

# **ANNEX J**

# **RECOVERY**

**Revision Three**

Brazoria County And  
Joint Resolution Cities

# APPROVAL & IMPLEMENTATION

## Annex J

## Recovery

Revision Three



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Charlie M. Davis  
Disaster Recovery Manager  
Brazoria County

01/16/2025  
Date

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L. M. "Matt" Sebesta, Jr.  
Brazoria County Judge

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Date

**RECORD OF CHANGES**

**Annex J**

**Recovery**  
Revision Three

<b>Change #</b>	<b>Date of Change</b>	<b>Location of Change</b>	<b>Change Entered by</b>

## ANNEX J

### RECOVERY

#### I. AUTHORITY

- A. See Section I of the Basic Plan.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. 44 CFR 206.48 (Emergency Management and Assistance), Code of Federal Regulations.
- D. Texas Emergency Management Executive Guide – FY 2024 Edition
- E. National Disaster Recovery Framework – Third Edition, December 2024

#### 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 local government and its citizens and businesses to recover from a major emergency or disaster.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

CFR	Code of Federal Regulations
DC	(TDEM) District Coordinator
DDC	Disaster District Chair
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
FEMA	Federal Emergency Management Agency
GLO	General Land Office
HUD	Housing and Urban Development
IA	Individual Assistance
JIC	Joint Information Center
JFO	Joint Field Office
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOC	State Operations Center
SOP	Standard Operating Procedure
TDEM	Texas Division of Emergency Management
pSTAT	Public Assistance State of Texas Assessment Tool
iSTAT	Individual Assistance State of Texas Assessment Tool

##### B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered, or adequately covered, by insurance. Housing assistance is only for U.S. citizens. Assistance is for primary residence only.
2. Public Assistance. 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.
3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.
6. Long Term Recovery Committee: A formalized organization to support individuals, families and communities hit especially hard by a disaster requiring additional time and specialized assistance to address unique needs to recover.
7. WebEOC: WebEOC is an internet-based, emergency operations center crisis information management system. It has functions that allow users to log events, track evacuations, and make logistics requests. All information that is entered in WebEOC becomes part of a log in an easily trackable system.

<b>IV. SITUATION &amp; ASSUMPTIONS</b>
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**A. Situation**

1. As identified in the Brazoria County Hazard and Vulnerability Assessment, which is published in our Hazard Mitigation Action Plan, this jurisdiction 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 and recovery procedures are essential for returning the community 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 may 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. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

**B. Assumptions**

1. Adopting and enforcing land use regulations and required building elevations can reduce much of the structural damage which would otherwise result from a disaster.

2. Brazoria County and its Joint Resolution Jurisdictions must be prepared to deal with a major emergency or disaster alone, until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
4. State and federal assistance may be requested to assist citizens or government entities. 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 financial reimbursement and will require considerable paperwork and take some time to deliver.
5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

## V. CONCEPT OF OPERATIONS

### A. General

Brazoria County's disaster recovery program will be conducted in six steps:

1. Pre-Emergency Preparedness. Prior to an emergency, this annex and a Pre-Disaster Recovery Plan are developed and maintained. Key recovery staff members shall be appointed, including the Recovery Coordinator. This individual will be trained 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. During any phase, the Brazoria County Judge may declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal.
2. Preliminary Damage Assessment. An initial damage assessment is required to support the County'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 damage assessment teams will carry out the initial assessment under the direction of the Recovery Coordinator. Data from this early assessment will provide the input of the County's Disaster Summary Outline (DSO). The DSO can be updated as more data becomes available. DSO's are submitted via an online process. Section V.B below provides amplifying information on the initial damage assessment process.
3. Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which can be done directly after the Judge declares the disaster, or when it becomes apparent the disaster response cannot be met by the County alone. 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 federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.

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, may be deployed as soon as it is requested through the DDC in Texas City. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims 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 victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.
5. Long Term Recovery Activities. Brazoria County will engage in support activities that extend beyond the initial efforts to assist those affected by the incident. Some individuals, families, and communities that are especially hard hit by a disaster may need more time and specialized assistance to recover, and perhaps a more formalized structure to support them.

Depending on the nature, scope and location of the disaster, The Brazoria County Judge may call for the formation of a Long Term Recovery Committee (LTRC). The make-up of this committee will vary depending upon the impact of the disaster, but will consist of various departments, agencies, businesses, community based organizations, jurisdictions, etc. The LTRC will review from a holistic perspective the extent of damage and need, and make determination of priority projects regarding community infrastructure for potable water supplies, waste water treatment, medical care and other recovery needs. The County Recovery Manager will be an active member of the LTRC.

6. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

## **B. Damage Assessment**

1. An extensive detailed damage assessment is the basis of most recovery programs at all levels. The County is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Tax Office.
2. The Recovery Manager will coordinate the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel, including County staff, CERT volunteers, TDEM teams and the Red Cross. Information will be submitted to the SOC via the Disaster Summary Outline (DSO). The DSO is submitted online via: <https://dso.soc.texas.gov/>.
3. Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Recovery Manager.

- a. PA Team. This team will assess damage to publicly owned property. Normally, this team consists of representatives the County Engineers or Maintenance Departments. Damage will be reported in terms of dollars and impacts in 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) Publicly owned utilities
  - 7) Parks and recreational facilities
  
- b. IA Team. This team will survey damage to homes and businesses. A mix of different volunteer groups and County personnel will make up this group.
  - 1) Homes. The DSO guideline, included in Appendix 1 and available online, provides a matrix to report the following information:
    - a) Damage to homes will be categorized by:
      - (1) Type of housing unit: single family, mobile homes, multi-family units.
      - (2) Type of damage: destroyed, major damage, minor damage, affected
    - b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
  - 2) Businesses.
    - a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.
    - b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.
      - 1) Business name and address
      - 2) Owner's name and phone number
      - 3) Type of business
      - 4) Estimated dollar loss
      - 5) Amount of anticipated insurance
      - 6) Value of business
      - 7) Fair replacement value of
        - (a) Contents
        - (b) Structure
        - (c) Land
      - 8) Number of employees
      - 9) Number of employees for which unemployment insurance is carried
      - 10) Estimated number of days out of operation
      - 11) Percent of uninsured loss

### C. Requesting Assistance



Requests for assistance should be forwarded to the Disaster Chair and the SOC as soon as possible to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the Judge determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she will:
  - a. Send a Logistics Request via the WebEOC STAR process stating exactly what assistance is being requested.
  - b. Refer to the submitted DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
2. The County Judge should:
  - a. Prepare a letter to the Governor requesting assistance (an example is in Annex U) and also submit online:
    - 1) A DSO for incorporated areas of the county, if such areas suffered damage.
    - 2) Assist other jurisdictions that suffered damage with their online DSOs.
    - 3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
    - 4) All disaster declarations from mayors.
  - b. Scan a copy of all documents and email them to TDEM and the SOC or submit via WebEOC.
3. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge 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 damage assessment. 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.

#### **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 JFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

- a. Individual Assistance.

- 1) The FEMA Tele-registration System may be activated so that disaster victims may register by phone for federal disaster assistance. Residents may also register via [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov) or by downloading FEMA's smart phone app.

- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) 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, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) 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.
- 3) Virtually 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.

2. Other Assistance

a. SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, the Governor may request assistance in the form of low interest loans available from the SBA.

a. Agricultural Disaster Declarations.

The U. S. Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for the Economic Injury Disaster Loan program.

c. Other State Programs.

Limited assistance may be available through various other state agencies.

**E. Actions by Phases of Emergency Management**

1. Prevention

- a. Develop hazard analysis.
- b. Develop potential mitigation measures to address the hazards identified in the analysis.

## 2. Preparedness

- a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- b. Identify damage assessment team members.
- c. Train personnel in damage assessment techniques.
- d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- e. Identify critical facilities requiring priority repairs if damaged.
- f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
- g. Conduct public education on disaster preparedness.
- h. Conduct exercises.

## 3. Response

- a. Gather damage reports.
- b. Compile damage assessment reports.
- c. Complete DSO.
- d. Keep complete records of all expenses.

## 4. Recovery

- a. The Public Assistance State of Texas Assessment Tool (pSTAT) is a mobile platform to capture storm-related damages to public infrastructure, debris, and other FEMA designated categories of work.
- b. Identify unsafe structures and recommend condemnation.
- c. Monitor restoration activities.
- d. Review building codes and land use regulations for possible improvements.
- e. Communicate effectively with disaster victims.
- f. Identify immediate/emergency needs. \*(PODs)

### \* Point of Distribution (POD)

Brazoria County has a Point of Distribution (POD) System which would be activated during a disaster to assist the citizens of Brazoria County. PODs are established post-incident for distributing life-sustaining commodities (such as water, ice, food, tarps, and other resources) to the public until power is restored or those life-sustaining resources are readily available. PODs generally operate until power is restored and traditional facilities (such as retail establishments) reopen. PODs operate during daylight hours for approximately 12 hours and restock at night, with the supporting jurisdiction making any necessary adjustments based on the situation. Generally, city jurisdictions' host or activate a POD site and Brazoria County will work with each jurisdictional partner and the State of Texas to support and supply the POD system. Brazoria County can, independently, open and activate a POD when necessary. POD sites can be operated and staffed by volunteers and/or State of Texas personnel.

Supplementary information about the POD system can be found in Annex O "Human Services" of the Brazoria County Emergency Management Plan.

Additional information on a Medication Dispensing plan is described in Appendix 3 of Annex H "Health and Medical Services" of the Brazoria County Emergency Management Plan.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. The County 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 EMC shall coordinate recovery efforts. The Recovery Manager will directly assist the EMC and implement the County's disaster recovery program.
3. All departments and agencies may be called on to provide staff support for damage assessment and other recovery activities.

### B. Assignment of Responsibilities

1. The Brazoria County Judge will:
  - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
  - b. In the aftermath of a disaster:
    - 1) Review damage assessments 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 local recovery program when implemented.
2. The EMC will:
  - a. Participate in recovery program briefings, meetings, and work groups.
  - b. Staff a Recovery Manager and supervise their performance prior to, during and after a disaster or event.
  - c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
  - d. Provide guidance to and supervise recovery activities of the Recovery Manager.
  - e. Attend the following PA program meetings:
    - 1) Applicant's Briefing
    - 2) Kick-off Meeting.
    - 3) Other program meetings, as needed.
  - f. Assist the County Judge in preparing documents to request state and federal recovery assistance.

- g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
  - h. Provide situation updates to the District Coordinator (DC).
3. The Recovery Manager will:
- a. Develop a damage assessment program.
  - b. Organize and coordinate training for damage assessment teams.
  - c. In the aftermath of a disaster:
    - 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
    - 2) Compile damage assessment information and complete the DSO.
    - 3) Participate with state and FEMA representatives in the PDA process.
  - d. Coordinate with the MACC to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.
  - e. Activate iSTAT and pSTAT procedures.
  - f. Attend the following PA program meetings:
    - 1) Applicant's Briefing
    - 2) Kick-off Meeting.
    - 3) Other program meetings, as needed.
  - g. Obtain maps showing damage areas from PDA team leaders.
  - h. Assist state and federal teams in preparing recovery PWs for the County.
  - i. Monitor PA program activities and:
    - 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 PW.
    - 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 (P.4) 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.
  - j. Assist in locating a local facility for use as DRC, if needed. Act as the local government representative to the DRC, when needed.

- k. Coordinate with the state and federal Outreach staff to arrange community meetings.
  - l. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.
5. The PIO will:
- Establish a media site to ensure that accurate and current information is disseminated to the public.
6. The Brazoria County Auditor will:
- a. Assume the duties of Recovery Fiscal Officer (as described below).
  - b. Administer fiscal aspects of the recovery program.
  - c. Ensure that the financial results of each project are accurate and fully disclosed.
  - d. Monitor the source and application of all funds.
  - e. Ensure that outlays do not exceed approved amounts for each award.
  - f. Maintain information establishing the local cost share.
  - g. Ensure that all laws, regulations, and grant requirements are complied with.
  - h. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
7. Chief Appraiser of the Brazoria County Appraisal District will:
- Provide estimates of value of damaged and destroyed property to support the damage assessment process.
8. The County Engineering Department will:
- a. Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration.
  - b. Execute the County's Debris Management plan to the appropriate level.
9. The County Building Maintenance Department will:
- Determine extent of damage to government-owned infrastructure systems and estimate the cost of restoration.
10. The Brazoria County Tax Assessor-Collector will:
- a. Estimate dollar losses to local government due to disaster.
  - b. Estimate the effects of the disaster on the local tax base and economy.

11. All departments and agencies will:

a. Pre-emergency:

- 1) Identify personnel to perform damage assessment tasks.
- 2) Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
- 3) Participate in periodic damage assessment training.
- 4) Participate in using geographic information systems (GIS) that may be used in damage assessment.
- 5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.

b. Emergency:

- 1) Make tentative staff assignments for damage assessment operations.
- 2) Review damage assessment procedures and forms with team members.
- 3) Prepare maps and take photos and videos to document damage.

c. Post-emergency:

- 1) Identify and prioritize areas to survey.
- 2) Refresh damage assessment team members on assessment procedures.
- 3) Deploy damage assessment teams.
- 4) Complete damage survey forms and forward to the Damage Assessment 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.

<b>VII. DIRECTION AND CONTROL</b>
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- A. The Commissioner's Court 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.
- B. The County Judge shall provide general guidance for 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.
- C. The Recovery Manager shall direct day-to-day disaster recovery activities and shall report to the County EMC in all recovery matters.
- D. The County Judge may appoint local officials to fill positions that assist the County in recovery. These individuals shall report to the Recovery Manger and EMC in matters relating to the recovery program.

## VIII. INCREASED READINESS LEVELS

### A. Readiness Level 4 – Normal Conditions

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

### B. Readiness Level 3 – Increased Readiness

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

### C. Readiness Level 2 – High Readiness

1. Notify the DC of the situation.
2. Brief damage assessment teams and place on standby.
3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

### D. Readiness Level 1 – Maximum Readiness

1. Provide situation updates to the DC.
2. Have damage assessment 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 (Street Sheets) which can be found in Appendix 2. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

#### 2. Disaster Summary Outline (DSO).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. This report is submitted to the State of Texas via the website <https://dso.soc.texas.gov/>. A copy of the DSO form is provided in Appendix 1 for help collecting the information; the actual report *must* be submitted online.

#### 3. pSTAT (Public Assistance State of Texas Assessment Tool)

pSTAT helps the state and county identify disaster damages to public infrastructure and to assist emergency management officials assess the damages that occurred. This data will determine if the state of Texas and our communities meet federal thresholds for disaster assistance. The pSTAT is for local government use and should not be released to the public.

### B. Records

Each department or agency 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. The County Auditor's Office and Purchasing Office 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 PWs
  - 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

### **D. Training**

1. The Recovery Manager shall attend disaster recovery training. As minimum, G-205 - Recovery from Disaster: The Local Government Role is required.
2. Those individuals assigned duties working with IA and PA should also attend training appropriate to their duties.
3. The Recovery Manager and EMC are responsible for coordinating appropriate training for local damage assessment teams.

### **E. Release of Information**

1. Any personal information 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.
2. General information, such as the numbers of homes damaged and their general locations may be provided to private appraisers, insurance adjusters, etc.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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**A. Development**

The Brazoria County Recovery Coordinator is responsible for developing and maintaining this annex.

**B. Maintenance**

This annex will be reviewed annually 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 standard operating procedures for those activities.

**XI. REFERENCES**

- A. TDEM, *State of Texas Emergency Management Plan – Basic Plan – February 2020*  
[State of Texas Basic Plan 2020.pdf](#)
- B. FEMA, *PA Applicant Handbook* (FEMA-323). [FEMA 2010 PA Applicant Handbook](#)
- C. FEMA, *Debris Management Guide* (FEMA-325). [FEMA Debris Management Guide](#)
- D. TDEM pSTAT and iSTAT Resources: [TDEM pSTAT & iSTAT Jurisdiction Portal](#)
- E. Current FEMA Policy Letters online at: [www.fema.gov/assistance/public/library](http://www.fema.gov/assistance/public/library)

**APPENDIX**

Appendix 1.....Disaster Summary Outline  
Appendix 2 ..... Site Assessment Form  
Appendix 3..... iSTAT and pSTAT Procedures

Live

Incident

Incident: 17-0021 Harvey 2017

General

Jurisdiction Type:\* City County

If a jurisdiction is in multiple counties, a DSO from each county will need to be filled out.

County:\* Select One

City / Areas Also Included:\* Select One  
 Unincorporated Areas  
 Abbott  
 Abernathy  
 ...

Population:

Event Type: Select One  
 Chemical/Biological  
 Coastal Storm  
 Dam/Levee Break  
 ...

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: Start Date End Date Continuing

Was a local disaster declaration issued? Yes No

Contact Person:\*

Contact Person Title:\*

Address:

Phone:\*

Mobile Phone:

Fax:

Pager:

24-Hr Duty Officer/Sheriff's Office:

Individual Assistance

Residential Losses - Primary Residence Only

Type of Homes	Affected	% Insured Affected	Minor Damage	% Insured Minor	Major Damage	% Insured Major	Destroyed	% Insured Destroyed
Single Family Homes	0	%	0	%	0	%	0	%
Manufactured Homes	0	%	0	%	0	%	0	%
Multi-Family Units	0	%	0	%	0	%	0	%
Totals	0		0		0		0	

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

**Business Losses/Impacts:**

	Number	# Covered by Adequate Insurance	Total estimated cost
Minor Damage (less than 40%)	0		\$ 0
Major Damage (greater than 40%)	0		\$ 0
Total	0		\$ 0

How many businesses have ceased operations?: 0

How many businesses have experienced economic injury?: 0

Estimated number of persons unemployed because of this disaster: 0 (Contact affected businesses and the local Texas Workforce Commission Office)

**Public Assistance**

Category	No. of Sites	Estimated Cost	Anticipated Insurance*
<b>A</b> Debris Clearance	0	\$ 0	\$ 0
<b>B</b> Emergency Protective Measures	0	\$ 0	\$ 0
<b>C</b> Roads & Bridges	0	\$ 0	\$ 0
<b>D</b> Water Control Facilities (Dams, levees, dikes)	0	\$ 0	\$ 0
<b>E</b> Buildings & Equipment	0	\$ 0	\$ 0
<b>F</b> Public Utility Systems (Gas, Electric, Sewer, Water)	0	\$ 0	\$ 0
<b>G</b> Other Types of Facilities (Recreational Facilities, Airports, etc.)	0	\$ 0	\$ 0
Totals	0	\$ 0	\$ 0

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

Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$ 0

Start of Fiscal Year(Month):

**Other Eligible Entities**

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

Organization/ Facility	Cat A-G	No. of Sites	Estimated Cost	Anticipated Insurance*
1	▼	0	\$ 0	\$ 0
2	▼	0	\$ 0	\$ 0
3	▼	0	\$ 0	\$ 0
4	▼	0	\$ 0	\$ 0
5	▼	0	\$ 0	\$ 0
6	▼	0	\$ 0	\$ 0
7	▼	0	\$ 0	\$ 0
8	▼	0	\$ 0	\$ 0
9	▼	0	\$ 0	\$ 0
10	▼	0	\$ 0	\$ 0
11	▼	0	\$ 0	\$ 0
12	▼	0	\$ 0	\$ 0
13	▼	0	\$ 0	\$ 0
14	▼	0	\$ 0	\$ 0
15	▼	0	\$ 0	\$ 0
<b>Totals</b>		0	\$ 0	\$ 0

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.

**General Notes**

Notes:

**Submitter Information**

Name:\*

*If you include your email, a confirmation email will be sent to you.*

Email:\*

County Email: [1]

DC Email: [1]

Additional Emails: [1]





**DAMAGE ASSESSMENT – Business**

Collect information for each business on a separate form.

**Respondent Information**

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

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location: \_\_\_\_\_  
(City) (County)**Business Information**

Business Name: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Phone Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

**Property Information**

Damaged Property Location: \_\_\_\_\_

Is business inaccessible? Yes No

Is the business (circle one): Home-based Stand-alone

Is the property (circle): a) Urban Rural

b) Owned Rented

If property is rented: Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**DAMAGE ASSESSMENT – Business****Damage Assessment**

Designation (check one):         \_\_\_\_\_ Destroyed  
   \_\_\_\_\_ Major Damage  
   \_\_\_\_\_ Minor Damage  
   \_\_\_\_\_ Affected Habitable

Is business insured:                     Yes                     No

Does business have flood insurance?     Yes                     No

Dollar damage to business:                                     \$ \_\_\_\_\_

Dollar estimate of insurance recovery:                             \$ \_\_\_\_\_

Estimated loss of sales:                                     \$ \_\_\_\_\_

Dollar damage to inventory:                                     \$ \_\_\_\_\_

Dollar estimate of insurance recovery for inventory:                             \$ \_\_\_\_\_

Dollar damage to equipment:                                     \$ \_\_\_\_\_

Dollar estimate of insurance recovery for equipment:                             \$ \_\_\_\_\_

Did the business experience indirect damage (i.e., utility outage, roads blocked so customers could not reach business, etc.)?   Yes            No

Estimated dollar value of indirect damage:                                     \$ \_\_\_\_\_

**Insurance Information**

Name of insurance company:                     \_\_\_\_\_

Insurance Agent:                     \_\_\_\_\_ Phone:                     \_\_\_\_\_

**Other Information**

Type of Business (check one):         \_\_\_\_\_ Manufacturing  
   \_\_\_\_\_ Service  
   \_\_\_\_\_ Retail

Number of:           a) Manufacturing jobs                     \_\_\_\_\_

b) Retail/service/clerical jobs                     \_\_\_\_\_

c) Professional jobs                     \_\_\_\_\_

Number of people unemployed for:           a) 1-7 days                     \_\_\_\_\_

b) 1-4 weeks                     \_\_\_\_\_

c) Over 4 weeks                     \_\_\_\_\_

d) Permanent                     \_\_\_\_\_

Will this business be repaired or rebuilt?                     Yes                     No

Will this business be repaired/rebuilt in same community?                     Yes                     No

From FEMA's EMI course IS-1 Emergency Manager: An Orientation to the Position

## Public Assistance State of Texas Assessment Tool (pSTAT)

pSTAT user guide for mobile devices or Desktop Computer

- Download app “ArcGIS Survey123” (Mobile Devices)
- From Desktop Computer - click current disaster link
- From Desktop Computer skip to instructions below QR code
- Open app and choose “continue without signing in”
- Scan QR code below:



## TDEM pSTAT

- Fill in information on blanks
- Choose “Severe Storm/Tornado” for disaster type
- Choose which level of damage occurred from drop menu
- Type in Your Jurisdiction name & Brazoria County for applicant name
- Type in 48039 for FIPS Number
- Choose the damage category from menu choices (A-G)
- Choose work completion level
- Enter estimated cost
- Choose how cost estimate was determined
- Upload photo of damage and/or repair
- Enter your name
- Push submit
- Each damage project must be a separate submission

# TDEM iSTAT Procedure



## TDEM iSTAT

Individual State of Texas Assessment Tool (iSTAT) Damage Surveys

Select an incident option below to submit damages to your **Residence or Business** property.

Information and “how-to” videos.

<https://damage.tdem.texas.gov/>