



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 (this plan) addresses the consequences of any emergency/disaster in which there is a need for state response and recovery assistance. It is applicable to natural disasters such as earthquakes and floods, technological emergencies involving hazardous material releases, and other incidents requiring state assistance.

This plan 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 (ESFs). Each ESF is headed 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 ESFs 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.

This plan serves as the foundation for the development of detailed state agency plans and procedures to implement response activities in a timely and efficient manner.

A. Purpose

1. Establish the state emergency response and recovery organization for emergencies/disasters.
2. Describe state response to and recovery from an emergency/disaster.
3. Describe the organization, assign responsibilities and provide planning guidance to state agencies for disaster response/recovery.
4. Describe state/federal/private programs for individual and public disaster assistance.
5. Describe the purpose of the State Hazard Mitigation Team.

B. Scope

1. This plan 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.
3. Emergency response assistance includes those actions and activities which 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 on 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 plan addresses state/federal recovery assistance programs. Recovery activities may be conducted concurrently with response activities.
5. An emergency/disaster may result in a situation which affects the national security of the United States. For those instances, appropriate security authorities and procedures will be utilized to address national security requirements.

C. Organization

This plan consists of the following:

1. **The Basic Plan** describes the purpose, scope, situation and concept of operations of state response activity.
2. **The Functional Annexes** to the Basic Plan are identified as ESFs and the Recovery Function (RF). Each ESF describes the policies, situation, planning assumptions, concept of operations and responsibilities for the primary and support response organizations. The RF identifies state, volunteer and private organizations involved in performing recovery operations and describes their respective roles and responsibilities.
3. **The Appendices to the Functional Annexes/ESFs** describe specific hazard response activities.
4. **The Support Annexes** to the Basic Plan describe the areas of Financial Management, Emergency Public Information and Government Relations.

5. **General Information** includes acronyms, definitions, authorities and references.
6. **Incident Annexes** address specific types of incidents.

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 which 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.

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 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 government response efforts. ESF Primary Agencies (ESFPA) will coordinate with the SCO and the affected local 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 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 to resolve the situation. 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 which 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.
2. Multiple support facilities used to support the operations of several ESFs. Multiple support facilities include the following:
 - a. **SEOC** is maintained by ADEM to coordinate state response. The SEOC is staffed by ADEM personnel and representatives from the ESF primary agencies. It serves as the initial point-of-contact for affected local governments, state response agencies, the national Emergency Support Team (EST) and 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 newly-arriving staff, supplies and equipment are 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.
 - (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. **AP** is the designated location near the emergency/disaster area where newly-arriving 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.
- f. **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. **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 Arizona Voluntary Organizations Active in Disaster (AzVOAD), 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.

2. A Donations Coordinator will be designated by the Director, ADEM, to work with AzVOAD and the ESFPAs in managing donations. ADEM 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. Nonliability

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.
 - 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.

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 26-303, subsection H, for each contingency or emergency.
 - 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 Director 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 Information Center (JIC). 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.

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 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, disruption of normal life support systems and impact the regional economic, physical and social infrastructures.
2. An emergency/disaster 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 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.

B. Planning Assumptions

1. An emergency/disaster, such as an earthquake, 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 preassigned 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.
 - (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.
- (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.

e. **Federal Government**

- (1) The 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 which 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.
- (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 Director of FEMA, 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.
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.

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 the response and recovery requirements. State agencies provide support to the local agencies which 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 Governor
- u. National Guard
- v. Department of Health Services
- w. Commission of Indian Affairs
- x. Industrial Commission
- y. Department of Insurance
- z. State Land Department
- aa. State Mine Inspector
- bb. State Parks
- cc. Power Authority
- dd. Department of Public Safety
- ee. Radiation Regulatory Agency
- ff. Department of Real Estate
- gg. Department of Revenue
- hh. Structural Pest Control Commission
- ii. Department of Transportation
- jj. Department of Water Resources

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
- l. Parks/Recreation

4. **Volunteer/Private Organization Response Structure**

Arizona has a number of volunteer organizations that respond to emergencies/disasters. The American Red Cross (ARC) and the Salvation Army take the lead in most volunteer 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 volunteer 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.

V. **ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

A. **State Agencies**

1. **Office of the Governor** may declare an emergency arising from disasters as provided in this plan and incur liabilities regardless of whether or not the legislature is in session (see Financial Management Annex).
2. **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 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 which 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.

VI. ADMINISTRATION

- A.** ADEM will, in coordination with other state agencies, review this plan annually and revise/update it as needed. Each state agency and local government will review and update their 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 (SITREPs) to the Director, ADEM. SITREPs should contain pertinent information regarding response/recovery operations. SITREPs will be addressed to the Director, ADEM, through the Plans Group, SEOC. SITREPs may be telefaxed to the SEOC Plans Group 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.