PURPOSE

The Business Continuity and Disaster Recovery Management Plan (BCDRP) is a subset of the Campus Emergency Response Plan (CERP). This plan outlines the UA’s guidelines and procedures for managing Level 1, Level 2 or some Level 3 critical incidents/events affecting the campus as classified by the CERP. These levels reflect critical incidents/events that may adversely affect or threaten the health and safety of the campus community or disrupt the conduct of its mission, programs and activities, and recovery operations after a disaster or critical event.

ASSUMPTIONS

This plan is based on the following assumptions:

A. That UA power generation and water will be available at critical sites.

B. That the needed personnel and resources are available for preparation and response.

C. That the successive levels of government (city, county, state, and federal) will respond favorably if or when emergency assistance is requested.

D. All incidents begin locally and end locally. The responsibility for returning the University to an operational state remains with the University of Arizona regardless of outside federal, state or local assistance.

SCOPE

A. The BCDRP guides preparedness, response, and recovery actions and is applicable to a broad range of risks/emergency incidents, including Level 1, Level 2, and Level 3 incidents, as defined in the CERP, Volume 1, which may evolve into a major campus incident.

B. A variety of situations/circumstances could result in activation of the plan. However, an analysis of UA operational vulnerabilities indicates that activation of this plan shall most likely result from any of the following natural or man-made events listed in paragraph C, below. However, the probability is low that any will occur in the intensity to cause an extended disruption in the academic operations.
C. Business Risks – A follow-up on the above mentioned analyses identified situations that could evolve into critical incidents that may result in disruption of the academic enterprise. These situations include but are not limited to:

**MISSION**

To provide a plan for implementation that focuses on precluding disaster(s) when possible, and in the event a disaster(s) occurs, to:

- Prevent/minimize injury.
- Minimize disruption in the teaching, research, and outreach mission.
- Effectively manage recovery operations.

The BCDR Plan is guided by the university’s desire to:

[Diagram of BCDR Plan with various categories such as Weather, Manmade Events, Hazards, Utility Disruption, Structural Failure, Technology Infrastructure Incidents, Mass Causality Incidents, Preserving life or health, Scene or incident stabilization, Protecting the environment, Protecting public and private property, Returning to a state where the UA can reasonably conduct normal operations]
The BCDRP identifies university operational areas/departments and individuals (by virtue of their university position) who have been delegated responsibilities relating to certain emergency responses and/or crucial support services. It utilizes the Manager of Emergency Preparedness and the management structure of the University of Arizona Campus Emergency Response Team (UACERT) for coordinating needed services and deploying essential resources.

Protection of Public and Private Property and Environment

During and following a critical incident, the protection of property and the environment will be the responsibility of multiple campus entities. These units will be considered “initial responders” to the incident and will continue to be a critical component in the recovery and return the university to operational capabilities. Other University units may be called upon to assist in recovery efforts as needed.

- University of Arizona Police Department (UAPD)
- Risk Management and Safety (RM&S)
- Office of Radiation, Chemical and Biological Safety (ORCBS)
- Facilities Management (FM)
- Planning Design and Construction (PD&C)
- News Services

In Level 1 or 2 situations, and when necessary in Level 3 situations, the following prioritization has been established in each component as critical to returning the university to an operational state. These priorities may change depending on the nature of the critical event.
BCDR PLAN ACTIVATION AUTHORITY

The authority to activate the BCDR Plan rests with the University President. In the President’s absence the order of succession for activation is:

- Sr. Vice President/Provost
- Sr. Vice President/CFO
- Acting President
- Manager of Emergency Preparedness
- Asst. Vice President Risk Management

BCDR PLAN MANAGEMENT RESPONSIBILITIES

The University has identified a Manager of Emergency Preparedness who is responsible for:

a. Maintaining and updating the Campus Emergency Response Plan (CERP) and the Business Continuity and Disaster Recovery Plan (BCDRP)
b. Coordinating building, department, and college and area response plans and assimilates them into the university plans.
c. Plans, coordinates and oversees emergency exercises including: “table top exercises,” drills, functional and full-scale exercises.
d. Makes presentations to train and educate colleges and departments regarding the National Incident Management System (NIMS), the Incident Command System (ICS), emergency planning, and assists to develop their plans to support the university plan.
e. Participates in city, county, and state emergency planning programs training, and exercises as appropriate.
f. Participates as an active member of the UA Campus Emergency Response Team (UACERT).
g. Serves as the EOC Manager when the UEOC is activated, and acts as a resource to the UACERT Chair.
h. Assists with University risk assessment.
i. Maintains liaison with local, state, and federal emergency response agencies.
HAZARD SPECIFIC APPENDICIES

The Hazard-Specific Appendices found in the BCDRP outline specific actions to be taken in such incidents and include:

1. Pandemic Plan and Matrix
2. Flooding
3. Armed Individuals – Active Shooter
4. Hazardous Spills
5. Bomb Threat
6. Building Evacuation and Evacuation of Disabled
7. Chemical Spills and Chemical Exposure
8. Fire
9. Personal Injury
10. Radiation
11. Utility Failure
12. Severe Weather

CONTINUITY OF OPERATIONS PLAN (COOP)

Resumption of Normal Operations

Central administration is responsible for the resumption of normal operations for all university-wide business systems/processes as outlined the Campus Emergency Response Plan (CERP).

Continuity of operations planning is based on the premise and assumption that neither the knowledgeable person(s) who performed functions critical to the unit’s mission nor the system(s), processes and procedures and perhaps the facility and attendant equipment will be available to initiate the resumption of operation.

The business continuation planning model shown below is being used by several universities that are located in areas subject to natural disasters and who have had the misfortune of having to implement a disaster recovery plan:

- Identification of unit controlled critical mission processes and the business functions(s) (excludes those dependent on central systems such as:
  - UAccess Analytics
  - UAccess Employee
- UAccess Financials
- UAccess Student
- Kuali Financial System (KFS)

- Develop procedures for continuing all or part of the highest priority functions that are not provided by the central administration.

- Determine whether any of the unit processes could be suspended or degraded or whether it must be fully functional.

- Identify alternate work locations within the unit for the most crucial functions (Real Estate Management in coordination with the Provost and Sr. VP for Business Affairs will implement decisions regarding intra campus facilities realignments and the acquisition of facilities within the Tucson Community).

- Assignment of internal unit business recovery roles and authority.

- Procedures for recovering affected business operations quickly and strategies for them.

Areas for Consideration include:

1. Essential functions of the unit.
   a. Pre determined prioritization of essential functions based on
      i. Priority 1 (most critical to the operation of the unit)
      ii. Priority 2 (areas to support critical functions, only after recovery has begun)
      iii. Priority 3 (daily operations)

2. Identification of essential personnel

3. Alternative methods for delivery of instruction, e.g., online, podcasts, Blackboard

Colleges and their departments and vice presidential areas and subordinate units are expected to prepare a “Continuity of Operations Plan” (COOP), as a means of safeguarding critical programs, processes and records in order to significantly enhance their ability to continue academic operations after a disaster. A COOP is a predetermined set of instructions or procedures that describe how an organization’s essential functions will be sustained for up to 30 days as a result of a disaster event before returning to normal operation.

COOPS should support each area in the chain to ensure an orderly operation and continuity of operation.
COOPS should be maintained and updated annually, in August and emailed to the Manager of Emergency Preparedness, seastone@uapd.arizona.edu

The model suggests that departmental planning can be facilitated with the use of the specific questions shown below.

1. Does the department have documented disaster recovery procedures in place?

2. What human resources would you need to restore critical functions?

3. If only 50 percent of your staff/faculty could return to work can the department or unit open and operate?

4. Can some employees telecommute during a disaster? What provisions can implement now to plan for such a situation?

What equipment is necessary for a particular department or unit to function?

- Ensure that Procurement and Contracting is aware so that pre-arranged procurement contracts can be set-up.
- If the department cannot use its facility how much space would be needed to operate?

**Essential Personnel – Definition**

“One who has been designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or the university. Designations can be changed at any time depending on need.”
RECOVERY PHASE

*Recovery* is the fourth of four phases in the Emergency Management Cycle. The *Recovery* phase is the time where the UA begins to restore normal operations following a critical incident.

Recovery from a critical incident will involve a coordinated response effort. The UACERT will be the coordinating entity during this phase.

The University has established a number of teams to help management and supervise recovery efforts. They include:

- Institutional Executive Recovery Group
- Damage Assessment Team (DAT)
- Business Continuity and Disaster Recovery Management Team

TERMINATION OF EMERGENCY RESPONSE PHASE

> It is important to remember that all incidents begin locally and end locally. The university must be prepared to remain self sufficient for at least 72 hours before state/federal assistance is available.

The termination of the emergency response phase will be communicated to the UA President. The announcement will then be communicated to the campus community using all available emergency response and notification systems.

Although termination of the emergency response implementation may be announced there may be a need to continue the following:
Cost Recovery

The UACERT takes actions necessary to appoint a “Cost Recovery Team,” through the UACERT Administration/Finance Section. The team will consist of university officials whose area of responsibility is related to the nature and magnitude of the disaster.

Nevertheless, because of their position and responsibilities are central to any disaster recovery effort the team will include, as a minimum the following units from the university.

- Office of the Senior Vice President & Provost
- Office of the Senior Vice President Business Affairs & Chief Financial Officer
- Office of the Senior Vice President for Research
- Office Vice President for External Relations
- Office of the General Counsel
- Office of Risk Management and Safety
- Office of Financial Services Director, Budget

To help with the recovery, the activities and plans by UA units/operational areas will continue to be executed or modified based on the existing situation until their role is no longer needed.

DAMAGE ASSESSMENT TEAM (DAT)

The Damage Assessment Team (DAT) will be under the direction of the Assistant Vice President for Facilities Management. All documented assessment information shall provide documented assessment as it relates to building and/or infrastructure conditions. This information shall be forwarded to the AVP for Facilities Management or designee.

The AVP for Facilities Management will assess the information and prioritize action to being repairs, and to return essential services and operations to the University of Arizona. This recommendation will be submitted to the Business Continuity and Disaster Recovery Management Team for evaluation and recommendation to the Executive Policy Group.
## OUTSIDE EXPERTS

**Structural - Turner Structural & Engineering – 520.323.3422**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Cell Phone</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed for Security Purposes</td>
<td>Removed for Security Purposes</td>
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</tbody>
</table>

**Mechanical, Water/Sewer Systems, CRB Plant, Electrical – GLHN Architects & Engineers, Inc – 520.881.4546**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Cell Phone</th>
<th>Additional</th>
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</thead>
</table>

## UA FACILITIES MANAGEMENT TEAM

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Cell Phone</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm system</td>
<td>Joe Branaum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA ICBO</td>
<td>Bill Canizales</td>
<td></td>
<td>Inspector</td>
</tr>
<tr>
<td>Elevators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Voltage – Electrical</td>
<td>Ken Zoelner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td>Richard Knott</td>
<td></td>
<td>CPE, Asst. Director</td>
</tr>
<tr>
<td>HVAC</td>
<td>Scott Logan</td>
<td></td>
<td>ICBO Inspector</td>
</tr>
<tr>
<td>Plumbing Utilities Tunnels</td>
<td>Rick Lower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Supply/Utilities</td>
<td>Mark Markios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td>Dave Daugherty</td>
<td></td>
<td>Electrical Supervisor</td>
</tr>
<tr>
<td>Central Plant</td>
<td>Joe Thomas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UTILITIES EMERGENCY CONTACT DIRECTORY

Gas Turbines:  
Removed for Security Purposes

Steam Turbines:  
Removed for Security Purposes

Pumps:  
Removed for Security Purposes

Water, Boiler, Cooling Tower Chemicals:  
Removed for Security Purposes

Water Supply:  
CITY OF TUCSON WATER  
Removed for Security Purposes

Electrical Transmission:  
TUCSON ELECTRIC POWER  
Removed for Security Purposes

Electrical – High Voltage:  
Removed for Security Purposes

Electrical – Switchgear Equipment:  
Removed for Security Purposes

Boilers:  
Removed for Security Purposes

Chillers:  
Removed for Security Purposes

Cooling Towers:  
Removed for Security Purposes

Mechanical Contractors:  
Removed for Security Purposes

Controls:  
Removed for Security Purposes
**Natural Gas:** Removed for Security Purposes

**HazMat Clean up:** Removed for Security Purposes

**BUSINESS CONTINUITY AND DISASTER RECOVERY MANAGEMENT TEAM**

The Business Continuity and Disaster Recovery Management team consists of key university leadership, many of whom are on the UACERT. This team will facilitate the long term recovery efforts, following the end of the emergency phase.

The Assistant Vice President for Risk Management Services and the Manager of Emergency Preparedness will co-chair the team when activated.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Member</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACERT</td>
<td>Melissa Vito</td>
<td>Vice President, UACERT Chair</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Keith Humphrey</td>
<td>Asst. Vice President and Dean of Students</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Tom Miller</td>
<td>Vice Provost for Faculty Affairs</td>
</tr>
<tr>
<td>Public Health</td>
<td>Iman Hakin</td>
<td>Dean of Public Health Director – AZ Poison Center</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Ted Tong</td>
<td></td>
</tr>
<tr>
<td>Telecommunications and Computing</td>
<td>Michele Norin</td>
<td>Executive Director, UITS</td>
</tr>
<tr>
<td>Police and Security</td>
<td>Anthony Daykin</td>
<td>Chief of Police, UAPD</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Chris Kopach</td>
<td>Asst. Vice President Facilities Management</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Charles Ingram</td>
<td>Associate Vice President, Financial Services</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Johnny Cruz</td>
<td>Assistant Vice President, Communications</td>
</tr>
<tr>
<td>Risk Management Services</td>
<td>Steve Holland</td>
<td>Assistant Vice President, RMS</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Allison Vaillancourt</td>
<td>Vice President, Human Resources</td>
</tr>
<tr>
<td>Procurement and Contracting</td>
<td>Kirk Ketcham</td>
<td>Executive Director, Procurement and Contracting</td>
</tr>
<tr>
<td>Museums and Valued Collections</td>
<td>Mackenzie Massman</td>
<td>Head, Operations – Arizona State Museum</td>
</tr>
</tbody>
</table>

**DAMAGE ASSESSEMENT**

Following a critical incident, there is a need to assess and document all damage sustained as a result of the incident. The damage could be a result of nature or man-made or a combination of the two.
Damage Assessment Task Force

A standing Damage Assessment task force, with members from Facilities Management, Planning, Design and Construction, Risk Management and Safety, University Information Technology Services will be available to immediately assess and document damage. Additional university and outside experts may be added to the task force if necessary.

Damage Documentation

Thorough and detailed documentation of damage is critical for the claims and reimbursement process.

Photography and Videography

The use of photography and videography and when appropriate, sketches will aid in the documentation process. In situations where a county, state or national state of emergency has been declared, proper documentation is crucial for reimbursement. In such situations UACERT and the Administration Finance Section is responsible for tracking and collecting expense receipts.

Photographs should be taken and recorded for each building and room. Photographs will be taken from several distances to properly document the scene.

- Overall – usually in a 360 degree pattern to document the overall scene.
- Distance - from a distance to document the immediate area, such as from the end of a hallway or the entrance to an office.
- Close-up – to document a specific area or issue, such as a burn pattern, collapse of a wall, etc.
- Video – in the same manner as above.

Diagrams

Diagrams and sketches aid in the documentation process to provide a “field diagram” of the scene and document the location of items.

Written Reports and Receipts

Written reports will be required to submit claims and document property loss. In local, state and national incidents specific forms, other than the standard UA or State of
Arizona forms may be required. The Finance and Administration Section from UACERT will provide the required forms.

Written reports include the UA Property Loss Report, sketches, and other written memorandums, etc.

Receipts must accompany any purchases, and should include:
- What the item was for - e.g., Emergency Generator for UAPD
- Location for which the purchase made, e.g. - Dispatch Center, Rm101, UAPD

Plan Effectiveness Evaluation

After termination of the emergency response phase of the BCDRP has been announced, the UACERT will ensure that action is taken to assess the effectiveness of the disaster response. This will assist in determining whether changes need to be made and where. The UACERT Chair in conjunction with the Incident Commander will prepare an After Action Report (AAR) summarizing their observations, which will be used in coordinating revisions to the BCDR Plan.

Review and Testing

The UA CERT will be the lead advocate for colleges, departments, and units to test emergency procedures through various means including; training, tabletop exercises, drills, functional exercises and full scale exercises.

Debriefing

After each disaster or other activity that requires the implementation of the UA’s Business Continuity and Disaster Recovery Plan, the BCDR Team will conduct one or more debriefings to identify opportunities for refinement of the plan.

Business continuity and disaster recovery will be a cooperative effort between all facts of the university, local government and non-governmental agencies. The University’s Business Continuity and Disaster Recovery Management Team will work in conjunction with the Executive Policy Committee, UA CERT and the Incident Commander to oversee the recovery effort.

COORDINATION and DECLARATION of a STATE of EMERGENCY

For Level 1 or 2 situations on campus, the IC will normally identify a Liaison Officer who is responsible for coordinating with other agencies and departments who are needed at
the Command Post/EOC. The UACERT Chair will identify a Liaison to serve at the EOC.

State and Federal Relations will be maintained through the Incident Command System. All requests for assistance will come from the Incident Commander to the appropriate entities.

The full and effective plan implementation will depend on the ability of the UA to coordinate with, both internal and external units/agencies. To facilitate establishing communications for assistance coordination purposes prior to and during emergencies, a listing of key external agencies, related points of contact and telephone/cellular numbers is contained in Volume 2, Annex G (key points of contact).

When an emergency exceeds the capability of the UA, requests for support will be made for the City of Tucson. The following procedures and channels for assistance apply:

**Tucson/City Government**

Emergency response agencies from Tucson/city government will respond to an emergency/disaster within their corporate limits, coordinate activities in accordance with their standard operating procedures (SOP), emergency operations plan and mutual aid agreements.

When an emergency/disaster situation is, or is likely to be, beyond the scope of control of the town/city and the combined efforts of the county, town/city and possibly the state are considered essential for an effective response/recovery, the mayor, or town/city council of an incorporated city/town may proclaim a Local Emergency. The Local Emergency proclamation should be forwarded to the county emergency services/management director in an expedient manner (e.g., voice followed by hard copy).

When a Local Emergency has been proclaimed, the mayor will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the town/city, including but not limited to:

- Imposing curfews in all or portions of the town/city;
- Ordering the closure of any business;
- Closing to public access any public building, street or other public area;
- Calling upon regular and/or auxiliary law enforcement agencies and organizations;
- Providing/requesting mutual aid to/from other political subdivisions; and,
• Obtaining commitments of local resources in accordance with emergency plans.

Pima County Government
The Pima County Office of Emergency Management is responsible for the activation and operation of the County Emergency Operations Center. The Pima County EOC may be contacted 24/7 by calling 520.798.0600. The trigger points for activation of the EOC include:

<table>
<thead>
<tr>
<th>ACTIVATION CRITERIA FOR ACTIVING THE PIMA COUNTY EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>If in the opinion of the IC or Dispatch there may be a need to activate the EOC</td>
</tr>
<tr>
<td>A request to the County EOC for interoperability and emergency communications equipment</td>
</tr>
<tr>
<td>Radiological incident beyond first responder requiring Haz-Tech personnel</td>
</tr>
<tr>
<td>Request from other counties for emergency support activities</td>
</tr>
<tr>
<td>During a government VIP visit</td>
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<tr>
<td>Flooding</td>
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</tbody>
</table>

Pima County Government – Proclamation of a Local Emergency
Upon receipt of the proclamation of a Local Emergency from an incorporated town/city of the county, the chairman of the board of supervisors or the board of supervisors will:

1. Provide available assistance requested to contain the incident (e.g., sheriff, public works, health);
2. Notify Arizona Department of Emergency Management (ADEM) that a situation exists which may require the proclamation of a county Local Emergency.
   a. In the event a situation exists in the unincorporated portions of the county which may affect lives and property, the county will take necessary measures to bring the situation under control utilizing all county government resources.
   b. If the situation in either incorporated or unincorporated portions of the county is beyond the capability and resources of the county to control, the chairman of the board of supervisors or the board of supervisors may proclaim a Local Emergency to exist in accordance with ARS 26-311.
   c. The Local Emergency resolution and an Application for Assistance will be forwarded to the Director, Arizona Department of Emergency Management (ADEM).

**Arizona State Government**

A State of Emergency may be proclaimed by the Governor when disaster conditions exist and appear likely to overwhelm local governments (ARS 26-301).

The officials of the affected political subdivision should forward a Local Emergency resolution and an Application for Assistance to the ADEM Director.

The Director, ADEM, will advise the Governor of the situation and the Governor may proclaim a State of Emergency and execute all or portions of this plan.

The Governor may declare an Emergency in the absence of a county/local request.

Upon execution of this plan, the Director, ADEM, will initiate state response by notifying the appropriate agencies tasked to this plan. These agencies will take appropriate actions in accordance with this plan and agency SOPs.

In the event that the Governor is absent or inaccessible, the State Emergency Council may issue a State of Emergency proclamation. This action will be taken at a meeting of the council called by the Director, ADEM, and if not less than three (3) council members, at least one (1) of whom is an elected official, approves the action.
Specific liabilities and expenses may be incurred to meet contingencies and emergencies arising from incidents relating to hazardous materials and search and rescue operations without the proclamation of a State of Emergency by the Governor.

**Arizona National Guard - Request**

Request for assistance from the National Guard will be forwarded to the Director, ADEM. The Director will evaluate the request and make appropriate recommendations to the Governor, or if the National Guard has been activated, relay the request to the Military Affairs Division.

**The Major Disaster Process – Federal Government**

A major Disaster Declaration usually follows these steps:

1. **Local government responds, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance**
2. **State responds with state resources, such as the National Guard and state agencies**
3. **Damage assessment by local, state, federal, and volunteer organizations determines losses and recovery needs**
4. **Major Disaster Declaration is requested by the Governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery**
5. **FEMA evaluates the request and recommends action to the President based on the disaster, the local community and the state's ability to recover**
6. **The President of the United States approves the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster**

**Federal Government Disaster Process and Disaster Aid Programs - FEMA**

First Response to a disaster is the job of local government’s emergency services with help from nearby municipalities, the state and volunteer agencies. In a catastrophic disaster, and if the governor requests, federal resources can be mobilized through the
Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter and other basic human needs.

It is the long-term recovery phase of disaster that places the most severe financial strain on a local or state government. Damage to public facilities and infrastructure, often not insured, can overwhelm even a large city.

A governor’s request for a major disaster declaration could mean an infusion of federal funds, but the governor must also commit significant state funds and resources for recovery efforts.

A major disaster could result from a natural or man-made incident which the President of the United States determines warrants supplemental federal aid. The event must be clearly more than the state or local governments can handle alone. If declared, funding comes from the President’s Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.

A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses and public entities.

An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

Disaster Aid Programs

There are two major categories of disaster aid:

1. **Individual Assistance** – for damage to residences and businesses or personal property losses,

2. **Public Assistance** – for repair of infrastructure, public facilities and debris removal.

**Individual Assistance**

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number is published for use by affected residents and business owners in registering for assistance. Disaster Recovery Centers also are opened where disaster victims can meet with program representatives and obtain information about available aid and the recovery process.

Disaster aid to individuals generally falls into the following categories:
Disaster Housing may be available for up to 18 months, using local resources, for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.

Disaster Grants are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, and transportation, medical, dental and funeral expenses.

Low-Interest Disaster Loans are available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veterans’ benefits. Other state or local help may also be available.

**Assistance Process**

After the application is taken, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the president’s major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These federal program funds cannot duplicate assistance provided by other sources such as insurance. After a major disaster, FEMA tries to notify all disaster victims about the available aid programs and urge them to apply. The news media are encouraged to visit a Disaster Recovery Center, meet with disaster officials, and help publicize the disaster aid programs and the toll-free telephone registration number.

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community’s damaged infrastructure. Generally, public assistance programs pay for 75 per cent of the approved project costs. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.
On Line Resources and Publications


Washington Military Department Emergency Management Division


International Association of Emergency Managers (I.A.E.M.)
http://www.iaem.com/resources/links/intro.htm

American Red Cross http://www.redcross.org/