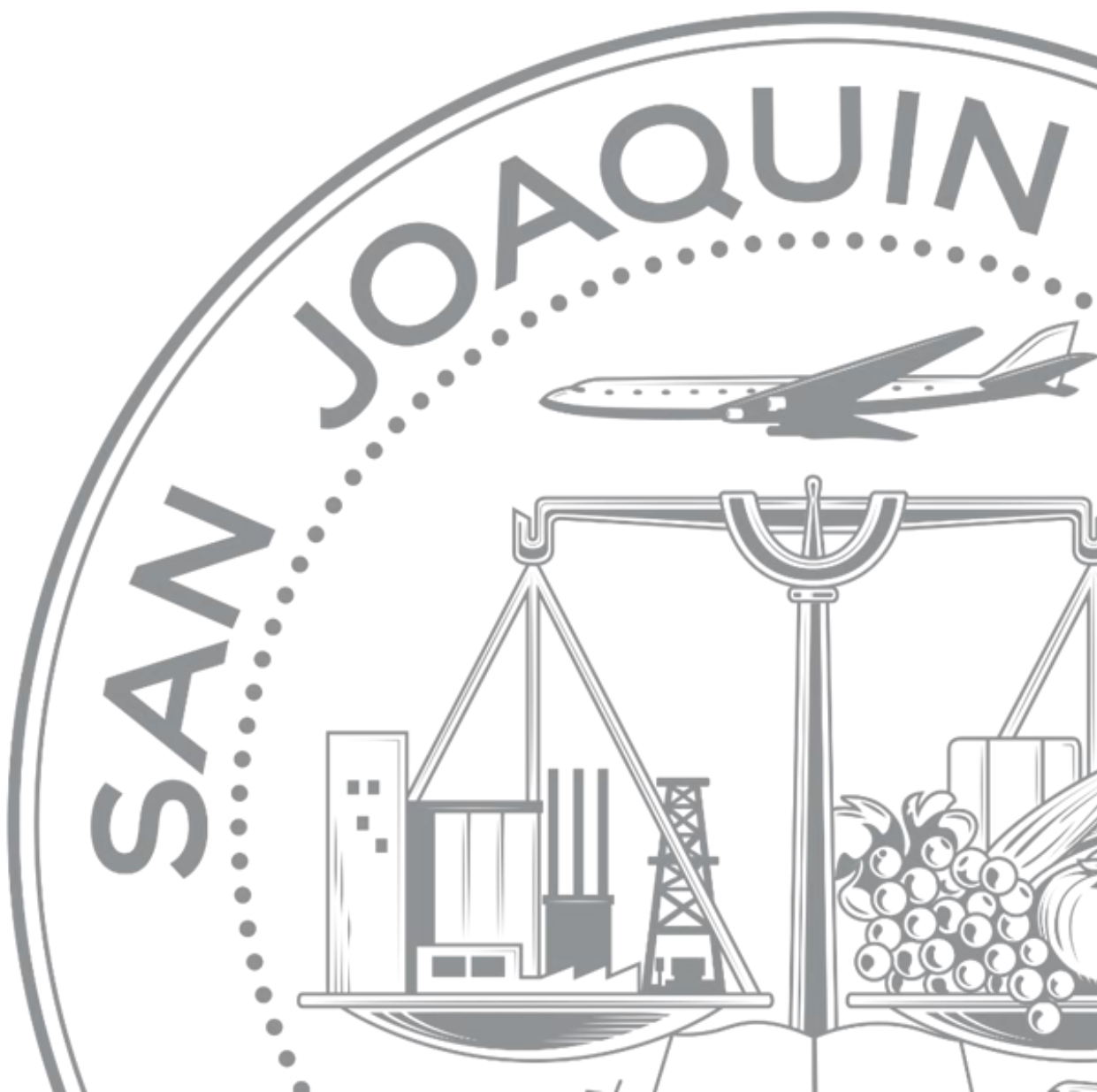


SAN JOAQUIN
— COUNTY —
Greatness grows here.

ESF-14 Recovery Annex

July 22, 2020



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Letter of Promulgation

This ESF Annex to the County of San Joaquin Emergency Operations Plan describes how San Joaquin County will manage emergency incident or disaster mitigation, preparedness, response, and restoration related to this ESF. All Primary and Support agencies identified as having assigned responsibilities in this ESF shall perform the emergency tasks as described to include preparing and maintaining Standard Operating Guidelines and Procedures, and by carrying out the training, exercises and plan maintenance needed to support the plan.

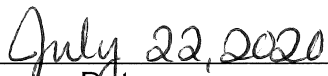
This ESF plan was developed using the Comprehensive Planning Guide 101 version 2 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The modified plan will be relayed digitally to all Primary and Support agencies identified as having assigned responsibilities in this ESF. In addition, the plan will be available on the San Joaquin County Office of Emergency Services webpage and within the Advanced File Library of WebEOC. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every two years. This ESF plan supersedes any previous versions.

This ESF Annex applies to Primary and Support agencies within San Joaquin County who are assigned responsibilities in *Section 4.3.1 Responsibilities by Emergency Support Function* of the All-Hazard EOP and/or identified within the ESF Annex.

This plan replaces previous annexes of the same title.




Shellie Lima, Director Emergency Operations

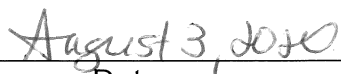


Date

This plan/annex will be formally promulgated by the chairperson of the Disaster Council of San Joaquin County at the next regularly scheduled meeting. The Disaster Council is empowered by County Ordinance to review and approve emergency and mutual aid plans.



Marcia Cunningham
Chair, San Joaquin County Disaster Council
Director of Emergency Services



Date

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Plan Administration

San Joaquin County Office of Emergency Services Director of Emergency Operations will coordinate review, revise, and re-promulgate this plan at least once every two years or when key changes occur, such as lessons learned from exercises or real events. Changes may be made by the San Joaquin County Director of Emergency Operations without formal Disaster Council’s approval. This document supersedes all previous ESF-14 Recovery appendices and annexes for the Operational Area.

Record of Changes

All updates and revisions to this annex will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Change made by (name/title)	Summary of Changes

Plan Distribution

San Joaquin County Office of Emergency Services maintains the San Joaquin County Emergency Operations Plan in the San Joaquin County Emergency Operations Center Library. This document upon signature will become an annex to the Emergency Operations Plan. The primary method of the plan distribution is electronic, with a copy available in the Advanced File Library of the SJC Web based information-sharing database and on the County Web page.

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Primary Agency: Office of Emergency Services

Supporting Agencies:

Agricultural Commissioner	Information Systems Division
Assessor-Recorder	Healthcare Services Agency
Auditor-Controller	Human Resources
Community Development	Human Services Agency
County Counsel	Public Works
District Attorney	Purchasing and Support Services
Employment and Economic Development	Sheriff's Department
Environmental Health	Local Municipalities
General Services	

1 INTRODUCTION

1.1 INTRODUCTION

Emergency Support Function (ESF) 14 – Recovery supports and coordinates the county-level activities of its stakeholders in the mission to begin recovery within San Joaquin County during the response to an incident. The ESF-14 stakeholders work together within their statutory and regulatory authorities to effectively and efficiently coordinate recovery operations.

1.2 PURPOSE

This ESF-14 Annex defines the actions and roles necessary to initiate a coordinated recovery. It identifies opportunities, fosters partnerships, and optimizes resources of all stakeholders to facilitate local recovery. This annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to recovery during all phases of emergency management. The basic premise is that planning undertaken in advance of an incident can accelerate a post-incident return to a new normalcy.

1.3 SCOPE

The goal of ESF-14 is to detail structures, concepts, and systems governing the Recovery environment during Response. The following is a list of objectives, which are achieved with this Annex:

- Participate with stakeholders to conduct damage estimates, identify and facilitate availability and use of recovery resources and funding.
- Ensure accurate documentation of the response and recovery efforts to secure federal funds.
- Outline the short and long-term organizational structures of the Operational Area (OA) Recovery, including the roles and responsibilities of participating organizations.
- Identify external resources supporting Recovery operations.
- Coordinate activities for integrating other vital plans, policies, and procedures during the Recovery process.

2 GUIDELINES

Recovery occurs in two phases: Short-term and Long-term. Short-term recovery involves the restoration of critical services such as communications, water, sewage, emergency medical capabilities, electricity, garbage and debris removal, as well as re-establishment of San Joaquin County Government Operations and proper identification and documentation of the incident. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. Each jurisdiction will coordinate its efforts to return vital life support systems to minimum operating standards.

The goal of long-term recovery is to restore or improve facilities to the pre-incident condition. Long-Term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and incident response cost recovery. Each affected jurisdiction will be responsible for their approach to mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

3 PLANNING ASSUMPTIONS

Every plan has a foundation of assumptions in which the plan is based, limiting the circumstances the plan addresses and limiting the magnitude of the incident the organization is prepared to address. The following assumptions were considered when developing ESF-14:

- The variable severity of the incident requires the establishment of scalable, adaptable Recovery operations.
- Recovery begins at different times and proceeds at different rates throughout the affected area, depending upon the severity of impacts and localized effects of the incident.
- Local governments will face challenges initiating recovery, including addressing the immediate needs of citizens, work within fiscal constraints, and address shortages of staff also affected by the incident.
- The County may need to request assistance through mutual aid from the region, the State of California, or the Federal Government.
- Many essential personnel with operational responsibilities may suffer damage to their homes and personal property, which will have effects well into the Recovery phase.
- Many resources critical to the Recovery process may be scarce, and competition to obtain them will be significant.
- There may be a considerable amount and variety of incident related debris, which could far exceed the jurisdiction's routine debris removal and disposal capabilities.

4 CONCEPT OF OPERATIONS

4.1 ORGANIZATION

Depending on the type, nature, and severity of the incident, the Emergency Operations Center (EOC) Director may appoint a Recovery Branch Director early in the incident to begin Recovery Operations. The Recovery Branch Director will be assigned to the EOC under the Operations Section, but coordinate with staff from a variety of sections and units.

Recovery Branch Director will oversee the initial Recovery organization, supported by leadership within the county. Long-term Recovery Operations may be established dependent on the size and scope of the incident. Additional information about Long-Term Recovery can be found in the Recovery Plan.

4.1.1 Coordination

During activation of ESF-14, coordination of Recovery efforts and planning across jurisdictional boundaries will be essential. This is because, in an incident of significant scale and scope, concurrent emergency management and incident Recovery programs will also be active within the OA. In general, the OA will coordinate with local and regional partners in a variety of ways. These include, but are not limited to, the following:

- Sharing information through periodic conference calls, situation reports, briefings, and other verbal and electronic means of communications.
- Hosting interagency coordination meetings, community stakeholder forums, and task force workshops to ensure information and strategies are shared collaboratively.
- Conducting Initial Damage Estimates, including all cities, special districts, and response organizations.
- Submitting Initial Damage Estimates and Local Proclamations to CalOES for a Gubernatorial Declaration.

4.2 ACTIVATION CRITERIA

The determination to activate the Recovery Branch will be made by the Director of Emergency Services. The following criteria may be used as a guide:

- Immediate life safety concerns associated with an event have been contained.
- The demand for routine and emergency services on County, local governmental, and non-governmental entities exceeds the capability of these entities due to ongoing or unmet needs from the response phase or because of new demands.
- The situation is expected to persist for an extended time.
- The OA has requested the Governor to proclaim an emergency and requested a declaration of emergency from the President under the Robert T. Stafford Incident Relief and Emergency Assistance Act.

The above activation criteria, notwithstanding, certain recovery concepts and principles outlined in this annex may be applicable for incidents and events of varying scale and scope.

The transition from response to recovery may be gradual and involve multiple smaller changes. There will be a formal transition from response to recovery when ultimate authority is transferred from the response phase to recovery. Recovery operations coordination may transition from the EOC to a virtual or an offsite Recovery Operations Center.

Table 4.1- Recovery Activations

Minor Incident	<ul style="list-style-type: none"> • A Recovery Branch from County OES will be appointed to coordinate recovery across impacted jurisdictions. • Short-Term Recovery is able to be coordinated within the EOC. • Operational Area Recovery needs are supported within the EOC and jurisdiction’s existing organizational structure.
Moderate Incident	<ul style="list-style-type: none"> • Recovery Operations are of such size and complexity that some or all components of a dedicated Recovery Branch are needed. • Local Disaster Recovery Managers will be appointed to lead recovery in their jurisdictions. • A Recovery Manager from County OES will be appointed to facilitate efforts across the Operational Area. • Recovery Operations initially supported by the EOC may still require dedicated support even after the EOC deactivates. • A Recovery Operations Center may be established. • Field survey and inspection teams may be activated. • Damage estimates may be required.
Major Incident	<ul style="list-style-type: none"> • Most or all sections of the Recovery Branch are fully activated. • Local Disaster Recovery Managers will be appointed to lead recovery in their jurisdictions. • A Recovery Manager from County OES will be appointed to facilitate communications across the Operational Area and a Recovery Operations Center will be established. • The EOC will coordinate with the LDRM and ROC to support ongoing operational recovery needs as the emergency response transitions to Short-Term and Intermediate Recovery and the EOC begins to deactivate or support new disaster responses. • Field survey and inspection teams will be fully activated. • Damage estimates will be required. • Full recovery phase will be initiated.

4.3 RESUMPTION OF LOCAL GOVERNMENT OPERATIONS

Resumption of local government operations is the foundation of recovery. Depending on the extent of damage after an incident, governmental agencies may be forced to operate from widely separate makeshift locations with little or no notice, inadequate communications, and shortages of supplies, staff, and other limitations. Communication amongst agencies will be difficult. Day-to-day inter-departmental processes will most likely be impeded. The public may become frustrated and disoriented due to the lack of access to regular governmental services. Continuity of Operations Plans (COOP) should be developed for all departments and agencies within the OA.

4.4 EMERGENCY PROCLAMATIONS

The local governing body, or a duly authorized local official, may proclaim a local emergency, as described in the California Emergency Services Act. Local emergency proclamations may allow additional emergency powers to local officials per local ordinance. A local proclamation must be

issued within ten days of the incident and ratified by the governing body within seven days to be eligible for State and Federal recovery assistance.

The Director of Emergency Services is empowered to request the Board of Supervisors (Board) to proclaim the existence, or threatened existence, of a “local emergency” if the Board is in session. The Director may issue such proclamation if the Board is not in session. Whenever the Director of Emergency Services proclaims a local emergency, the local emergency shall not remain in effect for a period over seven days, unless the Board has ratified it. The Board reviews the need for continuing a local emergency at least once every 60 days until the Board terminates the local emergency.

The Director of Emergency Services may also request the Governor of California to proclaim a “state of emergency” when the locally available resources are considered inadequate to cope with the emergency. The Director of Emergency Operations maintains instructions and templates for Emergency Proclamations.

4.5 DAMAGE AND SAFETY ESTIMATE

When the OA submits a local proclamation of emergency to Cal OES requesting the Governor declare a State of Emergency, the package should include an Initial Damage Estimate (IDE).¹ Under the direction of the Recovery Branch Director, in coordination with the Planning Unit, teams will conduct rapid estimates of damaged areas to estimate overall damage and reporting. An Operational Area submits Initial Damage Estimates. They must include all its affected governing bodies, special districts, and private non-profit organizations. Cal OES may be able to assist in the IDE process if requested.

OES has responsibility for ensuring completion of damage estimates within unincorporated areas of the OA. Incorporated cities have responsibility for damage estimates within incorporated areas of the OA. The Assessor’s Office, Community Development Department (CDD), Environmental Health Department, and Public Works, as well as appropriate utilities and non-government organizations, will provide support to the EOC for Damage Estimate Operations. The recovery damage/safety estimate is the basis for determining the type and amount of local, State, or federal financial assistance that may be available for recovery.

The Recovery Branch Director is also responsible for completing and maintaining an environmental impact assessment that identifies all areas of the county that have suffered environmental degradation as a result of the disaster (e.g., damage to forest areas, water quality, and coastal/wetland areas). The environmental damage assessment will also be used to help determine what programs and resources are available to help the County address damages to the environment resulting from the disaster. Environmental concerns involving hazardous materials should be coordinated with the Healthcare Services Department (Environmental Health).

4.6 DEACTIVATION

Recovery involves the final disposition of all resources used during the response and recovery phases of the incident. During Recovery, resources are rehabilitated, replenished, disposed of, or retrograded. Demobilization of specific resources could signal to decision-makers appropriate transitions between response, short-term Recovery, and long-term Recovery phases. For example, de-activation of the EOC and demobilization of related response resources could signal the transition between response and short-term recovery. Similarly, the suspension of

¹ According to CA GOV 8630, a proclamation must be issued within ten days of the incident and be ratified by the governing body within seven days.

curbside debris removal and subsequent demobilization of related resources could indicate a transition between short and long-term Recovery. Recovery staff and assets may be deactivated or returned to normal operations, at the discretion of the ESF or Recovery Plan. The determination may be based on completion of operational objectives or the confidence that such goals can be accomplished without support or coordination from the ROC.

5 ROLES AND RESPONSIBILITIES

5.1 OES

OES is responsible for ESF-14 oversight and is assigned to lead the ESF based upon its authorities, resources, and capabilities in the EOP. While OES is the lead agency within the OA, a Recovery Director may be appointed with the responsibility to coordinate information, resources, and priorities among local governments. The EOC also serves as the coordination and communication link between OA jurisdictions, special districts, and the California Office of Emergency Services (Cal OES).

Ongoing Recovery operations, after EOC closure, include all aspects of the County's Recovery programs and initiatives, consistent with the National Disaster Recovery Framework (NDRF). Additional information about local recovery can be found in the Recovery Plan

5.2 COUNTY DEPARTMENTS

All County departments and agencies will be responsible for carrying out some aspects of Recovery and assisting in the activation of ESF-14. Some departments and agencies may even be expected to defer some of their normal day-to-day operations to devote personnel and equipment to carrying-out functions during the initial period of Recovery. Any County department or agency, whether or not assigned a specific role, may be called upon to assist other departments or agencies involved in recovery. Some departments and agencies may be designated to coordinate or assist in coordinating functions between County departments and agencies and outside agencies. All departments and agencies will be expected to comply immediately with reasonable requests for assistance from the Recovery Branch Director or EOC Director.

5.3 LOCAL GOVERNMENTS

Each incorporated jurisdiction is responsible for developing a recovery plan or annex. The adopted document should support the performance of all functions, roles, and responsibilities not provided by the County, utilities, non-profit and community-based organizations (CBOs), or the State and Federal government. Within each jurisdiction, the following responsibilities should be assigned:

- Determine if a Proclamation of Local Emergency is needed.
- Identify and articulate any recovery needs beyond the local capabilities.
- Document damages, costs, and impacts via an Initial Damage Estimate.
- Assign a local Recovery Manager as necessary.
- Coordinate with the County Recovery as necessary

5.4 STATE GOVERNMENT

When a State of Emergency is proclaimed in counties affected by an incident, Cal OES will lead California's Recovery operations and coordinate assistance provided by other State agencies and the Federal government. When Federal assistance is required, Cal OES will work with FEMA and other Federal agencies to ensure the effective delivery of services.

5.5 FEDERAL GOVERNMENT

The Federal government provides Recovery support under the National Disaster Recovery Framework (NDRF) following a Presidential incident declaration and immediately mobilizes resources in anticipation of likely needs and provides those resources to state and local governments upon request from the State. FEMA coordinates Federal Recovery operations.

Table 5.1- Agency Responsibilities

Agency	Role
Agriculture Commissioner	<ul style="list-style-type: none"> • Supports Operational Area with subject matter expertise and staffing support, as appropriate • Provides economic damage assessment information on agriculture infrastructure • Identify markets that have been significantly disrupted. • Tracks and informs the affected agricultural industry members on U.S. Department of Agriculture’s Secretarial Disaster Designation with Cal OES and the California Department of Food and Agriculture on eligibility for disaster relief • Monitors, assesses, and provides technical support on the economic impacts on agricultural and the export activities and resumption of trade • Monitor fuel products sold in county • Provide regular inspection of weigh stations to monitor debris removal • Provide assistance for USDA Financial assistance program • Identify availability of essential community commodities (e.g., water, food, shelter, and if disrupted, the timeline for restoration).
Assessor- Recorder	<ul style="list-style-type: none"> • Assist OES in collection of property value estimates for IDE • Follows up on field reports received by a jurisdiction’s damage assessment process in order to provide potential property tax relief to owners of damaged private property.
Auditor-Controller	<ul style="list-style-type: none"> • Provide staffing to EOC Finance and Administration Section. • Coordinate with OES to develop cost accounting and documentation maintenance procedures and processes • Coordinate expenditures with CAO. • Performs emergency warrant issuance • Coordinates and monitors FEMA documentation processes for eligible expenditures in coordination with OES. • Executes FEMA filing(s) in coordination with OES. • Continues to administer County payroll • Continues to perform County accounts payable functions
Community Development	<ul style="list-style-type: none"> • Conducts safety and damage assessment for commercial and residential after danger mitigated • Provides repair status including type and extent of damages, suitability for continued use (e.g. Green/Yellow/Red Tag) and developing repair scope of work and budget estimates. • GIS is responsible for maintaining County’s map data in electronic form, as well as performing map-based analysis and providing support for the EOC. • Advises the Board of Supervisors and Planning Commission on the land use projects
County Counsel	<ul style="list-style-type: none"> • Provide advice on emergency authorities, actions, and associated liabilities, preparation of legal opinions, preparation of new ordinances, and resolutions.

<p>District Attorney</p>	<ul style="list-style-type: none"> • The Victim-Witness Program offers comprehensive services to victims of all types of crimes free of charge. • Emergency assistance in obtaining temporary shelter, clothing, food, transportation & medical care, filing for compensation through the California Victim Compensation Program, funeral arrangements, and restitution assistance
<p>Employment and Economic Development</p>	<ul style="list-style-type: none"> • Monitor and coordinate with the appropriate entities to ensure the economy is restored and there are adequate employment opportunities for County residents, businesses, and the workforce to support the restoration of services and the overall community recovery.
<p>Environmental Health</p>	<ul style="list-style-type: none"> • Activate Environmental Health’s Departmental Operations Center (DOC), when needed. • Perform health hazard evaluations • Provide health and safety training to County Staff • Conduct water sampling for drinking water systems • Conduct debris removal screening for hazardous waste • Conduct initial shelter inspections for sanitation, safety, and housing requirements. • Continued assistance with disposal of dead or diseased large animals. • Joint Hazardous Materials Team Member
<p>General Services</p>	<p>The Office of Emergency Services (OES) is responsible for the development, maintenance, and testing of the OA Recovery Plan. OES:</p> <ul style="list-style-type: none"> • Directs, coordinates, and/or supports recovery activities • Coordinates damage assessment stakeholders • Reports situation and damage to Cal OES • Relays Proclamations of Local Emergency and requests for assistance to Cal OES • Coordinates and maintains reports of all Initial Damage Estimates • Assigns the position of Recovery Branch/Manager within the OA EOC <p>Parks and Recreation</p> <ul style="list-style-type: none"> • Inspects and reports on damage to County Park and Recreation facilities • Debris Removal at County owned park areas • Develops repair scope of work and budget estimates. <p>Facilities Management</p> <ul style="list-style-type: none"> • Assistance with IDE of County facilities • Estimates and minor repairs of County facilities • Develops repair scope of work and budget estimates. <p>Other DGS Staff</p> <ul style="list-style-type: none"> • Provides support to OES for the set-up of assistance centers (local, family, and disaster) if located in County-owned facilities or in the unincorporated areas • Responsible for cost recovery documentation of field response/repairs and estimates

Information Systems Division	<ul style="list-style-type: none"> • Inspects and reports on the status of communications sites and regional/county facilities in incorporated cities and continue to maintain these facilities throughout the disaster. • Assists County departments in getting systems back online and functioning. • Provide assistance as needed to update county maintained websites
Healthcare Services	<p>Behavioral Health Services</p> <ul style="list-style-type: none"> • Crisis counseling and mental health referrals to individuals and families impacted by a disaster. <p>Public Health Services</p> <ul style="list-style-type: none"> • Assist individuals with obtaining prescriptions that were lost during the disaster. • Assistance, support and outreach services to older adults, children, people with disabilities and their families. • Assistance and guidance in obtaining Veteran’s Affairs (VA) benefits, pensions, and insurance settlements. • Provide assistance through medical health for shelter operations
Human Resources	<ul style="list-style-type: none"> • Provide documentation and personnel information relevant to the incident for claim recovery. • Provide assistance with personnel at EOC or ROC.
Human Services Agency	<ul style="list-style-type: none"> • Provides for the immediate emergency disaster-caused basic human needs of individuals: shelter, food, health and mental health services. Includes transition into short or long-term shelter or housing assistance. • Provides casework/recovery planning to individuals and families • Provides direct client assistance for individual assistance and may provide for individuals ineligible for FEMA/IA • Provides general recovery information • Assistance with health and social service networks, facilities, childcare, and/or providers that impact employment, and support a customer base for businesses • Assist in staffing call centers • Maintenance and staffing of Shelters
Probation	<ul style="list-style-type: none"> • Care and custody of juveniles • Supervision of offenders • Operations of Juvenile Hall, including evacuation and relocation as necessary
Public Works	<p>Public Works:</p> <ul style="list-style-type: none"> • Inspects and reports on County-maintained road right-of-way facilities. • Inspects and reports on County-maintained drainage/flood control facilities. • Inspects and reports on County-owned water and wastewater facilities. • Manages County debris removal program <ul style="list-style-type: none"> • Maintain debris removal records based upon FEMA Guidelines. • Operate County-owned landfills for debris removal based upon FEMA Guidelines.

	<ul style="list-style-type: none"> • Supports law enforcement by opening and closing County-maintained public roads. <p>Road Maintenance</p> <ul style="list-style-type: none"> • Bridge inspection and repair on county roads • Storm drain and ditch maintenance • Roadway inspection, maintenance, and repair <p>Design Engineering</p> <ul style="list-style-type: none"> • Road, Domestic Water, Storm Drainage and Sanitary Sewer Projects and Studies
<p>Purchasing and Support Services</p>	<ul style="list-style-type: none"> • Provide staffing to EOC Finance and Administration Section. • Provide direction on vendor selection and approval for emergency supplies. • Provide subject matter expertise on purchasing guidelines during a declared emergency. • Acquisition of supplies and equipment including vehicles, personnel, and related support. • Provides effective and efficient procurement of goods, materials, and services, supporting County departments • Implements sound procurement processes to acquire the highest quality, goods, and services, at the best price • Disposes of surplus equipment and salvage materials • Manages the Records Management Program
<p>Sheriff's Department</p>	<ul style="list-style-type: none"> • Provide initial field situation reports and updates from field units and Aerial Support. • Maintain perimeter security and patrols recovery activities events, if necessary. • Provide a liaison to the EOC for ongoing assistance needs. • Provides for the critical needs for animals such as food, shelter, and supplemental medical needs. • Provides for the reunification of animals with owners before, during, and after a disaster.
<p>Treasurer- Tax Collector</p>	<ul style="list-style-type: none"> • Works with ISD to re-establish County financial systems • Ensure county funding is stable

6 COMMUNICATION, INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The role of information after an incident is crucial. If employees, residents, and businesses lack reliable information, this may be paralyzing and lead to anger at or distrust in authorities. County and affected jurisdictions must go beyond usual efforts to keep the public aware and informed. Effective communications, therefore, includes providing timely, reliable, and regular information via multiple media channels, including print, broadcast, website(s), new and social media, community organizations and networks, and direct outreach.

All efforts will be made to keep residents and businesses informed of what they can expect from local and county governments, including where and how to access resources and information. Conversely, they should be told what their community expects of them, including where and how to access the support they need to be self-reliant and advance their Recovery.

The County has a multitude of tools available to assist in the dissemination of public messages. It is the responsibility of the PIO to initiate the use of all applicable communication mediums to reach the intended audience during Recovery per ESF-15 Public Information.

The public looks to its elected officials as sources of information and strength during an emergency and Recovery. Officials need to advise the public on the status of the Recovery efforts, the resources available to them, and what the public needs to do to assist in their Recovery. The County will work to give the officials the critical information needed to guide the public.

7 ADMINISTRATION, FINANCE, LOGISTICS

The Finance and Administrative Section is responsible for tracking and coordinating payment for response and recovery supplies and services, maintaining expenditure records for insurance, state and federal recovery programs. Tracking of recovery staff timesheets and generally ensuring the County received all state and federal recovery assistance and reimbursement for which it is eligible.

7.1 DOCUMENTATION

Documentation is the key to recovering qualified response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of incident assistance programs. OES and County Auditor-Controller coordinate cost recovery and contracting procedures for the jurisdictional area of the County. Each incorporated jurisdiction, and the individual districts are responsible for developing and implementing cost recovery and contracting procedures individually. OES applies on behalf of the OA to Cal OES and the Federal Emergency Management Agency (FEMA) for incident relief funds. Each incorporated jurisdiction and individual district within the OA also applies to Cal OES and FEMA for incident relief funds. Documentation and contracting are critical cost recovery elements.

Cost recovery begins with an expenditure of local funds, during the incident's response phase, and ends with the completion of applicable local, State or Federal auditing processes, which can occur well into the incident's long-term recovery phase. Specific forms designed to assist in the recovery process can be found with the Finance Section. Special Districts not within a city should initially submit documentation to the Recovery Branch Director for an IDE. However, Special Districts will provide documentation for reimbursement directly to FEMA.

All County Departments, OA agencies, and special districts are responsible for adequately documenting response and recovery activities. OES and Auditor-Controller prepare and maintain all supporting documentation concerning cost recovery and eligibility for the County. The categories of documentation required include:

- Site Documentation - Law Enforcement, Fire and Emergency Medical Services (EMS) activities
- Site Documentation - Damage and Clean-up
- Jurisdiction Labor Records
- Jurisdiction Equipment Records
- Rented Equipment
- Material Summary Records
- Contract Work Summary Record
- Emergency Contracting

Whenever the jurisdiction enters into an incident period, all involved departments (Fire, Law Enforcement, Public Works, EMS) need to begin tracking all of the above responses and incident-related expenditures. All equipment, material, and regular and overtime labor costs associated with these incidents are eligible for incident reimbursement. Each County Department will create a departmental file containing the following information:

- Name of contact for further details

- Copies of CAD incident histories for each incident-related incident (regardless of whether only regular hour personnel responded)
- Copies of invoices or contracts for contracted/purchased materials, equipment or services
- Force account labor records
- Force account equipment records (Hours and mileage)
- Material records
- Rented equipment records

The documentation is to be maintained and updated by the originating department. It will be turned over to the Recovery Branch Director for processing when the State and Federal inspection teams arrive to complete the Project Worksheets (PW).

8 PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this ESF plan will be consistent with the guidelines established in the EOP.

Training and Exercise

The objective of any emergency management organization is efficient and timely incident Recovery. Because Recovery operations are rooted in the response phase of an emergency, the EOP is the first step toward this objective. As a complement to these plans, this ESF is the second step toward this objective. However, planning alone will not accomplish preparedness for Recovery operations. Training and exercises are essential at all levels of government to make Recovery personnel operationally ready.

To the extent, feasible and applicable, Recovery operations should also be included in functional and full-scale exercises that simulate actual emergencies. While typically designed to exercise procedures and test readiness of response personnel, communications, and facilities, functional exercises should be completed with an eye on Recovery. This can be accomplished by reviewing documentation and contracting procedures to facilitate cost Recovery and consider demobilization when discussing resource allocation and deployment.

9 AUTHORITIES AND REFERENCES

The authorities and references documented in the EOP are considered applicable to this ESF; in addition, the following are also applicable to this function:

9.1 FEDERAL

- National Disaster Recovery Framework, 2nd Edition

9.2 STATE

- California Emergency Services Act, as amended,
- California Incident Assistance Act,
- California Recovery Manual,
- California Recovery and Hazard Mitigation Manual,
- A Guide for Establishing a Local Assistance Center,
- Incident Assistance Funding Guidance,
- Incident Service Worker Volunteer Program (DSWVP) Guidance,
- California Department of Finance
- California Government Code 8630- Local Emergency

9.3 LOCAL

- San Joaquin County Ordinance, Title 4, Division 3, Civil Defense and Incident, Chapter 1, Sections 4-3000 – 3012.