

# **Disaster Recovery Field Manual**

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**NCJRS**

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## DISASTER OPERATIONS FIELD MANUAL SECTION 1

### INTRODUCTION

#### (1.00) PURPOSE

The purpose of this manual is to provide a basic understanding of disaster assistance programs. The manual outlines the duties and responsibilities of state, county and municipal emergency management officials and provides the necessary information to plan, prepare for and recover from a disaster. This handbook provides a directory of federal and State disaster assistance programs and requirements.

Municipalities are encouraged to develop their own disaster assistance programs utilizing existing resources and programs that, with some modification to requirements, will aid in recovery. State and federal assistance is not available for all emergencies.

#### (1.01) OVERVIEW

It is the responsibility of every municipality to prepare for and respond to an emergency that impacts upon its residents. In Emergency Management it is understood that the primary responsibility to respond to a disaster rests with the municipality and the municipal staff. County and state resources are there to assist and support local response.

The Governor has the overall responsibility for Emergency Management activities in the State. On behalf of the Governor, the Director, Office of Emergency Management, coordinates the State's Emergency Management Program, including mitigation, preparedness, response and recovery.

During a large scale emergency/disaster nearly every governmental service will be interrupted to some extent. Documenting actions and generating information on the number of people affected, the expended manpower and resources as well as damages to the public and private sector must be a priority. The collection of this information quickly and accurately is critical to the disaster declaration and assistance process.

In smaller disasters the timely collection of detailed damage assessment information becomes even more critical. The smaller the emergency the more detail is required to substantiate the need for disaster assistance. A municipality may wish to establish a telephone hotline for those who were affected and have sustained uninsured damages. Outreach to the affected community could be performed by volunteer agencies or by utilizing the media to inform the public of the telephone number and the efforts of the local government to provide disaster assistance. This process should be outlined out prior to an event as part of the recovery planning process.

Damage assessment is the systematic process of gathering preliminary estimates of damage to an affected community in dollar amounts and a general description of the location, type and severity of damage sustained by both the public and the private sectors. It is the basis for determining the necessity for State and/or Federal assistance and type of assistance necessary for effective recovery.

Disaster recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those measures related to the recent emergency.

#### **(1.02) CATEGORIZING DAMAGES**

The public sector category includes debris and wreckage clearance, emergency protective measures, road systems, water control facilities, public facilities, public buildings and equipment, publicly owned utility systems, facilities under construction, private nonprofit facilities (such as educational centers, emergency or medical facilities, utilities and custodial care facilities) and park and recreational facilities.

The private sector category includes damage to homes, businesses, industries, farms, private ( for profit) schools and personal possessions.

Both public and private sector damage will be reported on the Preliminary Damage Assessment Report. (ATTACHMENT #1)

It must be understood that to apply for most disaster assistance programs a municipality or county must have a signed Local State of Emergency declaration.

To plan for incidents that may tax a municipality's ability to perform damage assessment, it is strongly recommended that municipalities and/or counties develop mutual aid agreements with surrounding jurisdictions and volunteer groups such as the American Red Cross Disaster Service.

## SECTION 2

### DAMAGE ASSESSMENT PHASE

#### (2.00) LOCAL RESPONSIBILITIES

As stated previously, first response, in any disaster, is by local government. Every municipality must prepare for, respond to, and recover from emergencies that threaten the community. At the point where local resources have been depleted, local officials must determine whether local resources can effectively mitigate the effects of the disaster. If it is determined that the emergency is beyond the capabilities of these forces, mutual aid as provided under mutual aid agreements may be requested.

When there is a condition presenting extreme peril to the safety of the persons and property of the community, or if the emergency is beyond the capability of the local forces, the local Emergency Management Coordinator shall proclaim a state of local disaster/emergency.

#### (2.01) DAMAGE ASSESSMENT RESOURCES

Damage assessment groups are part of the local and county Office of Emergency Management and as such are under the control of the Emergency Management Coordinator thru a Damage Assessment Coordinator.

The Damage Assessment Coordinator is responsible for the creation of the Damage Assessment Annex and the training and coordination of a Damage Assessment Group.

If resources allow, the Damage Assessment Group should be divided into teams to assess the public sector and private sector separately. However, if the resources of the municipality are limited, the damage assessment function can be completed by one team.

It is recommended that assessment groups be made up of municipal building and safety inspectors, public works officials and representatives from the tax assessor's office. Engineers, Real Estate Appraisers, Contractors or any other professionals versed in real property value assessment. Such experts are key assets to any damage assessment team.

## (2.01a) PUBLIC SECTOR RESOURCES

To appraise and document the type and extent of damage to public sector assets, a Damage Assessment Team should include the expertise of municipal building and safety inspectors, public works officials, road and highway department employees, tax assessment officials and engineers from public utility companies.

Officials from other public facilities such as educational, medical, recreational and nonprofit facilities should participate in assessing damage to their facilities and reporting their damage assessment to the Damage Assessment Coordinator at the EOC.

Teams should be developed and trained in the community's damage assessment operating procedures. The responsibility for development and training of these teams rest with the Emergency Management Coordinator thru the Damage Assessment Coordinator. The Damage Assessment Group should be included in exercises of the Emergency Operations Plan.

Public Sector damage assessment will be more than a windshield survey because it is critical to understand how the public sector resources have survived the emergency/disaster and to determine what resources will be needed to protect the health, safety and property of the community. The assessment will establish the basis for possible eligibility for assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

The following offices should aid in compiling information for the public sector damage analysis.

- 1.) Public Works/Maintenance Departments
  - A. Assess roads, streets and bridges for damages, flooding, accessibility and debris.
  - B. Water supply systems for operability and sanitation and contamination.
  - C. Sanitation and sewage systems for damage to collection and containment systems, operational ability of the system and possible overflow of sewage intakes.
- 2.) Construction and/or Building Code Officials
  - A. Public buildings and structures.
  - B. Assist with the assessment of nonprofit buildings such as schools and hospitals.
  - C. Flood control facilities.

- 3.) Others
  - A. Public Utility Companies
  - B. Health Department
  - C. Medical Examiner's Office

#### **(2.01b) ALTERNATIVE/VOLUNTEER RESOURCES**

Because of limited resources municipalities may wish to incorporate volunteer groups like the American Red Cross Disaster Service or Board of Realtors into the Private Sector Damage Assessment Team. Any person or group knowledgeable in building construction and/or construction cost assessment, such as the Building Contractors Association or the Associated General Contractors of New Jersey, can be a strong asset to a Damage Assessment Team.

Damage assessment costs are not reimbursable under disaster relief laws. Therefore, damage assessment should be done as expeditiously as possible in the most cost effective manner. Documentation of the cost incurred should be maintained and included as part of the required municipal non-reimbursed expenditures.

#### **(2.01c) MUTUAL AID AGREEMENTS**

To enhance the capability of New Jersey's Emergency Management program, mutual aid agreements need to be developed at the local, county and state level. County Emergency Management Coordinators shall be responsible for the development, coordination, and activation of county-wide mutual aid agreements. The Municipal Emergency Management Coordinator may establish mutual aid agreements with contiguous municipalities. Such plans may go into effect automatically in time of emergency or disaster.

It is unlawful for any non-contiguous municipality to send personnel or equipment into a disaster area unless such aid has been so directed by the County Emergency Management Coordinator. Specific exemptions for non-contiguous municipal mutual aid agreements may be granted only by authority of the State Director.

Mutual Aid Agreements, to provide resources, should be developed with surrounding municipalities and volunteer organizations far before a disaster or emergency. These agreements can be verbal, but it is strongly encouraged that a written document that which states all that is expected of the participants be develop. A sample mutual aid agreement is found in Attachment #2.

Local Emergency Management Coordinators should look to see what resources are available from county government by contacting the County Office of Emergency Management and establish understandings to utilize those resources, when applicable.

In a major disaster, where the number of structures or the size and scope of damage to the affected area is such that local resources for on site assessments are overtaxed, initial reports will be based on limited reconnaissance. In these situations, State and/or Federal Agency Support Teams (SAST and FAST) may

be requested, thru the county Emergency Management Coordinator, to augment local personnel in order to expedite the damage assessment process. More information on SAST and FAST is found in section 2.20.

## **(2.02) DECLARING A LOCAL STATE OF EMERGENCY**

A Local State of Emergency or Disaster may be proclaimed to exist due to a specific situation such as flood, fire, hurricane, drought, hazardous material incident, energy shortage, or other condition. State law provides that this is the responsibility of the Governor and/or local Emergency Management Coordinator.

One of the first priorities of the Emergency Management Coordinator will be to evaluate the situation and determine whether local resources are sufficient to manage the disaster. If city resources are not adequate, a Local State of Emergency should be declared. In order to document the need for county, State or Federal government assistance, a jurisdiction must declare a state of emergency and prepare a signed emergency declaration.

A Local state of emergency may be proclaimed to exist attributable to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, severe energy shortage, or other natural or man-made disaster having severe impact on the community. As outlined in N.J. S. A. App. 9-33, et. seq., the Emergency Management Coordinator has the authority to issue a Local State of Emergency proclamation.

The proclamation of a local state of emergency gives public employees and governing bodies limited legal immunity for emergency actions they take in good faith.

The Proclamation allows the Emergency Management Coordinator (or other authorized official) to:

- 1.) Establish curfews.
- 2.) Take any preventive measure necessary to protect and preserve the public health and safety.
- 3.) Exercise other authorities, as established by local ordinances, such as issue new rules and regulations, expend funds, obtain vital supplies and equipment.

An Emergency Declaration should include the locations within the community that have sustained damage, any changes in government daily operations, general protective measures, any general emergency orders and should be signed by both the Emergency Management Coordinator and the Chief Executive of the municipality. A sample emergency declaration can be found in Attachment #3.

The governing body shall review the need for the continuation of the local disaster proclamation at least every 14 days to determine whether an amendment or modification is required. Termination should be proclaimed at the earliest possible date and documented.

### (2.03) REPORTING DAMAGE ASSESSMENT INFORMATION

Local damage assessment serves three essential purposes. First, it provides reliable damage estimates to be used as a basis in applying for State disaster assistance and in determining the Governor's need to request a Presidential Disaster Declaration. Second, it serves as the basis for effective implementation of the Federal Disaster Assistance Program, should a Presidential Disaster Declaration be granted the State. And last, the information obtained will assist government in setting priorities limited resources to mitigate the effects on public health and safety.

For these reasons, immediate reconnaissance of the effected area, by the municipality, must determine what happened, who is affected, where it happened and the extent of damages. The Preliminary Damage Assessment Report Form must be periodically compiled and forwarded to the county Emergency Management Coordinator as soon as safely possible, preferably during the event. In all cases, final Preliminary Damage Assessment Reports must be to the county Emergency Management Coordinator no later than 24 hours after the emergency followed by a more extensive and detailed on-scene damage assessment report to the county within 3 to 5 days.

In small disasters much more emphasis will be placed on the compilation of the detailed damage assessment reports. Immediately following an event. The smaller the disaster the more justification is required in requesting assistance.

The State OEM will compile county reports and will evaluate the need to recommend to the Governor whether or not to request a Presidential Disaster Declaration. This request must be to FEMA within 30 days of an event.

**(2.04) PREPAREDNESS**

In preparation for the role of damage assessment, the Damage Assessment Coordinator should develop a plan for the systematic assessment of the community. There are many avenues of information available in the municipality to aid in the timely collection of data for completing the Preliminary Damage Assessment Report (PDAR).

Tax maps and property record cards will give the group an understanding of the municipality and aid in developing sectors that have homes with similar estimated values. This process will be beneficial when converting the damage assessment surveys into a dollar estimate of damages for the PDAR'S.

**(2.04a) DEVELOPING A PLAN**

To ease damage assessment during emergency or disaster operations municipalities should establish "sectors" or zones based on municipal tax maps. The establishment of sectors will allow for an estimate value for physical structures within those sectors. This would help in transferring the damage category into estimated dollar amounts used in determining requests for state or federal assistance.

Damage assessment will begin either during or immediately after an emergency or disaster occurrence. The local government has the ultimate responsibility for the local public and private sector damage assessment.

The two methods most used to verify the extent of damages are the WINDSHIELD SURVEY and the ON-SCENE damage assessment.

Detailed damage values will be based on the inspection by the Local/State/Federal Damage Survey Team on the Damage Survey Report. Private sector damages are confirmed by a federal inspection of the properties. The PDAR is the first step in identifying the needs of the population and the municipality.

Some of the areas to be appraised during a windshield survey are access to the community, roadway and bridge damage, amount of debris, damage to public and private structures, downed electrical wires, downed telephone wires and operability of sanitation and water treatment facilities.

**(2.05) THE PRELIMINARY DAMAGE ASSESSMENT REPORT (PDAR)**

Using the information from the Windshield Survey the PDAR will be compiled as accurately as possible. Initial PDAR will give the Emergency Management Coordinator an understanding of the situation. The county EMC can then begin to assist local coordinators by supplying needed resources from the county or requesting assistance from the State Office of Emergency Management.

As additional information is available the PDAR should be updated and a completed PDAR should be forwarded from the County to the State. This final version must accurately reflect the magnitude of damage as it will be used as the basis of the Statewide Damage Assessment Report.

The PDAR requires information in addition to the windshield and the on-scene surveys. This information is important in determining the types of Federal disaster assistance that may be necessary and in situations where the emergency/disaster does not qualify for a Presidential Declaration but may qualify for other types of assistance.

In making a request for a Presidential Disaster Declaration, the Governor will use the PDAR to provide an estimate of the amount and severity of the damage incurred. The Governor is also required to certify the estimate of expenditures incurred for which no federal assistance will be requested.

The Final PDAR confirms and finalizes the information submitted in the on going PDAR. This information will be used to prepare the Governors request for a Presidential Declaration and sent to FEMA to begin a thorough assessment of the need for the Federal Disaster Assistance Program.

#### **(2:05a) WINDSHIELD SURVEY**

A windshield survey is a quick visual overview of the affected area performed within the first 24 hours after a disaster. The purpose of the survey is to determine what happened, where it happened and the extent of damages by viewing as much of the affected area as possible. Each property is classified by the type and the extent of possible damages to each structure and contents. By completing the initial items, such as house number, number of units, building use and damage category, the Damage Assessment Tally Worksheet becomes a checklist for needed detailed damage information. This information is critical to qualify for disaster assistance programs and for accurately reporting the extent of damage.

This information will aid in determining the urgency and requirements for deployment of equipment and manpower to an affected area. This forms the basis for the development of detailed damage assessment reports and if necessary, requests for mutual aid and State or Federal support.

The Preliminary Damage Assessment Report figures are initial estimates of the damages sustained by the community. The report is only used to aid in determining the types of assistance needed to recover from a disaster.

#### **(2.06) DETAILED DAMAGE REPORTING AND DOCUMENTATION**

A detail damage assessment tally identifying public sector work locations and an on-scene assessment of each public and private sector structure is conducted to assess the level of damage and the value of the damage observed. The detail damage assessment supports the final PDAR and list who in the community suffered damage and needs assistance. Detail damage assessment tally forms for public and private sector damages are found in attachment #4 and #5.

It is of paramount importance to thoroughly document the severity of the strain put on municipal resources, including personnel, as well as the effects on the resident of the jurisdiction, to justify the necessity for federal assistance. All levels of government should be prepared to document all damages claimed in the final PDAR. Many communities have begun to maintain a video or photographic file of their community to give a pre-disaster perspective in presenting the effects of a disaster. This has already proved to be a benefit to

many communities in receiving more appropriate disaster assistance from FEMA. A note of caution, these visual libraries must be updated periodically.

FEMA Region II will conduct a number of windshield surveys throughout the affected area to determine if they will recommend approval of federal assistance. These surveys will compare the data supplied by the State OEM in the Governors request for a Presidential declaration. If FEMA feels that a substantial burden has been placed on the area as a result of the disaster they will endorse the request for federal aid and forward it to Washington to seek a Presidential Disaster Declaration.

#### **(2.06a) ON-SCENE ASSESSMENT**

After an incident a detailed on scene assessment of damage to public and private sector facilities must be tabulated and reported in a Detailed Damage Assessment Report package.

Small disasters are unique in that the extent of damage is not as easily observed. The use of a telephone registration procedure by those effected is more reasonable. Media, such as radio and local newspapers, could be used to access those persons with damage advising them to call a predetermined telephone number. Trained operators can take the information and report the damage into the detailed damage report.

#### **(2.07) COUNTY RESPONSIBILITIES**

It is the responsibility of the county government to ensure that the municipality affected by the emergency request assistance through proper channels and submit accurate detailed damage assessment data in a timely fashion.

It is also the responsibility of the county to determine if the State should be petitioned to aid in damage assessment with a State Agency Support Team (SAST) or a Federal Agency Support (FAST) Team. In addition, the county can be called upon to coordinate mutual aid and volunteer agency resource requests.

#### **(2.20) STATE RESPONSIBILITIES**

State departments and agencies are responsible for fulfilling their obligations as presented in the State Emergency Operations Plan as outlined in Section 6 of this manual. Department heads retain control over their staffs and equipment.

Engineers from state agencies can be sent into the affected areas to assist with damage assessment and documentation as necessary or after the exhaustion of local and county resources. Local Damage Assessment officials will accompany the SAST/FAST.

As stated previously the State OEM will collect the damage assessment information received from county OEM, state agencies, and the SAST/FAST. The reports will be compiled and a single state report prepared by the State OEM for the Governor which will outline the:

- 1.) affected area,
- 2.) severity of the damage,

- 3.) number of persons affected,
- 4.) resources being utilized by all involved government agencies
- 5.) types of federal assistance needed.

## SECTION 3

### NON DECLARATION ASSISTANCE

#### (3.00) ASSISTANCE WITHOUT A PRESIDENTIAL DECLARATION

In some instance, disaster assistance may be obtained from the Federal Government and voluntary agencies without a Presidential declaration. The following are examples of the kinds of assistance available from various Federal and voluntary agencies. All requests for assistance should be made thru the county OEM to the State OEM. There are need criteria which the victim must demonstrate prior to receiving assistance from these agencies.

#### (3.01) SEARCH AND RESCUE

The U.S. Coast Guard or other U.S. Armed Forces units may assist in search and rescue operations, evacuate disaster victims, and transport supplies and equipment. The New Jersey National Guard may be activated by the Governor to assist in search and rescue operations. The Air Force maintains a rescue coordinating center (AFRCC) at Scott Air Force Base, Ill.

Requests for military assistance must be thru the State OEM and may be forwarded to the Military liaison officer at the Department of Military Affairs. There are also many voluntary and private agencies which support search and rescue operations, such as, the Alpo Dog Team or the Greater Philadelphia Search and Rescue Group.

#### (3.02) FLOOD PROTECTION

The U.S. Army Corps of Engineers has the authority to assist in flood fighting and rescue operations and to protect, repair, and restore federally constructed flood-control works threatened, damaged, or destroyed by a flood.

For assistance contact the State OEM who will coordinate the request to the Emergency Management Branch of the Philadelphia or New York District

#### (3.03) FIRE SUPPRESSION ASSISTANCE

The Disaster Relief Act of 1974 authorizes the President to provide assistance, including grants, equipment, supplies, and personnel, to a State for the suppression of a forest or grassland fire on public or private lands that threatens to become a major disaster. This authority has been delegated to the FEMA Associate Director for State and Local Programs and Support.

The Governor, or the Governor's Authorized Representative, must request such assistance through the FEMA Region II, Regional Director and should support the request with detailed information on the nature of the threat and the Federal assistance needed.

#### (3.04) HEALTH AND WELFARE

The U.S. Department of Health and Human Services may provide assistance to State and local welfare agencies and to State vocational rehabilitation agencies.

The Public Health Service can aid States and local communities in emergency health and sanitation measures.

The Food and Drug Administration may work with State and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs.

The Department also provides other types of assistance as needed and approved by the Secretary of Health and Human Services.

#### **(3.04a) VOLUNTARY AGENCY ASSISTANCE**

An essential element of almost any disaster relief is the assistance provided by private relief organizations in the distribution of food, medicine, and supplies essential to the provision of emergency shelter and the restoration of community services.

The American National Red Cross provides grants and other types of assistance to individuals and families affected by disasters to meet their emergency needs.

The Salvation Army also provides significant assistance to those in need of help thru a variety of assistance programs throughout the state.

New Jersey Volunteer Organizations active in Disaster (NJVOAD) is an umbrella groups of volunteer service and religious organizations and is available to assist with the human service needs of victims. The Red Cross, Salvation Army and NJVOAD maintains a 24 hour contact. Local and County OEMS are urged to sign mutual aid agreements with local chapters of voluntary organizations.

#### **(3.05) EMERGENCY CONSERVATION PROGRAM**

The State Director may request areas be designated as a disaster area for the Emergency Conservation Program of the Agriculture Stabilization and Conservation Service, U.S. Department of Agriculture. This program provides for cost-sharing grants to rehabilitate farm lands damaged by natural disasters.

Request for this program should be forwarded to the State OEM who will notify the Agriculture Stabilization and Conservation Service for assistance in requesting an Agricultural Disaster Declaration

#### **(3.06) EMERGENCY LOANS FOR AGRICULTURE**

The Farmers Home Administration (FmHA), may make emergency loans to farmers, ranchers, and aquaculturist in areas designated as eligible by the Secretary of Agriculture or the Administrator or FmHA.

#### **(3.07) DISASTER LOANS FOR RENTERS, HOMEOWNERS AND BUSINESSES**

The Small Business Administration is authorized to make or guarantee loans, where necessary or appropriate, to most home or property owners, residential tenants, businesses of any size, and religious, charitable, or non-profit organizations who are victims of natural or man-made peacetime disasters; or to rehabilitate or replace damaged or lost property.

The Small Business Administration (SBA) can provide both direct and bank-participation disaster loans to qualified renters, homeowners and businesses to repair or replace damages or destroyed private property when the Administrator declares a "disaster loan area" under SBA's statutory authority. Economic injury loans can help small firms suffering economic losses as a result of a disaster.

To qualify as a disaster area for SBA assistance, the area must have had a declared emergency and 25 homes, apartment units or businesses must have suffered uninsured damages in excess of 40 percent of the properties value.

The State OEM will assist those communities wishing Small Business Administration Declaration in the application process.

### **(3.08) REPAIRS TO FEDERAL AID SYSTEM ROADS**

The Federal Highway Administration, Department of Transportation, can provide assistance to restore roads and bridges on the Federal Aid System. All County OEMS are urged, thru Highway or Public Works Departments, to maintain listings of Federal Aid System Roadways. This is a 100 percent assistance grant.

During the Preliminary Damage Assessment phase FAS roads should be listed separately as indicated on the PDAR. The State OEM thru the New Jersey Department of Transportation will coordinate requests for FAS assistance.

### **(3.09) TAX REFUNDS**

The Internal Revenue Service can assist individuals in applying for casualty losses resulting from natural disasters.

Residents of disaster affected areas who have filed federal Income Tax forms for the year prior to the disaster may wish to amend their prior years tax form. By amending the prior years tax forms a person may reduce the prior years tax bill thus generating a tax return based on the amount of loss as applied to a Casualty Loss deduction.

Since many residence will have a larger income and subsequently a larger tax bill in the current year he or she may wish to apply the casualty loss deduction to the current years bill thus reducing the tax owed by a proportionally larger amount.

## SECTION 4

### FEDERAL DISASTER ASSISTANCE PROGRAM INDIVIDUAL ASSISTANCE

#### (4.00) GENERAL

One of the most important objectives after any disaster is to inform individuals of the assistance available to them and to assist them in obtaining and gaining all the aid which they require and for which they are eligible. Information outlining available aid programs is disseminated by the State, county and local Offices of Emergency Management via radio, television, newspaper, and the mass distribution of pamphlets. In a presidentially declared major disaster, a broad range of assistance is available to individual victims. This help is normally made available at the Disaster Application Centers (DACs).

#### (4.01) DISASTER APPLICATION CENTER (DAC)

Local governments are responsible for providing space for DACs (school gymnasiums, auditoriums, etc.) and supporting personnel, as requested, and as available. The size of the disaster and the number of victims will determine the number of DACs to be established.

A schematic diagram of a typical DAC as well as a Disaster Assistance Registration Form are found in Attachment #6.

FEMA, in coordination with the State, may establish one or more Disaster Application Centers (DACs) in the disaster area to make it easier for individuals to get information and obtain the help available from various Federal, State, local and volunteer agencies. These Centers are kept in operation as long as required by the situation. In addition, mobile teams may be sent to assist persons in areas without easy access to the Disaster Application Centers.

Representatives of Federal agencies, State and local governments, private relief agencies, and other organizations which can provide assistance or counseling are available to register and advise disaster victims.

#### (4.02) INDIVIDUAL ASSISTANCE OFFICER

A State Individual Assistance Officer will be a member of the State Disaster Assistance Group. His/her duties are to assist local government officials and victims in all aspects of individual assistance. He/she also acts as liaison between the Federal Individual Assistance Officer (FIAO) and the State/local government and provides overall coordination of the State's individual assistance programs and the Federal programs the State is responsible for administering.

#### (4.03) TEMPORARY HOUSING

Temporary housing is available for disaster victims whose homes are uninhabitable until alternate housing is available up to 18 months.

Where appropriate, minimum essential repairs are made to owner-occupied residences in lieu of other forms of temporary housing so that families can return quickly to their damaged homes. These repairs may not exceed \$5,000.

The Temporary Housing Program provides suitable rental housing, mobile homes or rental assistance to persons who require temporary housing as a result of a major disaster.

The Department of Community Affairs, Division of Housing is responsible for the administration of this program in conjunction with the Federal Department of Housing and Urban Development (HUD).

The program is 100 percent federally funded in a declared disaster, except for the cost of development of a mobile home group site (if required). This will be eligible for a 75 percent federal assistance.

#### **(4.04) MORTGAGE OR RENTAL ASSISTANCE**

Temporary assistance with mortgage or rental payments for persons faced with loss of their residences because of disaster-created financial hardship may be provided.

The Department of Community Affairs, Division of Housing is responsible for the administration of this program in coordination with the State OEM.

#### **(4.05) UNEMPLOYMENT ASSISTANCE**

Federal unemployment assistance may be provided to an individual who is unemployed as a result of a major disaster. The assistance shall be for the weeks of disaster related unemployment. The assistance may continue until the individual is employed or up to a maximum of 26 weeks after the disaster declaration.

Re-employment assistance is also authorized for individuals who are unemployed as a result of a major disaster.

Limits on the amount of assistance and other conditions are contained in documents maintained by the State Department of Labor.

This is a U.S. Department of Labor program which is coordinated through the New Jersey Office of Emergency Management and administered by the State Department of Labor.

#### **(4.06) INDIVIDUAL AND FAMILY GRANTS (IFG)**

Under this program, grants up to \$10,400 may be made to individuals or families. The grant program is intended to provide funds to disaster victims to permit them to meet those necessary disaster-related expenses or serious needs for which other governmental assistance is either unavailable or inadequate. The grant program is not intended to indemnify all disaster losses or to purchase items or services that may generally be characterized as non-essential, luxury, or decorative.

The program is 75 percent Federally funded and 25 percent State funded. The State Department of Community Affairs is responsible for the administration of this program. Up to 20% of the loan may be used for mitigation measures on the affected property.

#### **(4.07) LEGAL SERVICES**

The American Bar Association may provide assistance to needy individuals who require legal services as a result of a disaster. This assistance may be available at the Disaster Application Center, when established. No compensation will be paid to participating attorneys, nor may they accept any fee generating cases.

The Department of Public Advocate will be available to provide information on applicant rights and overall general legal information. The Department of Public Advocate will provide this service by telephone with telephone numbers to be announced at time to the disaster or at the DCA.

#### **(4.08) CRISIS COUNSELING**

Traumas resulting from a disaster have a lasting effect on individuals and workers who experience injuries, death, and/or loss of property. Professional counselling services may be required to supplement the local community mental health service center.

The crisis counseling program provides psychiatric or psychological services to victims of a major disaster to help overcome a condition of mental shock or emotion and return to normal community life. The program also includes rapid training of disaster counseling personnel.

The Department of Human Services, Division of Mental Health and Hospitals through local Mental Health Centers are responsible for administering this program and will provide counseling services through its established State institutions and other resources.

The statewide organization for crisis counseling services and procedures for obtaining the services are accessed through the Disaster Application Centers (DACs).

This program is activated by the State OEM based on information provided in damage assessment information.

An individual may be eligible for crisis counseling services if he/she was a resident of the designated area or was present in the area at the time of the disaster and if

He/she has a mental health problem which was caused or aggravated by the disaster or its aftermath; Or

He/she may benefit from preventive care techniques.

#### **(4.09) DISASTER FOOD STAMPS**

The disaster food stamps program is available to help alleviate hunger and malnutrition by permitting households whose income has been substantially reduced as a result of a major disaster to purchase a nutritionally-adequate diet through normal channels of trade.

This is a United States Department of Agriculture (USDA) program and is administered by the State Department of Agriculture.

#### **(4.10) DISASTER ASSISTANCE LOANS**

Loans may be available to individuals, business, and farmers for repairs, rehabilitation, or replacement of damaged real and personal property and some production losses not fully covered by insurance.

SBA is authorized to make or guarantee loans, where necessary or appropriate, to most home or property owners, residential tenants, businesses of any size, and religious, charitable, or non-profit organizations who are victims of natural or man-made peacetime disasters; or to rehabilitate or replace damaged or lost property.

The Small Business Administration (SBA) can provide both direct and bank-participation disaster loans to qualified renters, homeowners and businesses to repair or replace damaged or destroyed private property when the Administrator declares a "disaster loan area" under SBA's statutory authority. Economic injury loans can help small firms suffering economic losses as a result of a disaster.

To qualify as a disaster area for SBA the area must have had a declared emergency and 25 homes, apartment units or businesses must have suffered uninsured damages in excess of 40 percent of worth.

The State OEM will assist those communities wishing Small Business Administration Declarations in the application process.

#### **(4.10a) THE FARMERS HOME ADMINISTRATION (FmHA)**

FmHA is authorized to make emergency loans to farmers, ranchers, or agricultural operators following a major natural disaster. The loans may be used to meet actual loss in crop production, for major adjustment in the operation or for annual operating expenses needed for a crop year.

**(4.11) FINANCIAL ASSISTANCE TO FARMERS**

Agricultural assistance may be provided, including technical assistance, payments of up to 80 percent of the cost to eligible farmers who perform emergency conservation actions on farmland damaged by the disaster, and provision of Federally-owned feed grain for livestock and herd preservation.

This program is administered by the Agriculture Stabilization and Conservation Service (ASCS). Application for this assistance may be made at the DAC or following the closing of the DAC at the local ASCS office.

**(4.12) SOCIAL SECURITY ASSISTANCE**

Aid will be provided for recipients of Social Security in expediting delivery of checks delayed by the disaster and assistance in applying for disability, death, and survivor benefits.

**(4.13) VETERANS ASSISTANCE**

The Veterans Administration (VA) will provide assistance in such matters as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

**(4.14) TAX ASSISTANCE**

Tax relief may be provided, including help from the Internal Revenue Service in claiming casualty losses resulting from the disaster and State tax assistance from State tax officials.

**(4.15) WAIVER OF PENALTY**

Waiver of penalty for early withdrawal of funds from certain time deposits may be made for disaster reconstruction. Consult your financial plan organization, if applicable.

**(4.16) CONSUMER COUNSELING**

Consumer service counseling and advice will be provided to disaster victims by the attorney at the Legal Services desk in the DAC.

**SECTION 5****FEDERAL DISASTER ASSISTANCE PROGRAM  
PUBLIC ASSISTANCE****(5.00) INTRODUCTION**

The purpose of this section is to assist State agencies, local governments, quasi-public agencies and certain eligible private, non-profit agencies in properly documenting disaster-related expenditures and obtaining maximum Federal reimbursement for restoration of public facilities and services under any future major disaster declaration. It condenses much of the information contained in DR&R-1 (handbook for Applicants), DR&R-2 (Eligibility Handbook), and DR&R-7 (Documenting Disaster Damage), Federal Disaster Assistance Program published by the Federal Emergency Management Agency (FEMA); however, it does not replace these sources. While it is our wish to provide supplemental information in a logical sequence of events, the cited references remain the final authority.

Public Assistance is that part of the disaster assistance program in which the Federal government supplements the efforts and available resources of states and local governments on a cost-sharing basis (75 percent Federal, 12.5 percent State, 12.5 percent local) to restore public facilities and services. This includes debris removal, community disaster loans, and the permanent repair, restoration, or replacement of public and designated private, non-profit facilities damaged or destroyed in a major disaster.

Public assistance is provided primarily in the form of financial reimbursement for work which the State or local government or eligible private, non-profit organization have completed or is expected to complete with its own personnel, equipment, and supplies or by contract. Public assistance may be classified as emergency work or permanent work.

Categories of emergency work are:

- Category A - Debris Removal
- Category B - Emergency Protective Measures

Categories of permanent work are:

- Category C - Road and Bridges
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Utilities
- Category G - Recreation and Other

**(5.01) PROJECT GRANT OPTIONS**

Federal grants are divided into two categories; \$35,000 and over called Large Project Grants and under \$35,000 called Small Project Grants. Both categories have the following options:

**(5.01a) IMPROVED PROJECTS**

Same as the old Grant -in- Lieu Option previously available. Federal funding is limited to the approved federal estimate of eligible work.

**(5.01b) ALTERNATE PROJECTS**

If a subgrantee decides not to restore a damaged facility but desires to use the funds for work on other facilities the Regional Director of FEMA may approve the project as an Alternate Project. Federal funding is limited to 90% of the Federal estimate.

**(5.02) OBTAINING PUBLIC ASSISTANCE  
AFTER A PRESIDENTIAL DECLARATION**

The section outlines the normal sequence of events and the actions which local governments must take to obtain public assistance following the declaration of a major disaster by the President.

**(5.02a) APPLICANTS BRIEFING**

Within a few days following the declaration, applicant's briefing for all municipalities interested in applying for assistance are conducted. This is a very important meeting. The items covered in the briefing include:

1. Requirements and procedures for requesting and obtaining available public assistance.
2. Submission of a Notice of Interest (ATTACHMENT #7).
3. Preparation of Damage Survey Reports (ATTACHMENT #8).
4. Review of funding alternative(s).
5. Submission of Project Applications (ATTACHMENT #9).
6. Insurance, environment assessment, hazard mitigation, and floodplain management issues will be reviewed including information on the Hazard Mitigation Grant program..

### (5.03) LOCAL GOVERNMENTS RESPONSIBILITY

The local government will need to pass a resolution appointing a single agent to act for local governments in matters relating to Federal financial assistance. A sample is found in attachment #10.

Establishing a system for documenting all of your disaster-related expenditures is essential to support claims for Federal financial reimbursement

It will benefit Municipalities to do the following things in order to be prepared for the scheduled damage survey inspection:

1. Prepare a list of all damaged facilities, including facilities already repaired or reconstructed and those that are not. Number and photograph each facility.
2. Prepare two separate county/city maps for each category of facilities listed above, showing the exact location and assigned number. A category would be all roads and bridges; another would be all buildings; and still another could be all sewage systems.
3. Insure that a very knowledgeable person (engineer, road foreman, etc.) is available on the scheduled date to accompany the survey team. This person must have a knowledge of repairs already done and those that need to be done. He should insure that he fully understands the information put on the Damage Survey Report (DSR) and that the survey team does not use abbreviations, acronyms, etc. that local officials will not understand.
4. Be prepared to give the survey team a detailed cost breakdown of personnel, equipment, and materials for all completed work. Also, provide the survey team with information on insurance coverage. Be prepared to sign the Damage Survey Reports (DSR). Know what your concurrence or disagreement means when signing this block.

### (5.04) DAMAGE SURVEY REPORTS

Federal, State, and local officials conduct a damage survey inspection of each damaged public facility and submit Damage Survey Report(s) to the Federal Emergency Management Agency (FEMA) thru the State Office of Emergency Management. The Damage Survey Report is the team's recommendation as to what Federal reimbursement should be received to repair the damages. A sample Damage Survey Report Form is located in attachment #8. FEMA reviews the DSRs and enters the information into the Automated Disaster Assistance Management System, and sends copies of the DSRs to the State OEM. State OEM forwards one copy of the computer generated DSR to the local government and prepares the project application for their approval.

### (5.05) PROJECT MANAGEMENT

Local government selects the type of funding desired, signs and submits a project application (see FEMA Form 90-4, Attachment #9) based on approved DSRs to the State OEM. This is the local government's formal application for Federal financial assistance.

FEMA approves/disapproves project applications and returns them to local government through the State OEM along with a cover letter of instructions. This letter will explain any changes, partial disapproval, limiting factors, etc. Upon receipt of an approved project application, local government will, if need can be demonstrated, request an advance of funds by contacting State OEM.

Work on projects should begin as soon as possible. Category A (debris removal) and Category B (protective measures) emergency work must be started no later than 30 days following the Presidential declaration. All other work must be started as soon as practical. Debris clearance and other emergency work should be completed within 180 days, although in some cases, it could be extended up to one year. Restoration work must be completed within 18 months. Complete and accurate records of all personnel, equipment, supplies, and money expended on each work item should be maintained.

Small Project Grants will be issued Federal funds within 60 days of approval of the project application. Large Project Grants will not require project or category completion to be reimbursed. Reimbursement advances are available from FEMA if need can be established. Large Project Grants may not deviate (modify, expand, rearrange, relocate, etc.) from approved work shown on the DSR prior to notifying State OEM. If you must deviate from what is shown on the DSR, simply notify the State OEM and you will be informed of procedures to obtain FEMA approval. FEMA must also be notified by State OEM and a new DSR obtained as soon as you realize there will be a substantial cost overrun; otherwise, you will be reimbursed only for the amount shown on the original DSR.

### (5.06) CLOSEOUT OF COMPLETED PROJECTS

When work is completed on each work item, take photograph and record completion date, and prepare the necessary supporting documentation for the all completed work in a particular category. When the work has been completed and all supporting documentation is complete the local representatives are to complete a Final Inspection Report Form, Attachment #11, and forward it to the State OEM. The State OEM will review small project Grants and may wish to inspect your project.

All Large Project Grants will require a final inspection be performed for that particular category. The State OEM will verify on site that all work in the category is complete and all supporting documentation is complete and accurate. Municipalities are to complete a Final Inspection Report FEMA Form, Attachment #11. Final payments for large projects will not be distributed until a final Inspection Report form is completed

When all categories of work are completed and all final inspections have been received, local government forwards a Summary of Documentation, Attachment #12, by Damage Survey Report, to State OEM. Federal/ State officials conduct final inspection and furnish state government a copy of the report, FEMA Form 90-45.

The State OEM will check forms for content and accuracy and forwards claim request to FEMA for Program Review.

FEMA conducts a Program Review. The State OEM prepares a request for reimbursement from the Federal government and forwards it to FEMA for approval. Upon receipt of FEMA's approval of the reimbursement request, the State OEM initiates a drawdown from the Federal Letter of Credit. When the transfer of Federal funds is complete, OEM requests the State Treasurer to issue a check to the applicable local government.

#### (5.07) REQUIRED DOCUMENTATION

Often local governments fail, or have unnecessary difficulty, in receiving funding to which they would be entitled because records are not kept to document the costs incurred in disaster recovery. **IT IS EXTREMELY IMPORTANT THAT YOU INITIATE PROPER RECORDS IMMEDIATELY AFTER A DISASTER OCCURS.** The information in this section is designed to advise you of what records to keep and how they should be kept.

Basically, there are two types of costs for completing items or work. The first type is by the use of your own personnel, equipment and supplies (called force account work). The second type is incurred from outside sources for contract work, purchase of material, and equipment rental. A separate file should be established for each DSR.

***Dates are important!*** The date on the documentation must all be from the date of the disaster to the completion date on the DSR or the Final Inspection Report. Take photographs of the completed work and attach them to the completed DSR to present to the Final Inspection Team. Large Projects should prepare a Project Listing after all obligations have been met. This must be sent to the State OEM before final inspection can be conducted.

**(5.07a) FORCE ACCOUNT WORK**

Many municipalities will use force account work to perform emergency protective measures, such as sand bagging or traffic control. Force account work requires strong record keeping since you will be required to justify expenditures of your own staff. State OEM has developed forms to assist. Below is an outline of the types of records a public assistance applicant should be able to provide if requested by the State or by FEMA during final inspection.

**1. Labor Record**

Employee expenses in responding to or repairing damage caused by a declared disaster are eligible expenses. Elements of the salary which are eligible are wages for strait time and overtime provided for by contract or policy. Benefit provided to the employee such as medical insurance, clothing allowance etc, are also eligible. All expenses must be documented. A Force Account Labor Record is found in attachment #13. At a minimum the following information is necessary to be eligible for federal disaster assistance..

- a.) Name.
- b.) Job Title.
- c.) Rate of pay.
- d.) Number of hours worked each day (show dated, time, job related to a specific DSR).
- e.) Total hours worked.
- f.) Total earnings.
- g.) Paycheck number.
- h.) The applicable DSR number must be indicated on each day and each hour if the employee worked on more than one item in a single day.

**2. Government Equipment Record**

The amount claimed for the use of your equipment cannot exceed that shown on the Federal equipment rate schedule, which will be provided to you at the applicants' briefing. Claims for the use of your own equipment on eligible disaster work must be supported by a Force Account Equipment Record, Attachment #14 which contains the following:

- a.) Type, description and capacity of equipment.
- b.) Dates and numbers of hours used each day (on approved DSR's).
- c.) Total hours used.
- d.) Total cost to applicant.

**(5.07b) Material from Stock**

A Force Account Materials/Supplies Records, Attachment #15, must be maintained for each DSR. The unit cost for material used from stock must be supported by one of the following, and copies of the documentation must be placed in the DSR file.

- a.) The invoice covering the original purchase of the item.
- b.) The invoice covering the replacement of the item.
- c.) The stock card showing how the average price used was calculated.
- d.) The date and DSR number the supplies were used

**(5.07c) Cost for labor, equipment and material from outside sources.**

Local jurisdictions may opt to contract for much of the needed recovery. A jurisdiction must properly follow procurement procedures as outlined by FEMA and normal procurement procedures of the municipality. A Contract Equipment and Labor record, Attachment #16, should be maintained for each DSR. The following is what is necessary to document cost eligible for federal disaster assistance.

**1 Contract services**

- a.) Copies of requests for bid.
- b.) The bid documents (include specification list).
- c.) The awarded contract.
- d.) Invoices submitted by the contractor.  
If a cost type contract, a detailed breakdown of costs must be furnished.
- e.) Warrants/vouchers authorizing check issuances.
- f.) Checks issued in payment.

**2. Invoices for materials from outside suppliers**

These Invoices must describe the material furnished, date furnished, and include the following information:

- a.) Vendor's name
- b.) Quantity.
- c.) Description.
- d.) Unit cost.
- e.) Total cost of each item.
- f.) Date bought.
- g.) Check Number and date issued.
- f.) Total amount of invoice.

3. Invoices for equipment rental must include:
  - a.) Vendor's name
  - a.) Type and description of equipment.
  - b.) Rate per hour (indicate with or without operator).
  - c.) Dates used.
  - d.) Hours used each day.
  - e.) Job locations.
  - f.) Total rental for each piece of equipment.
  - g.) DSR number (if equipment was used for more than one DSR, invoice must include a breakdown in hours for each DSR).

## SECTION 6

### STATE DEPARTMENTS ROLES AND RESPONSIBILITIES

All departments and agencies of New Jersey state government are committed to participation in Emergency Management. Each department has a Department Emergency Coordinator, appointed by the department's chief executive, who serves as a liaison to the Office of Emergency Management and is responsible to represent the Commissioner during emergencies. The Department Emergency Coordinator must have direct access to the Commissioner and possess thorough knowledge of departmental programs, capabilities and resources.

During a disaster, representatives of each state department are available to the State Director of Emergency Management to coordinate the resources of that department. Each state department is prepared to assist the State Director as directed.

Below is a list of the available state resources outlining roles and responsibilities for disaster recovery.

#### **(6.01) GOVERNOR'S ADVISORY COUNCIL FOR EMERGENCY SERVICES**

The Emergency Services Act of 1972 provides for the creation of a Governor's Advisory Council of Emergency Services, and a fund from which emergency disbursements may be made.

The Council is authorized to, among other things, endorse expenditures from a fund, created by an act, upon approval of the Governor to provide emergency relief deemed appropriate by the Council, or to reimburse municipalities or counties for damages or excessive costs sustained as a result of an emergency.

#### **(6.02) DEPARTMENT OF AGRICULTURE**

Coordinate the distribution of USDA food commodities and other food resources to mass feeding programs. Administer the federal food commodity program. Control disease and pests in livestock, poultry and other agricultural products. Prevent the marketing of crops which do not meet New Jersey standards of human or animal consumption.

As appropriate, declare a Agriculture State of Emergency to exist and coordinate with the USDA for Soil Conservation and Agriculture Stabilization resources.

**(6.03) DEPARTMENT OF BANKING**

Administer any emergency activities necessary to provide for the operational integrity of banking, savings and loan and credit union procedures in the State. In addition, the Department of Banking will provide to governmental agencies statewide, professional advice and assistance relating to the financial aspects of economic recovery within the disaster area.

Finally, to administer an accountability program for consumer rationing, and to serve as the depository agency for issuance of currency under the Federal Reserve System.

Collect and centrally report damage to financial institutions and agencies, including major disruption, particularly of services rendered by such institutions and agencies.

Assist in arrangements for temporary emergency banking, savings, and loan services near disturbance areas.

**(6.04) DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT**

Monitor the economic situation and recommend controls to stabilize the economy within the affected areas and provide impact studies for disaster areas within the State. Where practical, make recommendations to insure an orderly economic stabilization. Assist businesses in acquiring low interest loans and economic injury loans to facilitate the repair and replacement of real or personal property damaged or destroyed as the result of riot. Also, provide information relative to the economy of the State.

Prepare press announcements to the media (press, radio, TV) announcing to people in and out of the State regarding any emergency situation, and how they should handle their travel plans. Maintain liaison with hotel, motel and restaurant groups through the Division of Travel and Tourism.

**(6.05) DEPARTMENT OF COMMUNITY AFFAIRS**

Assist in damage assessments of public and private housing. Administer the Individual and Family Grant and Temporary Housing Programs. Conduct field surveys to determine temporary housing requirements. Act as Stateside coordinator for emergency temporary housing. Provide assistance in locating emergency or replacement housing for displaced families (if funding permits).

Provide personnel or manage basic functions of local government. Conduct surveys to determine the need for specialized community services. Identify problems which are particularly acute to the poor and disadvantaged members of society.

**(6.06) DEPARTMENT OF CORRECTIONS**

Coordinate and assist in the maintenance of a safe environment at the various State, county and municipal correctional facilities in a disaster situation. Establish temporary jail facilities to house and protect prisoners taken into custody. Provide transportation, emergency equipment and inmate labor, when possible.

Assist State institutions with cash grants (when funding permits) or supplies, and make certain that all inmates and patients are sheltered, clothed, fed, and cared for medically.

Provide medical, sanitary and laundry facilities to the public, whenever feasible. Provide transportation and emergency equipment where needed, when possible.

Provide inmate labor for debris removal and road clearance in accordance with the inmate labor procedures and availability of funds.

Provide correctional officers to assist State, county and local law enforcement operations. This includes providing correctional officers of the DOC Special Operations Group.

**(6.07) DEPARTMENT OF EDUCATION**

Coordinate the implementation of an emergency management relief program as it relates to damage to the physical plant and equipment of primary and secondary schools throughout the State.

Conduct and coordinate damage assessment surveys of department-owned buildings, private and public primary and secondary educational institutions, facilities and equipment.

Gather information and data concerning disaster-related disruption of public and private primary and secondary educational systems.

**(6.08) DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Mitigate, plan, respond, and assist in recovery during disaster situations which affect the environmental quality of the State. Areas of concern include: the coastal zone, river areas, potable water, clean air, hazardous materials (production, transportation, and waste), nuclear accidents, and forest fires.

Provide damage assessment of areas along the coast and others suffering from flooding and erosion. Provide an estimation of flood loss and debris removal cost. Review regulations and issue special regulations or exemptions as necessary.

Coordinate response to oil and hazardous material incidents. Provide liaison with federal and other states' environmental response agencies.

Investigate complaints identified by local officials concerning possible contamination of public water supplies.

Maintain ability to respond to any emergency situation by providing appropriate equipment, including fire fighting apparatus, radiation protection devices, and water and air quality testing machinery.

Provide law enforcement in State Parks and recreation areas adjoining any disaster area.

#### **(6.09) DEPARTMENT OF HEALTH**

Develop emergency standards and guidelines, and provide technical assistance to State agencies, regions, counties, and municipalities on general health and sanitation problems. Furnish the public with emergency information relevant to these problems.

Coordinate stateside health and sanitation operations including the monitoring of health situation reports from county and municipal health officials.

Initiate request for assistance from federal and private health agencies and establish liaison with federal, state, and private health agencies.

Coordinate the acquisition of medical and health personnel, equipment and supplies.

Conduct inspections and enforce standards pertaining to the safety of food, drugs and milk at mass feeding centers, markets, restaurants, and food and drug processing plants.

Analyze potable water samples

Provide information on damage to health care and medical facilities. Oversee evacuation of hospitals and health care facilities. Provide situation reports on vital statistics, casualties and health problems. Monitor for epidemics and provide immunization activities.

#### **(6.10) DEPARTMENT OF HIGHER EDUCATION**

Coordinate the implementation of a disaster program as it relates to the residents and to the physical plants and equipment of State institutions of higher education. Provide access to faculty members for a source of expertise in disaster situations. Assist in sheltering of displaced populations in emergency situations.

Provide coordination of campus police services and other campus emergency services.

**(6.11) DEPARTMENT OF HUMAN SERVICES**

Mobilize and coordinate all governmental welfare resources within the state.

Provide emergency welfare assistance to eligible individuals and families in the form of cash grants or necessary essentials including the emergency distribution of food stamps. Coordinate with voluntary and private sectors human service agencies.

Provide counseling to families and individuals in adjusting to the emergency or crisis.

Provide assistance for recording and reporting displaced individuals. Provide emergency shelter, feeding, medical, sanitary and laundry facilities, emergency bus transportation, equipment and supplies, whenever feasible.

**(6.12) DEPARTMENT OF INSURANCE**

Establish an Emergency Task Force, which would provide professional advice relating to insurance problems at the disturbance site. Provide manpower to assist citizens in various insurance matters.

**(6.13) DEPARTMENT OF LABOR**

Assist individuals who are unemployed as a result of a disaster to find re-employment, and to administer the Disaster Unemployment Assistance Program.

Recruit and allocate manpower consistent with the Governor's determination of the priority use of resources.

Compile data and analyze the economic impact of the disaster.

Determine the number of persons left unemployed, and related socioeconomic impact, due to a disaster. Provide health and safety consultant services to the private sector upon request.

**(6.14) DEPARTMENT OF LAW AND PUBLIC SAFETY**

Provide law enforcement services to areas where such services are unavailable, required, or necessitated by virtue of an emergency or disaster.

Receive and transmit warnings regarding emergency situations. Provide emergency communications with appropriate agencies in affected areas.

Supervise and maintain law and order and assist local police in disaster areas.

Assist in examination of buildings, roads, bridges, tunnels and areas regarding hazardous conditions.

Provide helicopter and motor vehicles for emergency evacuation, relocation, search and rescue and damage assessment operations.

Provide emergency first-aid treatment to injured and sick personnel. Assist with traffic control and in the movement of hazardous materials on State highways. Facilitate the movement of oversize and excess-weight construction vehicles to and from affected locations.

Draft emergency Executive Orders and suggested legislation to implement necessary governmental action.

Provide legal and investigative assistance and advice in criminal and civil matters.

**(6.15) DEPARTMENT OF MILITARY AND VETERAN'S AFFAIRS**

Provide military type communications for the disturbance area. Provide personnel and equipment for emergency debris clearance and repairs.

Conduct both aerial and ground search and rescue. Carry-out emergency first aid treatment by medical personnel and execute emergency medical evacuation by air and ground.

Provide emergency field type kitchens for mass feeding and portable water for drinking and cooking.

Assist in the maintenance of law and order, through traffic control, prevention of looting, and riot control, etc.

Augment emergency cleaning and limited repairs to street, roads, and bridges. Provide limited emergency power supply.

**(6.16) DEPARTMENT OF PERSONNEL**

Coordinate the requisitioning and assigning of various type personnel from appropriate State Departments.

Requisition personnel for short-term work from the various employment offices throughout the State depending on the location of the emergency.

**(6.17) DEPARTMENT OF PUBLIC ADVOCATE**

Provide representation for New Jersey's disaster victims in their dealings with departments and agencies of the State government, other governmental agencies and regulated industries. Also, at the discretion of the Governor, to provide the pertinent services needed in the event of civil disorder and/or prison and jail riots.

Provide legal representation to persons charged with criminal offenses during an emergency through the Office of the Public Defender.

**(6.18) BOARD OF PUBLIC UTILITIES**

Monitor Cable Television availability for emergency information broadcast.

Authorize emergency allocation, Extension, re-direction or curtailment of petroleum products, electricity, gas, water, telecommunication or solid waste disposal services, pursuant to its statutory authority.

Receive outage information from the utility companies and energy companies and transmit the information to the State Director, Office of Emergency Management. This information will include the extent of damage, numbers of customers affected, the number of sites lost; whether in whole or in part, and estimates as to the amount of time required to put each site back in operation.

**(6.19) DEPARTMENT OF STATE**

Ensure the preservation of essential records of State government in a disaster situation. Provide technical expertise in the recovery of damaged records.

Provide State and local officials with copies of previous emergency proclamations.

**(6.20) DEPARTMENT OF TRANSPORTATION**

Conduct essential public, rail, bus and air transportation facilities.

Develop information on damages resulting in the disruption of services to key air, rail, bus systems and related equipment and facilities and upon request, provide assistance to county and municipal road agencies.

Repair, reconstruct, reopen damaged highways, bridges and facilities.

Provide cones, barricades, traffic control equipment and Personnel to secure geographical area.

Provide coordination with the New Jersey Transit Corporation for utilization with law enforcement personnel

**(6.21) DEPARTMENT OF THE TREASURY**

Act as liaison in the rental of heavy construction equipment. Develop sources of materials such as blankets, clothing and other supplies. Assign or assist in the assignment of State-owned vehicles.

Administer the allocation of available funds to State agencies for use in authorized disturbance assistance activities. Provide information on State-owned and leased properties for use as command centers or mass care facilities.

Obtain data and information concerning estimated revenue losses attributable to the effects of large scale civil disorders.

Provide resources for disaster-related activities and provide statewide data processing telecommunication links. Provide trained personnel to assist with New Jersey Income Tax advice at Disaster Application Centers.

**(6.22) Other Organizations Participating at the State Level**

These agencies have agreed to work closely with the New Jersey Office of Emergency Management, the New Jersey Department of Human Services and other departments at the State, county and local level to assure maximum coordination and mutual support. In addition, cooperation and coordination with all other agencies, public and private, whose activities are directed towards the alleviation of disaster-caused suffering and need will be maintained at all times.

**(6.22a) American Red Cross, Salvation Army,  
Mennonite Disaster Services,  
New Jersey Conferences of Seventh-Day Adventists,  
Voluntary Organizations Active in Disaster (VOAD).**

Provide for the welfare of people by undertaking relief activities for the purpose of mitigating suffering caused by a disaster or emergency. Where necessary, these agencies have agreed to provide trained personnel for utilization in the functions of mass feeding and care of disaster-affected persons, sheltering, and maintenance of a stockpile of essential relief supplies.

**(6.22b) Civil Air Patrol**

Civil Air Patrol is a civilian auxiliary of the United States Air Force. The NJ Wing of the CAP employ its facilities, personnel and equipment for search and rescue, radiation monitoring, air reconnaissance, transportation of relief supplies and equipment and other missions in support of emergency management

## ATTACHMENTS

Attachment #1	Preliminary Damage Assessment Report Form
Attachment #2	Sample Mutual Aid Agreement
Attachment #3	Sample Local Disaster Proclamation
Attachment #4	Public Sector Detail Damage Assessment Tally
Attachment #5	Private Sector Detail Damage Assessment Tally
Attachment #6	Disaster Application Center Schematic
Attachment #7	Notice of Interest
Attachment #8	Damage Survey Report
Attachment #9	Project Application
Attachment #10	Single Applicant's Agent Resolution
Attachment #11	Final Inspection Report
Attachment #12	Summary of Documentation
Attachment #13	Force Account Labor Record
Attachment #14	Force Account Equipment Record
Attachment #15	Force Materials/Supplies from Stock Record
Attachment #16	Contract Equipment/labor Record

**New Jersey Office of Emergency Management  
PRELIMINARY DAMAGE ASSESSMENT REPORT**

Disaster Type \_\_\_\_\_ Ongoing |\_ | Final |\_ | Date \_\_\_\_\_  
 County \_\_\_\_\_ Time \_\_\_\_\_  
 Municipality \_\_\_\_\_ Code \_\_\_\_\_

1.) Affected Population:  
 Evacuated \_\_\_\_\_ Displaced \_\_\_\_\_ Sheltered \_\_\_\_\_  
 Injured \_\_\_\_\_ Missing \_\_\_\_\_ Deceased \_\_\_\_\_

2.) Private Sector:

	Destroyed	Major	Minor	Affected	Estimated \$	*Perce:
a. Sing. Family Homes	_____	_____	_____	_____	\$ _____	_____
b. Apartment Units	_____	_____	_____	_____	\$ _____	_____
c. Business	_____	_____	_____	_____	\$ _____	_____
d. Industrial Units	_____	_____	_____	_____	\$ _____	_____

Disaster Related Unemployment: Estimated Number Effected \_\_\_\_\_

3.) Public Sector:

	Estimated Cost:
a. Debris and Wreckage	\$ _____
b. Emergency Protective Measures	\$ _____
c. Road Systems (Non-FAS Roads)	\$ _____
FAS Roadway damage	\$ _____
d. Water Control Facilities	\$ _____
e. Public Buildings & Equipment	\$ _____
f. Publicly Owned Utility System	\$ _____
g. Public Parks & Recreational Areas	\$ _____
Other ( Give details in narrative.)	_____
TOTAL LOSS ESTIMATED:	\$ _____

4. Narrative \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 TITLE: \_\_\_\_\_ TIME \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 TITLE: \_\_\_\_\_ TIME \_\_\_\_\_

DIRECTIONS FOR THE COMPLETION OF  
NJOEM PRELIMINARY DAMAGE ASSESSMENT REPORT FORM

The Preliminary Damage Assessment Report is the primary source of information on the effects of a disaster for County, State and Federal Assistance. It is important that this form be thorough in its estimation damages to the community, but, remember the information is an estimate of losses. This information may be confirmed during a Joint Damage Assessment a field survey by State and Federal authorities.

Top section

**Disaster Type** - Fire, Civil Disturbance, Flood, Hurricane, Hazardous Material Spill, Exercise, ETC.

**County, Municipality** - Identify the county and Municipality in which the damage occurred.

**Code** - List the Jurisdictional Code for your municipality.  
(Code must be four digits)

Check off if this is an **ONGOING** or the **FINAL** report.

**Date and Time** report completed.

1.) **AFFECTED POPULATION**

Identify the estimated numbers of people in each category. Evacuated out of residences or businesses, Displaced due to home destruction, sheltered in emergency shelters, injured due to incident, missing and unaccounted for, deceased due to event.

2.) **PRIVATE SECTOR**

Estimate the number of structures affected in each category.

- Destroyed** - Economically unrepairable. Not inhabitable
- Major** - Repairable with extensive repairs. Not inhabitable
- Minor** - Repairable with minor repairs (within 30 days).  
Inhabitable under very limited conditions.
- Affected** - Minor or limited damage. Habitable.

Estimate amount of losses with some damage based on the estimated values of the structures and content compared to the percent of damages sustained.

If Known, identify the percent of loss possibly covered by insurance.

**Disaster Related Unemployment** - Identify the number of employed persons, residents and non-residents, who due to the incident, have become unemployed. This is an estimate for the Federal Disaster Unemployment Program.

3.) **PUBLIC SECTOR**

Estimate the cost, in each of the categories, to the jurisdiction. Only services provided, or damages incurred, as a result of a disaster and mitigation of the disaster are eligible. Total the estimate.

\* It has become very important to list roadway damage on Federal Assistance System (FAS) and non FAS roadways separately. FAS roadways are not covered under FEMA Disaster Assistance Program but they are 100% covered under other assistance programs.

4.) **NARRATIVE**

Include comments to aid the County or State in understanding local situation. Eg., Water treatment facility destroyed, County road 514 collapsed, Underground Natural Gas Pipes ruptured, ETC.

Bottom

The person submitting the report up the line should sign off, with title, date and time document forwarded up to county and State.

EXAMPLE

EXAMPLE

MUTUAL AID AGREEMENT

This agreement made and entered into this        day of        , 19        by and between  
and

**WHEREAS**, it is desirable that the resources and facilities of the state, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies, be made available to prevent and combat the effects of emergencies and disasters which may result from such calamities as volcanic eruption, flood, fire, earthquake, pestilence, war, sabotage, riot, etc;

**WHEREAS**, it is necessary and desirable that an appropriate agreement be executed for the interchange of such mutual aid;

**NOW, THEREFORE**, it is hereby agreed by and between each and all of the parties hereto as follows:

1. Each party to this agreement shall develop a plan known as a Mutual Aid Operational Plan providing for the effective mobilization and utilization of its resources to cope with agreed to types of emergencies/disasters. Such plans shall list the resources and services that can be made available by the parties to this agreement and shall indicate the method and manner by which such resources and services can be utilized by the other parties. Such plans shall also give the amount and manner of payment and/or compensation for the utilization of such resources and services.

2. Each party to this agreement agrees to furnish those resources and services to each other party hereto as necessary to assist in the prevention and combating of emergencies/disasters in accordance with the adopted Mutual Aid Operational Plan.

3. It is hereby understood that unless adopted Mutual Aid Operational Plans dictate otherwise all services and/or resources provided under the terms of this Mutual Aid Agreement are furnished and/or supplies voluntarily and at the discretion of the furnishing agency. The furnishing agency shall have the primary interest of protecting the welfare of its own constituency and does not assume any responsibilities or liabilities in not providing resources and/or services to other parties of this agreement.

4. It is hereby understood that the agreements entered into hereunder and the corresponding Mutual Aid Operational Plans adopted shall not supplant pre-existing mutual aid agreements nor deny the right of any party hereto to negotiate supplemental mutual aid agreements.

5. This agreement shall be effective as to each party when the legislative body of each party has approved the same by resolution or ordinance or other action with the Department of Community Development, Division of Emergency Management. Said agreement shall be operative and binding until terminated by said participants.

6. This agreement shall remain in effect in perpetuity. However, any party to this agreement may withdraw from the same at any time by giving 30 day written notice to the other party.

\_\_\_\_\_  
(Jurisdiction)

Signed by: \_\_\_\_\_  
(Name) (Title) (Date)

Attest /s/ Signed by: \_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Jurisdiction)

Signed by: \_\_\_\_\_  
(Name) (Title) (Date)

Attest /s/ Signed by: \_\_\_\_\_  
(Name) (Date)

PROCLAMATION OF LOCAL DISASTER/EMERGENCY

TO ALL CITIZENS AND PERSONS WITHIN THE MUNICIPALITY OF (Name of Municipality), NEW JERSEY, AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF THE MUNICIPAL GOVERNMENT OF (Name of Municipality), NEW JERSEY:

WHEREAS, pursuant to the powers vested in me by (Chapter 251 of the Laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et. seq.; N.J.S.A. 40:48-1(6), and ordinances enacted pursuant thereto; N.J.S.A. 2C: 33-1 et. seq.; -- whichever law or laws apply), and by ordinances adopted by the (Name of Municipality), (if one has been adopted), I have declared that a local disaster/emergency exists within the (Name of Municipality); and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules and regulations, as are necessary to meet the various problems which have or may be presented by such a disaster/emergency; and

WHEREAS, by reason of the (specific type of) conditions which presently exist in certain areas of the (Name of Municipality) which may affect the health, safety, and welfare of the people of (Name of Municipality); and

WHEREAS, it has been determined that these areas, of the (Name of Municipality) should then be declared disaster areas, and further that certain measures must be taken to insure that the authorities will be uninhampered in their efforts to maintain law and order as well as an orderly flow of traffic and further in order to protect the persons and property of the residents affected by the conditions; and

WHEREAS, the following areas (list either below or on attachment) are designated disaster areas:

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, we do hereby promulgate and declare the following regulations (list either below or on attachment) shall be in addition to all other laws of the State of New Jersey and of the (Name of Municipality);

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Municipality

\_\_\_\_\_  
Date

New Jersey Office of Emergency Management  
 Detail Damage Assessment Tally  
 Public Sector Worksheet

Jurisdiction	Muni Code	Applicant's Agent	Telephone Number								
1	Street Address of Work Location	Damage Assm't Catg'y	Building Use Code	Brief Description of Damage/Work			Loss or Repair Estimate	Expended Resources			
								L	E	S	C
2											
3											
4											
5											
6											
7											
8											
9											
10											

Estimated Total \$

Damage Assessment Categories:

- C: Road System: Bridges, Streets, Traffic Control, Culverts.
- D: Water Control Facilities: Dikes, Drainage, Levees, Dams.
- E: Public Buildings: Buildings, Vehicles, Equipment, Supplies.
- F: Public Utilities: Water, Sanitary Sewer, Light & Power.,
- G: Parks & Other: Improved Park Facilities and Recreational Areas.

- Expended Resources
- L= Own Labor      S= Supplies
  - E= Equipment      C= Contract

\* For each category of expended resources compete appropriate Account Record.

Building Types

- P= Public Owned      N= Private Non-Profit Org.
- R= Recreational      U= Utility-Not Municipal Owned
- H= Hospital          C= Custodial Care

New Jersey Office of Emergency Management  
 Detail Damage Assessment Tally  
 Private Sector Worksheet

Street Name:	Municipality	County	Muni. Code	Disaster Type:	Assessor's Name:
--------------	--------------	--------	------------	----------------	------------------

House Number	Owner/Family Name	# of Units	Telephone Number	Identify Areas of Damage	Estimate \$ Loss Amount	Ins Y/N	Bldg Use	Damage Category
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

**DAMAGE CATEGORIES:**

- Destroyed= Not Habitable.  
Structure economically not worth repairing.
- Major= Not Habitable.  
Repairable but needs extensive work.
- Minor= Habitable under limited conditions.  
Repairable with minor repairs to structure.
- Affected= Habitable, requiring minimal repairs.  
limited repairs

Estimated Loss: \_\_\_\_\_

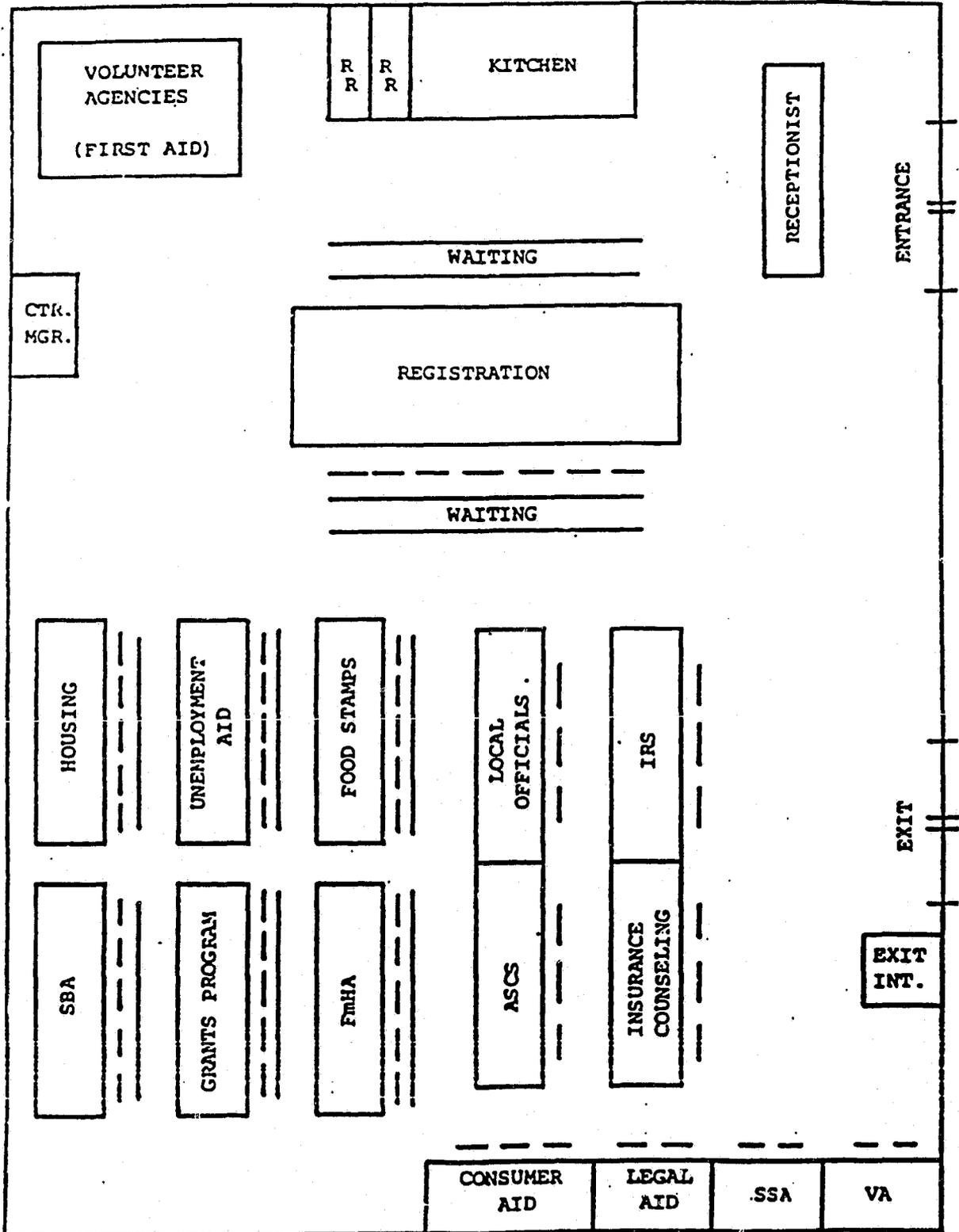
Percent Insured: \_\_\_\_\_

**BUILDING USE CODES:**

- R= Residential
- I= Industrial
- B= Businesses
- A= Agricultural

Destroyed  
Major  
Minor  
Affected

Schematic  
 Typical Disaster Application Center



FEDERAL EMERGENCY MANAGEMENT AGENCY  
 NOTICE OF INTEREST  
 IN APPLYING FOR FEDERAL DISASTER ASSISTANCE

OMB NO. 3067-0033  
 Expires May 1990

DECLARATION NUMBER

PROJECT APPLICATION NUMBER

NOI DATE

FEMA -

DR

The purpose of this form is to list damages to property and facilities so that inspectors may be appropriately assigned for a formal survey.

REQUIREMENTS FOR FEDERAL DAMAGE SURVEYS

A. DEBRIS CLEARANCE

- On public Roads & Streets including ROW
- Other Public Property
- Private Property (When undertaken by local Govt. forces)
- Structure Demolition

B. PROTECTIVE MEASURES

- Life and Safety
- Property
- Health
- Stream/Drainage Channels

C. ROAD SYSTEM

- Roads       Streets       Traffic Control
- Bridges       Culverts       Other \*

D. WATER CONTROL FACILITIES

- Dikes                       Dams
- Drainage Channels       Irrigation Works
- Levees                     Other

E. BUILDINGS AND EQUIPMENT

- Buildings and Equipment
- Supplies or Inventory
- Vehicles or other equipment
- Transportation Systems
- Other \*

F. PUBLIC UTILITY SYSTEMS

- Water
- Sanitary Sewerage
- Storm Drainage
- Light/Power
- Other \*

G. OTHER (Not in the above categories)

- Park Facilities
- Recreational Facilities

\* Indicate type of facility.

NOTE: If Private Non-Profit, provide name of facility and/or Private Non-Profit Owner.

NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT

PRIVATE NON-PROFIT

COUNTY

Yes     No

AGENT/TITLE

BUSINESS ADDRESS (Include Zip Code)

BUSINESS TELEPHONE (Include Area Code and extension)

HOME TELEPHONE (Include Area Code)

FEDERAL EMERGENCY MANAGEMENT AGENCY DAMAGE SURVEY REPORT - DATA SHEET		1. DECLARATION NO. FEMA-                      -DR-	2. DSR NO <b>61803</b>	SUPP TO DSR NO									
<b>PART I - PROJECT DESCRIPTION</b>													
APPLICANT NAME/COUNTY			3. PA IDENTIFICATION NO.										
PROJECT TITLE			4. INSPECTION DATE	5. PROJECT NO.									
11. DAMAGED FACILITY			6. % COMPLETE	7. WORK ACCOM BY F C FC									
12. FACILITY LOCATION			8. FINAL DSR YES <input type="checkbox"/>	9. CATEGORY									
13. DAMAGE DIMENSIONS/DESCRIPTION/SCOPE OF ELIGIBLE WORK DIMENSIONS DESC/SCOPE:													
14 INSP NO.	15 NAME OF FEDERAL INSPECTOR (Print)		16 AGENCY CODE	RECOMMENDATION Y N	ATTACHMENTS								
18. INSP NO	NAME OF STATE INSPECTOR (Print)		AGENCY CODE	RECOMMENDATION Y N	ATTACHMENTS								
19. NAME OF LOCAL REPRESENTATIVE (Print)				CONCUR Y N	ATTACHMENTS								
<b>PART II - ESTIMATED COST OF PROPOSED WORK</b>													
ITEM	CODE	MATERIAL AND/OR DESCRIPTION (a)	UNIT OF MEAS (b)	QUANTITY (c)	UNIT PRICE (d)	COST (e)							
1													
2													
3													
4													
5													
6													
7													
8													
20. EXISTING INSURANCE TYPE - F: \$                      G: \$					21. TOTAL \$								
<b>PART III - FLOODPLAIN MANAGEMENT/HAZARD MITIGATION REVIEW</b>													
22. IN OR AFFECTS FLOOD-PLAIN OR WETLAND F W N		23. FLOODPLAIN LOC 1 2 3 4 5		24. % DAMAGE 1 2 3 4		25. DISASTER HISTORY Y N U		26. LAND USE U 1 2 3 4-D 1 2 3 4		27. FPM REC 1 2 3 4 5 6 7			
<b>PART IV - FOR FEMA USE ONLY</b>													
28. AMOUNT ELIG \$		29. ELIGIBLE Y N S V		30. SPECIAL CONSIDERATIONS				31. FLOODPLAIN REVIEW NO.				32. WORKSITE NO.	
33. INSURANCE COMMITMENT REQUIRED F. Building: \$ Content: \$				G. Property: \$ Content: \$				34. DURATION (Years) F. B. C.                      G. P. C.					
35. COMMENTS/CHANGES													
FIRST REVIEW (Signature)				DATE		SECOND REVIEW (Signature)				DATE			

<b>FEDERAL ASSISTANCE</b>		2. APPLICANT'S APPLICATION		a. NUMBER		3. STATE APPLICATION IDENTIFIER		a. FIPS NO.	
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input checked="" type="checkbox"/> APPLICATION <small>(Mark appropriate box)</small>		b. DATE 19		Year Month Day		b. DATE ASSIGNED 19		Year Month Day	
		Leave Blank		CDL-		(FEMA		-DR)	
4. LEGAL APPLICANT RECIPIENT a. Applicant Name b. Organization Unit c. Street/P. O. Box d. City e. County f. State g. ZIP Code: h. Contact Person (Name & telephone No.)						5. FEDERAL EMPLOYER IDENTIFICATION NO.			
						6. PROGRAM (From Federal Catalog)		a. NUMBER 830300	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT (PL 93-288)  Community Disaster Loan (Section 414, Public Law 93-288)						8. TYPE OF APPLICANT/RECIPIENT A - State H - Community Action Agency B - Interstate I - Higher Educational Institution C - Substate District J - Indian Tribe D - County K - Other (Specify): E - City F - School District G - Special Purpose District <span style="float: right;">Enter appropriate letter <input type="checkbox"/></span>			
						9. TYPE OF ASSISTANCE A - Basic Grant D - Insurance <span style="float: right;">Enter appropriate letter(s)</span> B - Supplemental Grant E - Other <input type="checkbox"/> C - Loan <input type="checkbox"/>			
10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)			11. ESTIMATED NUMBER OF PERSONS BENEFITING		12. TYPE OF APPLICATION A - New C - Revision E - Augmentation B - Renewal D - Continuation <span style="float: right;">Enter appropriate letter <input type="checkbox"/></span>				
13. PROPOSED FUNDING		14. CONGRESSIONAL DISTRICTS OF:		15. TYPE OF CHANGE (For 12c or 12e)					
a. FEDERAL \$ .00		a. APPLICANT		b. PROJECT		A - Increase Dollars F - Other (Specify):		B - Decrease Dollars	
b. APPLICANT .00		b. PROJECT		16. PROJECT START DATE Year Month Day 19		C - Increase Duration		D - Decrease Duration	
c. STATE .00		16. PROJECT START DATE Year Month Day 19		17. PROJECT DURATION Months		E - Cancellation <span style="float: right;">Enter appropriate letter(s) <input type="checkbox"/></span>			
d. LOCAL .00		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year Month Day 19		19. EXISTING FEDERAL IDENTIFICATION NUMBER					
e. OTHER .00		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year Month Day 19							
f. TOTAL \$ .00									
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Federal Emergency Management Agency (FEMA)						21. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION II - CERTIFICATION 22. THE APPLICANT CERTIFIES THAT		a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.		b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:		No response <input type="checkbox"/>		Response attached <input type="checkbox"/>	
		(1)				<input type="checkbox"/>		<input type="checkbox"/>	
		(2)						<input type="checkbox"/>	
23. CERTIFYING REPRESENTATIVE		a. TYPED NAME AND TITLE		b. SIGNATURE		c. DATE SIGNED Year Month Day 19			
24. AGENCY NAME Federal Emergency Management Agency (FEMA)						25. APPLICATION RECEIVED 19			
26. ORGANIZATION UNIT Disaster Response and Recovery				27. ADMINISTRATIVE OFFICE FEMA Region		28. FEDERAL APPLICATION IDENTIFICATION			
29. ADDRESS						30. FEDERAL GRANT IDENTIFICATION			
SECTION III - FEDERAL AGENCY ACTION 31. ACTION TAKEN <input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN		32. FUNDING		33. ACTION DATE Year Month Day 19		34. STARTING DATE Year Month Day 19		35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)	
		a. FEDERAL \$ .00		35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		36. ENDING DATE Year Month Day 19		37. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No	
		b. APPLICANT .00							
		c. STATE .00							
		d. LOCAL .00							
		e. OTHER .00							
f. TOTAL \$ .00									
38. FEDERAL AGENCY A-95 ACTION		a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.				b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)			

DESIGNATION OF APPLICANT'S AGENT

RESOLUTION

BE IT RESOLVED BY \_\_\_\_\_ OF \_\_\_\_\_  
(Governing Body) (Public Entity)

THAT \_\_\_\_\_ , \_\_\_\_\_  
\* (Name of Incumbent) (Official Position)

OR  
\_\_\_\_\_, Governor's Authorized Representative,  
\* (Name of Incumbent)

is hereby authorized to execute for and in behalf of \_\_\_\_\_

\_\_\_\_\_, a public entity established under the laws of the State of \_\_\_\_\_, this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 93rd Congress) or otherwise available from the President's Disaster Relief Fund.

THAT \_\_\_\_\_, a public entity established under the laws of the State of \_\_\_\_\_, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurance and agreements printed on the reverse side hereof.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the \_\_\_\_\_ of \_\_\_\_\_  
(Governing Body) (Public Entity)

on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

\*Name of incumbent need not be provided in those cases where the governing body of the public entity desires to authorize any incumbent of the designated official position to represent it.

<b>FINAL INSPECTION REPORT (FIR)</b>	APPLICANT
	DECLARATION NBR. & DATE
	APPLICATION NBR.
	SUPPLEMENTAL NBR.
<b>TO:</b> Disaster Assist. Program Bureau P. O. Box 1628 Santa Fe, N. M. 87504-1628	<b>FROM:</b>

**INSPECTED WORK**

CAT. / IN LIEU	DSR NBR.	DATE COMPL.	DATE INSP.	INSUR. PAYM.	APPR. PA. COST	RPTD. COST *	CONTR. / FORCE ACCT.	SCOPE OF WORK (report changes)

\* See back of form.

<b>INSPECTOR (Read instruction on the back):</b>	<b>YES</b>	<b>NO</b>
1. Did you personally inspect each completed DSR?.....		
2. Did you review & utilize Damage Survey Reports?.....		
3. Did you review & utilize Applicant's Summary Documentation?.....		
4. Have you previously inspected any of these DSRs?.....		

**CERTIFICATION**

The above DSR(s) in the project application for the category of work shown has been inspected and certification is hereby made that the work has been completed as approved therein, except as noted above.

SIGNATURE (title & agency) \_\_\_\_\_ DATE \_\_\_\_\_

LOCAL REPRESENTATIVE (signature & title) \_\_\_\_\_ DATE \_\_\_\_\_

CONCUR: YES \_\_\_ NO \_\_\_

**REPORTED COST SOURCE**

DSR NBR.	NAME	TITLE	ADDRESS	WORK PHONE

**INSTRUCTIONS**

Each FIR must be accurate and detailed enough so that the final payments can be made with minimum delay.

1. Use this form for the state inspector's Final Inspection Report for completed work approved by the Governor's Authorized Representative.

2. Distribute completed FIRs as follows:

<u>Document</u>	<u>TO</u>
Original	State Coordinating Officer
Copy (2)	" " "
Copy (1)	Governor's Authorized Representative
Copy (1)	Applicant
Copy (1)	State Inspector

3. Attach comments and recommendations on continuation sheets cross-referenced by DSR number.

4. Under column 5 "Insur. Paym." enter the amount of insurance settlement, if known. If pending, attach comments and available information on its current status.

5. Under column 9 "Scope of Work" enter an asterisk (\*) in the column to report each significant change. Explain briefly on a continuation sheet a significant decrease. Complete and attach a DSR for a significant increase.

6. All deviations from state approved eligible work on a DSR are reported and explained on continuation sheets. If you are informed of cost overruns, fully explain why they occurred and indicate whether they should be approved. Also, fully explain any deviations from scheduled work on all funding projects.

<b>SUMMARY OF DOCUMENTATION</b>	<b>APPLICANT</b>				
	PROJECT APPL. NBR.				
	DSR NBR.				

<b>D O C U M E N T</b>			<b>D S R   D O L L A R   A M O U N T</b>		
------------------------	--	--	--	--	--

Location	Date	Description	Estimate	Actual Cost Claimed	Audit Allowed Cost

**CERTIFICATION**

I certify per the following signature that the expenditures exhibited are true and correct and were incurred while completing approved repair work at this DSR site.

CONTRACTOR	DATE	
LOCAL AGENT	DATE	PAGE ___ OF ___ PAGES

\*NOTE: A separate Summary of Documentation is required for each Damage Survey Report (DSR).

<u>BOX TITLE</u>	<u>ENTER</u>
APPLICANT	Local government or eligible public or non-profit entity.
PROJECT APPL. NBR.	Project Application Number. A specific number assigned by the state for this emergency.
DSR NUMBER	Specific number related to the site undergoing final inspection. The number is assigned by DAPB.
LOCATION	Enter location of original document: Warrant/Voucher Register; Paid Bills; Receipt Book; Inventory/Warehouse Card; Foreman Time Book; Vehicle Dispatch Record, Payroll, Material, Equipment Schedules.
DATE	Enter date of original document.
DESCRIPTION	Briefly describe article, service, labor, material, equipment, etc., and show date(s) of delivery, performance, use, consumption, etc.
ESTIMATE	Enter the estimated cost of repairing this site from the Damage Survey Report.
ACTUAL COST CLAIMED	Enter the actual amount paid for the article, service, etc. described.
AUDIT ALLOWED	Reserved for Audit, Fiscal Review. Enter amount allowed for each cost entered. Any difference in costs must be explained in Audit Report.
TOTAL	Sum the ESTIMATE, ACTUAL COST CLAIMED and AUDIT ALLOWED COST columns.



FORCE ACCOUNT LABOR RECORD BOX ENTRY

BOX TITLE

ENTER

APPLICANT

Local government or eligible public or private non-profit entity.

PROJECT APPLICATION NBR.

Applicant's Project Number. Enter after it is assigned by the State.

DSR NBR.

Specific number assigned to this repair site by the State.

SCHEDULE NBR. L

Numeric sequence (i.e., first page L-1, second page L-2, etc.).

PAY PERIOD

The time period covered by the record (e.g., 5/1-5/16)

EMPLOYEE

Essential information required of each employee to ensure reimbursement of the cost of repair.

NAME

Full name of each employee working at the site.

JOB TITLE

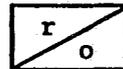
Specific type of work employee is assigned to do. If employee is a working foreman separate work hours from hours supervising other employees.

RATE

Regular hourly rate of employee.

HOURS BY DATE

Enter monthly date (i.e., 5/12) under the individual days (S, M, etc.) of the week. Indicate total hours each day (regular plus overtime) in appropriate column.



r - regular time

o - overtime (SEE, Wages - page 4)

PAY INFORMATION

Essential information on how employee was paid to ensure reimbursement of the cost of repair.

TOTAL HOURS

Total cumulative hours worked by each employee during this pay period at this site.

TOTAL PAY

Hourly rate times total hours worked.

CHECK NUMBER

Check number that reflects the employees pay at this site.



**FORCE ACCOUNT MATERIALS / SUPPLIES RECORD**

**APPLICANT**

**PROJECT APPLICATION NBR.**

**DSR NBR.**

**SCHEDULE NBR. M/S-**

VENDOR	DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	DATE BOUGHT	CHECK NUMBER	DATE USED	INFO FROM	
								INVOICE	S. CARD

**TOTAL** \_\_\_\_\_

**CERTIFICATION**

I certify that the above information was transcribed from vendor invoices, stock cards or other documents which are available for audit.

**SIGNATURE**

**TITLE**

**DATE**

**PAGE \_\_\_ OF \_\_\_ PAGES**

BOX TITLE

ENTER

APPLICANT

Local government or eligible public or private non-profit entity.

PROJECT APPLICATION NBR.

Applicant's Project Number. Enter after it is assigned by the State.

DSR NBR.

Specific number related to this repair site. Enter after it is assigned by the State.

SCHEDULE NBR. M/S

Pages in numeric sequence (i.e., first page M/S-1, second page M/S-2, etc.).

VENDOR

Full name of company providing the materials or supplies.

DESCRIPTION

Precise description of the item supplied (e.g., road fill material, rock, culvert, etc.).

QUANTITY

Materials and supplies delivered in their unit (i.e., cubic yard, sets, etc.) quantity.

UNIT PRICE

Prices of each unit.

TOTAL PRICE

Quantity times unit price.

DATE BOUGHT

Date the item was bought by month/day/year (i.e., 5/1/89).

CHECK NUMBER

Number of the check that the vendor was paid with.

DATE USED

The date (i.e., 5/1/89) that the material/supplies were used at this repair site.

INFO FROM

What document was the previous information extracted from so there is an audible trail to ensure reimbursement for the cost of repair.

INVOICE

Invoice number of trip ticket that information was transcribed from.

S CARDS

Stock card information was transcribed from.

