

ANNEX J

Recovery



STATE OF TEXAS EMERGENCY MANAGEMENT PLAN

Revised May, 2005 / Updated March, 2013

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

W. Nim Kidd, CEM®
Assistant Director
Texas Department of Public Safety
Chief
Texas Division of Emergency Management

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Charles K. Blake, Jr.
Disaster Officer, Texas
American Red Cross

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Greg Abbott
Attorney General
Office of Attorney General

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Susan Combs
Texas Comptroller of Public Accounts

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Zak Covar
Executive Director
Texas Commission on Environmental Quality

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Chris Traylor
Commissioner
Texas Dept. of Aging and Disability Services

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

C. Kent Conine
Chairman
Texas Dept. of Housing and Community Affairs

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Eleanor Kitzman
Commissioner of Insurance
Texas Department of Insurance

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

David L. Lakey, M.D.
Commissioner of Health
Department of State Health Services

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Amadeo Saenz Jr., P.E.
Executive Director
Texas Department of Transportation

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Thomas G. Boggus
Director
Texas Forest Service

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Jerry Patterson
Commissioner
Texas General Land Office

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Thomas Suehs
Executive Commissioner
Texas Health and Human Services Commission

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Ron Piggot
Director TPASS Division
Texas Procurement and Support Services

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Larry E. Temple
Executive Director
Texas Workforce Commission

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Lt. Colonel Henry Gonzales
Texas Divisional Commander
The Salvation Army

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Ester Garza
Executive Director
State Historical Preservation Office

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Peggy D. Rudd
Director and Librarian
Texas State Library and Archives Commission

STATE OF TEXAS
EMERGENCY MANAGEMENT PLAN

ANNEX J

Recovery

APPROVAL AND IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

Date

Melanie Callahan
Interim Executive Administrator
Texas Water Development Board

TABLE OF CONTENTS

RECORD OF CHANGES.....	I
DESCRIPTION.....	i
I. PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS	1
II. SITUATION AND ASSUMPTIONS	1
III. CONCEPT OF OPERATIONS.....	1
A. General.....	1
B. Staffing Requirements.....	1
C. Phases of Management	2
D. Recovery Facilities	2
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	3
A. Organization	3
B. Assignment of Responsibilities	3
V. INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION	12
A. The Chief of TDEM or his/her designee will exercise overall coordination and control for state-level emergency management operations.	12
B. The SOC Controller, a TDEM staff member appointed by the Assistant Director, will exercise coordination and control of state emergency response operations within the SOC.....	12
C. The TDEM Recovery State Coordinator or his/her designee will serve as the primary agency representative for Recovery ESF activities within the SOC.....	12
D. The DDC Chairperson within a Disaster District will exercise coordination and control for Recovery ESF activities. This authority may be delegated to another staff member or to an appropriate state agency.	12
E. The Incident Commander (IC) will exercise coordination and control at field-deployed command posts. The IC is responsible for coordinating activities with the appropriate DDC Chairperson.....	12
F. The Governor’s Authorized Representative (GAR) will exercise overall coordination and control of state disaster recovery operations following an Emergency or Major Disaster Declaration.	12
VI. ADMINISTRATION, FINANCE AND LOGISTICS	12
A. Support	12
B. Agreements and Understandings.....	12
C. Reports and Records.....	13
D. Expenditures and Record Keeping	13
E. Critiques	13
VII. PLAN DEVELOPMENT AND MAINTENANCE	14
A. The Chief of TDEM is the approving authority for this annex, and TDEM is responsible for its development, maintenance and implementation.	14
B. The Recovery State Coordinator is responsible for conducting an annual review of this Annex, and will provide the Chief of TDEM and RMS Deputy Assistant Director with lessons-	

learned during exercises and actual events for incorporation into subsequent revisions of the annex.....14

APPENDICES:

- 1 EXPLANATION OF TERMS
- 2 RECOVERY ESF ORGANIZATION
- 3 RECOVERY ESF ACTION GUIDE
- 4 RECOVERY RESOURCE SUMMARY
- 5 TEXAS STATE DISASTER COALITION CATASTROPHE PLAN

DRAFT

ANNEX J

Recovery

I. PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

The purpose of this annex is to define the organization, operational concepts, responsibilities and procedures to accomplish state disaster recovery in Texas. This annex is applicable to all agencies, organizations and personnel with recovery Emergency Support Function (ESF) responsibilities.

II. SITUATION AND ASSUMPTIONS

See State of Texas Emergency Management Plan, Section I.

III. CONCEPT OF OPERATIONS

A. General

The recovery operation, under the framework of the National Incident Management System (NIMS) and the National Response Framework (NRF), begins once conditions in the disaster area stabilize and the immediate danger posed by an event has passed. Recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster-relief programs.

There are five basic ways in which disaster recovery assistance can be provided:

- Emergency Assistance (e.g., American Red Cross (ARC)).
- Mass Care (e.g., short or long term counseling).
- Technical Assistance (e.g., training, evacuation, weather information).
- Operational Assistance (e.g., response-level assistance via the Disaster District Committee (DDC)).
- Financial Assistance (e.g., grants, loans).

This annex primarily focuses on the financial assistance aspects of the disaster-recovery process. All other forms of assistance are addressed in either the State of Texas Emergency Management Plan or its supporting annexes.

B. Staffing Requirements

1. Based on situational requirements, State Emergency Management Council member agencies may serve in the State Operations Center (SOC), State Medical Operations Center (SMOC), Joint Field Office (JFO), the Disaster District Emergency Operations Center (EOC), and Disaster Recovery Centers (DRCs). Representatives may serve in both a primary and/or support agency role for several Emergency Support Function (ESF) groups. The number of staff personnel operating from each location will be

determined by the primary agency for each ESF group, based on operational requirements.

2. Agency representatives serving in these various facilities are charged with understanding the resource request, deployment and accountability methodology for committing assets or services that may be at their agency's and/or organization's disposal.

C. Phases of Management

For the purpose of this Annex, recovery activities are addressed based on one of two situations, pre-Stafford Act assistance and post-Stafford Act assistance. Stafford Act assistance refers to any assistance available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended. This assistance, which is requested through the Federal Emergency Management Agency (FEMA), includes but is not limited to fire management assistance, emergency declaration assistance and/or major disaster-declaration assistance.

1. Pre-Stafford Act assistance activities include coordinating and conducting disaster recovery training and damage/need assessment activities, recommending a course of action for recovery to the Chief of TDEM and/or the governor, and requesting the appropriate level of federal assistance. This may include state assistance, U.S. Department of Agriculture (USDA) assistance, U.S. Small Business Administration (SBA) assistance and/or Stafford Act assistance as directed.
2. Post-Stafford Act assistance activities are those activities conducted following an event that is approved for Stafford Act Assistance with the exception of the Hazard Mitigation Grant Program (HMGP), which is addressed in Annex P. These activities include designating state disaster recovery officials, establishing state JFOs, and/or establishing operations in DRCs and implementing and/or overseeing the implementation of federal assistance pursuant to the Stafford Act.

D. Recovery Facilities

The types of facilities established following a major disaster declaration (Post-Stafford Act assistance) to manage recovery activities are as follows:

1. Joint Field Office (JFO) – The JFO is a temporary facility established following a major disaster declaration. It serves as the field headquarters for both state and federal disaster-recovery officials and support staff and as a focal point for disaster operations, coordination and information.
2. Disaster Recovery Center (DRC) – A DRC is a temporary facility established in the disaster area following a major disaster declaration approved for Individual Assistance (IA). It is staffed by representatives from the federal, state, local and volunteer agencies/organizations for the purpose of providing technical assistance and disaster relief information to individuals and businesses affected by the declared event. The number of

DRCs established will be determined at the JFO and based upon the situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

All ESF groups identified in the State of Texas Emergency Management Plan are composed of personnel and resources of several state agencies/organizations. Each group is directed by a primary agency selected on the basis of its authority and capability in that particular functional area. The other agencies and organizations within the group are designated as support agencies and organizations based on their ability to provide equipment, personnel and expertise in support of functional tasks. The agencies/organizations that comprise this ESF group are listed in Appendix 2 of this annex.

B. Assignment of Responsibilities

1. General

All agencies/organizations assigned to this ESF are responsible for the following tasks.

- a) Designate and train representatives of their agency to serve as group members and ensure that appropriate Action Guides and Standard Operating Procedures (SOPs) are developed and maintained.
- b) Maintain current notification procedures to ensure trained agency personnel are available for extended emergency duty in the SOC, SMOC, Disaster District EOC and as needed the JFO, DRCs, Area Field Office (AFO) and incident command posts.
- c) Develop and maintain procedures to ensure that current inventory of agency resources and contact lists are available.
- d) Develop and maintain procedures for identification, location, commitment, deployment and accountability of agency emergency support resources.
- e) Provide – within capabilities – personnel, equipment and other assistance to support recovery operations.

2. Primary Agency

The primary agency for recovery is the Texas Division of Emergency Management (TDEM). TDEM is responsible for state-level coordination, management and administration of state disaster recovery program activities and will accomplish the following tasks:

- a) Provide training to local and state government officials in disaster-recovery operations and procedures for obtaining state and/or federal assistance.
- b) Coordinate and conduct damage/needs assessment surveys with local, state and federal government personnel.
- c) Process requests for assistance.
- d) Determine staffing requirements appropriate to support disaster recovery programs and activities.
- e) Administer or oversee the administration of certain disaster recovery programs and activities.
- f) Collect information from support agencies and provide status reports on disaster-recovery programs and activities.
- g) Cooperate with FEMA to develop home-repair guidelines to be used in the aftermath of a disaster.
- h) Designate the following state disaster-recovery officials.
 - (1) Governor's Authorized Representative (GAR) – The person empowered by the Governor to execute, on behalf of the State, all necessary documents for Stafford Act assistance.
 - (2) State Coordinating Officer (SCO) – The person appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer Stafford Act recovery efforts.
 - (3) Public Assistance Officer (PAO) – The person responsible for implementing the Public Assistance (PA) program following all Stafford Act declarations approved for assistance in accordance with the program administrative plan.
 - (4) Individual Assistance Officer (IAO) – The person responsible for overseeing the delivery of the various Individual Assistance programs to include identifying the need for DRC(s) to supplement the FEMA telephone registration application process following a major disaster declaration.
 - (5) State Hazard Mitigation Officer (SHMO) – The person responsible for implementing the Hazard Mitigation Grant Program (HMGP), as referenced in Hazard Mitigation Annex (P), to this plan following a major disaster declaration approved for this assistance.
 - (6) Public Information Officer (PIO) – The person responsible for coordinating the release of information to the media and public and coordinating community outreach activities, as referenced in Emergency Public Information Annex (I), to this plan.

(7) Outreach Officer – The person responsible for keeping legislative and locally elected officials informed of ongoing recovery activities.

(8) State DRC Coordinator – The person who, along with the Federal DRC Coordinator, is responsible to the SCO and FCO via the State and Federal IAO for the overall operation of the DRCs, ensuring the DRCs are properly staffed with trained personnel.

(9) Voluntary Agency Liaison (VAL) – The person that works with local, state and national volunteer organizations as well as other state agencies in disasters. The State VAL works in coordination with the FEMA VAL to assist individuals in local jurisdictions recovering from a disaster. The VAL helps coordinate Long-Term Recovery Organizations/Committees (LTRO/LTRC) with local leaders in the affected area helping survivors to recover.

3. Support Agencies/Organizations

a) General

All Recovery ESF members shall be aware of their parent organization's capabilities in providing assistance and support and shall be prepared to respond to tasking assignments from the primary agency in the deployment and use of agency-owned, leased or otherwise unique assets to support the response and recovery effort. Agencies will provide support in the form of direct provisions of equipment and personnel (emergency or operational assistance); knowledge and expertise in working with response agencies, the vendor community or commercial organizations/associations in supplying services; or in restoration of disrupted services (technical assistance). A summary of ESF resources is provided in Appendix 4 of this Annex.

b) American Red Cross (ARC)

- (1) Provide damage assessment information.
- (2) Provide emergency and additional assistance to disaster survivors.
- (3) Open, staff and operate temporary shelters.
- (4) Welfare inquiry.
- (5) Family reunification.
- (6) Service to Armed Forces.
- (7) Case management.

- (8) Continue feeding operations.
- (9) Continue government operations.
- (10) Disaster health assessments.
- (11) Disaster mental health counseling.
- c) The Salvation Army (TSA)
Provide emergency mass care resources and services to disaster survivors.
- d) Texas Procurement and Support Services (TPASS)
 - (1) Provide resource support to first responders and responding agencies as required.
 - (2) Once the location of available structures suitable to support disaster-recovery operations has been identified, TPASS personnel can then coordinate contractual requirements with the TPASS purchasing office.
- e) Office of the Attorney General (OAG)
 - (1) Address inquiries and complaints filed by disaster survivors regarding repair contracts and consumer service issues, such as price gouging.
 - (2) Provide DRC support staff to address agency assistance issues.
- f) Texas Department of Housing and Community Affairs (TDHCA)
 - (1) Implement available assistance programs as required or requested by the Governor.
 - (2) Enter into pre-event contracts for temporary housing in the aftermath of a disaster.
- g) Texas Department of Insurance (TDI)
 - (1) Provide assistance and information to aid disaster survivors in resolving insurance-related issues.
 - (2) Provide DRC support staff to address department assistance issues.

(3) See Appendix 5, Texas Disaster Coalition Catastrophe Plan, for information on TDI and the insurance industry response to disasters.

h) Texas Department of State Health Services (DSHS)

(1) Assess and monitor public health, medical and behavioral health system recovery needs.

(2) Coordinate community public health, medical and behavioral health system recovery operations as needed.

(3) Coordinate disaster behavioral health services to survivors, first responders and disaster workers in conjunction with local mental health authorities, providers of substance abuse services and other agencies.

(a) Administer the FEMA funded Short- and Long-Term Crisis Counseling Program following a major disaster declaration, if approved.

(b) Provide disaster behavioral health staff to the DRC and JFO to address department assistance issues.

(4) Provide public health and medical resources if requested.

i) Texas Department of Transportation (TxDOT)

(1) Provide personnel for needs/damage assessment and project worksheet (PW) activities.

(2) Provide technical and operational assistance to protect life and property where necessary.

(3) Enter into pre-event contracts for debris removal in the aftermath of a weather-related disaster.

(4) Effect clearance and removal of debris from state facilities and transportation systems, and provide emergency assistance to local governments for the disposition of solid waste and debris resulting from disasters.

(5) Serve as the state lead agency for Debris Management.

j) Texas Forest Service (TFS)

(1) Provide fire situation assessments for all requests for fire suppression assistance.

(2) Provide technical and operational assistance to protect life and property where necessary.

- (3) Provide incident command response teams.
- k) Texas Commission on Environmental Quality (TCEQ)
 - (1) Provide technical assistance for needs/damage assessment and project worksheet (PW) activities.
 - (2) Provide technical assistance on debris management.
 - (3) Provide inspectors and technical assistance concerning dam safety.
 - (4) Provide technical assistance for oil and hazardous material spills as specified in Annex Q.
 - (5) Provide technical assistance to public drinking water supply facilities and wastewater treatment facilities.
- l) Texas Workforce Commission (TWC)
 - (1) Assist Local Workforce Development Boards and their contracted service providers with recruiting, screening and hiring personnel needed to support disaster response and recovery operations.
 - (2) Recommend to the governor whether to suspend the waiting period for Disaster Unemployment Assistance benefits after a natural disaster.
 - (3) Provide DRC support staff to address commission assistance issues.
- m) Texas Department of Aging and Disability Services (DADS)
 - (1) Provide for the special disaster-related needs of the elderly, disabled, developmentally disabled and residents of State-Supported Living Centers (SSLC).
 - (2) Provide DRC support staff to address department assistance issues.
- n) State Historical Commission
 - (1) Identify historical structures for local, state and federal agencies.
 - (2) Review federal documents for historical compliance.

- o) Texas State Library and Archives Commission (TSLAC)
 - (1) The State and Local Records Management Division (SLRM) of TSLAC assists local and state agencies with the management of state records by providing training, consultative services and information materials to agency heads and records-management officers. This includes training in disaster preparedness and recovery, protection of vital records and preservation of state records in all media.
 - (2) The Records Center unit of SLRM serves state agencies in the Austin area. The Records Center provides space for off-site storage of hard-copy records. In addition electronic media may be stored in a secure vault if materials need to be available for disaster recovery or removed from their original storage location. For specific disaster-recovery services and restoration of materials, professional vendors should be contacted; SLRM can provide guidance on this as needed.
- p) Texas General Land Office (GLO)
 - (1) Respond to pollution (e.g., damaged/leaking wells, pipelines, storage, process facilities).
 - (2) Assess shoreline change (e.g., conduct aerial photography and light detection and ranging – LiDAR – data collection).
 - (3) Assess structural damage to beachfront properties, beach erosion and encroachments onto the public beach easement.
 - (4) Coordinate with FEMA to conduct damage/needs-assessment surveys for the restoration of dune- and shore-protection projects.
 - (5) Deploy mobile information units to keep the public informed of recovery activities.
 - (6) Assist local governments with beachfront construction activity.
 - (7) Assist local governments with funding resources for mitigation projects.
 - (8) Enter into pre-event contracts for coastal wet/dry debris removal in the aftermath of weather-related disasters. Effect clearance and removal of debris from state-owned submerged land and public beaches.
 - (9) Long term HUD Housing Program for qualifying individuals

- q) Texas Water Development Board (TWDB)

Provide personnel to address floodplain management issues at the JFO and/or the DRC.

- r) Texas Health and Human Services Commission

- (1) Provide trained staff to act as state representative for Damage Assessment Team.

- (2) Serve as primary agency to coordinate Food and Water ESF activities.

- (3) Administer the Disaster Supplemental Nutrition Assistance Program (D-SNAP) following a major disaster declaration, if approved.

- (4) Administer the Other Needs Assistance (ONA) Program following a major disaster declaration, if approved.

- (5) Provide DRC support staff to address ONA issues.

- (6) Administer the Disaster Case Management Program following a major disaster declaration, if approved.

4. Local Governments

- a) Assessment – Local governments are responsible for conducting a thorough damage and needs assessment to determine the amount, extent and type of damage caused by a disaster and for determining the impact of those damages on their population, businesses and infrastructure.

- b) Requesting Assistance – The chief elected official of a jurisdiction has overall authority for local recovery activities. He/she is responsible for submitting a written request for assistance and completing the Disaster Summary Outline (DSO) if a situation is beyond the capability of the affected jurisdiction to recover without state and/or federal assistance. Since federal disaster assistance is approved by county and not by city, city requests and DSOs should be routed through the county. The county can then compile all damage within its borders before requesting assistance from the state. To ensure adequate time to pursue all levels of assistance, a request for assistance, local declaration and the accompanying DSO should be submitted to TDEM within 10 days of the incident period. Given the general concept of operations outlined in paragraph V.A. of this annex, the process is considered independent of the process for requesting operational- or response-level assistance through the appropriate DDC Chairperson.

- c) **Damage Assessment Team Support** – The local jurisdiction will provide a local representative to accompany the federal and/or state inspection team during the damage assessment. To the greatest extent possible, the local representative is responsible for ensuring that all damaged areas, estimated repair costs, insurance entitlements and hazard mitigation opportunities are identified. In addition transportation for assessment teams should be provided.
- d) **DRC Site Location** – Following a major disaster declaration, local government officials will be responsible for identifying and providing facilities that will support DRC operations if necessary. In some instances mobile DRCs, in the form of a motor home, may prove to be more appropriate for the situation. In these cases the mobile DRC will be provided by FEMA, but local officials will still need to provide a location to set up the DRC.

DRAFT

V. INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

- A. The Chief of TDEM or his/her designee will exercise overall coordination and control for state-level emergency management operations.
- B. The SOC Controller, a TDEM staff member appointed by the Assistant Director, will exercise coordination and control of state emergency response operations within the SOC.
- C. The TDEM Recovery State Coordinator or his/her designee will serve as the primary agency representative for Recovery ESF activities within the SOC.
- D. The DDC Chairperson within a Disaster District will exercise coordination and control for Recovery ESF activities. This authority may be delegated to another staff member or to an appropriate state agency.
- E. The Incident Commander (IC) will exercise coordination and control at field-deployed command posts. The IC is responsible for coordinating activities with the appropriate DDC Chairperson.
- F. The Governor's Authorized Representative (GAR) will exercise overall coordination and control of state disaster recovery operations following an Emergency or Major Disaster Declaration.

VI. ADMINISTRATION, FINANCE AND LOGISTICS

- A. Support
 - 1. Texas Department of Public Safety (DPS) will supply state vehicles, equipment, supplies and administrative support to assist the TDEM recovery staff in disaster-recovery operations.
 - 2. Contracted support assistance will be authorized as needed to provide a source of trained personnel who are hired on an as-needed basis to assist TDEM staff in performing disaster-recovery program implementation and field response.
 - 3. Additional program and administrative personnel will be authorized as needed to support disaster-recovery activities.
- B. Agreements and Understandings
 - 1. FEMA/State Agreement – This is a contract between FEMA and the state for a particular event approved for Stafford Act assistance (e.g., major disaster declaration assistance, emergency declaration assistance, fire management assistance) stating the understandings, commitment and conditions under which FEMA disaster assistance shall be provided. The agreement imposes binding obligations on all levels of government and private non-profit organizations within the state in the form of conditions for assistance, which are legally enforceable. The agreement may be modified by a properly executed amendment. With the exception of those instances

identified by the FEMA Regional Administrator, FEMA funding will not be authorized nor will direct federal assistance be authorized until the agreement is signed by the Governor and by the Governor's designated state disaster-recovery officials.

2. All agreements and understandings entered into for the purchase, lease or other use of equipment and services will be in accordance with the provisions of state law and procedures. The Proclamation of a State of Disaster issued by the governor may suspend selected rules and regulations that affect response and/or recovery operations. The specific impact of the situation will be determined by the primary agency, and ESF group members will be advised accordingly.

C. Reports and Records

Pre-Stafford Act Assistance

1. Disaster Summary Outline (DSO) – Standardized form used by local governments to report damages caused by a disaster in the state.
2. USDA Flash Situation Report/Disaster Assessment Report (DAR) – The USDA Farm Service Agency (FSA), following a report of an agricultural loss, prepares this report. The DAR is used to verify agricultural loss of crops, livestock and farm facilities (referenced in the Flash Situation Report). These two reports are used to request USDA assistance.
3. FEMA Form 90-58 – This form will be used in filing a request for fire management assistance under Section 420 of the Stafford Act.

D. Expenditures and Record Keeping

1. Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with established guidelines.
2. Expenditures by state agencies in response to an emergency, imminent disaster or recovery from a catastrophic incident will be from state funds regularly appropriated by the Texas Legislature.

E. Critiques

Following the conclusion of any significant emergency incident or exercise, the primary agency representative will conduct a critique of group activities. Support agencies will provide written and/or oral inputs for this critique. The primary agency representative will consolidate all inputs into a final written report and submit it to the Assistant Director at TDEM and/or FEMA as appropriate.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Chief of TDEM is the approving authority for this annex, and TDEM is responsible for its development, maintenance and implementation.
- B. The Recovery State Coordinator is responsible for conducting an annual review of this Annex, and will provide the Chief of TDEM and RMS Deputy Assistant Director with lessons-learned during exercises and actual events for incorporation into subsequent revisions of the annex.

DRAFT