



KITSAP COUNTY  
WASHINGTON

DEPARTMENT OF  
EMERGENCY  
MANAGEMENT

COMPREHENSIVE  
DISASTER  
RECOVERY PLAN

December 2003

# KITSAP COUNTY DISASTER RECOVERY PLAN

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## Introduction

### Purpose & Objectives

#### Purpose

This plan identifies the roles, responsibilities, and tasks associated with the nine functions typically performed in all disaster recovery operations. It also provides checklists, ordinances and other aids for recovery teams.

#### Objectives

The objectives of this plan are:

- To increase awareness among local governments in Kitsap County of the issues involved in disaster recovery.
- To provide explanations of roles and responsibilities.
- To provide guidelines for disaster recovery operations.

### Planning Goals

#### Emphasizes Local Responsibilities

The disaster that affects a community may or may not result in a Presidential disaster declaration. Therefore, this plan emphasizes local responsibilities for recovery, which exist with or without outside assistance.

#### Identifies Key Responsibilities & Tasks

It's assumed that individuals on the local disaster recovery team know how to perform their everyday jobs; therefore, this plan identifies key responsibilities and tasks to be performed in the post disaster setting that may differ from these everyday tasks.

#### Connectivity with Other Phases (Preparedness, Response, Mitigation)

Although this plan deals with recovery, it is an extension of the Kitsap County Comprehensive Emergency Management and Hazard Mitigation plans.

## Recovery Overview

### Recovery Plan Definition

Recovery is a complex and long-term process that involves a range of activities and many participants. Recovery begins shortly after the disaster event occurs and can continue for many years. It involves short-term restoration of essential community functions as well as long-term rebuilding. It incorporates mitigation of hazards as the restoration and rebuilding take place.

The substance of this Recovery Plan has mainly to do with how to get financial, organizational, and human resources focused on both short-term and long-term needs, based on locally defined priorities. Recovery actions involve:

- Analyze post-disaster conditions and opportunities for restoring the community to pre-disaster condition or better.
- Identify needs and priorities in repairing and restoring essential facilities for short-term functioning of the community.
- Initiate hazard abatement (short-term) and mitigation (long-term).
- Initiate housing recovery (temporary and long-term).
- Identify the methodology for local business recovery and temporary business resumption.
- Provide support for essential economic facility recovery (e.g., ports, highways, and railways).
- Maximize available State and Federal assistance.

### Process of Recovery

The process of recovery has to do with the way the community organizes itself to make decisions, set priorities, and work with affected subgroups of the populations and important stakeholders. The recovery process involves:

- Strategies to plan for recovery of hard-hit individual areas while allowing "normal" functions to continue in unaffected areas.
- Strategies for community participation and investment of stakeholders.
- How to reorganize the bureaucracy and policy-adoption process for recovery.

## **Roles and Responsibilities**

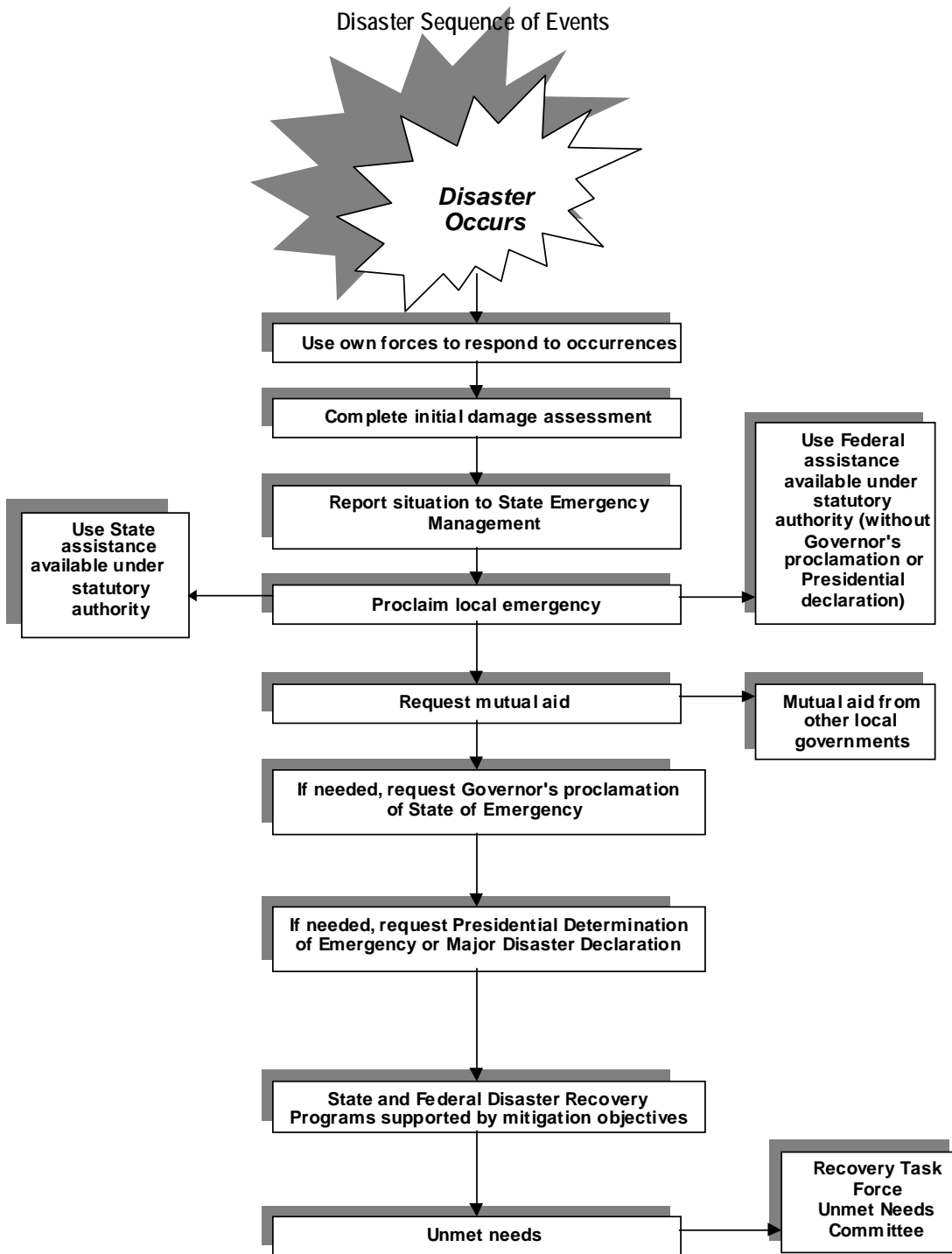
Local government has the primary responsibility for protection of life and property.

Often, a disaster may not require State or Federal assistance.

State or Federal assistance may be provided when a disaster's effects go beyond what State and local resources can handle.

Plan for unmet needs, regardless of State or Federal assistance provided.

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## Recovery Issues

Aside from the procedural issues involved in recovery, fundamental changes do occur in the way local governments operate as they go through the recovery process. These changes are:

- Increased public information to address the needs of citizens and coordinate information with other government and private interests.
- Changing Federal rules and response criteria.
- Implement goals, priorities & plans established before the disaster occurs.
- Need for increased coordination & cooperation within local government and between local, County, State, and Federal Governments in order to solve problems and share resources.
- Need for stress management at all levels of government.
- Implementation of hazard mitigation measures.
- Organize continuity of local government in order to provide adequate staffing and resources, expedite decision-making, and streamline procedures for recovery.

## Functional Positions of Responsibility

### Community Leadership

Provide a vision of recovery for Kitsap County, and provide staff encouragement and support to ensure that Kitsap County recovers as quickly and completely as possible.

### Administration

Cite laws affecting recovery and examine critical areas and ordinances for legal issues.

### Emergency Management

Coordinate disaster recovery activities among the other members of local government.

### Health & Safety

Identify threats to public health and safety and provide remedies for them.

### Public Works

Manage, operate, and maintain the recovery of community infrastructure.

### Building Inspection

Determine whether the repair or reconstruction of damaged structures will be permitted and under what conditions.

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## Planning & Community Development

Develop recommendations for the social, economic, and environmental framework of the community.

## Public Information

Provide information to citizens, businesses, and organizations concerning disaster recovery operations and progress.

## Unmet Needs Management

Establish a system for providing recovery needs not addressed by traditional Federal, State, and private disaster assistance programs.

## Functional Checklists

### How Checklists Are Used

How well a community organizes and focuses on priorities determines recovery success. In the Recovery Plan, tasking for agencies, departments, and organizations within Kitsap County is specified in checklists headed with each of the nine Functional Positions of Responsibility listed above. Each checklist is divided into 4 sections: GOAL, PLAN, TACTIC, and RESPONSIBILITY.

The GOAL is the general focus all responsible entities strive to achieve. The PLAN breaks the GOAL down into milestones that the responsible entities attain collectively. TACTICS are the specific tasks required to be completed in order for the PLAN to be executed. The TACTICS have been assigned as tasking guidelines to agencies, departments, and organizations within Kitsap County. The RESPONSIBILITY for carrying out the TACTIC falls on key elements within each agency, department, or organization that have been identified through prior internal processes and organizational discussions.

The Functional Checklists are designed with a built-in flexibility, which allows them to be used for nearly any extraordinary event that culminates into a disaster. Each event may require that further definition or clarification be applied to any or all of the checklist sections, depending on recovery needs and availability of resources.

The overall maintenance of the Functional Checklists is coordinated by the Department of Emergency Management, which relies upon input and feedback from each of the agencies, departments, and organizations charged with the responsibility for carrying out the tactics. Periodic meetings should be scheduled with this goal as a priority in the agenda in order to ensure that the Recovery Plan is kept current and up-to-date. An excellent opportunity for scheduling these meetings occurs shortly after an event or exercise has required the use of the Recovery Plan. Input and feedback gathered in "lessons learned" sessions are extremely useful tools for adjusting the Plan.

### Disaster Recovery Plan Validation Checklist

Once the Recovery Plan is implemented, a validation mechanism must be available for use when conducting periodic reviews of portions of or the entire Plan. The following Disaster Recovery Plan Validation Checklist is designed to be just that mechanism. Scheduled periodic audits of the Plan using this checklist as a guide shall be conducted by the Department of Emergency Management to validate its applicability.

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## Disaster Recovery Plan Validation Checklist

<p><b>Identify and define recovery activities.</b></p> <p><input type="checkbox"/> Short-term Recovery  <input type="checkbox"/> Long-term Recovery</p>	<p><b>Describe the organizational structure for recovery operations.</b></p> <p><input type="checkbox"/> Incident Command System  <input type="checkbox"/> Incident Management System  <input type="checkbox"/> Other  <input type="checkbox"/> Disaster recovery coordination and other functions</p>	<p><b>List recovery activities assigned to each unit or section of the organizational structure</b></p> <p><b>Liaison with State and Federal government for.</b></p> <p><input type="checkbox"/> Individual Assistance  <input type="checkbox"/> Public Assistance  <input type="checkbox"/> Hazard Mitigation  <input type="checkbox"/> Liaison with Voluntary Agencies</p>	<p><b>Liaison with Private Sector</b></p> <p><input type="checkbox"/> Assess usable business locations, establishments  <input type="checkbox"/> Identify government/private assistance to aid impacted businesses  <input type="checkbox"/> Determine new types of construction to use in repairing and rebuilding damaged firms  Identify building and construction issues  <input type="checkbox"/> Compliance with revised building codes  <input type="checkbox"/> Compliance with construction standards to comply with future disaster assistance criteria from Federal/State agencies.</p>	<p><b>Seek sources of financial assistance</b></p> <p><input type="checkbox"/> Assist return of existing businesses  <input type="checkbox"/> Attract new businesses</p>
<p><b>Analyze major employers' likelihood of return, when, and at what capacity</b></p> <p><input type="checkbox"/> Tourist/visitor facilities  <input type="checkbox"/> Hospitals and Medical Centers  <input type="checkbox"/> Banking/financial institutions  <input type="checkbox"/> Agricultural, ornamental nursery products  <input type="checkbox"/> Commercial, retail establishments  <input type="checkbox"/> Other major employers</p>	<p><b>Plan for economic base and job generation activities</b></p> <p><input type="checkbox"/> Appoint Economic Recovery Coordinator  <input type="checkbox"/> Determine need for emergency loan program  <input type="checkbox"/> Implement emergency loan program  <input type="checkbox"/> Form or activate local economic development authority  <input type="checkbox"/> Participate in rebuilding efforts  <input type="checkbox"/> If necessary, seek consultant and other specialists to assist in pursuing Federal and other assistance sources to small businesses</p>	<p><b>Include Public Information and Outreach</b></p> <p><b>Liaison with community organizations</b></p> <p><input type="checkbox"/> Chambers of Commerce  <input type="checkbox"/> Homeowners associations  <input type="checkbox"/> Business organizations  <input type="checkbox"/> Civic organizations  <input type="checkbox"/> New groups/councils</p>	<p><b>Establish information hotline</b></p> <p><input type="checkbox"/> Debris removal information  <input type="checkbox"/> Contractor fraud  <input type="checkbox"/> Insurance problems  <input type="checkbox"/> Housing needs  <input type="checkbox"/> FEMA issues  <input type="checkbox"/> Permits and inspections  <input type="checkbox"/> Abandoned homes  <input type="checkbox"/> Elevation requirements  <input type="checkbox"/> Business assistance  <input type="checkbox"/> Conduct community forums and workshops  <input type="checkbox"/> Recovery forums  <input type="checkbox"/> Hazard preparedness workshops  <input type="checkbox"/> Town hall meetings  <input type="checkbox"/> Housing opportunity/re-housing workshops  <input type="checkbox"/> Prepare/distribute newsletter or news articles</p>	<p><b>Special events</b></p> <p><input type="checkbox"/> Take -a-break events  <input type="checkbox"/> Children oriented activities  <input type="checkbox"/> Anniversary celebration  <input type="checkbox"/> Ground breaking ceremonies  <input type="checkbox"/> Media relations</p>

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<p><b>Speaking engagements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> County commission/city council meetings</li> <li><input type="checkbox"/> Congressional hearings</li> <li><input type="checkbox"/> Workshops</li> <li><input type="checkbox"/> Conferences</li> </ul>	<p><b>Special needs populations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social service agencies</li> <li><input type="checkbox"/> Outreach to elderly and people with disabilities</li> <li><input type="checkbox"/> Ethnic populations and language barriers</li> </ul>	<p><b>Address Safety and Security Concerns</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curfew</li> <li><input type="checkbox"/> Re-entry</li> <li><input type="checkbox"/> Hazardous materials</li> <li><input type="checkbox"/> Arson control</li> <li><input type="checkbox"/> Traffic control</li> <li><input type="checkbox"/> Occupational Safety and Health regulations</li> </ul>	<p><b>Include debris management issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Removal</li> <li><input type="checkbox"/> Storage</li> <li><input type="checkbox"/> Reduction</li> <li><input type="checkbox"/> Disposal</li> </ul>	<p><b>Assess Public Health Needs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water quality and supply</li> <li><input type="checkbox"/> Waste water disposal</li> <li><input type="checkbox"/> Animal control</li> <li><input type="checkbox"/> Vector control</li> <li><input type="checkbox"/> Immunization</li> <li><input type="checkbox"/> Testing</li> </ul>
<p><b>Identify issues and priorities for restoration of essential services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sewer</li> </ul>	<p><b>Identify potential transportation issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Roadways</li> <li><input type="checkbox"/> Bridges</li> <li><input type="checkbox"/> Ferries</li> <li><input type="checkbox"/> Roadway lighting</li> <li><input type="checkbox"/> Traffic signals</li> <li><input type="checkbox"/> Traffic signs</li> <li><input type="checkbox"/> Waterway management</li> </ul> <p>Contain procedures for conducting damage assessment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary damage assessment</li> <li><input type="checkbox"/> Disaster survey reports</li> </ul>	<p><b>Address building inspection</b></p> <p>Assess capability to handle increased work load</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase staff levels</li> <li><input type="checkbox"/> Establish "fast track" permitting/process</li> <li><input type="checkbox"/> Open satellite zoning service offices</li> <li><input type="checkbox"/> Examine/revise building codes and standards to meet established requirements regarding resistance to damage</li> <li><input type="checkbox"/> Enforce codes and standards for new residential and business units to be constructed</li> <li><input type="checkbox"/> Establish/implement program on non-conforming</li> </ul>	<p><b>Establish policy/program on abandoned and unsafe structures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean, secure, demolition program</li> <li><input type="checkbox"/> Code enforcement sweeps</li> <li><input type="checkbox"/> Identify and evaluate alternative types of construction</li> <li><input type="checkbox"/> License and monitor building contractors conducting both repair work and new construction</li> </ul>	<p><b>Implement established building permit process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial building moratorium</li> <li><input type="checkbox"/> Damaged structure moratoria</li> <li><input type="checkbox"/> Emergency permitting system</li> <li><input type="checkbox"/> Permitting temporary structures</li> </ul>
<p><b>Determine how construction fraud will be handled</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction fraud task force</li> <li><input type="checkbox"/> Determine if/how volunteers may be used to augment contractors in rebuilding residents having no insurance coverage or are underinsured</li> </ul>	<p><b>Determine mitigation measures to take or to comply with Federal, State, or local law during reconstruction</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revised building code</li> <li><input type="checkbox"/> Build-back policy</li> <li><input type="checkbox"/> Mobile home construction standards</li> </ul>	<p><b>Include recovery planning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish redevelopment priorities</li> </ul>	<p><b>Examine/revise existing plans or initiate redevelopment plans for badly damaged areas of the community</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Neighborhood redevelopment plans</li> <li><input type="checkbox"/> Regional redevelopment plans</li> <li><input type="checkbox"/> Tourist attraction recovery plan</li> </ul>	<p><b>Recovery databases &amp; environmental</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Geographic information systems</li> <li><input type="checkbox"/> Mapping</li> <li><input type="checkbox"/> Identify environmental issues and requirements</li> <li><input type="checkbox"/> Identify air quality issues</li> </ul>

# Functional Checklists

- . Community Leadership
- . Administration
- . Emergency Management
- . Health & Safety
- . Public Works
- . Building Inspection
- . Planning & Community Development
- . Public Information
- . Unmet Needs Mgmt

## Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Establish and Reassess Recovery Goals &amp; Priorities</b>	Maintain the health, safety & security of population.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Restrict or deny access to damaged areas for a period of time because of no services, dangerous debris, hazardous materials, and unsafe conditions for citizens.</li> <li><input type="checkbox"/> Require curfews.</li> <li><input type="checkbox"/> Delay or prohibit reconstruction for health and safety reasons or mitigation purposes (decisions on more stringent building codes, buy-outs, etc.).</li> <li><input type="checkbox"/> Obtain required additional resources for law enforcement, fire safety, public health services, curfews, re-entry points, and water testing.</li> <li><input type="checkbox"/> Communicate and enforce debris removal and disposal priorities and procedures.</li> <li><input type="checkbox"/> Meet requirements for special needs citizens (senior citizens, disabled persons, etc.).</li> </ul>	<p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management at request of Elected Public Officials</p> <p>Community Development and Public Health</p> <p>Public Health</p>
	Restore critical facilities and utilities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in planning, policy making, and procedure development for restoration of electric, gas, water, and sewer utilities.</li> <li><input type="checkbox"/> Obtain additional personnel to maintain routine services while emergency repairs and restoration are taking place.</li> <li><input type="checkbox"/> Establish temporary facilities (housing and sanitation), for the short-term.</li> </ul>	<p>Elected public Officials. Public &amp; Private Utilities</p> <p>Public &amp; Private Utilities</p> <p>Housing Authority, Kitsap Mental Health</p>
	Resume business and economic activity.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Address public health, safety, and security concerns with business and industry interests to gain their understanding and support.</li> <li><input type="checkbox"/> Communicate public sector recovery priorities to the private sector.</li> <li><input type="checkbox"/> Pre-qualify and coordinate private sector resources and volunteers with government functions such as public works and building inspection to assist in recovery operations.</li> </ul>	<p>Business Leaders in coordination with Law Enforcement</p> <p>Elected Public Officials &amp; Public Information Officer</p> <p>Public Works. (Emergency Management coordinates volunteers)</p>

## Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Establish and Reassess Recovery Goals &amp; Priorities</b>	Establish public and private sector priorities and guidelines.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop new ordinances and policies for reconstruction, especially for hazardous areas (elevations, setbacks, etc.).</li> <li><input type="checkbox"/> Identify mitigation options and priorities.</li> <li><input type="checkbox"/> Facilitate and organize community involvement in education about reconstruction issues.</li> </ul>	<p>Elected Public Officials</p> <p>Emergency Mgmt</p> <p>Community Development</p>
	Community representation internal to local government.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mediate disputes and conflicts between local government departments or community organizations and interests, and other local, State, or Federal agencies.</li> <li><input type="checkbox"/> Encourage community organizations to work toward local recovery goals and priorities.</li> <li><input type="checkbox"/> Host VIPs who visit the community to observe recovery efforts and progress with recovery operations.</li> <li><input type="checkbox"/> Lobby for resources and mutual aid agreements (technical assistance, personnel, equipment, supplies, and funding) from government, private, and nonprofit sources in coordination with and in support of the recovery staff.</li> </ul>	<p>Elected Public Officials</p> <p>Emergency Mgmt &amp; Emergency Mgmt Council</p> <p>Emergency Mgmt &amp; Emergency Mgmt Council</p> <p>Emergency Mgmt Council</p>

## Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Communicate externally.</b>	Target citizens and outside entities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the public and local government informed about changes in recovery issues and progress.</li> <li><input type="checkbox"/> Keep the private sector informed about recovery issues and progress by participating in and speaking at organization meetings.</li> <li><input type="checkbox"/> Give periodic briefings, news releases, and interviews to the media about recovery issues and progress.                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Identify a staff member who is comfortable with the media and appoint them as spokesperson.</li> <li><input checked="" type="checkbox"/> Ensure that local emergency operations plans contain policies and procedures for media, contacts, locations, and protocols.</li> </ul> </li> </ul>	<p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Mgmt Council, City Managers, City Councils</p>
	Observe and respond to symptoms of stress within the community.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organize mental health providers into community watch teams in order to detect debilitating symptoms of stress in the affected communities</li> <li><input type="checkbox"/> Coordinate mental health providers to offer Critical Incident Stress Debriefings and follow-up treatment</li> </ul>	<p>Kitsap Mental Health</p> <p>Public Health, Emergency Mgmt, Local Emergency Planning Committee</p>

## Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Communicate internally</b>	Observe and respond to symptoms of stress within the staff.	<input type="checkbox"/> Symptoms include: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Conflict and arguments within the staff or community over recovery issues.</li> <li><input checked="" type="checkbox"/> Fatigue, absenteeism, or illness for prolonged periods of time, or with increased frequency.</li> <li><input checked="" type="checkbox"/> Emotional stress, anger, or discomfort within the staff or community when discussing disaster events.</li> <li><input checked="" type="checkbox"/> Anxiety due to uncertainty about the future.</li> </ul> <input type="checkbox"/> Seek assistance from public health agencies, mental health agencies, or other organizations offering these services.	Each Dept. to appoint a Human Resource person          Emergency Mgmt, Public Health, Kitsap Mental Health
	Recognize achievements of staff and volunteers.	<input type="checkbox"/> Recognize achievements verbally, in personal letters, community newsletters, or public announcements, or at annual recognition events.	Emergency Mgmt Council
<b>Support and adopt recovery legislation.</b>	Act on immediate recovery	<input type="checkbox"/> Enact mutual aid agreements for staff and resources.  <input type="checkbox"/> Declare a local state of emergency.	Comprehensive Emergency Mgmt Plan and local Emergency Operations Plans  Comprehensive Emergency Mgmt Plan and local Emergency Operations Plans
	Act on long-term recovery	<input type="checkbox"/> Adopt building permit requirements and procedures for areas considered to be vulnerable to natural hazards.  <input type="checkbox"/> Identify historic structures and adopt ordinances, policies, or procedures for their reconstruction, relocation, or demolition after a disaster.  <input type="checkbox"/> Adopt ordinances for assessing building damage, identifying hazards of occupancy, dangerous building designations, and limiting access to buildings as needed.  <input type="checkbox"/> Adopt ordinances for processing and issuing post-disaster building permits.	County Commissioners and City Councils       County Commissioners and City Councils       County Commissioners and City Councils       County Commissioners and City Councils

**KITSAP COUNTY, WASHINGTON**  
**Disaster Declaration**

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Before the Board of County Commissioners of Kitsap County, Washington

In the matter of (\_\_\_\_\_)

Declaring a Disaster, RESOLUTION NUMBER \_\_\_\_\_

WHEREAS, the Kitsap County Department of Emergency Management has reported to the Chairperson of the Board of County Commissioners, beginning \_\_\_\_\_ (date), \_\_\_\_\_ (conditions) have caused a disaster by creating extensive damages in parts of Kitsap County; and

WHEREAS, extensive damage has occurred and is still occurring to \_\_\_\_\_ (county, city, other) roads and bridges, private roads, homes, business and farm lands; and

WHEREAS, persons and property are and will be damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, there is an emergency present which necessitates activation of the Kitsap County Comprehensive Emergency Plan and utilization of emergency powers granted pursuant to RCW 38.15 and County Ordinance No. 109; therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS:

SECTION 1

That it is hereby declared that there is an emergency/disaster due to the conditions in Kitsap County; therefore, designated departments are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster.

SECTION 2

Each designated department is authorized to exercise the powers vested under SECTION 1 of this resolution in the light of the demands of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF  
KITSAP COUNTY, WASHINGTON

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**CITY**  
**Disaster Declaration**

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Before the City Council of the City of \_\_\_\_\_, Washington

In the matter of (\_\_\_\_\_)

Declaring a Disaster, RESOLUTION NUMBER \_\_\_\_\_

WHEREAS, the \_\_\_\_\_ Department reported to the City Council of the City of \_\_\_\_\_, beginning \_\_\_\_\_ (date), \_\_\_\_\_ (conditions) have caused a disaster by creating extensive damages in parts of the City of \_\_\_\_\_; and

WHEREAS, extensive damage has occurred and is still occurring to \_\_\_\_\_ (city, other) roads and bridges, private roads, homes, business and farm lands; and

WHEREAS, persons and property are and will be damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, there is an emergency present which necessitates activation of City of \_\_\_\_\_ Emergency Plan and utilization of emergency powers granted pursuant to RCW 38.15 and City Ordinance No. \_\_\_\_\_; therefore,

**BE IT RESOLVED BY THE CITY COUNCIL:**

**SECTION 1**

That it is hereby declared that there is an emergency/disaster due to the conditions in the City of \_\_\_\_\_; therefore, designated departments are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster.

**SECTION 2**

Each designated department is authorized to exercise the powers vested under SECTION 1 of this resolution in the light of the demands of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY COUNCIL of the CITY OF \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
President of the City Council

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

**KITSAP COUNTY, WASHINGTON**  
**Disaster Declaration Termination**

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Before the Board of County Commissioners of Kitsap County, Washington

In the matter of (\_\_\_\_\_)

RESOLUTION NUMBER \_\_\_\_\_, Disaster Declaration

WHEREAS, the Kitsap County Board of County Commissioners has declared an emergency/disaster, due to conditions in Kitsap County on \_\_\_\_\_(date), and

WHEREAS, a determination has been made that conditions no longer constitute a state of emergency/disaster; therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS:

That the heretofore stated emergency/disaster declaration is terminated.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF  
KITSAP COUNTY, WASHINGTON

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**CITY**  
**Disaster Declaration Termination**

---

Before the City Council of the City of \_\_\_\_\_, Washington

In the matter of (\_\_\_\_\_)

RESOLUTION NUMBER \_\_\_\_\_, Disaster Declaration

WHEREAS, the City Council of the City of \_\_\_\_\_ has declared an emergency/disaster,  
due to conditions in the City of \_\_\_\_\_ on \_\_\_\_\_ (date), and

WHEREAS, a determination has been made that conditions no longer constitute a state of  
emergency/disaster; therefore,

**BE IT RESOLVED BY THE CITY COUNCIL:**

That the heretofore stated emergency/disaster declaration is terminated.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY COUNCIL of the CITY OF \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
President of the City Council

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Member

## Recovery Checklist for Administration

GOAL	PLAN	TACTIC	RESPONSIBILITY
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**Address Legal Issues-** Legal counsel may be required to review and approved proposed actions before they are adopted.

Review ordinances	<input type="checkbox"/> Review ordinances for consistency with Federal, State and local requirements.	City, County Prosecutor's Office
<b>Address local responsibilities and authorities.</b>	<input type="checkbox"/> Review local responsibilities and authorities to be sure they address recovery issues including: <ul style="list-style-type: none"> <li>✓ Emergency declarations</li> <li>✓ Line of succession</li> <li>✓ Mutual aid</li> <li>✓ Social controls (curfews)</li> <li>✓ Price controls (price gouging)</li> </ul>	Emergency Mgmt. City & County Prosecutor
Ensure equity of services.	<input type="checkbox"/> Monitor equity of service to ensure that all citizens have access to the necessary assistance for which they may be qualified.	Human Rights Council, Local Emergency Planning Committee

## Recovery Checklist for Administration

GOAL	PLAN	TACTIC	RESPONSIBILITY
------	------	--------	----------------

**Establish Local Financial Responsibilities-** The local government share of recovery costs is established by State law.

<p>Expect certain costs.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expenses not eligible for reimbursement under State and Federal programs.</li> <li><input type="checkbox"/> Cost-sharing for Federal grants, such as Hazard Mitigation Grant Program.</li> <li><input type="checkbox"/> Local share acquisition and relocation costs for damaged and destroyed properties.</li> <li><input type="checkbox"/> Incentives for reconstruction.</li> <li><input type="checkbox"/> Adjustments for damaged property.</li> </ul>	<p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Community Development</p> <p>Community Development</p>
<p>Implement an auditing program.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Financial donations.</li> <li><input type="checkbox"/> Emergency procurement guidelines.</li> <li><input type="checkbox"/> Recovery accounting and record keeping systems, including personnel time and attendance, contract work, equipment, supplies, and other expenditures.</li> <li><input type="checkbox"/> Sources of local funds to cover disaster costs, including re-budgeting, bonds, and taxes.</li> </ul>	<p>City/County Attorney, County Auditor</p> <p>County Auditor, City Treasurers/Purchasing Agents</p> <p>County Auditor, City Treasurers, Risk Mgmt</p> <p>County Auditor, City Treasurers</p>
<p>Establish Accounting and Documentation procedures and policies.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cost recovery.</li> <li><input type="checkbox"/> "Lessons learned" for future disasters.</li> <li><input type="checkbox"/> Evaluation of the effectiveness of current policies and procedures.</li> <li><input type="checkbox"/> Development of realistic budgets and financing of essential community services for the future.</li> <li><input type="checkbox"/> Potential litigation.</li> </ul>	<p>Risk Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt Council</p> <p>County Prosecutor</p> <p>County Prosecutor, City Attorneys</p>

## Recovery Checklist for Administration

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Key tasks for administrators.</b>	Ensure that administrators are familiar with their recovery responsibilities.	<input type="checkbox"/> Meet with department administrations and other team leaders to identify documentation requirements, procedures, and formats.	Emergency Mgmt, Recovery Team
		<input type="checkbox"/> Brief local response and recovery teams and all departments on documentation requirements, procedures and formats.	Emergency Mgmt, Recovery Team
<b>Staffing and Personnel Needs</b>	Anticipate personnel support requirements.	<input type="checkbox"/> Review documentation early on in the process to catch errors or inadequacies.	Emergency Mgmt, Recovery Team
		<input type="checkbox"/> Throughout recovery operations, maintain project files and other documentation of recovery activities and costs.	Emergency Mgmt, Recovery Team
		<input type="checkbox"/> Be aware of audit and documentation requirements	Emergency Mgmt, Recovery Team
		<input type="checkbox"/> Identify staffing needs from each department involved in response and recovery operations.	Department Heads
		<input type="checkbox"/> Identify alternative sources for staff, including mutual aid agreements, contracts, and volunteers.	Emergency Mgmt, Recovery Team
		<input type="checkbox"/> Request assistant through the State emergency management agency if alternative staff resources fail to materialize during disaster response and recovery.	Emergency Mgmt
		<input type="checkbox"/> Recognize signs of stress among staff, and make arrangements for stress management or crisis counseling for them.	Department Heads
		<input type="checkbox"/> Establish worker disaster assignments and overtime/compensatory time policies.	Emergency Mgmt, Emergency Mgmt Council
		<input type="checkbox"/> Make arrangements for sufficient staffing to allow rotation during disasters and to avoid extensive hours on duty.	Department Heads
		<input type="checkbox"/> Train permanent and volunteer staff in their disaster assignments.	Emergency Mgmt
		<input type="checkbox"/> Recognize all staff for their contributions with events, certificates, and other means.	Emergency Mgmt Council

**KITSAP COUNTY DISASTER RECOVERY PLAN  
TABLE OF APPLICABLE FEDERAL REGULATIONS**

<b>Applicable Federal Regulations for Disasters</b>					
	<b>State &amp; Local Governments</b>	<b>Public &amp; Private Institutions of Higher Education</b>	<b>Hospitals Affiliated with Institutions of Higher Education</b>	<b>Quasi-Public &amp; Private Nonprofits</b>	<b>Public &amp; Private Hospitals</b>
Administration of Grants	44 CFR 13 OMB Circular A-102	OMB Circular A-110	OMB Circular A-110	OMB Circular A-110	OMB Circular A-110
Cost Principles	OMB Circular A-87	OMB Circular A-21	44 CFR 74	OMB Circular A-122	45 CFR 74
Audits	OMB Circular A-128; 44 CFR 14	OMB Circular A-133	OMB Circular A-133	OMB Circular A-133	(intentionally left blank)

# PROJECT COST

## Accounting & Documentation Checklist

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### **ACCOUNTING FOR PROJECT COSTS**

- |  |  |
|--|--|
| <input type="checkbox"/> Separate disaster-related activities from normal activities.  | <input type="checkbox"/> Do not co-mingle disasters  |
| <input type="checkbox"/> Designate a person to coordinate accumulation of records.   | <input type="checkbox"/> Capture specific accounting by DSR and site.  |
| <input type="checkbox"/> Capture Force Account labor hours, rates, work locations, and description of work performed.          | <input type="checkbox"/> Capture Force Account equipment hours, rates, and locations.                                  |
| <input type="checkbox"/> Capture rented equipment cost and location.   | <input type="checkbox"/> Capture Force Account material used from storage, its costs, location, and project.           |
| <input type="checkbox"/> Capture equipment damaged or destroyed by inventory number, location, and costs to repair or replace. | <input type="checkbox"/> Capture vendor services or materials acquired under purchase orders or contracts.             |
| <input type="checkbox"/> Capture contracted construction services and costs by site.   | <input type="checkbox"/> Capture insurance settlements and other credits (salvage, rebates, etc.) reported by project. |
| <input type="checkbox"/> Capture technical consultant service costs and specific purposes of work performed.                   | <input type="checkbox"/> Document and describe nonproductive labor costs (sick leave, vacation, etc.).                 |
| <input type="checkbox"/> Document and describe fringe benefit rates.   |  |

### **DOCUMENTING PROJECT COSTS**

- |   |  |
|---|--|
| <input type="checkbox"/> Prepare detailed discussion of the damage and what was done or needs to be done at the site.               | <input type="checkbox"/> Take photographs of the site before work begins, during, and after completed.         |
| <input type="checkbox"/> List damaged and destroyed equipment.  | <input type="checkbox"/> Prepare Force Account labor summaries backed up by detail labor runs and time sheets. |
| <input type="checkbox"/> Keep equipment usage records.  | <input type="checkbox"/> Log vendor purchase orders, invoices, and payments. Keep copies.                      |
| <input type="checkbox"/> Prepare materials usage records.   | <input type="checkbox"/> Record contracts, invoices, and payments by contractors.                              |
| <input type="checkbox"/> Prepare explanation of how contract was executed and the procurement method used.                          | <input type="checkbox"/> Prepare explanation if price was not competitively determined.                        |
| <input type="checkbox"/> Document authorizations to perform work by department head, legislative authority, or executive authority. | <input type="checkbox"/> File correspondence with grantee and/or FEMA.   |
| <input type="checkbox"/> Document insurance information, settlements, and appeals information.                                      | <input type="checkbox"/> File copies of police, fire, and medical dispatch logs.                               |
|   | <input type="checkbox"/> File final inspection reports.  |

**KITSAP COUNTY, WASHINGTON**  
**Ordinances and Notices Checklist**

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- Curfew Ordinance (*specifying times, areas, special circumstances, and penalties for violations*)
- Relocation & Acquisition Notice (*for those residents displaced by damage or destruction*)
- Public Nuisance Emergency Orders (*vehicle removal, property access, etc.*)
- Pay and Compensation for Working During Emergencies or Disasters Notice
- Price Gouging Ordinance (*for merchants taking advantage of emergencies by increasing prices for essential goods*)
- Emergency Rules for Operation of Local Governments (*could be a compilation of some of the above ordinances and notices*)

## **Disaster Documentation Package Checklist**

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This checklist is designed to help keep track of response plan, damage, and financial details during the entire recovery phase. Documentation must begin as soon as the disaster occurs.

***Do not wait for the Damage Survey Report (DSR) to be written and approved before starting the documentation process.***

Documentation package includes:

- Dates and times
  - Incident beginning
  - When each responder was notified and on scene
  - Of all news releases and Emergency Alert System messages
  - Of each injury, loss of life, and loss of property
  - Of mitigation actions and recommendations
  - Of personnel-hours expended and disaster-related expenses
- Time and description of each response action
- Date, time, and response action for each request for assistance.
- Audio and video tapes and pictures of disasters
- Dates, times and transcripts for all news briefings
- Damage data and subsequent spreadsheets
- Damage survey efforts
- Personnel rosters
- Situation reports
- Event logs
- Photographs
- Invoices
- Daily activity reports
- Materials from stock
- Rental and lease agreements
- Contract documents
- Insurance information
- Approved Damage Survey Reports (DSRs)

## ALLOWABLE COST TABLE

The table below lists categories and examples of allowable and unallowable costs under FEMA's disaster assistance programs. This is not an all-inclusive list, however. Refer to OMB Circular A-87 for more information.

Cost Category	Examples	Notes/Restrictions
Advertising	<ul style="list-style-type: none"> <li>◆ Radio, television, &amp; newspaper ads</li> <li>◆ Direct mail campaigns</li> </ul>	When incurred for: <ul style="list-style-type: none"> <li>◆ Recruitment of personnel</li> <li>◆ Procurement of goods &amp; services</li> </ul> Advertising costs are not allowable if incurred solely to promote the governmental unit.
Public Relations	Activities directed toward: <ul style="list-style-type: none"> <li>◆ Maintaining the image of the governmental unit</li> <li>◆ Promoting understanding and favorable relations with the public</li> </ul>	When: <ul style="list-style-type: none"> <li>◆ Incurred to communicate with the public &amp; press pertaining to the specific program</li> <li>◆ Necessary to conduct general liaison with the news media &amp; governmental public affairs officers to keep public informed</li> </ul> Public relations costs are not allowable if incurred solely to promote the governmental unit.
Alcoholic Beverages		Not allowable
Audit Services	<ul style="list-style-type: none"> <li>◆ Case or project reviews</li> <li>◆ Project inspections</li> </ul>	Provided that the audits: <ul style="list-style-type: none"> <li>◆ Comply with the provisions of the Single Audit Act (OMB Circular A-128); or</li> <li>◆ Have otherwise been required and/or approved by FEMA</li> </ul>
Bad Debts	<ul style="list-style-type: none"> <li>◆ Uncollectible funds</li> </ul>	Losses arising from uncollectible amounts and other claims, and related costs, are not allowable.
Bonding Costs	<ul style="list-style-type: none"> <li>◆ Costs associated with attaining surety bonds for employees and officials</li> </ul>	Provided that bonding is in accordance with sound business practices.
Budgeting	<ul style="list-style-type: none"> <li>◆ Development</li> <li>◆ Preparation</li> <li>◆ Presentation</li> <li>◆ Execution</li> </ul>	Allowable
Communications	<ul style="list-style-type: none"> <li>◆ Telephone</li> <li>◆ Mail &amp; messenger service</li> </ul>	Allowable
Compensation for Personnel	<ul style="list-style-type: none"> <li>◆ Wages &amp; salaries</li> <li>◆ Fringe benefits</li> </ul>	Provided that compensation is reasonable for the services provided.
Donated Services	Volunteered time by: <ul style="list-style-type: none"> <li>◆ Technical personnel</li> <li>◆ Consultants</li> <li>◆ Skilled and unskilled labor</li> </ul>	<ul style="list-style-type: none"> <li>◆ The value of donated services is not allowable either as a direct or indirect cost.</li> <li>◆ The value of donated services may be sued to meet cost-sharing or matching requirements.</li> </ul>
Legal Expenses	<ul style="list-style-type: none"> <li>◆ Professional and/or support staff time.</li> <li>◆ Filing fees</li> </ul>	<ul style="list-style-type: none"> <li>◆ Legal expenses required for program administration are allowable.</li> <li>◆ Legal expenses for prosecution of claims against the Federal Government are not allowable.</li> </ul>
Disbursing Services	Costs associated with the accounts payable functions	Allowable

## ALLOWABLE COST TABLE

Cost Category	Examples	Notes/Restrictions
Equipment and Other Capital Expenditures	<ul style="list-style-type: none"> <li>◆ The net invoice price of equipment, including modifications, attachments, or accessories.</li> <li>◆ Ancillary charges, including taxes and freight.</li> </ul>	For nonexpendable items of equipment having: <ul style="list-style-type: none"> <li>◆ A useful life of more than 1 year.</li> <li>◆ An acquisition cost of \$5000 or more.</li> </ul> Items of equipment with an acquisition cost of less than \$5000 are considered supplies.
General Government Expenses	<ul style="list-style-type: none"> <li>◆ Salaries and expenses of the Office of the Governor and/or State legislatures, tribal councils, or other governmental bodies.</li> <li>◆ Costs associated with governmental services normally provided to the general public (e.g. fire and police).</li> </ul>	Normally not allowable
Maintenance, Operation, & Repairs	<ul style="list-style-type: none"> <li>◆ Utilities</li> <li>◆ Insurance</li> <li>◆ Security</li> <li>◆ Janitorial services</li> <li>◆ Equipment repairs</li> </ul>	Allowable if they: <ul style="list-style-type: none"> <li>◆ Keep property in efficient operating condition</li> <li>◆ Do not add to the permanent value of property</li> <li>◆ Are not included in rental charges for space</li> </ul>
Materials & Supplies	<ul style="list-style-type: none"> <li>◆ Stationery</li> <li>◆ General office supplies</li> <li>◆ Equipment with an acquisition cost of less than \$5000</li> </ul>	Allowable after deducting: <ul style="list-style-type: none"> <li>◆ Cash and/or trade discounts</li> <li>◆ Rebates</li> <li>◆ Other allowances</li> </ul>
Motor Pools	Vehicle: <ul style="list-style-type: none"> <li>◆ Maintenance</li> <li>◆ Inspection</li> <li>◆ Repair services</li> </ul>	Allowable if charged to the program at a mileage or fixed rate.
Training	Employee training and development	Allowable to the extent that the training is required for program operation.
Travel	<ul style="list-style-type: none"> <li>◆ Transportation</li> <li>◆ Lodging</li> <li>◆ Subsistence</li> </ul>	Provided that: <ul style="list-style-type: none"> <li>◆ Employees are traveling on official business</li> <li>◆ The costs do not exceed the amount normally allowed by the agency in its regular operations.</li> </ul>

# FORCE ACCOUNT & CONTRACT WORK

## *Documentation*

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Work can be accomplished by contract or by force account, or sometimes by a combination of the two.

### **Force Account Work**

Definition:

Force account work is work accomplished by the county's own people, using county equipment or equipment leased by the county, and using materials the county has taken from stock or has purchased. Force account work should be documented on the Daily Activity Report or on forms similar to those attached.

### ***Documentation includes:***

- |   |  |
|---|--|
| <input type="checkbox"/> Copies of DSRs.  | <input type="checkbox"/> Copy of Daily Activity Reports for each day that labor, equipment, or material was expended |
| <input type="checkbox"/> Appropriate extracts for payrolls  | <input type="checkbox"/> Schedule of equipment used  |
| <input type="checkbox"/> Invoices, warrants, and checks issued and paid for materials and supplies used |  |

### **Contract Work**

Definition:

Contract work is work completed by contractors hired to repair or assist in repairing damages caused by the disaster.

### ***Documentation includes:***

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of DSRs   | <input type="checkbox"/> Copies of request for bids                       |
| <input type="checkbox"/> Bid documents  | <input type="checkbox"/> Copies of all correspondence requesting changes  |
| <input type="checkbox"/> Copies of correspondence with State and Federal agencies regarding the project | <input type="checkbox"/> Authorization to proceed with contract           |
| <input type="checkbox"/> Invoices   | <input type="checkbox"/> Warrants authorizing check issuance              |
| <input type="checkbox"/> Copies of checks issued for payment  | <input type="checkbox"/> Copies of final inspection or acceptance reports |



# FORCE ACCOUNT & CONTRACT WORK Documentation

## FORCE ACCOUNT SUMMARY RECORD

FEMA-\_\_\_\_\_ -DR DSR No: \_\_\_\_\_ LOCATION \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ page(s)  
 APPLICANT NAME: \_\_\_\_\_ Time Period \_\_\_\_\_ to \_\_\_\_\_ 19\_\_\_\_  
 ID: \_\_\_\_\_ Job Site Number: \_\_\_\_\_

DATE/HOURS WORKED EACH DAY																
NAME	JOB CLASS	DATE											TOTAL HOURS	RATE	FRINGE BENEFIT %	TOTAL PAY
			REG	O/T	REG	O/T	REG	O/T	REG	O/T	REG	O/T				
TOTAL WAGES																
EQUIPMENT RATES																
TYPE OF EQUIPMENT	FEMA EQU NUMBER	DATE											TOTAL HOURS	RATE	TOTAL COST	
			H	O	U	R	S									
TOTAL EQUIPMENT																
VENDOR	MATERIALS/DESCRIPTION	DATE BOUGHT	DATE USED	INFO FROM		QUAN	UNIT PRICE	TOTAL COST								
				INVOICE	STOCK											
TOTAL MATERIALS																
SITE TOTAL																

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM STOCK RECORDS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT

CERTIFIED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_



## Recovery Checklist for Emergency Management

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Damage Assessment</b>	Determine capability to recover and identifying any outside assistance that may be required.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain and use formats approved by the State Emergency Management Agency.</li> <li><input type="checkbox"/> Distribute forms to members of the local damage assessment team and explain procedures.</li> <li><input type="checkbox"/> Train local teams on damage assessment</li> <li><input type="checkbox"/> Provide staff resources to assist with damage assessment.</li> <li><input type="checkbox"/> Compile damage information by sector, type, or project, as required.</li> <li><input type="checkbox"/> Work closely with FEMA Primary Damage Assessment (PDA) teams if they have been assigned to your area.</li> <li><input type="checkbox"/> Submit damage assessments to the State.</li> <li><input type="checkbox"/> Participate on local damage survey teams.</li> </ul>	For all of these tasks, Emergency Mgmt coordinates with Public Works, Community Development, and Fire Agencies
<b>Support of Community Leadership</b>	Provide involvement and support elected officials.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief public officials, including fire commissioners, on the status of recovery operations and outlook for the immediate future.</li> <li><input type="checkbox"/> Serve as a local resource and authority on State and Federal disaster recovery assistance programs.</li> <li><input type="checkbox"/> Serve as liaison to outside agencies on specific issues requested by the community leadership.</li> <li><input type="checkbox"/> Hold morning and evening briefings with agency directors to keep them informed of current activities and problems.</li> </ul>	<p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p>
<b>Resource Management</b>	Resource Acquisition	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request specific resources from outside sources.</li> <li><input type="checkbox"/> Accept donated goods from outside sources.</li> <li><input type="checkbox"/> Contract for needed goods and services.</li> <li><input type="checkbox"/> Exercise mutual aid agreements.</li> </ul>	<p>Emergency Mgmt</p> <p>Unmet Needs Committee</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p>

## Recovery Checklist for Emergency Management

GOAL	PLAN	TACTIC	RESPONSIBILITY
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**Resource Management**

Resource Distribution	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign and train a donations coordinator</li> <li><input type="checkbox"/> Identify staff shortages</li> <li><input type="checkbox"/> Request State or Federal resources</li> <li><input type="checkbox"/> Assess the community's resource needs (personnel, equipment, supplies, technical assistance), specifying:                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> What is needed and its priority?</li> <li><input checked="" type="checkbox"/> How much is needed?</li> <li><input checked="" type="checkbox"/> When it is needed?</li> <li><input checked="" type="checkbox"/> Where it is needed?</li> </ul> </li> <li><input type="checkbox"/> Channel request for resources through State emergency management system.</li> <li><input type="checkbox"/> Request or accept donated goods</li> <li><input type="checkbox"/> Request financial donations and specify community organizations to receive them to avoid unwanted types of private donations.</li> <li><input type="checkbox"/> Develop public service announcements.</li> <li><input type="checkbox"/> Contract for goods and services.</li> <li><input type="checkbox"/> Consider developing contingency contracts with private vendors for specified supplies and equipment where appropriate</li> <li><input type="checkbox"/> Develop mutual aid agreements with other jurisdictions</li> <li><input type="checkbox"/> Establish a system of identifying outside contractors, insurance agents, volunteers, and others who will be working within the community on a temporary basis.</li> <li><input type="checkbox"/> Resource distribution</li> <li><input type="checkbox"/> Establish an Unmet Needs Committee.</li> <li><input type="checkbox"/> Develop a distribution plan for resources provided by State and Federal government and the private sector.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Risk Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt</li> <li>Emergency Mgmt, Unmet Needs Committee</li> </ul>	

## Recovery Checklist for Emergency Management

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Resource Management</b>		<input type="checkbox"/> Include special needs populations in resource distribution plans.	Emergency Mgmt
	<b>Liaison with State and Federal agencies</b>	<input type="checkbox"/> Establish points of contact at the State and Federal agency level who may be able to assist in solving problems. <input type="checkbox"/> Identify solutions to problems in coordination.	Emergency Mgmt Emergency Mgmt
<b>Recovery Task Force</b>	<p>Oversees recovery and reconstruction processes and serves as an advisory committee to local government officials responsible for recovery activities .</p> <p>Identifies mitigation opportunities, resources, and ensures maximum control over the recovery process</p>	<input type="checkbox"/> Begin meeting immediately after an in-depth community-wide damage assessment.	Emergency Mgmt
		<input type="checkbox"/> Review damage reports and other analyses of post-disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post-disaster development changes.	Public Works, Community Development, City/County Administrators
		<input type="checkbox"/> Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.	Emergency Mgmt, City/County Administrators
		<input type="checkbox"/> Recommend and implement an economic recovery program focusing on local community needs.	Economic Development Council
		<input type="checkbox"/> Recommend zoning changes in damaged areas, if necessary.	Community Development
		<input type="checkbox"/> Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.	Community Development
		<input type="checkbox"/> Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.	Community Development
		<input type="checkbox"/> Initiate recommendations for relocation and acquisition of property in damaged areas.	Emergency Mgmt, Community Development
		<input type="checkbox"/> Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post-disaster requirements or restrictions imposed by local authorities.	Emergency Mgmt, Community Development



# RECOVERY TASKFORCE

## *Checklist*

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**Planning.** The Recovery Task Force meets on a continuing, and regularly scheduled basis to discuss its specific roles and responsibilities. The discussions include, but are not limited to, preparing a redevelopment plan for the County, developing procedures to carry out the County's build-back policy, developing policies for redeveloping land areas that have sustained repeated damages, developing priorities for relocating and acquiring damaged property, establishing special committees and subcommittees with the task force to deal with specific issues during the recovery process, establishing criteria to determine reconstruction and rebuilding priorities, developing procedures that promote the mitigation of future disaster damage through activities carried out during recovery and reconstruction, and recommending changes to the County Comprehensive Emergency Management Plan.

**Activation & Duration.** For post-disaster responsibilities, the recovery task force shall be activated and mobilized upon the request by the Emergency Management Council that the Governor declare Kitsap County a disaster area. In the event of a disaster, the recovery task force shall be activated and mobilized for a minimum period of 60 days following the request to the Governor from the Emergency Management Council to declare Kitsap County a disaster area. The activation of the task force may be repealed or extended upon resolution by the Emergency Management Council.

**Responsibilities.** The recovery task force shall be responsible for advising the Emergency Management Council on a wide range of post-disaster recovery, reconstruction, and mitigation issues. The recovery task force shall receive and review damage reports and other analyses of post-disaster circumstances and compare them with mitigation opportunities identified prior to the disaster and discern appropriate areas for post-disaster change and innovation.

The recovery task force may recommend any changes in the Comprehensive Plan, development standards, zoning regulations, setback, density, open space, buffering and elevation requirements, building codes, or any other ordinances which seems necessary or advisable to prevent a recurrence of damages.

The recovery task force may also undertake a similar process for non-mitigation local objectives and opportunities. The task force may recommend for the Emergency Management Council consideration, the following opportunities:

- Enhancement of local recreational and open space opportunities.
- Enhancement of public access to estuaries, rivers, and beaches.
- Enhancement and restoration of local natural ecosystems.
- Reduction of traffic congestion, noise, and other transportation-related problems.
- Enhancement of the long-term economic vitality of the local commercial and industrial base.

# RECOVERY TASKFORCE

## Checklist

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### Composition.

The recovery task force will be composed of the individuals or designees that reflect a broad based representation of community interests and shall be appointed annually by the Emergency Management Council. The recovery task force shall consist of, but not be limited to:

County Administrator - <i>Chairperson</i>	County Public Information Officer
County Attorney	County Sheriff
County Community Services Director	County Community Development Director
County Public Works Director	County Human Services Director
County Department of Emergency Management	County Administrative Services Director
County Visitor & Convention Bureau Director	County Port Authority Director
County Consolidated Housing Director	Local Planning Agency Member
Representatives of the Business Community	City of Bremerton
City of Port Orchard	City of Bainbridge Island
City of Poulsbo	County School District Liaison
County Fire Chiefs' Association President	Area Agency for the Aging Director
County Health Officer	Other representatives as appointed by the
Military Representative	Emergency Management Council or the
	Recovery Task Force

### Recovery Task Force Checklist.

- |   |   |
|---|---|
| <input type="checkbox"/> Initiate recommendations for the enactment, repeal, or extension of emergency ordinances and resolutions for consideration.  | <input type="checkbox"/> Review the nature of damages, identify, and evaluate alternate program objectives for repairs and reconstruction, and formulate recommendations to guide community recovery.   |
| <input type="checkbox"/> Formulate special committees and sub-committees as the situation warrants.   | <input type="checkbox"/> Recommend and implement an economic recovery program focusing on rapid recovery of essential businesses.   |
| <input type="checkbox"/> Recommend rezoning changes in areas of damage when deemed appropriate.   | <input type="checkbox"/> Set a calendar of milestones for recovery tasks.   |
| <input type="checkbox"/> Recommend the repeal or extension of moratoriums.  | <input type="checkbox"/> Recommend land areas and land-use types that will receive priority in recovery.  |
| <input type="checkbox"/> Recommend blanket reductions in non-vital zoning regulations and development standards to minimize the need for individual variances or compliance determinations prior to reconstruction. | <input type="checkbox"/> Recommend procedures to document actual uses, densities, and intensities and compliance with regulations in effect at the time of construction, through such means as photographs, diagrams, plans, affidavits, permits, appraisals, tax records, etc. |

# RECOVERY TASKFORCE

## *Checklist*

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### **Recovery Task Force Checklist (continued)**

- Evaluate hazards and the effectiveness of mitigation policies and recommend the amendment of policies.
- Recommend land areas for the redevelopment of land-uses that sustained repeated damages.
- Initiate recommendations for relocation and acquisition of property.
- Initiate a property owner notification program, basically to inform non-resident property owners of damages incurred to their property; and post-disaster conditions and requirements imposed by the County.
- Participate in Federal and State hazard mitigation planning.
- Initiate hazard mitigation projects or recommended programs for consideration of State and Federal funding.
- Participate in the preparation of a redevelopment plan in conjunction with other Federal, State, and local emergency officials
- Review emergency actions and recommend amendments to Kitsap County's Comprehensive Emergency Management Plan and Hazard Mitigation Plan.

### **Disaster Recovery Coordinator Checklist.**

- Determine the types of assistance available to the County and the types of assistance most needed.
- Assist in the local coordination of Federal and State disaster recovery efforts.
- Provide local assistance to facilitate Federal and State disaster assistance programs.
- Act as facilitator in securing Federal or State disaster assistance.
- Inform the community of types of disaster assistance available.
- Perform other duties as directed by the Recovery Task Force or the Emergency Management Council.

# RECOVERY TASKFORCE

## *Checklist*

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### Economic Recovery Coordinator Checklist.

- Determine the potential or actual impacts to the local economy and determine short-term and long-term strategies for consideration.
- Assist in the local coordination of Federal and State economic recovery efforts.
- Act as facilitator in disseminating accurate information to and from the business community.
- Inform the business community of the type of disaster assistance available.
- Perform other duties as directed by the Recovery Task Force or the Emergency Management Council.

### Hazard Mitigation Coordinator Checklist.

- Determine the types of hazard mitigation assistance or funding available to Kitsap County and the types of assistance most needed.
- Assist in the local coordination of Federal and State hazard mitigation efforts.
- Provide local assistance to facilitate Federal and State hazard mitigation assistance programs.
- Act as facilitator in securing Federal and State hazard mitigation funding for local hazard mitigation projects.
- Perform other duties as directed by the Recovery Task Force or the Emergency Management Council.

## **Dos & Don'ts of Damage Assessment**

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The following is a list of things damage assessment teams and officials should and should not do during the damage assessment process:

### **DO**

***Prepare Maps Detailing Areas of Damage*** -- Separate maps showing private and public sector damages should be prepared. This will assist federal and state assessment teams in locating damages. It also provides local officials with the entire picture of how much, and where, damage has occurred.

***Maintain Detailed Records*** -- of labor, equipment, and supply costs from the outset of the disaster. This will ensure that if federal assistance is provided, all eligible costs will be considered.

***Provide Budget Information*** -- Accurate and complete budget information is critical to making a competent decision when assessing the ability of a community to deal with and recover from a disaster. Both annual and maintenance budgets for the fiscal year should be provided.

***Review Insurance Coverage*** -- Insurance coverage is always considered when determining the amount of assistance needed. If the facility is not covered, the amount of assistance will be reduced by the amount of coverage which could have been provided.

### **DON'T**

***Inflate Costs & Figures*** -- Inflating costs and figures to make damages appear greater than they are is the most detrimental action that can be taken. Such an action does not guarantee disaster assistance. It cannot be emphasized enough that only actual damage and reasonable costs be reported.

***Include "Deferred Maintenance" Items*** -- It must be emphasized that only disaster-related damages be reported. Chronic problems or those resulting from a lack of maintenance will not be included in any assistance received.

***Forget to Assess Public Damages*** -- The victim of a disaster is always the first consideration. But damages to roads, and public buildings and facilities may also have occurred. It's critical to receiving Public Assistance declaration to have these assessments along with the damages to private residences and businesses.

## Disaster Assistance Table For Individuals and Businesses

Program/Agency	Assistance	Eligibility	Specific Criteria
<p><b>Emergency Assistance</b></p> <p>Coordinated by the American Red Cross and Voluntary Agencies Active in Disasters</p>	Emergency Food, clothing, shelter, and medical assistance.	Available to individuals and families with disaster-related emergency needs.	The American Red Cross makes referrals to church groups and other voluntary agencies.
<p><b>Disaster Housing Assistance</b></p> <p>Administered and funded by FEMA</p>	Grants for temporary housing or for emergency repairs needed to make a residence livable until more permanent repairs can be made.	<p>Available to homeowners and renters whose permanent homes are uninhabitable because of the disaster.</p> <p>Homeowners</p> <p>Renters</p>	<p>Housing assistance grants supplement any insurance coverage an individual might have.</p> <p>Grants made to homeowners who can return to their homes by making minimal repairs.</p> <p>Homeowners with more substantial property damage may qualify for short-term rental assistance grants.</p> <p>Extensions may be granted on a case-by-case basis to a maximum of 18 months.</p> <p>Renters may qualify for short-term assistance.</p> <p>Extensions may be granted on a case-by-case basis to a maximum of 18 months.</p>
<p><b>Home/Personal Property Disaster Loans</b></p> <p>Small Business Administration (SBA)</p>	Low-interest loans for restoring or replacing uninsured or underinsured disaster-damaged real and personal property.	Available to individuals located in counties including in Presidential Disaster Declarations.	<p>Loans limited to amount of uninsured, SBA-verified losses.</p> <p>Maximum loans:</p> <p>\$200,000 - real property</p> <p>\$40,000 - personal property</p>

## Disaster Assistance Table For Individuals and Businesses

Program/Agency	Assistance	Eligibility	Specific Criteria
<p><b>Individual &amp; Family Grant Program</b></p> <p>Administered by State; funded by FEMA</p>	<p>Grants to meet serious disaster-related needs and necessary expenses not covered by insurance or other Federal, State, or voluntary agencies. \$201 minimum damage requirement for real and personal property awards.</p>	<p>Available to persons with serious unmet needs who do not qualify for SBA disaster loans.</p>	<p>Maximum grant of up to \$13,100 depending on family composition and needs. The average grant is approximately \$2000.</p>
<p><b>Business Disaster Loans</b></p> <p>Small Business Administration (SBA)</p>	<p>Loans for the repair or replacement of destroyed or damaged business facilities, inventory, machinery, or equipment not covered by insurance.</p> <p>Economic Injury Disaster Loans also may be available for working capital to assist small businesses during the disaster recovery period.</p>	<p>Available to businesses located in counties declared disaster areas by the President.</p> <p>Available to small businesses located in declared and contiguous counties.</p>	<p>\$1,500,000 statutory loan limit (i.e., the combined amount of physical damage and economic injury loans cannot exceed \$1,500,000.)</p>
<p><b>Crisis Counseling</b></p> <p>State Mental Health Agencies</p>	<p>Immediate and regular services to meet mental health needs of those affected by a major disaster, including screening, diagnosis, and counseling techniques, outreach, education service, and public information.</p>	<p>Available to provide supplemental funding to State programs to meet the mental health needs of affected individuals located in the disaster area.</p>	<p>Regular services are provided for up to 9 months after the declaration.</p>
<p><b>Tax Assistance</b></p> <p>Internal Revenue Service (IRS)</p>	<p>Expedited Federal tax deductions for casualty losses to homes, personal property, or household goods.</p> <p>Assistance and information on State income tax returns can also be obtained from the State Department of Revenue.</p>	<p>Available to individuals and families with disaster-related losses totaling more than 10% of adjusted gross income.</p>	<p>Under certain circumstances a taxpayer may file an amended return during the year of the disaster or for previous years and obtain a tax refund in a matter of weeks.</p>

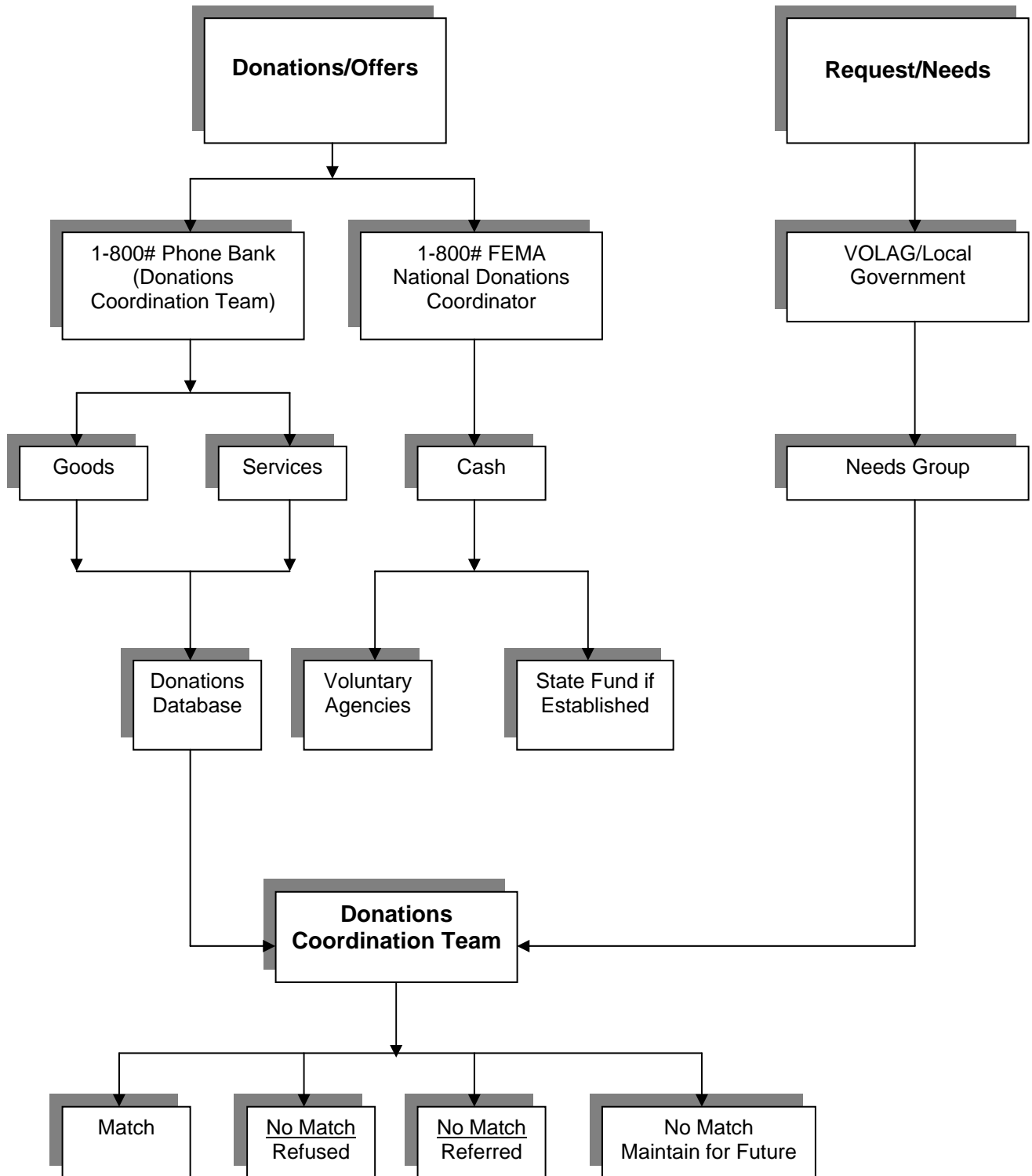
## Disaster Assistance Table For Individuals and Businesses

Program/Agency	Assistance	Eligibility	Specific Criteria
<p><b>Disaster Unemployment Assistance</b></p> <p>Funded by FEMA; administered by State Employment Security Agency</p> <p>Call local state employment or job service office</p>	<p>Weekly benefits available to individuals out of work as a direct result of the disaster.</p>	<p>Available to all individuals out of work as a direct result of the disaster, including self-employed persons, farm owners, and others not covered under regular unemployment insurance.</p>	<p>Program assistance is available for a maximum of 26 weeks.</p> <p>Proof of income required.</p>
<p><b>Farm Service Agency</b></p> <p>Rural Economic and Community Development Services and Consolidated Farm Service Agency</p> <p>Call county extension office</p>	<p>Emergency loans for physical or production losses.</p> <p>Grants for certain agricultural damage.</p>	<p>Available to farmers who were operating and managing a farm at the time of the disaster.</p>	<p>Loans limited to the amount necessary to compensate for actual losses to essential property and/or production capacity.</p>
<p><b>Insurance Information</b></p> <p>State Insurance Commissioner, American Insurance Association, FEMA, and National Flood Insurance Program</p>	<p>Assistance and/or counseling regarding ways to obtain copies of lost policies, file claims, or expedite settlements.</p>	<p>Available to individuals and families with disaster-related losses.</p>	<p>N/A</p>
<p><b>Legal Assistance</b></p> <p>Coordinated by FEMA, Young Lawyers Division of the American Bar Association.</p>	<p>Free legal services for low-income disaster victims.</p>	<p>Available to individuals and families with disaster-related legal issues.</p>	<p>Addresses such issues as replacing legal documents, transferring titles, contracting problems, will probates, insurance problems, and certain landlord-related problems.</p>
<p><b>Social Security Benefits</b></p> <p>Social Security Administration</p>	<p>Assistance expediting delivery of checks delayed by the disaster.</p> <p>Assistance in applying for Social Security disability and survivor benefits.</p>	<p>Available to individuals eligible for Social Security.</p>	<p>N/A</p>
<p><b>Veterans Benefits</b></p> <p>Department of Veterans Affairs (VA)</p>	<p>Assistance with information about benefits, pensions, insurance settlements, and VA mortgages.</p>	<p>Available to provide help in applying for VA death benefits, pensions, and adjustments to VA-insured home mortgages.</p>	<p>N/A</p>
<p><b>Consumer Services</b></p> <p>State Department of Consumer Affairs</p>	<p>Counseling on such consumer problems as product shortages, price gouging, and disreputable business practices.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>Ageing Services</b></p> <p>State agency responsible</p>	<p>Such services to the elderly as meals, home care, and transportation.</p>	<p>Individuals age 60 and older.</p>	<p>N/A</p>

# DONATIONS MANAGEMENT

## Donations Coordination Team

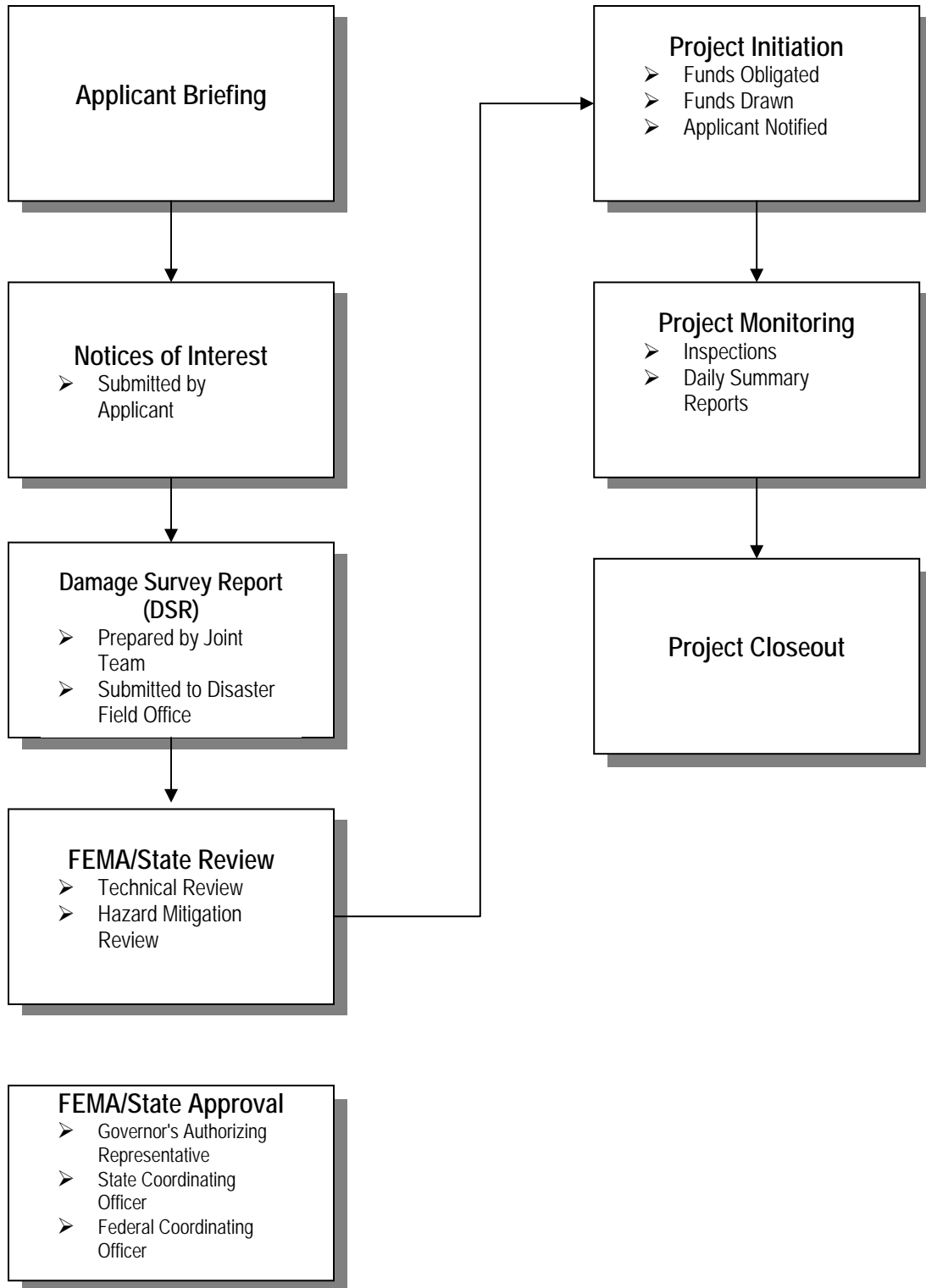
(This diagram depicts the donations management process)



# DISASTER SURVEY REPORT

## Process Table

### Disaster Survey Report (DSR) Process



# PUBLIC ASSISTANCE APPLICATION

## Checklist

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This checklist is designed to make the process of applying for and receiving disaster assistance as easy as possible.

### Administration

- |   |   |
|---|---|
| <input type="checkbox"/> Attend applicant briefing  | <input type="checkbox"/> Submit appeals in a timely manner  |
| <input type="checkbox"/> Contact other potential applicants within the County who sustained disaster-related damages/costs and have them contact the State within 30 days from the date the County was declared | <input type="checkbox"/> Check on insurance coverage and determine settlement.                          |
| <input type="checkbox"/> Ensure that an applicant's agent is designated by the County or City   | <input type="checkbox"/> Submit proof of loss statement and copies of all insurance checks to the State |

### Work Monitoring

- |   |   |
|---|---|
| <input type="checkbox"/> Review each DSR to become familiar with the approved scope of work           | <input type="checkbox"/> Follow proper bid and contract procedures  |
| <input type="checkbox"/> Give appropriate supervisors a copy of each DSR                              | <input type="checkbox"/> Complete work within allowable time periods                                      |
| <input type="checkbox"/> Make approved repairs only   | <input type="checkbox"/> Request time extension by DSR if needed  |
| <input type="checkbox"/> Obtain State and/or FEMA approval before changing the approved scope of work | <input type="checkbox"/> Submit a project cost summary for each large DSR that is completed               |
| <input type="checkbox"/> Notify the State of significant cost overruns                                | <input type="checkbox"/> Complete the Project Completion Report once all approved work has been completed |

### Documentation

- |   |  |
|---|--|
| <input type="checkbox"/> Maintain a separate folder for each DSR  | <input type="checkbox"/> Document repair costs at each work site as they occur   |
| <input type="checkbox"/> Prepare Daily Activity Reports for supervisors' daily logs   | <input type="checkbox"/> Keep these documents for each DSR done by Force Account: <ul style="list-style-type: none"><li>✓ Daily Activity Report for labor, equipment, and materials</li><li>✓ Delivery tickets</li><li>✓ Invoices</li><li>✓ Payroll journals</li><li>✓ Canceled checks</li><li>✓ Daily logs from supervisors</li></ul> |
| <input type="checkbox"/> Keep these documents for each DSR by contract: <ul style="list-style-type: none"><li>✓ Bid advertisement</li><li>✓ Bid summary sheet</li><li>✓ Contract awarded</li><li>✓ Invoices</li><li>✓ Cancelled checks</li><li>✓ Record of work inspections</li></ul> |  |

## CATEGORIES OF WORK

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### Eligibility:

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#### General Requirements

**Ownership**- Damaged facility must be owned by a local government or eligible private nonprofit organization. (For gubernatorial State-only disasters, a local government must own the damaged facility.) When a leased facility is damaged, the lease must specify that the applicant has repair responsibility. Attach a copy of the lease to the DSR.

**Location**-The damaged facility must be located within the designated area.

**Time of Damage**-The damage must have been caused by the disaster and not have been preexisting.

**Cost Minimum**- Each damaged site must exceed \$1,000 in repair cost.

**Facility Use**- At the time it was damaged the facility must have been in active use, not vacant, unoccupied, or abandoned.

**General Insurance**- Disaster repair costs covered by insurance are not eligible. Total repair costs will be reduced by the amount of insurance coverage. Deductible and depreciation are eligible.

**Flood Insurance**- Flood damages to an insurable structure that occur within the 100-year zone are reduced by the amount of flood insurance coverage, or by the maximum amount of coverage that would have been available if insured.

**Insurance Commitment**- General hazard insurance commitment is required equal to the amount of damages when repair costs exceed \$10,000.

**Other Federal Agencies**- Damage is not eligible for FEMA funding when under other Federal programs.

**Maintenance**- Normal or heavy maintenance, such as potholes, routine filling of ditches, and minor gravel replacement is not eligible.

**Negligence**- Damage caused by negligence of the applicant is not eligible.

## CATEGORIES OF WORK

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### Eligibility

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#### General Requirements (continued)

#### Categories of Work Eligible for Public Assistance:

- A. Debris Removal
- B. Emergency Protective Measures
- C. Road Systems
- D. Water Control Facilities
- E. Public Buildings and Equipment
- F. Public Utilities
- G. Parks, Recreational, and Other

**Labor Eligibility, Categories A & B-** Regular hours (straight time) worked by in-house (force account) laborers are not eligible for reimbursement in categories A (debris removal) or B (emergency protective actions). Overtime hours expended on these two categories are eligible.

## CATEGORIES OF WORK

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*Note - Force Account Regular Time  
is not eligible in Category A*

### Category A: Debris Removal

**Debris on Public Property**- Eligible for removal.

**Debris on Private Property**- Eligible for removal if it presents a safety or health hazard (such as fire or insect infestation) to the public or if it has been placed beside the curb. Ineligible under most conditions. Normally requires owner to move debris to a designated area.

**Debris on Roads**- Eligible for removal if FHWA is not active early in disaster.

**Garbage Pickup**- Cutoff date is at the end of the Period of Incidence. After that date, only that volume of material that exceeds the average garbage pickup volumes will be eligible. Only storm-generated debris is eligible. Routine garbage pickup is not eligible.

**Idle Equipment Time**- Idle or standby time is not eligible. Total equipment hours should be compared to available personnel hours and material to be used. Delete any excess equipment and equipment time.

**Foreman and Supervisors**- Both are eligible in a small work force actively engaged in field operations. Commissioners, mayors, department directors, chiefs, and administrative personnel are usually not eligible.

**High-Paid Personnel**- Specialists such as electricians should not be paid to remove debris. Their hours can be used with an average pay rate of all other workers expected to be performing that type work.

**Overtime**- Eligible as required if it is an established applicant policy.

**Compensatory Time**- If compensatory time is usually given in place of overtime, then that policy stands and overtime is not eligible. Compensatory time is eligible at regular rates, but it must be a part of the official timekeeping system

**Mechanics**- Time is not eligible because equipment rates include maintenance costs.

**Tree Stumps, Stump Grinding, and Root Systems**- The removal of stumps and root systems is not eligible unless they are uprooted.

## CATEGORIES OF WORK

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### Category A: Debris Removal (Continued)

**Right of Entry or Right of Way**- A right of entry or right of way agreement must be signed before debris is taken from private property.

**Demolition of Public and Private Buildings**- Buildings must be beyond repair. Private buildings must pose a safety hazard.

**Removal of Emergency Levees**- These costs are eligible only when the levees are removed to open roads or when in the public interest.

**Trees**- Standing dead or dying trees and trimming of trees is not eligible.

## CATEGORIES OF WORK

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*Note.- Regular Time Hours are no longer eligible in Category B*

### Category B: Emergency Protective Measures

**Emergency Protective Levees**-These levees are eligible when built to protect life and property. Work by individuals to protect their own homes is not eligible.

**Sandbagging and Emergency Pumping**-This expense is eligible. Bags furnished by the Corps of Engineers at a price are reimbursable. Pumping of private property is eligible only if pumping is widespread.

**Safety Barricades and Signs**-This equipment and time is eligible. If the equipment is reusable, then salvage should be taken.

**Health and Safety Hazards**- Removal of health and safety hazards is eligible. Items include draining trapped water, pumping basements, and providing emergency access to private homes. Vector control must be pre-approved by the Federal Health Service and FEMA.

**Temporary Repairs**-Emergency work such as road detour at damage location, emergency repair to levees, temporary roof repairs to public buildings, rental of temporary facilities for public employees, and bypass at sewer breaks is eligible. Most temporary repair costs in Categories C through G will be included with permanent work.

**Fixed Pumps**- Costs of fixed-pump operations (labor, pumps, power) are eligible. Emergency pumping status will cease at flood stage. Repair of damages to such facilities will be under Category D. Do not deduct 3-year average costs.

**Personnel Time**- Overtime and compensatory time is eligible for police, firefighters, and sheriffs. Overtime is eligible if compensatory time is not an established policy. Personnel are eligible if involved directly in disaster operations in the field. Personnel not directly involved in disaster operations are ineligible. Volunteer labor is not eligible. Reserves are eligible if established policy is to pay them (regular and OT are eligible). Fringe benefits on force account labor are eligible. NOTE: REGULAR TIME IS NO LONGER ELIGIBLE IN CATEGORY B EMERGENCY PROTECTIVE MEASURES.

**Food and Shelter**- Eligible under the new amendments when provided by the subgrantee for disaster victims.

**Idle Equipment Time**- Not eligible. Actual working time of equipment is what counts and not that it was sitting at a job site all day. Add equipment hours and compare to personnel hours and amount of repair to be accomplished.

## CATEGORIES OF WORK

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### Category B: Emergency Protective Measures (Continued)

**Vehicle Damage**- Vehicles damaged or destroyed during search and rescue are eligible for repairs. Repairs necessitated by extraordinary use in search and rescue and flood fighting are eligible.

## CATEGORIES OF WORK

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### Category C: Road Systems

**Repairs and Replacements**-The damage must be directly related to the disaster. It cannot be a pre-existing condition nor caused by an event after the official period of incidence.

**Road Repairs**- On gravel roads, the base need not be damaged to be eligible for major gravel replacement. Loss of gravel must be evident. Potholes and rutted surfaces are not eligible.

**Maintenance**- Routine and heavy maintenance is not eligible. Potholes and surface ruts are maintenance items, which are not eligible.

**Paving**- Loss of paved surface is eligible. Alligatored surface is a sign of normal deterioration and is not eligible.

**Standards**- Bridge and road standards that have been formally adopted and are in practice, or adopted and placed in effect prior to project approval by the applicant, are eligible. The standards must apply to work accomplished with applicant funds and not limited to that work receiving State and/or Federal aid. Attach copy of standards and council meeting minutes approving the standards to DSR. Applicant has up to the time FEMA comes in to adopt a standard.

**Necessary Facilities**- To be eligible, facilities must be functional prior to the disaster and necessary to the community and local government.

**On-System Facilities**- Facilities funded by other Federal agencies, such as the Federal Highway Administration, are not eligible.

**Aesthetics**- Aesthetic features are not eligible if they have no functional value,

**Scheduled Replacement**- Facilities are not eligible if scheduled for replacement within the next 24 months.

**Culvert Washouts**- Replace in-kind. Cleaning is routine maintenance.

## CATEGORIES OF WORK

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### Category D: Water Control Facilities

**Levees and Dams**- Inspectors write the DSR, not the applicants. Reviewers will check with the Corps of Engineers and the Soil Conservation Service. If the damage falls within their authority, it is not eligible.

**Drainage Channels**- Restore to pre-flood hydraulic capacity. The COE may be involved in some flood channels (not eligible). Man-made channels must show evidence of routine maintenance. Include appropriate statements with DSR.

**Natural Streams**- Only debris that is foreign to that stream and constitutes an immediate threat to life and property is eligible. Usually, silt, sand, and boulders are not eligible. Debris near bridges may be cleared upstream for 200 feet and downstream for 100 feet. Debris removal is Category A.

**Seeding and Sod**- Seeding is to be used in disturbed areas only. Sod is to be used only in areas subject to severe erosion that have been disturbed.

**Silt**- Amounts of silt in catch basins and channels should be reduced by an amount that would ordinarily be expected since the last maintenance. A reservoir with a remaining capacity that is several times the amount of debris that could be expected as a result of a major storm is not eligible for silt removal. If 75 percent of a catch basin remains available, cleaning is not eligible.

## CATEGORIES OF WORK

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### Category E: Public Buildings and Equipment

**Restoration**- Buildings are to be restored to pre-disaster design capacity in accordance with present codes and standards.

**Use and Occupancy**-The building must be in use prior to the disaster. If only part of the building was occupied at the time of the disaster, then replacement will be made at the reduced size.

**Extensive Damages**- Repairs are eligible only when the building is structurally sound and feasible to repair. If it is not, the building should be replaced.

**Insurance**- Inquire as to insurance presently in force. Insurance coverage pays first. Deductibles and depreciations are eligible. If repair costs exceed \$10,000, a general hazard Insurance commitment will be required equal to the amount of damages. Repair costs for flood damages occurring to buildings and/or contents within the 100-year flood zone will be reduced by the amount of flood insurance coverage or the maximum amount that would have been available if insured. Each structure is considered to be an independent project.

**Relocation**- If the building is totally destroyed by a flood, then relocation from the flood plain must be studied.

**Equipment**- Office equipment and furniture should be replaced with used or surplus. Repair if feasible.

**Supplies**- Consumable supplies will be replaced to pre-disaster quantities.

**Vehicles** -Prepare one DSR for each damaged vehicle. Special equipment such as two-way radios is eligible. Blue Book prices should be used and salvage taken. Check for comprehensive insurance,

**Grounds**- A separate DSR is to be made for damage to the grounds around a building.

**Cleaning**- For buildings with light damaged, cleaning and painting are eligible.

**Worship Facilities**- Buildings that are used primarily for worship purposes are not eligible.

## CATEGORIES OF WORK

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### Category F: Public Utilities

**Electrical**- Restore to pre-disaster condition in the most economical manner. Extra pole structures are sometimes necessary to restore the function when erosion has destroyed stream banks and ground clearance has to be maintained over long distances.

**Sewer Collapse**- Ground subsidence should be obvious. Minimum repair should be estimated.

**TV Inspection**- Limited TV inspection is eligible when damage is apparent. Use of TV inspection to search for problems is not eligible. TV inspection must be approved in advance by RD/DRM.

**Cleaning**- Cleaning of sewer lines is eligible only when necessary to restore adequate functioning of the system in specific reaches.

**Revenues**- Loss of revenues is not eligible. Added costs or charges for providing regular utility services are not eligible.

## CATEGORIES OF WORK

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### Category G: Parks, Recreational, and Other

**Damage Estimates**- Each specific structure or damaged site within a facility should have its own DSR. Do not lump together several facilities onto one DSR.

**Beaches**- To be eligible, a beach must have been improved and regularly maintained prior to the disaster. Include documentation with DSR. Permanent restoration of the sand on natural beaches is not eligible.

## **PUBLIC ASSISTANCE**

### ***Damage Survey Checklist***

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In order to expedite the damage survey process, complete the checklist below before the State or Federal inspectors arrive.

- Mark the location of each damage site on a suitable map and develop a route of travel to each site.
- Segregate damage and work activities into the seven categories (A-G). (All damage sites should be identified before the inspectors arrive.)
- Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites that need to be repaired.
- Have photographs, site sketches, or drawings of each damage site available for the inspectors (especially where work has already been performed).
- Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress.
- Provide Force Account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates.
- Keep damaged equipment and parts for review and inspection by the survey team.
- List equipment, materials, or inventory lost as a result of the disaster.
- Provide copies of estimates, bids, purchase orders, invoices, inventory records, or other sustaining evidence to verify loss values or replacement costs.
- Prepare descriptions of which sites will be repaired by contract and which will be repaired by force account. (If contractor's estimate/bid has been received, have it available for the inspectors.)
- If damaged facilities are to be restored in accordance with adopted codes or standards different from original construction, provide inspectors with copies of appropriate standards.
- Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.
- Notify the State as soon as possible, but no later than 60 days from the date of the initial inspection, of any additional damage that has been identified.
- Be aware that a statement of non-concurrence must be attached to any DSR in which the local representative does not agree with the proposed scope of work.

## Recovery Checklist for Health & Safety

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Supporting Community Leadership</b>	Provide Health & Safety professionals to be involved in and support local governments.	<input type="checkbox"/> Provide information about health and safety issues. <input type="checkbox"/> Provide recommendations for resolution of these issues. <input type="checkbox"/> Support community leadership in public meetings, press conferences, and other media events.	American Red Cross  Public Health  EMS Council
	<b>Technical Assistance</b>	Provide Health & Safety professionals for technical assistance in recovery operations.	<input type="checkbox"/> Debris clearance and disposal <input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Hazardous materials cleanup <input type="checkbox"/> Sewage and contamination <input type="checkbox"/> Animal control <input type="checkbox"/> Unsafe buildings <input type="checkbox"/> Mutual aid and health inspectors
<b>Assisting in Damage Assessment</b>	PDA and DSR teams may require the assistance of health and safety officials in order to assess public health and safety threats dealing with	<input type="checkbox"/> Potable water, wastewater, and solid waste disposal. <input type="checkbox"/> Health threats in damaged homes and other buildings. <input type="checkbox"/> Health threats from vector-borne diseases.	Health Districts, Public Works  Community Development  Community Development
<b>Identify Hazardous Sites and Conditions</b>	Provide Health & Safety Inspectors	<input type="checkbox"/> Home and workplace inspection to determine risk of contamination. <input type="checkbox"/> Inspection of other sites where vector-borne diseases may develop, such as areas where debris, sewage, and contaminated water have collected. <input type="checkbox"/> Bacteria testing	Community Development  Public Health  Public Health
<b>Emergency Management</b>	Provide Health & Safety professionals to support emergency management operations.	<input type="checkbox"/> Issues involving widespread contaminated food and water. <input type="checkbox"/> Sewage disposal.	Public Health  Public Works, Sewage Waste Water Districts & Public Health

## Recovery Checklist for Health & Safety

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Emergency Management</b>		<input type="checkbox"/> Debris removal and disposal. <input type="checkbox"/> Acquisition of testing for wells and other inspections. <input type="checkbox"/> Staffing of health professionals and disaster recovery centers.	Public Works and Public Health  Public Works and Public Health  American Red Cross, Departments of Health
	<b>Public Information</b>	Provide Health & Safety professionals to offer direction and information to the community.	<input type="checkbox"/> How to clean up damaged structures. <input type="checkbox"/> Notices about public health and safety threats. <input type="checkbox"/> Notices about availability of services such as: <ul style="list-style-type: none"> <li>✓ First aid</li> <li>✓ Inoculations</li> <li>✓ Crisis counseling</li> <li>✓ Drug &amp; alcohol abuse counseling</li> <li>✓ Other health assistance</li> </ul>

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## CLEANERS & DISINFECTANTS

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Household cleaners help remove dirt. Disinfectants help stop the growth of disease-causing microorganisms carried in floodwater.

Powdered or liquid cleaners and disinfectants are more practical and much less expensive than aerosol products, since large areas will probably need to be cleaned.

Buy cleaners and disinfectants in the largest sizes available to reduce their cost. Farm supply, hardware, wallpaper, and paint stores often have these products in gallon or pound containers.

All products are not suited for all uses. Before using any cleaner or disinfectant, refer to its label for specific directions or precautions. Make sure the product will do the job you want it to do.

Many household cleaners and disinfectants are harsh on hands and may burn the eyes. Protect your hands with waterproof gloves. Avoid contact with eyes. If you splash or spill any product on your skin, wash it off immediately.

### Cleaners & Disinfectants

Type of Cleaner	Uses	Precautions	Additional Suggestions
All purpose detergents	Moderately or heavily soiled washable colorfast textiles. On furniture and appliance surfaces. Painted walls and woodwork and wallpaper. Floors, rugs, and carpets.	Do not use on wool, silk, or fabric containing these fiber blends.	Rinse well to remove suds.
Enzyme products	Helpful on tough stains, ground-in dirt, and grass stains, restoring whiteness to fabrics.	The use of chlorine bleach will inactivate enzymatic action when both products are used.	
Liquid household cleaners. Powdered household cleaner.	Removes mud, silt, and greasy deposits from hard surfaces such as painted walls, floors, woodwork, and porcelain.	Dilute with water as directed on container for specific uses.	
Household ammonia	Hard surfaces: windows, walls, woodwork, floors, tile, and porcelain.	Dilute in water. Do not get into eyes. May irritate skin. Do not combine with chlorine bleach.	
Tri-sodium phosphate (TSP)	Wood walls, woodwork, and floors.	Powder. Dilute in water. Do not get into eyes. May irritate skin. Do not combine with chlorine bleach.	For mildew removal, combine 8 to 10 tablespoons of TSP and 1 gallon of water.
Customary (available in janitorial, dairy, and poultry supply houses)	Laundry-safe for all fibers. Helpful in removing musty odors on floors and walls.	May cause some color change.	Add at beginning of rinse cycle.
Pine oil disinfectants	Laundry-safe for washable clothing.	Do not use on wool or silk. Pine odor will linger on these fabrics.	Add before putting clothes in machine, or dilute in 1 quart of water.
Liquid chlorine disinfectants (bleach)	Use as rinse on carpets and furniture or in laundry to disinfect or to control mold. Follow instructions for use with colored fabrics.	Do not combine with ammonia. Follow instructions. Bleach can ruin many items. Do not use in rinse water. Do not use on aluminum or on linoleum.	Add bleach before putting clothes in washer or dilute with 1 quart of water.
Phenolic disinfectants.	Laundry-safe for washables. Bathrooms, plastic, or ceramic tile floor.	Do not use on wool or silk.	Add in wash or rinse cycle.

# RESTORING FLOODED Wells & Cisterns

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## Wells

Wells will probably not be damaged structurally from floods, but they may become contaminated by silt, raw sewage, oil, and disease organisms found in flood water. If your well has been flooded, the well and the entire water system should be cleaned and disinfected.

First, remove silt and debris from the well and examine casing, motors, and pumps, piping, electrical and other system components for damage. Consult a serviceman if the damage is extensive or if you are unable to determine the extent of damage or unable to perform the necessary repairs.

### To Disinfect the Well:

1. Pump the water until it is clear.
2. Scrub and disinfect the pump room and wash all equipment, including piping, pumps, and pressure tanks with at least a 2% chlorine solution. (Laundry bleach, such as Clorox or Purex, is usually 5% or more chlorine, so mixing 1 gallon of bleach with 1 1/2 gallons of water will produce the 2% solution.)
3. Remove the well seal or plug at the top of the casing. Shock-chlorinate the well with 3 pints of 5.25% chlorine per 100 gallons of water in the well. Be sure chlorine is the only active ingredient. You will need to calculate the volume of the water in the well to obtain the correct amount of chlorine mixture needed. Let stand for at least 4 hours.
4. Disconnect charcoal filters and begin pumping the chlorinated water through the entire water system. Open one faucet at a time until there is a strong chlorine odor at each faucet. Close the faucet and leave the chlorine in the piping at least 2 hours, and preferably overnight. (The longer the chlorine stays in the system, the better the disinfecting.)
5. After the water system has been chlorinated the proper amount of time, pump and flush the system until the taste and odor of chlorine are no longer present. Use an outside faucet for flushing the system first to avoid overloading the septic system.
6. Finally, have the water tested for bacteria. Boil or treat all drinking water and cooking water until the test indicates that the water is safe for all purposes. It may be necessary to re-chlorinate the well if bacteria are still present. Retest every 1 to 2 weeks until 2 consecutive tests indicate the water is safe.

## Cisterns

Flooded cisterns should first be pumped dry, using an auxiliary pump. Do not pump water through the piping system. After pumping dry, wash down the walls, ceiling, and floor with clean water and pump out the dirty water. Next, check the cistern walls, ceiling and floor for cracks where ground water could come in.

The cistern interior should be disinfected using a solution of 1 quart of liquid household bleach to 3 gallons of water. The chlorine solution can be applied using a sprayer or scrubbing with a stiff broom. Pump out the disinfecting solution that collects in the bottom of the cistern.

Also, before using the piping system, it should be decontaminated. Disinfect the piping system following the same procedure used for wells.

Finally, fill the cistern with water for use and have it tested. The water should have a chlorine taste for a while, but it should be safe for all purposes. Drinking water should be treated or boiled until the water is tested and found safe to drink.

# SEPTIC TANK FAILURES

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## **Septic Tank Failures**

Many septic tank systems at individual properties have been flooded. Most of these systems will remain inoperable until floodwaters recede and the ground where the sewage is absorbed becomes somewhat dry. Some of these systems may be so damaged that repairs will be required before they will work again.

One big problem with a septic tank that doesn't work is the release of untreated sewage onto the top of the ground or into stagnant pools left behind by flooding. The pooled sewage from these tanks can be a significant health hazard. The other big problem is the backup of sewage into the building, caused by a blockage that results from the damaged tank system or piping.

## **Recommendations to the Public**

- ◆ Avoid using the house plumbing system if the septic tank or the lateral field is still under water.
- ◆ Do not use the plumbing system if sewage is backing up into the house.
- ◆ Carefully investigate the cause of sewage backups. Check the septic tank to see if it has shifted, or if the grease layer in the top of the tank has blocked the inlet or outlet pipes. Any of the sewage pipes either leading to the septic tanks or the lateral field may have become broken or filled with silt.
- ◆ Try to minimize the amount of mud entering the plumbing system. Mud will fill the septic tank and can cause the lateral field to become clogged.
- ◆ Individual lagoons that have silted in or have been physically damaged should be repaired as soon as possible before long-term use is resumed.
- ◆ Contact your local county sanitation service for assistance with repairs or construction of new septic tank systems.
- ◆ Avoid contact with the sewage from the septic tank systems that aren't working. Raw sewage is a public health problem and can contain diseases.

## WELL VOLUME ESTIMATION

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In order to know how much chlorine to put into your well to shock chlorinate it you must first have a reasonably accurate estimate of the amount of water that is in the well. There are several ways to do this. First you can calculate the volume in cubic feet and multiply by 7.48, or you can use the following chart to determine the volume of water per foot of depth and multiply by the depth.

An example of how to do this is: the well is 36" (3') in diameter and the depth of water is 40 feet. How much water is in the well?

Solution: From the table, a 3' diameter well has 52.87 gallons per foot of depth. Multiply this by the depth of water (40'). The well has 2115 gallons of water in it.

$$52.87 \times 40 = 2114.8 \text{ gallons}$$

**Table 1**

Well Diameter in Inches	Gallons per Foot of Depth	Well Diameter in Feet	Gallons per Foot of Depth
2	0.163	1	5.87
3	0.367	2	23.50
4	0.653	3	52.87
5	1.02	4	94.00
6	1.47	5	146.87
8	2.61	6	287.86
10	4.08	9	475.86

After determining the volume in the well that must be treated, you need to determine the amount of chlorine that must be added. To do this you need to take the amount of water and find a source of chlorine. The source of chlorine will determine how much material you need to put into the well. The following table shows the amounts and the different sources of chlorine.

**Table 2**

Type of Carrier	Amount to Add
5% chlorine bleach	3 pints per 100 gallons of water
12% - 17% chlorine solution	1 pint per 100 gallons of water
25% - 30% chlorine powder	2/3 pound per 100 gallons of water
65-75% chlorine powder or tablets	1/4 pound per 100 gallons of water

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Support Community Leadership</b>	Provide technical support to community leaders during recovery operations.	<input type="checkbox"/> Identify recovery priorities and goals. <input type="checkbox"/> Provide cost estimates for infrastructure repairs, including mitigation. <input type="checkbox"/> Maintain credible information regarding status of infrastructure recovery. <input type="checkbox"/> Coordinate plans of interdependent infrastructure service providers. <input type="checkbox"/> Participate in media events and meetings. <input type="checkbox"/> Provide technical advice and information to support recovery operations. <input type="checkbox"/> Raise and advocate infrastructure issues.	Public Works Public Works Community Development Public Works Public Works Public Works Public Works
		<b>Provide Technical Support for Recovery Legislation</b>	Support development and adoption of recovery legislation that addresses infrastructure issues.
<b>Provide Public Information</b>	Provide input to public announcements and brochures, participation in media events, support during public meetings, and interaction with other members of the recovery team.	<input type="checkbox"/> Participate in community meetings to acquire and disseminate information on public works issues. <input type="checkbox"/> Develop information for public notices regarding: <ul style="list-style-type: none"> <li>✓ Water purification</li> <li>✓ Garbage collection</li> <li>✓ Debris removal</li> <li>✓ Resource availability (water, ice, generators, fuel)</li> <li>✓ Contracting procedures for private and public information</li> <li>✓ Transportation closures, rerouting, and re-openings</li> </ul>	Public Works Public Works with Power Utilities, Sanitation Services

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Provide Public Information</b>		<ul style="list-style-type: none"> <li>✓ Power restoration</li> <li>✓ Status of closure, repair, and re-opening of public buildings</li> <li>✓ Dangerous areas</li> </ul>	
	<b>Support Emergency Management</b>	<p>Provide expertise, support, and technical assistance to Kitsap County Department of Emergency Management.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify public works priorities.</li> <li><input type="checkbox"/> Develop recommendations for staff and equipment needed to support recovery activities.</li> <li><input type="checkbox"/> Identify local, State, and Federal regulations, policies, and guidelines involving public works.</li> <li><input type="checkbox"/> Participate on damage assessment teams.</li> <li><input type="checkbox"/> Participate on DSR teams.</li> <li><input type="checkbox"/> Document staff, equipment, supplies, and other costs required for recovery.</li> <li><input type="checkbox"/> Provide technical assistance in identifying hazard mitigation opportunities.</li> <li><input type="checkbox"/> Participate in disaster critiques and follow up remedial actions.</li> </ul>	<p>Public Works</p> <p>Public Works</p> <p>Public Works</p> <p>Public Works</p> <p>Public Works</p> <p>Public Works</p> <p>Public Works</p>
<b>Damage Assessments</b>	Provide representatives to initial damage assessment teams.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in windshield surveys.</li> <li><input type="checkbox"/> Identify vulnerabilities of and damage to the infrastructure.</li> <li><input type="checkbox"/> Analyze social and economic impacts of damages to infrastructure systems and subsystems.</li> <li><input type="checkbox"/> Assist in developing estimates of damage costs.</li> <li><input type="checkbox"/> Assist in prioritizing initial damage repair.</li> </ul>	<p>Public Works</p> <p>Public Works</p> <p>Public Works, Economic Development Council</p> <p>Public Works, Community Development</p> <p>Public Works</p>
	Provide expertise to preliminary damage assessment teams.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quantify and provide detailed descriptions of infrastructure damage.</li> </ul>	Public Works, Community Development
	Represent the community on DSR teams.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and quantify infrastructure damage that may be eligible under FEMA Public Assistance program.</li> </ul>	Public Works, Emergency Mgmt

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Repair Damaged Public Facilities and Utilities</b>	Repair and restore electrical utilities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect and evaluate facility condition.</li> <li><input type="checkbox"/> Eliminate potentially hazardous conditions.</li> <li><input type="checkbox"/> Clean up or repair transmission and other utility lines.</li> <li><input type="checkbox"/> Repair substations.</li> <li><input type="checkbox"/> Restore generation facilities.</li> <li><input type="checkbox"/> Repair and restore regulator stations and storage facilities.</li> <li><input type="checkbox"/> Correct problems with property service lines.</li> <li><input type="checkbox"/> Re-establish temporary service capabilities.</li> <li><input type="checkbox"/> Provide emergency power to critical facilities.</li> <li><input type="checkbox"/> Identify and locate utility lines and systems.</li> <li><input type="checkbox"/> Monitor gas lines for explosions and other secondary effects.</li> </ul>	All of these tasks completed by Electrical and Gas Utilities in coordination with Public Works
	Repair and restore water systems.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with private providers for service restoration.</li> <li><input type="checkbox"/> Inspect and evaluate facility condition.</li> <li><input type="checkbox"/> Eliminate or isolate hazardous conditions.</li> <li><input type="checkbox"/> Repair breaks and leaks.</li> <li><input type="checkbox"/> Test water quality and report results to the public and the Health Departments.</li> <li><input type="checkbox"/> Clean and purify water supplies, including wells.</li> <li><input type="checkbox"/> Correct problems with property service lines.</li> <li><input type="checkbox"/> Terminate service to demolish buildings or those where re-occupancy will be delayed.</li> <li><input type="checkbox"/> Install supplementary or temporary sources such as wells or tankers.</li> <li><input type="checkbox"/> Organize emergency water and ice distribution as required.</li> <li><input type="checkbox"/> Apply mitigation measures in restoring facilities.</li> </ul>	All of these tasks completed by Water & Sewer Districts in coordination with Public Works

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Repair Damaged Public Facilities and Utilities</b>	Repair and restore sewers and wastewater treatment systems.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect and evaluate facility condition.</li> <li><input type="checkbox"/> Remove debris from storm drains.</li> <li><input type="checkbox"/> Prioritize repairs on public health outcomes.</li> <li><input type="checkbox"/> Repair leaks, overflows, and collapsed pipes.</li> <li><input type="checkbox"/> Repair sewer lines and lift stations.</li> <li><input type="checkbox"/> Clean up overflow areas.</li> <li><input type="checkbox"/> Clean up and repair treatment facilities.</li> <li><input type="checkbox"/> Provide temporary or emergency collection, treatment, and disposal systems.</li> <li><input type="checkbox"/> Cap service to demolished buildings or those where re-occupancy will be delayed.</li> <li><input type="checkbox"/> Apply mitigation measures.</li> </ul>	<ul style="list-style-type: none"> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> </ul>
	Repair and restore transportation systems.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set priorities for restoration of systems.</li> <li><input type="checkbox"/> Inspect highways, rails, roads, streets, signs, lighting, ports, bridges, and sidewalks for damage.</li> <li><input type="checkbox"/> Repair damaged structures.</li> <li><input type="checkbox"/> Clean streets.</li> <li><input type="checkbox"/> Maintain roadblocks.</li> <li><input type="checkbox"/> Re-establish operations and communications facilities.</li> <li><input type="checkbox"/> Repair ancillary facilities.</li> <li><input type="checkbox"/> Repair and replace traffic control systems and signs.</li> <li><input type="checkbox"/> Repair or replace roads and pedestrian sidewalks.</li> <li><input type="checkbox"/> Establish short-term and long-term detours and signage.</li> <li><input type="checkbox"/> Coordinate with State DOT and transit authorities on functional responsibilities and reimbursement for work done.</li> </ul>	<ul style="list-style-type: none"> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> <li>Public Works</li> </ul>

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Repair Damaged Public Facilities and Utilities</b>	Provide flood control, drainage, and restoration of irrigation systems.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect flood control, drainage, and irrigation systems for damage.</li> <li><input type="checkbox"/> Prioritize repairs on public health outcomes.</li> <li><input type="checkbox"/> Repair leaks and collapsed pipes and inlets.</li> <li><input type="checkbox"/> Clear debris from blocked pipes and inlets.</li> <li><input type="checkbox"/> Provide alternative drainage as necessary.</li> <li><input type="checkbox"/> Clear debris from streambeds.</li> <li><input type="checkbox"/> Develop and maintain flood control and mediation systems.</li> <li><input type="checkbox"/> Install sandbags and dikes.</li> <li><input type="checkbox"/> Monitor water and storm drainage facilities for possible damage or collapse.</li> </ul>	All of these tasks down as a coordinated effort between Public Works and Sewer/Wastewater Districts
	Repair and restore public buildings	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect schools, hospitals, libraries, police stations, parking facilities, shelters, fire stations, and jails for damage.</li> <li><input type="checkbox"/> Restore usability of partially affected buildings.</li> <li><input type="checkbox"/> Locate and obtain alternate spaces for uninhabitable buildings.</li> <li><input type="checkbox"/> Oversee construction of parking facilities, trailer parks, and expedient shelters.</li> <li><input type="checkbox"/> Erect temporary buildings and install temporary roofing at critical facilities.</li> <li><input type="checkbox"/> Oversee demolition of destroyed and substantially damaged buildings.</li> <li><input type="checkbox"/> Identify and upgrade shelters.</li> <li><input type="checkbox"/> Ensure custodial service for operating public buildings.</li> </ul>	Community Development  Public Works, Facilities Maintenance Community Development, Consolidated Housing Authority Community Development, Parks & Recreation, Consolidated Housing Authority, Facilities Maintenance Public Works, Parks & Recreation, Consolidated Housing Authority, Facilities Maintenance Community Development Community Development  Facilities Maintenance
	Repair or restore parks and recreation facilities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect parks, playgrounds, stadiums, and other recreation facilities for damage.</li> <li><input type="checkbox"/> Repair damaged facilities.</li> <li><input type="checkbox"/> Identify staging areas and debris retention.</li> </ul>	Parks & Recreation  Parks & Recreation Parks & Recreation, Public Works

## Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Debris clearance and removal</b>	Control debris in areas that have significant impact on recovery activities.	<input type="checkbox"/> Remove debris from public right-of-ways. <input type="checkbox"/> Remove debris from other public property. <input type="checkbox"/> Coordinate or assist in removal of debris from private property. <input type="checkbox"/> Establish disposal sites. <input type="checkbox"/> Provide input for contracted disposal, including burning. <input type="checkbox"/> Deal with hazardous materials disposal requirements. <input type="checkbox"/> Provide assistance in cleanup of hazardous waste spills. <input type="checkbox"/> Provide for increased garbage volume and construction debris.	Public Works Public Works Public Works Public Works, Public Health Public Works Local Emergency Planning Committee Local Emergency Planning Committee Public Works
	Prepare a disaster debris management plan.	<input type="checkbox"/> Consider mutual aid arrangements. <input type="checkbox"/> Implement recycling programs. <input type="checkbox"/> Update the community's solid waste program. <input type="checkbox"/> Prepare a communications strategy. <input type="checkbox"/> Prepare for increased outreach and enforcement. <input type="checkbox"/> Identify equipment and supplies that crews will need. <input type="checkbox"/> Select collection and storage sites. <input type="checkbox"/> Segregate hazardous waste. <input type="checkbox"/> Prepare contracts. <input type="checkbox"/> Plan for FEMA and State reimbursement.	Public Works Public Works, Sanitation Services Public Works, Sanitation Services Public Works Public Works, Community Development Public Works, Sanitation Services Public Works, Community Development, Sanitation Services Public Works, Sanitation Services Public Works Emergency Mgmt, Public Works
<b>Critical Tasking</b>	Consider these tasks in overall recovery planning and operations.	<input type="checkbox"/> Define and quantify total requirements with regard to infrastructure. <input type="checkbox"/> Establish priorities for construction assets. <input type="checkbox"/> Establish policies for removal of unsafe privately owned and public structures. <input type="checkbox"/> Identify public works assets, systems, and subsystems for recovery resource priority.	Public Works, Community Development Public Works Public Works, Community Development Public Works

## **CONTRACT FOR DEBRIS REMOVAL** *Development Checklist*

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The following is a checklist for developing a contract for debris removal between the County and a contractor:

- Agreement Between Parties
- Scope of Work
- Schedule of Work
- Contract Price
- Payment Terms
- Contractor's Obligation
- County's Obligations
- Insurance
- Signature Block for Contractor and County
- Keep track of equipment and manpower hourly rates showing equipment description, rate per hours, and number available.

## Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Support Community Leadership and City/County Coordination</b>	Provide technical assistance to community leaders during recovery operations.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify recovery priorities and goals.</li> <li><input type="checkbox"/> Provide information regarding status of inspections and reconstruction issues.</li> <li><input type="checkbox"/> Participate in media events and meetings.</li> <li><input type="checkbox"/> Provide technical information to support lobbying efforts.</li> <li><input type="checkbox"/> Accompany community leaders on VIP visits.</li> </ul>	<p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p>
	Provide technical support for recovery legislation.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish post-disaster permit system                             <ul style="list-style-type: none"> <li>✓ Establish fee structures for damaged structures.</li> <li>✓ Issue permits at a central location.</li> <li>✓ Review project documentation.</li> </ul> </li> <li><input type="checkbox"/> Establish policies for occupation of structures.                             <ul style="list-style-type: none"> <li>✓ Define "habitability".</li> <li>✓ Establish conditions for access to damaged structures.</li> <li>✓ Establish placarding and labeling program for structures.</li> </ul> </li> <li><input type="checkbox"/> Establish policies for level of inspection required.                             <ul style="list-style-type: none"> <li>✓ Implement property owner request for inspection program.</li> <li>✓ Conduct initial assessments.</li> <li>✓ Conduct detailed damage assessments.</li> <li>✓ Facilitate emergency repairs and shoring.</li> </ul> </li> <li><input type="checkbox"/> Establish policies and procedures for registering contractors, inspectors, and volunteers.</li> <li><input type="checkbox"/> Establish policies and procedures for occupation of site.</li> </ul>	<p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p>

## Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Support Community Leadership and City/County Coordination</b>	Provide technical support for recovery legislation.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish policies and procedures for the review of building plans and issuance of permits.                             <ul style="list-style-type: none"> <li>✓ Emergency repairs</li> <li>✓ Minor repairs</li> <li>✓ Major repairs</li> <li>✓ Required permits</li> <li>✓ Required plans and plan reviews</li> <li>✓ Applicable zoning, building code, and handicapped accessibility requirements</li> <li>✓ Demolition agreements</li> <li>✓ Overdue repairs</li> <li>✓ Asbestos abatement</li> </ul> </li> <li><input type="checkbox"/> Advise and assist in the development of ordinances for special districts and uses.                             <ul style="list-style-type: none"> <li>✓ Handicapped access</li> <li>✓ Historic preservation</li> <li>✓ Upgrade to current codes</li> </ul> </li> <li><input type="checkbox"/> Advise leadership and administration of means and methods to strengthen codes and ordinances to assist mitigation efforts.</li> <li><input type="checkbox"/> Establish a system of pre-event inventory                             <ul style="list-style-type: none"> <li>✓ Vulnerable structures</li> <li>✓ Priority structures</li> <li>✓ Historic structures</li> </ul> </li> <li><input type="checkbox"/> Establish mutual aid agreements for assistance with post-disaster permits and plan review.</li> </ul>	<p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p>

## Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Damage Assessment</b>	Participate on initial and preliminary damage assessment teams.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify damage to homes, businesses, and public structures.</li> <li><input type="checkbox"/> Participate on PDA teams to identify and quantify damage to homes, businesses, and other private structures.</li> <li><input type="checkbox"/> Provide documentation and data on recovery/reconstruction costs.</li> <li><input type="checkbox"/> Create and maintain a damaged structure inventory or database.</li> </ul>	<p>Public Works, Community Development and Emergency Management</p> <p>Public Works, Community Development and Emergency Management</p> <p>Public Works, Community Development and Emergency Management</p> <p>Community Development and Emergency Management</p>
	Inspect damaged homes, businesses, and other private structures.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate inspection request system for homeowners or business owners.</li> <li><input type="checkbox"/> Inspect damaged homes and businesses and make determinations about habitability.</li> <li><input type="checkbox"/> Place placards or labels on damaged structures and notify owners and occupants of conditions and restrictions for occupancy and repairs.</li> <li><input type="checkbox"/> Inspect repairs and reconstruction to ensure compliance with local codes and ordinances.</li> <li><input type="checkbox"/> Coordinate inspections with utility service providers to ensure compliance with local codes and ordinances.</li> <li><input type="checkbox"/> Coordinate mutual aid inspections.</li> </ul>	<p>Community Development and Emergency Management</p> <p>Community Development and Emergency Management</p> <p>Community Development and Emergency Management</p> <p>Community Development and Emergency Management</p> <p>Community Development</p> <p>Public Works, Community Development and Emergency Management</p>
	Issue building permits.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine whether permits will be issued in a central office, on site, or both.</li> <li><input type="checkbox"/> Predetermine the fee structure or waiver of permit fees.</li> <li><input type="checkbox"/> Determine whether "one-stop" combined permits or separate permits will be required.</li> <li><input type="checkbox"/> Determine conditions under which permits will be issued.                             <ul style="list-style-type: none"> <li>✓ Special requirements for handicapped, historical preservation, upgrades to current codes.</li> </ul> </li> </ul>	<p>Community Development</p> <p>Community Development</p> <p>Community Development</p> <p>Community Development</p>

## Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Damage Assessment</b>	Issue building permits.	<ul style="list-style-type: none"> <li>✓ Compliance with National Flood Insurance Program regulations.</li> <li>✓ Compliance with State and Federal environmental regulations.</li> <li>✓ Compliance with State and local health codes and regulations.</li> </ul>	
	Develop brochures, fliers, and other information on building topics and coordinate distribution.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Who to contact</li> <li><input type="checkbox"/> Meaning of the placards</li> <li><input type="checkbox"/> How to find a contractor</li> <li><input type="checkbox"/> How to obtain permits</li> <li><input type="checkbox"/> Who are the inspectors</li> </ul>	A coordinated effort between Public Works, Community Development and Emergency Management
	Use other forms of the media to keep the public informed.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Respond to telephone, correspondence, and in-person requests for technical assistance.</li> <li><input type="checkbox"/> Provide staff locations for dissemination of public information.</li> <li><input type="checkbox"/> Share public information with other departments and internal staff members.</li> <li><input type="checkbox"/> Review any jurisdictional policies on working with the media.</li> <li><input type="checkbox"/> Train designated media liaison to ensure familiarity with policies, procedures, and other types of information.</li> <li><input type="checkbox"/> Document all information shared with the media and distribute it to the disaster response management team.</li> <li><input type="checkbox"/> Arrange the purchase of newspaper advertising space for information to be distributed without editorial review.</li> </ul>	<p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p> <p>Emergency Mgmt</p>

## Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Support Emergency Management</b>	Coordinate Building Inspection recovery program through Emergency Management.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify issues that require outside assistance.</li> <li><input checked="" type="checkbox"/> Need for additional inspectors</li> <li><input checked="" type="checkbox"/> Need for technical assistance on health and safety regulations and environmental regulations</li> <li><input checked="" type="checkbox"/> Additional staffing needs</li> <li><input type="checkbox"/> Identify hazard mitigation opportunities.</li> <li><input checked="" type="checkbox"/> Nonstructural techniques</li> <li><input checked="" type="checkbox"/> Structural techniques</li> <li><input checked="" type="checkbox"/> Relocation priorities</li> <li><input type="checkbox"/> Provide technical information such as construction, building code enforcement, and health and safety codes.</li> <li><input type="checkbox"/> Provide support for communications systems.</li> <li><input type="checkbox"/> Provide support for transportation systems.</li> <li><input type="checkbox"/> Provide support for office equipment.</li> </ul>	<p>Public Works, Community Development, Emergency Mgmt</p> <p>Emergency Mgmt Council</p> <p>Community Development</p> <p>Public Works, Emergency Mgmt</p> <p>Public Works, Emergency Mgmt, Kitsap Transit</p> <p>Emergency Mgmt</p>
	Document recovery activities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Document costs, personnel and staff efforts.</li> <li><input type="checkbox"/> Document damage repair costs, damage types and locations.</li> <li><input type="checkbox"/> Document inspection requests, assessments, permits, inspections, and occupancy.</li> </ul>	<p>All Departments</p> <p>All Departments</p> <p>All Departments</p>

## THE 50% RULE

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**SUBSTANTIAL DAMAGE:** Pre-FIRM buildings must be elevated if damaged by any cause for which repair costs are 50% or more of the value of the building. This is a "hidden cost" that actually reduces the value of the structure. Most homeowners never know about this until it happens to them. Ask Saga Bay, Florida! Damage can occur from flooding, fire, earthquake, wind, or man. This applies to all buildings in a flood hazard area, regardless if the building has flood insurance.

The costs to repair must be calculated for full repair to "before-damage" condition, even if the owner elects to do less. The total costs to repair include both structural and finish materials and labor.

**SUBSTANTIAL IMPROVEMENT:** When a Pre-FIRM building is proposed to be remodeled, renovated, rehabilitated, added to, or in any way improved, the proposed modifications must be evaluated for "substantial improvement." If the total costs of improvement are 50% or more of the building value, the building must be elevated, etc., just like "substantial damage." "Total costs" means all structural costs, as well as all finish materials, built-in appliances, hardware, in addition to profit and overhead. The substantial improvement rule is a hidden potential cost that the buyer needs to be aware of.

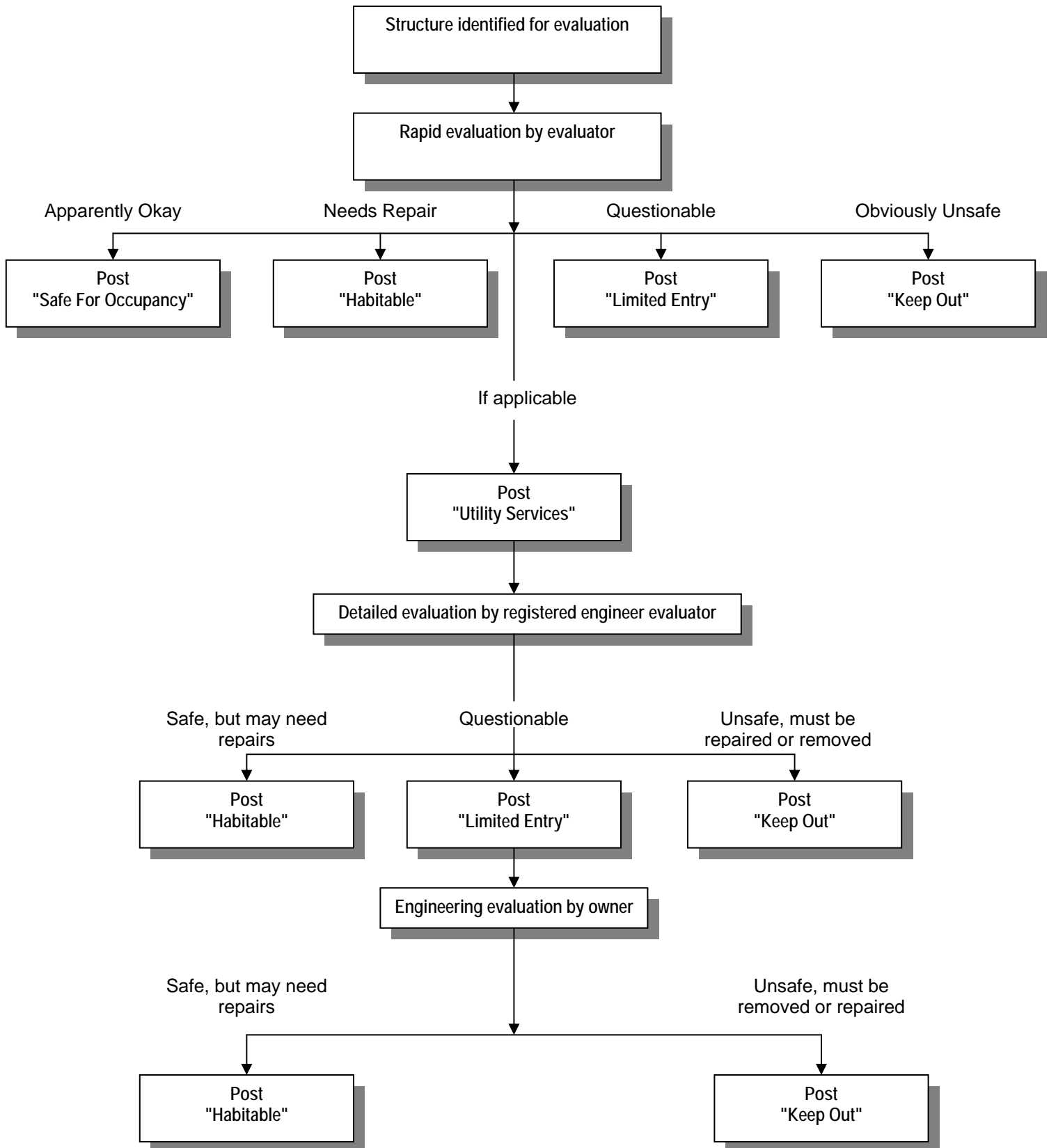
**BUILDING VALUE:** Building value equals market value of structure only. Land and exterior improvements are excluded, e.g., swimming pool, pool enclosure, landscaping, paving, etc. Market value = assessed value or properly-depreciated appraised building value. The assessed value may be adjusted upward to reflect the market more accurately. Replacement cost can only be used if properly depreciated. Certified appraisals must be based on the comparable sales method. The land value must be deducted and it must be equal to or greater than that established by the County Assessor. The building value must be fairly depreciated to reflect the age of the building and the deterioration of building components.

**COSTS TO BE INCLUDED:** The construction costs to be calculated for both substantial damage and improvement include both structural and finish labor and materials. This includes lighting fixtures, built-in appliances, interior moldings, paneling, tiling, wall-to-wall carpet over sub-flooring, built-in cabinets, etc. The cost to demolish undamaged building components must be established and included. Overhead and profit are also included, but not the cost of permits. Many of these costs are not normally calculated for purposes of a building permit, nor are they regulated as part of the Building Code. But, they must be calculated for compliance with The 50% Rule. (See attached lists.)

**WHEN MAPS ARE REVISED:** Substantial Damage and Substantial Improvement can affect Post-FIRM buildings, too! If the FIRMs are revised, and the flood elevations increase, many Post-FIRM buildings may be affected. The 50% Rule applies to them now as well! So, check the FIRMS, find out what flood elevation was in effect when the building was constructed, and what it is today. All additions to a Post-FIRM structure must be elevated to or above the current Base Flood Elevation (BFE), whether they are "substantial" or not.

**CUMULATIVE COSTS:** Substantial Damage and Substantial Improvement are subject to "cumulative" clauses in many community ordinances. FEMA generally requires that all separate permits for the same structure within a 1-2 year period are a single improvement and/or repair. This period runs from the date of final inspection or Certificate of Occupancy, not from the date the building permit was issued. Some communities require 5, 10, 50, Years, or the life of the structure. Check it out first. NOTE: The State of Florida requires a minimum 5-year cumulative period in the Coastal Building Zone, including all FEMA V-Zones and most barrier islands.

# PARTICIPATING IN DAMAGE ASSESSMENT



## Recovery Checklist for Planning & Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Community Leadership</b>	Provide technical support to community leaders.	<input type="checkbox"/> Identify recovery priorities and goals and define alternatives.	Emergency Mgmt, Community Development
		<input type="checkbox"/> Work with affected client groups to identify recovery needs and issues.	Emergency Mgmt, Community Development
		<input type="checkbox"/> Provide information regarding status of planning and zoning issues and recovery options, strategies, and priorities.	Community Development
		<input type="checkbox"/> Participate in media events and public meetings.	Emergency Mgmt, Community Development
		<input type="checkbox"/> Provide technical information to support lobbying efforts.	Community Development
		<input type="checkbox"/> Accompany community leaders on VIP visits.	Community Development
		<input type="checkbox"/> Identify and pursue recovery assistance possibilities.	Community Development
		<input type="checkbox"/> Provide technical advice on planning, zoning, redevelopment, and mitigation issues.	Community Development
		<input type="checkbox"/> Help formulate and implement policies for disbursement of locally received relief funds.	Emergency mgmt, Community Development
		<input type="checkbox"/> Provide support for public and private sector collaboration on recovery issues.	Community Development
<b>Land-Use and Recovery Plans and Analyses</b>	Review key components of the recovery planning process.	<input type="checkbox"/> Analyze viability or applicability of existing plans for post-disaster recovery.	Community Development
		<input type="checkbox"/> Recommend appropriate approaches and processes for recovery planning and coordinating intergovernmental and interagency efforts.	Community Development
		<input type="checkbox"/> Recommend policies that promote long-term recovery and mitigation.	Community Development
		<input type="checkbox"/> Identify programs and funding for long-term recovery.	Community Development

## Recovery Checklist for Planning & Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Recovery Legislation</b>	Provide recommendations on codes and ordinances.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop codes and ordinances for reconstruction of nonconforming buildings.</li> <li><input type="checkbox"/> Make provisions for temporary moratoria for building permits, if necessary.</li> <li><input type="checkbox"/> Develop standards for reconstruction of damaged or demolished structures.</li> <li><input type="checkbox"/> Develop mitigation levels for reconstruction.</li> <li><input type="checkbox"/> Provide guidance for acquisition and relocation of damaged structures.</li> <li><input type="checkbox"/> Develop National Flood Insurance Program and environmental ordinances.</li> <li><input type="checkbox"/> Develop guidelines for using redevelopment funds or other financial tools.</li> <li><input type="checkbox"/> Provide input for and support special State legislation to facilitate recovery.</li> <li><input type="checkbox"/> Provide input for and support special local measures to facilitate recovery.</li> <li><input type="checkbox"/> Provide support for public and private sector collaboration on recovery issues.</li> </ul>	All tasks the responsibility of Community Development
	<b>Damage Assessment and Situation Analysis</b>	Identify unique resources that can be used in damage assessment.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use geographic information system (GIS) software to create community base maps for use by damage assessment teams.</li> <li><input type="checkbox"/> Prepare statistical summaries of damage data obtained by damage assessment teams.</li> <li><input type="checkbox"/> Use the internet to gather information about storm warnings, river gauges, and other weather information.</li> <li><input type="checkbox"/> Use GIS or other software to prepare damage survey maps that describe utility, infrastructure, housing, and business sector damage.</li> <li><input type="checkbox"/> Analyze implications of damage for recovery planning.</li> </ul>

## Recovery Checklist for Planning & Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Building Proposals and Permits</b>	Coordinate with the building inspection department in permit and site review for reconstruction and other building issues.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check for mitigation compliance for repairs and reconstruction of damaged structures located in hazard zones.</li> <li><input type="checkbox"/> Make determinations whether properties are located in flood hazard areas or other hazard areas.</li> <li><input type="checkbox"/> Check for compliance on nonconforming issues.</li> <li><input type="checkbox"/> Make determinations on substantial damage.</li> <li><input type="checkbox"/> Identify requirements and sources of technical assistance for historic preservation and ADA requirements in building repairs and reconstruction.</li> </ul>	All tasks the responsibility of Community Development
<b>Economic Recovery</b>	Develop economic recovery and long-term revitalization programs.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Place moratoria on rebuilding and development pending studies of alternatives for land use and zoning.</li> <li><input type="checkbox"/> Create redevelopment plans using public stimulus to promote private redevelopment.</li> <li><input type="checkbox"/> Establish special districts (historic, economic, etc.).</li> <li><input type="checkbox"/> Formulate plans for short-term business resumption.</li> <li><input type="checkbox"/> Encourage and assist private sector planning for protection of vital business records.</li> <li><input type="checkbox"/> Work with business organizations to identify post-disaster roles and relationships.</li> <li><input type="checkbox"/> Identify public and private sector post-disaster assistance programs that may be used for economic recovery.</li> <li><input type="checkbox"/> Identify economic resources most critical to long-term economic recovery.</li> <li><input type="checkbox"/> Identify ways that existing housing programs can be refocused for recovery.</li> <li><input type="checkbox"/> Coordinate interdepartmental and interagency planning for economic recovery.</li> </ul>	All tasks the responsibility of Community Development

## Recovery Checklist for Planning & Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Public Information</b>	<p>Develop an aggressive program to meet the challenge of keeping the public informed of long-term decisions affecting recovery issues.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a process for involving citizen and business interest groups in the planning process.</li> <li><input type="checkbox"/> Decide which special districts should be represented on future hazard mitigation planning teams.</li> <li><input type="checkbox"/> Hold public meetings to explain mitigation and redevelopment plans, activities, and priorities.</li> <li><input type="checkbox"/> Participate in Disaster Relief Committees (DRCs) to provide information and technical assistance on mitigation and reconstruction issues.</li> <li><input type="checkbox"/> Develop and distribute brochures, fliers, and public information releases in coordination with the designated Public Information Officer.</li> <li><input type="checkbox"/> Work with specific client groups or individuals who are most affected by the disaster.</li> </ul>	<p>Community Development</p> <p>Emergency Mgmt, Community Development</p> <p>Emergency Mgmt, Community Development</p> <p>Community Development</p> <p>Emergency Mgmt, Community Development</p> <p>Emergency Mgmt, Community Development</p>

## Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Media Information</b>	Use mass media to reach the public in large geographical areas.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designate a senior official able to speak for community leaders and all other agencies involved in the response/recovery.</li> <li><input type="checkbox"/> Ensure accuracy of information released to the media.</li> <li><input type="checkbox"/> Designate at least two backup people if prime individual is unavailable.</li> <li><input type="checkbox"/> Evaluate media status to ensure the capabilities of major outlets to reach the public are not adversely affected.</li> <li><input type="checkbox"/> Identify alternate sources of public information.</li> <li><input type="checkbox"/> Monitor media activities and messages.</li> <li><input type="checkbox"/> Designate a single media center close enough to the incident site to be convenient but far enough away that their attempts to cover the incident do not hamper response operations.</li> <li><input type="checkbox"/> Establish news media update and access policy.</li> <li><input type="checkbox"/> Ensure information is also provided to other persons who may need to communicate with the public.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force
	Establish and maintain good media relationships.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish relationships before a disaster occurs.</li> <li><input type="checkbox"/> During early recovery stages, hold frequent briefings or press conferences.</li> <li><input type="checkbox"/> Be available and visible to the press as much as possible.</li> <li><input type="checkbox"/> Establish good intra and inter-governmental relations to present a unified picture to the press of recovery operations.</li> <li><input type="checkbox"/> Include media in post-disaster.</li> <li><input type="checkbox"/> Proactively provide information in order to avoid the perception that information is being withheld.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force

## Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Media Information</b>	Develop policies to support public information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan a series of articles in community newspapers or items on talk shows, each devoted to disaster recovery topics.</li> <li><input type="checkbox"/> Ask local newspapers to publish a list of recovery resource phone numbers and addresses.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force
	Offer various methods of distribution of information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide access to videotape of damage to property owners.</li> <li><input type="checkbox"/> Use billboards and posters.</li> <li><input type="checkbox"/> Publish weekly newsletters.</li> <li><input type="checkbox"/> Establish a community recovery web site.</li> <li><input type="checkbox"/> Set up special population information centers.</li> <li><input type="checkbox"/> Write press releases.</li> <li><input type="checkbox"/> Use the Public Broadcasting System.</li> <li><input type="checkbox"/> Conduct briefings at public shelters.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force
<b>Direct Information</b>	Develop alternatives to the electronic media for use when power has failed or when long-term recovery causes media to lose interest.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish information hotlines and help-lines.</li> <li><input type="checkbox"/> Use staff and volunteers to distribute newsletters and fliers.</li> <li><input type="checkbox"/> Establish a recovery information center and coordinate with local and state emergency management.</li> <li><input type="checkbox"/> Emphasize the 72-hour self-help rule.</li> <li><input type="checkbox"/> Establish a central point of contact to coordinate information flow and help ensure accuracy.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force

## Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Direct Information</b>	Create a Joint information Center (JIC) to coordinate data and information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use the JIC as a site to conduct media briefings.</li> <li><input type="checkbox"/> Develop background information to assist the media in keeping the recovery in perspective.</li> <li><input type="checkbox"/> Assign qualified, articulate spokespersons.</li> <li><input type="checkbox"/> Make experts available for interviews.</li> <li><input type="checkbox"/> Coordinate a prompt transfer of information from the field.</li> <li><input type="checkbox"/> Release information onto official news routes using approved standard procedures.</li> <li><input type="checkbox"/> Develop steps necessary to meet media demands.</li> <li><input type="checkbox"/> Minimize possibility of releasing conflicting information.</li> <li><input type="checkbox"/> Establish rumor control center.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force
	Develop a Joint Information System to provide timely, accurate, and appropriate information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop rumor control procedures.</li> <li><input type="checkbox"/> Provide a single point of contact to the public.</li> <li><input type="checkbox"/> Answer media inquiries.</li> <li><input type="checkbox"/> Arrange news conferences.</li> <li><input type="checkbox"/> Write news releases, advisories, statements and speeches.</li> <li><input type="checkbox"/> Provide office support to officials.</li> <li><input type="checkbox"/> Publish newsletters and bulletins.</li> <li><input type="checkbox"/> Publish hotline telephone list.</li> <li><input type="checkbox"/> Provide background information.</li> </ul>	Coordination between Emergency Management Council and the Public Information Task Force

## **Day-to-Day PIO EMERGENCY INFORMATION SYSTEM**

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1. The Joint Information Center should operate 24 hours a day, 7 days a week until the crisis and recovery are under control and media demands die down considerably.
2. There should be two 12-hour shifts and the following teams should be assembled at all times:
  - ◆ Media Relations Team (on-site and phone interviews, news releases, emergency broadcasts, and news conferences).
  - ◆ Phone Bank Team (to answer and direct public inquiries).
  - ◆ Publishing Team (community newspaper and hotline phone book).
  - ◆ Office Support Team (call in shift changes, check on families of staff, monitor health and well-being of staff, operate copy and fax machines, proofread and produce final drafts for news releases and advisories).
3. PIOs should carefully monitor decisions made by officials, giving advice and warning about public and media reactions.
4. The Media Relations Team should constantly keep in touch with on-site media to make sure needs are being met (this includes coffee, tents, electrical outlets, and phones).
5. Regular news conferences should be encouraged. It is up to the Joint Information Center to insist that these take place with regularity to keep officials talking to the people.
6. The Phone Book Team must monitor public phone calls for areas of misunderstanding and panic. These deficiencies should be passed on to the Media Relations Team, which can respond with news advisories to fill in the blanks for citizens.
7. PIOs should check with their agencies regularly for updates that can be put into news release form.
8. Publishing staff should regularly huddle with medical, legal, State, County, Local, and FEMA officials to determine the appropriate information to put in the community newspaper. They are also in charge of distribution through libraries, fire stations, and so on.

## DOs and DON'Ts in DEALING WITH THE MEDIA

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### *Communications and Operations Go Hand-in-Hand!!*

#### **DO**

- Be accessible
- Have the latest information
- Maintain a fact sheet
- Try to anticipate questions
- Be genuine
- Tell what you are going to do
- Rehearse (if possible)
- Have a positive message in every answer
- Bridge over to what you want to say
- Always tell the truth

#### **DON'T**

- Assume "they" are out to get you
- Use "No Comment"
- Go "Off The Record"
- Speculate
- Estimate activity
- Characterize people
- Give another agency's response
- Place blame
- Permit rumors to go unchallenged
- Try humor
- Give in to instant interviews unless you are REAL SURE of the facts
- Lie

**Make sure that every message gets across the points that:**

***We ARE coping with the disaster and WE WILL SURVIVE!***

## **Guidelines for RESPONDING TO CITIZENS**

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### **BE TOLERANT**

Recognize that this population is pretty unstable at this point because of physical dislocation, loss of property, devastation of their neighborhoods and general emotional trauma. This is a major loss and people have to go through a process in dealing with it. Oftentimes, the anger and the outrage are the only ways they can deal with the tragedy. Expecting that people will listen to reason is unrealistic. Don't expect to be able to persuade them. Many of them are holding onto anything they have. Their involvement and membership in neighborhood associations, for example, may be the only "home" they have and the only place they have to channel their energies, anger, etc. They will probably be firmly ensconced in their positions and not easily persuaded otherwise. Trying to expand their understanding of what's going on may not be well received.

### **BE SENSITIVE**

Convey that you are listening, that you care about their concerns, their situation; that the County cares about their situation.

Understand and acknowledge the enormity, the magnitude of their loss. If you cannot empathize, at least have respect for their situation.

### **BE CALM**

Try to step back from any emotions that get stirred up for you if they are going to get in the way of your ability to listen and to hear. Slow your own emotional processes down. Do not display your anger. But it's okay to acknowledge frustration in wanting to be helpful in an incredibly difficult situation.

### **BE APPRECIATIVE**

Convey that you/we/the County are trying very hard to manage through a monumental task and to be responsive to people.

Convey you/we are glad they called/came in/came to the meeting. Do they have any suggestions that would help us work better with them?

## **Guidelines for RESPONDING TO CITIZENS**

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### **BE UNDERSTANDING**

Try to understand what the other person may be experiencing by tapping into what you've experienced similarly -- i.e., what it feels like to be devastated by major loss. You don't need to say, "I know just how you feel..." that diminishes and minimizes the other person's experience. But it is important to make (for yourself) a connection to your own experience if it's related.

### **ACCEPT RESPONSIBILITY**

Don't point fingers of blame or pass the buck to others, other departments, or the head of government. Acknowledge and accept responsibility to try to resolve an issue or make an appropriate referral. Acknowledge that we know some things may have slipped through the cracks. Convey to them that we genuinely want to know if there are things we can do to be more responsive and helpful.

### **TAKE CARE OF YOURSELF**

You will need all your resources, stamina, energy, emotional center. Pay attention to your own needs.

### **LEARN FROM THIS EXPERIENCE**

To the extent you can, take notes about what you observe. It will be very helpful when we debrief to have your comments about situations and issues that needed to be handled more effectively.

### **ACKNOWLEDGE OTHERS**

Be supportive of your co-workers who may need assistance or just a "listening ear". Maintain perspective about the crisis. It's okay also to find humor and laughter in the midst of confusion and chaos. Take the work seriously but don't take yourself too seriously.

## **Goals of the EMERGENCY INFORMATION SYSTEM**

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- ⌘ Provide reporters with enough confirmed information to avoid rumor reporting that can instill fear and panic.
- ⌘ Free up elected and appointed officials from media demands so they can make crucial decisions.
- ⌘ Provide the public with one contact base for all departments, governments, medical facilities, and public utilities.
- ⌘ Answer media calls and requests on special hotlines.
- ⌘ PIOs can act as spokespeople to reporters who stake out government offices where decisions are being made.
- ⌘ Set up news conferences, prepare executives, and notify the media.
- ⌘ Write news releases, advisories, statements, and speeches.
- ⌘ Publish a community newsletter with survival and technical information the public will need to recover.
- ⌘ Publish a "Need Help?" hotline phone book for the public and media.
- ⌘ Take calls from the public and refer them to the agency that can provide help.
- ⌘ Write and execute emergency broadcast messages.
- ⌘ Provide background information to reporters (gathered and compiled prior to crises).
- ⌘ Provide rumor and damage control.

## Recovery Checklist for Unmet Needs Management

GOAL	PLAN	TACTIC	RESPONSIBILITY
<b>Unmet Needs for cases when Governmental Assistance is not available or inadequate</b>	Establish an Unmet Needs Committee to promote cooperation and coordination among local, state, federal, and voluntary agencies to address recovery needs of individuals and families.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use existing community organizations as the basis for membership on the Unmet Needs Committee.                             <ul style="list-style-type: none"> <li>✓ Local volunteer organizations</li> <li>✓ American Red Cross</li> <li>✓ United Way</li> <li>✓ Interfaith groups</li> <li>✓ Salvation Army</li> </ul> </li> <li><input type="checkbox"/> Activate committee in cases where multiple relief agencies are participating in recovery.</li> <li><input type="checkbox"/> Participating member organizations develop criteria for resource provision.</li> </ul>	Emergency Mgmt  Emergency Management Council  Unmet Needs Committee
	Develop Unmet Needs Committee process.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Convene and facilitate weekly meetings of the committee.</li> <li><input type="checkbox"/> Develop procedures for families to apply for consideration for assistance through participating agencies.</li> <li><input type="checkbox"/> Establish guidelines for agencies to bring cases directly to the committee if they are unable to meet the client needs.</li> <li><input type="checkbox"/> Share options and resources to develop plans to meet needs case by case.</li> <li><input type="checkbox"/> Establish eligibility criteria and approval procedures for organizations to voluntarily commit resources.</li> <li><input type="checkbox"/> Develop a set of committee professional standards of confidentiality.</li> <li><input type="checkbox"/> Ensure that all cases considered by the committee are accompanied by a Release of Confidentiality signed by the client(s).</li> </ul>	All tasks responsibility of Unmet Needs Committee

# Unmet Needs Committee Process Flow Chart

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