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.

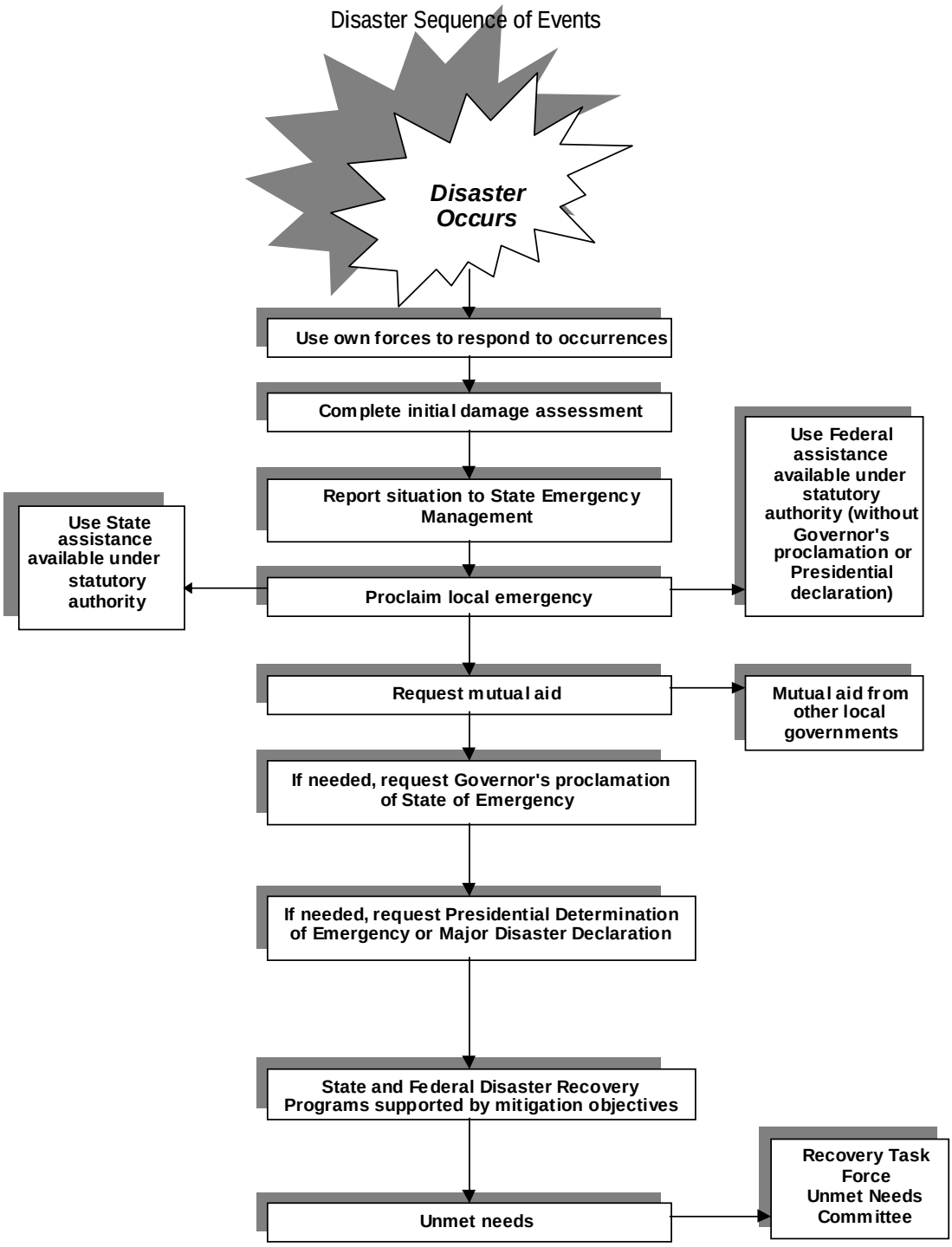
Roles and Responsibilities

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.


Disaster Sequence of Events
Disaster Occurs
Use own forces to respond to occurrences
Complete initial damage assessment
Report situation to State Emergency Management
Use State assistance available under statutory authority
Proclaim local emergency
Use Federal assistance available under statutory authority (without Governor's proclamation or Presidential declaration)
Request mutual aid
Mutual aid from other local governments
If needed, request Governor's proclamation of State of Emergency
If needed, request Presidential Determination of Emergency or Major Disaster Declaration
State and Federal Disaster Recovery Programs supported by mitigation objectives
Unmet needs
Recovery Task Force Unmet Needs Committee

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.

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.

Disaster Recovery Plan Validation Checklist

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

Speaking engagements	Special needs populations	Address Safety and Security Concerns	Include debris management issues	Assess Public Health Needs
☐County commission/city council meetings ☐Congressional hearings ☐Workshops ☐Conferences	☐Social service agencies ☐Outreach to elderly and people with disabilities ☐Ethnic populations and language barriers	☐Curfew ☐Re-entry ☐Hazardous materials ☐Arson control ☐Traffic control ☐Occupational Safety and Health regulations	☐Removal ☐Storage ☐Reduction ☐Disposal	☐Water quality and supply ☐Waste water disposal ☐Animal control ☐Vector control ☐Immunization ☐Testing
Identify issues and priorities for restoration of essential services	**Identify potential transportation issues**	**Address building inspection** **Assess capability to handle increased work load**	**Establish policy/program on abandoned and unsafe structures**	**Implement established building permit process**
☐Electricity ☐Gas ☐Water ☐Sewer	☐Roadways ☐Bridges ☐Ferries ☐Roadway lighting ☐Traffic signals ☐Traffic signs ☐Waterway management Contain procedures for conducting damage assessment ☐Preliminary damage assessment ☐Disaster survey reports	☐Increase staff levels ☐Establish "fast track" permitting/process ☐Open satellite zoning service offices ☐Examine/revise building codes and standards to meet established requirements regarding resistance to damage ☐Enforce codes and standards for new residential and business units to be constructed ☐Establish/implement program on non-conforming	☐Clean, secure, demolition program ☐Code enforcement sweeps ☐Identify and evaluate alternative types of construction ☐License and monitor building contractors conducting both repair work and new construction	☐Initial building moratorium ☐Damaged structure moratoria ☐Emergency permitting system ☐Permitting temporary structures
Determine how construction fraud will be handled	**Determine mitigation measures to take or to comply with Federal, State, or local law during reconstruction**	**Include recovery planning**	**Examine/revise existing plans or initiate redevelopment plans for badly damaged areas of the community**	**Recovery databases & environmental**
☐Construction fraud task force ☐Determine if/how volunteers may be used to augment contractors in rebuilding residents having no insurance coverage or are underinsured	☐Revised building code ☐Build-back policy ☐Mobile home construction standards	☐Establish redevelopment priorities	☐Neighborhood redevelopment plans ☐Regional redevelopment plans ☐Tourist attraction recovery plan	☐Geographic information systems ☐Mapping ☐Identify environmental issues and requirements ☐Identify air quality issues

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
Establish and Reassess Recovery Goals & Priorities	Maintain the health, safety & security of population.	❑ 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.	Emergency Management
		❑ Require curfews.	Emergency Management
		❑ Delay or prohibit reconstruction for health and safety reasons or mitigation purposes (decisions on more stringent building codes, buy-outs, etc.).	Emergency Management
		❑ Obtain required additional resources for law enforcement, fire safety, public health services, curfews, re-entry points, and water testing.	Emergency Management at request of Elected Public Officials
		❑ Communicate and enforce debris removal and disposal priorities and procedures.	Community Development and Public Health
		❑ Meet requirements for special needs citizens (senior citizens, disabled persons, etc.).	Public Health
	Restore critical facilities and utilities.	❑ Participate in planning, policy making, and procedure development for restoration of electric, gas, water, and sewer utilities.	Elected public Officials. Public & Private Utilities
		❑ Obtain additional personnel to maintain routine services while emergency repairs and restoration are taking place.	Public & Private Utilities
		❑ Establish temporary facilities (housing and sanitation), for the short-term.	Housing Authority, Kitsap Mental Health
	Resume business and economic activity.	❑ Address public health, safety, and security concerns with business and industry interests to gain their understanding and support.	Business Leaders in coordination with Law Enforcement
		❑ Communicate public sector recovery priorities to the private sector.	Elected Public Officials & Public Information Officer
		❑ Pre-qualify and coordinate private sector resources and volunteers with government functions such as public works and building inspection to assist in recovery operations.	Public Works. (Emergency Management coordinates volunteers)

Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
Establish and Reassess Recovery Goals & Priorities	Establish public and private sector priorities and guidelines.	❑ Develop new ordinances and policies for reconstruction, especially for hazardous areas (elevations, setbacks, etc.). ❑ Identify mitigation options and priorities. ❑ Facilitate and organize community involvement in education about reconstruction issues.	Elected Public Officials Emergency Mgmt Community Development
	Community representation internal to local government.	❑ Mediate disputes and conflicts between local government departments or community organizations and interests, and other local, State, or Federal agencies. ❑ Encourage community organizations to work toward local recovery goals and priorities. ❑ Host VIPs who visit the community to observe recovery efforts and progress with recovery operations. ❑ 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.	Elected Public Officials Emergency Mgmt & Emergency Mgmt Council Emergency Mgmt & Emergency Mgmt Council Emergency Mgmt Council

Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
Communicate externally.	Target citizens and outside entities.	❑ Keep the public and local government informed about changes in recovery issues and progress. ❑ Keep the private sector informed about recovery issues and progress by participating in and speaking at organization meetings. ❑ Give periodic briefings, news releases, and interviews to the media about recovery issues and progress. ✓ Identify a staff member who is comfortable with the media and appoint them as spokesperson. ✓ Ensure that local emergency operations plans contain policies and procedures for media, contacts, locations, and protocols.	Emergency Management Emergency Management Emergency Mgmt Council, City Managers, City Councils
	Observe and respond to symptoms of stress within the community.	❑ Organize mental health providers into community watch teams in order to detect debilitating symptoms of stress in the affected communities ❑ Coordinate mental health providers to offer Critical Incident Stress Debriefings and follow-up treatment	Kitsap Mental Health Public Health, Emergency Mgmt, Local Emergency Planning Committee

Recovery Checklist for Community Leadership

GOAL	PLAN	TACTIC	RESPONSIBILITY
Communicate internally	Observe and respond to symptoms of stress within the staff.	❑ Symptoms include: ✓ Conflict and arguments within the staff or community over recovery issues. ✓ Fatigue, absenteeism, or illness for prolonged periods of time, or with increased frequency. ✓ Emotional stress, anger, or discomfort within the staff or community when discussing disaster events. ✓ Anxiety due to uncertainty about the future.	Each Dept. to appoint a Human Resource person
		❑ Seek assistance from public health agencies, mental health agencies, or other organizations offering these services.	Emergency Mgmt, Public Health, Kitsap Mental Health
	Recognize achievements of staff and volunteers.	❑ Recognize achievements verbally, in personal letters, community newsletters, or public announcements, or at annual recognition events.	Emergency Mgmt Council
Support and adopt recovery legislation.	Act on immediate recovery	❑ Enact mutual aid agreements for staff and resources.	Comprehensive Emergency Mgmt Plan and local Emergency Operations Plans
		❑ Declare a local state of emergency.	Comprehensive Emergency Mgmt Plan and local Emergency Operations Plans
	Act on long-term recovery	❑ Adopt building permit requirements and procedures for areas considered to be vulnerable to natural hazards.	County Commissioners and City Councils
		❑ Identify historic structures and adopt ordinances, policies, or procedures for their reconstruction, relocation, or demolition after a disaster.	County Commissioners and City Councils
		❑ Adopt ordinances for assessing building damage, identifying hazards of occupancy, dangerous building designations, and limiting access to buildings as needed.	County Commissioners and City Councils
		❑ Adopt ordinances for processing and issuing post-disaster building permits.	County Commissioners and City Councils

KITSAP COUNTY, WASHINGTON

Disaster Declaration

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 _____, _____.

BOARD OF COUNTY COMMISIONERS OF
KITSAP COUNTY, WASHINGTON

ATTEST:

_____
Chairperson

_____
Clerk of the Board

_____
Commissioner

_____
Commissioner

CITY
Disaster Declaration

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

_____
Council Member

_____
City Clerk

_____
Council Member

KITSAP COUNTY, WASHINGTON

Disaster Declaration Termination

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 COMMISIONERS 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

_____
City Clerk

_____
Council Member

_____
Council Member

Recovery Checklist for Administration

GOAL	PLAN	TACTIC	RESPONSIBILITY
Address Legal Issues- Legal counsel may be required to review and approved proposed actions before they are adopted.	Review ordinances	❑ Review ordinances for consistency with Federal, State and local requirements.	City, County Prosecutor's Office
	Address local responsibilities and authorities.	❑ Review local responsibilities and authorities to be sure they address recovery issues including: ✓ Emergency declarations ✓ Line of succession ✓ Mutual aid ✓ Social controls (curfews) ✓ Price controls (price gouging)	Emergency Mgmt. City & County Prosecutor
	Ensure equity of services.	❑ 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

GOAL	PLAN	TACTIC	RESPONSIBILITY
Establish Local Financial Responsibilities- The local government share of recovery costs is established by State law.	Expect certain costs.	❑ Expenses not eligible for reimbursement under State and Federal programs.	Emergency Mgmt
		❑ Cost-sharing for Federal grants, such as Hazard Mitigation Grant Program.	Emergency Mgmt
		❑ Local share acquisition and relocation costs for damaged and destroyed properties.	Emergency Mgmt
		❑ Incentives for reconstruction.	Community Development
		❑ Adjustments for damaged property.	Community Development
	Implement an auditing program.	❑ Financial donations.	City/County Attorney, County Auditor
		❑ Emergency procurement guidelines.	County Auditor, City Treasurers/Purchasing Agents
		❑ Recovery accounting and record keeping systems, including personnel time and attendance, contract work, equipment, supplies, and other expenditures.	County Auditor, City Treasurers, Risk Mgmt
		❑ Sources of local funds to cover disaster costs, including re-budgeting, bonds, and taxes.	County Auditor, City Treasurers
	Establish Accounting and Documentation procedures and policies.	❑ Cost recovery.	Risk Mgmt
		❑ "Lessons learned" for future disasters.	Emergency Mgmt
		❑ Evaluation of the effectiveness of current policies and procedures.	Emergency Mgmt Council
		❑ Development of realistic budgets and financing of essential community services for the future.	County Prosecutor
		❑ Potential litigation.	County Prosecutor, City Attoreys

Recovery Checklist for Administration

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

TABLE OF APPLICABLE FEDERAL REGULATIONS

	Applicable Federal Regulations for Disasters				
	State & Local Governments	**Public & Private Institutions of Higher Education**	**Hospitals Affiliated with Institutions of Higher Education**	**Quasi-Public & Private Nonprofits**	**Public & Private Hospitals**
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

ACCOUNTING FOR PROJECT COSTS

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

DOCUMENTING PROJECT COSTS

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

☐ 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

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	♦ Radio, television, & newspaper ads ♦ Direct mail campaigns	When incurred for: ♦ Recruitment of personnel ♦ Procurement of goods & services Advertising costs are not allowable if incurred solely to promote the governmental unit.
Public Relations	Activities directed toward: ♦ Maintaining the image of the governmental unit ♦ Promoting understanding and favorable relations with the public	When: ♦ Incurred to communicate with the public & press pertaining to the specific program ♦ Necessary to conduct general liaison with the news media & governmental public affairs officers to keep public informed Public relations costs are not allowable if incurred solely to promote the governmental unit.
Alcoholic Beverages		Not allowable
Audit Services	♦ Case or project reviews ♦ Project inspections	Provided that the audits: ♦ Comply with the provisions of the Single Audit Act (OMB Circular A-128); or ♦ Have otherwise been required and/or approved by FEMA
Bad Debts	♦ Uncollectible funds	Losses arising from uncollectible amounts and other claims, and related costs, are not allowable.
Bonding Costs	♦ Costs associated with attaining surety bonds for employees and officials	Provided that bonding is in accordance with sound business practices.
Budgeting	♦ Development ♦ Preparation ♦ Presentation ♦ Execution	Allowable
Communications	♦ Telephone ♦ Mail & messenger service	Allowable
Compensation for Personnel	♦ Wages & salaries ♦ Fringe benefits	Provided that compensation is reasonable for the services provided.
Donated Services	Volunteered time by: ♦ Technical personnel ♦ Consultants ♦ Skilled and unskilled labor	♦ The value of donated services is not allowable either as a direct or indirect cost. ♦ The value of donated services may be sued to meet cost-sharing or matching requirements.
Legal Expenses	♦ Professional and/or support staff time. ♦ Filing fees	♦ Legal expenses required for program administration are allowable. ♦ Legal expenses for prosecution of claims against the Federal Government are not allowable.
Disbursing Services	Costs associated with the accounts payable functions	Allowable

ALLOWABLE COST TABLE

Cost Category	Examples	Notes/Restrictions
Equipment and Other Capital Expenditures	♦ The net invoice price of equipment, including modifications, attachments, or accessories. ♦ Ancillary charges, including taxes and freight.	For nonexpendable items of equipment having: ♦ A useful life of more than 1 year. ♦ An acquisition cost of $5000 or more. Items of equipment with an acquisition cost of less than $5000 are considered supplies.
General Government Expenses	♦ Salaries and expenses of the Office of the Governor and/or State legislatures, tribal councils. or other governmental bodies. ♦ Costs associated with governmental services normally provided to the general public (e.g. fire and police).	Normally not allowable
Maintenance, Operation, & Repairs	♦ Utilities ♦ Insurance ♦ Security ♦ Janitorial services ♦ Equipment repairs	Allowable if they: ♦ Keep property in efficient operating condition ♦ Do not add to the permanent value of property ♦ Are not included in rental charges for space
Materials & Supplies	♦ Stationery ♦ General office supplies ♦ Equipment with an acquisition cost of less than $5000	Allowable after deducting: ♦ Cash and/or trade discounts ♦ Rebates ♦ Other allowances
Motor Pools	Vehicle: ♦ Maintenance ♦ Inspection ♦ Repair services	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	♦ Transportation ♦ Lodging ♦ Subsistence	Provided that: ♦ Employees are traveling on official business ♦ The costs do not exceed the amount normally allowed by the agency in its regular operations.

FORCE ACCOUNT & CONTRACT WORK
Documentation

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:

- ❑ Copies of DSRs.
- ❑ Copy of Daily Activity Reports for each day that labor, equipment, or material was expended
- ❑ Appropriate extracts for payrolls
- ❑ Schedule of equipment used
- ❑ 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:

- ❑ Copy of DSRs
- ❑ Copies of request for bids
- ❑ Bid documents
- ❑ Copies of all correspondence requesting changes
- ❑ Copies of correspondence with State and Federal agencies regarding the project
- ❑ Authorization to proceed with contract
- ❑ Invoices
- ❑ Warrants authorizing check issuance
- ❑ Copies of checks issued for payment
- ❑ Copies of final inspection or acceptance reports

FORCE ACCOUNT EQUIPMENT RECORD

FEMA-_____-DR DSR No: _____
APPLICANT NAME: _____
ID: _____

LOCATION _____

Page _____ of _____ page(s)
Time Period _____ to _____ 19____
Job Site Number: _____

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE, AND MODELS APPROPRIATE	FEMA EQ. RATE NUMBER	DATE/HOURS USED EACH DAY: DATE														TOTAL HOURS	RATE	TOTAL COST
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

TOTAL HOURS _____ TOTAL COST _____

CERTIFIED BY: _____ TITLE: _____

FORCE ACCOUNT SUMMARY RECORD

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

NAME	JOB CLASS	DATE/HOURS WORKED EACH DAY															TOTAL HOURS	RATE	FRINGE BENEFIT %	TOTAL PAY
		REG																		
		O/T																		
		REG																		
		O/T																		
		REG																		
		O/T																		
		REG																		
		O/T																		
																			TOTAL WAGES	

TYPE OF EQUIPMENT	FEMA EQU NUMBER	EQUIPMENT RATES															TOTAL HOURS	RATE		TOTAL COST
		DATE																		
		HOURS																		
																			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: _____

RENTED EQUIPMENT RECORD

FEMA-_____-DR DSR No: _____
APPLICANT NAME: _____
ID: _____

LOCATION _____

Page _____ of _____ page(s)
Time Period _____ to _____ 19____
Job Site Number: _____

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE, AND MODELS APPROPRIATE	DATE HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO	DATE & AMOUNT	CHECK NO
		WITH OPERATOR	WITHOUT OPERATOR					

Recovery Checklist for Emergency Management

GOAL	PLAN	TACTIC	RESPONSIBILITY
Damage Assessment	Determine capability to recover and identifying any outside assistance that may be required.	❑ Obtain and use formats approved by the State Emergency Management Agency. ❑ Distribute forms to members of the local damage assessment team and explain procedures. ❑ Train local teams on damage assessment ❑ Provide staff resources to assist with damage assessment. ❑ Compile damage information by sector, type, or project, as required. ❑ Work closely with FEMA Primary Damage Assessment (PDA) teams if they have been assigned to your area. ❑ Submit damage assessments to the State. ❑ Participate on local damage survey teams.	For all of these tasks, Emergency Mgmt coordinates with Public Works, Community Development, and Fire Agencies
Support of Community Leadership	Provide involvement and support elected officials.	❑ Brief public officials, including fire commissioners, on the status of recovery operations and outlook for the immediate future. ❑ Serve as a local resource and authority on State and Federal disaster recovery assistance programs. ❑ Serve as liaison to outside agencies on specific issues requested by the community leadership. ❑ Hold morning and evening briefings with agency directors to keep them informed of current activities and problems.	Emergency Mgmt Emergency Mgmt Emergency Mgmt Emergency Mgmt
Resource Management	Resource Acquisition	❑ Request specific resources from outside sources. ❑ Accept donated goods from outside sources. ❑ Contract for needed goods and services. ❑ Exercise mutual aid agreements.	Emergency Mgmt Unmet Needs Committee Emergency Mgmt Emergency Mgmt

GOAL	PLAN	TACTIC	RESPONSIBILITY
Resource Management	Resource Distribution	❑ Assign and train a donations coordinator	Emergency Mgmt
		❑ Identify staff shortages	Emergency Mgmt
		❑ Request State or Federal resources	Emergency Mgmt
		❑ Assess the community's resource needs (personnel, equipment, supplies, technical assistance), specifying: ✓ What is needed and its priority? ✓ How much is needed? ✓ When it is needed? ✓ Where it is needed?	Emergency Mgmt
		❑ Channel request for resources through State emergency management system.	Emergency Mgmt
		❑ Request or accept donated goods	Emergency Mgmt
		❑ Request financial donations and specify community organizations to receive them to avoid unwanted types of private donations.	Emergency Mgmt
		❑ Develop public service announcements.	Emergency Mgmt
		❑ Contract for goods and services.	Emergency Mgmt
		❑ Consider developing contingency contracts with private vendors for specified supplies and equipment where appropriate	Risk Mgmt
		❑ Develop mutual aid agreements with other jurisdictions	Emergency Mgmt
		❑ Establish a system of identifying outside contractors, insurance agents, volunteers, and others who will be working within the community on a temporary basis.	Emergency Mgmt
		❑ Resource distribution	Emergency Mgmt
		❑ Establish an Unmet Needs Committee.	Emergency Mgmt
		❑ Develop a distribution plan for resources provided by State and Federal government and the private sector.	Emergency Mgmt, Unmet Needs Committee

GOAL	PLAN	TACTIC	RESPONSIBILITY
Resource Management		❑ Include special needs populations in resource distribution plans.	Emergency Mgmt
	Liaison with State and Federal agencies	❑ Establish points of contact at the State and Federal agency level who may be able to assist in solving problems.	Emergency Mgmt
		❑ Identify solutions to problems in coordination.	Emergency Mgmt
Recovery Task Force	Oversees recovery and reconstruction processes and serves as an advisory committee to local government officials responsible for recovery activities . Identifies mitigation opportunities, resources, and ensures maximum control over the recovery process	❑ Begin meeting immediately after an in-depth community-wide damage assessment.	Emergency Mgmt
		❑ 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
		❑ Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.	Emergency Mgmt, City/County Administrators
		❑ Recommend and implement an economic recovery program focusing on local community needs.	Economic Development Council
		❑ Recommend zoning changes in damaged areas, if necessary.	Community Development
		❑ Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.	Community Development
		❑ Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.	Community Development
		❑ Initiate recommendations for relocation and acquisition of property in damaged areas.	Emergency Mgmt, Community Development
		❑ 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

GOAL	PLAN	TACTIC	RESPONSIBILITY
Recovery Task Force		❑ Evaluate damaged public facilities and formulate reconstruction, mitigation, or replacement recommendations.	Emergency Mgmt, Public Works, Community Development
		❑ Participate in the preparation of community redevelopment plan.	Emergency Mgmt, Community Development
		❑ Make recommendations for new ordinances, plans, codes, or standards to assist in recovery from future disasters.	Emergency Mgmt, Community Development, City Administrators
		❑ Identify funding sources for mitigation and recovery projects, including State and Federal assistance programs, private sector funding, and public donations.	Emergency Mgmt
	Recovery Task Force Membership	❑ Disaster Recovery Coordinator	Emergency Mgmt
		❑ Economic Recovery Coordinator	Economic Development Council Chair
		❑ Hazard Mitigation Coordinator	Emergency Mgmt
		❑ Chairperson	Emergency Mgmt Council Chair
		❑ Representatives from: ✓ Local manager or administrator ✓ Public information officer ✓ Attorney ✓ Public safety representatives (Law Enforcement, Fire, EMS) ✓ Community services representative ✓ Community development representative ✓ Public works representative ✓ Human services representative ✓ Utilities representative ✓ Finance representative ✓ Visitor and convention bureau representative ✓ Port authority representative ✓ Planning department representative ✓ Business community representative ✓ Red Cross Representative ✓ Community Food Bank Representative ✓ Primary community groups ✓ School district representative ✓ Others filling key roles in the local commuity	The Emergency Mgmt Council shall name individuals to fulfill the responsibilities of membership on the Disaster Recovery Task Force. It is recommended that this responsibility be fulfilled annually.

RECOVERY TASKFORCE
Checklist

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

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

Recovery Task Force Checklist.

- ❑ Initiate recommendations for the enactment, repeal, or extension of emergency ordinances and resolutions for consideration.
- ❑ Formulate special committees and sub-committees as the situation warrants.
- ❑ Recommend rezoning changes in areas of damage when deemed appropriate.
- ❑ Recommend the repeal or extension of moratoriums.
- ❑ Recommend blanket reductions in non-vital zoning regulations and development standards to minimize the need for individual variances or compliance determinations prior to reconstruction.
- ❑ Review the nature of damages, identify, and evaluate alternate program objectives for repairs and reconstruction, and formulate recommendations to guide community recovery.
- ❑ Recommend and implement an economic recovery program focusing on rapid recovery of essential businesses.
- ❑ Set a calendar of milestones for recovery tasks.
- ❑ Recommend land areas and land-use types that will receive priority in recovery.
- ❑ 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 Task Force Checklist (continued)

- ❑ Evaluate hazards and the effectiveness of mitigation policies and recommend the amendment of policies.
- ❑ Initiate recommendations for relocation and acquisition of property.
- ❑ Participate in Federal and State hazard mitigation planning.
- ❑ Participate in the preparation of a redevelopment plan in conjunction with other Federal, State, and local emergency officials
- ❑ Recommend land areas for the redevelopment of land-uses that sustained repeated damages.
- ❑ 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.
- ❑ Initiate hazard mitigation projects or recommended programs for consideration of State and Federal funding.
- ❑ 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.
- ❑ Provide local assistance to facilitate Federal and State disaster assistance programs.
- ❑ Inform the community of types of disaster assistance available.
- ❑ Assist in the local coordination of Federal and State disaster recovery efforts.
- ❑ Act as facilitator in securing Federal or State disaster assistance.
- ❑ Perform other duties as directed by the Recovery Task Force or the Emergency Management Council.

RECOVERY TASKFORCE
Checklist

Ecomonic Recovery Coordinator Checklist.

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

Hazard Mitigation Coordinator Checklist.

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

Dos & Don'ts of Damage Assessment

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
Emergency Assistance Coordinated by the American Red Cross and Voluntary Agencies Active in Disasters	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.
Disaster Housing Assistance Administered and funded by FEMA	Grants for temporary housing or for emergency repairs needed to make a residence livable until more permanent repairs can be made.	Available to homeowners and renters whose permanent homes are uninhabitable because of the disaster. Homeowners Renters	Housing assistance grants supplement any insurance coverage an individual might have. Grants made to homeowners who can return to their homes by making minimal repairs. Homeowners with more substantial property damage may qualify for short-term rental assistance grants. Extensions may be granted on a case-by-case basis to a maximum of 18 months. Renters may qualify for short-term assistance. Extensions may be granted on a case-by-case basis to a maximum of 18 months.
Home/Personal Property Disaster Loans Small Business Administration (SBA)	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.	Loans limited to amount of uninsured, SBA-verified losses. Maximum loans: $200,000 - real property $40,000 - personal property

Disaster Assistance Table
For Individuals and Businesses

Program/Agency	Assistance	Eligibility	Specific Criteria
Individual & Family Grant Program Administered by State; funded by FEMA	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.	Available to persons with serious unmet needs who do not qualify for SBA disaster loans.	Maximum grant of up to $13,100 depending on family composition and needs. The average grant is approximately $2000.
Business Disaster Loans Small Business Administration (SBA)	Loans for the repair or replacement of destroyed or damaged business facilities, inventory, machinery, or equipment not covered by insurance. Economic Injury Disaster Loans also may be available for working capital to assist small businesses during the disaster recovery period.	Available to businesses located in counties declared disaster areas by the President. Available to small businesses located in declared and contiguous counties.	$1,500,000 statutory loan limit (i.e., the combined amount of physical damage and economic injury loans cannot exceed $1,500,000.)
Crisis Counseling State Mental Health Agencies	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.	Available to provide supplemental funding to State programs to meet the mental health needs of affected individuals located in the disaster area.	Regular services are provided for up to 9 months after the declaration.
Tax Assistance Internal Revenue Service (IRS)	Expedited Federal tax deductions for casualty losses to homes, personal property, or household goods. Assistance and information on State income tax returns can also be obtained from the State Department of Revenue.	Available to individuals and families with disaster-related losses totaling more than 10% of adjusted gross income.	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.

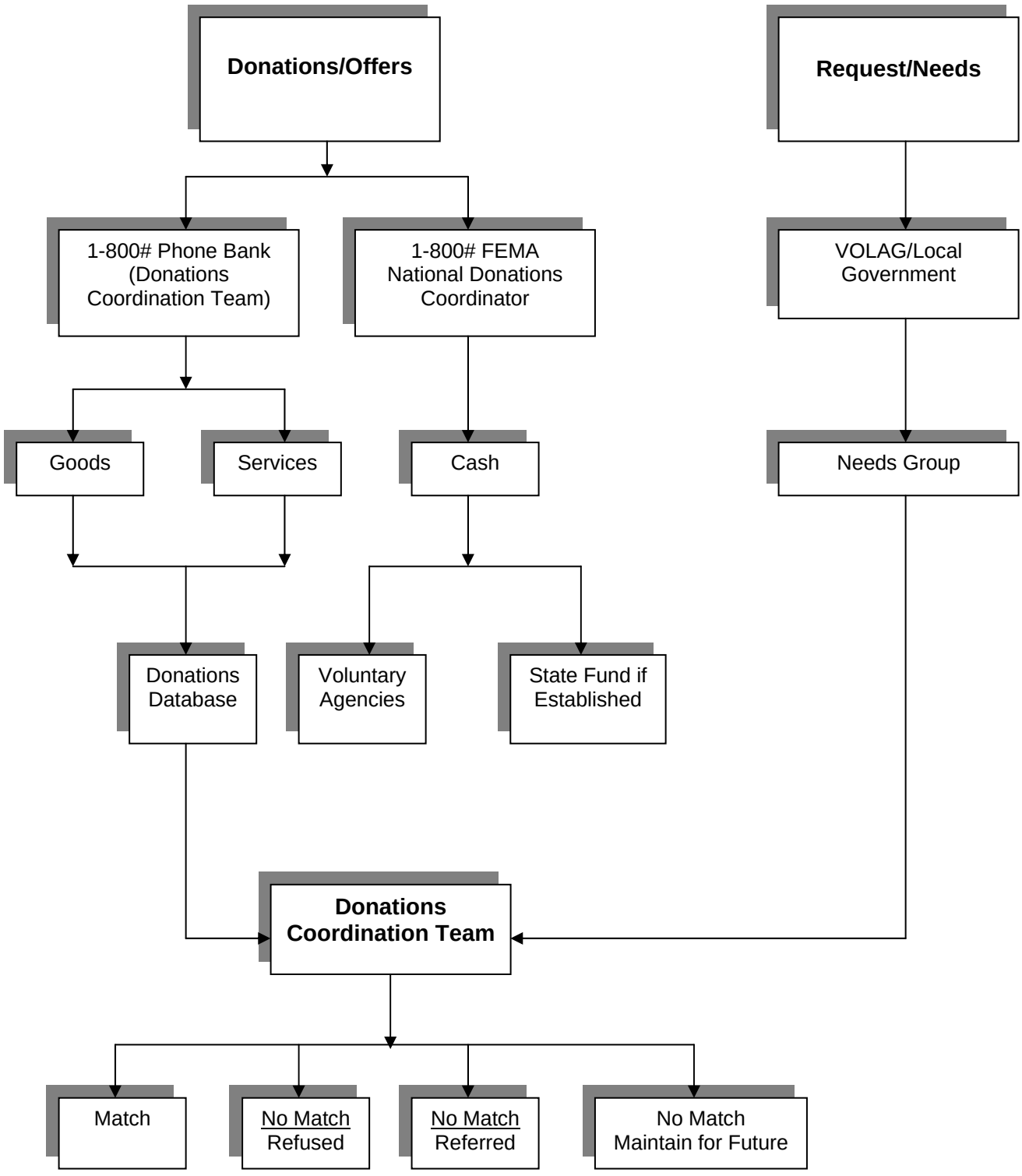
Disaster Assistance Table
For Individuals and Businesses

Program/Agency	Assistance	Eligibility	Specific Criteria
Disaster Unemployment Assistance Funded by FEMA; administered by State Employment Security Agency Call local state employment or job service office	Weekly benefits available to individuals out of work as a direct result of the disaster.	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.	Program assistance is available for a maximum of 26 weeks. Proof of income required.
Farm Service Agency Rural Economic and Community Development Services and Consolidated Farm Service Agency Call county extension office	Emergency loads for physical or production losses. Grants for certain agricultural damage.	Available to farmers who were operating and managing a farm at the time of the disaster.	Loans limited to the amount necessary to compensate for actual losses to essential property and/or production capacity.
Insurance Information State Insurance Commissioner, American Insurance Association, FEMA, and National Flood Insurance Program	Assistance and/or counseling regarding ways to obtain copies of lost policies, file claims, or expedite settlements.	Available to individuals and families with disaster-related losses.	N/A
Legal Assistance Coordinated by FEMA, Young Lawyers Division of the American Bar Association.	Free legal services for low-income disaster victims.	Available to individuals and families with disaster-related legal issues.	Addresses such issues as replacing legal documents, transferring titles, contracting problems, will probates, insurance problems, and certain landlord-related problems.
Social Security Benefits Social Security Administration	Assistance expediting delivery of checks delayed by the disaster. Assistance in applying for Social Security disability and survivor benefits.	Available to individuals eligible for Social Security.	N/A
Veterans Benefits Department of Veterans Affairs (VA)	Assistance with information about benefits, pensions, insurance settlements, and VA mortgages.	Available to provide help in applying for VA death benefits, pensions, and adjustments to VA-insured home mortgages.	N/A
Consumer Services State Department of Consumer Affairs	Counseling on such consumer problems as product shortages, price gouging, and disreputable business practices.	N/A	N/A
Aging Services State agency responsible	Such services to the elderly as meals, home care, and transportation.	Individuals age 60 and older.	N/A

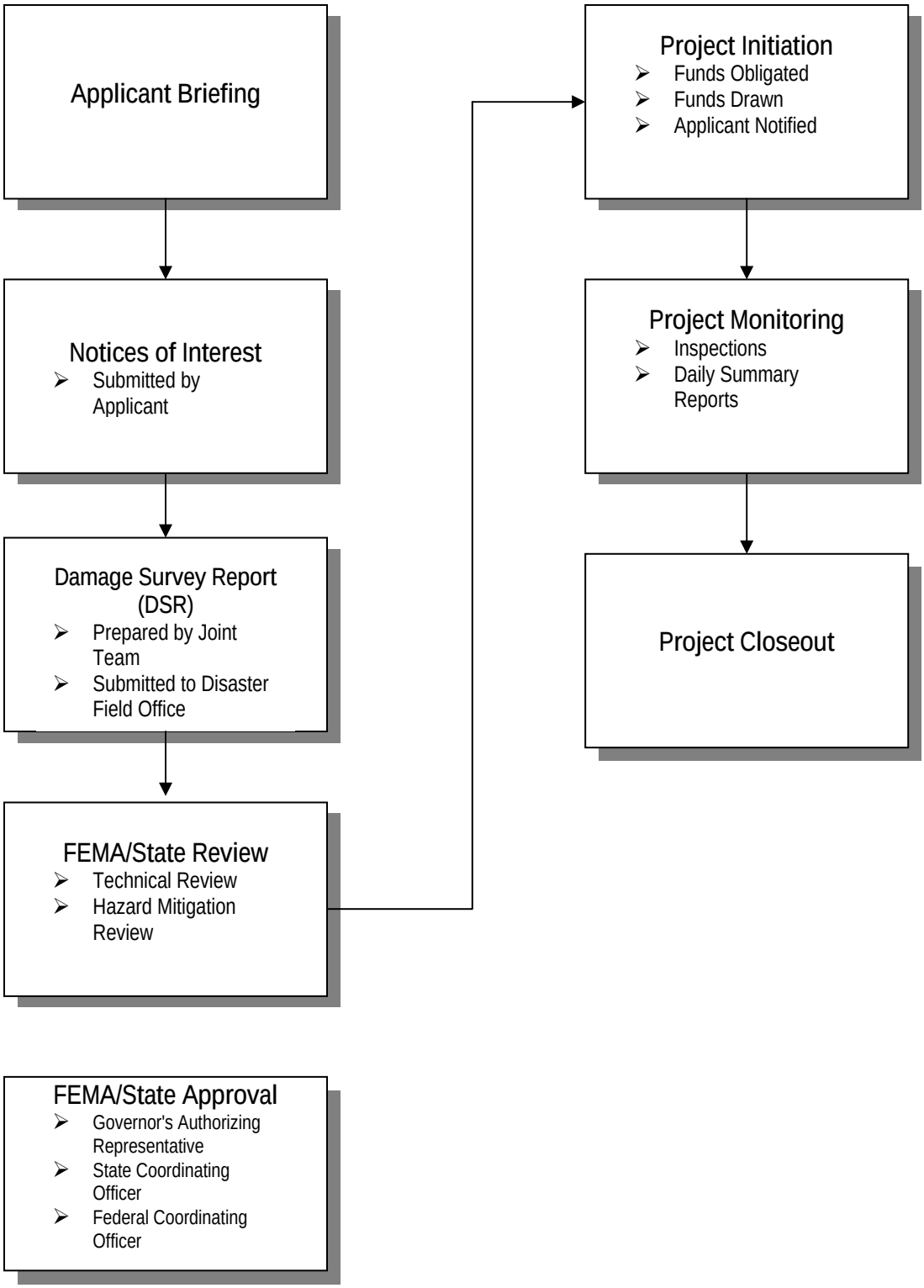
DONATIONS MANAGEMENT

Donations Coordination Team

(This diagram depicts the donations management process)



Disaster Survey Report (DSR) Process



PUBLIC ASSISTANCE APPLICATION

Checklist

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

Administration

- ❑ Attend applicant briefing
- ❑ 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
- ❑ Ensure that an applicant's agent is designated by the County or City
- ❑ Submit appeals in a timely manner
- ❑ Check on insurance coverage and determine settlement.
- ❑ Submit proof of loss statement and copies of all insurance checks to the State

Work Monitoring

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

Documentation

- ❑ Maintain a separate folder for each DSR
- ❑ Prepare Daily Activity Reports for supervisors' daily logs
- ❑ Keep these documents for each DSR by contract:
  - ✓ Bid advertisement
  - ✓ Bid summary sheet
  - ✓ Contract awarded
  - ✓ Invoices
  - ✓ Cancelled checks
  - ✓ Record of work inspections
- ❑ Document repair costs at each work site as they occur
- ❑ Keep these documents for each DSR done by Force Account:
  - ✓ Daily Activity Report for labor, equipment, and materials
  - ✓ Delivery tickets
  - ✓ Invoices
  - ✓ Payroll journals
  - ✓ Canceled checks
  - ✓ Daily logs from supervisors

CATEGORIES OF WORK

Eligibility:

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.

Eligibility

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 Eligibilily, 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.

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.

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.

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.

Safetv 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 BEMERGENCY 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.

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.

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.

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.

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 Occupancv-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 deprecations 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 l00-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.

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.

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.

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

Recovery Checklist for Health & Safety

GOAL	PLAN	TACTIC	RESPONSIBILITY
Emergency Management		❑ Debris removal and disposal. ❑ Acquisition of testing for wells and other inspections. ❑ Staffing of health professionals and disaster recovery centers.	Public Works and Public Health Public Works and Public Health American Red Cross, Departments of Health
Public Information	Provide Health & Safety professionals to offer direction and information to the community.	❑ How to clean up damaged structures. ❑ Notices about public health and safety threats. ❑ Notices about availability of services such as: ✓ First aid ✓ Inoculations ✓ Crisis counseling ✓ Drug & alcohol abuse counseling ✓ Other health assistance	Emergency Mgmt Public Health Public Health, Fire Departments, & American Red Cross

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CLEANERS & DISINFECTANTS

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.
Phenobic 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

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

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

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 x 40 = 2114.8 gallons

Table 1

Well Diameter in Inches	Gallons per Foot of Depth	Well Diameter in Feet	Gallons per Foor 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
Support Community Leadership	Provide technical support to community leaders during recovery operations.	❑ Identify recovery priorities and goals.	Public Works
		❑ Provide cost estimates for infrastructure repairs, including mitigation.	Public Works
		❑ Maintain credible information regarding status of infrastructure recovery.	Community Development
		❑ Coordinate plans of interdependent infrastructure service providers.	Public Works
		❑ Participate in media events and meetings.	Public Works
		❑ Provide technical advice and information to support recovery operations.	Public Works
		❑ Raise and advocate infrastructure issues.	Public Works
Provide Technical Support for Recovery Legislation	Support development and adoption of recovery legislation that addresses infrastructure issues.	❑ Provide input for and develop mutual aid agreements.	Public Works
		❑ Provide input for legislation, policies, and ordinances for minimizing/mitigating impact of disasters.	Public Works
		❑ Provide input for debris clearance and disposal ordinances, policies, and procedures.	Public Works
		❑ Provide input for ordinances, policies, and procedures dealing with utility restoration.	Public Works
Provide Public Information	Provide input to public announcements and brochures, participation in media events, support during public meetings, and interaction with other members of the recovery team.	❑ Participate in community meetings to acquire and disseminate information on public works issues.	Public Works
		❑ Develop information for public notices regarding:	Public Works with Power Utilities, Sanitation Services
		✓ Water purification	
		✓ Garbage collection	
		✓ Debris removal	
		✓ Resource availability (water, ice, generators, fuel)	
		✓ Contracting procedures for private and public information	
		✓ Transportation closures, rerouting, and re-openings	

Recovery Checklist for Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
Provide Public Information		✓ Power restoration ✓ Status of closure, repair, and re-opening of public buildings ✓ Dangerous areas	
Support Emergency Management	Provide expertise, support, and technical assistance to Kitsap County Department of Emergency Management.	❑ Identify public works priorities. ❑ Develop recommendations for staff and equipment needed to support recovery activities. ❑ Identify local, State, and Federal regulations, policies, and guidelines involving public works. ❑ Participate on damage assessment teams. ❑ Participate on DSR teams. ❑ Document staff, equipment, supplies, and other costs required for recovery. ❑ Provide technical assistance in identifying hazard mitigation opportunities. ❑ Participate in disaster critiques and follow up remedial actions.	Public Works Public Works Public Works Public Works Public Works Public Works Public Works Public Works
Damage Assessments	Provide representatives to initial damage assessment teams.	❑ Participate in windshield surveys. ❑ Identify vulnerabilities of and damage to the infrastructure. ❑ Analyze social and economic impacts of damages to infrastructure systems and subsystems. ❑ Assist in developing estimates of damage costs. ❑ Assist in prioritizing initial damage repair.	Public Works Public Works Public Works, Economic Development Council Public Works, Community Development Public Works
	Provide expertise to preliminary damage assessment teams.	❑ Quantify and provide detailed descriptions of infrastructure damage.	Public Works, Community Development
	Represent the community on DSR teams.	❑ Identify and quantify infrastructure damage that may be eligible under FEMA Public Assistance program.	Public Works, Emergency Mgmt

GOAL	PLAN	TACTIC	RESPONSIBILITY
Repair Damaged Public Facilities and Utilities	Repair and restore electrical utilities.	❑ Inspect and evaluate facility condition. ❑ Eliminate potentially hazardous conditions. ❑ Clean up or repair transmission and other utility lines. ❑ Repair substations. ❑ Restore generation facilities. ❑ Repair and restore regulator stations and storage facilities. ❑ Correct problems with property service lines. ❑ Re-establish temporary service capabilities. ❑ Provide emergency power to critical facilities. ❑ Identify and locate utility lines and systems. ❑ Monitor gas lines for explosions and other secondary effects.	All of these tasks completed by Electrical and Gas Utilities in coordination with Public Works
	Repair and restore water systems.	❑ Coordinate with private providers for service restoration. ❑ Inspect and evaluate facility condition. ❑ Eliminate or isolate hazardous conditions. ❑ Repair breaks and leaks. ❑ Test water quality and report results to the public and the Health Departments. ❑ Clean and purify water supplies, including wells. ❑ Correct problems with property service lines. ❑ Terminate service to demolish buildings or those where re-occupancy will be delayed. ❑ Install supplementary or temporary sources such as wells or tankers. ❑ Organize emergency water and ice distribution as required. ❑ Apply mitigation measures in restoring facilities.	All of these tasks completed by Water & Sewer Districts in coordination with Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
Repair Damaged Public Facilities and Utilities	Repair and restore sewers and wastewater treatment systems.	❑ Inspect and evaluate facility condition.	Public Works
		❑ Remove debris from storm drains.	Public Works
		❑ Prioritize repairs on public health outcomes.	Public Works
		❑ Repair leaks, overflows, and collapsed pipes.	Public Works
		❑ Repair sewer lines and lift stations.	Public Works
		❑ Clean up overflow areas.	Public Works
		❑ Clean up and repair treatment facilities.	Public Works
		❑ Provide temporary or emergency collection, treatment, and disposal systems.	Public Works
		❑ Cap service to demolished buildings or those where re-occupancy will be delayed.	Public Works
		❑ Apply mitigation measures.	Public Works
	Repair and restore transportation systems.	❑ Set priorities for restoration of systems.	Public Works
		❑ Inspect highways, rails, roads, streets, signs, lighting, ports, bridges, and sidewalks for damage.	Public Works
		❑ Repair damaged structures.	Public Works
		❑ Clean streets.	Public Works
		❑ Maintain roadblocks.	Public Works
		❑ Re-establish operations and communications facilities.	Public Works
		❑ Repair ancillary facilities.	Public Works
		❑ Repair and replace traffic control systems and signs.	Public Works
		❑ Repair or replace roads and pedestrian sidewalks.	Public Works
		❑ Establish short-term and long-term detours and signage.	Public Works
		❑ Coordinate with State DOT and transit authorities on functional responsibilities and reimbursement for work done.	Public Works

GOAL	PLAN	TACTIC	RESPONSIBILITY
Repair Damaged Public Facilities and Utilities	Provide flood control, drainage, and restoration of irrigation systems.	❑ Inspect flood control, drainage, and irrigation systems for damage. ❑ Prioritize repairs on public health outcomes. ❑ Repair leaks and collapsed pipes and inlets. ❑ Clear debris from blocked pipes and inlets. ❑ Provide alternative drainage as necessary. ❑ Clear debris from streambeds. ❑ Develop and maintain flood control and mediation systems. ❑ Install sandbags and dikes. ❑ Monitor water and storm drainage facilities for possible damage or collapse.	All of these tasks down as a coordinated effort between Public Works and Sewer/Wastewater Districts
	Repair and restore public buildings	❑ Inspect schools, hospitals, libraries, police stations, parking facilities, shelters, fire stations, and jails for damage. ❑ Restore usability of partially affected buildings. ❑ Locate and obtain alternate spaces for uninhabitable buildings. ❑ Oversee construction of parking facilities, trailer parks, and expedient shelters. ❑ Erect temporary buildings and install temporary roofing at critical facilities. ❑ Oversee demolition of destroyed and substantially damaged buildings. ❑ Identify and upgrade shelters. ❑ Ensure custodial service for operating public buildings.	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.	❑ Inspect parks, playgrounds, stadiums, and other recreation facilities for damage. ❑ Repair damaged facilities. ❑ Identify staging areas and debris retention.	Parks & Recreation Parks & Recreation Parks & Recreation, Public Works

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

CONTRACT FOR DEBRIS REMOVAL
Development Checklist

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.

GOAL	PLAN	TACTIC	RESPONSIBILITY
Support Community Leadership and City/County Coordination	Provide technical assistance to community leaders during recovery operations.	❑ Identify recovery priorities and goals.	Community Development
		❑ Provide information regarding status of inspections and reconstruction issues.	Community Development
		❑ Participate in media events and meetings.	Community Development
		❑ Provide technical information to support lobbying efforts.	Community Development
		❑ Accompany community leaders on VIP visits.	Community Development
	Provide technical support for recovery legislation.	❑ Establish post-disaster permit system ✓ Establish fee structures for damaged structures. ✓ Issue permits at a central location. ✓ Review project documentation.	Community Development
		❑ Establish policies for occupation of structures. ✓ Define "habitability". ✓ Establish conditions for access to damaged structures. ✓ Establish placarding and labeling program for structures.	Community Development
		❑ Establish policies for level of inspection required. ✓ Implement property owner request for inspection program. ✓ Conduct initial assessments. ✓ Conduct detailed damage assessments. ✓ Facilitate emergency repairs and shoring.	Community Development
		❑ Establish policies and procedures for registering contractors, inspectors, and volunteers.	Community Development
		❑ Establish policies and procedures for occupation of site.	Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
Support Community Leadership and City/County Coordination	Provide technical support for recovery legislation.	❑ Establish policies and procedures for the review of building plans and issuance of permits. ✓ Emergency repairs ✓ Minor repairs ✓ Major repairs ✓ Required permits ✓ Required plans and plan reviews ✓ Applicable zoning, building code, and handicapped accessibility requirements ✓ Demolition agreements ✓ Overdue repairs ✓ Asbestos abatement	Community Development
		❑ Advise and assist in the development of ordinances for special districts and uses. ✓ Handicapped access ✓ Historic preservation ✓ Upgrade to current codes	Community Development
		❑ Advise leadership and administration of means and methods to strengthen codes and ordinances to assist mitigation efforts.	Community Development
		❑ Establish a system of pre-event inventory ✓ Vulnerable structures ✓ Priority structures ✓ Historic structures	Community Development
		❑ Establish mutual aid agreements for assistance with post-disaster permits and plan review.	Community Development

Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
Damage Assessment	Participate on initial and preliminary damage assessment teams.	❑ Identify damage to homes, businesses, and public structures.	Public Works, Community Development and Emergency Management
		❑ Participate on PDA teams to identify and quantify damage to homes, businesses, and other private structures.	Public Works, Community Development and Emergency Management
		❑ Provide documentation and data on recovery/reconstruction costs.	Public Works, Community Development and Emergency Management
		❑ Create and maintain a damaged structure inventory or database.	Community Development and Emergency Management
	Inspect damaged homes, businesses, and other private structures.	❑ Initiate inspection request system for homeowners or business owners.	Community Development and Emergency Management
		❑ Inspect damaged homes and businesses and make determinations about habitability.	Community Development and Emergency Management
		❑ Place placards or labels on damaged structures and notify owners and occupants of conditions and restrictions for occupancy and repairs.	Community Development and Emergency Management
		❑ Inspect repairs and reconstruction to ensure compliance with local codes and ordinances.	Community Development and Emergency Management
		❑ Coordinate inspections with utility service providers to ensure compliance with local codes and ordinances.	Community Development
		❑ Coordinate mutual aid inspections.	Public Works, Community Development and Emergency Management
	Issue building permits.	❑ Determine whether permits will be issued in a central office, on site, or both.	Community Development
		❑ Predetermine the fee structure or waiver of permit fees.	Community Development Community Development
		❑ Determine whether "one-stop" combined permits or separate permits will be required.	Community Development
		❑ Determine conditions under which permits will be issued. ✓ Special requirements for handicapped, historical preservation, upgrades to current codes.	Community Development

Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
Damage Assessment	Issue building permits.	✓ Compliance with National Flood Insurance Program regulations. ✓ Compliance with State and Federal environmental regulations. ✓ Compliance with State and local health codes and regulations.	
	Develop brochures, fliers, and other information on building topics and coordinate distribution.	❑ Who to contact ❑ Meaning of the placards ❑ How to find a contractor ❑ How to obtain permits ❑ Who are the inspectors	A coordinated effort between Public Works, Community Development and Emergency Management
	Use other forms of the media to keep the public informed.	❑ Respond to telephone, correspondence, and in-person requests for technical assistance. ❑ Provide staff locations for dissemination of public information. ❑ Share public information with other departments and internal staff members. ❑ Review any jurisdictional policies on working with the media. ❑ Train designated media liaison to ensure familiarity with policies, procedures, and other types of information. ❑ Document all information shared with the media and distribute it to the disaster response management team. ❑ Arrange the purchase of newspaper advertising space for information to be distributed without editorial review.	Emergency Mgmt Emergency Mgmt Emergency Mgmt Emergency Mgmt Emergency Mgmt Emergency Mgmt Emergency Mgmt

Recovery Checklist for Building Inspection

GOAL	PLAN	TACTIC	RESPONSIBILITY
Support Emergency Management	Coordinate Building Inspection recovery program through Emergency Management.	❑ Identify issues that require outside assistance. ✓ Need for additional inspectors ✓ Need for technical assistance on health and safety regulations and environmental regulations ✓ Additional staffing needs	Public Works, Community Development, Emergency Mgmt
		❑ Identify hazard mitigation opportunities. ✓ Nonstructural techniques ✓ Structural techniques ✓ Relocation priorities	Emergency Mgmt Council
		❑ Provide technical information such as construction, building code enforcement, and health and safety codes.	Community Development
		❑ Provide support for communications systems.	Public Works, Emergency Mgmt
		❑ Provide support for transportation systems.	Public Works, Emergency Mgmt, Kitsap Transit
		❑ Provide support for office equipment.	Emergency Mgmt
	Document recovery activities.	❑ Document costs, personnel and staff efforts.	All Departments
		❑ Document damage repair costs, damage types and locations.	All Departments
		❑ Document inspection requests, assessments, permits, inspections, and occupancy.	All Departments

THE 50% RULE

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.

SUBSTANTAL 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.

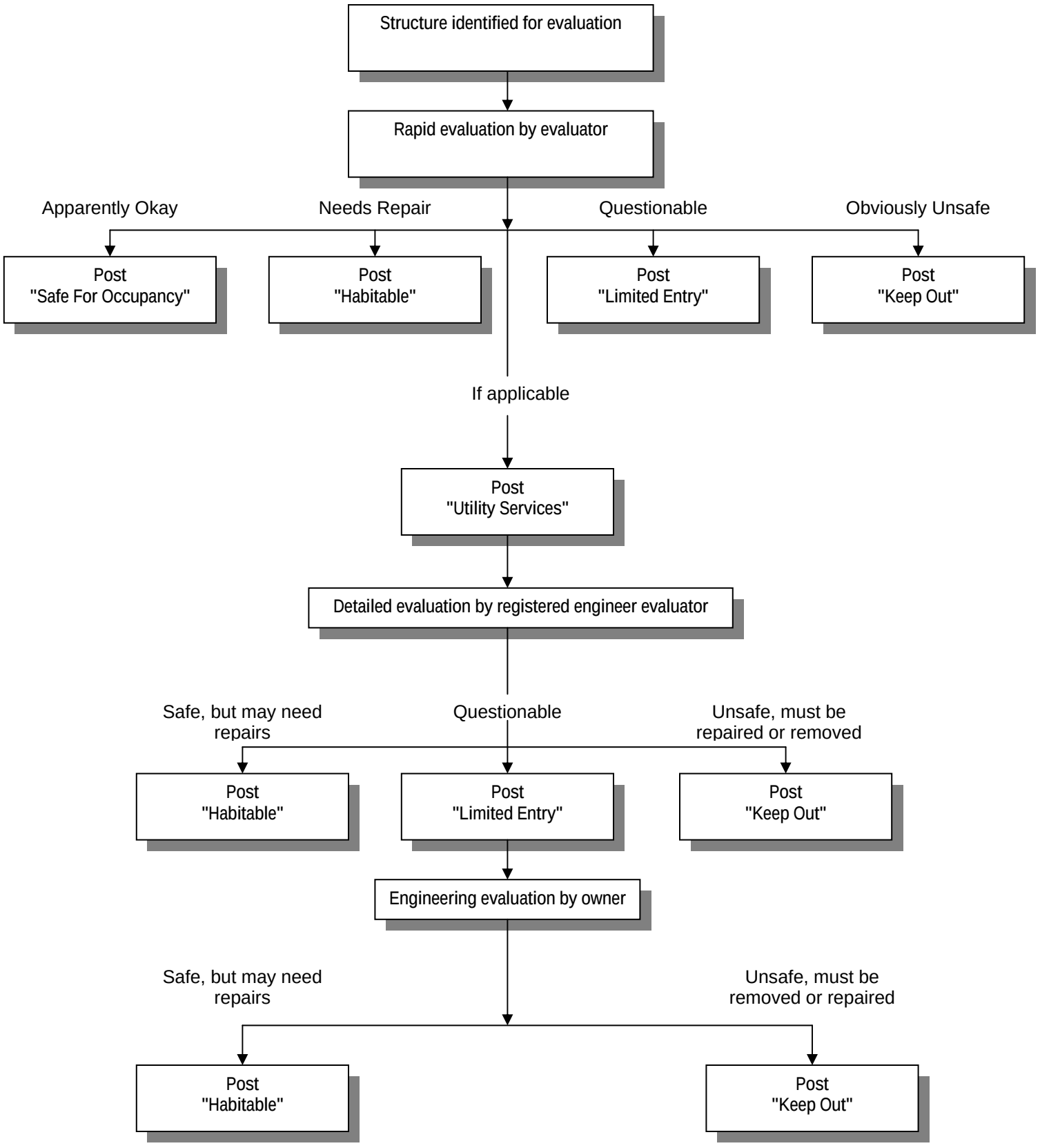
BUILDING VALUE: Building value equals market value of structure only. Land and exterior improvements are excluded, e.g., swimming pool, pool enclosure, landscaping, paving, etc. Market value = assessed value or properly-depreciated appraised building value. The assessed value may be adjusted upward to 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
Community Leadership	Provide technical support to community leaders.	❑ Identify recovery priorities and goals and define alternatives.	Emergency Mgmt, Community Development
		❑ Work with affected client groups to identify recovery needs and issues.	Emergency Mgmt, Community Development
		❑ Provide information regarding status of planning and zoning issues and recovery options, strategies, and priorities.	Community Development
		❑ Participate in media events and public meetings.	Emergency Mgmt, Community Development
		❑ Provide technical information to support lobbying efforts.	Community Development
		❑ Accompany community leaders on VIP visits.	Community Development
		❑ Identify and pursue recovery assistance possibilities.	Community Development
		❑ Provide technical advice on planning, zoning, redevelopment, and mitigation issues.	Community Development
		❑ Help formulate and implement policies for disbursement of locally received relief funds.	Emergency mgmt, Community Development
		❑ Provide support for public and private sector collaboration on recovery issues.	Community Development
Land-Use and Recovery Plans and Analyses	Review key components of the recovery planning process.	❑ Analyze viability or applicability of existing plans for post-disaster recovery.	Community Development
		❑ Recommend appropriate approaches and processes for recovery planning and coordinating intergovernmental and interagency efforts.	Community Development
		❑ Recommend policies that promote long-term recovery and mitigation.	Community Development
		❑ Identify programs and funding for long-term recovery.	Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
Recovery Legislation	Provide recommendations on codes and ordinances.	❑ Develop codes and ordinances for reconstruction of nonconforming buildings. ❑ Make provisions for temporary moratoria for building permits, if necessary. ❑ Develop standards for reconstruction of damaged or demolished structures. ❑ Develop mitigation levels for reconstruction. ❑ Provide guidance for acquisition and relocation of damaged structures. ❑ Develop National Flood Insurance Program and environmental ordinances. ❑ Develop guidelines for using redevelopment funds or other financial tools. ❑ Provide input for and support special State legislation to facilitate recovery. ❑ Provide input for and support special local measures to facilitate recovery. ❑ Provide support for public and private sector collaboration on recovery issues.	All tasks the responsibility of Community Development
Damage Assessment and Situation Analysis	Identify unique resources that can be used in damage assessment.	❑ Use geographic information system (GIS) software to create community base maps for use by damage assessment teams. ❑ Prepare statistical summaries of damage data obtained by damage assessment teams. ❑ Use the internet to gather information about storm warnings, river gauges, and other weather information. ❑ Use GIS or other software to prepare damage survey maps that describe utility, infrastructure, housing, and business sector damage. ❑ Analyze implications of damage for recovery planning.	Community Development Community Development Emergency Mgmt, Community Development Emergency Mgmt, Community Development, Public Works Emergency Mgmt, Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
Building Proposals and Permits	Coordinate with the building inspection department in permit and site review for reconstruction and other building issues.	❑ Check for mitigation compliance for repairs and reconstruction of damaged structures located in hazard zones. ❑ Make determinations whether properties are located in flood hazard areas or other hazard areas. ❑ Check for compliance on nonconforming issues. ❑ Make determinations on substantial damage. ❑ Identify requirements and sources of technical assistance for historic preservation and ADA requirements in building repairs and reconstruction.	All tasks the responsibility of Community Development
Economic Recovery	Develop economic recovery and long-term revitalization programs.	❑ Place moratoria on rebuilding and development pending studies of alternatives for land use and zoning. ❑ Create redevelopment plans using public stimulus to promote private redevelopment. ❑ Establish special districts (historic, economic, etc.). ❑ Formulate plans for short-term business resumption. ❑ Encourage and assist private sector planning for protection of vital business records. ❑ Work with business organizations to identify post-disaster roles and relationships. ❑ Identify public and private sector post-disaster assistance programs that may be used for economic recovery. ❑ Identify economic resources most critical to long-term economic recovery. ❑ Identify ways that existing housing programs can be refocused for recovery. ❑ Coordinate interdepartmental and interagency planning for economic recovery.	All tasks the responsibility of Community Development

GOAL	PLAN	TACTIC	RESPONSIBILITY
Public Information	Develop an aggressive program to meet the challenge of keeping the public informed of long-term decisions affecting recovery issues.	❑ Establish a process for involving citizen and business interest groups in the planning process.	Community Development
		❑ Decide which special districts should be represented on future hazard mitigation planning teams.	Emergency Mgmt, Community Development
		❑ Hold public meetings to explain mitigation and redevelopment plans, activities, and priorities.	Emergency Mgmt, Community Development
		❑ Participate in Disaster Relief Committees (DRCs) to provide information and technical assistance on mitigation and reconstruction issues.	Community Development
		❑ Develop and distribute brochures, fliers, and public information releases in coordination with the designated Public Information Officer.	Emergency Mgmt, Community Development
		❑ Work with specific client groups or individuals who are most affected by the disaster.	Emergency Mgmt, Community Development

Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
Media Information	Use mass media to reach the public in large geographical areas.	❑ Designate a senior official able to speak for community leaders and all other agencies involved in the response/recovery. ❑ Ensure accuracy of information released to the media. ❑ Designate at least two backup people if prime individual is unavailable. ❑ Evaluate media status to ensure the capabilities of major outlets to reach the public are not adversely affected. ❑ Identify alternate sources of public information. ❑ Monitor media activities and messages. ❑ 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. ❑ Establish news media update and access policy. ❑ Ensure information is also provided to other persons who may need to communicate with the public.	Coordination between Emergency Management Council and the Public Information Task Force
	Establish and maintain good media relationships.	❑ Establish relationships before a disaster occurs. ❑ During early recovery stages, hold frequent briefings or press conferences. ❑ Be available and visible to the press as much as possible. ❑ Establish good intra and inter-governmental relations to present a unified picture to the press of recovery operations. ❑ Include media in post-disaster. ❑ Proactively provide information in order to avoid the perception that information is being withheld.	Coordination between Emergency Management Council and the Public Information Task Force

Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
Media Information	Develop policies to support public information.	❑ Plan a series of articles in community newspapers or items on talk shows, each devoted to disaster recovery topics. ❑ Ask local newspapers to publish a list of recovery resource phone numbers and addresses.	Coordination between Emergency Management Council and the Public Information Task Force
	Offer various methods of distribution of information.	❑ Provide access to videotape of damage to property owners. ❑ Use billboards and posters. ❑ Publish weekly newsletters. ❑ Establish a community recovery web site. ❑ Set up special population information centers. ❑ Write press releases. ❑ Use the Public Broadcasting System. ❑ Conduct briefings at public shelters.	Coordination between Emergency Management Council and the Public Information Task Force
Direct Information	Develop alternatives to the electronic media for use when power has failed or when long-term recovery causes media to lose interest.	❑ Establish information hotlines and help-lines. ❑ Use staff and volunteers to distribute newsletters and fliers. ❑ Establish a recovery information center and coordinate with local and state emergency management. ❑ Emphasize the 72-hour self-help rule. ❑ Establish a central point of contact to coordinate information flow and help ensure accuracy.	Coordination between Emergency Management Council and the Public Information Task Force

Recovery Checklist for Public Information

GOAL	PLAN	TACTIC	RESPONSIBILITY
Direct Information	Create a Joint information Center (JIC) to coordinate data and information.	❑ Use the JIC as a site to conduct media briefings. ❑ Develop background information to assist the media in keeping the recovery in perspective. ❑ Assign qualified, articulate spokespersons. ❑ Make experts available for interviews. ❑ Coordinate a prompt transfer of information from the field. ❑ Release information onto official news routes using approved standard procedures. ❑ Develop steps necessary to meet media demands. ❑ Minimize possibility of releasing conflicting information. ❑ Establish rumor control center.	Coordination between Emergency Management Council and the Public Information Task Force
	Develop a Joint Information System to provide timely, accurate, and appropriate information.	❑ Develop rumor control procedures. ❑ Provide a single point of contact to the public. ❑ Answer media inquiries. ❑ Arrange news conferences. ❑ Write news releases, advisories, statements and speeches. ❑ Provide office support to officials. ❑ Publish newsletters and bulletins. ❑ Publish hotline telephone list. ❑ Provide background information.	Coordination between Emergency Management Council and the Public Information Task Force

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 th 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

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

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

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

- ⌘ 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.

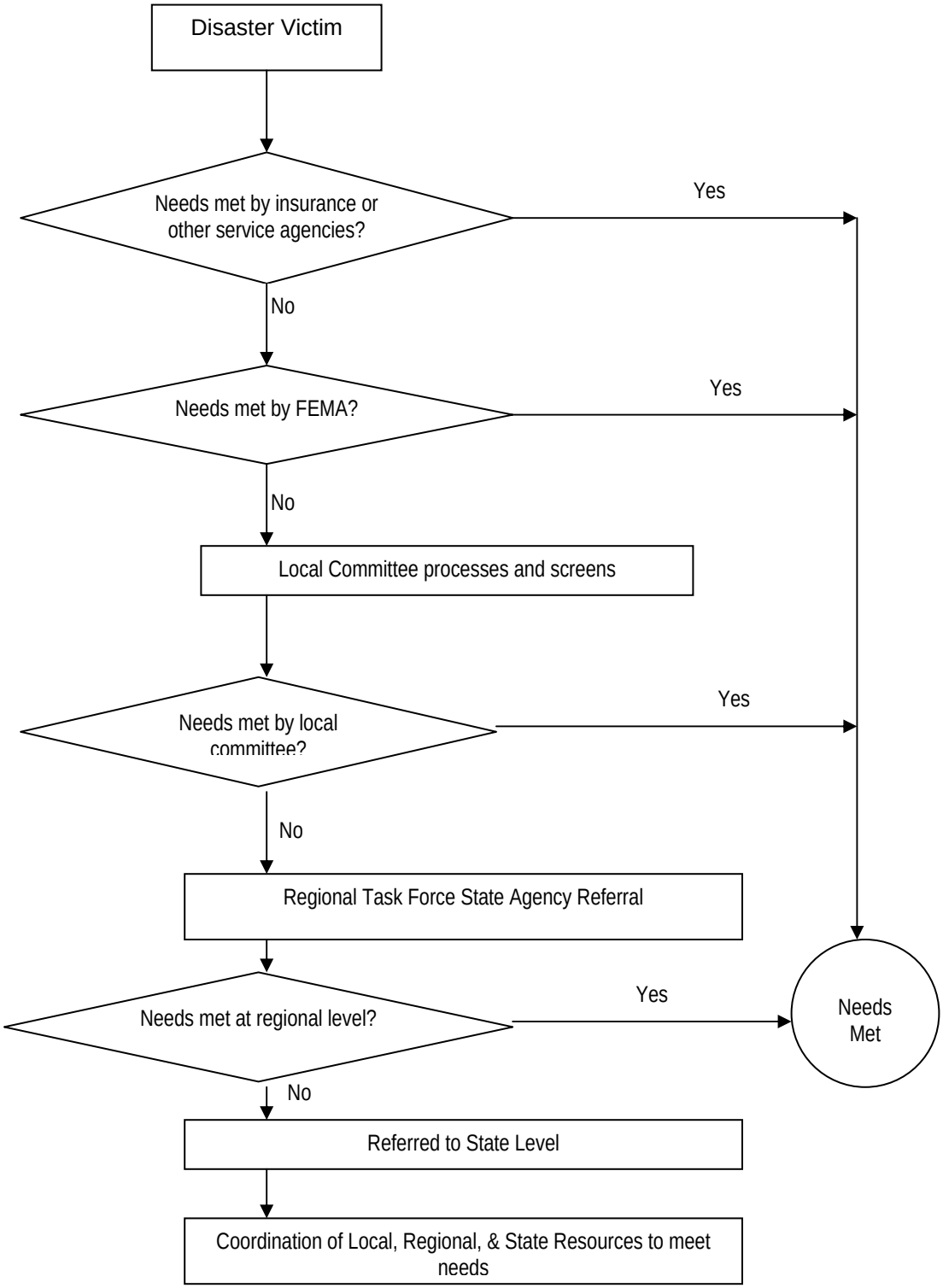
- ⌘ Write and execute emergency broadcast messages.

- ⌘ 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
Unmet Needs for cases when Governmental Assistance is not available or inadequate	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.	❑ Use existing community organizations as the basis for membership on the Unmet Needs Committee. ✓ Local volunteer organizations ✓ American Red Cross ✓ United Way ✓ Interfaith groups ✓ Salvation Army ❑ Activate committee in cases where multiple relief agencies are participating in recovery. ❑ Participating member organizations develop criteria for resource provision.	Emergency Mgmt Emergency Management Council Unmet Needs Committee
	Develop Unmet Needs Committee process.	❑ Convene and facilitate weekly meetings of the committee. ❑ Develop procedures for families to apply for consideration for assistance through participating agencies. ❑ Establish guidelines for agencies to bring cases directly to the committee if they are unable to meet the client needs. ❑ Share options and resources to develop plans to meet needs case by case. ❑ Establish eligibility criteria and approval procedures for organizations to voluntarily commit resources. ❑ Develop a set of committee professional standards of confidentiality. ❑ Ensure that all cases considered by the committee are accompanied by a Release of Confidentiality signed by the client(s).	All tasks responsibility of Unmet Needs Committtee

Unmet Needs Committee

Process Flow Chart