

ANNEX J

RECOVERY



APPROVAL & IMPLEMENTATION

Annex J

Recovery

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



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Vice President for Administration
& Campus Operations

6-27-16

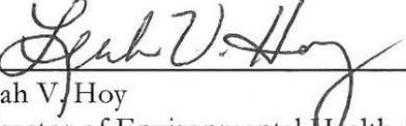
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ANNEX J

RECOVERY

I. AUTHORITY

- A. City of Arlington (Arlington) Office of Emergency Management Basic Plan, Section I
- B. Public Law 93-28, Robert T. Stafford Disaster Relief, and Emergency Assistance Act, as amended
- C. Title 44 Emergency Management and Assistance, Code of Federal Regulations (CFR)

II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the University of Texas at Arlington (UT Arlington), to include students, staff, and faculty, to recover from a major emergency or disaster on campus.

In the event the recovery of the disaster overwhelms UT Arlington, Arlington Office of Emergency Management will utilize Arlington's Annex J, Recovery. The UT Arlington emergency management coordinator (EMC) will serve as liaison to Arlington.

The primary responsibility for this function is assigned to the vice president for administration & campus operations (VPACO) or designee with support from the assistant vice president for facilities management and campus operations, director Office of Environmental Health & Safety (EH&S), UT Arlington chief of police, vice president for business affairs and controller in using the limited resources at UT Arlington. Each department or organization will prepare and work within what has been determined to be their best practice guidelines.

III. EXPLANATION OF TERMS

A. Acronyms

Arlington	City of Arlington
CFR	Code of Federal Regulations
DA	Damage Assessment
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
EH&S	Environmental Health & Safety
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Command/Commander
JIC	Joint Information Center
PA	Public Assistance
TDEM	Texas Division of Emergency Management
UT Arlington	University of Texas at Arlington
VPACO	Vice President of Administration & Campus Operations

B. Definitions

1. Public Assistance (PA). Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.
2. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
3. Primary and Secondary Agents. The individuals who should be representing the campus in the grant process.
4. Project Worksheet. A Federal Emergency Management Agency (FEMA) document that lists the specifications of an approved PA project.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As identified in the UT Arlington Basic Plan, Support Document 1 Hazardous Summary, UT Arlington is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment (DA) and recovery procedures are essential for returning UT Arlington to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that will be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The state of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. UT Arlington must be prepared to deal with a major emergency or disaster until outside help arrives.
2. Timely and accurate PA damage assessment to property forms the basis for requesting state and federal assistance for repairs to UT Arlington infrastructure and will be a vital concern to the Executive Policy Group following a disaster.
3. State and federal assistance will be requested by the Executive Policy Group to assist UT Arlington in recovery. State assistance is typically in the form of operational support such as equipment, personnel, or technical assistance. Federal assistance, if approved, will be in the form of financial reimbursement, will require considerable paperwork, and take some time to deliver.

4. Volunteer organizations may be available to assist UT Arlington community in meeting some basic needs, but they may not provide all needed assistance.
5. DA and recovery operations will commence while some emergency response activities are still underway.
6. UT Arlington will need to request assistance from Arlington's Office of Emergency Management and/or University of Texas System following a disaster, due to the limited resources of UT Arlington.

V. CONCEPT OF OPERATIONS

A. General

The UT Arlington disaster recovery program will be conducted in the following five steps:

1. **Pre-Emergency Preparedness.** Prior to an emergency, this annex will be developed, maintained, and key recovery staff members appointed, including the DA officer and PA officer. These individuals will obtain training, and develop operating procedures for recovery activities. Requirements for personnel to staff DA teams and assist in recovery programs will be determined and basic training provided.
2. **Initial DA.** An initial DA is required to support UT Arlington's request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local DA teams will carry out the initial assessment under the direction of the DA officer. During this phase, the Executive Policy Group will declare a local state of disaster on campus; as such a declaration allows officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance.
3. **Requesting Assistance.** State and federal disaster assistance must be requested in a letter to the governor, which must be accompanied by a Disaster Summary Outline (DSO), see Support Document 3, reporting the results of the initial DA and the local disaster on campus declaration. Based on the information contained in the DSO and other information, the governor will issue a state disaster declaration for UT Arlington and will request that the president of the United States issue a federal disaster declaration.
4. **Short Term Recovery Activities.** Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, will be deployed as soon as it is requested through the Disaster District Committee in Hurst. During the initial stages of recovery, state agencies and volunteer groups will assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program will be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government, for detailed information see Annex O, Human Services, and Annex T, Donations Management, regarding these programs.

5. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the president of the United States issues a disaster or major emergency declaration or other types of disaster declarations are issued.

B. DA

In the event the disaster overwhelms UT Arlington, Arlington's Office of Emergency Management will assist UT Arlington by utilizing Arlington's Annex J, Recovery annex. UT Arlington will support Arlington as appropriate.

1. An extensive detailed DA is the basis of most recovery programs at the state and federal levels. UT Arlington, with support from Arlington, is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information will be obtained from UT Arlington's records.
2. The DA officer will manage the DA functions by organizing; provide training, and employing a DA team composed of campus personnel.
3. There will be a DA team to conduct DA's. DA teams will survey damage to campus, buildings and facilities. The team will have a designated team leader who will compile and report team findings to the DA officer.
 - a. DA Team. This team will assess damage to UT Arlington owned property. Damage will be reported in terms of dollars and impacts under one of the following categories:
 1. Emergency services
 2. Debris removal and disposal
 3. Roadways and bridges
 4. Water control facilities
 5. Buildings, equipment, and vehicles
 6. University utility infrastructure
 7. Parks and recreational facilities

C. Requesting Assistance

Requests for assistance will be forwarded to 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.

1. If the Executive Policy Group determines that a disaster is of such severity as to be beyond the local and University of Texas System mutual aid capability to recover and that state or federal assistance is needed for long term recovery, they will:
 - a. Prepare a letter requesting disaster assistance. Sample letters are included in the TDEM *Disaster Recovery Manual*, for the entire manual go to the TDEM website, <http://www.txdps.state.tx.us/internetforms/forms/TDEM-62.pdf>
 - b. Attach a completed DSO and local disaster declaration, see Annex U, Legal, regarding the preparation of disaster declarations.

- c. Forward the letter and its attachments to the UT Arlington President's Office.
2. UT Arlington President's Office
 - a. Coordinate with Arlington's mayor and Tarrant County emergency management in preparing a letter to the governor requesting assistance, see Support Document 5 for a sample and attach a consolidated DSO reflecting data from all areas of campus that suffered damage.
 - b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.
 3. TDEM will review the information submitted, coordinate with the governor's office regarding the request, and maintain contact with the UT Arlington's president as the request is processed.
 4. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary DA. 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 of the United States through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A joint field operations staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRC) staffed by state and federal agency personnel will be established to assist disaster victims in obtaining assistance; mobile DRC's will also be employed.

a. PA

1. PA is provided to repair or rebuild campus facilities affected by a disaster, including buildings, state or local roads, bridges, water supply, sewage treatment, flood control systems, airports, and publicly-owned electric utilities. PA is also available to repair or rebuild recreation facilities.
2. As reconstructing infrastructure will require demolition and site clean-up, design and engineering work, the letting of bids, and a lengthy construction period, PA programs typically continue over a period of years.
3. Virtually all federal PA 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.

2. Other assistance

Other state programs, limited assistance will be available through other state agencies.

E. Phases of Emergency Management

1. Prevention
 - a. Develop hazard analysis
 - b. Develop potential mitigation measure to address the hazards identified in the analysis
2. Preparedness
 - a. Assess disaster risk to campus facilities from likely hazards and take measures to reduce the vulnerability of facilities
 - b. Identify DA team members
 - c. Train personnel in DA techniques
 - d. Maintain pre-disaster maps, photos, and other documents for DA purposes
 - e. Identify critical facilities requiring priority repairs if damaged
 - f. Ensure that key policy makers are familiar with UT Arlington's insurance coverage
 - g. Conduct public education on disaster preparedness
 - h. Conduct exercises
3. Response
 - a. Gather damage reports
 - b. Compile DA reports
 - c. Complete DSO
 - d. Keep complete records of all expenses
4. Recovery
 - a. Identify unsafe structures and recommend condemnation
 - b. Monitor restoration activities
 - c. Review building codes and land use regulations for possible improvements
 - d. Communicate effectively with disaster victims

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The UT Arlington organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
2. The UT Arlington EMC will coordinate recovery efforts with outside agencies. The EMC will support the DA officer as requested.
3. All departments may be called on to provide staff support for DA and recovery activities.
4. The Executive Policy Group or designee from that group will appoint a DA officer from the Office of Facilities Management or other department. This position will be assigned in pre-planning for disaster situations.

B. Assignment of Responsibilities

1. Executive Policy Group
 - a. Oversee UT Arlington's disaster recovery program, including pre-disaster planning and post-disaster implementation.
 - b. Appoint a DA officer from the Office of Facilities Management or other department.
 - c. Appoint a PA officer and recovery fiscal officer who will carry out specific recovery program activities and report to Arlington's EMC.
 - d. In the aftermath of a disaster:
 1. Review DA and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 2. Participate in recovery program briefings and periodic reviews.
 3. Monitor and provide general guidance for the operation of the campus community recovery program when implemented.
2. EMC
 - a. Collaborates with the DA officer.
 - b. Participate in recovery program briefings, meetings, and work groups.
 - c. Provide support to campus recovery operations, coordinating as needed with state and federal agencies and ensuring the maintenance of required records.
 - d. Provide guidance to and support recovery activities of the PA officer and recovery fiscal officer.
 - e. Coordinate training for DA team members and other individuals with disaster recovery responsibilities.
 - f. Assist the Executive Policy Group in preparing documents to request state and federal recovery assistance.
 - g. Provide situation updates to the regional liaison officer.
3. DA officer
 - a. Develop a DA program, based on FEMA-323 document.
 - b. Organize and coordinate training for DA teams.

- c. In the aftermath of a disaster:
 - 1. Collect DA's from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
 - 2. Compile DA information and complete the DSO.
 - 3. Participate with state and FEMA representatives in the preliminary DA process.
 - 4. Coordinate with the incident commander (IC) to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying DA teams.
- 4. PA officer
 - a. Attend the following PA program meetings:
 - 1. Applicant's briefing,
 - 2. kick-off meeting, and
 - 3. other program meetings as needed.
 - b. Obtain maps showing damage areas of campus from PDA team leaders.
 - c. Prepare or assist state and federal teams in preparing recovery project worksheet for the campus.
 - d. Monitor all PA program activities
 - 1. Ensure deadlines are complied with or time extensions requested in a timely manner.
 - 2. Ensure the work performed complies with the description and intent of the project worksheet.
 - 3. Ensure all environmental protection and historical preservation regulations are complied with.
 - 4. Request alternate or improved projects, when appropriate.
 - 5. Request progress payments on large projects, if appropriate.
 - 6. Provide quarterly reports to TDEM.
 - 7. Request final inspections and audit when projects are completed.
 - 8. Prepare and submit project completion and certification report as appropriate.
 - 9. Provide insurance information when needed.
 - 10. Ensure costs are properly documented.
 - 11. Assist with final inspections and audits.
 - 12. Monitor contract for de-barred contractors.

The duties of the PA officer are further explained in the *Disaster Recovery Manual*.

5. UT Arlington public information officer

Establish a media site, sometimes referred to as Joint Information Center (JIC), to ensure that accurate and current information is disseminated to UT Arlington.

6. Chief financial/recovery fiscal officer

- a. Administer fiscal aspects of the recovery program.
- b. Ensure that the financial results of each project are accurate and fully disclosed.
- c. Monitor the source and application of all funds.

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- d. Ensure that outlays do not exceed approved amounts for each award.
- e. Maintain information establishing the local cost share.
- f. Ensure that all laws, regulations, and grant requirements are complied.
- g. Coordinate between the grant managers (also known as primary and secondary agents) and the accounting staff.

These duties are further explained in the *Disaster Recovery Manual*.

- 7. Arlington water utilities department, street division, and transportation authority will follow policy and procedures as outlined in Arlington's Recovery annex.
- 8. UT Arlington Office of Facilities Management
 - a. Assess and report damage to its facilities and equipment and the estimated cost of repairs.
 - b. Estimate the effects of the disaster on the university's tax base.
- 9. Capital Asset Management
 - a. Estimate dollar losses to UT Arlington due to disaster.
 - b. Estimate the effects of the disaster on the local tax base and economy.
- 10. UT Arlington VPACO or designee with support from the assistant vice president for facilities management and campus operations, director of EH&S, UT Arlington chief of police, vice president for business affairs and controller
 - a. Provide support with regards to information on recovery efforts on campus to Arlington and University of Texas System as appropriate.
 - b. Support DA training and assign team(s).
 - c. Support assessments and compiled information on damage to property. If damages are beyond the capability of Arlington and UT Arlington to assess, then information should be compiled for use by our elected officials in requesting state or federal disaster assistance.
 - d. If it is determined that UT Arlington is eligible for state or federal disaster assistance, then the aforementioned individuals will provide in coordinating with state and federal agencies to carry out authorized recovery programs. University of Texas System will be notified as appropriate.
- 11. All departments and agencies
 - a. Pre-emergency
 - 1. Identify personnel to perform DA tasks.
 - 2. Identify individual with appropriate skills and knowledge that may be able to assist in DA.
 - 3. Participate in periodic DA training.
 - 4. Participate in using geographic information systems that may be used in the DA.
 - 5. Periodically review forms and procedures for reporting damage with designated DA team members.
 - b. Emergency

1. Make tentative staff assignments for DA operations.
 2. Review DA procedures and forms with team members.
 3. Prepare maps, take photos, and videos to document damage.
- c. Post-emergency
1. Identify and prioritize areas to survey.
 2. Refresh DA team members on assessment procedures.
 3. Deploy DA teams.
 4. Complete damage survey forms and forward to the DA officer.
 5. Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
 6. Provide technical assistance for preparation of recovery project plans.
 7. Maintain disaster-related records.

VII. DIRECTION & CONTROL

- A. Executive Policy Group as the local governing body of UT Arlington will establish local rules and regulations for the disaster recovery program and will approve those recovery programs and projects that require approval.
- B. UT Arlington president will provide general guidance for and oversee the operation of the local disaster recovery program and will authorize the chief operating officer of UT Arlington to approve all programs and projects.
- C. Office of Facilities Management will direct day-to-day disaster recovery activities and will appoint an individual to serve as the DA officer.
- D. Arlington will provide support to UT Arlington as appropriate. UT Arlington EMC or designee will act as the liaison between UT Arlington, city, county, and University of Texas System.
- E. If the resource needs of UT Arlington cannot be supported by either the university or Arlington, University of Texas System will provide support to UT Arlington as appropriate.

VIII. READINESS LEVELS

A. Normal Conditions - Level 4

See the prevention and preparedness activities in paragraphs V.E.1 and V.E.2.

B. Increased Readiness - Level 3

1. Alert key staff and volunteer organizations of the current situation.
2. Fill vacancies on DA teams; conduct refresher training; check team equipment such as cameras.

C. High Readiness - Level 2

1. Notify regional liaison officer of the situation.
2. Brief DA teams and place on standby.
3. Brief senior staff on the DA process and the need for detailed record keeping of emergency response and recovery activity expenses.

D. Maximum Readiness - Level 1

1. Provide situation updates to the regional liaison officer.
2. Have DA teams ready for deployment.

IX. ADMINISTRATION & SUPPORT**A. Reports**

1. Survey Team Reports
Each damage survey team will collect data using the site assessment forms, see Support Document 2 Disaster Assessment Form Instruction, which can be found in the *Disaster Recovery Manual*. Once completed, these forms will be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.
2. DSO
Totals from the site assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Support Document 3 Disaster summary Outline to this annex and also included in the *Disaster Recovery Manual Pg. 82*.

B. Records

Each department will keep detailed records on disaster related expenses, including:

1. Labor
 - a. Paid (regular and overtime)
 - b. Volunteer
2. Equipment Used
 - a. Owned
 - b. Rented /leased
 - c. Volunteered
3. Materials
 - a. Purchased
 - b. Taken from inventory
 - c. Donated
4. Contracts (see below)
 - a. Services
 - b. Repairs

C. Contracts

1. Recovery fiscal officer will monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
 - a. Meet or exceed federal and state procurement standards and must follow local procurement standards if they exceed the federal and state criteria.
 - b. Be reasonable.
 - c. Contain right to audit and retention of records clauses.
 - d. Contain standards of performance and monitoring provisions.
 - e. Fall within the scope of work of each FEMA project.
 - f. Use line items to identify each FEMA project, for multiple project contracts.

2. The following contract related documents must be kept:
 - a. Copy of contract
 - b. Copy of project worksheets
 - c. Copies of requests for bids
 - d. Bid documents
 - e. Bid advertisement
 - f. List of bidders
 - g. Contract let out
 - h. Invoices, cancelled checks, and inspection records
 - i. Emergency justification
 - j. Insurance/bonds if requested

D. Training

1. The individual assigned primary responsibility for the recovery function will attend disaster recovery training. A variety of disaster recovery training courses are offered by TDEM and FEMA, see Support Document 6 List of FEMA and TDEM Recovery Courses for a listing of courses.
2. Those individuals' assigned duties of the PA officer will also attend training appropriate to their duties.
3. The DA officer in collaboration with the EMC is responsible for coordinating appropriate training for local DA teams.

E. Release of Information

1. Personal information, such as marital status, income, and social security numbers gathered during the DA and recovery process is protected by state and federal privacy laws. Care must be taken by all individuals having access to such information to protect it from inadvertent release.
2. General information, such as the numbers of buildings damaged and their general locations will be provided to private appraisers, insurance adjusters, etc.

X. DEVELOPMENT & MAINTENANCE

A. Development

The Office of Emergency Management with support from Arlington's EMC is responsible for developing and maintaining this annex.

B. Maintenance

This annex should be reviewed every two years and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Procedures

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing best practice guidelines for those activities.

XI. REFERENCES

- A. TDEM, *Disaster Recovery Manual* (DEM-62)
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323)
- C. FEMA, *Debris Management Guide* (FEMA-325)
- D. Current FEMA Policy Letters, available online at www.fema.gov/r-n-r/pa/policy.htm