

Immediate Steps to Take in the Face of an Impending Disaster

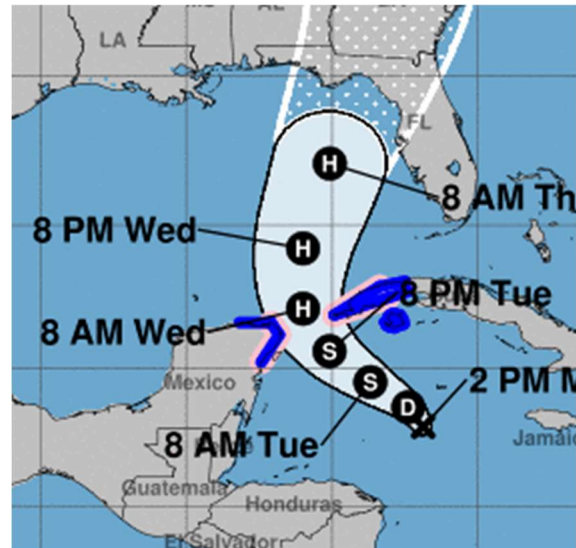
Mr. Gary Yates
2120 Killarney Way, Tallahassee, FL 32309
850-739-3600
gary.yates@theintegritygroup.net
September 23, 2024

All Integrity Group Clients:

With a weather forecast that could have serious impact on several communities in Florida, we would like to provide you some “pre-landfall” advice that will help you be positioned for maximum disaster recovery. As you know, *The Integrity Group*, has been providing disaster recovery services to local entities across Florida for several years. We have worked on virtually every disaster since 2004. We have learned many lessons over this period.

While your first focus is (rightfully) on preparedness and response, if your area is impacted there should be FEMA, and other disaster recovery funding available. Of course, your goal will be to maximize funding and be prepared to sustain any future financial audit of funds received. Obtaining the recovery funding is goal one; keeping that funding is goal two. Many jurisdictions fall into the “de-obligation” trap, sometimes years after that FEMA initial approval of funding.

Here are some key recommendations and issues that we suggest you keep in mind as a storm approaches.



Overall Recovery Operations

1. Documentation is critical. Your immediate focus, if impacted, will be response and security. However, all involved at your Emergency Operations Center, response agencies, finance office, all other departments should be reminded that complete and timely documentation of all efforts is critical. While many important decisions are often made—it is critical that documentation of your efforts and costs is also completed.
2. Begin recovery NOW. It is strongly suggested that you deploy our team within your Emergency Operations Center (or similar command facility). We are prepared to help guide your attention to documentation and preparation for disaster recovery.

Initial Response & Initial Damage Assessment

1. Public Works, Environmental Services or other appropriate staff may need to take chainsaws and other equipment home before the storm in order to clear a path in



order to begin response and “first push” debris removal activities. You will need to clearly and completely document these efforts. (see attached 214 – Activity Log)

2. Identify mitigation opportunities during damage assessments. What can be done to reduce or prevent future damages?
3. Damage Assessments are Critical. Even before FEMA arrives you may conduct complete assessments as soon as safe and practical. During this assessment, you should also identify mitigation opportunities. Contents list attached to identify items lost or damaged due to the disaster.
4. Our damage assessment capability includes a licensed drone pilot that can capture high quality images and video to complement other documentation.

Procurement & Contracting

1. Follow 2CFR, including having all 200.326 provisions in every contract.
2. Plan to use all contract work for repair estimates to ensure maximum cost calculations for Section 428 Alternative Procedures fixed estimates.
3. Procurements that are not done correctly, often result in denials or de-obligation of FEMA (and other Federal) recovery funding.

Mutual Aid Agreements

1. FEMA policy allows for post-incident Mutual Aid agreements, in the event you need assistance from an entity you have not worked with in the past.

Volunteers & Donated Resources

1. You are eligible for payment for Volunteers & Donated Resources, even if you don't pay for these services. You can use the Contents List attached to track your donations, and 214 – Activity Logs to capture work being done.
2. Labor, equipment, supplies, or materials donated by individuals or organizations should be tracked (name, date/times, description, and specific locations) in order for the value to offset the non-Federal Share of the community's Emergency Protective Measures projects (Debris Removal & Emergency Response).
3. We have attached a couple of spreadsheets that can be used for this documentation



Labor & Equipment

1. Remind all staff to record all of their regular time labor, equipment, and material usage associated with the event.
2. Ensure that all Departments have defined processes related to the collection, processing, and storage of disaster-related documentation.
3. Backfill employees – if you backfill staff to cover employees actively working the event, overtime costs for the backfill personnel is eligible even if they are not performing eligible work.
4. Temporary hires are generally reimbursed for total costs vs. just overtime for in-house employees.
5. Check and update maintenance records of equipment to be used. Generator logs will be of particular importance, along with GPS coordinates.
6. Updated Maintenance Records are critical. It is critical that these records be placed in a safe place and organized for sharing with FEMA in the development of your claims. A critical component in these maintenance records are those dealing with engineered beaches—which may require significant re-nourishment funding. We have utilized our drone resources to document pre-disaster conditions of beaches (including measurements to clearly depict losses in beaches, etc.).

