



# **Support Annex 1: Recovery / Disaster Recovery Plan**

## **County of Riverside Riverside County Operational Area (OA)**



2024 Update

County of Riverside  
Emergency Management Department

Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of Riverside County in response to emergencies and disasters. Most of this annex is available for public review. Refer any request for a copy of this document to County of Riverside Emergency Management Department (EMD) at (951) 358-7100.



## Riverside County EOP Support Annex # 1: Recovery / Disaster Recovery Plan

### Contents

1. Introduction .....	3
1.1 Lead and Supporting Agencies .....	3
1.2 Emergency Support Function Responsibilities .....	3
1.3 Purpose .....	4
1.4 Scope .....	4
1.5 Goals and Objectives .....	4
2. Concept of Operations (ConOps) .....	6
2.1 General Concepts .....	6
2.2 Recovery Functions .....	6
2.3 Short-Term, Intermediate & Long-Term Recovery Actions .....	10
2.3.1 Preparedness .....	10
2.3.2 Short-Term Recovery Actions .....	10
2.3.3 Intermediate Recovery Actions .....	12
2.3.4 Long-Term Recovery Actions .....	12
2.4 Information Collection .....	14
2.5 Information Flow and Dissemination .....	14
2.6 Organization and Structure .....	15
2.6.1 Organization .....	15
2.7 Roles and Responsibilities .....	16
2.8 Activation and Notification .....	18
2.8.1 Activation .....	18
2.8.2 Notification .....	18
2.8.3 Response Actions .....	18
2.8.4 Deactivation/Demobilization .....	19
2.9 Disaster Recovery Grants .....	19



## 1. Introduction

### 1.1 Lead and Supporting Agencies

<b>Lead Agency</b>	County of Riverside Emergency Management Department (EMD)
<b>Supporting Agencies</b>	Riverside County Executive Office, all County Departments and Special Districts, California Office of Emergency Services (Cal OES), Federal Emergency Management Agency (FEMA), Small Business Association (SBA), Natural Resource Conservation Service (NRCS), American Red Cross (ARC), Volunteer Organizations Active in Disaster (VOAD), and other agencies.

### 1.2 Emergency Support Function Responsibilities

Department	Responsibilities
<b>Emergency Management Department</b>	<ul style="list-style-type: none"><li>▪ Determine when the Operational Area (OA) transition from response to recovery should occur</li><li>▪ Recommend and oversee the proclamation process</li><li>▪ Initiate recovery planning meetings with appropriate individuals and agencies</li><li>▪ Determine impacts of the emergency requiring recovery efforts</li><li>▪ Coordinate state briefing meetings with all eligible agencies</li><li>▪ Assist local agencies with ongoing recovery efforts as necessary</li><li>▪ Collect initial damage estimates from all levels in the Operational Area and compile for analysis; distribute to necessary state agencies</li><li>▪ Assist in the coordination of preliminary damage assessments</li><li>▪ If required, EMD, in conjunction with other agencies, may establish an unmet needs committee to assist residents and businesses with their recovery in addition to normal recovery programs that may be available</li></ul>
<b>Supporting Agencies</b>	<ul style="list-style-type: none"><li>▪ Assist with assessment teams to document or verify public and private damage relating to recovery restoration and mitigation</li><li>▪ Provide shelters, food, volunteers, and other resources</li><li>▪ Complete and submit required project worksheets for financial reimbursement when requested</li><li>▪ Attend applicant briefing workshops, as scheduled</li><li>▪ Participate and host preliminary damage assessment teams as necessary</li></ul>



	<ul style="list-style-type: none"><li>▪ Assess damage of jurisdictional owned resources and infrastructure and report and update damages and values to the OA EOC</li><li>▪ Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate</li></ul>
--	---

### 1.3 Purpose

Administrative components of this Support Annex (SA) / Disaster Recovery Plan (e.g., authorities and references, identification of hazards, record of changes, situation, plan evaluation and maintenance, glossary, and appendices) are addressed in the Emergency Operations Plan (EOP) Base Plan. Disaster recovery support functions can be found within the EOP and its annexes.

The Recovery SA / Disaster Recovery Plan is intended to provide guidance to officials in the Riverside County OA to organize and manage the short and recovery processes to guide and assist the County in becoming more resilient to impacts from future disasters. It should be used as a guide for a coordinated and community wide system to facilitate recovery for the OA, and the whole community. It provides guidance for County departments, as well as agencies, businesses, non-governmental organizations and citizens in the OA to assist in disaster recovery and to return the whole community to previous conditions in restoring critical infrastructure, ongoing programs, and vital services.

### 1.4 Scope

This SA / Disaster Recovery Plan has been developed to address the needs of the OA, addressing the issues of recovery from a major disaster event. It addresses both short and long-term needs and issues in repairing infrastructure and helping families, individuals, and businesses, acknowledging that not all recovery issues can be anticipated. Subsequently, it sets up a scalable and flexible recovery organization that can provide a basis to respond to emergent needs of the community to restore services, facilities, and infrastructure.

This SA / Disaster Recovery Plan provides the following information:

- Concept of operations for disaster recovery
- Agencies and organizations involved in disaster recovery
- Roles and responsibilities of jurisdictions and agencies regarding recovery
- Guidance to provide a coordinated recovery organization

### 1.5 Goals and Objectives

Recovery goals include the coordinated gathering and evaluation of damage assessment information; accurate estimation of the financial value of losses and recovery costs; engagement of Whole Community regarding impacts, needs and resources; quick application for state and federal disaster relief funds; timely



restoration of community services and infrastructure to pre-disaster condition; and implementation of cost-effective and practicable mitigation measures.

Recovery objectives include the following:

- Initiate damage assessment procedures within the operational period that damages are first reported. This includes activation of trained and equipped all-hazard damage assessment teams, for the assessment of private property, as well as coordination with County departments and external jurisdictions for consolidation at the OA level of public and private property damage assessments
- Within the first operational period of the OA Emergency Operations Center activation, begin the documentation and compilation of known and estimated costs related to response and recovery within the unincorporated area. As the Operational Area, begin the compilation of countywide initial damage estimates from all impacted jurisdictions
- Within the first operational period, engage the Whole Community, including those with disabilities and others with access and functional needs as well as stakeholders to identify impacts, unmet needs, and potential recovery resources within the community
- Meet Cal OES deadlines for requesting California Disaster Assistance Act funding within the first 72 hours, and no later than 10 calendar days after the start of the incident. Determine if the incident's impacts, damages, and costs are beyond the County's capability and, if so, decide if a Proclamation of Local Emergency with a request for Individual and/or Public Assistance is necessary
- Upon receipt, relay to Cal OES Southern Region Staff Duty Officer all local Proclamations of Emergency, requests to the State for response and recovery resources, and submission of initial damage estimates received from impacted jurisdictions, per SEMS guidelines
- As the Operational Area, during all recovery phases coordinate with County departments leading recovery efforts in the unincorporated area, incorporated jurisdictions, and Whole Community partners, including those with disabilities and others with access and functional needs and those stakeholders involved with implementing recovery efforts; to identify, monitor, and support restoration of community services and infrastructure
- During response and recovery, identify potential mitigation actions for inclusion in After Action Reports/Improvement Plans, updates to the Multi-Jurisdictional Hazard Mitigation Plan, and possible requests for mitigation funding



## 2. Concept of Operations (ConOps)

### 2.1 General Concepts

Immediately following any emergency/disaster, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities should become the focal point.

Recovery and restoration actions following any emergency or disaster should be determined by the specific event. Recovery plans should be based on the damage assessment; an awareness of what shape the recovery should take in the rebuilding of infrastructure, the environment and the economy; and the resources available for that rebuilding. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. The OA leads the recovery activities for their respective jurisdictions.

The recovery process can be split into long-term and short-term activities, but some activities can occur in both. Also, there is no clear distinction of when short-term recovery activities and long-term begins.

- Short-term recovery efforts typically focus on restarting critical community elements such as utility, economic, and social systems to meet people's immediate needs.
- Long-term recovery efforts include resumption of full services; large-scale repair and replacement work; economic and resource re-stabilization; organizations' re-adaptation; and assessment of the event. Hazard mitigation is often part of the long-term recovery effort. Hazard mitigation actions are those taken to permanently eliminate or reduce the long-term vulnerability to human life and property from hazards. Long-term recovery may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for entirely new purposes.

This SA outlines the following elements of the Long-Term Recovery function:

- Recovery Functions
- Long-Term Recovery Actions
- Information Flow
- Organization and Structure
- Responsibilities
- Notification and Activation Procedures
- Deactivation Procedures

### 2.2 Recovery Functions



The following functions should be addressed as part of the Recovery process:

- **Animal and Human Sheltering:** Respond to the identified needs of the community in order to provide a safe haven to evacuated or affected residents following a disaster. The Mass Care and Shelter Plan outlines how the County intends to respond to care and shelter needs of the whole community. Considerations will be made for those who may require additional or differently delivered shelter services. In a catastrophic disaster when individuals have lost their homes or have no home to return to recovery operations can begin by connecting affected residents with available resources while the disaster may still be occurring
- **Business Resumption:** Facilitates the re-establishment of normal commercial business activities following a disaster. Includes possible deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance. If this is required, the County Business Emergency Operations Center (BEOC) and/or the appropriate county departments can be utilized to develop a business resumption plan
- **Continuity of Government:** Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services. The County Continuity of Operations (COOP)/Continuity of Government (COG) Plan should be referenced as each department has an individual COOP/COG annex based on their individual needs
- **Damage Assessment:** Ensures the procedures/guidelines and expertise are available to assess the safety and serviceability of essential government facilities, commercial buildings, and residential occupancies. Establishes building/structure accessibility/usability. Damage assessment should begin as the event is occurring and afterwards, until the full scope of the damage is known. County resources as well as outside mutual aid resources will likely be required
- **Debris Management:** Provides for the removal, temporary storage, and disposal of disaster-related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations, landfill sites and other disposal facilities. County Purchasing oversees the Debris Management and Debris Monitoring contracts for the County
- **Demolition:** Ensures that appropriate policies, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard





- **Disaster Assistance:** Provides policies and procedures/guidelines for, and information concerning, federal, state, local, private, and nonprofit disaster assistance programs
- **Documentation and Record Keeping:** The scope of an extreme emergency calls for deliberate and comprehensive administrative controls. Eligibility for federal assistance is dependent on accurate documentation. Proper documentation regarding such things as damage assessment, grant application, and costs must be provided to the appropriate entities. Records should be maintained on all aspects of the recovery effort
- **Donations Management:** Provides for coordination of donations to disaster survivors, including informing the public, through the Public Information Officer (PIO), of specific items needed. Works with businesses, private nonprofit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services
- **Engineering/construction:** Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period
- **Environmental Services:** Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, and advice on solid waste disposal and environmental permitting
- **Fatality Management:** Some disasters may produce mass fatalities, which require a significant amount of management and resources. The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects
- **Financial Management:** Provides guidance and procedures for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Assesses disaster impacts on municipal bonds and insurance, examines taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities
- **Human Resource Management:** Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the EOC and other coordination centers, coordination of county volunteers, continuation of employee assistance and family contact/support programs and employee education regarding disaster reimbursement policies
- **Individual Assistance:** The County of Riverside may assist state and federal officials in the establishment of Local Assistance Centers (LAC).





Such centers are the focal point for making federal assistance available to qualified individuals, families, and businesses

- **Infrastructure Management:** Prioritizes essential public facilities and provides for coordination of personnel and resources necessary to make temporary or permanent repairs to them. Includes locating and leasing temporary office and storage space and the retrieval of needed resources from damaged buildings
- **County Counsel:** Ensures all the County's criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster-related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions. Reviews and approves contractual and mutual aid assistance agreements
- **Behavioral Health:** Provides for social and behavioral health counseling for disaster survivors, emergency service workers, and disaster recovery workers
- **Preservation of Records:** Provides guidance, information and procedures/guidelines to salvage damaged vital records and documents as well as the restoration of information and record systems
- **Public Assistance:** Restoring damaged public property, and property owned by certain nonprofit organizations is within the scope of Public Assistance
- **Public Information:** Provides channels for educating the public on actions to take during the recovery period. Collects, controls, and disseminates public safety, public service and general assistance information. Minimizes the impact of misinformation and/or rumors
- **Resource Management:** Provides for coordination of the materials, personnel, equipment and facilities for disaster recovery activities
- **Rezoning and Land Use:** Ensures ordinances, policies, and procedures are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures for building moratoria, fast-track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings
- **Temporary and Long-Term Housing:** Provides for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period. This may include congregate and non-congregate care sheltering
- **Transportation:** Provides transportation for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles. Provides for whole community transport for



displaced citizens and for coordination of public transportation systems during recovery activities

- **Utilities:** Provides for the facilitation and coordination of efforts to fully restore utility services following a disaster
- **Volunteer Coordination:** Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers

## **2.3 Short-Term, Intermediate & Long-Term Recovery Actions**

---

### **2.3.1 Preparedness**

- Develop and maintain memorandums of agreement (MOAs), memorandums of understanding (MOUs), and cooperative agreements with neighboring jurisdictions, the private sector, special districts, tribes and community-based organizations (CBOs)
- Determine surge requirements for resource management and personnel and develop agreements that will supplement existing staff. Make sure that disaster-support clauses exist that require those in the agreement to provide staff even during extended recovery and operational periods
- Develop and maintain a liaison with county, state, and federal agencies and organizations that can aid in recovery and restoration activities
- Develop and maintain procedures to recover from emergencies and disasters including cost documentation
- Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities
- Identify damage assessment team members
- Ensure all personnel are aware of their assigned emergency responsibilities
- Ensure personnel notification and call-up lists are current
- Include disaster recovery activity in exercises and training
- Research and understand local, state, and federal regulations and legislation that will create potential support or barriers concerning local recovery efforts

### **2.3.2 Short-Term Recovery Actions**

Short-term recovery operations include all agencies and jurisdictions participating in the Operational Area's disaster response, and during the transition into the initial days of recovery. The key objectives of short-term recovery operations are to assess damages, identify Whole Community needs and resources, begin restoration of shelter, services, and facilities, and determine if state and/or federal assistance is needed. This recovery phase may address the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery



decision-making. Recovery activities begin during the Response phase of the emergency.

Short-term recovery typically overlaps with both response and transitional recovery actions. Depending on conditions, this will be the time when the following emergency actions may be necessary. Generally, within a jurisdiction these operations may include the implementation and/or coordination of:

- Proclamations of Local Emergency and/or Local Health Emergency
- Damage assessment
- Debris removal and clean-up operations
- Transportation route restoration
- Re-establishment of government operations and services
- Engagement with the Whole Community
- Building safety inspections
- Abatement and demolition of hazardous structures
- Expanded social, medical, and mental health services
- Clear primary transportation routes
- Establish temporary or interim infrastructure to support business reopening
- Re-establish cash flow
- Provide emergency and temporary medical care and establish appropriate surveillance protocols (with County Health and Human Services)
- Request utilities to provide bill relief
- Waiver of permit fees for damage repairs
- Provide front-of-line rebuilding service
- Address need for accessible temporary housing and business space
- Change or alter traffic patterns (public transit, paratransit, school bus routes, etc.)
- Identify adults and children who would benefit from counseling or behavioral health services and begin treatment
- Provide integrated mass care and emergency services accessible to the Whole Community
- Assess and understand risk and vulnerabilities
- Volunteer and donations management
- Commodity distribution
- Establishment of accessible assistance centers including virtual, telephonic, local/family/business, FEMA disaster recovery centers (DRCs), etc.
- Identify affected natural, cultural, and historical sites
- Initiate fast-track building permit process
- Request private-sector entities to forgive or delay required payments
- Temporary housing and business space need



- Restoration of major utilities

### **2.3.3 Intermediate Recovery Actions**

In this phase, vital services have been restored, but the community has not returned to “normal”. Consider the required transitional activities for each phase of recovery, which involves 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.

The intermediate recovery phase occurs in the weeks and months following the emergency as more permanent recovery actions are implemented, including actions to assist in rebuilding impacted communities. Intermediate recovery activities within a jurisdiction may include:

- Providing accessible interim housing solutions
- Initiation of widespread debris removal operations
- Immediate infrastructure repair and restoration
- Support re-establishment of businesses, where appropriate
- Establishment of business recovery centers
- Engaging community on strengthening facilities during rebuilding and possible mitigation actions
- Coordinating with County Assessor for reassessment of property damaged by misfortune or calamity
- Engaging support networks for ongoing emotional/psychological care
- Ensuring continuity of public health care through accessible temporary facilities (with County Health and Human Services)
- Assisting the affected population with financial assistance concerning property repairs and other aspects of case management through local assistance centers (crisis counseling, transportation, etc.)
- Coordination of housing authorities, housing associations and other housing stakeholders with the placement of residents into stable interim or permanent housing
- Determine transportation restoration and rebuilding plans for increased resiliency
- Ensure that requirements of environmental and historical preservation laws and executive orders are met
- Operate long-term recovery planning committee to review the community’s rebuilding and resiliency goals
- Conducting outreach to the community through disaster recovery centers on mitigation opportunities to increase community resilience
- Provide business recovery center services

### **2.3.4 Long-Term Recovery Actions**



Long-term recovery consists of those activities and ongoing projects that return a community to a sense of “normalcy”. This recovery phase may continue for months or years and addresses complete redevelopment and revitalization of the impacted area, rebuilding or relocating damaged or destroyed social, economic, natural and built environments and a move to self-sufficiency, sustainability, and resilience.

The primary goal of long-term recovery operations is to rebuild safely and wisely, reduce future hazards, and optimize community improvements. As with all phases of recovery, long-term recovery should include Whole Community planning, engaging the recovery support function stakeholders and those with disabilities and others with access and functional needs, to best incorporate community input, resources, and needs to:

- Develop long-term universally accessible housing solutions
- Rebuild infrastructure to meet future Whole Community needs, including needs of those with disabilities and others with access and functional needs
- Implement economic revitalization strategies
- Facilitate applicable funding assistance for business rebuilding
- Follow up for ongoing counseling, behavioral health, and case management services
- Re-establish disrupted health care facilities
- Implement mitigation strategies
- Recover eligible disaster-related costs through insurance, applicable fees, mutual aid reimbursement, and state/federal public assistance programs
- Ongoing monitoring of acute and chronic effects to the environment because of the long-term implications
- Permanent re-establishment of public, private, and nonprofit services and workforce to achieve a sense of normalcy and solidified tax base
- Prioritize long-term services required for at-risk populations, including social, medical, and mental/behavioral health needs
- Remediate areas where hazardous material releases have occurred
- Transition remaining sheltered and interim housing populations to permanent housing

Local jurisdictions and special districts within the Operational Area will strive to restore essential facilities through repair, reconstruction, improvement, or mitigation during long-term recovery operations. Local jurisdictions are responsible to manage and direct their jurisdiction’s overall emergency response and recovery activities and may choose to designate a Local Disaster Recovery Manager (LDRM) within their jurisdiction to manage their recovery functions.

When a disaster exceeds local capabilities, local authorities of jurisdiction within the County may request State disaster recovery resources and assistance through the Operational Area in accordance with the requirements of the



Emergency Services Act, California State Emergency Plan, SEMS Mutual Aid System, and/or the California Disaster Assistance Act.

## **2.4 Information Collection**

---

Essential Elements of Information (EEI) provides the situational data available at any given point in the recovery process for an incident. Information is gathered from a variety of sources, both official and unofficial. It is the role of the Recovery Planning Unit to develop an EEI Toolkit early in the recovery process and revise the Toolkit as needed. The EEI Toolkit identifies the specific information for reporting and providing updated information to the Planning Unit. The format should be provided in bullet form, narrative, chart, table, graphic, etc. The EEI Toolkit should be disseminated to all relevant entities for reference and should be updated as EEI changes.

EEIs may include the following elements:

- Affected population demographics
- Availability of temporary housing sites
- Damage to airfields
- Damage to dams and reservoirs and estimated time for repairs
- Damage to government building
- Damage to hospitals
- Damage to residential dwellings
- Evacuated critical facilities
- Impact to economic stability and businesses
- Local declarations and activations
- Repair status of critical infrastructure
- Requests and/or need for state and federal assistance
- Road and bridge closures and estimated time for reopening or repairing
- Shelter populations, temporary housing populations, required permanent housing structures
- Status of houses without power, or damaged natural gas, sewer and/or water lines, and restoration timelines
- Status of utilities
- Telecommunication infrastructure status and estimated time for repairs

## **2.5 Information Flow and Dissemination**

---

The following information provides an overview of the relationship between levels of communications during recovery operations. Situation reports are developed by the Planning unit using EEIs from the last operational period and disseminating it to the stakeholders. Situation reports are a compilation of information from boards, maps and other diagrams, Command/General Staff, conference





call/meeting minutes, situation reports from regional or federal partners, spot reports, and media reports. It is produced a minimum of once every operational period or more frequently if the event warrants. The situation report may also include important press releases disseminated from the JIC. Situation reports should be filed and archived appropriately as part of the official documents for the event.

### **Field Operations**

- Assess and monitor the status of recovery operations
- Implement resource and material assessment along with determination of facilities and necessary care
- Submit frequent situation status reports to the appropriate EOC Section or Unit

### **OA EOC, Cost/Recovery Unit Leader**

- Gather information from field level representatives on a continual basis
- Disseminate cumulative EOC Situation Status reports to the field level
- Coordinate with regional, state, and/or federal entities as necessary
- Assist in coordination of information sharing and requests for information with county departments, cities, special districts, tribal partners, the public and businesses (the whole community)

### **OA EOC Planning and Intelligence Chief**

- Ensure EOC situational awareness of ongoing recovery status and issues
- Exchange information about support operations, needed resources, and field situation status for projected multiple operational periods
- Develop objectives in the EOC Action Plan to include recovery assessments including expected needs of resources and appropriate facilities

### **Supporting Departments, Agencies, & Organizations**

- Support EMD as the lead recovery agency; support the OA EOC and field operations as requested
- Maintain communication with appropriate departmental representatives by providing frequent situation status updates

## **2.6 Organization and Structure**

---

### **2.6.1 Organization**

The Recovery SA / Disaster Recovery Plan receives support from numerous departments and agencies to ensure that OA-wide recovery information and activities are communicated and conducted in a coordinated manner. The Recovery Planning Unit of the OA EOC is the central location in which this coordination takes place during a major incident. The organization chart on the following page depicts the relationship between



the OA EOC Recovery Operations Unit and the various involved departments, as well as its coordination within the EOC.

# Recovery Operations Unit

Cost/Recovery  
Unit

Operations Unit

Planning Unit

Public Information  
Officer

## 2.7 Roles and Responsibilities

The following table identifies the overall responsibilities of the County of Riverside and support agencies that may be involved with the implementation of the Recovery SA / Disaster Recovery Plan.

Departments needed to support recovery operations will vary and will be determined according to the needs of the event.

Entity	Responsibility
<b>County/OA Entities</b>	
<b>EMD</b>	<ul style="list-style-type: none"><li>▪ Establish point of contact with local officials to determine approximate areas affected and extent of damage</li><li>▪ Alert and activate the damage assessment teams and provide briefings</li><li>▪ Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery</li><li>▪ Work with state and federal officials to ensure mitigation initiatives that are considered in rebuilding and redevelopment are feasible and practical</li><li>▪ Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been</li></ul>



	<p>identified and appropriate local, state and federal assistance is made available to address important community issues</p> <ul style="list-style-type: none"><li>▪ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement</li></ul>
<b>Executive Office</b>	<ul style="list-style-type: none"><li>▪ Fiscal and recovery process oversight</li></ul>
<b>Housing and Workforce Solutions (HWS)</b>	<ul style="list-style-type: none"><li>▪ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and/or federal reimbursement become available</li><li>▪ Long term housing</li></ul>
<b>Transportation and Land Management Agency (TLMA)</b>	<ul style="list-style-type: none"><li>▪ Assist in restoration of county roads</li></ul>
<b>Department of Public and Social Services (DPSS)</b>	<ul style="list-style-type: none"><li>▪ Provide shelters, food, volunteers, transportation and other resources</li><li>▪ Support short-term and long-term housing</li></ul>
<b>Riverside County Sheriff's (RSO)</b>	<ul style="list-style-type: none"><li>▪ Coordinate appropriate elements of public safety before, during and after the incident</li></ul>
<b>PIO</b>	<ul style="list-style-type: none"><li>▪ Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities</li><li>▪ Work with all necessary departments, agencies, partners, etc. to ensure timely and consistent messaging is provided to the whole community</li></ul>
<b>VOAD</b>	<ul style="list-style-type: none"><li>▪ Provide assistance for short-term and long-term recovery programs including restoration, food drives/deliveries, and other various assignments needed for various disasters</li></ul>
<b>All other Departments, Agencies and or Special Districts</b>	<ul style="list-style-type: none"><li>▪ Support recovery efforts and resources as needed</li></ul>



## 2.8 Activation and Notification

---

### 2.8.1 Activation

The Recovery SA / Disaster Recovery Plan may be activated independently or in conjunction with other Emergency Support Functions, depending on the needs of the situation. This SA will be activated for large-scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This SA may also be activated for smaller scale events when necessary.

### 2.8.2 Notification

Each agency representative within the region of the affected jurisdictions will initiate notifications within his/her agency that the EOC is being activated. If it is determined by each agency representative that a Department Operations Center (DOC) needs to be activated in support of the field operations, they will then communicate ongoing information and needs to the appropriate Group Supervisor for implementation.

### 2.8.3 Response Actions

#### ***Step 1: Conduct Initial Assessment***

- Determine magnitude of event
- If event is large in scale:
  - Assess the situational impact and need for resources
  - Estimate the amount of resources available versus the amount needed to manage the event
  - Determine the need to activate the Riverside County EOC for incident objective and resource allocation and prioritization

#### ***Step 2: Activate the OA EOC; Provide Staff***

- If appropriate, request the OA EOC be activated through the Deputy EOC Director and/or the EMD Duty Officer
- Notify and request assistance from supporting departments

#### ***Step 3: Analyze Information and Determine Objectives***

- Gather information from:
  - Response personnel in the field
  - Media (via broadcast, web information, blogs, print)
  - State and federal agencies, as appropriate
- Determine incident management priorities
  - Assess situation based on current information



- Determine critical resource needs
- Develop overall incident objectives

**Step 4: Develop Recovery Priorities**

- Establish recovery priorities and critical resource distribution
- Facilitate logistical support and resource tracking
- Coordinate recovery-related information and public messaging to include the whole community and businesses
- Coordinate and resolve short-term recovery needs

**Step 5: Continue to Monitor, Track, and Inform**

- Maintain communication between field operations, and the OA EOC
  - Provide frequent situation status reports from the OA EOC Planning Section, Recovery Planning Unit
- Notify and consult with subject matter experts from federal, state, regional, and local authorities as needed
- Continue to prioritize, acquire, and allocate critical resources
- Provide long-term recovery actions and assistance
- Recommend deactivation when the OA EOC is no longer needed

**2.8.4 Deactivation/Demobilization**

Deactivation of the Recovery SA / Disaster Recovery Plan may occur incrementally according to the need or lack of need for specific functions and may be deactivated or scaled back at the discretion of the EOC Director, Deputy Director, or Policy Group, as appropriate.

**2.9 Disaster Recovery Grants**

---

The disaster recovery federal grants can be used for recovery of damages incurred from a declared emergency or disaster. Upon submission of the required documents to request individual or public assistance, the granting authority will review the request for approval or disapproval based on criteria. Additions and deletions of sources can be made. The sources should be maintained and updated on an annual basis or as funding revisions are made. For a listing of go to <https://www.fema.gov/grants>