ANNEX J

RECOVERY

Fort Bend County
Portions of the Fort Bend County Emergency Operations Plan are considered confidential and not for release to the public under Sections 418.176 – 418.182 of the Texas Government Code. Portions of this plan have been redacted to meet these requirements.

Redactions made in this document are listed below.

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<th>Page Number</th>
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Approval and Implementation

Annex J – Recovery

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

Ed Sturdivant  
County Auditor  
Fort Bend County

401/1/2019  
Date

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10.8.2019  
Date
## Record of Changes

### Annex J - Recovery

<table>
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<td>3</td>
<td>11/2012</td>
<td>Alan Spears-Update-Damage Assessment Plan</td>
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<td>4</td>
<td>5/2014</td>
<td>Health and Human Services Update</td>
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<td>5</td>
<td>8/2019</td>
<td>Caroline Egan – Update</td>
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Authority

1. See the Authority section of the Basic Plan.

Purpose

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its residents, businesses, and communities to recover physically, psychologically, financially, etc. from an incident.

Explanation of Terms

Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term</th>
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<tbody>
<tr>
<td>CASPER</td>
<td>Community Assessment for Public Health Emergency Response</td>
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<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>DDC</td>
<td>Disaster District Committee</td>
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<td>DRC</td>
<td>Disaster Recovery Center</td>
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<td>DSO</td>
<td>Disaster Summary Outline</td>
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<td>EMC</td>
<td>Emergency Management Coordinator</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>FMAG</td>
<td>Fire Management Assistance Grant</td>
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<td>GLO</td>
<td>Texas General Land Office</td>
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<td>GMS</td>
<td>Grants Management System</td>
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<td>IA</td>
<td>Individual Assistance</td>
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<td>HUD</td>
<td>US Department of Housing and Urban Development</td>
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Definitions

**Disaster Declaration (Local Level)** – A formal statement by the jurisdiction’s chief elected official (County Judge/Mayor) that a disaster or emergency situation exists within the jurisdiction. A local disaster declaration may be declared for any of the following reasons: to exercise extraordinary powers; to activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans; to provide additional liability protection to government agencies and special or volunteer emergency workers; and/or to formally request general assistance from the state and federal governments.

**Disaster Declaration (Federal Level)** – There are two types of disaster declarations provided for in the Stafford Act – emergency declarations and major disaster declarations. Both declaration types authorize the President of the United States to provide supplemental federal disaster assistance. However, the events related to the two different types of declarations, scope, and amount of assistance differ. FEMA has established a third type of declaration, Fire Management Assistance Grant (FMAG) declarations, through regulation. The FMAG disaster declaration
process differs significantly from the emergency and major disaster processes\(^1\). Federal agencies also have the ability to issue disaster declarations separate from presidential disaster declarations to provide disaster assistance under the purview of that federal agency.

**Individual Assistance (IA)** – A series of FEMA assistance programs that provide financial assistance and direct services to individuals and households in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance. IA programs include Mass Care and Emergency Assistance, Individuals and Households Program, Disaster Case Management, Crisis Counseling Assistance and Training Program, Disaster Legal Services, Disaster Unemployment Assistance, and Voluntary Agency Coordination.

**Long Term Recovery Group (LTRG)** – A collaborative network of community-based, faith-based, and non-profit organizations; governmental representatives; private sector partners; philanthropic funders; and other recovery partners who are responsible for coordinating the management of long-term recovery and provide additional long-term assistance to individuals and communities affected by the disaster who do not have adequate resources to recover. Also commonly referred to as a Long-Term Recovery Committee. The long-term recovery group in Fort Bend County is called Fort Bend Recovers.

**Project Worksheet (PW)** – A FEMA document that lists the specifications of an approved Public Assistance project, including a detailed description of the disaster-related damage and dimensions and the associated scope of work and costs.

**Public Assistance (PA)** – A FEMA assistance program that provides grants to governments, public institutions, and certain private non-profit agencies to assist them with disaster response and recovery, including debris removal, emergency protective measures, and permanent restoration of facilities.

**Stafford Act** – The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the

\(^{1}\) See the Texas Emergency Management Executive Guide and [www.FEMA.gov](http://www.FEMA.gov) for additional information on these types of federal disaster declarations.
efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

Situation & Assumptions

Situation

As identified in the Fort Bend County Hazard Analysis\(^2\), Fort Bend County and its Joint Resolution Jurisdictions are at risk from a number of hazards that have the potential for causing extensive property damage, disruption to day-to-day activities, psychological and behavioral health effects on residents and the community, impacts to the local economy, etc. In the event that such incidents occur, planned recovery procedures, such as damage assessment and debris management, are essential for returning the community to normal after an incident.

The Stafford Act authorizes federal disaster assistance, especially as it pertains to FEMA and FEMA programs, to individuals and households, certain private non-profit agencies, and governmental entities in the aftermath of a presidentially declared major disaster or emergency and outlines the types of assistance that may be made available. The federal disaster assistance programs may be administered by state agencies. Federal agencies, such as the Small Business Administration, also have the ability to issue disaster declarations separate from presidential disaster declarations to provide disaster assistance under the purview of that federal agency.

The State of Texas does not have a specific disaster assistance program for individuals, businesses, communities, and local governments similar to disaster assistance programs offered by federal agencies, especially pursuant to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

\(^2\) As summarized in the Situation and Assumptions section of the Basic Plan.
Assumptions

Fort Bend County and its Joint Resolution Jurisdictions must be prepared to respond and recover from an incident or major disaster until outside help arrives if needed.

Timely and accurate damage assessment of private and public property forms the basis for requesting state and federal assistance for residents (e.g. IA), businesses (e.g. Small Business Administration (SBA) loans), and for local governmental entities, public institutions, and certain private non-profit agencies (e.g. PA) and should be a priority for local officials following a disaster.

State and federal assistance may be requested to assist residents, businesses, local governmental entities, public institutions, and certain private non-profit agencies. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of direct services or financial assistance for residents and/or financial reimbursement for local governmental entities, public institutions, and certain private non-profit agencies, which generally requires considerable paperwork and can take some time to deliver.

Depending on the disaster, Fort Bend County and its Joint Resolution Jurisdictions may not be eligible for a presidential disaster declaration.

Volunteer organizations will be available to assist residents and communities in meeting some basic needs, but they may not provide all needed assistance.

Damage assessment and recovery operations may commence while some emergency response activities are still underway.

Families and households, businesses, and communities do not recovery at the same pace.
Concept of Operations

General

Preparedness Activities
Prior to any incident, this annex shall be developed and maintained and key recovery staff members appointed, including the Disaster Recovery Manager, Damage Assessment Officer, Public Assistance Officer, Individual Assistance Officer, Recovery Fiscal Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.

Short-Term Recovery Activities
Prior to a federal emergency or major disaster declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the local District Coordinator and/or the local Disaster District Committee (DDC) chairperson in Rosenberg, Texas. During the short-term recovery phase, state agencies and volunteer groups may assist disaster survivors with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster survivors and a local volunteer management program may be implemented assign volunteer workers to assist disaster survivors and local governmental entities.

Initial Damage Assessment
An initial damage assessment is required to determine the extent of the impact of the incident on Fort Bend County and/or its Joint Resolution Jurisdictions and will drive recovery operations and priorities.

An initial damage assessment is also required to support any request for state and federal assistance. This assessment should be conducted as soon as possible, often

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3 See Annex C – Shelter and Mass Care and Annex O – Human Services for more information about these short-term recovery programs and assistance.
4 See Annex T – Donations Management for more information about the local donations and volunteer management programs.

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while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the County Judge/Mayor should issue a local disaster declaration (if not already declared)\(^5\). Additional information related to the damage assessment process is provided later in this annex.

**Requesting Assistance**

If needed, state and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a presidential disaster declaration. Additional guidance for requesting assistance is provided later in this annex.

**Intermediate Recovery Activities**

**Long-Term Recovery Group**

In incidents that necessitate recovery operations beyond short-term recovery, the County Judge/Mayor or other designated authority (e.g. United Way of Greater Houston) may call for the activation of Fort Bend Recovers, Fort Bend County’s long-term recovery group, during the intermediate recovery phase (if not already activated). The make-up of Fort Bend Recovers will vary depending upon the impact of the incident, however it is a collaborative network made up of local government agencies, non-profit organizations, faith-based organizations, and business partners within the community. Fort Bend Recovers seeks to facilitate and implement a coordinated response to disaster recovery needs.

**Federal Disaster Recovery Programs**

Recovery programs authorized by the Stafford Act begin when the President issues an emergency or major disaster declaration. Other federal agencies (such as the Small Business Administration) may issue disaster declarations and provide assistance during non-presidentially declared disasters. Such declarations are commonly referred to as agency declarations. Assistance provided under these

\(^5\) See Annex U – Legal for guidance on issuing a local disaster declaration.
agency declarations begins at the direction of the agency administrator. More information regarding these programs is provided later in this annex.

Long Term Recovery Activities

Fort Bend County will engage in recovery programs and activities that extend beyond short-term and intermediate recovery to assist those affected by the incident. Some individuals and households, businesses, and communities especially hard hit by the incident may need long-term assistance to recover. It is during this phase that the long-term recovery group will coordinate and provide long-term recovery assistance to affected individuals, households, and communities. Local governmental entities generally focus on completing PA projects, engaging the community to promote resiliency, and implementing mitigation actions\(^6\).

Damage Assessment

An extensive, detailed damage assessment is the basis of most recovery programs at the local, state, and federal levels. Fort Bend County and its Joint Resolution Jurisdictions are responsible for compiling the necessary information regarding the impact of the incident on the jurisdiction, including loss of life, injuries, business impacts, and property damage\(^7\).

The Damage Assessment Officer will manage the damage assessment function by organizing, training, and deploying Damage Assessment Teams composed of local personnel.

Damage Assessment Teams

There will be two types of damage assessment teams: PA teams will survey damage to government property and IA teams will assess the impact on residents and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

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\(^6\) More detailed information on mitigation actions is provided in the Fort Bend County Hazard Mitigation Plan, published separately.

\(^7\) See Appendix 4 – Fort Bend County Damage Assessment Standard Operating Guidelines.
PA Team
This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following PA categories:

1. Roadways and bridges (Category C)
2. Water control facilities (Category D)
3. Buildings, equipment, and vehicles (Category E)
4. Publicly owned utilities (Category F)
5. Parks and recreational facilities (Category G)

Public institutions and certain private non-profit agencies are responsible for conducting their own damage assessments of their facilities and reporting that information to the Damage Assessment Officer for inclusion on the DSO\textsuperscript{8}.

IA Team
This team will survey damage and impacts to primary residences and businesses.

Residences
The DSO form and the Fort Bend County Damage Assessment Standard Operating Guidelines\textsuperscript{9} provides a matrix used to report the following information:

1. Type of home (primary residences only): single family, manufactured homes, multi-family units
   1. Type of damage: affected, minor, major, destroyed
   2. For each type of home, an estimate of the percentage of homes covered by insurance

Businesses
The *Business Losses/Impacts* section of the DSO should be used to report business damages.

In addition to the information on the DSO, information should be collected on the Site Assessment–Business Losses form\textsuperscript{10}. This information can also be used in disasters in which Fort Bend County does not qualify for federal assistance.

\textsuperscript{8} See Appendix 1 – Disaster Summary Outline.
\textsuperscript{9} See Appendix 4 – Fort Bend County Damage Assessment Standard Operating Guidelines.
\textsuperscript{10} See Appendix 2 – Assessments Forms for a copy of the Site Assessment – Business Losses form.
Requesting Assistance

Requests for assistance should be forwarded to the Texas Division of Emergency Management (TDEM) within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

If the County Judge/Mayor determines that a disaster is of such severity as to be beyond the local capability to recover from and that state or federal assistance is needed for long-term recovery, he/she should:

1. Declare a local state of disaster\(^{11}\) (if not done so already) and submit it to the State Operations Center (SOC).

2. Prepare and submit a Disaster Summary Outline (DSO) to the SOC.
   a. Joint Resolution Jurisdictions should forward local disaster declarations and DSOs for their jurisdiction to the County Emergency Operations Center (EOC) in addition to the SOC.

3. If necessary, prepare a letter requesting disaster assistance\(^{12}\).

4. TDEM will review the information submitted, coordinate with the Governor’s Office regarding the request, and maintain contact with the County Judge/Mayor as the request is processed.

4. If local damages appear to exceed the State’s and local’s capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a Preliminary Damage Assessment (PDA). If the results of that assessment confirm that the severity of the disaster is beyond State and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

Post-Declaration Emergency Programs

Presidential Disaster Declaration

When a presidential disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. Federal recovery programs offered after a disaster are based on the

\(^{11}\) See Annex U – Legal for guidance on issuing a local disaster declaration.

\(^{12}\) See Appendix 3 – Sample Letter for Requesting Disaster Assistance.
needs of the disaster-impacted communities; not all federal recovery programs or elements may be activated. A presidential disaster declaration does not guarantee that the jurisdiction will receive Individual Assistance, Public Assistance, or any other type of federal assistance.

A Joint Field Office (JFO) staffed by state and federal personnel will normally be established near the disaster area to administer recovery programs. If Individual Assistance is granted, one or more Disaster Recovery Centers (DRCs) staffed by state and federal agency personnel may be opened to assist disaster survivors in obtaining assistance; mobile DRCs may also be employed.

**Individual Assistance**
The FEMA registration system is activated for disaster survivors to apply for federal disaster assistance. Registration can be completed online at www.DisasterAssistance.gov, via phone at 1-800-621-FEMA (3362), or TTY at 1-800-462-7585.

Federal, state, and local personnel conduct follow-up damage assessments.

State and federal outreach programs for disaster survivors are initiated.

Individual assistance activities for residents and businesses may continue for months.

**Public Assistance**

Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment facilities, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.

As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.

Almost all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.
Other Assistance

Under a Presidential disaster declaration, federal and state agencies coordinate disaster assistance and recovery programs that fall under the purview of the respective agency. It should be noted that it is not necessary for a Presidential disaster declaration to be issued for other federal and state agencies to provide disaster assistance. Federal agencies have the ability to issue agency declarations or disaster designations (based on their own agency criteria) and provide disaster assistance and recovery programs with or without coordination with FEMA.

Small Business Administration (SBA)
The SBA provides assistance in the form of low-interest disaster loans to businesses of all sizes, most private non-profit organizations, homeowners, and renters.

US Housing and Urban Development (HUD)
Community Development Block Grant – Disaster Recovery (CDBG-DR)
Administered through the Texas General Land Office (GLO), HUD provides grants to help cities, counties, and States recover from presidentially declared disasters, especially in low-income areas. The focus of these funds are on long-term recovery efforts and are designed to address unmet needs not met by other federal programs.

HOME Program
Administered through Texas Department of Housing and Community Affairs (TDHCA), the HUD Home program offers assistance for home repair, rehabilitation, reconstruction, homebuyer assistance, and tenant-based rental assistance of homes affected by a disaster.

US Department of Agriculture (USDA)
USDA offers a variety of recovery programs and services through the National Resources Conversation Services and the Farm Service Agency to help communities, farmers, ranchers, and businesses that have been impacted by disasters.

Natural Resources Conservation Service – Emergency Watershed Protection Program
USDA’s Natural Resources Conservation Service (NRCS) administers the Emergency Watershed Protection Program, which responds to emergencies created by natural disasters. The program is designed to help people and conserve natural resources by relieving imminent hazards to life and property caused by floods, fires,
windstorms, and other natural disasters. NRCS also administers the Environmental Quality Incentives Program and provides technical assistance to disaster-impacted communities.

**Other Programs**

Assistance may be available through other federal, state, and local agencies, including the US Economic Development Administration, Texas Workforce Commission, and the Texas Water Development Board.

**Actions by Phases of Emergency Management**

This plan addresses recovery actions that are conducted during all four phases of emergency management.

**Mitigation**

Fort Bend County and its Joint Resolution Jurisdictions will conduct mitigation activities to help eliminate hazards, reduce the probability of hazards causing an incident, lessen the consequences of unavoidable hazards, and to allow for a more effective and rapid recovery to occur. Mitigation activities include maintaining a current hazard analysis and developing potential mitigation measures to address the hazards identified in the analysis. An example of a mitigation activity includes developing and enforcing adequate land use regulations and/or building codes, as authorized.

**Preparedness**

Fort Bend County and its Joint Resolution Jurisdictions will conduct preparedness activities to develop recovery capabilities needed during and after a disaster such as developing a comprehensive damage assessment program. Elements of the damage assessment program to be implemented in the preparedness phase include:

1. Assessing disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
2. Identifying damage assessment team members.
3. Training personnel in damage assessment techniques.

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13 More detailed information regarding mitigation activities is provided in the Fort Bend County Hazard Mitigation Plan.

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4. Maintaining pre-disaster maps, photos, and other documents for damage assessment purposes.

Other preparedness activities include maintaining a Continuity of Operations Plan (COOP) to sustain essential functions; identifying critical facilities to receive priority repairs if damaged in a disaster; ensuring that the jurisdiction has appropriate types of insurance (e.g. flood) and adequate insurance coverage; providing public education on disaster recovery; and conducting training and exercises on recovery programs and activities.

Response

Several recovery programs are initiated at the onset of the disaster and are contingent upon the information collected and activities performed during the response phase such as gathering damage reports, compiling damage assessment information, submitting DSOs, and maintaining complete records of all expenses incurred as a result of the disaster.

Recovery

Fort Bend County and its Joint Resolution Jurisdictions will carry out recovery programs and activities that involve short-term, intermediate, and long-term efforts. Examples of recovery programs and activities are disaster cost recovery activities, coordinating with the long-term recovery group, communicating effectively and continually with disaster survivors, and monitoring restoration activities to ensure compliance with building codes, permitting regulations, and land use regulations (e.g. floodplain regulations).

Organization & Assignment of Responsibilities

Organization

The general emergency structure for Fort Bend County and its Joint Resolution Jurisdictions, as described in the Organization and Assignment of Responsibilities section of the Basic Plan, is inclusive of disaster recovery and the additional recovery positions described in this annex.
The Emergency Management Coordinator (EMC) shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.

All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

Assignment of Responsibilities

Fort Bend County and its Joint Resolution Jurisdictions governmental organization for disaster recovery includes an Executive Group, Primary Services, and Support Services. Primary responsibility for a recovery function will be assigned to an individual from the department or agency that has legal responsibility for that function or has the most knowledge and skills. Support responsibilities for specific recovery functions may be assigned to other officials, departments, and agencies.

Executive Group

County Judge/Mayor will:

1. Oversee the local disaster recovery program, including pre-disaster planning;
2. When necessary, appoint a Disaster Recovery Manager, Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC; and
3. In the aftermath of a disaster:
   a. Request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which Fort Bend County and/or its Joint Resolution Jurisdictions can provide;
   b. Oversee post-disaster recovery planning and implementation;
   c. Participate in recovery program briefings and periodic reviews; and
   d. Keep the public informed and oversee recovery and hazard mitigation programs.

County/City Emergency Management Coordinator (EMC) will:

1. Serve as the Damage Assessment Officer or designate an individual to fill that position;
2. Participate in recovery program briefings, meetings, and work groups;
3. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records;
4. Provide guidance to and coordinate recovery activities of the Disaster Recovery Manager, Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer, when such positions have been appointed;
5. Coordinate training for individuals with disaster recovery responsibilities, such as damage assessment team members;
6. Assist the County Judge/Mayor in preparing documents to request state and federal recovery assistance;
7. Develop appropriate public information relating to recovery programs, in coordination with the Public Information Officer and Joint Information Center; and
8. Provide situation updates to the District Coordinator.

Primary Services

Disaster Recovery Manager will:

1. Coordinate with leadership and participating departments, jurisdictions, organizations, agencies, private, and non-profit organizations on the recovery program;
2. Facilitate post-disaster recovery planning and implementation;
3. Coordinate the broad range of recovery projects and programs, document and report the details, and ensure that partners are working together to reach the established goals and community vision for recovery; and
4. Coordinate with the long-term recovery group of Fort Bend County.

Damage Assessment Officer will:

1. Develop a damage assessment program;
2. Organize and coordinate training for damage assessment teams;
3. In the aftermath of a disaster:
   a. Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance;
   b. Compile damage assessment information and complete the DSO;
c. Participate with state and FEMA representatives in the Preliminary Damage Assessment (PDA) process;
d. Coordinate with the EMC and Emergency Operations Center to ensure that response activities either have terminated or are in a phase of transitioning to recovery before deploying damage assessment teams; and
e. Catalog and maintain copies of maps, photos, and video documenting damage for further reference.

Debris Management Officer will:

1. Maintain and update the Fort Bend County or Joint Resolution Jurisdictions’ Debris Management Plan; and
2. Implement the debris management program after coordinating with the EMC and the Emergency Operations Center to ensure that response activities either have terminated or are in a phase of transitioning to recovery\(^\text{14}\).

Individual Assistance (IA) Officer will:

1. Act as the liaison with state and federal outreach and public relations programs;
2. Establish and maintain methods of communicating IA resources to the public such as information related to Disaster Recovery Centers (DRCs);
3. Assist in locating and coordinating local facilities for use as a DRC, if needed;
4. Act as the local government representative at the DRC, when needed;
5. Coordinate with the state and federal outreach staff to arrange community meetings;
6. Act as an advocate for disaster survivors who need assistance in dealing with local, state, federal, and volunteer agencies; and
7. Coordinate with Fort Bend County’s long-term recovery group\(^\text{15}\).

\(^{14}\) See Annex K – Public Works and Engineering and the Fort Bend County Debris Management Plan for additional debris management roles and responsibilities.

\(^{15}\) Additional guidance related to Individual Assistance is provided in FEMA’s Individual Assistance Program and Policy Guide.
Public Assistance (PA) Officer will:

1. Serve as the point of contact for Fort Bend County or the Joint Resolution Jurisdiction (subrecipient) for all matters pertaining to the PA grant process;

2. Attend the following Public Assistance (PA) program meetings:
   a. TDEM Applicant Briefing;
   b. FEMA Exploratory Call;
   c. FEMA Recovery Scoping Meeting;
   d. Other program meetings, as needed; and
   e. Recovery documentation and record keeping training;

8. Obtain maps showing damaged areas;

3. Submit Damage Inventory to FEMA Grants Portal;

4. Prepare or assist state and federal teams in preparing recovery projects in the FEMA Grants Portal; and

9. Monitor all PA program activities and:
   a. Ensure deadlines are complied with or time extensions requested in a timely manner;
   a. Ensure the work performed complies with the description and scope of work for the projects;
   b. Ensure compliance with all environmental protection and historical preservation regulations;
   b. Use TDEM’s Grants Management System (GMS) to monitor obligated projects and perform related activities;
   c. Request alternate or improved projects, when appropriate;
   d. Request progress payments on large projects, if appropriate;
   e. Provide required forms and requests to TDEM via GMS (i.e. Quarterly Reports, Time Extensions, Requests for Reimbursement, etc.);
   f. Request and assist with final inspections and audits when projects are completed;
   g. Prepare and submit Project Completion and Certification Report (P4) as appropriate;
   h. Provide insurance information when needed;
   i. Report Duplication of Benefits as applicable;
j. Ensure costs are properly documented and submitted into FEMA Grants Portal;
k. Coordinates with the appropriate County/city department to comply with Federal, State, and local procurement statutes, policies, and regulations; and
l. Maintains access to TDEM GMS and FEMA Grants Portal\(^\text{16}\).

Recovery Fiscal Officer will:

1. Administer fiscal aspects of the recovery program;
2. Ensure that the financial results of each recovery project are accurate and fully disclosed;
3. Monitor the source and application of all disaster response and recovery funds;
4. Ensure that outlays do not exceed approved amounts for each award;
5. Maintain information establishing the local cost share, if applicable;
6. Ensure compliance with all laws, regulations, and grant requirements; and
7. Coordinate between grant managers and accounting staff.

Public Information Officer (PIO) will:

Will coordinate with the Joint Information Center, Disaster Recovery Manager, and other individuals and partners involved in disaster recovery to ensure that accurate and current recovery information is disseminated to the public.

**Support Services**

County Tax Assessor-Collector/City Finance Director will:

1. Estimate dollar losses to local government due to the disaster; and
2. Estimate the effects of the disaster on the local tax base and economy.

Chief Appraiser of the Central Appraisal District will be requested to:

Provide estimates of value of damaged and destroyed property to support the damage assessment process.

\(^{16}\) Additional guidance related to Public Assistance is provided in FEMA’s Public Assistance Program and Policy Guide.
County Health & Human Services will:

1. Short Term Recovery
   a. Conduct initial Community Assessment for Public Health Emergency Response (CASPER);
   b. Follow up on referrals identified during CASPER;
   c. Coordinate with hospitals and other healthcare entities to determine needs;
   d. Initiate vaccination clinics if needed to protect the public from infectious diseases, i.e. Tetanus, Cholera, hepatitis;
   e. Coordinate with the County Road & Bridge Department and local jurisdictions regarding arbor virus monitoring and vector control;
   f. Activate the Disaster Behavioral Health Plan to minimize disaster behavioral health effects;
   g. Initiate public education campaign;
   h. Coordinate the return of displaced individuals and families with functional and medical needs;
   i. Coordinate with local and state agencies to determine the environmental impact of the disaster; and
   j. Activate local sanitarian program to determine impact on local food establishments and coordinate with other jurisdictions as necessary;

2. Long Term Recovery
   a. Conduct follow up CASPER to determine if communities are experiencing improvement from initial assessment and make necessary referrals;
   b. Continue to coordinate with local water providers to assess community access to a safe water supply;
   c. Continue disease surveillance for long term health effects;
   d. Continue to coordinate with Disaster Behavioral Health response agencies to determine community impacts and the need to initiate education campaigns on signs and symptoms of behavioral health issues;
   e. Participate in the development of long-term community recovery plans; and
f. If necessary, continue to coordinate with local and state agencies to monitor long-term environmental impacts.

All departments and agencies will:

1. Pre-disaster:
   a. Identify personnel to perform damage assessment tasks;
   b. Periodically review forms and procedures for reporting damage to designated damage assessment team members; and
   c. Periodically review forms and procedures for documenting and reporting expenditures and other fiscal information related to response and recovery activities.

2. Post-disaster:
   a. Identify and prioritize areas to survey for damage assessment;
   b. Coordinate with the Damage Assessment Officer to complete damage assessments;
   c. Catalog and maintain copies of maps, photos, and video documenting damage for further reference;
   d. Provide technical assistance for preparation of recovery project plans;
   e. Provide disaster related expenditures and fiscal information to the Recovery Fiscal Officer; and
   f. Maintain disaster-related records.

Direction and Control

The County Commissioners Court/City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.

The County Judge/Mayor shall provide general guidance and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.

The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill this position.
When necessary, the County Judge/Mayor shall appoint local officials to fill the positions of Disaster Recovery Manager, IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.

**EOC Readiness Levels**

**Level IV: Normal Conditions**

The normal operations of government are not affected and preparedness and mitigation activities are ongoing. Recovery programs and activities are not activated at this readiness level unless disaster closeout activities are occurring or long-term recovery projects and programs are concluding.

**Level III: Increased Readiness**

Increased readiness actions for recovery operations include alerting key staff and partner organizations involved in recovery programs and activities of the current situation; compiling rosters of damage assessments teams; conducting refresher training on recovery programs, such as damage assessment procedures; and checking equipment and technologies necessary for recovery activities, for example cameras and GIS capabilities.

**Level II: High Readiness**

High readiness actions for recovery operations include notifying the TDEM District Coordinator of the incident; placing recovery partners on standby; briefing damage assessment teams and placing them on standby; activating the debris management plan and placing debris management contracts on standby, if applicable; and informing jurisdictional staff and response and recovery partners of the need for detailed record keeping of response and recovery activities and expenses.

**Level: Maximum Readiness**

Maximum readiness actions for recovery operations include providing situation updates to the TDEM District Coordinator and other recovery partners; mobilizing the debris management program and preparing debris management teams for
deployment; and coordinating with recovery partners to activate recovery programs and activities as soon as it is feasible and appropriate to do so.

Administration and Support

Reports

Damage Assessment Team Reports

Each damage assessment team will collect data using Site Assessment forms\(^{17}\). Once completed, these forms should be used to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

Disaster Summary Outline (DSO)

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO\(^{18}\) by the Damage Assessment Officer. Once completed, the DSO will be submitted to the State Operations Center within 10 days and a copy will be forwarded to the EMC and County Emergency Operations Center. The DSO should be submitted online via the TDEM DSO website (https://olympus.soc.texas.gov/Services/DSO/). The incident specific DSO Pin needed for the DSO form is supplied by TDEM at the onset of an incident or via request to the TDEM District Coordinator.

Records

Each department or agency will keep and submit detailed records on disaster related expenses to the Recovery Fiscal Officer, including:

1. Labor
   a. Paid (regular and overtime)
   b. Volunteer
2. Equipment Used
   a. Owned
   b. Rented / leased
   c. Volunteered

\(^{17}\) See Appendix 2 – Assessment Forms.
\(^{18}\) See Appendix 1 – Disaster Summary Outline
3. Materials
   a. Purchased
   b. Taken from inventory
   c. Donated
4. Contracts
   a. Services
   b. Repairs

Contracts

The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:

   1. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria;
   2. Be reasonable;
   3. Contain right to audit and retention of records clauses;
   4. Contain standards of performance and monitoring provisions;
   5. Fall within the scope of work of each FEMA project; and
   6. Use line items to identify each FEMA project, for multiple project contracts.

The following contract-related documents must be kept:

   1. Copies of the contract;
   2. Copies of requests for bids, request for proposals (RFPs); requests for qualifications (RFQs);
   3. Bid, RFP, and RFQ documents including advertisements and list of bidders; and
   4. Purchase Orders, invoices, proof of payment, and debarment verifications

Training

Fort Bend County and Joint Resolution Jurisdiction personnel and other recovery partners that have a role or responsibility during recovery as outlined in Annex J - Recovery should attend recovery-based training as appropriate to their duties on a continual basis. A variety of disaster recovery training courses are offered by local jurisdictions, TDEM, and FEMA.

September 2019
The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

**Release of Information**

Personal identifiable information (PII), such as name, address, income, and Social Security numbers, gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.

General information, such as the numbers of homes damaged and their general locations may be provided to the public as necessary.

**Annex Development and Maintenance**

**Development**

The Fort Bend County Road and Bridge Commissioner, Fort Bend County Auditor’s Office, and Fort Bend County Homeland Security & Emergency Management are jointly responsible for developing and maintaining this annex.

**Maintenance**

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan, which recommends a 5-year update cycle in compliance with current state practices.

**Procedures**

The individuals, departments, and recovery partners charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures and guidelines for those activities.

**References**

1. TDEM, Texas Emergency Management Executive Guide
2. FEMA, Public Assistance Program and Policy Guide
3. FEMA, Individual Assistance Program and Policy Guide
4. FEMA, Public Assistance Debris Management Guide (FEMA-325)
5. FEMA, National Disaster Recovery Framework
6. Fort Bend County Damage Assessment Standard Operating Guidelines
   (Revised June 2012)

Appendices

Appendix 1: Disaster Summary Outline
Appendix 2: Assessment Forms
Appendix 3: Sample Letter for Requesting Disaster Assistance
Appendix 4: Fort Bend County Damage Assessment Standard Operating Guidelines
Appendix 1 – Disaster Summary Outline

Disaster Summary Outline

GENERAL

Jurisdiction (County/City): __________________________________________ Population: ____________

Type of Disaster (Flood, Hurricane, Tornado, etc.) __________________________________________

____________________________________________________________________________________

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP)?
Yes/No

Inclusive dates of the disaster: ____________________________________________________________

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: ___________________________________________ Title: _________________________

Address: ___________________________________ City: ________________ Zip Code: _____________

Phone ( )_________________ Fax ( )__________________

Pager ( )_________________ 24-Hour Duty Officer/Sheriff’s Office ( )______________

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

A. Number of Fatalities ____________
B. Number of Injuries ______________
C. Number Hospitalized ______________

Number of homes isolated due to road closure (high water, etc.): _____________________________

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

<table>
<thead>
<tr>
<th>Type of Homes</th>
<th>Affected</th>
<th>Minor Damage</th>
<th>Major Damage</th>
<th>Destroyed</th>
<th>% Covered by Insurance</th>
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<tbody>
<tr>
<td>Single Family</td>
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<td># Covered by Adequate Insurance</td>
<td>Total estimated repair cost</td>
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<td>Minor Damage (less than 40%)</td>
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<td>Major Damage (greater than 40%)</td>
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<td>Totals</td>
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How many businesses have ceased operations: _______________________

How many businesses have experienced economic injury: _______________

Estimated number of persons unemployed because of this disaster_________________________________  
(Contact affected businesses and the local Texas Workforce Commission Office)

**PUBLIC ASSISTANCE**

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>No. of Sites</th>
<th>Estimated Repair Costs</th>
<th>Anticipated Insurance *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Clearance</td>
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<td>Emergency <em>(EMS, Fire, Police)</em></td>
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<td>Road &amp; Bridge</td>
<td>Roads - Paved</td>
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<td>Roads - Unpaved</td>
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<td>Bridges - Destroyed</td>
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<td>Bridges - Closed &amp; Repairable</td>
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<td>Bridges - Damaged &amp; Serviceable</td>
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<td>Culverts - Totally washed away</td>
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<td>Culverts - Damaged &amp; still in place</td>
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</tbody>
</table>
**Appendix 1 to Annex J**

| Water Control Facilities  
* (Dams, levees, dikes) |   | $ | $ |
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<thead>
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<tr>
<td>Buildings &amp; Equipment</td>
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</tbody>
</table>
| Public Utility Systems  
* (Gas, Electric, Sewer, Water) |   | $ | $ |
| Other  
* (Recreational Facilities, Airports, etc.) |   | $ | $ |
| Totals                 |   | $ | $ |

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.

**Total annual maintenance budget (i.e. Public Works, Road & Bridge):** $________________________

**Start of Fiscal Year: Month__________**

**Others** (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

<table>
<thead>
<tr>
<th>Organization/ Facility</th>
<th>No. of Sites</th>
<th>Estimated Repair Costs</th>
<th>Anticipated Insurance *</th>
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<td><strong>Totals</strong></td>
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</table>

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response...
is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
Governor’s Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773 or FAX to: 512-424-2444
RESIDENTIAL LOSS GUIDELINES

Affected:  Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A few missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Single Family/Multi Family Residences - 0” - 6” of water
- Mobile Homes- Ground level to within 12” of bottom board.

Minor:  Structure is habitable with minor repairs. Look for the following:

- Many missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- Single Family/Multi-Family Residences – 6” to 18” of water,
- Mobile Homes- Within 12” of bottom board to 3” above floor level.

Major:  Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- Single Family/Multi Family Residences - 18” – 48” of water,
- Mobile Homes – 3” – 12” above floor level.

Destroyed:  Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- *Single Family/Multi-Family Residences - More than 48” of water;
- *Mobile Homes - over 12” for mobile homes.
- *requires further investigation

Estimating Insurance:  The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.
## Appendix 2 – Site Assessment Forms

**SITE ASSESSMENT - BUSINESS LOSSES**

<table>
<thead>
<tr>
<th>REF NO.</th>
<th>NAME OF BUSINESS NAME OF TENANT/OWNER</th>
<th>TYPE OF BUSINESS</th>
<th>STREET ADDRESS</th>
<th>PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. (11)</td>
<td>UI (12)</td>
<td>CONTENTS $</td>
<td>STRUCTURE $</td>
<td>LAND $</td>
</tr>
<tr>
<td>NO. (13)</td>
<td>UI (14)</td>
<td>CONTENTS $</td>
<td>STRUCTURE $</td>
<td>LAND $</td>
</tr>
<tr>
<td>NO. (15)</td>
<td>UI (16)</td>
<td>CONTENTS $</td>
<td>STRUCTURE $</td>
<td>LAND $</td>
</tr>
</tbody>
</table>

### Columns

- **CONTENTS $**: Estimated dollar value of contents.
- **STRUCTURE $**: Estimated dollar value of structure.
- **LAND $**: Estimated dollar value of land.
- **ESTIMATED DAYS OUT OF OPERATION**: Days the business was out of operation.
- **ESTIMATED DOLLAR LOSS**: Total estimated dollar loss.
- **FAIR REPLACEMENT VALUE**: Fair replacement value of the business.
- **AMOUNT OF ANTICIPATED INSURANCE**: Amount of insurance anticipated.
- **% UNINSURED LOSS**: Percentage of uninsured loss.
- **IF COL 16 IS**:
  - < 40% MIN (17)
  - > 40% MAJ (18)

### Notes on Uninsured Loss

- **UI**: Uninsured insurance.
- **CONTENTS**: Contents.
- **STRUCTURE**: Structure.
- **LAND**: Land.

**September 2019**
Appendix 1 to Annex J

Instructions for Site Assessment – Business Losses

(1) County where the business is located
(2) City, if in the corporate limits
(3) Note the type of incident
(4) Identify the team members
(5) Date(s) of the incident
(6) Date(s) of the survey
(7) Page number
(8) Reference number (for local use)
(9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
(10) Estimated days business will be out of operation
(11) Total number of employees
(12) Number of employees in which unemployment insurance is carried
(13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
(14) Estimated dollar loss
(15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or un-coverable loss from the estimated repair cost.
(16) Percentage of uninsured loss. Uninsured loss for this purpose is the dollar amount of damage less any insurance received to repair that damage.

\[
\text{Dollar value of uninsured loss} = \frac{\text{Percent of uninsured loss}}{\text{Fair replacement value}}
\]

(17) If column 16 is less than 40%, it is considered minor damage
(18) If column 16 is greater than 40%, it is considered major damage
**SITE ASSESSMENT - HOUSING LOSSES**

(1) COUNTY:__________________________  (4) DAMAGE ASSESSMENT TEAM:__________________________  (5) INCIDENT PERIOD:__________________________

(2) MUNICIPALITY:__________________________  (6) DATE OF SURVEY:__________________________

(3) TYPE OF INCIDENT:__________________________  (7) PAGE ____OF____

<table>
<thead>
<tr>
<th>REF</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>TYPE OF STRUCTURE SF</th>
<th>MF</th>
<th>MH</th>
<th>DAMAGE CATEGORY</th>
<th>DESTROYED</th>
<th>MAJOR</th>
<th>MINOR</th>
<th>WATER LEVEL IN STRUCTURE (IN FEET)</th>
<th>ESTIMATED INCOME</th>
<th>STATUS RESIDENCE</th>
<th>FAIR REPLACEMENT VALUE</th>
<th>ESTIMATED LOSS $</th>
<th>ANTICIPATED INSURANCE $</th>
<th>AMOUNT OF UNINSURED LOSS $</th>
<th>PERCENT OF UNINSURED LOSS</th>
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**TOTALS**

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<th>SF</th>
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September 2019  J – 35
Instructions for Site Assessment – Housing Losses

(1) County where the damage is located

(2) City if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Locally established reference number – 1, 2, 3…etc

(9) Name of occupant, street address, phone number.

(10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)

(11) Damage Category – Destroyed, Major, Minor

(12) Water Level in Structure (in feet)

(13) Estimated income (High, Medium, Low)

(14) Is structure occupied?

(15) Own/Rent

(16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant” property and evaluate extent of damage and % of uninsured loss to the owner” property)

(17) Fair Replacement Value (structure and contents)

(18) Insurance coverage
### PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET

**TEXAS DIVISION OF EMERGENCY MANAGEMENT**  
**TEXAS DEPARTMENT OF PUBLIC SAFETY**  
**PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET**

#### KEY FOR DAMAGE CATEGORY

A. DEBRIS CLEARANCE  
B. PROTECTIVE MEASURES  
C. ROAD SYSTEMS  
D. WATER CONTROL FACILITIES  
E. BUILDINGS AND EQUIPMENT  
F. PUBLIC UTILITY SYSTEM  
G. OTHER

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PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST  
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

_1._ Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.

_2._ Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.

_3._ Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).

_4._ Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.

_5._ Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.

_6._ List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.

_7._ Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor’s estimate/bid has been received, have it available for the inspectors.

_8._ Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.
Appendix 3: Sample Letter for Requesting Disaster Assistance

COUNTY /CITY LETTERHEAD

Date

The Honorable (Governor’s Full Name)
Governor of Texas
c/o State Coordinator
GDEM
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor (Governor’s Last Name):

As a result of (flood, tornado, excessive rain, excessive wind, etc.) that occurred on (incident date), (jurisdiction) is currently facing tremendous physical and economic losses. An estimated (number) homes and/or businesses have been flooded, and (number) families will be in need of temporary housing, and other individual assistance. (Number) of businesses have sustained significant uninsured losses. These business losses have created a severe impact on jobs, production and revenue.

Likewise, public utilities have been impacted to the extent that (number) homes/businesses have been left without (specify (eg. potable water, electricity, telephones, etc.). The public works and road situation in (jurisdiction) has been affected to an extent that (number) homes have been isolated due to impassable roads and water crossings. It is estimated that road and bridge damage will exceed $(dollar amount).

It is my belief the damage to homes, businesses, public works and utility systems due to the rain constitutes a public health and safety hazard. I have determined
that this incident is of such severity and magnitude that an effective response is beyond \textit{jurisdiction} capability to recover without supplementary State and/or Federal assistance. Additionally, I certify that \textit{jurisdiction} does not have local funding available to make the needed repairs and to provide these citizens with effective relief.

Your assistance in this emergency matter, as it affects the safety and health needs of our citizens would be appreciated.

Sincerely,

(County Judge/Mayor Name)

(Title)

Enclosure: (Disaster Summary Outline)

(Local Disaster Proclamation if issued)
Appendix 4: Fort Bend County Damage Assessment Standard Operating Guidelines

Fort Bend County
Damage Assessment Standard Operating Guidelines
Effective June 2012

General
Purpose
The purpose of this standard operating guideline (SOG) is to aid in the coordination and execution of damage assessments following a disaster in Fort Bend County.

Scope
This SOG presents a system to coordinate damage assessment activities between county departments, cities, utilities, and other response agencies operating within Fort Bend County. It provides a system for collecting, reporting, compiling, and submitting damage assessment data to state and federal entities to help expedite the receipt of aid needed for recovery efforts. The damage assessment data will be used to determine if the county has met the threshold to receive public assistance. The threshold amounts to qualify for public assistance are calculated yearly and published by the Federal Register on October 1st. Currently the amount of uninsured damages in Fort Bend County must reach $1,984,421.25 to be eligible for public assistance.

Concept of Operations
General
The Fort Bend County Office of Emergency Management (FBCOEM) will help coordinate the resources needed to conduct damage assessments. FBCOEM will also compile the data before sending it to the appropriate state and federal agencies.

Emergency and recovery operations will initially be coordinated from the Fort Bend County Emergency Operations Center (EOC). Each response agency/organization
and municipality must keep accurate emergency logs and expenditure records from the onset of the disaster.

Damage assessment/recovery personnel will be assigned to the operations section of the EOC organization in collaboration with the planning section.

The damage assessment officer will organize, equip, and assign teams to the affected areas to conduct the windshield damage assessment.

Damage assessment estimates will be revised as additional information comes available.

**Sequence of Events**

1. Following a disaster in the county the EOC will be activated.
2. After the initial response, the damage assessment officer, in coordination with the Tax Office, will determine the approximate number of damage assessments teams that will be needed.
3. Damage assessment teams are notified and assemble at FBCOEM.
4. Damage assessment teams will consist of representatives from the following departments:
   a. Tax Office: To collect and record damage assessment data
   b. Constable’s Office: To provide security and transportation
   c. Road and Bridge: To offer knowledge of the area and conduct debris estimates.
   d. Other departments as deemed necessary
5. FBCOEM and Engineering department staff will coordinate to develop geographic information system (GIS) data materials for the affected areas.
6. Teams will arrive at FBCOEM to receive an incident briefing and task assignments.
7. Teams will receive go kits to include maps, forms, a camera and/or video recorder, safety supplies, etc. FBCOEM will be responsible for assembling the go kits. A list of suggested items to be included in the go kits can be found on page 30.
8. The hours to be worked by damage assessment teams will be determined based on the nature and scope of the incident. At most, damage assessment
teams will work twelve hour shifts per day to include ten hours for data capture and two hours for report development.

9. Damage assessment teams will typically only work during daylight hours between the hours of 7:00 a.m. to 7:00 p.m.

10. Damage assessment teams will return to FBCOEM to complete reports from the areas they inspected and turn in the data to the damage assessment officer or his or her designee.

11. The data from multiple jurisdictions will be combined into one report from the county.

12. The county damage assessment report will be submitted to the Texas Division of Emergency Management (TDEM).

13. Additional damage assessment data might be required to support requests for public assistance.

Activation

1. In an event where notice is given, such as a hurricane, a pre-event conference call will be conducted with county departments, city leaders, and response agencies to coordinate preparations and organize resources for damage assessments.

2. In a no notice event, the Fort Bend County EOC will be activated. A post event conference call will be conducted as soon as possible.

3. Cities will be provided instructions regarding how damage assessment data should be reported to FBCOEM.

4. FBCOEM staff in coordination with the Tax Office will assess the number of damage assessment teams that may be needed based on rapid assessment data.

5. The damage assessment officer will coordinate notification of damage assessment teams in collaboration with the Tax Office, Constables Offices and the Road and Bridge Department.

Rapid Assessment

1. Provides an initial “snapshot” of the situation.

2. Sheriff’s deputies and local fire departments will report the damages and hazards that they see in communities immediately following an incident to the EOC.
3. Road and Bridge Department personnel will report road and bridge obstructions to the EOC and begin road clearing activities.

Pre-Assessment Briefing
1. A briefing will be conducted each day prior to damage assessment teams being dispersed into the community to conduct windshield assessments. Information to be shared will include the following:
   a. Updated maps showing areas where damage assessments have been conducted and where they are still needed.
   b. Instructions for conducting damage assessments
   c. Assignment of teams to specific to areas to conduct damage assessments
   d. Forms used for documenting damage assessments
   e. Forms used for documenting hours, mileage, expenses, equipment use, etc.
   f. Hazards to avoid
   g. Safe work practices
2. Damage assessment teams will be provided damage assessment go kits at this time

Windshield Assessment
1. Provides a more detailed assessment conducted to determine the extent of damage to residential property, businesses, and public property.
2. The assessments are conducted using damage assessment teams consisting of tax office personnel, constables, and road and bridge personnel.
3. The Windshield Assessment Form, found on page 10, is the form to be used to document the assessment. Additional maps and/or forms may be provided by FBCOEM for documenting damage.
4. Public service announcements (PSAs) may be developed to provide survivors of disaster information to assist them in recovery. PSAs may be provided to damage assessment team members to distribute to individuals they encounter while conducting damage assessments.
5. Damage assessment teams will be provided go kits by FBCOEM containing GIS maps, forms, cameras and/or video cameras, PSAs, and safety gear. See the suggested list of go kit items on page 30.
6. Emergency situations encountered in the course of conducting damage assessments will be reported immediately to dispatch by the constable assigned to the damage assessment team.

7. Cities are responsible for coordinating and conducting their own damage assessments unless there is an agreement between the city and the county for the county to conduct the damage assessment.

Compilation of Data
1. After each damage assessment team has completed assessing its assigned area, or at the end of their shift, they will return to FBCOEM to complete their reporting documents and turn them in to the damage assessment coordinator or to his/her designee.

2. Cities will provide their damage assessment data to the damage assessment coordinator or to his or her designee in person, by fax or by email by the end of each day the data is collected.

3. FBCOEM will combine the damage assessment data from the cities with Fort Bend County’s data on a damage summary outline (DSO) form. FBCOEM will submit the DSO form to the state. The DSO must be submitted to the state as soon as possible following a disaster. Preferably within ten days.

4. The specific steps for compiling and submitting the DSO can be found in the Fort Bend County Emergency Management Plan, Annex J: Long Term Recovery.

Residential/Business Site Assessments
1. Provides a more detailed assessment of damaged areas.

2. A site assessment might be needed to determine if an area qualifies for U.S. Small Business Administration (SBA) Disaster Assistance and/or public property assistance.

3. The forms, Site Assessment–Housing Losses and Site Assessment–Business Losses, can be used to conduct the assessment. Copies of these forms and instructions for their completion can be found on pages 18 – 21.

4. The site assessment is more time consuming and requires a visit with each home or business owner and site visits to each damaged public property.

5. The site assessment may take several days or weeks to complete.

6. Site assessments will be organized by the damage assessment coordinator.
7. FBCOEM will provide maps and additional support as needed.

County Facility Damage Assessment
1. County departments with damage to facilities will report the damage to the Facilities Management Department.
2. The Facilities Management Department will open a work order specific to each report of damage.
3. The Facilities Management Department will conduct an assessment of the damage. The Risk Management Department will be notified and participate in building damage assessments as needed.
4. The Risk Management Department will work with insurers of county facilities to file claims for damages covered under county insurance policies.
5. The Facilities Management and Planning Department will make needed repairs or coordinate with contractors to make needed repairs. A description of the repairs needed and the costs for repair will be documented under Fort Bend County’s work order system.
6. The Facilities Management and Planning Department and the Risk Management Department will cooperate with the FBCOEM to provide county facility damage information as requested.

Roles and Responsibilities

Constables:
1. Escort and provide security to damage assessment teams.

County Auditor’s Office:
1. Assemble the necessary documentation and coordinate with federal disaster recovery agency representatives for identification of eligible damages.
2. Provide the necessary forms and guidance to staff in recording time and expenses for damage assessment activities.

Facilities Management:
1. Receive calls from county departments regarding damage to county facilities.
2. Assess damage to county facilities.
3. Contact and conduct facility damage inspections with personnel from Risk Management as needed.
FBCOEM:

1. Assign an individual to serve as the damage assessment officer.
2. Coordinate damage assessment teams.
3. Compile supplies needed for the damage assessment go kits.
4. Provide geographic information system (GIS) services to develop maps to aid assessment teams, track assessment progress, and to assist in determining damage costs. Examples of maps that might be developed for a specific incident can be found on pages 28 and 29.
5. Compile county and city damage assessment data.
6. Complete the DSO form. A copy of the DSO form can be found on page 12.
7. Submit damage assessment data to state and federal agencies as needed.

Purchasing:

1. Acquire the supplies and equipment necessary to conduct damage assessments.

Road and Bridge Department:

1. Conduct road clearing activities.
2. Accompany county damage assessment teams.
3. Assess damages to county roadways and bridges.
4. Estimate amounts of debris generated from the incident.

Risk Management:

1. Provide safety officer when the EOC is activated.
2. Provide guidance for safely conducting damage assessments.
3. Conduct daily safety briefing to damage assessment teams.
4. Collect information regarding damage to county facilities.
5. Manage insurance claims for county property.
6. Manage worker’s compensation claims related to damage assessment activities.

Tax Office:

1. Provide tax office staff to conduct damage assessments of residences and businesses in unincorporated areas of Fort Bend County.
2. Conduct damage assessments in incorporated areas as deemed necessary by the damage assessment officer.
3. Coordinate with county GIS personnel to document cost of damage.
4. Document damages with pictures.

Utilities:
1. Coordinate with road clearing crews to remove downed power lines and restore power so damage assessments may be conducted.

All Departments:
1. Document hours, expenses, equipment, supplies, and mileage used in damage assessment activities on forms designated by the county auditor’s office.
2. Use appropriate state/FEMA forms for documenting damage.

Direction and Control
The damage assessment officer is a member of the EOC staff and is responsible for coordinating damage assessment activities.

The Fort Bend County EOC will be activated in response to a disaster in Fort Bend County.

Damage assessment activities will be coordinated from the EOC.

The incident command system will be used to manage damage assessment and other disaster recovery activities.

Under the emergency management system, damage assessment will fall under the operations section but will also work closely with the planning section.

Training
Training for individuals with a role in conducting and/or coordinating damage assessments will be conducted yearly.

FBCOEM will be responsible for assessing training needs and coordinating the delivery of damage assessments training classes.

TDEM offers two classes to train individuals with a role in conducting damage assessments:
G-627: Residential Damage Assessment
G-628: Infrastructure Damage Assessment

Supporting Documents

1. Windshield Assessment Form
2. Guidelines for Preliminary Damage Assessment
3. Disaster Summary Outline
4. Site Assessment – Housing Losses
5. Site Assessment – Business Losses
6. Public Property Site Assessment Work Sheet
7. Public Assistance Damage Assessment Checklist
8. Residential Loss Guidelines
9. Preparation for a Damage Assessment
10. Fort Bend County Facility Maintenance Department Request for Service
11. Examples of GIS Maps That Can Be Used To Conduct Damage Assessment Activities.
12. Items to Be Included in the Damage Assessment Go Kits
# WINDSHIELD ASSESSMENT FORM

**County:**

**City:**

**Subdivision:**

**Disaster Description:**

**Date of Assessment:**

**Team Members:**

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GUIDELINES FOR PRELIMINARY DAMAGE ASSESSMENT

FLOODING

- **Single Family/Multi-Family Homes** (All variable – depends on length of time structure was flooded, velocity, clean/dirty flood water, etc.)
  - Affected 0-6 inches
  - Minor 6-18 inches (Electrical, insulation)
  - Major 18-48 inches
  - Over 48 inches – requires further investigation
  - Destroyed

- **Mobile Homes** (All variable – will vary due to same variables as above, as well as the age and make of the mobile home)
  - Affected - Ground level to within 12 inches of bottom board
  - Minor – Within 12 inches of bottom board to 3 inches above floor level
  - Major 3-12 inches above floor level
  - Over 12 inches – requires further investigation
  - Destroyed

OVERALL GUIDELINES – FLOOD & OTHER

- **Affected** – If the living unit, porch, carport, garage, etc., was damaged but in the inspector’s judgment the living unit is still habitable, the Affected category should be used. A few shingles, some broken windows, damage to cars

- **Minor** – Minor damage is when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. *Any one of the following may constitute minor damage:*
  1. Can be repaired within 30 days
  2. Has less than 50% damage to structure

- **Major** – Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. *Any one of the following may constitute major damage:*
  1. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation, roof)
  2. Has more than 50% damage to structure
  3. Damage that will take more than 30 days to repair

- **Destroyed** – Destroyed is used when there is a total loss or damage to such an extent that repairs are not economically feasible. *Any one of the following may constitute a status of destroyed: (Should be obvious)*
  1. Structure is not economically feasible to repair
  2. Structure is permanently uninhabitable
  3. Complete failures to major components of structure (e.g., foundation, walls, roof w/noticeable distortion of the walls)
  4. Unaffected structure that will require demolition as a result of the disaster (e.g., floodplain)

- **Estimating Insurance:** The following are general guidelines to estimating insurance coverage.
  1. Renters are less likely to have insurance
  2. Low income residents are less likely to have insurance
  3. Homeowners who are still paying off their mortgage normally have the appropriate type of insurance
  4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
  5. Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.
Disaster Summary Outline

GENERAL

Jurisdiction (County/City): ___________________________ Population: ____________

Type of Disaster (Flood, Hurricane, Tornado, etc.): _____________________________

_________________________________________________________________________________

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP)? Yes/No

Inclusive dates of the disaster: ____________________________________________________

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: ___________________________ Title: _____________________________

Address: ___________________________ City: __________________ Zip Code: _____________

Phone ( ) ___________ Fax ( ) ___________

Pager ( ) ___________ 24-Hour Duty Officer/Sheriff’s Office ( ) __________

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

A. Number of Fatalities __________
B. Number of Injuries __________
C. Number Hospitalized __________

Number of homes isolated due to road closure (high water, etc.): ___________________________

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No  If yes, please attach USDA flash situation report.
Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

<table>
<thead>
<tr>
<th>Type of Homes</th>
<th>Affected</th>
<th>Minor Damage</th>
<th>Major Damage</th>
<th>Destroyed</th>
<th>% Covered by Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Homes</td>
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<tr>
<td>Mobile Homes</td>
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<td>Multi-Family Units</td>
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<td>Totals</td>
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</table>

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Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) __________________________

Are shelters opened? Yes/No   How many? ______________

Name, location, capacity, and current occupancy of shelters?
_____________________________________________________________________________________
_____________________________________________________________________________________

Business Losses/Impacts:

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th># Covered by Adequate Insurance</th>
<th>Total estimated repair cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Damage (less than 40%)</td>
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<tr>
<td>Major Damage (greater than 40%)</td>
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<td>Totals</td>
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</table>

How many businesses have ceased operations: _______________________

How many businesses have experienced economic injury: ________________

Estimated number of persons unemployed because of this disaster __________________________
(Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>No. of Sites</th>
<th>Estimated Repair Costs</th>
<th>Anticipated Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Clearance</td>
<td></td>
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<td>Emergency (EMS, Fire, Police)</td>
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<tr>
<td>Category</td>
<td>Subcategory</td>
<td>No. of Sites</td>
<td>Estimated Repair Costs</td>
<td>Anticipated Insurance *</td>
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<tr>
<td>Road &amp; Bridge</td>
<td>Roads - Paved</td>
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<td>Roads - Unpaved</td>
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<td>Bridges - Destroyed</td>
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<td>Bridges - Closed &amp; Repairable</td>
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<td>Bridges - Damaged &amp; Serviceable</td>
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<td>Culverts - Totally washed away</td>
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<td>Culverts - Damaged &amp; still in place</td>
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<tr>
<td>Water Control Facilities</td>
<td>(Dams, levees, dikes)</td>
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<tr>
<td>Buildings &amp; Equipment</td>
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<tr>
<td>Public Utility Systems</td>
<td>(Gas, Electric, Sewer, Water)</td>
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<tr>
<td>Other</td>
<td>(Recreational Facilities, Airports, etc.)</td>
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* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.

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Total annual maintenance budget (i.e. Public Works, Road & Bridge): $________________________

Start of Fiscal Year: Month___________

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

<table>
<thead>
<tr>
<th>Organization/Facility</th>
<th>No. of Sites</th>
<th>Estimated Repair Costs</th>
<th>Anticipated Insurance *</th>
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<td>Organization/ Facility</td>
<td>No. of Sites</td>
<td>Estimated Repair Costs</td>
<td>Anticipated Insurance *</td>
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This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
Governor’s Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773 or FAX to: 512-424-2444
RESIDENTIAL LOSS GUIDELINES

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A few missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Single Family/Multi Family Residences - 0” - 6” of water
- Mobile Homes- Ground level to within 12” of bottom board.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- Single Family/Multi-Family Residences – 6” to 18” of water,
- Mobile Homes- Within 12” of bottom board to 3” above floor level.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- Single Family/Multi Family Residences - 18” – 48” of water,
- Mobile Homes – 3” – 12” above floor level.

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;

*Single Family/Multi-Family Residences - More than 48” of water;
Mobile Homes - over 12” for mobile homes.

*Requires further investigation

**Estimating Insurance:** The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.
## Site Assessment - Housing Losses

<table>
<thead>
<tr>
<th>(1) County:</th>
<th>(4) Incident Period:</th>
<th>(7) Assessment Team:</th>
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<th>(2) Municipality:</th>
<th>(5) Date of Survey:</th>
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Instructions for Site Assessment - Housing Losses

(1) County where the damage is located
(2) City if in the corporate limits
(3) Note the type of incident
(4) Date(s) of the incident
(5) Date(s) of the survey
(6) Page number
(7) Identify the team members
(8) Locally established reference number - 1,2,3...etc
(9) Name of occupant, street address, phone
(10) Type of Structure (SF - Single Family, MH - Mobile Home, MF - Multi-Family)
(11) Damage Category – Affected, Minor, Major, Destroyed
(12) Water Level in Structure (in feet)
(13) Estimated income (Low, Medium, High)
(14) Is structure occupied? (Yes/No)
(15) Own/Rent
(16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant’s property and evaluate extent of damage and % of uninsured loss to the owner’s property)
(17) Fair Replacement Value (structure and contents)
(18) Estimated Total Loss (structure + contents)
(19) Insurance coverage (Anticipated Payment)
(20) Amount of uninsured loss (18 - 19)
(21) Percent of uninsured loss (20 / 18)
## SITE ASSESSMENT – BUSINESS LOSSES

<table>
<thead>
<tr>
<th>REF NO.</th>
<th>NAME OF BUSINESS</th>
<th>TYPE OF BUSINESS</th>
<th>STREET ADDRESS</th>
<th>PHONE NO.</th>
<th>NO.</th>
<th>UI</th>
<th>FAIR REPLACEMENT VALUE</th>
<th>ESTIMATED DOLLAR LOSS</th>
<th>AMOUNT OF ANTICIPATED INSURANCE</th>
<th>% UNINSURED LOSS</th>
<th>IF COL 16 IS:</th>
<th>&lt;40%</th>
<th>&gt;40%</th>
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September 2019  
J – 60
Instructions for Site Assessment - Business Losses

(1) County where the business is located

(2) City, if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Reference number (for local use, 1,2,3 etc.)

(9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.

(10) Estimated days business will be out of operation

(11) Total number of employees

(12) Number of employees in which unemployment insurance is carried

(13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property, or the fair market value of the pre-disaster property, whichever is less, for each potential applicant.

(14) Estimated dollar loss

(15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.

(16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

\[
\text{Dollar value of uninsured loss} = \text{Percent of uninsured loss} \times \text{Fair replacement value}
\]

(17) “X” if column 16 is less than 40%, it is considered minor damage

(18) “X” if column 16 is greater than 40%, it is considered major damage
### TEXAS DIVISION OF EMERGENCY MANAGEMENT
### TEXAS DEPARTMENT OF PUBLIC SAFETY
### PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET

#### TDEM-25 (5/10)

**KEY FOR DAMAGE CATEGORY (Use appropriate letters in the “category” blocks below)**
- A. DEBRIS CLEARANCE
- D. WATER CONTROL FACILITIES
- G. OTHER
- B. PROTECTIVE MEASURES
- E. BUILDINGS AND EQUIPMENT
- C. ROAD SYSTEMS
- F. PUBLIC UTILITY SYSTEM

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PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

_1._ Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.

_2._ Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.

_3._ Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).

_4._ Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.

_5._ Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.

_6._ List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.

_7._ Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.

_8._ Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.
RESIDENTIAL LOSS GUIDELINES

FLOODING

- Single Family/Multi-Family Homes (All variable – depends on length of time structure was
flooded, velocity, clean/dirty flood water, etc.)
  - Affected  0-6 inches
  - Minor  6-18 inches (Electrical, insulation)
  - Major  18-48 inches
  - Over 48 inches – requires further investigation
  - Destroyed

- Mobile Homes (All variable – will vary due to same variables as above, as well as the age and
make of the mobile home)
  - Affected - Ground level to within 12 inches of bottom board
  - Minor – Within 12 inches of bottom board to 3 inches above floor level
  - Major 3-12 inches above floor level
  - Over 12 inches – requires further investigation
  - Destroyed

OVERALL GUIDELINES – FLOOD & OTHER

- Affected - If the living unit, porch, carport, garage, etc., was damaged but in the inspector’s
  judgment the living unit is still habitable, the Affected category should be used. A few shingles,
some broken windows, damage to cars

- Minor - Minor damage is when the home is damaged and uninhabitable, but may be made habitable
  in a short period of time with home repairs. Any one of the following may constitute minor damage:
  1. Can be repaired within 30 days
  2. Has less than 50% damage to structure

- Major - Major damage is when the home has sustained structural or significant damages, is
  uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.
  1. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation, roof)
  2. Has more than 50% damage to structure
  3. Damage that will take more than 30 days to repair

- Destroyed - Destroyed is used when there is a total loss or damage to such an extent that repairs are
  not economically feasible. Any one of the following may constitute a status of destroyed: (Should be
  obvious)
  1. Structure is not economically feasible to repair
  2. Structure is permanently uninhabitable
  3. Complete failures to major components of structure (e.g., foundation, walls, roof w/noticeable
distortion of the walls)
  4. Unaffected structure that will require demolition as a result of the disaster (e.g., floodplain)

- Estimating Insurance: The following are general guidelines to estimating insurance coverage.
  1. Renters are less likely to have insurance
  2. Low income residents are less likely to have insurance
  3. Homeowners who are still paying off their mortgage normally have the appropriate type of
  insurance
  4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an
area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
  5. Residents who are flooded but whose property is not located in the Special Flood Hazard
Area (SFHA) will probably not have flood insurance.
Preparation for a Damage Assessment

Damage Assessments will need to be performed in the following two areas (if needed):

- Residential (homes, businesses)
- Infrastructure (government and some private non-profit owned facilities)

Before GDEM/FEMA Teams Arrive

Local emergency management personnel should have already performed a rapid assessment by surveying both areas as mentioned above. Typically, people used for this effort have included individuals with familiarity in assessment of homes and businesses, i.e. human services officers, building inspectors and tax assessors. Individuals that can be utilized for infrastructure losses may include city/county engineers, council members, commissioners, department heads or managers from departments such as public works, utilities, etc.

Based on the outcome of the rapid assessment, local governments should perform the following:

- Prepare maps locating damages
- Secure large capacity vehicles for damage state/federal assessment teams. The vehicles should be able to accommodate up to six passengers.
- Assign a local representative to each team who is familiar with the damages, i.e. public works director for assessment of infrastructure losses or a human services officer for damages to homes and businesses.
- A county representative will need to drive the assessment teams throughout the county and cities, serving as a liaison with each jurisdiction.
- Determine the percent of insurance coverage for the impacted homes/businesses
- A Public Property Site Assessment Worksheet (DEM-25) should be utilized along with a map in local assessment of infrastructure losses.

The importance of the initial local assessment cannot be over emphasized. Since speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time, established workable procedures and trained personnel should be in place beforehand, if at all possible.

After GDEM/FEMA Teams Arrive

The assessments will occur in the following order:

1. Teams will meet with county officials first to discuss the current disaster situation.
2. Teams will break into the two assessment groups (infrastructure and homes/businesses) and review damages by looking at maps and discussing losses with local team representatives.
3. Teams will begin surveying worst affected areas and slowly move to less damaged areas as time allows.
4. Teams will return to the original county location to discuss the assessments and to de-brief local elected officials.
Fort Bend County Facility Maintenance Department

Request for Services

Check one of the following:

- Electrical
- Plumbing
- Custodial Supplies
- Minor Repair
- HVAC
- Keys
- Electrical
- Elevator
- Lighting
- Assemble/Repair/Move Furniture
- Pest Control
- Other

Please give a brief explanation of request: _____

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Department: _____

Department Head Approval: ____________________________

For Facility Maintenance Use Only

Date Received: _____

Action Taken: _____

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Facilities – FMP 10/23/19

FMP 25
Example of a GIS Damage Assessment Map
Example of a GIS Damage Assessment Map
Items to Include in the Damage Assessment Go-Kits

Go kits will be assembled by the Fort Bend County Office of Emergency Management to aid county personnel in the execution of damage assessments following a disaster. County departments should inform the Fort Bend County Office of Emergency Management of any items that should be added to the list.

- Highway, geographic information systems (GIS) or topography maps
- Flashlights and extra batteries
- Protective gear including:
  - Reflective, protective vests
  - Rain gear
  - Steel toe boots
  - Gloves
- First aid kit
- Insect repellant
- Sunscreen
- Cell phone and/or radio
- Water and snacks
- Measuring tape
- Camera
- Global positioning system (GPS) device
- Community contact names and numbers
- Assessment forms and instructions
- Public service announcements
- Pens/pencils/clipboards