

Kanawha Putnam Emergency Management Plan Functional Annex	
Recovery Revised December 2025; Reviewed Biennially	A24
NRP Coordination:	<i>ESF #14</i>
Primary Agency:	Local government; County government
Support Agencies:	<ul style="list-style-type: none"> • Local government • Public works • Office of Emergency Management • WV Division of Homeland Security and Emergency Management • WV Department of Highways • Federal Emergency Management Agency (FEMA) • American Red Cross • Salvation Army • Private companies

I. Introduction

A. Purpose

The recovery annex establishes a detailed framework of Federal and State government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of Federal and State disaster assistance. This annex will outline the County’s procedures for assessing the need for, applying and administering Federal and State disaster assistance programs.

B. Scope of Work

The scope of this annex describes the responsibilities and activities of all local, county, state, federal and private agencies for providing disaster recovery services in Kanawha and Putnam counties.

II. Situation and Assumptions

- A. This section provides a general assessment and overview of the jurisdiction's recovery capabilities in Kanawha and Putnam Counties. It focuses on the capabilities within the counties to provide recovery assistance and support to victims during the response and post-disaster phase.

The fundamental assumption is that recovery is a partnership effort among Federal, State, voluntary, other local agencies and the private sector.

- B. This section also addresses limitations that may degrade the recovery operations. Assumptions addressed might include the following:
1. Public and private equipment and resources located in the jurisdiction will be available for use during disaster situations.
 2. Resources available through local, county, state, and private mutual aid agreements will be provided for use during the disaster.
 3. Resources and/or funds through state and federal agencies will be provided during the recovery phase.
 4. Volunteer response to assist with recovery operations must be anticipated and coordinated.

III. Concept of Operations

This section describes how disaster recovery operations will be conducted in Kanawha and Putnam counties in cooperation with other jurisdictions, other services, and the State/Federal government agencies.

A. General

1. This section details the provisions for initializing and managing recovery tasks and services. It identifies who will be in charge of directing recovery operations and provides a general overview of how recovery activities will be accomplished.

Since recovery services include so many different activities, it is essential to establish a framework for these services to work

together.

A key part of this planning process is the coordination of responsibilities during the recovery phase of an incident. Specifically, it is essential that the necessary planning and coordination is accomplished prior to an incident. The establishment of leadership should include local jurisdictions, City / County Office of Emergency Management Directors and WV Division of Homeland Security and Emergency Management.

1. The concept of operations includes provisions for:
 - a. Providing recovery services for individuals to begin the process of rebuilding their homes; replacing property; resuming employment; restoring their businesses; permanently repairing, rebuilding, or relocating public infrastructure; and mitigating future disaster losses.
 - b. Providing programs of assistance, support, and technical services of the Local / State / Federal government that facilitate disaster victims' recovery actions—such as grants and low-interest loans for repair or replacement of homes, businesses, property, infrastructure; technical assistance; education and information.
 - c. Recovery activities should be carried out in the context of long-term redevelopment of viable, disaster-resistant communities. In this context, recovery activities include implementation of post disaster mitigation programs and opportunities for disaster victims at all levels to make wise rebuilding decisions.

2. Inter-jurisdictional Relationships

Mutual aid arrangements both formal and informal have been established to assure assistance for recovery services to or from local jurisdictions, County, State or jurisdictions outside the state when required. Each primary and supporting agency is responsible for initiating and maintaining appropriate agreements.

B. Lead Agency

The Chief Elected Officials of Kanawha and Putnam Counties and the City of Charleston are responsible for coordinating Federal and State disaster recovery activities.

C. Support Agencies

Disaster recovery is a coordinated effort in Kanawha and Putnam Counties and the City of Charleston; it involves representatives from all the emergency support functions, the local jurisdictions, and various public and private entities.

D. Disaster Recovery Management

Disaster recovery management rests with the Chief Elected Officials. From there they delegate the execution of recovery operations to the appropriate Emergency Management Director.

1. The Emergency Management Director:
 - a. Oversees the entire recovery effort and serves as the management liaison between Chief Elected Officials and all county agencies and organizations involved in recovery operations.
 - b. Is responsible for the day-to-day operations of the Kanawha and/or Putnam County Emergency Operations Center during recovery operations.
2. In the EOC, recovery operations are broken into three branches, these being:
 - a. Human Needs Branch - This branch is responsible for identifying and addressing the needs of citizens and recovery workers. To accomplish this, they utilize community relation teams to gather information on the needs of individual citizens within the disaster affected area. This branch includes the following emergency support functions: Mass Care, Human Services, Crisis Relocation, and Health/Medical. The lead Functional Annex will depend on the incident and human needs (i.e., medical care, sheltering, and mass feeding). Typically, the lead annex would be Functional Annex A07 Mass Care.
 - b. Logistics Branch – This branch is responsible for assisting in procuring and utilizing equipment or personnel that are needed to complete recovery missions. (i.e., Bulldozers, Transportation to the site, etc). This branch includes the following emergency support functions: Transportation, Communications, Resource Management, Public Works, Energy, Public Utilities, and Volunteer Response. The branch will be led by Functional Annex A15 - Resource Management.
 - c. Recovery Branch – This branch is responsible for administering on-going recovery operations. This branch is composed of the following

emergency support functions and agencies: Resource Management, Damage Assessment, FEMA Recovery Staff, and the WV Recovery Mitigation Section. The lead agency for this branch would typically be the Kanawha County, Putnam County, or City of Charleston Office of Emergency Management.

E. Coordination with local jurisdictions

The appropriate Kanawha County, Putnam County, or City of Charleston Emergency Management Director will contact the local jurisdictions from the Metro or Putnam County Emergency Operations Center. They will be contacted regarding deployment and coordination of the Damage Assessment Teams. These jurisdictions will forward all damage reports to the Damage Assessment coordinator in the appropriate Emergency Operations Center.

F. Coordination with the Disaster Field Office

Coordination between the Disaster Field Office and the Kanawha and/or Putnam County Emergency Operations Center will be accomplished through a permanent Emergency Operations Center representatives being assigned to the Disaster Field Office throughout the recovery operation.

IV. Organizational and Assignment of Responsibilities

A. Lead and Support Agency Responsibilities

1. Lead Agencies Responsibilities

- a. The appropriate Kanawha County, Putnam County, or City of Charleston Office of Emergency Management as the lead agency is responsible for the following actions:
 - (1) Collect and process information concerning recovery activities while the response phase of the disaster is still ongoing.
 - (2) Coordinate county-wide damage assessment and recovery efforts.
 - (3) Coordinate the dissemination of information on State and Federal emergency assistance available to public and private agencies, organizations, individuals, and families.
 - (4) Supply technical information, advice, and assistance in procuring available Federal and State emergency assistance.

- (5) Establish contact with State Coordinating Officer (SCO) and Federal Coordinating Officer (FCO).
- (6) Review and verify damage assessment and assistance information.
- (7) Task city or county level organizations to provide personnel to serve on damage assessment teams based upon the nature of the disaster.
- (8) Identify resource requirements.
- (9) Coordinate with Disaster Recovery Center managers, and key staff as needed.
- (10) Coordinate the development of action plans as required.

2. Support Agencies' Responsibilities

a. Transportation (Kanawha Valley Regional Transportation Authority, Kanawha / Putnam County Schools)

- (1) Facilitates the transportation needs of the damage assessment teams and recovery operations.
- (2) Assist in inspecting damage to transportation routes and systems.

b. Communications (State, County, and City Communications)

- (1) Assists in the communications needs of the damage assessment teams and recovery operations.

c. Public Works and Engineering (State, County and City Public Works Department)

- (1) Assess damage and determine if the roads, bridges, and other facilities are safe.

d. Firefighting (County and City Fire & Rescue Departments)

- (1) Assists in containing and extinguishing fires so recovery efforts can begin and be completed.

e. Information and Planning (Kanawha County, Putnam County, or City of Charleston Office of Emergency Management)

- (1) Coordinates the activities of the emergency support functions during disaster recovery operations.
- f. Mass Care (Central West Virginia Chapter of American Red Cross)
 - (1) Provides for the housing and feeding of the damage assessment teams.
- g. Resource Management (State, County, City Administrative Support Department)
 - (1) Procures supplies and equipment requested by damage assessment teams or by recovery workers.
- h. Health and Medical (Area hospitals, County Health Departments, Family Services Agencies)
 - (1) Responsible for the physical and mental health of recovery workers.
- i. Search and Rescue (State, County and City Fire Rescue Department)
 - (1) Assists recovery teams in gaining access to damaged buildings and structures by ensuring their safety.
- j. Hazardous Materials (State Regional Response Teams, County and City Fire Departments, Private industry HazMat Response Teams)
 - (1) Assists in containing and clearing hazardous materials so that recovery efforts can be completed.
- k. Food and Water (American Red Cross, Salvation Army)
 - (1) Coordinates the acquisition and distribution of food and bottled water to the disaster recovery effort.
- l. Energy (American Electric Power, Columbia Natural Resources, Allegheny Power)
 - (1) Provides for the energy needs of the recovery efforts, this can include facilities as well as ongoing recovery projects.
- m. WV Division of Homeland Security and Emergency Services
 - (1) Assists State, County, and City law enforcement in providing security for recovery operations.

- (2) Assists where appropriate in conducting damage assessments and emergency repair work to aid the recovery effort.
- n. Public Information
 - (1) County / City Emergency Operations Center Public Information Officer
 - (2) Serves as a point of contact for the media in regard to releasing recovery information.
 - (3) Distributes information to the public on available disaster assistance programs.
 - (4) Staff and coordinate the activities of a Joint Information Center.
- o. Volunteers and Donations (United Way, Volunteer Resource Center, WV Council of Churches, Salvation Army, American Red Cross)
 - (1) Assists in coordinating the delivery and distribution of received donations.
 - (2) Organizes volunteers to assist in the disaster recovery effort.
- p. Law Enforcement and Security (State, County, and Municipal Police Departments)
 - (1) Provides security for damaged facilities and regions.
 - (2) Provides security for recovery workers.
- q. Veterinary/Animal Care (Kanawha/Putnam County Humane Society)
 - (1) Provide support in regard to displaced family pets and agriculture animals during the disaster and recovery.
- r. Business and Industry
 - a. Serves as the point of contact for businesses and industry in Kanawha and Putnam Counties in the event of a disaster and throughout the recovery effort.
- s. Damage Assessment (State Recovery Mitigation Section, Kanawha and Putnam County Assessor's Offices, American Red Cross, Municipal Fire Departments, city building inspectors)

- (1) Conduct damage assessments in the impacted area.
- (2) Collects and forwards damage assessment reports to the Information and Planning team.

t. Public Utilities (Kanawha and Putnam County Utilities)

- (1) Inspects and repairs county facilities for damages.

B. Municipal and State Coordination

Coordination with State and municipal authorities is accomplished through the Kanawha County, Putnam County and City of Charleston Emergency Operations Center.

C. Response and Recovery Coordination

1. Integration of Response, Recovery and Mitigation Actions

- a. Following an emergency and/or disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over longer-term objectives of recovery and mitigation. However, initial recovery planning should commence at once in tandem with response operations. Actual recovery operations will be initiated in support of county and city priorities and based on the availability of resources. In recognition that certain response and recovery activities may be conducted concurrently, coordination at all levels is essential to ensure consistent State and Federal actions.
- b. Mitigation opportunities should be actively considered throughout emergency operations. Decisions made during response and recovery operations can either enhance or hinder subsequent mitigation activities. The urgency to rebuild as soon as possible must be weighed against the longer-term goal of reducing future risk and lessening possible impacts should another emergency occur.

2. Disaster Field Office

When a Presidential disaster declaration is issued in response to an incident, key Federal and State recovery officials will establish and co-locate at a Disaster Field Office (DFO). The DFO serves as the hub for the coordination of Federal and State disaster assistance as well as a focal point for associated recovery and reconstruction issues.

- a. Kanawha and/or Putnam County will also maintain a permanent representative in the DFO to facilitate efficient coordination between county, State and Federal agencies.
3. Obtaining and Administering State and Federal Disaster Assistance
- a. State Disaster Assistance

The State of West Virginia established the Emergency Management Planning Grant to support state and local emergency management activities. This Grant is funded through the Federal Emergency Management Agency (75%) and the State contributes (25%).

The West Virginia Division of Homeland Security and Emergency Management charged with the responsibility for developing administrative rules to establish and implement this State disaster relief program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan which will detail the specifics of this State relief program. When promulgated, these rules should incorporate certain general considerations, including:

- (1) The magnitude of affected population.
- (2) The impact on a jurisdiction’s existing financial resources.
- (3) The availability of other sources of relief.
- (4) The assistance to individuals.
- (5) The assistance to public entities; and
- (6) The assistance to private businesses

- b. Federal Disaster Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 93-288, as amended by the Disaster Mitigation Act of 2000 (DMA2K) was enacted by the Congress of United States to supplement the efforts of State and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act as amended by the DMA2K was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits Federal assistance, when the State and local governments have

exhausted their resources and capabilities.

There are several forms of Federal disaster assistance that does not include a Presidential disaster declaration, they include:

- (1) Search and Rescue (U.S. Coast Guard)
- (2) Flood Protection (U.S. Army Corps of Engineers)
- (3) Emergency Food Programs (U.S. Dept. of Agriculture)
- (4) Small Business Administration Loans

Following a Presidential disaster declaration, the following Federal disaster assistance can include:

- (1) Public Assistance
- (2) Individual Assistance
- (3) Hazard Mitigation Programs

4. Kanawha and Putnam County or City of Charleston Recovery Activities

- a. When local resources are insufficient to cope with the damage, losses or suffering from a disaster, State and Federal programs may provide direct assistance to affected local governments and/or individuals.
- b. This assistance must be specifically requested by the County or city. It is essential that local authorities be aware of and have understanding of their roles and responsibilities in relation to State and Federal assistance programs and are cognizant of the conditions and limitations associated with these programs.
- c. Kanawha or Putnam County like most counties in West Virginia does not have a fund set aside to provide public or individual assistance in a disaster. The County depends on the assistance that non-governmental agencies can provide, such as from the Salvation Army and American Red Cross. However, the County will provide the maximum amount of assistance to citizens whether the disaster is declared or undeclared.

V. Recovery Functions

A. Damage Assessment Functions

1. Damage Assessment Organization

a. Kanawha / Putnam County and Municipalities

The agencies accountable for providing Damage Assessment in the County are the appropriate Office of Emergency Services, Assessor's Office, American Red Cross and municipal Fire Departments. They have the responsibility of maintaining and training all county damage assessment teams. These teams are composed primarily of Assessor's Office personnel but also include personnel from other county and municipal agencies.

b. State of West Virginia Recovery Mitigation Section

This team will be deployed to assist the County in conducting an immediate damage assessment during the Initial Damage Assessment or more often in the Preliminary Damage Assessment phase. This team can be requested via the State Emergency Operations Center.

2. Coordination of Damage Assessment

- a. Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental Federal disaster assistance. In a catastrophic disaster when damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.
- b. The decision to deploy State damage assessment teams will be made in coordination with affected local governments. Number of teams, time of arrival, duration of stay, and need for additional resources will be discussed with the State Coordinating Officer (SCO) at the time of request.
- c. The Damage Assessment team(s) will also make contact with the affected jurisdiction's management in order to coordinate damage assessment operations. When possible, county and State teams should be augmented with personnel from the affected jurisdiction. Prior to the arrival of county damage assessment teams, the jurisdiction's EOC and/or management should forward damage assessment reports to the EOC for coordination purposes. (*Refer to: Section III.E- Coordination with local jurisdictions*)

- d. The Damage Assessment team(s) will be prepared to conduct a Rapid Impact Assessment (RIA) as soon as it is safe to do so. The State Recovery Mitigation Section team can be requested from the SCO to accomplish this assessment if resources are not available locally. The following information should be included in the initial assessment:
 - (1) Boundaries of the disaster area(s)
 - (2) Status of transportation systems
 - (3) Access points to the disaster area(s)
 - (4) Status of communications systems
 - (5) Status of medical systems
 - (6) Disaster casualty information
 - (7) Shelter/mass care information/needs
 - (8) Damage to utility systems
 - (9) Status of critical facilities; and Major resource needs/shortfalls
 - e. The County Damage Assessment agency will compile and distribute this information to the Executive Policy Group. The focus of the RIA will be to document the impacts of the emergency on disaster victims and communities in order that declarations of emergencies can be initiated and request for assistance activated up to the State level.
3. Initial Damage Assessment
- a. An initial damage assessment must be performed by the damage assessment team(s) to assess the impacts of the disaster and to determine if the needs can be met with local resources or if State and Federal assistance will be required. If outside assistance will be required, the initial damage assessment will be used as the basis for a local declaration of emergency. Supporting damage assessment teams may include but is not limited to the following agencies/organizations:
 - (1) American Red Cross Central West Virginia Chapter
 - (2) County / Municipal Public Works
 - (3) Municipal Building Inspectors

(4) Municipal Fire Departments

(5) County Agriculture Extension Service

(6) Utilities

(7) Kanawha / Putnam County School Board

- b. The data collected from the Initial Damage Assessment will be collected and transmitted to the appropriate Emergency Operations Center who in turn transmits this information to the WV State Emergency Operations Center (SEOC) for review and action.

4. Preliminary Damage Assessment

- a. Once the declaration of local state of emergency has been made, and the initial damage assessment transmitted to the SEOC by Damage Assessment Team, a Preliminary Damage Assessment (PDA) must be conducted. A PDA is conducted by the State and FEMA to verify the severity of the impact and justify the need to pursue a request for Federal assistance. If a PDA is initiated, the Damage Assessment Team should be prepared to accompany the team and provide transportation and maps of the affected areas. The more expeditiously the data can be collected, the quicker a potential disaster declaration can be obtained. Damage assessment procedures, forms and requirements for requesting State and FEMA assistance are contained in the federal "Handbook for Disaster Assistance".
- b. The role of the State and FEMA damage assessment teams will be to verify the results of the initial damage assessment. Upon arrival, State and FEMA damage assessment teams will meet with local officials and be briefed on the results of the initial damage assessment.
- c. In the event of a catastrophic disaster where the magnitude of the disaster is so great that justification is not needed to obtain a Presidential Disaster Declaration, damage assessment is conducted after the declaration as a tool to guide the overall massive recovery effort.
- d. In all cases, the mission of the local, State and FEMA damage

assessment teams is to:

- (1) Assess the extent of damage to individual homeowners and businesses.
 - (2) Assess the extent of damage to public facilities; and
 - (3) Assess the extent to which the immediate emergency needs of the public are being met and the need for additional State assistance.
- e. Once the damage assessment is completed, an exit interview will be conducted with local officials to discuss the results of the damage assessment, as well as the need for supplemental State and Federal disaster assistance. The State damage assessment teams will analyze the information gathered to determine whether the needs can be met with State assistance or if the extent of the damage warrants a request by the Governor for Federal disaster assistance.
- f. The Preliminary Damage Assessment can be conducted through a number of different methods that can be utilized depending on the situation, these include:
- (1) Aerial Reconnaissance—this survey will be implemented using fixed-wing and rotary aircraft to access a large area or because access to the disaster affected area is blocked.
 - (2) Windshield Survey—this process is used to quickly assess the extent of the damage in a relatively short amount of time. This type of assessment involves damage assessment teams driving around the disaster-affected area to record the number of homes and business damaged or destroyed.
 - (3) Walk-through—this method is the most thorough method of assessing damages. It will involve the use of damage assessment teams walking through disaster-affected areas and categorizing damages to homes and businesses. This type of assessment is critical before a federal disaster declaration can be implemented.

5. Assessing Economic Injury

In Kanawha / Putnam County and municipalities the extent and magnitude of a disaster on the business and industrial sector is assessed.

B. Disaster Recovery Center

1. A Disaster Recovery Center (DRC) will be established in the immediate area to provide immediate “one-stop shopping” for information and tele- registration. The DRC is the Federal government’s primary mechanism for delivering disaster assistance information to disaster victims. The appropriate County Office of Emergency Management will provide State and Federal agencies with a list of locations that can serve as a DRC. FEMA’s guidelines for determining whether a facility may serve as a DRC include:
 - a. Minimum of 5,000 square feet of floor space.
 - b. Waiting area capable of accommodating 100 people.
 - c. Access for the disabled.
 - d. Separate areas for child-care, crisis counseling and first aid.
 - e. Adequate parking.
 - f. Located near public transportation systems.
 - g. Adequate utilities and communications.
 - h. Adequate restrooms and janitorial services.
2. The following are considerations that should be taken into account in opening and operating a DRC:
 - a. In the aftermath of a disaster, disruptions to the transportation system may make it difficult for many disaster victims to get to locations and sites where assistance information is available. To make it easier for individuals, one or more DRCs should be established.
 - b. Once DRC locations have been confirmed, local State and Federal Public Information Officers will prepare a coordinated news release to advise disaster victims of the DRC locations, assistance programs available and any documentation and other materials necessary to support applications for disaster assistance.
3. DRC Management and Operations:

- a. Once a Presidential Disaster Declaration has been approved, the Emergency Management Director in cooperation with the Chief Elected Official will request from the SEOC the establishment of DRCs in Kanawha and/or Putnam County.
- b. The West Virginia Division of Homeland Security and Emergency Management will appoint a State Liaison for each DRC. The Liaison will work closely with the FEMA DRC manager in the establishment and daily operations of the DRC to ensure proper staffing.
- c. DRC hours of operation will be determined jointly by the State and Federal Coordinating Officers.
- d. The appropriate County / City Office of Emergency Management will maintain a constant representation in the DRC. The County Office of Emergency Management will act as the overall coordinator in cooperation with the State and Federal government on the overall operation and coordination of the DRC. Once the DRC is activated the County Office of Emergency Management will notify the appropriate agencies / individuals via e-mail, phone, fax, pagers, etc. The agencies that will be represented in the DRC include:
 - (1) Kanawha County / Putnam County / City of Charleston Office of Emergency Management
 - (2) Kanawha / Putnam County Department of Health and Family Services
 - (3) American Red Cross Central West Virginia Chapter
 - (4) Area Agency on Aging

C. Public Assistance Program

This program is based on a partnership of FEMA, State and local officials. Their roles and responsibilities are included below:

1. FEMA's role revolves around customer service and assistance. In this role, FEMA will provide more information about the program in various media before the disaster strikes and more technical assistance in the development of damage descriptions and cost estimates after the disaster.

2. As grantee, the State is responsible for administering the Federal grant. FEMA and State officials will meet soon after the declaration to develop a public assistance recovery strategy, which will address FEMA and State staffing plans. FEMA will continue to assist the State, in ways mutually agreed upon, in meeting its responsibilities.
3. The role of local governments and eligible private nonprofit organizations will be to prepare scopes of work and cost estimates for small projects, subject to 20% validation by FEMA or the State.

VI. Planning Assumptions and Program Administration

A. Planning Assumptions

1. The cost share for the public assistance program will be 75% supplied by the Federal government while 25% will be the responsibility of the State government.
2. Eligible candidate to the program may include State and local agencies/organizations including medical facilities, custodial care facilities, educational facilities, emergency facilities, etc.
3. The public assistance program is a coordinated effort between local, State and Federal officials so inter-agency planning and coordination is critical.

B. Program Administration

Following the President's declaration of a disaster, the Governor's Authorized Representative will conduct meetings for all potential applicants for public disaster assistance. FEMA will assign a Public Assistance Coordinator who will be the overall coordinator of the program and will assign an Applicant Liaison Officer to assist the individual applicants. The Public Assistance Coordinator will act as the floodgate for Federal funds in regard to Federal disaster funds.

C. Agency Responsibilities

1. Primary Agency

Kanawha County / Putnam County / City of Charleston Office Emergency Management Director will designate the point of contact and office for public and nonprofit organizations to submit requests for public assistance.

2. Support Agencies

Depending on the scenario there will be a variety of local and county agencies/organizations in the public assistance program. Some of the lead support agencies may include:

- a. Public Works and Engineering (Municipal or County Public Works Department): Identify and submit necessary paperwork to obtain public assistance funds to repair roads and other facilities that were damaged.
- b. Mass Care (American Red Cross): Works with the community assistance teams to identify and fund the short term and long term needs of the county.
- c. Health and Medical (County Health Departments and Family Services Agencies): Works with the community assistance teams to identify and fund the short-term and long-term health needs of the county.
- d. Utilities: Submit requests for public assistance for damages to the infrastructure.
- e. Business and Industry: Serves as the coordination body to obtain and assist in distributing public assistance funds to affected business and industry in Kanawha and/or Putnam County.

VII. Assistance & Support

For a jurisdiction and/or organization to receive Federal assistance they must first fill out a Request for Public Assistance (RPA) form. An RPA is a contact information sheet used in identifying the applicants and determining their eligibility in the Public Assistance Program. The first principal step in requesting Federal aid is reporting damages. Next the jurisdiction and/or organization attend the Applicant Briefing. At the briefing they will submit their RPA to the Federal/State assistance teams. Following the Applicant briefing there is a Kick-off meeting with the Public Assistance Coordinator to discuss the projects that require Federal funding. At this meeting the project's eligibility is determined. Finally, the projects are submitted and funded.

A. Applicant Briefing (Kick-Off meeting)

An applicant briefing will be scheduled to advise potential eligible applicants of the availability and requirements of Federal assistance. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant and are used by the Federal Coordinating Officer to determine the number of damage survey and inspection teams.

1. Kick-Off Meeting Attendees

The public assistance coordinator, applicant liaison officer, and the eligible applicants should attend this meeting.

2. Acceptance and Denial Procedures

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the Applicant Liaison Officer will notify the potential applicant in writing, explaining the specific reasons for denial and providing information on appeal procedures.

3. Designation of Sub-grantee's

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form and designates the official authorized to sign the funding agreements and execute relevant public assistance documents. Before any public assistance funds are released the State and the applicant must enter into a disaster relief funding agreement.

B. Debris Management

1. Lead Emergency Support Function

Municipal and/or County Public Works Department(s) will be responsible for the overall coordination of debris management. It is anticipated that a significant number of personnel with engineering and construction skills, along with construction equipment and materials, will be required from sources outside the disaster area. The acquisition and deployment of these additional resources will be coordinated by the appropriate Municipal / County Public Works Team Leader.

2. Debris Management Primary Goals

Debris removal efforts will focus on clearing major transportation routes to allow for the movement of emergency vehicles, traffic, and emergency resources and supplies. After major transportation routes have been cleared, debris will then be removed from secondary roadways, residential streets and public parks.

3. Debris Disposal

a. To minimize the impact on remaining landfill capacity, alternative means of disposal will be used whenever possible. Vegetative debris will either be burned or chipped. Burning provides the most expeditious means of disposal; however, the public health hazards resulting from large-scale burning of debris may require chipping either in addition to or in lieu of

burning. Burn sites will be identified (preferably in rural areas away from population concentrations) by State and local officials.

- b. Construction debris should be separated and disposed of accordingly. Appliances, for example, should be stockpiled (rather than taken to a landfill) until necessary arrangements can be made for disposal. Wood and other combustible materials should be burned or chipped along with vegetative debris.

4. Local and State Coordination

Municipal and/or County Public Works Department(s) will be responsible for coordinating with local and state officials to secure necessary emergency environmental permits and legal clearances for debris removal and disposal.

C. Community Relations

Although applications for individual assistance programs will be made directly to the National Tele-registration Center “800” telephone number, the disruption in normal communications systems will expectedly result in isolated pockets of disaster victims who are unaware of the availability of disaster assistance programs.

1. Community Relations Management

The Mass Care (American Red Cross) emergency support function will serve as the lead for community relations for Kanawha / Putnam County. The West Virginia Division of Homeland Security and Emergency Management and the appropriate County Office of Emergency Management will coordinate with the appropriate Transportation agency (Kanawha Valley Regional Transportation Authority) to transport the Community Relations Teams (CRTs) into the disaster areas(s). The agencies supporting this function may include:

- a. Kanawha County / Putnam County / City of Charleston Office of Emergency Services
- b. Kanawha / Putnam County Schools
- c. Area Agency on Aging
- d. City / County Health Department(s)
- e. Salvation Army

2. Community Relations Teams

The Community Relations Teams (CRTs) are composed of Federal, State, county, and city personnel that will identify and serve the needs of citizens impacted by a disaster. The CRTs responsibilities and duties include:

- a. Informing affected individuals of the disaster aid programs that are available to them.
 - b. Identifying the status of community resources and needs (housing, food, running water, etc).
 - c. Confirming that civilians recovering from a disaster are being provided required and appropriate services (sheltering, food, mental health, etc).
 - d. Conducting habitability inspections.
3. Identifying areas in need of the CRT

The CRTs are dispatched to locations within Kanawha and/or Putnam County that are without power that may be unaware of the Disaster Recovery Centers (DRCs) or on-going public assistance programs. The areas covered by these teams will also be determined by statistics regarding individuals, which had not visited DRCs or called the National Tele registration 1 (800) 621-FEMA (3362). Areas that will have a CRT deployed to it involve those areas with special populations (migrant workers, disabled individuals, etc). Another method to identify areas that need the services of a CRT is by coordinating operation with local community leaders and organizations, such as:

- a. Local churches
 - b. Community Leaders
 - c. Political leaders
 - d. Local police and fire departments
 - e. Non-profit organizations
4. Prior to closing DRCs, outreach efforts will verify that all affected residents are informed of the services available.

D. Unmet Needs Coordination

- 1. Identification of Unmet Needs

Unmet needs refer to any needs that an individual, family and/or community recognizes that is normally part of the regular disaster assistance provided by county, State, and Federal agencies / organizations. The Volunteer and Donations emergency support function will also work on a continuing basis with local municipalities to identify and meet any unmet needs. Kanawha and/or Putnam County will heavily utilize CRTs in identifying any unmet needs.

2. Lead and Support Agencies

a. The Volunteer Resource Center will serve as the lead agency under Volunteers and Donations emergency support function in addressing unmet needs.

b. Support Agencies

The support agencies will include several agencies/organizations, these may include:

(1) United Way

(2) Volunteer Resource Center

(3) WV Council of Churches

(4) American Red Cross

(5) Local community groups

3. Types of Assistance

The types of unmet needs will be scenario driven but some examples of these needs may be:

a. Rental assistance

b. Emergency protection, repair, and rebuilding of homes

c. Building supplies

d. Volunteer labor

E. Emergency Housing

Temporary living areas shall be established, when possible, on county-owned property. Mass Care emergency support function (American Red Cross) will

function as the lead agency and will work in cooperation with State and Federal officials to meet the emergency housing needs of displaced citizens. The Resource Management emergency support function - Resource Support, shall assist in the location and acquisition of non-county owned property plus they shall be called upon to provide housing assistance and to provide available public housing to the temporarily displaced.