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GOVERNOR

# ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

ARIZONA DIVISION OF EMERGENCY MANAGEMENT  
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Major General Michael T. McGuire  
THE ADJUTANT GENERAL

## Preparedness Section – Exercise Branch *Exercise Event Request*

*\* Always use the most current copy from our website at \**

<https://dema.az.gov/emergency-management/preparedness/exercise-branch>

**Full Scale or Functional Exercise Requests must be received by ADEM at least 240 days prior to the Event Date**  
**\*\* PLEASE TYPE OR PRINT CLEARLY – COMPLETE ALL AREAS \*\***

1. <input type="checkbox"/> Federally Funded <input type="checkbox"/> Request County/State Funding <input type="checkbox"/> Notification Only (exercise funded by requester)			
EXERCISE TYPE: <input type="checkbox"/> SEMINAR <input type="checkbox"/> WORKSHOP <input type="checkbox"/> TTX <input type="checkbox"/> GAME <input type="checkbox"/> DRILL <input type="checkbox"/> FE <input type="checkbox"/> FSE			
Basic Scenario: (see page 2) Select One	Event Date(s):	ADEM Use - Funding Source (PCA):	ADEM Use - Exercise Event #:
2. HOST/REQUESTER CONTACT INFORMATION (be sure to include your EIN from <a href="http://www.erma.az.gov">www.erma.az.gov</a> )			
Requester Name:		Date of Request:	ERMA EIN:
Requester Name:		Date of Request:	ERMA EIN:
Agency:			
Address:		City:	Zip:
Phone:	Fax:	Cell:	Email:
3. EXERCISE SITE INFORMATION (physical location where exercise will be held)			
Exercise Site Name:		Location:	
Physical Address:		City:	Zip:
Exercise Site Phone Number:		Intended Participants:	
Estimated # of Participants:		Start Time:	
4. REQUESTER AGREEMENT – PRINT, SIGN AND FORWARD TO COUNTY FOR COORDINATION/APPROVAL			
I will comply with NIMS and HSEEP guidelines, and am requesting an exercise at the location and dates specified above.			
Name:		Signature:	Date:
5. COUNTY/TRIBAL COORDINATION			
The signatory below represents and warrants that the signer has the indicated agency's full authority to execute the Event Request on the agency's behalf (check the appropriate position).			
<input type="checkbox"/> County Emergency Management Director/Coordinator <input type="checkbox"/> Tribal Emergency Management Director/Coordinator			
Name:		Signature:	Date:
6. ADEM APPROVAL (ADEM use)			
Exercise Branch Manager:		Signature:	Date:

## Preparedness Section – Exercise Branch

### *Exercise Event Request*

The Arizona Division of Emergency Management (ADEM) Training Branch Office offers a wide variety of courses in five major areas to help you prepare for an exercise: Emergency Management, Hazardous Materials, Multi-Hazard Emergency Planning for Schools, Community Emergency Response Team (CERT), and Weapons of Mass Destruction/Homeland Security. Within each of these areas are a wide range of courses that cover emergency planning, mitigation, awareness, operations, incident command, and domestic preparedness. Exercises can cover a broad range of scenarios, and must be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP). Our office can assist with HSEEP guidance. The procedures listed below must be followed in order for ADEM to sponsor or fund an exercise event as requested.

**Exercise Name:**

**Basic Scenario:** Select One or add "Other" Other:

**Exercise Overview** (Identify the purpose, scope and objectives to ensure a successful event):

Please also complete the **Core Capabilities assessment on Page 3**

**Additional Requester Responsibilities:**

- Identify and provide a location large enough to provide adequate space to ensure a successful training/exercise environment for participants;
- Obtain County or LEPC signature;
- Submit completed Event Request to ADEM **at least 240 days** prior to a Full Scale or Functional Exercise or 90 days prior for a Seminar or Table Top Exercise.
- Submit After-Action Report (other documentation as required) to ADEM within 90 days of exercise conclusion;

**ADEM Responsibilities:**

- Notify Requestor of receipt of request and provide a point of contact for the exercise event;
- Identify and provide authorized monitors for exercise progress and execution. If you have questions regarding the HSEEP process or the procedures for scheduling an exercise, please contact:

**Nichole Fortson**  
State Exercise Coordinator  
Office E3  
602-464-6514 / 800-411-2336 x6514  
[nichole.fortson@azdema.gov](mailto:nichole.fortson@azdema.gov)

**Rebecca Sosa**  
State Exercise Coordinator  
Office E3  
602-464-6444 / 800-411-2336 x6444  
[rebecca.sosa@azdema.gov](mailto:rebecca.sosa@azdema.gov)

**Forward through your County or Tribal Emergency  
Management Office for Approval/Coordination**

**Core Capabilities Assessment – Check all that apply:**

**COMMON CORE CAPABILITIES**

- Planning
- Operational Communications
- Risk Management for Protection Programs and Activities
- Community Resilience
- Intelligence and Information Sharing and Dissemination

**PREVENT MISSION AREA**

- Information Gathering and Recognition of Indicators and Warnings
- Intelligence Analysis and Production
- Counter-Terror Investigation and Law Enforcement
- CBRNE Detection

**PROTECT MISSION AREA**

- Critical Infrastructure Protection
- Food and Agriculture Safety and Defense
- Epidemiological Surveillance and Investigation
- Laboratory Testing

**RESPONSE MISSION AREA**

- On-Site Incident Management
- Emergency Operations Center Management
- Critical Resource Logistics and Distribution
- Volunteer Management and Donations
- Responder Safety and Health
- Emergency Public Safety and Security Response
- Animal Disease Emergency Support
- Environmental Health
- Explosive Device Response Operations
- Fire Incident Response Support
- WMD and Hazardous Materials Response and Decontamination
- Citizen Evacuation and Shelter-In-Place
- Isolation and Quarantine
- Search and Rescue (Land-Based)
- Emergency Public Information and Warning
- Emergency Triage and Pre-Hospital Treatment
- Medical Surge
- Medical Supplies Management and Distribution
- Mass Prophylaxis
- Mass Care (Sheltering, Feeding, and Related Services)
- Fatality Management

**RECOVER MISSION AREA**

- Structural Damage Assessment
- Restoration of Lifelines
- Economic and Community Recovery