

ANNEX G
DISASTER RECOVERY

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ANNEX G

DISASTER RECOVERY

I. PURPOSE

To outline the procedures for quick and efficient recovery from a disaster, including damages assessment, disaster assistance and hazard mitigation.

II. SITUATION AND ASSUMPTIONS

During and following a disaster, timely response is necessary to activate disaster resources and to provide for the comfort and safety of the victims.

III. CONCEPT OF OPERATIONS

A. As soon as a disaster is recognized, efforts must be made to provide for victims of the incident and to assess impact. Local organizations and private agencies will be involved in these activities until resources are expended, at which point, mutual aid and subsequent State-Federal aid may be activated.

B. Phases of Management for Disaster Recovery:

Mitigation:

- Coordinate recovery response plans between emergency services and among disaster assistance organizations.
- Implement a Town Hazard Mitigation program to eliminate/minimize the threat of significant disaster related hazards. (See Appendix 1, Hazard Mitigation this Annex).

Preparedness:

- Review Recovery Plan.
- Coordinate available resources.
- Alert mutual aid communities.

Response:

- Activate recovery systems, damage assessment teams and disaster assistance organizations. See Appendix 2, Damage Assessment.
- Efficiently utilize local resources to include mutual aid.
- Request State and Federal Aid when local resources and capabilities have been taxed.

Recovery:

- Review Recovery Plan and responses then modify plan as necessary.

IV. ORGANIZATION AND RESPONSIBILITIES

Local Fire Departments:

- Fire fighting.
- Rescue personnel trapped in debris.
- Identify unsafe buildings with local building inspector and prevent access to them.
- Notify utilities to cut off power where lines are downed or could otherwise present a hazard.
- Control hazardous materials incidents.
- Perform fire inspections.
- Establish a temporary morgue for the collection, identification, preparation of records and the disposition of the dead and to provide for the safekeeping of valuables removed from the remains.
- Provide lighting for nighttime rescue and recovery efforts.
- Provide basic first aid to non-seriously injured victims.

Law Enforcement:

- Maintain law and order.
- Provide traffic control and control access to restricted areas.
- Provide security to shelters and other key facilities.
- Assist evacuees upon return to the community.

Health and Medical:

- Establish a field aid/triage station. *As appropriate draw on Island Medical Resources. See TAB A-11, EPRB.**
- Transport seriously injured victims to appropriate medical facilities.
- Assist in rescue operations.
- Provide medical services in shelters and other critical facilities.

Service Organizations:

- Assist in providing food, shelter and sanitary facilities for victims.
- Participate in establishing a Disaster Assistance Center where appropriate assistance programs can be coordinated.
- Establish a public information system to inform victims of services available.

Local Code Enforcement/Building Inspector and Tax Assessor:

- Provide technical assistance in damage assessment activities.
- Project dollar estimates for damage properties.
- Review Hazard Mitigation Plans.

Local Emergency Management:

- Coordinate the recovery efforts; serve a communications interface as necessary.

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FI EP Sept. 2003

- Actively disseminate useful information to the public, including assistance programs available; status of the incidents; traffic flow; shelter locations where relatives may be found etc.
- Act as interface between local and state government and agencies.

Utilities:

- Repair or restore damaged power lines and facilities needed to restore electrical power for emergency use.
- Priority repairs to critical facilities.
- Cut off supplies to downed electrical lines and broken gas or water lines.
- Repair utilities on a priority basis.

Public Works:

- Repair or restore damaged roadway.
- Priority repairs are to roadways to critical facilities and to facilities access by heavy equipment and utility and assessment crews.
- Adjacent to roadways safe, as needed, downed electrical lines and broken gas or water lines.

Ferry Operations:

- Repair or restore damaged equipment.
- Priority repairs are to boats and landings to facilitate access by heavy equipment and utility and assessment crews.
- On re-entry of the Island population assist in enforcing the right of entry priorities.

V. OPERATIONAL SITE

- Local Recovery efforts will be coordinated from the Frye Island EOC.
- County wide recovery efforts will be coordinated at the County EOC, 22 High Street Windham, Maine.
- Local Disaster response teams will work at various locations but should work through the local EOC by mobile radio, wireless phone or in person.

VI. ADMINISTRATION AND LOGISTICS

Policy:

- Municipalities are responsible for immediate recovery response, and may seek assistance from the Cumberland County EMA when local resources are expended.
- The State EMA will assist when local and county capabilities have been exceeded.
- When State resources are exhausted, a Presidential Declaration will be requested and Federal Programs may be activated. See Appendix 3, Disaster Assistance for procedures to assist disaster victims.

- Disaster Recovery efforts beyond the county will be coordinated jointly by State and Federal Officials, who will monitor for duplication of benefits and will compile local, regional and state totals for state and federal records.

Preservation of Records:

Copies of all completed recovery related forms would be maintained in the Frye Island EOC for two years. They will be maintained in County and State EOC's for three years.

VII. AGREEMENTS AND UNDERSTANDINGS

- A. There is a statement of understanding between FEMA and American National Red Cross. In it, the Red Cross agrees to provide emergency assistance to evacuees, disaster victims, and emergency workers. Assistance may include fixed or mobile feeding stations, clothing, mass or individual shelter, cleaning supplies, comfort kits, first aid, blood and blood products. Financial aid (grant only) may be available to cover unmet needs. They may also provide counseling and referral services to those who wish to apply for Federal Assistance. The Red Cross may also participate in damage assessment activities.
- B. As "First on Scene" the Red Cross has a national center which charges it to provide for the basic needs of disaster victims at least until Federal Assistance Programs begin operating, possibly longer.
- C. Any mutual aid agreements for the Town of Frye Island are outlined in the Annex D, Emergency Services of this plan. They may be activated in the recovery process.

VIII. PLAN AND DEVELOPMENT AND MAINTENANCES

The primary responsibility for the development and maintenance of this Annex rests with the Town Emergency Director. This Annex will be exercised on a regular basis and will be reviewed and updated as necessary. A record of all revisions will be recorded on the Record of Changes page of this plan.

Appendix 1, ANNEX G

HAZARD MITIGATION

I. PURPOSE

To eliminate the hazards that constitute a significant threat to citizens of Frye Island and/or reduce the effects of unavoidable hazards through a program of Hazards Mitigation.

II. SITUATION AND ASSUMPTIONS

Situation:

- The threat of certain disasters, as identified in the Basic Plan, warrants an assessment of the Town and through an active mitigation program, reduction of potential damages or loss of life. Emphasis should be placed in potential wildfires, windstorms and ice storms.

Assumptions:

Mitigation can protect people from disasters by:

- Eliminating the hazards or reducing the frequency and or severity of their occurrences.
- Protecting people who come in contact with a particular hazard.
- Altering the way people live in order to avoid the hazard altogether.

III. CONCEPT OF OPERATIONS

- Hazard Mitigation is oriented toward the future and is intended to minimize threat on a long-term basis; i.e. mitigation is not a quick fix to make it through the next disaster. Mitigation generally will occur on the local level through ordinances, policies and capital investment.
- Mitigation can occur as a single purpose project to be completed in a certain period of time. It can occur as an ongoing process, or it can occur as part of a repair and restoration process following a disaster.

IV. RESPONSIBILITIES

Town of Frye Island:

- Fund mitigation projects.
- Draft and ratify local ordinances
- Monitor compliance with mitigation standards and regulations.
- Evaluate the performance and local costs of mitigation efforts.
- Search for mitigation resources (manpower, materials, funds and skills.).

Emergency Management Director:

- Inform and educate the public.
- Assist community in identifying potential hazards.

V ESTABLISHING A HAZARD MITIGATION PROGRAM

- Survey the jurisdiction to determine types of hazards and potential impact.
- Map hazard areas and make these maps available to developers, community officials, the public and other interested parties.
- Develop a hazard mitigation program, which establishes objectives and policies as part of the jurisdiction's development process.
- Assign priority for corrective and preventive actions.
- Work with other communities as appropriate to undertake multi-jurisdictional approaches to mitigation. Carefully delineate responsibilities of all involved agencies and organizations.
- Review local codes and ordinances to ensure that regulations controlling new development recognized the presence of hazards in the community.
- Establish codes as necessary, to protect structures from hazards. An example would be: a local site selection review process for construction projects involving hazardous materials or in locations subject to hazards (such as a flood plain).
- Work with community planners in developing a master plan to formulate future land-use policies to prevent or limit construction projects in hazardous areas.
- Provide homeowners with information and conduct workshops or seminars to encourage the incorporation of hazard mitigation techniques in maintenance, repair and home improvement projects.
- Promote fire prevention by enacting local ordinances requiring smoke and heat detectors in building in the community.
- For jurisdictions at risk of serious flooding, participate in the National Flood insurance Program and adopt and enforce a flood plain management program to make flood insurance available.

Appendix 2, ANNEX G

DAMAGE ASSESSMENT

I. PURPOSE

To provide procedures for the assessment of damage resulting from a disaster, as well as for the assessment of the disasters human impact, (casualties, homeless, and unemployed as a result of the disaster etc).

II. SITUATION AND ASSUMPTIONS

Situation:

During and following a disaster, prompt, efficient damage assessment is necessary to expedite a request for a disaster declaration. Without a declaration, Federal Response, support and funding will not be made available.

Assumptions:

The timely and accurate assessment of damage to public and private property will be a vital concern to local officials following a disaster and will have bearing on the manner in which recovery is affected.

III. CONCEPT OF OPERATIONS

- A. Local personnel must promptly conduct an initial appraisal to determine the need for immediate aid and to estimate the magnitude of the disaster situation. Such information shall be gathered by the Town and forwarded to the County EMA.

This Survey should include:

- Number and types of casualties.
- Public/private property damage/destruction.
- Evacuation/shelter status.
- Radiation levels (if appropriate).
- Contaminated areas and levels. (If appropriate).

For details see Attachment this Appendix, Damage and Injury Assessment Instructions and Forms.

- B. If the degree of damage appears to warrant “a Disaster Declaration”, then State, Federal, and Local Personnel will conduct a Preliminary Damage Assessment (PDA).
- C. State, Federal and local personnel, to establish a basis for a Federal Declaration request, will conduct a detailed damage survey. At this point it is necessary to place monetary values on damages to determine eligibility for Federal Recovery Assistance.

IV. PHASES OF MANAGEMENT

Mitigation:

- Establish a damage assessment program.
- Emphasize the need for development or enforcement of building codes and land use regulations.
- Disseminate emergency response information to the public and to local officials.

Preparedness:

- Establish and train local personnel in damage assessment techniques. Include personnel from non-profit organizations as well as any other professionals who could provide assistance.
- Coordinate and participate in exercises that include damage assessment functions.
- Develop procedures for collecting damage information.
- Maintain familiarity with procedures and forms used at County and State Levels. (See Attachment this Appendix).
- Maintain pre-disaster maps, photos, resources lists and other documents for damage assessment purposes.
- Identify critical facilities, which would require priority, repair if damaged.

Response:

- Coordinate local damage assessment efforts.
- Compile damage reports as quickly as possible and forward that information to County EMA.

Recovery:

- Review and coordinate submission of documents to County EMA.
- Keep accurate records of requests for Federal Assistance.
- Monitor restoration activities.
- Identify unsafe structures and prevent their use.
- Review (or suggest review) of building codes and land use regulations for possible improvements.
- Review damage assessment results and lessons learned.
- Update Town Emergency Plan as appropriate.

V. ADMINISTRATION AND LOGISTICS

- The Town Manager in coordination with the Town Emergency Director shall appoint a Damage Assessment Coordinator.
- Consideration should be given to appointing either the Codes Enforcement Officer or Tax Assessor.
- Once appointed, the Damage Assessment Coordinator reports to the Town Manager and or Emergency Director.

VI. ORGANIZATION AND RESPONSIBILITIES

Town of Frye Island

1. Gather initial damage assessment figures via local damage assessment teams and or household reports. Local Damage assessment teams should include:
 - Tax Assessor or Town Manager
 - Code Enforcement Officer
 - Real Estate Appraiser
 - Public Works Director

2. Provide assessments in each of the following categories:
 - Debris clearance and disposal.
 - Protective clearance.
 - Road and Bridge
 - Water control facilities
 - Public Utilities
 - Facilities under construction
 - Private non-profit facilities
 - Other (marinas, recreational and park facilities.
 - Private or individual dwellings.
 - Business or places of business.
 - Individual assistance (other then dwelling).
 - Disaster related expenses not shown elsewhere.

3. Photograph/film all damages to public and private non-profit facilities immediately after the disaster and document any emergency work performed on such facilities. In the event that areas of the state are declared disaster areas such work may be eligible for Federal Reimbursement, but only if the Town documents that a dangerous condition existed prior to the emergency work and that emergency work was actually completed.

4. Forward information promptly to County EMA.

County EMA:

1. Receive, summarize and report damage information that has been collected by municipalities of the county.

2. Report damages and other information to State EMA within 24 hour to 48 hours of a request for a “Disaster Declaration”. Initial reports may be verbal, but must be followed by a written report within 48 hours.

3. Coordinate the deployment of State and Federal Assessment Teams.

4. Submit a second written report to State EMA 7-10 days following the original request. This information may be used to support a request for a Presidential “Disaster Declaration” or to appeal a Federal Decision to deny disaster assistance. It may also be used as a basis for reallocating resources or to otherwise assist the State in planning its recovery.

State EMA:

1. Receive and compile state agency and county/local damage assessment and human impact information.
2. Coordinate the formation and deployment of joint Federal and State Damage Assessment Teams.

VIII. RELEASE OF ASSESSMENT INFORMATION

- A. Private appraisers, insurance adjusters and others may obtain damage assessment reports from the Damage Assessment Officer, Only with the consent of the Board of Selectmen or the Town Manager. Such information will be limited to that necessary to assist them in expediting the adjustment of claims.
- B. Media personnel may obtain general damage reports from the Public Information Officer. Details released to the media must be authorized by the Town Manager.

Attachment, Appendix 2, ANNEX G

Damage and Injury Assessment Instructions and Forms

Also see Tab C-EPRB

- I. Maine Emergency Management Agency, Damage and Emergency Assessment Form 7 Instructions (Rev. Feb. 2000).**
- II. Maine Emergency Management Agency, Damage and Injury Assessment, FORM 7. (Rev. Feb. 2000)**

Needs 6 pages for this material.(1)

Appendix 3, ANNEX G

DISASTER ASSISTANCE

I. PURPOSE

This appendix documents procedures, following a presidential disaster declaration, which may be implemented to assist victims of the disaster.

II. SITUATIONS AND ASSUMPTIONS

Situation:

In an Emergency or disaster situation, there will be damage and a need for technical and financial assistance for the community and its residents.

Assumptions:

Some programs require a presidential declaration in order to be activated. Others are available without a declaration.

See Attachment this Appendix, Disaster Assistance Programs.

Local Assistance efforts may be immediately implemented, whereas State and Federal Programs may take several days to activate.

III. PHASES OF MANAGEMENT

Mitigation:

- Communities should be familiar with potential hazard areas and establish and enforce building codes and land use regulations.
- Emphasize public awareness of potential hazards and disaster response options, as well as flood insurance and disaster recovery.

Preparedness:

- Develop a plan to coordinate the responses of the disaster assistance agencies.
- Exercise the plan on a regular basis.
- Select potential sites for Disaster Assistance Centers. (DAC's).
- Review and coordinate public information programs to inform the public of assistance programs available.

Response:

- Activate disaster assistance programs (See Attachment this Appendix)
- Coordinate the programs between the agencies involved.
- Establish a DAC where victims can report to seek assistance.
- Notify the public of the locations of the DAC.
- Submit applications for assistance to the appropriate State or Federal Agencies.

Recovery:

- Conduct post-disaster critiques with all assistance agencies involved to assess inadequacies in the systems or the plan.
- Revise the Disaster Assistance Plan as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

Town EMA:

- Work with private service organizations, State and Federal agencies to locate and establish a DAC.
- Assist in public information efforts.
- Assist incapable victims with recovery briefings and access to the DAC.

Disaster Assistance Organizations/Agencies:

- Inform public of assistance each organization has available.
- Administer assistance programs from the DAC's.
- When necessary, coordinate assistance between organizations to minimize duplication of benefits.

County EMA:

- Inform public of assistance programs.
- Act as liaison between Local and State/Federal agencies.

State EMA:

- Assist in establishing the DAC's.
- Act as liaison between local and federal agencies.

V. OPERATIONAL SITES

- A. Disaster Assistance Center (DAC) will be established where victims can apply for recovery assistance in a Presidential Declared "Disaster Area".
- B. The location of the DAC will be decided by collaboration between local, state and assistance organizations. The DAC will be operated by a manager appointed by the State Coordinating Officer and will remain open as long as necessary.
- C. Predicated on damage and the following aspects the Town Community Center is the potential DAC for Frye Island.
- Proximity to the affected areas.
 - Parking availability
 - Access via public transportation.
 - Ability of the site to accommodate representatives of assistance agencies (size, seating capability, desks etc), and the expected number of people seeking assistance.

- D. Alternate Sites for a Town of Frye Island DAC are:
- Golf Clubhouse
 - Town Administration Building

Attachment, Appendix 3, ANNEX G
DAMAGE ASSISTANCE PROGRAMS

- I. ASSISTANCE TO INDIVIDUALS**
- II. ASSISTANCE TO STATE AND LOCAL GOVERNMENTS**
- III. ASSISTANCE WITHOUT A PRESIDENTIAL DECLARATION**