

SUPPORT ANNEXES: INTRODUCTION

The Support Annexes describe how Federal departments and agencies; State, tribal, and local entities; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management.

The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs). Examples include public affairs, international affairs, and worker safety and health.

The Support Annexes may be fully or partially implemented without the Secretary of Homeland Security coordinating Federal operations.

The following section includes a series of annexes describing the roles and responsibilities of Federal departments and agencies, NGOs, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Critical Infrastructure and Key Resources
- Financial Management
- International Coordination
- Private-Sector Coordination
- Public Affairs
- Tribal Relations
- Volunteer and Donations Management
- Worker Safety and Health

Support Annex Roles and Responsibilities

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, response, and recovery activities.

Each annex is managed by one or more coordinating agencies and is supported by various cooperating agencies. The responsibilities of coordinating and cooperating agencies are identified below.

Coordinating Agency

Federal agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes. Coordinating agencies support the Department of Homeland Security (DHS) incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Homeland Security Presidential Directive 5, DHS retains responsibility for overall domestic incident management.

When the functions of a particular Support Annex are required, the agency serving as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and subtasking cooperating agencies.
- Managing tasks with cooperating agencies, as well as appropriate State, tribal, or local agencies.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Cooperating Agencies

Cooperating agencies are those entities that have specific expertise and capabilities to assist the coordinating agency in executing incident-related tasks or processes. When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by DHS or the coordinating agency, consistent with their own authority and resources, except as directed otherwise pursuant to sections 402, 403, and 502 of the Stafford Act.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by DHS or the Support Annex coordinator.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities during domestic incidents. Accordingly, DOD is considered a cooperating agency for the majority of Support Annexes.

Table 1. Designation of Support Annex Coordinating and Cooperating Agencies

Cr = Coordinating Agency

Co = Cooperating Agency

Agency	Critical Infrastructure and Key Resources	Financial Management	International Coordination	Private-Sector Coordination	Public Affairs	Tribal Relations	Volunteer and Donations Management	Worker Safety and Health
USDA	Co	Co	Co	Co	Co	Co	Co	
DOC	Co	Co	Co	Co	Co			
DOD	Co	Co	Co	Co	Co			
DOD/USACE								Co
ED	Co	Co		Co	Co			
DOE	Co	Co	Co	Co	Co			Co
HHS	Co	Co	Co	Co	Co	Co	Co	Co
DHS	Cr	Co	Co	Cr	Cr	Cr	Co	
DHS/FEMA		Cr					Cr	Co
DHS/USCG								Co
HUD		Co		Co	Co			
DOI	Co	Co		Co	Co	Co		
DOJ	Co	Co	Co	Co	Co			
DOL	Co	Co		Co	Co			Cr
DOS	Co	Co	Cr	Co	Co		Co	
DOT	Co	Co	Co	Co	Co		Co	
TREAS	Co	Co		Co	Co			
VA	Co	Co		Co	Co			
EPA	Co	Co		Co	Co			Co
FCC		Co		Co	Co			
GSA		Co		Co	Co		Co	
NASA		Co		Co	Co			
NRC	Co	Co		Co	Co			
OPM		Co		Co	Co			
SBA		Co		Co	Co			
SSA		Co		Co	Co			
TVA		Co		Co	Co			
USAID		Co	Co	Co	Co		Co	
USPS	Co	Co		Co	Co			

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ARC			Co					
FERC	Co							
IC	Co							
ISAC	Co							
OSTP	Co							
PCIS	Co							
SLTTGCC	Co							
USA Freedom Corps							Co	
CNCS							Co	
NVOAD							Co	