I. PURPOSE
The Business Continuity and Disaster Recovery Management Plan (BCDRP) is a subset of the Campus Emergency Response Plan (CERP). This plan outlines the UA’s guidelines and procedures for managing Level 1 or Level 2 critical incidents/events affecting the campus as classified by the CERP. These levels reflect critical incidents/events that may adversely affect or threaten the health and safety of the campus community or disrupt the conduct of its mission, programs and activities, and recovery operations after a disaster or critical event.

II. ASSUMPTIONS
This plan is based on the following assumptions:

A. That UA power generation and water will be available at critical sites.

B. That the needed personnel and resources are available for preparation and response.

C. That the successive levels of government (city, county, state, and federal) will respond favorably if or when emergency assistance is requested.

III. BASIS OF THE PLAN
The BCDRP is based on the results of an analysis of interviews or surveys with personnel whose units contribute in specific ways towards the accomplishment of the university mission (vice presidents, vice provosts and college deans or their representatives, dean of students, dean of the libraries, and selected unit directors).

The interviews lead to the identification of Mission Functions Dependencies (see Volume 2, Annex A), which guide actions and requirements to sustain academic and support operations after a disaster.
IV. SCOPE
A. The BCDRP guides preparedness, response, and recovery actions and is applicable to a broad range of risks/emergency incidents, including Level 5, Level 4, and Level 3 incidents, as defined in the CERP, Volume 1, which may evolve into a major campus critical incident.

B. A variety of situations/circumstances could result in activation of the plan. However, an analysis of UA operational vulnerabilities indicates that activation of this plan shall most likely result from any of the following natural or man-made events listed in paragraph C, below. However, the probability is low that any will occur in the intensity to cause an extended disruption in the academic operations.

C. Business Risks – A follow-up on the above mentioned analyses identified situations that could evolve into critical incidents that may result in disruption of the academic enterprise. These situations include but are not limited to:

- Torrential rain/flooding
- Hazardous material release
- Electrical storm
- Fires or explosions
- Tornado
- Extended utility outages (gas, water, and electricity)
- Disease outbreak
- Mass casualty incidents
- Civil unrest
- Criminal/terrorist activity

V. MISSION
To provide a plan for implementation that focuses on precluding disaster(s) when possible, and in the event a disaster(s) occurs, to:
- Prevent/minimize injury.
- Minimize disruption in the teaching, research, and outreach mission.
- Effectively manage recovery operations.

VI. CONCEPT OF OPERATION
A. The UA emergency response system, managed by the UA Campus Emergency Response Team (UACERT), is based on a series of levels of increasing complexity, beginning with a Level 5 incident and increasing in severity to a Level 1 incident. Responses may include:
* University resource(s) or;
* Combinations of internal and external (City of Tucson, Pima County, state and federal agencies, and private sector) resources.
B. The (BCDR), a subset of the Campus Emergency Response Plan (CERP), addresses Levels 1 and 2 incidents only.

1. **Level 2 Incident**
   “A major emergency that affects a sizeable portion of the campus and/or outside community. It may be a single or multi-hazard situation and often requires considerable coordination both within and outside the University. Such threats may result from imminent events on campus or in the general community or in the region that develop into a major University crisis or full disaster. Examples: regional power failure for an extended period of time, which may be caused by a severe electrical storm; a major fire; chiller plant failure during hot periods of the year; contagious disease outbreak or potable water contamination.”

2. **Level 1 Incident**
   “A catastrophic emergency involving the entire campus and/or surrounding community. Generally these threats are multi-hazard and beyond the emergency response capability of the university and the local community. Examples: bioterrorism, earthquake, flooding, serious hazardous materials incident, nuclear disaster, or plane crash on campus which would require state and federal assistance.”

C. The BCDR Plan is guided by the university’s desire to:

* **Preserve lives or health**
* **Scene or incident stabilization**
* **Protect public and private property**
* **Return to a state where the UA can reasonably conduct normal operation**

The BCDRP identifies university operational areas/departments and individuals (by virtue of their university position) who have been delegated responsibilities relating to certain emergency responses and/or crucial support services. It utilizes the Manager of Emergency Preparedness and the management structure of the University of Arizona Campus Emergency Response Team for coordinating needed services and deploying essential resources.

If the incident is so catastrophic that it cannot be handled by local resources, the President of the University of Arizona will confer with the Pima County Office of Emergency Management and Homeland Security, the Mayor of Tucson, and the Governor of Arizona and will request disaster assistance. If
the incident is beyond the capabilities of state resources, the Governor may request federal assistance from the President of the United States. If approved by the President of the United States, then the Federal Emergency Management Agency (FEMA) will assume control over disaster actions. Then the UA role will be to assist as requested/directed.

*It is important to remember that all incidents begin locally and end locally. The university must be prepared to remain self sufficient for at least 72 hours before state/federal assistance is available.*

**VII. EXECUTION**

A. The initial response to Level 1 and 2 incidents, in most instances, will come from operational units of the university, and as needed, will be supplemented by responding units from external agencies (e.g. the City of Tucson, Pima County, and state and/or federal governments) along with related points of contacts. The UA elements whose support will be instrumental in responding to Level 1 or 2 incidents are categorized and identified in *Volume 2, Annex E – Planned Response, Operational Support Areas.* This Annex with 13 appendices contains general actions and activities of these elements in response to Level 1 and 2 incidents. Detailed information is maintained at the location of the point of contact for each appendix.

*Information/data that would be detrimental for general release due to security considerations will be maintained separately from this plan in the following locations:*

- Department that is directly affected
- UAPD
- Manager of Emergency Preparedness
- UACERT Chair

B. BCDR Plan Activation Authority

The authority to activate the BCDR Plan rests with the university President. In the President’s absence the order of succession for activation is:

- Executive Vice President and Provost
- Senior Vice President for Business Affairs
- Acting President
- Manager of Emergency Preparedness
- Director of Risk Management and Safety

C. BCDR Plan Management Responsibilities

1. Manager of Emergency Preparedness
The Manager of Emergency Preparedness may be a certified police officer assigned to UAPD or a civilian position assigned to another reporting structure within the university.

a. Maintains and updates the Campus Emergency Response Plan (CERP) and the Business Continuity and Disaster Recovery Plan (BCDRP).

b. Coordinates building, department, college, and area response plans and assimilates them into the university plans.

c. Plans, coordinates, and oversees emergency exercises including; “table top exercises,” drills, and functional and full-scale exercises.

d. Makes presentations to train and educate colleges and departments regarding the National Incident Management System (NIMS), the Incident Command System (ICS), and emergency planning, and assists to develop their plans to support the university plan.

e. Participates in city, county, and state emergency planning programs, training, and exercises, as appropriate.

f. Participates as an active member of the UA Campus Emergency Response Team (UACERT).

g. Acts as a resource to the UACERT chair during activation of the Emergency Operations Center (EOC).

h. Assists with university emergency risk assessment.

i. Maintains liaison with local, state, and federal emergency response agencies.

2. **UA Campus Emergency Response Team (UACERT)**  
   (see Volume 2 Annex B)

3. **Incident Commander (IC)**  
The IC is charged with the overall management responsibility for all incident activities, including the development and implementation of the Incident Action Plan (IAP) and approval and releasing of resources. (See Volume 2 Annex C for duties and/or responsibilities.)

4. **First Responder**
The first on the scene university element, who will traditionally be police, facilities manager, or risk manager, assumes the position and responsibilities of incident command and serves as the Incident Commander until relieved of that responsibility by a person of higher authority, skill, or knowledge, and then only after having been thoroughly briefed as to the situation.

5. Command Post (CP)
The Incident Command Post is usually the first emergency vehicle at the scene. The CP may be moved to a safe location inside a building or office. The CP must be in a safe and secure location. The CP is where the Incident Commander and Command/General Staff will report and work.

6. Staging Area
The staging area is where all personnel/resources report for check-in, assignment, and briefing. Personnel and resources located in the staging area are considered assigned and available for immediate deployment. The staging area falls under the Operations Section and is supervised by the Staging Manager.

D. UA Emergency Operations Center (UEOC)
When activated, the UACERT will normally operate from one of the following locations:
1. Primary: 
   UA Services Annex, 220 W. 6th Street, 1st Floor, Room A-104. Entrance is located on the west end of the University Services Building
2. Alternate 1: 
   UA Visitors Center, 811 N. Euclid Ave.
3. Alternate 2: 
   UA Police Department, 1852 E. First Street
4. Other as directed by the IC and UACERT Chair

Emergency Response Operations Center equipment and supplies will be maintained at each location. (See Volume 2 Annex D.)

E. Damage Assessment Responsibilities
Initial damage assessment will be the responsibility of several university departments. Based upon the incident private sector personnel may be hired by the UA or mutual assistance may be requested through other state, county, and local governmental agencies.

Risk Management and Safety and Facilities Management maintain a 24/7 facilities assessment capability. Facilities Design and Construction may also be used to help with damage assessment.
1. University Information Technology Services (UITS), Radiation Control, and AHSC units (Colleges of Pharmacy, Medicine and Nursing and Campus Health Department) will be prepared to provide damage assessment assistance within area(s) of expertise when requested or required.

2. Other units. The services/expertise of other units to assist the damage assessment may be requested as dictated by the nature of the emergency.

F. Emergency Response Priorities of Efforts/Support

In all situations the basic incident priorities will be:

- Life safety
- Incident stabilization
- Conservation of property
- Environment

1. **Life Safety**. First responders, faculty, staff, students and visitors to the campus. Depending on the incident primary consideration will be given to the following areas:
   - Occupied residence halls
   - Occupied classrooms and offices
   - Public event venues

2. **Buildings critical to health and safety (public safety/medical facilities)**. These buildings include but are not limited to:
   - University Police Department (UAPD)
   - Campus Health Services Building (CHS)
   - Arizona Health Sciences Center (AHSC) and University Medical Center (UMC)
   - Sites with potential hazards from chemical, biological, or radioactive materials

3. **Systems that sustain emergency response**.
   - Energy systems and utilities
   - Communications/computer networks (UITS, Services Annex)
   - Transportation systems
   - Emergency shelters
   - Food supply locations, including the Student Unions

4. **Classrooms, research buildings/facilities, office buildings**.
   - Primary lecture facilities
   - Specialized research and sites
   - Museums
Changes to the above prioritization may be necessary in order to save lives or protect property. Such changes will be effected by the Incident Commander or upon recommendation/consultation with or from the UA Policy Group, UACERT, or the Manager of Emergency Preparedness.

VIII. COMMUNICATIONS- RESPONSE/CRISIS

Timely and accurate dissemination of information is critical during emergency situations. To accomplish this objective the University of Arizona has established a variety of methods to ensure timely accurate information is provided to the university and general public. Depending on the nature of the event/critical incident, one or more of the following means may be used. Also refer to Response/Crisis Communications in Volume 2: Appendix 9 Annex E.

• Text Messaging:
  Text messaging is available through UAlert. The UAlert will be activated in accordance with the establish protocol. (See VIII, A below.)

• Cellular Telephones: These have proven to be the most reliable means of communication among university personnel and should be considered the primary means of staff telecommunication.
  a. Deans, Directors, Department Heads, as appropriate.
  b. Emergency Building Coordinators and Building Managers, as appropriate.
  Traditional cell phone use can become interrupted due to high volume use in a small geographic area; however, text messaging is usually not affected during these high use times.

• Information Sites:
  a. Memorial Student Union, if available
  b. Park Student Union, if available
  c. UA Operators
  d. Other locations as appropriate/necessary
  e. UA Web page: www.arizona.edu

• Notification of Media:
  a. By use of Media Alert
  b. Media releases
  c. Establishment of Media Staging/Joint Information Center (JIC)
• **Local Emergency Alert System Radio Frequencies**
  a. Primary 1: KOYT-FM Station 92.9 FM
  b. Primary 2: KNST-AM Station 790 AM
  c. Primary 3: KUAT – TV *
  d. Primary 3: KAMP-AM Station 1570 AM*
  e. Primary 4: UATV 3 – UA internal television*
  f. Primary 5: Cox Cable and Comcast

*Provided power is available*

• **News Hot Line:** An emergency response and rumor control hotline with trained operators during normal business hours and (during the time of crisis and a recorded message for times when the phones cannot be answered) will be readied for implementation when appropriate.

• **Walkie Talkies/Radios:** Some emergency personnel may choose to use these, though information conveyed on them is open to anyone on the same radio frequency, so these should be used with caution. Areas that have a wide use portable radios include:
  a. UAPD
  b. Parking and Transportation
  c. Facilities Management
  d. UACERT Core members

• **Additional Means:** If electrical power is not available the following communication methods may be implemented:
  a. Bulletin boards
  b. Flyers
  c. Information booths (Memorial Student Union, Park Student Union, and other locations as deemed appropriate)
  d. Public address systems in law enforcement and other emergency response vehicles
  e. Runners

**University and Technology Information Services (UTIS)**
UTIS is able to place a message on all campus telephones with voice mail capabilities. The use of this system will be the decision of the UA CERT Chair in consultation with the Incident Commander.

• **Unit log** – All communications documents will be maintained and include:
  a. Institutional statements.
  b. News releases.
  c. List serves communications to the campus community.
  d. Press clippings.
VIII. EMERGENCY RESPONSE/OPERATIONS COMMUNICATION –

LEVEL 3, 2 AND 1 SITUATIONS

In the event an incident occurs that necessitates activation of UACERT, the Associate Vice President for Communications will serve as the university point person for all media communications and will immediately:

• Confer with UACERT leaders to ascertain the nature of the emergency.
• Confer with the Vice President for External Relations, the AHSC Director of Public Affairs and a representative from UAPD to confirm the university will use as media spokespeople for various aspects of the incident.
• Coordinate tasks of designated UA spokespersons.
• Update the UA home page.
• Develop a communications plan.
• Release information after approved by the Incident Commander.

During Level 2 and Level 1 incidents the University of Arizona will communicate internally and externally by whatever means are available. Depending on the nature of the emergency/incident, one or more of the following means may be used. These systems may be used for other incidents as deemed appropriate and necessary.

A. UAlert Protocol -Text Messaging System:
The University text messaging system, UAlert will be utilized as a rapid method of informing the campus community of a critical incident on the campus. This system will only be used for critical incident notification or in situations that could affect the safety and welfare of students, faculty and staff.

1. Activation:
The activation of the UAlert will be based on the nature of the critical incident or event:
• Active shooter
• Violent activity
• Immediate threat to UA community, including off-campus events
• Hazardous material leak/spill (with a serious threat to health and safety)
• Major fire
• Emergency building closure expected to last two (2) hours or more
• Major disruption to university activity, including weather, power outages, etc.
• Any unforeseen emergency that prudence dictates the issuance of an alert

2. Message Authorization:
The following individuals are authorized to activate a UAlert message;
• UAPD, when there is an immediate threat or critical incident, when approved by the Chief or a Commander
• UACERT Chair
• President of the University of Arizona
• Manager of Emergency Preparedness

3. Authorized Personnel for Sending UAlert Messages:
To safeguard the integrity of the text messaging system the following personnel are authorized to access and send a text message in accordance with this protocol:
• UAPD Chief of Police and Commanders
• Chair of UACERT
• Manager of Emergency Preparedness
• Dean of Students
• Designated Associate/Assistant Vice President/Directors from Communications and AHSC Public Affairs
• Designated representative from UITS
• UAPD Dispatchers upon direction of UAPD Chief/Commander

4. Message Content:
The content of a text message must be short, concise and understandable in 160 characters including spaces and punctuation.

If necessary multiple messages may be sent to explain a situation. All reasonable efforts will be made to include information in a single message.

During an emergency the system will be used to send updates as necessary.

5. All Clear Message

After the emergency the system will be used to send an “all clear message.” The “all clear” will indicate that the situation has been resolved and the university may return to normal operations. The “Re:” line will include the words “all clear”

6. System Testing:
B. Other Notification Methods:
Besides UAlert, the university has in place additional methods of communication with the university community. If an emergency does not involve an extended power outage the means available include:
- Fax Machines
- Telephone (digital and analog)
- Tucson Emergency Alert System
  KWMF Radio, 92.9 MHZ FM,
  KNST AM Radio, 790 KHZ AM
- Cellular telephones
- Pagers
- KUAT – UA Channel
- E-Mail, Listserv and fax broadcast
- UA Web page (UA Info)
- Student Advisor and Parent Link (PSOS)
- Two-way radios
- Staffed information booths
- Posted bulletins and flyers

If an extended power outage does not affect UA power generation capability the communication means available are unchanged from above.

If an incident involves an area-wide extended power outage, which affects both TEP and UA power generation capabilities, the ability to communicate internally with students, faculty, staff and the external community may be limited to the following:
- UAlert (campus emergency text messaging system)
- Analog telephones
- Cellular telephones
- Voice Message Mailbox (cell phone)
- Pagers
- KUAT – UA Channel *
- Two-way radios
- Runners/Messengers
- Staffed Information Booths
- Posted Bulletins and flyers
- Services Provided Remotely

* Requires 250 KW generators to ensure usage during major power outages.
IX. **COORDINATION and DECLARATION of a STATE of EMERGENCY**

For Level 2 or 1 situation on campus, the IC will normally identify a Liaison Officer who is responsible for coordinating with other agencies and departments who are needed at the Command Post/EOC. The UACERT Chair will identify a Liaison to serve at the EOC.

A. State and Federal Relations will be maintained through the Incident Command System. All requests for assistance will come from the Incident Commander to the appropriate entities.

B. The full and effective plan implementation will depend on the ability of the UA to coordinate with, both internal and external units/agencies. To facilitate establishing communications for assistance coordination purposes prior to and during emergencies a listing of key external agencies, related points of contact and telephone/cellular numbers is contained in Volume 2, Annex G (key points of contact).

C. When an emergency exceeds the capability of the UA, requests for support will be made for the **City of Tucson**. The following procedures and channels for assistance apply:

1. **Tucson/City Government**
   a. Emergency response agencies from Tucson/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.
   b. 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 (e.g., voice followed by hard copy).
   c. 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:
      (1) Imposing curfews in all or portions of the town/city;
      (2) Ordering the closure of any business;
      (3) Closing to public access any public building, street or other public area;
(4) Calling upon regular and/or auxiliary law enforcement agencies and organizations;
(5) Providing/requesting mutual aid to/from other political subdivisions; and,
(6) Obtaining commitments of local resources in accordance with emergency plans.

2. Pima County Government
a. 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:
   (1) Provide available assistance requested to contain the incident (e.g., sheriff, public works, health);
   (2) Notify Arizona Department of Emergency Management (ADEM) that a situation exists which may require the proclamation of a county Local Emergency.

b. 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.
c. 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.
d. The Local Emergency resolution and an Application for Assistance will be forwarded to the Director, Arizona Department of Emergency Management (ADEM).

3. Arizona State Government
a. A State of Emergency may be proclaimed by the Governor when disaster conditions exist and appear likely to overwhelm local governments (ARS 26-301).
   (1) The officials of the affected political subdivision should forward a Local Emergency resolution and an Application for Assistance to the Director, ADEM.
   (2) 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.
   (3) The Governor may declare an Emergency in the absence of a county/local request.
   (4) Upon execution of this plan, the Director, ADEM, will initiate state response by notifying the appropriate agencies tasked to this plan.
These agencies will take appropriate actions in accordance with this plan and agency SOPs.

b. 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.

c. 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.

d. 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.


This section contains a summary of the Federal process and how access is gained to obtain assistance. The Disaster Process and Disaster Aid Programs are described below:

First Response to a disaster is the job of local government’s emergency services with help from nearby municipalities, the state and volunteer agencies. In a catastrophic disaster, and if the governor requests, federal resources can be mobilized through the Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter and other basic human needs.

It is the long-term recovery phase of disaster that places the most severe financial strain on a local or state government. Damage to public facilities and infrastructure, often not insured, can overwhelm even a large city.

A governor’s request for a major disaster declaration could mean an infusion of federal funds, but the governor must also commit significant state funds and resources for recovery efforts.

A major disaster could result from a natural or man-made incident which the President of the United States determines warrants supplemental federal aid. The event must be clearly more than the state or local governments can handle alone. If declared, funding comes from the President’s Disaster Relief Fund,
which is managed by FEMA, and disaster aid programs of other participating federal agencies.

A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses and public entities.

An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

XII. The Major Disaster Process

A major Disaster Declaration usually follows these steps:

• Local Government Responds, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance;
• The State Responds with state resources, such as the National Guard and state agencies;
• Damage Assessment by local, state, federal, and volunteer organizations determines losses and recovery needs;
• A Major Disaster Declaration is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery;
• FEMA Evaluates the request and recommends action to the White House based on the disaster, the local community and the state’s ability to recover;
• The President approves the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.

XIII. Disaster Aid Programs

There are two major categories of disaster aid:

1. Individual Assistance – for damage to residences and businesses or personal property losses,

Individual Assistance

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number is
Disaster aid to individuals generally falls into the following categories:

Disaster Housing may be available for up to 18 months, using local resources, for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.

Disaster Grants are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, and transportation, medical, dental and funeral expenses.

Low-Interest Disaster Loans are available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veterans’ benefits. Other state or local help may also be available.

**Assistance Process**

After the application is taken, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the president’s major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These federal program funds cannot duplicate assistance provided by other sources such as insurance.

After a major disaster, FEMA tries to notify all disaster victims about the available aid programs and urge them to apply. The news media are encouraged to visit a
Disaster Recovery Center, meet with disaster officials, and help publicize the disaster aid programs and the toll-free telephone registration number.

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community’s damaged infrastructure. Generally, public assistance programs pay for 75 per cent of the approved project costs. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.

On Line Resources and Publications

Federal Emergency Management Agency (F.E.M.A.)
http://www.fema.gov

Washington Military Department Emergency Management Division

F.E.M.A./American Red Cross
Emergency Management Guide for Business & Industry

International Association of Emergency Managers (I.A.E.M.)
http://www.iaem.com/index.html

XIV. ADMINISTRATION AND LOGISTICS

A. Pre-approved contracts are in-place for the acquisition of diesel fuel and other goods and services needed by departments/units. See appendix- 12 Procurement and Contracting Services to Annex E. If the e-procurement is inoperative, submit requests to Procurement and Contracting.

XV. Contact List – Governmental Entities – Emergency Situations
See Volume 2, Annex J

XVI. National Incident Management System (NIMS) forms
Specific forms have been developed to assist with managing incidents/events. A description of these forms can be found in Volume V.