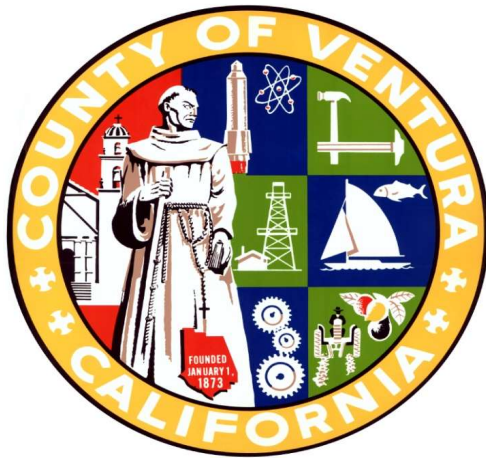


# COUNTY OF VENTURA DISASTER RECOVERY PLAN



Adopted May 2019

*We cannot stop natural  
disasters, but we can arm  
ourselves with knowledge.*

*(Petra Nemcova)*

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## 1.0 INTRODUCTION

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The Ventura County Disaster Recovery Plan (Disaster Recovery Plan) is a guide to promote effective recovery, particularly for those incidents that are large-scale or catastrophic. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and build a more resilient county. These concepts are explained and developed within the Disaster Recovery Plan. When combined with the full involvement of all stakeholders, along with realistic and well-communicated expectations of desired outcomes, the concepts constitute the building blocks for a successful recovery.

Built as a document to forge a common understanding of roles, responsibilities and resources available for effective recovery, the Disaster Recovery Plan is designed for anyone who is involved in disaster recovery. Key concepts in the document are the need for:

- **Structure** – Provided by Recovery Task Force structure.
- **Leadership** – Provided locally by the Board of Supervisors and County Executive Officer (CEO) and supported by the County Office of Emergency Services (OES), State Disaster Recovery Coordinators (SDRCs); Local Disaster Recovery Managers (LDRMs); Recovery Task Forces; private sector and nongovernmental organization (NGO) leaders; and when needed, the Federal Disaster Recovery Coordinator (FDRC).
- **Planning** – Developed during both pre- and post-disaster phases.

The FDRC, SDRC and LDRM provide focal points for incorporating recovery considerations into the decision-making process and monitoring the need for adjustments in assistance where necessary and feasible throughout the recovery process. The Recovery Task Forces are groupings of core recovery capabilities that provide a structure to facilitate problem solving, improve access to resources, and foster coordination between Ventura County and participating City, State and Federal agencies, nongovernmental (NGO) partners and community stakeholders.

The Disaster Recovery Plan defines:

- Core recovery principles;
- Roles and responsibilities of recovery coordinators and stakeholders;
- A coordinating structure that facilitates communication and collaboration among all stakeholders;
- Guidance for pre-and post-disaster recovery planning;
- Guidance for a robust After-Action Review (AAR) process;
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter and safer.

### 1.1 Purpose

This Disaster Recovery Plan is intended to provide guidance to officials in Ventura County (County) to organize and manage the short- and long-term recovery processes, and to guide and assist the County in becoming more resilient to impacts from future disasters of all kinds and sources. It should be used to

guide a coordinated and community-wide system to facilitate recovery for County, its communities and residents. It provides guidance for County and City departments, as well as agencies, businesses, NGOs and citizens to assist in disaster recovery and to return the whole community to the “new normal” condition in restoring critical infrastructure, ongoing programs and vital services.

## 1.2 Scope

The County is responsible for recovery activities both in the unincorporated areas of the County as well as the entire County, depending on the role. The County will commit all available resources to addressing the issues of recovery from a major disaster event. The Disaster Recovery Plan sets up a scalable and flexible recovery organization that can provide a basis to respond to emergent needs of the community to restore services, facilities and infrastructure.

The Disaster Recovery Plan provides the following information:

- Quick Guides to follow when the County needs to recover from disaster;
- Concept of operations for disaster recovery
- Definition of the scope of disaster recovery activities;
- Outline for the organizational structures, roles and responsibilities, policies and protocols for providing disaster recovery support;
- Description of short-term and long-term recovery activities.

## 1.3 Policy

It is the policy of the County to develop plans and procedures to address disaster recovery. The Disaster Recovery Plan will be reviewed periodically by the CEO staff and the County OES staff to ensure that it is up to date regarding new developments in State and Federal disaster assistance, organizational changes or statutory and regulatory changes that impact the roles and responsibilities of stakeholders in the recovery process.

Within 180 days of any significant disaster or emergency event that has impacted the County, the CEO (with input from the Board of Supervisors) will designate a Recovery Director, and, based on information from the Recovery Task Forces, the Recovery Director will provide an assessment of the recovery efforts to determine if those efforts are adequate and comprehensive. The assessment will include recommendations for any needed updates to this Disaster Recovery Plan and will evaluate needs for ongoing recovery efforts. If an event is severe enough to result in the activation of the Ventura County Voluntary Organizations Active in Disaster (VOAD) organization, the Recovery Director will seek input from these stakeholders as to the adequacy of the plan.

## 2.0 QUICK GUIDES

### 2.1 Short-Term Recovery Checklist

The initial actions for short-term recovery consist of gaining accurate situational awareness and establishing a recovery group. These initial actions should be implemented at the beginning stages of a large-scale or catastrophic disaster.

	Action Item	Responsible Party
1.	Identify a Recovery Director, Recovery Task Force Leadership, and recovery support staff	Board of Supervisors; County Executive Office
2.	Establish a Recovery Coordination Group with other affected jurisdictions	County Executive Office Recovery Director
3.	Convene a meeting of the Recovery Coordination Group, all County Agency Directors and Elected Officials to receive an incident update and start discussion surrounding immediate recovery activities	County Executive Office
4.	Implement a system to keep accurate documentation of all Recovery Task Force meetings, town halls and community gatherings	Recovery Director
5.	Collect information on damages, duration and impact from the following: Ventura County Government Operations Affected City Government Operations Schools and Institutions of Higher Education Transportation routes and services Utility Providers Debris issues Social, medical and health services	Recovery Task Forces CBPCB Task Force CBPCB Task Force WINCR Task Force WINCR Task Force DMRS Task Force HHS & HC Task Forces
6.	Coordinate with Federal, State, City and Local Teams to develop Damage Assessments	DMRS Task Force WINCR Task Force
7.	Develop initial short-term and long-term recovery visions, priorities, resources, capability and capacity; including plans and strategies for supporting and coordinating the activities of local recovery-dedicated organizations and initiatives	Recovery Director All Recovery Task Forces
8.	Develop information for the public on the recovery process and progress that includes: Recovery website Survivor and affected persons email distribution list Housing assistance Potential locations and scheduling of town hall meetings	PI Task Force HHS Task Force HHS Task Force All Recovery Task Forces
9.	Coordinate the establishment of functional centers: Debris Removal Operations Center Local Assistance Center (LAC) American Red Cross Disaster Field Office (AMC DFO) FEMA Field Office	DMRS Task Force HHS Task Force/County OES

	<b>Action Item (continued)</b>	<b>Responsible Party (Continued)</b>
10.	Implement system of records collection (disaster survivor information) within a central location	HHS Task Force
11.	Establish and oversee record-keeping and accounting procedures	Finance Task Force
12.	Oversee and assist with tracking/payroll/reimbursements for employees directly impacted by the disaster	Finance Task Force
13.	Oversee and assist with payroll coding and tracking for disaster-related overtime for all classifications of employees	Finance Task Force
14.	Coordinate implementation of various disaster relief programs including: Disaster CalFresh Housing Assistance Program County Home Share Program	County Executive Office HHS Task Force
15.	Identify recovery issues for health, behavioral health and social services and implement appropriate recovery activities	Health Care Task Force
16.	Develop and implement an Employee Care Program (assistance, base pay, approved leave)	Board of Supervisors County Executive Office Recovery Director



## 2.2 Long-Term Recovery Checklist

As emergency issues are resolved, and the community works to return to the new post disaster “normal,” the general priority is to continue accurate situational awareness and to sustain the recovery group operations.

	Action Item	Responsible Party
1.	Activate the Ventura County Volunteer Organizations Active in Disasters (VOAD) organization	County OES
2.	Assist in the activation of a Long-Term Recovery Group (LTRG)	CBPCB Task Force HHS Task Force
3.	Continue to collect information on damages, duration and impact from the following: Ventura County Government Operations Affected City Government Operations Schools and Institutions of Higher Education Transportation routes and services Utility Providers Debris issues Social, medical and health services	Recovery Task Forces CBPCB Task Force CBPCB Task Force WINCR Task Force WINCR Task Force DMRS Task Force HHS & HC Task Forces
4.	Continue development of long-term recovery objectives	Recovery Director Recovery Task Forces
5.	Identify public/private partnerships that can strengthen recovery efforts	Recovery Director Recovery Task Forces
6.	Refer to the Ventura County Multi-Hazard Mitigation Plan for ways to improve resiliency	WINCR Task Force
7.	Continue to provide information for the public on the recovery process (via recovery website, press releases and coordination of message distribution through County agency social media channels)	PI Task Force
8.	Identify and pursue grant and loan programs to aid in financing recovery activities	Finance Task Force
9.	Coordinate Federal and State recovery programs and compile necessary documentation and application materials	Finance Task Force
10.	Coordinate implementation of various disaster relief programs including: Building inspection and occupancy certification Expedited building permit processes Vector Control Vocational rehabilitation and unemployment programs	DMRS Task Force DMRS Task Force DMRS Task Force HHS Task Force
11.	Prepare Hazard Mitigation Plans and conduct corresponding repair and reconstruction activities	WINCR Task Force
12.	Plan and coordinate repairs and reconstruction of County infrastructure (roads, bridges, transportation/transit facilities, public buildings. etc.)	WINCR Task Force
13.	Maintain electronic repository of all public information created in relation to the disaster	PI Task Force

	<b>Action Item (continued)</b>	<b>Responsible Party (Continued)</b>
14.	Coordinate the AAR Process and publication of the resulting analysis	Recovery Director
15.	Promote resiliency measures and coordinate programs that build disaster preparedness	CBPCB Task Force
16.	Coordinate educational and cross-training opportunities to promote recovery planning and capacity support	CBPCB Task Force
17.	Conduct regular recovery briefings of local, state and federal elected officials	Recovery Director

## 2.3 Pre- and Post-Disaster Planning Checklists

Proper pre-disaster planning is a prerequisite for the implementation and facilitation of a well-orchestrated recovery process. Pre-disaster planning is critical to the development of resiliency and the efficient use of recovery resources. Pre-disaster planning can be accomplished by implementing the following actions:

1.	Coordinate educational and cross-training opportunities for key participants in community recovery planning including, but not limited to: emergency managers; city managers; planning, economic development and other local officials; and nonprofit and private sector partners.
2.	Develop outreach and communications strategies for use during post-disaster recovery. Include communications for all community members including underserved, vulnerable and disadvantaged populations and individuals with limited English, disabilities, access and/or functional needs.
3.	Develop multidisciplinary recovery tools and best practices.
4.	Identify hazards, assess risks and vulnerabilities.
5.	Identify areas of potential financial challenges.
6.	Identify strategies to use in the development of the pre-disaster recovery planning process.
7.	Develop pre-disaster partnerships that ensure engagement of all potential resources and issues.
8.	Encourage full engagement of recovery stakeholders and the public in the planning process.

Post-disaster planning can be accomplished by implementing the following actions:

1.	Engage in a robust AAR including all participants in the Recovery Task Force structure as well as City, State, Federal, non-profit and community participants.
2.	Identify areas for improvement within the County recovery activities and create action plans to address those areas in a timely manner.
3.	Identify resource requirements and conduct acquisition planning.
4.	Determine areas of future risk and mitigation opportunities.
5.	Identify areas that strengthen and revitalize the community and local businesses.

## 3.0 ASSUMPTIONS AND CONSIDERATIONS

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Local government needs to lead the disaster recovery effort. To do this it must take an active role in pre-disaster recovery planning, just as they need to take an active role in being prepared to respond to disaster. This role will be filled by the County Executive Office, coordinated with County OES.

### 3.1 Planning Assumptions

This Disaster Recovery Plan is based upon the assumption that the hazards and analysis outlined in the Ventura County Emergency Operations Plan (EOP) are correct and present an accurate view of the hazards and effects that could impact the County. It should be noted that there may be hazards and impacts that are unanticipated and disaster response and recovery may require improvisational problem solving. The recovery process may take years and may not be able to bring the County back to the same community that was in existence prior to the disaster; a “new normal” may be the recovery goal.

#### 3.1.1 Long-Term Leadership

In the event of a disaster, a jurisdiction must be prepared to provide recovery leadership for an extended period of time. In the County, this leadership is provided by the Board of Supervisors and the CEO, assisted by a Recovery Director appointed by the CEO and working in coordination with County OES. The Recovery Director, working in concert with the recovery task force leaders identified in section 4 below and County OES, will assist the CEO and Board of Supervisors in managing overall recovery coordination at the local level, and serve as a liaison with other local, City, State and Federal recovery leadership.

#### 3.1.2 Human Resources

Both public and private sector jurisdictions and organizations must be prepared to expand their administrative capacity. Recovery from a disaster will create many “new” tasks that must be done while the regular processes of government must be continued as well. Disaster recovery operations can sometimes require a combination of existing and new people to carry out additional tasks, and prioritizing day-to-day government operations to ensure regular and additional tasks are completed. Should it not be possible to bring in new employees, additional hours should be anticipated by County employees and managers.

#### 3.1.3 Community Involvement

The public needs to be informed of the recovery process through media releases, public forums, town hall meetings and other forms of communication facilitated through multiple media channels and in multiple languages. Jurisdictions must continue to implement, coordinate and manage awareness and outreach efforts to individuals with disabilities, individuals with limited English proficiency, seniors, children and other members of vulnerable populations – this task cannot end as the focus shifts from response to recovery, and the same public alert and warning communications should be used.

#### 3.1.4 Planning

The speed and success of recovery can be greatly enhanced by establishment of the process and protocols prior to a disaster for coordinated post-disaster recovery planning and implementation. As many stakeholders as possible should be involved to help ensure a coordinated and comprehensive

planning process, utilizing the County's many existing relationships. As in the past, this will foster post-disaster collaboration and unified decision making. Another important objective of pre-disaster recovery planning is to take actions that will significantly reduce disaster impacts through disaster-resilient building practices.

### 3.1.5 Partnerships

Disaster survivors should experience a seamless local government wherever possible, where County and City interactions are presented in a unified manner. Partnerships and collaboration across groups, sectors and governments promote a successful recovery process and minimize any potential impasses. Where partnerships are created with other governments, the County will encourage the use of a parallel recovery structure, which will aid in the joint facilitation and implementation of recovery activities. Partnerships and inclusiveness are vital for ensuring that all voices are heard from all parties involved in disaster recovery and that all available resources are brought to the table. This is critical at the community level where NGO partners in the private and nonprofit sectors play a critical role in meeting local needs. Much of this work has already been accomplished in the County as a result of pre-disaster planning, and long-standing partnerships between nonprofit organizations, faith-based organizations, the private sector or other relevant organizations and nontraditional and/or underserved communities.

### 3.1.6 Priority Setting

Priorities should be set and a pre-planned process to do this is beneficial. This will also involve the review of pre-existing plans, and cross-checking the pre-planning priorities against the post-disaster planning priorities that are set. The use of various decision-making support can assist in setting priorities.

### 3.1.7 Compliance

Recovery from a major disaster should take into consideration environmental, historic preservation, endangered species and other applicable rules and regulations. In recovery related contracts and programs employed by the County, the County must ensure worker protection and safety laws are adhered to within these contracts and programs. These laws include the Fair Labor Standards Act, Occupational Safety and Health Regulations, National Labor Relations Act, the laws administered by the Equal Employment Opportunity Commission (EEOC), and similar, applicable California laws governing such activities and areas.

## 3.2 Planning Considerations

While the response phase of a disaster is likely still in effect, County of Ventura operations will also begin focusing on recovery. Recovery objectives are often different than response objectives. The initial recovery objectives for the County will include, but are not limited to, the following:

- Immediate support and restoration of family and individual health, shelter and housing;
- Provision of essential public services in support of the above such as debris removal, public health information and protection, behavioral health services, housing and rental assistance, and rebuilding support, among many other services;

- Restoration of normal government operations;
- Restoration of public services;
- Identification of immediate hazards (such as debris flows following a wild fire);
- Identification of future hazards;
- Plans to mitigate immediate and future hazards;
- Recovery of costs associated with response and recovery efforts.

### **3.3 Recovery Objectives**

Recovery objectives will be reviewed and revised based upon the circumstances of the disaster. As soon as possible, the CEO, working with the Sheriff, Recovery Director, County Emergency Operations Center (EOC) Director and our local city partners, will bring together private, local, State, and Federal Agencies to coordinate State and Federal assistance programs and establish support priorities. This central focus point dedicated to creating a unified set of recovery priorities supports efficient and effective use of resources. If a major long-term impact to the community has occurred, the appropriate Recovery Task Forces will be formed to coordinate planning and decision making for recovery and reconstruction. Additional disaster assistance will be coordinated through a Local Assistance Center or a virtual center that may be staffed by representatives of Federal, State, City and local governmental agencies, private service organizations and private companies.

## **4.0 RECOVERY SUPPORT ROLES AND TASK FORCES**

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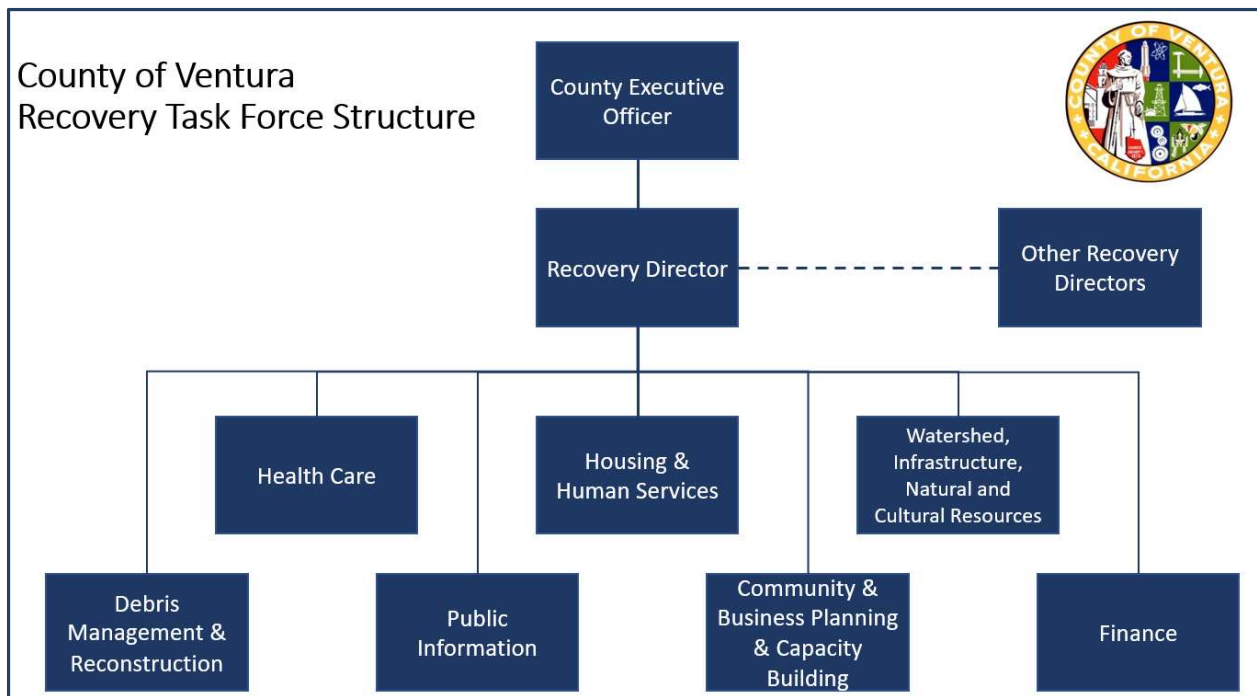
Recovery from a major disaster will involve the entire community. The County Executive Office will lead recovery planning and work to develop relationships with community stakeholders who may be involved in recovery planning and operations. The Disaster Recovery Plan would be activated following the declaration of a local disaster by the Sheriff and/or the declaration of a public health disaster as declared by the Public Health Official upon determination by the CEO, based upon discussions with FEMA, CalOES, the Sheriff and County EOC Director that a formal recovery program is appropriate for the declared disaster. A Recovery Director and Recovery Task Force Leaders would be designated by the CEO upon activation.

### **4.1 County Recovery Organizational Structure**

Oversight for the Disaster Recovery Plan will be coordinated through the County Executive Office. County agency heads should ensure their management teams and staff are familiar with recovery planning and recovery operational concepts. Those departments with separate disaster plans should periodically review and update their respective plans and ensure they are included in the County's recovery concept of operations.

Those departments that have been identified as having recovery responsibilities and are tasked to fill positions in the recovery organization must identify their primary recovery staff, along with backup staff in the event the primary person is not available. This list should be developed before the emergency begins and updated as necessary.

If recovery coordination with other City or County government(s) is required, the County will encourage the use of a parallel recovery structure, which will aid in the joint facilitation and implementation of recovery activities.



## 4.2 Recovery Director

The Recovery Director is designated by the CEO (with input from the Board of Supervisors) to organize, coordinate and advance all recovery-related activities. The experience and skill set of the Recovery Director should include a strong basis in Countywide operations, community development and knowledge of the community's demographics. The Recovery Director will interface with the local EOC, City, SDRCs, and FDRCs as well as local NGOs and community-based organizations.

Recovery Director responsibilities include but are not limited to:

- Assist the CEO and Board of Supervisors in the development of County's recovery vision, priorities, resources, capability and capacity;
- Coordinate the development of the County's recovery plans for subsequent approval by the CEO and Board of Supervisors, including plans and strategies for supporting and coordinating the activities of local recovery-dedicated organizations and initiatives;
- Coordinate and support Recovery Task Force leaders and activities;
- Conduct ongoing recovery planning meetings with appropriate individuals and agencies;
- Work closely with the recovery leadership at all levels to ensure a well-coordinated, timely and well-executed recovery;
- Determine disaster impacts on the recovery effort by participating in the damage and impact assessments with other response and recovery partners;
- Serve as a primary point of contact (POC) for disaster recovery preparedness with the Federal, State, City and neighboring local government representatives;
- Collaborate with City, State, Federal and other stakeholders and supporters, such as the business and nonprofit communities, to raise financial support (including long-term capital



investments in local businesses) for the community's recovery, leveraging the resources where possible and resolving potential duplication of assistance;

- Communicate recovery priorities to City, State and Federal governments, elected officials and other recovery stakeholders and supporters;
- Ensure inclusiveness in the community recovery process, including persons with disabilities, access and functional needs;
- Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process;
- Support and participate in the development of Employee Care Program (assistance, base pay, approved leave), Employee Assistance Program and Leave Donation Program;
- Ensure continuous improvement by evaluating the effectiveness of recovery activities;
- Oversee the AAR Process encouraging participation from all invited participants;
- After conducting the AAR, coordinate needed development, training and exercises to address any areas of improvement;
- Establish and maintain contacts and networks for disaster recovery resources and support systems.

### 4.3 Recovery Task Forces

The Recovery Task Forces create a structure for coordinating the key functional areas of assistance. Their purpose is to facilitate problem solving, improve access to resources and foster coordination among local, State and Federal agencies, City partners, nongovernmental partners and other stakeholders. Each Recovery Task Force has a designated coordinating agency along with supporting agencies and community organizations with programs relevant to the functional area. Throughout the preparedness, response and recovery phases, the coordinating agency ensures ongoing communication and coordination between the supporting agencies and community organizations, and between the Federal agencies and corresponding local, State authorities and nonprofit and private sector organizations. The Recovery Task Forces develop guidance and standard operating procedures for rapid activation of their capabilities to support community recovery. Each Recovery Task Force identifies relevant statutory and/or regulatory programs, potential capabilities and/or limiting factors pertaining to recovery support for their functional area of assistance. Recovery Task Forces provide a forum for interagency coordination, information sharing and exchange of effective practices. Recovery Task Forces may also support planning, preparedness, education, training and outreach efforts to enhance capabilities for recovery. Each Recovery Task Force works with partners to identify critical facilities and ensure considerations are made to reduce risks pre- and post-disaster.

#### 4.3.1 Health Care Task Force

The Health Care Task Force (HC Task Force) shall be overseen by the Director of the Health Care Agency. The HC Task Force shall lead recovery efforts in the restoration of the public health and healthcare networks to promote the resilience, health and well-being of affected individuals and communities.

Recovery activities conducted by the HC Task Force include but are not limited to:

- Develop strategies to address recovery issues for health, behavioral health and social services – particularly the needs of response and recovery workers, children, seniors, people living with disabilities, people with functional needs and all underserved populations;
- Establish communication and information-sharing forums for health services stakeholders throughout the local, city and state communities;
- Promote clear communication and public health messages to provide accurate, appropriate and accessible information which is developed and disseminated in multiple mediums, multi-lingual formats, alternative forms, is age-appropriate and user-friendly and is accessible by underserved populations;
- Coordinate and leverage applicable state and federal resources for health services;
- Identify and coordinate with other local, City, State and Federal partners to assess food, animal, water and air conditions to ensure safety;
- Restore the capacity and resilience of essential health and social services to meet ongoing and emerging post-disaster community needs (including replacement of any damaged or destroyed medical facilities);
- Encourage behavioral health systems to meet the behavioral health needs of affected individuals, response and recovery workers, and community on both a short-term and long-term time frame;
- Reconnect displaced populations with essential health services;
- Enforce habitability and other public health standards or recommended exemptions and/or enhancements, such as for mold, safe drinking water, and waste disposal;
- Monitor and survey long-term health issues specific to first responders and establish long-term health monitoring capacity of disaster responders;
- Develop informational materials about health care recovery activities that can be provided to disaster survivors and the general public;
- Coordination of local resources beyond the County Health Care Agency through the Ventura County Health Care Coalition;
- Engage with Animal Services to facilitate the animal reunification process for all animals sheltered during the disaster.

#### 4.3.2 Housing and Human Services Task Force

The Housing and Human Services Task Force (HHS Task Force) shall be jointly overseen by the Director of the Human Services Agency and the Director of the Resource Management Agency. The HHS Task Force shall lead recovery efforts in implementing housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Housing is a critical and often challenging component of disaster recovery. It is critical because local economies cannot recover from devastating disasters without adequate housing, including affordable housing.

Recovery activities conducted by the HHS Task Force include but are not limited to:

- Direct and support the opening, provisioning and staffing of the disaster's Local Assistance Center;
- Identify short-term and longer-term housing needs of all disaster impacted residents and options for County-provided assistance programs;
- Coordinate with and support community-based organizations providing individual needs and volunteer assistance;
- Seek funds and develop and administer grant and loan programs for alternative housing, housing repairs and reconstruction, and affordable housing construction;
- Coordinate implementation of Disaster CalFresh program;
- Leverage existing County programs (such as HomeShare) to provide short- and long-term housing;
- Engage the workforce development system (including vocational rehabilitation programs) as a means of helping individuals return to work with the appropriate support, accommodation and retraining;
- Develop informational materials about housing and human services recovery activities that can be provided to disaster survivors and the general public;
- Reconnect displaced populations with essential human and social services;
- Assist in interim housing design and location.

#### 4.3.3 Watershed, Infrastructure, Natural and Cultural Resources Task Force

The Watershed, Infrastructure, Natural and Cultural Resources Task Force (WINCR Task Force) shall be jointly overseen by the Director of the County OES and the Director of the Public Works Agency. The mission of the WINCR Task Force will be to evaluate and conduct restoration activities on infrastructure, watershed, natural and cultural resources. The scope of infrastructure includes but is not limited to the following sectors and subsectors: energy, water, dams, communications and information technology systems, transportation systems, government facilities, utilities, sanitation, engineering, flood control and other systems that directly support the physical infrastructure of communities; as well as physical facilities that support essential services, such as public safety, emergency services and public recreation. The scope of natural and cultural resource issues includes identification, assessment and management (e.g. fish and wildlife, historic and traditional cultural properties, hydrology); natural and cultural resource planning; environmental planning and historic preservation compliance; and community sustainability.

Recovery activities conducted by the WINCR Task Force include but are not limited to:

- Coordinate Federal, State, City and Local Hazard Assessment Teams and develop hazard assessment and response plans.
- Coordinate with public and private sector infrastructure owners and utility providers to ensure effective restoration occurs;
- Participate in the preparation of local hazard mitigation plans and applications for post-disaster hazard mitigation grant programs;

- Design, implement and manage repairs and reconstruction of damaged public buildings and infrastructure, including obtaining funding and preparing grant and loan applications;
- Manage repairs and reconstruction of damaged roads, bridges and other transportation/transit facilities, including obtaining funding and preparing grant and loan applications;
- Develop informational materials about WINCR recovery activities that can be provided to disaster survivors and the general public;
- Conduct public information meetings and education forums on WINCR mitigation measures.

#### 4.3.4 Debris Management and Reconstruction Support

The Debris Management and Reconstruction Support Task Force (DM Task Force) shall be jointly overseen by the Director of the Resource Management Agency and the Director of the Public Works Agency. The mission of the DM Task Force will be to oversee the gathering, transportation and disposal of all disaster-related debris. This debris can come from both private property and publicly-owned property.

Recovery activities conducted by the DM Task Force include but are not limited to:

- Oversee and implement the County's disaster debris management plan;
- Determine if debris will be removed from private property using public resources;
- Interface with the California Department of Toxic Substances Control (DTSC) and the California Environmental Protection Agency (Cal EPA) to coordinate toxic debris removal, separate from regular debris;
- Identify and document all affected properties (coordinate with the County's Geographic Information System (GIS) to map the disaster affected area and all damaged or destroyed structures);
- Develop and implement a placard system to post individual damage assessments at all affected properties;
- Identify strategies and options that address a broad range of disaster housing issues such as those dealing with planning, zoning, design, production, logistics, codes and financing;
- Encourage rapid and appropriate decisions regarding land use and housing locations within the County's jurisdiction;
- Interface with property owners and the Department of Motor Vehicles to ensure proper identification and removal of damaged or destroyed vehicles;
- Interface with the Sheriff's Office to ensure proper identification and removal of damaged or destroyed firearms and/or munitions;
- Ensure tracking of removed debris;
- Expedite review of temporary housing, rehabilitation, and land-use applications as part of rebuilding;
- Enforce or recommend exceptions to planning-related regulations, such as architectural and design guidelines, nonconforming uses, and historic preservation;
- Secure damaged buildings to prevent collapse or other threats to public safety;
- Inspect and certify buildings for re-occupancy;

- Coordinate with local utilities on service restoration to damaged buildings;
- Enforce building moratoria;
- Institute contractor certification or other programs focused on identifying/protecting against unscrupulous building contractors;
- Enforce building codes or recommend exemptions and/or enhancement to building regulations, such as rebuilding to newer seismic or wind-related standards and National Flood Insurance Program compliance;
- Recommend sites for interim housing or businesses, changes in land uses, and any new standards for rebuilding;
- Oversee land use, rebuilding and redevelopment activities in pre-existing or post-disaster designated redevelopment project areas, including developing property and imposing land use and redevelopment controls and environmental reviews;
- Develop and implement a program for vector control of pools/water sources;
- Participate in the preparation of local hazard mitigation plans and post-disaster hazard mitigation grant applications;
- Use powers of eminent domain/voluntary acquisition to acquire and assemble heavily damaged or blighted properties;
- Develop informational materials about debris removal activities that can be provided to disaster survivors and the general public;
- Establish and run a coordinated Debris Removal Operations Center (DROC).

#### 4.3.5 Public Information Task Force

The Public Information Task Force (PI Task Force) shall be overseen by the County of Ventura Public Information Officer (located within the County Executive Office). The mission of the PI Task Force will be to serve as the primary point of contact for recovery disaster-related communications issued by the County.

Recovery activities conducted by the PI Task Force include but are not limited to:

- Ensure information is developed and disseminated in multiple mediums, multi-lingual formats, alternative formats, is age-appropriate and user-friendly and is accessible to underserved populations (including persons with disabilities and limited English proficiency);
- Create and issue press releases for all recovery-related activities and information that needs to be distributed to the general public;
- Assist in creation of town hall/community meeting schedules and agendas;
- Support robust and accessible communications throughout the recovery process between the County of Ventura Recovery structure, all affected city jurisdictions, and the community at large;
- Communicate recovery priorities to recovery stakeholders, recovery supporters, and the general public;
- Promote clear communications and messaging to provide accurate, appropriate and accessible information;
- Oversee creation of a recovery-related website and management of all content posted to the site;

- Promote the importance of pre-disaster mitigation as an essential component of community recovery preparedness planning;
- Supports the communications needs of all other Recovery Task Forces.

#### 4.3.6 Finance Task Force

The Finance Task Force shall be jointly overseen by the Director of the County EOC and the County Executive Office. The mission of the Finance Task Force will be to oversee the County's financial recovery processes, compile documentation of associated costs, and coordinate application of federal and state recovery funding opportunities.

Recovery activities conducted by the Finance Task Force include but are not limited to:

- Coordinate Federal and State recovery programs and their integration with private sector efforts;
- Assist with financial documentation of response and recovery activities;
- Coordinate application for Federal and State funding reimbursement;
- Determine plans to finance operations in the project areas through the incremental increases in property tax revenues, borrowing funds, seeking funds, developing and administering grant and loan programs, and selling bonds;
- Manage post-disaster audits;
- Establish and oversee record-keeping and accounting procedures;
- Oversee and assist with payroll coding and tracking for disaster-related overtime for all classifications of employees;
- Oversee and assist with tracking/payroll/reimbursements for employees directly impacted;
- Communicate and explain relevant policies and directives issued by Auditor-Controller and Human Resources;
- Coordinate processes for applying to additional grant programs.

#### 4.3.7 Community and Business Planning and Capacity Building Task Force

The Community and Business Planning and Capacity Building Task Force (CBPCB Task Force) shall be overseen by the Recovery Director or his/her designee. The mission of the CBPCB Task Force is to effectively plan and implement disaster recovery activities, engaging the whole community (affected individuals as well as businesses) to achieve their recovery objectives and increase resilience. The CBPCB Task Force unifies and coordinates expertise and assistance programs from across the Federal and State Governments to aid in restoring and improving the capability of the County to organize, plan, manage and implement recovery. The CBPCB assists in developing a pre- and post-disaster system of support for the community. The CBPCB also serves as a forum for helping to integrate the nongovernmental and private sector resources into public sector recovery planning processes.

Recovery activities conducted by the CBPCB Task Force include but are not limited to:

- Coordinate the provision of preparedness planning and technical assistance support to aid the County and all other local governments to develop effective pre-disaster recovery plans that

guide the full range of recovery efforts, both short- and long-term, and ensure inclusion of all affected populations;

- Promote resiliency measures and enhance coordination of programs that build local leadership capacity, community member involvement, partnerships and education on disaster preparedness for recovery;
- Identify and leverage programs that assist communities to prepare, collect and analyze relevant existing and future data necessary to plan and manage complex disaster recovery;
- Coordinate educational and cross-training opportunities for key participants in community recovery planning and capacity support including, but not limited to: emergency managers; city managers; planning, economic development and other local officials; and nonprofit and private sector partners for recovery;
- Identify and track resolution of gaps and conflicts in planning requirements and assistance programs that support and build community capacity and surge needs for recovery management;
- Coordinate with Ventura County VOAD in order to establish local unmet needs committees or groups for assisting individuals and families.
- Coordinate with local NGOs and Community Based Organizations (CBOs) to facilitate the acceptance and distribution of donations, both financial and in-kind;
- Work with and support the Economic Development Collaborative in assessment and mitigation of economic impacts of the disasters including the provision of assistance to local businesses;
- Coordinate the update of the County Economic Vitality Strategic Plan to assist in addressing disaster economic impacts;
- Conduct a Recovery AAR within one year of the initial disaster;
- Publish the Recovery AAR Report, detailing the recovery strengths and areas for improvement identified during the Recovery AAR;
- Support County agencies and task forces as they implement the items included in the AAR Improvement Plan;
- Coordinate the resolution of program and policy issues identified in the AAR and other evaluations that present ongoing barriers or challenges for effective support for community planning and capacity necessary to facilitate an effective recovery process.

<b>Recovery Operations Responsibilities</b>	
<b>Function</b>	<b>Department/Agency</b>
Elected official support and coordination; interdepartmental coordination; policy development; decision making; and public information	Board of Supervisors County Executive Office County Office of Emergency Services Ventura County Sheriff's Office
Restoration of critical infrastructure, such as water, sewer, power and transportation; public area debris removal; demolition; roadway and related construction; restoration of County government public utility services	Public Works Agency Watershed Protection District
Restoration of County facilities and related services including space acquisition, supplies, equipment and vehicles	General Services Agency Public Works Agency
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; building and safety inspections; redevelopment	Resource Management Agency
Provisioning of immediate and post disaster public health related information dissemination, healthcare, and behavioral health services; restoration of medical facilities and associated services; continue to provide mental health services	Health Care Agency
Debris Removal; demolition; residential and commercial reconstruction support; management of and liaison with construction contractors; restoration of public infrastructure and utility services	Resource Management Agency Public Works Agency
Housing programs; assistance programs for victims and related special needs; oversight of care facility property management; low income and special housing needs	Human Services Agency County Executive Office
Public Finance; budgeting; contracting; accounting and federal and state claims reimbursement processing; insurance settlements	Auditor-Controller County Executive Office County Office of Emergency Services Ventura County Sheriff's Office General Services Agency Treasurer-Tax Collector
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management	County Executive Office County Office of Emergency Services/Ventura County Sheriff's Office



<b>Recovery Operations Responsibilities (Continued)</b>	
<b>Function</b>	<b>Department/Agency</b>
Provide advice on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions	County Counsel
Government operations and communications; Management Information Services (MIS)	General Services Agency Information Technology Services Department
Rehousing of animals dislocated by the disaster	Animal Services
Provision/replacement of vital documents (birth, marriage and death certificates) and official records (real property records)	County Clerk and Recorder
Completion of calamity claim property reassessment, recalculation and collection (or refund) of property taxes	County Assessor Auditor-Controller Treasurer-Tax Collector
Support implementation of activities detailed within the AAR Improvement Plan	County Executive Office

## 5.0 RECOVERY AFTER ACTION REVIEW

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An AAR is a structured review or debriefing that analyzes what happened, why it happened and whether and how it can be done better by participants and those responsible for the activity. An AAR works to extract lessons from a particular event and apply them to others. AARs allow groups to identify best practices (which should be replicated and spread throughout the organization) and mistakes (which can be addressed and improved upon). Subsequent to any disaster, a robust AAR provides valuable information with which to build post-disaster resiliency and improve recovery activities and training for future incidents.

As a learning organization, the County is committed to assessing and improving recovery activities after each experienced disaster. The County commits to assessing its planning and execution of its recovery activities and identifying strengths and areas for improvement. Once all areas of improvement have been identified, a comprehensive improvement plan detailing specific actions and activities necessary for strengthening the area of improvement will be created and implemented.

Informal AARs can be conducted at any regular Recovery Task Force meeting. The findings from these informal debriefs will be collected and used within the discussion at the formal AAR. The formal AAR may be initiated by the Recovery Director once the short-term recovery activities have subsided and efforts are focused more on the long-term recovery aspects. The AAR will be facilitated by a member of the County Executive Office, preferably one who has been involved throughout the entire recovery process. Multiple review sessions should be held with a minimum of four different audiences: one debrief involving the Ventura County Recovery Task Force members; one debrief combining the Ventura County Recovery Task Force members and recovery participants from other city or local governments; one debrief with only community recovery partners, non-profit organizations and other NGOs; and one debrief that gathers feedback and input from the general public and disaster survivors using such mechanisms as:

- Direct communication with residents who requested to receive recovery notifications and updates through [venturacountyrecovers.com](http://venturacountyrecovers.com);
- Direct communication with disaster survivors facilitated through the Human Services Agency or the Long-Term Disaster Recovery Group;
- In-person interviews;
- Electronic surveys;
- Distribution of surveys through direct mail;
- General correspondence and emails received from disaster survivors;
- Comments and feedback submitted through a dedicated website.

This combined perspective will allow for the fullest discussion and evaluation of recovery activities, as well as the corresponding planned activities for improvement.

## APPENDIX A: AUTHORITIES AND REFERENCES

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The National Disaster Recovery Framework, which is promulgated by the Federal Emergency Management Agency and hereafter referred to as the Recovery Framework, provides the basic authorities for conducting recovery operations following an incident that is large-scale or catastrophic.

### A.1 Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

#### A.1.1 Federal

- Americans with Disabilities Act of 1990 (ADA)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C §§ 14501-14505)

#### A.1.2 State

- California Emergency Services Act, Ch. 7 of Div. 1 of the Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, CAL EMA, Chapter 2, Emergency and Major Disasters, Subchapter, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- “Good Samaritan” Liability

#### A.1.3 Local

- Ventura County Ordinance No. 4410 pertaining to public emergency adopted February 9, 2010 (Located in Sheriff’s OES and Clerk of the Board)
- Ventura County Operational Area Organization Agreement adopted November 21, 1995 (Located in Sheriff’s OES)
- Resolution Adopting the National Incident Management System, R-06, October 4, 2005
- Ventura County Ordinance No. 4515 pertaining to Thomas Fire Debris Removal adopted December 26, 2017 (Located in Clerk of the Board)

### A.2 References

#### A.2.1 Federal

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency’s National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Disaster Recovery Framework: Federal Emergency Management Agency
- FEMA Public Assistance Guide, FEMA Publication 322, July 2001
- FEMA Debris Management Guide, FEMA Publication 325, July 2007
- FEMA Applicant Handbook, FEMA Publication 323, September 1999

### A.2.2 State

- Disaster Assistance Procedure Manual (CalEMA)
- California Emergency Plan, 2008 Draft
- California Emergency Resources Management Plan

### A.2.3 Local

- Ventura County Emergency Operations Plan
- Ventura County Multi-Hazard Mitigation Plan, adopted 2016

## APPENDIX B: FEMA INDIVIDUAL ASSISTANCE PROGRAM CHECKLIST

The Preliminary Damage Assessment (PDA) teams looking at Individual Assistance needs may include representatives from FEMA and Cal OES, the Small Business Administration (SBA), the Red Cross, the Department of Labor and other agencies and organizations that deal with human needs. It is important to have identified problems that relate to individuals and businesses prior to the PDA team's arrival.

This information needs to be gathered and sent to the County EOC at the onset of potential disaster problems so County-wide information can be sent to the State. By organizing the information from the very beginning in the FEMA format, there is much less to do when you are notified that PDA teams are coming and it is easier to prepare for the PDA teams' arrival.

To do this, the County needs to be prepared to do the following:

	Action Item	Responsible Party
1.	Gather information on damages and impacts to homeowners, renters and other private property	DMRS Task Force HHS Task Force
2.	Gather information on physical damages to businesses (actual damage to buildings, inventory damaged or destroyed machinery, etc.)	CBPCB Task Force DMRS Task Force
3.	Gather information on economic impact on businesses (loss of customers, raw material, access, etc.)	CBPCB Task Force DMRS Task Force
4.	Gather information on impacts on people (unemployment, lack of access, dislocation, shelter needs, housing needs, etc.)	HHS Task Force
5.	Gather information on any issues or needs for special or vulnerable populations and the communications methods needed to keep them informed of recovery information	CBPCB Task Force HHS Task Force
6.	Work with the Red Cross, Salvation Army, churches and other community service organizations to further identify issues and human needs of which they are aware	HHS Task Force
7.	Prepare outreach information for the media and provide a local point of contact for reporting human needs such as habitability of homes, insured and non-insured losses and loss of employment	HHS Task Force PI Task Force
8.	Prepare a map(s) showing the locations of private property damage	DMRS Task Force WINCR Task Force
9.	Obtain from the County Assessor the median values for high cost, medium cost and low-cost homes for the areas shown on the map(s)	DMRS Task Force
10.	Identify local representatives to accompany the FEMA/State teams	DMRS Task Force WINCR Task Force

## APPENDIX C: FEMA PUBLIC ASSISTANCE PROGRAMS CHECKLIST

The PDA teams looking at Public Assistance needs may include representatives from FEMA and Cal OES, the Corps of Engineers and other Federal and State agencies that deal with public infrastructure. It is important to have identified problems that relate to public agencies and facilities prior to the PDA team's arrival.

This information needs to be gathered and sent to the County EOC at the onset of potential disaster problems so County-wide information can be sent to the State. By organizing the information from the very beginning in the FEMA format, there is much less to do when you are notified that PDA teams are coming and it is easier to prepare for the PDA teams' arrival.

To do this, the County needs to be prepared to do the following:

	Action Item	Responsible Party
1.	Gather information, including photographs, on damages to the County broken down by FEMA Category	Finance Task Force DMRS Task Force WINCR Task Force
2.	Gather information, including photographs, on damages to the cities, towns, special districts and other public entities broken down by FEMA Category	Finance Task Force DMRS Task Force WINCR Task Force
3.	Gather information, including photographs, on damages to private non-profit organizations that provide public services	Finance Task Force CBPCB Task Force
4.	Gather information on public agency response costs for such things as traffic control, debris removal, evacuation and other emergency work	Finance Task Force DMRS Task Force WINCR Task Force
5.	Make a list of the damage sites and mark them on a County road map, city map or FEMA Flood insurance map	Finance Task Force DMRS Task Force WINCR Task Force
6.	Obtain copies of insurance policies on damaged structures and note any ownership or maintenance agreements on jointly managed structures	County Executive Office General Services Agency Finance Task Force
7.	Collect information on and photos of any historic structures that might be damaged, and for structures that have environmental concerns	Finance Task Force DMRS Task Force
8.	Establish a system to develop repair/restoration cost estimates	Finance Task Force DMRS Task Force WINCR Task Force
9.	Maintain actual cost documentation for emergency response and ongoing work	Finance Task Force DMRS Task Force WINCR Task Force
10.	Assess the level of debris and how you will deal with it to avoid excessive costs. Ask for technical assistance from FEMA before you sign major contracts	Finance Task Force DMRS Task Force WINCR Task Force
11.	Identify local representatives to accompany the FEMA/State teams	DMRS Task Force WINCR Task Force

## APPENDIX D: ACRONYMS

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AAR	After-Action Review
ADA	Americans with Disabilities Act
ARC	American Red Cross
ARC DFO	American Red Cross Disaster Field Office
Cal EMA	California Emergency Management Agency
Cal FIRE	California Department of Forestry and Fire Protection
Cal OES	California Office of Emergency Services
CBO	Community Based Organization
CBPCB	Community and Business Planning and Capacity Building
CDAA	California Disaster Assistance Act
CEO	Chief Executive Office
CESA	California Emergency Services Act
CPCB	Community Planning and Capacity Building
DA	Damage Assessment
DAP	Disaster Assistance Programs
DHA	Disaster Housing Assistance
DM	Debris Management
DMRS	Debris Management and Reconstruction Support
DOC	Department Operations Center
DOT	Department of Transportation
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DROC	Debris Removal Operations Center
DTSC	Department of Toxic Substances Control
EEOC	Equal Employment Opportunity Commission
EF	Economic and Finance
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FDRC	Federal Disaster Recovery Coordinator
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HC	Health Care
HHS	Housing and Human Services
HMGP	Hazard Mitigation Grant Program
HSA	Human Services Agency
HUD	Housing and Urban Development
IA	Individual Assistance
IFGP	Individual and Family Grant Program
IDE	Initial Damage Estimate
INCR	Infrastructure, Natural and Cultural Resources
LAC	Local Assistance Center

LDRM	Local Disaster Recovery Manager
MOA	Memorandums of Agreement
MOU	Memorandums of Understanding
NFPA	National Fire Protection Association
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRCS	National Resources Conservation Service
OAEOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
PA	Public Assistance
PDA	Preliminary Damage Assessment
PI	Public Information
POC	Point of Contact
RMA	Resource Management Agency
SBA	Small Business Administration
SDRC	State Disaster Recovery Coordinator
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedures
USACE	United States Army Corps of Engineers
VCVOAD	Ventura County Voluntary Organizations Active in Disaster
WINCR	Watershed, Infrastructure, Natural and Cultural Resources



## APPENDIX E: PROGRAM GLOSSARY

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### Recovery Terms

**Reconstruction** – the post impact rebuilding of the physical structures destroyed or damaged in a disaster.

**Restoration** – a putting back into nearly the original form of whatever existed before the disaster.

**Rehabilitation** – restoration more related to people; also, raising the restored level to a better one than what existed before the disaster.

**Restitution** – legal actions to return to a former state of affairs, or restoration of the rightful claimants of owners.

**Recovery** – attempting to and/or bringing the post disaster situation to some level of acceptability, which may or may not be the same as the preimpact level.

### Disaster Assistance Information

Disaster assistance programs have been developed to address the needs of four groups:

- Individuals
- Businesses
- Agriculture
- Public Agencies

**Individuals:** May receive loans or grants for things such as real estate and personal property, sheltering, medical/dental, unemployment and other categories, depending on the extent of the emergency.

**Businesses:** Loans are available for many types of businesses through the Small Business Administration (SBA) to assist with physical and economic business losses following a disaster.

**Agriculture:** The United States Department of Agriculture (USDA) has programs available to assist with agricultural losses, including production losses, repair and reconstruction.

**Public Agencies:** In addition to recovery reimbursement through state and federal programs for public agencies, funds are available to public agencies to mitigate the risk of further damage (these funds can also be made available to non-profits).

### Declaration and Damage Assessment Processes

An Initial Damage Estimate (IDE) should be created within the first 48 hours after the emergency to provide information necessary for CalOES to determine if state and/or federal disaster assistance is warranted and what external resources are needed. The information provided by local government should include:

- Type and extent of public and private sector damage;
- Basic repair and emergency response costs;
- And any acute public health issues.

CalOES works with local jurisdictions to ensure that accurate and current disaster information is captured and provided to the state. If the available IDE information appears inaccurate based on the known magnitude of the event or if the information appears out-of-date, Cal OES staff may be required to verify the information.

Following the IDE, a Preliminary Damage Assessment (PDA) will be completed to verify information in the IDE and provide information for Cal OES to determine the extent and type of state and/or federal

disaster assistance. The PDA is a comprehensive report completed by a team of local, state and/or federal representatives in cooperation with the affected local government and the private sector. The representatives may include local public works staff, Cal OES or SBA staff. This assessment provides the basis for determining the type and amount of state and federal aid available for recovery reimbursement. PDA information includes:

- Specific damaged sites, including facility type (i.e. school, road, private residence, etc.);
- Insurance and maintenance records of damaged facilities;
- Damage description and repair estimates;
- Local government's budget reports.

If the local government wants to obtain state or federal assistance, a local proclamation of emergency may be required to be eligible to apply.

If federal assistance is required, Cal OES must submit a request to the President within 30 days of the disaster occurrence. The request must generally be accompanied by a joint Cal OES/FEMA PDA. Accordingly, Cal OES will request FEMA's assistance and complete the joint PDA as soon after the event as practical. In special circumstances when the magnitude of the event warrants, the President may declare an emergency of major disaster prior to completion of a PDA. However, a PDA is still required in order to establish the level of financial assistance required by the state and federal governments.

## Local Assistance

Local assistance to individuals and businesses above and beyond the immediate needs of food and shelter include loans, grants, assistance and advocacy in accessing state and federal assistance programs. This assistance is made available through the use of community development grants, and access to federal programs (e.g., food stamps or Cal Fresh) managed by the County of Ventura. Non-profit agencies such as the American Red Cross, Salvation Army and possibly others may provide financial and non-financial assistance to individuals and families.

## State Assistance

Disaster recovery assistance is available through a California Emergency Management Agency (Cal EMA) Director's Concurrence, or through a Governor's Proclamation of a State Emergency. The California Disaster Assistance Act (CDAA) authorized the Cal EMA Director, at his/her discretion, to provide financial assistance to local governments to repair and restore damaged public facilities and infrastructure. Likewise, the California Emergency Services Act (CESA) authorizes the Cal EMA Secretary to provide financial relief for emergency response actions and restoration of public facilities and infrastructure.

Under the CDAA, Cal OES administers a PA program to provide financial assistance and reimbursement of costs incurred by local governments as a result of a disaster. Funding is available to counties, cities and special districts for repair of disaster-related damage to public buildings, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works. It does not apply to facilities used solely for recreation. It offers up to 75% of eligible costs to: repair, restore, reconstruct or replace public property or facilities; it covers direct and indirect costs of grant administration (with the Cal EMA Secretary's concurrence); and it covers the cost of overtime and supplies used during emergency response.

The State of California does not provide Individual Assistance; however, State programs under local administration may be utilized during an emergency. In addition, State agencies may provide indirect relief to victims, including:

- Income tax relief for disaster casualty losses (State Franchise Tax Board);
- Disaster unemployment assistance (Employment Development Department);
- Insurance information (Department of Insurance);
- Veterans assistance (California Department of Veterans Affairs (CDVA));
- Guidance on obtaining licensed contractors for repair (California Contractors State License Board).

## Federal Assistance

A Presidential Declaration of Emergency or Major Disaster supports response activities of federal, state and local governments and disaster relief organizations by implementing federal recovery programs, including Individual Assistance, Public Assistance, and the Hazard Mitigation Grant Program. In order to receive a Presidential Declaration, there must be a Local Emergency Proclamation, a State of Emergency Declaration by the Governor, and a request from the Governor to FEMA.

## Declaration Types

There are two types of disaster declarations provided for in the Stafford Act: Emergency Declarations and Major Disaster Declarations. Both declaration types authorize the President to provide supplemental federal disaster assistance. However, the event related to the disaster declaration and type and amount of assistance differ.

- **Emergency Declarations:** An Emergency Declaration can be declared for any occasion or instance where the President determines federal assistance is needed. Emergency Declarations supplement State and local efforts in providing emergency services, such as the protection of lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The total amount of assistance provided for a single emergency may not exceed \$5 million. If this amount is exceeded, the President shall report to Congress.
- **Major Disaster Declaration:** The President can declare a Major Disaster Declaration for any natural event, including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion, that the President believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. A Major Disaster Declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

The federal disaster law restricts the use of arithmetical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. The factors FEMA uses to assess the severity, magnitude and impact of a disaster event include:

- Amount and type of damage (number of homes destroyed or with major damage);
- Impact on the infrastructure of affected areas or critical facilities;
- Imminent threats to public health and safety;
- Impacts to essential government services and functions;
- Unique capability of Federal government;
- Dispersion or concentration of damage;

- Level of insurance coverage in place for homeowners and public facilities;
- Assistance available from other sources (Federal, State, local, voluntary organizations);
- State and local resource commitments from previous, undeclared events; and
- Frequency of disaster events over recent time period.

As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan. The Governor shall furnish information on the nature and amount of state and local resources that have been or will be committed to alleviating the results of the disaster, providing an estimate of the amount and severity of damage and the impact on the private and public sectors, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor must certify that, for the current disaster, State and local government obligations and expenditures (of which the State commitments must be a significant proportion) will comply with all applicable cost-sharing requirements.

## **Assistance Available for Major Disaster Declarations**

The assistance programs available to individuals and families corresponds to the level of the disaster declaration. Not all programs, however, are activated for every disaster. The determination of which programs are authorized is based on the types of assistance specified in the governor's request and on the needs identified during joint PDA and any subsequent PDAs.

## **Public Assistance from the Federal Government**

Following a catastrophic disaster, and a request from the Governor, federal resources are mobilized through FEMA. PA generally pays 75% of the costs of approved projects for rebuilding damaged infrastructure.

## **Federal Public Assistance Program**

The Robert Stafford Disaster Relief Act of 1974 (the Stafford Act) is the primary source of Federal Public Assistance. Federal Public Assistance programs target the repair and restoration of public infrastructure, facilities and services, and provides direct funding to "public agencies" such as counties, cities, special districts, school districts, and colleges. Federal assistance is also available to private, non-profit organizations that provide essential services. Public assistance may include debris removal, emergency protective measures, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.

The State OES is the primary grantee for federal recovery funds and is responsible for processing all PA "dub-grants" to eligible applicants. Following a catastrophic disaster and a request by the Governor, federal resources are mobilized through FEMA. PA generally pays for 75% of the costs of approved projects for rebuilding damaged infrastructure.

## **Hazard Mitigation Programs**

Following a Presidential Declaration of Major Disaster, the Hazard Mitigation Grant Program (HMGP) is activated by FEMA. Authorized by the Stafford Act, the HMGP provides funds for cost-effective projects

which substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared area only.

Stafford Act §404 funding may not be used to fund any mitigation project that might be used to complement or enhance mitigation funded under IA or PA. By regulation, §404 funding is the funding of last resort. During the immediate post-disaster period, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Potential forms of mitigation include:

- Changing building and fire codes;
- Variances or set-backs in construction;
- Zoning to reduce types of construction in high hazard areas;
- Relocation or removal of structures from high hazard zones;
- Creation of shaded fuel breaks/fuels reduction programs;
- Stream bed clearance;
- Improving communications capabilities;
- Weed abatement programs;
- Improving emergency plans and agreements.

## Individual Assistance from the Federal Government

Most federal assistance to individuals and families is in the form of low interest loans to cover expenses not covered by state or local programs or private insurance. Those who do not qualify for loans may be eligible for cash grants. The types of IA following a Presidential declared disaster may include one or more of the following, which is coordinated by federal agencies:

- **Disaster Housing Assistance Program:** Provides temporary housing to disaster victims;
- **Mortgage and Rental Assistance Program:** Provides grants for home-related mortgage or rent payments to disaster victims who, as a result of a disaster, have lost their jobs or businesses and face foreclosure or eviction from their homes;
- **Housing and Urban Development (HUD) Programs:** Provide relief to disaster victims ranging from purchasing HUD homes to mortgage guarantee. Most disaster related assistance is done in coordination with FEMA;
- **Small Business Administration (SBA):** Automatically implemented program following a Presidential disaster declaration for Individual Assistance or it may be implemented at the request of the Governor. Provides low interest loans to businesses and individuals who have suffered disaster losses;
- **Individual and Family Grant Program (IFGP):** Authorized only by a federal disaster declaration to provide grants to disaster victims not eligible for SBA loans;
- **Cora Brown Fund:** Authorized only by a federal disaster declaration to provide disaster victims with assistance if they are not eligible for any other disaster assistance from the government or other organizations;
- **Other Assistance:** Veteran's benefits; tax refunds; excise tax relief; unemployment benefits; crisis counseling; legal counseling.