

**State Planning Standards Checklist for Annex J, Recovery**

**Jurisdiction(s):** Burnet County

**Annex Date:** June 01, 2022 **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.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
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
<b>II. Purpose</b>	
J-2. Include a purpose statement that describes the reason for development of the annex.	II
<b>III. Explanation of Terms</b>	
J-3. Explain acronyms and define terms used in the annex.	III
<b>IV. Situation &amp; Assumptions</b>	
<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
<b>V. Concept of Operations</b>	
<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
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<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
<b>VII. Direction &amp; Control</b>	
<i>J-13. Describe how the local disaster recovery program will be directed and coordinated.</i>	VII
<b>VIII. Readiness Levels</b>	
<i>J-14. Describe actions relating to the recovery functions to be taken at various readiness levels.</i>	VIII

<b>IX. Administration &amp; Support</b>	
J-15. Describe reporting requirements relating to the recovery function.	IX.A
J-16. Describe policies on record keeping for the disaster recovery program.	IX.B
J-17. Include guidance on contracting for recovery projects.	IX.C
J-18. Outline training requirements relating to the recovery function.	IX.D
J-19. Highlight restrictions on the release of personal information obtained as part of recovery programs.	IX.E
<b>X. Annex Development &amp; Maintenance</b>	
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
<b>XI. References</b>	
J-22. List references pertinent to the content of the annex.	XI
<b>Other</b>	
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.	Appendix 1
J-24. Include a copy of the Site Assessment Forms.	Appendix 2

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By	<i>Jimmy L. Barho</i>	06/01/2022

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