



EMERGENCY SUPPORT FUNCTION #5

DIRECTION AND CONTROL ANNEX

PRIMARY AGENCY:

State: Division of Emergency Management

SUPPORT AGENCIES:

State:

- Department of Administration
- Department of Agriculture
- Attorney General
- Department of Building and Fire Safety
- Department of Commerce
- Registrar of Contractors
- Corporation Commission
- Department of Corrections
- Department of Economic Security
- Department of Education
- Department of Environmental Quality
- Game and Fish Department
- Geological Survey
- Governor's Office
- National Guard
- Department of Health Services
- Industrial Commission
- State Land Department
- Mine Inspector
- State Parks
- Department of Public Safety
- Radiation Regulatory Agency
- Department of Revenue
- Department of Transportation
- Department of Water Resources

Federal: National Weather Service

Volunteer:

- American Red Cross
- Arizona Voluntary Organizations Active in Disaster
- Civil Air Patrol
- Salvation Army

I. INTRODUCTION

A. Purpose

Utilizing the Arizona Emergency Management System (AEMS) the SEOC will:

1. Provide direction, control and coordination of State of Arizona resources during emergency operations;
2. Ensure the efficient use of all resources to protect lives and property;
3. Describe the procedures and support requirements necessary for the activation of the SEOC; and
4. Collect, process and disseminate information about an actual or a potential emergency.

B. Scope

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

1. Policy Group

- a. This group 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. Mutual aid liaison at the policy level is established here. Strategic direction is articulated from the Policy Group. Policy consists of the following members:
 - (1) Group Chief: 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 Group Chiefs; and
 - (9) ADEM support personnel.
- b. The Policy Group also includes the following sub-elements:
 - (1) The Joint Information Center (JIC). 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 provided by the ADEM PIO and the JIC.

2. **Operations Group**

a. This group is responsible for state tactical command coordination and incident response assets. Tactical level liaison of mutual aid is accomplished by this group. Operations monitors and assesses current operational conditions, shortfalls and unmet human needs. The group is composed of the following members:

- (1) Group Chief: Assistant Director, Response, Recovery and Mitigation, ADEM;
- (2) National Guard;
- (3) Department of Public Safety;
- (4) Department of Transportation;
- (5) Civil Air Patrol;
- (6) State Land Department;
- (7) Department of Corrections;
- (8) American Red Cross;
- (9) Radiation Regulatory Agency;
- (10) Department of Building and Fire Safety;
- (11) Department of Environmental Quality;
- (12) Department of Agriculture;
- (13) Department of Commerce Energy Office;
- (14) State Board of Funeral Directors and Embalmers;
- (15) Search and Rescue Coordinator;
- (16) Other ADEM Representatives;
- (17) Other state/county/local representatives;
- (18) ADEM support personnel; and
- (19) Other state/volunteer/private sector representatives.

b. The Operations Group also includes the Technical Operations Group (TOG). TOG is responsible for gathering and interpreting technical data; i.e., radiological 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) State agency representatives; and
- (4) Private agency representatives.

3. **PLANS GROUP**

- a. This group coordinates elements of information to provide incident analysis. Plans is responsible for monitoring and reporting the current situation status, and projecting and planning for possible incident developments in the future. It has the primary responsibility for the production of action plans and works directly with other SEOC staff elements to coordinate operational requirements.
- b. Plans consists of the following members:
 - (1) Group Chief - Assistant Director, Plans, Training and Exercises, ADEM;
 - (2) Situation Status Coordinator, ADEM;
 - (3) Plans coordinators, ADEM;
 - (4) National Weather Service (NWS);
 - (5) Other state/federal department/agency representatives; and
 - (6) ADEM support staff.

4. **Logistics Group**

- a. This group 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 group. Logistics handles the financial aspects of an emergency, maintains the message center and documents the need for/use of resources. This group consists of the following members:
 - (1) Group Chief - Assistant Director, Resource Management, ADEM;
 - (2) Information manager, ADEM;
 - (3) Logistics coordinator, ADEM;
 - (4) Department of Administration; and
 - (5) State Land Department.
- b. The Logistics Group 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.

II. POLICIES

- A.** When this plan is activated, the SEOC will provide direction, control and coordination of resources.
- B.** The SEOC is a staff level function which provides guidance, decision making and resources to the SCO and other 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 which require additional collection efforts and will request information directly from the appropriate element.
- C.** To manage their operations, all ESFs will collect and process information. The SEOC will focus on collecting critical information which 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 which will be disseminated to appropriate users and developed into reports, briefings and displays.
- D.** The Plans Group will produce Situation Reports (SITREPs), which will be distributed to the Governor's Office, FEMA Region IX, all SEOC groups, county emergency management agencies and others 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. 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.
- G.** The staff of the SEOC will not release information directly to the public. It will provide information to the PIO for release to the public and the media.

III. SITUATION AND ASSUMPTIONS

- A.** Many hazards have the potential for causing disasters which require centralized coordination.

- B. During emergencies/disasters, management and coordination functions can be accomplished at the SEOC, thereby allowing field personnel to concentrate on essential tasks.
- C. 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 routine operations is not possible, the establishment of an emergency organization is required.
- D. During an emergency, the Governor exercises direction and control, establishes policy and provides overall supervision of the operations of state government.
- E. The agency head is responsible for the coordination and performance of their emergency 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 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.
- D. **State emergency operations facilities include:**
 - 1. **Primary SEOC** is located in Building 103, Department of Emergency and Military Affairs, 5636 E. McDowell Road, Phoenix, AZ 85008. This is a one story structure with an operational area of approximately 3000 square feet which includes offices, an operations arena, communications rooms, kitchen, dining area, restrooms and shower facilities. A 125-kw emergency generator with a two-week supply of fuel is located within this building. The SEOC will be:

- a. The primary facility 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 EOC, located at 201 S. Cortez Street, Prescott, AZ 86303, Yavapai County. 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. **JIC** is a functional element of the SEOC and may operate from the SEOC or Building 502 depending on the extent of the operation. Building 502 is a single story facility which 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 well being and/or public property, or which disrupts essential community services.
2. Activation levels are as follows:
 - a. Normal operations;
 - b. Employee standby;
 - c. Partial activation; and
 - d. Full activation.
3. Activation of the SEOC will be accomplished by the Director, ADEM, or Assistant Director, Response, Recovery and Mitigation 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.
 - 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 establish 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 Organizations

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

D. Federal Government

1. The primary SEOC representative from the federal government will be the NWS meteorologist from WFO Phoenix. NWS offices in Tucson and Flagstaff, Arizona, and Las Vegas, Nevada, will not be represented in the SEOC, but can be called for assistance as necessary. Representatives from other local federal agencies will be asked to provide an SEOC representative as needed.

2. ESF #5 of the Federal Response Plan may be activated to support federal information processing activities.

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.