the jurisdiction of the federal government, i.e., Department of Defense, Department of the Interior (BIA, BLM, NPS) and Department of Agriculture.
2. Federal agencies will provide primary law enforcement activities and coordination on federal lands.

V. ADMINISTRATION AND LOGISTICS

Emergency operations will be carried out in conformity with agency SOPs. Each agency coordinator is responsible for updating their agency SOP.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. ADEM, in conjunction with DPS, will maintain and update this ESF as required.
- B. Reviews/updates to this ESF will be provided by DPS and support state agencies.

APPENDICES

Appendix 1. Civil Disturbance



APPENDIX 1 TO EMERGENCY SUPPORT FUNCTION #13 CIVIL DISTURBANCE

PRIMARY AGENCY:

State: Department of Public Safety (DPS)

SUPPORT AGENCIES:

State: Department of Administration - Capitol Police (ADOA)
Department of Corrections (ADOC)
Game and Fish Department (AZGFD)
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
Department of Transportation (ADOT)
University police departments

Local: County/local government

I. Purpose

Describe state resources used to support local law enforcement for civil disturbance.

II. SITUATION AND ASSUMPTIONS

- A.** Government must respond to reports of civil disturbances. A civil disturbance involves illegal activity beyond control of a normal response. The activity may be organized (a strike or demonstration) or uncontrolled (a mob, riot and/or panicked disaster victims).
- B.** Response to a civil disturbance is the responsibility of local law enforcement agencies.
- C.** If the situation is beyond the capability of local law enforcement, support may be requested from neighboring law enforcement agencies. Assistance from state agencies (i.e., Department of Public Safety (DPS) and the National Guard) may be requested.

CIVIL DISTURBANCE APPENDIX

III. CONCEPT OF OPERATIONS

- A.** Local government is responsible for coordinating all emergency law enforcement activities within its jurisdiction. All emergency operations should be directed using the National Incident Management System (NIMS)¹, with the local police chief, or his/her appointed representative, directing operations from the local EOC. State and federal support will be requested as needed.
- B.** Response to a civil disturbance will depend upon the circumstances of each incident. The following activities may be deemed necessary in quelling the disturbance:
 - 1. Assess the situation;
 - 2. Advise the Officer-in-Charge of the situation;
 - 3. Establish a perimeter around the area;
 - 4. Identify a staging area and secure it;
 - 5. Equip and brief other responding officers and transport them to the staging area; and
 - 6. Contact ADEM or the DPS Duty Officer (DO) to alert/request support resources.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A. Local Government will:**
 - 1. Restore/maintain law and order;
 - 2. Provide mobile units for initiating warning operations;
 - 3. Provide security for key facilities;
 - 4. Coordinate all law enforcement activities;
 - 5. Provide traffic control;
 - 6. Support other public safety activities; and
 - 7. Activate/staff the local EOC.

¹ NIMS will be instituted when the National Response Plan (NRP) replaces the Federal Response Plan (FRP) sometime in 2004

CIVIL DISTURBANCE APPENDIX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. County Government will:

1. Support local government;
2. Provide traffic control on county roads;
3. Perform normal law enforcement activities;
4. Activate the County EOC to coordinate mutual aid; and
5. Alert ADEM/DPS-DO of the situation and request assistance.

C. State Government

1. Department of Public Safety (DPS) will:

- a. Provide traffic control on state/federal roads;
- b. Perform normal law enforcement activities; and
- c. Support local operations.

2. Division of Emergency Management (ADEM) will:

- a. Activate the SEOC;
- b. Coordinate state resource assistance to the threatened area; and
- c. Request federal assistance.

3. Department of Emergency & Military Affairs – National Guard (DEMA – AZNG) will provide:

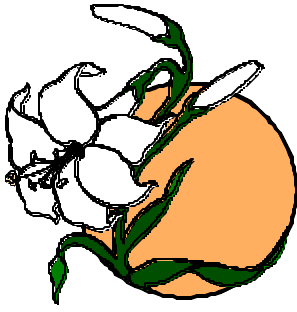
- a. Resource support; and
- b. Armed support to guard against looting and backup local/county/state law enforcement.

4. Department of Transportation (ADOT) will support law enforcement with barricades and other forms of access control.

5. Other state agencies with law enforcement capabilities (e.g., Department of Administration (ADOA - Capitol Police), Department of Corrections (ADOC), Game & Fish Department (AZGFD) and university police departments) will support local government activities with personnel and equipment resources as requested and as available.

V. PLAN DEVELOPMENT AND MAINTENANCE

DPS, in conjunction with ADEM, is responsible for the development and maintenance of this Appendix.



EMERGENCY SUPPORT FUNCTION #14

MORTUARY SERVICES ANNEX

PRIMARY AGENCIES:

County: Maricopa County Medical Examiners Office (MCME)
Private: Arizona Funeral Directors Association (AFDA)

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
Department of Health Services (ADHS)
- Bureau of State Laboratory Services
Department of Public Safety - Crime Lab (DPS)

Local: County Medical Examiners (CME)
County Public Health

Private: Arizona Dental Association - Disaster Team (ADA)
National Funeral Directors Association

Voluntary: American Red Cross – Grand Canyon Chapter, Disaster Services
International Critical Incident Stress Foundation, Inc.
- - Trauma Group CISM Team (Phoenix)
- - Northwest Fire/Rescue District – CISM Team (Tucson)

Federal: Department of Defense - Air Force Mortuary Services (AFMS)
Department of Justice - Federal Bureau of Investigation (FBI)
National Disaster Medical System (NDMS)
- Disaster Mortuary Operational Response Teams (DMORT)
Centers for Disease Control and Prevention (CDC)

I. INTRODUCTION

A. Purpose:

1. Describe state/federal/private resources available for the care and handling of the deceased in multiple death disasters.
2. Establish policies and procedures to collect, identify and dispose of the deceased in multiple death disasters.
3. Describe state/federal/private resources available to provide mental health care for mass fatality survivors and responders.

MORTUARY SERVICES ANNEX

I. INTRODUCTION – CONT

B. Scope:

Support county medical examiners during mass fatality situations.

1. Provide statewide mortuary services support as needed.
2. Establish a mobile morgue with staffing and capable of responding to situations throughout the state.
3. Assist in decontamination of deceased victims as required.

II. SITUATION AND ASSUMPTIONS

- A.** Multiple deaths may occur during an emergency/disaster.
- B.** Local systems and resources providing victim identification and mortuary services may be insufficient/disrupted by an emergency/disaster.
- C.** An accident or terrorist incident involving nuclear, biological or chemical (NBC) agents could result in contaminated as well as non-contaminated mass fatalities.
- D.** The state can assist the County Medical Examiners (CME) and request federal assistance for mortuary services.

III. CONCEPT OF OPERATIONS

- A.** Arizona operates under a CME system. Each county appoints a medical examiner or establishes a list of licensed physicians available to perform CME duties.
- B.** In a multiple fatality emergency/disaster, the deceased are placed in the custodial care of the CME. CMEs have statutory responsibility under ARS Section 11-594 to:
 1. Take charge of bodies where death was a result of an emergency/disaster;
 2. Identify victims and examine and perform autopsies;
 3. Determine and record cause, circumstances and manner of death;
 4. Maintain custody of unclaimed bodies until they are turned over to the county for burial; and
 5. Issue death certificates.
- C.** When mass fatalities occur, CMEs will:
 1. Coordinate local resources to collect, identify and dispose of the deceased and identifiable body tissue;
 2. Designate adequate personnel to perform the duties of deputy medical examiner;

MORTUARY SERVICES ANNEX

III. CONCEPT OF OPERATIONS – CONT

- C.** When mass fatalities occur, CMEs will: - Cont
3. Establish and maintain a record keeping system to document fatalities;
 4. Coordinate systems and resources to notify relatives;
 5. Request assistance from the state through the county emergency management director, who will notify ADEM; and
 6. Coordinate the selection of Family Assistance Centers.
 7. Coordinate with local/county public health agencies in the handling and disposition of contaminated fatalities.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. The **State Board of Funeral Directors and Embalmers** will accept and process applications for apprenticeship for licensed personnel from other states at the disaster scene.
2. **Division of Emergency Management (ADEM)** will:
 - a. After receiving a request for mortuary assistance and/or upon the proclamation of a State of Emergency by the Governor, notify the appropriate state/private agencies.
 - b. Seek federal assistance when available state resources are overwhelmed in fulfilling existing mortuary needs.
 - c. Coordinate resources to assist local government in the care/handling of the deceased.
3. **Department of Public Safety (DPS - Crime Lab)** will:
 - a. Coordinate state resources, personnel and equipment to support local government victim identification services.
 - b. Provide assistance to local law enforcement agencies for notification of next-of-kin.
4. The **Department of Health Services (ADHS-State Health Lab)** will:
 - a. Accept and evaluate biological and/or chemical samples from incident scene deceased victims as required;
 - b. Coordinate with the Centers for Disease Control on test result evaluations.
5. ADHS will provide technical assistance in the decontamination and/or disposition of contaminated fatalities.

MORTUARY SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Local Government

1. Maricopa County Examiners Office will:
 - (a) Provide access to a 24/7 contact for reporting mass fatality needs.
 - (b) Ensure the availability of a mobile morgue and staff for possible deployment statewide.
2. Incorporated communities will provide mortuary services utilizing resources available within its jurisdiction. When resources are either insufficient or exhausted, community officials will request assistance from the county. County involvement in a community multiple death disaster is automatic.
3. Upon request from a community or whenever emergency/disaster related mortuary services are needed within an unincorporated area, county government will provide mortuary services. When the combined mortuary resources are inadequate, the county emergency management director, in coordination with the CME, will request assistance from ADEM.

C. Private Organizations

Private organizations should develop internal operating procedures to support the functions described below:

1. **Arizona Dental Association (ADA) - Disaster Team** will provide forensic dental assistance in the identification of deceased persons.
2. **AFDA - Disaster Committee (DC)** will:
 - a. Provide and coordinate the activities associated with procuring manpower, supplies and equipment from private mortuary services.
 - b. Ensure that the handling of human remains is conducted in a humane and lawful manner.
 - c. Coordinate the acquisition of suitable morgue facilities, embalming supplies and body bags.
 - d. Provide assistance to CMEs in the notification of victims' families.
3. NFDA may provide temporary morgue equipment/supplies through their MMC program.

D. Voluntary Organizations:

1. **American Red Cross (ARC)** will provide:
 - a. Assistance in establishing a casualty tracking system program.
 - b. Crisis counseling and mental health services for families of victims.
 - c. Memorial service following an air crash.

MORTUARY SERVICES ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. Voluntary Organizations - Cont

2. **International Critical Incident Stress Foundation, Inc.** will provide critical incident stress debriefing for emergency responders and other professionals involved in mortuary response/recovery efforts.

E. Federal Government:

1. **Department of Defense - Air Force Mortuary Services** may provide assistance in victim identification, recovery, storage and transportation according to the Federal Response Plan (FRP) ESF # 8.
2. **Department of Justice - FBI Disaster Squad** may provide victim identification services according to FRP ESF #8.
3. **NDMS (DMORT)** may provide assistance to CMEs according to procedures outlined in FRP – ESF #8.
4. **CDC** will provide assistance in disease identification and control per FRP ESP #8.

V. ADMINISTRATION AND LOGISTICS

- A. When a multiple fatality disaster/incident occurs, a survey and an assessment of the situation will be made by the CME, or designee; in conjunction with the incident commander and the county emergency management director. If additional resources are required to care for and handle the deceased, the county should declare a Local Emergency and notify ADEM.
- B. Reference Basic Plan paragraphs II.I (Non-liability) and II.J (Mutual Aid) for guidance on licensing of volunteers entering the United States to assist in mass fatality situations.
- C. ADEM will notify and coordinate with:
 1. DPS for mortuary services assistance and equipment.
 2. DPS-Duty Officer for body identification and next-of-kin notification.
 3. ADA-DT for forensic dental assistance. Team members are located in Phoenix, Flagstaff and Tucson.
 4. ARC for counseling services and fatality tracking.
 5. International Critical Incident Stress Foundation, Inc., Trauma Group CISM Team (Phoenix), - Northwest Fire/Rescue District – CISM Team (Tucson) for Critical Incident Stress Management support.
 6. FBI-Disaster Squad.

MORTUARY SERVICES ANNEX

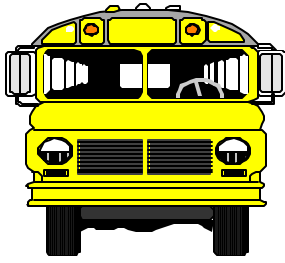
V. ADMINISTRATION AND LOGISTICS – CONT

C. ADEM will notify and coordinate with: - Cont

7. NDMS (DMORT) for mass fatality mortuary services.
8. AFDA for mortuary services.
9. Maricopa County Medical Examiners Office for activation/staffing of a mobile mortuary.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM, in coordination with the AFDA, is responsible for the development and maintenance of this ESF #14.



EMERGENCY SUPPORT FUNCTION #15

EVACUATION ANNEX

PRIMARY AGENCY:

State: Department of Public Safety (DPS)

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)

Department of Health Services (ADHS)

Department of Transportation (ADOT)

Local: County/local governments

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
The Salvation Army (TSA)
Arizona Voluntary Agencies Active in Disasters (AzVOAD)
The Statewide Independent Living Council (SILC)

I. INTRODUCTION

A. Purpose:

To describe the organization, assign responsibilities and specify the actions required of state and local agencies in the support of an emergency evacuation of an area affected by an event of catastrophic proportions.

B. Scope:

1. The scope of activities covered in an evacuation may be limited to a small segment of a community due to a hazardous materials incident, flooding or law enforcement incident. Evacuation may be expanded to include an entire community or even an entire county.
2. Guidance for evacuation in case of a fixed nuclear facility incident, is contained in the Fixed Nuclear Facility Emergency Response Off-Site Plan (see ESF # 18).

EVACUATION ANNEX

II. SITUATION AND ASSUMPTIONS

- A.** Evacuation of the affected area may be the most effective means of safeguarding lives.
- B.** Individuals and families may be deprived of food, clothing, shelter and medical services. Families may become separated and unable to locate each other. Individuals may have serious personal or psychological problems requiring specialized social services.
- C.** Counties/cities/towns could become the evacuated area or the sheltering community.
- D.** The need to evacuate or shelter emergency/disaster victims may vary from only a few persons/families to a mass evacuation.
- E.** Persons with limited abilities, assisted-care living persons, disabled persons, latchkey children will pose unique problems for agencies responsible for mass evacuations.

III. CONCEPT OF OPERATIONS

A. Local/County Government

- 1. The first responder agency, usually law enforcement or fire, will assess the situation and advise supervisory officials. These officials will decide a course of action and implement evacuation of the affected area.
- 2. The decision to implement an evacuation will be made by the executive head of government in coordination with law enforcement, fire and emergency management officials.
- 3. If time does not permit, the first responder will initiate the evacuation and notify public officials as soon as possible.
- 4. People within the affected area will be notified of the emergency/disaster and instructed on what actions to take.
- 5. Evacuation routes will be identified and established by law enforcement personnel in coordination with the executive head of government, fire and emergency management officials.
- 6. Shelter facilities and safe areas will be identified by the county/community emergency management directors in coordination with school districts, ARC, parks and recreation, churches and local volunteer groups. Assistance agreements for possible use of schools and churches for shelter purposes should be prepared. Law enforcement and fire officials should be familiar with the designated shelter facilities and safe areas to more readily assist evacuees (see ESF #6).

EVACUATION ANNEX

III. CONCEPT OF OPERATIONS – CONT

A. Local/County Government – Cont

7. Primary modes of transportation for designated evacuees will normally be privately owned vehicles. Additional transportation resources will be identified by the local emergency management director. Possible resources include school districts, public works departments, ARC and local volunteer groups. Consideration in developing additional resources must include transportation requirements for the disabled, hospitals, nursing homes, schools, jails, etc.
8. Consideration will be given to ensuring that special needs persons, i.e., non-English speaking, elderly, physically or mentally disabled, latchkey children, etc., are identified, located and evacuated from the danger area.
9. Access control and security will be provided by local law enforcement. Law enforcement will also coordinate access control resources of the local highway department/public works and the county engineer. Protection of responders in the evacuated area must be of the highest priority.
10. Reentry to an affected area will be permitted only after the area has been declared safe by appropriate officials.

B. County Government

1. In non-incorporated communities and if the situation and time elements are critical, the responding sheriff's deputy or on-scene fire official will initiate an evacuation and identify a location for evacuees to assemble.
2. If the situation is of such magnitude and/or time permits, the senior elected official of the county will be notified of the situation and will decide the course of action consistent with local established procedures for evacuations and/or shelter-in-place protocols.

C. State Government

State government will assist in traffic control on state or federal highways and in local jurisdictions upon request.. The SEOC may be activated to provide direction, control and resource assistance.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Local/County Government will:

1. Establish procedures to:
 - a. Identify and contain the emergency/disaster area;
 - b. Issue public warning information;

EVACUATION ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Local/County Government will – Cont

1. Establish procedures to: - Cont
 - c. Communicate established evacuation routes;
 - d. Provide transportation for individuals without access to a private vehicle;
 - e. Provide transportation for persons with limited abilities, ambulatory and other special needs;
2. Identify and procure shelter areas in advance.
3. Control access to and from affected area.
4. Provide an orderly and safe return to the affected areas;
5. Negotiate and procure mutual aid agreements with neighboring communities/counties;
6. Maintain documentation of all incurred evacuation expenses.

B. State Agencies

1. **Division of Emergency Management (ADEM)** will:
 - a. Activate the SEOC to provide coordination and resource support if required/requested.
 - b. Assume operational responsibility if the evacuation involves other states according to the Southwestern Caucus - Interstate Civil Defense and Disaster Compact.
 - c. Maintain documentation of all operational expenses.
2. **Department of Emergency & Military Affairs - National Guard (DEMA – AZNG)** will provide assistance as required.
3. **Department of Health Services (ADHS)** will assist county health departments in providing health services to the evacuees (see ESF #6) and;
4. **Department of Public Services (DPS)** will:
 - a. Assist local jurisdictions with traffic control and security of the evacuated area.
 - b. Coordinate with ADOT on implementing Emergency Highway Traffic Regulation (EHTR) procedures.
5. **Department of Transportation (ADOT)** will:
 - a. Assist local jurisdictions with access control resources, in providing and maintaining designated roadblocks as requested.

EVACUATION ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. State Agencies – Cont

1. **ADOT will:** - Cont
 - b. Coordinate with DPS on the establishment and implementation of EHTRs.

C. Voluntary Agencies

1. **American Red Cross (ARC) will:**
 - a. Provide shelter services, i.e., sheltering, feeding, minor health care, locator services, counseling, etc (see ESF #6); and
 - b. Coordinate clothing, health services, etc., with other local voluntary organizations.
2. **The Salvation Army (TSA) will:**
 - a. Manage the donations of food and clothing for evacuees (See Donations Management Annex).
 - b. Assist in the sheltering and feeding of evacuees.
 - c. Assist in the care and sheltering of evacuated pets and household animals.
3. **Arizona Voluntary Organizations Active in Disasters (AzVOAD)** will assist in ensuring the well-being of evacuees as requested.
4. **Statewide Independent Living Council (SILC)** will provide technical and administrative assistance in ensuring emergency evacuation plans address the needs of persons with limited abilities.
5. **Critical International Critical Incident Stress Foundation, Inc., and Trauma Group CISM Team** may:
 - a. Assist the ARC with critical incident stress debriefing in shelters or reception and care centers (see ESF #6); and
 - b. Coordinate follow-on treatment.

V. PLAN DEVELOPMENT AND MAINTENANCE

This ESF is developed and maintained by ADEM, with assistance from the primary and other supporting state agencies.



EMERGENCY SUPPORT FUNCTION #16

SEARCH AND RESCUE ANNEX

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES

State: Game and Fish Department (AZGFD)
Department of Emergency & Military Affairs-National Guard (DEMA)
State Parks Department (ASP)
Department of Public Safety (DPS)
Department of Transportation (ADOT)

Federal: U.S. Air Force Rescue Coordinating Center (AFRCC)

Voluntary: Civil Air Patrol (CAP)

I. INTRODUCTION

A. Purpose:

1. Describe procedures for the use of state and other political subdivisions' personnel, equipment, services and facilities to aid in search and/or rescue operations.
2. Maintain a contact list of public and private organizations and an inventory of available facilities, equipment and supplies within each county.

B. Scope:

Search and rescue responsibility is delegated to each county sheriff. The county emergency management director may support the search and rescue efforts of the county sheriff.

II. SITUATION AND ASSUMPTIONS

- A. Persons may become lost, entrapped or isolated. Government must be prepared to seek out, locate and rescue such persons.
- B. Search and rescue operations are an essential element of emergency/disaster response. State government has a coordinated search and rescue program.

SEARCH AND RESCUE ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

- C.** State law provides for search and rescue liabilities and expenses to be incurred. Eligible expenses may be reimbursed county sheriffs office(s) and/or assisting state agencies.
- D.** The state may support county sheriff activities and may request federal assistance in locating or rescuing persons during emergencies/disasters.

III. CONCEPT OF OPERATIONS

- A.** Local jurisdictions will receive search and rescue assistance from respective county sheriff operations upon request.
- B.** The affected County Sheriff may request state assistance if situation warrants.
- C.** The ADEM Search and Rescue (SAR) Coordinator will commit personnel, supplies, equipment and other resources.
- D.** Federal resources are available through the United State Air Force Rescue Coordination Center (AFRCC). Requests for assistance must come from the ADEM SAR Coordinator.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Local Government

- 1. Incorporated Community Governments**
 - a.** Each incorporated community will develop and document their own method of conducting SAR operations.
 - b.** Law enforcement generally conducts searches while the fire department responds to rescue calls.
 - c.** When search or rescue requirements exceed local capabilities, officials should request assistance from the county sheriff.
- 2. County Governments**
 - a.** The county sheriff is responsible for search and rescue within their county. They will appoint SAR coordinators. The county SAR coordinator will respond to requests from federal/state/county/local agencies for SAR missions.
 - b.** The county sheriff may request assistance from the ADEM SAR Coordinator for missions.

SEARCH AND RESCUE ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Local Government – Cont

2. County Governments – Cont
 - c. The county sheriff may request reimbursement for eligible expenses from ADEM.
 - d. Local sheriff volunteer organizations provide resources such as personnel, horse patrols, search teams, divers and trackers. Sheriff volunteer organizations respond to mission requests from the Incident Commander.

B. State Government

1. **Division of Emergency Management (ADEM)** will coordinate:
 - a. State SAR activities;
 - b. Air SAR missions; and
 - c. Federal/state/local resources.
2. **Department of Public Safety (DPS)** will provide facilities, equipment, supplies and other resources.
3. **Game and Fish Department (AZGFD)** will provide personnel, facilities and equipment.
4. **Department of Emergency & Military Affairs - National Guard (DEMA)** will provide personnel, equipment, supplies and other resources for assisting in search or rescue operations.
5. **State Parks Department (ASP)** will provide personnel, equipment, supplies and other resources to incidents in/near their facilities.
6. **Department of Transportation (ADOT)** will provide personnel, facilities, equipment, supplies and other resources.

C. Voluntary Agencies

The **Civil Air Patrol (CAP)** will:

1. Support ADEM with lost or overdue aircraft searches and the investigation of Emergency Locator Transmitter (ELT) signals;
2. Supply light aircraft and ground resources; and
3. Provide communications support (see ESF #2).

SEARCH AND RESCUE ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. Federal Government

The **United States Air Force Rescue Coordination Center (AFRCC)** will supply federal resources and may task the local wing of the CAP.

V. ADMINISTRATION AND LOGISTICS

A. ADEM will:

1. Designate a SAR Coordinator;
2. Develop plans and procedures for SAR activities; and
3. Develop IOPS, to include:
 - a. Documenting requests for assistance, actions taken and reimbursement for eligible expenditures;
 - b. Coordinating the use of SAR resources of political subdivisions; and
 - c. Coordinating CAP and all other aircraft for SAR missions or overdue/missing aircraft.

B. Support Agencies (County Sheriffs and State) will develop plans and IOPS, to include:

1. Identifying resource personnel, equipment and materials;
2. Documenting expenditures;
3. Alerting agency officials in the agency; and
4. Providing an operational checklist.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM is responsible for the development and maintenance of this ESF.



EMERGENCY SUPPORT FUNCTION #17

MITIGATION ANNEX

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)
Disaster Prevention Council (DPC)

I. INTRODUCTION

A. Purpose:

Describe the purpose of the Hazard Mitigation Grant Program (HMGP), the Disaster Prevention Council and mitigation activities.

B. Scope

1. Gather and document types, severity and location of damages.
2. Disseminate technical information to state/county/local agencies on mitigation measures that can be taken during the recovery stage to lessen the impact of future, emergencies/disasters.

II. SITUATION AND ASSUMPTIONS

- A. The greatest period of public interest in taking actions to reduce hazard vulnerability is the first few weeks following an event. Mitigation opportunities are lost if there is a delay in providing information to state agencies, counties and local jurisdictions.
- B. The Federal Disaster Relief Act of 1974 - PL 93-288, as amended, requires hazard mitigation efforts to be undertaken as a condition of emergency/disaster aid. The Disaster Mitigation Act 2000 (Public Law 106-390), signed into law October 10, 2000, reinforced the importance of mitigation planning and emphasized planning for disasters before they occur.
- C. The Hazard Mitigation Grant Program (HMGP) provides grants to state and local governments, certain private nonprofits and Indian nations to implement hazard mitigation measures. Hazard mitigation means an action taken to reduce or eliminate long-term risks from hazards and their effects.
- D. Mitigation planning and actions should be accomplished before an emergency/disaster. After an emergency/disaster, mitigation opportunities exist only for the next emergency/disaster.

MITIGATION ANNEX

III. CONCEPT OF OPERATIONS

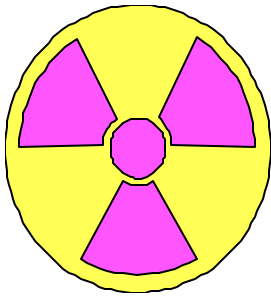
- A. When the Governor has proclaimed a State of Emergency, the Director, ADEM, will activate the HMGP.
- B. Also upon a Gubernatorial Declaration of a State of Emergency, the State Hazard Mitigation Officer (SHMO) may ask that Disaster Reservists, performing Preliminary Damage Assessment (PDA), make recommendations on projects that will mitigate the effects of future disasters within the declared disaster area.
- C. The SHMO may also task Disaster Reservists with visiting the sites of completed HMGP projects to ensure the projects remain in compliance with federal regulations, i.e. open space is still being maintained as open space, and continue to mitigate the effects of disasters.
- D. The HMGP will visit emergency/disaster areas and, in coordination with local jurisdictions, begin documenting amounts, causes and types of damages. Should the emergency or disaster receive a Presidential Declaration, the SMT will assist local communities in applying for HMGP funds.
- E. The HMGP will coordinate all activities needed to review, correct and update the State Hazard Mitigation Plan.
- F. The Director, ADEM, may also activate the Disaster Prevention Council (DPC) to review the current Multi-Hazard Mitigation Plan and make recommendations on updating and revising the Plan.
- G. The DPC may also be asked to review applications submitted under the HMGP and recommend those that best meet the criteria of the HMGP for funding.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A. The Director, **ADEM**, is responsible for coordinating the activities of state, federal, and local agencies in the implementation of state mitigation programs.
- B. **ADEM** is responsible for directing, coordinating, and administering the HMGP. Other state agencies, as selected by the Governor, will assign a representative to serve as a State Hazard Mitigation Team member. Local officials, volunteer agencies and private companies will be named to the team as needed.
- C. The **Disaster Prevention Council (DPC)** shall consist of the members of the State Emergency Council and other members as determined by the Director. The Disaster Prevention Council shall coordinate the disaster prevention expertise of representatives of federal, state and local business and industry and promote partnerships to substantially reduce property loss from natural and technological disasters.

V. PLAN DEVELOPMENT AND MAINTENANCE

ADEM is responsible for the development and maintenance of this ESF.



EMERGENCY SUPPORT FUNCTION #18

NUCLEAR POWER RADIOLOGICAL EMERGENCY PREPAREDNESS ANNEX

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)
Radiation Regulatory Agency (ARRA)

County: Maricopa County Department of Emergency Management (MCDEM)

Private: Arizona Public Service Company (APS)
- Palo Verde Nuclear Generating Station (PVNGS)

SUPPORT AGENCIES:

State: Department of Agriculture (ADA)
Department of Corrections (ADOC)
Department of Environmental Quality (ADEQ)
Department of Health Services (ADHS)
Department of Public Safety (DPS)
Department of Transportation (ADOT)
Department of Water Resources (ADWR)
Game and Fish Department (AZGFD)
Department of Emergency & Military Affairs -National Guard (DEMA)

County: Maricopa County Department of Environmental Services (MCES)
Maricopa County Department of Public Health (MCPHD)
Maricopa County Department of Transportation (MCDOT)
Maricopa County Sheriff's Office (MCSO)

Local: Town of Buckeye

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
Radio Amateur Civil Emergency Services (RACES)

NUCLEAR POWER RADIOLOGICAL EMERGENCY PREPAREDNESS

ANNEX

I. INTRODUCTION

Provide basic information for offsite government response to an incident at the Palo Verde Nuclear Generating Station, Maricopa County.

- A.** The separate State of Arizona/Maricopa County "Offsite Emergency Response Plan for Palo Verde Nuclear Generation Station" applies to all state government departments and agencies which are tasked to provide emergency response and recovery assistance due to an incident at the Palo Verde Nuclear Generating Station (PVNGS).
- B.** The plan serves as the foundation for detailed state and county agency plans and procedures to implement response activities in a timely and efficient manner to support local government response/recovery activities.
- C.** The plan addresses county/state/federal recovery assistance programs. Recovery activities may be conducted concurrently with response activities.

II. SITUATION AND ASSUMPTIONS:

- A.** If an incident occurs at the PVNGS, state/local responders and decision makers will deploy to EOCs and other facilities. Actions will be taken to protect the public and the environment.
- B.** There are four incident classifications called Emergency Classification Levels (ECLs). Each level mandates specific actions by the utility, state and local emergency response organizations.
 - 1. Notification of Unusual Event (NUE)**
 - a.** This is the least serious of the ECLs and alerts the offsite response organization that an incident is in progress, or has occurred, which may indicate a potential degradation of safety at PVNGS. Unless further degradation of safety systems occurs, no release of radioactive materials requiring offsite response is expected.
 - b.** Notification ensures that offsite government is alerted to the situation before any release of information is provided to the public. Systematic handling of information and decision-making assures the appropriate response functions are initiated.
 - 2. Alert Notification**
 - a.** This ECL indicates that an incident is in progress, or has occurred, which involves an actual or potential substantial degradation of safety. Any release of radioactive materials is expected to be a small fraction of the Environmental Protection Agency (EPA) Protective Action Guide (PAG) levels.
 - b.** Notification assures that offsite government has current plant status information and alerts emergency response staff and personnel for a timely response.

NUCLEAR POWER RADIOLOGICAL EMERGENCY PREPAREDNESS

ANNEX

II. SITUATION AND ASSUMPTIONS: - CONT

B. There are four incident classifications ... Cont

3. Site Area Emergency Notification

- c. This ECL indicates that an incident is in progress, or has occurred, which involves actual or likely major failures of plant functions necessary for public protection. Any release is not expected to exceed EPA PAG levels except near site boundaries.
- d. This notification provides information to offsite response organizations and initiates immediate full activation of State and Maricopa County Emergency Operations Centers (EOCs) and the Radiological Technical Organization.

4. General Emergency Notification

- a. The most serious, this ECL indicates that an incident is in progress, or has occurred, which involves actual or imminent substantial core degradation or melting, with a potential loss of containment integrity. Any releases can be expected to exceed EPA PAG levels offsite beyond the immediate site area.
- b. Notification assures protective actions for the public and continuous assessment of information from PVNGS and offsite organization measurements. Consideration of additional measures is based on actual or potential radiological releases.

III. CONCEPT OF OPERATIONS

Refer to the separate **“Offsite Emergency Response Plan for Palo Verde Nuclear Generation Station”** for detailed response and recovery procedures.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Refer to the separate **“Offsite Emergency Response Plan for Palo Verde Nuclear Generation Station”** for detailed roles and responsibilities.

V. PLAN DEVELOPMENT, MAINTENANCE AND TESTING

- A.** ADEM is responsible for the development and maintenance of this ESF.
- B.** Exercises are conducted annually to test the operational readiness and certification of the separate **“Offsite Emergency Response Plan for Palo Verde Nuclear Generation Station”**.

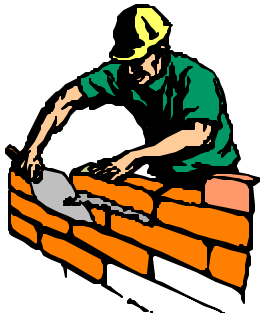
VI. ADMINISTRATION AND LOGISTICS

Support of this ESF will consist of assistance from federal, state, county, local and volunteer agencies as necessitated by the radiological incident.

State of Arizona



Emergency Response and Recovery Plan



RECOVERY ANNEX

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State: Department of Administration (ADOA)
Department of Agriculture (ADA)
Office of the Attorney General (OAG)
Department of Building and Fire Safety (DBFS)
Department of Commerce (ADC)
Registrar of Contractors (ROC)
Economic Security (ADES)
Department of Education (ADE)
Department of Environmental Quality (ADEQ)
Department of Game & Fish (AZGFD)
Department of Health Services (ADHS)
Commission of Indian Affairs (ACIA)
Department of Insurance (ADOI)
State Land Department (ASLD)
State Parks Department (ASP)
Department of Public Safety (DPS)
Department of Real Estate (ADRE)
Department of Revenue (ADOR)
Department of Transportation (ADOT)
Department of Water Resource (ADWR)

Voluntary: American Red Cross – Grand Canyon Chapter (ARC)
Arizona Voluntary Organizations Active in Disasters (AzVOAD)
The Salvation Army (TSA)

Federal: Federal Emergency Management Agency (FEMA)

Private: Arizona State Chapter - American Bar Association
- Young Lawyers' Section

RECOVERY ANNEX

I. INTRODUCTION

A. Purpose:

Establish the organization and assign the responsibilities required for the state and its political subdivisions to recover from an emergency or disaster. Recovery also covers federal disaster assistance programs that may be available during a Presidential Declaration of Emergency or Major Disaster.

B. Scope:

Recovery from an emergency or disaster may require short and/or long-term recovery assistance to restore the affected areas to pre-disaster condition.

II. SITUATION AND ASSUMPTIONS

- A.** Recovery from an emergency, disaster or terrorist incident may involve actions and resources from local jurisdictions, state and/or federal government to return the situation to pre-disaster condition.
- B.** If the state determines that the damage and impact are beyond its capabilities, state officials will request FEMA Region IX to conduct a Joint Preliminary Damage Assessment (PDA) with state and local officials. ADEM is responsible for arranging federal PDA participation. Data compiled by local governments will determine local problems and needs. The information obtained by the PDA teams will be used to document that the emergency or disaster is beyond state and local capabilities, and to support the Governor's request for federal assistance.
- C.** In the event of a Presidential Declaration, affected areas may require recovery assistance and support. Federal, state, tribal, local and private agencies will provide support and assistance to restore public and private property.
- D.** Recovery activities can be concurrent with response activities, search and rescue missions, lifesaving activities, emergency stabilization measures and/or criminal investigations in the event of a terrorist incident.
- E.** Recovery activities refer to actions by disaster victims that enable them to begin the process of rebuilding their homes; replacing property; resuming employment; restoring their businesses; permanently repairing, rebuilding, or relocating public infrastructure; and mitigating future disaster losses.
- F.** Recovery activities also refer to state and federal government programs of assistance, support, and technical services that facilitate disaster victims' recovery actions — such as federal grants and low-interest loans for repair or replacement of homes, businesses, property and infrastructure; for technical assistance, education and public information.
- G.** Hazard mitigation projects should be identified prior to an emergency, via a FEMA- approved mitigation plan submitted by local jurisdictions, in order to implement immediate and long-term hazard mitigation measures.

RECOVERY ANNEX

II. SITUATIONS AND ASSUMPTIONS – CONT

- H. Other Federal agencies have separate legislation and independent authorities to declare a disaster and to provide assistance. Examples include the Small Business Administration (SBA), whose Administrator is empowered by the Small Business Act of 1953 to declare a disaster for the purpose of providing disaster loan assistance based on physical damage and economic injury; and the U.S. Department of Agriculture (USDA), whose Secretary (and other agency officials) may designate counties eligible for various types of emergency loans for physical damage and crop losses. Where these actions occur independently outside a state or Presidential declaration, this annex or the Federal Response Plan (FRP) do not apply.
- I. If the FRP is activated, a Disaster Field Office (DFO) may be established and become the primary field location for the coordination of federal/state response and recovery operations. The DFO is the operational base for the Federal Coordinating Officer (FCO), State Coordinating Officer (SCO) and other federal and state staff.

III. CONCEPT OF OPERATIONS

A. Mission

1. To provide coordination and guidance for recovery operations to include the repair, restoration and/or replacement of damaged public facilities, including services and assistance to private citizens.
2. To coordinate damage assessment activities, to fulfill Gubernatorial and Presidential (if invoked) Declaration requirements, and to facilitate Project Worksheets (PW) and Project Applications.
3. To coordinate and administer Arizona's Disaster Recovery Program as per A.A.C. R8-2-301 – 321.
4. To coordinate and administer FEMA's disaster recovery programs including Public Assistance (PA), Individual and Household Program (IHP) and the Hazard Mitigation Grant Program (HMGP).

B. Direction and Control

ADEM will coordinate all requests for state support and/or assistance during recovery operations. In the event of a Presidential Declaration, the Governor's Authorized Representative (GAR), ADEM's Director, and/or the SCO will represent the state in coordination with the FCO. Direction will be provided by ADEM Recovery personnel and through written directives. The GAR is designated by the Governor as the official responsible for administering the recovery operations for the state.

RECOVERY ANNEX

III. CONCEPT OF OPERATIONS – CONT

C. Operations

1. Recovery operations will:
 - a. Be conducted in conformance with state and federal regulations governing disaster assistance programs.
 - b. Continue until the management of programs has been completed.
2. Participating state agencies and applicants for assistance must maintain proper documentation/records throughout the recovery operations.
3. Impacted local and state governments must continue recovery operations until all actions have been completed.

D. Local Emergency Declaration

Whenever the mayor of an incorporated city or town or the chairman of the board of supervisors for the unincorporated portion of the county, shall deem that an emergency exists which endanger life or property within the city, or the unincorporated areas of the county, or portion thereof, the mayor or chairman of the board of supervisors, if authorized by ordinance or resolution, may by proclamation declare an emergency or local emergency to exist. (Reference A.R.S. '26-311.A)

E. State of Emergency Declaration

1. If a State of Emergency is proclaimed by the Governor:
 - a. State agencies in coordination with ADEM may make direct assistance available, including personnel and/or equipment for the repair or restoration of public facilities to pre-disaster condition.
 - b. Direct assistance to individuals and families under a State of Emergency Declaration is prohibited by the State Constitution, but aid may be rendered by voluntary agencies.
 - c. Guidelines for allocation of funds for any single contingency or emergency/disaster may include:
 - (1) While awaiting a "State of Emergency" proclamation by the Governor, the Adjutant General, may incur obligations of \$20,000 or less for response and recovery activities (A.R.S. '26-303.H.2).
 - (2) The Governor may, through the declaration process, allocate up to \$200,000 toward state response and/or recovery activities associated with any single emergency, disaster, or terrorist incident.

RECOVERY ANNEX

III. CONCEPT OF OPERATIONS – CONT

E. State of Emergency Declaration – Cont

1. If a State of Emergency... – Cont
 - c. Guidelines for allocating funds... – Cont
 - (3) The incurring of liabilities in excess of the \$200,000 for any single incident shall not be made without the consent of a majority of the members of the State Emergency Council.
 - (4) The aggregate amount of all liabilities incurred shall not exceed four million dollars during any state government fiscal year beginning July 1 and ending June 30.
2. The Director, ADEM, will receive and evaluate requests for state assistance. Subsequent appropriate recommendations will be provided to the Governor and/or other state agencies.

F. Presidential Declaration of a Major Disaster or Emergency

1. FEMA's disaster recovery program is coordinated by the FCO, who will, in coordination with the SCO, establish a DFO. The FCO and SCO, may also establish and maintain Disaster Recovery Centers (DRCs), where disaster relief agency representatives will be located.
2. Following a Presidential Declaration of a Major Disaster:
 - a. State representatives will conduct applicant briefings for potential applicants.
 - (1) The GAR will publicize the date, time and location of the applicants briefing.
 - (2) Applicants attending the briefing are requested to complete a Request for Public Assistance (RPA) form¹ and submit it to the GAR no later than 30 days after the date of the disaster declaration.
 - b. A "kickoff" meeting will be held with state and local representatives following the applicant's briefing, to identify and to survey damages incurred to public infrastructure as a result of the declared event.
 - (1) ADEM representatives will inspect each damaged facility and review applicable records of each applicant seeking federal and/or state reimbursement assistance.

¹ FEMA Form # 90-49

RECOVERY ANNEX

III. CONCEPT OF OPERATIONS – CONT

F. Presidential Declaration – Cont

2. Following a Presidential Declaration of a Major Disaster – Cont
 - b. A “kickoff” meeting will ... Cont
 - (2) Project Worksheets (PW) will be generated by the ADEM recovery staff and applicant working as a team, then reviewed and approved by authorized ADEM and/or FEMA representatives. A valid PW will include:
 - (a) A detailed description of the damage;
 - (b) The scope of eligible work; and
 - (c) The estimated cost of repair or restoration to pre-disaster condition.
 - (d) Proposed mitigation actions to the site.
 - (3) The applicant will be reimbursed:
 - (a) When the approved eligible work has been completed and cost records are compiled for each project.
 - (b) After a final inspection of eligible work and an audit have occurred.
3. Detailed information is provided in the State of Arizona Public Assistance Program Administration Plan, the State of Arizona Emergency Assistance Guide and 44 CFR parts 14 and 206. ADEM will assist applicants in completing and expediting required applications and documentation.
4. If the FRP is activated by a Presidential Declaration:
 - a. A FCO will be appointed by either the President or the Secretary of Homeland Security. The FCO will work with the SCO to identify recovery requirements and coordinate those requirements with the respective ESF's.
 - b. The DFO may be established as the primary field location for the coordination of federal and state recovery operations. The SCO, FCO and staff will coordinate recovery operations from the designated DFO until all needs are met.

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. The **Division of Emergency Management (ADEM)** will:
 - a. Receive requests for assistance from any state agency, political subdivision of the state, or private non-profit (PNP) organization;
 - b. Evaluate the capability of the state to provide assistance;
 - c. Advise the Governor on requests for assistance and recommend a course of action;
 - d. Coordinate state recovery assistance;
 - e. Evaluate damage assessment information;
 - f. Request direct federal assistance;
 - g. Provide training and technical assistance for local, county, state, and voluntary organizations tasked in the support of the recovery effort;
 - h. Coordinate state recovery activities with local and federal agencies;
 - i. Help organize state and federal resources;
 - j. Write, review and approve submitted Project Worksheets;
 - k. Receive and evaluate reimbursement claims from all applicants;
 - l. Coordinate and prioritize mitigation projects;
 - m. Coordinate interim and final inspections with state inspectors; and
 - n. Administer the Individual and Household Program (IHP). The state is not permitted to provide this federal public benefit to persons who are not US citizens, non-citizen nationals or qualified aliens.
2. **Department of Administration (ADOA)** will:
 - a. Provide adequate insurance coverage on state buildings.
 - b. Process Risk Management claims from applicants.
 - c. Submit a PA through ADEM - SCO and contract for work as approved by FEMA for uninsured state facilities.
3. **Department of Agriculture (ADA)** will:
 - a. Analyze the impact on the agricultural sector and recommend needs for state assistance.
 - b. Advise agricultural victims of guidelines for available assistance.
 - c. Coordinate with the United States Department of Agriculture (USDA), and the University of Arizona - Cooperative Extension Services (CES) to provide advice on recovery assistance.
 - d. Determine the type and amount of disaster assistance being administered by USDA agencies.

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

3. **ADOA** will: - Cont
 - e. Provide technical assistance for farmers with the CES.
4. **Office of Attorney General (OAG)** will:
 - a. Represent state agencies in response to alleged discriminatory practices.
 - b. Investigate complaints of consumer fraud.
5. **Department of Building and Fire Safety (DBFS)** will provide code information for installation of mobile homes in coordination with the Department of Public Safety (DPS), DOA and HUD.
6. **Department of Commerce (ADC)** will:
 - a. Coordinate emergency reviews, within the State Clearinghouse (SC), of applications for federal disaster relief funds.
 - b. Determine the impact on the economic recovery of the affected community.
 - c. Implement recovery actions under the Arizona Fuel Emergency Plan, as published by the Arizona Energy Office – ADC.
 - d. Coordinate the processing of applications for public facility/housing assistance.
 - e. Assure priority and immediate consideration are given by federal agencies to applications from public under the following acts:
 - (1) Title II of the Housing Amendments Act of 1955, or any other act providing assistance for repair, construction or extension of public facilities;
 - (2) The United States Housing Act of 1937 for the provision of low-rent housing;
 - (3) Section 702 of the Housing Act of 1954 for assistance in public works planning;
 - (4) Section 702 of the Housing and Urban Development (HUD) Act of 1956, providing grants for public facilities;
 - (5) Section 306 of the Consolidated Farmers Home Administration Act;
 - (6) The Public Works and Economic Development Act of 1965, as amended; and
 - (7) Title II of the Federal Water Pollution Control Act, as amended.

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

7. **Registrar of Contractors (ROC)** will
 - a. Receive and investigate complaints against contractors who do recovery repairs and restoration construction.
 - b. Provide information of licensed contractors in Arizona.
 - c. Provide construction inspectors to assess damaged and/or repaired structures for safety.
 - d. Provide information to the public on how to acquire a contractor for disaster repairs.
8. **Department of Economic Security (ADES)** will coordinate with the SCO and administer the Disaster Unemployment and Food Stamp Programs.
9. **Department of Education (ADE)** will:
 - a. Notify school districts that public elementary and secondary school facilities are eligible for disaster assistance when an event is declared a Gubernatorial or Presidential Emergency or Major Disaster. In the event of a Presidential Declaration then:
 - b. Coordinate with the US Office of Education, Division of School Assistance in Federally Affected Areas (SAFA) in the administration of Section 7(a) of PL 81-874. This law provides assistance for payment of increased current operating expenses and replacement of lost revenues to elementary and secondary schools struck by a Major Disaster.
10. **Department of Environmental Quality (ADEQ)** will coordinate the environmental recovery.
11. **Game and Fish Department (AZGFD)** will assist with Environmental Assessments following a disaster as requested.
12. **Department of Health Services (ADHS)** will:
 - a. Serve as the recovery lead agency for health related emergencies.
 - b. Coordinate crisis-counseling services with state, local, and voluntary mental or behavioral health organizations.
 - c. Apply for disaster repair/reconstruction reimbursement for restoring ADHS health and medical facilities to pre-disaster condition through the PA program.

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

13. **Department of Insurance (ADOI)** will:
 - a. Monitor the activities of organizations involved in the handling of insurance claims.
 - b. Investigate complaints against insurance companies or licenses.
 - c. Indicate the types and extent of insurance that are considered reasonable by the State Insurance Commissioner for federal assistance and permanent repair or replacement of property damaged (In accordance with Section 314, and the Disaster Relief act of 1974, Public Law (PL) 93-288, as amended, and 44 CFR 205.69).
14. **State Land Department (ASLD)** will maintain access to Supplemental Dispatch for documentation in support of qualifying and subsequent approval of applicant PW submittals for disaster cost reimbursement.
15. **State Parks Department (ASP)** will:
 - a. Coordinate with the SCO to ensure applications for federal disaster relief funds are in compliance with the National Historic Preservation Act.
 - b. Advise the Director, ADEM, of damage to historic buildings.
 - c. Apply for reimbursement for repair/rehabilitation of event damaged public facilities under State Parks jurisdiction utilizing the PA program.
16. **Department of Public Safety (DPS)** will escort mobile homes into the disaster area.
17. **Department of Revenue (ADOR)** will:
 - a. Provide tax relief advice to disaster victims.
 - b. Make a determination in coordination with the GAR as to the finding of a substantial loss of revenue resulting from a Major Disaster. This is based on actual/projected losses of revenue and disaster related expenses for the fiscal year in which the disaster occurred and the three succeeding fiscal years. Local government may then apply for a Community Disaster Loan under PL 93-288, as amended by PL 100-707, Title IV, Section 417.

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

18. Department of Transportation (ADOT) will:

- a. Request assistance directly from the Emergency Relief Program through the Administrator, Federal Highway Administration, for the repair/reconstruction of highways within the Federal-Aid System (FAS)³.
- b. Permanently repair/reconstruct highways not in the FAS.
- c. Contract and coordinate with the SCO for preparation and submission of PA and reimbursement request for work performed or contracted pursuant to PL 93-288, as amended.
- d. Waive traffic regulations impeding the timely transport of mobile homes into a disaster area.
- e. Assign qualified personnel to assist in damage assessment and recovery operations.

19. Department of Water Resources (ADWR) will:

- a. Assign a representative(s) to assist in determining costs of restoring drainage and flood control facilities to pre-disaster conditions.
- b. Coordinate with the U.S. Army Corps of Engineers and other federal agencies in flood control projects.
- c. Coordinate flood insurance as it affects permanent restorative work.

20. Commission of Indian Affairs (ACIA) will act as liaison between the state and federal governments and the impacted Indian nations/tribes.

21. Department of Real Estate (ADRE) will provide assistance in locating real estate/rental companies for information on housing.

B. Federal Government

- 1. Certain federal agencies have the statutory responsibility to provide disaster recovery assistance to state and local governments and to disaster impacted individuals prior to or without Presidential Declaration of Emergency or Major Disaster.

³ 23 USC 120 and 125 and related FHWA-ADOT agreements

RECOVERY ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

2. The President has the authority for declaring an Emergency or Major Disaster pursuant to PL 93-288, as amended.
3. The FCO is responsible for coordinating federal, individual and public assistance programs.

C. Private Organizations

The Young Lawyers' Section - Arizona State Bar Association, will form a committee to provide legal assistance to victims of emergencies/disasters.

D. Voluntary Organizations

Numerous voluntary organizations (i.e., American Red Cross, The Salvation Army, and Arizona Voluntary Organizations Active in Disaster) are available to help in recovery situations. They have the facilities, training and volunteer personnel to help with feeding, housing, clothing and numerous other tasks (see the Donations Management Support Annex and ESF # 6 - Mass Care).

V. ADMINISTRATION AND LOGISTICS

ADEM will administer the following programs per respective documented plans and protocols:

1. Public Assistance (PA);
2. Individual and Household (IHP,) and;
3. Hazard Mitigation Grant Program (HMGP).

APPENDIX #1

TO THE RECOVERY ANNEX



DEBRIS MANAGEMENT STRATEGY

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State: All Disaster – Impacted State Agencies

County: County Emergency Management (CEM)

I. INTRODUCTION

- A. The State of Arizona consists of 15 counties. Each county government has a Director of Emergency Management assigned to represent the residents and visitors of those counties. Indian reservations cover 27.7 % of Arizona land while National Forests cover another 15.5 %². Terrain in these counties varies from desert to high mountains and everything in between. Because of the mountains and run off from sporadic torrential rains onto parched lowlands and the potential for rapidly thawing snow, the state is prone to flooding. Due to our sporadic and limited rainfall we are also prone to wild land fires in our many forest areas. Both types of disasters can and have caused a great amount of debris in the past.
- B. The State of Arizona maintains qualified Disaster Reservists, who have been trained in Debris Management techniques through FEMA approved study guides and/or in-house training sessions. Most can be called at a moments notice, briefed and assigned as necessary to cover debris management issues.
- C. Reference:
 - 1. Debris Management Course, #202
 - 2. Debris Management Guide, FEMA 325
 - 3. Public Assistance, Debris Operations Job Aid

² Reference USDA Resource Bulletin, RMRS-RB-2, January, 2002

DEBRIS MANAGEMENT APPENDIX

II. PURPOSE

The purpose of this Debris Management Strategy Appendix is to:

- A.** Provide hands-on assistance to the applicant,
- B.** Assist State and Federal staff following a declared event,
- C.** Provide assistance to local county and city officials for pre-disaster debris planning, including pre-positioned disaster debris contracts, and
- D.** Provide educational programs to potential applicants in the form of in-house briefings and FEMA on-line courses.

The plan describes basic debris management strategies backed up by attachments designed as check lists to assist in the development of debris removal and processing plans. Tables #1 through #4 are included as a planning aid for a particular disaster and the resulting debris.

III. STRATEGY

- A.** The key to developing a debris management strategy is to first, define the required outcome and then identify and complete the tasks necessary to achieve that outcome. The strategy should aim to foster the implementation of efficient and cost effective debris recycling and disposal programs; maximize the use of local resources; and speed recovery efforts so the community can return to normal as soon as possible. The debris management process should include the following:
 - 1. Pre-disaster Assessment
 - a. A pre-disaster assessment is a comprehensive evaluation of existing resources that would be available should a disaster strike.
 - b. Attachment A contains a pre-disaster assessment checklist.
 - 2. Debris Management Programs
 - a. Methods used for debris removal vary with the type and severity of the disaster. Planning the various methods ahead of time will facilitate activation when the time is of essence.
 - b. Attachment B contains a debris management program checklist.
 - 3. Contracts
 - a. Three types of contracts² are suitable for debris removal:
 - (1) Time and Materials;
 - (2) Lump Sum, and

² Reference: FEMA 325 and Public Assistance, Debris Management Guide, Chapter 5.

DEBRIS MANAGEMENT APPENDIX

III. STRATEGY – CONT

A. The key to developing – Cont

3. Contracts – Cont

- a. Three types of contracts – Cont
 - (3) Unit Price contracts.
- b. Careful consideration should be given to the type of contract method used.
- c. Attachment C contains a contracting checklist.

4. Curbside Collection Policy

- a. Some disasters create a great amount of debris which effects local businesses and home/property owners. This debris on private property may be moved to “curbside” for pickup by government or contracted debris removal vehicles. Careful planning and monitoring is required so only eligible debris is collected.
- b. Attachment D contains a curbside collection program checklist.

5. Public Information

- a. The success of disaster debris recycling collection programs will depend on active participation by the public. It is important that the public understands the rules and guidelines for participating in the collection program so that the program is successful. The best way to ensure that the public receives the correct information about the program is to engage in a public information campaign. There are various methods of providing information to the public.
- b. Attachment E provides a checklist of public information issues.

6. Building Demolition Policy

- a. Debris generated from demolishing severely damaged building structures represents a small portion of the overall debris generated by most disasters. Refer to: FEMA 325 and Public Assistance, Debris Management Guide, page 8 to ensure all demolition requirements are met.
- b. Attachment F is the demolition policy checklist.

7. Household Hazardous Waste (HHW)

- a. HHW must be addressed in order to minimize potential public health and safety impacts, and help diminish costs and confusion. Consultation with fire departments, police and other local entities may be involved in HHW collection.
- b. Attachment G contains a checklist for HHW collection.

DEBRIS MANAGEMENT APPENDIX

III. STRATEGY – CONT

- B.** Temporary storage sites may be required when the disaster produces very large amounts of debris or debris, which includes recyclables and/or hazardous materials.
- C.** Mutual Aid agreements and/or Memorandum of Understandings are another way for communities to plan for debris cleanup help.
- D.** Reimbursement for the removal of eligible debris is approved through the Project Worksheet (PW) process regardless if the disaster is a state or federal declared event. See the listed references for details.

IV. CONCEPT OF OPERATIONS

- A.** The county director notifies the State Emergency Operations Center (SEOC) and the response and recovery process begins.
- B.** Immediately following a disaster, debris management activities are usually started before ADEM or FEMA can meet with applicants to discuss program eligibility.
 - 1. During this quasi-eligible period, the ADEM DFO will deploy Debris Field Staff, as necessary, to assist local and state officials and monitor general debris operations.
 - 2. The Debris Field Staff may be deployed immediately following an event and before the State or the federal government issues an official declaration.
 - 3. The Debris Field Staff will be based out of the Disaster Field Office (DFO) or a designated ADEM office and report to the Debris Team located in that office.
- C.** The Debris Team will manage the information provided by the Field Staff (see organizational chart, page RA-1-17).

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A.** The Arizona Division of Emergency Management (ADEM) has the primary responsibility for the operation of this Strategy Plan.
- B.** The ADEM Public Assistance Officer (PAO) will assign a Disaster Reservist or a qualified permanent employee as the State Disaster Debris Coordinator.

This person is responsible for the total debris management process and will be updated continually by the individual Debris Teams.
- C.** State support agencies are listed under “Recovery Annex”, page RA-1 and may be utilized as necessary.

DEBRIS MANAGEMENT APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Debris Teams – The primary objective of the Debris Team is to:

1. Educate applicants on the Public Assistance eligibility for debris management projects,
2. Monitor debris removal contractors, and
3. Assist the PACs/Field Staff and the Public Assistance Officer in writing and reviewing Project Worksheets for debris activities.

Following a disaster the Debris Team at the field office and the Debris Field Staff will play an essential role in expediting the movement of funds to the Arizona applicants.

D. Debris Field Staff will:

1. Consist of ADEM disaster reservists
2. Provide assistance to local and county personnel in estimating amount of debris, eligibility and methods of handling the removal of debris.
3. Monitor contracts for debris removal, advise on correct procedures, documentation and assessments of debris.
4. Assist applicants and PACs in the writing of PWs for debris removal.
5. Be furnished a “Go-Box” consisting of supplies needed while on field assignment.
6. Check out a cell phone and GPS unit as needed.
7. Be required to keep in contact with the Debris Team on a continual basis.

VI. REFERENCES

A.	FEMA 322	Public Assistance Guide
B.	FEMA 321	Public Assistance Policy Digest
C.	FEMA 325	Public Assistance Debris Management Guide
D.	FEMA 9580.1	Public Assistance Debris Operations Job Aid

VII. PLAN ADMINISTRATION

This strategy is subject to review for suitability and applicability. Any suggestions to improve, change or rewrite this plan are welcome and should be sent to:

Arizona Division of Emergency Management
Attn: Disaster Recovery Manager
5636 E. McDowell Road
Phoenix, AZ 85008-3495

TABLE 1
Disaster Debris Composition

Putrescible & Vegetative Debris	Inert Debris	Construction & Demolition Debris	Personal Property Debris	Damaged White Goods	Hazardous Waste & Special Waste	Damaged Vehicles	Other
Foods	Mud	Acrylic	Beds	Washing Machines	Hazardous Waste:	Boats	Bi-metal Containers
Leaves	Dirt	Asphalt	Mattresses	Dryers	Asbestos Wastes	Cars	Plastic & Glass Bottles
Branches	Rocks	Blinds	Computers	Dishwashers	Cleaning Agents	Busses	
Uprooted Trees	Sand	Brick	Desks	Refrigerators	Combustibles	Trucks	Charred Wood
Shrubs		Carpet	Telephones	Stoves	Explosives	Small Planes	Ash
		Concrete	Typewriters	Hot Water Tanks	Fertilizers		Sand Bags
		Drywall	Chairs	Furnaces	Oils		
		Electrical Wires	Chests		Paints		
		Lighting Bulbs	Lamps		Pesticides		
		Glass & Mirrors	Sofas		Radioactive Materials		
		Insulation	Artwork		Solvents		
		Masonry	Books		Other Toxics		
		Metals	Papers		Special Waste: Dead Animals		
		Tiles	Clothing		Biomedical		
		Pipes	Ceramics				
		Plastics	Furniture				
		Rubble					
		Rebar					
		Utility Poles					
		Vinyl					
		Wood					

TABLE 2
Disaster Debris Generation

DISASTER EVENT	DEBRIS GENERATED	INCIDENTAL DEBRIS
Wildfires Urban Fires	Construction & Demolition, Charred Wood, Ash, Sandbags, Plastic & Glass Bottles and Bi-metal Cans.	▪ Fires burn slope stabilization vegetative growth. Waters from fire fighting efforts weaken hill slopes, which in turn trigger mudslides and rock slides. ▪ Sandbags and plastic used for water control are indirect fire debris. ▪ Debris is concentrated to the affected area.
Floods Flash Floods Dam Failure	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible & Vegetative Waste, Sandbags, Plastic & Glass Bottles, Bi- metal Cans and Dead Animals	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Floods can cause mudflows and mudslides in mountainous areas. ▪ Dead animal carcasses can cause diseases. ▪ Large volumes of plastic and glass water bottles and generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered beyond the affected area.
Earthquake	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible Waste, Sandbags, Plastic & Glass Bottles, Bi-Metal Cans, Charred Wood and Ash.	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Landslides and rockslides resulting from the initial event and subsequent aftershocks generate mud and rock debris. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Re-construction and renovation wastes are indirect earthquake debris. ▪ Debris is homogeneous and concentrated in the affected areas.
Monsoons Rainstorms Tropical Storms	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible & Vegetative Waste, Sandbags, Plastic & Glass Bottles, Bi- metal Cans, Charred Wood and Ash.	▪ A typical monsoon season rainstorm of 1-3 inches, within hours, in a concentrated area can cause considerable damage, especially in areas where heavy rains cause flash floods that can trigger mudflows and landslides. ▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered beyond the affected areas.
Wind Storms Tornados	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible & Vegetative Waste, Sandbags, Plastic & Glass Bottles and Bi-metal Cans.	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered in and beyond the affected areas.
Volcanic Eruption	Ash, Downed Trees, Damaged Structures and Molten Rock.	▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area.
Civil Unrest	Personal Property, Charred Wood and Glass.	

TABLE 3
Re-Use and Recycling Markets for Disaster Debris

DEBRIS MATERIAL	USE	MARKETS
Putrescible & Vegetative Debris	<i>Food Wastes:</i> Compost <i>Trees, Branches, Leaves:</i> Mulch, Landfill Cover, Fuel	Farms, Composting Facilities, Landscape Companies, Landfills
Inert Debris	Gravel, Backfill, Soil Amendment, Landfill Cover	Cement Manufactures, Soil Amendment/Horticultural Industry, Landscape Companies, Landfills and Construction Companies.
Construction & Demolition	<i>Asphalt:</i> Recycled Asphalt <i>Concrete:</i> Aggregate Base, Sidewalk Backfill, Gravel Road Cap, Decorative Gravel <i>Construction Lumber:</i> Re-use, Fuel, Bulking Agents <i>Construction Plastics:</i> Re-use or Recycle <i>Drywall:</i> Gunit Mix, Soil Amendments, New Drywall, Re-use <i>Carpet:</i> Secondary Fibers for Recycled Content Products <i>Metals:</i> Scrap Metal	Public Works Construction Contractors, Construction Companies, Asphalt Recyclers, Public Works Departments Construction Companies, Building Restoration & Repair Contractors, Cogeneration Plants, Waste to Energy Plants Plactics Recyclers, Construction Companies, Salvage Dealers Drywall Manufactures Carpet Recyclers and Rag Industry Construction Companies, Metals Recyclers, Salvage Dealers, Smelters and Steal Mills
Personal Property	Repaired and Reused	Resale shops, Non-profit Organizations
Damaged White Goods	Repaired and Reused, Metals Salvaged	Resale shops, Repair Shops, Second Hand Appliance Shops, Scrap Metal Dealers
Damaged Vehicles	Repaired and Reused, Salvage	Resale, Metal Salvage Yards
Hazardous Wastes	<i>Latex Paint:</i> Recycle <i>Used Motor Oil:</i> Recycle	Paint Manufactures Motor Oil Manufactures
Bi-metal Containers Plastic & Glass Bottles Sand Bags	Recycled	Standard Recycling Markets Cement Manufactures

TABLE 4
Department Functions

DEPARTMENT	FUNCTION
Elected Officials, Administrators, Chief Administrative Officer, City Manager	Oversees the political process. Makes Policy. Delegate authority to teams, interdepartmental coordination; decision-making.
Planning	Land use, zoning, variances, permits and environmental review. Sites temporary storage facilities and conducts environmental assessments. Issues conditions of approvals for projects.
Public Works Department; Street Maintenance, Water & Power Department	Emergency road debris clearance. Review temporary debris storage facility site plans on Public Property and private property. Issues conditions of approval for temporary debris storage sites. Develops, bids and administers public contracts. Restoration utilities, services, streets, sewage and solid waste functions.
Building and Safety, Fire Department, Health Services	Enforces codes, designates structurally unsafe properties, issues building permits, issues demolition permits and oversees demolition; Private property plan review; issues construction permits.
Treasurer, Controller, Assessor, Accounting, Finance Management, Risk Management	Public finance; budgeting; contracting; accounting and claims processing; taxation; Track expenditure impact of post disaster labor and materials. Tracts contract costs. Insurance settlements.
Emergency Services	Requests for disaster assistance and is the liaison with FEMA & State; Coordinates documentation for FEMA reimbursement. Secure labor personnel to assist in debris removal i.e. mission assignments with volunteer groups, employment department and social services groups, conservation corps etc.
Legal	Provides advice on emergency authorities and actions; Prepares ordinances, resolutions and regulations i.e. ordinance for temporary storage sites; emergency authority for staff to execute contracts on behalf of governing body. Prepares legal opinions.
General Services	Secures supplies, vehicle and equipment purchases, secures office space, negotiates land contracts. Coordinates emergency purchases and secures communications needs.
Information Services	Geographic information system (GIS) responsibilities to include mapping of diversion/disposal sites.
Personnel, Administrative Services	Hires additional disaster assistance personnel.
Public Information Office	Informs the public through all media about disruption and resumption of waste collection services and recycling facility accessibility. Educates public through media on how to place disaster debris at the curb for recycling program. Acts as the principal spokesperson for the organization. Establishes an office through which all communication is directed. In charge of rumor control. Issue timely and consistent information to the general public, media, recovery workers and contractors.
Planning, Public Works, Fire Marshal; Health & Environmental Services, Sanitation Districts, Recycling & Solid Waste Department, Regional Solid Waste Authority <i>(Depending on the structure of the organization, any of these departments could be responsible for performing these functions.)</i>	Provides technical assistance to construct temporary debris storage facilities. Assists in assessing post-disaster damage to facilities. Develops debris estimates. Identifies and secures storage areas at existing solid waste facilities or on publicly or privately owned property. Identifies permits required under state & local requirements. Determines environmental controls; develops monitoring program. Develops diversion or recycling program. Identifies reuse and recycling markets for disaster debris. Coordinates with haulers, brokers and processors for disaster debris reuse or recycling. Develops contract & bids for debris removal and recycling contracts. Implements debris removal contract. Coordinates schedules with debris haulers, volunteer groups and waste haulers. Provides information to Public Information Officer and administrators. Coordinates HHW program. Oversees solid waste landfills. Ensures resumption of operation at solid waste and recycling facilities. Issues and monitor debris contracts track disaster debris related costs.

DEBRIS MANAGEMENT APPENDIX

Attachment A

PRE-DISASTER ASSESSMENT CHECKLIST

Reference: Public Assistance, Debris Management Guide, Chapter 2, 3,4
Public Assistance, Policy Digest, Page 28 – 29, 40

1. Develop local checklist of available resources to handle debris.
2. Conduct a disaster event analysis and waste characterization analysis.
3. Identify temporary storage sites, as necessary.
4. Identify end-uses and markets for recycled debris.
5. Identify local and regional critical routes to medical facilities, police and fire stations.
6. Establish debris assessment process to define scope of problem and possible mitigation needs.
7. Develop 'Right of Entry' and 'Hold Harmless' agreements indemnifying all levels of government against any potential claims.
8. Determine contract needs by identifying potential local contractors for debris removal and processing.
9. Review 'Mutual Aid' agreements.
10. Identify labor needs.
11. Review local ordinances and identify appropriate regulatory agencies regarding emergency response needs.

DEBRIS MANAGEMENT APPENDIX

Attachment B

DEBRIS MANAGEMENT CHECKLIST

Public Assistance, Debris Operations Job Aid and
Public Assistance, Debris Management Guide, FEMA 325

1. Become familiar with the federal debris removal criteria and guidelines.
2. Develop a debris removal strategy.
3. Identify project scope.
4. Select debris management program(s).
5. Set program goals.
6. Identify debris removal and processing equipment needs.
7. Determine appropriate method of operation.
8. Review funding options.
9. Establish public information program.
10. Develop monitoring and enforcement program(s).
11. Identify program barriers.
12. Develop a contingency plan.
13. Pursue regional coordination.
14. Develop incentives for recycling/reuse.
15. Compile list of recyclers available in the region.
16. Set up accounting/tracking system for debris programs.
17. Develop a debris training program for local and regional personnel.
18. Set up records retention system and archives.

DEBRIS MANAGEMENT APPENDIX

Attachment C

CONTRACTING CHECKLIST

*Reference: Public Assistance, Debris Management Guide, Chapter 5.
Public Assistance, Debris Operations Job Aid, Section E, Pg 34 – 45.
Public Assistance, Policy Digest, Pg 20 – 21, 46, 73, 101, 123.*

1. Perform contract services assessment.
2. Review need for environmental or hazardous waste issues.
3. Assess need for short and long term operations.
4. Select and execute contract.
5. Determine need for special engineering organization.
6. Develop project quantity/cost estimates.
7. Develop diversion language for contracts as required.
8. Review general considerations.
9. Review accounting considerations.
10. Review contract administration procedures.
11. Ensure contracts are consistent with FEMA/State guidelines.

DEBRIS MANAGEMENT APPENDIX

Attachment D

CURBSIDE COLLECTION PROGRAM CHECKLIST

Public Assistance, Debris Operations Job Aid, Section E, Page 30 – 34

1. Identify/Quantify material to be collected.
2. Determine processing and facility needs.
3. Identify labor and equipment needs.
4. Review eligibility requirements.
5. Select method to locate curbside waste.
6. Determine method of implementation.
7. Use Public Information sources to notify public of pickup schedules.
8. Use drop-off locations, if appropriate.
9. Identify temporary storage areas as necessary.
10. Identify/establish markets for collected materials.
11. Review contract requirements.
12. Develop tracking/documentation system.
13. Develop a public information program/strategy.
14. Develop methods to encourage reuse or recycling of debris materials.
15. Develop monitoring and enforcement programs as required.

DEBRIS MANAGEMENT APPENDIX

Attachment E

PUBLIC INFORMATION CHECKLIST

Public Assistance, Debris Management Guide, Pg 15, 19– 20

1. Establish a Debris Information Center.
2. Ser up a hotline.
3. Arrange for media advertising messages.
4. Use other advertising means as necessary; door hangers, billboards, etc.
5. Set up a Web Site.
6. Conduct public forums and/or town meetings.
7. Advertise collection points and program closure dates
8. Advertise what material is eligible, or not eligible for collection.
9. Make public notices in all languages used in the affected area.

DEBRIS MANAGEMENT APPENDIX

Attachment F

DEMOLITION POLICY CHECKLIST

*Reference: Public Assistance, Debris Management Guide, Chapter 6
Public Assistance, Policy Digest, Page 31, 82.*

Preparation phase:

1. Review demolition policies in the referenced FEMA Policy Digest.
2. Prepare demolition plan.
3. Identify affected areas.
4. Conduct historic preservation review.
5. Prepare video documentation as required.
6. Establish haul routes.
7. Obtain waivers and releases.
8. Prepare contracts.
9. Review bids and select contractor(s).

Demolition Phase:

1. Identify hazardous materials in damaged buildings.
2. Obtain proper permits.
3. Notify residents and utilities of demolition schedule.
4. Remove hazardous material and dispose of properly.
5. Develop a plan to handle special wastes.
6. Demolish building.
7. Recycle demolition debris to the extent possible.
8. Remove, transport, and dispose of remaining debris.

Post-Demolition Phase:

1. Issue required reports to city, state and/or FEMA .
2. Inspect properties.
3. Videotape and photograph the completed site and area as necessary.
4. Maintain contract records.
5. Complete processing of claims for funding and project closeout.

DEBRIS MANAGEMENT APPENDIX

Attachment G

HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION CHECKLIST

Reference: Public Assistance, Debris Management Guide, Chapter 7

Develop HHW collection plan:

1. Describe existing HHW collection plan.
2. Designate a local HHW disaster coordinator.
3. Provide training to local and emergency personnel on HHW issues.
4. Enter Mutual Aid agreements.
5. Identify potential collection sites and equipment.
6. Prepare contractor and debris hauler agreements.
7. Assess need for special HHW collection issues.
8. Provide public information/notification.
9. Establish or expand load-checking programs.
10. Apply for state and federal assistance funds.
11. Apply for state HHW permits as necessary.
12. Document costs, quantities, and type of HHW collected.

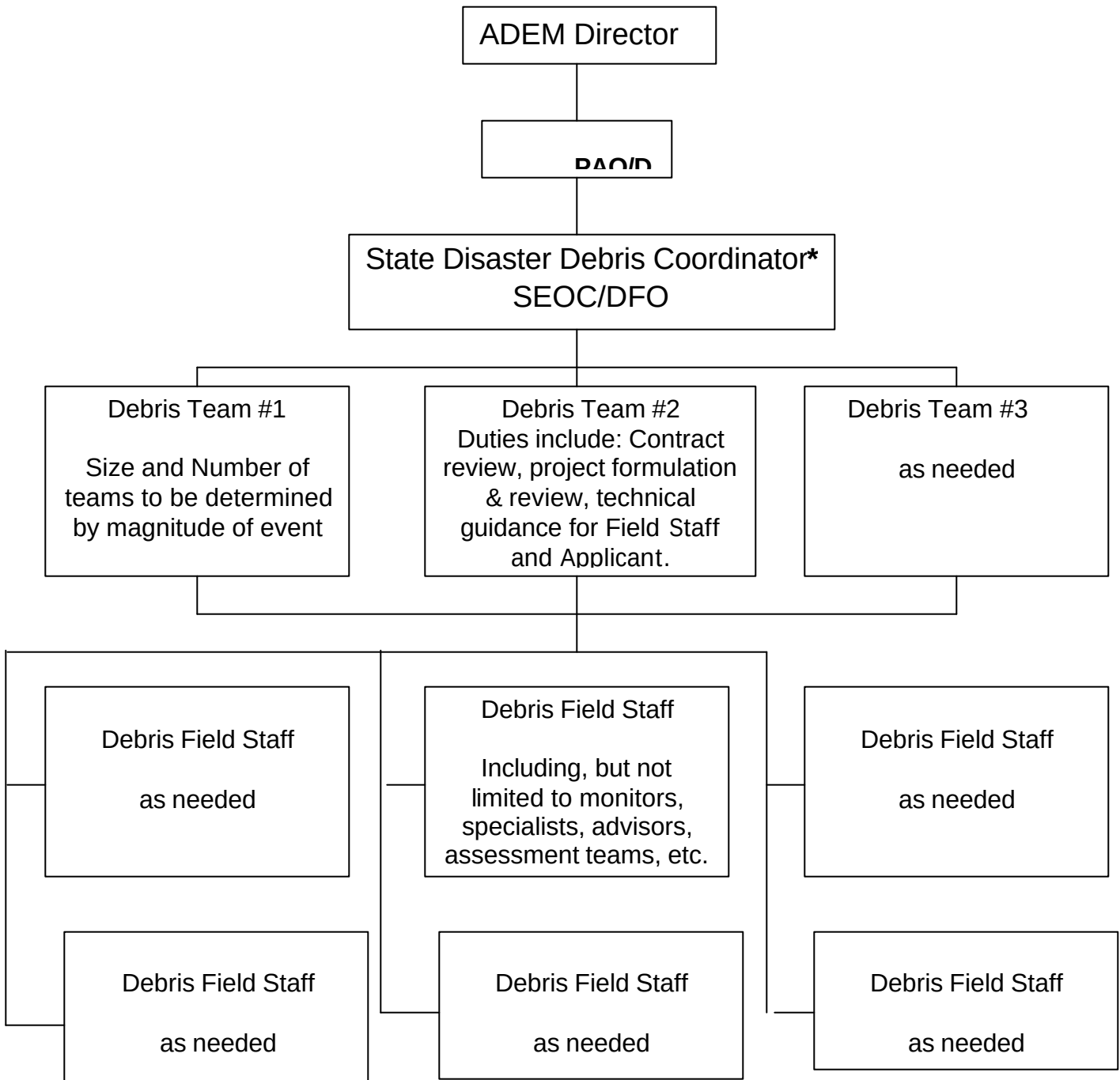
Establish HHW collection plan:

1. Define roles and responsibilities.
2. Establish a planning committee.
3. Establish HHW collection goals.
4. Determine funding availability.
5. Decide who the program participants will be.
6. Gather information about HHW laws and regulations, types and quantities of HHW that may be collected.

DEBRIS MANAGEMENT APPENDIX

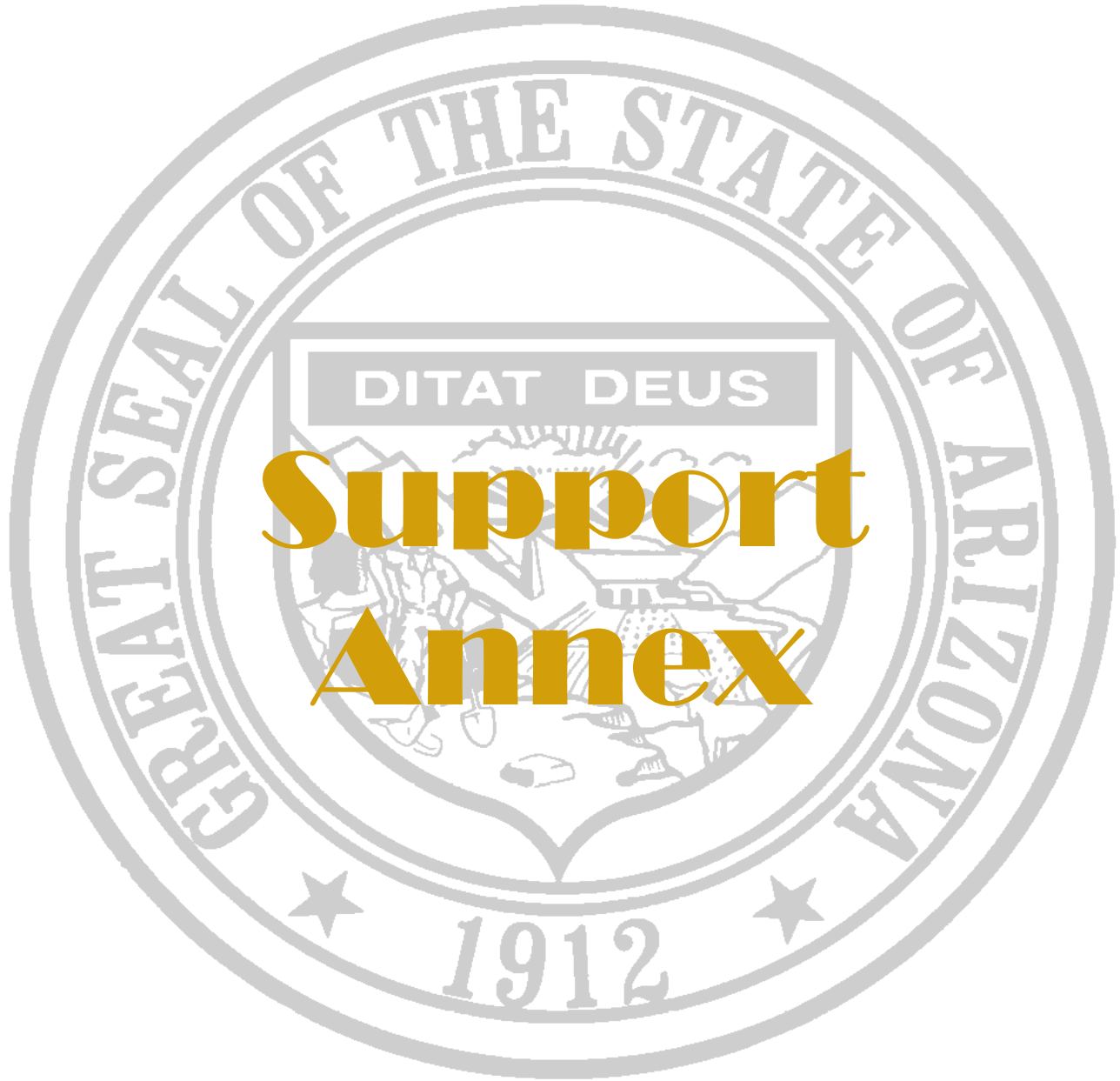
ARIZONA DIVISION of EMERGENCY MANAGEMENT (ADEM)

Debris Staff Organizational Chart



* Coordinator could be a Disaster Reservist – Disaster Reservists, as required, will fill all other positions.

State of Arizona



Support Annex

Emergency Response and Recovery Plan



COMMUNITY RELATIONS ANNEX

Primary Agency:

State: Division of Emergency Management (ADEM)

Federal: Federal Emergency Management Agency – Region IX (FEMA)

Support Agencies:

State: Registrar of Contractors (ROC)

Department of Economic Security (ADES)

Department of Health Services (ADHS)

I. INTRODUCTION

A. Purpose

To provide guidance on establishing and operating a Communications Relations function to expedite Federal, State and local governments' assistance to citizens and impacted communities in recovering from the effects of a major disaster or terrorist incident.

B. Scope

This Annex provides policies, responsibilities, and a concept of operations for the Community Relations element of the State or Federal Disaster Field Office.

II. POLICIES

While Arizona statutes do not authorize the expenditure of appropriated funds for the purpose of direct individual assistance, the State will provide personnel and resources to ensure the widest possible dissemination of information pertaining to Federal, private, and voluntary agencies which may provide disaster assistance.

COMMUNITY RELATIONS ANNEX

III. SITUATION AND ASSUMPTIONS

- A.** A major disaster or terrorist incident with little or no warning will leave many individuals and small businesses with limited operating funds.
- B.** Many individuals will have no or insufficient insurance to cover losses.
- C.** The State has a duty to assist its residents to:
 - 1. Eliminate personal and family suffering;
 - 2. Reduce the impact of the disaster or incident; and
 - 3. Restore the quality of life to pre-disaster conditions.

IV. CONCEPT OF OPERATIONS

A. General

Community Relations will be a function of the Disaster Field Office (See Recovery Annex - RA).

The Community Relations staff will coordinate with other elements of the Disaster Field Office (DFO) and with the State Coordinating Officer (SCO) to develop an initial Community Relations Plan utilizing disaster-specific guidance and objectives.

Arizona Division of Emergency Management (ADEM) personnel (with augmentation from disaster reservists, other state agency personnel, and temporary employees, as necessary) will be employed to staff the Community Relations function. The cultural, racial, and ethnic makeup of the impacted area will be taken into consideration when staffing the Community Relations element.

Close coordination with local political, religious, educational, business, and ethnic groups will be exercised to ensure:

- 1. Essential information dissemination;
- 2. Current situation status evaluations;
- 3. Satisfaction of unmet needs, and
- 4. Effective coordination of all local, state, and federal recovery efforts.

COMMUNITY RELATIONS ANNEX

IV. CONCEPT OF OPERATIONS – CONT

B. Organization

1. ADEM will assign a State Community Relations Officer (SCRO) to operate in concert with a federal-assigned Community Relations Coordinator (CRC) and represent the State's interests. The CRC reports directly to the disaster Federal Coordinating Officer (FCO).
2. The field component may be divided into geographic areas and sectors, depending on the size and nature of the disaster. Area Managers are assigned to disasters that affect a large geographic area and/or have a large number of sector teams.
3. The Operations Chief is responsible for managing the activities of designated Area managers, who in turn coordinate with Sector Managers to effect communication and information dissemination to local governments, community organizations, and disaster victims through Field Officers.
4. Operations Section support will be provided by:
 - a. An Information Section that will include a technician who tracks activities and drafts reports on Field Operations for:
 - (1) The FCO and;
 - (2) Providing information to Field Officers on the recovery progress.
 - b. An Administration & Logistics Liaison, and
 - c. A Training Liaison who provides disaster-specific training to Field Officers.

C. Activation

Upon activation of the Disaster Field Office, the Community Relations element will be initiated. Sector Managers and Field Officers will be hired from ADEM staff on temporary duty, ADEM disaster reservists, and/or local resources as the situation requires.

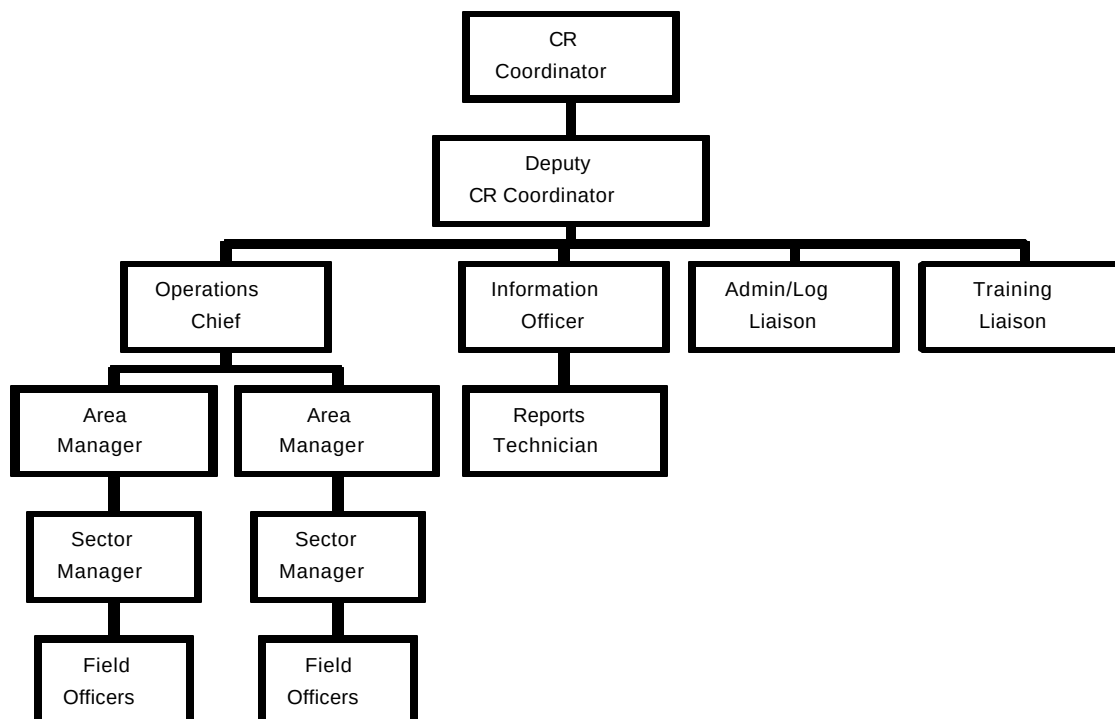
D. Response Activities

The depth and scope of activities are determined by the disaster and the Community Relations plan. Specific activities will be in accordance with doctrine contained in the FEMA CR Operations manual and CR Field Operations Guide.

COMMUNITY RELATIONS ANNEX

IV. CONCEPT OF OPERATIONS – CONT

The Community Relations Element will be organized to emulate an Incident Management structure as reflected below:



V. RESPONSIBILITIES

A. Primary Agency:

1. **Division of Emergency Management (ADEM) will:**
 - a. Coordinate with local government officials to ensure that disaster related information is communicated between victims and public and private organizations which provide assistance;
 - b. Train and equip Community Relations personnel;
 - c. Ensure that the Community Relations support function is non-discriminatory in accordance with current laws and regulations;
 - d. Establish and adhere to standardized procedures that provide a consistent level of services to disaster victims.

COMMUNITY RELATIONS ANNEX

V. RESPONSIBILITIES – CONT

B. Support Agencies:

1. The **Arizona State Registrar of Contractors (ROC)** will support Community Relations operations by providing information pertinent to licensed, bonded contractors who provide emergency recovery work.
2. The **Arizona Department of Economic Security (ADES)** will support Community Relations operations by providing information relevant to Emergency Food Stamps, unemployment, AZ Health Care Cost Containment System (AHCCCS) eligibility, Women and Infant Children Health System (WICS), and Family Assistance.
3. The **Arizona Department of Health Services (ADHS)** will support the Community Relations operations by providing information about health issues such as immunizations, food safety and water purification, and hygiene.
4. Other State Agencies will provide relevant information to support the Community Relations operations as necessary.

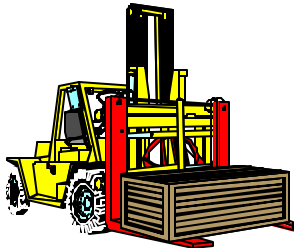
VI. ADMINISTRATION AND LOGISTICS

A. ADEM will:

1. Coordinate activities of state, federal, local agencies in the implementation of a community outreach program.
2. Support Community Relations personnel by providing transportation, clerical, shelter, and subsistence resources as necessary.
3. Coordinate with the FCO to organize Community Relations teams.

VII. PLAN DEVELOPMENT AND MAINTENANCE

ADEM has primary responsibility for development and maintenance of this ESF. Other agencies may be requested to provide input and review.



DONATIONS MANAGEMENT ANNEX

PRIMARY AGENCIES:

State: Division of Emergency Management (ADEM)

Voluntary: The Salvation Army (TSA)
Arizona Voluntary Organizations Active in Disasters (AzVOAD)

SUPPORT AGENCIES:

State: Department of Administration (ADOA)

Counties: Emergency Management Organization (CEM)

Voluntary: American Red Cross (ARC)

I. PURPOSE:

To coordinate the activities of private voluntary organizations in responding to the needs of disaster victims in an efficient and timely manner. This support annex was designed to coordinate the application of resources during times of disaster, it does not direct any individual or private community volunteer organization's policies concerning gifts or donations. Individual organizations will operate under their own administrative protocols.

II. SITUATION AND ASSUMPTIONS

A. Disasters, especially those occurring with little or no warning such as a terrorist attack, create a need to coordinate donations of goods, money and volunteer/voluntary services. When circumstances warrant, a united and cooperative effort by private voluntary organizations, volunteer groups and the donor community is necessary for the successful management of donations campaigns and relief supplies. Activation of this annex will also prevent the redundant application of scarce community resources.

DONATIONS MANAGEMENT ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

A. Disasters - Cont

1. The Salvation Army (TSA) is responsible for coordinating the unsolicited donations of disaster-specific goods in bulk and/or via individual contributions.
2. The State of Arizona will coordinate the request, receipt, and distribution of all solicited disaster-specific donations via the activated State Emergency Operations Center (SEOC).
3. The Arizona Department of Administration (DOA) will continue to manage cash donations directed to the state or state agencies per current revised statutes.
4. The Arizona Voluntary Organizations Active in Disasters (AzVOAD) members will receive, process and distribute donated goods in coordination with TSA.

B. This support annex outlines a system for managing the distribution of all goods and services.

C. Private voluntary organizations are experienced in managing donations and can receive, process and distribute goods and services to disaster victims. The state will rely on those organizations to administer the donations management system.

D. The state will provide support services to coordinate needs and requests for assistance from impacted counties.

III. CONCEPT OF OPERATIONS

A. Direction and Control

This support annex and implementing procedures may be activated in a disaster/emergency. The Director, ADEM, in cooperation with Arizona Voluntary Organizations Active in Disasters (AzVOAD) and The Salvation Army (TSA), will determine the procedural implementation based on current disaster/emergency needs and notify the appropriate federal/state/local/tribal jurisdictions and participating voluntary organizations prior to a public announcement.

B. Operations

1. Upon plan activation the State Donations Liaison and representatives (Government Liaisons) of AzVOAD and TSA will assemble at the State Emergency Operations Center (SEOC) to form the Donations Coordination Team (DCT). The SEOC will serve as the central location for management of the system. Representation from impacted county(ies) in the DCT may be deemed prudent toward effective response to disaster needs. Also, a representative from FEMA may join the DCT under a Presidential Declaration is received.

DONATIONS MANAGEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Operations – Cont

2. Participating voluntary organizations will give AzVOAD phone numbers and other pertinent information, to establish an effective communications structure. This information will be managed by AzVOAD via its internal protocols.
3. SEOC-DCT is responsible for coordinating donated goods and services with the participating distribution organization. Efforts will be directed toward reducing the redundant application of resources.
4. The SEOC will inform the public and corporations on the donations process and needs via the Public Information Officer.
 - a. Donated goods, bulk or individual contributions, solicited or unsolicited, will be managed by TSA. TSA will be responsible for activation of an internal Incident Command for disaster response in support of the Mass Care (ESF #6) and this Donations Management Annex.
 - b. TSA will establish, staff, and maintain a donations management telephone bank to accommodate donations inquiries that is consistent with the magnitude and complexity of the active disaster/emergency situation.
5. A TSA database will be utilized for documenting donated resources. Donation information will be made available to participating agencies, volunteer organizations, emergency responders, and the public upon request or via a limited access web-based system when one becomes available. TSA will coordinate the transition with local agencies or groups that are involved in donations management in the affected county/community when this annex is activated.
6. Information regarding individuals and businesses soliciting contracts for relief goods or services will be recorded separately from donated goods and services.
7. TSA will be responsible for coordinating Donations Reception Centers (DRCs), Local Distribution Centers (LDCs) and Donations Staging Areas (DSAs).
8. LDCs may be operated by churches, community-based organizations, volunteer agencies and local government to provide donated goods directly to disaster victims.
9. Twenty-four hour security will be provided for Donations Management facilities and personnel. Coordination for security will be provided by SEOC-DCT, in cooperation with local law enforcement agencies.

DONATIONS MANAGEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Operations – Cont

10. Public health and sanitation facilities for volunteers, staff and the public will be available at facilities.
11. News releases and flyers will be used to encourage public donations. Information provided to the media will be coordinated in advance by the participating agencies and the SEOC-DCT before being distributed to the public.
12. AzVOAD agencies will operate independent facilities to manage donations that are specifically solicited within their organizations. Information on such solicitations or donations will be shared with the DCT in a timely manner.
13. The procedures regarding designated donations will include:
 - a. All inquiries concerning donations for a specified organization will be referred to that organization.
 - b. An organization accepting/receiving designated donations will follow its internal policies and procedures.
14. The procedures regarding non-designated cash donations to the state will include:
 - a. The State of Arizona cannot manage cash donations directed at a specific disaster/emergency.
 - b. Donors will be encouraged to make their cash contribution to a locally sponsored fund established for the purpose of managing undesignated funds as authorized by their respective county emergency operations plans, to a participating non-profit organization, or to their favorite charity.
15. The procedure for unsolicited/non-designated in-kind donations will include:
 - a. Donors will be discouraged from sending unsolicited in-kind donations directly to the disaster site.
 - b. Donors who insist on donating unsolicited or unwanted goods will be advised that the goods cannot be accepted. The information regarding these goods will be entered into the TSA database and made available to federal/state/volunteer agencies. Should a need arise for these donated goods, the requesting agency will contact the donor directly.

DONATIONS MANAGEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Operations – Cont

15. The procedure for unsolicited/non-designated in-kind donations – cont
 - c. Goods not requested, which could be utilized, will be made available to participating voluntary 501(c)(3) nonprofit organizations (i.e., Goodwill Industries, community food banks, local voluntary organizations, etc.).
 - d. Unneeded goods, such as clothing, will be recycled/redistributed to others in need
 - e. Guidelines will be established for tracking the receipt and distribution of unsolicited and non-designated goods.
16. The procedures for corporate donations will include:
 - a. Bulk items will be accepted if the items can be used in disaster response/relief efforts.
 - b. Information concerning offers of bulk items will be entered in the TSA resource database.
 - c. Information concerning the proper use of items being donated and expiration dates will be entered in the TSA resource database.
 - d. Advising donors to label all goods and provide detailed inventory lists with all shipments.
 - e. Information on these resources will be made available to all private volunteer organizations, emergency responders and ESF agencies, through TSA upon request.
17. Tax deductible status for charitable contributions, Section 170 of the Internal Revenue Code states that donations made to nonprofit, tax exempt organizations can be deducted on tax returns, to the extent allowed by law. New rules in effect as of January 1, 1994, place the burden on the nonprofit, tax exempt organizations for reporting contributions and providing the individual/ corporation with a receipt showing the amount and type of donation.
18. The procedures for international donations will include:
 - a. In case of disaster within the state, offers including cash may be expected from many different countries. Many countries will make generous offers that should be considered based upon unmet human needs and logistical requirements.
 - (1) Foreign governments, countries, and individuals offer to donate to the United States (US) because they are grateful for US support around the world and want to offer help.

DONATIONS MANAGEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Operations – Cont

18. The procedures for international donations will include: - Con't
 - a. In case of disaster within the state Cont
 - (2) Services such as response personnel, emergency medical service providers and water purification system operators are some of the most common services offered from foreign countries/governments.
 - b. Offers of assistance to state/local emergency managers may be made directly to:
 - (1) The State, county/city officials; and
 - (2) FEMA headquarters from the foreign donor or through the US State Department.
 - c. If foreign offers are needed, FEMA will conference call with the donor and the leader of the state DCT. This will allow the state to officially discuss the offer, with the foreign donor directly and in a timely manner.
 - d. FEMA and the US State Department will contact one another to inform each EOC of their respective contacts for donated goods and services.
 - e. A cable for the American embassies worldwide is developed by the State Department based on information FEMA provides (consistent with the affected state government's policy on donations). The cable emphasizes the preference for cash donations and lists the addresses and commercial numbers for the National Voluntary Organizations Active in Disasters members known to be active in the particular disaster. The FEMA Headquarters Donations Coordinator's number is also included in the cable to allow foreign donors to call FEMA directly.
19. The procedures for volunteer services will include:
 - a. Encouraging interested individuals to affiliate with a recognized private voluntary organization or other organized group of their choice to facilitate relief efforts;
 - b. Discouraging unaffiliated volunteers from going directly to any disaster site;
 - c. Encouraging county emergency management to develop formal agreements with one or more voluntary organizations to manage spontaneous volunteers and donations.
 - d. Encouraging organizations to give volunteers easily recognizable identification;

DONATIONS MANAGEMENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Operations – Cont

19. The procedures for volunteer services will include: - con't
 - e. Having disaster affected area(s) submit their requests for volunteers to the SEOC-DCT via their respective county emergency management operation.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Department of Administration (ADOA) will:**

Accept cash donations to the state and deposit in the General Fund per state revised statutes.

2. **Division of Emergency Management (ADEM) will:**

- a. Assign staff to serve on a needs assessment team, maintain this ESF or Donations Management Plan and monitor related activities.
- b. Designate a staff member as the Donations Liaison (SEOC-DCT leader) to coordinate transactions concerning offers of cash, goods and services.
- c. In coordination with FEMA, local governments, TSA and related organizations, identify appropriate facilities to serve as DRCs, LDCs and DSAs. If the metro Phoenix area has not been seriously affected by the disaster, initial consideration may be given to using the State Fair Grounds (Veterans Memorial Coliseum and Exposition Center) as a primary DRC. Other areas to be considered would be county/local fairgrounds located outside the disaster area.
- d. In coordination with the Director, DOA and/or other state agencies, provide personnel to assist in managing operating facilities and donations phone lines.
- e. In coordination with the state and local law enforcement and transportation agencies, identify and manage checkpoints and staging areas for incoming donations. Weigh stations and rest areas will be considered for this use. Road signs and directions should be posted and clearly marked.
- f. Work with the appropriate state/federal agencies to coordinate waste disposal operations contracts to dispose of cardboard, paper, metal and spoiled, damaged or unsafe containers of goods.

DONATIONS MANAGEMENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government - Cont

2. ADEM will: - Cont

- g. Coordinate with local volunteer radio operator organizations, such as Radio Amateur Civil Emergency Services (RACES), to provide communications with truck drivers transporting donated goods. Volunteer radio operators could be stationed at weigh stations or rest areas on major highways to establish communications with drivers transporting donated goods and direct them to the appropriate staging areas.
- h. Call upon other state agencies to provide assistance in implementing this Annex.

B. County/Local Government will:

- 1. Direct all incoming communication resources to SEOC-DCT except local volunteers, who may be utilized locally.
- 2. Provide available locally-donated and surplus goods information to the SEOC-DCT. The TSA database will be updated accordingly, thus providing county/local governments with listings of available donated resources.
- 3. Provide 24-hour security for facilities and assist local volunteer organizations with distribution of donated goods.

C. Arizona Voluntary Organizations Active In Disasters (AzVOAD)³ will:

- 1. Coordinate the implementation and administration of volunteer resources/organizations in support of this annex;
- 2. Provide information to the TSA donations database;
- 3. Name and assign an AzVOAD Government Liaison to the SEOC as a member of the Donations Coordination Team (DCT);
- 4. Refer unmet needs to appropriate volunteer service providers for assistance.
- 5. Coordinate requests for donated services to ensure reduction in the redundant application of donated resources.

³ **Note: VOAD has no authority to direct or manage voluntary organizations.**

DONATIONS MANAGEMENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. The Salvation Army (TSA) will:

1. As state manager for donated goods, implement and administer all donated goods in support of this Annex.
2. Coordinate requests for donated goods to ensure reduction in the redundant application of donated resources.
3. Provide information to and maintain the donations database;
4. Establish and name a TSA Government Liaison to the SEOC as a member of the Donations Coordination Team;
5. Coordinate with the SEOC-DCT, the establishment of DRCs and DSAs as required.
6. Coordinate with the SEOC in the movement of donated goods.
7. Establish and operate, in cooperation with local voluntary organizations, DSAs for dispersing goods directly to disaster victims. These will be managed locally and stocked by parent organizations or spontaneous donations.

V. ADMINISTRATIVE SUPPORT

Administrative support will be provided by FEMA, state agencies and voluntary organizations in implementing this support annex. Temporary personnel may be employed as needed.

VI. PUBLIC INFORMATION

- A. ADEM, through the Joint Information Center, in coordination with private voluntary organizations will maintain an outreach program to educate the media, government officials and the public concerning donations of goods and service volunteers.
- B. The public information program will be directed to promote monetary donations and limit the flow of unneeded goods and services.
- C. The public awareness program and participating media outlets will reach a variety of organizations such as civic and religious groups, unions, social/fraternal organizations and other interested community-based groups.
- D. Press releases will be issued immediately following a Major Disaster. These press releases will encourage donations to appropriate private voluntary organizations.
- E. The frequency of press releases will be determined by an assessment of needs and the impact of the disaster on the public.

DONATIONS MANAGEMENT ANNEX

VI. PUBLIC INFORMATION – CONT

- F.** Voluntary organizations are responsible for representing their own organizations. Coordination between agencies should take place to ensure that messages to the public are consistent.

VII. AUDITS

Organizations (non-TSA/AzVOAD) accepting donated goods, cash and/or services will follow their own policies and procedures for internal audits.

VIII. GENERAL

- A.** Attendance and participation at all scheduled statewide disaster exercises by SEOC-DCT members is strongly recommended.
- B.** In order to emphasize the importance of donated goods and services to the overall response, relief and recovery efforts, ADEM, TSA and AzVOAD will publish a roster of the donors that have contributed to the relief efforts.
- C.** Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.
- D.** Awareness of Incident Command techniques for Government Liaisons assigned to the SEOC-DCT is highly recommended.



EMERGENCY PUBLIC INFORMATION ANNEX

I. PURPOSE

- A. Provide guidance and procedures for disseminating Emergency Public Information (EPI) in support of the state's response and recovery to an emergency/disaster.
- B. Provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information to media outlets during emergencies/disasters.
- C. Disseminate emergency instructions and protective actions to the public.
- D. Maintain procedures to disseminate public information and instructions for obtaining disaster assistance.
- E. Provide procedures to develop and disseminate public information regarding governmental response and recovery operations.
- F. Coordinate EPI to avoid panic, fear and confusion resulting from rumors and hearsay.
- G. Provide long-term public education efforts related to hazard awareness, family protection planning and emergency self-help.

II. SITUATION AND ASSUMPTIONS

2.

- A. Effective measures can be taken to enhance survival and minimize hardship during a State of Emergency or Major Disaster by providing EPI to the public. During an emergency/disaster, the public requires survival instructions, information regarding disaster relief and government response and recovery operations.
- B. When an emergency/disaster strikes, the Emergency Public Information System (EPIS) cannot always react in time to inform the public about the hazard and appropriate safety precautions. Therefore, it is important to inform the public before an emergency/ disaster occurs of hazards, protective actions and preparedness measures they can employ to reduce the impact of hazards on themselves and their community.

EMERGENCY PUBLIC INFORMATION ANNEX

3.

II. SITUATION AND ASSUMPTIONS – CONT

- C.** A public affairs program combining both public education and community information will help to significantly reduce disaster related casualties, property damage and economic loss. People will want more emergency preparedness information during an emerging crisis. Accelerated printing and/or distribution of advisories or flyers will be made directly to the public and/or media.
- D.** The principal means by which EPI will be disseminated will include Media Alert, Emergency Alert System (EAS), television, radio, cable-outlets, ADEM web-site, newspapers, press services and flyers. A back up means for public information will include vehicle public address systems and door-to-door contact during critical periods and in locations with life-safety incidents.
- E.** Special needs groups will be considered based on the ability of people to receive, act on, or understand EPI messages. These might include sight or hearing impairments, custodial institutions, i.e., schools, nursing homes, hospitals and prisons.
- F.** Major events create significant media interest that will bring out-of-state reporters, photographers and camera crews to an incident. This will create a heavy demand on the state and local EPI structure requiring augmentation. External sources will be interested in major operations, devastation, high impact and human-interest events.

III. CONCEPT OF OPERATIONS

A. Mission

- 1. Develop a media relations program for ADEM that will be utilized under routine and emergency conditions to effectively respond to media inquiries and public interests.
- 2. Disseminate information, emergency instructions and protective actions to the public through the media to enhance public health, safety and welfare and economic stability in Arizona.
- 3. Provide information and instructions to the public for obtaining disaster relief and assistance.
- 4. Disseminate information regarding state and local governmental response activities and operations in support of life safety activity.
- 5. Curtail erroneous or conflicting information presented to the public.
- 6. Maintain a roster of federal, state, local and private-sector emergency/disaster public information officers (PIO) and provide this roster to media outlets.

EMERGENCY PUBLIC INFORMATION ANNEX

III. CONCEPT OF OPERATIONS – CONT

B. Concept

Establish and maintain contact with the media before, during and after termination of an event.

1. ADEM media relation efforts will provide information on such activities as the SEOC operations and related state response functions. It is important to keep the media informed of the general progress of associated events. Efforts will be made to report positive information regarding emergency response to reassure the public that the situation is being dealt with, utilizing appropriate resources.
 - a. Education efforts will be directed toward increasing public awareness about hazards and how people can successfully deal with them.
 - b. Information and education efforts will rely on the cooperation of commercial media organizations, including both electronic news-gathering and print sources.
 - c. Public awareness campaigns will be harder to achieve due to the large influx of population into the state.
2. State agencies involved in emergency response operations will coordinate news releases regarding their operations with ADEM's Lead State Public Information Officer (LSPIO). ADEM PIOs will ensure that the Governor's staff is aware of information releases that are being made by state agencies. Designated ADEM PIOs will coordinate this function for the Director, ADEM, with the Governor's Press Secretary.
3. The Governor's Press Secretary will advise the Governor of pertinent policy issues regarding emergency information and establish press conferences for the Governor. ADEM PIOs will support and assist in these efforts in concert with the PIOs from other state agencies and the private sector.
4. When a Presidential Declaration of an Emergency or Major Disaster has been issued, the State Coordinating Officer (SCO) will coordinate with the Federal Coordinating Officer (FCO) to establish policies concerning joint news releases. This information will be relayed to the Governor's Press Secretary. Coordination of these functions will be maintained and managed by ADEM.
5. A Joint Emergency News Center (JENC) may be established upon the recommendation of the Director, ADEM, to coordinate multi-agency news releases. The EAS and Media Alert System will be used to convey information releases to the media for immediate dissemination to the public. In certain instances, it may become necessary for the Governor or other designated public officials to request activation of the EAS to provide information directly to the public.

EMERGENCY PUBLIC INFORMATION ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. EPI

1. State Government

a. The Governor's Press Secretary will:

- (1) Conduct the statewide EPI program in conjunction with ADEM, LSPIO and staff PIOs.
- (2) Provide guidance to the Director, ADEM and LSPIO concerning policy issues and the EPI program.
- (3) Conduct, with ADEM PIOs, periodic news conferences on behalf of the Governor, providing emergency information about disaster conditions, state emergency operations and federal assistance programs.
- (4) Continue EPI releases during the post disaster period to counteract rumors and public unrest.

b. The Director, Division of Emergency Management (ADEM) will:

- (1) Provide authority for the release of state-level information to the public.
- (2) Direct the EPI program manager to disseminate emergency instructions, and information on government response operations and emergency/disaster public assistance programs.
- (3) Provide SEOC and Disaster Field Office support for the EPI program.
- (4) Conduct public information, media relations and community education programs. An LSPIO will be appointed by the Director to provide coordination of these services and serve as a member of the policy group.
- (5) Maintain effective working relationships with the media.
- (6) Designate locations and produce media briefings.
- (7) Develop procedures for the coordination and release of information and news releases with the Department of Emergency and Military Affairs PIO, the American Red Cross and other government agencies and organizations.
- (8) Maintain disaster related information on hazards the state faces and the Arizona Emergency Management System to utilize during emergencies/disasters.

EMERGENCY PUBLIC INFORMATION ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. EPI – Cont

1. State Government – Cont

b. The Director, ADEM will: - Cont

- (9) Assist the Governor's Press Secretary in coordinating and directing EPI activities during an emergency/disaster from the SEOC.
- (10) Monitor and collect information from the media useful in supporting requests for emergency action.
- (11) Maintain a system for information inquiries from the public and government officials.
- (12) Other state agencies are responsible for coordinating and providing information to the ADEM-LSPIO, regarding emergency response activities of their agencies.

2. Federal Government

- a. The FCO is responsible for releasing official public information concerning federal assistance and disaster response activities in cooperation with the SCO, LSPIO and their JENC-PIO staff.
- b. The JENC and PIO staff will use the One Voice concept in releasing information to the media with other state/federal/local/volunteer agency officials.

B. Outreach Programs

ADEM is responsible for conducting public affairs programs. The Director will appoint an LSPIO and other support PIOs to direct, coordinate and produce community education, information activities, and to train, exercise and prepare for SEOC operations.

- 1. Educational Programs: There are many types of activities associated with the educational outreach program, such as:
 - a. The media is provided with information on both routine and emergency developments affecting emergency management functions. This information reaches the public via television, cable, radio and newspapers.
 - b. Lectures and other group presentations are provided to organizations and community-based institutions.

EMERGENCY PUBLIC INFORMATION ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Outreach Programs – Cont

1. Educational Programs: - Cont
 - c. Tours of the SEOC, briefings on emergency management and the responsibilities of the division are provided to groups, including schools, service organizations, scouting organizations, local military units and other interested organizations.
 - d. Informative educational brochures are distributed to county emergency services/management offices, the general public and organizations in support of emergency preparedness and outreach efforts.
 - e. Conducting the federal Community Family and Preparedness Program (CFPP). The focus of the CFPP is to develop public awareness of emergency self-help and an understanding of how emergencies/ disasters can impact community. Developing this capability will assist potential victims during emergencies by enhancing their ability to assist themselves during the initial 72-hour period after a disaster strikes.
2. Public Information/Media Relations Programs: Many activities are ongoing educational efforts conducted by ADEM. Camera-ready copy and news releases will be maintained and distributed to the media.

V. ADMINISTRATION AND LOGISTICS

- A. Reports from the EPI program will include after action reports, press coverage summaries and/or audio/video clips and inputs into the SEOC Log.
- B. The facilities and equipment for the ADEM-PIO staff are located in the SEOC. An additional facility known as the Ramada (Building M5505) is available to serve as a JENC. Keys to the JENC are available in SEOC.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM is responsible for the development and maintenance of these media relations, education and information programs. Other persons or organizations specified in this Annex will work with ADEM, in support of information and media related functions. The ADEM-PIO will be responsible for keeping this annex current and ensuring that standard operating procedures and other necessary implementing documents are developed and maintained.

See EPI Appendix 1 – Public Access



APPENDIX 1 TO EMERGENCY PUBLIC INFORMATION ANNEX PUBLIC ACCESS

I. INTRODUCTION

This plan recognizes and acknowledges the importance of providing the general public and the media with pertinent information as rapidly as possible in case of an emergency/disaster. Every effort will be made to cooperate with the news media in providing information about the incidents, within the limits of safety and efficient operations, and in recognition of the rights of the news media to perform their duties.

II. PURPOSE

- A.** The purpose of this appendix is to establish general policy for providing information to the public through the media and equal access to information for the news media during emergencies/disasters.
- B.** The following information concerning major emergencies/disasters will be provided to the media as soon as possible:
 - 1. Nature of disaster;
 - 2. Location of disaster;
 - 3. Time of disaster;
 - 4. Number of people involved;
 - 5. Continuing hazards;
 - 6. Environmental impact;
 - 7. Economic impact;
 - 8. Agencies involved in response;
 - 9. Scope of agency involvement and activity;
 - 10. Extent of estimated public and private damages;
 - 11. Safety instructions;
 - 12. How/where to get assistance for livestock and companion animals;
 - 13. How the public may volunteer and provide assistance; and
 - 14. Telephone numbers for donations and donations policy.

PUBLIC ACCESS APPENDIX

III. COLLECTION AND DISSEMINATION OF INFORMATION

Types of information outlined in paragraph II-B, will be assembled and disseminated as soon as possible by the ADEM-PIO staff as follows:

- A.** The ADEM-LSPIO will be responsible for collection of information from representatives of affected jurisdictions, related sources and other agencies, and for dissemination of authorized information directly to the news media and the private sector.
- B.** The ADEM-LSPIO will access the news media through the Media Alert System, EAS or FAX.

IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES

- A.** In recognition of the media and public's right to know as much as possible about a disaster, state agencies involved in emergency response will cooperate by allowing representatives of the news media access to emergency response information.
- B.** The Director, ADEM, will maintain a policy for media access to the SEOC. News media representatives will be governed by the following guidelines:
 - 1. Representatives of the news media will have access to the SEOC, when authorized by the Director, ADEM.
 - 2. Audio and video recordings and personnel interviews will be permitted in the SEOC when authorized by the Director, ADEM.
 - 3. ADEM-PIO staff will escort reporters and schedule/coordinate interviews in the SEOC.



FINANCIAL MANAGEMENT ANNEX

I. INTRODUCTION

A. Purpose

This Annex provides financial management guidance to the Arizona Division of Emergency Management (ADEM), state agencies and political subdivisions to ensure that funds are provided and financial operations conducted in accordance with state statutes, policies and procedures.

B. Scope

This annex is applicable to all state agencies and political subdivisions that may apply and/or receive state disaster assistance or emergency/disaster relief funding.

II. SITUATIONS AND ASSUMPTIONS

- A. A Gubernatorial Emergency/Disaster Declaration will permit funding from the Governor's Emergency Fund (GEF) under the provisions of Arizona Revised Statutes (ARS). Additional funds may also be made available by special appropriations of the State Legislature.
- B. The expenditure of large sums of state funds will be required by ADEM, other state agencies and political subdivisions to restore the state infrastructure to pre-disaster conditions.
- C. Financial operations will be carried out under extreme emergency/disaster schedules and political pressures, necessitating timely, non-routine procedures with sound financial management practices and accountability.
- D. The incident may result in a Presidential Declaration of Major Disaster or Emergency thus permitting supplemental response and recovery funding from the Federal Disaster Relief Fund.
- E. The Governor's Office and State Legislature will consider and give timely approval for funds needed to sustain emergency response operations. As response and recovery operations proceed, estimates will be gathered and additional emergency/disaster appropriations will be investigated.

FINANCIAL MANAGEMENT ANNEX

II. SITUATIONS AND ASSUMPTIONS – CON'T

- F.** The Department of Emergency and Military Affairs (DEMA) - Fiscal Services Unit will support financial activities related to the State of Arizona Emergency Operations Center (SEOC) and ADEM emergency requirements. In the event of a Presidential Declaration and the establishment of a Disaster Field Officer (DFO), it may be necessary to provide financial support to the State Coordinating Officer (SCO) and the designated manager responsible for the stewardship of state funds in the field.

III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. The Director, ADEM will:

1. Secure emergency funds for the response and recovery of an emergency, disaster or terrorist incident requiring state assistance;
2. Direct efforts to secure additional emergency appropriations as required;
3. Designate a program manager to oversee funds allocated to emergency response and recovery activities.

B. ADEM Resource Manager (RM) will:

1. During the emergency response phase, serve as the SEOC Logistics Section Chief and have signature authority for funds allocated to an emergency/disaster. The RM will work closely with program managers to ensure funds are properly managed.
2. Serve as the financial official under this plan during the emergency response phase and will:
 - a. Assist in requesting supplemental appropriations and direct the disposition and accounting of funds expended in accordance with ARS and General Accounting Manual.
 - b. Serve as the primary advisor to the Director and ADEM-SCO on financial matters involving the GEF and any emergency/disaster appropriations.
 - c. Be responsible for keeping management informed on the status of funding and current issues.
3. Provide an accounting officer at the DFO to assist in the implementation of the SERRP and assist the program manager in the management of allocated or appropriated funds.
4. Establish standard operating procedures applicable to the internal conduct and oversight of acquisitions and financial transactions.

FINANCIAL MANAGEMENT ANNEX

III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. State Agencies and Political Subdivisions

State agencies and political subdivisions conducting activities under this plan, for which state reimbursement will be requested, must organize their operations to provide financial documentation in support of their emergency response and recovery activities. The only exception is the Department of Administration or DEMA who, in addition to billing ADEM for reimbursement of eligible costs incurred and paid, may also function as a procurement agent of goods and services for which DEMA will be billed directly by the vendor.

D. State Volunteer Agencies

Each state voluntary agency conducting activities under this plan seeking reimbursement will organize their operations to provide financial documentation in support of their emergency response and recovery activities.

IV. CONCEPT OF OPERATIONS

Funding for state response activities conducted pursuant to the ARS will be made available from the GEF. Policy and procedures for the use of those funds are described in regulations contained in ARS Titles 26 and 35 and Title 8 of the Arizona Administrative Code (AAC). The following concepts of operations describe the events and policies that guide financial management for state response operations.

A. Prior to a Gubernatorial Declaration

1. After the occurrence of an event that may result in a declared emergency/disaster, ADEM may use some or all of the ESFs. If the ADEM Director believes that state assistance might be necessary, advanced liaison elements will be activated. The first priority actions are to assess the situation and confer with the Governor in order to determine the need for state assistance (i.e., the need for a Gubernatorial Declaration). ESFs may be tasked to assist ADEM in Preliminary Damage Assessment activities.
2. Eligible expenses incurred in the period immediately following an event (i.e., personnel, travel and logistical assistance for situation/damage assessment activities) but before a Gubernatorial Declaration of an emergency/disaster will be reimbursable by ADEM provided a declaration follows. Reimbursement of any eligible expenses will be processed in accordance with the Disaster Assistance Guide, ARS and AAC. ADEM will not reimburse agencies for direct state assistance provided to a state agency or local government without a Gubernatorial Declaration. This does not preclude agencies from responding with direct state assistance consistent with their own emergency authorities and funding independent of the emergency funding.

FINANCIAL MANAGEMENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

A. Prior to a Gubernatorial Declaration – Cont

3. ADEM and the county emergency director/coordinator will confer on the need for state assistance. If county government determines that state assistance is necessary, they should declare an emergency and request the Governor to declare that a state emergency/disaster exists.
4. ADEM reviews this request and forwards it to the Governor for decision. Until such time an emergency/disaster is declared, ADEM and other state agencies continue to assess the situation and assist to the maximum extent allowed in the absence of emergency funding.

B. After Declaration

1. Once an emergency/disaster is declared by the Governor or is imminent, the SEOC may be fully activated.
2. The county emergency manager/coordinator will work with the Director, ADEM, to identify unmet needs that require state assistance. The activated ESF primary agencies will respond to the Director, ADEM. An ESF can be activated to perform limited or all activities contained in its annex at the discretion of the ADEM Director. The Director may authorize primary agencies to respond directly to requirements identified by the county emergency manager/coordinator. County emergency managers/coordinators may instruct that ESF primary agencies respond directly to a authorized official of a local public agency. It is the responsibility of the county emergency manager/coordinator, or his/her designee, to coordinate with the SEOC and clearly designate those individuals authorized to request ESF assistance and establish procedures for administrative control of funds associated with reimbursable work.
3. Primary agencies in the field will serve as executive agents for the SEOC in providing assistance under this plan. The primary agency must ensure that ESF actions are at the request of the local government and realize the cost implication for the county since direct state assistance is generally cost shared. The primary agency should document requested ESF taskings performed at the local level.

C. General

1. In a declared emergency the ADEM Director may direct a state agency to utilize its authorities and resources to assist county/local response efforts. Assistance may be provided with or without compensation as determined by the ADEM Director. Reimbursement will be provided for eligible costs.

FINANCIAL MANAGEMENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

C. General – Cont

2. It is the responsibility of each primary and supporting agency to keep ADEM informed regarding funding needs to conduct ESF operations.
3. Each primary and support agency should accurately document mission tasking. This documentation should include the name of the requesting official, organization, ESF which made the request, content of the tasking and what action was taken.
4. Documentation on taskings may be required to support the accounting for costs incurred in the state's response. This detailed documentation is not submitted as part of the request for reimbursement but should be maintained in each agency's records as supporting documentation for bills for reimbursement. The documentation will be needed if an agency is audited.
5. Should emergency funds be exhausted, ADEM will request emergency supplemental disaster relief funding from the State Legislature. The ADEM-RM will maintain a draft disaster supplemental appropriations budget request which has been coordinated in advance with the Governor's Office of Strategic Planning and Budgeting and the Joint Legislative Budget Committee staff in order to expedite its approval.

V. FINANCIAL GUIDANCE AND ORGANIZATION

A. General

Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted state financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.

B. Authority to Respond

Upon activation of an ESF, primary and support agencies can begin operations and submit for reimbursement for those activities contained in the plan.

FINANCIAL MANAGEMENT ANNEX

V. FINANCIAL GUIDANCE AND ORGANIZATION – CONT

C. Approval to Expend Funds

1. The approval to expend funds for response operations will be given by officials of the primary and support agencies. Each agency is responsible for establishing administrative controls of funds and segregation of duties for proper internal controls. Each agency should ensure that actions taken and costs incurred are consistent with missions identified in the plan and validate the request for ADEM reimbursement of eligible costs.
2. Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement must be maintained. This will facilitate the final closeout and support audits of financial records.

D. Financial Organization at DEMA

1. The DEMA Fiscal Service Office (FSO) provides dedicated support to ADEM during emergency/non-emergency saturations. The fiscal services staff serves as an element of the SEOC Logistics Group and may provide staff and technical assistance to support state DFO activities.
2. FSO staff may be augmented by special detail or temporary personnel. FSO may be required to operate an extended shift schedule to provide comprehensive dedicated financial support for emergency response activities.

VI. FINANCIAL MANAGEMENT OPERATIONS

A. General

Each agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement by ADEM.

B. Procurement

The procurement of resources will be in accordance with statutory requirements and established procedures regarding emergency/non-emergency conditions.

C. Procedures for Reimbursement

General policy for reimbursement of state agencies and political subdivisions is provided by ARS Titles 26 and 35. Specific procedures are provided in ACC Title 8.

FINANCIAL MANAGEMENT ANNEX

FINANCIAL MANAGEMENT OPERATIONS – CONT

D. Procedures for Advancement

The policy and procedure for an advancement for eligible costs of emergency response and recovery are provided by ARS Title 35, and ACC Title 8.

E. Financial Records and Supporting Documentation

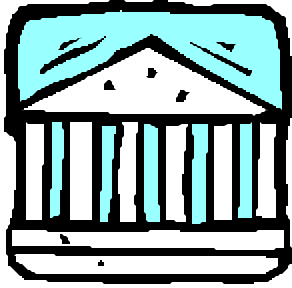
1. All agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.
2. Applicants requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts. The retention of such documentation will be in accordance with ACC Title 8, and policies and procedures established by the Department of Library, Archives and Public Records.

F. Cost Estimates for Additional Appropriations

After the state agencies and political subdivisions begin their initial response operations, it may be necessary to make an estimate of the total funding needs for the duration of the emergency response. The purpose of the estimate is to help gauge the need for additional allocation from the GEF or supplemental/ special legislative appropriations.

G. Audit of Expenditures

The expenditure of state/federal funds related to emergencies/disasters will be subject to audit in accordance with state/federal statutes and audit procedures.



GOVERNMENT RELATIONS ANNEX

I. INTRODUCTION

A. Purpose

Provide procedures and guidance regarding government relations and liaison with city/county/ state/federal officials in support of emergency/disaster operations.

B. Scope

The provisions described in this support annex apply to all agencies with responsibilities under this plan.

II. POLICIES

ADEM will follow all local/state/federal procedures, rules and regulations for aiding communities during an emergency/disaster. Should an event exceed the state's ability to provide adequate disaster relief to impacted persons and infrastructure, the state will follow criteria for requesting federal disaster assistance as governed by the Robert T. Stafford Disaster Relief and Recovery Assistance Act, as amended. The Government Relations liaison function is to coordinate the dissemination of information to public institutions and to advise officials of ongoing and proposed emergency actions.

III. SITUATION AND ASSUMPTIONS

A. Disaster Condition

An emergency/disaster may overwhelm capabilities of local government to provide timely response to meet the needs of affected citizens. An emergency/disaster may cause casualties, displace homeowners and/or adversely affect social and economic conditions requiring the activation of this plan.

B. Planning Assumptions

This plan assumes that an emergency/disaster may occur with little or no advanced warning and the state will be called upon to provide immediate response to assist individuals and local governments. By maintaining communication with federal/state/ local representatives, the state will be aware of those persons and/or communities experiencing unmet human needs or requiring emergency assistance such as evacuation, temporary housing or sheltering.

GOVERNMENT RELATIONS ANNEX

IV. CONCEPT OF OPERATIONS

A. General

A government liaison office will be established to provide assistance and information to members of Congress, their staff, members of the Arizona State Legislature, their staff, and state and local government bodies. The office will assist with member/staff/ constituent inquiries and problem resolution. A lead liaison officer will manage these activities and receive support from liaison personnel from federal/state/local government and other agencies involved in disaster response. Coordination with FEMA's congressional affairs office will be maintained by the government liaison staff.

B. Organization

Government liaison staff will be located in the SEOC or Disaster Field Office to coordinate with federal/state/local personnel and other agency representatives while maintaining communication with external clients. A federal liaison officer will advise ADEM and the Governor or the Governor's Authorized Representative (GAR) of requests for hearings, appointments and/or special legislative initiatives. Information provided to congressional, state and legislative offices will be coordinated with federal/ state/local government officials from those agencies involved with the request.

C. Response Actions

The government liaison office will establish points of contact for advising local/state/ federal officials of catastrophic events or emergency/disaster conditions. State maps should be available to reflect districts so information can be tailored to those activities occurring in each district, along with summary facts or reports. Files for each district should be maintained for quick reference of emergency/disaster related constituent inquiries and/or significant issues. Information assimilated by the government liaison officer will be used to hold briefings for public information officers. The content of these briefings will be determined by the GAR, State Coordinating Officer and key federal/ state/local officials. For joint press/public briefings the government liaison officer will coordinate activities with the Lead State Public Information Officer.

V. RESOURCE REQUIREMENTS

Administrative support will be provided to the government liaison office for document control, computer support, Internet, copy machine and fax. Due to time sensitivity, content specific material and protocol of congressional and legislative offices, individual fax cover sheets should be addressed to each member. This requires office equipment, resources and personnel to support government relations initiatives and activities.



APPENDIX #1

TO

GOVERNMENT RELATIONS ANNEX

CONTINUITY OF OPERATIONS

PRIMARY AGENCY:

State: Division of Emergency Management (ADEM)

SUPPORT AGENCIES:

State:

- Department of Administration (ADOA)
- Department of Agriculture (ADA)
- Office of Americans with Disabilities (OAD)
- Office of Attorney General (OAG)
- Department of Building and Fire Safety (DBFS)
- Department of Commerce (ADC)
- Registrar of Contractors (ROC)
- Corporation Commission (ACC)
- Department of Corrections (ADOC)
- Department of Economic Security (ADES)
- Department of Education (ADE)
- Department of Emergency & Military Affairs (DEMA)
- Department of Environmental Quality (ADEQ)
- Game and Fish Department (AZGFD)
- Geological Survey (AGS)
- Commission of Indian Affairs (ACIA)
- Government Information Technology Agency (GITA)
- Office of the Governor (OOG)
- Department of Health Services (ADHS)
- Office of Homeland Security (OHS)
- Industrial Commission (ICA)
- State Land Department (ASLD)
- Mine Inspector (AMI)
- State Parks (ASP)
- Department of Public Safety (DPS)
- Radiation Regulatory Agency (ARRA)
- Department of Revenue (ADOR)
- Department of Transportation (ADOT)
- Department of Water Resources (ADWR)
- Other Critical State Agencies/Departments

CONTINUITY OF OPERATIONS APPENDIX

I. INTRODUCTION

A. Purpose

Provide procedures and guidance regarding strategic Continuity of Operations Planning (COOP) for the State of Arizona. State agencies, boards and commissions were tasked to develop Business Continuity Plans (BCP) in support of emergency/disaster response and recovery operations. BCP's ensure core state government business processes can continue, in the event of a full or partial failure of mission critical systems, whether caused by internal or external factors associated with an emergency or disaster. To support this objective, this appendix describes an overall contingency strategy and presents specific actions that can be used by state agency personnel to sustain essential core business processes as defined in Arizona Revised Statutes.

B. Scope

The scope of this document is limited to the business process established for each state agency, board or commission's mission-critical functions and support systems. Each state agency shall maintain business continuity plans that identify all critical, essential and administrative business processes utilized during emergency response, resumption, recovery and restoration operations. Each state agency will activate their own BCP's, in the event of an emergency, incident or disaster that compromises their respective agency or the Capitol Mall Complex.

II. POLICIES

ADEM will follow all state procedures, rules and regulations for aiding government agencies and providing resources and technical assistance during an emergency/disaster. Command and control of state emergency response and recovery activities will remain vested in the State Emergency Operations Center (SEOC) according to the State Emergency and Response and Recovery Plan (SERRP). Should an event exceed the state's ability to provide adequate disaster relief to impacted agencies and infrastructure, the state will follow federal criteria for requesting disaster assistance as reflected in the Federal Response Plan (FRP) and governed by the Robert T. Stafford Disaster Relief and Recovery Assistance Act, as amended. ADEM will establish and coordinate the dissemination of Emergency Public Information to public institutions, the media and advise officials of ongoing and proposed emergency actions and/or conditions.

III. SITUATION AND ASSUMPTIONS

- A.** This plan assumes that an emergency/disaster may occur with little or no advanced warning and the state will be called upon to provide immediate response to assist government agencies and entities, by maintaining interoperable communication and coordinating with private sector institutions/state agencies/federal agencies/Indian Tribal Nations/local government representatives. The state in conjunction with counties will monitor special needs populations and those persons and/or communities experiencing unmet human needs or requiring emergency assistance such as evacuation, search and rescue, temporary housing, mass care and/or sheltering.

CONTINUITY OF OPERATIONS APPENDIX

III. SITUATION AND ASSUMPTIONS – CONT

B. Under Executive Order 2003-05, the Governor has required all state agencies, boards and commissions to sustain organizational preparedness, response and recovery capability for natural disasters and technical emergencies, including terrorist attacks. The State Emergency Response and Recovery Plan (SERRP) protocols shall be coordinated and periodically reviewed and exercised annually to ensure that they remain current, effective and responsive. The ADEM BCP addresses such disaster contingencies and ensures that key ADEM business functions will continue to address and support state response and recovery initiatives addressed in the SERRP.

C. Emergency conditions may cause government buildings to be evacuated, thus prohibiting employees, vendors and the general public access to critical, essential, and administrative business processes and state government infrastructure. Therefore, this appendix assumes each state agency, board and commission, has identified and completed the following steps to ensure effective response and recovery of their critical business functions and maintain respective capabilities to support other state response and recovery initiatives addressed in the SERRP.

1. Asset Identification & Classification

Each agency has been tasked to identify and assign value to all critical, essential and administrative business assets.

2. Risk Analysis and Management

All potential risks along with their impact on agency business need to be analyzed. Agencies need to define “risk” and “vulnerability” and be prepared to sustain emergency proactive measures for their staff, special needs groups and the public.

3. Emergency Response Mechanism

Develop a plan and detailed procedures to effectively respond in case of emergencies.

4. Communication & Review

Identify key stakeholders, including employees, vendors and partners, to be fully effective. Agencies should conduct periodic reviews and staff training to align their plans with changing business needs and current objectives.

CONTINUITY OF OPERATIONS APPENDIX

IV. CONCEPT OF OPERATIONS

A. General

In the event of an emergency, state agencies that provide services to customers and/or the public may effectively cease critical, essential and administrative core processes supported by key systems in accordance with planning guidance. Key business and support systems may become inaccessible for an unacceptable period of time. In some cases, the failure or inaccessibility of a critical core business process may immediately jeopardize public health and safety. Each agency should establish risk management and disaster recovery planning processes for identifying, assessing, and responding to the risks associated with loss of ability to execute its core processes. To adequately address the agency's requirements for recovery, plans for such recovery should be developed as a part of an agency-wide Business Continuity Program.

B. Response Actions

1. Emergency Response

- a. **Declaration:** Agency directors will evaluate potential emergency conditions and develop criteria for declaring a disaster. Directors shall determine if a disaster should be declared and what parts of the BCP plan to activate, protect personnel, property and deploy staff.
- b. **Notification:** Agencies shall notify the Governor's staff, or appropriate state agencies/federal agencies/Indian Tribal Nations/local government, customers and the general public that their BCP emergency notification process has been activated. Staff shall be prepared and trained to follow emergency guidance, direction and follow agency emergency contact list protocols. Suitable protection and/or precautionary actions should be made to protect public health and safety.

2. Recovery

Damage Assessment: Establish "Forensic" teams to salvage as much as possible from primary sites after photographs are taken and insurance issues are addressed. Remember that equipment, microfilm, paper, and magnetic media degrade rapidly if not properly removed, stored and restored. This team also estimates the cost and time required to restore the primary site.

CONTINUITY OF OPERATIONS APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

B. Response Actions – Cont

3. Restoration

- a. **Relocation:** Agencies may need to move out of their emergency sites to previous occupied facilities or to new facilities.
- b. **Business Processing:** At the end of the BCP execution, agency business functions should return to normal.

V. RESOURCE REQUIREMENTS

Agency BCP's should address administrative safety/security/support services and documentation control, computer support, Internet, office supplies, telephone, copy machine and fax communications. This requires office equipment, resources and sufficient trained personnel to support the BCP initiatives and activities to sustain each agencies mission.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM will be responsible for reviewing and revising this annex as required. ADEM will coordinate with ADOA/GITA and other state government agencies ensuring current standards and methods are implemented in maintaining this document.

VII. DEFINITION OF TERMS

Administrative Functions

Functions which relate to the internal control, management and administration of a government agency supporting its ability to perform business functions, e.g., training, payroll, personnel services, facility maintenance, ect.

Agency

Any state agency, board, commission or political subdivision.

Alternate Site

A location, other than the normal facility, which can be used to conduct core processes.

Business Continuity

The ability to continue essential business processes at an acceptable level despite a support function outage.

Business Continuity Planning

Providing for the timely availability of all of the resources necessary to operate critical business processes at a level acceptable to the public.

CONTINUITY OF OPERATIONS APPENDIX

VII. DEFINITION OF TERMS – CONT

Critical Functions

Functions which have a direct and immediate affect on the general public in terms of the loss of life, personal injury, loss of property, and/or the ability of government to maintain direction and control. The loss of a critical function may either result in such losses or inhibit government's ability to preclude or minimize such losses.

Disaster

An event that leads to disruption of critical business processes; implies non-recoverable, irreparable damage, or a disruption which lasts for an unacceptable period.

Essential Functions

Functions, which provide necessary government services to the public that are not deemed "critical functions."

Risk Analysis

Identifying the potential for exposure or loss through Risks, either manmade or natural. Risks are constant throughout our daily lives. The potential is usually measured by its probability in years.

Safeguarding Vital Records

Measures taken by government to protect vital records that the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

Threat

External in nature; agency, board or commission would have minimal if any control in preventing occurrence; however, protective measures may be implemented to minimize impact of an occurrence.

Vulnerability

Weakness in the design or application of control within a process, function, or facility which may promote or contribute to a disruption.



LOGISTICS MANAGEMENT ANNEX

I. INTRODUCTION

A. Purpose

This annex provides policy and guidance for providing logistical support to response agencies that do not have the personnel, material, administrative, or fiscal capabilities to provide necessary coordination and procurement of supplies, material, or manpower to satisfy disaster response requirements.

B. Scope.

This annex is applicable to all declared and undeclared emergencies and disasters and may be applied both during activations of the State of Arizona Emergency Operations Center (SEOC) and during standby periods.

II. POLICIES

- A. When tasked, State agency directors will provide organic assets to meet the needs necessary to support local jurisdictions and other state agencies.
- B. When State agency resources are committed or not in inventory, the Division of Emergency Management (ADEM) may obtain those requirements through interstate mutual aid compacts.
- C. When interstate mutual aid is unavailable or otherwise unsuitable, the ADEM may cause or authorize the procurement of required assets.
- D. Records will be maintained to track the procurement process in accordance with current statutes and regulations for possible reimbursement from disaster recovery funds.

III. SITUATION AND ASSUMPTIONS

- A. Disaster response rapidly consumes organic assets of response organizations.
- B. Response organizations do not maintain sufficient inventories of supplies and equipment to satisfy needs beyond normal daily operations.
- C. Local jurisdictions do not have sufficient fiscal resources to meet disaster needs.

LOGISTICS MANAGEMENT ANNEX

IV. CONCEPT OF OPERATIONS

- A.** When the SEOC is activated an incident command structure is established which includes: Policy Section, Operations Section, Plans Section, and Logistics and Resource Section. The Logistics and Resource Group includes: Resource Coordination Branch, Telecommunications Branch, Information Management Branch, Emergency Information System Branch, Facility Support Branch, and Fiscal Services Branch.
1. The Resource Coordination Branch secures the availability of incident response resources to support various Emergency Support Functions, secures resources to support the response effort of the emergency management organization.
 2. The Telecommunications Branch assures that landline and radio communications systems required for the SEOC operations are maintained and available for immediate use upon activation of the SEOC. The Telecommunications Branch may be tasked to provide or coordinate communications support to the emergency management organization.
 3. Information Management Branch develops and maintains the automation network to support the information needs of the SEOC activity and its interface with the emergency management community.
 4. The Emergency Information System Branch maintains and develops the Incident log and its related application software and data bases and trains the cadre of EIS Operators to provide the SEOC and the emergency management community the capability to receive, store, analyze and disseminate incident management data.
 5. The Facility Support Branch provides support services to the SEOC activity including facility maintenance, food service, facility reception, security, and monitoring of alert and warning systems.
- B.** The Logistics and Resource Section will receive tasks for personnel, equipment and material from the Policy Section, Operations Section or the Plans Section. The Logistics and Support Section will satisfy these tasks by the most efficient and expeditious means available while ensuring adherence to current statutes and administrative regulations.
- C.** The Logistics and Resource Section may be augmented and supported by a Resource Management Team from the State Land Department, Fire Management Division.

LOGISTICS MANAGEMENT ANNEX

V. ORGANIZATIONAL RULES AND RESPONSIBILITIES

A. State Government

1. The Division of Emergency Management will provide logistical support to local response organizations and state agencies supporting emergency management operations.
2. The State Land Department, Fire Management Division will augment the SEOC Logistics and Resource Section by providing Resource Management Specialists when tasked.
3. Other State agencies will assess response requirements and determine unmet needs and communicate those needs to the SEOC for tasking.

B. Federal Government

The Federal Emergency Management Agency dispatches an Emergency Response Team to coordinate with ADEM during incidents that attain Presidential Declarations of Major Disaster or Emergency. The ERT will coordinate Federal agency assets that are tasked to support state and local agencies responding to an incident.

C. Local Organizations

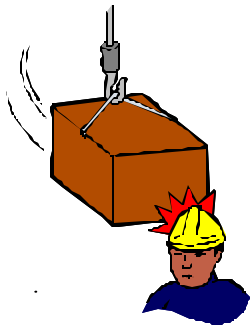
1. Emergency response occurs at the local level and resources are committed, employed, and consumed rapidly. Local agencies will track response requirements and determine needs that will be communicated to the SEOC.
2. Local jurisdictions are responsible for maintaining records of resources, material and assets employed for emergency response and submitting appropriate requests for recovery.

VI. ADMINISTRATION AND RESOURCES

- A. The Division of Emergency Management will provide administrative and resources necessary to accomplish this mission from within State agency assets.
- B. State agencies supporting emergency response are encouraged to establish internal logistics and resource management staffs and procedures.
- C. Local agencies are encouraged to establish logistics and resource management staffs and procedures.

VII. PLAN MAINTENANCE

ADEM will maintain development and updates to this Logistics Support Annex.



OCCUPATIONAL SAFETY & HEALTH SUPPORT ANNEX

I. INTRODUCTION

A. Purpose

This annex provides policy and guidelines to minimize the risk of injury or illness to emergency workers deployed in disaster response, recovery or mitigation operations.

B. Scope

1. This annex applies to all personnel, regardless of agency affiliation, who are involved in emergency operations (including exercises and drills) on behalf of the State of Arizona and its residents. Safety and health policies will be effective for all personnel whether on or off duty or on or off state-owned premises. For the purposes of this annex, emergency worker applies to full and part-time employees, reservists, local hires, and any other state controlled personnel, whether staff, managers, or executives who are employed in any capacity related to response, recovery, or mitigation resulting from a state of emergency or disaster proclaimed by the Governor. Personnel working at a disaster location, local emergency operations center, or state emergency operations center while representing the State are also included. In some cases, this includes personnel who are members of voluntary organizations active in disasters as well.
2. The objective of this annex is to ensure that disaster workers work and reside in the safest and healthiest environment possible under the circumstances. This is accomplished by:
 - a. Providing guidance for health and safety hazard identification for emergency personnel during actual disaster responses and exercises.
 - b. Describing responsibilities for protecting personnel from injury and illness and providing immediate response and remediation in the event an incident occurs.
 - c. Providing a standard reporting system for reporting and documenting disaster worker injuries and illnesses.
 - d. Ensuring that all State agencies take all reasonable steps to protect emergency responders from disaster related hazards by adhering to OSHA and other regulatory standards.

OCCUPATIONAL SAFETY & HEALTH SUPPORT ANNEX

II. POLICIES

- A.** All State agencies are responsible protecting emergency workers in accordance with OSHA and individual agency regulations. As applicable, this includes allocating fiscal and material resources to health protection, training, purchase of protective equipment and clothing, and correcting unsafe or unsanitary conditions.
- B.** ADEM will implement safety and health management activities while involved in disasters and exercises by:
 - 1. Designating a qualified Disaster Safety Officer in accordance with Incident Management System doctrine.
 - 2. Identification and mitigation of hazards to emergency workers at disaster and exercises sites.
 - 3. Ensuring that all disaster workers receive disaster health and safety training and information.
- C.** Response agencies will insure that emergency workers are properly equipped and trained with appropriate and fitted with Personal Protective Equipment (PPE) as necessary.
- D.** The State Disaster Safety Officer will be a collateral duty or subordinate duty of the Logistics chief. The State Disaster Safety Officer is responsible for establishing a system for reporting, investigating, and recommending measures for avoidance or remedy of hazards. This system should include centralized record keeping and maintenance and may include the workers compensation reporting documentation.
- E.** The State Disaster Safety office is responsible for producing an after action and post-event reports on health and safety issues. These reports will include input from support and response agencies participating in the disaster or exercise.

III. SITUATIONS AND ASSUMPTIONS

- A.** The gravity and urgency of a disaster situation may cause emergency response personnel to react without adequate information about health and safety hazards that may be present. Expert situation analysis or extenuating factors may instigate a revision of the hazard analysis. The situation may call for the immediate deployment of protective clothing and equipment as well as monitoring, survey, or decontamination equipment. Among the safety and health hazards emergency workers may encounter are:

OCCUPATIONAL SAFETY & HEALTH SUPPORT ANNEX

III. SITUATION AND ASSUMPTIONS – CONT

A. The gravity and urgency of a disaster ... Cont

1. Safety Problems: wet or uneven floors or carpets, broken walkways, or unlighted parking lots; sharp edges, falling objects; blocked fire doors or emergency escape routes; lack of emergency lighting; electrical cables strung across floors or from ceilings; unprotected or underground electrical circuits; traffic safety issues (internal and external); construction and equipment hazards; field issues such as damaged structures, fire, flood, or winter storm conditions.
2. Health Problems: ergonomic issues; repetitive motion injuries; reactions to matter, chemicals, NBC contaminants; exposure to hazardous materials such as asbestos or PCB's; naturally occurring infectious diseases and vector caused illnesses; poor ventilation or air quality; exposure to weather extremes, etc.

B. Planning Assumptions

1. ADEM is responsible for the health and safety emergency workers employed by the State.
2. The State Disaster Safety Officer is responsible for occupational health and safety coordination. The State Disaster Safety Officer will immediately implement corrective actions upon observing or being informed of unsafe or hazardous conditions affecting the effectiveness of response activities.
3. All emergency workers are tasked to report conditions or situations that pose an occupational threat to emergency workers and halt emergency work until corrective actions have been implemented.
4. State agencies tasked in this Plan will ensure that potential emergency workers are equipped and trained to operate PPE that will be employed when they respond.

IV. CONCEPT OF OPERATIONS

- #### **A.**
- The State of Arizona Emergency Operations (SEOC) Logistics Chief will designate a SEOC Safety Officer who will conduct an incident assessment to determine safety concerns. The Safety Officer will brief all Technical Advisors, ESF Responders, etc., on the conditions, hazards and precautions to be employed and while visiting or working in the disaster incident area.

OCCUPATIONAL SAFETY & HEALTH SUPPORT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

- B.** The Disaster Field Office State Coordinating Officer will designate a Safety Officer who will conduct an assessment to determine safety concerns. The DFO Safety Officer will brief all Disaster Reservists, Community Relations, and other personnel visiting or working in the disaster incident area.
- C.** Safety Officers will ensure that all personnel visiting and working in the disaster incident area are familiar with the use, operation, and maintenance of any necessary personnel protective equipment (PPE).
- D.** Safety Officers will coordinate and exchange information between each other and the incident command safety officer to ensure that maximum attention is paid to safety.
- E.** Safety Officers will report injuries to emergency workers in accordance with state laws and Department of Administration (ADOA), Risk Management policies. Appropriate reporting forms will be obtained from Department of Emergency and Military Affairs (DEMA), Personnel Office. These forms will be completed and forwarded to ADOA Risk Management.

II. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A. Division of Emergency Management (ADEM):**
 - 1. Assume overall supervisory responsibility for emergency relief worker safety and health.
 - 2. Ensure that unsafe and unsanitary conditions are reported, briefed, and corrected when practical.
 - 3. Ensure that injuries are reported and appropriate records maintained.
 - 4. Ensure that disaster relief workers and support personnel receive appropriate PPE and training.

OCCUPATIONAL SAFETY & HEALTH SUPPORT ANNEX

B. Support Agencies:

1. Attend and receive safety briefings.
2. Attend training and orientation programs and employ appropriate PPE.
3. Report unsafe conditions and take corrective actions when practical and appropriate.

III. ADMINISTRATION AND RESOURCES

A. Administration:

1. The SEOC Logistics Section Chief will ensure that PPE training and orientation is conducted as appropriate.
2. The Logistics Section Chief is responsible for submitting completed Industrial Injury Reports to ADOA Risk Management through the DEMA Personnel Office.
3. DEMA Personnel office will process and track Industrial Injury Reports.

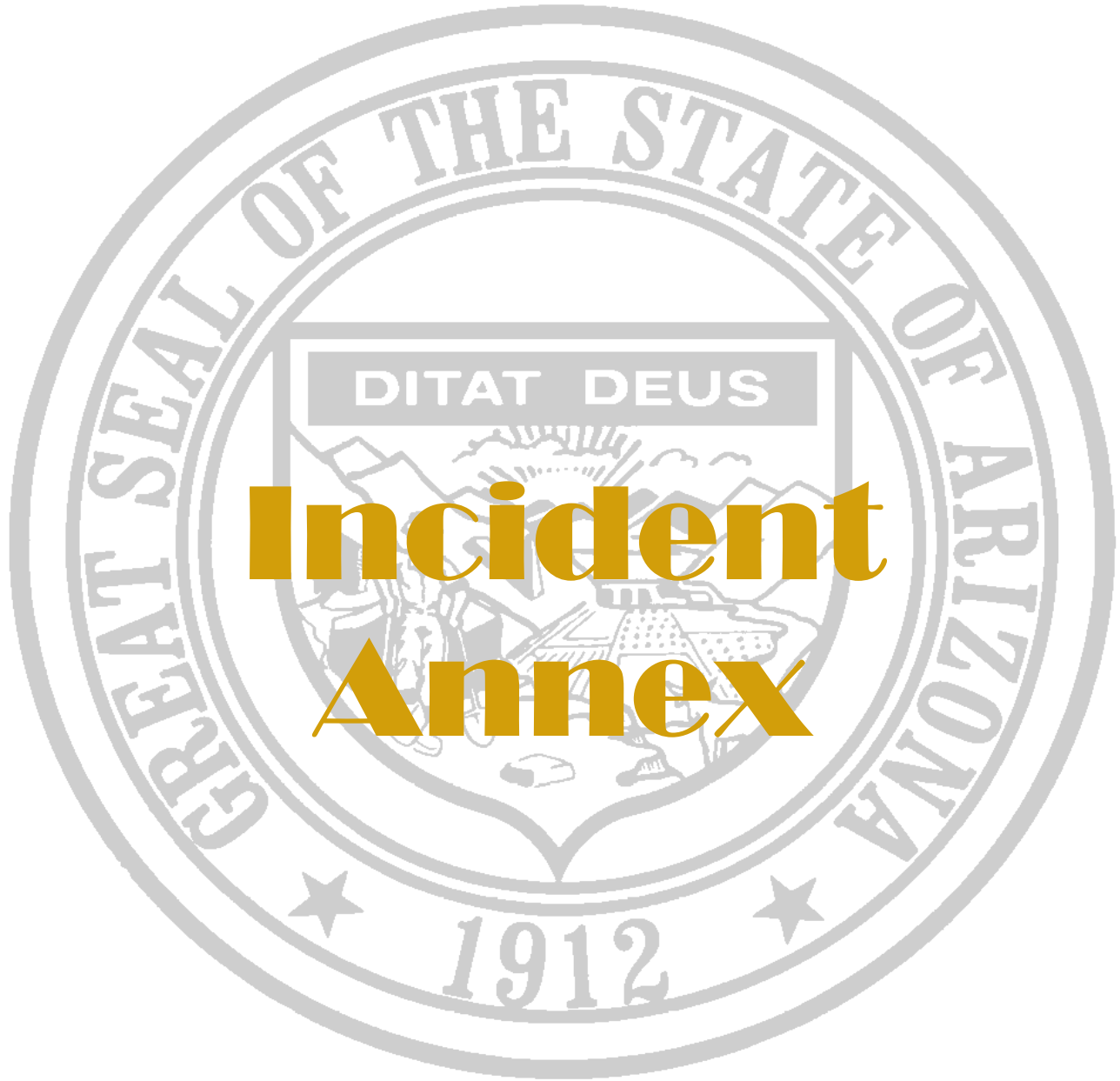
B. Resources:

1. Identified safety and health hazards will be corrected as expeditiously as possible utilizing appropriate equipment, resources, and procedures.
2. Whenever necessary, emergency relief work will be halted until appropriate equipment, personnel, or conditions become available.
3. SEOC Logistics Section will procure and distribute appropriate PPE and contract hazard specific mitigation work or equipment.

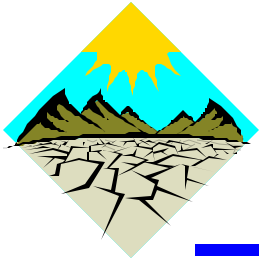
IV. PLAN MAINTENANCE

ADEM is responsible for the development and maintenance of this Safety & Health Annex. Periodic review and disaster and/or exercise after action reports will be used as the plan update mechanism.

State of Arizona



Emergency Response and Recovery Plan



DROUGHT INCIDENT ANNEX

PRIMARY AGENCIES:

State: Governor's Drought Task Force
Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
Department of Water Resources (ADWR)
Department of Agriculture (ADA)
State Land Department (ASLD)
Arizona Corporation Commission (ACC)

Federal: Bureau of Reclamation (USBOR)

SUPPORT AGENCIES:

State: Water Infrastructure Finance Authority (WIFA)
Department of Environmental Quality (ADEQ)
Department of Health Services (ADHS)
Department of Commerce (ADC)
Department of Real Estate (ADRE)
Arizona Game and Fish Department (AZGFD)

Federal: Federal Emergency Management Agency (FEMA)
National Weather Service (NWS)
Department of Agriculture (USDA)
Environmental Protection Agency (EPA)
Department of Interior (USDOI)
US Army Corps of Engineers (USACE)
Department of Commerce (USDC)

Local: Boards of Supervisors
County Managers
Health Departments
Tribal Governments

I. INTRODUCTION

A. Purpose

1. Identify organizations responsible for drought assessment, response, and recovery.
2. This Annex does not address mitigation measures or policies, programs or procedures (i.e., water conservation or moratorium programs) that may be implemented prior to a State of Emergency Declaration or an ADEM coordinated response.

DROUGHT INCIDENT ANNEX

I. INTRODUCTION – CONT

A. Purpose - Cont

3. Describe policies and procedures for State of Arizona drought response and recovery.

B. Scope

This incident annex is applicable to state agencies with drought response and recovery roles. Certain state agencies that are not identified here may also be called upon to provide support.

II. SITUATION AND ASSUMPTIONS

Most of Arizona is desert with only about 25% of the state existing as woodlands, forest or grasslands. A monsoon season from late July through mid October accounts for the majority of the year's rainfall in the lower desert, while winter snows in higher elevations provides the balance of the state's moisture. Residential consumers, industrial, farming and live stock industries are supported by ground water pumping with augmentation from surface water. Economically, drought will first impact cattle and other livestock producers who rely on open range grazing. However, in central and southern Arizona, agriculture depends heavily on the Central Arizona Project and Salt River Project irrigation systems, thus resulting in minimal impact from drought conditions.

A. Water Sources

Surface Water - Arizona enjoys a large system of reservoirs that supports recreation, hydroelectric production, wildlife, and livestock. These reservoirs are replenished by run-off from streams. The majority of these reservoirs are fed by melting snow pack and springs in the higher elevations. In order to make the best use of the surface water when and where it is needed, storage reservoirs and delivery systems have been constructed throughout the state. Most notable are the major storage systems located on the Salt, Verde, Gila and Agua Fria rivers. Almost all-natural surface water in Arizona has been developed.

A separate category of surface water in Arizona is supplied through the Colorado River. The federal government constructed a system of reservoirs on the River to harness its supplies for use in several states. Arizona, California, Nevada, New Mexico, Utah, Colorado, Wyoming, and Mexico share the river's resources. Rights to use Colorado River water are quantified by a string of legal authorities known as the "Law of the River." Based on this body of law, Arizona has the right to use 2.8 million acre feet annually of Colorado River water. Mohave, La Paz and Yuma county water users rely on Colorado River water as their principle water supply. When fully utilized, the Central Arizona Project will deliver on average 1.5 million-acre feet of Colorado River water to Maricopa, Pinal, and Pima Counties.

DROUGHT INCIDENT ANNEX

II. SITUATIONS AND ASSUMPTIONS – CONT

A. Water Sources – Cont

Ground Water - About 40 percent of the state's water use comes from ground water sources. Groundwater is found beneath the earth's surface in natural reservoirs called aquifers. In most cases the water stored in these reservoirs has been in place for millions of years. Groundwater has been pumped out more rapidly than it is being replenished, creating a condition called overdraft. Though a large amount of water remains stored in Arizona's aquifers, its availability is limited by location, depth and quality. By continuing to overdraft the state's groundwater supplies, we challenge our ability to ensure a secure water supply for the future. In recognition of this threat, Arizona implemented the Groundwater Management Code in 1980. The Groundwater Code promotes water conservation and long-range planning of our water resources.

Reclaimed Water, or effluent, is the one increasing water source in our state. As our population water use grows, more treated wastewater will be available. Reclaimed water is treated to a quality that can be used for purposes such as agriculture, golf courses, parks, industrial cooling, or maintenance of wildlife areas.

B. Water Management

The State of Arizona, by necessity, has formulated a efficient intrinsic water management program. Eighty-five per cent of the state's population lives in Active Water Management areas that have water conservation programs in place. Water management has been institutionalized in Arizona by statutes, codes, or ordinances. Applicable state laws can be found in ARS Titles 11, 17, 41, 43, 45, and 48. The Governor's Water Commission, formed in July 2000, is tasked with reviewing and recommending updates to all water related statutes within eighteen months. Furthermore, The Governor's Drought Task Force establishes a coalition of state agencies to monitor indices and advise the Governor and the public of climate trends, their impact, and conservation and mitigation measures. Potable water has not historically been affected by lack of rainfall or runoff. The areas that do experience potable water shortages are outside active water management areas. Mitigation measures, including hauling and well drilling, are ongoing.

A drought in Arizona occurs when the state experiences exaggerated periods of little or no precipitation. Even during the driest periods, demand tends to remain constant or even increases. As supplies are depleted the demand upon surface water supplies are the first and most obvious sources to be exhausted. This is, however, only an inaccurate indicator of ground water conditions. The Department of Water Resources has more accurate methods of estimating ground water supplies.

DROUGHT INCIDENT ANNEX

II. SITUATIONS AND ASSUMPTIONS – CONT

C. Additional Information

The Arizona Department of Water Resources maintains a site on the World Wide Web that expands in detail on Arizona Water and Active Management Areas. The address is:

<http://www.adwr.state.az.us/waterinfo.htm>.

D. Drought Indicators

The primary indices used for determining drought conditions are the Palmer Drought Severity Index (PDSI) and the Standardized Precipitation Index (SPI).

1. The Palmer Drought Severity Index is a “meteorological” drought index that responds to weather conditions that have been abnormally dry or abnormally wet. The PDSI is calculated based on precipitation, temperature and Available Water content (AWC) of the soil. The Palmer Index varies from +6.0 to -6.0 with a classification scale indicating relative meteorological and hydrological development cycles. Table 1 reflects the range and extent of the PDSI classification system:

Table 1: PSDI Classification System	
+4.00 or more	Extremely wet
+3.00 to +3.99	Very wet
+2.00 to +2.99	Moderately wet
+1.00 to +1.99	Slightly wet
+0.50 to +0.99	Incipient wet spell
+0.49 to -0.49	Near normal
-0.50 to -0.99	Incipient dry spell
-1.00 to -1.99	Mild drought
-2.00 to -2.99	Moderate drought
-3.00 to -3.99	Severe drought
-4.00 or lower	Extreme drought

DROUGHT INCIDENT ANNEX

II. SITUATIONS AND ASSUMPTIONS – CONT

D. Drought Indicators – Cont

2. The Standard Precipitation Index (SPI) is designed to quantify the precipitation deficit for multiple time scales. These time scales reflect the impact of drought on the availability of different water resources. The SPI is calculated by taking the difference of the precipitation from the mean for a particular time scale, and then dividing it by the standard deviation. A drought event is defined as any time the SPI is continuously negative and reaches an intensity where the SPI is -1.0 or lower. The drought event ends when the SPI becomes positive.

Table 3: Standardized Precipitation Index		
SPI Values	Drought Category	Time Category
0 to -.99	Mild Drought	
-1.0 to -1.49	Moderate Drought	
-1.5 to -1.99	Severe Drought	
-2.00 or less	Extreme Drought	

Table 3 also shows the percent of time (Time Category) that the SPI is in each of the categories based on an analysis of the available station data. Because the SPI is standardized, these percentages are usually expected from a “normal distribution” of the SPI.

III. CONCEPT OF OPERATIONS

- A. The Governor directed the formation of the Governor’s Drought Task Force consisting of representatives from the ADA, ADEM, ADEQ, ADWR, ADHS, ACC, and ADRE. This Task Force is delegated policy and planning authority and is responsible for implementing response policies and advising the Governor.
- B. The lead state agency for drought response is the Arizona Division of Emergency Management (ADEM). Upon determining that conditions warrant that a State Declaration of Emergency is appropriate, the Governor’s Drought Task force will recommend to the Governor, through the Director of ADEM, that a Proclamation be issued.

DROUGHT INCIDENT ANNEX

III. CONCEPT OF OPERATIONS – CONT

- C. When the Governor has proclaimed a State of Emergency, the Director, ADEM will activate the SEOC and the Directors of primary agencies, or appointed representatives, may respond to the SEOC and provide technical support.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Governor's Drought Task Force** shall:
 - a. Receive, collate, and analyze weather, precipitation, and supply data to effectively forecast drought conditions.
 - b. Advise the Governor, recommend state policy and develop contingency plans and measured responses to conditions.
 - c. Assume responsibilities as the Policy Section for the SEOC and provide direction and oversight to response operations.
2. **Division of Emergency Management (ADEM)** shall:
 - a. Monitor the development of weather and climate conditions affecting the state.
 - b. Maintain liaison with appropriate state and federal agencies charged with collecting, analyzing and disseminating information related to weather and water supply.
 - c. Analyze available information to assess the likelihood of intensification or lessening of drought conditions and the potential impact on the state.
 - d. Provide periodic drought situation reports and provide spot situation reports as needed.
 - e. Develop drought specific Incident Action Plans.
 - f. Monitor community-level potable water status state-wide.
 - g. Establish procedures and a checklist for tracking potable water shortages
 - h. Maintain Situation Status Maps.
 - i. Include community potable water status reports in Drought Status Reports.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

3. **Department of Water Resource (ADWR)** shall:
 - a. Project impacts and assist in developing contingency plans
 - b. Develop procedures for tracking drought indices and informing appropriate agencies (ADEM, ADA, AZGFD, ASLD, ADEQ, ADHS, etc)
4. **Department of Agriculture (ADA)** shall:
 - a. Coordinate state and federal drought relief programs, such as feed and water distribution for livestock and crop producers
 - b. Plan and guide the distribution of statewide drought relief programs by utilizing personnel stationed throughout the state and especially in rural areas
 - c. Coordinate the regional advocacy for drought/disaster relief through NFACT¹
 - d. Devise a multi-media campaign to inform citizens, urban and rural, of the existing drought conditions and available assistance programs.
5. **State Land Department (ASLD)** shall:
 - a. Develop plans and procedures for collecting and analyzing drought data for state lands
 - b. Establish and maintain liaison with the Governor's Drought Task Force and provide the Task Force with data analysis
 - c. When requested participate as a member of the SEOC Operations Section.
6. **Department of Commerce (ADC)** shall:
 - a. Provide representation to the Governor's Drought Task Force
 - b. Provide economic analysis of drought impact on business, industry and growth for the State.

¹ NFACT is a coalition of five state departments of agriculture (New Mexico, Florida, Arizona, California and Texas) that represents 23% of U.S. agricultural cash receipts and 25% of Congress. The coalition utilized its advocacy abilities to secure increased drought assistance for Texas and New Mexico in 1998.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

7. **Corporation Commission (ACC)** shall:
 - a. Regulate and certify privately owned (public service) water companies and coordinate with companies to ensure adequate quality and quantities.
 - b. Assist the Governor's Drought Task Force and ADEM in the development of emergency policy.
8. **Water Infrastructure Finance Authority (WIFA)** shall:
 - a. Provide financing for water, wastewater, and reclamation infrastructure.
 - b. Provide a representative of the Governing Board to provide advice and make recommendations to the SEOC Policy Section.
9. **Department of Environmental Quality (ADEQ)** shall:
 - a. Be responsible for ensuring water quality and enforcing codes pertaining to location and maintenance of wells, cisterns, and other water storage facilities.
 - b. Provide a representative to the SEOC for both Policy and Operational Sections for advice and recommendations.
10. **Department of Health Services (ADHS)** shall:
 - a. Ensure the health and safety of Arizona residents by enforcing health codes and regulations pertaining to potable water.
 - b. Provide a representative to the SEOC Operations Section to provide technical expertise and advice.
11. **Game and Fish Department (AZGFD)** shall:
 - a. Monitor surface water conditions and impact on wild life and advise the Policy group regarding ecological and economic impact.
 - b. Provide a representative to the SEOC Operations Section to provide technical expertise and advise.
12. **Other Support Agencies** will participate as requested and as available.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government

The federal agencies listed as Primary and Support Agencies are not inclusive. Certain federal agencies are statutorily empowered to respond to drought independently.

1. National Weather Service - produces hydrologic forecasts, including water supply forecasts for the state and coordinates with the NRCS in the determination and production of water supply forecasts. NWS also produces short-term weather forecasts for state, collects and maintains meteorological records for weather stations around the state, including precipitation and temperature data, and produces reports that summarize state meteorological data. NWS also conducts climate analyses and produces weekly Palmer Drought Severity Index values and Crop Moisture Index values for states.
2. U.S. Department of Agriculture, Farm Service Agency - provides emergency programs during periods of drought to eligible producers suffering losses from drought. FSA also provides guaranteed and insured loans to assist family farmers, ranchers, and aquaculture operators in recovering from losses resulting from droughts. Various government mitigation and response programs can be researched through the internet at www.usda.gov/services.html.
3. U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) is responsible for the Emergency Watershed Protection (EWP) program, which provides technical and financial cost-share assistance to relieve imminent hazards to life and property created by drought, floods, wildfires, windstorms, earthquakes, or other natural disasters. The EWP program can provide up to 75% of the cost of the emergency treatment. The remaining 25% must come from local sources and can be in the form of cash or in-kind services. A project sponsor must represent interested persons. Eligible sponsors must have the ability and legal authority to enter into contracts and obtain any needed land rights, water rights, and permits for the lands they are sponsoring. Potential sponsors can be any city, county, or State government, American Indian Tribal Nation, and other watershed authority. NRCS also provides technical assistance to the agricultural community on matters related to soil and water conservation through its normal conservation programs.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Federal Government – Cont

The federal agencies listed as Primary and Support Agencies - Cont

4. The U.S. Army Corps of Engineers (USACE) - addresses drought as a part of the hydrologic spectrum in its design of projects, including environmental restoration projects. However, the Corps has no authority or funding specialty for drought planning. The Corps operates federal reservoirs controlling releases of stored water for project purposes in periods of surplus run off. They administer the "404 Permit" section of the Federal Clean Water Act, and the Federal Rivers and Harbors Act. USACE also conducts regional meetings to gather public comment and respond to local concerns and problems related to USACE projects, such as flat water recreation during periods of droughts. They are responsible for constructing wells and transporting water to farmers, ranchers, and political subdivisions within areas determined to be drought-stressed by the Chief of Engineers. Before Corps assistance is considered, other applicable federal assistance authorities must be evaluated. The authority for these actions is the USACE responsibility under Public law 84-99.
5. Small Business Administrations (SBA) - administers the economic injury loan program for small business, including agricultural cooperatives, adversely affected by community agricultural losses. Businesses that depend on the business of agricultural producers affected by drought are eligible if an SBA disaster declaration is in effect in the state.
6. Federal Crop Insurance Corporation (FDIC) - provides insurance to farm owners and operators against unavoidable losses resulting from adverse conditions beyond the producers' control.
7. USGS, Department of the Interior (USDOI) - is responsible for measuring and reading stream flow data for most of the major rivers and streams of the state. USDOI will compare current stream flow data with historical data to evaluate current conditions. They are responsible for conducting surface water investigations, in conjunction with state and local agencies on water supply projects and for determining water supply quality and hazardous conditions evaluations. USDOI maintains a database of stream flow data on a real-time basis at the local level and conducts research on hydro logic processes and the effects of climate change.
8. The United States Forest Service, U.S. Department of Agriculture - assist states with wildland fire fighting and fire planning activities.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. Federal Government – Cont

The federal agencies listed as Primary and Support Agencies -Cont

9. Bureau of Reclamation (BOR), Department of the Interior - manages, develops, and protects water and related resources in an environmentally and economically sound manner in the interest of the American public. Reclamation operates and maintains major water storage reservoirs in the state. These projects provide water supplies for agricultural, municipal, industrial, and domestic uses. Fish and wildlife protection is also provided by the reclamation projects. BOR in concert with states, tribes, water users, and others, develops staged drought management contingency plans and implements effective drought management measures and activities. Other drought related activities BOR is involved are:
 - a. Works with other federal, state, and local agencies to enhance data collection and water supply forecasting capability to improve both water supply prediction and operational effectiveness.
 - b. Reviews operating criteria, strategies, and plans for Reclamation projects to determine if changes would make projects more effective in mitigating drought impacts.
 - c. Modifies project operations to minimize drought-related impact. This includes operations that enhance water delivery to contractors but may also include actions to protect fish, wildlife, recreation, and other values.
 - d. Offers programs that assist irrigation districts in securing adequate supplies of water and installing facilities for water delivery and distribution.
 - e. Monitors and reports water supply conditions of Bureau of Reclamation projects, and projects future water supplies.
 - f. Coordinates project operations with the Bureau of Indian Affairs (BIA) irrigation districts, and other operators of diversion facilities.
 - g. Assesses the need for changes in policy to better accommodate drought problems and solutions.
 - h. Provides the public with informational and educational materials regarding water conservation. This includes water supply and forecast information for use by state and other federal agencies for drought assessment and management decision-making.
 - i. Provides information and technical assistance on drought conditions and management programs and techniques to other federal and state agencies, tribes, water users.

DROUGHT INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Local Government

Local government is the principal level at which response activities are applied. Local government will assess its capabilities and needs and request necessary assistance through the county EOCs to the SEOC. Local government will coordinate the application of response endeavors.

C. Tribal Governments

See the Basic Plan for policies regarding responses to and support from tribal agencies.

V. ADMINISTRATION AND LOGISTICS

A. ADEM shall:

1. Develop Incident Action Plans for drought response.
2. Coordinate development and implementation of drought mitigation plans.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM is responsible for the development and maintenance of this Incident Annex.



FOREIGN ANIMAL DISEASE INCIDENT ANNEX

PRIMARY AGENCY:

State: Department of Agriculture (ADA)-Animal Services Division (ASD)

SUPPORT AGENCIES/ORGANIZATIONS:

State:

- Office of Attorney General (OAG)
- Department of Environmental Quality (ADEQ)
- Game and Fish Department (AZGFD)
- Department of Health Services (ADHS)
- State Land Department (ASLD)
- Department of Emergency & Military Affairs (DEMA)
 - Division of Emergency Management (ADEM)
 - National Guard (AZNG)
- Department of Public Safety (DPS)
- Department of Water Resources (ADWR)
- Department of Transportation (ADOT)
- Veterinary Diagnostic Laboratory-University of Arizona (UA)

Federal:

- United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS)
- USDA-Regional Emergency Animal Disease Eradication Organization (READEO) - Western Region
- USDA, APHIS VS Emergency Programs
- Federal Emergency Management Agency (FEMA)

County/Local:

- Emergency Management (CEM)
- Agricultural Extension Office
- Sheriff's Office (CSO)
- Public Works (CPW)
- Highway Department (CHD)

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

SUPPORT AGENCIES/ORGANIZATIONS: - CONT

Private: Arizona Veterinary Medical Association (AzVMA)
 American Veterinarian Medical Association (AVMA)
 USDA Accredited Veterinary Practitioners
 Arizona Cattlemen's Association
 United Dairymen of Arizona
 Arizona Pork Council
 Arizona State Horsemen's Association
 Arizona Poultry Industry Representative
 Livestock Markets
 Livestock Slaughter Establishments

I. INTRODUCTION

A. Purpose

To coordinate the emergency support activities of state, federal and private resources in response to and recovery from foreign animal disease incidents. This coordination may also involve the identification, prevention and control of diseases of public health significance. Although this plan does not specifically address surveillance and prevention activities, these are important components to preparedness for an outbreak of a foreign animal disease and should be included in local and state agency emergency operating plans.

B. Scope

This incident annex is applicable to all agencies identified in the Primary and Support Agency outline that may provide technical advice and assistance to county and local governments in the control and eradication of a foreign animal disease.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several serious animal disease outbreaks have occurred outside the United States. Foot and Mouth Disease in Taiwan in 1997 resulted in the slaughter of over 5 million hogs. The Hog Cholera Epidemic in the Netherlands resulted in the slaughter of over 10 million hogs. Bovine Spongiform Encephalopathy (BSE) or “mad cow” disease in the United Kingdom and Europe resulted in the destruction of large numbers of the beef and dairy cattle. The 2001 outbreak of Foot and Mouth Disease in the UK necessitated the destruction of well over 4,000,000 head of cattle, sheep, and swine. That outbreak spread rapidly to the European mainland with significant consequences. The aftershocks of the BSE outbreak (1 animal) in Canada in 2002 very nearly eradicated the Canadian beef industry. The situation clearly indicates the problem with unintended consequences that emerge with cases of Foreign Animal Diseases (FAD), natural or man-made in origin. The repercussions to this type of situation should be expected to last months to years.
2. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, the ongoing threat of agro-terrorism and the minor outbreak of a foreign plant disease within the state of Arizona in 1998 indicate our vulnerability to an outbreak of a Foreign Animal Disease.
3. An organized attack on the animal production system would most likely be very widespread, making recovery even more complicated. Presently, the U.S. is unprepared to absorb even a relatively small attack, since multiple commodities would be affected, even if only one species were targeted. Current federal emergency response plans for terrorism attacks on agriculture use the natural disease outbreak model.
4. The United States Department of Agriculture in cooperation with the Office of International Epizootics (OIE) has published the following lists of diseases of concern in their International Animal Health Code:

LIST A DISEASES: Defined as transmissible diseases which have the potential for very serious and extremely rapid spread, irrespective of national borders. These diseases may have serious socio-economic or public health consequence and are of major importance in the international trade of animals and animal products. All of these diseases are foreign to the United States except for Bluetongue and Vesicular Stomatitis.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

II. SITUATION AND ASSUMPTIONS – CON'T

A. Situation – Con't

4. The USDA ... Cont

LIST A DISEASES: - Cont

AO10 Foot and Mouth Disease
AO20 Vesicular stomatitis
AO30 Swine vesicular disease
AO40 Rinderpest
AO50 Peste des petits ruminants
AO60 Contagious bovine pleuropneumonia
AO70 Lumpy skin disease
AO80 Rift Valley fever
AO90 Bluetongue
A100 Sheep pox and goat pox
A110 African horse sickness
A120 African swine fever
A130 Classical swine fever (Hog Cholera)
A150 Highly pathogenic avian influenza (Fowl Plague)
A160 Newcastle disease

LIST B DISEASES: Transmissible diseases that are considered to be of socio-economic and/or public health importance within countries and which are significant in the international trade of animals and animal products. Reports are normally submitted once a year, although more frequent reporting may in some cases be necessary to comply with Articles 1.2.0.2. and 1.2.0.3 of the International Animal Health Code. Many of these diseases are foreign to the United States.

Multiple Species Diseases range from B051 Anthrax to B060 Screwworm.

Cattle Diseases range from B101 Bovine anaplasmosis to B115 Bovine Spongiform encephalopathy.

Sheep and Goat diseases range from B151 Ovine epididymitis (*Brucella ovis*) to B161 Maedi-visna.

Horse Diseases range from B201 Contagious equine metritis to B216 Venezuelan equine encephalomyelitis.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

A. Situation – Cont

LIST B DISEASES: - CONT

Pig Diseases range from B251 Atrophic rhinitis to B257 Porcine reproductive and respiratory syndrome.

Poultry Diseases range from B301 Avian infectious bronchitis to B313 Pullorum disease (*Salmonella pullorum*).

Lagomorph Diseases range from B351 Myxomatosis to B353 Viral haemorrhagic disease of rabbits.

Fish Diseases range from B401 Viral hemorrhagic septicaemia to B415 *Oncorhynchus masou* virus disease.

Mollusc Diseases range from B431 Bonamiosis to B436 Mikroctosis (*Mikrocytos mackini*).

Bee Diseases range from B451 Acariasis of Bees to B455 Varroasis.

Diseases of other Animal Species include B501 that is Leishmaniosis.

5. Even though the threat of foreign animal disease has increased, the general public gives them relatively low priority. Protecting American animal agriculture requires cooperation and partnership. Consideration must be given to the fact that an uncontrolled outbreak of foreign animal disease within the state of Arizona would be devastating to the economy and the health, not just of Arizona, but of the entire country.

B. Assumptions

1. Local livestock producers, dairymen, feedlot operators, chicken farmers, horsemen, and hog producers will be the first to notice an unusual condition/disease in their animals. Many of these producers will consult with their herd veterinarian. Other may contact the ADA or the Arizona Veterinary Diagnostic Laboratory. Some may even go so far as to send specimen samples to the Arizona Veterinary Diagnostic Laboratory, located at the University of Arizona at Tucson or a private laboratory.
2. Depending on the symptoms displayed by the animal and the history of the problem, the local veterinary practitioner, the producer, the laboratory, or the local ADA Livestock Inspector will notify the State Veterinarian at the Arizona State Department of Agriculture in Phoenix or the USDA, Animal and Plant Health Inspection Service (APHIS), Veterinary Service Area Veterinarian-in-Charge (USDA-AVIC), of their suspected diagnosis. The State Veterinarian will notify the appropriate federal and state government officials and take steps to isolate the disease to as small an area as possible.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

II. SITUATION AND ASSUMPTIONS – CONT

B. Assumption – Cont

3. Foreign animal diseases may potentially have adverse effects on wildlife or the public health and welfare.

III. CONCEPT OF OPERATIONS

- A.** Upon notification by a local veterinarian, a producer, the University of Arizona Veterinary Diagnostic Laboratory, or the U.S. Dept of Agriculture, that an outbreak of Foreign Animal Disease is suspected or confirmed, either within or without the state, the State Veterinarian or his/her assistant, will notify the Director of ADA who may activate the State Core Decision Team which consists of the following organizations:

1. Arizona Department of Agriculture (ADA).
 - a. Director
 - b. Associate Director, Animal Services.
 - c. State Veterinarian
 - d. Assistant State Veterinarian
 - e. Chief Livestock Officer, Animal Services Division
 - f. Regional Manager(s), Animal Services Division
 - g. Assistant Attorney General
 - h. PIO
2. Area Veterinarian-in-Charge, USDA/APHIS/Veterinary Services (AVIC)
3. Director, Arizona Veterinary Diagnostic Laboratory
4. Director, Arizona Division of Emergency Management
5. Industry representative(s) (dependent on animal species involved)

- B.** The Director, ADA, on advice of the State Veterinarian, may activate any and all of the Secondary Core Decision Group which may consist of the following representatives:

1. Director, Arizona Game and Fish Department
2. Adjutant General, Arizona National Guard
3. Director, Arizona Department of Environmental Quality
4. Director, Arizona Department of Health Services
5. Director, Arizona Department of Public Safety
6. Director, Arizona Department of Transportation

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

III. CONCEPT OF OPERATIONS - CONT

- C.** The above outlined organizations will make the determination as to what procedures will be established to:
1. Isolate the affected area;
 2. Contain and eliminate the Foreign Animal Disease.
 3. Which ESF's of the SERRP will be activated
 4. When to activate the SEOC.
 5. When to request activation of the USDA-READEO (Regional Emergency Animal Disease Eradication Organization).

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agency

1. The **Arizona Department of Agriculture (ADA)**:
 - a. The ADA is identified as the primary agency for this Incident Annex. ADA will function as the primary decision maker for the Primary and Secondary State Core Decision Groups, and co-decision maker with USDA. ADA will function as the lead state agency when the USDA emergency management system is activated.
 - b. ADA will be responsible for acting as liaison between the local governments, the State of Arizona, and the federal government.
 - c. ADA will assume on-scene command and declare quarantine, and coordinate depopulation and disposal of infected animals as necessary.
 - d. ADA will consult with ADEQ and ADHS, as necessary, to determine appropriate disposal and disinfections procedures, and Personal Protective Equipment (PPE) needed by on-scene personnel.

B. Supporting Agencies:

1. **State Government:**
 - a. **Attorney General's Office (OAG)** will provide legal assistance as required to accomplish the overall mission of dealing with a Foreign Animal Disease within or without the boundaries of the State of Arizona.
 - b. **Arizona Veterinary Diagnostic Laboratory, University of Arizona** will:
 - (1) Immediately report suspect cases of Foreign Animal Disease to the ADA.
 - (2) Assist the ADA in investigating outbreaks of animal disease.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Supporting Agencies – Cont

1. State Government - Cont

c. Division of Emergency Management (ADEM) will:

- (1) Activate the State Emergency Operations Center (SEOC) upon notification by ADA of an outbreak of a Foreign Animal Disease or at the direction of the State Core Decision Group.
- (2) Through the SEOC, provide liaison to other state, county, and local government agencies and tribal authorities.
- (3) Establish procedures for documenting expenses.
- (4) Provide representation to the State Core Decision Group.
- (5) Through activation of the State Emergency Response and Recovery Plan, provide access to the State Emergency Council, and federal agencies other than the U.S. Department of Agriculture, as required.

d. Department of Emergency & Military Affairs - National Guard (DEMA) will:

- (1) Activate appropriate members of the Arizona National Guard (AZNG) per directive of the Governor of Arizona. The following types of Guard missions may be assigned:
 - (a) Military Police
 - (b) Heavy Equipment and Operators
 - (c) Transportation
 - (d) Aviation and crews
 - (e) Decontamination of people and equipment
 - (f) Administrative
- (2) Members of the AZNG may be required to assist the ADA, local law enforcement and the DPS in the staffing of roadblocks, preparation of burial sites for destroyed animals, transport of equipment and possibly infected, exposed, or dead animals, rapid transport of response members to an incident area, and other missions which may be deemed essential.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Supporting Agencies – Cont

1. State Government: - Cont

d. Department of Emergency & Military Affairs - Cont

- (3) Personal Protective Equipment (PPE) and decontamination procedures will be established by the ADA in consultation with the ADHS and provided to assigned personnel.

e. Department of Public Safety (DPS) will:

- (1) Be prepared to provide roadblocks on state and federal highways for restricted and quarantined areas outlined by the State Core Decision Team and/or the U.S. Department of Agriculture.
- (2) Assist local and county law enforcement in access control of restricted or quarantined areas.
- (3) Perform other functions as requested by the State Emergency Operations Center.
- (4) Personal Protective Equipment and decontamination requirements will be identified by ADA in consultation with ADHS and provided to assigned personnel.

f. Department of Environmental Quality (ADEQ) will provide representation to the State Decision Core Group and:

- (1) Provide consultation on disposal procedures via assisting ADA in determining the best method or methods to be utilized for the disposal of dead animals to minimize environmental impact and spread of disease.
 - (a) If burial is directed, determine if the products can be buried on site or should be transported off-site. If transported to a landfill, identify which landfill will be utilized, who will make the arrangements, and provide recommendations on the method of transportation.
 - (b) If burning is directed, determine the appropriate location for incineration, the type of accelerant to employ, the type of equipment to be used and the methods to minimize environmental impact and the spread of disease.
- (2) Provide representation at the site of each infected herd marked for depopulation and each disposal area. ADEQ personnel will be qualified to make environmental assessments.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Supporting Agencies – Cont

1. State Government: - Cont
 - f. **Department of Environmental Quality (ADEQ) - Cont**
 - (3) Personal Protective Equipment and decontamination requirements will be identified by ADA in consultation with ADHS and provided to assigned personnel.
 - g. **Department of Health Services (ADHS) will:**
 - (1) Immediately assess whether there is any potential human health impact from the FAD.
 - (2) Consult with U.S. Center for Disease Control and Prevention if appropriate.
 - (3) Determine and recommend appropriate measures to prevent human disease.
 - (4) Assist ADA in determining appropriate personal protective gear for response personnel.
 - h. **Game and Fish Department (AZGFD) will:**
 - (1) Support ADA, DPS, and DEMA in the enforcement of quarantines.
 - (2) Conduct an assessment of wildlife populations in the vicinity of an outbreak. If the Foreign Animal Disease is one that has a history of affecting wild animals, the AZGFD will implement a testing program to determine if the disease is present in wildlife. AZGFD and ADA will then determine and implement the appropriate response.
 - (3) The AZGFD will work in close coordination with ADA as a member of the Core Decision Group and as a responding agency if required.
 - (4) In the event that a Foreign Animal Disease is first detected among wildlife, fish or bees, the AZGFD will immediately notify the ADA who will activate the Core Decision Team, if deemed appropriate.
2. **Federal Agencies:** In most disasters, federal agencies such as the U.S. Department of Agriculture will assume a supporting role. However, since Foreign Animal Disease may cross state lines and has a tremendous impact on the animal agriculture industries, the U.S. Department of Agriculture may assume a primary role early on in an animal health disaster. The State Veterinarian will be the primary contact point for the U.S. Dept. of Agriculture, and in most cases will seek their directive in controlling an outbreak of a Foreign Animal Disease.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Supporting Agencies – Cont

2. Federal Agencies - Cont

a. U. S. Department of Agriculture (USDA):

- (1) Will provide assistance to state emergency response activities through activation of Early Response Teams and/or a regional READEO.
- (2) The USDA National Veterinary Services Laboratory, Plum Island, NY will provide diagnostic services to confirm the presence of a Foreign Animal Disease. It is the only laboratory approved to conduct FAD testing.

b. FEMA:

Due to the enormous economic impact on the U.S. economy, FEMA will provide support to both state and U.S. Department of Agriculture response activities.

3. Local Agencies:

- a. Emergency Management will coordinate with state and local agencies to affect an efficient program to detect, identify, and eradicate foreign animal disease.
- b. Agricultural Extension Office will provide liaison between the Department of Agriculture, veterinarians, and livestock owners. Vulnerability and threat information will be communicated to veterinarians and livestock owners and suspected infection and contamination information will be communicated to the Department of Agriculture.
- c. County Sheriff's Office will support DPS and other law enforcement agencies providing security and traffic management to FAD operations.
- d. Public Works Departments will support FAD operations as tasked, and as capabilities and assets permit.
- e. Highway departments will provide personnel and equipment in support of FAD operations as requested.

4. Private Organizations: Private organizations have a great deal of interest in a program of this type since their livelihood may depend upon the outcome. In most cases a private entity such as a local veterinarian will be the first on-scene.

- a. A local veterinarian has the responsibility to immediately report suspected Foreign Animal Diseases to the State Veterinarian or AVIC.

FOREIGN ANIMAL DISEASE INCIDENT ANNEX

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. Supporting Agencies – Cont

4. Private Organizations - Cont

- b. The American Veterinary Medical Association will release Veterinary Medical Assistance Team(s) deployed at the request of federal or state authorities per existing memoranda of understanding (MOU).

V. DIRECTION AND CONTROL

- A. The primary point of contact for activation of this Annex is the State Veterinarian. The State Veterinarian will notify the Director-ADA who will notify members of the Core Decision Team and request convening of applicable members. If the situation is such that the state must get involved immediately, the Director of the Division of Emergency Management will request a Proclamation of a State of Emergency. This proclamation will make available the Governor's Emergency Fund and will activate the Arizona National Guard.
- B. In the event the outbreak exceeds state and U.S. Dept of Agriculture capabilities and resources, the Governor of the State, after consultation with the Emergency Council, may request a Presidential Declaration of either an Emergency or a Major Disaster.
- C. Local veterinarians, animal control and Humane Society personnel will participate in an emergency operation on a voluntary basis.

VI. ADMINISTRATION AND LOGISTICS

- A. The ADA and the State Veterinarian, along with a number of other state agencies, serve as members of the SEOC staff.
- B. Reimbursement of expenses will be in accordance with guidelines established by the Arizona Revised Statutes.
- C. All participating local/county/state agencies will be responsible for maintaining a log of events and expenses in accordance with procedures established by the Arizona Division of Emergency Management. This log and a record of expenses will be made available to ADEM upon termination of the event. Each organization will also maintain a Daily Situation Report (SITREP) that will be forwarded to the State Emergency Operations Center (Plans Section) on a daily basis. Period of report should be from 12 noon of one day to 12 noon of the next day and the report forwarded to the SEOC NLT 1700 hours daily.

VII. PLAN DEVELOPMENT AND MAINTENANCE

Arizona Department of Agriculture in coordination with the Arizona Division of Emergency Management is responsible for the development and maintenance of this Incident Annex. Other members of the Core Decision Group will review this Annex on an annual basis or as necessary following the activation of this Annex. Any changes recommended by the Core Decision Group, will be forwarded to either the State Veterinarian or the Arizona Division of Emergency Management.



PANDEMIC INFLUENZA INCIDENT ANNEX

PRIMARY AGENCY:

State: Department of Health Services (ADHS)

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs (DEMA)
- Division of Emergency Management (ADEM)
- National Guard (AZNG)
Department of Economic Security (ADES)
Department of Public Safety (DPS)
Office of the Attorney General (OAG)
Office of the Governor (OOG)

County: Health Departments (CPH)
County Hospitals
Emergency Management (CEM)

Federal: Centers For Disease Control and Prevention (CDC), Atlanta
U.S. Public Health Service (USPHS)
Federal Emergency Management Agency (FEMA)
National Disaster Medical System (NDMS)

I. SITUATION AND ASSUMPTIONS

A. Situation

1. Experts consider a future influenza pandemic to be inevitable.
2. There will only be one to six months between identification and outbreaks in the U.S.
3. Outbreaks may occur simultaneously throughout the U.S.
4. The effect of an influenza pandemic on individual communities may be weeks to months.
5. National impact is estimated at:
 - a. Up to 200 million persons will be infected.
 - b. Between 40 and 100 million persons will become clinically ill.

PANDEMIC INFLUENZA INCIDENT ANNEX

I. SITUATIONS AND ASSUMPTIONS – CONT

A. Situation – Cont

5. National impact... Cont
 - c. Between 18 and 45 million persons will require outpatient care.
 - d. Between 300,000 and 800,000 persons will be hospitalized.
 - e. Between 88,000 and 300,000 persons will die.
6. Effective preventive and therapeutic may be in short supply, as may some antibiotics to treat secondary infections.
7. Health care workers and other first responders may be at higher risk of exposure and illness than the general population.
8. Widespread illness in the community will increase shortages of personnel in sectors who provide critical community services.
9. Interim benefits will include:
 - a. New and better communications between the public health and emergency response sectors.
 - b. Planning will clarify agencies roles, identify response capabilities, ensure legal authorities are adequate, facilitate system-wide awareness.
 - c. Increased awareness among the public health, medical and emergency response communities will foster greater concern about “routine”, annual influenza epidemics.
 - d. Infrastructure improvements to mitigate the effect of the next pandemic.
 - e. Planning elements of can be applied to the current counter bio-terrorism initiatives, as well as other rapidly emerging, infectious disease threats.

B. Assumptions

1. The federal government is responsible for the national plan, including:
 - a. Vaccine research and development.
 - b. Coordination of national and international surveillance.

PANDEMIC INFLUENZA INCIDENT ANNEX

I. SITUATIONS AND ASSUMPTIONS – CONT

B. Assumptions – Cont

1. The federal government is responsible... Cont
 - c. Assessing and potentially enhancing coordination of vaccine and antiviral capacity and coordination of public-sector procurement.
 - d. Assessment of the need for and the scope of a suitable liability program for vaccine manufacturers and persons administering the vaccine.
 - e. Developing a national “clearinghouse” for vaccine availability information, vaccine distribution and redistribution.
 - f. Development of an adverse events surveillance system at the national level.
 - g. Development of a central (national) information exchange and clearinghouse database on the Internet.
 - h. Developing “generic” guidelines and/or “information templates”, including:
 - (1) “Fact sheets” / “Q & A’s” on influenza, influenza vaccine, and antiviral agents.
 - (2) Strategies and guidelines for interacting with the media and communicating effectively with the public health and medical communities and the general public.
 - (3) Guidelines for triage and treatment of influenza patients in outpatient, inpatient and non-traditional medical care settings.
 - (4) Guidelines for setting up and operating mass vaccination programs.
 - (5) Guidelines for distribution and use of antiviral agents.
 - (6) Guidelines for the potential utility of “traditional” (“generic”) public health measures to curtail transmission such as the use of masks, isolation precautions, and temporary closure of schools and large businesses.

PANDEMIC INFLUENZA INCIDENT ANNEX

I. SITUATIONS AND ASSUMPTIONS – CONT

B. Assumptions – Cont

2. For purposes of consistency, comparability and coordination of the national, state and local response, identification and declaration of the following “stages” will be designated at the national level:
 - a. Novel Virus Alert.
 - (1) Novel Virus detected in one or more humans.
 - (2) Little or no immunity in the general population.
 - (3) Potential, but not inevitable precursor to a Pandemic.
 - b. Pandemic Alert.

Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area.
 - c. Pandemic Imminent.

Novel virus causing unusually high rates of morbidity and/or mortality in multiple, widespread geographic areas.
 - d. Pandemic.

Further spread with involvement of multiple continents; formal declaration made.
 - e. Second Wave.

Recrudescence of epidemic activity within several months following the initial wave of infection.
 - f. Pandemic over.

Cessation of successive pandemic “waves”, accompanied by the return (in the U.S.) of the more typical wintertime “epidemic” cycle.
3. During the early phases of the pandemic vaccine shortages will exist due to substantial lead times required for vaccine production.
4. Liability protection for vaccine manufacturers and persons who administer vaccine is a national issue. Legislation is under consideration.

PANDEMIC INFLUENZA INCIDENT ANNEX

I. SITUATIONS AND ASSUMPTIONS – CONT

B. Assumptions – Cont

5. Treatment and prophylaxis antiviral agents may be available only for limited distribution. Therefore, national planners are actively pursuing:
 - a. The cost and feasibility of stockpiling additional quantities of these drugs an/or their precursors.
 - b. The designation of suggested target groups and guidelines for administration.
 - c. The cost and feasibility of potential drug distribution schemes.
 - d. The examination of legal and liability issues associated with large-scale distribution.
6. Limited resources are available from the federal government for purposes of state and local plan development.
7. State and local responders will be self-sustaining until federal assistance can be implemented.

II. CONCEPT OF OPERATIONS

A. State of Arizona

1. Arizona Department of Health Services is the lead agency for this Incident Annex. When conditions have been identified that have the possibility of creating an Influenza Pandemic, the Director, Arizona Department of Health Services will activate the Executive Planning Committee. The Executive Planning Committee consists of the following:
 - a. Arizona Department of Health Services (ADHS)
 - (1) State Epidemiologist
 - (2) Bureau Chief, Epidemiology & Disease Control
 - (3) Bureau Chief, State Laboratory Services
 - (4) Assistant Director for Public Health
 - (5) Bureau Chief, Emergency Medical Services
 - (6) Immunization Project Director

PANDEMIC INFLUENZA INCIDENT ANNEX

II. CONCEPT OF OPERATIONS – CONT

A. State of Arizona – Cont

1. ...Executive Planning Committee consists of ... Cont
 - a. AZ Department of Health Services - Cont
 - (7) Assistant Director, Assurance and Licensure
 - (8) ADHS Public Information Officer
 - (9) Assistant Director, Office of Local Health
 - (10) Medical Director, Bureau of Epidemiology & Disease Control
 - b. NDMS Coordinators (Southern and Central Arizona Offices)
 - c. Arizona Division of Emergency Management State Plan Coordinator
 - d. Health Services Attorney General
 - e. Governor's Executive Director for Health
2. The EPC shall advise the Governor, through the ADEM Director, when conditions indicate that activation of this Annex is appropriate.
3. Command, Control and Management Procedures will be in accordance with the Basic Plan (BP) of the State of Arizona Emergency Response and Recovery Plan (SERRP). This Pandemic Influenza (PI) Incident Annex addresses those functions that are not addressed and, in some cases, may not be considered during traditional disaster planning, such as: special surveillance operations, delivery of vaccines and antiviral agents, and mitigation efforts.
4. The State Epidemiologist shall be part of the Policy Section in the State Emergency Operations Center (SEOC) and will determine which areas of the state are impacted, notify the affected county(s) and the Centers for Disease Control (CDC) and shall determine responsibilities for implementation of this Annex. The Medical Director, Bureau of Epidemiology is the alternate.
5. The EPC shall function in the SEOC as the Technical Operations Group.

PANDEMIC INFLUENZA INCIDENT ANNEX

III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Department of Health Services (ADHS)

1. Activate the influenza surveillance program.
2. Notify the Division of Emergency Management (ADEM) in the event there is a pandemic influenza outbreak in Arizona.
3. State Health Lab shall be prepared to receive, process, and report findings on organic materials presented for analysis.

B. Division of Emergency Management (ADEM) shall establish and maintain communications with ADHS Epidemiology and upon notification of a pandemic influenza epidemic in the State of Arizona, if appropriate, activate the Arizona Emergency Response and Recovery Plan. ADEM shall coordinate state agencies' activities to respond to an influenza emergency.

C. Department of Emergency & Military Affairs (DEMA) - National Guard shall provide support as required, including transportation, personnel, equipment, etc.

D. Department of Economic Security (ADES) shall provide support collateral with the Department's mission and capabilities as required.

E. Department of Public Safety (DPS) shall:

1. Provide representation to the SEOC
2. Provide security for emergency pharmaceuticals
3. Provide other support collateral with the Department's mission and capabilities.

F. Office of the Attorney General (OAG) shall review legal and liability issues and determine mitigation actions.

G. Arizona Hospital & Health Care Association (AHHCA) shall:

1. Provide representation to the SEOC when requested.
2. Coordinate with hospitals statewide and track bed availability and supply information.
3. Provide technical information and advise to the SEOC.

PANDEMIC INFLUENZA INCIDENT ANNEX

III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

H. County health offices shall:

1. Institute an infectious disease surveillance and monitoring system
2. Activate the pandemic influenza surveillance program.
3. Notify County Emergency Management offices in the event there is a pandemic influenza outbreak in their county.

I. All hospitals shall report influenza cases to County or State Health Departments and submit appropriate samples to the State Lab for analysis. Furthermore, hospitals shall develop policies and procedures for reporting influenza case statistics to County health offices.

J. Local Emergency Management offices shall coordinate local resources in response to a pandemic influenza emergency.

K. Federal agencies shall operate and support local responses in accordance with the Federal Emergency Response Plan and CDC plans and procedures.

TERR RISK INCIDENT ANNEX

PRIMARY AGENCIES:

State: Department of Public Safety (DPS)
Federal: Federal Bureau of Investigation (FBI)
Local: Local Law Enforcement Office
Fire Department (EMS)
Health Officials

SUPPORT AGENCIES:

State: Department of Agriculture (ADA)
Office of the Attorney General (OAG)
Division of Emergency Management (ADEM)
Emergency Response Commission (AZSERC)
Department of Environmental Quality (ADEQ)
Department of Health Services (ADHS)
Office of Homeland Security (OHS)
Department of Emergency & Military Affairs - National Guard (DEMA)
Radiation Regulatory Agency (ARRA)
Department of Transportation (ADOT)
Tribal Emergency Response Commissions (TERC)

County: Emergency Management (CEM)
Local Emergency Planning Committees (LEPC)
Public Health Departments (CPH)
Sheriff's departments (CSO)

Local: Police, fire, public health, Public Works, etc.

Federal: Office of the Attorney General
Centers for Disease Control and Prevention (CDC)
Environmental Protection Agency (EPA)
Food & Drug Administration (FDA)
Department of Health and Human Services (DHHS)
Department of Homeland Security (DHS)

TERRORISM INCIDENT ANNEX

I. INTRODUCTION

A. Purpose

The purpose of this Terrorist Incident Appendix (TIA) is to develop an emergency management plan for responding to and recovering from a terrorist-initiated incident, particularly one involving weapons of mass destruction (WMD). This TIA supplements the State Emergency Response and Recovery Plan (SERRP) already in effect.

B. Scope

According to Homeland Security Presidential Directive 5 (HSPD-5), "The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions."

State response to a terrorist incident includes three major components, which may operate concurrently or consecutively:

1. Law enforcement response activities will be coordinated by the Department of Public Safety (DPS) as the designated lead state agency (LSA) for threats or acts of terrorism within Arizona. Lead federal responsibility (LFA) for operational response is designated by presidential directive (PDD-39) to the Federal Bureau of Investigation (FBI). Within that role, the FBI operates as the on-scene manager for the Federal Government. DPS will coordinate and assist the criminal investigation and evidence preservation activities of the FBI on-scene commander and the local law enforcement incident command.
2. Response activities directed toward, protecting public health and safety, restoring essential government services, and providing emergency relief to affected state agencies and political subdivisions, will be coordinated by the Division of Emergency Management (ADEM). As the LSA for non-criminal terrorist incident response, ADEM will coordinate required assistance to impacted county(s) and local jurisdictions and request assistance from FEMA (LFA) Region IX as needed to alleviate the damage, loss, hardship or suffering caused by acts of terrorism.
3. Technical operations constitute an important support component to any response involving a WMD incident that:
 - a. Addresses the aspects of WMD material utilization not encountered in routine operations; and that
 - b. Involves measures to:
 - (1). Identify the WMD agent and/or device;
 - (2). Assess the threat posed;
 - (3). Maximize containment wherever possible;

TERRORISM INCIDENT ANNEX

I. INTRODUCTION – CONT

B. Scope – Cont

3. Technical operations constitute... Cont
 - (4). Provide consultation to decision makers;
 - (5). Render safe transfer/disposal of WMD agent(s); and
 - (6). Decontaminate responders/victims/environment.

II. POLICIES

- A.** Federal policy on counter-terrorism establishes the framework for the roles, responsibilities and coordination of responding agencies.
 1. The Department of Justice (DOJ) - Federal Bureau of Investigation (FBI) will be the Lead Federal Agency (LFA) for response activities associated with the criminal implications of an act of terrorism.
 2. The Department of Homeland Security (DHS) – Federal Emergency Management Agency will be LFA on non-criminal response activities.
- B.** Arizona Revised Statutes (ARS) establishes the roles, responsibilities and coordination of state responding agencies.
 1. DPS will be the Lead State Agency (LSA) for all criminal response activities.
 2. ADEM will be the LSA in responding to and recovering from terrorist incidents.
- C.** ARS Title 26 establishes the concept of a single focal point, ADEM, for emergency/ disaster response.
 1. During criminal investigation, other agencies provide guidance/assistance/support to the FBI as indicated in the FBI Incident Contingency Plan. ADEM will coordinate the response of all state agencies, to support the FBI and supporting law enforcement agencies.
 2. The decision to transition between the Lead Agency (LA) roles will be assigned when the federal responsibility to contain the risk of further escalation has been overshadowed by the state/local responsibility to provide safety and relief to disaster victims.
- D.** ADEM has established the following policies in a terrorist incident response:
 1. ADEM preparedness activities prior to responding to a terrorist incident will be in concert with the FBI's response and establishment of a Joint Operations Center (JOC).
 2. ADEM will assign a liaison and support staff to the JOC Command Group.

TERRORISM INCIDENT ANNEX

II. POLICIES – CONT

D. ADEM has established ... Cont

3. Staffing of the ADEM liaison within the JOC will be determined by the Director, ADEM.

III. SITUATION AND ASSUMPTIONS

A. Single Threat or Multiple Threats

A terrorist incident may involve threats against one or more targets within the state. These may or may not be unrelated incidents. The FBI will establish coordination relationships between FBI field offices, ADEM and local authorities.

B. Disaster Response to a Crime Scene and/or Hazardous Materials Site

In a terrorist incident, the area of operations will be a federal crime scene, may be a hazardous materials site and/or a disaster area that may span the borders of neighboring nations and states. To organize complex on-scene operations, operational boundaries need to be defined with common terminology and procedures. Operational boundaries may be used to control access to the area, target public information messages, assign operational sectors among responders and assess potential effects on the population and the environment. Physical location of these boundaries will depend on the type and quantity of hazardous materials involved.

1. The crime scene boundary defines the law enforcement crime scene area. Access to the crime scene may be restricted on authority of the FBI, DPS and local law enforcement.
2. The hazardous material boundary defines the hazardous materials site, which may be called the working point (nuclear) or the hot zone (biological/chemical). The hazardous materials site may include some portions of the crime scene. Access to this area may be restricted to qualified personnel wearing personal protective clothing and observing anti-contamination safety procedures.
3. The emergency/disaster boundary identifies the community-at-risk that may require protective actions such as shelter, evacuation or quarantine. Access to this area may be restricted.

C. Response to WMD Incidents

1. Coordination with the Federal Radiological Emergency Response Plan (FRERP). In terrorist incidents involving nuclear material, the Radiation Regulatory Agency (ARRA) is the LSA. The LSA will request implementation of the FRERP to coordinate radiological response, and will assess the situation, develop protective action recommendations, and serve as the primary state source of technical information regarding on-site conditions and off-site radiological effects.

TERRORISM INCIDENT ANNEX

III. SITUATION AND ASSUMPTIONS – CONT

C. Response to WMD ... Cont

2. Coordination with U.S. Department of Health and Human Services (DHHS) Health and Medical Services Support Plan. DHHS is leading the development of a Health and Medical Service Support Plan for the federal response to acts of chemical/biological terrorism. This plan will include threat assessment, consultation, agent identification, epidemiological investigation, hazard detection and reduction, decontamination, public health support, medical support and pharmaceutical support operations. The LSA for chemical/biological terrorism incidents will be the Department of Health Services (ADHS).
3. Coordination with the National Contingency Plan (NCP). In terrorist incidents involving hazardous materials as defined under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Department of Environmental Quality (DEQ) will coordinate with the Environmental Protection Agency (EPA) to implement the NCP. The NCP coordinates environmental response and provides for environmental monitoring, decontamination and long-term site restoration (environmental clean up) operations using the CERCLA Trust Fund.
4. The Food and Drug Administration (FDA) is proposing a regulation that provides procedures for the detention of an article of food, if an officer or qualified employee of the FDA has credible evidence or information indicating that such article presents a threat of serious adverse health consequences or death to humans and/or animals ("administrative detention"). The proposed regulation implements the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (the Bioterrorism Act), which authorizes the use of administrative detentions and requires regulations establishing procedures for instituting on an expedited basis certain enforcement actions against perishable food subject to a detention order.

D. Assumptions

1. No single agency at the federal, state, local, or private-sector level possesses the authority and expertise to act unilaterally in response to the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD are involved.
2. An act of terrorism, particularly an act directed against a large population center within the State of Arizona involving WMD, may produce major consequences that would overwhelm the capabilities of many county and local governments almost immediately.
3. Major consequences involving WMD may overwhelm existing State capabilities as well, particularly if multiple locations are affected.

TERRORISM INCIDENT ANNEX

III. SITUATION AND ASSUMPTIONS – CONT

D. Assumptions – Cont

4. Federal, state, and local responders will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which may impede the overall response if adequate coordination is not established.
5. If appropriate personal protective equipment is unavailable, entry into a contaminated area (i.e., a Hot Zone) may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.
6. Operations may involve geographic areas in a single state or multiple states, involving responsible FBI Field Offices and Regional Offices as appropriate. The FBI and the Department of Homeland Security will establish coordination relationships as appropriate, based on the geographic areas involved.
7. Operations may involve geographic areas that spread across U.S. boundaries. The Department of State is responsible for coordination with foreign governments.
8. Operations may involve geographic areas that spread across tribal nation boundaries. The Federal Bureau of Indian Affairs (BIA), FEMA and ADEM are responsible for coordination with tribal governments.

IV. CONCEPT OF OPERATIONS

A. Increased Readiness

A terrorist incident involving WMD is most likely to occur with little or no warning. This Concept of Operations section will list the more critical Emergency Support Functions (ESF) annexes of the SERRP in responding to an emergency/disaster of this nature. Differences in anticipated response and recovery activities from other natural or human-caused emergencies include:

1. Disaster scene will also be a crime scene requiring criminal investigation(s) and evidence preservation.
2. Federal involvement will be immediate upon determination of a terrorist incident.
3. Size of the response will increase dramatically.
4. Speed in which the incident will escalate.
5. A higher potential for cascading events, including possible contamination of critical facilities and long-term interruption of lifelines.
6. Probability of mass casualties/fatalities.

TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

A. Increased Readiness – Cont

Differences in anticipated response... Cont

7. Greater number of persons requiring temporary and long-term shelter.
8. Jurisdictional areas of responsibility and working perimeters defined by local, state and federal agencies may overlap.

B. Direction & Control (See ESF #5 also)

1. Initial emergency response (first responder) activities will be performed by local jurisdictional emergency organization(s) utilizing the local Emergency Operations Plan (EOP) in effect. After initial assessment of the disaster scene, and the establishment of an Incident Command System (ICS) to manage additional local incident response, an immediate determination of a potential WMD incident and possible terrorist involvement must be made. The Incident Commander should then request notification to FBI Field Office, DPS and County EOC.
2. Upon notification, FBI Special Agent in Charge (SAC) will assess scene information and support local law enforcement. Upon determination a terrorist WMD incident has occurred the Joint Operations Center (JOC) will be activated transitioning ICS to a Unified Command System (UCS). The SAC will act as federal on-scene manager and coordinate all local, state, and federal law enforcement criminal investigation activities for the FBI.
3. DPS will assume the lead law enforcement agency role and represent the state at the JOC in coordinating with other local and federal law enforcement agencies toward obtaining required resources to ensure that public safety, criminal investigation and evidence preservation needs are met. DPS agent-in-charge will notify ADEM to initiate state emergency management response activities and to assign state EM representation in the JOC.
4. County emergency management should activate EOC in support of incident and notify ADEM (SEOC) of suspected act of terrorism.
5. ADEM will activate the SEOC to coordinate the emergency management activities/requests of responding federal, state, county and local agencies. This includes the technical operations that provide agent monitoring, decontamination, and long-term restoration activities.

C. Communications (See ESF #2 also)

1. In the event of a WMD incident, use of interoperable, backbone communications systems that provide open but secure communication among all response elements is important to ensure a prompt and coordinated response. Strengthening communications among first responders, clinicians, emergency rooms, hospitals, mass care providers, and emergency management personnel must be given top priority.

TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

C. Communications – Cont

2. In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet has proven more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber attacks in the form of viruses. It is recommended that response organizations both establish relevant Internet connections with all coordinating emergency response organizations and have the use of these connections formalized in plans and practiced during training, drills, and exercises.
3. A typical, but not all-inclusive, WMD incident methods and processes at the local level communications map and a participating agency matrix are included in this Terrorism Incident Annex (TIA). The map and matrix are offered as aids to ensure that effective, secure communications are available and back-up, redundant systems are in place.

D. Alert & Warning (See also, Communications Appendix 1- Alert & Warning)

This section will cover the special considerations for disseminating warnings before and during a terrorist incident. PDD-39 designates the FBI as the federal government agency through which all threat information should flow. Realistically, the FBI will not receive all threat information and will not always be in a position to determine whether warnings should be issued. As threat information may be received from a wider variety of sources for a terrorist threat than for other emergencies, the State of Arizona will use the U.S. Department of Homeland Security's Threat Level Color Matrix in conjunction with the FBI's four-tier threat level system in defining the following warning "triggers" and associated terrorist threat warning disseminations:

1. Trigger 1 – Credible Threat
Credible threats must be disseminated quickly. There are four criteria in establishing a credible threat:
 - a. The perpetrators must have the behavioral resolve to carry through on the threat;
 - b. The threat must be technically feasible;
 - c. The threat must be operationally practical; and,
 - d. The source of the information has credibility or can be confirmed.
2. Trigger 2 – Expert determination that a WMD agent release has occurred.
3. Trigger 3 – A major public health event is occurring.
4. Trigger 4 – Known cause and population at-risk identified.
5. Trigger 5 – Identification of Warning recipient (who needs to know determined).
6. Trigger 6 – Desired response from Warning recipient determined.

TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

D. Alert & Warning – Cont

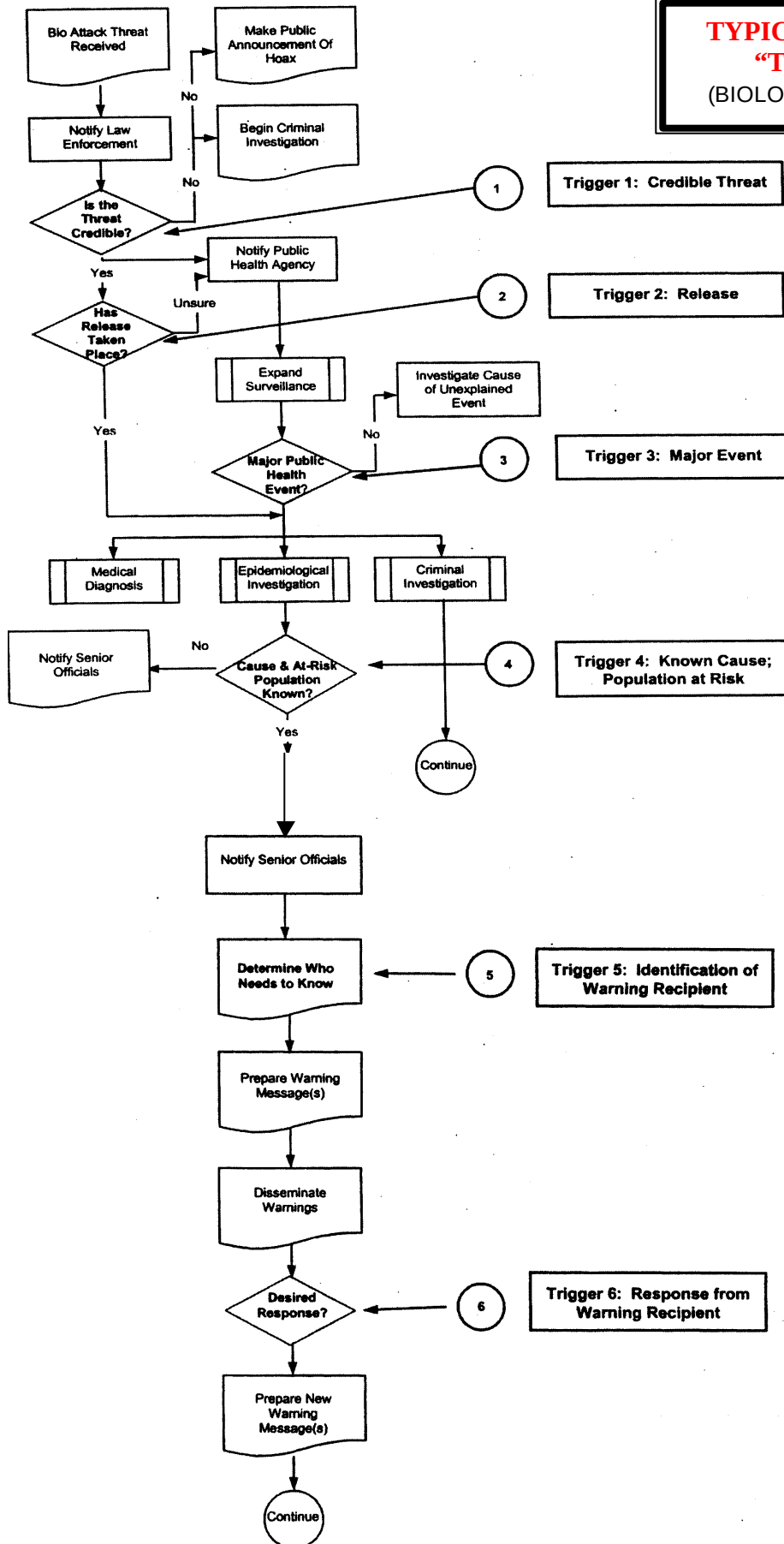
There is a need for expert input into public warnings in a terrorist incident. Different types of threats will have different warning thresholds or “triggers” as well as potentially different recipients.

A “Trigger Flow Diagram” is included and offers a potential typical scenario associated with an announced attack involving a biological agent(s).

Table I illustrates the relationships between the U.S. Department of Homeland Security Advisory System, the Federal Bureau of Investigation Threat Level System and the State/Local Alert & Warning thresholds. **Note the speed of escalation at the local level.**

TERRORISM INCIDENT ANNEX

TYPICAL WARNING "TRIGGERS" (BIOLOGICAL INCIDENT)



TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

D. Alert & Warning - Cont

THREAT LEVEL RELATIONSHIPS (Biological Incident)		
DHS	FBI	WARNING “TRIGGERS”
Low	4 (Minimal)	1 “Credible”
GUARDED		
ELEVATED	3 (Potential)	
	2 (Credible)	
HIGH		2 – “Release”
		3 – “Major Event”
	1 (WMD Incident)	4 – “Known Cause”
		5 – “Recipient ID”
SEVERE		6 – “Recipient Response”

- Table I -

E. Emergency Public Information

An act of terrorism is likely to cause widespread panic, and on-going communication of accurate and up-to-date information will help calm fears and limit collateral effects of the incident. Accurate and expedited dissemination of information on emergency operations is critical during and after a WMD incident for the following reasons:

1. Preservation of life and property may hinge on instructions and directions given by authorized officials.
2. Establishment and maintenance of an effective rumor control mechanism.

A Joint Information Center will be established comprised of Federal, State and local authorities for the purposes of managing the dissemination of information to the public, media, and businesses affected by the incident.

TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

F. Mass Care

1. The location of mass care facilities will be determined by local authorities and must be based partly on the hazard agent involved.
2. Decontamination may need to precede sheltering and other needs of the victims to prevent further damage from the hazard agent to the victims themselves, the care providers and to other citizens.
3. The designated shelter may require “sealing” from outside contaminants.
4. Local, county and/or state public health and emergency management officials may establish an intermediary (mid-point) station to move victims out of immediate harm.
5. Local jurisdictions will ensure the safety, special needs, and well-being of aging adults, persons with limited abilities and children under age fourteen.

G. Health & Medical

Emergency Support Function #8, Health and Medical Services Annex covers many of the issues associated with a WMD incident. The response to a biological agent attack is specifically addressed in the ESF #8 - Appendix 2 (Public Health) and Terrorism Incident Annex – Appendix 1 (Bioterrorism Incident) that includes:

1. Decontamination assistance;
2. Safety of victims and responders;
3. In-place sheltering verses evacuation; and,
4. Multi-hazard/multi-agent triage.

I. Logistics Management

An important aspect of logistics management in any emergency is the crucial need to identify resource needs and locate resources before an incident occurs. Many WMD resources are available to State, County and local jurisdictions through federal authorities. Procedures and recommendations for requesting federal and state resources are described in the Logistics Management (LM) Annex of this plan. The need for rapid, accurate, coordinated communication between the incident scene and the impacted EOCs cannot be over-emphasized. Aside from the interoperable communications issues, the largest single issue involving resources in New York City was that the equipment used by responders from the many areas responding to the incident was incompatible.

The State EOC relies on information received from the County EOC to provide resources for assignment to the incident site. If there is a communication breakdown on any level, the correct resources cannot be requested and will not be received.

TERRORISM INCIDENT ANNEX

IV. CONCEPT OF OPERATIONS – CONT

J. Recovery

Although some recovery issues resulting from a WMD incident will be similar to those following a natural disaster, there will be additional issues to address—and all issues will be difficult.

1. Psychological issues will run deep and will affect a greater portion of the community. These psychological issues must be considered and addressed throughout the recovery.
2. If recovery issues are addressed with sensitivity, recovery can be another way to bring the community together. Local and State officials must make the most of every opportunity so that the public views government as being a part of the solution.
3. Local and State government need to set the example for the public by rebuilding promptly, continuing essential services, and returning to business as usual as quickly as possible following the incident.
4. Government officials and agencies can also help by facilitating recovery wherever possible—from instituting helplines to putting rebuilding on a fast track.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Agencies:

1. **Department of Public Safety (DPS)** will:
 - a. Assume the primary (lead) state law enforcement agency in all acts or suspected acts of terrorism utilizing weapons of mass destruction.
 - b. Assign representatives to participate with the FBI and local authorities in all decision-making activities performed in the JOC involving law enforcement and crime-scene responses to a WMD incident.
 - c. Request deployment of MMRS medical assist team(s) upon determination of need.
 - d. Provide technical, equipment and manpower resources as requested and as available in support of local and county law enforcement agencies.
2. **Division of Emergency Management (ADEM)** will:
 - a. Maintain constant communications links with the Office of the Governor.
 - b. Establish liaison with JOC;

TERRORISM INCIDENT ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies: - Cont

2. ADEM will: - Cont

- c. Cooperate with law enforcement to resolve operational conflicts;
- d. Coordinate priority/action plans with law enforcement for incident response;
- e. Prepare briefings/reports with law enforcement; and
- f. Participate in a Joint Information Center to coordinate public information of the responding federal, state and local agencies with the media and the public.
- g. Coordinate development and maintenance of this Terrorism Incident Annex plan with appropriate stakeholders as required.

3. Department of Emergency & Military Affairs – National Guard (DEMA) will:

- a. Provide personnel, equipment and material in support of response operations as tasked by ADEM.
- b. Request deployment of the Civil Support Team (CST) when requested in accordance with standing protocols.

4. Department of Health Services (ADHS) will provide technical, equipment and personnel to impacted local jurisdiction(s) and honor County and State requests for additional support as required and as available per guidelines established under the Health & Medical ESF #8, and the Bioterrorism Incident Appendix 1 to this TI Annex.

5. Office of the Attorney General (OAG) will ensure legality of the content this Annex and Appendices and assist in the resolution of potential liability issues therein.

6. Department of Agriculture (ADA) will:

- a. Coordinate with ADHS and federal agencies in identifying WMD agent and developing appropriate course of action(s) for containment and victim care.
- b. Provide technical, equipment and personnel assistance to impacted jurisdiction(s) as requested and as available per guidelines established in ESF #8, Foreign Animal Disease (FAD) Annex, and TI-Appendix 1 Bioterrorism Incident.
- c. Develop and maintain an Emergency Response Plan consistent with the content and objectives of this plan and appendices.

TERRORISM INCIDENT ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Agencies: - Cont

7. **State Emergency Response Council (AZSERC)** will:
 - a. Provide technical assistance to impacted local jurisdiction(s) on WMD incidents involving hazardous materials as requested.
 - b. Support this TI Annex through ensuring the maintenance and content of ESF #10 continue to address prevention, response and recovery criteria involving acts of WMD terrorism.
8. **Department of Environmental Quality (ADEQ)** will provide technical, monitoring equipment, and personnel to impacted jurisdiction(s) as requested and as available per guidelines established under ESF #8 (Health & Medical) and Appendix 1(Bioterrorism Incident) of this TI Annex.
9. **Radiological Radiation Agency (ARRA)** will provide technical, equipment and personnel assistance as requested and as available to local jurisdiction(s) subjected to a terrorist incident involving radiological or nuclear material.
10. **Department of Transportation (ADOT)** will provide equipment and personnel as requested and as available to assist impacted local jurisdiction(s) in responding to transportation, highway and possible evacuation issues.
11. **All Responding State Agencies** will establish an internal operational emergency management support structure consistent with the incident management chain-of-command structures ~~for~~ of other state/local/federal emergency management and law enforcement agencies. This plan uses a multi-agency operational structure that functions within the principles of the National Interagency Incident Management System, Incident Command System, and Unified Command (UC) architectures.

B. County Agencies:

1. **Sheriffs Office (CSO)** will:
 - a. Provide technical, equipment and personnel assistance to local jurisdictions as required and as available in support of ensuring public safety and crime-scene evidence preservation.
 - b. Cooperate with and assist DPS and FBI law enforcement authorities in ensuring JOC decisions are enforced.
 - c. Ensure law enforcement activities/requests are coordinated with County EOC.

TERRORISM INCIDENT ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

B. County Agencies: - Cont

2. County Emergency Management (CEM) will:

- d. Establish liaison with SEOC immediately upon notification of WMD credible threat or incident and activate Emergency Operations Plan.
- e. Cooperate with law enforcement authorities and coordinate all requests for support from local jurisdictions.
- f. Ensure the special needs of persons with disabilities, and limited abilities i.e., aging adults and children under fourteen are met.
- g. Develop and maintain a viable Terrorism Incident Annex to existing Emergency Operations Plans.

3. County Public Health Agency (CPH) will:

- a. Provide biological, chemical, and/or radiological technical, equipment, and personnel assistance to local jurisdictions and medical facilities as requested and as available.
- b. Coordinate response activities and requests for additional support with CEOC.
- c. Ensure that emergency response/support plans associated with WMD incidents are coordinated with CEM and/or Local Emergency Planning Committee(s) (LEPC).

C. Local Jurisdictions will:

- 1. Notify FBI Regional Office and County EM immediately of known or suspected act of terrorism utilizing WMD agent(s).
- 2. Establish and control incident management via an assigned Incident Commander utilizing the ICS structure.
- 3. Develop and maintain a viable community Emergency Operations Plan that includes measures to prevent, response to, and recovery from a WMD incident.

D. Tribal

Tribal Nations within the borders of the State of Arizona may request State emergency response and law enforcement assistance to protect and care for tribal victims of a terrorist incident involving WMD agent(s) via a formal request through the Office of the Governor.

TERRORISM INCIDENT ANNEX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

E. Federal

All Federal agencies responding to a credible or actual terrorist incident involving WMD agent(s) will support State and local jurisdictions and act within the terrorism articles established under the following Federal authorities and plans:

1. Federal Response Plan, including Terrorism Incident Annex
2. Presidential Decision Directives (PDD) #39 and #62
3. Homeland Security Presidential Directive (HSPD) #5
4. Robert T. Stafford Disaster Relief and Emergency Assistance Act
5. National Oil and Hazardous Substances Pollution Contingency Plan
6. HHS Health and Medical Services Support Plan for the Federal
7. Response to Assets of Chemical/Biological Terrorism
8. Chairman of the Joint Chiefs of Staff CONPLAN 0300/0400
9. DODD 3025.15 Military Assistance to Civil Authorities
10. Other Department of Defense Directives

VI. ADMINISTRATION AND LOGISTICS

- A. Primary support for this ESF will come from ADEM. Other state agencies will be called upon to provide support as needed.
- B. Training for this ESF will be provided by ADEM.
- C. The SEOC will be exercised as determined by the Director, ADEM.

VII. PLAN DEVELOPMENT AND MAINTENANCE

ADEM has primary responsibility for development and maintenance of this ESF. Other agencies may be requested to provide input and review.



APPENDIX #1
TO
TERRORISM INCIDENT ANNEX
BIOTERRORISM INCIDENT

PRIMARY AGENCIES:

State: Department of Health Services (ADHS)
Department of Public Safety (DPS)
Division of Emergency Management (ADEM)

Federal: Federal Bureau of Investigation (FBI)

SUPPORT AGENCIES:

State: Department of Agriculture (ADA)
Office of Attorney General (OAG)
Department of Economic Security (ADES)
Department of Environmental Quality (ADEQ)
State Board of Funeral Directors and Embalmers
Arizona Game and Fish Department (AZGFD)
Office of the Governor (OOG)
Department of Emergency & Military Affairs - National Guard (DEMA)
Department of Transportation (ADOT)

Regional: Poison Control Center (Phoenix/Tucson)
Maricopa County SO CISM Team (Phoenix)
Trauma Group CISM Team (Phoenix)
Northwest Fire/Rescue District – CISM Team (Tucson)

County: Health Departments
County Hospitals
Emergency Management Departments
Sheriff's Departments

Local: Law Enforcement Agencies
Metropolitan Medical Response Systems (5)
Incorporated Community Government
Emergency Manager

Federal: Federal Emergency Management Agency – Region IX (FEMA)
U. S. Department of Agriculture (USDA)
Centers for Disease Control and Prevention (CDC)
Office of Emergency Preparedness (OEP)
U. S. Public Health Service (USPHS)
Department of Defense (DOD)
Military Bases
Veterans Administration (VA) Medical Centers
National Oceanic & Atmospheric Administration (NOAA)

BIO-TERRORISM INCIDENT APPENDIX

SUPPORT AGENCIES: - CON'T

- Private:
- Local Medical Facilities
 - Arizona Healthcare and Hospital Association
 - Arizona Funeral Directors Association
 - Arizona Chapter American College of Surgeons
 - Arizona Chapter of American College of Emergency Physicians
 - Arizona Medical Association
 - Arizona Infectious Disease Society
 - Arizona Board of Homeopathic Medical Examiners
 - Arizona Osteopathic Medical Association
 - Arizona Naturopathic Board of Medical Examiners
 - Arizona Chapter of the Emergency Department Nurses Association
 - Arizona Association of School Nurses
 - Association of Practitioners of Infection Control
 - International Critical Incident Stress Foundation, Inc.
 - United Blood Services
- Voluntary:
- American Red Cross - Grand Canyon Chapter (ARC)
 - Arizona Voluntary Organizations Active in Disasters (AzVOAD)
 - The Salvation Army (TSA)
 - Statewide Independent Living Council (SILC)

I. PURPOSE

- A.** Establish the state emergency response and recovery organization for terrorism incidents involving biological agents of mass destruction.
- B.** Describe the state response to and recovery from a bioterrorism incident.
- C.** Describe the organization, assign roles and responsibilities and provide planning guidance to state/county/local governmental agencies responding to and recovering from domestic and international acts of terrorism using biological agents.
- D.** Describe local/state/federal/private programs for bioterrorism disaster assistance.

II. SCOPE

- A.** This plan applies to all state agencies that are tasked to provide response and recovery assistance pertaining to a bioterrorism incident. It describes state actions to be taken in providing immediate response assistance.
- B.** Responsibilities of the state agencies are as those outlined in the **State Emergency Response and Recovery Plan (SERRP)**, used to prepare for, respond to, recover from and to mitigate the effects of all disasters in the state.

BIO-TERRORISM INCIDENT APPENDIX

II. SCOPE – CONT

- C.** The State response to a bioterrorism incident includes this Appendix, portions of the Terrorism Incident Annex, and several of the Emergency Support Functions (Communications (ESF#2), Mass Care (ESF#6), Resource Support (ESF#7), Health and Medical Services (ESF#8), Hazardous Materials (ESF#10), Law Enforcement (ESF#13), Mortuary Services (ESF#14), and their applicable appendices.
- D.** Response by state agencies to lifesaving and life protecting requirements under this plan has precedence over other state response activities, except where national security implications are determined to be of higher priority. Support from agencies will be provided to the extent that it does not conflict with other emergency missions that an agency is required to perform.

III. POLICIES

A. Authorities

- 1. Under ARS §26-310, during a state of war emergency or state of emergency, any person holding any license, certificate, or other permit issued by any state evidencing the meeting of qualifications of such state for professional skills may render aid involving such skill to meet the emergency as fully as if such license had been issued in this state.
- 2. Under ARS §36-624, a county health department or public health services district may adopt quarantine and sanitary measures consistent with Department rules and sections §36-788 and 789 to prevent the spread of the disease upon the results of a confirmed disease investigation.
- 3. Under ARS §36-781 through 786, the governor, through consultation with the ADHS Director, may issue enhanced surveillance advisories for illnesses related to bioterrorism events. During the time an enhanced surveillance advisory is active, statutes allow and require increased reporting of illnesses, accessing confidential patient information for patient tracking, information sharing among local and state public health authorities and public safety, and specimen testing by the State Laboratory.
- 4. Under ARS §36-787, during a state of emergency or state of war emergency, ADHS shall coordinate all matters pertaining to the public health emergency response of the state. This may include issuing orders that:
 - a. Mandate medical examinations for exposed persons;
 - b. Ration medicine and vaccines;
 - c. Provide for transportation of medical support personnel and ill and exposed persons;
 - d. Provide for procurement of medicines and vaccines;
 - e. Mandate treatment or vaccination of persons;
 - f. Isolate and quarantine persons.

BIO-TERRORISM INCIDENT APPENDIX

III. POLICIES – CONT

A. Authorities – Cont

5. Under ARS §36-788, during a state of emergency or state of war emergency, ADHS may establish and maintain places of isolation and quarantine and require isolation or quarantine of any person by the least restrictive means necessary to protect public health.
6. The Terrorism Annex (TI) of the **SERRP** establishes DPS and ADEM as the lead state agencies for acts of terrorism occurring within the state in conjunction with responding federal agencies.
7. Under Emergency Support Function #8 (ESF-8), in the **SERRP**, ADHS is designated as the primary agency to provide health and medical services and for coordination of state plans and programs for public health activities during emergencies/disasters. As bioterrorism by its definition is a public health disaster as well as a criminal terrorist event, ADHS would be designated as an ESF primary response agency along with the DPS (ESF-13, TI). ADHS will respond to bioterrorism events as outlined in the Public Health Appendix 2 to ESF 8.
8. According to Homeland Security Presidential Directive 5 (HSPD-5), "The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions."

B. Assignments

Assignments are designated in conformance with the **SERRP**. As ADHS and DPS are primary state agencies in responding to a biological act of terrorism, they will serve under the state coordinating officer (SCO) as described in the Basic Plan (BP-1) in accomplishing emergency support function roles and responsibilities (ESF-8, 13).

C. Non-liability

1. Under ARS §26-314, ADHS, or other state agencies, will not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform, a discretionary function or duty on the part of the state or its employees, excepting willful misconduct, gross negligence, or bad faith of any such employee.

BIO-TERRORISM INCIDENT APPENDIX

III. POLICIES – CONT

C. Non-liability – Cont

2. Under ARS §36-314.C, volunteers duly enrolled or registered with the division of emergency management or any political subdivision, in a local emergency, a state of emergency, or a war emergency, or unregistered persons placed into service during a state of war emergency, in carrying out, complying with, or attempting to comply with any order or rule issued pursuant to the provisions of this chapter or any local ordinance, or performing any of their authorized functions or duties or training for the performance of their authorized functions or duties, shall have the same degree of responsibility for their actions, and enjoy the same immunities and disability workers' compensation benefits as officers and employees of the state and its political subdivisions performing similar work.

- D. For all other Policy descriptions (Response Requirements, Resource Coordination, Recovery Operations, Operating Facilities, Multi-County Response, Donations, Mutual Aid, Financial Management, emergency Public Information, Government Relations, After-Action Reports) see the SERRP.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Terrorist incidents in the United States and elsewhere involving bacterial pathogens, nerve gas, and toxins, have shown that the United States is vulnerable to biological and chemical threats.
2. A combination of factors, including the breakup of the former Soviet Union and the subsequent dispersal of scientists and agents involved in bio-terrorism research; and the rise of extremists and terrorist groups around the world, as well as in the United States; has raised concern and speculation about the actual use of biological and chemical warfare agents.
3. There will likely be little to no notice of a biological incident before symptomatic cases appear at hospitals.
4. It is likely that hospital emergency departments and clinics will be the “first responders” to biological and/or chemical incidents. Many of the potential biological and chemical agents that can be used produce influenza-like symptoms.
5. The effect of a biological terrorist incident on an individual community may be prolonged lasting weeks or months.
6. Local supplies of preventative and therapeutic pharmaceuticals may be used up rapidly during initial phases of an outbreak.
7. A large-scale outbreak from a bioterrorism incident will quickly overextend available health care resources, causing personnel shortages in critical community services.

BIO-TERRORISM INCIDENT APPENDIX

IV. SITUATIONS AND ASSUMPTIONS – CONT

B. Assumptions

1. The Centers for Disease Control and Prevention (CDC) is responsible for developing the national biological/chemical terrorism response plan, that includes:
 - a. Identification of potential biological and chemical agents most likely to be used in an act of terrorism, Analysis of agents and the diseases they cause.
 - b. Enhancement of epidemiological capacity to detect and respond to biological and chemical attacks.
 - c. Establish a methodology to supply diagnostic reagents to state and local public health agencies.
 - d. Establishment of communications programs to ensure delivery of accurate information.
 - e. Development and maintenance of biological and chemical terrorism related education and training for health-care professionals.
 - f. Preparation of educational materials that inform and reassure the public during and after a biological or chemical terrorist attack.
 - g. Stockpiling methodologies and state-level procurement of appropriate stockpiled vaccines, drugs and equipment.
 - h. Establishment of molecular surveillance for microbial strains, including unusual drug-resistant strains.
 - i. Methods to support development of diagnostic tests.
 - j. Plans to encourage research on antiviral drugs and vaccines.
2. The Arizona Department of Health Services is responsible for response activities as outlined in the Public Health Appendix 2 to ESF 8.
3. An act of terrorism utilizing biological agents is likely to manifest itself into one of three categories, including:
 - a. Covert terrorist attack
 - (1) Intentional release of one or more pathogens on a population without prior warning.
 - (2) Such an incident is thought by experts to be the most likely form of bioterrorism.

BIO-TERRORISM INCIDENT APPENDIX

IV. SITUATIONS AND ASSUMPTIONS – CONT

B. Assumptions – Cont

3. An act of terrorism utilizing biological agents ... Cont
 - a. Covert terrorist attack – Cont
 - (3) Such an incident would/could result in an outbreak in which victims will/would first be seen by health care providers, possibly several hours to weeks after release of the biological agent.
 - (4) Such an incident may not be identified as a bio-terrorism incident for days to weeks after the first cases develop and are identified
 - (5) Victims of such an incident could range from only a few to several hundred.
 - b. Overt terrorist attack:
 - (1) The intentional release of a biological agent with prior or simultaneous warning.
 - (2) Such an incident may result in an outbreak in which victims would be from a known exposure group.
 - (3) Such an incident may allow law enforcement and public health providers the means to prevent excessive numbers of victims through education, treatment, and prophylaxis.
 - (4) Such a release may also result in only a few to several hundred or more victims.
 - c. Overt terrorist attack - Hoax
 - (1) The threat of using a biological agent without any actual release.
 - (2) Such an incident would be responded to by law enforcement, using public health departments as resources for laboratory testing, disinfections and decontamination recommendations.
 - (3) Such an incident may result in injuries due to fear and panic. Lack of actual biological agent does not eliminate the possibility of physical or mental health effects.

V. CONCEPT OF OPERATIONS

A. Increased Readiness

1. ADHS, ADEM, DPS, MMRS communities and other involved agencies will develop and maintain response plans and conduct on-going training and exercises and drills cooperatively.

BIO-TERRORISM INCIDENT APPENDIX

V. CONCEPT OF OPERATIONS – CONT

A. Increased Readiness – Cont

2. ADHS will monitor a unified disease surveillance system that will identify outbreaks as they occur (see Public Health Appendix 2 – ESF #8). Any suspicious events will be relayed to the FBI, DPS, and local MMRS units, as appropriate.
3. DPS, FBI, and other law enforcement agencies will gather criminal intelligence data to identify potential terrorist targets and activities prior to an incident involving biological agents. Any intelligence of illegal or suspicious possession, testing, or use of biological agents should be relayed to ADHS for increased surveillance for additional reported cases of disease/symptoms caused by said agents.

B. Management Response

1. The FBI functions as the on-scene management for the federal government and will provide assistance to state, county and local law enforcement agencies as directed by the FBI On-Scene Commander.
2. DPS has the primary state responsibility for coordinating criminal management activities in conjunction with the FBI in response to terrorist incidents occurring within the state. DPS is also the lead state response agency for the public safety aspects of the incident.
3. FEMA has the primary federal responsibility for response and state/local assistance to the non-criminal terrorist incident activities.

C. Outbreak Management Response

1. With ADHS performing the lead state response agency role for Outbreak Management Response, the department will likely be the first state agency involved in a bio-chem terrorism incident. ADHS remains the primary response agency for the Health and Medical Emergency Support Function (ESF #8).
2. A representative from ADHS, , shall be a member of the Policy Section functioning in the State Emergency Operations Center (SEOC) in response to a major or criminal biological/chemical exposure incident. The ADHS State Epidemiologist, shall serve as the primary department representative and the Medical Director, Bureau of Epidemiology and Disease Control, shall serve as the alternate.

BIO-TERRORISM INCIDENT APPENDIX

V. CONCEPT OF OPERATIONS – CONT

D. State/Local Management Response

1. State and local governments exercise primary authority within their respective jurisdictions to respond to the consequences of terrorism; the federal government provides assistance as required.
2. ADEM is the lead state agency for coordinating the non-law enforcement response to terrorist incidents. In response to an identified or suspected terrorism incident involving biological agents, ADEM will immediately activate the SEOC and commence response coordination. This response action is anticipated to be in concert with the FBI, DPS and local law enforcement incident management activities.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. **Department of Health Services (ADHS)** will be the lead agency in response to a bioterrorism event. ADHS shall perform public health activities as outlined in Appendix 2, Public Health, to ESF 8.
2. **Department of Public Safety (DPS)** shall:
 - a. Identify and acquire the use of resources necessary to manage the terrorist crisis and preserve evidence in coordination with the FBI and local law enforcement.
 - b. Provide security for emergency pharmaceuticals and health care facilities.
 - c. Assist in providing transportation of sick or injured non-contaminated victims.
 - d. Identify and provide direction/coordination of other state law enforcement activities/resources.
 - e. Coordinate support for local government victim identification services.
 - f. Provide assistance to local law enforcement agencies for notification of next-of-kin.
 - g. Staff designated control points and roadblocks to expedite traffic to reception centers, and prevent unauthorized reentry into evacuated areas.
 - h. Provide traffic control, law enforcement, and security on state/federal roads.
 - i. Support local law enforcement operations.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government– Cont

3. **Division of Emergency Management (ADEM)** shall:
 - a. Activate the SEOC upon notification a terrorist incident or suspected terrorist incident involving biological agents.
 - b. Coordinate with ADHS on the preparation of Presidential Declaration of a Major Disaster, NDMS, and/or DMORT requests to ensure that all necessary aspects of federal support for public health and mental health are identified.
 - c. Provide for mass care direction, control, and resource availability.
 - d. Coordinate HazMat mitigation efforts.
 - e. Coordinate the use of pertinent National Guard resources.
 - f. Coordinate resources to assist local government in the care/handling of the deceased.
 - g. Coordinate resources to assist local government in the care/handling of contaminated victims, casualties and fatalities.
 - h. Act as liaison between volunteer and state agencies.
 - i. Coordinate development of the After-Action Review and Report.
4. **Office of Attorney General (OAG)** shall review legal and liability issues associated with this response plan and proposed roles and responsibilities therein.
5. **Department of Environmental Quality (ADEQ)** shall:
 - a. Manage and administer water quality, air quality, solid waste, and hazardous waste regulations.
 - b. Certify impacted area emergency water supplies for human and animal consumption.
 - c. Provide water quality control assurance for impacted communities.
 - d. Provide advisories on medical and other contaminated waste collection and disposal from impacted area(s).
 - e. Conduct environmental sampling and clean up activities as needed.
6. **Department of Economic Security (ADES)** shall:
 - a. Provide support that is with that Department's mission and ability toward supporting emergency response operations; including food, personal hygiene items, and shelter.
 - b. Ensure the safety of elderly victims of the impacted area(s) and coordinate the receipt of proper care and their health and personal needs are satisfied.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government– Cont

7. Department of Emergency & Military Affairs (DEMA)

a. National Guard shall:

- (1). Provide personnel, supplies, transportation, and equipment.
- (2). Assist DPS and local law enforcement with law enforcement activities.
- (3). Assist in providing transport of sick persons.
- (4). Provide assistance in casualty care.
- (5). Transport health-related materials and personnel.
- (6). Provide armed support to guard against looting.

b. Civil Support Team (CST) will:

- (1). Deploy to area of operations to assess suspected bio-terrorism event in support of the Incident Command System.
- (2). Expedite arrival of additional state and federal assistance.

8. Department of Agriculture (ADA) shall:

- a. Support ADHS in identifying and controlling the spread of contaminants/disease associated with terrorism incident.
- b. Ensure public food safety and animal welfare as a result of said terrorism incident.
- c. Coordinate with ADHS in the disposal of contaminated and non-contaminated carcasses resulting from terrorism incident.

9. Governor's Office will:

- a. Be responsible for proclaiming a State of Emergency
- b. Make request for SNS deployment from CDC upon recommendation from ADHS and ADEM.
- c. Conduct the statewide Emergency Public Information program in conjunction with ADEM and ADHS.
- d. Declare a state of emergency or state of war emergency upon an occurrence or imminent threat of an illness or health condition caused by bioterrorism (ARS §36-787).
- e. Issue an enhanced surveillance advisory if the governor has reasonable cause to believe that an illness, health condition or clinical syndrome caused by bioterrorism has or may occur (ARS §36-782).

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government– Cont

10. **State Board of Funeral Directors and Embalmers** will accept and process applications of apprenticeship for licensed personnel from other states at the disaster scene or site designated by ADEM.
11. **Arizona Game and Fish Department (AZGFD)** will:
 - a. Provide peace officers to control traffic as requested.
 - b. Provide available transportation resources as requested.
12. **Department of Transportation (ADOT)** will support law enforcement with barricades and other forms of access control

B. Regional Operations (Public, Private and Private/Non-Profit):

1. The **Poison Control Centers System** (Az Poison and Drug Information Center and Samaritan Regional Poison Center) will:
 - a. Assist incident responders in identifying and assessing the threat.
 - b. Provide medical management and decontamination information.
2. **Critical Incident Stress Management Teams (Phoenix (2), Tucson (1))** may:
 - a. Assist the ARC with critical incident stress debriefing in shelters of reception and care centers.
 - b. Provide support to emergency responders at the disaster site(s).

C. Private Organizations:

1. **Local medical facilities** (public and private) will:
 - a. Participate in county health department program of case reporting in order to identify escalating trends and mitigate impact of a biological or chemical terrorism incident.
 - b. Provide medical care and treatment for casualties
 - c. Report daily to their respective county health department all new cases at their facility that are potentially associated with the bioterrorism incident.
 - d. Submit appropriate samples to the State Laboratory for analysis.
2. **Arizona Healthcare and Hospital Association** will:
 - a. Provide hospital bed status.
 - b. Provide support within existing capabilities to hospital and healthcare facilities experiencing an impact from a terrorist incident.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

C. Private Organizations: Cont

3. **Arizona Funeral Directors Association - Disaster Committee** will:
 - a. Provide and/or coordinate activities, manpower, supplies, and equipment from private mortuary services.
 - b. Ensure that the handling of fatalities is conducted in a humane and lawful manner.
 - c. Coordinate the acquisition of suitable morgue facilities, embalming supplies, and body bags.
 - d. Provide assistance to the ARC and the Critical Incident Stress Debriefing Network in grief counseling for victims and health care workers.
 - e. Provide assistance to CMEs in the notification of victims' families.
 - f. Coordinate with the National Funeral Directors Association to obtain resources and assistance outside the State.
4. **American College of Surgeons, the Arizona Chapter of American College of Emergency Physicians, the Arizona Medical Association, the Arizona Infectious Disease Society, Arizona Osteopathic Medical Association, and the Boards of Homeopathic and Naturopathic Medicine** will:
 - a. Assist in providing supplementary physician medical personnel.
 - b. Ensure medical students and staff receive training on bioterrorism and the possibility of assisting in a response to such an incident.
5. **Arizona Chapter of the Emergency Department Nurses Association, Association of Practitioners of Infection Control, and the Arizona Association of School Nurses** will:
 - a. Assist in providing additional nursing personnel.
 - b. Assist in educating and training medical personnel on bioterrorism and the possibility of organizational assistance toward a response to such an incident.
6. **United Blood Services** will provide coordination and delivery of blood products in their responsible areas.

D. Voluntary Organizations

1. **American Red Cross (ARC)** will:
 - a. Support local government in setting up and running shelters, providing food, first aid, mental health support and blood/blood products in their responsible areas.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

D. Voluntary Organizations – Cont

1. **American Red Cross (ARC) will: - Cont**
 - b. Operate a Disaster Welfare Inquiry (DWI) system to collect, receive, report, and relay information about the status of victims and assist with family reunification.
 - c. Request baby-sitting assistance through the Arizona Voluntary Organizations Active in Disasters for emergency workers and victims.
2. Other voluntary agencies (e.g., **Arizona Voluntary Organizations Active in Disaster (AzVOAD), The Salvation Army, Statewide Independent Living Council (SILC), church groups, etc.**), may be called upon to provide assistance in sheltering operations, food services, and other identified unmet needs including persons with limited abilities.

E. County Government:

1. **County Health Departments** shall:
 - a. Coordinate local public health response with ADHS.
 - b. Conduct surveillance for new cases associated with the biological terrorism incident and assess the scope of the outbreak.
 - c. Ensure observance of health regulations.
 - d. Provide health advisories in coordination with ADHS, the Governor's Office, and FEMA, to the public on acquisition of health care, pharmaceuticals, and vaccines.
2. **County/Local Emergency Management Offices (CEM)** shall:
 - a. Establish and activate an EOC.
 - b. Coordinate emergency activities and outside resource requirements with the SEOC.
 - c. Coordinate local resources in response to a bioterrorism incident.
 - d. Be responsible for shelter operations in the unincorporated portions of the county.
 - e. Ensure that persons with limited abilities, i.e., disabled, private home assisted-care individuals, latchkey children, etc. special needs are being met in non-incorporated communities within jurisdictional boundaries.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

E. County Government – Cont

2. **CEM** shall – Cont
 - f. Provide coordination of mortuary services for unincorporated portions of the county, and incorporated portions when requested. County involvement in community multiple death disaster is automatic.
 - g. Coordinate mass fatality activities with ADEM, ADHS and FEMA for safe handling and disposal of contaminated remains.
 - h. Ensure all participating public and governmental agencies are cognizant of record-keeping requirements for potential incident-related expense reimbursement utilizing state and/or federal recovery funding.
3. **County Sheriff's Department (CSO)** shall:
 - a. Provide traffic control on county roads.
 - b. Perform normal law enforcement activities and support other local law enforcement operations.

F. Local Government

1. **Metropolitan Medical Response Systems (MMRS)** will:
 - a. Participate in the Unified Surveillance System and relay any suspicious events to CHD and ADHS.
 - b. Assist county emergency management (CEM) with local command and control of biological incidents.
 - c. Coordinate with CHD and ADHS to implement initiate local mass prophylaxis and/or immunization programs.
 - d. Maintain access to a local pharmaceutical supply and equipment stockpile for immediate local use, prior to pending arrival of outside additional pharmaceutical support.
 - e. Coordinate with CHD and ADHS to implement local, short-term (48-72 hours) mass patient care, prior to arrival of outside support.
 - f. Coordinate with CHD and ADHS to implement mass fatality management.
 - g. Coordinate with ADHS, ADEQ, and CHD to identify and mitigate existing and future environmental health risks.
2. **Local Law Enforcement Agencies** shall:
 - a. Under suspicion of or in the event of a known terrorist attack utilizing biological or chemical agent(s) preserve the area as a crime scene until FBI authorities arrive on scene.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

F. Local Government – Cont

2. Local Law Enforcement Agencies shall: - Cont

- b. In cooperation with the FBI coordinate all law local enforcement activities in support of incident management objectives.
- c. Provide for public safety, security of health care facilities, shelters, and pharmaceuticals, and traffic safety.
- d. Participate in the state Master Mutual Aid Compact to work with adjacent law enforcement agencies.

3. Incorporated Communities shall:

- a. Coordinate response activities with CHD and ADHS to maximize public safety and welfare.
- b. Ensure that persons with limited abilities, i.e., disabled, private home assisted-care individuals, latchkey children, etc. special needs are being met.
- c. Be responsible for shelter operations within their jurisdiction.
- d. Provide emergency medical support at shelters.
- e. Provide mortuary services utilizing all resources available, requesting assistance from neighboring communities when necessary, and requesting assistance from county when available resources are insufficient.

G. Federal Government:

1. OEP:

- a. Establish the DHHS EOC
- b. Coordinate all federal health and medical support provided to state and local agencies.
- c. Coordinate the National Disaster Medical System (NDMS), including DMAT and DMORT Teams.

2. CDC will:

- a. Coordinate the Strategic National Stockpile and deliver to pre-designated reception site(s) in *the* state upon request from the Governor or designate.
- b. Make available to the state, personnel and resources from the Emergency Response Program, Bioterrorism Prevention and Response Program, Epidemiological Investigation Service, and other appropriate programs, as per the request of the State Epidemiologist.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

G. Federal Government – Cont

2. **CDC will:** - Cont
 - c. Coordination and delivery of the emergency ventilator supply.
 - d. Conduct national surveillance for cases.
 - e. Has quarantine power over ports of entry.
3. **FBI will:**
 - a. Be the lead primary federal agency for assisting state and local management of any terrorism incident, including bioterrorism acts, once it has been established as such.
 - b. Provide law enforcement on federal land and buildings.
4. **FBI Disaster Squad** may provide victim identification services according to the Federal Response Plan.
5. **FEMA will:**
 - a. Be the lead primary federal agency for assisting state and local management of the consequences any terrorism incident, including bioterrorism, once it has been established as such.
 - b. Coordinate the Federal Response Plan after confirmation of activation.
 - c. Coordinate resources from other federal agencies that are available to support local and state emergency public health efforts.
6. **USDA**
 - a. Provide support laboratory services.
 - b. Provide expert advise on agricultural terrorism to the EOC.
 - c. Assist CDC with national surveillance for intentional food-borne contamination.
7. **USPHS, FDA, and CDC** will upon activation of ESF #8 of the Federal Response Plan, make available and provide resources as needed, under coordination from FEMA.
8. **DOD - Joint Task Force - Civil Support:**
 - a. After declaration of Federal disaster, controls and integrates military resources to support the civilian federal response agencies.
 - b. Provide assistance with decontamination, laboratory analysis, and communication.

BIO-TERRORISM INCIDENT APPENDIX

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CON'T

G. Federal Government – Con't

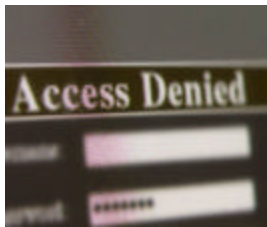
9. **DOD - USAF Mortuary Services** may provide assistance in victim identification, recovery, storage, and transportation according to the Federal Response Plan.
10. **Luke AF Base, Glendale** and the **Tucson VA Medical Centers** will act as Federal Coordinating Centers for the NDMS program.
11. **NOAA (NWS)** – local/regional office will provide to emergency responders, incident commander(s) and appropriate EOCs with current weather and wind conditions as needed.

VII. ADMINISTRATION AND LOGISTICS

- A. Primary support for this ESF will come from ADHS.
- B. Other state agencies will be called upon to provide support as needed.
- C. Training for this ESF will be provided by ADEM and ADHS.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

ADEM has primary responsibility for development and maintenance of this ESF. Other agencies may be requested to provide input and review.



APPENDIX #2 TO TERRORISM INCIDENT ANNEX

CYBERTERRORISM INCIDENT

PRIMARY AGENCIES

State: Office of the Governor (OOG)
 Department of Administration (ADOA)
 Government Information Technology Agency (GITA)
 Office of Homeland Security (OHS)
 Arizona Division of Emergency Management (ADEM)
 Department of Public Safety (DPS)

SUPPORT AGENCIES

State: Office of the Attorney General (OAG)

Federal: Department of Homeland Security (DHS)
 Federal Bureau of Investigation (FBI)

I. INTRODUCTION

Protecting technological resources from potential cyber terrorist attacks is essential to critical business functions within ADEM and the State of Arizona. Security is part of Arizona's overall strategic plan for information technology (IT). There is a heightened awareness of the potential for large-scale cyber attacks that might be used in combination with other conventional and unconventional terrorist tactics. To thwart such cyber attacks, ADEM shall enhance its efforts to sustain consistent policies and procedures and provide education and training programs. Without executive leadership, resources, and proactive security measures, the State of Arizona will continue to be vulnerable to cyber attacks.

A. Purpose

1. Establish a concept of operations to protect critical information systems from cyber terrorism attacks.
2. Establish a concept of operations during the response and recovery of a cyber terrorism attack against essential state infrastructure.
3. Maintain standard information system security preemptive measures for the ADEM.
4. Protect vital information against unauthorized use, access, or manipulation and ensure vital information systems are available for mobilization of emergency service providers in the event of a disaster.
5. Implement and identify ADEM's cyber security advisory system.

CYBER-TERRORISM INCIDENT APPENDIX

I. INTRODUCTION – CONT

B. Scope

1. Develop and implement security practices within ADEM and provide increased awareness of persons or organizations that infiltrate computer data system without prior approval.
2. An act of cyber terrorism is defined as person(s) or organization(s) that unlawfully access data systems, networks, computers or telecommunications without the consent of another. A cyber terrorist may exploit personal information of another and use personal information of another on the Internet and e-mail with the intent to threaten, harass, annoy, a person or organization. Acts of cyber terrorism may infiltrate, illegally modify and/or corrupt data systems and networks to prevent proper performance of these systems. Thus inhibiting organizational business processes to continue.

II. POLICIES

Unauthorized access to servers, networks and computer systems for obtaining or destroying information, gaining control of trusted hosts, or otherwise performing unlawful or unethical acts will be subject to the following agency policies and statutes:

A. Arizona Revised Statutes

A.R.S.§13-2316 Computer fraud, unauthorized release of propriety or confidential computer information and knowingly altering, damaging, deleting or destroying computer programs or data can be prosecuted.

B. ADEM/DEMA Internal Policies and Procedures

1. ADEM computers, software and the related services and capabilities are for official business use only. Abusers may be subject to disciplinary action.
2. The use of information services/databases from a remote site is for business use for ADEM. Access to these services will require a security clearance (password) in addition to the already established Local Area Network level security programs.
3. Request for remote access to LAN must be made in writing by the requestor to their immediate supervisor.
4. All software installation and hardware configurations will be performed and serviced by ADEM information technology (IT) staff.
5. The IT office will periodically audit the LAN and user's computers to ensure that there are no software license violations. If an unauthorized software copy is found, it will be erased and reported to the user's supervisor. Violators will be subject to disciplinary action.

CYBER-TERRORISM INCIDENT APPENDIX

III. SITUATION AND ASSUMPTIONS

A. Vulnerability

Cyber terrorists look for vulnerabilities in systems and exploit these to commit their crimes. Some of the more common ways to enter systems are via e-mail, the Internet, and cable modems or digital subscriber lines. Cyber terrorists may deny legitimate user access and disrupt critical information systems. The following proactive measures shall be taken;

1. Periodically test and audit network vulnerabilities.
2. Test then install vendor and trusted source patches for known vulnerabilities.
3. Prior to installing and applying patches, back up all data systems.
4. Encrypt and apply password verifications to sensitive data.

B. Single Threat or Multiple Threat

1. Undirected Attacks

Cyber terrorists may corrupt and infect multiple random networks with viruses, worms, spam and trojan horses. Generally these attacks are not directed towards single entities but rather a plethora of networks and data systems. In such cases the objective of cyber terrorists is to commit overt intrusions that cause chaos and financial harm throughout worldwide networks.

2. Directed Attacks

Cyber terrorists enter data systems or networks for a specific objective. The objective might include stealing Social Security numbers, credit card numbers, health information and denial of service attacks or defacing Web sites. In many cases, the attacker may be sophisticated enough to enter and leave the system with no trail, making it difficult for someone to know that data have been compromised. Strong factional groups trying to inflict direct harm on our government may also perform this type of attack.

CYBER-TERRORISM INCIDENT APPENDIX

IV. CONCEPT OF OPERATIONS

A. Increased Readiness

1. Proper security protocols must be practiced by all employees. ADEM shall periodically conduct information security training sessions for staff members.
2. ADEM shall identify security controls and measures in place to reduce or eliminate threats of loss of its data systems.
3. Network security logs shall be backed up daily and retained for one calendar year. The media shall be stored at a secure off-site location. The security logs shall be reviewed for abnormal behavior by authorized personnel on a daily basis.
4. Maintain most current updates to anti-virus software and related operating system/application security patches.

B. Risk Management

1. Backup all original Operating System Software.
2. Perform daily network and vital data backups. Store backup tapes in a separate and secure location.
3. Quarterly test the restore backup media to ensure documented procedures are up to date and the media can be used to restore to normal operations.
4. Ensure adequate security software is installed on networks to protect servers, firewalls, routers/switches, network appliances/devices and individual computer systems to recognize and prevent attacks/intrusions.

C. Physical Security

During daily operations and SEOC activation the following protocols shall apply:

1. All ADEM employees shall wear proper identification while on duty.
2. All visitors shall sign in and wear proper ID while in the SEOC.
3. All network passwords shall be concealed from view.
4. ADEM employees shall log off the network and computers when away from their desk.
5. ADEM employees shall change log-ins/ passwords periodically.
6. The state emergency operations center (SEOC), power supply, telecommunications equipment and network center shall have restricted access.

CYBER-TERRORISM INCIDENT APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

D. Cyber Security Advisory System

ADEM will adopt the below Security Advisory System based on the Multi-State Information Sharing and Analysis Center (ISAC) Cyber Alert Indicator and National Information Analysis & Infrastructure Protection Center (NIPC) Standards.

1. Green – Low

Probing of the network and servers is minimal and low risk viruses are contained thus not interfering with daily operations.

Actions:

- a. Continue routine preventative measures including application of vendor security patches and updates to anti-virus software signature files on a regular basis.
- b. Continue routine security monitoring.
- c. Ensure personnel receive proper training on Cyber Security policies.

2. Blue - Guarded

Increased hacking and virus activity is detected. Potential malicious cyber activities and exploits may be identified but pose no significant impact on network and business functions.

Actions:

- a. Continue recommended actions from previous level.
- b. Identify vulnerable systems.
- c. Implement appropriate counter-measures to protect vulnerable systems.
- d. When available, test and implement patches, install anti-virus updates, etc. in next regular cycle.

3. Yellow – Elevated

Increased hacking, viruses and malicious activity are detected and pose the potential to compromise or diminish systems. Vulnerabilities are being exploited with moderate level damage or disruption, which in turn may lead to potential significant high level damage to systems.

CYBER-TERRORISM INCIDENT APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

D. Cyber Security Advisory System – Cont

3. Yellow – Elevated – Con't

Actions:

- d. Continue recommended actions from previous levels.
- e. Identify vulnerable systems.
- f. Increase monitoring of critical systems.
- g. Immediately implement appropriate counter-measures to protect vulnerable critical systems.
- h. When available, test and implement patches, install anti-virus updates, etc. as soon as possible.

4. Orange – High

Indications of core critical infrastructure intrusions and malicious cyber activity are detected. Hacking, viruses, and other significant malicious activity intrusions result in service outages, system compromises, and critical infrastructure system failures. Vulnerabilities are being exploited with the potential for high-level damage, system degradation and disruption.

Actions:

- a. Continue recommended actions from previous levels.
- b. Closely monitor security mechanisms including firewalls, web log files, anti-virus gateways, system log files, etc. for unusual activity.
- c. Consider limiting or shutting down less critical connections to external networks such as the Internet.
- d. Consider isolating less mission critical internal networks to contain or limit the potential of an incident.
- e. Consider use of alternative methods of communication such as phone, fax or radio in lieu of e-mail and other forms of electronic communication.
- f. When available, test and implement patches, anti-virus updates, etc. immediately.

CYBER-TERRORISM INCIDENT APPENDIX

IV. CONCEPT OF OPERATIONS – CONT

D. Cyber Security Advisory System – Cont

5. Red – Severe

Widespread outages and/or significant destructive compromises to critical infrastructure debilitate systems. Vulnerabilities are exploited at a severe level and critical infrastructure assets become significantly compromised and major damage occurs.

Actions:

- a. Continue recommended actions from previous levels.
- b. Shutdown connections to the Internet and external business partners until appropriate corrective actions are taken.
- c. Isolate internal networks to contain or limit the damage or disruption.
- d. Use alternative methods of communication such as phone, fax or radio as necessary in lieu of e-mail and other forms of electronic communication.

E. Response and Recovery Actions

During the response and recovery phase of a cyber terrorism attack, ADEM may activate the SEOC to commence support operations and coordination of state/federal agencies response assets and resources. This includes technical operations providing agent monitoring, and long-term restoration. ADEM and interagency operations priorities shall concentrate on the preservation of life and the establishment and protection of essential information security systems.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. State Government

1. Governor's Office

- a. Provide oversight and support to the state on cyber security policy measures.
- b. Reviews and delegates the statewide security assessment plans.
- c. Ensure all stakeholders, including legislative and judicial branch representatives, are part of a coordinating body to effectively prevent and respond to cyber attacks.

CYBER-TERRORISM INCIDENT APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

2. Office of the Attorney General, Computer Crimes Unit (OAG)

- a. Represent and provide legal guidance to state agencies, enforce consumer protection laws and criminal laws, brings and defends lawsuits on behalf of the state.
- b. Focus on combating cyber crimes against essential infrastructure systems.
- c. Investigates and pursues legal action against cyber terrorists that effect businesses and state infrastructure through theft of trade secrets, credit card fraud, forgery, espionage, tampering, denial of services, software piracy, cyberstalking, hacking and unauthorized access to systems.

3. Division of Emergency Management (ADEM)

- a. Acts of cyber terrorism on private and state industry may disrupt vital infrastructure and lead to system failures essential to the population of Arizona, hospitals, pharmacies, financial services, utilities, food distributors, water resources, fuel, traffic services, communication networks, and security services are all vulnerable to such intrusions.
- b. Ensure the continuum of essential services to state and local governments and communities.
- c. Provide interagency support and coordinate disaster relief efforts with the Governor's Office. Ensure communication with the Governor's staff is maintained.
- d. Cooperate with ADOA, Statewide Security Manager, GITA, law enforcement agency's to resolve conflicts and to coordinate response/recovery actions.
- e. Coordinate priority/action plans with ADOA Statewide Security Manager, law enforcement, GITA and other state and federal agencies.
- f. Prepare briefings/reports with supporting response agencies; to coordinate public information about cyber terrorism attacks with the media and the public.

CYBER-TERRORISM INCIDENT APPENDIX

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES – CONT

A. State Government – Cont

4. Department of Administration (ADOA), Statewide Security Manager

- a. The Statewide Security Manager plans, directs, coordinates and implements protective monitoring measures for state information systems and office buildings, to include processing of information, security alarms and video monitoring. The Statewide Security Manager works closely with, state agencies, law enforcement and federal agencies in preventing, responding, and recovering from cyber terrorism attacks. The Statewide Security Manager is the lead authority in protecting state information assets and implementing security policies.
- b. The Statewide Security Manager **Plans and assists in the collection of electronic and video evidence, investigation of computer criminal activity, computer fraud, computer abuse activities, and provides oversight to the statewide security assessment process.**
- c. If an intrusion has been detected by state agency personnel shall notify the agency's State Infrastructure Protection Center (SIPC) Coordinator and the Coordinator shall immediately notify the Statewide Security Manager of detection. The coordinator shall also work with IT security within the agency on the detection, resolution and recovery phases of a cyber terrorism attack.
- d. During the detection, resolution and recovery phases, the Statewide Security Manager and agency IT security shall document all detection, resolution and recovery methods using the SIPC Incident Report form.
- e. Depending on the level of intrusion (Assessment, Advisory or Alert) and damages, the Statewide Security Manager shall be in constant contact with the agency IT Coordinators, GITA, Governor's Office and other organizations as defined above, until resolution and recover have been completed.
- f. The Statewide Security Manager and state agencies shall continue to execute its procedures for determining and implementing new anti-virus definitions from its anti-virus providers.

5. Government Information Technology Agency (GITA)

- a. Serve as a computer support agency and security consultant, providing general and technical guidance on matters in the protection of information and resources possessed by agencies.
- b. Identify performance measures for the operation of secure information systems.

CYBER-TERRORISM INCIDENT APPENDIX

V. ORGANIZATIONAL RESPONSIBILITIES – CONT

A. State Government – Cont

5. GITA – Cont

- c. Develop, implement and maintain a coordinated statewide plan for information technology to include adopting statewide technical coordination of security policies for the protection of information technology assets and resources.
- d. Ensure state security architecture technology meets industry standards to enable secure and efficient transaction of business, delivery of services and communications among citizens, the federal government, cities, counties, and local governments.

6. Department of Public Safety (DPS)

- a. DPS is the Lead State Agency to coordinate and respond to terrorist events.
- b. DPS investigates all types of fraud, forgeries, identity theft, high tech crimes and embezzlements. In the event of a cyber terrorism attack, DPS has specialized computer forensic teams that can help identify evidence, examine computers and components.

B. Federal Government

FBI & DHS

- 1. United States policy on counter terrorism establishes the framework for the roles, responsibilities and coordination of responding agencies. The Department of Justice (DOJ) Federal Bureau of Investigation (FBI) will be the Lead Federal Agency.
- 2. The NIPC, while located at the FBI, is an interagency center with representatives from many other agencies, including DHS, DOD, the U.S. Intelligence Community, and other federal agencies.

CYBER-TERRORISM INCIDENT APPENDIX

V. ORGANIZATIONAL RESPONSIBILITIES – CONT

B. Federal Government – Cont

FBI & DHS – Cont

3. To help counter cyber terrorism threats and attacks the FBI uses both the National Information Analysis & Infrastructure Protection Center (NIPC). Under PDD-63, the NIPC's mission is to detect, warn of, respond to and investigate computer intrusions and unlawful acts that threaten or target our critical infrastructures. The center not only provides a reactive response to an attack that has already occurred, but proactively seeks to discover planned attacks and issues warnings before they occur. This large and difficult task requires the collection and analysis of information gathered from all available sources (including law enforcement investigations, intelligence sources, data voluntarily provided by industry and open sources) and dissemination of analyses and warnings of possible attacks to potential victims, whether in the government or the private sector. To accomplish this mission, the NIPC relies on the assistance of, and information gathered by the FBI's field offices, other federal agencies, state and local law enforcement, and the private sector.

VI. PLAN DEVELOPMENT AND MAINTENANCE

ADEM will be responsible for reviewing and revising this annex as required. ADEM will coordinate with ADOA/GITA and other state government agencies ensuring current standards and methods are implemented in maintaining this document.

VII. AUTHORITIES AND REFERENCES

- A. Executive Order, 2003-05, State Coordinated Emergency Response Plans.
- B. State Emergency Response and Recovery Plan. (SERRP).
- C. Arizona Administrative Code, Title 2, Chapter 18, Government Information Technology Agency.
- D. Statewide Policy P100, Information Technology.
- E. Statewide Standards for Security Architecture. P800-S805-S895
- F. Title 13, Arizona Revised Statutes 13-2316 & 13-2316.02, Computer tampering & unauthorized release of proprietary or confidential computer security information.
- G. Title 13, Arizona Revised Statutes 13-2308.01, Terrorism.
- H. Title 26, Arizona Revised Statutes 26-301 to 26-402, Emergency Management.

CYBER-TERRORISM INCIDENT APPENDIX

VII. AUTHORITIES AND REFERENCES – CONT

- I. Title 44, Arizona Revised Statutes 44 –10 Article 7, Consumer Fraud.
- J. Section 225, United States of America, Cyber Security Enhancement Act Of 2002.
- K. Multi-State Information Sharing and Analysis Center (ISAC) Procedures and Protocols for Cyber Alerts.

VIII. DEFINITION OF TERMS

CYBER TERRORISM - An act of cyber terrorism is defined as person(s) or organization(s) that unlawfully access data systems, networks, computers, or telecommunications without the consent of another. A cyber terrorist may assume personal information of another and use personal information of another on the Internet and e-mail with the intent to threaten, harass, annoy, or alarm another, or any other person or organization. Acts of cyber terrorism may infiltrate, illegally modify and/or corrupt data systems and networks to prevent proper performance of these systems. Thus inhibiting organizational business processes to continue.

CYBER SECURITY - The protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

ENCRYPTION - Converting confidential or classified electronic information data into a code or cipher.

LOCAL AREA NETWORK (LAN) - A network of computers sharing a single server or servers in a single location, typically in an office or building.

NETWORK - Network of data processing nodes that are interconnected for the purpose of data communication.

PATCH - Software code that replaces or updates other code. Frequently patches are used to correct security flaws.

SERVER - A computer or other device that manages a network service.

SPAM - Unsolicited email that the recipient has not granted verifiable permission for the message to be sent.

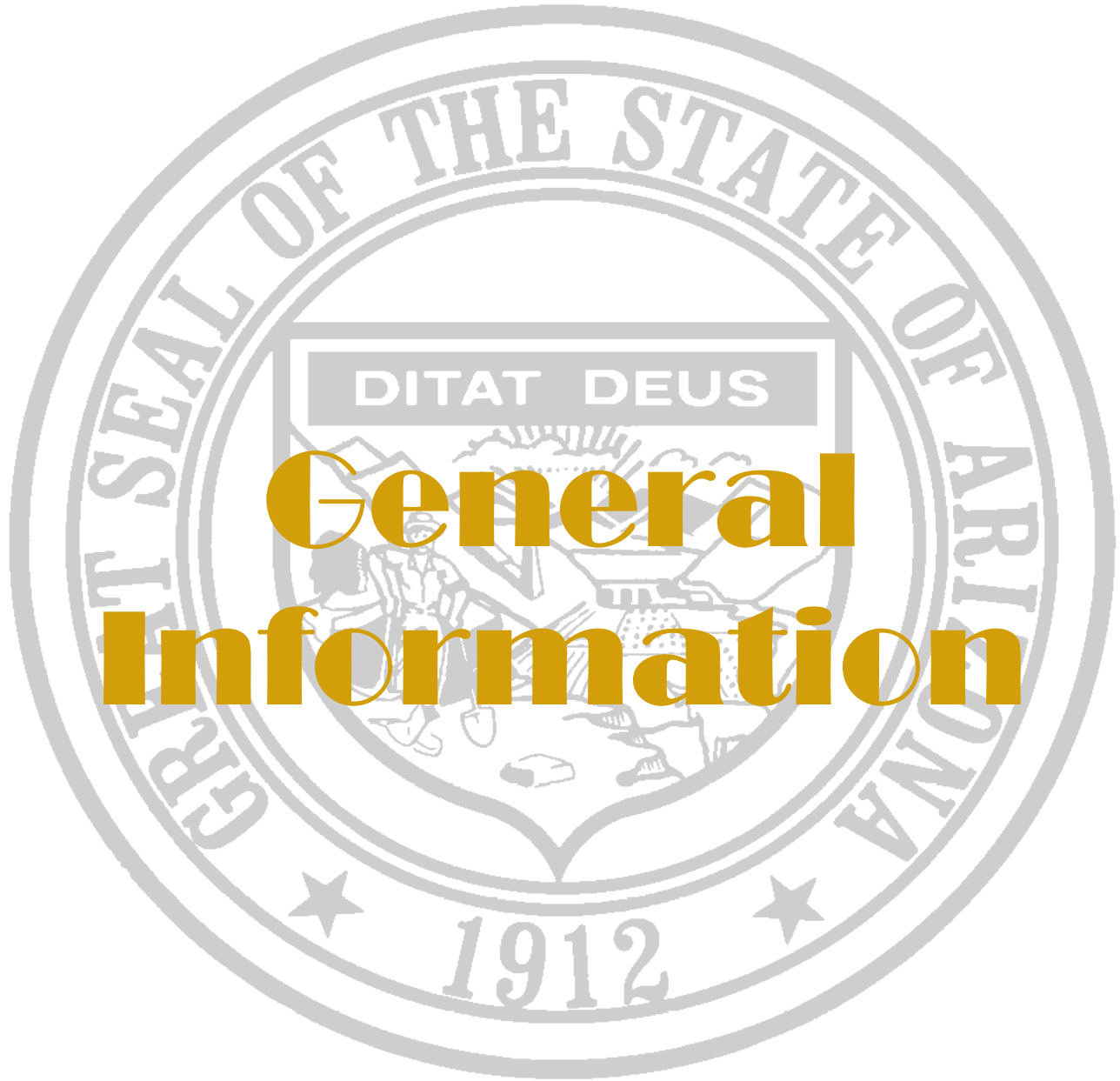
TROJAN HORSE - Malicious code that is hidden in software that has an apparently beneficial or harmless use.

VIRUS - Malicious code that replicates itself within a computer.

VULNERABILITY - A potential flaw or means that allows someone to operate a computer system without authorization.

WORMS - Malicious code that infects computers across a network without user intervention.

State of Arizona



Emergency Response and Recovery Plan

GLOSSARY OF ACRONYMS AND DEFINITIONS

Acronyms

A	

AAC	Arizona Administrative Code
AAFB	Arizona Association of Food Banks
ACC	Arizona Corporation Commission
ACEP	American College of Emergency Physicians
ACOS	American College of Surgeons
ADA	Arizona Department of Agriculture
ADA	Arizona Dental Association
ADC	Arizona Department of Commerce
ADE	Arizona Department of Education
ADEM	Arizona Division of Emergency Management
ADEQ	Arizona Department of Environmental Quality
ADES	Arizona Department of Economic Security
ADHS	Arizona Department of Health Services
ADOA	Arizona Department of Administration
ADOC	Arizona Department of Corrections
ADOE	Arizona Department of Energy
ADOT	Arizona Department of Transportation
ADWR	Arizona Department of Water Resources
AEOC	Alternate Emergency Operations Center
AFCA	Arizona Fire Chiefs' Association
AFDA	Arizona Funeral Directors Association
AFRCC	Air Force Rescue Coordination Center
AGCA	Associated General Contractors of America
AoA	Administration on Aging
AP	Assembly Point
APS	Arizona Park Service
APS	Arizona Public Service

GLOSSARY of ACRONYMS and DEFINITIONS

A

ARC		American Red Cross
ARRA		Arizona Radiation Regulatory Agency
ARS		Arizona Revised Statutes
AZGFD		Arizona Game & Fish Department
AZNG		Arizona National Guard
AZSERC		Arizona State Emergency Response Commission
AzVOAD		Arizona Voluntary Organizations Active in Disasters

B

BC		Base Camp
BHD		Behavioral Health Division

C

CAP		Civil Air Patrol
CAS		Chemical Abstract System
CBR		Chemical, Biological, Radiological
CDC		Centers for Disease Control
CERCLA		Comprehensive Environmental Response Compensation & Liability Act
CES		Cooperative Extension Services
CFR		Code of Federal Regulations
CHEMTREC		Chemical Transportation Emergency Center
CHRIS		Chemical Hazards Response Information System
CIA		Central Intelligence Agency
CISD		Critical Incident Stress Debriefing
CISM		Critical Incident Stress Management
CME		County Medical Examiner

GLOSSARY of ACRONYMS and DEFINITIONS

C

CoBRA		Chemical Biological Response Aide
CRG		Chemical Referral Guide
CST		Civil Support Team
CWA		Clean Water Act (a.k.a. FWPCA)

D

DDF		Disaster Donations Fund
DEMA		Department of Emergency and Military Affairs
DFO		Disaster Field Office
DHHS		Department of Health and Human Services
DIA		Defense Intelligence Agency
DOS		Department of State
DPS		Department of Public Safety
DRC		Disaster Recovery Center
DRC		Donations Reception Center
DST		Damage Survey Team
DWI		Disaster Welfare Information

E

EAS		Emergency Alert System
EDNA		Emergency Department Nurses Association
EDUD		Emergency Development and Utilization Division
EHTR		Emergency Highway Traffic Regulation
EMS		Emergency Medical Services
EOC		Emergency Operations Center
EOCC		Emergency Operations Communications Center
EOP		Emergency Operations Plan
EPA		Environmental Protection Agency

GLOSSARY of ACRONYMS AND DEFINITIONS

E

EPCRA		Emergency Planning and Community Right-to-Know Act
EPI		Emergency Public Information
EPIS		Emergency Public Information System
ERT		Emergency Response Team
ESF		Emergency Support Function

F

F-AS		Federal-Aid System
FAA		Federal Aviation Administration
FBI		Federal Bureau of Investigation
FCID		Foreign Counter Intelligence Division (FBI)
FCO		Federal Coordinating Officer
FCT		Food Coordination Team
FEMA		Federal Emergency Management Agency
FHA		Farmers Home Administration
FHWA		Federal Highway Administration
FOSC		Federal On-Scene Coordinator
FRERP		Federal Radiological Emergency Response Plan
FRP		Federal Response Plan
FWPCA		Federal Water Pollution Control Act (a.k.a. Clean Water Act)

G

GAR		Governor's Authorized Representative
GEF		Governor's Emergency Fund

GLOSSARY OF ACRONYMS AND DEFINITIONS

H

HEW		Health, Education and Welfare, Department of
HPB		Highway Patrol Bureau
HUD		Housing and Urban Development

I

IC		Incident Commander
ICS		Incident Command System
IFG		Individual Family Grant
INS		Immigration and Naturalization Service
IOP		Internal Operating Procedure

J

JENC		Joint Emergency News Center
JIC		Joint Information Center
JLBC		Joint Legislative Budget Committee
JOC		Joint Operations Center

K

L

LEPC		Local Emergency Planning Committee
LFA		Lead Federal Agency
LSA		Lead State Agency
LSPIO		Lead State Public Information Officer

GLOSSARY of ACRONYMS and DEFINITIONS

M

MAC		Mutual Aid Compact (CA, AZ, NM, CO, NV)
MARS		Military Amateur Radio System
MC		Mobilization Center
MERS		Mobile Emergency Response Support
MMC		Mobile Mortuary Container
MMRS		Metropolitan Medical Response System
MSDS		Material Safety Data Sheet
MVD		Motor Vehicle Division

N

NAWAS		National Warning and Alert System
NCP		National Contingency Plan
NDMOSC		National Disaster Medical Operations Support Center
NDMS		National Disaster Medical System
NECC		National Emergency Coordination Center
NFDA		National Funeral Directors Association
NFPA		National Fire Protection Association
NIIMS		National Interagency Incident Management System
NOAA		National Oceanic and Atmospheric Administration
NPS		National Pharmaceutical Stockpile
NOI		Notice of Interest
NRC		National Response Center
NRC		Nuclear Regulatory Commission
NRT		National Response Team
NWS		National Weather Service
NWWS		National Weather Wire Service

GLOSSARY of ACRONYMS AND DEFINITIONS

O

OSC		On-Scene Coordinator
OSHA		Occupational Safety and Health Act
OSPB		Office of Strategic Planning and Budgeting

P

PA		Project Application
PA		Public Assistance
PAG		Protective Action Guidelines
PDA		Preliminary Damage Assessment
PDD		Presidential Decision Directive
PIO		Public Information Officer
PL		Public Law
POA		Point of Arrival
PPE		Personal Protective Equipment
PSP		Pipeline Safety Personnel
PVNGS		Palo Verde Nuclear Generating Station

Q

R

RACES		Radio Amateur Civil Emergency Services
RAP		Radiological Assistance Plan
RCRA		Resource Conservation and Recovery Act
RM		Resource Manager
RMS		Risk Management Section
RP		Responsible Party
RRT		Regional Response Team

GLOSSARY of ACRONYMS AND DEFINITIONS

S

SA		Staging Area
SAFA		School Assistance Federal Affected Areas
SAR		Search and Rescue
SARA		Superfund Amendments and Reauthorization Act
SBA		Small Business Administration
SC		State Clearinghouse
SCO		State Coordinating Officer
SEC		State Emergency Council
SECC		State of Arizona Emergency Communications Center
SEOC		State Emergency Operations Center
SERO		State Emergency Response Organization
SERRP		State Emergency Response and Recovery Plan
SFM		State Fire Marshall
SFSC		State Fire Safety Committee
SILC		Statewide Independent Living Council
SLD		State Land Department
SOG		Standard Operating Guide
SOP		Standard Operating Procedures
SOSC		State On-Scene Coordinator
SWP		State Warning Point

T

TARU		Technical Assistance Response Unit (CDC, NPS)
TRAC		Terrorist Research Analytical Center (FBI)
TSI-ASB		Transportation Safety Institute - Anti-Terrorism Branch

U

GLOSSARY of ACRONYMS AND DEFINITIONS

V

VA		Veterans Administration
VMI		Vender Managed Inventory (CDC, NPS)
VOAD		Voluntary Organizations Active In Disasters

W

WMD		Weapons of Mass Destruction
WQARF		Water Quality Assurance Revolving Fund

GLOSSARY of ACRONYMS AND DEFINITIONS

Definitions

A

ACTION PLAN - A verbal or written plan reflecting FCO/State Coordinating Officer (SCO) priorities with tactical objectives for the next operational period.

AFTER ACTION REPORT - Following Federal or State response to a disaster under the FRP or SERRP, ADEM will coordinate an after-action report documenting the Federal and/or State response effort. Each State agency involved in the response will keep records of its activity to assist in preparing the after-action report.

ARIZONA STATE EMERGENCY RESPONSE COMMISSION (AZSERC) - A commission formed by the Governor and Title 26, Chapter 2 of Arizona Revised Statutes, Article 3 to implement the requirements of the Superfund Amendments and Reauthorization Act of 1986, Title III - Emergency Planning and Community Right-to-Know Act in the State of Arizona.

ARIZONA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (AzVOAD) - AzVOAD is a coalition of voluntary organizations organized at state and local levels. In non-disaster periods, it meets to discuss emergency management issues and encourage cooperation, communication, coordination, and collaboration among voluntary organizations. In the response period, each individual organization functions independently, yet cooperatively.

B

BASE CAMP - The designated location under State or local control within the disaster area that is equipped and staffed to provide sleeping facilities, food, water, and sanitary services to response personnel.

BIOLOGICAL AGENTS - The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

GLOSSARY of ACRONYMS AND DEFINITIONS

C

CAS NUMBER - A standardized reference number for all regulated hazardous materials.

CHEMICAL AGENTS - The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTREC) - A facility of the Chemical Manufacturers Association located in Washington, D.C. which provides information on dealing with chemical transportation accidents 24 hours per day.

COMMERCIAL NUCLEAR GENERATING STATION - Means an electrical power generating facility owned by a public service corporation, a municipal corporation or a consortium of public service corporations that produce electricity by means of a nuclear reactor.

COMMUNITY EMERGENCY COORDINATOR - A person appointed for the Local Emergency Planning Committee (pursuant to SARA) who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

COMMUNITY RIGHT-TO-KNOW - Legislation requiring the communicating of chemical information to local agencies or the public.

COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT of 1980 (CERCLA) - More popularly known as "Superfund," CERCLA was passed to provide the needed general authority for Federal and State governments to respond directly to hazardous substances incidents.

COUNCIL - Means the Arizona Emergency Council.

CREDIBLE THREAT - The FBI conducts an interagency threat assessment that indicates the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

CRISIS EVENT - An event, which produces a temporary state of psychological disequilibria and a subsequent state of emotional turmoil.

CRITICAL INCIDENT - A turning point event. Often called a crisis event. A critical incident is any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of either an individual or a group. Critical incidents are typically sudden, powerful events that are outside of the range of ordinary human experiences. Because they are so sudden and unusual, they can have a strong emotional effect even on well-trained, experienced people.

CRITICAL INCIDENT STRESS - The reaction a person or group has to a critical incident. Critical Incident Stress is characterized by a wide range of cognitive, physical, emotional and behavioral signs and symptoms. Most people recover from critical incident stress within a few weeks.

GLOSSARY OF ACRONYMS AND DEFINITIONS

C

CRITICAL INCIDENT STRESS DEBRIEFING (CISD) - A group meeting or discussion about a distressing critical incident. Designed to mitigate the impact of a critical incident and to assist and educate the personnel in recovering as quickly as possible from the stress associated with the event. The CISD is run by a specially trained team which includes peer support personnel and a mental health professional.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM) - A wide range of programs and intervention strategies which have been designed to prevent stress in emergency personnel and to assist them in managing and recovering from significant stress should they encounter it in their work. It includes pre incident education, significant-other support programs, defusings, demobilizations, debriefings, on-scene support services, individual consultations, peer counseling, initial discussions, crisis intervention training, disaster preparedness, and other disaster assistance programs.

CRITICAL INCIDENT STRESS TEAM - A team of professional and peer personnel who have received special training to intervene in stress reactions.

D

DEBRIEFING - Generic term for the Critical Incident Stress Debriefing (CISD) process.

DEFUSING - The defusing is a shortened version of the Critical Incident Stress debriefing. Defusing always take place immediately or relatively soon after the critical incident is finished, and lasts between twenty and forty-five minutes. It is designed to eliminate the need to provide a formal debriefing.

DEMOBILIZATION - DE-ESCALATION - DECOMPRESSION - All three words are used as synonyms to mean a brief intervention that is reserved for use immediately after a disaster or other large scale incident. The intervention is designed to provide a transition period from the world of the traumatic event back to the world of the routine. As personnel are relieved from their shift, they are sent as a unit to a demobilization center. Here they are given a ten minute talk on critical incident stress, the symptoms they might encounter and some suggestions which will be immediately helpful to them during the next twenty-four to seventy-two hours or until a debriefing can be arranged to discuss the incident. After the ten-minute talk, the emergency workers are sent to another room in which food and non-alcoholic beverages are served. After a twenty-minute rest, the units are released to go home.

DESIGNATED AREA - The geographic area designated under a Presidential major disaster declaration that is eligible to receive disaster assistance in accordance with the provisions of the Stafford Act.

GLOSSARY of ACRONYMS AND DEFINITIONS

D

DIRECT FEDERAL ASSISTANCE - Is provided to the affected State and local jurisdictions when they lack the resources to provide specific types of disaster assistance either because of the specialized nature of the assistance, or because of resource shortfalls (e.g., providing debris removal, potable water, emergency medical services, urban search and rescue).

DIRECTOR - Means the director of the Division of Emergency Management.

DISASTER MEDICAL ASSISTANCE TEAM - The basic deployable unit of the NDMS, which is administered by the DHS. Staffed with physicians, nurses, other healthcare professionals, and support staff, DMAT capabilities include triage and stabilization of patients at a disaster site and provision of austere medical services at transfer points during transport to definitive medical care locations.

DIVISION - Means the Division of Emergency Management within the Department of Emergency and Military Affairs.

DOMESTIC EMERGENCY SUPPORT TEAM - PDD-39 defines the DEST as a rapidly deployable interagency support team established to ensure the full range of necessary expertise and capabilities are available to the on-scene coordinator. DHS is responsible for the DEST in domestic incidents.

DONATIONS COORDINATION CENTER (DCC) - The Donations Coordination Center is where the DCT operates.

DONATIONS COORDINATION TEAM (DCT) - A Donations Coordination Team comprises representatives of voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The team is managed by the SEOC. Its mission is to implement the Donations Management Annex, with the goal of keeping unneeded goods and services out of the disaster area.

DONATIONS STAGING AREA (DSA) - A facility away from the disaster area but close enough to serve as a site where goods and/or volunteers are mobilized and prepared for immediate deployment to either a local distribution site in the disaster area or a volunteer work station.

DUTY OFFICER - A 24-hour position within the Department of Public Safety - Communications Center. The duty officer is the statewide point of contact for alerting state agencies of emergencies/ disasters.

GLOSSARY OF ACRONYMS AND DEFINITIONS

E

EMERGENCY FUNCTIONS - Includes warning and communications services, relocation of persons from stricken areas, radiological preparedness, temporary restoration of utilities, plant protection, transportation, welfare, engineering, search, rescue, health, law enforcement, fire fighting and other activities.

EMERGENCY MANAGEMENT - A comprehensive government response to man-caused, technological and natural hazards. Emergency management includes the preparation for, response to, recovery from and mitigation against any disaster.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT OF 1986 - Also referred to as Superfund Amendments and Reauthorization Act of 1986 (SARA) - Title III.

EMERGENCY RESPONSE SPECIALIST - Acts as ADOT's SOSC to assist in preparation for hazardous materials clean-up operations on state highways, state roads or ADOT maintenance/construction sites. Assists On-Scene Commander and coordinates resources needed in absence of or on behalf of ADOT Maintenance Engineer. Is ADOT - Safety Section representative.

EMERGENCY RESPONSE UNIT - DEPARTMENT OF ENVIRONMENTAL QUALITY - A group of occupational specialists who act as the SOSC for non-transportation hazardous materials incidents to provide scientific support and technical response activities.

EXTREMELY HAZARDOUS SUBSTANCES - A substance on the list described in Section 302(a)(2) of PL 99-499, Emergency Planning and Community Right-To-Know Act of 1986.

F

FACILITY - All buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person.

FACILITY EMERGENCY COORDINATOR - Facility representative for each facility with an extremely hazardous substance in a quantity exceeding its threshold planning quantity, who participates in the emergency planning process.

FEDERAL COORDINATING OFFICER – Appointed by the Secretary of DHS, on behalf of the President, and who is responsible for coordinating the timely delivery of Federal disaster assistance to the affected State, local governments, and disaster victims.

FEDERAL ON-SCENE COORDINATOR (FOSC) - The designated on-scene coordinator of federal agencies at a hazardous materials incident.

FEDERAL-STATE AGREEMENT - Once the President has declared an Emergency or a Major Disaster, the Federal Coordinating Officer and the State Coordinating Officer establish the Federal-State Agreement, which delineates the responsibilities of each party to the recovery from the disaster/emergency.

GLOSSARY OF ACRONYMS AND DEFINITIONS

F

FEMA VOLAG COORDINATOR - Each FEMA Region has a Voluntary Agency Coordinator. In a disaster, the VOLAG Coordinator shares information about federal/state activities with voluntary agencies and assembles a report on voluntary agency activities.

G

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - Empowered by the Governor to execute all necessary documents for disaster assistance on behalf of the State.

H

HAZARDOUS CHEMICAL - Has the meaning given such term by Section 311(e) of EPCRA.

HAZARDOUS MATERIAL - A term used in this plan to generically define any chemical, substance, material or waste which may pose an unreasonable risk to health, safety, property and/or the environment.

HAZARDOUS MATERIAL (USDOT) - Any substance which has been determined by the U. S. Department of Transportation under Title 49 CFR to be capable of posing an unreasonable risk to health, safety and property if transported in commerce.

HAZARDOUS MATERIALS UNIT - DEPARTMENT OF PUBLIC SAFETY - A group of hazardous materials technicians and specialists who act as the SOSC for hazardous materials highway and rail transportation incidents.

HAZARDOUS SUBSTANCE -A substance designated as hazardous under the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) Public Law 96-510 as amended by SARA.

HAZARDOUS WASTE - Has the meaning as defined in PL 94-580, Resource Conservation and Recovery Act of 1976 as amended.

I

INCIDENT COMMAND SYSTEM (ICS) - An on-site incident management system applicable to all types of emergencies. Includes standard organizational structure, agency qualifications, training requirements, procedures, and terminology enabling participating agencies to function together effectively and efficiently.

GLOSSARY of ACRONYMS AND DEFINITIONS

I

INCIDENT COMMANDER (IC) - The lead agency representative in overall command of an emergency incident.

IN-KIND DONATIONS - A donation for disaster survivors other than a cash donation, i.e., a material donation or professional service.

INVENTORY FORMS - Tier II, emergency and hazardous chemical inventory forms used for reporting under SARA Title III.

J

K

L

LEAD AGENCY - The FBI defines lead agency, as used in PDD-39, as the Federal department or agency assigned lead responsibility to manage and coordinate a specific function — either crisis management or consequence management. Lead agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific function. Lead agencies support the overall LFA during all phases of the terrorism response.

LOCAL DISTRIBUTION CENTER - A local church, community-based organization facility or site, voluntary agency facility or local government facility where goods are dispersed directly to disaster victims. Managed locally and re-supplied by parent organizations or direct supply from unexpected donors.

LOCAL EMERGENCY - Means the existence of conditions of disaster or extreme peril to the safety of persons or property within the territorial limits of a county, city or town, which are or are likely to be beyond the control of the services, personnel, equipment and facilities of such political subdivision as determined by its governing body and which require the combined efforts of other political subdivisions.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - A committee formed to implement local government compliance with SARA Title III. This committee is responsible for the development and maintenance of the local hazardous materials plan, and providing community right-to-know information.

LOCAL INCIDENT COMMANDER - The local government representative at an incident who is responsible for the direction and coordination of all local government response activities on scene.

GLOSSARY of ACRONYMS and DEFINITIONS

M

MATERIAL SAFETY DATA SHEETS (MSDS) - Technical information documents required under the OSHA Hazard Communications Standard describing the toxicity, physical hazards and methods of safe handling for hazardous chemicals.

MEMORANDUM OF AGREEMENT/UNDERSTANDING (MOA/MOU) - Written agreement between a sponsoring organization and other State/Local jurisdictions of the sponsoring organization. The MOA outlines responsibilities of each signatory in the event of an activation of the agreement/understanding. The MOA/MOU serves as the basis for reimbursement of task force operational expenditures during activation.

MITIGATION - Activities that eliminate or reduce the probability of occurrence of a disaster. It also includes long-term activities that reduce the effects of unavoidable disasters.

N

NATIONAL CALL CENTER - A facility at FEMA headquarters equipped and prepared to activate with a toll free number and phone operators to support a state donations operation. Only used in large scale disasters.

NATIONAL RESPONSE CENTER (NRC) - A communications center for activities related to federal response actions located at Coast Guard Headquarters in Washington, D.C.

NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (NVOAD) - The umbrella organization of established and experienced voluntary organizations that serve disaster affected communities.

NUCLEAR WEAPONS - The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

O

OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA) - Regulates occupational exposures to hazardous chemicals.

P

PIPELINE SAFETY PERSONNEL (PSP) - A group of occupational specialists of the Arizona Corporation Commission (ACC).

GLOSSARY OF ACRONYMS AND DEFINITIONS

P

POINT OF ARRIVAL (POA) - The designated location (typically an airport) within or near the disaster-affected area where newly arriving staff, equipment, and supplies are initially directed. Upon arrival, personnel and other resources are dispatched to either the DFO, a mobilization center, a staging area, or directly to a disaster site.

POINT OF DEPARTURE (POD) - The designated location (typically an airport) outside the disaster-affected area from which response personnel and resources will deploy to the disaster area.

PREPAREDNESS - The development of plans and procedures by government, organizations and individuals to save lives and minimize disaster damage and enhance disaster response operations.

Q

R

RAILROAD SAFETY PERSONNEL - A group of occupational specialists of the Arizona Corporation Commission (ACC).

RECEPTION CENTER - A large facility away from the disaster area to serve as a holding station for un-designated goods managed by State and AzVoad representatives.

RECOVERY - Activities traditionally associated with providing Federal supplemental disaster relief assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after response activity ceases. Recovery includes individual and public assistance programs that provide temporary housing assistance, as well as grants and loans to eligible individuals and government entities to recover from the effects of a disaster.

RESPONSE - Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the FRP using a partial activation of selected ESFs or the full activation of all ESFs to meet the needs of the situation.

REGIONAL RESPONSE TEAM (RRT) - A group of federal representatives from the states encompassing federal Region IX (Arizona, California, Nevada, Hawaii, and the trust territories) who respond in support of EPA's National Oil and Hazardous Substances Pollution Contingency Plan.

RELEASE - See Spill.

GLOSSARY of ACRONYMS AND DEFINITIONS

R

RESOURCE CONSERVATION AND RECOVERY ACT of 1976 (RCRA) - Establishes a framework for proper management and disposal of all wastes.

RESPONSE - Means activities that are designed to provide emergency assistance, limit the primary effects, reduce the probability of secondary damage and speed recovery operations.

RESPONSIBLE PARTY - Defined in ARS §49-383. In an occupied facility the RP is the owner or operator. On vacant land when no knowledge of the party responsible for dumping the materials exists the RP is the land owner. On vacant land with knowledge of the party responsible for dumping the materials, the dumper is the RP and if the dumper is not financially capable, the land owner is the RP.

S

SARA - See Superfund Amendments and Reauthorization Act of 1986

SPILL - Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of any hazardous material or oil.

STATE COORDINATING OFFICER (SCO) - Appointed by the Governor to oversee disaster operations for the State.

STATE OF EMERGENCY - means the duly proclaimed existence of disaster or of extreme peril to the safety of persons or property within the state caused by air pollution, fire, flood or flood-water, storm, epidemic, riot, earthquake or other causes, except those resulting in a state of war emergency, which are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city or town, and which require the combined efforts of the state and the political subdivision.

STATE OF WAR EMERGENCY - Means the condition that exists immediately whenever this nation is attacked or upon receipt by this state of a warning from the federal government indicating that such an attack is imminent.

STATE ON-SCENE COORDINATOR (SOSC) - The designated coordinator of all Arizona state response agencies at an incident.

STRESS - A response characterized by physical and psychological arousal arising as a direct result of an exposure to any demand or pressure on a living organism.

SUPERFUND - Trust fund established under CERCLA and extended under SARA to provide money for cleanups associated with inactive hazardous waste disposal sites.

GLOSSARY of ACRONYMS AND DEFINITIONS

S

SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986, TITLE III (a.k.a. EMERGENCY PLANNING AND COMMUNITY RIGHT -TO -KNOW ACT) - Requires the development of local plans for hazardous materials response and the development of systems to provide community right-to-know information to citizens.

T

TECHNICAL ASSISTANCE - Is provided to local jurisdictions when they have the resources but lack the knowledge and skills needed to perform a required activity (such as hazardous material assessments).

TECHNICAL OPERATIONS (Terrorism Incident) - As used in this annex, technical operations include actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordnance or WMD.

TERRORIST INCIDENT - The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

TITLE III - See Superfund Amendment and Reauthorization Act of 1986.

TOXIC CHEMICAL - Any substance on the list described in Section 313© of Title III.

TRAUMA - A trauma is any event that attacks the psyche and breaks through the defense system with the potential to significantly disrupt one's life, perhaps resulting in a personality change or physical illness if it is not managed quickly and/or effectively.

TRAUMATIC STRESS - The stress response produced when a person is exposed to a disturbing traumatic event. The traumatic stress reaction may be immediate or delayed.

U

UNAFFILIATED VOLUNTEERS - Also known as "emergent" volunteers that are not formally associated with a voluntary organization active in the disaster operation.

UNDESIGNATED GOODS - Donated goods largely unsolicited that do not have a specific recipient prepared to receive them.

UNIFIED COMMAND - A standard method to coordinate command of an incident when multiple agencies have jurisdiction.

UNSOLICITED GOODS - Donated items that have not been requested by government officials, voluntary disaster relief organizations, or other donations-related personnel.

GLOSSARY OF ACRONYMS AND DEFINITIONS

V

VOLUNTEER AGENCY (VOLAG) - A generic term for a voluntary agency.

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD) - Organized at the state level. VOAD members meet to prepare for disasters. In the response period, each individual member functions independently. In Arizona, the VOAD is referred to as AzVOAD.

W

WEAPON OF MASS DESTRUCTION - Title 18, U.S.C. 2332a, defines a WMD as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

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I. State Emergency Authorities and References:

A. Arizona Revised Statutes

1. ARS Title 26, Chapter 2
2. ARS Title 35, Chapter 1
3. ARS Sections §36-2208 thru §36-2210

B. Orders

1. Executive Order 2004–05 (January 2004) December 2003 Revised SERRP Promulgation
2. Executive Order 98-1 (February 1998) - Superseded
3. Executive Order 79-4 (June 1979)

C. Plans and Agreements

1. Emergency Assistance Guide (May 1996)
2. Public Assistance Program Plan (July 2001)
3. Offsite Emergency Response Plan for Palo Verde Nuclear Generating Station (January 2003)
4. Arizona Plan To Mitigate Hazards (Planned November 2003)
5. Memorandum of Agreement between ADEM and AFCA
6. Arizona Fuel Emergency Plan (Department of Commerce - Energy Office)
7. ADEM Continuity of Government/Operations Plan (October 2003)

II. Federal Emergency Authorities and Directives:

A. Federal Laws and Rules

1. Public Law 78-410, "Public Health Service Act" Section 216; 42 U.S.C. 217
2. Public Law 78-410, "Public Health Service Act" Section 311; 42 U.S.C. 243
3. Public Law 78-410, "Defense Health Service Act" Section 319
4. Public Law 81-774, "Defense Production Act of 1950" as amended, Title I, Section 101(a) and 101(b); 50 U.S.C. 2061;

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II. Federal Emergency Authorities and Directives: - Con't

A. Federal Laws and Rules – Con't

5. Public Law 93-288, as amended by Public Law 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act" (November 23, 1988)
6. Public Law 95-124, "Earthquake Hazards Reduction Act of 1977"; 42 U.S.C. 7701 and 7704
7. Public Law 95-313, "Cooperative Forestry Assistance Act of 1978"
8. Public Law 96-510, "Comprehensive Environmental Response, Compensation, and Liability Act of 1980" Section 104(i); 42 U.S.C. 9604(i)
9. Public Law 101-640, "Water Resources Development Act of 1990" Title III, Section 302, 5(a)(1) (November 1990)
10. United States Congress Act of January 5, 1905, as amended; 36 U.S.C. (American National Red Cross Congressional Charter)
11. Communications Act of 1934, as amended
12. Older Americans Act of 1965, as amended, Section 310; 42 U.S.C. 3030
13. Food Stamp Act of 1977, Section 5(h)(1); implemented by 46 CFR 8922 and 8923
14. Interstate Commerce Act, Emergency Rates; 49 U.S.C. 10724 and 11121 to 11128
15. Public Law 93-288, "Robert T. Stafford Disaster Relief and Emergency Assistance Act" as amended, implemented by Food Distribution Regulations, Parts 250.1(b) and 250.8(e)
16. 7 CFR Part 250.1(b)(10)&(11) - Food Commodity Funding
17. 10 CFR Part 50, NRC - Emergency Planning and Preparedness
18. 28 CFR Part 65 - Emergency Federal Law Enforcement Assistance
19. 40 CFR Part 300 - National Oil and Hazardous Substances Pollution Contingency Plan
20. 44 CFR Part 322 - Defense Production: Priorities and Allocation Authority
21. 44 CFR Part 350 - Review and approval of State and Local Radiological Emergency Plans and Preparedness
22. Public Law 106-390 – Amendment to Robert T. Stafford Disaster Relief and Emergency Assistance Act (October 2000)
23. Public Law 107-296 Homeland Security Act of 2002 (October 2002)

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II. Federal Emergency Authorities and Directives: - Con't

B. Orders

1. Executive Order 10480, "Further Providing For The Administration of the Defense Mobilization Program" as amended (August 1953)
2. Executive Order 12148, "Federal Emergency Management" (July 20, 1979)
3. Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions" (April 1984)
- 4.
5. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities" (November 1988)
6. Executive Order 12657, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants" (November 1988)
7. Executive Order 12777, "Implementation of Section 311 of the Federal Water Pollution Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990" (October 1991).
8. Executive Order 10310, Critical Infrastructure Protection (July 1996), as amended – E.O. 13231 (October 2001).
9. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council (October 2001); as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.
10. Executive Order 13231 on Critical Infrastructure Protection (October 2001), as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.
11. Executive Order 13286 Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security (February 2003)

C. Directives

1. Homeland Security Presidential Directive – 3, Advisory System Implementation (March 2002)
2. Homeland Security Presidential Directive – 5, Domestic Incident Management (February 2003)
3. Homeland Security Presidential Directive – 7, Critical Infrastructure Identification, Prioritization, and Protection (December 2003)
4. Homeland Security Presidential Directive – 8, National Preparedness (December 2003)
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D. Plans and Agreements

1. Federal Response Plan (January 2003)
2. Initial National Response Plan (September 2003)
3. Federal Communications Commission Report and Order of August 4, 1981
4. Federal Radiological Emergency Response Plan
5. National Plan for Telecommunications Support in Non-Wartime Emergencies (January 1992)
6. Federal Interagency Domestic Terrorism Concept of Operations Plan (January 2001)
7. Department of Defense Directive 3025.1, "Military Support to Civil Authorities" (1992)
8. Federal Preparedness Circular 8, "Public Affairs in Emergencies"
9. NUREG - 0654/FEMA-REP-1: Criteria for the Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants
10. NUREG - BR0230: (RCM-96) Response Coordination Manual
11. American Red Cross Disaster Services Regulations and Procedures, ARC 3003 (January 1984)
12. American National Red Cross Mass Care Preparedness and Operation Procedures and Regulations, ARC 3031(February 1998)
13. American National Red Cross National Board of Governors Disaster Services Policy Statement (July 1, 1977) - BOG Disaster Services Policy, Section 2.6, Revised (February 2003)
14. Statement of Understanding Between the Federal Emergency Management Agency and the American National Red Cross (Jan. 22, 1982)
15. CPG 1-14, Principals of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals
16. CPG 1-16, National Warning Systems (NAWAS) Operations Manual
17. DOD Directive 6010.17 - National Disaster Medical Service
18. CONPLAN 7300-91, Commander, Western Defense Command Integrated CONUS Regional Medical Mobilization Plan
19. Prevention and Control of Stress Among Emergency Workers, U.S. Department of Health and Human Services (ADM) 88-1496
20. Disaster Work and Mental Health: Prevention and Control of Stress Among Workers, U.S. Department of Health and Human Services, (ADM) 87-1422

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II. Federal Emergency Authorities and Directives: - Cont

D. Plans and Agreements – Cont

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22. Chemical/Biological (C/B) Health and Medical Services Support Plan (June 1996)
23. USDA "National Response To A Highly Contagious Animal Disease Plan" (March, 2001)
24. USDA "Bovine Spongiform Encephalopathy (Mad Cow Disease) Response Plan (October 1998)
25. Statement of Understanding Between the Federal Emergency Management Agency and the American National Red Cross (October 1, 1997)

