

# STATE OF ARKANSAS



## Recovery Plan 2014



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## **I. EXECUTIVE SUMMARY**

This Recovery Plan describes the methods the state will use to conduct recovery activities. The Recovery Plan integrates the tenets of the National Incident Management System (NIMS) and the National Response Framework (NRF) in order to maximize the effectiveness of preparedness, response, recovery and mitigation activities. Recovery activities addressed in this plan include: the Federal Declaration and Assistance processes, Recovery Field Operations and programs, State Emergency Operations Center (SEOC) activities, Joint Field Office (JFO) activities, and the roles and responsibilities of Recovery personnel.

## **II. INTRODUCTION**

The State of Arkansas Recovery Plan addresses the consequences of all hazards in which there is a need for state recovery assistance tornadoes, floods, drought, earthquakes, severe winter weather, and wildfires. It also becomes applicable should there be a technological or man-made emergency such as hazardous material release or other incidents requiring state assistance. The Recovery Plan utilizes other plans and standard operating guidelines, depending on the type of incident requiring recovery assistance and whether recovery activities are being initiated pre- or post-incident.

## **III. SITUATION AND ASSUMPTIONS**

- A. Disasters in Arkansas can occur at any time and without warning. When this occurs, it is first the responsibility of the local government to alleviate and minimize impact to the community and citizens. The local government will be responsible to provide any immediate needs to its residents, necessary sheltering, and immediate debris clearance on roads allowing emergency services and restoration of immediate services.
- B. State assistance may be available if the local government has exhausted all resources and the Chief Elected Official (i.e. County Judge) or his/her designee has declared an emergency or disaster to the SEOC by submission of a disaster emergency proclamation within five (5) business days of the event.

- C. Many times combined local and state efforts are not sufficient to effectively cope with the direct results of the disaster. This situation calls for Federal assistance to supplement the State and local efforts. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended; (Stafford Act) was designed to do this. The Stafford Act authorizes the President to provide assistance to individuals and to State and local governments to help them respond to and recover from a disaster. Certain types of private nonprofit organizations may also receive assistance.
- D. Under provision of Public Law 93-288, the Stafford Act, the Federal Emergency Management Agency (FEMA) is designated as the federal agency to administer federal aid when the scope and magnitude of a disaster is such that effective response of local and state agencies is impossible.
- E. A very important part of the disaster program funded under the Stafford Act is the commitment of the local governments and volunteer organizations. Both the State and local governments must share in the cost of recovery; they must adhere to the rules and regulations of the disaster recovery program; they must plan for response and recovery; and they must plan and implement hazard mitigation measures to reduce impacts of future disasters.
- F. Under certain circumstances, it will be possible to ascertain that a disaster is almost certain and will be of sufficient magnitude to require federal assistance under provisions of Public Law 93-288, the Stafford Act. Under such circumstances, the Governor may request direct assistance from the President prior to a Presidential declaration to alleviate or prevent the disaster. An example would be a forest fire, which cannot be controlled by state resources and threatens to cause catastrophic destruction. Direct federal assistance may be provided in accordance with a federal-state agreement for fire suppression. Another example would be a flood crest expected within thirty-six hours. Federal assistance in strengthening and building up flood defenses and evacuation of threatened population could be obtained. Such assistance would logically be provided through resources of the Army Corps of Engineers.

#### **IV. PURPOSE**

The purpose of this Plan is to describe the Recovery process as it occurs at the state level; it includes the organizational structure and operational responsibilities of Recovery team members. The plan provides an overview of the State of Arkansas short and long term disaster recovery strategies, programs and operations. The Arkansas Department of Emergency Management (ADEM) will be responsible for planning, implementing, and managing the Arkansas disaster recovery programs with or without the activation of the SEOC. This Plan addresses the short-term priority needs of disaster survivors and local damaged infrastructure. The long-term recovery priorities, as determined during the post-disaster workshops and strategy sessions, are part of the Individual Assistance (IA)

program and Public Assistance (PA) program in concert with the State’s Hazard Mitigation program.

## **V. SCOPE**

This Plan applies to all state departments that are tasked to provide recovery assistance. It describes state actions to be taken in providing short-term and long-term recovery assistance. The identified actions and activities in this Plan are based on existing state and federal statutory authorities or on specific functional mission assignments made under the provision of PL 93-288, as amended, and Arkansas Code Annotated 12-75-101, et seq.

## **VI. CONCEPT OF OPERATIONS**

### **A. PHASED REACTION**

Preparedness, Response, Recovery and Mitigation are emergency management terms referring to phased reactions to a disaster event.

- Preparedness—involves actions taken prior to a disaster. Planning and staff training are major components of Preparedness.
- Response—refers to actions prior to impact such as opening shelters, and actions in the immediate aftermath to maintain order, repair essential services and meet human needs.
- Recovery—is concerned primarily with rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal.
- Mitigation—concerns actions, which provide a long-term or perhaps permanent reduction in exposure to or probability of loss from a disaster.

### **B. RECOVERY PROCESS**

#### **1. Emergency Operations Center**

After an event takes place, the SEOC becomes the central coordinating point for state, federal and volunteer agency response activities; in general, these actions are initiated by Local/State Declarations of Emergency and the need for emergency response resources. However, even in the initial response phase of a disaster, Recovery must begin to lay the foundation not just for restoring health and safety to affected communities but also for rebuilding and revitalizing those communities in the long-term. Many recovery operations are being coordinated from the SEOC in advance of and immediately following an event so service can begin as soon as possible.

## **2. Short Term**

The following list of priorities will be based on the nature, scope, and magnitude of the event and may not be addressed following an event, but will be addressed as appropriate and necessary. Most short term recovery efforts are the responsibility of citizens, local government jurisdictions, and the private sector. Local government jurisdiction may request assistance through the state for necessary resources that are coordinated through the SEOC. The coordination for state resources is done within the guidelines of the Arkansas Comprehensive Emergency Management Plan (ARCEMP) and its annexes. The necessary state agency to support all requests will be directed and administered by the appropriate Emergency Support Function (ESF).

- Life, Health, and Safety
- Search and Rescue
- Debris removal
- Temporary restoration of critical infrastructure include Power restoration, Potable water, Waste water treatment facilities and equipment, Telecommunications, Medical facilities, Fire, Law Enforcement, Emergency Medical Services.
- Provision of shelter, food, and medical assistance
- Temporary health and welfare assistance
- Delivery of Critical Incident Stress Debriefing to responders and citizens
- Vital Resources are generally identified by type, quantity, capability, and primary agency or ESF. Additional assets not previously identified/tasked by Federal, State, and/or Local governments may be available with the use of mutual aid, compact agreements through the Emergency Management Assistance Compact (EMAC), from professionals and/or subject matter experts from non-governmental agencies and various volunteer groups.

## **3. Long Term**

Long-Term Recovery is a sustained period of recovery that may last for months or years depending on the nature of the event.

- Restoring Critical Infrastructure
- Providing Temporary/Interim Housing

- Repairing or Replacing Private Property
- Providing Human Services
- Repairing or Replacing Public Property
- Permanent Debris Removal/Management
- Economic Recovery

#### **4. Types of Declarations**

- a. If a Chief Elected Official (i.e. County Judge) has determined that the situation is beyond the severity and magnitude of the jurisdictions capabilities he/she can submit a disaster emergency proclamation within five (5) business days to the SEOC.
- b. The Governor may authorize a state of emergency or a disaster declaration at anytime during or after an event. An Executive Order (EO) or Proclamation (DR) will be produced by the Disaster Management Division and approved by the ADEM Director. It will be forwarded to the Governor's office for final approval and signature of the Governor and Secretary of State.
  - 1) An Executive Order (EO) declares a state of emergency and/or authorizes immediate funds from the Governor's Emergency Response program to offset response actions and expenses by state agencies.
  - 2) A Proclamation (DR) is to declare specific jurisdictions and/or counties a disaster area. This will only be authorized if those jurisdictions submitted a disaster emergency proclamation to the SEOC. A proclamation authorizes the Arkansas disaster recovery programs (State IA and/or State PA) and any eligible funds for the administration of the programs.
- c. The Governor may request a Presidential Disaster Declaration at any time during or after an event, not exceeding 30 days of the incident closure. The request may include all, but not limited to the following: IA, PA to include all categories of work, Hazard Mitigation Statewide, and Direct Federal Assistance, etc.

## C. DISASTER RECOVERY PROGRAMS

### 1. State Disaster Recovery Programs

- a. The State IA Program is authorized under Arkansas Code Annotated 12-75-101 et.al and administered under State of Arkansas Individual Assistance Policy.
- b. ADEM administers the State Individual Assistance Program. Through the development of damage surveys and a declaration from the county judge the State of Arkansas may offer disaster assistance. This aid is for qualified homeowners/renters whose primary residence was damaged in a declared area. If the damages exceed the capabilities of the local government a state declaration will be requested through the Governor's Office. The State of Arkansas disaster assistance covers basic needs only and will not normally compensate applicants for their entire loss. If applicants have insurance, the State of Arkansas may help pay for basic needs not covered under insurance policies.
- c. The State PA Program is authorized under Arkansas Code Annotated 12-75-101 et.al and administered under State PA Standard Operating Procedures.
- d. ADEM administers the State PA Program. The State PA program is designed to fill the gap between local recovery efforts and federal disaster assistance following a disaster situation. The program provides assistance to eligible applicants and facilities for debris removal, emergency protective measures, and permanent restoration of infrastructure. It is made available to eligible applicants (Local Governments and State Governments) that are located in a declared area. The State cost share of these expenses cannot be more than 35 percent (35%) of eligible costs. The State cannot provide assistance until the situation has clearly exceeded the capability of local government.

### 2. Federal Disaster Recovery Programs

In the event that both local and state governments are overwhelmed the Governor of Arkansas will submit a Presidential Request for assistance. If approved, federal assistance may be available in declared areas for local and state government facilities, certain eligible private non-profit organizations, qualified individuals, families, and businesses whose damaged property is in a designated area. FEMA administers the Individuals and Households Program and make available other needed assistance. ADEM administers the Federal PA Grant Program.

- a. **Federal Individual Assistance Program**  
Once the President declares a disaster, funds are available through

a series of disaster relief programs to assist in rebuilding communities within the disaster area. These programs are grouped under the title IA and include the following:

- 1) The Federal Emergency Management Agency's Individuals and Households Program, which provides eligible applicants with grant assistance for home and personal property damage. The two provisions include: Housing Assistance, which is 100% federally funded and covers rental assistance and home repair and replacement, and Other Needs Assistance that is 75% Federal and 25% State funded and covers essential personal property.

Examples of ONA assistance are:

- Disaster-related medical and dental costs
- Disaster-related funeral and burial cost
- Clothing and other household items
- Fuels for primary heat source (heating oil, gas)
- Clean-up items (wet/dry vacuum, dehumidifier)
- Disaster damaged vehicle
- Moving and storage expenses

- 2) Other Needs Assistance is Small Business Administration dependent, meaning that you must be denied a Small Business Administration loan in order to receive this grant. United States Small Business Administration (SBA) can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property,
- Business physical disaster loans to business owners to repair or replace disaster-damaged property, including inventory, and supplies; and
- Economic injury disaster loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

- 3) The Crisis Counseling Program which provides short-term and long-term counseling services for disaster survivors. The program

sends trained counselors to the field to aid disaster survivors who are operating under a great deal of stress to come to terms with their situation and function more effectively in their efforts to recover from their loss and continue their lives. This Crisis Counseling Program is coordinated under a joint grant with the Federal Emergency Management Agency and the Center for Mental Health Services.

- 4) The Disaster Unemployment Assistance Program which provides unemployment assistance to disaster-affected individuals not covered by the regular unemployment assistance program.
- 5) The Job Training Partnership Act that provides funds for job training.
- 6) The National Emergency Grant (NEG) which provides funding for temporary, disaster-specific jobs to be filled by those who have been displaced from their permanent employment due to a disaster.
- 7) Volunteer Organizations such as the Salvation Army, the Red Cross and religious charities which provide food, shelter, medical aid and other short-term assistance in coordination with ESF 14
- 8) Long-Term Assistance such as replacement low-income housing provided by state operated programs, i.e. the Community Development Block Grants Program.

**b. Federal Public Assistance Program**

Federal assistance will be granted when the situation is clearly beyond the capability of both local and state governments. A team of Local, State and Federal personnel will complete Preliminary Damage Assessments (PDAs) which will help with determining eligibility for a Presidential Declaration. Federal determination is based on a number of factors: which include population (implied tax base), impact upon jurisdiction's infrastructure and recent disaster history. ADEM, the Grantee, administers the Federal PA Grant Program.

The PA Program is available to assist with reimbursement of repairs to damaged eligible facilities. It is made available to eligible applicants (Local Governments, State Governments and certain Private Non-Profit organizations) that are located in a designated damage area. The Federal cost share for this program will not be less than 75% of eligible expenses for emergency

measures and permanent restoration. The state and eligible applicants will be responsible for the 25% non-federal share.

The following are aspects of the PA Program as defined by the PA Program Guide (FEMA 322) unless otherwise noted:

- 1) Eligible Applicants—Eligible applicants include state governments, local governments and other political subdivisions, Indian Tribes, and certain private, non-profit organizations, which provide the general public with essential services of a governmental nature.
- 2) The Applicant Briefing—Immediately after the Declaration, an Applicant Briefing will be held by the state to explain the PA process including application procedures, funding eligibility and administrative requirements. At the meeting, potential applicants will be asked to complete a Request for PA form, which includes points of contact and is the first required step for receiving Federal Disaster Assistance.
- 3) Kickoff Meeting—Once the Requests for PA have been received, Federal/State PA Coordinators work areas and assignments are made. This is followed by a “Kickoff Meeting” with eligible applicants to identify damages and begin project formulations. Complete instructions as to how the PA Program functions and subsequent technical assistance is provided to all applicants.
- 4) Project Worksheets (PW)—Will be prepared for each site and in each Category A-G for all eligible damage in excess of \$3000. The PWs contain a description of the damage, a scope of work to repair or replace the damaged site and an actual or estimated cost for the project. The PWs are validated and when approved, funds are obligated to the state by the Federal Emergency Management Agency. Disagreements on PWs cost eligibility, etc. are grounds for appeals.
- 5) Mutual Aid Compensation— Statewide Mutual Aid Act, Arkansas Code Annotated 12-75-119, Act 1179 of 2005, authorizes political subdivisions to enter into Mutual Aid Agreements, allowing entities to assist others during emergencies by providing needed resources, i.e. personnel, property or equipment. The cost of this aid, as provided by one of the Statewide Mutual Aid Agreement signatory participants, is reimbursable under PA in a declared event
- 6) Obligation —Once the PWs are approved, the Federal

Emergency Management Agency notifies the state of the approved amount and the funds are electronically available to the designated state account for payment to the applicant.

- 7) **Small Projects**—For small projects, payment of the federal and state share is based on the estimate in the PW and not the actual expenses. Small projects receive the entire federal and state share of the obligated amount. Small projects are defined by a cost threshold which is set in the by FEMA in the Federal Register Notice for each federal fiscal year (as required by Stafford Act, P.L. 93-288).
  - a) **Closeout (Small Projects)**—When small projects are completed, the subgrantee notifies the state by letter, certifying that the projects have been completed in accordance with the approved scope of work. Final closeout is based on the certification of completion.
- 8) **Large Projects**—For large projects, the federal and state shares are paid out as a reimbursement of documented expenses. Large projects are defined by a cost threshold set in the same Federal Register Notice that sets the small project threshold.
  - a) **Closeout (Large Projects)**—To close a large project, documentation is submitted by the subgrantee and reviewed by the grantee. Once reconciled, final inspection of the site is scheduled to ensure compliance with the scope of work and actual eligible costs. After final inspection, a closure letter is sent to Region 6 for approval/closure.

c. **Fire Management Assistance Grant Program**

Fire Management Assistance is available to States, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster.

The Fire Management Assistance declaration process is initiated when a State submits a request for assistance to the FEMA Regional Administrator at the time a "threat of major disaster" exists. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours.

The Fire Management Assistance Grant Program (FMAGP) provides a 75 percent Federal cost share and the State pays the remaining 25 percent for actual costs.

Before a grant can be awarded, a State must demonstrate that total eligible costs for the declared fire meet or exceed either the individual fire cost threshold - which is applies to single fires, or the cumulative fire cost threshold, which recognizes numerous smaller fires burning throughout a State.

Eligible firefighting costs may include expenses for field camps; equipment use, repair and replacement; tools, materials and supplies; and mobilization and demobilization activities.

d. **Other Types of Assistance (State and Federal)**

1) Assistance programs for individuals may also be activated to assist those who have been affected. Other types of assistance or programs may be available during Gubernatorial and Presidential declared disasters. The availability of the following programs is dependent on the type of disaster, the needs of the community, and extent of damages.

- Crisis Counseling
- Disaster Unemployment Assistance (DUA)
- Legal Services
- Tax Assistance
- Veteran Affairs
- Food Stamp
- Farm Services

2) Arkansas Voluntary Organizations Active in a Disaster (ARVOAD)

- ARVOAD is a humanitarian association of independent voluntary organizations who may be active in all phases of disaster. Its mission is to foster efficient, streamlined service delivery to people affected by disaster, while eliminating unnecessary duplication of effort, through

cooperation in the four phases of disaster: preparation, response, recovery, and mitigation.

- [www.arvoad.com](http://www.arvoad.com)

### **3. Long Term Recovery**

After short term recovery priorities have been met, the task of completing long-term goals begins. With the goal of assisting a community on its path to return to pre-disaster condition, the long-term recovery process is mainly a coordination effort between all available Federal, State, and Local resources as well as those offered by non-governmental organizations.

#### **a. Pre-Incident Planning and Operations**

- 1) Meet at the state level to ensure procedures and program/contact information are up to date, to discuss lessons learned from incidents and exercises, and to explore ways to leverage available resources by creatively packaging State and Federal assistance.
- 2) Coordinate development of state strategies and plans in coordination with all ESFs and others, as appropriate, to address key issues for disasters. Those key issues may include incident housing and permanent housing, contaminated debris management, decontamination and environmental restoration, restoration of public facilities/utilities and infrastructure, restoration of the agricultural sector, parks, recreational facilities and long-term community recovery.
- 3) Involve as appropriate, State, local, and federal government representatives, local planning and building science organizations, NGOs, and private-sector organizations in pre-event planning activities.
- 4) Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
- 5) Develop action plans delineating appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards. Plans include scaling to appropriate levels of staffing and coordination based on the nature and size of the incident.

#### **b. Post – Event Planning and Operations**

- 1) Gather information from State and local governments to assess the scope and magnitude of the social and economic impacts on the affected geographical region. Convene interagency meetings to:
  - Develop an incident-specific action plan to delineate specific agency participation to support specific community recovery and mitigation activities, using pre-incident Federal (when applicable), State and local plans, to the extent appropriate, and take actions to avoid duplication of assistance to recipients; and
  - Facilitate sharing of information and identification of issues among agencies and ESFs, and coordinate early resolution of issues and the delivery of Federal assistance to minimize delays for assistance recipients
- 2) Coordinate identification of appropriate State and/or Federal programs to support implementation of long-term community recovery plans and gaps under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- 3) Coordinate implementation of the recommendations for long-term community recovery with the appropriate State and/or Federal departments and agencies if the recommendations include program waivers, supplemental funding requests and/or legislative initiatives.
- 4) Facilitate recovery decision-making across ESFs. Also facilitates awareness of post-incident digital mapping and pre-incident State and local hazard mitigation and recovery planning across ESFs

#### **D. RECOVERY FIELD OPERATIONS**

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized Recovery personnel into the disaster area, including: Preliminary Damage Assessment Teams, Community Response Teams/Area Coordinators, and Disaster Recovery Centers.

1. Preliminary Damage Assessment -

Damage assessments are used to determine the magnitude of the disaster and/or emergency. It is used to identify the immediate needs of individuals, critical facilities, businesses, and local government services or facilities. The levels of assessments are identified below:

- a. Initial damage assessments will be completed by the local government and reported to the SEOC. This information will be used by the ADEM Recovery Branch and Area Coordination Branch to determine the magnitude of the event and determine the types of assessments and actions that need to be conducted by either the State and/or Federal Government.
- b. If additional damage assessments are need, they will be conducted between the Area Coordination Branch and the local emergency management coordinator. They will document the types of damages by individual residents, infrastructure, critical, non-critical, and unmet and/or necessary needs. These assessments will be documented and forwarded to the Disaster Management Division Director and Recovery Branch for further guidance and determination if a federal damage assessment is warranted.
- c. Federal damage assessments will be requested by the ADEM Director to the FEMA Regional Administrator, upon recommendation from the Disaster Management Division Director and Recovery Branch Manager. The coordination of these assessments will be conducted by FEMA and ADEM Recovery Branch.

2. Disaster Recovery Centers -

Disaster Recovery Centers (DRC) are established as a result of a Gubernatorial or Presidential declared disaster. It allows government and volunteer agencies near the most impacted areas to offer disaster related assistance and resources. It also allows citizens the ability to apply for any assistance that is made available by local, state, federal, and volunteer agencies. The State IA Officer and Recovery Branch manager will administer the DRC plan once authorized by the ADEM Director.

3. Area Coordinators –

The Area Coordination Branch provides assistance, coordination, guidance and information to local governments on grants available from ADEM or other sources, available training opportunities, and general information to help them operate their local emergency management programs. During emergencies, the area coordinator responds to the impacted county to provide assistance, support and coordination with the

SEOC for asset requests and to act as a link for information going between local and state governments.

4. Arkansas Disaster Assistance Team (ADAT) –

Qualified team members used to assist ADEM staff in determining legal matters, assigning State staff in the resource pool, assessing damages, preparing and reviewing PWs depending on the level of State involvement and conducting interim and final inspections when necessary.

5. Public Assistance Activities –

The Governor may authorize the State PA Program for eligible applicants and facilities that are located in a declared area. If damages exceed criteria of the State PA Plan then federal assistance maybe requested.

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for PA at an Applicant Briefing. These briefings are publicized through the media and though notifications to County Emergency Management Directors. Additionally:

- PWs are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75%. The 25% non-federal share is normally provided from a combination of state and local sources in accordance with policies established by the Office of the Governor and the Arkansas Legislature. In addition, the federal government does provide for an administrative cost allowance for each eligible project.
- The state serves as the Grantee and eligible applicants are Sub-grantees under the Federal Disaster Assistance Program. Contractual agreements with ADEM are executed with applicants with all reimbursement coming though the Division.
- Documentation, record keeping, inspections and final closeouts are overseen and approved by the Department of Emergency Management.
- The federal government may authorize reimbursement of approved costs for work restoring certain public facilities after a major disaster declaration by the President or under the statutory authority of some federal agencies.
- The Governor and the State Legislature may authorize other assistance to a local government based upon a declared emergency.

6. Individual Assistance Activities –

The Governor may authorize the State IA Program for qualified home owner and renters whose primary residence has been damaged in a declared area. If damages exceed criteria of the State IA Plan then federal assistance maybe requested.

If a Presidential Declaration has been issued that authorizes IA, the State IA officer and the Recovery Branch Manager will coordinate with a federal counterpart on all related IA programs.

## **VII. ROLES AND RESPONSIBILITIES**

- A. Governor's Authorized Representative (GAR) - The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement. Normally, the Governor's Authorized Representative will be the Director of ADEM.
- B. Alternate Governor's Authorized Representative (AGAR) - The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients in the event that the GAR is unavailable. The AGAR is responsible for State compliance with the FEMA-State Agreement. Normally, the Authorized Governor's Authorized Representative will be the Deputy Director of ADEM
- C. State Coordinating Officer (SCO) - The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government. The SCO will be appointed by the Director of ADEM
- D. Deputy State Coordinating Officer (DSCO) - The Deputy State Coordinating Officer is the representative of the State Coordinating Officer in the Joint Field Office and by extension, the Governor of Arkansas. This position is responsible for the establishment and management of state operations in the Joint Field Office as well as coordination between state and federal programs. The Deputy SCO approves mobilizations and demobilization of staff and resources and resolves issues as they arise. The function is maintained from the planning stage though closing of the Joint Field Office.
- E. State Infrastructure/Individual Assistance Branch Director (IBD) - This person is responsible for administering the PA program and IA programs at the state level.

- F. Deputy State Infrastructure/Individual Assistance Branch Director (DIBD) - This person is responsible for administering the PA program and IA programs at the state level when the State Infrastructure/IA Branch Director is unavailable.
- G. State Public Assistance Officer (SPA0) - The person responsible for administering the PA program at the State level.
- H. The State Individual Assistance Officer (SIAO) - along with the Federal IA Office will coordinate and execute the Individuals and Household Program (IHP). The State IA Officer will work with ARVOAD and other organizations (Federal, State, and Private) to identify necessary needs and/or shortfalls that cannot be provided by disaster assistance programs.
- I. Accountant - The person(s) qualified to assist the Recovery Branch staff perform professional accounting work in PA programs.
- J. The Area Coordination Branch provides assistance, coordination, guidance and information to local governments on grants available from ADEM or other sources, available training opportunities, and general information to help them operate their local emergency management programs. During emergencies, the area coordinator responds to the impacted county to provide assistance, support and coordination with the state EOC for asset requests and to act as a link for information going between local and state governments.
- K. Arkansas Disaster Assistance Team (ADAT), qualified team members used to assist ADEM staff in determining legal matters, assigning State staff in the Resource Pool, assessing damages, preparing and reviewing PWs depending on the level of State involvement and conducting interim and final inspections when necessary.
- L. The Recovery Branch starts with the response to the emergency and follows the disaster through final recovery. The branch works with individuals as well as local governments, state agencies, and private non-profit organizations. This branch is responsible for generating the documents that allow state and federal involvement through the disaster declaration process. They also supply the bulk of the Joint Field Office staff during federally declared disasters. This branch also oversees the programmatic aspects of the state and federal IA and PA programs.
- M. State Voluntary Agency Liaison - The State Voluntary Agency Liaison coordinates with the IA officer and State Infrastructure/IA Branch Director for coordination of Recovery activities involving the American Red Cross, the Salvation Army and the other state and local voluntary agencies. The State Voluntary Agency Liaison will normally be a member of the Arkansas Department of Human Services staff.

- N. Public Information Officer - The Public Information Officer works closely with the Federal and County Public Information Officers to develop joint press releases to both general and specific target audiences.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All recovery grant programs and this Short Term Recovery Plan are kept on file at the State Emergency Operation Center. The Recovery Branch is responsible for developing, maintaining, and updating these administrative plans.
2. Discrimination on the grounds of race, color, age, sex, religion, nationality, physical impairment, or economic status is not allowed in the execution of activities outlined in this plan. This applies to all levels of government, volunteer organizations, and the private sector.
3. This plan will be administered by the AR Department of Emergency Management when the Governor has issued a state emergency and/or disaster declaration. Depending on the magnitude or severity of the event depends on which recovery plans will be implemented.

### **B. Logistics for Plan Implementation**

- a. ADEM is the lead agency for the coordination of the Resource Management function during disasters and identifies all resources for use in a disaster situation, including those available from other State departments/agencies, neighboring states, military installations, and the federal government when necessary or requested. ADEM will coordinate all purchases and requisitions through the lead state agency for ESF #7 (AR Department of Finance and Administration).
- b. ADEM will coordinate with FEMA to locate and Joint Field Office (JFO) in an appropriate location that will have reasonable logistical support for all staff that are deployed to work federal disaster declaration. FEMA is responsible for most logistical arrangements at the Joint Field Office (JFO). ADEM will be responsible for state owned equipment and necessary resources for use during JFO operations.

- c. Each state agency and local political subdivision maintains records and reports that clearly identify disaster-related expenditures and obligations. This documentation is in accordance with the appropriate grant administrative plans. Disaster-related expenditures and obligations of state agencies and local political subdivisions may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work restoring certain public facilities after a major disaster declaration by the President or under the statutory authority of some federal agencies.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The ADEM Recovery Branch is responsible for developing, coordinating, maintaining, and updating the Disaster Recovery Plan. The IA Section, PA Section, Area Coordination Branch, and Planning Branch are the key stakeholders in the development of this plan and all appendices to this plan.
- B. The plan is reviewed and updated annually and/or as needed.
- C. This plan can be updated as a result of recovery program changes or after action reports from exercises or actual events, short falls indentified by other state or federal agencies, and changes in operational procedures are incorporated into this plan as needed.

## **X. AUTHORITIES AND REFERENCES**

- A. Arkansas Code Annotated 12-75-101 et seq.
- B. Code of Federal Regulations, Title 44, Part 206
- C. Public Law 93-288, as amended, “Robert T. Stafford Disaster Relief and Emergency Assistance Act”
- D. Public Assistance Administrative Plan
- E. Administrative Plan for Individuals and Households Program
- F. Mitigation Administrative Plan
- G. Arkansas Statewide Mutual Aid Policy 12-75-119
- H. State of Arkansas Individual Assistance Policy
- I. State of Arkansas Public Assistance Standard Operating Procedure