

INSTRUCTIONS FOR USE

FOR

THE STATE OF ARIZONA

EMERGENCY RESPONSE AND RECOVERY PLAN

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 volunteer and private organizations who have agreed to support state and local governments in their response to and recovery from a disaster;
- The Recovery Function 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 which 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).

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 Function**, 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 which includes:

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

Many sections of 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.