Office of
Emergency Management

Office of
Emergency Management

EMERGENCY OPERATIONS PLAN

RECOVERY

ANNEX J

SEPTEMBER 2014

APPROVAL & IMPLEMENTATION

Annex J

Recovery

Signature

9/2/14
Date

Signature

9/3/14
Date

Emergency Management Coordinator

9/4/14
Date

RECORD OF CHANGES

Change #	Date of Change	Description	Changed By

ANNEX J

RECOVERY

I. AUTHORITY

A. See Section I of the Basic Plan.

B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

II. PURPOSE

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

III. EXPLANATION OF TERMS

A. Acronyms

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

B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

2. Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.

5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As identified in the Gillespie County/City of Fredericksburg Hazard Analysis, which is summarized in Section IV of the Basic Plan, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.

3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.

4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.

2. The County/City must be prepared to deal with a major emergency or disaster until outside help arrives.

3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.

4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.

5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.

6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

V. CONCEPT OF OPERATIONS

A. General

The County/City disaster recovery program will be conducted in five steps:

1. Pre-Emergency Preparedness. Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.

2. Initial Damage Assessment. An initial damage assessment is required to support all requests for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the County Judge/Mayor should declare a local state of disaster, as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.

3. Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a DSO reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.

4. Short Term Recovery Activities. Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the DDC in San Antonio. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.

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

B. Damage Assessment

1. An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. Gillespie County/City of Fredericksburg is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.

2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.

3. Damage Assessment Teams

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

   a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:

      1) Emergency services
      2) Debris removal and disposal
      3) Roadways and bridges
      4) Water control facilities
      5) Buildings, equipment, and vehicles
      6) Publicly owned utilities
      7) Parks and recreational facilities

   b. IA Team. This team will survey damage to homes and businesses.

      1) Homes. The DSO form (DEM-93), included in Appendix 1 to this annex and in the Forms section of the TDEM *Disaster Recovery Manual* (DEM-62), provides a matrix used to report the following information:

         a) Damage to homes will be categorized by:

            (1) Type of housing unit: single family, mobile homes, multi-family units
            (2) Type of damage: destroyed, major damage, minor damage, affected

         b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.

      2) Businesses.

         a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.

         b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.

1) Business name and address
2) Owner's name and phone number
3) Type of business
4) Estimated dollar loss
5) Amount of anticipated insurance
6) Value of business
7) Fair replacement value of
   (a) Contents
   (b) Structure
   (c) Land
8) Number of employees
9) Number of employees for which unemployment insurance is carried
10) Estimated number of days out of operation
11) Percent of uninsured loss

C. Requesting Assistance

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

1. If the Mayor determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:

   a. Prepare a letter requesting disaster assistance. Sample letters are included in the TDEM *Disaster Recovery Manual*.
   b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
   c. Forward the letter and its attachments to the County Judge.

2. The County Judge should:

   a. Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:

      1) A DSO for incorporated areas of the county, if such areas suffered damage.
      2) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
      3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
      4) All letters from mayors with their attached DSOs and disaster declarations.

   b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.

3. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge/Mayor as the request is processed.

4. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration.

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

a. Individual Assistance.

1) The FEMA Teleregistration System is activated so that disaster victims may register by phone for federal disaster assistance.

2) Federal, state, and local personnel conduct follow-up damage assessments.

3) State and federal Outreach programs for disaster victims are initiated.

4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.

2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.

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

2. Other Assistance

a. SBA Disaster Declarations.

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

b. Agricultural Disaster Declarations.

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

c. Other State Programs.

Limited assistance may be available through other state agencies.

E. Actions by Phases of Emergency Management

1. Mitigation

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

2. Preparedness

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

3. Response

a. Gather damage reports.
b. Compile damage assessment reports.
c. Complete DSO.
d. Keep complete records of all expenses.

4. Recovery

   a. Identify unsafe structures and recommend condemnation.
   b. Monitor restoration activities.
   c. Review building codes and land use regulations for possible improvements.
   d. Communicate effectively with disaster victims.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County/City organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.

2. The EMC shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.

3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

B. Assignment of Responsibilities

1. The County Judge/Mayor will:

   a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.

   b. Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.

   c. In the aftermath of a disaster:

      1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.

      2) Participate in recovery program briefings and periodic reviews.

      3) Monitor and provide general guidance for the operation of the local recovery program when implemented.

2. The EMC will:

   a. Serve as the Damage Assessment Officer or designate an individual to fill that position.

   b. Participate in recovery program briefings, meetings, and work groups.

c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.

d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer.

e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.

f. Assist the County Judge/Mayor in preparing documents to request state and federal recovery assistance.

g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.

h. Provide situation updates to the District Coordinator.

3. The Damage Assessment Officer will:

a. Develop a damage assessment program.

b. Organize and coordinate training for damage assessment teams.

c. In the aftermath of a disaster:

1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
2) Compile damage assessment information and complete the DSO.
3) Participate with state and FEMA representatives in the PDA process.
4) Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.

4. The PA Officer will:

a. Attend the following PA program meetings:

1) Applicant's Briefing
2) Kick-off Meeting.
3) Other program meetings, as needed.

b. Obtain maps showing damage areas from PDA team leaders.

c. Prepare or assist state and federal teams in preparing recovery PWs for the local area.

d. Monitor all PA program activities and:

1) Ensure deadlines are complied with or time extensions requested in a timely manner.
2) Ensure the work performed complies with the description and intent of the PW.
3) Ensure all environmental protection and historical preservation regulations are complied with.

4) Request alternate or improved projects, when appropriate.
5) Request progress payments on large projects, if appropriate.
6) Provide quarterly reports to TDEM.
7) Request final inspections and audit when projects are completed.
8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
9) Provide insurance information when needed.
10) Ensure costs are properly documented.
11) Assist with final inspections and audits.
12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *Disaster Recovery Manual.*

5. The IA Officer will:

   a. Act as our liaison with state and federal Outreach and Public Relations programs.

   b. Assist in locating a local facility for use as DRC, if needed.

   c. Act as the local government representative at the DRC, when needed.

   d. Coordinate with the state and federal Outreach staff to arrange community meetings.

   e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.

   The duties of the IA Officer are further explained in the *Disaster Recovery Manual.*

6. The PIO will:

   Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.

7. The Director of Finance/County Treasurer will:

   a. Administer fiscal aspects of the recovery program.

   b. Ensure that the financial results of each project are accurate and fully disclosed.

   c. Monitor the source and application of all funds.

   d. Ensure that outlays do not exceed approved amounts for each award.

   e. Maintain information establishing the local cost share.

   f. Ensure that all laws, regulations, and grant requirements are complied with.

   g. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.

   These duties are further explained in the *Disaster Recovery Manual.*

8. Chief Appraiser of the Central Appraisal District will:

   Provide estimates of value of damaged and destroyed property to support the damage assessment process.

9. The Road & Bridge/Public Works Department will:

   Survey roads, bridges, traffic control devices, and other facilities and determine extent of damage and estimate cost of restoration.

10. The Public Works Department will:

    a. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.

    b. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

11. The Roads & Bridge/Street Department will:

    Assess and report damage to its facilities and equipment and the estimated cost of repairs.

12. The Doss, Fredericksburg and Harper Independent School Districts will:

    a. Assess and report damage to their facilities and equipment and the estimated cost of repairs.

    b. Estimate the effects of the disaster on the school district tax base.

13. The County Tax Assessor-Collector/Director of Development will:

    a. Estimate dollar losses to local government due to disaster.

    b. Estimate the effects of the disaster on the local tax base and economy.

14. All departments and agencies will:

    a. Pre-emergency:

        1) Identify personnel to perform damage assessment tasks.
        2) Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
        3) Participate in periodic damage assessment training.
        4) Participate in using geographic information systems (GIS) that may be used in damage assessment.
        5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.

    b. Emergency:

        1) Make tentative staff assignments for damage assessment operations.
        2) Review damage assessment procedures and forms with team members.

3) Prepare maps and take photos and videos to document damage.

c. Post-emergency:

1) Identify and prioritize areas to survey.
2) Refresh damage assessment team members on assessment procedures.
3) Deploy damage assessment teams.
4) Complete damage survey forms and forward to the Damage Assessment Officer.
5) Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
6) Provide technical assistance for preparation of recovery project plans.
7) Maintain disaster-related records.

VII. DIRECTION AND CONTROL

A. The Commissioner's Court/City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.

B. The County Judge/Mayor/City Manager shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.

C. The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.

D. The County Judge/Mayor/City Manager shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.

VIII. INCREASED READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2.

B. Readiness Level III – Increased Readiness

1. Alert key staff and volunteer organizations of the current situation.

2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

C. Readiness Level II – High Readiness

1. Notify District Coordinator of the situation.

2. Brief damage assessment teams and place on standby.

3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

D. Readiness Level I – Maximum Readiness

1. Provide situation updates to the District Coordinator.

2. Have damage assessment teams ready for deployment.

IX. ADMINISTRATION & SUPPORT

A. Reports

1. Survey Team Reports

   Each damage survey team will collect data using the Site Assessment forms (see Appendix 2) which can be found in the *Disaster Recovery Manual.* Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

2. Disaster Summary Outline (DSO).

   Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Appendix 1 to this annex and also included in the *Disaster Recovery Manual.*

B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
   a. Paid (regular and overtime)
   b. Volunteer

2. Equipment Used
   a. Owned
   b. Rented /leased
   c. Volunteered

3. Materials
   a. Purchased
   b. Taken from inventory
   c. Donated

4. Contracts (see below)
   a. Services
   b. Repairs

C. Contracts

1. The Director of Finance/County Treasurer should monitor all contracts relating to the

recovery process. Contracts that will be paid from federal funds must meet the following criteria:

a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
b. Be reasonable.
c. Contain right to audit and retention of records clauses.
d. Contain standards of performance and monitoring provisions.
e. Fall within the scope of work of each FEMA project.
f. Use line items to identify each FEMA project, for multiple project contracts.

2. The following contract-related documents must be kept:

a. Copy of contract
b. Copy of PWs
c. Copies of requests for bids
d. Bid documents
e. Bid advertisement
f. List of bidders
g. Contract let out
h. Invoices, cancelled checks, and inspection records

D. Training

1. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by TDEM and FEMA.

2. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.

3. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

E. Release of Information

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.

2. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The Director of Development/Tax Assessor Collector is responsible for developing and maintaining this annex.

B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Procedures

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

XI. REFERENCES

A. TDEM, *Disaster Recovery Manual* (DEM-62). (Available from TDEM in hard copy and online at the TDEM web site: www.txdps.state.tx.us/dem/documents.htm#recovery.

B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).

C. FEMA, *Debris Management Guide* (FEMA-325).

D. Current FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

APPENDIX

Appendix 1.....Disaster Summary Outline
Appendix 2 .....Site Assessment Forms

Disaster Summary Outline

Date:
Time:

I. GENERAL

Jurisdiction (*County/City*): _____ Population: _____

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) _____

_____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)? Yes/No

Inclusive dates of the disaster: _____

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone ( )_____ Fax ( ) _____

Pager ( )_____ 24-Hour Duty Officer/Sheriff's Office ( )_____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

A. Number of Fatalities _____
B. Number of Injuries _____
C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.):_____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (*Local Damage Assessment*) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

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Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many? _____

Name, location, capacity, and current occupancy of shelters?

_____

_____

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage(greater than 40%)			$
Minor Damage (less than 40%)			$
Totals			$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster_____
(Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			$	$
Emergency (*EMS, Fire, Police*)			$	$
Road & Bridge	Roads - Paved		$	$
	Roads - Unpaved		$	$
	Bridges - Destroyed		$	$
	Bridges - Closed & Repairable		$	$
	Bridges - Damaged & Serviceable		$	$
	Culverts - Totally washed away		$	$
	Culverts - Damaged & still in place		$	$
Water Control Facilities (*Dams, levees, dikes*)			$	$
Buildings & Equipment			$	$
Public Utility Systems (*Gas, Electric, Sewer, Water*)			$	$
Other (*Recreational Facilities, Airports, etc.*)			$	$
Totals			$	$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.

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Total annual maintenance budget (i.e. Public Works, Road & Bridge): $_____

Start of Fiscal Year: Month_____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Totals		$	$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773 or FAX to: 512-424-2444

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RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

Structure gone, only foundation remains;

Major sections of walls missing or collapsed;

Entire roof gone with noticeable distortion of the walls;

Structure has shifted off of its foundation;

More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

Portions of the roof, including decking, missing;

Twisted, bowed or cracked walls;

Penetration of structure by trees or cars, etc.;

2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

Many missing shingles, broken windows and doors;

Siding loose, missing or damaged;

Minor shifting or settling of foundation;

Damaged septic systems (flood);

6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

A **few** missing shingles;

Some broken windows;

Damage to cars;

Damage to Air Conditioner Compressor only;

Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

Renters are less likely to have insurance.

Low income residents are less likely to have insurance.

Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.

Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.

Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY_____ **(4) DAMAGE ASSESSMENT TEAM** **(5) INCIDENT PERIOD:**_____

(2) CITY _____ _____ **(6) DATE OF SURVEY:**_____

(3) INCIDENT:_____ _____ **(7) PAGE___OF ___**

_____

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40% MAJ (18)
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			

Instructions for Site Assessment – Business Losses

(1) County where the business is located

(2) City, if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Reference number (for local use)

(9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.

(10) Estimated days business will be out of operation

(11) Total number of employees

(12) Number of employees in which unemployment insurance is carried

(13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.

(14) Estimated dollar loss

(15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or uncoverable loss from the estimated repair cost.

(16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$

(17) If column 16 is less than 40%, it is considered minor damage

(18) If column 16 is greater than 40%, it is considered major damage

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY_____ **(4) INCIDENT PERIOD:** _____ **(7) ASSESSMENT TEAM:**

(2) MUNICIPALITY_____ **(5) DATE OF SURVEY:**_____

(3) TYPE OF INCIDENT: _____

(6) PAGE ___OF____

REF NO. (8)	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY AFFECTED DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (INCHES)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE	ESTIMATED LOSS $	ANTICIPATED INSURANCE $	AMOUNT OF UNINSURED LOSS $	PERCENT OF UNINSURED LOSS
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
	TOTALS	SF_____ MF_____ MH_____	AFF_____ MIN_____ MAJ_____ DEST_____		L_____ M_____ H_____	Y_____ N_____	O_____ R_____	P_____ S_____	STRUCTURE CONTENTS	$	$	$	$

Instructions for Site Assessment – Housing Losses

(1) County where the damage is located

(2) City if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Locally established reference number – 1, 2, 3...etc

(9) Name of occupant, street address, phone number.

(10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)

(11) Damage Category – Destroyed, Major, Minor

(12) Water Level in Structure (in feet)

(13) Estimated income (High, Medium, Low)

(14) Is structure occupied?

(15) Own/Rent

(16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant" property and evaluate extent of damage and % of uninsured loss to the owner" property)

(17) Fair Replacement Value (structure and contents)

(18) Insurance coverage