2024
NAPA COUNTY
EMERGENCY OPERATIONS PLAN

ANNEX

Disaster Recovery

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1. INTRODUCTION

1.1 PURPOSE

The County of Napa recognizes that a successful recovery begins before the disaster occurs. Through planning, training, and exercise, we more effectively build and sustain our recovery capabilities in the service of our respective jurisdictions and amongst all our Whole Community partners.

This Disaster Recovery Annex (or Plan) serves as a guide for how the County of Napa and the Napa County Operational Area will organize to establish a new "normal" in the aftermath of a disaster. The plan will encompass the recovery efforts necessary to recover regardless of the size of the disaster or State or Federal declarations or assistance.

Figure 1. Scenic Napa County.

This Disaster Recovery Annex describes the recovery-related activities and operations throughout the preparedness, response, and recovery phases to effectively and efficiently recover from any disaster that has impacted Napa County.

NOTE: Each local jurisdiction and special district within the Napa County Operational Area is responsible for managing emergencies/disasters within their boundaries, including recovery operations.

1.1.1 Disaster Cost Recovery Annex Goals

The County of Napa's Disaster Recovery Annex sets the following goals:

- **Outline recovery activities and operations before a disaster**, including comprehensive planning, training, and exercises designed to enhance preparedness for recovery efforts.

- **Detail recovery activities and operations during the response phase** to establish an effective recovery organization essential for a thorough recovery operation.

- **Describe the transition process for recovery activities and operations** from the Emergency Operations Center (EOC) to the Recovery Operations Center (ROC) staff.

- **Elaborate on recovery activities and operations** across the phases of short-term, intermediate, and long-term recovery.

- **Describe collaboration with Community-based Organizations (CBOs)**, such as the Napa Valley Community Organizations Active in Disaster (NVCOAD), the Center for Volunteer & Non-Profit Leadership (CVNL), and others during preparedness efforts and facilitate their swift integration during response and recovery phases.

- **Define the recovery organization structure**, including the roles of the EOC Recovery Coordinator, the ROC, and the Long-term Recovery Group (LTRG).

- **Create a reference guide that quickly identifies the organizational roles and responsibilities** of stakeholders involved in the recovery process.

- **Provide directions on information coordination** among internal and external stakeholders, including the County Board of Supervisors, local jurisdictions, and state and federal agencies.

- **Identify complex recovery operations**, such as damage assessments, assistance centers, and debris management, to ensure comprehensive planning and execution.

1.2 SCOPE

1.2.1 Recovery Continuum

The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward its planned recovery outcomes. Decisions made and priorities set by a community pre-disaster and early in the recovery process have a cascading effect on the nature, speed, and inclusiveness of recovery. **Figure 2.** (below) depicts the interconnectedness of recovery activities from pre-incident (preparedness) through the long term.
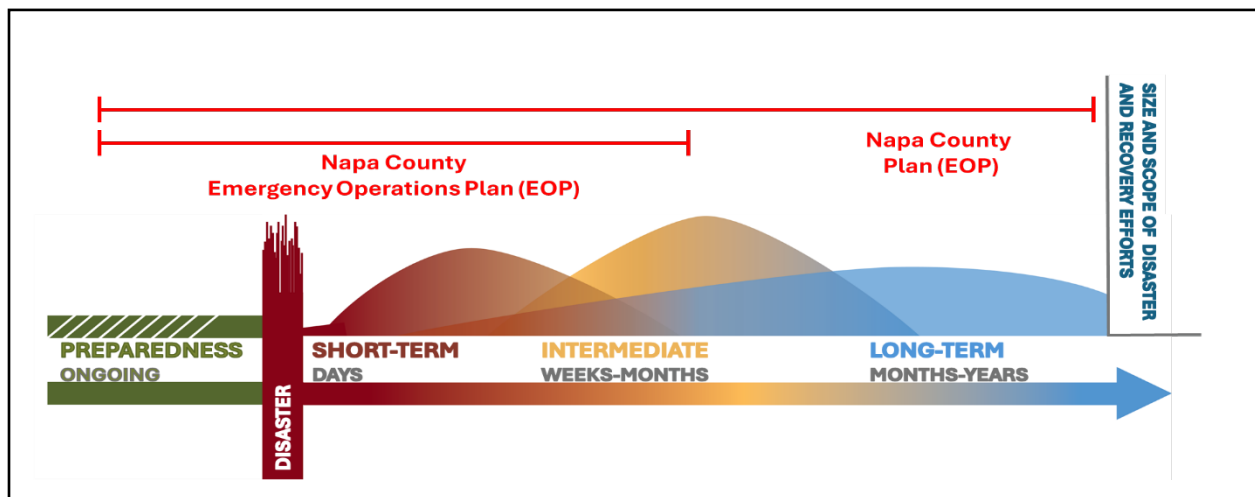

Figure 2. Recovery Continuum. Adapted from FEMA.

Preparing for Recovery

Pre-disaster recovery preparedness, such as planning, training, and exercise, can greatly improve the speed and effectiveness of recovery operations and the resilience of outcomes associated with them. The internal and external stakeholders identified in this Annex will work together to build and develop their collective capacity and capability to lead, plan, and manage their area of responsibility during recovery and increase their overall resilience.

Recovery Planning During Response

According to FEMA guidance, recovery operations begin during the response phase. Consequently, the County of Napa has designated an EOC Recovery Coordinator position to initiate post-disaster recovery planning in the Napa County EOC during the response phase by developing a Recovery Action Plan (RAP).

Short-term Recovery: Days-to-Weeks

Short-term recovery takes place in the Napa County EOC and addresses the health and safety needs beyond rescue, the assessment of the scope of damage and needs, the restoration of basic infrastructure, and the mobilization of recovery organizations and resources, including and/or restoring essential services for recovery decision-making.

Intermediate Recovery: Weeks-to-Month

Intermediate recovery typically involves transitioning operations from the Napa County EOC to the recovery organization. During Intermediate Recovery, the focus is on returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not pre-disaster state. Such activities are often characterized as temporary actions that provide a bridge to permanent measures.

Figure 3. Cleaning up Government Infrastructure.

Long-term Recovery: Months-to-Years

Long-term recovery involves transitioning from the Recovery organization to a "new normal." During long-term recovery, the focus is on the complete redevelopment and revitalization of the impacted area, as well as rebuilding or relocating damaged or destroyed social, economic, natural, and built environments. There may be opportunities to implement mitigation strategies that enhance self-sufficiency, sustainability, and resilience during Long-term Recovery.

1.2.2 Recovering the Government

Long-term Recovery involves transitioning responsibilities for the permanent repair of government-owned facilities and infrastructure projects from the Napa County ROC to the applicable local jurisdictions, special districts, and County agencies tasked with implementation. This includes managing the reimbursement process through qualifying state and/or federal programs.

1.2.3 Recovering the Community

Additionally, Long-term Recovery involves the transition from an operation primarily managed by the County (Napa County ROC) to one led by a community-based, Long-term Recovery Group (LTRG) with support from governmental agencies with relevant jurisdiction, expertise, funding, and/or other resources. The Napa Valley COAD's LTRG Activation Guide & Bylaws detail how the LTRG will be established and managed.

Figure 4. Home Destroyed. Napa County, Glass Fire, 2020.

1.2.4 The Operational Area Concept

This Annex describes the recovery organization to be implemented in the County's capacity as a local government within the unincorporated areas of Napa County, as well as the County's role as the lead agency for the Napa County Operational Area under California's Standardized Emergency Management System (SEMS).

The Napa County Operational Area
Per California's SEMS, the Operational Area (OA) concept plays a crucial role in the recovery process following a disaster. The OA framework facilitates coordination among local governments, state agencies, and federal partners, ensuring a unified approach to recovery efforts.

The Napa County Operational Area encompasses the County of Napa (Unincorporated), the City of American Canyon, the City of Calistoga, the City of Napa, the City of St. Helena, and the Town of Yountville. As the lead agency for the Napa County Operational Area, the County manages and/or coordinates information, resources, and priorities among local governments and serves as the link between the local government level and the regional level.
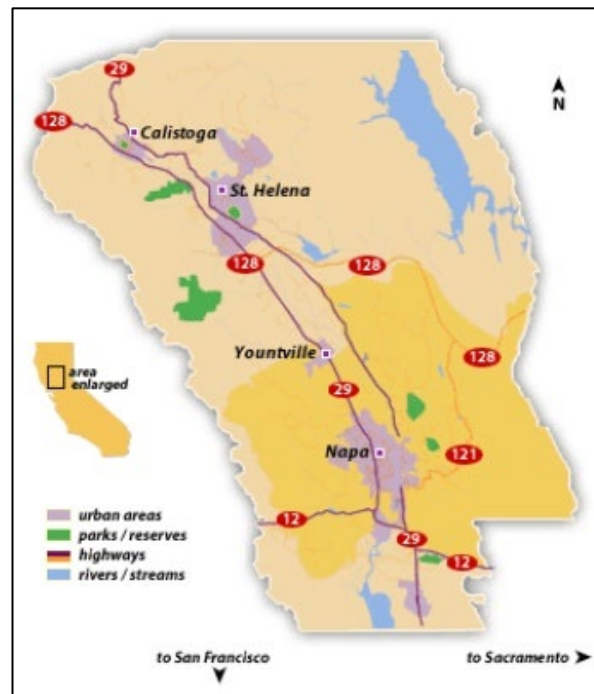
Figure 5. Napa County Operational Area, Map.

Additionally, the Operational Area concept allows for a "whole of government" approach to pooling resources and expertise from across County agencies, local governments, public/private partnerships, and applicable CBOs to address the unique needs of affected communities in Napa County. This collaborative approach helps to identify gaps in

resources and services, ultimately leading to a more resilient recovery for all impacted communities in the Napa County Operational Area.

County Support to Local Jurisdictions

Although local jurisdictions and special districts are responsible for managing emergencies within their boundaries, staff from the County of Napa may be called upon to provide technical assistance to impacted jurisdictions and organizations.

Figure 6. Disaster Timeline in Napa County: Preparedness through Long-term Recovery. Adapted from FEMA

1.3 PLANNING ASSUMPTIONS

Every disaster recovery plan has a foundation of assumptions on which the plan is based. These assumptions limit the circumstances that this Annex (or plan) addresses, and these limits define the magnitude of the disaster the organization is preparing to address.

The following assumptions were considered in developing the County of Napa's Disaster Recovery Annex:

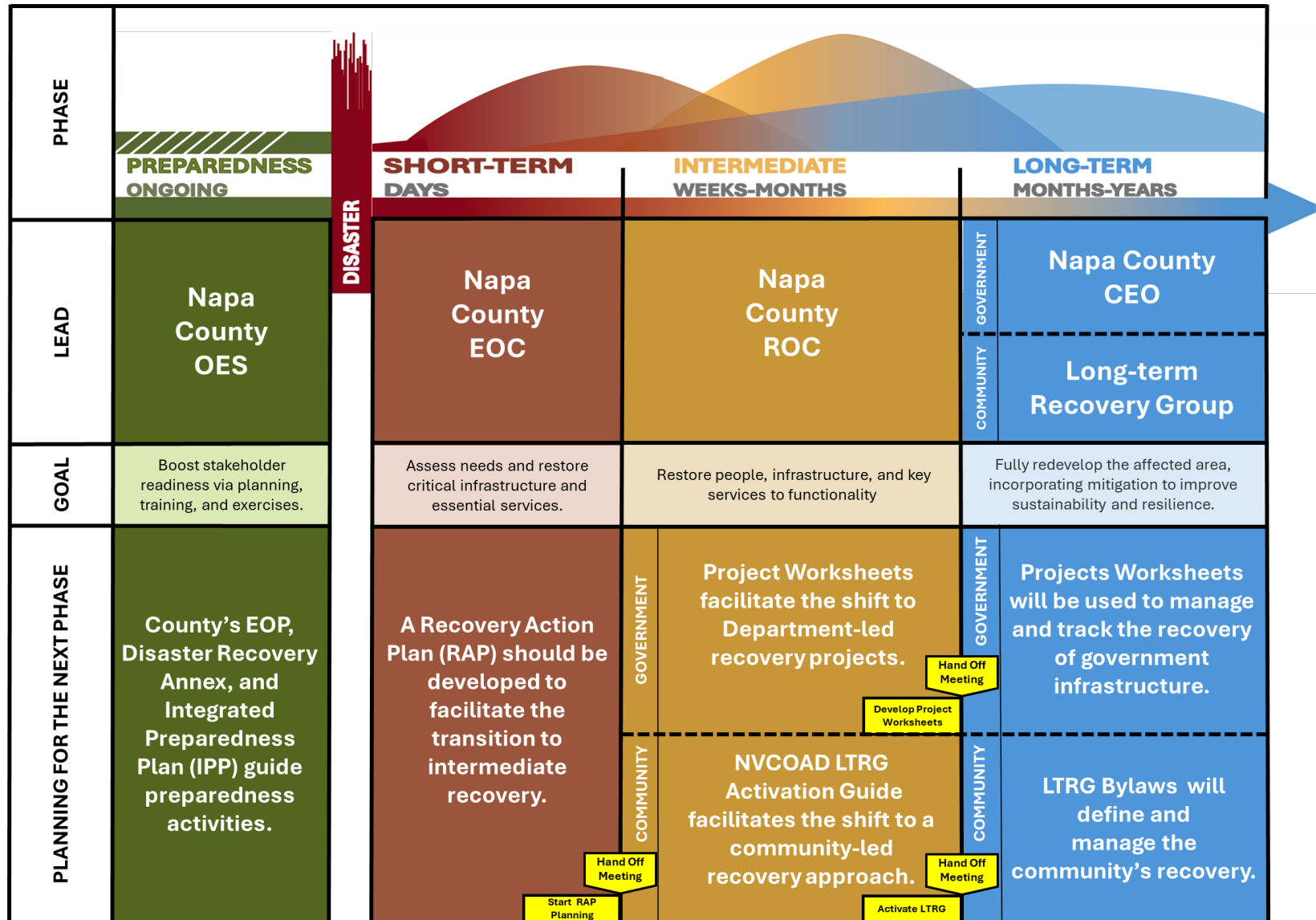- This Annex is intended to be a living document; it will be updated as circumstances change or new developments are brought forward, including lessons learned generated from the after-action process.

- Post-disaster recovery planning should begin at the onset of an emergency or disaster.

- Effective recovery requires coordination among local, state, and federal agencies, as well as non-profit organizations and private sector partners.

- Local governments will establish recovery organizations and conduct jurisdiction-specific recovery planning.

- Local governments with the Napa County Operational Area may require technical assistance from the County to develop and implement effective recovery operations.

- Resources (financial, human, and material) will be limited immediately following a disaster, necessitating prioritization and strategic allocation.

- Clear and timely communication with the public, including updates on available resources and recovery progress, is critical for recovery efforts.

- Vulnerable populations (e.g., elderly, those with access and functional needs, the unsheltered, low-income, etc.) will require additional support and resources during the recovery process.

- Recovery will extend beyond immediate response efforts, requiring long-term planning and sustained support for rebuilding and rehabilitation.

- Continuous data collection and assessment will be necessary to evaluate recovery progress and adapt strategies as needed.

- Disasters will have significant economic impacts, affecting local businesses and employment, which must be addressed in recovery planning.

- Critical infrastructure may be damaged or destroyed, necessitating a focus on rebuilding with resilience in mind to withstand future disasters.

- Regular training and exercises will be essential to prepare all stakeholders for effective recovery operations and to identify areas for improvement.

- Diverse funding mechanisms, including federal assistance, state funding, and private donations, will be necessary to support recovery efforts.

- Engaging the community in the recovery process will enhance ownership and support for recovery initiatives, leading to more effective outcomes.

- The community will demonstrate resilience and adaptability in the face of disasters, leveraging local resources and networks to support recovery efforts.

- Napa County maintains a General Reserve for funding of locally proclaimed disasters. The policy funding formula for 2024-25 is approximately 15% of General Fund Budgeted Expenditures.

1.4 PREPAREDNESS: TRAINING AND EXERCISE

An essential component of Napa County's pre-disaster preparedness efforts includes regular training and exercises that align with the Homeland Security Exercise and Evaluation Program (HSEEP). These efforts are intended to ensure that all stakeholders involved in disaster recovery are well-prepared and equipped to respond effectively to any disaster scenario. By engaging in regular training sessions and simulated exercises, the County can identify strengths and areas for improvement, ensuring a coordinated and efficient recovery process.

Figure 7. HSEEP Project Management Cycle. FEMA.

This proactive approach not only builds individual and organizational competencies but also fosters collaboration and resilience within the community, leading to a more robust and effective disaster recovery framework. Napa County collaborates with the NVCOAD to incorporate local CBOs into the training and exercise program

1.4.1 Recovery-related Training

Through this planning process, approximately two dozen training courses related to the recovery process were identified. A list of recommended training is included in this **Annex as Attachment A**. The list is organized by training method, i.e., online, in-person, etc., and training source, i.e., FEMA EMI, CalOES, etc.

NOTE: See **Attachment A** for a list of Recovery-related training courses.

2. CONCEPT OF OPERATIONS

2.1 ACTIVATION AND NOTIFICATION

The County of Napa's Disaster Recovery Annex should be activated when a significant disaster or emergency occurs within Napa County and requires coordinated recovery efforts.

Activation can be prompted by various incidents, including natural disasters, public health emergencies, or other catastrophic events that disrupt the normal functioning of the community.

Upon identification of a qualifying incident, the Napa County Emergency Operations Center (EOC) will determine the need and timing of the Disaster Recovery Annex activation. The EOC Director, or designated representative, will formally announce activation through established communication channels, including:

- **Notification of Key Personnel.** All relevant stakeholders, including County officials, members of the recovery organization, and community partners involved in disaster recovery efforts, will be immediately notified.

- **Public Communication.** Napa County will communicate with the public in a timely and transparent manner, utilizing media outlets, social media platforms, and the county's official website to inform residents about the activation of the annex, available recovery resources, and ongoing recovery efforts.

- **Coordination with State and Federal Agencies.** The Napa County Disaster Recovery Manager will coordinate with state and federal disaster recovery agencies to ensure that resources and support are mobilized efficiently to assist affected communities.

NOTE: Not every incident necessitates activating all RSFs. Moreover, there are no fixed timelines for when RSF support begins or concludes. Instead, the evolving needs of the affected community should guide which RSFs are activated and when this activation should occur.

2.2 SHORT-TERM RECOVERY: DAYS TO WEEKS

Short-term recovery takes place in the Napa County EOC during the first days and weeks to address health and safety needs beyond rescue, assess the scope of damages and needs, restore basic infrastructure, and mobilize recovery organizations and resources, including and/or restore essential services for recovery decision-making.

2.2.1 Short-term Recovery in the EOC

Listed below are the key actions related to recovery that should occur within the Napa County EOC during Short-term Recovery:

- **Damage Assessment.** Thorough damage assessments are critical during the response phase. The Napa County EOC should gather data on the extent of damage to infrastructure, homes, and businesses. This information will inform recovery strategies and help determine the resources needed for the ROC. See the Annotated References Section for additional damage assessment guidance.

- **Initial Debris Clearance.** The primary goal during this phase is to eliminate immediate threats to life, public health, and safety. This includes clearing debris from roads and access routes to allow emergency vehicles and personnel to reach affected areas. See County of Napa's Debris Management Annex for additional guidance.

Figure 8. Debris Removal Operations after Flood.

- **Community Needs Assessment.** It is essential to engage with the community to assess their immediate and long-term needs. Napa County staff should gather input from residents and local organizations, including CBOs coordinated through the NVCOAD, to identify and understand their specific challenges.

- **Resource Identification and Allocation.** The Napa County EOC must identify available resources, including personnel, facilities, and supplies, that should be allocated for recovery efforts. This proactive approach ensures that the necessary support is in place when the ROC is activated, allowing for a swift response to community needs.

- **Planning for Recovery Operations.** The EOC should begin developing a Recovery Action Plan (RAP) that outlines the objectives, strategies, and timelines for recovery efforts. See **Attachment B** for the template RAP.

2.2.2 EOC Recovery Coordinator

During Short-term Recovery, the EOC Recovery Coordinator plays a pivotal role in laying the groundwork for a smooth transition to Intermediate Recovery and the establishment of the County's Recovery Operations Center (ROC). The EOC Recovery Coordinator's actions include gathering damage assessment information, identifying community needs, collaborating with the Napa Valley COAD, the Center for Volunteer & Non-Profit Leadership (CVNL), and other CBOs,
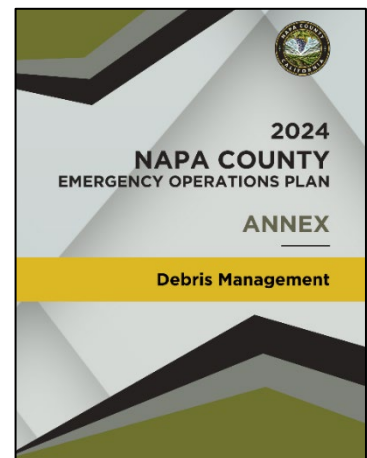

Figure 9. Cover page: Debris Management Annex, Napa County.

as well as ensuring that recovery efforts are effectively prioritized and coordinated among local, state, and federal agencies to meet community-specific needs.

The EOC Recovery Coordinator facilitates communication and collaboration among affected stakeholders, manages resources, and begins planning for Intermediate Recovery. This involves setting up structures and processes to support the ROC and RSFs, ensuring that all necessary functions are in place to address specific recovery needs. The goal is to create a seamless transition from immediate response to structured recovery efforts.

2.2.3 Transition: Short-term Recovery to Intermediate Recovery

As the immediate response phase of an emergency event concludes, a structured transition of recovery activities from the Emergency Operations Center (EOC) to the Recovery Operations Center (ROC) will occur. This hand-off is critical to ensure a seamless shift in focus from response to recovery, enabling Napa County to effectively address the long-term needs of its communities.

Figure 10. Seach and Rescue during flood.

- **Completion of Response Phase.** The EOC will oversee the response phase until immediate life-saving operations and urgent needs have been addressed. This includes coordinating emergency services, resource allocation, and initial damage assessments.

- **Notification of Transition.** The EOC Recovery Coordinator will formally notify all stakeholders, including county agencies, community organizations, and recovery partners, of the transition to the ROC. This notification will include details about the shift in operational leadership and the roles of various agencies in the recovery phase identified through the recovery action planning process.

- **Transition Meeting.** A Transition Meeting should be conducted to ensure a smooth and clear transition of responsibilities, authority, and information from the EOC staff to the ROC staff. During this meeting, the EOC Recovery Coordinator and other key EOC personnel meet with the incoming ROC Director and Recovery Support Function (RSF) leads to transfer essential information and command. See **Attachment C** for an example agenda.

2.3 INTERMEDIATE RECOVERY: WEEKS TO MONTHS

Intermediate Recovery typically involves the transition of operations from the EOC to the Recovery Operations Center (ROC) and takes place over weeks to months. The focus is on returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized as temporary actions that provide a bridge to permanent measures.

2.3.1 Recovery Operations Center (ROC): County of Napa

Napa County's Recovery Operations Center (ROC) (See **Figure 11.**) facilitates a structured and coordinated disaster recovery process that addresses the intermediate recovery needs of affected communities, including the restoration of governmental services, facilities, and infrastructure, as well as planning for long-term recovery for both the community and government.
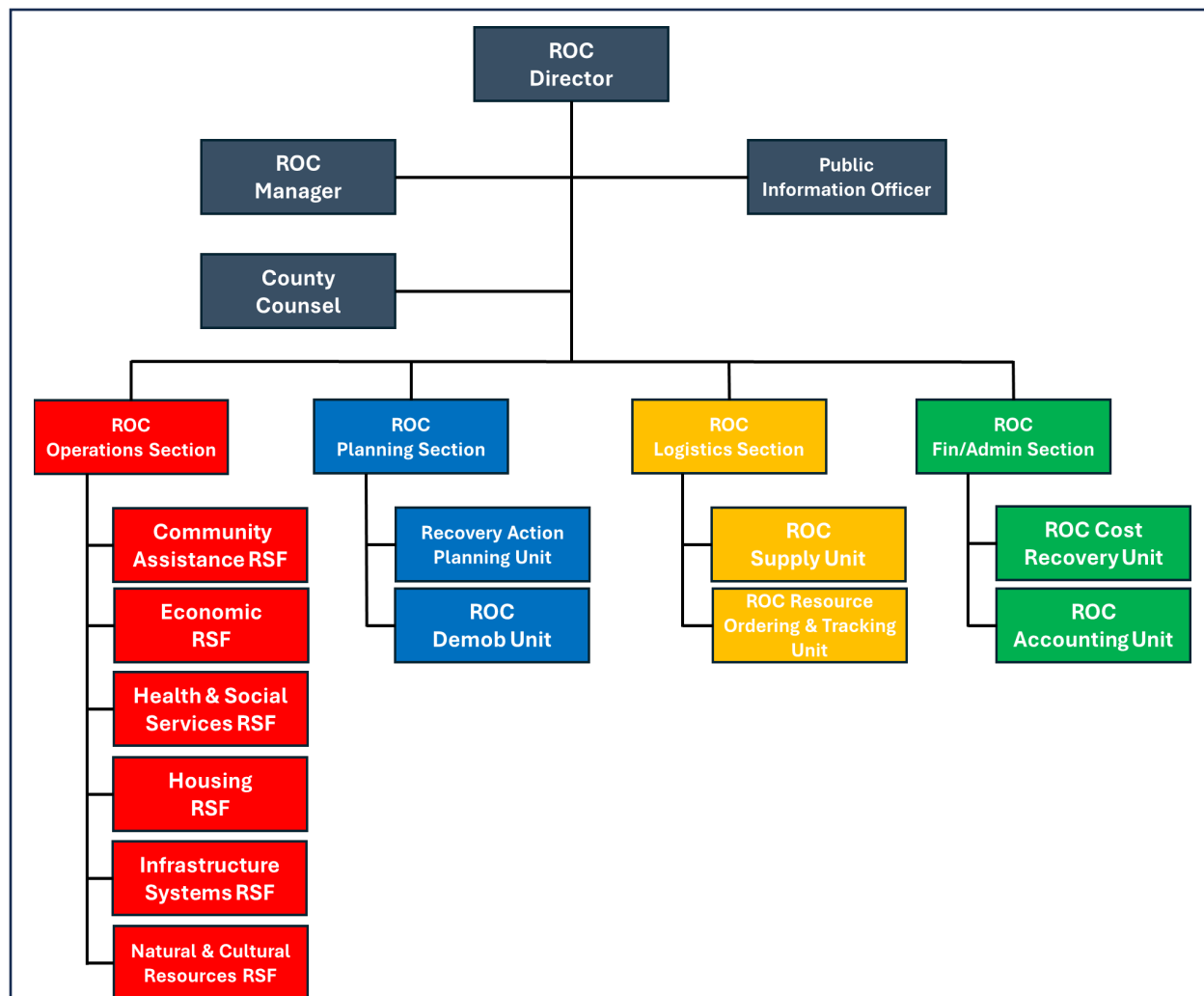

Figure 11. Napa County Recovery Operations Center (ROC).

The key functions of the Napa County Recovery Operations Center (ROC):

- **Centralized Coordination.** The ROC serves as a centralized hub for recovery operations, bringing together various stakeholders, including local government agencies, non-profit organizations, and community groups. This collaborative environment fosters effective communication and coordination, ensuring that recovery efforts are unified and comprehensive.

Figure 12. Community Meeting.

- **Resource Management.** One of the ROC's primary roles is to manage and allocate resources efficiently. This includes overseeing the distribution of financial assistance, supplies, and services to individuals and businesses impacted by the disaster. By centralizing resource management, the ROC can prioritize needs and streamline the recovery process.

- **Community Engagement.** The ROC plays a crucial role in engaging with the community to understand their needs and concerns during the recovery phase. Working with local CBOs through the NVCOAD during engagement helps to ensure that recovery efforts are responsive to the specific challenges faced by residents and businesses, fostering a sense of inclusion and empowerment among the affected population.

- **Long-Term Recovery Planning.** Beyond immediate recovery actions, the ROC is responsible for developing and implementing long-term recovery strategies. This includes assessing the overall impact of the disaster, identifying vulnerabilities, and planning for future resilience. The ROC works to ensure that recovery efforts not only restore normalcy but also enhance the community's ability to withstand future disasters.

Figure 13. Sign at Local Assistance Center.

- **Advocacy and Support.** The ROC acts as an advocate for the County, representing the community's needs to state and federal agencies. This advocacy is essential for securing additional resources and support necessary for effective recovery. The ROC ensures that the County's recovery priorities are communicated and addressed at higher levels of government.

2.3.2 Recovery Support Functions (RSFs)

This Annex adapts FEMA's Recovery Support Function (RSF) model, as outlined in the National Disaster Recovery Framework (NDRF). This model facilitates a coordinated and collaborative recovery effort by aligning County, state, and federal assistance with the specific needs of disaster-impacted communities.

The RSF model emphasizes the importance of engaging the whole community, including public, private, and nonprofit sectors, to build resilience and support sustainable recovery outcomes.

The RSFs, incorporated into the County ROC Operations Section (See **Figure 14.**), provide a standardized approach to disaster recovery by organizing resources and capabilities into six key areas:

- Community Assistance
- Economic Recovery
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources
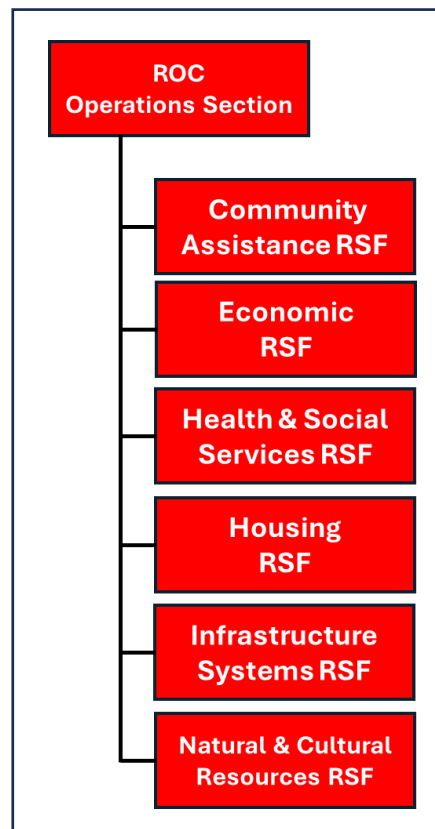
Figure 14. RSF Integration into ROC Structure using ICS.

RECOVERY SUPPORT FUNCTIONS (RSF): NAPA COUNTY
COMMUNITY ASSISTANCE RSF
Lead Agency: Office of Emergency Services (OES)   **Support Agency:** Napa Valley COAD
DESCRIPTION
The Community Assistance RSF facilitates collaboration among the Napa County Operational Area and state and federal agencies to implement effective recovery planning and operations in affected communities. This includes coordinating resources, providing technical assistance, and helping to develop and implement recovery plans that address the specific needs and priorities of the affected areas.   The Napa Valley COAD (NVCOAD) is a support agency to the Community Assistance RSF. The NVCOAD is tasked with coordinating the CBO community during disasters. NVCOAD's Long-term Recovery Group (LTRG) Activation Guide and Bylaws serve as

Napa County's primary vehicle for conducting long-term recovery for impacted communities.

ECONOMIC RSF

Lead Agency: Napa County Executive Office (CEO)

Support Agency: Napa County Agricultural Commissioner (CAC)

DESCRIPTION

The Economic RSF supports the recovery and revitalization of the affected economy following a disaster, ensuring a return to economic health and developing new opportunities. This involves coordinating with local, state, and federal partners to assess economic impacts, prioritize recovery efforts, and provide resources and expertise to businesses and communities.

This RSF aims to foster sustainable economic growth by integrating resilience into economic planning, supporting business retention and expansion, and promoting workforce development. By leveraging local strengths and external support, the Napa County Economic RSF seeks to build a more robust and resilient economy that can better withstand future challenges.

The Napa County Agricultural Commissioner (CAC) is a support agency to the Economic RSF. CAC interfaces with the impacted agricultural community to identify eligibility for disaster assistance through the USDA's Farm Service Agency. The CAC then assists eligible Napa County constituents to access those programs.

HEALTH AND SOCIAL SERVICES RSF

Lead Agency: Health and Human Services Agency (HHSA)

DESCRIPTION

The Health and Social Services RSF supports recovery efforts by focusing on restoring public health, healthcare, and social services. This mission aims to address the needs of impacted individuals and communities, including those with access and functional needs, ensuring that these essential services are restored and accessible to all affected populations.

HOUSING RSF

Lead Agency: Planning, Building, and Environmental Services (PBES)

DESCRIPTION

The Housing RSF facilitates the efficient restoration and expansion of housing options for all affected populations, ensuring that temporary and permanent housing solutions are safe, accessible, and resilient. This involves coordinating with federal (FEMA) and state (CalOES) resources to address the immediate housing needs of impacted communities, including both unincorporated areas and local jurisdictions.

This RSF aims to provide equitable access to housing assistance, leveraging local resources and support from the Napa County ROC to prioritize the most vulnerable populations and promote long-term community stability and resilience.

INFRASTRUCTURE SYSTEMS RSF

Lead Agency: Public Works Department (PW)

DESCRIPTION

The Infrastructure Systems RSF restores and enhances critical infrastructure systems to ensure public safety and support community resilience. This involves coordinating with local, state (CalOES), and federal (FEMA) agencies to assess damage, prioritize repair and reconstruction efforts, and integrate resilient and sustainable practices.

This RSF aims to ensure that essential services such as transportation, energy, water, and communications are quickly restored and improved to withstand future challenges. It facilitates a comprehensive and collaborative recovery effort that meets the needs of both unincorporated areas and local jurisdictions within the Napa County Operational Area.

NATURAL AND CULTURAL RESOURCES RSF

Lead Agency: Libraries

Support Agency: Planning, Building, and Environmental Services (PBES)

DESCRIPTION

The Natural and Cultural Resources RSF coordinates support for recovery planning and operations to address unmet disaster recovery needs related to natural and cultural resources. This involves working with Napa County Operational Area, state, and federal governments to ensure that cultural and natural resources are preserved, conserved, rehabilitated, and restored in alignment with community priorities and legal requirements.

This RSF aims to assist in the long-term recovery of environmental and cultural resources, ensure compliance with environmental and cultural resource laws, and promote community sustainability.

Napa County's Planning, Building, and Environmental Services (PBES) is a support agency for the Natural and Cultural Resources RSF. PBES is responsible for coordinating with Napa County Operational Area stakeholders to identify environmental impacts and assist in developing recovery projects to remediate impacted public lands, such as watersheds.

ADDITIONAL RESOURCES

See **Attachment F and Attachment H** for additional information and guidance on each of the Recovery Support Functions.

2.3.3 County RSF Interaction with State and Federal Agencies

The Napa County RSFs bring together federal, state, and Operational Area partners – including non-governmental partners – to align resources and expertise throughout the entire recovery process. Each of Napa County's RSFs will continuously coordinate with all identified stakeholders to identify recovery needs, leverage County, Operational Area, state, and federal resources to address identified needs and monitor/evaluate the effectiveness of recovery programs to improve outcomes and support long-term resilience.

Figure 15. Recovery Scoping Meeting with reps from Napa County, CalOES, and FEMA.

NOTE: See the Annotated References Section for Information about the National Disaster Recovery Framework and the California Disaster Recovery Framework.

2.3.4 Support to Local Jurisdictions and Operational Area Organizations

The County's RSFs provide support to affected local jurisdictions with the Napa County Operational Area by:

- **Data Collection and Reporting.** Napa County RSFs gather information related to the impacts of the disaster on local jurisdictions and analyze the needs for recovery. This includes evaluating the damage to infrastructure, housing, and economic conditions.

- **Resource Coordination.** Napa County RSFs coordinate the distribution of state and federal resources to local jurisdictions, ensuring that aid is delivered where it is most needed and avoiding duplication of efforts.

- **Technical Assistance.** Napa County RSFs provide technical assistance to local governments and other applicable organizations within the Napa County Operational Area in navigating state and federal recovery programs, including

assistance with grant applications, project management, and compliance with regulations.

Figure 16. Technical Assistance: Right-of-Entry Workshop.

- **Capacity Building.** Napa County RSFs help build local capacity for recovery by sharing best practices, providing training, and facilitating the exchange of information between local jurisdictions.

- **Communication.** Napa County RSFs maintain clear and consistent communication with Operational Area partners, state agencies, and federal agencies to ensure that recovery goals are aligned, and that impacted communities' needs are being met.

- **Planning and Implementation.** Napa County RSFs assist local jurisdictions and other applicable Operational Area partners in developing and implementing recovery plans that address intermediate and long-term recovery needs, ensuring that these plans are integrated into the broader recovery strategies.

- **Participation and Advocacy.** Napa County RSFs may participate in community-based long-term recovery efforts and act as advocates for local jurisdictions and other applicable Operational Area partners, representing their needs and priorities to higher levels of government and ensuring that local voices are heard in the recovery process.

Technical Assistance – Recovery Liaison

The Technical Assistance – Recovery Liaisons serve as the conduit between locally impacted stakeholders (i.e., Local Jurisdictions, Special Districts, County Departments, and supporting CBOs) and the Napa County ROC (See **Figure 18,** page 19).

The Technical Assistance – Recovery Liaisons positions are filled by staff from Napa County OES and the Napa Valley COAD. Collectively, they are charged with providing technical and recovery planning assistance to impacted stakeholders while leveraging the Napa County RSF structure and the CBO community to deliver necessary resources and assistance for recovery, as appropriate.

Figure 17. Household Hazardous Waste Removal at Home Destroyed by Fire.

This includes disseminating detailed information regarding state and federal assistance programs to ensure local entities are fully informed of the resources available to them. The Liaison can act as an intermediary, escalating the request to state and federal levels to secure the necessary support when the capabilities are exceeded.
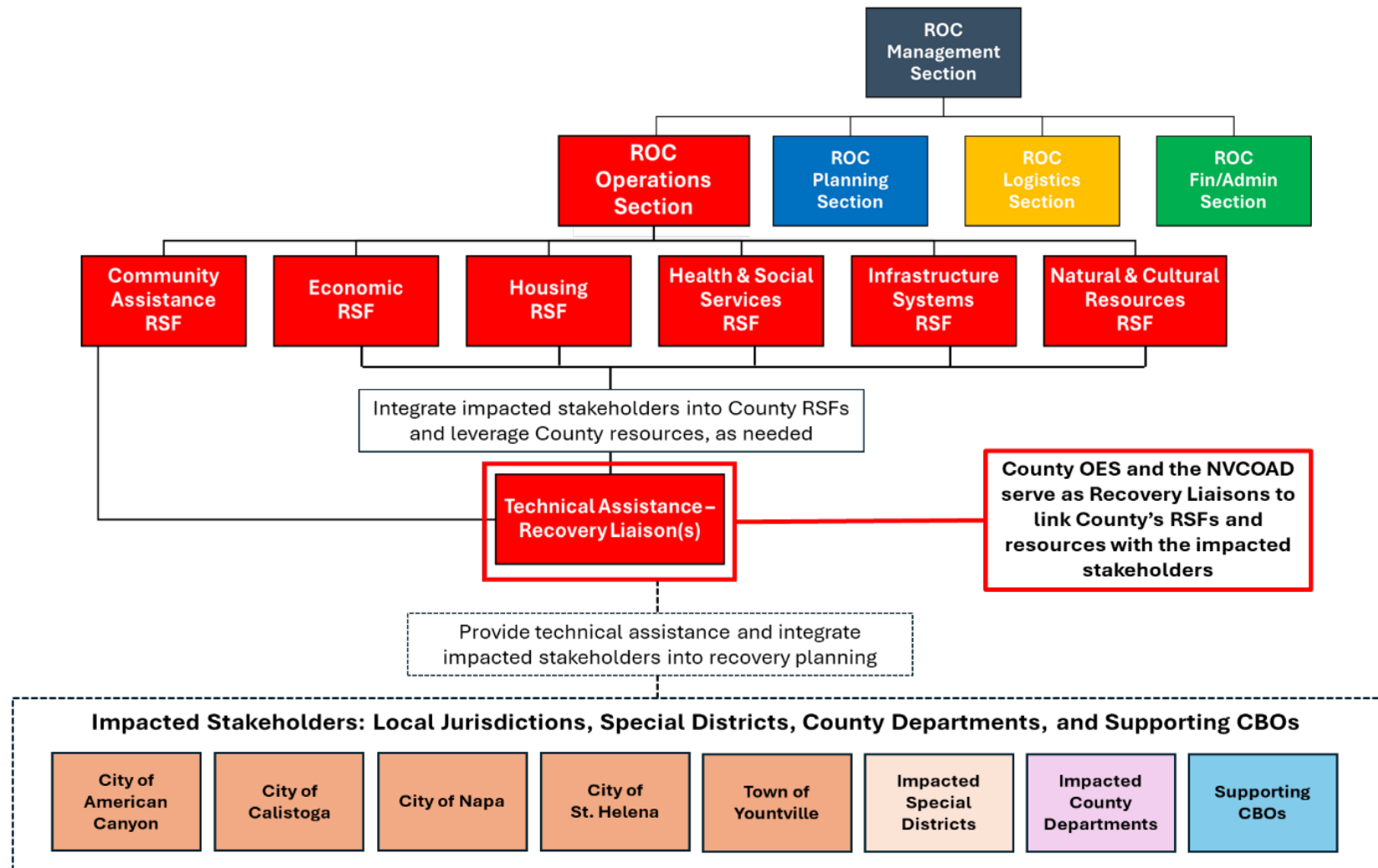
Figure 18. County ROC Support to Impacted Local Jurisdictions, Special Districts, County Departments.

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2.3.5 Transition: Intermediate Recovery to Long-term Recovery

As Intermediate Recovery activities managed by the County's ROC transition to long-term recovery, a structured process will guide the shift of responsibilities to a Long-term Recovery Group (LTRG) managed by Community-Based Organizations (CBOs) and implementation of Project Worksheets by applicable government agencies.

Figure 19. Creating a Damage Inventory.

- **Recovering the Government – Project Worksheets.** During Intermediate Recovery, ROC staff work with impacted local jurisdictions, special districts, and County departments to develop Project Worksheets (PWs). Once PWs are submitted to FEMA by the ROC, the responsibility for executing and completing the PW is assumed by the relevant local jurisdiction, special district, or County department. See the Annotated References Section for additional information about FEMA's Public Assistance Program.

- **Recovering the Community – LTRG.** Napa Valley COAD's LTRG Activation Guide and Bylaws is a locally developed framework for disaster recovery in Napa County. It emphasizes collaboration among community organizations to address the unmet needs of vulnerable populations impacted by disasters. The guide defines the activation process, leadership structure, governance, and subcommittees focused on areas such as case management, construction, unmet needs, housing, and emotional support.

- **Completion of Intermediate Recovery Phase.** The ROC will oversee Intermediate Recovery activities, focusing on returning critical infrastructure and essential services to a functional state. This phase includes temporary measures that act as a bridge to permanent solutions.

- **Notification of Transition.** The ROC Director will formally notify all stakeholders of the transition to long-term recovery management. This notification will detail the shift in leadership and outline the roles of various entities as identified through the recovery planning process.

Figure 20. FEMA Temporary Housing Site.

2.4 Long-term Recovery: Months to Years

Throughout the Long-term Recovery period, the focus is on the complete redevelopment and revitalization of the impacted area, rebuilding or relocating damaged or destroyed social, economic, natural, and built environments to create a "new normal."

2.4.1 Long-Term Recovery and the Government

Long-term Recovery involves transitioning responsibilities for permanently repairing government-owned facilities and infrastructure projects from the Napa County ROC to the appropriate local jurisdictions, special districts, and County departments/agencies tasked with implementation. This includes coordinating with the Napa County CEO to manage the reimbursement process through state and/or federal programs.

During Intermediate Recovery, the Napa County ROC should use the information generated by damage assessment teams and/or other applicable sources to develop Project Worksheets (PWs) using FEMA's Public Assistance Program and Policy Guide (PAPPG).

Once the PWs are developed and approved, the responsibility for the repair work shifts from the Napa County ROC to the specific local government, County department/agency, or other applicable Operational Area organization with the relevant role authority, expertise, and resources.

Figure 21. Landslide repair via FEMA Public Assistance Program. Napa County.

Project Worksheets. A Project Worksheet (PW) is a critical document used in FEMA's Public Assistance Program to facilitate recovery after a disaster. It is the primary tool for documenting the scope of work and cost estimates for projects eligible for recovery funding. This recovery project documentation process is an identified best practice and is recommended regardless of any emergency/disaster proclamation or declaration status. Additionally:

- **Documentation.** The PW records detailed information about the damage to public infrastructure and facilities caused by a disaster. It includes a description of the damage, the necessary scope of work to repair or replace the damaged facilities, and the estimated costs associated with these activities.

- **Funding Basis.** The information in the PW determines the amount of financial assistance FEMA will provide. Ensuring that the funds are used appropriately and that the recovery efforts align with federal guidelines is essential.

- **Project Management.** It serves as a project management tool, helping applicants track progress, manage resources, and ensure timely completion of recovery projects.

Project Worksheets are a foundational element of FEMA's Public Assistance Program. They provide a structured approach to documenting and funding disaster recovery projects, ensuring recovery efforts are efficient, effective, and compliant with federal standards.

NOTE: See Annotated References Section for additional information about FEMA's Public Assistance Program and Policy Guide (PAPPG).

2.4.2 Long-Term Recovery and the Community

Long-term Recovery involves transitioning from an operation primarily managed by the County (Napa County ROC) to one led by a community-based, Long-term Recovery Group with support from governmental agencies with relevant jurisdiction, expertise, funding, and/or other resources. See **Figure 24.** for a coordination map that shows how Napa County supports the community-based and led Long-term Recovery Group (LTRG).

Figure 22. School Gymnasium used as an Assistance Center.

A Long-Term Recovery Group (LTRG) is a collaboration of community stakeholders from across sectors working together to coordinate and provide support and assistance for disaster recovery. An LTRG is essentially a place and structure to organize, coordinate, and support the unmet needs of individuals and families working to recover but lacking the resources to do so thoroughly.

Figure 23. Key stakeholder – Napa Valley COAD.

The LTRG is responsible for ensuring that available resources (human, material, and financial) are identified and utilized to address the recovery needs of the most vulnerable community members.

NOTE: See **Attachment E** for the Napa Valley COAD's LTRG Activation Guide and Bylaws.
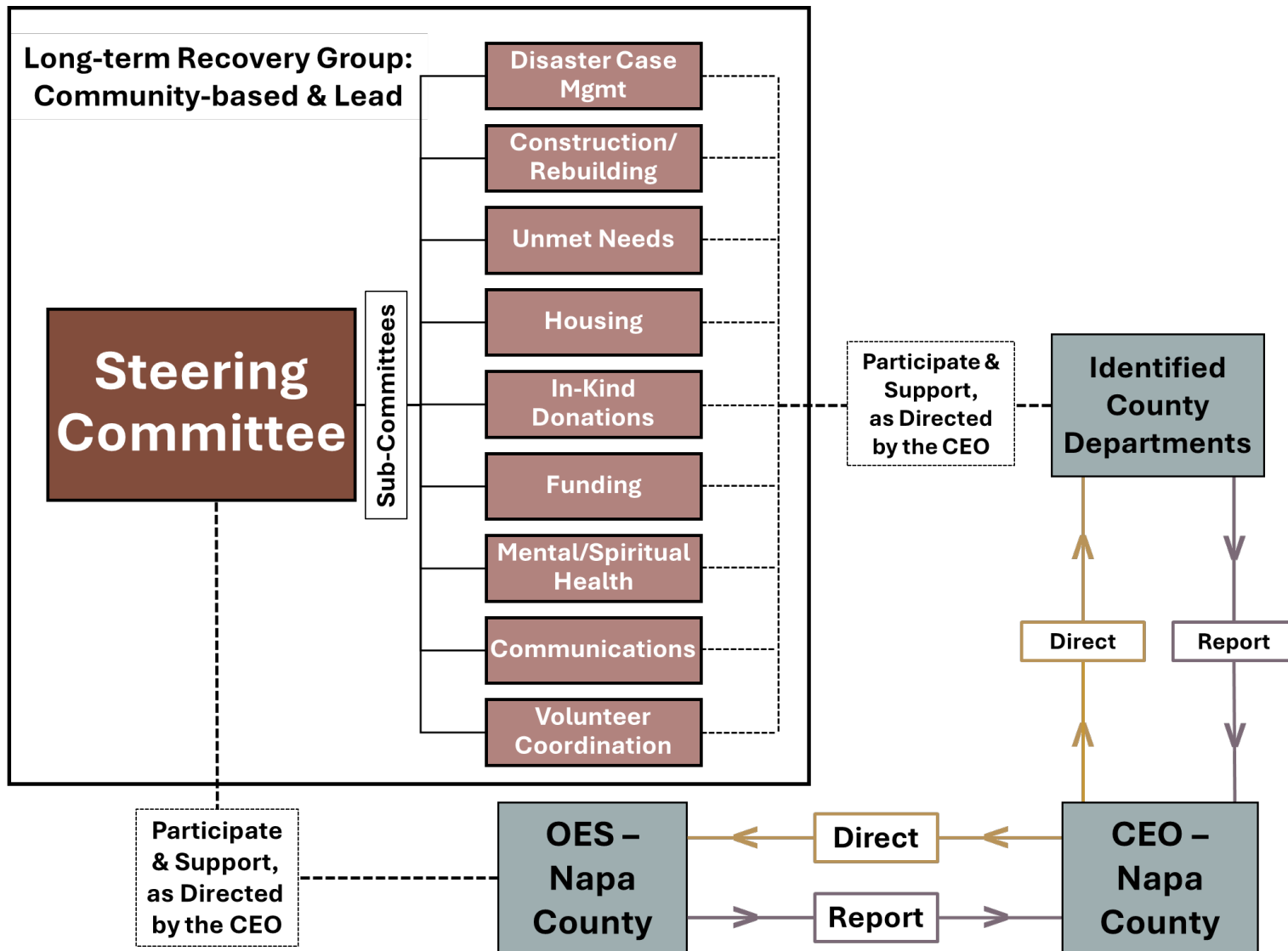
Figure 24. Coordination Map: Napa County Support to the community-based and led Long-term Recovery Group.

3. ROLES AND RESPONSIBILITIES

3.1 SHORT-TERM RECOVERY: DAYS TO WEEKS

Short-term recovery takes place in the Napa County EOC. It addresses health and safety needs beyond rescue, assesses the scope of damage and needs, restores basic infrastructure, and mobilizes recovery organizations and resources, including restoring essential services for recovery decision-making.

NOTE: To prevent duplicative records, the roles and responsibilities for short-term recovery are not included in this Annex; they have been incorporated into Napa County EOC Position Checklists.

3.2 INTERMEDIATE RECOVERY: WEEKS TO DAYS

Intermediate recovery typically involves transitioning operations from the Napa County EOC to the Napa County ROC. The focus is on returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized as temporary actions that provide a bridge to permanent measures.

3.2.1 Policy Group

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
POLICY GROUP	
GENERAL RECOVERY	1. Supports the Recovery Action Plan (RAP) focusing on Intermediate Recovery objectives. [A]
	2. Monitors the progress of Intermediate Recovery objectives and directs government agencies to provide needed resources, including financial assistance, supplies, and personnel to support recovery operations. as appropriate.
	3. Represents Napa County's recovery priorities to higher levels of government and ensures that recovery needs are communicated and addressed.
	4. Ensure regular reporting on recovery progress and challenges to the Napa County Board of Supervisors and other applicable stakeholders.
	5. Maintains transparency and accountability in recovery operations and decision-making processes.

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
POLICY GROUP	
GOVERNMENT RECOVERY	6. Supports the transition of long-term recovery responsibilities from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments. **NOTE:** Consider creating a cost recovery element to support the CEO monitoring and assist identified government agencies in executing Project Worksheets (PWs) for permanent repairs and infrastructure projects throughout Long-term Recovery.[1]
	7. Participate in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [B]
COMMUNITY RECOVERY	8. Supports the establishment of a community-based Long-term Recovery Group (LTRG), ensuring it is organized in coordination with the Napa Valley COAD. [c]
	9. Advocates for additional state and federal resources and support to meet the recovery needs of the community, as needed.
	10. Participate in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
1. FEMA: Public Assistance Program and Policy Guide (version 4)

Attachments
A. TEMPLATE: Recovery Action Plan (RAP)
B. TEMPLATE: Agenda: Hand-Off Meeting
C. Napa Valley COAD Long-term Recovery Group Activation Guide and Bylaws

3.2.2 ROC Director

		INTERMEDIATE RECOVERY: WEEKS TO MONTHS
		RECOVERY OPERATIONS CENTER (ROC) **DIRECTOR**
GENERAL RECOVERY	1.	Brings together County departments, local jurisdictions, non-profits, and other stakeholders to address recovery challenges comprehensively.
	2.	Manages a structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	3.	Works with previously assigned EOC to ensure continuity in recovery efforts and leadership.
	4.	Ensure all stakeholders are informed about the transition and their specific roles in the ROC.
	5.	Reviews, signs, and distributes a Recovery Action Plan (RAP) focusing on Intermediate Recovery objectives. [A]
	6.	Prioritizes resource distribution to address critical recovery needs, focusing on restoring critical infrastructure and essential services.
	7.	Represents Napa County's recovery priorities to higher levels of government and ensures that local recovery needs are communicated and addressed.
	8.	Provides regular reports on the progress of recovery operations and any challenges to the Policy Group and other stakeholders. Maintains transparency and accountability in recovery operations and decision-making processes.
GOVERNMENT RECOVERY	9.	Initiates and oversees the development of Project Worksheets by ROC staff in coordination with the impacted County department in alignment with FEMA's Public Assistance Program and Policy Guide to meet the highest documentation standard for recovery projects. [1]
	10.	Ensures that technical assistance is provided to impacted local jurisdictions, special districts, and County departments using the RSF structure to enhance their recovery capabilities. [B, C]
	11.	Overseas the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments. **NOTE:** Consider creating a cost recovery element to support the CEO monitoring and assist identified government agencies in executing Project Worksheets (PWs) for permanent repairs and infrastructure projects throughout Long-term Recovery.[1]
	12.	Convenes a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
RECOVERY OPERATIONS CENTER (ROC) **DIRECTOR**	
COMMUNITY RECOVERY	13. Facilitates the establishment of a community-based Long-term Recovery Group (LTRG), ensuring it is organized in coordination with the Napa Valley COAD. [E]
	14. Encourages broad participation from community stakeholders, including faith-based organizations, non-profits, businesses, and other local entities, to ensure comprehensive recovery efforts. [2]
	15. Advocates for additional state and federal resources and support to meet the community's recovery needs.
	16. Participate in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
1. FEMA: Public Assistance Program and Policy Guide (version 4)
2. CalOES: Post-Disaster Long-term Recovery Plan Guide

Attachments
A. TEMPLATE: Recovery Action Plan (RAP)
B. FEMA: Recovery Support Function (RSF) Information Sheets
C. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
D. TEMPLATE: Agenda: Hand-Off Meeting
E. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.3 ROC Manager

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
RECOVERY OPERATIONS CENTER (ROC) MANAGER	
GENERAL RECOVERY	1. Assists the ROC Director in bringing together County departments, local jurisdictions, non-profits, and other stakeholders to address recovery challenges comprehensively.
	2. Assists the ROC Director in managing a structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	3. Works with previously assigned EOC to ensure continuity in recovery efforts and leadership.
	4. Ensures all stakeholders are informed about the transition and their specific roles in the ROC.
	5. Review, approve, and distribute a Recovery Action Plan (RAP) focusing on Intermediate Recovery objectives. [A]
	6. Assists the ROC Director in prioritizing resource distribution to address critical recovery needs, focusing on restoring critical infrastructure and essential services.
	7. Represents Napa County's recovery priorities to higher levels of government and ensures that local recovery needs are communicated and addressed.
	8. Assists the ROC Director to provide regular reports on the progress of recovery operations and any challenges to the Policy Group and other stakeholders. Maintains transparency and accountability in recovery operations and decision-making processes.
GOVERNMENT RECOVERY	9. Monitors the development of Project Worksheets by ROC staff in coordination with the impacted County department in alignment with FEMA's Public Assistance Program and Policy Guide to meet the highest documentation standard for recovery projects. [1]
	10. Ensures that technical assistance is provided to impacted local jurisdictions, special districts, and County departments using the RSF structure to enhance their recovery capabilities. [B, C]
	11. Assists the ROC Director in overseeing the transition of long-term recovery responsibilities from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments.
	NOTE: Consider creating a cost recovery element to support the CEO monitoring and assist identified government agencies in executing Project

	Worksheets (PWs) for permanent repairs and infrastructure projects throughout Long-term Recovery.[1]
	12. With the ROC Director, convenes a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]
COMMUNITY RECOVERY	13. Facilitates the establishment of a community-based Long-term Recovery Group (LTRG), ensuring it is organized in coordination with the Napa Valley COAD. [E]
	14. Encourages broad participation from community stakeholders, including faith-based organizations, non-profits, businesses, and other local entities, to ensure comprehensive recovery efforts.
	15. Advocates for additional state and federal resources and support to meet the community's recovery needs, as needed.
	16. Participate in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

REFERENCES AND ATTACHMENTS

Annotated References
1. FEMA: Public Assistance Program and Policy Guide (version 4)
2. CalOES: Post-Disaster Long-term Recovery Plan Guide

Attachments
A. TEMPLATE: Recovery Action Plan (RAP)
B. FEMA: Recovery Support Function (RSF) Information Sheets
C. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
D. TEMPLATE: Agenda: Hand-Off Meeting
E. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.4 ROC Operations Section Chief

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
RECOVERY OPERATIONS CENTER (ROC) **OPERATIONS SECTION CHIEF**

GENERAL RECOVERY	1.	Supports the structured transition of operations from the EOC to the ROC.
	2.	Works with previously assigned EOC to ensure continuity in recovery efforts and leadership.
	3.	Determines the need and timing of Recovery Support Function (RSF) activations. [A, B]
	4.	Participate in the Recovery Action Plan (RAP) process by contributing Intermediate recovery objectives and other relevant information to the RAP. [C]
	5.	Distribute and brief the Recovery Action Plan (RAP) to Section staff.
	6.	Monitors the progress of Intermediate Recovery objectives and communicates needed resources, including staffing, to the ROC Director.
	7.	Monitors and supports the **Community Assistance RSF** to conduct intermediate recovery operations, assisting impacted local jurisdictions, special districts, and County departments. [A, B]
	8.	Monitors and supports the **Economic RSF** to conduct intermediate recovery operations like applying and distributing small business loans. [A, B]
	9.	Monitors and supports the **Housing RSF** to conduct intermediate recovery operations like providing temporary housing solutions. [A, B]
	10.	Monitors and supports the **Health and Social Services RSF** to conduct intermediate recovery operations like restoring local healthcare systems, identifying community needs, and providing temporary housing. [A, B]
	11.	Monitors and supports the **Infrastructure Systems RSF** in conducting intermediate recovery operations, such as the joint preliminary damage assessment process, facilitation of site visits, and development of project worksheets, as necessary. **NOTE:** Ensure privately owned utilities and infrastructure are incorporated into the Infrastructure RSF organization. [A, B]
	12.	Monitor and support the **Natural and Cultural RSF** to preserve and restore public lands and historical resources. [A, B]
	13.	Coordinates with the Napa Valley COAD to ensure that CBOs are incorporated into each RSF, as applicable. [D]

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
RECOVERY OPERATIONS CENTER (ROC) **OPERATIONS SECTION CHIEF**

GOVERNMENT RECOVERY	14. Coordinates with the ROC Finance/Admin Section Chief to monitor the development of Project Worksheets by RSF staff with the impacted County department in alignment with FEMA's Public Assistance Program and Policy Guide to meet the highest documentation standard for recovery projects. [1]
	15. Ensures that technical assistance is provided to impacted local jurisdictions, special districts, and County departments using the RSF structure to enhance their recovery capabilities. [A, B]
	16. Supports the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments.
	17. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [E]
COMMUNITY RECOVERY	18. Supports the Community Assistance RSF and the Napa Valley COAD by establishing a community-based Long-term Recovery Group (LTRG). [D]
	19. Participate in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

REFERENCES AND ATTACHMENTS

Annotated References
- NONE

Attachments
  A. FEMA: Recovery Support Function (RSF) Information Sheets
  B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
  C. TEMPLATE: Recovery Action Plan (RAP)
  D. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
  E. TEMPLATE: Agenda: Hand-Off Meeting

3.2.5 Community Assistance RSF

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
COMMUNITY ASSISTANCE RECOVERY SUPPORT FUNCTION (RSF)	
GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2. Identifies and convenes applicable RSF stakeholders. [A, B]
	3. Utilizes Attachment E and Attachment F for additional information to assist with Community Assistance RSF planning. [A, B]
	4. Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
GOVERNMENT RECOVOERY	5. Coordinates resources, provides technical assistance, and helps to develop and implement recovery plans that address the specific needs and priorities of the affected areas. [1, 2]
	6. Connects impacted stakeholders (local governments, special districts, and County departments) with the appropriate County RSF or State/Federal agency for recovery planning and execution. [A, B]
	7. Assists with the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments.
	8. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]
COMMUNITY RECOVERY	9. Coordinates with the Napa Valley COAD, to establish a Long-term Recovery Group that will facilitate the transition to Long-term Recovery led by the community. Ensure that recovery strategies are inclusive and responsive to the diverse needs of the community. [E]
	10. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
1. FEMA: Pre-Disaster Recovery Guide for Local Governments
2. CalOES: Post-Disaster Long-term Recovery Plan Guide

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
COMMUNITY ASSISTANCE RECOVERY SUPPORT FUNCTION (RSF)
Attachments   A.   FEMA: Recovery Support Function (RSF) Information Sheets   B.   CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions   C.   TEMPLATE: Recovery Action Plan (RAP)   D.   TEMPLATE: Agenda: Hand-Off Meeting   E.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.6 Community Assistance RSF Support Agency: NVCOAD

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
COMMUNITY ASSISTANCE RSF SUPPORT AGENCY: **NAPA VALLEY COAD**

GENERAL RECOVERY	1.	Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2.	Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. **A**
COMMUNITY RECOVERY	3.	Assesses intermediate community and repopulation needs of survivors. This includes working with COAD member agencies to provide: ▪ Support for food access for households that lost food. ▪ Support for individuals who lost work time and wages. ▪ Assistance to renters who lost belongings and/or housing. ▪ Support to homeowners who experienced severe damage or a total loss of primary residence and lack the resources to recover on their own. ▪ Assistance to survivors on navigating recovery systems. ▪ Support for ongoing needs for rental assistance. ▪ Support to vulnerable populations impacted by the disaster, particularly low-income families, individuals with access and functional needs, individuals with limited English proficiency, and older adults.
	4.	Activates the Long-term Recovery Group (LTRG) to manage community-based recovery efforts, identify LTRG leadership, and a plan for disaster case management. **B**
	5.	Works to identify funding for LTRG operations and staffing.
	6.	Assesses available resources for long-term recovery based on available community resources and applicable federal/state programs. **1**
	7.	Reviews and updates the LTRG Activation Guide and Bylaws as needed for the current incident. **B**
	8.	Continues to conduct outreach to disaster impacted populations and connect survivors to available resources.
	9.	Begins the triage process to determine eligibility for disaster case management for those who do not have the resources to recover on their own.
	10.	Assists with the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to a community-based LTRG.
	11.	Facilitates a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
COMMUNITY ASSISTANCE RSF SUPPORT AGENCY: **NAPA VALLEY COAD**
REFERENCES AND ATTACHMENTS

Annotated References

1.   FEMA: Individual Assistance Program and Policy Guide (version 1.1)

Attachments

A.   TEMPLATE: Recovery Action Plan (RAP)

B.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.7 Infrastructure Systems RSF

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
INFRASTRUCTURE SYSTEMS RSF

GENERAL RECOVERY	1.	Supports the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts.
	2.	Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	3.	Utilizes Attachment E and Attachment F for additional information to assist with Infrastructure Systems RSF planning. [A, B]
	4.	Identifies and convenes applicable RSF stakeholders, including privately owned utilities and infrastructure. [A, B]
	5.	Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
	6.	Interfaces with impacted local jurisdictions, special districts (including utility districts), and County agencies to identify damage information and any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	7.	Continues debris operations until complete. See the County of Napa's Debris Management Annex to the EOP (2024) and continue implementation of debris operations, as appropriate and necessary.
GOVERNMENT RECOVERY	8.	Continues the implementation of damage assessment procedures, as appropriate and necessary. [1] **NOTE:** Napa County Public Works Department is tasked with assessing and documenting damage, and other impacts, to publicly owned infrastructure (facilities, roads, bridges, etc.). The damage assessment and/or safety inspection process for residential dwellings, and other privately owned buildings, is managed through Planning, Building, and Environmental Services (PBES).
	9.	Continues to restore services through emergency work and identifies projects that need permanent work. [2]
	10.	Coordinates with the ROC Finance/Administration Section Chief to **lead** impacted County agencies in the development of project worksheets (PWs). See FEMA's Public Assistance Program and Policy Guide for additional guidance on project worksheets. [2]
	11.	Coordinates with the ROC Finance/Administration Section Chief to **assist** impacted local jurisdictions, and special districts (including utility districts) to begin the development of PWs. See FEMA's Public Assistance Program and Policy Guide for additional guidance on project worksheets. [2]
	12.	Coordinates with the ROC Finance/Administration Section Chief and impacted jurisdictions, special districts, and County agencies to schedule site

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
INFRASTRUCTURE SYSTEMS RSF

	visits for joint preliminary damage assessments (or similar) with state/federal agencies. [1, 2]
13.	Provides for the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, and County departments as project worksheets (PW) are finalized. Local jurisdictions, special districts, and County departments are tasked with the execution of the PWs. [2] **NOTE:** Coordinate with the ROC Finance/Administration Section Chief to consider creating a cost recovery element to ensure that these entities are equipped to manage the execution of Project Worksheets (PWs) for permanent repairs and infrastructure projects.
14.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]

REFERENCES AND ATTACHMENTS

Annotated References
1. FEMA: Preliminary Damage Assessment Guide
2. FEMA: Public Assistance Program and Policy Guide (version 3)

Attachments
A. FEMA: Recovery Support Function (RSF) Information Sheets
B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
C. TEMPLATE: Recovery Action Plan (RAP)
D. TEMPLATE: Agenda: Hand-Off Meeting

3.2.8 Housing RSF

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
HOUSING RSF	
GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2. Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	3. Utilizes Attachment E and Attachment F for additional information to assist with Housing RSF planning activities. **A, B**
	4. Identifies and convenes applicable RSF stakeholders, including CBOs. **A, B**
	5. Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. **C**
	6. Interfaces with impacted local jurisdictions and County agencies to identify any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	7. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). **D**
COMMUNITY RECOVERY	8. Develops and implements a post-disaster recovery ordinance to expedite the permitting process. **E**
	9. Provides technical assistance to local jurisdictions planning departments to recover local housing. **A, B**
	10. Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and support a community-based Long-term Recovery Group. **F**
	11. Participates in a "Hand-Off Meeting" to complete the transition from Intermediate Recovery managed by the ROC to Long-term Recovery managed by the community (LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
- NONE

Attachments
A. FEMA: Recovery Support Function (RSF) Information Sheets
B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
C. TEMPLATE: Recovery Action Plan (RAP)

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
HOUSING RSF
D.   TEMPLATE: Agenda: Hand-Off Meeting
E.   TEMPLATE: Post-Disaster Recovery Ordinance
F.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.9 Health & Social Services RSF

**INTERMEDIATE RECOVERY: WEEKS TO MONTHS**
**HEALTH & SOCIAL SERVICES RSF**
GENERAL ITEMS	1.	Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2.	Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	3.	Identifies and convenes applicable RSF stakeholders, including CBOs. [A, B]
	4.	Utilizes Attachment E and Attachment F for additional information to assist with Health and Social Services RSF planning activities. [A, B]
	5.	Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
	6.	Interfaces with impacted local jurisdictions, special districts, and County agencies to identify any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
GOVERNMENT RECOVERY	7.	Provides technical assistance to impacted healthcare systems and local jurisdictions to recover from the disaster.
	8.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]
COMMUNITY RECOVERY	9.	Uses the information gathered at shelters, assistance centers, and other appropriate sources to initiate case management for disaster survivors.
	10.	Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and supports a community-based Long-term Recovery Group. [E]
	11.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
**REFERENCES AND ATTACHMENTS**

Annotated References
- NONE

Attachments
  A. FEMA: Recovery Support Function (RSF) Information Sheets
  B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
HEALTH & SOCIAL SERVICES RSF
C.   TEMPLATE: Recovery Action Plan (RAP) D.   TEMPLATE: Agenda: Hand-Off Meeting E.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.10 Economic RSF

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
ECONOMIC RSF	
GENERAL RECOVERY	1. Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	2. Utilizes Attachment E, Attachment F, and the CALED Economic Development Recovery and Resiliency Playbook for additional information to assist with Economic RSF planning activities. [A, B, 1]
	3. Identifies and convenes applicable RSF stakeholders, including CBOs. [A, B]
	4. Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
	5. Interfaces with impacted local jurisdictions, special districts, and County agencies to identify any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	6. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]
COMMUNITY RECOVERY	7. Applies for and administers disaster recovery assistance like SBA loans. [2]
	8. Provides technical assistance to impacted constituents to recover from the disaster.
	9. Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and supports a community-based Long-term Recovery Group. [E]
	10. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
1. CALED: Economic Recovery and Resilience Playbook
2. Small Business Administration (SBA): Disaster Loan Program

Attachments
A. FEMA: Recovery Support Function (RSF) Information Sheets
B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Functions
C. TEMPLATE: Recovery Action Plan (RAP)
D. TEMPLATE: Agenda: Hand-Off Meeting
E. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.11 Economic RSF Support Agency: NCAC

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
ECONOMIC RSF SUPPORT AGENCY: **NAPA COUNTY AGRICULTURAL COMMISSIONER (CAC)**

GENERAL RECOVERY	1.	Facilitates the collaboration among the Napa County Operational Area, State, and federal agencies to implement effective recovery planning and operations for disaster survivors.
	2.	Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	3.	Ensures that all stakeholders are informed about the transition and their specific roles in the ROC. [A, B]
	4.	Assists the Lead Agency for the Economic RSF to identify and convene applicable RSF stakeholders, including CBOs. [A, B]
	5.	Utilizes Attachment E, Attachment F, and the Farm Service Agency website for additional information to assist with Agriculture-specific activities. [A, B, 1]
	6.	Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
	7.	Interfaces with impacted local jurisdictions, special districts, and County agencies to identify any unmet needs related to the agricultural industry and then communicates those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	8.	Provides technical assistance related to Farm Service Agency Programs, and other applicable programs and resources, to impacted agricultural constituents to recover from the disaster. [1]
	9.	Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and supports a community-based Long-term Recovery Group. [D]
	10.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [E]
	11.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

REFERENCES AND ATTACHMENTS

Annotated References
1. USDA: Farm Service Agency Programs

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
ECONOMIC RSF SUPPORT AGENCY: **NAPA COUNTY AGRICULTURAL COMMISSIONER (CAC)**

Attachments
   A.   FEMA: Recovery Support Function (RSF) Information Sheets
   B.   CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
   C.   TEMPLATE: Recovery Action Plan (RAP)
   D.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
   E.   TEMPLATE: Agenda: Hand-Off Meeting

3.2.12 Natural & Cultural Resources RSF

	INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
	NATURAL & CULTURAL RESOURCES RSF	
GENERAL RECOVERY	1.	Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2.	Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	3.	Use Attachment E and Attachment F for additional information to assist with Natural and Cultural Resources RSF planning activities. [A, B]
	4.	Identifies and convenes applicable RSF stakeholders, including CBOs. [A, B]
	5.	Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. [C]
GOVERNMENT RECOVERY	6.	Interfaces with impacted local jurisdictions, special districts, and County agencies to identify any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	7.	Provides technical assistance to impacted natural and cultural resources to recover from the disaster. [A, B]
	8.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [D]
COMMUNITY RECOVERY	9.	Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and supports a community-based Long-term Recovery Group. [E]
	10.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
	REFERENCES AND ATTACHMENTS	

Annotated References
- NONE

Attachments
- A. FEMA: Recovery Support Function (RSF) Information Sheets
- B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
- C. TEMPLATE: Recovery Action Plan (RAP)
- D. TEMPLATE: Agenda: Hand-Off Meeting
- E. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.2.13 Natural & Cultural Resources RSF Support Agency: PBES

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
NATURAL & CULTURAL RESOURCES RSF SUPPORT AGENCY: PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES (PBES)

GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2. Ensures that all stakeholders are informed about the transition and their specific roles in the ROC.
	3. Use Attachment E and Attachment F for additional information to assist with Natural and Cultural Resources RSF planning activities, specifically environmental impacts. **A, B**
	4. Identifies and convenes applicable RSF stakeholders, including CBOs. **A, B**
	5. Contributes to a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. **C**
	6. Provides technical assistance related to environmental resources to recover from the disaster. **A, B**
	7. Assists the Community Assistance RSF (inclusive of the NVCOAD) to establish and supports a community-based Long-term Recovery Group. **D**
	8. Interfaces with impacted local jurisdictions, special districts, and County agencies to identify any unmet needs and then communicate those needs to state/federal recovery agencies in coordination with the Community Assistance RSF and ROC Management.
	9. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). **E**
	10. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

REFERENCES AND ATTACHMENTS

Annotated References
- NONE

Attachments
- A. FEMA: Recovery Support Function (RSF) Information Sheets
- B. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
- C. TEMPLATE: Recovery Action Plan (RAP)
- D. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
- E. TEMPLATE: Agenda: Hand-Off Meeting

3.2.14 ROC Planning Section Chief

	INTERMEDIATE RECOVERY: WEEKS TO MONTHS
	RECOVERY OPERATIONS CENTER (ROC) **PLANNING SECTION CHIEF**
GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, ensuring continuity in recovery efforts and leadership.
	2. Determines the need and timing of activation of the Documentation Unit and the Recovery Action Planning Unit.
	3. Ensures the development and distribution of a Recovery Action Plan (RAP) that focuses on Intermediate Recovery objectives. Activate and staff the Recovery Action Planning Unit, if necessary. **A**
	4. Develops and implements a recordkeeping system that captures documents related to recovery planning like damage assessments, site visits, long-term recovery bylaws, and project worksheets, etc. Activates and staff the Documentation Unit, if necessary.
	5. Supports the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, County departments, and the community-based LTRG.**B, C, D**
	6. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs).**E**
	7. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
	REFERENCES AND ATTACHMENTS

Annotated References
- NONE

Attachments
  A. TEMPLATE: Recovery Action Plan (RAP)
  B. FEMA: Recovery Support Function (RSF) Information Sheets
  C. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
  D. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
  E. TEMPLATE: Agenda: Hand-Off Meeting

3.2.15 ROC Logistics Section Chief

	INTERMEDIATE RECOVERY: WEEKS TO MONTHS
	RECOVERY OPERATIONS CENTER (ROC) **LOGISTICS SECTION CHIEF**
GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, to ensure continuity in recovery efforts and leadership.
	2. Determines the extent to which Section functions should be activated and initiates staff notification procedures. Based on the situation, activates the necessary Branches and Units within the ROC Logistics Section. (Fulfills all responsibilities of your Section until Branches and Units are staffed.):
	3. Gathers information related to resource deployment, incident status and employee conditions, and logistical support needs for input into the Recovery Action Plan (RAP).**A**
	4. Collects status report information from the ROC Logistics Section staff; provides this information to the ROC Planning Section to include in the Recovery Action Plan (RAP). **A**
	5. Assigns and briefs incoming staff in accordance with the RAP, and oversees Section operations in implementing the RAP.
	6. Collects status information and logistical requests from the activated ROC Sections; determines logistical priorities.
	7. Manages overall coordination and supervision of the ROC Logistics Section.
	8. Maintains an Activity Log.
	9. Participates in regular ROC briefings.
	10. Monitors ROC Logistics Section activities and identifies any potential issues that require prompt attention.
	11. Requests additional personnel and/or equipment resources, as necessary.
	12. Supports multipurpose staging areas as destination points for mutual aid, if indicated.
	13. Ensures key facilities have adequate power, sanitation, or other critical services and supplies.
	14. Meets with ROC Finance/Admin Section Chief to review/confirm the level of purchasing authority to be delegated to the ROC Logistics Section.
	15. Conducts periodic Section meetings, the goals of which are to:
	▪ Share current situation status and gather information regarding resources, staffing, purchases, and other support activities
	▪ Discuss issues raised as a result of resource requests.

		INTERMEDIATE RECOVERY: WEEKS TO MONTHS
		RECOVERY OPERATIONS CENTER (ROC) **LOGISTICS SECTION CHIEF**

		▪ Clarify policy and procedures.
		▪ Identify critical issues/needs/resources/shortfalls.
	16.	Briefs oncoming ROC Logistics Section Chief on activities during your shift and issues/needs for the next operational period.
	17.	Ensures the Section has completed all necessary documentation related to resource requests in accordance with directions provided by the ROC Finance/Administration Section Chief.
	18.	Submits a log and other incident-related documentation to the ROC Planning Section.
	19.	Supports the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, County departments, and the community-based LTRG. [B, C, D]
	20.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [E]
	21.	Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).

REFERENCES AND ATTACHMENTS

Annotated References
- NONE

Attachments
A. TEMPLATE: Recovery Action Plan (RAP)
B. FEMA: Recovery Support Function (RSF) Information Sheets
C. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
D. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
E. TEMPLATE: Agenda: Hand-Off Meeting

3.2.16 ROC Finance/Admin Section Chief

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
RECOVERY OPERATIONS CENTER (ROC) FINANCE/ADMIN SECTION CHIEF	
GENERAL RECOVERY	1. Works with previously assigned EOC staff to provide for the structured transition of operations from the EOC to the ROC, to ensure continuity in recovery efforts and leadership.
	2. Initiates and maintains an Activity Log. Records the following information/requests. ▪ By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Finance/Admin Section, directions given, and actions taken.
	3. Based on the situation, activates the necessary Units within the ROC Finance/Admin Section and notifies the appropriate staff. (Fulfill all responsibilities of the Section until Units are staffed).
	4. Assigns and briefs incoming staff in accordance with the RAP, and oversees Section operations in implementing the RAP. [A]
	5. Purchases supplies, equipment, and services within authorization. Notifies County Attorney (as needed) for special contract provisions.
	6. Aids County Departments in other purchasing matters, including: ▪ Vendor sourcing ▪ Product evaluation ▪ Specification preparation ▪ Inspection and receiving practices
	7. Ensures quality control standards are implemented.
	8. Maintains the Disaster Accounting System and provides direction to all ROC Sections on how to document their costs in accordance with FEMA guidance. [1]
	9. Ensures that financial and expenditure records of the emergency are maintained.
	10. Meets with the ROC Director to confirm the level of purchasing authority to be delegated to the ROC Logistics Section. Clarifies what types and amounts of purchases should be pre-authorized by the ROC Finance/Admin Section.
	11. Keeps the ROC Director apprised of the overall financial situation and significant financial developments.
	12. Provides the ROC Director with financial forecasts and financial analyses, as requested. ▪ Notifies the ROC Director when emergency response costs may be excessive or threaten the fiscal soundness of the County.

INTERMEDIATE RECOVERY: WEEKS TO MONTHS
RECOVERY OPERATIONS CENTER (ROC) **FINANCE/ADMIN SECTION CHIEF**

13.	Assists the ROC Director and the CEO to prepare emergency funding requests to be reviewed and approved by the County Board of Supervisors. **NOTE:** The County holds a General Reserve for funding of locally proclaimed disasters. The current policy funding formula for 2024-25 is approximately 15% of General Fund Budgeted Expenditures.
14.	Briefs the ROC Director on all financial management issues that require attention and follow-up.
15.	Coordinates financial transactions with Departments involved in recovery to assure proper documentation for recovery of costs.
16.	Coordinates with Community Assistance RSF to provide directions on the development of project worksheets to impacted County departments and other government agencies in alignment with FEMA guidance. This includes delivery of technical assistance, if appropriate. [1]
17.	Collects status report information from the ROC Finance/Admin Section staff; provides this information to the ROC Planning Section to include in the Recovery Action Plan (RAP). [A]
18.	Monitors ROC Finance/Admin Section activities and identifies any potential issues that require prompt attention.
19.	Requests additional personnel and/or equipment resources, as necessary.
20.	Conducts periodic Section meetings, the goals of which are to:
	▪ Share current situation status and gather information regarding resources, staffing, purchases, and other support activities.
	▪ Discuss issues raised as a result of resource requests.
	▪ Clarify policy and procedures.
	▪ Identify critical issues/needs/resources/shortfalls.
	▪ Update the RAP information and report back on previously assigned tasks.
21.	Briefs the oncoming ROC Finance/Admin Section Chief on activities during your shift and issues/needs for the next operational period.
22.	Ensures that all ROC Finance/Admin. Section staff time, services, and supplies expenditures for the EOC are documented at the end of each shift.
23.	Submits a log and other emergency-related documentation to the ROC Planning Section.
24.	Ensures that all Finance/Admin. Section staff time, services, and supplies expenditures for the EOC are documented at the end of each shift.

INTERMEDIATE RECOVERY: WEEKS TO MONTHS	
RECOVERY OPERATIONS CENTER (ROC) **FINANCE/ADMIN SECTION CHIEF**	
	25. Supports the transition of responsibilities for long-term recovery from the Recovery Operations Center (ROC) to relevant local jurisdictions, special districts, County departments, and the community-based LTRG. [B, C, D]
	26. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by the ROC to Long-term Recovery executed by the impacted government agencies via Project Worksheets (PWs). [E]
	27. Participates in a "Hand-Off Meeting" to transition from Intermediate Recovery managed by government (via the ROC) to Long-term Recovery managed by the community (via the LTRG).
REFERENCES AND ATTACHMENTS	

Annotated References
1. FEMA: Public Assistance Program and Policy Guide (version 4)

Attachments
A. TEMPLATE: Recovery Action Plan (RAP)
B. FEMA: Recovery Support Function (RSF) Information Sheets
C. CalOES: RSF Quick Start Guidance for the Development of County/Municipal Recovery Support Function
D. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws
E. TEMPLATE: Agenda: Hand-Off Meeting

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3.3 LONG-TERM RECOVERY: MONTHS TO YEARS

3.3.1 County Executive Office (CEO)

		LONG-TERM RECOVERY: MONTHS TO YEARS	
		COUNTY EXECUTIVE OFFICE (CEO)	
GENERAL RECOVERY	1.	Updates the Board of Supervisors on the progress/status of long-term recovery activities, as requested.	
	2.	Coordinates with County OES to conduct an after-action process to identify strengths and opportunities for improvement planning. **NOTE:** Consider the need for third-party support to conduct after-action/ improvement planning based on the disaster's scope, scale, and complexity.	
	3.	Directs applicable County agencies to update relevant plans, procedures, and policies based on lessons learned during the after-action and improvement planning processes.	
GOVERNMENT RECOVERY	4.	Identifies impacted government agencies and monitors the implementation of recovery projects through project close-out, including projects that are eligible for state/federal disaster funds like FEMA's Public Assistance Program. [1] **NOTE:** Consider the need for third-party support to coordinate a comprehensive, County-wide recovery process based on the disaster's scope, scale, and complexity.	
	5.	In coordination with the County Treasurer, ensures that required documentation aligns with federal guidelines, and serves as, or otherwise identifies, a point-of-contact for disaster cost recovery-related issues. [1]	
	6.	If applicable, consider mitigation projects eligible under FEMA's Public Assistance Section 406 - Mitigation. [2]	
COMMUNITY RECOVERY	7.	Identifies and assigns County agencies that have applicable expertise, program eligibility (i.e., food assistance, building permits, etc.), or a common service clientele to participate with and support the community-based Long-term Recovery Group (LTRG). [A] **NOTE:** Coordinate with NVCOAD to identify community needs and corresponding County resources/programs with eligible disaster survivors.	
	8.	Coordinates with County OES and the Napa Valley COAD (NVCOAD) to maintain communication with the community-based LTRG.	
	9.	Provides reports and/or updates related to community-based long-term recovery to the Board of Supervisors, as requested.	
		REFERENCES AND ATTACHMENTS	
Annotated References 1. FEMA: Public Assistance Program and Policy Guide (version 4)			

LONG-TERM RECOVERY: MONTHS TO YEARS
COUNTY EXECUTIVE OFFICE (CEO)
2.   FEMA: Public Assistance Program: Section 406 – Mitigation
Attachments
A.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.3.2 Office of Emergency Services (OES)

		LONG-TERM RECOVERY: MONTHS TO YEARS
		OFFICE OF EMERGENCY SERVICES (OES)
GENERAL RECOVERY	1.	Assists the CEO to develop and provide reports and/or updates related to community-based long-term recovery to the Board of Supervisors, as requested.
	2.	Conducts an after-action/improvement planning process to identify strengths and opportunities for improvement. **NOTE:** Consider the need for third-party support to conduct after-action/improvement planning based on the disaster's scope, scale, and complexity.
	3.	Tracks the implementation of the improvement plan, including updates to relevant plans, procedures, and/or policies based on lessons learned during the after-action process. Reports status of improvement plan implementation periodically, as needed, or as requested.
GOVERNMENT RECOVERY	4.	Assists the CEO to identify impacted government agencies and to monitor the implementation of recovery projects through project close-out, including projects that are eligible for state/federal disaster funds like FEMA's Public Assistance Program. [1] **NOTE:** Consider the need for third-party support to coordinate a comprehensive, County-wide recovery process, including tracking recovery projects and disaster cost recovery, based on the disaster's scope, scale, and complexity.
	5.	In coordination with the County Treasurer, ensures that required documentation aligns with federal guidelines, and may serve as a point-of-contact for disaster cost recovery-related issues. [1]
	6.	Facilitates communication and coordination between state agencies (i.e., CalOES), federal agencies (i.e., FEMA), and impacted County agencies, local governments, special districts, and applicable CBOs within the Napa County Operational Area.
	7.	If applicable, consider mitigation projects eligible under FEMA's Public Assistance Section 406 - Mitigation. [2]
COMMUNITY RECOVERY	8.	Assists the CEO to identify and notify County agencies that have applicable expertise, program eligibility (i.e., food assistance, building permits, etc.), or a common service clientele to participate with and support the community-based Long-term Recovery Group (LTRG). [A] **NOTE:** Coordinate with NVCOAD to identify community needs and corresponding County resources/programs with eligible disaster survivors.
	9.	In coordination with NVCOAD, serves as a bridge between the LTRG and the County to integrate identified government resources into the community's long-term recovery process. [A]
	10.	In coordination with the NVCOAD, maintain open communication with LTRG and inform the CEO of any issues that may require their attention.

LONG-TERM RECOVERY: MONTHS TO YEARS

OFFICE OF EMERGENCY SERVICES (OES)

	11. Participates in the community-led LTRG organization, meetings, and processes, as requested and appropriate.

REFERENCES AND ATTACHMENTS

Annotated References
1.   FEMA: Public Assistance Program and Policy Guide (version 4)
2.   FEMA: Public Assistance Program: Section 406 – Mitigation

Attachments
A.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.3.3 Identified County Agencies

LONG-TERM RECOVERY: MONTHS TO YEARS	
IDENTIFIED COUNTY AGENCIES	
GENERAL RECOVERY	1. Assists the CEO to develop and provide reports and/or updates related to community-based long-term recovery to the Board of Supervisors, as requested.
	2. Participates in an after-action/improvement planning process to identify strengths and opportunities for improvement.
	3. Implements the improvement plan, including updates to relevant plans, procedures, and/or policies based on lessons learned during the after-action process. Reports status of improvement plan implementation periodically, as needed, or as requested.
GOVERNMENT RECOVERY	4. Designates a point-of-contact to serve as an agency representative through the long-term recovery process until all agency recovery projects have been closed out. **NOTE:** This representative coordinates with the County CEO and County OES to report on the progress of the agency's recovery projects, especially any challenges that hinder the completion of any project on time and on budget.
	5. Implements any/all actions needed to complete permanent repairs for all approved projects in accordance with the developed project worksheets (PW).
	6. Documents recovery activities in accordance with guidance provided by the CEO and/or the County Treasurer, to ensure that it aligns with federal guidelines, and may serve as a point-of-contact for disaster cost recovery-related issues. [1]
COMMUNITY RECOVERY	7. Designates a point-of-contact to serve as an agency representative to the Long-term Recovery Group (LTRG), as directed by the CEO. The agency representative should regularly report on the status of any activities in support of the LTRG.
	8. Provides agency applicable expertise, program resources, or other disaster case management support to the LTRG, as appropriate. [A]
	9. Participates in the community-led LTRG organization, meetings, and processes, as requested and directed by the CEO.
REFERENCES AND ATTACHMENTS	

Annotated References
   1.   FEMA: Public Assistance Program and Policy Guide (version 4)

Attachments
   A.   Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

3.3.4 Napa Valley COAD

LONG-TERM RECOVERY: MONTHS TO YEARS

	NAPA VALLEY COAD
COMMUNITY RECOVERY	1. Convenes the Long-Term Recovery Group (LTRG) providing the organizational structure and staff support for its operation. **A**
	2. Ensures key leadership roles, subcommittees and representation from critical agencies and stakeholders are in place covering such areas as disaster case management, outreach and communications, construction and rebuilding, unmet needs, fund development, in-kind donations, housing, resource management, emotional & spiritual support, and volunteers. **A**
	3. Organizes and holds regular meetings of the LTRG to set objectives and review ongoing progress, especially related to disaster case management.
	4. Ensures all stakeholders are engaged in the LTRG, including providing a voice for community members who have been impacted.
	5. Trains LTRG members on the functions and operations of the LTRG.
	6. Determines processes and qualifications for referrals, fast-track needs, and the unmet needs table.
	7. Identifies and secures funding for LTRG operations and staffing.
	8. Works to find funders and in-kind donors to support unmet needs for rebuilding, replacing household goods, and other housing needs.
	9. Conducts an after-action analysis with stakeholders and report the results to the community and government.
	10. Advocates for policy changes needed at various government levels to better support disaster survivors.

REFERENCES AND ATTACHMENTS

Annotated References
- NONE

Attachments
   A. Napa Valley COAD: Long-term Recovery Group (LTRG) Activation Guide and Bylaws

4. ANNOTATED REFERENCES

4.1 FEDERAL REFERENCES

4.1.1 National Disaster Recovery Framework

The National Disaster Recovery Framework (NDRF), established in the second edition in June 2016 by FEMA, provides a comprehensive guide for how the whole community can effectively coordinate and deliver recovery capabilities after a disaster. It emphasizes the importance of pre-disaster recovery planning and outlines the roles and responsibilities of all recovery stakeholders, including government agencies, private sector entities, and non-governmental organizations (NGOs).

Key Principles

The NDRF is guided by eight core principles that aim to maximize recovery success:

- **Individual and Family Empowerment.** Encouraging personal and community resilience.
- **Leadership and Local Primacy.** Acknowledging local governments as the primary leaders in recovery.
- **Pre-Disaster Recovery Planning.** Emphasizing the need for preparedness and risk mitigation.
- **Engaged Partnerships and Inclusiveness.** Promoting collaboration across all sectors.
- **Unity of Effort.** Ensuring a coordinated and unified recovery process.
- **Timeliness and Flexibility**. Adapting to changing conditions and needs.
- **Resilience and Sustainability.** Building back better to withstand future hazards.
- **Psychological and Emotional Recovery.** Addressing mental health needs post-disaster.

Coordinating Structures

The framework outlines various coordinating structures at local, state, tribal, territorial, and federal levels to facilitate recovery. These include Recovery Support Functions (RSFs) that bring together a wide array of stakeholders to focus on specific recovery needs.

Recovery Continuum

The recovery process is described as a continuum of interdependent activities that advance a community toward its recovery goals. Effective recovery starts with pre-disaster preparedness and continues through response and long-term rebuilding efforts.

Conclusion

The NDRF serves as a strategic guide to enhance recovery preparedness and resilience across all communities. It encourages inclusive planning and collaboration, ensuring that recovery efforts are well-coordinated, equitable, and effective in building a resilient future.

Source

https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery

4.1.2 Public Assistance (PA) Program and Policy Guide (version 4)

FEMA's Public Assistance Program and Policy Guide (PAPPG), Version 4, issued June 1, 2020, provides comprehensive guidelines for FEMA's Public Assistance (PA) Program. The PA program offers federal grants to state, local, tribal, territorial (SLTT) governments, and private nonprofit (PNP) organizations for disaster response and recovery. Below is a high-level summary of its key components:

Program Overview

- FEMA's PA Program supports SLTT governments and eligible PNP organizations to respond to and recover from major disasters or emergencies.

- Funding is provided for debris removal, emergency protective measures, and the repair or replacement of damaged facilities.

Figure 25. Cover page: Public Assistance Program and Policy Guide, Version 4, FEMA.

Eligibility Criteria

- **Applicants:** Eligible applicants include SLTT governments, federally recognized tribal governments, and certain types of PNPs.

- **Facilities:** Facilities must be public or eligible PNP facilities that provide critical or essential social services (e.g., hospitals, utilities, schools, community centers).

- **Work:** Eligible work includes emergency work (debris removal and emergency protective measures) and permanent work (repairing or replacing facilities).

- **Costs:** Costs must be reasonable, necessary, and directly tied to eligible work.
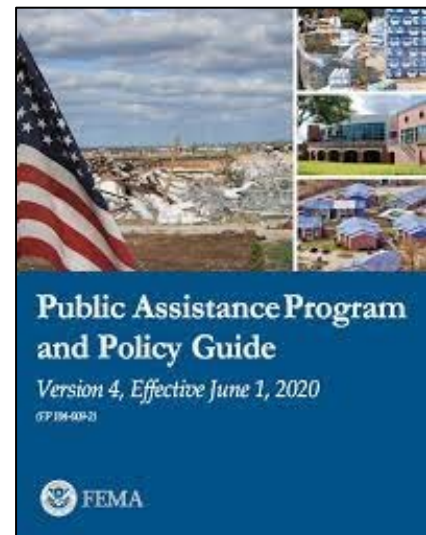
Emergency Work (Category A & B)

- **Debris Removal (Category A):** Includes removal of debris from public roads, rights-of-way, and public property when it poses an immediate threat to health, safety, or improved property.

- **Emergency Protective Measures (Category B):** Includes measures to save lives, protect public health and safety, and eliminate immediate threats (e.g., flood fighting, temporary generators, sheltering, and evacuation).

Figure 26. Shelter ready to receive Evacuees.

Permanent Work (Categories C-G)

- Includes the repair, restoration, or replacement of damaged facilities based on pre-disaster design and function, in accordance with current applicable codes and standards.

- Categories include:

  - Roads and bridges (C)
  - Water control facilities (D)
  - Buildings and equipment (E)
  - Utilities (F)
  - Parks, recreational facilities, and other infrastructure (G).

Cost Eligibility

- Costs must be:

  - Reasonable and necessary.
  - Consistent with the Applicant's policies.
  - Supported by documentation.
  - Reduced by insurance and other applicable credits.

Hazard Mitigation

- FEMA encourages incorporating cost-effective hazard mitigation measures into the repair of disaster-damaged facilities to reduce the risk of future damage.

Capped Projects

- **Improved Projects:** Applicants can make improvements to a damaged facility but must receive FEMA approval. Funding is capped at the estimated cost of restoring the facility to its pre-disaster condition.

- **Alternate Projects:** Applicants may use PA funds for a different purpose if restoring the damaged facility is not in the public interest.

- **Alternative Procedures Projects:** A fixed-cost project that gives Applicants flexibility to use funds for broader recovery purposes, including hazard mitigation.

Environmental and Historic Preservation (EHP) Compliance

- All projects must comply with federal laws like the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), and the Endangered Species Act (ESA), among others.

Procurement and Contracting

- Applicants must follow federal procurement requirements, including full and open competition, to ensure costs are reasonable and eligible for reimbursement.

Post-Award Monitoring and Closeout

- Applicants must track project progress, submit quarterly reports for large projects, and retain documentation for audits.

- Closeout occurs when all work is completed, compliance requirements are met, and final costs are reconciled.

Appeals and Arbitration

- Applicants may appeal FEMA's eligibility determinations or cost adjustments. Two levels of appeal are available, and arbitration is an option under certain circumstances.

Additional Appendices

- The guide includes various appendices with specific details, such as environmental compliance requirements, eligibility examples for PNP facilities, and cost validation tools.

The PAPPG serves as the primary reference for managing the PA Program, ensuring compliance, and maximizing recovery assistance for eligible entities after a disaster.

Source
https://www.fema.gov/fact-sheet/fema-public-assistance

Figure 27. Applicant's Briefing.

4.1.3 Individual Assistance Program and Policy Guide (version 1.1)

The FEMA Individual Assistance (IA) Program is a critical component of disaster recovery, providing financial assistance or direct services to individuals and families who have incurred necessary expenses and serious needs due to a disaster and are unable to meet these needs through other means.

Key Components of the Program:

- **Eligibility Criteria.** To qualify for IA, individuals must be a U.S. citizen, non-citizen national, or qualified alien. Their losses must not be covered by insurance, and the damage must have occurred in an area declared by the President as a disaster area.

- **Types of Assistance.** IA offers two types of assistance - Housing Assistance and Other Needs Assistance (ONA).

  - **Housing Assistance.** This includes temporary housing (rental assistance or a temporary place to live), repair (financial assistance to homeowners to repair disaster-caused damage), replacement (financial assistance to homeowners to replace their home destroyed in the disaster), and semi-permanent or permanent housing construction.

  - **Other Needs Assistance (ONA).** This covers personal property, transportation, medical and dental, funeral, childcare, and miscellaneous expenses.

- **Application Process**: Individuals can apply for IA assistance online through the DisasterAssistance.gov website, via the FEMA App, or by calling the FEMA Helpline. Local government can support through the establishment of assistance centers.

- **Important Considerations**: Assistance is not intended to restore damaged property to its pre-disaster condition. By law, FEMA assistance cannot duplicate the assistance received from insurance companies, government agencies, or other organizations.

Source
https://www.fema.gov/assistance/individual/program

4.1.4 Preliminary Damage Assessment Guide

The FEMA Preliminary Damage Assessment (PDA) Guide, updated in August 2021, provides a standardized approach for conducting preliminary damage assessments in the aftermath of a disaster. The guide is intended to aid state, local, tribal, and territorial (SLTT) government officials and FEMA staff in gathering, validating, quantifying, and documenting damage information to support requests for federal assistance under the Stafford Act.

Key Components of the Guide

- **Purpose and Scope**. The guide aims to establish a consistent, efficient, and accurate PDA process that aligns with the requirements for a Stafford Act Presidential disaster declaration. It serves as a resource for preparedness and an operational reference for conducting Individual Assistance (IA) and Public Assistance (PA) PDAs.

Figure 28. Preliminary Damage Assessment for FEMA's Individual Assistance Program.

- **Damage Assessment Overview**. This section introduces the objectives, considerations, roles, and responsibilities involved in the PDA process. It underscores the importance of a coordinated effort among local, state, and federal authorities to validate previously identified damages.

- **Individual Assistance Damage Assessments**. This section focuses on the operations and methodologies for conducting IA PDAs, including the collection of information necessary for assessing the impact on individuals and households.

- **Public Assistance Damage Assessments.** This section details the concept of operations for PA PDAs, methodologies for conducting joint PDAs, and the collection of information required for assessing damage to public infrastructure.

- **Tribal-Specific Considerations.** This section addresses the unique aspects of conducting PDAs for tribal governments, including the options for requesting disaster assistance and considerations for tribal lands and cultural sensitivities.

- **Technology in PDAs**. This section discusses the use of technology, such as remote sensing, mobile surveys, and geographic information systems (GIS), to enhance the accuracy and efficiency of PDAs.

- **Documentation and Forms.** This section provides templates and checklists for documenting damage assessments, including narrative reports, street sheets for IA, and site sheets for PA.

- **Damage Matrices and Insurance Matrix.** Provide criteria for assessing the degree of damage to homes and the impact of insurance coverage on eligibility for assistance.

The FEMA Preliminary Damage Assessment Guide serves as a comprehensive resource for conducting PDAs, with a focus on standardizing the process across the United States. It emphasizes collaboration among SLTT governments and FEMA, the use of technology to

Figure 29. GIS Tools to document damage locations.

improve assessments, and the importance of detailed documentation to support disaster declaration requests.

Source

https://www.fema.gov/disaster/how-declared/preliminary-damage-assessments/guide

4.1.5 Engaging FBOs and CBOs: Planning Considerations for EMs

Engaging Faith-Based and Community Organizations: Planning Considerations for Emergency Managers (October 2024) is a comprehensive guide published by FEMA. It provides a framework for emergency managers to effectively engage with faith-based and community organizations in disaster planning, response, and recovery efforts.

Key Points of the Guide

- The guide underscores the vital role of faith-based and community organizations in disaster management. These organizations bring a wealth of expertise and capabilities to address the challenges posed by emergencies.

- A six-step engagement model is proposed for emergency managers to collaborate with these organizations. The steps include Assess, Engage, Plan, Learn, Exercise, and Sustain.

- The guide offers detailed insights into religious and cultural considerations, steps for engaging faith-based and community organizations, and information about various federal funding programs.

- It includes several appendices with additional resources, training, self-assessments, and considerations for faith-based and community organizations.

- The guide features case studies from various regions, including Virginia, Fairfax County, Chatham County, Whitfield County, and Anne Arundel County, demonstrating the application of the principles and strategies discussed.

- The guide emphasizes the importance of building trust, understanding cultural traditions and practices, and fostering respectful and meaningful engagement with diverse faith-based organizations to strengthen community resilience.

- It provides resources related to safety and security considerations, dietary considerations, funeral considerations, interpersonal considerations, and safety and security considerations.

- The guide encourages emergency managers to collaborate closely with established outreach partners to effectively engage with a wide range of faith backgrounds, both locally and nationally.

Source

https://www.fema.gov/sites/default/files/documents/fema_engaging-faith-based-and-community-organizations-guide_2024.pdf

4.1.6 Pre-Disaster Recovery Guide for Local Governments

The Pre-Disaster Recovery Planning Guide for Local Governments (February 2017), published by FEMA, is a comprehensive resource designed to aid local governments in preparing for recovery before a disaster strikes. The guide underscores the importance of community-wide engagement, the development of recovery capabilities across various partners, and the establishment of an organizational framework for comprehensive local recovery efforts. It emphasizes the need for all communities to be prepared for recovery, given the unpredictable nature of disasters and their potential to cause significant economic damage and disrupt lives.

Key Components of the Guide

Figure 30. Evacuees waiting to enter a shelter.

- **Broad and Inclusive Process.** The guide advocates for a recovery planning process that involves the entire community, including individuals, businesses, and various organizations, to ensure a comprehensive approach.

- **Integration with Other Plans.** The guide suggests that recovery planning should build upon and be integrated with other community plans, such as hazard mitigation plans and comprehensive plans.

- **Goal-Oriented and Scalable.** The planning process should be goal-oriented, focusing on long-term recovery, and scalable to the size and capacity of the community.

- **Comprehensive and Long-Term.** Recovery activities should address all aspects of a community's recovery needs and be designed for the long term.

- **Resilience and Sustainability.** The process should aim to build a more resilient and sustainable community post-disaster.

The Pre-Disaster Recovery Planning Guide for Local Governments provides a comprehensive framework for local governments to prepare for disaster recovery. By following the guide, communities can enhance their resilience, streamline their recovery process, and better support their citizens in the aftermath of a disaster.

Source

https://www.fema.gov/sites/default/files/2020-07/pre-disaster-recovery-planning-guide-local-governments.pdf

4.1.7 Small Business Administration (SBA) Disaster Loan Program

The Small Business Administration (SBA) Disaster Loan Program is a crucial federal initiative designed to provide financial assistance to businesses, homeowners, renters, and nonprofit organizations affected by declared disasters. This program plays a vital role in the recovery process by offering low-interest, long-term loans to cover various types of losses and damages not fully compensated by insurance or other forms of assistance.

Figure 31. Disaster Assistance Loans: U.S. Small Business Administration.

Types of SBA Disaster Loans

- **Business Physical Disaster Loans.** Available to businesses of all sizes and most private nonprofits to repair or replace damaged property, including real estate, machinery, equipment, and inventory.

- **Economic Injury Disaster Loans (EIDLs).** Provide working capital to small businesses, small agricultural cooperatives, and most private nonprofit organizations that have suffered substantial economic injury due to a disaster.

- **Home Disaster Loans.** Available to homeowners and renters to repair or replace disaster-damaged real estate and personal property.

- **Military Reservists Economic Injury Loans.** Assist small businesses in meeting operating expenses when an essential employee is called to active duty as a military reservist.

The SBA Disaster Loan Program is an essential tool in the disaster recovery process, providing critical financial support to help businesses and individuals rebuild and recover. By offering accessible, low-interest loans, the program contributes significantly to the economic resilience of communities affected by disasters. Despite challenges in ensuring equitable access and recent funding limitations, the program remains a cornerstone of federal disaster recovery efforts, adapting to meet the evolving needs of businesses and communities in times of crisis.

Source
https://www.sba.gov/funding-programs/disaster-assistance

4.1.8 Public Assistance Program: Section 406 – Mitigation

Figure 32. Hazardous tree marked for removal.

FEMA's Public Assistance Section 406 Mitigation Program provides funding to support cost-effective hazard mitigation measures during the repair, restoration, or replacement of public infrastructure and facilities damaged by disasters.

This program aims to enhance resilience by reducing the risk of future damages, ensuring that repaired structures are better protected against similar hazards. Eligible applicants include state, tribal, territorial, and local governments, as well as certain private nonprofit organizations.

The funding is integrated into the recovery process and focuses on long-term risk reduction for facilities critical to community functionality, such as utilities, schools, and hospitals.

Source

https://www.fema.gov/assistance/public/process

4.1.9 USDA: Farm Service Agency: Disaster Assistance Programs

The USDA Farm Service Agency (FSA) provides a range of disaster assistance programs to support farmers, ranchers, and agricultural producers affected by natural disasters. These programs include financial aid, recovery tools, and resources to help restore damaged farmland, livestock, crops, and infrastructure.

The FSA works alongside other USDA agencies, such as the Natural Resources Conservation Service (NRCS) and the Risk Management Agency (RMA), to offer

Figure 33. Vineyards impacted by fire, Napa County.

comprehensive support, including emergency loans, conservation efforts, and risk management tools. These resources aim to help agricultural communities recover, build resilience, and prepare for future disasters

Source

https://www.fsa.usda.gov/resources/programs?assistance_type%5B0%5D=13

4.2.1 California Disaster Recovery Framework

The California 2019 Disaster Recovery Framework, developed by the California Governor's Office of Emergency Services (CalOES), provides a comprehensive structure for coordinating and implementing effective disaster recovery efforts across the state. This framework aligns with federal models and emphasizes a whole-community approach to recovery.

Key Components of the Framework

- **State Recovery Coordination Structure.** The CDRF establishes a coordination structure that aligns with the federal model, facilitating seamless integration of state and federal recovery efforts. This structure enhances communication and resource allocation between different levels of government and various stakeholders.

- **Recovery Support Functions (RSFs).** The framework likely incorporates RSFs, which group core recovery capabilities to organize outreach, facilitate problem-solving, and improve coordination among recovery partners. These functions help streamline recovery efforts across various sectors.

- **Community-Centric Approach.** The CDRF emphasizes allowing communities to determine their vision for recovery, ensuring that local needs and aspirations guide the recovery process. This approach empowers local governments and communities to take an active role in shaping their recovery.

- **Pre-Disaster Recovery Planning.** The framework stresses the importance of pre-disaster planning, including the formulation of recovery policies and strategies that can be implemented before a disaster occurs. This proactive approach enhances community resilience and expedites recovery efforts.

- **Innovative Recovery Strategies.** The CDRF incorporates innovative approaches to recovery, such as trauma-informed practices and the use of novel technologies to support disaster relief and recovery efforts. These strategies aim to address both the physical and psychological aspects of disaster recovery.

- **Equity and Inclusivity.** The framework likely emphasizes equitable recovery efforts, ensuring that the needs of vulnerable populations are addressed and that recovery resources are distributed fairly.

- **Resilience and Sustainability**. A key focus is on building back better, incorporating resilience-building measures and sustainable practices in recovery efforts to better prepare communities for future disasters.

- **Interagency Collaboration:** The CDRF facilitates collaboration between various state agencies, local governments, non-governmental organizations, and the private sector to ensure a comprehensive and coordinated recovery process.

Source

https://www.caloes.ca.gov/wp-content/uploads/Recovery/Documents/2019-California-Disaster-Recovery-Framework.pdf

4.2.2 CalOES Safety Assessment Program

The Safety Assessment Program (SAP), managed by the California Governor's Office of Emergency Services (Cal OES), is a critical initiative designed to manage the aftermath of disasters. The program's primary goal is to mitigate the impact of disasters that often result in the displacement of people and disruption of communities.

SAP provides trained professionals capable of quickly evaluating damaged structures, identifying safe buildings, and marking those

Figure 34. Home tagged "Unsafe" after fire.

that are unsafe or have restricted use. The program accepts civil, structural, geotechnical, and architect licenses from any state, along with many ICC building inspector certifications.

The SAP has been successfully used in responding to disasters, such as the Loma Prieta, Northridge, San Simeon, and Baja earthquakes in California, as well as in response to Hurricane Katrina in 2005.

Source

https://www.caloes.ca.gov/office-of-the-director/operations/recovery-directorate/interagency-recovery-coordination/recovery-analytics-engineers-and-specialists/safety-assessment-program/

4.2.3 Post-Disaster Long-Term Recovery Plan Guide

The Long-Term Recovery Plan Guide (July 2024), developed by the California Governor's Office of Emergency Services (Cal OES), is designed to support local jurisdictions to efficiently planning and executing recovery efforts following a disaster. This guide provides a comprehensive framework for developing a Long-Term Recovery Plan (LTRP) using the Cal OES Long-Term Recovery Plan Template. It emphasizes community engagement, capacity building, and

Figure 35. Historic bridge in Napa County.

coordination across various recovery support functions (RSFs).

Key Components of the Guide

- **Recovery Support Functions (RSFs).** The guide outlines six key RSFs—Community Planning and Capacity Building, Economic, Health and Social Services, Housing, Infrastructure Systems, and Natural and Cultural Resources. Each RSF is led by a designated state coordinating agency, ensuring structured support and coordination at the local level.

- **Planning Guidance.** The guide provides detailed instructions on integrating federal, state, and local disaster recovery frameworks, helping jurisdictions align their recovery plans with existing policies and procedures.

- **Community Engagement.** Emphasizing a whole community approach, the guide stresses the importance of involving diverse community members, including those with access and functional needs, in the planning and recovery process.

- **Data Collection and Impact Assessment.** Jurisdictions are encouraged to collect comprehensive data across various domains to assess impacts and identify recovery needs effectively. This data informs the development of recovery projects and initiatives.

- **Project Development and Funding.** The guide offers a structured approach to developing recovery projects, including templates and examples. It highlights the importance of layered funding strategies, involving government, philanthropic, and private sources to support recovery efforts.

- **Implementation and Monitoring.** Clear roles and responsibilities are outlined for implementing the recovery plan. The guide recommends establishing regular monitoring and evaluation processes to track progress and ensure accountability.

- **Capacity Building and Resources.** The guide includes resources for training and capacity building, ensuring local personnel are equipped to manage recovery efforts. It also provides guidance on sourcing grants and leveraging external support.

Appendices

The guide includes several appendices with additional resources, such as a long-term planning process checklist, project development questions, and information on sourcing grant opportunities. These resources are intended to enhance local government capacity and support effective recovery planning and execution.

Overall, the Long-Term Recovery Plan Guide serves as a critical tool for local governments to navigate the complexities of disaster recovery, ensuring a resilient and sustainable return to normalcy.

Source

https://www.caloes.ca.gov/wp-content/uploads/Long-Term-Recovery-Plan-Guide_compliant.pdf

4.2.4 Economic Recovery and Resilience Playbook

The California Association for Local Economic Development (CALED) has developed the Economic Recovery & Resiliency Playbook to guide local governments in preparing for and responding to economic disruptions caused by disasters. The Playbook emphasizes strategic economic development as a critical component of both immediate recovery and long-term community resilience.

Key Components of the Guide

- **Economic Development and Resiliency.** The Playbook outlines the role of economic development in building community resilience and supporting recovery efforts. It emphasizes the importance of aligning economic goals with community values and leveraging local assets to foster a resilient economy.

- **Strategic Planning.** A significant focus is placed on strategic planning, including setting clear economic goals both before and after a disaster. This involves engaging community stakeholders, conducting SWOT analyses, and developing Comprehensive Economic Development Strategies (CEDS).

- **Infrastructure and Community Assets.** The Playbook discusses the importance of resilient infrastructure and community assets in supporting economic recovery. It highlights the need for ongoing improvements and investments in areas like transportation, broadband, and housing to enhance community resilience.

- **Workforce Development.** Recognizing the critical role of workforce availability and training, the Playbook provides strategies for developing a skilled workforce that can adapt to changing economic conditions and support recovery efforts.

- **Community Engagement and Equity.** The Playbook stresses the importance of inclusive community engagement in recovery planning. It advocates for addressing marginalization and ensuring equitable access to recovery resources and opportunities.

- **Recovery and Resilience Tools.** The Playbook includes a range of tools and resources for implementing recovery and resilience strategies, such as federal and state funding opportunities, technical assistance programs, and public-private partnerships.

- **Case Studies and Best Practices.** Throughout the Playbook, real-world case studies and best practices are used to illustrate successful recovery and resilience strategies, providing valuable insights and lessons learned.

The CALED Playbook serves as a vital resource for local governments seeking to enhance their economic resilience and ensure a robust recovery from disasters. By implementing the strategies and tools outlined in the Playbook, communities can build a stronger, more resilient economic future.

Source
https://www.paperturn-view.com/caled/economic-development-recovery-and-resiliency-playbook?pid=MjU258625&v=2.1

4.3 COMMUNITY-BASED REFERENCES

4.3.1 Long-Term Recovery Guide

The National Voluntary Organizations Active in Disaster (VOAD) Long-Term Recovery Guide (May 2023) is a comprehensive resource developed to assist communities in their recovery efforts post-disaster. The guide emphasizes the importance of collaboration, core standards, and ethical principles in disaster recovery. The latest edition of the Guide was developed by the National VOAD Long-Term Recovery Group Committee and ratified by the National VOAD Board of Directors in May 2023.

The guide is divided into several chapters, each focusing on a specific aspect of long-term recovery:

Figure 35. Cover page. Long-term Recovery Guide. National VOAD, 2023.

- **Disasters and Long-Term Recovery.** This chapter emphasizes the importance of local leadership and the community's role in its recovery.

- **Organizing a Long-Term Recovery Group.** This chapter provides guidance on forming a group to address the needs arising after a disaster, highlighting the importance of inclusivity and representation from the community.

- **Long-Term Recovery Administration.** This chapter covers the administrative aspects of long-term recovery, including budgeting, staffing, and the use of technology for effective coordination.

- **Disaster Case Management in Long-Term Recovery.** This chapter focuses on the role of case management in supporting disaster survivors through recovery.

- **Construction Management in Long-Term Recovery.** This chapter details the management of construction efforts to repair or rebuild homes.

- **Volunteer Coordination in Long-Term Recovery.** This chapter discusses the organization and management of volunteers in recovery efforts.

- **Communications in Long-Term Recovery.** This chapter highlights the importance of clear, consistent, and credible communication strategies.

- **Donations Management in Long-Term Recovery.** This chapter provides strategies for managing donations to ensure they meet the community's needs.

- **Emotional and Spiritual Care in Long-Term Recovery.** This chapter addresses the need for emotional and spiritual support for individuals and communities throughout the recovery process.

- **Unmet Needs.** This chapter discusses identifying and addressing the needs of disaster survivors that have not been met by personal, governmental, or organizational resources.

- **When the Work is Finished.** This chapter offers guidance on concluding the recovery effort, including evaluating the recovery process and deciding on the future of the recovery organization.

The appendices include commonly used acronyms, terms, federal disaster programs, a FEMA regions map, sample job descriptions, forms, and example documents like MOUs and bylaws.

In summary, the National VOAD Long-Term Recovery Guide is a valuable resource for communities, providing a structured approach to disaster recovery that emphasizes collaboration, ethical standards, and community involvement.

Source
https://www.nvoad.org/wp-content/uploads/National-VOAD-LTR-Guide-2023-1.pdf

ATTACHMENT A
RECOVERY-RELATED TRAINING

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ATTACHMENT A: RECOVERY-RELATED TRAINING

A.1 ONLINE COURSES

A.1.1 FEMA Independent Study Program: Online Courses

FEMA Independent Study Program: Online Courses
Course Title
IS-253: Overview of Environmental and Historic Preservation
Source
FEMA Independent Study
Delivery Method
Online/Distance Learning
Course Length
4 hours
Audience
Natural and Cultural Resources RSF, Emergency Management
Course Description
This interactive computer-based course provides an overview of FEMAs environmental and historic preservation compliance responsibilities. The course is designed to help the user understand FEMAs environmental and historic preservation compliance responsibilities.
Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-253.b&lang=en
Course Title
IS-403: Introduction to Individual Assistance
Source
FEMA Independent Study
Delivery Method
Online/Distance Learning
Course Length
1 hour
Audience

Management Staff, General Staff, Emergency Management
Course Description
This course provides FEMA personnel and partners with a basic knowledge of the Individual Assistance (IA) Program and activities that help individuals and households recover following a disaster.
Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-403&lang=en
Course Title IS-405: Mass Care/Emergency Assistance Overview
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 1 hour
Audience Operations Section Chief, Mass Care and Shelter Branch, Health and Social Services RSF, COAD, and Emergency Management
Course Description This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.
Web Address https://training.fema.gov/is/courseoverview.aspx?code=IS-405&lang=en
Course Title IS-556: Damage Assessment for Public Works
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 3 hours
Audience

Operations Section Chief, Damage Assessment Group, Public Works, Infrastructure Systems RSF, and Emergency Management
Course Description This course will build local capacity for damage assessment by enabling the development or refinement of a damage assessment program for the public works agency.
Web Address https://training.fema.gov/is/courseoverview.aspx?code=IS-556&lang=en
Course Title IS-558: Public Works and Recovery
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 3 hours
Audience Operations Section Chief, Public Works, Infrastructure Systems RSF, and Emergency Management
Course Description This course will explain how public works is involved in disaster recovery.
Web Address https://training.fema.gov/is/courseoverview.aspx?code=IS-558&lang=en
Course Title IS-632.a: Introduction to Debris Operations
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 2 hours
Audience Operations Section Chief, Public Works, Infrastructure Systems RSF, and Emergency Management
Course Description

This course is designed to familiarize participants with general debris removal operations and identify critical debris operations issues.
Web Address https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a&lang=en
Course Title IS-660 Introduction to Public-Private Partnerships
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 2 hours
Audience CEO, EOC Director, and Emergency Management
Course Description This course provides an introduction to the role of public-private partnerships in emergency preparedness and planning. The goal of this training is to establish a common vocabulary for public sector agencies and private sector organizations interested in using partnerships to improve response, recovery, and resilience.
Web Address https://training.fema.gov/is/courseoverview.aspx?code=IS-660&lang=en
Course Title IS-662: Improving Preparedness and Resilience through Public-Private Partnerships
Source FEMA Independent Study
Delivery Method Online/Distance Learning
Course Length 2 hours
Audience CEO, EOC Director, and Emergency Management
Course Description This online Independent Study course describes how to establish and sustain public-private partnerships, as well as how to communicate and share resources in a partnership.

Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-662&lang=en
Course Title
IS-1000: Public Assistance (PA) Program and Eligibility
Source
FEMA Independent Study
Delivery Method
Online/Distance Learning
Course Length
8 hours
Audience
Finance Section Chief, CEO, Infrastructure Systems RSF, and Emergency Management
Course Description
The course provides an overview of Public Assistance project eligibility. By the end of the course, State, Local, Indian Tribal, and Territorial Applicants and Recipients will be able to understand all aspects of Public Assistance Program and project eligibility.
Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-1000&lang=en
Course Title
IS-2900.a: National Disaster Recovery Framework (NDRF) Overview
Source
FEMA Independent Study
Delivery Method
Online/Distance Learning
Course Length
3 hours
Audience
All RSF staff, ROC Management staff, ROC General staff, CEO, and Emergency Management
Course Description
The National Disaster Recovery Framework (NDRF), developed in conformance with Presidential Policy Directive-8, outlines the basis for a national approach to disaster recovery. The NDRF defines how we will work together to best meet the needs of individuals, families, communities and states in their ongoing efforts to prevent, protect, mitigate, respond to and recover from any disaster event.

Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-2900.a&lang=en
Course Title
IS-2905: Coordinating Health and Social Services Recovery
Source
FEMA Independent Study
Delivery Method
Online/Distance Learning
Course Length
0.375 hours
Audience
Health and Social Services RSF and Emergency Management
Course Description
The purpose of this course is to provide an in-depth orientation to the Health and Social Services Recovery Support Function (HSS RSF) - one of the six recovery capabilities identified in the National Disaster Recovery Framework (NDRF). This course will describe the HSS RSF's mission and core activities; the federal role in HSS recovery operations; how local, state, tribal, territorial, and federal resources coordinate and collaborate during recovery efforts; and the process for executing a unified recovery effort.
Web Address
https://training.fema.gov/is/courseoverview.aspx?code=IS-2905&lang=en

A.1.2 National Center for Disaster Preparedness: Online Courses

National Center for Disaster Preparedness: Online Courses
Course Title
PER-403: Addressing the Needs of Disaster Victims through State, Tribal, and Territorial Housing Programs
Source
Columbia University, National Center for Disaster Preparedness
Delivery Method
Online/Distance Learning
Course Length
1.5 hours

Audience
Operations Section Chief, PBES, Housing RSF, and Emergency Management
Course Description
This course will assist in preparing state, tribal, and territorial leaders to plan for administering disaster housing programs after a disaster. The course will review the Federal Emergency Management Agency's (FEMA) Individuals and Housing Programs that are under the Stafford Act. Information will also be presented on the Disaster Recovery Reform Act (DRRA) of 2018 and the FEMA State-Managed Direct Housing Grant guidance. Other considerations such as code enforcement, permitting, and the handling of personally identifiable information will also be presented.
Web Address
https://training.ncdpcourses.org/browse/wbt/housing/courses/per-403-w

A.1.3 Texas Engineering Extension Service (TEEX): Online Courses

Texas Engineering Extension Service (TEEX): Online Courses
Course Title
AWR-408-W: Disaster Recovery Awareness
Source
TEEX – Texas Engineering Extension Service
Delivery Method
Online/Distance Learning
Course Length
1.5 hours
Audience
Management Staff, General Staff, All RSF Staff, and Emergency Management
Course Description
The Disaster Recovery Awareness online course provides an awareness of disaster recovery planning activities to individuals and organizations responsible for ensuring the resiliency of the whole community. The intent of this course is to provide an introduction to the complex topic of disaster recovery.
Web Address
https://teex.org/class/awr408/

A.1.4 CalOES: Online Courses

CalOES Training: Online Courses
Course Title CalOES: SAP Evaluator Refresher Training
Source CalOES
Delivery Method Online/Distance Learning
Course Length Unknown
Audience PBES and Housing RSF
Course Description This curriculum includes the SAP online Evaluator Training and the SAP online Evaluator Test. Both must be completed for a certificate of completion. A certificate of completion will be available in your transcript once the course is complete.
Web Address https://csti-ca.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab_page_id=-6#f=1&s=540&o=1&h=2

A.2 IN-RESIDENCE COURSES

A.2.1 FEMA Emergency Management Institute (EMI) Courses

FEMA EMI: In-Residence Course
Course Title E-0089: National Disaster Recovery Framework (NDRF) Leadership Workshop
Source FEMA EMI
Delivery Method In-Person – Residential at EMI
Course Length 22 hours
Audience CEO and Emergency Management
Course Description

To enable more effective collaboration among Federal, state, local, and tribal recovery partners pre- and post-disaster.
Web Address https://training.fema.gov/netc_online_admissions/

A.3.1 National Disaster Preparedness Training Center: Mobile Courses

National Disaster Preparedness Training Center: Mobile Courses (In-Person)
Course Title AWR-319: Leveraging Tools for Damage Assessment
Source University of Hawaii, National Disaster Preparedness Training Center
Delivery Method In-Person – Mobile
Course Length 8 hours
Audience Damage Assessment Group, Public Works, Infrastructure Systems RSF
Course Description This awareness-level course provides participants with basic working knowledge of the damage assessment process and the opportunity to review and compare different types of damage assessment tools. Through a combination of lecture-based instruction, group discussion and activities, participants will be given an overview of the basic damage assessment process and the importance of providing accurate and timely assessments to those that require the information.
Web Address https://ndptc.hawaii.edu/training/catalog/18/#course-description
Course Title AWR-356: Community Planning for Disaster Recovery
Source University of Hawaii, National Disaster Preparedness Training Center
Delivery Method In-Person – Mobile
Course Length

8 hours
Audience CEO, COAD, RSF Leads, and Emergency Management
Course Description This awareness-level course will provide facilitated discussions on the key concepts for disaster recovery planning, including the benefits of pre-disaster planning, the whole community approach to planning, key elements of recovery plans, and the plan development process.
Web Address https://ndptc.hawaii.edu/training/catalog/22/#course-description
Course Title MGT-460: Planning for Disaster Debris Management
Source University of Hawaii, National Disaster Preparedness Training Center
Delivery Method In-Person – Mobile
Course Length 8 hours
Audience Operations Section Chief, Public Works, and Emergency Management
Course Description This management-level instructor-led course will provide lectures, knowledge checks, and course module tools/activities on pre-disaster debris management planning. The focus of the course is to identify debris management plan components and best planning practices using existing plan examples and case studies and to draft an outline of a debris management plan. This course will empower participants to create pre-disaster debris management plans for their own communities.
Web Address https://ndptc.hawaii.edu/training/catalog/47/#course-description

A.3.2 CalOES: Mobile Courses

CalOES Mobile Courses (In-Person)
Course Title
G-202: Debris Management Planning for State, Local, and Tribal Officials
Source
CalOES
Delivery Method
In-Person – Mobile
Course Length
24 hours
Audience
Operations Section Chief, Public Works, Infrastructure Systems RSF, and Emergency Management
Course Description
This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state, local, and tribal responsibilities. The course includes debris staff organizations; compliance with laws and regulations; contracting procedures; debris management site selection; volume-reduction methods; recycling; special debris situations; and supplementary assistance.
Web Address
https://csti-ca.csod.com/catalog/CustomPage.aspx?id=20000553&tab_page_id=20000553&tab_id=20000590
Course Title
G-205: Recovery from Disasters: The Local Community Role
Source
CalOES
Delivery Method
In-Person – Mobile
Course Length
20 hours
Audience
Management staff, CEO, and Emergency Management
Course Description

This course covers foundational concepts in disaster recovery and the latest guidance on recovery planning. Participants will either assess their own recovery plan or a sample against this national planning guidance. Following that, participants will discuss how a disaster recovery effort can be organized, managed, and led along with the types of challenges faced by recovery managers.

Web Address

https://csti-ca.csod.com/catalog/CustomPage.aspx?id=20000553&tab_page_id=20000553&tab_id=20000590

Course Title

G-556: Local Damage Assessment

Source

CalOES

Delivery Method

In-Person – Mobile

Course Length

12 hours

Audience

Operations Section Chief, Damage Assessment Unit, PBES, Public Works, and Emergency Management

Course Description

This course will equip local officials with the knowledge, understanding, and skills they need to be able to conduct rapid and effective needs and damage assessments in order to save lives and protect property.

Web Address

https://csti-ca.csod.com/catalog/CustomPage.aspx?id=20000553&tab_page_id=20000553&tab_id=20000590

Course Title

CalOES: Safety Assessment Program (SAP) Evaluator Training

Source

CalOES

Delivery Method

In-person or Online

Course Length

8 hours

Audience

PBES and Housing RSF
Course Description Cal-OES SAP Evaluator Training for post-disaster building Safety Assessment Program (SAP) provides architects, engineers, and building inspectors with the knowledge to provide valuations of facilities and buildings in the aftermath of a disaster.
Web Address https://www.caloes.ca.gov/office-of-the-director/operations/recovery-directorate/interagency-recovery-coordination/recovery-analytics-engineers-and-specialists/safety-assessment-program/

A.4 HYBRID COURSES

A.4.1 American Red Cross (ARC) Training: Hybrid Courses

ARC Training: Hybrid Course (Online plus In-person)
Course Title ARC: American Red Cross (ARC) Shelter Fundamentals Course
Source American Red Cross (ARC)
Delivery Method Online/Distance Learning and In-Person
Course Length 2 hours
Audience Mass Care and Shelter Branch, Health and Social Services RSF, and Emergency Management
Course Description Shelter Fundamentals is a basic level course that introduces the guidelines and procedures for setting up, running and closing a shelter during a disaster. Referencing shelter checklists, participants will work on a case study that takes them through four of the six phases of the Sheltering Cycle. Shelter Fundamentals is available in two delivery formats, instructor-led and online. Both formats cover the same content.
Web Address https://www.redcross.org/take-a-class/disaster-training?srsltid=AfmBOorWkykG826WObqFi8E1Lke_s1UTlZdNrpj-GbKhCdU1ET1jpvFR

Course Title
ARC: Disaster Health and Sheltering Course
Source
American Red Cross (ARC)
Delivery Method
Hybrid – Online and In-Person
Course Length
4 hours
Audience
Mass Care and Shelter Branch, Shelter Staff, and Emergency Management
Course Description
Disaster Health and Sheltering is an introductory two-part awareness course. Part I is an online Independent Study and Part II is an Interactive Classroom Tabletop Exercise. The course orients pre-licensure nursing students to the roles and responsibilities of a Disaster Health Services (HS) volunteer. 4 hours (2 hours online and 2 hours classroom)
Web Address
https://disasternursing.org/2018/01/22/disaster-health-and-sheltering-course-for-nursing-students/

ATTACHMENT B
TEMPLATE: RECOVERY ACTION PLAN (RAP)

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT C
TEMPLATE: HAND-OFF
MEETING AGENDA

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT D
TEMPLATE: POST-DISASTER RECOVERY ORDINANCE

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT E
NAPA VALLEY COAD: LONG-TERM RECOVERY GUIDE AND BYLAWS

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT F
CALOES: RSF QUICK
START GUIDANCE

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT G
CALOES: DEBRIS MANAGEMENT GUIDANCE

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT H
FEMA: RSF INFORMATION SHEETS

Disaster Recovery Annex to the Napa County EOP

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ATTACHMENT I
USDA: DISASTER ASSISTANCE PROGRAMS AT-A-GLANCE

Disaster Recovery Annex to the Napa County EOP

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