



# Chatham County Disaster Recovery Plan

## RECOVERY SUPPORT FUNCTION 6: NATURAL AND CULTURAL RESOURCES ANNEX

SEPTEMBER 2015

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## INTRODUCTION

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- A. Recovery Support Function (RSF) 6: Natural and Cultural Resources Annex to the Chatham County Disaster Recovery Plan (DRP) serves to identify a range of actions specific to support and coordinate recovery from incidents that have a long-term impact to Chatham County.
- B. *RSF-6: Natural and Cultural Resources Annex* provides partners, nongovernmental organizations, and community organizations with operational guidance necessary to support long-term recovery activities in the aftermath of a disaster or emergency that results in a long-term impact to the community.
- C. Consistent with the DRP, this Annex is a living document. Chatham County Emergency Management Agency (CEMA) acknowledges additional recovery issues will be identified in the future and will be included in revised editions of this document.

## PURPOSE

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The purpose of this Annex is to outline the roles, responsibilities, and activities of the agencies and individuals supporting *RSF-6: Natural and Cultural Resources Annex* during preparedness, response, and recovery operations.

The purpose of RSF-6 is to coordinate the public, private, and non-profit sector efforts to address long-term environmental and cultural resource recovery needs after all incidents. This includes coordinating efforts with the State of Georgia, relevant federal agencies, and key private sector partners.

## SCOPE AND APPLICABILITY

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The scope of this Annex is to provide a framework for coordination of natural and cultural resource efforts during recovery. This includes coordination by the Natural and Cultural Resources Resource Support Function with local governments, county agencies, and the State.

This Annex should be used by local governments, county agencies, and partners in the public, private, and nonprofit sectors.

## ASSUMPTIONS

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- A. The planning assumptions identified in the base plan will also apply to *RSF-6: Natural and Cultural Resources Recovery Annex*.
- B. Agencies and organizations will provide the services identified for *RSF-6: Natural and Cultural Resources Recovery Annex*.
- C. The Coordinating Agency will actively engage the Supporting Agencies in planning, training, and exercises to ensure an effective operation upon activation. Chatham County has a wealth of historic resources. The recovery of historic resources may take a longer period of time than recovery on non-historic resources given the unique nature of the materials and craftsmanship involved. Following a disaster, arts organizations and artists are likely to experience significant economic hardships. These artists and organizations will look to county agencies to provide services and resources to meet financial gaps caused by the disaster.

## IMPLEMENTATION

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Consistent with the DRP, this Annex may be activated in whole, or in part, during disaster conditions as determined by the Chairman of the Chatham County Commission and the Director of CEMA, through the Command Policy Group (CPG).

The Command Policy Group may determine to issue a Declaration of Local Recovery (See Appendix 1-6).

In cases where there are long-term or ongoing needs from the public, local governments, or county agencies, *RSF-1: Disaster Recovery and Redevelopment Assistance Coordination and Planning Annex* may specifically be activated.

## CONCEPT OF OPERATIONS

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### GENERAL

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During recovery, CEMA will support the organizational structure to respond to the community services needs as a result of the disaster.

### ORGANIZATION

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During recovery, the Natural and Cultural Resources RSF will become a branch in recovery operations. The Natural and Cultural Resources RSF addresses specific tasks within the

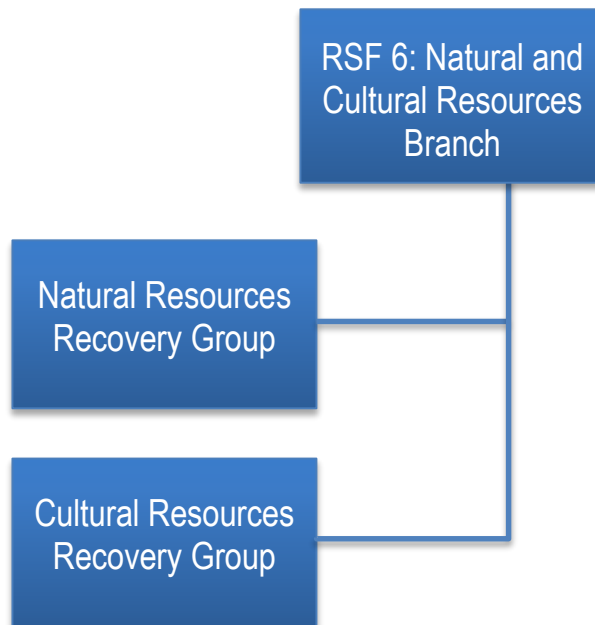
## Chatham County Disaster Recovery Plan – RSF-6

mission of developing and implementing programs that provide for the recovery of natural and cultural resources within the county. This includes addressing the short-term, intermediate-term, and long-term needs.

When activated, *RSF-6: Natural and Cultural Resources Recovery Annex* will be **coordinated by the Chatham County-Savannah Metropolitan Planning Commission (MPC)**.

Agencies engaged in natural and cultural resources recovery will provide support to the RSF as appropriate. *RSF-6: Natural and Cultural Resources Annex* is comprised of two Groups which address specific tasks within the mission of addressing long-term environmental and cultural resource recovery needs after large-scale incidents. These Groups may be geographically subdivided at the discretion of the coordinating agency as the circumstances dictate. The Coordinating and Supporting Agencies for each Group are listed below.

*Recovery Support Function 5 Organization Chart*



### **NATURAL RESOURCES RECOVERY GROUP**

The Natural Resources Recovery Group coordinates local efforts with state and federal recovery programs designed to support the return of the community's natural and

environmental assets and systems to pre-disaster or improved condition. The group will ensure the county’s natural resources are monitored and addressed as necessary.

**Table 1: Natural Resources Recovery Group Coordinating Agencies, Supporting Agencies, and Cooperating Organizations**

	Department/Entity
Coordinating Agency	MPC
Supporting Agencies and Cooperating Organizations	Applicable Local Parks Departments CEMA Chatham County Parks and Recreation Georgia Department of Natural Resources (DNR) Municipalities Savannah Heritage Emergency Response (SHER) Savannah Tree Foundation

### CULTURAL RESOURCES RECOVERY GROUP

The Cultural Resources Recovery Group coordinates local efforts with state and federal recovery programs designed to support the return of the community’s cultural and historic resources and structures to pre-disaster or improved condition. The group will ensure county cultural and historic resources and structures are monitored, and any issues addressed as necessary. Cultural and historic resources include:

- Historic sites
- Privately and publically owned sites with art
- Libraries
- Museums
- Buildings
- Objects
- Structures
- View sheds
- Historic trails
- Archeological resources
- Cultural neighborhoods
- Landmarks
- Other sites of cultural importance whether publically or privately owned

**Table 2: Cultural Resources Recovery Group Coordinating Agencies, Supporting Agencies, and Cooperating Organizations**

	Department/Entity
Coordinating Agency	MPC
Supporting Agencies and Cooperating Organizations	CEMA Georgia Department of Natural Resources – <i>Historic Preservation Division</i> Historic Savannah Foundation Municipalities Savannah Tree Foundation SHER

## OPERATIONS

For recovery, the Natural and Cultural Resources RSF are broken down into three main categories

- Pre-event and Preparedness – Objectives and actions to take place prior to a disaster/emergency.
- Short-Term Recovery – Objectives and actions to be addressed as quickly as possible after the activation of the Recovery Committee, excluding immediate life-safety and property protection actions/objectives. Some of these objectives/actions may start during the response phase, but will transition into short-term recovery.
- Intermediate and Long-Term Recovery – Objectives and actions characterized by operations that may provide sustained temporary measures to bridge the gap into permanent solutions, or return life to normal or an improved state.

The following pages break down natural and cultural resources recovery operations in each of these three categories for the two groups within this support function.

### PRE-EVENT AND PREPAREDNESS

The following describes objectives to be addressed by the entities that comprise this Recovery Group prior to a disaster. Some of the objectives identified below may be discrete actions, while others should be continuously addressed to ensure recovery preparedness.

#### Natural Resources Recovery Group



- **Develop a consolidated inventory of area natural resources.** The Coordinating Agency identified in this Group will lead the development of a consolidated inventory of natural resources through the county, including environmental areas, endangered species habitats, floodways, wetlands, aquifers, drinking-water supply watersheds, and others. This inventory will be updated at least every five years.
- **Identify relevant state and federal programs to facilitate recovery.** The Coordinating Agency identified in this Group will identify relevant state and federal programs and incentives that have a role in supporting the preservation, protection, conservation, rehabilitation, recovery, and restoration of natural resources during recovery.
- **Coordinate with the Debris Management Group of RSF-5.** Debris removal is the responsibility of the Debris Management Group found in RSF-5. The Natural Resources Recovery Group should coordinate closely with the Debris Management Group as it relates to debris issues in natural environments.

### Cultural Resources Recovery Group

- **Develop a consolidated inventory of area cultural resources.** The Coordinating Agency for the Group will draw from appropriate sources to establish an inventory of key cultural and historic resources, including those relative to local tourism, within the county. Such resources should include historic and/or preserved “resource landscapes” including battlefields and designated farmlands. They should also include buildings, structures, objects, sites, districts and cultural landscapes. A GIS layer with all county resources will be developed. All resources will be documented with, at a minimum, a Historic Resource Survey Card and will include a digital photograph.
- **Identify relevant federal and state programs to facilitate recovery.** The Coordinating Agency identified in this Group will identify relevant state and federal programs and incentives that have a role in supporting the preservation, protection, conservation, rehabilitation, recovery, and restoration of cultural resources during recovery.
- **Identify and streamline permitting processes specific to cultural resources.** The ability to quickly repair and rehabilitate cultural resources throughout the county will be contingent on the ability to expedite permitting, and/or to ensure permitting processes can appropriately identify those sites that require permitting specifically for cultural resources. The Group will identify permitting required specifically for cultural resources to create a process where individuals and businesses can be identified at Disaster Recovery Centers (DRC), be provided with the appropriate permitting, and

ensure expedited recovery for those facilities while giving consideration to cultural assets. This process will include both the permitting process as well as the Certificate of Appropriateness review process.

- **Identify opportunities to leverage mutual aid to inspect cultural resources.** The Cultural Resources Recovery Group will work with CEMA to develop mutual-aid agreements with counties in the State of Georgia, in addition to other jurisdictions throughout the region, to provide for inspectors and assessors with specific expertise in arts and cultural resources to be brought into Chatham County following a disaster. These Mutual Aid agreements will recognize that following a disaster, the majority of county resources will be focused on conducting damage assessments for critical infrastructure without specific consideration for cultural assets. Mutual Aid agreements will include information regarding any required certifications inspectors and assessors will be required to have prior to providing assistance to the county.

### SHORT-TERM RECOVERY

The following Short-Term Recovery objectives must be addressed as quickly as possible after the activation of the Recovery Plan, and will likely meet pressing unmet needs of county residents and businesses (excluding immediate life-safety and property-protection objectives). In some cases, objectives identified below may describe elements of functional continuity with response operations identified in the Chatham County Emergency Operations Plan (EOP). Therefore, the objectives listed below may begin during the response phase and transition into Short-Term Recovery. Objectives described below will be the continued responsibility of this Recovery Group into intermediate- and long-term recovery, if necessary.

Natural Resources Recovery Group

- **Conduct damage assessments of area natural resources.** The Natural Resources Recovery Group, in coordination with federal and state agencies, will conduct damage assessments of all area natural resources. This includes assessing the restoration costs for natural resources throughout the county, and incorporating needs and costs into the Initial RSF-6 Project Proposal.
- **Monitor environmental issues.** The Natural Resources Recovery Group, in coordination with federal and state agencies, will continuously monitor threats to natural and environmental assets or systems. When ongoing threats are identified, this Group will develop short-term and long-term mitigation strategies to immediately implement in coordination with *RSF-1: Community Planning and Capacity Building* and to be incorporated into the RSF-6 Implementation Plan.
- **Engage in mediation strategies to prevent further degradation of environmental systems.** The Recovery Group will take into account mediation strategies as they approach all steps of recovery. This Coordinating Agency will coordinate with Supporting Agencies at the local, state, and federal levels to assure mediation strategies are used to prevent further degradation of environmental systems. These strategies will be incorporated into the RSF-6 Implementation Plan.
- **Advocate for recovery actions that conserve, rehabilitate, and restore natural and environmental assets or systems.** The Natural Resources Recovery Group in coordination with other local, state, and federal partners will advocate for actions to assess, conserve, and restore county natural resources in accordance with the Federal Emergency Management Agency’s (FEMA) Public Assistance (PA) program environmental regulations, other state or federal environmental regulations and standards, County Comprehensive Plan policies, and other environmental initiatives. This may include considerations for floodplain management, watershed protection, and other concerns. These strategies will be incorporated into the RSF-6 Implementation Plan, and coordinated with *RSF-1: Community Planning and Capacity Building*.
- **Ensure environmental impact assessments are completed.** Review and approve all required environmental impact assessments (EIA) for large-scale projects. Follow the State of Georgia’s process for EIA approvals.
- **Ensure threatened and endangered species protection.** Protect federally protected threatened and endangered plant and animal species, with guidance from the Georgia DNR.
- **Coordinate with the Debris Management Group of RSF-5.** Debris removal is the responsibility of the Debris Management Group found in RSF-5. The Natural

Resources Recovery Group should coordinate closely with the Debris Management Group as it relates to debris issues in natural environments.

### Cultural Resources Recovery Group

- **Conduct a damage assessment of cultural resources.** Cultural Resources Recovery Group, in coordination with federal and state agencies, will conduct damage assessments of all area cultural resources using the Historic Resources Initial Damage Assessment Form (Appendix 6-9). Leveraging the inventory of cultural resources developed during the Pre-Event phase, this assessment should include the condition of cultural resource, any necessary measures to mitigate any additional damage, and to the greatest extent possible a cost estimate for repairing the resource.
- **Ensure permitting processes incorporate considerations for area cultural resources.** The Coordinating Agency in coordination with the Supporting Agencies will work with the appropriate organizations to ensure permitting processes incorporate considerations for area cultural resources, including the Certificate of Appropriateness review process. To the greatest extent possible, these permitting processes should be identified prior to the event so permitting processes can be expedited following an event.
- **Advocate for recovery actions that rehabilitate and restore cultural assets.** The Cultural Resources Recovery Group, in coordination with other local, state, and federal partners, will advocate for actions to assess, conserve, and restore county cultural/historical resources in accordance with FEMA's PA program historic preservation regulations, other state or federal regulations and standards including the Secretary of the Interior's Standards for Rehabilitation, local historic preservation ordinances, and any relevant County Comprehensive Plan policies or other county initiatives. This should include supporting the restoration of cultural institutions such as local community centers and places of religious worship. Policies and programs should be incorporated into the Initial RSF-6 Project Proposal.
- **Coordinate with the Debris Management Group of RSF-5.** Debris removal is the responsibility of the Debris Management Group found in RSF-5. The Natural Resources Recovery Group should coordinate closely with the Debris Management Group as it relates to debris issues in natural environments.
- **Engage in mediation strategies to prevent further degradation of historic resources.** The Recovery Group will take into account mediation strategies as they

approach all steps of recovery. This Primary Agency will coordinate with Supporting Agencies as the local, State, and Federal levels to assure mediation strategies are used to prevent further degradation of historic resources. These strategies will be incorporated into the Recovery Support Function 6 Implementation Plan.

## LONG-TERM RECOVERY

The following Intermediate and Long-Term Recovery Objectives are characterized by operations that may provide sustained temporary measures to bridge the gap into permanent solutions, return life to normal or an improved state, or otherwise support the objectives of other Recovery Groups (See Appendix 6-1). Objectives described under Short-Term Recovery (above) will remain responsibilities of this Recovery Group into Intermediate and Long-Term recovery, if necessary.

### Natural Resources Recovery Group

- **Coordinate with public and private partners for the permanent restoration and/or rehabilitation of natural resources.** The Natural Resources Recovery Group will work with public and private sector providers of environmental restoration and rehabilitation services to coordinate and execute the permanent restoration of publicly owned natural resources. Such restoration and rehabilitation will follow priorities established by the Recovery Group. They will also provide outreach and technical assistance to private sector owners of assets with natural or environmental value regarding restoration techniques and methods to incorporate mitigation that will reduce future damages to the environment. The Group will coordinate local, state, and federal partners in support of such activities. Activities will be incorporated into the RSF-6 Implementation Plan.
- **Coordinate efforts with county agencies and federal partners to receive funding for recovery efforts.** The Natural Resources Recovery Group will coordinate with county agencies and federal partners to receive funding for recovery efforts. This includes ensuring compliance with federal and state program guidelines, such as FEMA's PA program.
- **Ensure mitigation measures are considered and integrated.** The Natural Resources Recovery Group will coordinate with local, state, and federal partners to identify and implement mitigation opportunities, with reference to Chatham County policies, projects, and priorities referenced in the Comprehensive Plan, Floodplain Management Plan, or other policies, projects or programs, involving structural hardening or elevation of historic buildings, or other related issues.

- **Ensure threatened and endangered species protection.** Continue protection of federally protected threatened and endangered plant and animal species, with guidance from the Georgia DNR.

### Cultural Resources Recovery Group

- **Prioritize restoration of high-impact cultural resources.** The Cultural Resources Group will develop the Group Recovery Plan in coordination with *RSF-1: Community Planning and Capacity Building* to prioritize the restoration of community and cultural resources. This includes coordinating with local, state, federal and non-governmental partners to prioritize restoration of those cultural resources that have demonstrated external benefits, including in terms of tourism (i.e., economic recovery), public perception, and community confidence.
- **Coordinate with public and private partners for the permanent restoration and/or reconstruction of cultural and historic resources.** The Cultural Resources Group will work with public and private sector providers of repair and construction services to coordinate and execute the permanent restoration of publicly owned historic and cultural resources. Such restoration and rehabilitation will be consistent with the overall recovery plan and its priorities. The Cultural Resources Group will also provide outreach and technical assistance to private sector owners of cultural and historic resources or structures with historic or cultural significance, regarding reconstruction and rehabilitation of these community resources.
- **Ensure mitigation measures are considered and incorporated.** The Cultural Resources Recovery Group will coordinate with local, state, and federal partners, to identify and implement mitigation opportunities, with reference to Chatham County policies, projects, and priorities referenced in the Comprehensive Plan, Floodplain Management Plan, or other policies, projects or programs.

## COMMUNICATIONS

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Natural and Cultural Resources RSF members will communicate with each other using telephones, text messaging, or email depending on which modes are functioning. To the greatest extent possible, RSF-6 will leverage established communication mechanisms, including listserv, email groups, and messaging boards to facilitate coordination.

Additionally, existing data management systems will be leveraged to maintain comprehensive situational awareness and management of information regarding community unmet needs.

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Messaging to the public regarding natural and cultural resources recovery support will be coordinated with the public information function established to support recovery. This might include coordination with CEMA and GEMA, including use of social media.



## RESPONSIBILITIES

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### **CHATHAM COUNTY-SAVANNAH METROPOLITAN PLANNING COMMISSION**

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- Develop a consolidated inventory of area cultural and natural resources
- Advocate for recovery actions that conserve, rehabilitate, and restore natural and environmental resources
- Advocate for recovery actions that conserve, rehabilitate, and restore natural, cultural, and historic resources
- Coordinate with public and private partners for the permanent restoration and/or rehabilitation of natural, cultural, and historic resources
- Ensure mitigation measures are considered and incorporated
- Conduct damage assessments of area natural resources
- Monitor environmental issues
- Coordinate with public and private partners for the permanent restoration and/or rehabilitation of natural resources

### **CHATHAM EMERGENCY MANAGEMENT AGENCY**

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- Notify Coordinating Agency upon activation of RSF-6
- Identify relevant state and federal programs to facilitate recovery (See Appendix 6-2)
- Coordinate efforts with county agencies and federal partners to receive funding for recovery efforts

### **SAVANNAH HERITAGE EMERGENCY RESPONSE**

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- Develop a consolidated inventory of area cultural resources
- Ensure permitting processes incorporate considerations for area cultural resources
- Identify opportunities to leverage mutual aid for cultural resources
- Prioritize restoration of high-impact cultural assets
- Conduct a damage assessment of cultural resources



- Coordinate with public and private partners for the permanent restoration and/or reconstruction of cultural and historic assets
- Advocate for recovery actions that rehabilitate and restore cultural assets

## DIRECTION, COORDINATION, AND CONTROL

To ensure scalability and flexibility in the mobilization of recovery operations, the Natural and Cultural Resources RSF may be activated (for Incident Command System (ICS)-purposes) as a branch, group, unit, or division, and may be functionally or geographically subdivided, at the discretion of the Operations Section Chief, as circumstances dictate and consistent with ICS.

## ANNEX MANAGEMENT AND MAINTENANCE

CEMA is the executive agent for this Annex, including administration and maintenance. Supporting documents will be updated periodically to incorporate new direction and changes based on lessons learned, exercises, and actual events.

Changes will include additions, supplemental material, and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation. Any department or agency with assigned responsibilities within the Annex may propose a change. CEMA is responsible for coordinating proposed modifications to the Appendices with Coordinating Agencies, Support Agencies, and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.

After any coordination is conducted, including approval of final language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated inserted pages replacing the modified pages in the Annex. Modifications will be considered part of the DRP for operational purposes pending the formal revision and re-issuance of the final Annex. Interim changes can be further modified or updated using the above process. CEMA will distribute the Notice of Change to participating agencies, specifically identified coordinating and support agencies.

CEMA is responsible for an annual review of the entire DRP and a complete revision every two years (or more frequently if the County Commission or GEMA deems necessary).

## APPENDICES

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## APPENDIX 6-1 NATURAL AND CULTURAL RESOURCES RECOVERY ASSESSMENT

This checklist is drawn from Natural, Cultural, and Historic Checklist from the Chatham ESF-11 NCH Annex Appendix 11-3.

Pre-Event Planning	Notes
<p>Facility Managers should:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare floor plans, and exterior and interior elevations.</li> <li><input type="checkbox"/> Take exterior and interior photographs of the property -- key them to a floor plan of the building.</li> <li><input type="checkbox"/> Inventory collections including furniture, objects, and equipment and maintain accurate records. Photographs and pre-documentation is a requirement, especially when applying for any aid or compensation after a disaster.</li> <li><input type="checkbox"/> Inventory and document natural resource sites and any contributing features.</li> <li><input type="checkbox"/> Maintain a database of the inventory of museum collections and historic, cultural, archaeological, and natural resources. Provide the database to CEMA for use in the EOC.</li> <li><input type="checkbox"/> Conduct a risk assessment using the Heritage Preservation's Risk Evaluation and Planning Program.</li> <li><input type="checkbox"/> Consider installing a KNOX-BOX Rapid Entry System (Knox-Box) at each site or provide give keys and security codes to local fire departments.</li> <li><input type="checkbox"/> Develop recovery/collection priorities and operating procedures to include what is critical to the facility's mission. Consider what has local, State, or National importance.</li> <li><input type="checkbox"/> Consider placing signage and marking shelves containing collection priorities with reflective tape so they are easy to evacuate during a disaster.</li> <li><input type="checkbox"/> Develop site-specific emergency response plans. Copies of these plans should be provided to SHER for effective assessment and recovery in the event of a disaster.</li> <li><input type="checkbox"/> Invite local police and nearby fire to conduct a site survey of pertinent facilities.</li> <li><input type="checkbox"/> Store documentation off-site for safekeeping.</li> <li><input type="checkbox"/> Consider creating of a logbook documenting your response and actions.</li> <li><input type="checkbox"/> Create a system for backing up files. Keep your backup in a different location than the originals.</li> <li><input type="checkbox"/> Create a Continuity of Operations Plan (COOP) that outlines how you will stay in operation or resume normal operations after a disaster.</li> <li><input type="checkbox"/> Review insurance coverage annually.</li> <li><input type="checkbox"/> Plan for what is being evacuated, where it is going, and how. Specialized transportation and associated contracts should be considered and finalized in advance of any events.</li> <li><input type="checkbox"/> Evacuation locations for staff need to be determined in advance.</li> <li><input type="checkbox"/> Develop pre-disaster contracts with disaster recovery firms.</li> <li><input type="checkbox"/> Prepare a disaster supply kit and indicate the location on the map and door.</li> </ul>	
Hurricane Evacuation Planning	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> When hurricane watches are initiated, prepare your back-up materials and any collections which need extra time or preparation for possible evacuations.</li> <li><input type="checkbox"/> Upon notification, begin working with staff members and families on evacuation as well as caring for resources.</li> </ul>	

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<b>Sheltering-In-Place</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close the business.</li> <li><input type="checkbox"/> Bring everyone into the designated room(s). Shut the door.</li> <li><input type="checkbox"/> If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave.</li> <li><input type="checkbox"/> Unless there is an imminent threat, ask employees, customers, clients, and visitors to call or text their emergency contact to let them know where they are and if they are safe.</li> <li><input type="checkbox"/> Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate the business is closed.</li> <li><input type="checkbox"/> Staff and visitors are remaining in the building until authorities advise it is safe to leave.</li> <li><input type="checkbox"/> Close windows, exterior doors, and any other openings to the outside.</li> <li><input type="checkbox"/> If you are told there is danger of explosion, close the window shades, blinds, or curtains.</li> <li><input type="checkbox"/> Turn off fans, heating, and air-conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.</li> <li><input type="checkbox"/> Gather essential disaster supplies such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.</li> <li><input type="checkbox"/> Select interior room(s) above the ground floor, with the fewest windows or vents.</li> <li><input type="checkbox"/> Avoid selecting a room with mechanical equipment like ventilation blowers or pipes; they may not be able to be sealed from the outdoors.</li> <li><input type="checkbox"/> Have a hard-wired telephone in the room(s) you select.</li> <li><input type="checkbox"/> Call emergency contacts and have the phone available if you need to report a life-threatening condition. (Cellular telephone equipment may be overwhelmed or damaged during an emergency).</li> <li><input type="checkbox"/> Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)</li> </ul>	
<b>Damage Assessment (DA) Operations</b>	<b>Notes</b>
<p>Accessing Facilities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not enter buildings that have been identified or "Red Tagged" as unsafe for occupancy.</li> <li><input type="checkbox"/> Use extreme caution when entering your facility. Possible hazards include water damage, extreme environmental conditions, mud, mold, pests, soot and ash, hazardous materials, corrosion, and displaced and broken objects.</li> <li><input type="checkbox"/> Do not enter your facility if you smell gas, the facility is flooded, you see sparks or broken/frayed wires, there are cracks or damage to your roof/foundation/chimney, or if water or sewage pipes are damaged.</li> <li><input type="checkbox"/> Ensure response personnel have keys to the facility, alarm codes, and any other information required to access the facility.</li> </ul>	

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SHER Damage Assessment Team	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed Damage Assessment Forms will be completed by the SHER Damage Assessment Team(s) to identify specific impacts to the historic, archaeological, cultural, or natural resources and collections.</li> <li><input type="checkbox"/> Access sites and impacted areas to complete this assessment and provide information to the SHER coordinator.</li> <li><input type="checkbox"/> Work with emergency management personnel to organize efforts to reduce damage during the disaster response period and plan for the recovery.</li> <li><input type="checkbox"/> Allow time to properly evaluate damage before making decisions, which are irreversible.</li> <li><input type="checkbox"/> Document damage to historic buildings with photographs prior to any activity.</li> <li><input type="checkbox"/> Consult the State Historic Preservation Office (SHPO) and local Preservation Officer whenever damage has occurred to a historic building.</li> <li><input type="checkbox"/> Do not allow any materials to be removed from the site until professionals with historic building experience have evaluated what materials should be salvaged.</li> <li><input type="checkbox"/> Make certain damage to historic structures is evaluated by architects and engineers who are familiar with historic building methods and materials, and are sensitive to them.</li> <li><input type="checkbox"/> Use the Secretary of the Interior's Standards for Rehabilitation as your guide in rehabilitating historic properties damaged in a disaster.</li> </ul>	
Wind Damage Assessment	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Document the building with a photograph.</li> <li><input type="checkbox"/> Determine if wind damage has occurred to the building and indicate on Damage Assessment Form.</li> <li><input type="checkbox"/> Identify areas of vulnerability within the building exterior.</li> <li><input type="checkbox"/> Prevent water infiltration by covering damaged roofs with temporary tarps or roofing.</li> <li><input type="checkbox"/> Cover damaged window and door openings with temporary enclosures.</li> <li><input type="checkbox"/> Have your building inspected by a structural engineer with historic building experience to determine which elements can be repaired, and which have to be replaced or rebuilt. Provide temporary structural bracing where recommended.</li> <li><input type="checkbox"/> Salvage historic building materials.</li> </ul>	
Natural Resources Assessment	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Document the site with photographs.</li> <li><input type="checkbox"/> Identify areas of vulnerability throughout the site.</li> <li><input type="checkbox"/> Place appropriate signage, "Red Tags" or perimeter devices (cones, barricades, etc.) to ensure unsafe areas are closed off from residential and commercial traffic.</li> <li><input type="checkbox"/> Ensure the information is completed on the Damage Assessment Forms.</li> <li><input type="checkbox"/> Where possible, keep equipment out of the flowing stream.</li> <li><input type="checkbox"/> Specify equipment such as backhoes, pay loaders, grade-alls, etc., instead of bulldozers to work from stream banks.</li> <li><input type="checkbox"/> Carry material, such as rock, across streams rather than pushing it across.</li> <li><input type="checkbox"/> Winch debris from the stream, if practical.</li> <li><input type="checkbox"/> Remove only those trees that are down and in the stream, restricting the flow. If the roots are securely attached to the bank, leave the stump in place so new growth can emerge. Other trees will be protected.</li> <li><input type="checkbox"/> Grade spoil piles so the runoff flows away from the stream bank.</li> <li><input type="checkbox"/> There will be no burning or burying of debris.</li> </ul>	

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Required seeding will be done as soon as possible after any earth-moving operation.</li> <li><input type="checkbox"/> Loose soil will not be placed where it can easily erode into the creek during minor floods.</li> <li><input type="checkbox"/> Spoil will not be placed on the bank so as to load bank and cause bank to slide into channel.</li> </ul>	
Flood Damage Assessment	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Document the building with a photograph.</li> <li><input type="checkbox"/> Determine if flood damage has occurred to the building and indicate on Damage Assessment Form.</li> <li><input type="checkbox"/> Identify areas of vulnerability within the building exterior.</li> <li><input type="checkbox"/> Do not remove water from flooded basements and crawl spaces until the ground water has subsided below the foundation level. Removing the water from the interior with high groundwater will cause unequal water pressure on the foundation, which could cause failure of the foundation wall. Remove water as soon as the groundwater has subsided.</li> <li><input type="checkbox"/> Determine if the sewer system backed up in the building. This would be a health hazard and will require thorough cleaning before any repairs are started. Materials may have to be removed if soaked in sewage.</li> <li><input type="checkbox"/> Ventilate moisture damaged building interiors by natural means and fans. Do not use heating and cooling systems or methods which use super-dry air for speed drying of the building.</li> <li><input type="checkbox"/> Heat moisture damaged building interiors to prevent freezing, but take care not to overheat the building.</li> <li><input type="checkbox"/> Brace water soaked plaster ceilings until they have dried and the stability of the ceiling has been assured.</li> <li><input type="checkbox"/> Remove water soaked carpet, other contemporary flooring and wall coverings, insulation, and gypsum board.</li> <li><input type="checkbox"/> Historic wall coverings which have been water soaked probably cannot be reused and will have to be removed. Consult a professional before you remove samples of wall coverings to document the pattern, color and texture of historic materials.</li> <li><input type="checkbox"/> Historic plaster often can be dried and salvaged with proper ventilation. Open wall cavities at the top and bottom, and remove insulation to create airflow through each cavity. Carefully remove baseboards and/or crown moldings, and cut ventilation openings in the plaster.</li> <li><input type="checkbox"/> Historic wood floors should be allowed to dry thoroughly before proceeding with repairs. Moisture in wood causes swelling and warping of the flooring. Ventilation of wood flooring may allow the floor to dry and settle back down. Open floor cavities to create airflow through each cavity.</li> <li><input type="checkbox"/> Use gentle methods to remove dirt, mold and mildew. Do not power wash historic buildings.</li> </ul>	

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<b>Fire Damage Assessment</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not enter if “Red Tagged.”</li> <li><input type="checkbox"/> Document the building with a photograph.</li> <li><input type="checkbox"/> Determine if fire damage has occurred to the building and indicate on Damage Assessment Form.</li> <li><input type="checkbox"/> Identify areas of vulnerability within the building exterior.</li> <li><input type="checkbox"/> Prevent water infiltration by covering damaged roofs with temporary tarps or roofing. Cover damaged window and door openings with temporary enclosures; keep the rain, snow and ice out.</li> <li><input type="checkbox"/> Brace or remove unstable building elements such as walls, ceilings and chimneys.</li> </ul>	
<b>Recovery and Salvage</b>	<b>Notes</b>
<p>Secure building and collections:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a security perimeter.</li> <li><input type="checkbox"/> Be familiar with main shut-off switches and turn off if necessary (i.e., water, gas, electricity, elevator, and heating, ventilating and air conditioning (HVAC), etc.).</li> <li><input type="checkbox"/> If the fire protection system is inoperable, install battery-operated detectors and extra fire extinguishers.</li> <li><input type="checkbox"/> Limit building entrances and exits for building security and tracking of staff time.</li> <li><input type="checkbox"/> Use sign-in sheets documenting names, sign-in/out times, and tasks. This valuable security information may also be vital for reimbursement purposes.</li> </ul> <p>Assess needs/resources and set priorities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine extent of damage (building and collections).</li> <li><input type="checkbox"/> Determine existing response team members and staffing needs.</li> <li><input type="checkbox"/> Locate and assemble available in-house supplies and assess the need for new supplies.</li> <li><input type="checkbox"/> Determine need for outside vendors and services.</li> <li><input type="checkbox"/> Review state and federal aid criteria and insurance requirements.</li> <li><input type="checkbox"/> Establish priorities for building and collections recovery and salvage based on the type and extent of damage.</li> <li><input type="checkbox"/> Assess collection condition/damage in general or item-by-item depending on scope of the disaster and staffing availability.</li> <li><input type="checkbox"/> Reassess priorities if a significant amount of time passes during recovery.</li> </ul> <p>Stabilize environment:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for back-up electricity or generators, remove standing water, and cover holes in roof and damaged windows and doors.</li> <li><input type="checkbox"/> Remove water soaked insulation, wallboard, carpets, and non-historic wall coverings.</li> <li><input type="checkbox"/> Obtain fans, dehumidifiers, and other air-drying equipment if needed.</li> <li><input type="checkbox"/> Insure HVAC system is running.</li> </ul>	

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<ul style="list-style-type: none"><li><input type="checkbox"/> Liaise with utility companies. Set-up communications center:</li><li><input type="checkbox"/> Utilize facility if conditions permit. Otherwise seek an alternate location.</li><li><input type="checkbox"/> Set-up a phone and computer with Internet access if possible.</li><li><input type="checkbox"/> Determine contact information for media, the board, and staff.</li><li><input type="checkbox"/> Insure key service providers have staff contact information (especially if not working from usual workstation or if completely removed from facility).</li><li><input type="checkbox"/> Facilitate communication among response team members and disseminate useful information to everyone.</li><li><input type="checkbox"/> Compile facts for the media. Coordinate with vendor representatives.</li><li><input type="checkbox"/> Contact insurance agent(s) as soon as possible.</li><li><input type="checkbox"/> Contact disaster recovery vendor, data recovery vendor, or contractor if required.</li><li><input type="checkbox"/> Order supplies and services (arrange for delivery or pick-up and storage).</li><li><input type="checkbox"/> Seek professional conservation/preservation advice if needed.</li><li><input type="checkbox"/> Inform critical financial contacts (i.e., bank, lenders, etc.) of the disaster.</li><li><input type="checkbox"/> Gain access to emergency funds if available. Assemble and coordinate staff:<ul style="list-style-type: none"><li><input type="checkbox"/> Define individual and group responsibilities and chain of command.</li><li><input type="checkbox"/> Assign and coordinate response team activities.</li><li><input type="checkbox"/> Train and supervise as needed.</li><li><input type="checkbox"/> Coordinate work schedule.</li><li><input type="checkbox"/> Ensure staff is equipped with appropriate clothing and personal protective equipment and provide a supply of drinkable water.</li></ul></li><li><input type="checkbox"/> Review health and safety procedures. Salvage:<ul style="list-style-type: none"><li><input type="checkbox"/> Set salvage priorities remembering the first forty-eight hours after a disaster (especially involving water) are critical in recovering collection materials.</li><li><input type="checkbox"/> Determine if salvage can be handled in-house or if a recovery vendor or contractor is needed.</li><li><input type="checkbox"/> Determine the need for professional conservation assistance.</li><li><input type="checkbox"/> Create a list of the type and quantity of supplies needed.</li><li><input type="checkbox"/> Identify and set-up a location to be used for salvage operations (including a nearby salvage supply area).</li><li><input type="checkbox"/> Instruct salvage staff on procedures and techniques and review safety precautions.</li><li><input type="checkbox"/> Collections which have been damaged in a disaster are fragile and easily destroyed during the recovery process. Use great care in handling damaged collections.</li><li><input type="checkbox"/> Sort objects based on priority and then by type of damage suffered.</li><li><input type="checkbox"/> If vendors are handling salvage activities, materials may be packed and removed from the disaster area and frozen to stop deterioration (depending on the format).</li></ul></li><li><input type="checkbox"/> Document damage and recovery/salvage activities:<ul style="list-style-type: none"><li><input type="checkbox"/> Document damage including building, grounds, and collection items. Remember in a large-scale disaster, collection materials might be found outside the boundaries of your property.</li></ul></li></ul>	
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Create written and visual records of damage and recovery activities using a notebook, camera, video camera, or laptop.</li> <li><input type="checkbox"/> Collect and keep copies of records, which support an insurance claim.</li> <li><input type="checkbox"/> Track staff time, tasks, safety measures and equipment, and injuries.</li> <li><input type="checkbox"/> Document salvage efforts (including techniques).</li> <li><input type="checkbox"/> Keep record of the location of collections if moved off-site.</li> </ul>	
Insurance	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the insurance company representative to report loss and submit claims as soon as possible (be sure to keep insurance company contact information and policy number in an accessible location if you are unable to enter your facility).</li> <li><input type="checkbox"/> Once a claims adjuster is appointed, you will begin receiving.</li> <li><input type="checkbox"/> Review coverage as there may be multiple policies related to your claim (i.e., in addition to automobile insurance and flood insurance, commercial policies protect buildings and contents, and fine arts policies protect artwork and artifacts).</li> <li><input type="checkbox"/> Confirm the information required to process your claim and procedures (i.e., will they require you to submit quotes prior to the work being accomplished?).</li> <li><input type="checkbox"/> Do not discard damaged collection items and if possible, do not discard anything until your claims adjuster has viewed the damage.</li> <li><input type="checkbox"/> If there are items you must discard immediately ask your adjuster if you may measure, photograph, and document the damaged items in lieu of keeping the property.</li> <li><input type="checkbox"/> Survey and make a list of damaged contents. The claim adjuster will require an inventory of everything destroyed in the disaster and procure estimates for items which can be repaired.</li> <li><input type="checkbox"/> If you have a catalog or inventory management system or appraisals for high value collection material, provide this to the adjuster as it may reduce the length of time of the claim process.</li> <li><input type="checkbox"/> Notify the adjuster of damage and be prepared to discuss how you wish to resolve the claim to your damaged collection.</li> <li><input type="checkbox"/> Determine a plan of action with the adjuster and if it requires modification, be sure to communicate concerns.</li> <li><input type="checkbox"/> Notify the adjuster of the name of your preferred conservation vendor and if you require an advance to pay the claim-related expenses.</li> <li><input type="checkbox"/> Notify the adjuster of what you believe to be a total loss and why. This is considered in the adjustment process by insurers and your opinion is important.</li> <li><input type="checkbox"/> The adjuster, based on the initial visit will present to the insurance company a potential estimate of damages and based on the initial visit, solicit bids for conservation work, etc. which will later be submitted as part of the claim.</li> <li><input type="checkbox"/> The claims adjuster is responsible for collecting and relaying information to the insurance company. They will negotiate a settlement of the claim between you and the insurer.</li> <li><input type="checkbox"/> Keep your insurance broker apprised of your situation. They represent you, not the insurance company and can be a valuable ally and advocate.</li> <li><input type="checkbox"/> The insurance company, acting on the advice of their adjuster, will make the final</li> </ul>	

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<p>determination of the extent of loss. They will write the check, so be sure to communicate with them and receive approval for any expenses, which you would like to be included in the claim.</p> <p><input type="checkbox"/> Your claim for damages is a "Proof of Loss" which should be filed with your insurance company within a reasonable time after the loss occurs. The accuracy, completeness, and filing of this document is your responsibility. A typical Proof of Loss filing is 60 days.</p>	
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## APPENDIX 6-2 FEDERAL RESOURCES

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Natural resource concerns and regulatory structures vary by region and state and can have profound implications on coordination efforts. Identifying useful sources of information will be an important first step in the coordination process.

### Sources of Federal Data:

- U.S. Fish and Wildlife Service (USFWS)—data on occurrence of Federally listed plants and wildlife
- USFWS National Wetland Inventory—locations of wetlands (<http://www.fws.gov/wetlands/Data/Mapper.html>)
- NOAA National Marine Fisheries Service—data on occurrence of anadromous fish
- NOAA National Ocean Service—expertise and assistance on coral reefs and coral reef ecosystems
- NOAA National Environmental Satellite, Data and Information Service—airial mapping and satellite remote sensing for damage assessment
- NOAA Office of Marine and Aviation Operations —hydrographic, oceanographic, and aerial mapping and sensing for damage assessment
- NOAA National Weather Service - expertise and assistance in weather, water, and climate information
- FEMA NEPA Desk Reference—guidance for preparing NEPA documents (<http://www.fema.gov/library/viewRecord.do?id=3249>)
- FEMA Regional Greenbooks—some regions have developed environmental regulatory guidelines for disasters that cover the range of environmental considerations, including biological, physical and cultural resources. These include compiled local information.
- FEMA Environmental Application System mapping—where available, provides a map and summary of environmental constraints in project area. This database has been developed from available state (fish and wildlife) data, USFWS National Wetland Inventory, FEMA National Flood Insurance Program data and community data.
- The MPC, Chatham County Historic Preservation Commission –provides information on cultural, environmental, historic, and aesthetic resources.
- Chatham County Resource Protection Commission –works to protect and preserve the ecological, historic, and cultural resources of Chatham County, GA.