

State Planning Standards Checklist for Annex J, Recovery

Jurisdiction(s): Burnet County

Annex Date: June 01, 2017 **Date of most recent change, if any:** N/A

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
J-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the Basic Plan.	I
II. Purpose	
J-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
J-3. Explain acronyms and define terms used in the annex.	III
IV. Situation & Assumptions	
<i>J-4. Include a situation statement related to the subject of the annex or refer to the general situation information contained in the Basic Plan.</i>	IV.A
<i>J-5. Include a list of assumptions used in planning for recovery operations in the aftermath of a disaster.</i>	IV.B
V. Concept of Operations	
<i>J-6. Describe the general phases of disaster recovery operations.</i>	V.A
<i>J-7. Outline the local concept of operations for damage assessment in the aftermath of a disaster.</i>	V.B
<i>J-8. Describe how the local jurisdiction will request state and federal disaster recovery assistance.</i>	V.C
<i>J-9. Summarize the types of disaster declarations that may be issued by federal officials and the types of assistance that may be made available pursuant to such declarations.</i>	V.D
<i>J-10. Include a list of actions by phases of emergency management to be taken to ensure effective disaster recovery.</i>	V.E
VI. Organization & Assignment of Responsibilities	
<i>J-11. Specify how the local disaster recovery function is organized.</i>	VI.A
<i>J-12. Include a listing of the responsibilities for recovery tasks assigned to individuals, departments, and other organizations.</i>	VI.B
VII. Direction & Control	
<i>J-13. Describe how the local disaster recovery program will be directed and coordinated.</i>	VII
VIII. Readiness Levels	
<i>J-14. Describe actions relating to the recovery functions to be taken at various readiness levels.</i>	VIII

IX. Administration & Support	
<i>J-15. Describe reporting requirements relating to the recovery function.</i>	IX.A
<i>J-16. Describe policies on record keeping for the disaster recovery program.</i>	IX.B
<i>J-17. Include guidance on contracting for recovery projects.</i>	IX.C
<i>J-18. Outline training requirements relating to the recovery function.</i>	IX.D
<i>J-19. Highlight restrictions on the release of personal information obtained as part of recovery programs.</i>	IX.E
X. Annex Development & Maintenance	
J-20. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
J-21. Make reference to the schedule for review and update of annexes contained in Section X of the Basic Plan.	X.B
XI. References	
J-22. List references pertinent to the content of the annex.	XI
Other	
<i>J-23. Include a copy of a Disaster Summary Outline (DSO) either utilizing the most current version of the DEM-93 provided in the sample annex or a DSO of your own that includes all the information provided for in the DEM-93.</i>	Appendix 1
<i>J-24. Include a copy of the Site Assessment Forms.</i>	Appendix 2

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By	<i>Jimmy L. Barho</i>	06/01/2017

FOR DEM USE	Initials	Date
DEM District Coordinator Review		
DEM Preparedness Section Processing		