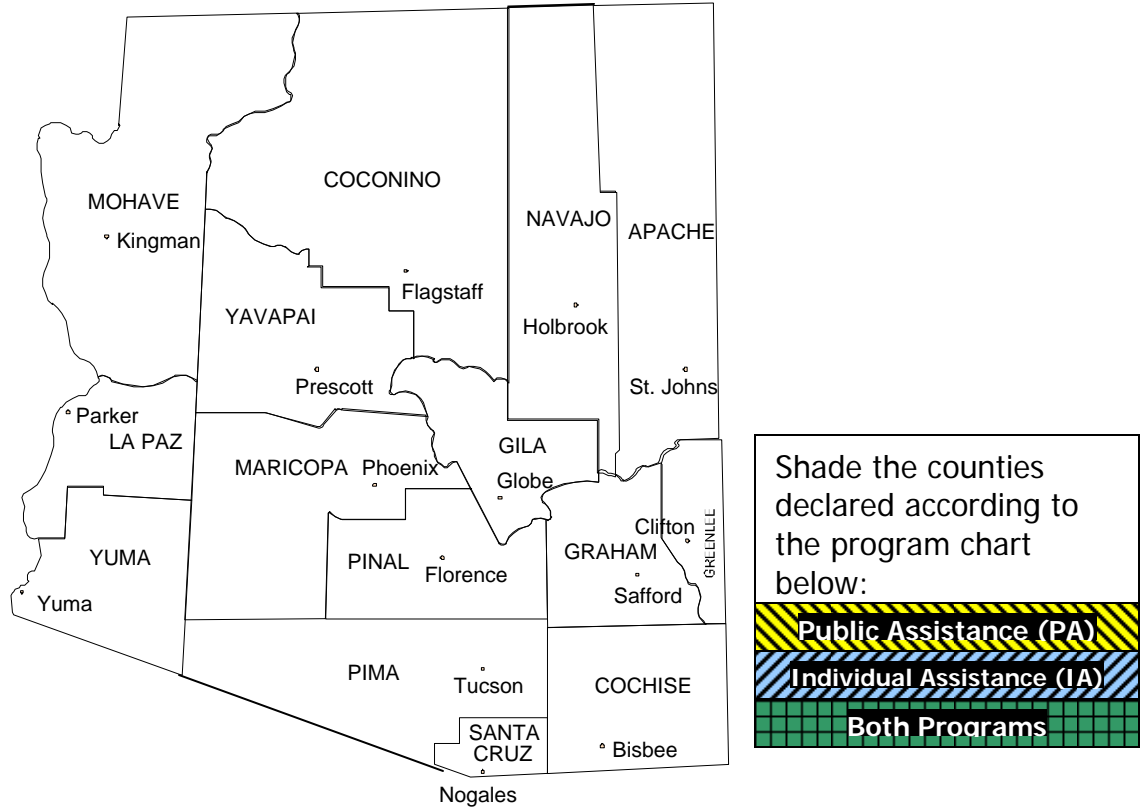


NAME OF INCIDENT / EVENT (PCA XXXXX)



State of Arizona Division of Emergency Management

Short & Long-Term RECOVERY ACTION PLAN

DATE & TIME PREPARED: **XX-XX-XX @ _____**
OPERATIONAL PERIOD: **XX-XX-XX TO XX-XX-XX**

PREFACE

Recovery Process during Initial Response to an Incident

When the Recovery Section receives notification from either the Duty Officer or ADEM Response Officer that Incident happened, the Recovery Section will monitor the incident for potential involvement and support of it.

If initial notification comes directly to the Recovery Section from a local jurisdiction, the notification will be routed to the ADEM Response Officer during business hours or the ADEM Duty Officer after hours.

Recovery Section will alert the rest of the section and participate as appropriate for Individual Assistance and Public Assistance support as needs arise and requests are made.

ADEM Recovery Section Initial Notification Process

- Participate in the conference calls with the Policy, Operations, Plans, and Logistics, the effected jurisdiction and other agencies as deemed essential to the incident.
- Monitor the situation in E-Team and provide updates in the system.
- Track the actions for potential declarations from local jurisdictions, counties or need for state agencies actions to a pending state or national event for support.
- Provide information to Recovery Stakeholders as pertinent to their roles and responsibilities.

If the SEOC is activated, transition to the SEOC for coordination. Follow the SEOC SOPs for Recovery Section Staff positions.

- If incident is in Arizona and damages are incurring then initiate Recovery Action Plan.
- If incident is in support of event in another state or a national event, participate in briefings and take action as required.
- Provide input on the Incident Action Plan and Executive Situation Summary Report for the ADEM Director.

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- 1) Preface
- 2) Recovery Strategy with Mission, Goal, Objectives & Priorities
- 3) Incident Summary
- 4) Organizational Chart
- 5) Recovery Section & Personnel Checklists
 - a. Recovery Section Chief
 - b. Public Assistance (PA) Branch Director
 - c. Individual Assistance (IA) Branch Director
- 6) Time Line
- 7) Activity Logs
- 8) SEOC Tasking(s) & Mission Assignments
- 9) Contact Information

ATTACHMENTS:

- 1) Preliminary Damage Assessment (PDA) Action Plan
- 2) Declaration Templates
 - a. State
 - b. Federal
- 3) Transition Recovery Section from SEOC to JFO and/or DRC/IASC

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Recovery Strategy with Mission, Goal, Objectives & Priorities

The Arizona Division of Emergency Management's (ADEM) Recovery Section coordinates the recovery efforts for the state and provides support to communities, local governments and state agencies in recovering from any State or Federally declared disaster. This is done in accordance with the State Emergency Response and Recovery Plan (SERRP) Emergency Support Function 14 (ESF-14) Recovery and Mitigation Annex and related roles and responsibilities. The Recovery Section includes but is not limited to Individual Assistance and Public Assistance Programs. This support begins with damage identification and assessment and continues with providing individual assistance and assistance in rebuilding public infrastructure.

Responsibilities include coordination of state and federal agencies, non-governmental organizations and private entities; administration of the Governor's Emergency Fund; management of short-term recovery efforts to include disbursement of state and federal disaster funds and liaison with the effected communities to get the necessary resources delivered as quickly as possible; and oversight and management of long-term recovery efforts to include development of long-term strategy and assemble a Recovery Task Force to address long-term recovery needs.

This State Recovery Strategy for short- and long-term recovery for affected communities is scaleable from small (single county) up to large statewide (all 15 counties) for multi-hazard events.

Mission: To coordinate state and federal actions with local jurisdictions to Recover from disasters.

Goal: To expedite the recovery processes during and following a disaster to provide for both immediate unmet needs, short- and long-term recovery.

General Incident Objectives:

1. Participate in initial and continuing briefings for the incident.
2. Provide effective recovery support to affected county(ies).
3. Maximize potential of government (local/state/federal) recovery efforts.

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Recovery Section Priorities

General Recovery

- Coordinate recovery efforts for non-declared events, state and federal declarations to the impacted jurisdictions.
- All disasters are local and the state provides support to the local government when requested, therefore the state relies on the local government to prioritize their recovery efforts to include restoration of critical services, functions and facilities as well as vital resources, programs and infrastructure, in accordance with their plans, procedures and policies.
- If the incident impacts the state government, the State Emergency Operations Center Policy Group with input from the Plans, Operations, Logistics and Recovery Sections will prioritize immediate restoration of critical services, functions and facilities as well as vital resources, programs and infrastructure based on the local actions, Continuity of Government Plan(s) and the Continuity of Operations Plan(s).
- Fulfill state and federal (if invoked) declaration requirements.

Public Assistance

- Facilitate timely delivery of Public Assistance Programs, specifically emergency work categories:
 - Category A: Debris Removal
 - Category B: Emergency Protective Measures
- Liaison with affected community, local government, and non-governmental organizations.
- If there is a declaration work with the county(ies) emergency manager to notify potential applicants and conduct Applicant Briefing(s) to provide information to all potential applicants eligible for public assistance grants.
- Facilitate Project Applications and Project Worksheets (PW) as per the State of Arizona, Public Assistance Program Administrative Plan.

Individual Assistance

- Coordinate timely delivery of Individual Assistance disaster recovery programs for individuals, households, and businesses.
- Liaison with affected community, local government, and non-governmental organizations.
- Identify unmet needs and solutions.
- Coordinate individual disaster case management.
- Address long-term recovery.

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Incident Summary

Incident Period: (Dates)

Affected Jurisdictions: (city, county & date)

Local Declaration(s): (city, county & date)

State & Local Preliminary Damage Assessment: Refer to Attachment #1 PDA Action Plan

Governor's Declaration: (name of event)

Date: (date)

Amendment(s): (list)

County(s): (list)

Specific Directive(s), if any: (list)

Joint (Federal, State & Local) Preliminary Damage Assessment:

Date Requested: (date)

Date Started: (date)

Date Completed: (date)

Federal Declaration Request from Governor:

Date sent: (date)

Decision: (granted or denied)

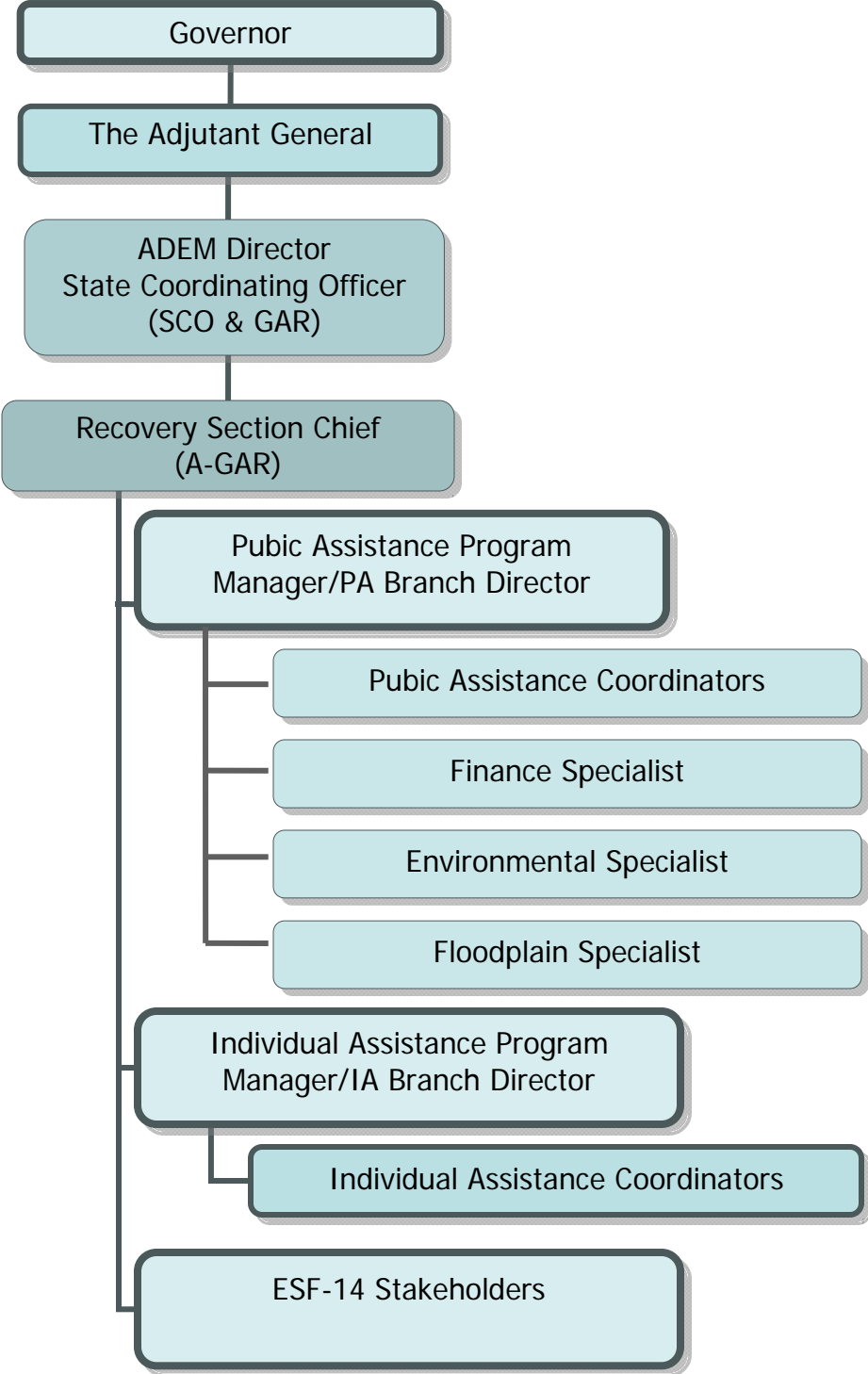
Date of Decision: (date)

Incident Summary Details

It was a cold and rainy night...

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Organizational Chart



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Recovery Section & Personnel Checklists

- I. Responsibilities: The Recovery Section is responsible for gathering information on impacts to private property, business & public infrastructure, coordinating with all state and federal agencies, and responding to all issues pertaining to recovery from disaster.
- II. For events that the SEOC is not opened and/or no declaration of emergency is made either by the Governor or President, the Recovery Section will monitor the situation and support the ADEM Director as required.
- III. Following the activation of the SEOC by the ADEM Director, or other appropriate authority, the Recovery Section will accomplish the following:
 - Initiate the Recovery Action Plan.
 - Coordinate the ESF #14 Stakeholders (State, Local, Voluntary, Federal and Private) listed in the SERRP, as needed.
 - Execute Recovery Section staff checklists.
 - Recovery Section Chief
 - Public Assistance Branch Chief
 - Individual Assistance Branch Chief

RECOVERY SECTION CHIEF CHECKLIST

I. Responsibilities:

Supervise the functions of the Recovery Section by issuing guidance and directives, gathering information on public, private and business damages and impact, coordinating with all agencies, and responding to all issues pertaining to recovery from disaster. Participate as a member of the Policy Section and provide information and advice to the Policy Section Chief.

II. Initial Actions/Activation:

Obtain briefing from the ADEM Director, Policy Section Chief and/or Duty Officer.

Brief the Recovery Section on the event.

Activate the Recovery Section, as needed:

Determine the level of recovery staff activation based on event.

Coordinate with PA and IA Branch Directors for activation of their staff.

Notify Policy Chief when the Branches are operational.

Brief the Policy Section Chief on Recovery Section actions.

Provide information to the Plans Section on Recovery Section actions for the Incident Action Plan.

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III. Actions for Consideration Following Policy Meetings

- Brief the Recovery Section PA and IA Branch Directors of Policy decisions and requests.
- Initiate the Recovery Action Plan as appropriate for PA and/or IA. (*Network path: I:\Recovery\Events\Action Plans\Recovery Action Plan Template – 10-2008*)
- As situation warrants, follow the declaration process:
 - Coordinate State/Local Preliminary Damage Assessment (PDA)
 - Review PDA information and recommendation regarding Governor's declaration from the PA & IA Branch Directors.
 - Provide recommendation to the Policy Section Chief for a State Declaration of Emergency.
 - Coordinate the drafting of a State Declaration of Emergency for the Governor's Signature with the PA & IA Branches. (*Network path: I:\Recovery\Events\Declarations\Draft Disaster Declaration Template*)
 - Provide the Governor's Declaration to the Policy Section Chief for review and approval to be sent forward to the Governor's Office for signature.
 - Provide the signed Governor's Declaration to the Section Chiefs, Public Information Officer to coordinate the media release with the Governor's Office and save in E-Team.
 - Contact FEMA Region IX, Disaster Assistance Division Director to request a Joint Federal/State/Local Preliminary Damage Assessment (Joint PDA).
 - Coordinate Joint Federal/State/Local Preliminary Damage Assessment (Joint PDA).
 - Provide recommendation to the Policy Section Chief for a Presidential disaster declaration or emergency.
 - Coordinate the drafting of the Governor's request for Presidential disaster declaration or emergency and request for State Management of FEMA's Public Assistance Program. (*Network path: I:\Recovery\Events\Declarations\Federal Request Templates\Governor's Request Major Disaster*)
 - Provide the Governor's request for Presidential disaster declaration or emergency to the Policy Section Chief for review and approval to be sent forward to the Governor's Office for signature.
- Obtain a briefing from the PA & IA Branch Directors prior to all Policy Section Meetings.

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IV. Staffing - Ensure adequate staffing/representation in:

- SEOC Recovery Section
- Preliminary Damage Assessment Teams through the PA & IA Branch Directors
- Project staffing needs if potential for Presidential disaster declaration or emergency and opening of a Joint Field Office (JFO).

V. Determine status of (Plan for the Future):

- Recovery Action Plan
- Preliminary Damage Assessment (PDA):
 - Public Assistance Branch Chief
 - Individual Assistance Branch Chief
- Individual Assistance Service Center(s)
 - Is there a need for one or more in the disaster area?
 - Coordinate location with ADEM Logistics Section Chief
- Joint Field Office
 - Coordinate location with ADEM Logistics Section Chief
- Disaster Recovery Center(s)
 - Coordinate location with ADEM Logistics Section Chief

VI. Other considerations:

- Coordinate with FEMA Region IX in establishing a Joint Field Office (JFO) and Disaster Recovery Center(s) (DRCs), if warranted, and make the transition from the SEOC to the JFO and DRC.
- Coordinate with other Federal agencies involved in Recovery, such as Small Business Administration, Federal Highways, Health and Human Services, Housing and Urban Development, etc...

VII. Decision sequence:

- Governor
- DEMA Director
- ADEM Division Director/Policy Chief
- Recovery Section Chief
- Public Assistance Branch Director
- Individual Assistance Branch Director

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PUBLIC ASSISTANCE (PA) BRANCH DIRECTOR CHECKLIST

I. Responsibilities:

Gather information on public damages and impact, coordinating with all local, state and federal agencies and responding to all issues pertaining to recovery from disaster.

II. Initial Actions/Activation:

- Obtain briefing from the Recovery Section Chief
- Coordinate with the State and Field Liaison Officers to gather information for the Recovery Action Plan and to assess the situation for potential future Recovery actions.

III. Actions for Consideration Following Policy Meetings

- Initiate preparation of the Recovery Action Plan, PA Branch portion (in coordination with IA Branch Director) as situation warrants.
 - Prepare Attachment 1 to Recovery Action Plan - PDA Action Plan (in coordination with IA Branch Director) for the specific event.
- Notify and coordinate with the ESF #14 Stakeholders listed in SERPP, as needed.
- As situation warrants, follow the declaration process:
 - Coordinate State/Local Preliminary Damage Assessment (PDA)
 - Provide PDA information and recommendation regarding Governor's declaration to the Recovery Section Chief.
 - Assist Recovery Section Chief in drafting a State Declaration of Emergency for the Governor's Signature. (*Network path: I:\Recovery\Events\Declarations\Draft Disaster Declaration Template*)
 - Coordinate Joint Federal/State/Local Preliminary Damage Assessment (Joint PDA)
 - Assist Recovery Section Chief in drafting the Governor's request for Presidential disaster declaration or emergency and request for State Management of FEMA's Public Assistance Program. (*Network path: I:\Recovery\Events\Declarations\Federal Request Templates\Governor's Request Major Disaster*)

IV. Staffing - Ensure adequate staffing/representation in:

- Notify all PA Disaster Reservists and put them on standby status to activate as necessary.

- Coordinate the Preliminary Damage Assessment (PDA) Teams
 - Select Team Members
 - Determine Priorities
 - Monitor the PDA

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V. Determine status of:

- Preliminary Damage Assessment (Attachment 1 to Recovery Action Plan)
 - Document findings on appropriate PA PDA Forms
 - Complete PDA Executive Summary (in coordination with IA Branch Director) and provide briefing and recommendation to the Recovery Section Chief.
 - Monitor the PDA

VI. Other considerations:

- After county(ies) declare local emergency, coordinate with County Emergency Managers for potential future Public Assistance needs.
- Coordinate with County Emergency Managers for notification of applicant briefing to potential eligible applicants impacted.
- Conduct Applicant Briefings in impacted counties.
- Assign Public Assistance Coordinators to work and coordinate delivery of the Public Assistance Program with impacted counties and eligible applicants within.
- Communicate daily with coordinators to receive situational updates and to provide direction and guidance.
- Provide daily situational field briefing to the Recovery Section Chief.
- Assist in convening/establishing a Recovery Task Force if situation warrants or if requested by an impacted county or jurisdiction.
- Upon Presidential declaration, coordinate with FEMA Region IX to establish Public Assistance Program positions needing to be filled by FEMA in JFO.
- Upon Presidential declaration, coordinate with designated FEMA Region IX Public Assistance Officer as to the flow/delivery of the Public Assistance Program; establishing roles and responsibilities for both ADEM and FEMA.

VII. Decision sequence:

- Governor
- TAG/ADEM Division Director/Policy Chief
- Recovery Section Chief
- Public Assistance Branch Director

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INDIVIDUAL ASSISTANCE (IA) BRANCH DIRECTOR CHECKLIST

VIII. Responsibilities:

Gather information on damages and impacts to individuals, residences, and businesses. Coordinate with all local, state and federal agencies and respond to all human service issues pertaining to recovery from disaster.

IX. Initial Actions/Activation:

- Obtain briefing from the Recovery Section Chief
- Coordinate with SEOC Mass Care Branch Director regarding shelter population and needs.
- Coordinate with the State and Field Liaison Officers to gather information for the SEOC Incident Action Plan (IAP) and Recovery Action Plan to assess the situation for potential future Recovery actions.
- Monitor and update ETEAM - <https://etteam.azdema.gov> / USER ID: AZRecoveryIA

X. Actions for Consideration Following Policy Meetings

- Initiate preparation of the Recovery Action Plan, IA Branch portion (in coordination with PA Branch Director) as situation warrants.
 - Prepare Attachment 1 to Recovery Action Plan - PDA Action Plan (in coordination with PA Branch Director) for the specific event.
- Notify and coordinate with ESF #6 & 14 Stakeholders listed in SERPP, as needed.
- As situation warrants, follow the declaration process:
 - Coordinate State/Local Preliminary Damage Assessment (PDA)
 - Provide PDA information and recommendation regarding Governor's declaration to the Recovery Section Chief.
 - Assist Recovery Section Chief in drafting a State Declaration of Emergency for the Governor's Signature. (*Network path: I:\Recovery\Events\Declarations\Draft Disaster Declaration Template*)
 - Coordinate Joint Federal/State/Local Preliminary Damage Assessment (Joint PDA)
 - Assist Recovery Section Chief in drafting the Governor's request for Presidential disaster declaration or emergency and request for State Management of FEMA's Public Assistance Program. (*Network path: I:\Recovery\Events\Declarations\Federal Request Templates\Governor's Request Major Disaster*)

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XI. Staffing - Ensure adequate staffing/representation in:

- Notify all IA Disaster Reservists and put them on standby status to activate as necessary.
 - Conduct orientation for IA field liaisons and advise of damages, community characteristics, customer service goals, points of contact and stress management.
 - Assign IA field liaisons to a location within the affected disaster area.
- Coordinate the Preliminary Damage Assessment (PDA) Teams
 - Select Team Members
 - Determine Priorities
 - Monitor the PDA
- Manage operations and staffing for state Individual Assistance Service Centers (IASC)
- Upon Presidential declaration, coordinate with FEMA Region IX to establish Individual Assistance Program positions needing to be filled by FEMA in JFO and establish roles and responsibilities for both ADEM and FEMA.
- Upon Presidential declaration, coordinate with designated FEMA Region IX staff (IA Officer, Volunteer Agency Liaison, Community Relations) as to the flow/delivery of the Individual Assistance Program; location of Disaster Recovery Center(s), and activate state support to FEMA's Individuals and Households Program (IHP) Other Needs Assistance (ONA) grant.

XII. Determine status of:

- Preliminary Damage Assessment
 - Document findings on appropriate PA PDA Forms
 - Complete PDA Executive Summary (in coordination with PA Branch Director) and provide briefing and recommendation to the Recovery Section Chief.
 - Monitor the PDA
- Communicate daily disaster and situation updates with IA field liaisons, be responsive to needs, collect daily field reports from IA field liaisons, and communicate situation updates with the Recovery Section Chief.

XIII. Other considerations:

- Coordinate stress debriefing for IA field liaisons
- Contact and coordinate with Arizona's VOAD regarding disaster case management for individuals and families impacted
- Assist in convening the initial meeting for Long Term Recovery (LTR) planning, establishment of LTR Committee, and in communicating the transition from government aid to unmet needs per sequence of delivery
- Assist Arizona's VOAD in resource development for unmet needs.

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XIV. Decision sequence:

- Governor
- TAG/ADEM Division Director/Policy Chief
- Recovery Section Chief
- Individual Assistance Branch Director

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Time Line

GENERAL RECOVERY			DATE INITIATED	DATE COMPLETED
1		INCIDENT		
2		CITY/TOWN/POLITICAL SUBDIVISION RESPONSE		
3		COUNTY RESPONSE		
4		COUNTY EMERGENCY RESOLUTION		
5		APPLICATION FOR STATE ASSISTANCE		
6		STATE PRELIMINARY DAMAGE ASSESSMENT		
7		STATE EMERGENCY PROCLAMATION		
	8	STATE RESOURCES OVERWHELMED		
	9	FEMA/STATE PRELIMINARY DAMAGE ASSESSMENT		
	10	REQUEST FOR FEDERAL ASSISTANCE		
	11	FEDERAL DECLARATION		
AFTER DECLARATION				
PUBLIC ASSISTANCE				
1		APPLICANT NOTIFICATION		
2		APPLICANT BRIEFING(S)		
3		KICKOFF MEETING(S)		
4		COMPLETE PROJECT WORKSHEETS		
5		PROJECT MONITORING	See Program Manager for Status	
6		DOCUMENTATION REVIEW		
7		FINAL INSPECTION		
8		AUDIT		
9		FINAL PAYMENT		
INDIVIDUAL ASSISTANCE				
1		INDIVIDUAL ASSISTANCE SERVICE CENTER(S)		
2		INDIVIDUAL ASSISTANCE FIELD LIAISONS		
3		FEMA/STATE DISASTER RECOVERY CENTER(S)		
4		DISASTER CASE MANAGEMENT		
5		JOINT HOUSING TASK FORCE		
6		IA LONG-TERM RECOVERY ORGANIZATION		
7		UNMET NEEDS COMMITTEE		

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Activity Logs

<u>PA Log of Activities</u>		
DATE INITIATED	ACTIVITY	DATE COMPLETED
<u>IA Log of Activities</u>		
DATE INITIATED	ACTIVITY	DATE COMPLETED

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SEOC Tasks or Mission Assignments

Insert any SEOC Tasks or Mission Assignments to Recovery.

SEOC Tasks		
Date & Time Requested:	Task:	Date & Time Completed:
Date & Time Requested:	Task:	Date & Time Completed:
Date & Time Requested:	Task:	Date & Time Completed:
Date & Time Requested:	Task:	Date & Time Completed:

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Attachment #1 to the Recovery Action Plan

PRELIMINARY DAMAGE ASSESSMENT (PDA)
ACTION PLAN

NAME of Incident

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- b. PDA Objectives & Safety Message
- c. PDA Organizational Chart
- d. ADEM Recovery Section PDA Statewide Executive Summary
- e. Public Assistance (PA)
 - i. PA PDA Action Plan
 - ii. Staffing Plan
 - iii. PDA Forms & Tools
 - 1. PA PDA Site Summary
 - 2. PA PDA Site Estimate
 - 3. PA Guidelines
- f. Individual Assistance (IA)
 - i. IA PDA Action Plan
 - ii. Staffing Plan
 - iii. PDA Forms & Tools
 - 1. Property Report (residential)
 - 2. Economic Injury Worksheet (business)
 - 3. County Summary
 - 4. Guidelines - Degrees of Damage Chart

DATE & TIME PREPARED: **XX-XX-XX @** _____

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PRELIMINARY DAMAGE ASSESSMENT OBJECTIVES

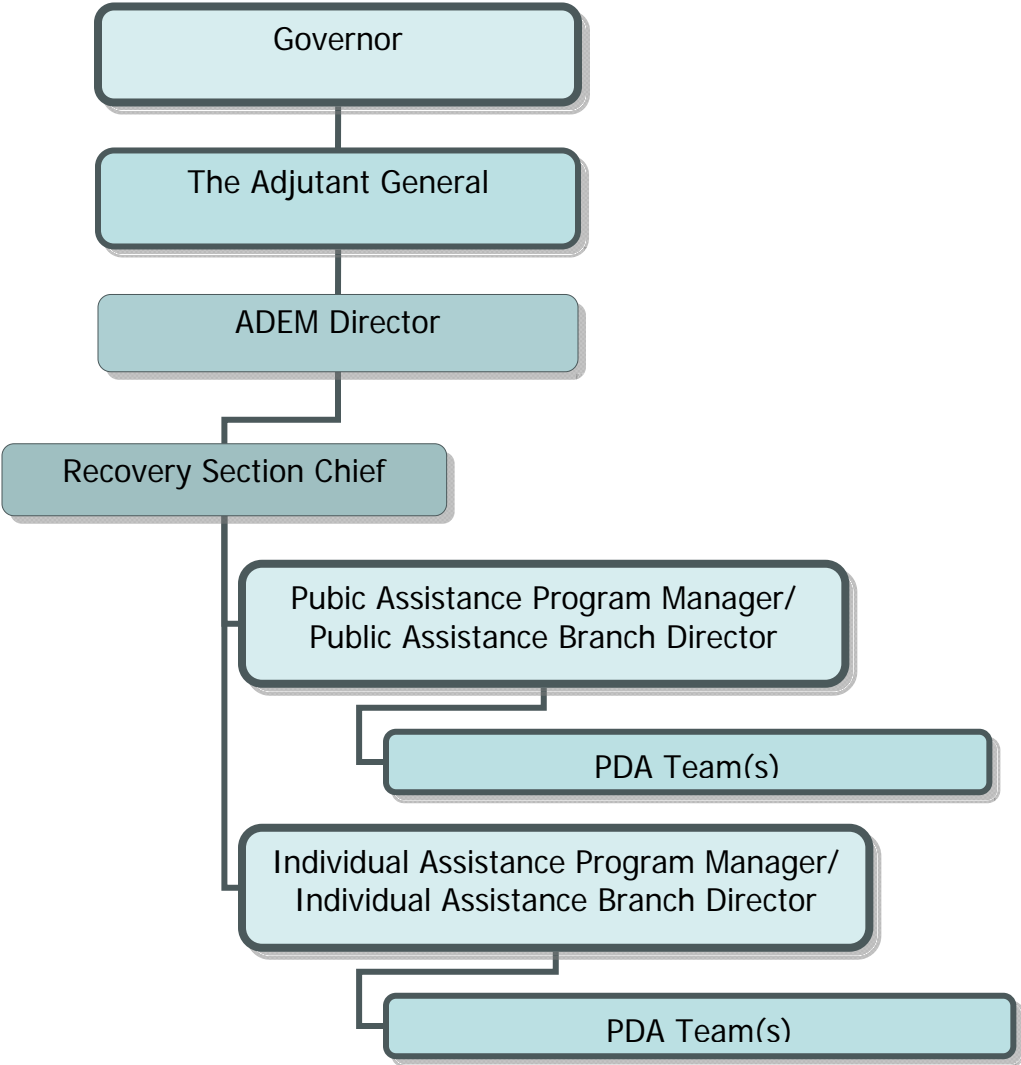
1. Document the impact of the incident including debris removal, emergency protective measures and damages to private property, businesses and public infrastructure.
2. Document PDA findings on appropriate PA/IA PDA Forms.
3. Complete PDA Executive Summary and provide briefing and recommendation to the Recovery Section Chief.
4. Recovery Section Chief will brief ADEM Director and make recommendation.

SAFETY MESSAGE:

- Weather Outlook
- Anticipated Field Conditions
- Road Closures
- Safety Gear (Hardhats, reflective vests, boots, etc...)
- Maintain personal level of situation awareness and security.
- Maintain appropriate staff rest for Recovery personnel.

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PRELIMINARY DAMAGE ASSESSMENT ORGANIZATIONAL CHART



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ADEM Recovery Section - Preliminary Damage Assessment
STATEWIDE EXECUTIVE SUMMARY - PUBLIC AND INDIVIDUAL ASSISTANCE

Event Name:		Type of Event:	
Date of Occurrence:		Counties Impacted:	

INDIVIDUAL ASSISTANCE: Private Property CUMULATIVE DAMAGES

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	# Low Income	% Flood Insured	% Property Insured	% Owned	% Rent	% Secondary
Single Dwelling Houses (inc. condo units)										
Multi-Family Residences (count each unit)										
Manufactured Residences (Mobile)										
Business/Industry										
Non-Profit Organization Buildings										
Agricultural Facilities										
TOTAL										

PUBLIC ASSISTANCE: Public Property CUMULATIVE DAMAGES

Categories of Damage:	Estimated Damages
Category A (Debris Removal)	
Category B (Emergency Protective Measures)	
Category C (Roads and Bridges)	
Category D (Water Control Facilities)	
Category E (Public Buildings and Equipment)	
Category F (Public Utilities)	
Category G (Parks and Recreation Facilities)	
TOTAL	\$0.00

Additional Information (Demographics / Community Characteristics):

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Public Assistance PDA Action Plan

PRELIMINARY DAMAGE ASSESSMENT (PDA)

I. PURPOSE

Incident assessment is the first step of the recovery process and begins with the completion of the Preliminary Damage Assessment (PDA).

The purpose of a PDA is to acquire data on disaster damages and in-kind repair estimates following a disaster event. This data helps to measure the impacts in dollars and is the foundation for determining whether the Governor should declare the event a state disaster and/or request federal assistance.

The applicant (e.g., emergency managers) completes a damage assessment and an Incident Information Questionnaire and submits to ADEM with their application for state assistance. The PDA and Incident Information Questionnaire are used to prioritize and assess identified damaged areas.

Following ADEM's review of the documentation submitted, representatives from ADEM will contact the applicant(s) requesting assistance and conduct a joint damage assessment. The confirmation of the damage impact from the event allows the Director of the Arizona Division of Emergency Management to accurately brief the Governor and other parties of interest.

Should the state determine that the recovery effort is beyond state and local capabilities, state officials will request the FEMA Regional Office (Oakland, CA) to conduct a joint federal/state/local PDA. When FEMA's validation of the impacts is complete, the Governor will determine whether or not to request Federal disaster assistance.

II. PDA CHECKLIST

PDA data is recorded on two forms:

- Preliminary Damage Assessment Site Estimate
- Preliminary Damage Assessment Site Summary

Note: There are two versions of each form: Arizona Division of Emergency Management and the Federal Emergency Management Agency. The forms are essentially identical and either can be completed. Our rule of thumb is use the ADEM form unless the event is of such significance that it is most likely Federal disaster assistance will be requested, in that case we recommend using FEMA's form.

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An optional PDA Checklist, can be used for each applicant to help the PAC in completing the Preliminary Damage Assessment Site Estimate and Summary forms. It is solely to assist the PAC in gathering data for each damaged site.

III. PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE
(AZ Form AZ PA 204-18, FEMA Form 90-81 MAR 95)

This form is used in the field to enter the data at each of the applicant's damaged sites by entering the following data:

PART I – APPLICANT INFORMATION

- 1) Date – start of recording PDA data
- 2) County – AZ county of applicant
- 3) Name of Applicant – responsible agency for damaged sites
- 4) Name of Local Contact & Email Address – person representing the agency for damaged sites and their email address
- 5) Phone Number – local contact telephone number

PART II – SITE INFORMATION

- 1) Site Number – starting with 1
- 2) Category – A,B,C,D,E,F, or G
- 3) Location – damage site
- 4) Lat/Long – GPS data for damaged site
- 5) Description of Damage – accurate data on damage
- 6) Impact – what are the consequences from the damages at the site
- 7) List the environmental issues, if applicable, at the damage site
- 8) Number of photographs of damage
- 9) % Complete – repair of the site
- 10) Cost Estimate – estimate of cost for in-kind repair

The data in PART II is recorded for each damaged site and is used to help in accurately obtaining data for each damaged site. Pictures of the damaged sites must be taken, printed, and saved to CD. Copies of the printed pictures are attached to the completed PDA form.

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IV. PRELIMINARY DAMAGE ASSESSMENT SITE SUMMARY

(AZ Form AZ PA 204-19, FEMA Form 90-80 JAN 84)

This form summarizes the data from the Preliminary Damage Assessment Site Estimate by entering the following data:

PART I - APPLICANT INFORMATION

- 1) Date – start of recording PDA summary data
- 2) County – AZ county of applicant
- 3) Name of Applicant – responsible agency for damaged sites
- 4) Name of Local Contact & Email Address – person representing the agency for damaged sites and their email address
- 5) Phone Number – local contact telephone number
- 6) Population of the county
- 7) Total public works budget of county
- 8) Maintenance budget of county
- 9) Date the fiscal year begins for county

PART II - COST ESTIMATE – SUMMARY

(Complete the sites estimates before summarizing in this form)

- 1) List total number of damaged sites for a given category, the types of damages, and the total cost estimate of damages for that category.
- 2) List the applicants potential local fund for recovery and their account and the available balance
- 3) Total all the cost estimates from all the damages in all categories.
- 4) Total all the available balances from the applicant's local funds for recovery.

PART III – DISASTER IMPACTS

(Use separate sheets if necessary)

1) GENERAL IMPACT:

Answer the three questions pertaining to the damage sites that were summarized in PART II.

2) RESPONSE CAPABILITY:

Describe the applicant's ability to respond and recover quickly without degradation of public services.

3) IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE:

Describe problems (e.g., deferral of permanent repairs, support of ongoing services and capital improvements, etc.) that the applicant may face should no recovery funding be received.

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Public Assistance PDA Staffing Plan

PRELIMINARY DAMAGE ASSESSMENT FIELD TEAMS

PA Team #1	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

PA Team #2	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

PA Team #3	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

PA Team #4	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

NAME OF INCIDENT / EVENT
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Public Assistance Preliminary Damage Assessment Site Estimate

ARIZONA DIVISION OF EMERGENCY MANAGEMENT PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE					SHEET	OF	SHEETS
					DATE		
PART I — APPLICANT INFORMATION							
COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT & EMAIL ADDRESS			PHONE NO.		
PART II — SITE INFORMATION							
KEY FOR DAMAGE CATEGORY <i>(Use appropriate letters in the "category" blocks below)</i>							
A DEBRIS REMOVAL		D WATER CONTROL FACILITIES		G OTHER (Parks, Rec Facilities, Etc.)			
B PROTECTIVE MEASURES		E PUBLIC BUILDINGS					
C ROADS AND BRIDGES		F PUBLIC UTILITIES					
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>			LAT	LONG	
DESCRIPTION OF DAMAGE							
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE		
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>			LAT	LONG	
DESCRIPTION OF DAMAGE							
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE		
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>			LAT	LONG	
DESCRIPTION OF DAMAGE							
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE		
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>			LAT	LONG	
DESCRIPTION OF DAMAGE							
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE		
NAME OF INSPECTOR & EMAIL ADDRESS		AGENCY		OFFICE PH	HOME PH		

FORM # AZ PA 204-18 APR07

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Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> • Debris removal from a street or highway to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> • Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging • Bracing/shoring damaged structures • Provision of food, water, ice and other essential needs • Emergency repairs • Emergency demolition • Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> • Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> • Channel alignment • Recreation • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> • Buildings, including contents such as furnishings and interior systems such as electrical work • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> • Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> • Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances

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Individual Assistance PDA Action Plan

The Individual Assistance (IA) Preliminary Damage Assessment (PDA) for the State of Arizona is an essential element in the declaration process. IA PDAs accurately assess and document disaster caused damages to residential property, private businesses and agriculture. Personnel safety, customer service, accurate assessment and attention to survivor needs are top priorities during field work.

- Report to the Individual Assistance Branch Director for briefing, team assignment, IA PDA Field Kit, IA PDA Field Guide, IA PDA Forms, and deployment information;
 - a. Recommend that each team consists of both men and women
 - b. Ensure that each team has a four wheel drive off road capable vehicle and a satellite phone
 - c. Ensure that each team member has a cell phone
- Deploy to designated field location;
 - a. Ensure that each team member wears ADEM badges, clothing displaying ADEM logo (shirt / hat), and safety gear as needed (vest, boots, face mask)
- Orient counties on ADEM IA PDA mission, operation and procedures;
- Use county list of damaged properties for route planning;
 - a. Utilize ADEM issued vehicle when appropriate so that ADEM mission can be maintained
- Complete ADEM IA PDA data collection forms to capture federal declaration criteria considerations;
- Photograph damages;
 - a. Ensure that property owner has given verbal permission for photo documentation of residential interiors.
- Submit daily report to IA Branch Director;
 - a. Email forms and photos

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Individual Assistance PDA Staffing Plan

PRELIMINARY DAMAGE ASSESSMENT FIELD TEAMS

IA Team #1	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

IA Team #2	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

IA Team #3	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

IA Team #4	Name	Representing	Field Area of Assessment:
Team Leader:			
Team Members:			

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ARIZONA DIVISION OF EMERGENCY MANAGEMENT RECOVERY SECTION - INDIVIDUAL ASSISTANCE			
PROPERTY REPORT			
<i>THIS FORM IS TO BE USED DURING DOOR-TO-DOOR PDAs ONLY</i>			
1. OCCUPANT NAME		2. PROPERTY ADDRESS	
4. TELEPHONE NUMBER		5. TYPE OF PROPERTY	
Home	Work	Cell	6. OWNERSHIP
Best time to call Best number to use			<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
7. CONSTRUCTION TYPE			
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other			
8. TYPE OF INSURANCE			
<input type="checkbox"/> Homeowner <input type="checkbox"/> Rental <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Business <input type="checkbox"/> None			
9. DAMAGES (Check all that apply)			
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances: <input type="checkbox"/> Yes <input type="checkbox"/> No Frame/Structure <input type="checkbox"/> Yes <input type="checkbox"/> No Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. SOURCE OF DAMAGES			
<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Flood Water <input type="checkbox"/> Mud/Muck <input type="checkbox"/> Wind/Rain <input type="checkbox"/> Tornado <input type="checkbox"/> Earthquake <input type="checkbox"/> Other			
11. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable			
12. ESTIMATE OF DAMAGES			
AFFECTED	MINOR	MAJOR	DESTROYED
DESCRIBE:			
13. COMMENTS			
14. ADEM PDA FIELD REPRESENTATIVE		15. DATE & TIME REPORT TAKEN	

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ESTIMATED DISASTER ECONOMIC INJURY WORKSHEET
FOR BUSINESSES

Accurate responses to the questions below will assist in evaluating a request for an economic injury disaster declaration from the U. S. Small Business Administration.

1. Name of Business Owner: _____
Name of Property Owner: _____
Business/Property Address: _____
Mailing Address: _____
Telephone Numbers: Business: _____ Home: _____

2. **Estimated Adverse Economic Impact**

Did the disaster economically impact your business? If so, when did the impact start and end?

_____ to _____
(month/year) (month/year)

What were your business' revenues during that period? \$ _____

What were your business' revenues during the same period of the prior year? _____ \$

3. Amount of business interruption insurance received or anticipated, if any: _____ \$

4. Explain the adverse economic effects the disaster had on your business: _____

5. How many people did you employ **prior** to the disaster? _____

How many people did you employ **after** the disaster? _____

If your business also suffered property damage, answer the following questions:

6. Estimated dollar loss to:

Real property (building), if owned: \$ _____

Contents (machinery and equipment, furniture and fixtures,
inventory, leasehold improvements, etc): \$ _____

7. Insurance recovery received or anticipated for **property** damages: \$ _____

Signature of Business Owner/Representative

Date

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ARIZONA DIVISION OF EMERGENCY MANAGEMENT - RECOVERY SECTION												
INDIVIDUAL ASSISTANCE - COUNTY SUMMARY												
PRELIMINARY DAMAGE ASSESSMENT			County				PDA Date					
Incident Type				Area / Municipality				Page #	Of Total Pages			
PDA Team Members	FEMA SBA				STATE							
					ARC / LOCAL / VOAD							
		SINGLE FAMILY			MULTI - FAMILY			MOBILE HOME				
		OWNER	RENTER	Secondary				Total Survived	# NIP	# Insured	# Low Income	# Not Assessed
AFFECTED												
MINOR												
MAJOR												
DESTROYED												
TOTAL PRIMARY												
TOTAL SECONDARY												
GRAND TOTAL												
UTILITIES		Number of Households Without Utilities						Estimated Date for Utilities Restoration				
Comments												



Individual Assistance Damage Assessment Level Guidelines

NAME OF INCIDENT / EVENT OPERATIONAL PERIOD XX-XX-XX TO XX-XX-XX

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED Structure is a total loss. <u>Not economically feasible to rebuild.</u>	DESTROYED Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	DESTROYED Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	DESTROYED More than 4 feet in first floor. More than 2 feet in mobile home.
MAJOR Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	MAJOR Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	MAJOR Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation.	MAJOR 2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</u>	MINOR Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	MINOR Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	MINOR 2 inches to 2 feet in first floor without basement. 1 foot or more in basement. Crawlspace – reached insulation. Sewage - in basement. Mobile home, "Belly Board" to 6 inches.
AFFECTED HABITABLE Structure has received minimal damage and is <u>habitable without repairs.</u>	AFFECTED HABITABLE Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	AFFECTED HABITABLE Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	AFFECTED HABITABLE Less than 2 inches in first floor Minor basement flooding. Mobile home, no water in "Belly Board".

Tips: Estimating Water Depths

- Brick - 2 1/2 inches per course
- Lap or aluminum siding - 4 inches or 8 inches per course
- Concrete or cinder block - 8 inches per course
- Door knobs - 36 inches above floor
- Stair risers - 7 inches
- Standard doors - 6 feet 8 inches

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Attachment #2 to the Recovery Action Plan

Declaration Templates

State Declaration

I:\Recovery\Events\Declarations

Draft Disaster Proclamation Template

Federal Declaration Request

I:\Recovery\General Recovery\FEMA\FEMA Declaration Forms & Templates

Governor's Request for Major Disaster

NAME OF INCIDENT / EVENT
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XX-XX-XX TO XX-XX-XX

Attachment #3 to the Recovery Action Plan

**Transition Recovery Section from SEOC to JFO and/or
DRC/IASC**

Once a federal declaration has been granted, a Joint Field Office (JFO) may be established for state and federal stakeholders. The JFO is the operational base for the Federal Coordinating Officer (FCO), State Coordinating Officer (SCO) and the other key state and federal staff. Typically, the JFO is established in close proximity to the State Emergency Operations Center (SEOC) and/or the disaster area.

The Recovery Section is one of the key coordination entities in recommending locations for the JFO, coordinating the activities of the JFO and transitioning to it.

If a federal declaration includes Individual Assistance, Disaster Recovery Centers (DRC) may be established in the disaster area(s). This is a collaborative effort between all the stakeholders (federal, state, non-governmental and voluntary).

If the Governor declares and the Individual Assistance impacts are of a magnitude for the disaster area(s), Individual Assistance Service Center(s) (IASC) may be established to provide a one-stop shop for the disaster victims. The ADEM Recovery Section and ADEM Logistic Section are the leads for the establishment of the IASC in coordination with the impacted County's Emergency Manager.

As the Recovery Section transitions to the JFO and/or DRC facilities, operational planning and reporting integrates into the unified command structure.