



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.

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.