

ANNEX J

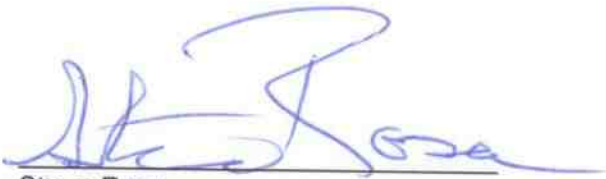
RECOVERY

Revision One

Brazoria County And
Joint Resolution Cities

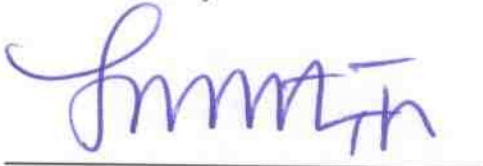
APPROVAL & IMPLEMENTATION

Annex J Recovery Revision One



Steve Rosa
Emergency Management Coordinator
Brazoria County

1-26-15
Date



L. M. "Matt" Sebesta, Jr.
Brazoria County Judge

1/26/15
Date

RECORD OF CHANGES

Annex J

Recovery
Revision One

Change #	Date of Change	Entered By	Date Entered

ANNEX J

RECOVERY

I. AUTHORITY

- A. See Section I of the Basic Plan.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.
- D. Texas Disaster Recovery Manual, TDEM-62

II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

CFR	Code of Federal Regulations
JFO	Joint Field Office
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
FEMA	Federal Emergency Management Agency
JIC	Joint Information Center
IA	Individual Assistance
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
DC	(TDEM) District Coordinator
SBA	Small Business Administration
SOP	Standard Operating Procedure
TDEM	Texas Division of Emergency Management

B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance. Housing assistance is only for citizens
2. Public Assistance. Financial assistance to repair facilities and infrastructure provided to

governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.
6. Long Term Recovery Committee: A formalized structure to support individuals, families and communities hit especially hard by a disaster requiring additional time and specialized assistance to address unique needs to recover.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As identified in the Brazoria County Hazard Analysis, which is summarized in Section IV of the Basic Plan, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. Brazoria County and its Joint Resolution Jurisdictions must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if

approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.

5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

V. CONCEPT OF OPERATIONS

A. General

Our disaster recovery program will be conducted in five steps:

1. Pre-Emergency Preparedness. Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. Initial Damage Assessment. An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the Brazoria County Judge should declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.
3. Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.
4. Short Term Recovery Activities. Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the DDC in Texas City. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.
5. Long Term Recovery Activities. Brazoria County will engage in support activities that extend beyond the initial efforts to assist those affected by the incident.

Some individuals, families, and communities that are especially hard hit by a disaster may need more time and specialized assistance to recover, and perhaps a more formalized structure to support them.

a. Depending on the nature, scope and location of the disaster, The Brazoria County Judge may call for the formation of a Long Term Recovery Committee (LTRC). The make-up of this committee will vary depending upon the impact of the disaster, but will consist of various departments, agencies, businesses, community based organizations, jurisdictions, etc. The LTRC will review from a holistic perspective the extent of damage and need, and make determination of priority projects regarding community infrastructure for potable water supplies, waste water treatment, medical care and other recovery needs.

6. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

B. Damage Assessment

1. An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.
2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
3. Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
 - 1) Emergency services
 - 2) Debris removal and disposal
 - 3) Roadways and bridges
 - 4) Water control facilities
 - 5) Buildings, equipment, and vehicles
 - 6) Publicly owned utilities
 - 7) Parks and recreational facilities
- b. IA Team. This team will survey damage to homes and businesses.
 - 1) Homes. The DSO form (DEM-93), included in Appendix 1 to this annex and in the Forms section of the TDEM *Disaster Recovery Manual* (DEM-62) provides a matrix used to report the following information:

- a) Damage to homes will be categorized by:
 - (1) Type of housing unit: single family, mobile homes, multi-family units.
 - (2) Type of damage: destroyed, major damage, minor damage, affected
 - b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
- 2) Businesses.
- a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.
 - b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.
 - 1) Business name and address
 - 2) Owner's name and phone number
 - 3) Type of business
 - 4) Estimated dollar loss
 - 5) Amount of anticipated insurance
 - 6) Value of business
 - 7) Fair replacement value of
 - (a) Contents
 - (b) Structure
 - (c) Land
 - 8) Number of employees
 - 9) Number of employees for which unemployment insurance is carried
 - 10) Estimated number of days out of operation
 - 11) Percent of uninsured loss

C. Requesting Assistance

Requests for assistance should be forwarded to TDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

- 1. If a Mayor determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:
 - a. Prepare a letter requesting disaster assistance. Sample letters are included in the *TDEM Disaster Recovery Manual*.
 - b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
 - c. Forward the letter and its attachments to the County Judge.
- 2. The County Judge should:
 - a. Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:

- 1) A DSO for incorporated areas of the county, if such areas suffered damage.
 - 2) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
 - 3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
 - 4) All letters from mayors with their attached DSOs and disaster declarations.
- b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.
3. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge as the request is processed.
 4. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration.

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A JFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period,

public assistance programs typically continue over a period of years.

- 3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

2. Other Assistance

a. SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Information on SBA declarations is provided in the *Disaster Recovery Manual*.

b. Agricultural Disaster Declarations.

The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the *Disaster Recovery Manual*.

c. Other State Programs.

Limited assistance may be available through other state agencies.

E. Actions by Phases of Emergency Management

1. Prevention

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land use regulations.
- c. Develop hazard analysis.
- d. Develop potential mitigation measures to address the hazards identified in the analysis.

2. Preparedness

- b. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- c. Identify damage assessment team members.
- d. Train personnel in damage assessment techniques.
- e. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- f. Identify critical facilities requiring priority repairs if damaged.
- g. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
- h. Conduct public education on disaster preparedness.
- i. Conduct exercises.

3. Response

- b. Gather damage reports.
- c. Compile damage assessment reports.

