

DELAWARE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section IV

RECOVERY

A. Damage Assessment

1. All local governments in Delaware County must participate in damage assessment activities.
2. The Director of the Department of Emergency Services is responsible for:
 - a) Developing with local governments and fire department a damage assessment program;
 - b) Coordinating damage assessment activities in the County during and following an emergency.
 - c) Designating a Damage Assessment Officer for each emergency.
 - d) Organizing and forming Damage Assessment Teams, and supply them with standard documentation forms.
3. All County departments and agencies, as well as local municipalities in the County, will cooperate fully with the Director of the Department of Emergency Services in damage assessment activities including:
 - a) Pre-emergency:
 - Identifying County agencies, personnel, and resources to assist and support damage assessment activities
 - Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
 - Fostering agreements between local government and the private sector for technical support
 - Utilizing geographic information systems (GIS) in damage assessment
 - Participate in annual training
 - b) Emergency:
 - Obtaining and maintaining documents, maps, photos and video tapes of damage
 - Reviewing procedures and forms for reporting damage to higher levels of government

- Determining if State assistance is required in the damage assessment process
- c) Post-emergency:
- Advise County departments and local municipalities of assessment requirements
 - Selecting personnel to participate in damage assessment survey teams
 - Arranging for training of selected personnel in damage assessment survey techniques
 - Identifying and prioritizing areas to survey damage
 - Assigning survey teams to selected areas
 - Completing damage assessment survey reports and maintaining records of the reports
4. County and local government employees and officials will conduct damage assessment. When necessary, fire department personnel will be utilized, as well as non-government personnel.
 5. Each damage assessment team will provide damage assessment reports to the EOC.
 6. Personnel from County departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
 7. All assessment activities in the disaster area will be coordinated with the Incident Commander.
 8. The Director of the Department of Emergency Services will prepare a Damage Assessment Report which will contain information on
 - destroyed property
 - property sustaining major damage
 - property sustaining minor damage, for the following categories:
 - a) damage to private property in dollar loss to the extent not covered by insurance:
 - homes
 - businesses
 - industries
 - utilities
 - hospitals, institutions and private schools

b) damage to public property in dollar loss to the extent not covered by insurance:

- road systems
- bridges
- water control facilities such as dikes, levees, channels
- public buildings, equipment, and vehicles
- publicly-owned utilities
- parks and recreational facilities

c) damage to agriculture in dollar loss to the extent not covered by insurance:

- farm buildings
- machinery and equipment
- crop losses
- livestock

d) cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants

e) community services provided beyond normal needs

f) Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.

g) financing overtime and labor required for emergency operations

SEMO's **Damage Assessment Guidance**, with appropriate forms, is available from the County Emergency Management Office.

9. The Chairman of the Board of Supervisors, through the Director of the Department of Emergency Services, will submit the Damage Assessment Report to the State Emergency Management Office, Region 2 Office. It is required for establishing the eligibility for any State and/or Federal assistance.

10. It is essential that, from the outset of emergency response actions, County response personnel keep detailed records of expenditures for:

- a) Labor used
- b) Use of owned equipment
- c) Use of borrowed or rented equipment
- d) Use of materials from existing stock

- e) Contracted services for emergency response
- f) Submitting damage assessment reports to the State Emergency Management Office

Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

11. The Director of the Department of Emergency Services will advise the Chief executives of affected towns and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.
12. Unless otherwise designated, the Chairman of the Board of Supervisors will serve as the County's authorized agent in disaster assistance applications to State and Federal government.
13. The County's authorized agent will:
 - a) Attend public assistance applicant briefing conducted by Federal and State Emergency officials.
 - b) Review SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*.
 - c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and videotapes.
 - d) Prepare and submit Notice of Interest Public Assistance in applying for Federal Disaster Assistance
 - e) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
 - f) Follow up with governor's authorized representative and FEMA
 - g) Submit Proof of Insurance, if required.
 - h) Prepare and submit project listing if small project grant.
 - i) Follow eligibility regarding categorical or flexibly funded grant.
 - j) Maintain accurate and adequate documentation for costs on each project.
 - k) Observe FEMA time limits for project completion.
 - l) Request final inspection of completed work or provide appropriate certificates.
 - m) Prepare and submit final claim for reimbursement.
 - n) Assist in the required state audit.
 - o) Consult with governor's authorized representative (GAR) for assistance.
 - p) Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.

2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the Delaware County Planning Department.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinate planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. Local Government decides whether the recovery will be managed through existing organizations with planning and coordinate skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force consisting of the County Emergency Planning Committee and other identified necessary personnel will be appointed by the Chairman of the Board of Supervisors to:
 - a) Direct the recovery with the assistance of County departments and agencies coordinated by the Director of Emergency Management.
 - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a of the State Executive Law.
8. The recovery and redevelopment plan shall include;
 - a) Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
 - b) Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
 - c) Economic recovery and community development.
 - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.

10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-a the local governments have the following responsibilities:
 - a) Any County, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
 - b) Within 15 days after declaration of a state disaster, any County, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
 - c) Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
 - d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
 - e) A plan shall be adopted by such County, town or village within 10 days after receiving the comments of the DPC.
 - f) The adopted plan:
 - May be amended at anytime in the same manner as originally prepared, revised and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:

- a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards;
- b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.

2. Long term reconstruction and recovery includes activities such as:

- a) Scheduling planning for redevelopment
- b) Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
- c) Conducting of public meetings and hearings
- d) Providing temporary housing and facilities
- e) Public assistance
- f) Coordinating State/Federal recovery assistance
- g) Monitoring of reconstruction progress
- h) Preparation of periodic progress reports to be submitted to SEMO

3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.

4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

- a) What kind of emergency assistance is available to the public?
- b) Who provides the assistance?
- c) Who is eligible for assistance?
- d) What kinds of records are needed to document items, which are damaged or destroyed by the disaster?
- e) What actions to take to apply for assistance.
- f) Where to apply for assistance.

2. The following types of assistance may be available:

- a) Food stamps (regular and/or emergency)
 - b) Temporary housing (rental, mobile home, motel)
 - c) Unemployment assistance and job placement (regular and disaster unemployment)
 - d) Veteran's benefits
 - e) Social Security benefits
 - f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
 - g) Tax refund
 - h) Individual and family grants
 - i) Legal assistance
3. All the above information will be prepared jointly by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.