

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS, ADOPTING A DISASTER FINANCE POLICY AND PROCEDURES; AND DECLARING AN EFFECTIVE DATE THEREOF.

WHEREAS, the City Council of the City of Mesquite, Texas ("City Council") recognizes that effective cash management is essential to good fiscal management; and

WHEREAS, the City Council realizes the need to adopt a Disaster Finance Policy and Procedures for the City of Mesquite, Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the City Council has reviewed the Disaster Finance Policy and Procedures, attached hereto as Exhibit "A" and made a part hereof for all purposes, and hereby approves and adopts said policy as the official Disaster Finance Policy and Procedures of the City of Mesquite, Texas.

SECTION 2. That this resolution and the aforementioned Disaster Finance Policy and Procedures shall take effect immediately from and after the passage of this resolution.

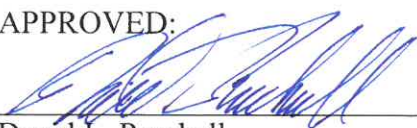
DULY RESOLVED by the City Council of the City of Mesquite, Texas, on the 4th day of March 2019.

\_\_\_\_\_  
Stan Pickett  
Mayor

ATTEST:

\_\_\_\_\_  
Sonja Land  
City Secretary

APPROVED:

  
\_\_\_\_\_  
David L. Paschall  
City Attorney



Financial Policy  
Disaster Finance Policy  
and Procedures

City of Mesquite  
Finance Department

Effective Date: \_\_\_\_\_

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## Activation of the City of Mesquite EOC

The City of Mesquite EOC is activated by order of the Mayor or his/her designee or upon declaration of disaster or imminent disaster and activation of the City of Mesquite Emergency Management Operations Plan.

## General Considerations

### A. Assumptions

The City of Mesquite is at risk from a number of hazards which could require extraordinary response by local government and have the potential for causing extensive property damage. The fiscal impacts of such events or disasters could be devastating to the City's budget and overwhelm the ability of our City to respond and recover.

### B. Situation

1. In order to best position our City for recovery, the City Council will require an accurate measurement of the true cost of the response to the disaster as well as accurate and timely property damage assessments.
2. Our damage assessment process and recovery procedures are set out in the City of Mesquite Emergency Operations Plan Annex J, Recovery; however, financial aid administrative procedures for the daily capture of ongoing response costs, as well as to support an overall event calculation after response, are not contained in that Annex.
3. Our City must prepare to track, calculate, and justify all costs of an emergency.
4. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and the Texas Division of Emergency Management (TDEM) administers or coordinates most disaster assistance programs in the State of Texas.
5. Our City will seek to improve our level of financial preparedness and coordination to ensure economic stability after disaster.

### C. Contents and Purpose

This document contains the City of Mesquite's Disaster Finance Policy and Procedure, as well as functional descriptions, responsibilities, checklists, and forms for personnel assigned to the Logistics and Finance/Administration Sections of the City of Mesquite EOC, as well as financial

reports required of department heads providing operational response, mitigation, and recovery efforts on behalf of the City. This Policy and Procedure was written to conform to requirements of the Robert T. Stafford Act.

D. Authority

This Policy and Procedure was developed through a series of Disaster Finance Workshops involving key City personnel, followed by an exercise, and then approved by City Council on \_\_\_\_\_, 2019.

E. Activation of Disaster Finance Policy

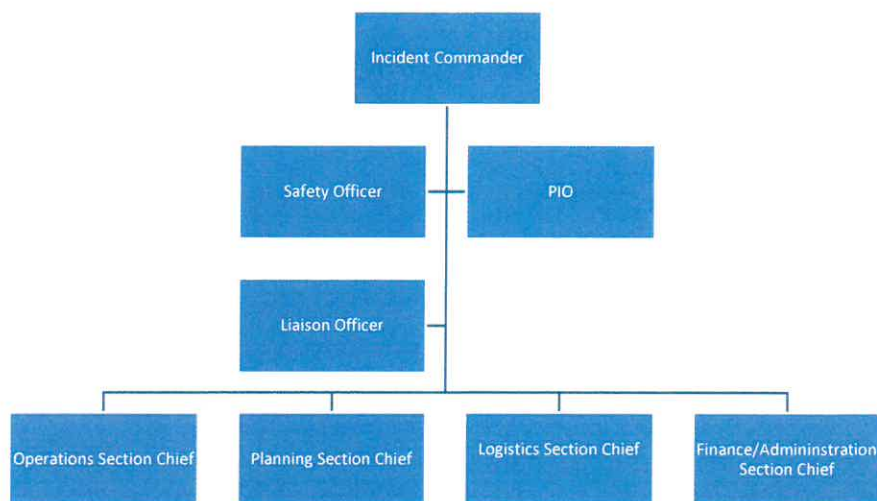
The City of Mesquite's Disaster Finance Policy and all of its provisions shall be activated by order of the Mayor or his/her designee. Upon activation of the policy, the Finance/Administration Section Chief shall notify all officials and department heads providing operational response, mitigation, and/or recovery efforts on behalf of City that this Policy is in effect and supersedes normal City financial policies and administrative procedures.

F. Deactivation of Disaster Finance Policy

The City of Mesquite's Disaster Finance Policy shall be discontinued for a specific event or disaster upon order of the Mayor or his/her designee. The Finance/Administration Section Chief shall notify all officials and department heads that the policy is no longer in effect.

## Concept of Operations for EOC Finance/Administration Section

A. EOC Organization



When activated, the four primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions established.

The functions described here are those activities that may need to be activated during an EOC activation of the Finance/Administration Sections of the EOC. It is important to note that an EOC activation may not always require the Finance/Administration personnel be physically in the EOC. At times, it may make more sense for Finance/Administration personnel to remain in their daily office locations and utilize runners or virtual connections to the EOC. The EOC Director shall establish this physical organization at the time of activation and continue through each operational period, as appropriate.

### B. Staffing

The determination of the appropriate level of staffing for the EOC shall be determined by the EOC Director on duty at the time of activation. In general, the following conditions will apply:

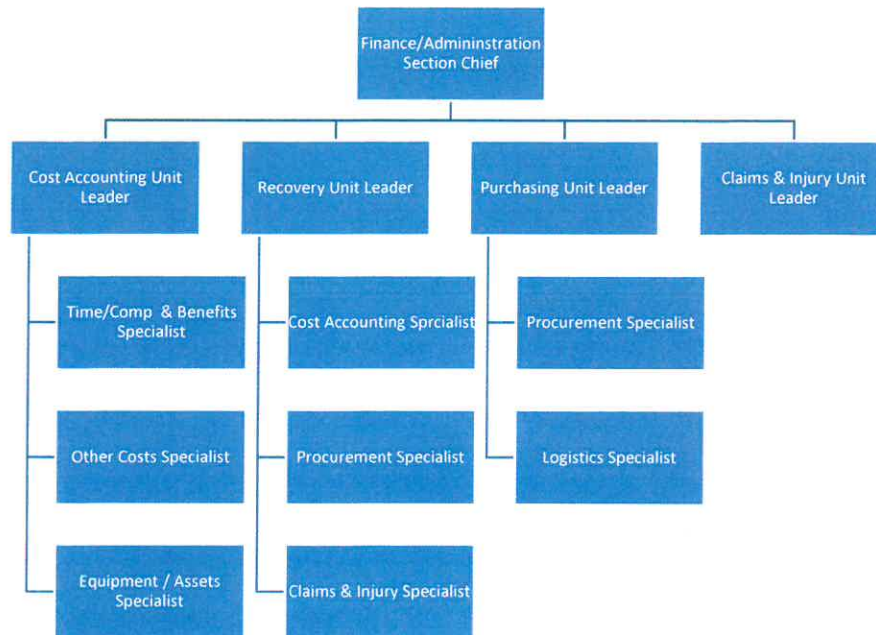
- Staff the section with the most qualified person in the discipline most closely aligned to the emergency (Finance/Administration sections may have a standard designation of personnel for all emergencies.)
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility.
- Each of these functional areas can be expanded as needed into additional organization units with further delegation of authority.
- If a section is not activated, the responsibilities will be performed by the EOC Director.

### C. Finance/Administration Section General Description

- The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may delegate authority to General Staff.
- Finance/Administration positions will vary depending upon the need of the EOC Director for support. The positions listed below in the Finance/Administration Organization chart are the more common Finance/Administration positions. Note that in some instances, these positions may be activated at a one-person level, or at a unit level depending upon the level of activation, the work to be accomplished, and the number of personnel needed.
- The Finance/ Administration Section positions are important in that they relieve the

EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.

### Finance/ Administration Section Organization Chart & Functional Descriptions



- The Finance/Administration Section Chief will be the Finance Director or a person trained and authorized by the Finance Director to act in his/her place.
- The Cost Accounting Unit Leader will be named and activated by the Finance Director as the size or scope of the event requires that these positions be filled.
- The Purchasing Unit Leader will be named and activated by the Finance Director as the size or scope of the event requires that these positions be filled.
- The Claims and Injury Unit Leader will be named and activated by the Human Resources Director or a person trained and authorized to act in his/her place as the size or scope of the event requires that these positions be filled.
- The Recovery Unit Leader will be named and activated by the Finance Director as the size or scope of the event requires this position be filled.

## Activations/Demobilizations/General Responsibilities

### A. Checklists:

Checklists for each position are listed by three phases: Activation, Operational and Demobilization. Several of the actions to be taken in the Activation and Demobilization Phases of an EOC activation common to all positions are listed below.

### B. Specific Checklists:

More specific checklists for each Finance/Administration position by phases are available in the appendices to this Policy as follows:

- Appendix 1: Finance/Administration Section Chief
- Appendix 2: Cost Accounting Unit Leader
- Appendix 3: Recovery Unit Leader
- Appendix 4: Purchasing Unit Leader
- Appendix 5: Claims & Injury Unit Leader

## Responsibilities Relating to Finance/Administration Functions:

- A. Upon activation of this Policy by the Mesquite Mayor or his/her designee, all normal City of Mesquite financial policies and administrative procedures in support of response, mitigation, and recovery activities are suspended. Normal purchasing procedures in support of the event will be managed and coordinated through the EOC by the Purchasing Unit Leader in the Finance/Administration section.
- B. The Purchasing Unit Leader will be the City of Mesquite Purchasing Agent or a person trained and authorized by the purchasing agent to act in his/her place.
- C. The tracking of purchases will be assigned by specific "disaster account codes" as set up for the event by the Finance/Administration Section Chief through the City of Mesquite's finance software management system. The Logistics Section Chief and the Purchasing Unit Leader will maintain a list of EOC purchases made for each operational period on the Resource Order Tracking Worksheet attached to this Policy as Appendix 6.
- D. As a requirement for all purchases made in support of the event, the Purchasing Unit Leader will insure that An ICS 213-RR is completed and retained in the documentation in support of each purchase with appropriate supporting documentation.

## Catastrophic Event Personnel Policy

The City of Mesquite has established a policy for the compensation of paid employees during a Catastrophic Event as follows.

**Authorization:**

1. Authorized by City of Mesquite City Council as part of the overall Disaster Finance Policy and Procedures.
2. Reference/ Authority:  
Fair Labor Standards Act  
Robert T. Stafford Act
3. Applies to:  
Full time City of Mesquite employees, exempt and non-exempt, including appointed officials and  
Part time City of Mesquite employees
4. Does Not Apply to:  
Elected Officials
5. PURPOSE  
Establish policy for the compensation of paid employees during a City of Mesquite disaster or emergency event...
6. BACKGROUND  
The City of Mesquite shall endeavor to appropriately compensate those essential paid staff members who are required to potentially risk their personal safety, vacation or regularly scheduled days off that occur during a disaster or emergency event for the greater good of the people and property of the City of Mesquite. This policy shall be implemented in the event of certain catastrophic events including, but not limited to: floods, tornados, wildfire, winter storms, earthquake, pandemic illness and other Acts of God, nuclear, chemical and biological emergencies, terrorist attack(s), or any other emergency or disaster declared by a federal, state or local authority. This policy applies to all regular full-time and part-time City of Mesquite employees, whether exempt or non-exempt, and specifically includes appointed officials and excludes elected officials.

**POLICY**

- A. A disaster or emergency event is defined as any event declared by the Mayor or his/her designee as catastrophic in nature with a duration of twenty-four (24) hours or greater. This also includes activation by the State of Texas of the Mesquite Reception Center due to emergency coastal evacuation.
- B. A non-exempt paid staff member who is recalled to duty during a Catastrophic Event shall be paid at their regular rate of pay according to the requirements of the Fair Labor Standards Act (FLSA) for all hours worked during the disaster.
- C. Comp Time will not accrue during a Catastrophic Event. Staff members who regularly accrue comp time will be paid for all hours worked during a Catastrophic Event in lieu of comp time.

- D. During a Catastrophic Event and at the discretion of the Department Director, all vacation time or regularly scheduled days off that occur during a declared disaster may potentially be cancelled for responding essential full-time and part-time personnel.
- E. Exempt paid staff members who remain in the area to work the Catastrophic Event will be compensated during a disaster declaration as follows:
  - 1. All exempt paid staff members shall be temporarily reclassified as non-exempt full-time paid staff members during the pendency of the disaster.
  - 2. An exempt full-time paid staff member who is reclassified as a temporary non-exempt full-time paid staff member during a Catastrophic Event shall be paid at their hourly rate of pay according to the requirements of the FLSA for all hours worked during the disaster.
  - 3. The temporary status as set forth in this paragraph shall begin on the date that an emergency is declared and shall continue during the pendency of the emergency and, further until the end of the emergency as determined and declared by the Mayor in the exercise of his/her sole discretion.
- F. Employees who are displaced from their normal worksites because of the disaster emergency event will be handled as follows (subject to the authorization and approval of the employee's Director):
  - 1. The City will attempt to re-assign full-time, essential personnel to temporary, alternate worksites as deemed appropriate and for as long as practical to continue business operations during the catastrophic event.
  - 2. For essential, full-time employees who cannot be re-assigned to temporary, alternate worksites, reasonable efforts will be made to allow said employees to work from home or other designated worksites for a time to be determined and approved by their respective Director to address the City's response to the catastrophic event.
  - 3. Full-time employees who are not required to report to work in disaster operations, an alternate location, or at a remote location shall be permitted to use accrued vacation or *existing* compensatory time to continue being paid their regular pay during the catastrophic event.
- H. Rate of Pay – During an official, declared disaster or emergency event, all full-time and part-time employees reporting to duty and aiding recovery in any capacity will not have a reduction in pay regardless of duties performed. All disaster-reporting employees shall be compensated at their regular, compensable hourly wage for their official position with the City of Mesquite.
- I. The Catastrophic Event policy will be in effect until discontinued by the City of Mesquite Mayor or his/her designee.

### Responsibilities of City of Mesquite Officials and Department Directors

To support the tracking of all costs of the emergency, a daily financial report as attached as Appendix 7 will be required from each department head with personnel or equipment assigned to work in support of the event.

The purpose of the report will be to accurately track the personnel, equipment, and supplies utilized for the event and to provide a calculation to Dallas or Kauffman County EOC with a "daily burn rate" of costs in support of any available state or federal disaster relief.

By 8:15 a.m. of each day this policy is in effect, each department shall submit to the EOC Finance/Administration Section Chief a report in the form attached to this policy as Appendix 7. This report will be for the previous twenty-four hour period from 7 a.m. to 7 a.m.

### Daily Burn Rate Calculation

The EOC Finance/Administration Section Chief will provide to the EOC Director, by 9 AM of each day this Policy is in effect, a Daily Burn Rate Report in the form attached to this Policy as Appendix 8 for all reporting City departments.

### NIMS Compliance

Our City has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners and county and state agencies during any type of incident response. All personnel assigned responsibilities in this Policy and Procedure will be trained on NIMS concepts, procedures, and protocols.

### Records Retention

All records related to disaster finance operations of the City's EOC created as a result of an activation of this policy shall be retained in accordance with the Robert T. Stafford Act.

## Appendix 1 Finance/Administration Section Chief

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### Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all time is recorded for all City personnel utilized for response, mitigation, or recovery to the emergency event or disaster.
3. Ensure all procurement follows the City's purchasing manual.
4. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
5. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
6. Provide administrative support to all EOC Sections as required, in coordination with the EOC Director.
7. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
8. Ensure that all recovery documentation is accurately maintained during the response and assist the EOC Director in ensuring that such documentation is submitted on the appropriate forms to the Dallas or Kauffman County EOC and/or the Texas Division of Emergency Management.
9. Supervise the Finance/Administration Section.

### Activation Phase:

- ☐ Create "disaster account codes" specific to the event (to be named by EOC Director) (if disaster covers multiple jurisdictions set separate project strings for each jurisdiction)
- ☐ Notify all City Directors of the disaster account codes, required tracking documents to be utilized, and a list of key personnel contact information
- ☐ Required Tracking Documents to include:
  - Sign in sheet
  - Equipment log
  - Mileage forms
  - Meal logs
  - Purchasing form ICS 213-RR
  - Donations log
  - Activity Log ICS 214

- Daily Financial report
- ☐ Check in upon arrival
- ☐ Report to the EOC Director and receive initial briefing
- ☐ Set up your work station and review your position responsibilities
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents
- ☐ Ensure any needed electronic information management systems are operational
- ☐ Based on the situation, activate units within section as needed and designate the following personnel who will fill the following positions: Cost Accounting Unit Leader, Recovery Unit Leader, Purchasing Unit leader, Claims & Injury Unit Leader.
- ☐ Ensure that sufficient staff is available for a 24-hour schedule or as required. Generally, the City of Mesquite EOC will utilize 12-hour operational periods, from 7:00 -7:00.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority delegated to Logistics Section as appropriate.
- ☐ Increase Purchase Card limits for personnel as needed
- ☐ Meet with all Unit leaders and ensure that responsibilities are clearly understood. All personnel must understand that all external communications need to be coordinated through the Public Information Officer.
- ☐ In conjunction with Unit leaders, determine the initial Action Planning objectives for the first operational period.
- ☐ Notify the EOC Director when the Finance/Administration Section is operational.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase:**

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings as requested by the EOC Director.

- ☐ Brief all Unit leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ☐ Keep the EOC Director and General Staff aware of the current fiscal situation and other related matters, on an on-going basis.
- ☐ Ensure that the Cost Accounting Unit tracks and records all City staff time and processes all timesheets and travel expense claims promptly.
- ☐ Ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Claims & Injury Unit processes all workers' compensation claims resulting from the disaster in a reasonable timeframe, given the nature of the situation.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to the Dallas or Kauffman County OEM.
- ☐ Ensure receipt of daily financial report from all departments.
- ☐ Calculate "daily burn rate" of disaster costs for all City of Mesquite departments for submission to the Dallas or Kauffman County as required on the Disaster Summary Outline in Appendix 9 as required by the EOC Director.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

### **Demobilization Phase:**

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or supervisor.
- ☐ Complete all required forms, reports and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Clean up your work area before you leave.

## Appendix 2 Cost Accounting Unit Leader

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### Responsibilities:

1. Responsible for collecting cost information, performing cost-effectiveness analysis, and providing cost estimates and cost savings recommendations.
2. Track, record, and report all on-duty time for personnel working during the emergency.
3. Ensure timesheets are collected from City of Mesquite employees who have participated in response, mitigation, or recovery to the emergency event or disaster include appropriate "disaster time codes" as assigned to the event by the Finance/Administration Section Chief. Ensure all time entered into any electronic time reporting management/payroll system utilized correct "disaster time codes."
4. Assist the Finance/Administration Section Chief in ensuring that there is a continuum of the payroll process for all City employees responding to the event or disaster.
5. Assist the Finance/Administration Section Chief with supervision of the Cost Accounting Unit as directed.

### Activation Phase:

- ☐ Check in upon arrival
- ☐ Report to the EOC Director, Section Coordinator or other assigned Supervisor
- ☐ Set Up your work station and review your position responsibilities
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents
- ☐ Ensure any needed electronic information management systems are operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish (or implement) an accounting system and special cost codes associated with this event or disaster.
- ☐ Monitor all emergency expenditures.
- ☐ Ensure that all sections and units are documenting cost-related information.
- ☐ Collect and compile cost information at the end of each shift.
- ☐ Obtain and record all cost data to cover:

- Personnel
  - Equipment
  - Rental/Contract Equipment
  - Supplies from outside vendors
  - Sheltering costs (must be tracked separately for reimbursement)
  - Contract for special or emergency services
  - Mutual aid (separate tracking for each responding jurisdiction)
  - Volunteer hours (value needed for reporting purposes) Obtain current rates from FEMA
  - Donated items (value needed for reporting purposes)
- ☐ Maintain cost documentation files in format transferrable to Recovery Unit Leader.
  - ☐ Review existing documentation to determine if there are additional cost items that may have been overlooked.
  - ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
  - ☐ Compile cumulative cost records on a daily basis.
  - ☐ Ensure that departments are compiling cost information utilizing appropriate event/disaster account codes.
  - ☐ Ensure that estimate costs are replaced with actual costs when known.
  - ☐ Provide verbal or written reports to the Finance Administration Section Chief upon request.
  - ☐ Organize and prepare records for audits as necessary.
  - ☐ Assist EOC Director and/or Recovery Unit leader in coordinating with county and state disaster assistance agencies during the cost recovery process.
  - ☐ Assist EOC Director and/or Recovery Unit leader to prepare all documentation as necessary to recover allowable costs. Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
  - ☐ Obtain complete Daily Financial Reports from each department head/ official which should include a full personnel roster of City employees who have worked in support of the emergency event or disaster from their department, city owned equipment and any other costs related to the event.
  - ☐ Provide instructions to all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

- ☐ Establish a file for the event within the first operational period.
- ☐ Establish a file which contains a copy of the following:
  - a. Copy of Payroll Calendar in effect at the time of the event or disaster.
  - b. Copy of Holiday Calendar in effect at the time of the event or disaster.
  - c. Copy of the Employee Handbook in effect at the time of the event or disaster.
  - d. Copy of the Payroll/Position Schedule in effect at the time of the event or disaster.
  - e. Copy of the Travel Policy in effect at the time of the event or disaster.
  - f. Copy of the Catastrophic Event Payroll Policy (if in place) in effect at the time of the event or disaster.
  - g. Copy of the City Purchasing Manual in effect at the time of the event or disaster.
  - h. Copy of the City Disaster Declaration in effect at the time of the event or disaster.

**Demobilization Phase:**

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or supervisor.
- ☐ Complete all required forms, reports and other documentation. All forms should be submitted through your supervisor to the Planning/Situation Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

## Appendix 3 Recovery Unit Leader

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### Responsibilities:

1. Determine impacts of the emergency requiring recovery planning.
2. Initiate recovery planning meetings with appropriate individuals and agencies.
3. Develop the initial recovery plan and strategy for the jurisdiction.
4. Ensure that all appropriate officials, department heads, and agencies are kept informed and have the opportunity to participate in the recovery planning process.
5. Develop the strategy to transition from recovery planning in the EOC to a wider post emergency recovery effort.
6. Supervise the Recovery Unit.

### Activation Phase:

- ☐ Check in upon arrival
- ☐ Report to the EOC Director, Section Coordinator or other assigned Supervisor
- ☐ Set up your work station and review your position responsibilities
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents
- ☐ Ensure any needed electronic information management systems are operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- ☐ Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- ☐ Facilitate recovery planning meetings involving appropriate General Staff, department heads, officials, and other agencies as needed.

- ☐ Develop a recovery plan and strategy for the City.
- ☐ Coordinate with Finance/Administration Section Chief to ensure that FEMA, TDEM and other public reimbursement source documents and applications are consistent with recovery strategy.
- ☐ In conjunction with Finance/Administration Section Chief, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

**Demobilization Phase:**

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or supervisor.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Clean up your work area before you leave.

## Appendix 4 Purchasing Unit Leader

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### Responsibilities:

1. Provide oversight for, and appropriate documentation of all purchases related to response, mitigation, or recovery to the event or disaster.
2. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
3. Coordinate with Finance/Administration Section Chief and EOC Director on all purchasing matters.
4. Supervise the Purchasing Unit.

### Activation Phase:

- ☐ Check in upon arrival
- ☐ Report to the EOC Director, Section Coordinator or other assigned Supervisor
- ☐ Set up your work station and review your position responsibilities
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents
- ☐ Ensure any needed electronic information management systems are operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Review the emergency purchasing procedures as noted in the City Purchasing Manual.
- ☐ Coordinate with the Logistics Section to determine if requested types and quantities of supplies and material are available in City inventory.
- ☐ Prepare contracts as/if needed, obtain concurrence from the Finance/ Administration Section Chief who will coordinate with the EOC Director and submit to City Manager for signature.
- ☐ Ensure that all contracts identify the scope of work and specific site locations.
- ☐ Negotiate rental rates not already established or purchase price with vendors, as required.

- ☐ Remind vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies. If such practices continue, confer with Finance/Administration Section Chief and EOC Director as to need to refer matter to City Attorney.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Ensure all purchases made in support of response, mitigation, and recovery operations for the event or disaster are documented and charged to appropriate "disaster account codes" as provided by the Finance/Administration Section Chief.
- ☐ Complete final processing of requisitions and purchase orders.
- ☐ Verify costs data against pre-established vendor contracts and/or agreements.
- ☐ Provide verbal or written reports to the Finance Administration Section Chief upon request.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.
- ☐ Organize and prepare records for audits as necessary.
- ☐ Assist EOC Director and/or Recovery Unit Leader in coordinating with county and state disaster assistance agencies during the cost recovery process.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

### **Demobilization Phase:**

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or supervisor.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Situation Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Clean up your work area before you leave.

## Appendix 5 Claims & Injury Unit Leader

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### Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
2. Complete all forms required by the workers' compensation program.
3. Maintain a file of injuries, illnesses, and property damage associated with the emergency which includes the results of investigations.
4. Supervise the Claims & Injury Unit.

### Activation Phase:

- ☐ Check in upon arrival
- ☐ Report to the EOC Director, Section Coordinator or other assigned Supervisor
- ☐ Set up your work station and review your position responsibilities
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents
- ☐ Ensure any needed electronic information management systems are operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- ☐ Investigate all injury and damage claims as soon as possible.
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to workers' compensation within the required timeframe consistent with City's usual policy and procedures.
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Claims & Injury Unit.

- ☐ Inform the Finance/Administration Section Chief of all equipment, personnel or property damage claims.
- ☐ Establish a file which contains a copy of the following:
  - Copy of Incident Reporting forms and policy in effect at the time of the event or disaster.
  - Copy of Worker's Compensation policy and procedures in effect at the time of the event or disaster.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

### **Demobilization Phase:**

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or supervisor.
- ☐ Complete all required forms, reports and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Clean up your work area before you leave.

## Appendix 6 Resource Order Tracking Worksheet

Resource Order Tracking Worksheet

Resource Order Tracking Worksheet		Incident name:			Date(s):					Time started:	
Request No.	Requested By	Approved By	Date of Request	Time Requested	Item Requested	Agency	Department / Division	Notes / Disposition	Priority	Time Processed	
01-122615	K. Miller	C. Baughman	12/26/2015	20:17	Urban Search and Rescue requested	City of Dallas	Texas Taskforce 2	DC MA Arlington USAR was dispatched (sent to Wal-Mart Shopping 12/26). Later TX-TF2 was assigned (12/27/15 @ 8:15).	High	0:00	
<b>EXAMPLE</b>											
01-											
02-											
03-											
04-											
05-											
06-											
07-											
08-											
09-											
10-											
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26-											
27-											
28-											
29-											
30-											
31-											
32-											
33-											

## Appendix 7 Daily Financial Report

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Final format to be determined and attached once complete.

## Appendix 8 Daily Burn Rate

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Final format to be determined and attached once complete.

## Appendix 9 Disaster Summary Outline

### Disaster Summary Outline

 Print and use a pen to fill this form 

1. Is this DSO the... ☐ Initial DSO? OR ☐ Updated DSO?

2. If Updated DSO, please include Confirmation number and date: \_\_\_\_\_

#### Incident

3. Date/Time of request: \_\_\_\_\_

4. What is the Incident Name?: \_\_\_\_\_

#### General

5. What is the county?: \_\_\_\_\_

6. Jurisdiction type: ☐ A County (unincorporated areas within a single county) OR ☐ A City (or part of, if the city falls in more than one county)  
OR ☐ Multiple cities (within a single county, list cities to right)

Multiple cities

7. What is the City, if any?: \_\_\_\_\_

8. Are you filing for one of these Tribes?

Alabama – Coushatta Tribes ☐

Kickapoo Traditional Tribe ☐ OR ☐ NO

Ysleta Del Sur Pueblo ☐

9. Type of Disaster?: \_\_\_\_\_

10. Inclusive dates of the disaster: \_\_\_\_\_ - \_\_\_\_\_

11. Is the Incident Continuing?: ☐ YES OR ☐ NO

12. Was a local disaster declaration issued?: ☐ YES OR ☐ NO

13. If this is a flood event, does the city/county/area participate in the National Flood Insurance Program (NFIP)?: ☐ YES OR ☐ NO

## General Continued

14. Contact person for this DSO: \_\_\_\_\_ 21. Second contact person: \_\_\_\_\_
15. Contact person's title: \_\_\_\_\_ 22. Second person's title: \_\_\_\_\_
16. Phone number: \_\_\_\_\_ 23. Second phone number: \_\_\_\_\_
17. Email address: \_\_\_\_\_ 24. Second email address: \_\_\_\_\_
18. Mobile phone number: \_\_\_\_\_ 25. Second mobile phone: \_\_\_\_\_
19. Fax number: \_\_\_\_\_
20. 24 hour - Duty Officer/Sheriff's office phone number: \_\_\_\_\_

## Individual Assistance

### Residential Losses - Primary Residence Only

TYPE OF HOMES	AFFECTED	MINOR DAMAGE	MAJOR DAMAGE	DESTROYED	%COVERED BY INSURANCE*
Single Family Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multi-Family Units	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Number of homes isolated due to road closure (high water, etc.): \_\_\_\_\_

## Business Losses/Impacts

	NUMBER	# COVERED BY ADEQUATE INSURANCE	TOTAL ESTIMATED REPAIR COSTS
Major Damaged (less than 40%)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Major Destroyed (greater than 40%)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>

27. How many businesses have ceased operations?: \_\_\_\_\_

28. How many businesses have experienced economic injury?: \_\_\_\_\_

29. Estimated number of persons unemployed because of this disaster: \_\_\_\_\_

(Contact affected businesses and the local Texas Workforce Commission Office)

## Public Assistance

CATEGORY	NUMBER OF SITES	ESTIMATED REPAIR COSTS	ANTICIPATED INSURANCE*
<b>A</b> Debris Clearance	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>B</b> Emergency Protective Measures	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>C</b> Roads and Bridges	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>D</b> Water Control Facilities (Dams, levees, dikes)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>E</b> Buildings and Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>F</b> Public Utility Systems (Gas, Electric, Sewer, Water)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>G</b> Other Types of Facilities (Recreational Facilities, Airports, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

30. Total annual maintenance budget (i.e. Public Works, Road & Bridge): \_\_\_\_\_

31. Start of Fiscal Year (Month): \_\_\_\_\_

## Other Eligible Entities

(Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

ORGANIZATION/ FACILITY	CATEGORY A-G	NUMBER OF SITES	ESTIMATED REPAIR COSTS	ANTICIPATED INSURANCE*
Totals				

## General Notes

## Submitter Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
*If you include your email, a confirmation email will be sent to you.*

*This form is for damage assessment reporting purposes and will be used to determine if the state and impacted jurisdictions are eligible for federal individual and public assistance programs in accordance with established federal criterion and guidelines.*

Print and Send the completed DSO  
and a copy of your local disaster declaration by Mail to:

Texas Department of Public Safety  
Texas Division of Emergency Management  
State Operations Center  
5805 N Lamar Blvd.  
Austin, TX 78752-4422

OR

Print and Fax  
512-424-7160

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**RESIDENTIAL LOSS GUIDELINES**

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- Affected:** Residences with minimal damage to the exterior and/or contents of the home.
- Flood example: Water line in the crawl space or is below six inches in a non-occupied basement.
- Non-Flood examples: Partial missing shingles or siding, cosmetic damage such as paint discoloration, broken screens, gutter damage and debris, damage to an attached structure, landscaping, retaining walls, or downed tree that do not affect access to the residence.
- 
- Minor:** Encompasses a wide range of damage that does not affect the structural integrity of the residence.
- Flood examples: Water line up to 18 inches in an occupied or required room or six inches and above in an unoccupied basement, damage to mechanical components (i.e. furnace, boiler, water heater, HVAC, etc.).
- For mobile homes, the water line is below the floor system and the skirting or HVAC is impacted.
- Non-Flood examples: Nonstructural damage to roof components over essential living space, interior wall components, multiple small vertical cracks in the foundation, damage or disaster related contamination to a private well or septic system.
- 
- Major:** Sustained significant structural damage and requires extensive repairs.
- Flood examples: Water line above 18 inches in an occupied or required room, a water mark above the electrical outlet, or a watermark on the first floor of a residence with a basement.
- For mobile homes, the water has come into contact with the floor system or it has been displaced from the foundation, block or piers and other structural components have been damaged.
- Non-Flood examples: Failure or partial failure to structural elements of the roof over required rooms, structural elements of the walls, or foundation (i.e. rafters, ceiling joints, framing, sheathing, horizontal cracks of more than two inches of foundation, shifting of the residence on the foundation of more than six inches).

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**RESIDENTIAL LOSS GUIDELINES Continued**

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**Destroyed:** Residence is a total loss, or damaged to such an extent that repair is not feasible.

Flood examples: Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).

Non-flood examples: Only foundation remains, requires immediate demolition or removal because of disaster-related damage or confirmed imminent damage (e.g., impending landslides or sinkholes).

**Estimating Insurance:** The following are general guidelines to estimating insurance coverage:

1. Renters are less likely to have insurance
2. Low income residents are less likely to have insurance
3. Homeowners who are still paying off their mortgage normally have the appropriate type of insurance
4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
5. Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance";