

**OKANOGAN COUNTY**  
**Comprehensive Emergency Management Plan**

**EMERGENCY SUPPORT FUNCTION 14**

**LONG TERM COMMUNITY RECOVERY AND MITIGATION**

**RESPONSIBILITY SUMMARY:**

Primary Response

Fire Services  
Law Enforcement  
Public Works Departments  
Energy and Utility Providers  
Okanogan County Department of Emergency Management  
Okanogan County Public Health Department  
City/Town and County Building Departments  
North Cascades Chapter of the American Red Cross

Supporting

All jurisdictions and their agencies (County/City/Town)  
Registered Emergency Workers  
Volunteer Organizations

Plan Preparation & Maintenance

Okanogan County Department of Emergency Management

**RECOVERY**

**I. INTRODUCTION**

A. Purpose

The purpose of this Emergency Support Function (ESF) is to outline the process and to establish policies to accomplish recovery and restoration functions in order to transition from the disaster event to normal community activities.

B. Scope

This ESF applies to all agencies and organizations that have been affected by the emergency/disaster.

1. Okanogan County is subject to any number of disasters.
2. The extent of any recovery and restoration activities will depend on the specific event.

**II. POLICIES**

- A. Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities

will begin in the County Emergency Operations Center (EOC) with the assembling of data on the extent of damages. When the damages exceed, or are expected to exceed, the county's capabilities, a county Disaster Declaration will be prepared, signed by the County Commissioners and sent to the Washington State Emergency Management Department (WAEMD) Emergency Operations Center (EOC).

- B. In the wake of a catastrophic disaster, the Governor may direct the formation of a Joint Field Office (JFO). The purpose of the JFO is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
- C. The Federal Emergency Management Agency (FEMA) will provide recovery and restoration assistance through application when the damages exceed, or are expected to exceed, the capabilities of the State, Okanogan County and Cities/Towns. FEMA provides a "Guide to the Disaster Declaration Process and Federal Disaster Assistance" to assist the local entities through the application process.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

Any emergency or disaster occurring in Okanogan County can cause damage to public and private property, which requires recovery and/or restoration activities. See the Basic Plan portion of the County Comprehensive Emergency Management Plan (CEMP) for more details.

#### **B. Planning Assumptions**

- 1. An emergency or disaster has occurred causing significant damage so as to require recovery and restoration activities.
- 2. If a Presidential Disaster Declaration has been made, the State of Washington will form a JFO and the county will support that group.
- 3. If a Presidential Disaster Declaration has been made, there will be federal assistance coming and a Disaster Recovery Assistance Center (DRAC) will need to be established.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

- 1. Each political subdivision, special purpose district, public utility, agency and organization will:
  - a. Complete a detailed damage assessment.
  - b. Coordinate recovery and restoration activities with county EOC.
  - c. Apply for public assistance programs, if eligible.
  - d. Designate an 'Agency Representative' responsible for all recovery activities.

- e. Work with FEMA Damage Survey Report (DSR) teams to verify and document eligible assistance projects.
  2. Each agency or organization is responsible for recovery costs within existing budget limitations. If costs exceed existing budget authority, the legislative authority of the respective jurisdiction needs to provide appropriate action.
  3. Each agency or organization is responsible for documenting all disaster related costs and activities.
  4. The county EOC will coordinate priorities for recovery activities if the situation warrants.
  5. WAEMD/EOC will coordinate private sector assistance program availability and work with the PIO to disseminate all pertinent information to the general public.
  6. Local public and private utility service providers will restore services based on their policies and procedures and will coordinate pertinent activities with the county EOC.
  7. The JFO will serve as the guidance group to the Governor on a program of continuation of recovery and restoration. They will focus on:
    - a. Deterring the economic and environmental impact of the recovery to the state and the county, their citizens, property, business, and industry.
    - b. Determining the immediate measures necessary to continue recovery such as: contamination clean up; control of adulterated food; and financial aid and compensation.
- B. Organization
1. The county EOC will ensure that appropriate individuals are made available to work with any JFO that comes into the county.
  2. Each political subdivision, special purpose district, public utility, agency and organization will designate an Agency Representative responsible for recovery activities.
  3. The county EOC will coordinate recovery and restoration programs and activities.
  4. State and federal disaster assistance program coordinators will provide assistance and guidance to local entities on assistance programs.
  5. State and federal teams in cooperation with the respective Agency Representatives will conduct DSRs for all eligible applicants.
- C. Procedures
1. Recovery and restoration operations begin in the county and are based on the damage assessment reports received.
  2. Recovery and restoration operations will be conducted from the County EOC or other established location. This process will continue until the function is no longer necessary. Recovery and restoration operations may include, but not limited to:

- a. Establishing of a recovery task force.
  - b. Prioritization of activities.
  - c. Providing support to local entities, state and federal teams.
  - d. Providing necessary and requested information.
  - e. Providing reports and situation updates.
  - f. Coordination requirements.
3. If County is declared a federal disaster area, an applicant briefing will be held to inform all eligible agencies of the process to apply for assistance and what assistance might be available through public assistance programs.
  4. If individual assistance programs are available, individuals must apply for themselves. County EOC, WAEMD/EOC and program liaisons will notify the public on program procedures.
  5. The county EOC and WAEMD/EOC will assist in providing the private sector with contacts of other organizations or sources of assistance as appropriate.
- D. Mitigation Activities
1. When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.
  2. After a federally declared disaster, a mitigation grant program is usually available. Local entities should investigate possible projects for reducing future disaster damage and losses. County EOC and WAEMD/EOC will assist local entities with the process.
- E. Preparedness Activities
1. The primary method of preparing for recovery activities is to include this activity in county sponsored exercises and training.
  2. Primary Agency  
Develop and maintain a liaison with Okanogan County, city/town, state, federal agencies and organizations that can provide assistance in recovery and restoration activities.
  3. Support Agencies  
Develop and maintain procedures to recover from emergencies and disasters including cost documentation.
- F. Response Activities
1. During the response phase of an emergency, data on the extent of damage needs to start to be collected and tabulated. This will be centralized in the county EOC or other designated facility and all responders in the field need to be advised of the need to report whatever damage they observe. The EOC may need to activate damage assessment teams while the response to an emergency is still in process.

2. Primary Agency
  - a. Activate county EOC or other facility to coordinate recovery activities.
  - b. Assemble and forward all necessary reports and requests for assistance to WAEMD/EOC and other necessary locations.
  - c. Coordinate recovery and restoration activities with county, city/town, state and federal program representatives.
  - d. Provide all necessary individual assistance program information to the PIO for dissemination.
3. Support Agencies
  - a. Identify all damages and losses and prepare an action plan for recovery activities.
  - b. Prepare relevant recovery and restoration instructions and information for public information distribution.
  - c. Participate in the DSR process as appropriate.
  - d. Coordinate activities with county EOC.

G. Recovery Activities

The recovery and restoration phase of a disaster may actually last for years. The activities that take place during this phase will depend on the type of event that occurred. During the initial part of the recovery phase it will be coordinated out of the county EOC or other designated facility. When the situation reaches the point that the EOC can be deactivated, follow-up activities will include:

1. Upon EOC deactivation, follow-up coordination will be assigned to a specific agency such as the County DEM or Public Works Department.
2. Review and critique incident actions.
3. Continue documentation and reporting on all disaster recovery activities.

**V. RESPONSIBILITIES**

A. DEM/EOC

1. Coordinate the recovery and restoration activities with potential disaster assistance programs.
2. Appoint a person or agency that should be responsible for the collection and tabulation of damage assessment data.
3. Provide information and guidance to policy makers concerning issues of recovery and restoration.
4. Assist in the public information activities including public announcements on recovery and restoration and instructions on applying for assistance programs.
5. Provide liaison between agencies, organizations, state and federal agencies dealing with recovery efforts.

6. Ensure that Disaster Declarations and damage assessment data is transmitted to the WAEMD/EOC.
- B. All Jurisdictions and their agencies in Okanogan County
- The county, and cities/towns within Okanogan County, will need to make any and all of their assets available to assist with the recovery and restoration within their jurisdiction. A jurisdiction's own assets must be utilized before state and federal assistance can be expected. Additional responsibilities include:
1. Document all disaster related activities and costs.
  2. Inventory all damages and losses and develop an action plan for recovery and restoration activities.
  3. Conduct recovery and restoration tasks in coordination with county EOC, WAEMD/EOC and federal assistance program guidelines.
  4. Support and coordinate with county EOC and WAEMD/EOC in the conduct of recovery and restoration activities.
  5. Coordinate all pertinent disaster recovery information for the general public with the PIO.
  6. County Assessor will advise citizens on property reassessment as a result of disaster damages.
  7. Building and Planning officials will work with persons on site safety inspection, permits, and codes for disaster recovery activities.
  8. Okanogan County Auditor, Treasurer and City/Town financial officers will assist in disaster recovery accounting and fiscal activities.
  9. Review and critique all actions and activities for possible future modifications and updates to county EOC procedures and the County CEMP.

## VI. RESOURCE REQUIREMENTS

The resources requirements will depend upon the particular event; however, the county EOC will ensure facilities and logistical support are provided for any JFO or DRAC teams sent into Okanogan County.

## VII. REFERENCES

- A. ESF 5 – Emergency Management
- B. Okanogan County Comprehensive Emergency Plan, Basic
- C. Washington State Military Department, Emergency Management Division, Disaster Assistance Information  
Webpage address [http://emd.wa.gov/disaster/disaster\\_index.shtml](http://emd.wa.gov/disaster/disaster_index.shtml)
- D. Preliminary Damage Assessment (PDA) Process and Form  
Webpage address:  
<http://www.emd.wa.gov/disaster/WashingtonMilitaryDepartmentEmergencyManagementDivision-DisasterAssistance-PublicAssi.shtml>
- E. FEMA “Guide To The Disaster Declaration Process and Federal Disaster Assistance”

Webpage address: [http://www.fema.gov/pdf/rebuild/recover/dec\\_proc.pdf](http://www.fema.gov/pdf/rebuild/recover/dec_proc.pdf)

F. FEMA “A Citizen’s Guide to Disaster Assistance”

Webpage address: <http://training.fema.gov/EMIWeb/downloads/IS7complete.pdf>

## APPENDIX A

### DAMAGE ASSESSMENT

#### I. INTRODUCTION

##### A. Purpose

The purpose of this portion of the ESF is to establish policies and procedures for timely assessment of damages resulting from a natural or technological disaster.

##### B. Scope

Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to government assets. High priority will be given to critical facilities such as hospitals, extended care facilities, schools, and mass care shelters. Damages must be assessed to determine disaster aid eligibility.

#### II. POLICIES

A. When a disaster occurs a PDA will be made to determine the extent of damages.

B. The PDA will be accomplished using municipal, county, and volunteer personnel.

#### III. SITUATION

##### A. Emergency/Disaster Conditions and Hazards

A disaster, natural or man-made, could occur at any time which could cause widespread damage to public and private property throughout the county. See the Basic Plan portion of the County CEMP for more details.

##### Planning Assumptions

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage requiring an assessment that can be forwarded to the WAEMD/EOC for requesting federal assistance.
3. Damage assessment will have to be made in several parts of Okanogan County.
4. In addition to local jurisdictions, county agencies, and public agencies, volunteer groups (Community Emergency Response Teams, Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Services (RACES), Search and Rescue) and other volunteer organizations will be available to assist with preliminary damage assessment activities.

#### IV. CONCEPT OF OPERATIONS

##### A. General

PDAs are the basis for determining if a jurisdiction is eligible for disaster assistance. Initial PDAs will be accomplished by local personnel and compiled in the county EOC. If a Presidential Disaster Declaration is made, WAEMD/EOC and FEMA will send personnel to work with local personnel in preparing DSRs.

##### B. Procedures

1. Early Assessment Activity

- a. Once the county EOC is activated it needs to ensure that PDAs are made and reported back to the WAEMD/EOC. As data is compiled that information must be sent to the WAEMD/EOC. Individuals and organizations normally called upon to provide personnel for PDA Teams are:
  - (1) Cities/towns and county building officials
  - (2) Cities/towns and county public works departments
  - (3) Community Emergency Response Teams (CERT)
  - (4) American Red Cross
  - (5) Okanogan County Sheriff's Office Search and Rescue Team
  - (6) ARES/RACES
2. Damage Verification

If the President declares Okanogan County a disaster area, there will be teams of state and federal inspectors sent to the county to help prepare DSRs. A DSR team will normally consist of one local, one state, and one federal person.
- C. Preparedness Activities

This ESF is to be brought to the attention of all organizations that might be asked to provide personnel to work on a PDA and DSR team. This information is also to be incorporated into exercises and emergency management training when ever possible.
- D. Response Activities

PDA teams will be assigned by the county EOC to conduct windshield surveys to determine the extent of damage. This information will be compiled in the county EOC and forwarded to the WAEMD/EOC.
- E. Recovery Activities

The county EOC will continue to collect and update the status of damage and evaluate its impact on the county.

## V. RESPONSIBILITIES

- A. DEM/EOC
  1. Incorporate the information in this ESF into exercises and emergency management training whenever possible.
  2. Provide training to organizations providing PDA.
  3. Provide assistance in organizing damage assessment teams and track their progress.
  4. Receive PDA reports on County EMD Form 140, gather additional information and report to Washington EMD via electronic spreadsheet EMD Form 140. (See Appendix A)

- B. American Red Cross (ARC)
  - 1. Trained volunteer personnel in the procedures necessary to conduct PDAs.
  - 2. Schedule periodic PDA training with EMD.
  - 3. Provide personnel to conduct geographical area PDA when requested by the county EOC.
  - 4. Generally limits their damage assessments to private property.
- C. Community Emergency Response Team (CERT)
  - 1. Organize into geographical teams.
  - 2. Schedule periodic PDA training with EMD.
  - 3. Provide personnel to conduct geographical area PDA when requested by the county EOC.
- D. Okanogan County Sheriff's Office Search and Rescue  
SAR may be asked to provide transportation for survey teams in hard to reach locations.
- E. RACES/ARES  
May be asked to provide radio operators in areas where other communication might not be available.
- F. Other volunteer groups
  - 1. Schedule periodic PDA training with EMD.
  - 2. Provide personnel to conduct geographical area PDA when requested by the county EOC.

## **VI. RESOURCE REQUIREMENTS**

- A. The county EOC will designate or provide:
  - 1. One vehicle per DSR team.
  - 2. Office space and support for each DSR team.
- B. Other requirements that may be needed are to be requested from the EOC.

## **VII. REFERENCES**

- A. Title 44 Code of Federal Regulation (CFR), Section 206
- B. FEMA Publication 322 – Public Assistance Guide, September 1999
- C. FEMA Publication – Public Assistance Applicant Handbook, September 1999  
<http://www.fema.gov/pdf/government/grant/pa/apphndbk.pdf>

<b>Preliminary Damage Assessment Estimates:</b>	<b>Public Assistance</b>
<b>Date of Occurrence:</b>	

ID #	Location/ Impact to Jurisdiction	POC (Name & Phone Number)	Type Damage	Est. Cost	Description of Damages
			Cat A = Debris Removal Cat B = Protective Measures Cat C = Road & Bridges Cat D = Water Control Facilities Cat E = Public Buildings Cat F = Public Utilities Cat G = Parks/ other		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

<b>Disaster Damage Estimates</b>	<b>Primary Residences</b>	<b>Date of Occurrence:</b>
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ID #	Name	Street #	Street Name	Type Structure	Habitable?	Insurance	Estimated Loss in \$\$	Description of Damages
				(P) Primary Residence (S) Secondary Residence (R) Rental (B) Business (O) Other (specify)	Yes or No	(H) Homeowners (F) Flood  (B) Business (Eq) Earthquake (O) Other (specify)		
1							\$	
2							\$	
3							\$	
4							\$	
5							\$	
6							\$	
7							\$	
5							\$	
6							\$	
7							\$	
8							\$	
8							\$	
9							\$	
10							\$	
11							\$	
12							\$	
13								
14								
<b>Totals</b>							\$	

<b>Disaster Damage Businesses Estimates:</b>	<b>Date of Occurrence:</b>
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ID #	Business Name	Owners Name	Street Address	Estimated Structure Loss (%)	Insurance (yes/no)	Estimated Loss furnishing & inventory	Description of Damages
1						\$	
2						\$	
3						\$	
4						\$	
5						\$	
6						\$	
7						\$	
5						\$	
6						\$	
7						\$	
8						\$	
8						\$	
9						\$	
10						\$	
11						\$	
12						\$	
13						\$	
14						\$	
<b>Totals</b>						\$	

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