

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

Attachment #1 to the Recovery Action Plan

PRELIMINARY DAMAGE ASSESSMENT (PDA)
ACTION PLAN

NAME of Incident

Table of Contents

- 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 @**_____

OPERATIONAL PERIOD: **XX-XX-XX to XX-XX-XX**

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

PRELIMINARY DAMAGE ASSESSMENT OBJECTIVES

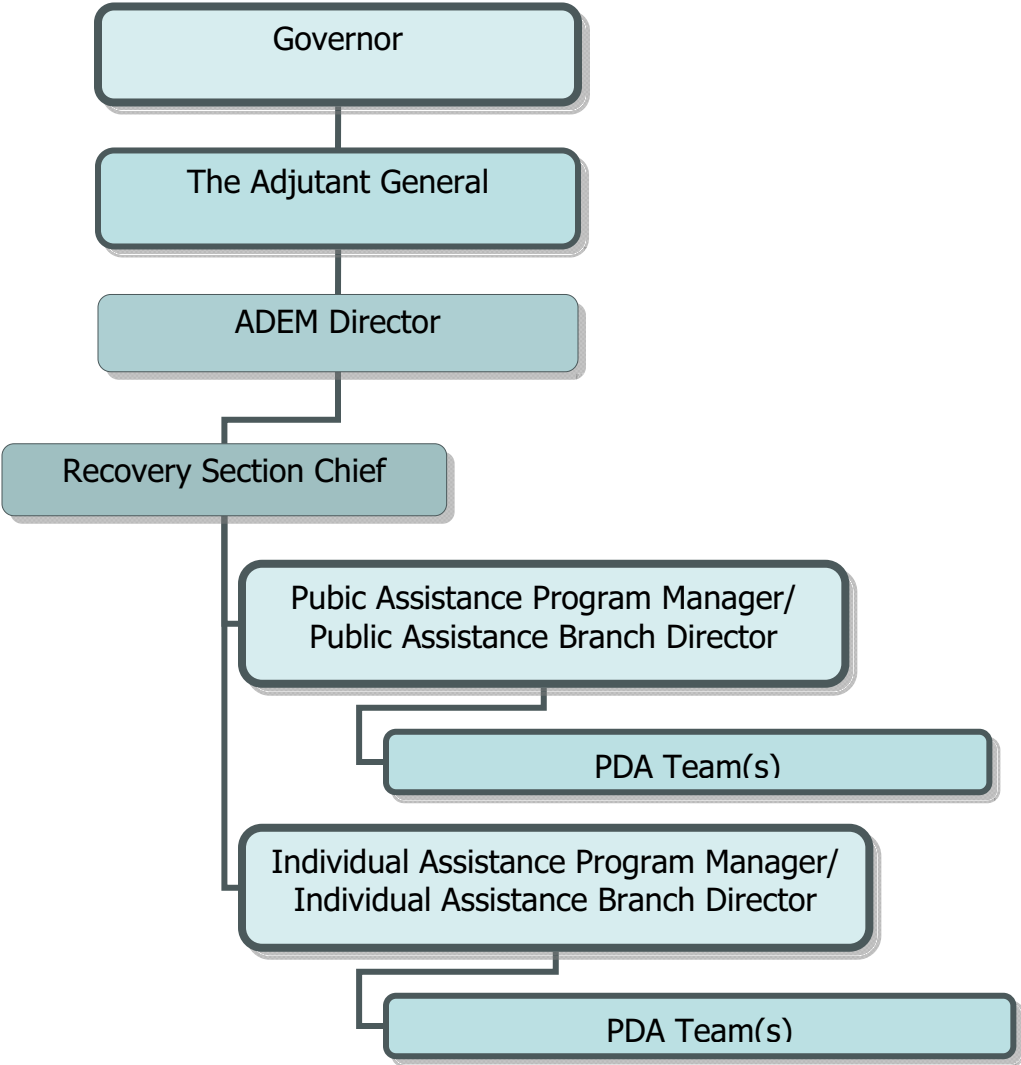
1. Document the impact of the incident including debris removal, emergency protective measures and damages to private property, businesses and public infrastructure.
2. Document PDA findings on appropriate PA/IA PDA Forms.
3. Complete PDA Executive Summary and provide briefing and recommendation to the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

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

PRELIMINARY DAMAGE ASSESSMENT ORGANIZATIONAL CHART



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

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):

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

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.

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

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.

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

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.

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

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

OPERATIONAL PERIOD

XX-XX-XX TO XX-XX-XX

Public Assistance Preliminary Damage Assessment Site Estimate

ARIZONA DIVISION OF EMERGENCY MANAGEMENT					SHEET	OF	SHEETS
PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE					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

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

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

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

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

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

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:			

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

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	3. COUNTY
4. TELEPHONE NUMBER		5. TYPE OF PROPERTY	6. OWNERSHIP
Home	Work	Cell	
Best time to call			<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
Best number to use			<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	

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

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

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



Individual Assistance Damage Assessment Level Guidelines

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

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

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

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
OPERATIONAL PERIOD
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.