

# **CHATHAM COUNTY DISASTER RECOVERY PLAN**

OCTOBER 2009

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## **FOREWORD**

This Chatham County Disaster Recovery Plan is developed for use by County and local governments and volunteer organizations to ensure a timely recovery from emergencies that may affect Chatham County. This Plan was designed to identify potential actions required and the assistance necessary to support the citizens of Chatham County and to return the County to normal conditions.

This Plan is predicated upon the concept that response and recovery operations will begin at the local government level. County assistance shall be provided upon request when the need exceeds the capability of the jurisdiction. Federal assistance is supplemental to that of State and local governments and is made available upon approval of a Presidential Disaster Declaration.

It is intended that this Plan will be used by County agencies, local governments, and volunteer organizations to develop Standard Operating Procedures and recovery annexes to emergency operations plans in order to facilitate continuity and coordination of recovery activities.

The Chatham County Disaster Recovery Plan is a "living" document and the Chatham Emergency Management Agency acknowledges additional recovery issues will be identified in the future and will be included in revised editions of this document.

Clayton S. Scott, Director  
Chatham Emergency Management Agency

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## **DISASTER RECOVERY PLAN**

### **SIGNATURE OF ADOPTION**

This document was adopted in accordance with National, State, and local guidelines regarding disaster recovery planning and coordination practices. The document was developed to ensure safe and methodical recovery from incidents affecting Chatham County. By signature, the entities below accept this document as a standard practice for disaster recovery coordination.

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## **ACRONYMS**

ADA	Americans with Disabilities Act
ARC	American Red Cross
CEMA	Chatham Emergency Management Agency
CHMO	County Hazard Mitigation Officer
CFR	Code of Federal Regulations
CPG	Command Policy Group
CWF	Critical Work Force
DA	Damage Assessment
DFACS	Department of Family and Children Services
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOL	Department of Labor
DOT	Department of Transportation
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRP	Disaster Recovery Plan
EGS	Emergency Group Sites
EIDL	Economic Injury Disaster Loans
EMAP	Emergency Management Accreditation Program
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FOUO	For Official Use Only
GANG	Georgia National Guard
GDOT	Georgia Department of Transportation
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Operations Plan

HAZUS	Hazards – United States
HMGP	Hazard Mitigation Grant Program
HUD	United States Department of Housing and Urban Development
IA	Individual Assistance
IAP	Incident Action Plan
IHP	Individuals and Households Program
JFO	Joint Field Office
MHGS	Mobile Home Group Sites
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NPSC	National Processing Service Centers
NRF	National Response Framework
OCGA	Official Code of Georgia
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Assistance Office
PDA	Preliminary Damage Assessment
PDD	Presidential Disaster Declaration
PED	Presidential Emergency Declaration
PIO	Public Information Officer
PW	Project Worksheet
RD	Regional Director
RPA	Request for Public Assistance
SA	The Salvation Army
SBA	Small Business Administration
SCO	Georgia Coordinating Officer
SOC	State Operations Center
SOP	Standard Operating Procedures
USDA	United States Department of Agriculture
VOAD	Volunteer Organizations Active in Disasters

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## **I. INTRODUCTION**

- A. This Disaster Recovery Plan (DRP) is designed in coordination with the Chatham County Emergency Operations Plan (EOP) and will serve to identify a range of required actions required by County agencies to support local governments and coordinate emergency recovery activities. This DRP provides County and local emergency management personnel with operational guidance necessary to effectively manage recovery activities in the aftermath of a major disaster or catastrophic emergency.
- B. The DRP is a "living" document and the Chatham Emergency Management Agency (CEMA) acknowledges additional recovery issues will be identified in the future and will be included in revised editions of this document.

## **II. PURPOSE**

- A. The purpose of the DRP is to provide a framework for the delivery of coordinated recovery assistance and to return the County to normal conditions and as quickly as possible.
- B. This DRP provides local emergency management personnel with operational guidance in order to successfully manage recovery activities in the event of a major emergency.
- C. This DRP is predicated upon the concept that response and recovery operations will begin at the local government level. State assistance will be provided upon request when the need exceeds the capability of local government. Federal assistance will be supplemental to that of the State and local government.

## **III. SCOPE**

- A. The mission of County government during disaster recovery operations is to coordinate and direct operations when local resources are exhausted and to coordinate assistance from mutual aid resources, the State and the Federal government as necessary and appropriate.
- B. This DRP should be used by County agencies, local governments, and volunteer organizations to develop Standard Operating Procedures (SOPs) and recovery annexes in order to facilitate continuity and coordination of recovery activities.

#### **IV. AUTHORITIES**

- A. Federal:
  - 1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public law 93-288, Title VI as amended
  - 2. Code of Federal Regulations (CFR), Title 44, as amended
  - 3. National Response Framework (NRF), October 2008, as amended
  - 4. Presidential Executive Order 12148 – Federal Emergency Management
- B. State: Georgia Emergency Management Act of 1981. As Amended December 1992.
- C. County: The Code of Chatham County, 2006. Chapter 4, Administration, Article III, Emergency Management.

#### **V. ASSUMPTIONS**

- A. A catastrophic emergency may overwhelm the capabilities of the County and its municipal governments and may halt or hinder prompt effective relief and recovery efforts. Transportation infrastructure may be damaged and local transportation services may be disrupted. Commercial telecommunications facilities may experience widespread damage, impairing communication among governmental response and recovery agencies.
- B. Homes, public buildings, and other critical facilities and equipment may be severely damaged or destroyed. Debris may make streets and highways impassable. The movement of emergency relief supplies and resources may be seriously impeded. Public utilities may be damaged and rendered partially or fully inoperable. Many local emergency personnel may be victims of the emergency, preventing them from performing assigned emergency duties. Numerous fires in both urban and rural areas could occur.
- C. Thousands of disaster victims may be forced from their homes, and large numbers of deaths and injuries could occur. Many victims may be in life-threatening situations requiring immediate rescue and medical care. There may be shortages of many of the supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be damaged or destroyed. Medical and health care facilities that remain operable may be overwhelmed by the number of victims requiring attention. Medical supplies and equipment may be in short supply.

- D. Damage to fixed facilities, which generate, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be damaged or destroyed. There may be widespread disruption of energy sources, resulting in prolonged electric power and natural gas failures.
- E. The concept of operations outlined in this DRP assumes a major or catastrophic emergency has occurred. Damage throughout the County will be extensive. This damage may cause the loss of normal life support systems and the loss of regional economic, physical, and social infrastructures.
- F. The County Emergency Operations Center (EOC) will be activated and fully staffed, and the Chairman of the County Commission will issue a declaration of emergency and activate the EOP to ensure proper coordination of overall response and recovery activities.
- G. The magnitude of the emergency will be such that effective response and recovery will exceed the capability of the County and its municipalities.
- H. The Chairman will request the Governor provide disaster assistance to supplement local emergency resources and that State and possibly Federal disaster assistance programs will be implemented to help meet the needs of Chatham County.
- I. Many County and local emergency response personnel will suffer damage to their personal property and will themselves be victims of the disaster.
- J. In addition to State assistance, damage may be so overwhelming that effective recovery will require mutual aid from other political agencies.
- K. The American Red Cross (ARC), the Salvation Army (SA), and other volunteer organizations will implement their disaster response and relief programs.
- L. Citizens and response organizations from other areas will send food, clothing, and supplies based on the perceived needs of Chatham County.
- M. There will be competition among citizens and communities for scarce resources.

## **VI. PLAN ORGANIZATION**

- A. CEMA has adopted a multi-functional approach to managing the consequences of an emergency or disaster. This approach is designed to enable the County and local communities to experience an efficient recovery. Understanding this, the activities described and assigned in this DRP are organized first along functional lines, then by the agency or organization who maintains the responsibility to see programs and plans within the functional area are implemented and carried out.
  
- B. Information and resources are organized in this DRP as one of three components: the Base Plan, Plan Annexes, and Plan Appendices. These DRP components are described below.
  - 1. The Base Plan provides a broad operational blueprint of Chatham County's approach to disaster recovery. Presented in the Basic Plan are the purpose, organization, scope, activation mechanisms, and legal authority, plan development and implementation, planning considerations, concept of operations, and the necessity of plan maintenance.
  
  - 2. Plan Annexes focus on information needed to carry out specific disaster recovery functions, such as critical workforce reentry coordination and critical facility restoration priorities. With respect to recovery functions and specific disaster-related programs, the Plan Annexes focus on three main areas: a listing of recovery programs by functional area; the general roles and responsibilities of those involved entities; and descriptions of appropriate activating mechanism(s) for each specific recovery program.
  
  - 3. The Base Plan and Plan Annexes may be supported by additional documents termed "Plan Appendices" and "Tabs". Appendices and Tabs provide information in condensed form such as in a table or list, or may represent an entire document that is interrelated with recovery efforts.

## **VII. PLANNING CONSIDERATIONS**

- A. Situation Analysis: Chatham County and local municipalities have resources and capabilities to maximize the preservation of life and property. These resources and capabilities include the personnel, equipment, facilities, and skills of Federal, State, County, and local government forces, as well as medical, health, and allied professions and organizations.
  
- B. Planning Assumptions
  - 1. Primary
    - a. Local governments will not request assistance from the State for the execution of disaster recovery until local capabilities and resources have been overwhelmed or exhausted.
  
    - b. For the purpose of this DRP, Federal recovery assets and programs, when requested by the State, will not be immediately available. Depending upon the severity of the disaster and recovery assets requested, the assistance might take a few hours or a few days to become fully operational along with the ability to deliver recovery assistance.
  
  - 2. Secondary
    - a. Chatham County will experience disaster incidents, which will result in property damage, decreases in economic vitality, personal injuries, and fatalities. Some natural disaster incidents can occur annually and cause damage to roads, bridges, buildings, utilities, agricultural livestock and crops.
  
    - b. Human-caused accidental or intentional releases of radiological, biological or other hazardous substances may occur openly, in a facility, or during vehicular transportation resulting in an environmental impact that may also necessitate the evacuation and subsequent recovery of the impacted area.

## **VIII. IMPLEMENTATION**

- A. Actual measures taken by the County and local governments will be tailored to the recovery of each emergency. As such, a great deal of flexibility is built into the implementation of this DRP. Some variation in the implementation of the operational concepts may be necessary in order to protect the health and safety of the public.
- B. The DRP will augment operational programs initiated through activation of the EOP..
- C. The DRP, in whole or in part, can be activated during emergency conditions as determined by the Chairman of the Chatham County Commission and the Director of the CEMA.

## **IX. CONCEPT OF OPERATIONS**

- A. To consistently address response and recovery efforts, Chatham County considers response and short-term recovery as simultaneous events leading to, and supporting long-term recovery operations. Additionally, as part of a comprehensive approach to recovery efforts, Chatham County supports and implements mitigation strategies before, during, and after incidents.
- B. In concurrence with the National Incident Management System (NIMS), disaster recovery actions will operate within a unified command structure. Under NIMS, an Incident Action Plan (IAP) will be developed to identify, prioritize, and track achievement of critical operational goals and objectives determined by the Command Policy Group (CPG).
- C. Disaster recovery efforts span three phases: Short-Term Recovery (0-30 Days), Intermediate Recovery (31-180 Days), and Long-Term Recovery (> 180 Days).
  - 1. Short-Term Recovery (0-30 Days) efforts include:
    - a. Rapidly conducting an impact assessment to identify, quantify, and provide for immediate emergency needs;
    - b. Providing emergency shelter for displaced citizens;
    - c. Locating, securing, and distributing food, water, clothing, medical supplies, and other critical commodities;
    - d. Providing law enforcement, security, fire suppression, search and rescue, public health, and emergency medical assistance to impacted areas;

- e. Coordinating and disseminating emergency information and instructions to the public;
  - f. Providing initial and ongoing outreach efforts to ensure that all victims have been identified and that their emergency needs are met;
  - g. Conducting detailed Damage Assessments (DAs) to determine the need for supplemental State, Federal, and other forms of outside assistance; and
  - h. Requesting appropriate private and Federal disaster assistance programs.
2. Intermediate Recovery (31-180 Days) efforts include:
- a. Relaxing protective actions and coordinating access and re-entry into evacuated areas;
  - b. Restoring essential public facilities and services;
  - c. Coordinating Federal disaster assistance with special emphasis on the provision of emergency and temporary housing;
  - d. Coordinating the identification, procurement, and distribution of an array of emergency resources and materials;
  - e. Coordinating and supporting volunteer organizations delivering disaster assistance;
  - f. Coordinating the dissemination of disaster relief information and instructions to the public; and
  - g. Identifying post-disaster hazard mitigation strategies and activities to reduce the risk and magnitude of future disaster impacts on communities and critical infrastructure.
3. Long-term Recovery (>180 days) efforts focus on redeveloping communities and restoring the economic viability of the disaster area. This phase requires a substantial commitment of time and resources from both governmental and nongovernmental organizations. These efforts are prioritized as follows:
- a. Restoring public infrastructure and facilities damaged by the emergency;
  - b. Providing an adequate supply of housing to replace that which was destroyed;

- c. Restoring lost jobs;
  - d. Restoring the economic base of the disaster area(s); and
  - e. Identifying and implementing long-term mitigation measures, e.g., land use and building codes to reduce the risk and magnitude of future disaster impacts on communities and critical infrastructure;
- D. Short-Term Recovery (0-30 Days)
- 1. Response and short-term recovery efforts occur simultaneously. To effect safe and efficient operations, Chatham County utilizes a threat-based approach reinforcing resource management, life-safety, and the delivery of mission essential tasks for critical services restoration. Throughout the response and short-term recovery lifespan, CEMA supports and applies “best practices” for the safety of the responders, public, volunteer and private organizations, and public sector. Response and short-term activities will be conducted following all applicable Department of Labor Rules (DOL) and Regulations, and the laws and policies of Chatham County, and the State of Georgia.
  - 2. Short-Term Recovery Priorities:
    - a. Life Safety, Search and Rescue
    - b. Initiate DA and debris removal to affect higher priority missions of:
      - 1) Primary transportation and evacuation routes
      - 2) Secondary transportation routes and staging areas
      - 3) Tertiary transportation routes and staging areas
    - c. Establish and maintain County security
    - d. Restoration of Critical Infrastructure (Order of Priority)
      - 1) Priority Critical Facilities
      - 2) Power restoration
      - 3) Potable water
      - 4) Waste water treatment facilities and equipment
      - 5) Telecommunications

- e. Debris Removal (non life-safety or evacuation related)
  - f. Temporary Health, Welfare, and Shelter
  - g. Permanent Debris Removal and Relocation
    - 1) Categorization
    - 2) Estimation
    - 3) Relocation/Storage Site Selection and Authorization
  - h. Critical Incident Stress Management to responders and citizens
3. Initial Recovery Activities
- a. While local governments are implementing emergency response actions necessary to protect public health and safety, a team of recovery planners in the EOC will work with Emergency Support Functions (ESFs) to prepare for the rapid deployment of resources necessary to facilitate recovery.
  - b. The Operations Chief in the EOC and ESF Primary Agencies will coordinate with affected municipalities to identify needed and anticipated resources, staging areas, distribution sites, contact persons, etc. Resource requests that exceed the capability of County agencies will be coordinated through ESF-7 Resources and forwarded to the State.
  - c. Initial planning for recovery will begin prior to the impacts from the disaster. At that time, the EOC is staffed and necessary actions to protect the public will be implemented.
  - d. Each ESF representative in the EOC is in constant contact with proper authorities to monitor the details of the disaster. These EOC representatives are responsible for briefing the Operations Chief in the EOC as often as required to keep them current with the situation. Once details are coordinated, initial recovery activities will begin. DA is the first step in recovery activities.
4. Damage Assessment
- a. Once conditions permit, rapid and thorough assessments must be conducted to identify the immediate unmet emergency needs of disaster victims; assess the overall damage to homes and businesses; assess the overall

damage to critical public facilities and services; and determine whether those damages are sufficient to warrant supplemental disaster assistance.

b. The DA program is detailed in Annex D to this DRP.

5. Restoration of Essential Services

a. Priority Critical Facilities

1) Restoration to priority critical facilities is critical in ensuring support of emergency responders and continuity of government. Priority Critical Facilities are generally defined as those physical structures and supporting infrastructure components required to provide life safety support (i.e. shelter, water, sanitation, etc) to Critical Work Force (CWF) to ensure a safe and efficient response and recovery effort.

2) The Priority Critical Facility Restoration program is detailed in Annex A to this DRP.

b. Debris Removal and Management

1) ESF-3 (Public Works & Engineering) will be responsible for the overall coordination of debris removal to include securing necessary emergency environmental permits and legal clearances for debris clearance and disposal. It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from sources outside the disaster area. Temporary debris rendering sites will be identified on the basis of geographic need within the county. These sites will be designated following an Incident of Critical Significance. The acquisition and deployment of these additional resources will be coordinated by ESF-3.

2) Debris removal efforts will focus on clearing primary routes that lead to life sustaining facilities to allow for the movement of emergency vehicles, traffic, and emergency resources and supplies. After these routes have been cleared, debris will then be removed from secondary roadways, residential/local roadways, and public parks.

- 3) The Debris Management program is detailed in Annex E to this DRP.
- c. Transportation Systems
- 1) Damage to transportation systems will influence the accessibility of disaster relief services and supplies. Restoration of transportation systems is designed to make sure that those systems have the capacity (service, equipment, facilities, etc.) to facilitate the movement of emergency personnel, vehicles, equipment, and supplies. DAs may be provided by local governments, the County Engineer, Georgia Department of Transportation (GDOT), and a number of qualified volunteers.
  - 2) ESF-1 (Transportation) will be responsible for the coordination of transportation assistance to the County and local governments and voluntary organizations requiring transportation resources to move relief supplies and personnel. ESF-1 will coordinate with local officials to establish an inventory of available County and local transportation services and resources, and prioritize and allocate transportation resources and services to support disaster assistance missions. ESF-1 will also coordinate air, rail, and marine traffic into the disaster area.
  - 3) GDOT will coordinate with the Federal Highway Administration (FHWA) for the repair or replacement of roads and bridges on State and Federal System. This assistance is provided under the FHWA's Emergency Relief Program.
- d. Electricity
- 1) Restoration of electrical service will begin as soon as major transportation routes are sufficiently cleared of debris to allow emergency vehicles and crews to enter the disaster area(s). Immediately after disaster conditions subside, ESF-12 (Energy) will analyze impacts and damages to electric power and fuel systems. DAs may be provided by County and local governments, and/or Georgia energy providers.
  - 2) ESF-12 will coordinate with local utility officials to establish priorities for the repair of damaged energy

systems and the provision of emergency sources of fuel and power.

e. Telecommunications

- 1) Immediately after emergency conditions subside, DA Teams will determine the extent of damage to existing telecommunications systems. ESF-2 (Communications) will identify communications priorities and needs. ESF-2 will then review inventories of communications equipment and resources available to support recovery efforts and make necessary arrangements to deploy this equipment and resources. Requests for telecommunications equipment and resources will be processed through ESF-2.
- 2) Until normal telecommunications can be restored, ESF-2 will implement a temporary emergency telecommunications system. Commercial emergency communications equipment, which may be pre-deployed to staging areas outside the disaster area, will immediately move into the disaster area to establish emergency communications links between County and local officials.
- 3) Through existing agreements with commercial vendors, additional pre-programmed hand-held radios (with common frequencies and channels) and cellular phones may be made available to emergency workers.
- 4) Additional equipment, such as transportable switchboards, portable satellite uplinks, microwave systems, and towers may be made available as needed through State and Federal agencies or agreements with commercial vendors.

f. Water and Waste Water Systems

- 1) ESF-3 (Public Works and Engineering) will assist local officials in determining the suitability of potable water and identifying potential hazards to drinking water supplies. Local governments are normally responsible for the repair or replacement of their own systems.
- 2) If potable water systems are found to be contaminated, ESF-8 (Health and Medical) will be

notified in order to determine the appropriate protective action (i.e., advising the public to drink bottled water, to boil water before drinking, etc.).

- 3) Public works and engineering support necessary to repair or restore damaged water and wastewater systems will be coordinated by ESF-3. Additional equipment (such as generators, pumps, etc.) may be necessary for wells supplying water, operating lift stations, and repairing broken water mains.

E. Intermediate Recovery (31-180 Days) (State and Federal Disaster Assistance)

1. Request for Federal Disaster Assistance

- a. DA information will be provided to the State Operations Center (SOC) to determine if the damage and overall impact are of such magnitude to warrant a request by the Governor for a Joint Preliminary Damage Assessment (PDA) Program. Based upon the PDA or the magnitude of the emergency, the Governor may request a Presidential Disaster Declaration (PDD), Presidential Emergency Declaration (PED), and/or a Small Business Administration (SBA) Disaster Declaration.
- b. A request for a PDD is addressed to the President and forwarded through the Federal Emergency Management Agency's (FEMA) Regional Headquarters. The request for a SBA Declaration is sent directly to the SBA Area office.
- c. The Governor's request for a PDD must be submitted within 30 days of the occurrence of the disaster and must:
  - 1) demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the State and affected local governments;
  - 2) demonstrate that supplemental Federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster;
  - 3) furnish information on the extent and nature of State and local resources which have been or will be used to alleviate the impact of the disaster;

- 4) certify that the State and local governments will bear their proportionate share of the costs to implement Federal disaster assistance programs;
    - 5) include an estimate of the extent and nature of Federal assistance required for each of the impacted counties and the State; and
    - 6) confirm appropriate actions have been taken under County and State law, including the execution of the Chatham EOP as well as the Georgia Emergency Operations Plan (GEOP).
  - d. In the event of a catastrophic emergency, where the magnitude and severity of damage is expected to be extreme and there is an immediate need for supplemental State and Federal assistance, the Chairman of the County Commission may ask the Governor to submit a request for a PDD prior to actual disaster impacts. Doing so expedites the PDD award and allows for advanced positioning of State and Federal resources. This request will not include specific damage estimates or the amount of Federal assistance necessary. This request will, however, outline the anticipated impacts of the emergency.
2. Notification
  - a. When a PDD or a PED is issued, FEMA will immediately notify the Governor, appropriate members of Georgia's Congressional Delegation, and appropriate Federal agencies. The Director of the Georgia Emergency Management Agency (GEMA) will be responsible for notifying Chatham County. Notification to possible applicants for Federal assistance will be a coordinated County, State, and Federal effort. The County Public Information Officer (PIO) will notify the media and public through media briefings and press releases.
  - b. For an SBA disaster declaration, the SBA will notify the Governor; then the Director of GEMA, who will notify Chatham County.
3. Federal Coordinating Officer
  - a. The FEMA Director will appoint a Federal Coordinating Officer (FCO), who will be responsible for coordinating all supplemental Federal disaster assistance available under the PDD.

- b. The responsibilities of the FCO include public information coordination, Congressional Liaison, community liaison, outreach activities, and establishment of a Disaster Field Office (DFO).
- 4. Disaster Recovery Manager
  - a. The FEMA Regional Director (RD) will appoint a Disaster Recovery Manager (DRM) to exercise all the authority of the RD in a major disaster or emergency.
  - b. The DRM is responsible for the actual field implementation of programs under the Stafford Act and handles the day-to-day operations of FEMA at the DFO. In many cases, the FCO and DRM will be the same person.
- 5. Federal/State Agreement
  - a. After the PDD, the Governor and the FEMA RD enter into a Federal/State agreement, which describes how Federal disaster assistance will be made available.
  - b. The Agreement:
    - 1) identifies those areas which are eligible for assistance;
    - 2) stipulates the Federal and non-Federal cost shares;
    - 3) specifies the time period in which assistance will be made available; and
    - 4) identifies any other conditions for receiving assistance.
- 6. Disaster Field Office
  - a. The FCO will establish a DFO to coordinate the disaster relief and recovery effort. The DFO will be staffed with representatives from Federal agencies having emergency responsibilities. DFO site selection will be made jointly by the FCO, the State Coordinating Officer (SCO) and CEMA.
  - b. FEMA will schedule training for State and Federal personnel who will work in the DFO and in the Disaster Recovery Centers (DRCs). The training provided will cover the process of applying for assistance and specific information on each of the programs that will be offered to disaster victims.

- c. Minimal staffing of the DFO for a major disaster will consist of the following personnel; however, staffing may vary for a smaller disaster:
  - 1) FCO – Coordinates the Federal disaster recovery effort to ensure that appropriate assistance is provided.
  - 2) SCO – Coordinates the activities of State agencies involved in the recovery process.
  - 3) Infrastructure Officers (Federal, State and County) – Coordinates the administration of Infrastructure Assistance Programs.
  - 4) Human Services Officers (Federal, State and County) – Coordinates the administration of Human Services Assistance Programs.
  - 5) Mitigation Officers (Federal, State and County) – Administers the Hazard Mitigation Grant Program.
  - 6) Public Information Officers (Federal, State and County) – Coordinates the release of information to the media and public.
  - 7) Congressional Liaisons – Federal and State personnel responsible for keeping appropriate Congressional members informed of recovery activities.
  - 8) Outreach Staff – Federal, State, County and local personnel responsible for identifying isolated populations of disaster victims and advising them of the availability of disaster assistance services.
  - 9) ESF Representatives – Coordinates activities of the ESF and ensures incorporation of State and Federal ESF representatives in local recovery efforts.
  - 10) Other Support Staff – Provided by Chatham County as needed.

7. SBA Disaster Outreach Center

- a. For a SBA-only declared disaster, the SBA establishes a Disaster Outreach Center in the affected area. Disaster victims can receive disaster loan applications and general information concerning SBA assistance from this location.

- b. In a small disaster, this may be done via a toll free telephone number in lieu of a Disaster Outreach Center.
8. Georgia Insurance Commission Disaster Assistance Center
- a. The Georgia Insurance Commissioner has agreed to provide leadership and assistance to assist in recovery operations.
  - b. A Disaster Advance Team may be deployed to assess the extent of need for insurance provider and client interaction.
  - c. An Insurance Commission Liaison will work with CEMA as needed to identify appropriate facilities and establish a Disaster Assistance Center to facilitate insured client and provider interaction.
  - d. Leadership assistance and operational oversight will be provided to the Disaster Assistance Center for insurance client and provider interaction.
9. Public Assistance and Individual Assistance
- a. The data collected during the PDA is critical for the Governor in order to determine the most appropriate type of federal disaster assistance to request. The Governor's request for a PDD under the authorities of the Stafford Act may result in an approved Major Disaster Declaration for Individual Assistance (IA) only; Public Assistance (PA) only (for any or all categories of assistance); or both IA and PA programs. Hazard Mitigation funding may be authorized for all major declarations.
  - b. All PDD requests will be evaluated according to criteria outlined within the Code of Federal Regulations (CFR). Specific factors that are outlined within 44 CFR 206.48 include the following:
    - 1) Public Assistance (PA)
      - a) Estimated Cost of the Assistance
      - b) Localized Impact
      - c) Insurance Coverage in Force
      - d) Hazard Mitigation
      - e) Recent Multiple Disasters
      - f) Programs of other Federal Assistance

- 2) Individual Assistance (IA)
  - a) Concentration of damages
  - b) Trauma defined by:
    - (i) Large number of injuries and deaths;
    - (ii) Large scale disruption of normal community services or functions; and
    - (iii) Emergency needs to include water and power.
  - c) Special Populations
  - d) Voluntary Agency Assistance
  - e) Insurance
  - f) Average Amount of IA by State

F. Long Term Recovery (>180 Days)

1. Long-Term Recovery operations will focus on providing assistance leading to restoration of essential services, repairing or replacing private and public property to pre-disaster condition, and increase the community's potential for a sustainable future. All State, Federal and private organizations with the ability to contribute to the long-term recovery effort will be invited and encouraged to participate.
2. Long-Term Recovery strategies and organization will be detailed in Annex F (Reoccupation Strategy) to this DRP.
3. Economic Recovery
  - a. Business restoration involves private businesses working toward bringing facilities back to a safe and workable state.
  - b. Businesses are primarily responsible for private losses. The SBA provides loans for businesses that have suffered damages from a disaster. Physical Disaster Business Loans provides loans to replace and repair equipment, supplies, and buildings. Economic Injury Disaster Loans (EIDL) provides business with operating capital to meet the needs of the operating expenses and remain functional until the business is profitable again.

- c. Replacement of Lost Housing Stock – bringing in housing options for individuals allowing them to return to work. Initially, FEMA will provide temporary housing to assist disaster victims through grant funding. The Housing Solutions Committee will coordinate with the various Chambers of Commerce and Homebuilders' Associations to encourage prompt repair and replacement of lost housing stock.
  - 4. Long-Term Recovery Timeframes
    - a. Timeframes for the re-establishment of those services defined as “vital” will be established post event.
    - b. All timeframes established in support of long-term recovery efforts will be tracked through the EOC. Although individual timeframes for completion may vary, FEMA has established the following baseline for completion of vital recovery work within a disaster area:
      - 1) Emergency Work: 6 months
      - 2) Permanent Work: 18 months
    - c. However, the State Governor's Authorized Representative can extend emergency work by 6 months to a total of 12 months. Permanent work can also be extended by 30 months to a total of 48 months. More realistic timeframes would be:
      - 1) Emergency Work: 12 months
      - 2) Permanent Work: 30 months
    - d. In a major disaster, it would be difficult to have facilities designed and constructed in a 30 month timeframe.
- G. Access to Disaster Areas
  - 1. A catastrophic disaster will require extraordinary steps to provide resources and assistance quickly and effectively.
  - 2. Appropriate officials in the EOC will review information on the disaster area and when prudent recommend to the Chairman of the County Commission that he rescind, in whole or in part, the evacuation order. Once the Chairman rescinds the evacuation order CEMA will control re-entry in accordance with the Evacuation and Re-Entry Appendix in the EOP (See EOP, ESF-1 Annex, Appendix 1-1).

3. Priorities will be established by the CPG. Priority of issues of immediate concern may include, but will not be limited to:
    - a. securing the disaster area, protecting public safety, and establishing effective communications;
    - b. assessing the immediate emergency needs of those impacted by the disaster (food, water, clothing, medical supplies, etc.) and taking the appropriate steps to meet those needs; i.e., clearing of roadways for emergency vehicles;
    - c. identifying and eliminating hazards to public health; and
    - d. assessing damage to essential public facilities and services (electricity, telecommunications, transportation systems, etc.) and taking appropriate steps to restore essential facilities and services.
  4. Re-entry passes have been distributed to permit entry into affected areas by select critical work force (CWF) personnel; passes are controlled and distributed by CEMA.
  5. See DRP Annex C, Critical Workforce Re-entry Strike Team Assignments and Coordination and EOP, ESF-1 Annex, Appendix 1-1, Tab C, Re-entry Coordination for details on critical workforce and public re-entry.
- H. Coordination of Emergency Response Efforts
1. Coordination of County, State, and Federal Resources
    - a. Coordination of County, State, and Federal resources will be maximized if decision makers and their support staff can be co-located near the DFO. Every effort will be made to procure sufficient space within or near the DFO to allow for the relocation of recovery program personnel to the disaster area.
    - b. If determined necessary, space will be provided at the DFO for appropriate Chatham County and local liaison personnel.
    - c. If appropriate, a recovery task force will be established. The task force will consist of appropriate local, County, State, and Federal officials (decision makers and those with authority to commit resources) who will meet on a regular basis to coordinate recovery efforts and identify and resolve problem area

2. Coordination of Mutual Aid
  - a. Mutual aid agreements are written documents between governments for cooperation and assistance of a routine nature across jurisdictional lines.
  - b. Requests for mutual aid may be referred from the ESFs to the Operations Chief in the EOC, or may come directly from municipalities within the disaster area(s). For mutual aid to be properly delivered, close coordination between the ESFs and those associations and organizations providing the mutual aid is essential.
    - 1) GEMA Statewide Mutual Aid and Assistance Agreement: In accordance with the authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated, including OCGA § 38-3-29, to expire on January 7, 2012, “,,,this agreement provides for mutual assistance between the State of Georgia and Chatham County in managing any emergency or disaster that is duly declared by the governing authority of any political subdivision that is a participating party, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortage, community disorders, insurgency, or enemy attack.”
    - 2) GEMA Area Five Mutual Aid Agreement: As authorized by OCGA § 38-3-29, with automatic annual renewal, the 12 counties of Georgia Emergency Management Agency Area Five shall take such action as necessary to render requested mutual aid or exercises and training for mutual aid in accordance with the terms of this agreement.
    - 3) Emergency Disaster and Mutual Aid Agreement: As authorized by OCGA § 38-3-29, with automatic annual renewal, Chatham County and Richmond County have adopted an Emergency Disaster and Mutual Aid Agreement that authorizes the provision of assistance in the event of any emergency or disaster,
    - 4) Emergency and Disaster Mutual Aid Agreement: As authorized by OCGA Section 38-3-29, with automatic annual renewal unless terminated, “...the 7<sup>th</sup> District Fire Department, Savannah City Council,

Bloomington City Council, Garden City Council, Fort Stewart/Hunter Army Airfield Commander, Isle of Hope Fire Department, Montgomery Fire Department, Pooler City Council, Port Wentworth City Council, Southside Fire Department, Skidaway Island Fire Department, Thunderbolt City Council, Tybee Island City Council, and the Wilmington Island Fire Department adopt the Emergency Disaster Mutual Aid Agreement.”

3. Coordination of Security Resources and Personnel
  - a. Requests for additional law enforcement/security resources (including the use of the Georgia National Guard [GANG]) will be coordinated through the EOC.
  - b. Once State officials determine the most probable area to be impacted by a disaster, personnel from State law enforcement agencies and the GANG may be pre-deployed to a location near the anticipated disaster area. Depending on disaster conditions, GANG troops may be activated and placed in armories near the anticipated disaster area to facilitate their rapid deployment. (See EOP, Support Annex G.)
  - c. Once threatening conditions subside, State law enforcement and GANG personnel may be deployed within the disaster area to:
    - 1) secure homes and businesses;
    - 2) deter looting;
    - 3) direct/control traffic;
    - 4) enforce curfews; and
    - 5) secure access to critical facilities and points of public distribution of goods.
  - d. Numerous requests for security are anticipated as additional shelters, food distribution sites, disaster recovery centers, fixed and mobile feeding sites, and other facilities providing emergency response services are established. To make the most efficient use of limited security resources, decision-makers should make every effort to concentrate emergency response services into specific areas and to establish new emergency response facilities in areas where security is in place.

- e. Law enforcement officers from outside the disaster area(s) may be used to supplement or relieve local law enforcement officers, who may themselves be victims of the disaster.
4. Coordination of Search and Rescue Activities
- a. Search and rescue activities involve locating and rescuing persons who are trapped, endangered, disabled, or isolated as a result of an emergency. ESF-9 (Urban Search and Rescue) will coordinate the provision of personnel, equipment, and other resources necessary to support local search and rescue operations.
  - b. ESF-9 will establish contact with Search and Rescue coordinators within the disaster area(s). ESF-9 will work closely with State counterparts to provide necessary personnel, equipment, and other resources and ensure affected areas are marked and secured. ESF-9 will work closely with ESF-8 (Public Health & Medical Services) to insure that emergency first aid and medical triage are available for those rescued, and that injured persons are transported to appropriate medical facilities for continued treatment and care.
5. Coordination of Mass Care Activities
- a. The Chatham County Department of Family and Children's Services (DFACS) supported by appropriate disaster support agencies, coordinates mass care, housing and human services (including shelter, feeding, and emergency first aid) to disaster victims.
  - b. In the event there are an insufficient number of emergency shelters to house and accommodate evacuees, ESF-6 will coordinate the provision of additional emergency shelters for disaster victims. ESF-11 will also coordinate provisions for feeding disaster victims and emergency workers. These ESFs will work closely with its State counterpart to establish fixed and mobile feeding kitchens and bulk food distribution sites.
  - c. ESF-6 will coordinate with ESF-8 to ensure that emergency first aid services are available to disaster victims and emergency workers at all mass care facilities.
  - d. ESF-6 will work closely with its State counterpart to establish a system for collecting information on disaster victims and making that information available to family members outside the disaster area(s). This information will include the names

of persons registered at shelters and any other relevant information released through local hospitals and emergency operations centers. Any information related to disaster-related deaths will be limited to those fatalities that have been officially confirmed.

- e. ESF-6 will coordinate with State and Federal agencies to request the U.S. Postal Service distribute, collect and mail "locator cards" at ARC shelters, fixed and mobile feeding sites, bulk distribution centers, and other disaster response sites.

6. Coordination of Health and Medical Services

- a. Immediately after threatening conditions subside, Assessment Teams deployed in the disaster area will determine the impact on health and medical facilities and report the findings to the County EOC.
- b. Actions to be taken by the Chatham County Health Department in accordance with the procedures outlined in ESF-8 of the County EOP include but are not limited to the following:
  - 1) ESF-8 will coordinate the deployment of teams of clinical health and medical care personnel (including volunteers) to assist in providing care for disaster victims. An operations support center may be established as needed for this purpose.
  - 2) ESF-8 will coordinate the establishment of mobile field hospitals as needed, and will coordinate with its State counterpart to locate and secure Disaster Medical Assistance Teams (DMATs) from the National Disaster Medical System (NDMS). DMATs have the capability to provide triage, medical/surgical stabilization, and continued monitoring and care of patients until they can be transported to more suitable facilities.
  - 3) ESF-8 will be responsible for locating and securing medical equipment and supplies (i.e., blood, pharmaceutical, biologic products, etc.) to support and restock health and medical care facilities (including DMATs) within the disaster area(s).
  - 4) As coordinated by ESF 8, epidemiological teams will be deployed as needed to monitor the general population and special high-risk groups, and carry out

field studies to assess health and medical needs; potable water, waste water and solid waste disposal issues; and the threat of vector-borne diseases.

- 5) ESF-8 will coordinate with local public health officials to conduct bacteria tests of all potable water systems and well fields to determine whether it is safe to drink the water or whether boiling water first is necessary. ESF-8 will coordinate with local public health officials in the issuance and lifting of necessary "boiled water orders."
  - 6) ESF-8 will coordinate the assessment of mental health needs and the provision of mental health services to disaster victims and emergency workers. ESF-8 will work closely with its State counterpart to provide mental health training materials to disaster workers; to assist local governments in the preparation of crisis counseling grants; to assist in training mental health outreach workers; and to help address the problem of disaster worker stress.
  - 7) ESF-8 will work with local officials to assist in establishing temporary victim identification and mortuary services. ESF-8 will work closely with its State counterpart to locate and secure Disaster Mortuary Services Teams (DMORTs) through the NDMS. The DMORTs have the capability for victim identification, using forensic dental and pathology methods, and for the processing, preparation, and disposition of remains. Temporary victim identification and mortuary services sites will be designated following an Incident of Critical Significance;
7. Coordination and Distribution of Materials and Supplies Procured Through Governmental Agencies
- a. Once threatening conditions subside, County officials will coordinate the acquisition and bulk distribution of massive quantities of materials and supplies necessary to meet the immediate emergency needs of disaster victims. A system for the acquisition and distribution of materials and supplies requested through governmental agencies will be established.
  - b. All food supplies and materials processed through governmental agencies will be transported to one or more designated storage or staging areas, where they will be catalogued, stored, and then distributed to one or more

designated storage depots in the disaster area(s). ESF-7 (Resource Support) will assist by locating and contracting for warehouse and additional storage space as needed. Temporary warehouse and storage sites will be designated following an Incident of Critical Significance. From there, food and other supplies and materials will be transported to bulk distribution sites designated by the County government. ESF-13 (Public Safety and Security) will coordinate security at these sites as well as during the transportation of food and water to storage depots and distribution sites as needed.

8. Coordination and Distribution of Materials and Supplies Procured Through Volunteer Organizations Active in Disasters (VOAD)
  - a. Once threatening conditions subside, volunteer efforts and the acquisition and bulk distribution of materials and supplies necessary to meet the immediate emergency needs of disaster victims will be coordinated through the Volunteer Coordinator at the Chatham County EOC.
  - b. Supplies and materials processed through contributions and donations to VOAD agencies will be transported to one or more designated storage or staging areas where they will be catalogued, stored, and then distributed to designated sites in the disaster area. ESF-7 (Resource Support) will assist by locating and contracting for warehouse and additional storage space as needed. Temporary warehouse and storage sites will be designated following an Incident of Critical Significance.
  - c. A system for the acquisition, distribution and management of materials and supplies requested through governmental agencies is contained in the Volunteer and Donations Management Support Annex to the Chatham County EOP.

I. Human Services Assistance

1. Individual Assistance Programs
  - a. IA programs that may be made available to eligible applicants through the DRCs and teleregistration include:
    - 1) Federal Assistance to Individuals and Households Program (IHP) – provides grants of up to \$25,000.00, adjusted annually according to the Consumer Price Index, to disaster victims to meet disaster related necessary expenses or serious needs which include: housing (Housing Assistance), personal property, transportation, medical, dental, funeral, moving and

storage, and other assistance (Other Needs Assistance). Housing assistance can be provided for up to 18 months to victims whose residences have been rendered uninhabitable by a disaster and this assistance is 100% federally funded. All other assistance is provided on a 75/25 percent Federal/State cost share. The IHP, Other Needs Assistance, is administered by FEMA in coordination with GEMA and the Housing Assistance is administered solely by FEMA.

- 2) County and local officials may be asked to assist the State with finding temporary housing availability for victims or to identify temporary housing sites.
  - 3) In accordance with ARC Regulation 3041, "In time of disaster, the Red Cross is responsible for providing temporary housing for persons who are unable to make their own arrangements."
- b. Small Business Administration (SBA) disaster loans – designed to supply low interest loans to owners of homes or businesses and renters who have experienced uninsured physical or financial loss as a result of a disaster. The SBA disaster loan program is automatically included in a PDD that includes IA. The SBA program is also available in a SBA-only disaster declaration.
  - c. Farm Service Agency disaster loans – low interest disaster loans are made available to farmers, ranchers, and agricultural operators for physical or production losses by the USDA. Loans may be made to assist individuals who experience losses and are also available without a PDD.
  - d. Disaster unemployment assistance – designed to aid those individuals who have become unemployed as a result of a disaster. The program is administered by the State Department of Labor, Licensing and Regulation and the State Employment Security Commission.
  - e. Tax relief – the Internal Revenue Service and GA Department of Revenue will be represented in the DRC to help victims identify ways in which the disaster affects their income tax. Casualty loss credits, early tax refunds, and information on lost documentation are some services available to disaster victims.

- f. Emergency Food Stamps – may be made available to victims whose nutritional needs are affected because of a disaster.
- g. Emergency Housing
  - 1) Following a catastrophic event, emergency housing will be required as a result of large parts of the population being displaced from their homes for extended periods (over 30 days).
  - 2) Emergency housing consists of two categories:
    - a) Interim Housing: Long-term shelter provided by the government to the displaced population. This housing is not congregate, and is funded under Section 403 of the Stafford Act. The occupants have their own lock and key. Types of housing could include cruise ships, hotels, motels, direct lease, rehab public housing, and emergency group sites (i.e., travel trailers). Emergency Group Sites (EGS) are one of the most common housing solutions. EGSs are contracted by FEMA, consist of travel trailers, are located on hardstand, and have above ground utilities. Generally, no more than 50 travel trailers will be located within one EGS. For planning purposes, one acre will accommodate 15 travel trailers. Ideally, sites should be 8-10, acres but 2-5 acres can be used. Travel trailers can be modified to become friendly with the American Disabilities Act (ADA), but are not ADA compliant. Travel trailers may be placed in a flood zone but only when only one is placed on personally owned property (i.e., in the front yard of a damaged home). Consideration should be given to locating sites outside established hurricane evacuation zones. For planning purposes, a maximum of 400 travel trailers can be installed in one day.
    - b) Temporary Housing: Financial or direct assistance from the government to an individual. Occupants have their own lock and key. This type of assistance could include transient reimbursement, rental assistance, and direct housing. Temporary Housing

Assistance can be provided for up to 18 months to victims whose residences have been rendered uninhabitable by a disaster, and the program is funded under Section 408 of the Stafford Act. Mobile Home Group Sites (MHGS) are another housing solution. MHGSs consist of mobile homes, are not located on hardstand, and have below ground utilities. Normally, no more than 200 mobile homes will be located within one MHGS. For planning purposes, one acre will accommodate seven mobile homes. Ideally, sites should be approximately 30 acres. Mobile homes may be purchased that are ADA compliant. Mobile homes cannot be placed in a flood zone unless they are elevated above the base flood elevation. MHGSs can be developed using existing mobile home parks, repairing, upgrading, or expanding existing parks, or built as new construction. MHGSs normally take 60 days or longer to develop. Consideration should be given to locating sites outside established hurricane evacuation zones.

- c) Preparedness: Using the operational area concept, GEMA will provide the Hazards-United States (HAZUS) information to counties detailing estimated residential building loss. For planning purposes, total emergency housing requirements for a given operational area is calculated using the following formula:  
*Total Destroyed + Total Severely Damaged + .5 Moderately Damaged = Operational Area Housing Requirement*
- d) The County will then use that information to develop emergency housing plans for displaced personnel. Emergency housing plans may include a variety of options, but most housing needs will probably be met through either EGS or MHGS. The County will identify as many potential sites as possible based on available planning information. The County will organize and train teams to validate site locations and will identify known shortfalls within the jurisdiction and provide information to GEMA. The County will coordinate with local jurisdictions regarding issues involving

ordinances which prohibit mobile home or trailers.

- e) Response: The County will validate housing requirements and potential group site locations. The Joint Field Office (JFO) will assist in coordinating for contract support to develop the group sites. Whenever possible, sites will be located adjacent to or near affected residential areas. The JFO may be required to develop plans to relocate displaced personnel outside their normal residential area. Relocation may be to other areas within a county, in other counties, or other states.
- f) Recovery: FEMA will operate DRCs from selected sites within the disaster area. The JFO will close down interim housing, and transition displaced personnel from PA to IA as housing is made available.

## 2. Disaster Recovery Centers

- a. The DRC is the FEMA/State mechanism for delivering assistance to disaster victims. It is a facility where victims can meet face-to-face with representatives of Federal, State, County, local, and volunteer agencies to:
  - 1) discuss disaster related needs for all programs with appropriate staff;
  - 2) ask questions about available assistance through Federal, State, County, local, and volunteer agencies;
  - 3) teleregister for disaster assistance using the phone bank to call FEMA's toll-free telephone number;
  - 4) receive updated information on their registration for disaster assistance;
  - 5) receive instructions on completing the SBA Loan Application;
  - 6) receive mitigation information; and
  - 7) submit paper applications (Disaster Assistance Application, FEMA Form 90-69) in the event that telecommunications are disrupted for extended

periods. These applications will be sent to the National Teleregistration Center.

- b. To make it easier for individuals to get information and assistance, Federal and State officials will coordinate with CEMA to establish one or more DRCs in the disaster area. FEMA has established the following guidelines for determining whether a building is suitable for use as a DRC. The facility must have:
  - 1) tables and chairs to accommodate staff and applicants;
  - 2) adequate parking;
  - 3) access for the handicapped;
  - 4) adequate restrooms;
  - 5) adequate utilities; and
  - 6) adequate communications.
  - 7) Other considerations for the DRC include, but are not required:
    - a) Kitchen or break area with refrigerator
    - b) Open floor plan
    - c) Visibility from major roadways
- c. Disaster Recovery Center Management and Operations
  - 1) The State HSO will appoint a DRC manager for each DRC. The DRC manager will be responsible for the establishment and daily operations of the DRC, making sure that the DRC is properly staffed and that the DRC staff is properly trained in DRC operations.
  - 2) The operating hours of the DRCs will be determined by the size of the disaster but is initially expected be at least 12 hours per day. Any decision to scale down or reduce the hours of DRC operation will be made jointly by the GCO and FCO.
- d. Disaster Recovery Center Staffing
  - 1) DRCs will be staffed with representatives from appropriate Federal, State, County, and local

agencies, private relief organizations, and other organizations capable of providing disaster-related assistance to individuals.

- 2) Staffing considerations will include accommodation for non-English speaking groups, such as Spanish speaking community.
- 3) As dictated by the incident and need, agricultural assistance may also be provided to farmers through the DRC.

e. Community Outreach

- 1) The disruption in normal communications systems will expectedly result in areas where disaster victims are unaware of the availability of disaster assistance programs. FEMA, State, County and local officials will conduct outreach efforts to inform victims of available disaster assistance programs.
- 2) Additionally, as determined by the severity of the disaster, it may be necessary to distribute handouts or flyers through coordination with the law enforcement authorities and fire departments. Those public awareness materials may be distributed to individual houses and public areas, such as churches, service stations, and laundromats.

f. Closing Disaster Recovery Centers

- 1) Decisions to close DRCs will be made jointly by County, GCO and FCO.
- 2) These authorities will work with the PIOs to prepare a press release to advise the public that a DRC site will close. The effective date of the DRC closing, as well as a listing of remaining open DRC sites, should be included in the release.

3. Teleregistration for Disaster Assistance

- a. A National Processing Service Center (NPSC) is a permanent FEMA facility housing a toll-free telephone bank. Upon activation following a PDD, disaster victims must register for individual disaster assistance through a NPSC. However, telephones will be available at the DRC and individuals may teleregister from the DRC. The NPSC telephone number is 1-800-621-FEMA (3362).



coordinating, updating, and implementing the County Hazard Mitigation Program (pursuant to Section 322 of the Stafford Act) and implementation and management of the Hazard Mitigation Grant Program (HMGP) (pursuant to Section 404 of the Stafford Act).

2. Section 404 of the Stafford Act establishes the HMGP to fund State and local post-disaster hazard mitigation measures. Federal funds are available under this program on a 75/25% Federal/non-Federal cost share basis. The total amount of funds available for any declared disaster will be up to 7.5% of all Federal assistance, or may be increased to 20% if the State has an approved mitigation plan under section 322 of the Stafford Act
3. Hazard Mitigation activities will be coordinated through the County-wide Hazard Mitigation Plan

## **X. RESPONSIBILITIES**

- A. The Chairman of the Chatham County Commission, when an emergency has been declared, shall be responsible, as the County's elected Chief Executive, for the safety, security and welfare of the County. To discharge this responsibility, he is empowered by the Official Code of Georgia, 1981, as amended, §38-3, Articles 1-3.
- B. The County organization for emergency operations is shown in the EOP at page 1, Section II, of the Base Plan. Agency functional responsibilities are discussed in Chapter III, Roles and Responsibilities, of the EOP. The specific county level position associated with disaster assistance is the Director of CEMA:

“The Director of CEMA shall have direct responsibility for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the County Commission Chairman and County Manager or their designee.” (*The Code of Chatham County, 2006. Chapter 4, Administration, Article III, Emergency Management.*)

- C. Emergency Support Functions (ESFs): The primary and support roles of each agency for each ESF are provided in the EOP.
  1. ESF Coordinator: The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a “Unified Command” approach

as agreed upon collectively by the designated primary agencies.  
Responsibilities of the ESF coordinator include:

- a. Pre-incident planning and coordination;
  - b. Maintaining ongoing contact with ESF primary and support agencies;
  - c. Conducting periodic ESF meetings and conference calls;
  - d. Coordinating efforts with corresponding private-sector organizations; and
  - e. Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.
2. Primary Agencies: An agency designated as an ESF primary agency serves as primary agent to accomplish the ESF mission. When an ESF is activated in response to an Incident of Critical Significance, the primary agency is responsible for:
- a. Orchestrating support within their functional area;
  - b. Providing staff for the operations functions at fixed and field facilities;
  - c. Notifying and requesting assistance from support agencies;
  - d. Managing assignments and coordinating with support agencies, as well as appropriate County agencies;
  - e. Working with appropriate private-sector organizations to maximize use of all available resources;
  - f. Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
  - g. Executing contracts and procuring goods and services as needed;
  - h. Ensuring financial and property accountability for ESF activities;
  - i. Planning for short-term and long-term incident management and recovery operations; and
  - j. Maintaining trained personnel to support interagency emergency response and support teams.

3. Support Agencies: When an ESF is activated in response to an Incident of Critical Significance, support agencies are responsible for:
  - a. Conducting operations, when requested by the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
  - b. Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards;
  - c. Assisting in the conduct of situational assessments;
  - d. Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency;
  - e. Providing input to periodic readiness assessments;
  - f. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
  - g. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;
  - h. Nominating new technologies for review and evaluation that have the potential to improve performance within or across functional areas; and
  - i. Providing information or intelligence regarding their agency's area of expertise.

D. Chatham County Emergency Operations Centers

1. The primary EOC is located in the Old County Courthouse at 120 Bull Street, Savannah, GA. The EOC will be activated, from which local emergency recovery efforts and activities will be coordinated, upon the direction of the Director of CEMA or his authorized representative. Because of space limitations, some restrictions may be placed on the number of staff representing each ESF. Telephone and fax numbers are published in EOP Support Annex F, EOC Staff Manual, and are published under For Official Use Only (FOUO) protocols.

2. In the event of a catastrophic emergency resulting in a PDD, the Director may decide to relocate elements of the EOC to alternate locations or in conjunction with forward deployed facilities. The designated alternate EOC is located at the Chatham County Annex, 295 Police Memorial Drive, Savannah, GA 31405. Telephone and fax numbers are published in EOP Support Annex F, EOC Staff Manual, and are published under FOUO protocols.
3. Requests for State assistance should be coordinated through the County EOC. At the request of an affected municipal government and contingent upon available space in the County EOC, CEMA will request municipal liaison be sent to the County EOC

**E. Financial Responsibilities**

1. A catastrophic emergency will require the expenditure of large sums of County and local funds. Financial operations will be carried out under compressed schedules and intense political pressure, which will require expeditious purchases that meet sound financial management and accountability requirements.
2. County agencies and departments designated as ESFs conducting recovery activities will be responsible for organizing their headquarters to provide financial support for their operations. Each agency and department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out mission assignments.
3. Approval to expend funds for response and recovery operations will be given by authorized officials from each agency and department. Each agency should designate a responsible official in each of its ESFs to ensure that actions taken and costs incurred are consistent with identified missions.
4. Each agency is responsible for establishing effective administrative controls to guide the expenditure of funds. Care must be taken throughout the course of the emergency to maintain logs, records, and file copies of all expenditures to provide reasonable accountability and justification for State and/or Federal reimbursement. Each agency is responsible for maintaining records, receipts, and all other documentation necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate close-outs and to support post-emergency audits.
5. Each agency should maintain detailed records of the following types of expenditures, which may be incurred while providing requested assistance:

- a. wages (regular and overtime), travel, and per diem of permanent and temporary personnel assigned solely to provide assistance;
- b. costs of work, materials, and services procured under contract to support implementation of recovery efforts;
- c. costs of materials, equipment, and supplies (including transportation, maintenance, repair, etc.) from regular County agency stock;
- d. costs incurred which are paid from trust, revolving, or other funds, and which reimbursement is required by law; and
- e. other costs incurred to provide assistance or otherwise facilitate recovery efforts, as directed by the Chatham Emergency Management Agency.

## **XI. PLAN MANAGEMENT AND MAINTENANCE**

- A. CEMA is the executive agent for the Plan management and maintenance. The Plan and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Plan and its supporting documents.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within the Plan may propose a change to the plan. CEMA is responsible for coordinating all proposed modifications to the Plan with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the Plan. Once published, the modifications will be considered part of the Plan for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the Plan will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the DRP to include related annexes, and a complete revision every four years (or more frequently if the County Commission of GEMA deems necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised DRP documents for the purpose of interagency review and concurrence.

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