



**CITY OF LIVERMORE, CALIFORNIA  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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# **ANNEX I**

# **DISASTER RECOVERY**



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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### I. Introduction

#### Purpose & Objectives

##### **Purpose**

This annex identifies the roles, responsibilities, and tasks associated with the nine functions typically performed in all disaster recovery operations. It also provides checklists, ordinances and other aids for recovery teams.

##### **Objectives**

The objectives of this plan are:

- To increase awareness among government awareness in the City of Livermore of the issues involved in disaster recovery.
- To provide explanations of roles and responsibilities.
- To provide guidelines for disaster recovery operations.

#### Planning Goals

##### **Emphasizes Local Responsibilities**

The disaster that affects a community may or may not result in a Presidential disaster declaration. Therefore, this annex emphasizes local responsibilities for recovery, which exist with or without outside assistance.

##### **Identifies Key Responsibilities & Tasks**

It's assumed that individuals on the local disaster recovery team know how to perform their everyday jobs; therefore, this plan identifies key responsibilities and tasks to be performed in the post disaster setting that may differ from these everyday tasks.

##### **Connectivity with Other Phases (Preparedness, Response, Mitigation)**

Although this plan deals with recovery, it is an extension of the City of Livermore Comprehensive Emergency Management plans.



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### Recovery Overview

#### Recovery Plan Definition

Recovery is a complex and long-term process that involves a range of activities and many participants. Recovery begins shortly after the disaster event occurs and can continue for many years. It involves short-term restoration of essential community functions as well as long-term rebuilding. It incorporates mitigation of hazards as the restoration and rebuilding take place.

The substance of this Recovery Annex has mainly to do with how to get financial, organizational, and human resources focused on both short-term and long-term needs, based on locally defined priorities. Recovery actions involve:

- Analyze post-disaster conditions and opportunities for restoring the community to pre-disaster condition or better.
- Identify needs and priorities in repairing and restoring essential facilities for short-term functioning of the community.
- Initiate hazard abatement (short-term) and mitigation (long-term).
- Initiate housing recovery (temporary and long-term).
- Identify the methodology for local business recovery and temporary business resumption.
- Provide support for essential economic facility recovery (e.g., ports, highways, and railways).
- Maximize available State and Federal assistance.

#### Process of Recovery

The process of recovery has to do with the way the community organizes itself to make decisions, set priorities, and work with affected subgroups of the populations and important stakeholders. The recovery process involves:

- Strategies to plan for recovery of hard-hit individual areas while allowing "normal" functions to continue in unaffected areas.
- Strategies for community participation and investment of stakeholders.
- How to reorganize the bureaucracy and policy-adoption process for recovery.



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### Roles and Responsibilities

Local government has the primary responsibility for protection of life and property.

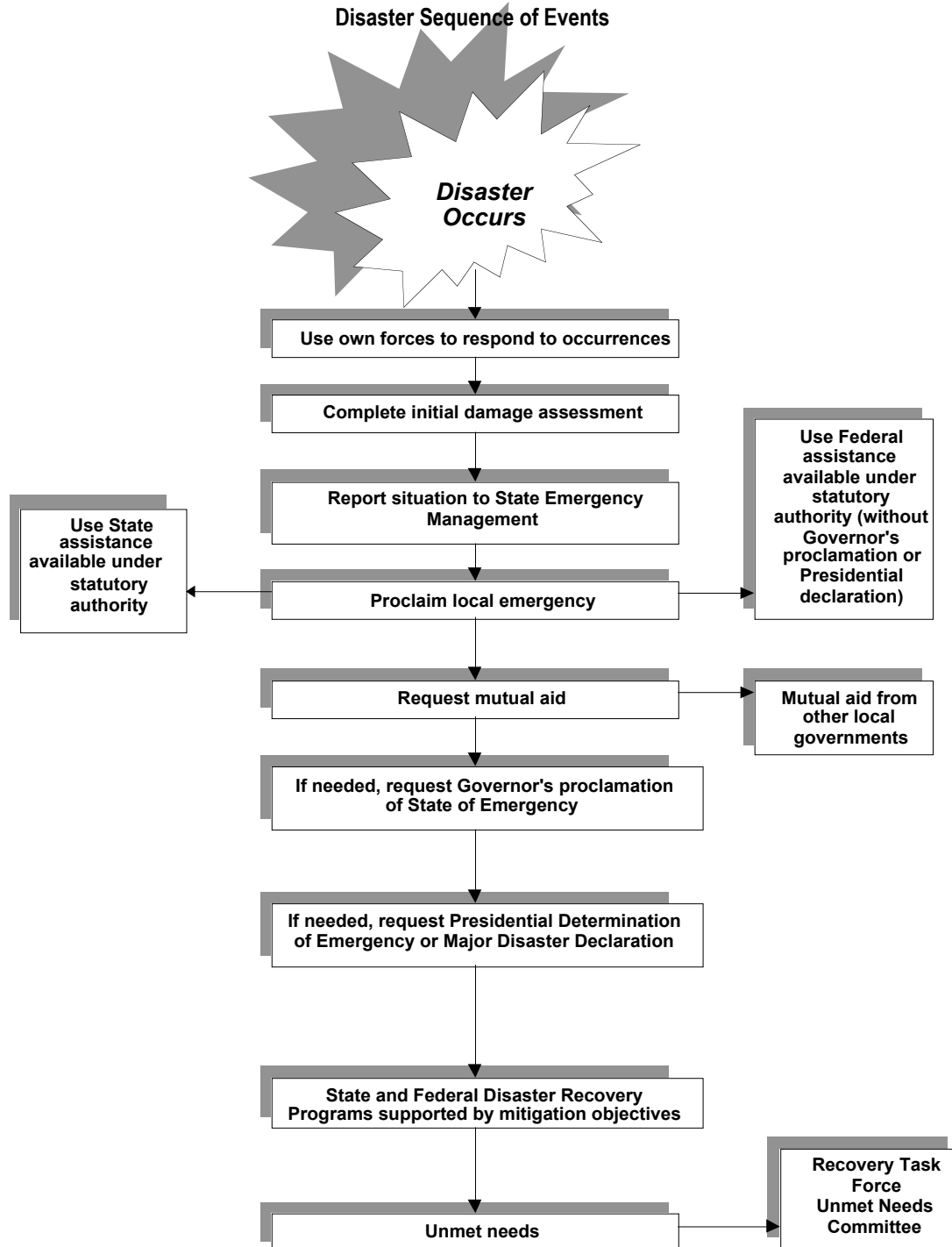
Often, a disaster may not require State or Federal assistance.

State or Federal assistance may be provided when a disaster's effects go beyond what State and local resources can handle.

**Plan for unmet needs, regardless of State or Federal assistance provided.**

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### **Recovery Issues**

Aside from the procedural issues involved in recovery, fundamental changes do occur in the way local governments operate as they go through the recovery process. These changes are:

- Increased public information to address the needs of citizens and coordinate information with other government and private interests.
- Changing Federal rules and response criteria.
- Implement goals, priorities & plans established before the disaster occurs.
- Need for increased coordination & cooperation within local government and between local, County, State, and Federal Governments in order to solve problems and share resources.
- Need for stress management at all levels of government.
- Implementation of hazard mitigation measures.
- Organize continuity of local government in order to provide adequate staffing and resources, expedite decision-making, and streamline procedures for recovery.

## Functional Positions of Responsibility

### **Community Leadership**

Provide a vision of recovery for the City of Livermore, and provide staff encouragement and support to ensure that the City of Livermore recovers as quickly and completely as possible.

### **Administration**

Cite laws affecting recovery and examine critical areas and ordinances for legal issues.

### **Emergency Management**

Coordinate disaster recovery activities among the other members of local government.

### **Health & Safety**

Identify threats to public health and safety and provide remedies for them.

### **Public Works**

Manage, operate, and maintain the recovery of community infrastructure.



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### **Building Inspection**

Determine whether the repair or reconstruction of damaged structures will be permitted and under what conditions.

### **Planning & Community Development**

Develop recommendations for the social, economic, and environmental framework of the community.

### **Public Information**

Provide information to citizens, businesses, and organizations concerning disaster recovery operations and progress.

### **Unmet Needs Management**

Establish a system for providing recovery needs not addressed by traditional Federal, State, and private disaster assistance programs.



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### Functional Checklists

#### **How Checklists Are Used**

How well a community organizes and focuses on priorities determines recovery success. In the Recovery Annex, tasking for agencies, departments, and organizations within the City of Livermore is specified in checklists headed with each of the nine Functional Positions of Responsibility listed above. Each checklist is divided into 4 sections: GOAL, PLAN, TACTIC, and RESPONSIBILITY.

The GOAL is the general focus all responsible entities strive to achieve. The PLAN breaks the GOAL down into milestones that the responsible entities attain collectively. TACTICS are the specific tasks required to be completed in order for the PLAN to be executed. The TACTICS have been assigned as tasking guidelines to agencies, departments, and organizations within City of Livermore. The RESPONSIBILITY for carrying out the TACTIC falls on key elements within each agency, department, or organization that have been identified through prior internal processes and organizational discussions.

The Functional Checklists are designed with a built-in flexibility, which allows them to be used for nearly any extraordinary event that culminates into a disaster. Each event may require that further definition or clarification be applied to any or all of the checklist sections, depending on recovery needs and availability of resources.

The overall maintenance of the Functional Checklists is coordinated by the Disaster Preparedness Coordinator, which relies upon input and feedback from each of the agencies, departments, and organizations charged with the responsibility for carrying out the tactics. Periodic meetings should be scheduled with this goal as a priority in the agenda in order to ensure that the Recovery Annex is kept current and up-to-date. An excellent opportunity for scheduling these meetings occurs shortly after an event or exercise has required the use of the Recovery Plan. Input and feedback gathered in "lessons learned" sessions are extremely useful tools for adjusting the Plan.

#### **Disaster Recovery Annex Validation Checklist**

Once the Recovery Annex is implemented, a validation mechanism must be available for use when conducting periodic reviews of portions of or the entire Annex. The following Validation Checklist is designed to be just that mechanism. Scheduled periodic audits of the Annex using this checklist, as a guide shall be conducted by the Disaster Preparedness Manager to validate its applicability.





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### Disaster Recovery Annex Validation Checklist

<p><b>Identify and define recovery activities.</b></p> <p><input type="checkbox"/> Short-term Recovery  <input type="checkbox"/> Long-term Recovery</p>	<p><b>Describe the organizational structure for recovery operations.</b></p> <p><input type="checkbox"/> Incident Command System  <input type="checkbox"/> Incident Management System  <input type="checkbox"/> Other  <input type="checkbox"/> Disaster recovery coordination and other functions</p>	<p><b>List recovery activities assigned to each unit or section of the organizational structure</b></p> <p><b>Liaison with State and Federal government for.</b></p> <p><input type="checkbox"/> Individual Assistance  <input type="checkbox"/> Public Assistance  <input type="checkbox"/> Hazard Mitigation  <input type="checkbox"/> Liaison with Voluntary Agencies</p>	<p><b>Liaison with Private Sector</b></p> <p><input type="checkbox"/> Assess usable business locations, establishments  <input type="checkbox"/> Identify government/private assistance to aid impacted businesses  <input type="checkbox"/> Determine new types of construction to use in repairing and rebuilding damaged firms  Identify building and construction issues  <input type="checkbox"/> Compliance with revised building codes  <input type="checkbox"/> Compliance with construction standards to comply with future disaster assistance criteria from Federal/State agencies.</p>	<p><b>Seek sources of financial assistance</b></p> <p><input type="checkbox"/> Assist return of existing businesses  <input type="checkbox"/> Attract new businesses</p>
<p><b>Analyze major employers' likelihood of return, when, and at what capacity</b></p> <p><input type="checkbox"/> Tourist/visitor facilities  <input type="checkbox"/> Hospitals and Medical Centers  <input type="checkbox"/> Banking/financial institutions  <input type="checkbox"/> Agricultural, ornamental nursery products  <input type="checkbox"/> Commercial, retail establishments  <input type="checkbox"/> Other major employers</p>	<p><b>Plan for economic base and job generation activities</b></p> <p><input type="checkbox"/> Appoint Economic Recovery Coordinator  <input type="checkbox"/> Determine need for emergency loan program  <input type="checkbox"/> Implement emergency loan program  <input type="checkbox"/> Form or activate local economic development authority  <input type="checkbox"/> Participate in rebuilding efforts  <input type="checkbox"/> If necessary, seek consultant and other specialists to assist in pursuing Federal and other assistance sources to small businesses</p>	<p><b>Include Public Information and Outreach</b></p> <p><b>Liaison with community organizations</b></p> <p><input type="checkbox"/> Chambers of Commerce  <input type="checkbox"/> Homeowners associations  <input type="checkbox"/> Business organizations  <input type="checkbox"/> Civic organizations  <input type="checkbox"/> New groups/councils</p>	<p><b>Establish information hotline</b></p> <p><input type="checkbox"/> Debris removal information  <input type="checkbox"/> Contractor fraud  <input type="checkbox"/> Insurance problems  <input type="checkbox"/> Housing needs  <input type="checkbox"/> FEMA issues  <input type="checkbox"/> Permits and inspections  <input type="checkbox"/> Abandoned homes  <input type="checkbox"/> Elevation requirements  <input type="checkbox"/> Business assistance  <input type="checkbox"/> Conduct community forums and workshops  <input type="checkbox"/> Recovery forums  <input type="checkbox"/> Hazard preparedness workshops  <input type="checkbox"/> Town hall meetings  <input type="checkbox"/> Housing opportunity/re-housing workshops  <input type="checkbox"/> Prepare/distribute newsletter or news articles</p>	<p><b>Special events</b></p> <p><input type="checkbox"/> Take -a-break events  <input type="checkbox"/> Children oriented activities  <input type="checkbox"/> Anniversary celebration  <input type="checkbox"/> Ground breaking ceremonies  <input type="checkbox"/> Media relations</p>



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<p><b>Speaking engagements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> County commission/city council meetings</li> <li><input type="checkbox"/> Congressional hearings</li> <li><input type="checkbox"/> Workshops</li> <li><input type="checkbox"/> Conferences</li> </ul>	<p><b>Special needs populations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social service agencies</li> <li><input type="checkbox"/> Outreach to elderly and people with disabilities</li> <li><input type="checkbox"/> Ethnic populations and language barriers</li> </ul>	<p><b>Address Safety and Security Concerns</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curfew</li> <li><input type="checkbox"/> Re-entry</li> <li><input type="checkbox"/> Hazardous materials</li> <li><input type="checkbox"/> Arson control</li> <li><input type="checkbox"/> Traffic control</li> <li><input type="checkbox"/> Occupational Safety and Health regulations</li> </ul>	<p><b>Include debris management issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Removal</li> <li><input type="checkbox"/> Storage</li> <li><input type="checkbox"/> Reduction</li> <li><input type="checkbox"/> Disposal</li> </ul>	<p><b>Assess Public Health Needs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water quality and supply</li> <li><input type="checkbox"/> Waste water disposal</li> <li><input type="checkbox"/> Animal control</li> <li><input type="checkbox"/> Vector control</li> <li><input type="checkbox"/> Immunization</li> <li><input type="checkbox"/> Testing</li> </ul>
<p><b>Identify issues and priorities for restoration of essential services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sewer</li> </ul>	<p><b>Identify potential transportation issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Roadways</li> <li><input type="checkbox"/> Bridges</li> <li><input type="checkbox"/> Ferries</li> <li><input type="checkbox"/> Roadway lighting</li> <li><input type="checkbox"/> Traffic signals</li> <li><input type="checkbox"/> Traffic signs</li> <li><input type="checkbox"/> Waterway management</li> </ul> <p>Contain procedures for conducting damage assessment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary damage assessment</li> <li><input type="checkbox"/> Disaster survey reports</li> </ul>	<p><b>Address building inspection</b></p> <p><b>Assess capability to handle increased work load</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase staff levels</li> <li><input type="checkbox"/> Establish "fast track" permitting/process</li> <li><input type="checkbox"/> Open satellite zoning service offices</li> <li><input type="checkbox"/> Examine/revise building codes and standards to meet established requirements regarding resistance to damage</li> <li><input type="checkbox"/> Enforce codes and standards for new residential and business units to be constructed</li> <li><input type="checkbox"/> Establish/implement program on non-conforming</li> </ul>	<p><b>Establish policy/program on abandoned and unsafe structures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean, secure, demolition program</li> <li><input type="checkbox"/> Code enforcement sweeps</li> <li><input type="checkbox"/> Identify and evaluate alternative types of construction</li> <li><input type="checkbox"/> License and monitor building contractors conducting both repair work and new construction</li> </ul>	<p><b>Implement established building permit process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial building moratorium</li> <li><input type="checkbox"/> Damaged structure moratoria</li> <li><input type="checkbox"/> Emergency permitting system</li> <li><input type="checkbox"/> Permitting temporary structures</li> </ul>
<p><b>Determine how construction fraud will be handled</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction fraud task force</li> <li><input type="checkbox"/> Determine if/how volunteers may be used to augment contractors in rebuilding residents having no insurance coverage or are underinsured</li> </ul>	<p><b>Determine mitigation measures to take or to comply with Federal, State, or local law during reconstruction</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revised building code</li> <li><input type="checkbox"/> Build-back policy</li> <li><input type="checkbox"/> Mobile home construction standards</li> </ul>	<p><b>Include recovery planning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish redevelopment priorities</li> </ul>	<p><b>Examine/revise existing plans or initiate redevelopment plans for badly damaged areas of the community</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Neighborhood redevelopment plans</li> <li><input type="checkbox"/> Regional redevelopment plans</li> <li><input type="checkbox"/> Tourist attraction recovery plan</li> </ul>	<p><b>Recovery databases &amp; environmental</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Geographic information systems</li> <li><input type="checkbox"/> Mapping</li> <li><input type="checkbox"/> Identify environmental issues and requirements</li> <li><input type="checkbox"/> Identify air quality issues</li> </ul>



# Functional Checklists

- . Community Leadership
- . Administration
- . Emergency Management
- . Health & Safety
- . Public Works
- . Building Inspection
- . Planning & Community Development
- . Public Information
- . Unmet Needs Mgmt