

EMERGENCY SUPPORT FUNCTION # 14 RECOVERY & MITIGATION

Coordinating Agency:	Guernsey County Emergency Management Agency
Primary Agencies:	Guernsey County Emergency Management Agency Guernsey County Auditor All Jurisdictional Governments & Agencies
Support Agencies:	Representatives from all 15 Emergency Support Functions

I. Introduction

The recovery process can be split into long-term and short-term activities, but some activities can occur in both. Also, there is no clear distinction of when short-term recovery activities end and long-term begins.

1. Short-term recovery returns vital life support systems to at least minimum operating standards and people's immediate needs are met.
2. Long-term recovery is the repair or reconstruction of buildings and infrastructure, as well as consideration and implementation of mitigation projects and initiatives that may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for entirely new purposes.

Mitigation includes projects, policies, or programs that will reduce, eliminate, or alleviate damage caused by disasters. These activities are ongoing within a community regardless of the occurrence of a disaster.

Damage assessments produce a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance can be determined from preliminary damage assessments.

B. Purpose

This ESF provides a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

C. Scope

1. ESF-14 includes a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage.
2. ESF-14 outlines the procedures for assessing the need for, applying and administering Federal and State disaster assistance programs.
3. ESF-14 establishes a detailed framework of Federal and State government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of Federal and State disaster assistance.
4. The Guernsey County Multi-Jurisdictional All Natural Hazard Mitigation Plan serves as a tool for directing ongoing efforts of the County, townships and municipal governments to reduce community vulnerability to the impacts of identified natural and man-made hazards.

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II. Situation and Assumptions

A. Situation

1. Most hazardous events, which may affect the county, have the potential for causing damage. A planned damage assessment procedure is essential for effective response and recovery operations.
2. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
3. Recovery activities may continue long after the Emergency Operations Center (EOC) has been closed.
4. An initial damage assessment will determine the severity and magnitude of the disaster, and identify what type supplemental assistance is necessary to recover from its effects.
5. If a disaster occurs of such magnitude that it could result in a Presidential declaration of "major disaster" or "emergency", a county-wide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions and resources needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required to restore the affected area to pre-disaster condition.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
3. Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
4. The prompt and accurate assessment of damage to public and private property following a disaster will be vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is affected in this county.
5. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could reduce much of the structural damage that could result from future disasters.
6. Without a federal disaster declaration, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer donations, and insurance coverage. Also businesses must depend on insurance coverage or obtain loans/refinancing for recovery and The County, townships and municipal governments must meet infrastructure recovery needs through existing operating funds, insurance, or resort to bond issues to fund disaster recovery.
7. During a presidential-declared disaster, the Guernsey County EMA Director will provide information regarding available disaster assistance.

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III. Concept of Operations

A. Organization

1. The Guernsey County EMA shall serve as the lead agency coordinating the recovery effort in a manner consistent with the Board of County Commissioners. Recovery is focused on coordination of activities among participating governmental, as well as non-profit organizations and private sector entities. In addition, the Director is the county's official liaison with FEMA, Ohio EMA, and the townships and municipalities within the county.
2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization or jurisdiction.

B. Direction and Control

1. All recovery activities are coordinated through the EOC/EMA beginning during the response phase with an evaluation by the EOC/EMA staff of:
 - a. Situation reports;
 - b. Mission assignments logged and tracked;
 - c. Status update reports received from local governments;
 - d. EOC briefings;
 - e. Initial damage impact survey data, as well as other impact information received from other sources.
2. This information will be reviewed and monitored to identify the areas that should receive priority for damage assessment and human needs resources. Gathering this information sets the stage for the transition from response to recovery operations, which takes place after the event.
3. When a Presidential disaster declaration is issued in response to an incident, key Federal and State recovery officials normally establish and co-locate at a Joint Field Office (JFO). The JFO serves as the hub for the coordination of Federal and State disaster assistance as well as a focal point for associated recovery and reconstruction issues.
4. In the recovery phase, the EMA Director carries out the recovery phase through direct coordination with the support agencies.

C. Major Recovery Functions:

1. Damage Assessment,
2. Individual Assistance;
3. Infrastructure (Public Assistance) Program;
4. Debris Removal (refer to debris management annex);
5. Mitigation (refer to county mitigation plan)

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IV. Damage Assessment

A. General

1. Responsibility for damage assessment ultimately lies with local government entities. Damage assessment personnel must be trained in order to provide fast accurate information to the EOC/EMA so that effective response and recovery efforts may be utilized. Many financial assistance programs at the state and federal levels require extensive damage assessment information.
2. Damage assessment record keeping is a vital activity to be used as a means of supporting assistance requests and to substantiate and justify additional assistance request, which may develop as recovery actions are conducted.
3. Local government officials will conduct a rapid assessment using all available resources (fire, police, etc.), as soon as possible, following a disaster. Early identification of problems affecting the population will enable the Executive Group in the EOC to make prompt and efficient decisions concerning resources available and needed.
4. The Emergency Management Director will review, with other appropriate local officials, the rapid assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The Emergency Management Director will forward a windshield report, based on the rapid assessment reports, and any requests for assistance to Ohio Emergency Management by the quickest means available.

B. Organization

1. The Guernsey County EMA Director will serve as the Damage Assessment Coordinator when the EOC is not activated.
2. The Guernsey County Auditor or designee will serve as the Damage Assessment Coordinator on the EOC staff when the EOC is activated. Specific responsibilities include but are not limited to the following:
 - a. Establish point of contact with officials of affected jurisdictions (Township Trustees, Mayors, etc.) and determine the approximate area affected.
 - b. Alert and activate Damage Assessment Teams. In addition he will provide teams briefings on the following:
 - (1) Procedures, checklists, forms;
 - (2) Point of contact in affected area;
 - (3) Specifics of the disaster;
 - (4) Schedule for receiving assessment information;
 - (5) Procedure for verifying damage assessment information.
 - c. Provide updated disaster information to the Executive Group. Information will be posted in the EOC to provide readily available data.
 - d. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions (i.e., roads, bridges, and buildings).
 - e. Assist in the collection of damage assessment data and preparation of reports (i.e., the Damage and Needs Assessment Form, Attachment 1) to be forwarded to the state.
 - f. The DAC will coordinate the compilation of damage survey data, prepare damage assessment reports, and plot damaged areas on local maps. Two maps should be prepared. One should show public damage and graphically display where the worst damage is located and where minimal damage is located. The second map should address the same for private damages.

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3. Public Damage Assessment will be the primary responsibility of government employees. All public damages must be reported to the EOC/EMA in a timely manner.
 - a. Assessment of damages to public buildings (city, township, county, school district, private non-profit organizations, etc.) eligible for public assistance is the responsibility of the respective entity.
 - b. If the disaster has caused damage to county-owned properties, each agency or division of county government is required to report their jurisdictional damage assessment data to the EOC/EMA as may be required. The County Engineer will coordinate damage assessment of county roads, bridges, and culverts.
 - c. Assessment to city/village streets and city/village owned properties will be the responsibility of the respective City/village.
 - d. The township trustees will accomplish damage assessment for township roads and township owned properties.
 - e. Individual departments of public works (water/sewer), whether publicly or privately owned, will accomplish assessment of damages to the public works infrastructure. This information shall be provided in a timely manner to the Public Works Coordinator in the EOC or the EMA if the EOC is not activated. The Public Works Coordinator will coordinate this information with the Damage Assessment Coordinator in the EOC to ensure that this information is included in the damage assessment reports.
 - f. Privately owned utilities will provide information on damage to the public utility infrastructure to the public utilities coordinator within the EOC.
4. Private Damage Assessment will fall under the Damage Assessment Coordinator in the activated EOC or the County EMA if the EOC is not activated.
 - a. Damage sustained by private businesses and individuals will be determined by the Damage Assessment Coordinator in cooperation with other agencies within the EOC.
 - b. Red Cross will conduct an independent damage assessment survey to analyze the situation and determine human necessities. The results of the ARC Survey will be useful as a crosscheck. Insurance company adjusters/appraisers are another source of damage information.
5. Agricultural Damage Assessment will be the primary responsibility of the Guernsey County OSU Extension Office.
 - a. The County Extension Office in coordination with the County Farm Bureau will accomplish assessment of agricultural damage.
 - b. All information will be forwarded to the Damage Assessment Coordinator and will be provided to the state through the State Department of Agriculture.
6. All agencies involved in responding to the disaster shall report the following information to the EOC as soon as it becomes available:
 - a. Number of fatalities
 - b. Number of injured
 - c. Other pertinent information that may become available to them during their response (evacuations, structural damage).

Note: Whenever possible this information will include name and/or address to avoid duplication.

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C. Private Property Damage Assessment Teams

1. Damage Assessment Teams will consist primarily of volunteers recruited and trained by the Emergency Management Agency. Possible sources for volunteers may be from local government employees, law enforcement, and fire service, Citizen Corps/CERT. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related fields will be used to supplement existing team members. A roster of team members will be compiled and maintained in the county resource manual.
2. When the disaster is confined to the boundaries of, or inclusive of a city, or incorporated village, the Chief Executive of that entity may be requested by the EMA to provide personnel for staffing of Damage Assessment Teams. All assessment team members must be trained by EMA prior to being deployed.
3. When the disaster has caused damage to townships or unincorporated areas, the Chief Executive of those jurisdictions may be requested by the EMA to provide representatives on the Damage Assessment Team.
4. A standard operating procedure will be developed by the Guernsey County EMA to ensure the private property damage assessment is accomplished.

D. Damage Assessment Phases

1. Windshield Report.

The "Windshield Report" will be comprised of verbal reports from first responders to the incident and forwarded to the EMA Director. This report must be transmitted to Ohio EMA no later than 24 hours after the incident. Means of transmission are by telephone, radio, messenger, or fax.

2. Public Damage Assessment

- a. The initial damage assessment must be conducted at the local level to assess whether or not the recovery needs can be met with local resources or if state and federal assistance will be required. If outside assistance is needed, the public damage assessment will be used as the basis for the assistance request.
- b. Immediately following a disaster, each jurisdiction performs a damage assessment. The EMA Director shall provide or advise each jurisdiction on the availability of Damage Assessment Forms. The jurisdiction will document all damage assessment data on these forms and provide the results to the County EOC/EMA.
- c. In addition, the County Department of Engineering also will conduct an assessment of impacts on county public infrastructure.
- d. The goal is to complete the initial damage assessment within 24 to 48 hours of the disaster occurrence. As new information becomes available the jurisdiction must provide updated information to the EOC/EMA on a continuous basis.
- e. While this phase is critical in providing documentation to attaining a Presidential Declaration, each jurisdiction while accomplishing this function, will also be trained to report information about
 - (1) Boundaries of the disaster area;
 - (2) Status of the transportation systems;
 - (3) Access points to the disaster area(s);
 - (4) Damage to utility systems;
 - (5) Status of critical facilities;
 - (6) Major resource needs and shortfalls.

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3. Preliminary Federal/State Damage Validation
 - a. Following the disaster event and initial damage assessment by the County, a preliminary damage assessment (PDA) will be conducted by the State and FEMA with the support from the county. This action is taken to verify the severity of the impact and justify the need to pursue a request for additional state and federal assistance.
 - b. The State/FEMA damage assessment teams will analyze the information gathered to determine whether the needs can be met with the State's assistance or if the extent of the damage warrants a request by the Governor for Federal disaster assistance.
 - c. The GCEMA will provide the State/Federal Damage Assessment Team transportation, maps, and local personnel to accompany them into the field to share local knowledge gained during the initial damage assessment. The more expeditiously the damage data can be collected, the quicker a potential disaster declaration can be obtained.
4. Each local jurisdiction/entity must provide a representative to assist in the Preliminary Federal/State Damage Validation process.

V. State and Federal Assistance

- A. Guernsey County is the first source of disaster response and recovery assistance. When local resources are insufficient to cope with the damage, losses or suffering from a disaster, State and Federal programs may provide direct assistance to affected local governments and/or individuals.
- B. The Guernsey County Commissioners must specifically request this assistance. It is essential that local authorities be aware of and understands their roles and responsibilities in relation to State and Federal assistance programs and are aware of the conditions and limitations associated with these programs.
- C. Guernsey County does not have a fund set aside to provide public or individual assistance in a disaster. Guernsey County depends on the assistance that nongovernmental agencies can provide, such as from the Salvation Army and American Red Cross.

1. State Disaster Assistance

The following state organizations offer assistance programs that localities may apply for in order to recover from emergencies. These organizations include but are not limited to the following:

- a. Water and Sewer Works Commission - Long-term, interest-free loans to localities for sewer and water line repair.
- b. Ohio Public Works Commission - Up to 90% grants to repair/replace locality roads, bridges, waste facilities, and sewers.
- c. Ohio Department of Development - Loans and grants to repair/replace water, sewer lines, roads, bridges, etc. to localities.
- d. Ohio Water Development Authority - Long-term market interest rate loans to localities for drinking water, wastewater, and construction projects.
- e. Ohio Environmental Protection Agency - Below market rate loans to localities for publicly owned wastewater treatment facilities and non-point source water pollution control projects.
- f. Ohio Controlling Board - Emergency Purposes Fund money to assist localities in recovery efforts.

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2. Federal Disaster Assistance

“The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act),” Public Law 93-288, as amended by the Disaster Mitigation Act of 2000 (DMA2K) was enacted by the Congress of United States to supplement the efforts of State and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act as amended by the DMA2K was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits Federal assistance, when the State and local governments have exhausted their resources and capabilities.

- a. There are several forms of Federal disaster assistance that does not include a Presidential disaster declaration, they include:
 - (1) Search and Rescue (U.S. Coast Guard)
 - (2) Flood Protection (U.S. Army Corps of Engineers)
 - (3) Emergency Food Programs (U.S. Dept. of Agriculture)
 - (4) Small Business Administration Loans
- b. Following a Presidential disaster declaration the following Federal disaster assistance can include:
 - (1) Public Assistance
 - (2) Individual Assistance
 - (3) Hazard Mitigation Programs

VI. Federal Public Assistance Program

Public Assistance is supplementary federal assistance provided under the Stafford Act to state and local governments or certain, private, non-profit organizations, other than assistance for the direct benefit of individuals and families. The PA Program is administered by the state. There is a federal/state match, with the federal share no less than 75%. Assistance provided will not duplicate insurance benefits.

- A. The following are the types of assistance covered by this program.
 1. Emergency work
 - a. Cost to clear debris (debris management is covered in the debris management annex to this plan)
 - b. Costs of personnel overtime, material, and equipment used for emergency response activities.
 2. Permanent work
 - a. Damage to roads, streets, and bridges
 - b. Damage to water-control facilities
 - c. Damage to public buildings and equipment
 - d. Damage to public utilities
 - e. Damage to park and recreational sites
 3. The state will serve as the grant administrator for all federal funds provided to eligible applicants under the PA Program.
 4. The Guernsey County EMA Director will assist affected CEOs obtain public assistance from the state and federal governments.

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B. Presidential Declaration

1. When the President issues a disaster declaration that includes Guernsey County, the County will receive notice from the State directly. The County EMA Director will ensure that this information is transmitted to the Guernsey County Commissioners and other public officials.
2. The Guernsey County EMA will coordinate with the State regarding implementing the appropriate programs authorized by the declaration.
3. Each agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to the Guernsey County EMA office for countywide consolidation and submission to FEMA.
4. Each municipality and township is responsible for identifying their public assistance projects and reporting this information to FEMA.
5. Following the President's declaration of a disaster, the Governor's Authorized Representative (GAR) will conduct meetings for all potential applicants for public disaster assistance. FEMA will assign a Public Assistance Coordinator who will be the overall coordinator of the program.

C. The Public Assistance Process

1. The first principal step in requesting Federal aid is reporting damages. This is addressed in the Damage Assessment Annex.



2. Next the jurisdiction and/or organization attend the applicant briefing. This briefing will be scheduled to advise potential eligible applicants of the availability and requirements of Federal assistance. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant and is used by the Federal Coordinating Officer to determine the number of damage survey and inspection teams.
3. In order for a jurisdiction and/or organization to receive Federal assistance they must first fill out a Request for Public Assistance (RPA) form. An RPA is a contact information sheet used in identifying the applicants and determining their eligibility in the Public Assistance Program.

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4. Following the Applicant briefing there is a Kick-off meeting with the Public Assistance Coordinator to discuss the projects that require Federal funding. At this meeting the project's eligibility is determined. Finally, the projects are submitted and funded or denied.
 - a. Acceptance and Denial Procedures

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the Applicant Liaison Officer will notify the potential applicant in writing, explaining the specific reasons for denial and providing information on appeal procedures.
 - b. Designation of Sub-grantee's

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form and designates the official authorized to sign the funding agreements and execute relevant public assistance documents. Before any public assistance funds are released the State and the applicant must enter into a disaster relief funding agreement.
5. The cost share for the public assistance program will be 75% supplied by the Federal Government while 25% will be the responsibility of the State and local government.

VII. Individual Assistance (IA)

Individual Assistance is supplementary federal assistance provided under the Stafford Act to individuals, families and businesses affected by a major disaster or an emergency. Such assistance may be provided directly by the federal government or through state or local governments or disaster relief organizations.

- A. The following information is used to determine the level of damage for IA declarations.
 1. Damage to homes (Housing Loss Form)
 - a. Primary versus secondary residence damage
 - b. Homeowner or rental property damage
 - c. Degree or percentage of damage to structure
 - d. Insured versus uninsured damage
 2. Damage to businesses (Losses to Businesses Form)
 - a. Estimated days out of operation
 - b. Tenant versus owner considerations
 - c. Number of employees
 - d. Replacement costs
 - e. Percentage of damage to businesses
 - f. Insured versus uninsured damage.
- B. Types of Federal Individual Assistance
 1. Disaster Housing

This program is administered by FEMA and designed to help victims whose residences have been rendered uninhabitable by a disaster. Assistance will not duplicate insurance benefits.

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2. Small Business Administration (SBA)

This program provides disaster loans designed to supply low interest loans to owners of homes or businesses who have experienced uninsured physical or financial losses as a result of a disaster. SBA can also provide loans for the replacement of personal property for homeowners and renters. One of the primary criteria for SBA assistance is the applicant's basic ability to repay the loan.

3. Farmers Home Administration (FmHA)

This program provides low interest disaster loans to farmers, ranchers and agricultural operators for physical or production losses. Loans may be made to either the tenant or owner of the agricultural business.

4. Disaster Unemployment Assistance

This program aids those individuals who have become unemployed as a result of a disaster. Unemployment assistance of up to 26 weeks may be paid to victims who have lost their jobs due to the disaster. The Ohio Bureau of Employment Services administers the program. Benefits paid to victims cannot be in addition to regular unemployment compensation, and the amount cannot exceed that which is ordinarily paid under state law in non-disaster situations.

5. Individual and Family Grants (IFG)

The program provides grants to disaster victims to meet necessary expenses or serious needs. The recipient may spend this money for a variety of needs, including medical and dental expenses, housing repairs, personal property, funeral and burial expenses and public and private transportation. These expenses must have been caused by the disaster. The recipient must have been either turned down or inadequately served by other programs, including SBA, before he/she becomes eligible for an IFG. This program is administered by the state and is a 75/25 Federal/state match. The assistance cannot duplicate insurance benefits.

6. Income Tax Service

The Internal Revenue Service will help victims identify ways in which the disaster affects their federal income tax. Casualty loss credits, early tax refunds and information on loss documentation are some services available to disaster victims.

7. Food Coupons

These may be made available to victims whose nutritional needs are affected because of a disaster. The U.S. Department of Agriculture administers this program at the federal level and Department of Human Services at the state level. County Departments of Human Services will interview food stamp applicants and issue food stamp benefits to qualified recipients. The President will determine the length of eligibility for receiving emergency food coupons.

8. Crisis Counseling Program

The President is authorized to provide professional counseling services for disaster victims. These services include financial assistance to state or local agencies or private mental health organizations to provide services for victims of major disaster in order to relieve mental health problems caused or aggravated by the disaster or its aftermath. The Ohio Department of Mental Health primarily provides services directly to individuals and families that focus on mental wellness and mechanisms to deal with the incident and subsequent recovery. Through effective public information, education, and outreach activities, basic mental health needs are provided and prevention of long-term mental health problems is achieved.

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C. Individual Assistance Information

1. National Tele-registration Center (NTC)

The National Tele-registration Center (NTC) is a permanent FEMA facility that houses a national toll-free telephone bank. Upon activation following a Presidential Disaster Declaration, disaster victims register for individual disaster assistance through contacting the NTC. Toll-free numbers for the NTC will be widely publicized for disaster victims by state and federal recovery personnel.

2. Disaster Application Centers (DACs)

These are federally established temporary locations generally established in or near communities directly impacted by the presidential declared disaster. Federal and state recovery personnel staff the centers. The purpose of the DACs is to allow disaster victims to apply for individual disaster assistance in person. Although DACs may be used in conjunction with the NTC, establishment of these temporary facilities is very infrequent and generally dependent upon the scope or magnitude of the disaster. Use of DACs is agreed upon by FEMA, state and local officials. Locations and days/hours of operation are widely publicized for disaster victims by state and federal recovery personnel.

3. Disaster Recovery Centers

a. These are federally established temporary locations, which are staffed by federal and state recovery personnel in the Presidential declared disaster areas. These centers provide information on the status of applications submitted by disaster victims for individual assistance. Information may be provided regarding the use of disaster assistance funds, hazard mitigation information and SBA information. Use of Service Centers are agreed upon by FEMA, state, and local officials.

b. Guernsey County EMA will provide State and Federal agencies with a list of locations that can serve as a DRC. FEMA's guidelines for determining whether a facility may serve as a DRC include:

- (1) Minimum of 5,000 square feet of floor space.
- (2) Waiting area capable of accommodating 100 persons.
- (3) Access for the disabled.
- (4) Separate areas for child-care, crisis counseling and first aid.
- (5) Adequate parking.
- (6) Located near public transportation systems.
- (7) Adequate utilities and communications.
- (8) Adequate restrooms and janitorial services.

c. Once a DRC location has been confirmed, local, State and Federal Public Information Officers (PIOs) will prepare a coordinated news release to advise disaster victims of the DRC location, assistance programs available and any documentation and other materials necessary to support applications for disaster assistance.

4. Toll-free telephone assistance.

FEMA maintains a permanent facility which houses a national toll-free telephone center to answer questions from disaster victims. In conjunction with the permanent FEMA center, other federal and state agencies may operate similar information sources for disaster victims. The toll-free numbers are widely publicized by local, state and federal recovery personnel.

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D. Community Relations

Community outreach efforts will be made cooperatively by federal, state and local recovery personnel in order to ensure that all disaster victims are aware of assistance programs. The efforts may include but are not limited to providing flyers and press releases to local community leaders, school officials, and religious organizations about federal individual assistance that may be available to disaster victims.

E. Flood Insurance

1. Local officials should educate residents that live in flood prone areas about the benefits of flood insurance coverage.
2. Flood insurance covers losses to property caused by flooding. From structural and mechanical damage to flood debris cleanup and floor surfaces (like tile and carpeting), is protected by a flood insurance policy, something that a homeowner's policy does not offer.
3. Having flood insurance provides residents many benefits. Not only is coverage there when they need it, but it also:
 - a. Compensates insured for all covered losses
 - b. Compensates for flood damages even if federal disaster aid is unavailable
 - c. Pays for covered losses, unlike interest-bearing loans through federal disaster assistance.
 - d. Guarantees compensation for flood damages because the Federal government backs NFIP flood insurance

VIII. Mitigation

A. Process and Strategy

1. Under the guidance of the Guernsey County Planning Commission and the Guernsey County Commissioners, a Core Team of public officials and community leaders were appointed to guide the development of the Guernsey County (Multi-jurisdictional) Pre-Disaster Mitigation Plan. The Guernsey County Emergency Management Agency was assigned the task of coordinating and documenting the plan.
2. The Mitigation Planning Committee held a series of meetings beginning in late February 2003 and continuing through October 2003. A summary of the activities that were accomplished at each meeting is outlined in the Mitigation Plan.
3. For detailed information on the process and agencies used to develop mitigation plans and strategy and how these are coordinated with State and Federal agencies/plans refer to the Guernsey County Multi-jurisdictional Pre-Disaster Mitigation Plan.

B. Mitigation Measures

Short and long term strategies to reduce the impact of disasters in Guernsey County are outlined in the Mitigation Plan.

C. Public Education and Awareness

Actions to inform and educate citizens and property owners about the hazards and potential ways to mitigate them are a major part of the mitigation strategy. Such actions should include outreach projects, real estate disclosure, hazard information, and school age and adult education programs.

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D. After a Disaster

1. In the aftermath of a disaster event, the EMA Director will request the Mitigation Planning Committee to meet to initiate a mitigation assessment in the impacted areas of the County. The team will review previous mitigation projects in the impacted areas to determine how well the projects performed their intended mitigation actions.
2. The Emergency Management Agency will ensure that all interested parties are aware of when the application period for new disaster HMGP funds opens, the Emergency Management Agency will provide requested assistance with the submission of the parties projects. Upon approval by the State, the owning party of the funded project will be responsible for completing the Funding Agreement with the state, providing the required match of funds, and completing all other grant reporting and management requirements.

IX. Roles & Responsibilities

The following organizations have these specific responsibilities with respect to recovery efforts.

A. Guernsey County EMA

1. Develop a damage assessment program and designate a damage assessment coordinator.
2. Develop a damage assessment training program.
3. Identify agencies, personnel, and resources to assist in damage assessment activities.
4. Maintain pre-disaster maps, photos, and other documents.
5. Conduct damage assessment exercises (or incorporate damage assessment into other exercises).
6. Serve as Damage Assessment Coordinator when EOC is not active.
7. Provide Initial Damage Assessment – Public Assistance Forms.
8. Upon completion, forward damage assessment forms to the State Emergency Operation Center (EOC) and coordinate arrival of preliminary damage assessment personnel.
9. Monitor, identify, and document unmet needs; report needs to OEMA & FEMA.
10. Coordinate recovery activities with the Federal Emergency Management Agency (FEMA), Ohio Emergency Management Agency (OEMA), townships and municipalities.

B. Guernsey County Auditor or Designee

1. Report to EOC upon its activation.
2. Act as Damage Assessment Coordinator during EOC activation.
3. Serve as central collection point for all Damage Survey Reports.

C. Damage Assessment Coordinator

1. Activate and coordinate Damage Assessment Teams (DATs).
2. Serve as central collection point for all Damage Survey Reports.
3. Accompany FEMA and OEMA DATs into field to support preliminary damage assessment efforts.
4. Coordinate with Public Information Officer regarding matters relative to individual and public assistance funds, and in dissemination of information to the media.
5. Coordinate with support agencies and organizations involved in providing emergency housing.
6. Monitor, identify, and document unmet needs; report needs to OEMA & FEMA.
7. Supply technical information, advice, and assistance in procuring available Federal and State emergency assistance.

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D. Guernsey County Engineer's Office

1. Coordinate the collection of assessment data for all public assistance damages including structures, equipment, and debris clearance. Coordinate the compilation of municipal public assistance damages as well. Submit information to Guernsey County EMA for transmission to the OEMA.
2. Be available to assist local governments in filing for Public Assistance funds.
3. Continue to monitor for unsafe roads, and coordinate signage and closure with appropriate agencies.

E. Guernsey County Public Information Officer

Coordinate the dissemination of information on State and Federal emergency assistance available to public and private agencies, organizations, individuals, and families.

F. Municipal & Township Governments

1. Conduct Initial Damage Assessment for public infrastructure within jurisdictional boundaries, and transmit reports to GCEMA.
2. Prepare Public Assistance grant applications.

G. Guernsey County Department of Job and Family Services

Coordinate with the state the implementation of emergency assistance to families following a disaster to include:

1. Aid to Dependent Children
2. Emergency Food Stamp Program
3. County welfare operations
4. Non-deferrable grants
5. Welfare inquiries
6. Medical assistance programs

H. Area Agency on Aging

1. Inform older disaster victims and their families of disaster programs and other assistance, including referring older disaster victims to the National Tele-Registration Center and/or assist with the tele-registration process.
2. Assist older disaster victims in establishing eligibility and completing applications for disaster assistance programs. Provide follow-up and advocacy to assure that individuals are able to complete the application process and/or receive eligible assistance.
3. Inform older disaster victims, aging network staff and emergency management staff of services the area agencies on aging and related service providers can provide including but not limited to alternative housing, home repair, chores, meals and counseling.
4. Collaborate with disaster relief organizations to address unmet service needs of older disaster victims.
5. Coordinate activities with the Guernsey County Senior Citizen Center.

I. Children Services Board

1. Continue to provide shelter for displaced children according to agency policies and procedures.
2. Assist authorities in locating extended family members for children separated from families or for children who have been orphaned.
3. Assist families in securing basic needs and safe shelter for children according to agency policies and procedures.

EMERGENCY SUPPORT FUNCTION # 14
RECOVERY & MITIGATION

OHIO EMERGENCY MANAGEMENT AGENCY
DAMAGE NEEDS AND ASSESSMENT FORM
INSTRUCTIONS

This data should be reported to the Ohio Emergency Management Agency as soon as possible if your community will be seeking assistance from the State or Federal Government. You may report the data by phone by calling 614-889-7176, or fax the data at 614-889-7183. The form itself should be mailed to the Ohio Emergency Management Agency at a later date as "hard copy" of previous verbal transactions.

One form should be completed for each affected political jurisdiction, to include a form for the county as a separate jurisdiction.

You should refer to the Damage Assessment Guide, August 1995, developed and distributed by the Ohio emergency Management Agency for additional guidance.

GENERAL SECTION

- Block A: Enter the name and population of the political jurisdiction for which damage estimates are being recorded.
- Block B: Enter the name and population of the county.
- Block C: Indicate the type of disaster and the date of occurrence. If a flood or winter storm disaster provide additional information as requested in Block N.
- Block D: Indicate the area where the damage has occurred.
- Block E: Provide the name, title, address, and phone number of the person to be contacted should questions arise concerning the data provided.

PUBLIC DAMAGE SECTION

Public damages are those damages to government-owned properties and facilities, and for the purpose of damage assessment, are based on what cost will be involved to return those properties to their pre-disaster condition. As indicated below, the term "public damage" also includes those out-of-pocket costs to government incurred in their response to the disaster.

- Block A: **Debris Clearance** - The debris must be a direct result of the disaster. Enter costs incurred/projected for debris removal from public property. DO NOT include debris removal estimates from private property, unless government forces would normally have a legal responsibility to do so. Include actual and estimated costs to remove debris from public road and streets within your jurisdiction, even those which may be on the Federal Aid System.

EMERGENCY SUPPORT FUNCTION # 14
RECOVERY & MITIGATION

- Block B: **Protective Measures** - Protective measures can include the cost of search and rescue, demolition of unsafe structures, and action taken by government forces to reduce the threat to public health and safety, as a direct result of the disaster. Costs for sandbagging and other flood protective actions, barricades and signs, extra police and fire including overtime pay, emergency stream clearance, health measures, and temporary measures are eligible under this category.
- Block C: **Road Systems** - Enter the actual/estimated cost to return the following public property which may have been damaged by this disaster to its pre-disaster condition, the type and number of bridges and culverts destroyed or damaged; damage to rights-of-way, curbs, sidewalks, street lights, and gutters. Indicate whether access problems still exist.
- Block D: **Water Control Facilities** - Flood control, drainage, and irrigation facilities which are owned, operated, controlled, or maintained by a local unit of government, and which received damage due to a disaster should be recorded in this block.
- Block E: **Public Buildings, Facilities, and Equipment** - Enter the number destroyed or damaged and estimate cost of repair of any government-owned facility damaged by this disaster. This could also include any government-owned equipment directly damaged by the disaster (not those damaged during the response), replacement of broken windows, damaged roofs. Include an estimate of the insurance coverage if possible.
- Block F: **Public Utilities** - Enter all costs as appropriate for damages to publicly owned utilities and utility systems. These costs can be both emergency repairs and/or projected costs of permanent replacement if necessary. Include the estimated insurance coverage.
- Block G: **Parks and Recreational** - Enter costs as appropriate for damages to parks and recreational facilities.
- Block H: **Schools and Private Non-Profit Facilities** - Enter the number of damaged or destroyed schools (public and private) and an estimated or actual cost for repairs and/or the projected costs of permanent replacement. Other non-profit facilities may be included, such as: museums, cemeteries, community shelters (i.e., senior citizen or homeless), libraries, emergency and medical facilities, private utility, and other facilities which provide essential governmental services.
- Block I: **Community Budget Section** - It is mandatory that political jurisdictions affected by the disaster complete this section if they are seeking Federal Disaster Relief through the State. If a joint Federal/State site assessment is arranged, the representatives from the Federal Emergency Management Agency (FEMA) will require the jurisdiction to provide hard copy of this information.

EMERGENCY SUPPORT FUNCTION # 14

RECOVERY & MITIGATION

PRIVATE DAMAGE SECTION

Block J: **Individual** - List the number of structures (primary residences including mobile homes and farmhouses) which were destroyed or received major or minor damage from the disaster. Do not report secondary residences (i.e., vacation homes) in this block. Report them separately under comments.

Please utilize the following definitions in categorizing the type of damage:

Destroyed - totally uninhabitable, beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in this section.

Major damaged - The structural damage is such that the occupant cannot repair the structure within 30 days; uninhabitable without major structural repairs.
NOTE: Water above the floor of a mobile home for any significant length of time generally causes major damage, even though some occupants may choose to move back in.

Minor damage - The structural damage can be repaired within a 30-day time period.

These are definitions provided to assist you in assessing damage to private structures, and are generally utilized by FEMA during joint Federal/State assessments. Some organizations, such as the Red Cross, do not categorize major/minor damage in the same way, and utilize their own criteria when performing a damage assessment.

Block K: **Business/Industrial** - Furnish the number of businesses and industries destroyed, or with major and minor damage as defined under Block J. You will need to supply the percentage of insurance coverage and any significant information concerning the impact of the damage, such as the number of persons unemployed because of the damages, and an estimate of the duration of that unemployment.

Block L: **Agricultural** - The information required here is concerning the losses to operating farms. In this block, document the number of service buildings, machinery and equipment, crops, and livestock which were destroyed, or received major or minor damage. This information will be shared with the Ohio Department of Agriculture.

Block M: **Other Information** - Provide an estimate or actual number of deaths, injuries, and persons hospitalized as a result of the disaster. If you have confirmed the numbers, place a "C" after the figure.

EMERGENCY SUPPORT FUNCTION # 14
RECOVERY & MITIGATION

Additional Disaster Information - this additional information will assist the Federal Emergency Management Agency in determining the needs of the community.

COMMENTS SECTION

Be sure to utilize the Comments Section of this form. Additional information, which may substantiate the need for assistance, should be provided in this space.

Keep all your notes and support documentation as a basis for completion of this form. Be sure to refer to the Damage Assessment Guide, August 1995, for additional information concerning assessment.

Attachment 1
DAMAGE AND NEEDS ASSESSMENT
SUMMARY INFORMATION

Jurisdiction: _____ Population: _____ County: _____ Population: _____ Date: _____

Type of Disaster: _____ Disaster Date: _____ Area Primarily Affected: _____

Contact: _____ Title: _____

Address: _____ Phone: _____

PUBLIC DAMAGE

A. Debris Clearance

Public Roads & Streets \$ _____

Public Property \$ _____

Other \$ _____

Total \$ _____

E. Public Buildings, Facilities, Equipment

Public Buildings Destroyed # _____ \$ _____

Public Buildings Damaged # _____ \$ _____

Building Contents \$ _____

Vehicles / Equipment \$ _____

Insurance Coverage _____% 

Total \$ _____

B. Protective Measures

Emergency Temporary Repairs \$ _____

Flood Protection / Sandbagging \$ _____

Barricades / Signs \$ _____

Security / Search & Rescue \$ _____

Other \$ _____

Total \$ _____

F. Public Utilities (Publicly Owned)

Water Systems \$ _____

Water Treatment Plants \$ _____

Sewage Treatment Plants \$ _____

Sewers – Length in Feet _____, \$ _____

Other \$ _____

Insurance Coverage _____% 

Total \$ _____

C. Road Systems

Road Miles (miles 2 lane Paved) \$ _____

Road Miles (miles 2+ lanes Paved) \$ _____

Roads (other) \$ _____

Bridges Destroyed \$ _____

Bridges Damaged \$ _____

Culverts Destroyed \$ _____

Culverts Damaged \$ _____

Total \$ _____

G. Parks & Recreation

Parks \$ _____

Recreation \$ _____

Other \$ _____

Insurance Coverage _____% 

Total \$ _____

D. Water Control Facilities

Dikes \$ _____

Levees \$ _____

Dams \$ _____

Drainage Channels \$ _____

Other \$ _____

Total \$ _____

H. Schools & Private Non-Profit Facilities

Public Schools Destroyed \$ _____

Public Schools Damaged \$ _____

Other Schools Destroyed \$ _____

Other Schools Damaged \$ _____

Private Utility \$ _____

Other \$ _____

Insurance Coverage 

Total _____% \$ _____

Grand Total \$ _____

I. Current Jurisdiction Budget Information

Annual Budget \$ _____

Public Works Budget \$ _____

Road Budget \$ _____

Date Fiscal Year Begins _____

8/31/2006

ESF 14 to Guernsey County EOP

ESF14-20

Attachment 1

PRIVATE DAMAGE**J. Individual**

Residences Destroyed – Single Family _____
 Residences Destroyed – Multi Family _____
 Residences Destroyed – Mobile Home _____
 Residences Damaged – Single Family _____
 Residences Damaged – Multi Family _____
 Residences Damaged – Mobile Home _____
 Residences – Minor Damage _____
 Residences – Affected _____
 Insurance _____ %

Total

K. Business / Industry

Businesses Destroyed _____
 Businesses – Major Damage _____
 Businesses – Minor Damage _____
 Businesses – Affected _____
 Insurance Coverage _____ %
 Number of Employees _____
 Days of Unemployment _____

Total

L. Agriculture

Farm Buildings Destroyed _____
 Farm Buildings Damaged _____
 Machinery / Equipment Destroyed _____
 Machinery / Equipment Damaged _____

Crops – Acres Destroyed _____
 Crops – Acres Damaged _____
 Livestock Destroyed _____
 Livestock Damaged _____

M. Other Information

Deaths _____
 Injured _____
 Hospitalized _____
 Evacuated _____
 Sheltered _____
 Missing _____

N. Additional Disaster Information

If a Flood or Winter Storm Quantity-inches _____
 Hours Duration? _____
 If Flood, Type _____
 Stream Overflow? _____
 Sheet Flow? _____
 Sewer Backup? _____
 Other? _____
 How Long Under Water? _____
 Chemical Contamination? _____
 What Chemicals? _____

O. Additional Comments

Alternate Contact:

Title:

Address:

Phone:

Attachment 2

DEBRIS PROTECTION									
Date:									
#	Address / Location	Debris Clearance Road & Streets \$	Debris Clearance Public Property \$	Debris Clearance Other \$	Protective Measures Temporary Repair \$	Protective Measures Flood Protection \$	Protective Measures Barricades, Signs \$	Protective Measures Security & SAR \$	Protective Measures Other \$
1									
2									
3									
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Attachment 3

ROADS & BRIDGES											Date:	
#	Address / Location	Road Type	Road # of Miles	Roads \$ of Damage	Bridges # Destroyed	Bridges \$ Destroyed	Bridges # Damaged	Bridges \$ Damaged	Culverts # Destroyed	Culverts \$ Destroyed	Culverts # Damaged	Culverts \$ Damaged
1												
2												
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Attachment 4

WATER CONTROL FACILITIES						Date:
#	Address / Location	Water Control Facilities - Dikes \$	Water Control Facilities – Levees \$	Water Control Facilities – Dams \$	Water Control Facilities – Drainage \$	Water Control Facilities – Other \$
1						
2						
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Attachment 5

PUBLIC BUILDINGS & FACILITIES								Date:	
#	Address / Location	Public Buildings Destroyed #	Public Buildings Destroyed \$	Public Buildings Damaged #	Public Buildings Damaged \$	Building Contents \$	Vehicles / Equipment \$	Insured?	
1									
2									
3									
4									
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Attachment 6

PUBLIC UTILITIES								Date:
#	Address / Location	Public Utilities Water Systems \$	Public Utilities Water Plants \$	Public Utilities Sewer Plants \$	Public Utilities Feet of Sewer Line	Public Utilities Sewer Line \$	Public Utilities Other \$	Insured?
1								
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Attachment 7

PARKS & RECREATION									
									Date:
#	Address / Location	Parks & Recreation \$	Parks & Recreational \$	Parks & Recreation Other \$	Insured?				
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Attachment 8

SCHOOLS & NON-PROFIT											Date:	
#	Address / Location	Public Schools Destroyed #	Public Schools Destroyed \$	Public Schools Damaged #	Public Schools Damaged \$	Other Schools Destroyed #	Other Schools Destroyed \$	Other Schools Damaged #	Other Schools Damaged \$	Private Utility \$	Other \$	Injured?
1												
2												
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Attachment 9

RESIDENCE										Date:
#	Address / Location	Residences Destroyed Single Family #	Residences Destroyed Multi-Family #	Residences Destroyed Mobile Home #	Residences Damaged Single Family #	Residences Damaged Multi-Family #	Residences Damaged Mobile Home #	Residences Minor Damage #	Residences Affected #	Insured?
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Attachment 10

BUSINESSES									Date:
#	Address / Location	Businesses Destroyed #	Businesses Major Damage #	Businesses Minor Damage #	Businesses Affected #	Insured?	Business # Employees	Businesses # Days of No Work	
1									
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Attachment 11

AGRICULTURE								Date:	
#	Address / Location	Farm Buildings Destroyed #	Farm Buildings Damaged #	Machinery / Equipment Destroyed #	Machinery / Equipment Damaged #	Crops # Acres Destroyed	Crops # Acres Damaged	Livestock # Destroyed	Livestock # Injured
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