



## RECOVERY FUNCTION

### PRIMARY AGENCY:

State: Division of Emergency Management

### SUPPORT AGENCIES:

State:

- Department of Administration
- Department of Agriculture
- Office of the Attorney General
- Department of Building and Fire Safety
- Department of Commerce
- Registrar of Contractors
- Economic Security
- Department of Education
- Department of Environmental Quality
- Department of Health Services
- Commission of Indian Affairs
- Department of Insurance
- State Land Department
- State Parks Department
- Department of Public Safety
- Department of Real Estate
- Department of Revenue
- Department of Transportation
- Department of Water Resource

Volunteer: American Red Cross  
Arizona Voluntary Organizations Active in Disasters (AzVOAD)  
Salvation Army

Private: Arizona State Bar Association - Young Lawyers' Section

## I. INTRODUCTION

### A. Purpose:

Establish the organization and assign the responsibilities required for the state and its political subdivisions to recover from an emergency/disaster. The Recovery Function (RF) also covers federal disaster assistance programs that may be available during a Presidential declaration of Emergency or Major Disaster.

**B. Scope:**

Recovery from an emergency/disaster may require short/long term recovery assistance to restore the affected areas to pre-disaster condition.

**II. SITUATION AND ASSUMPTIONS**

- A.** Recovery from an emergency/disaster involves actions and resources from local jurisdictions and/or state government to return the situation to either normal or as near pre-disaster condition as possible.
- B.** In case of a Presidential Declaration, affected areas may require recovery assistance and support. Federal/state/local/private agencies will provide support and assistance to restore public/private property.
- C.** If the state determines that the damage and impact are beyond its capabilities, state officials will request FEMA Region IX to conduct a Joint Preliminary Damage Assessment (PDA) with state/local officials. ADEM is responsible for arranging federal PDA participation. Data compiled by local governments will determine local problems/needs. The information obtained by the PDA teams will be used to document that the emergency/disaster is beyond state/local capabilities, and to support the Governor's request for federal assistance.
- D.** Hazard mitigation projects will be identified by local jurisdictions to implement immediate and long term hazard mitigation measures following a Presidential Declaration.
- E.** If the Federal Response Plan (FRP) is activated, the Disaster Field Office (DFO) will be the primary field location for the coordination of federal/state response and recovery operations. The DFO is the operational base for the Federal Coordinating Officer (FCO), State Coordinating Officer (SCO) and other federal and state staff.

**III. CONCEPT OF OPERATIONS**

**A. Mission**

- 1. Provide coordination and guidance for recovery operations to include repair, restoration and replacement of damaged facilities, including services and assistance to private citizens.
- 2. Coordinate damage assessment activities and Presidential Declaration requirements, and facilitate Damage Survey Reports (DSR) and Project Applications.
- 3. Coordinate and administer FEMA's Public Assistance (PA), Individual Family Grant (IFG) and hazard mitigation programs.

## **B. Direction and Control**

ADEM coordinates support/assistance for recovery operations. The Governor's Authorized Representative (GAR), ADEM's Director, and/or the SCO will represent the state in coordination with the FCO. Direction will be provided by ADEM staff personnel and through written directives. The GAR is designated by the Governor as the official responsible for administering the program.

## **C. Operations**

1. Recovery operations will:
  - a. Be conducted in conformance with state/federal regulations governing disaster assistance programs.
  - b. Continue until the administration/management of programs has been completed.
  - c. Be coordinated with neighboring states if applicable.
2. Participating state agencies and applicants for assistance must maintain proper documentation/records throughout the recovery operations (see State of Arizona Emergency Assistance Guide, dated June 1996).
3. Local/state government must continue recovery operations until all actions have been completed.
4. State/local jurisdictions must conduct a hazard analysis and vulnerability study to determine if the jurisdictions can benefit from mitigation measures.

## **D. Local Emergency Declaration**

In case of a threatened or impending emergency/disaster, the chairman of the county board of supervisors, the mayor of an incorporated community or their designees may declare that a local emergency exists.

## **E. State of Emergency Declaration**

1. If a State of Emergency is proclaimed by the Governor:
  - a. State agencies in coordination with ADEM may make direct assistance available including personnel/equipment for repair or restoration of public facilities.
  - b. Direct assistance to individuals and families under a State of Emergency Declaration is prohibited by the State Constitution, but aid may be offered by volunteer agencies.

- c. Guidelines for allocation of funds for any single contingency or emergency/disaster may include:
  - (1) While awaiting a "State of Emergency" proclamation by the Governor, the Director, ADEM, may obligate up to \$20,000 for response and recovery activities.
  - (2) The Governor may through the declaration process allocate up to \$200,000.
  - (3) A majority of the members of the State Emergency Council will convene and approve the incurring of liabilities greater than \$200,000.
  - (4) The aggregate amount of liabilities incurred shall not exceed four million dollars in any fiscal year beginning July 1 through June 30.
2. The Director, ADEM, will receive and evaluate requests for assistance. Appropriate recommendations will be made to other agencies, the Governor and/or the Emergency Council.

**F. Presidential Declaration of a Major Disaster or Emergency**

1. The President's disaster recovery program is coordinated by the FCO, who will establish a DFO near the disaster. The FCO may also establish and maintain Disaster Recovery Centers (DRCs) where disaster relief agency representatives will be located.
2. Following a Major Disaster Declaration:
  - a. Federal/state representatives will conduct applicant briefings for potential applicants.
    - (1) The GAR will notify each applicant of the date, time and location of the applicants briefing.
    - (2) Applicants attending the briefing are requested to submit a Notice of Interest (NOI) and return it to the GAR no later than 30 days after the disaster has been declared.
  - b. A survey of damaged sites will be prepared by a federal/state inspection team escorted by the local representative/agent.
    - (1) The Disaster Survey Team (DST) will inspect every damaged facility and review applicable records to determine:
      - (a) The extent of the disaster damage;
      - (b) The scope of eligible work; and

- (c) The estimate of cost of that work.
  - (2) All pertinent information is recorded on a DSR.
- c. The applicant will be reimbursed:
  - (1) When the eligible work has been completed providing cost records are compiled for each project.
  - (2) A final inspection of eligible work and an audit have occurred.
  - (3) If the type of work is eligible to include:
    - (a) Debris removal;
    - (b) Emergency protective measures; and
    - (c) Permanent restoration.
- 3. Detailed information is provided in the State of Arizona Public Assistance Program Administration Plan, the State of Arizona Emergency Assistance Guide and 44 CFR parts 14 and 206. ADEM will assist applicants in completing and expediting required applications and documentation.
- 4. If the FRP is activated by a Presidential Declaration:
  - a. An FCO will be appointed by either the President or the FEMA, Director. The FCO will work with the SCO to identify needs/support requirements and coordinate those requirements with the ESF's.
  - b. The DFO is the primary field location for the coordination of federal and state response/recovery operations. It will house the SCO, FCO and staff, be located in/near the disaster location and operate 24 hours a day seven days a week initially. The number of hours and days of operation may be reduced as long as response/recovery operations needs are met.

#### **IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

##### **A. State Government**

- 1. **ADEM** will:
  - a. Receive requests for assistance from local/state agencies;
  - b. Evaluate the capability of the state to provide assistance;
  - c. Advise the Governor and/or the Emergency Council;
  - d. Coordinate state response and recovery assistance;
  - e. Receive and evaluate reimbursement claims from local/county state

agencies;

- f. Evaluate damage assessment information;
- g. Provide training/technical assistance for local/county/state/volunteer organizations tasked in the support of DSTs;
- h. Advise the Governor and/or the Emergency Council on requests for assistance and recommended courses of action;
- i. Coordinate state response activities with local/federal agencies;
- j. Help organize state/federal DSTs;
- k. Review state and local DSRs;
- l. Advise applicants on funding options;
- m. Request direct federal assistance;
- n. Coordinate and prioritize mitigation projects;
- o. Coordinate interim/final inspections with federal/state inspectors; and
- p. Administer the Individual and Family Grant (IFG) Program. The state is not permitted to provide this federal public benefit to persons who are not US Citizens, non-citizen nationals or qualified aliens.

2. **Department of Administration (DOA) will:**

- a. Provide adequate insurance coverage on state buildings.
- b. Assist ADEM in processing/auditing emergency funds.
- c. Establish a Disaster Donations Fund Account (see Donations Management Annex).
- d. Submit a PA through ADEM - SCO and contract for work as approved by FEMA for uninsured state facilities.

3. **Arizona Department of Agriculture will:**

- a. Analyze the impact on the agricultural sector and recommend needs for state assistance.
- b. Advise agricultural victims of guidelines for available assistance.
- c. Coordinate with the United States Department of Agriculture (USDA), and the University of Arizona - Cooperative Extension Services (CES) to provide advice on recovery assistance.

- d. Determine the type and amount of disaster assistance being administered by USDA agencies.
  - e. Provide technical assistance for farmers with the CES.
4. **Attorney General's Office** will:
- a. Represent state agencies in response to alleged discriminatory practices.
  - b. Investigate complaints of consumer fraud.
5. **Department of Building and Fire Safety** will provide code information for installation of mobile homes in coordination with the Department of Public Safety (DPS), DOA and HUD.
6. **Arizona Department of Commerce (DOC)** will:
- a. Coordinate emergency reviews, within the State Clearinghouse (SC), of applications for federal disaster relief funds.
  - b. Determine the impact on the economic recovery of the affected community.
  - c. Coordinate the processing of applications for public facility/housing assistance.
  - d. Assure priority and immediate consideration are given by federal agencies to applications from public under the following acts:
    - (1) Title II of the Housing Amendments Act of 1955, or any other act providing assistance for repair, construction or extension of public facilities;
    - (2) The United States Housing Act of 1937 for the provision of low-rent housing;
    - (3) Section 702 of the Housing Act of 1954 for assistance in public works planning;
    - (4) Section 702 of the Housing and Urban Development (HUD) Act of 1956, providing grants for public facilities;
    - (5) Section 306 of the Consolidated Farmers Home Administration Act;
    - (6) The Public Works and Economic Development Act of 1965, as amended; and
    - (7) Title II of the Federal Water Pollution Control Act, as amended.
7. **Registrar of Contractors** will receive/investigate complaints against contractors

who do recovery repairs/construction.

8. **Department of Economic Security** will coordinate with the SCO and administer the Disaster Unemployment and Food Stamp Programs.
9. **Department of Education** will:
  - a. Coordinate with the US Office of Education, Division of School Assistance in Federally Affected Areas (SAFA) in the administration of Section 7(a) of PL 81-874. This law provides assistance for payment of increased current operating expenses and replacement of lost revenues to elementary and secondary schools struck by a Major Disaster.
  - b. Notify school districts that public elementary and secondary school facilities are eligible for disaster assistance when an event is declared an Emergency or Major Disaster.
10. **Department of Environmental Quality** will coordinate the environmental recovery.
11. **Department of Health Services (DHS)** will:
  - a. Serve as the recovery lead agency for health related emergencies.
  - b. Coordinate crisis counseling services with state/local/volunteer mental health organizations.
  - c. Apply for repair/reconstruction assistance for DHS health and medical facilities.
12. **Commission of Indian Affairs** will act as liaison between the state/federal government and Indian nations/tribes.
13. **Department of Insurance** will:
  - a. Monitor the activities of organizations involved in the handling of insurance claims.
  - b. Investigate complaints against insurance companies or licenses.
  - c. Indicate the types and extent of insurance that are considered reasonable by the State Insurance Commissioner for federal assistance and permanent repair or replacement of property damaged (In accordance with Section 314, and the Disaster Relief act of 1974, Public Law (PL) 93-288, as amended, and 44 CFR 205.69).
14. **State Land Department** will:
  - a. Remove timber from private lands in disaster areas, according to Section 418, PL 93-288.
  - b. Coordinate fire service resources as required by ESF # 4.



15. **State Parks Department** will:
  - a. Coordinate with the SCO to ensure applications for federal disaster relief funds are in compliance with the National Historic Preservation Act.
  - b. Advise the Director, ADEM, of damage to historic buildings.
  - c. Apply for reimbursement for repair/rehabilitation of public facilities under State Parks jurisdiction.
16. **DPS** will escort mobile homes into the disaster area.
17. **Department of Real Estate** will provide assistance in locating real estate/rental companies for information on housing.
18. **Department of Revenue** will:
  - a. Provide tax relief advice to disaster victims.
  - b. Make a determination in coordination with the GAR as to the finding of a substantial loss of revenue resulting from a Major Disaster. This is based on actual/projected losses of revenue and disaster related expenses for the fiscal year in which the disaster occurred and the three succeeding fiscal years. Local government may then apply for a Community Disaster Loan under PL 93-288, as amended by PL 100-707, Title IV, Section 417.
19. **Department of Transportation (ADOT)** will:
  - a. Request assistance directly from the Administrator, Federal Highway Administration, for the repair/reconstruction of highways within the Federal-Aid System (23 USC 120 and 125 and related FHWA-ADOT agreements).
  - b. Permanently repair/reconstruct highways not in the FAS.
  - c. Contract and coordinate with the SCO for preparation and submission of PA and reimbursement request for work performed or contracted pursuant to PL 93-288, as amended.
  - d. Waive traffic regulations impeding the timely transport of mobile homes into a disaster area.
  - e. Assign qualified personnel to DSTs.
20. **Department of Water Resources** will:
  - a. Provide DST representatives to determine costs of restoring drainage and flood control facilities to their pre-disaster conditions.
  - b. Coordinate with the U.S. Army Corps of Engineers and other federal agencies in flood control projects.

- c. Coordinate flood insurance as it affects permanent restorative work.

**B. Federal Government**

1. Certain federal agencies have the statutory responsibility to provide disaster recovery assistance to state/local governments and individuals before or without an Emergency or Major Disaster declaration by the President.
2. The President has the authority for declaring an Emergency or Major Disaster pursuant to PL 93-288, as amended.
3. The FCO is responsible for coordinating federal, individual and public assistance programs.

**C. Private Organizations**

The Young Lawyers' Section - Arizona State Bar Association, will form a committee to provide legal assistance to victims of emergencies/disasters.

**D. Volunteer Organizations**

Numerous volunteer organizations (i.e., American Red Cross, Salvation Army, and Arizona Voluntary Organizations Active in Disaster) are available to help in recovery situations. They have the facilities, training and volunteer personnel to help with feeding, housing, clothing and numerous other tasks (see the Donations Management Support Annex and ESF # 6 - Mass Care).

**V. ADMINISTRATION AND LOGISTICS**

**ADEM will:**

1. Coordinate activities of state/federal/local in the implementation and completion of disaster recovery programs;
2. In coordination with the FCO, organize the state/federal DSTs;
3. Coordinate state/local comments and nonconcurrency on DSR;
4. Provide copies of DSRs to applicants;
5. Advise applicants on funding options;
6. Request federal assistance when state/local governments have exhausted their capabilities;
7. Receive/evaluate requests for federal equipment and supplies, including donated or surplus property from local/state agencies for use in a Presidentially Declared Major Disaster;
8. Review PA's, recommend approval/disapproval and provide assurances; and
9. Coordinate Interim and Final Inspections with state/federal inspectors.