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GOVERNOR

STATE OF ARIZONA  
DEPARTMENT OF EMERGENCY AND MILITARY  
AFFAIRS

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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 DEMA-EM at least 240 days prior to the Event Date**

**\*\* PLEASE TYPE OR PRINT CLEARLY – COMPLETE ALL AREAS \*\***

<b>1. <input type="checkbox"/> Federally Funded <input type="checkbox"/> Request County/State Funding <input type="checkbox"/> Notification Only (exercise funded by requester)</b>			
<b>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</b>			
Basic Scenario: (see page 2)	Event Date(s):	DEMA-EM Use - Funding Source (PCA):	DEMA-EM Use - Exercise Event #:
<b>2. HOST/REQUESTER CONTACT INFORMATION</b>			
Requester Name:		Date of Request:	
Requester Name:		Date of Request:	
Agency:			
Address:		City:	Zip:
Phone:	Fax:	Cell:	Email:
<b>3. EXERCISE SITE INFORMATION (physical location where exercise will be held)</b>			
Exercise Site Name:		Location:	
Physical Address:		City:	Zip:
Exercise Site Phone Number:		Intended Participants:	
Estimated # of Participants:		Start Time:	
<b>4. REQUESTER AGREEMENT – PRINT, SIGN AND FORWARD TO COUNTY FOR COORDINATION/APPROVAL</b>			
I will comply with NIMS and HSEEP guidelines, and requesting an exercise at the location and dates specified above.			
Name:	Signature:	Date:	
<b>5. COUNTY/TRIBAL COORDINATION</b>			
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:	
<b>6. DEMA-EM APPROVAL (DEMA-EM use)</b>			
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 use the guidelines by 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 DEMA-EM to sponsor or fund an exercise event as requested.

**Exercise Name:**

**Basic Scenario:**            Other:

**Exercise Overview** (Identify the purpose, scope and exercise support 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 DEMA-EM **at least 240 days** prior to a Full Scale or Functional Exercise or 90 days prior for a Seminar or Tabletop Exercise (If you have a short notice request please contact our office and your request will be reviewed on a case by case basis).
- Submit After-Action Report (other documentation as required) to **hseep@fema.dhs.gov** or DEMA-EM within 90 days of exercise conclusion;

#### **DEMA-EM 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 Branch Manager  
Office E3

602-464-6514 / 800-411-2336 x6514

[nichole.fortson@azdema.gov](mailto:nichole.fortson@azdema.gov)  
[exercises@azdema.gov](mailto:exercises@azdema.gov)

**Eli Lewis**

State Exercise Coordinator  
Office E3

602-464-6218 / 800-411-2336 x6514

[eli.lewis@azdema.gov](mailto:eli.lewis@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 (ALL AREAS)**

- Planning
- Operational Coordination
- Public Information and Warning

**PREVENTION MISSION AREA**

- Intelligence and Information Sharing
- Forensics and Attribution
- Interdiction and Disruption
- Screening, Search, and Detection

**PROTECTION MISSION AREA**

- Access Control and Identity Verification
- Cyber Security
- Intelligence and Information Sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Screening, Search, and Detection
- Supply Chain Integrity and Security

**MITIGATION MISSION AREA**

- Community Resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

**RESPONSE MISSION AREA**

- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Logistics and Supply Chain Management
- Infrastructure Systems
- Mass Care Services  Mass Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare, and Medical Services
- Situational Assessment

**RECOVERY MISSION AREA**

- Economic Recovery
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources