



Important Considerations for Disaster Planning and Response

Pre-Disaster

- Know the particulars of the county's Emergency/Disaster Ordinance
- Be aware of how the Emergency/Disaster declaration mirrors that ordinance

Disaster Response

- What emergency powers are granted?
- Are there provisions for waivers in the county's purchasing and procurement policies?
 - Understand that GEMA/FEMA will ask for a copy of these policies as a guide to qualify the county for certain reimbursements.
- Submit requests for resources to GEMA through proper channels (WebEOC, GEMA Area Representatives) via local EMA Director.
- GEMA Regional Representatives can be of assistance to the county's EMA Director regarding what resources can be requested and can communicate when a request is of critical/immediate concern to the state GEMA office.
- Understand the requirements for reimbursement:
 - Requests are made electronically. EMA Directors have the portal address.
 - Documentation for each expense is required.
 - FEMA has a [Schedule of Equipment Rates](#) and guidelines for reimbursement. EMA Directors should be familiar with this information.
 - Channel all requests through your EMA Director, as multiple requests for the same resource only serve to bog down the system.

Disaster Recovery

- Once the immediate response phase is complete, the need for documentation increases – be most specific down to addresses and/or GPS coordinates of where services are performed and where equipment and personnel are deployed.

- GEMA will hold regional “roll out” meetings. Make sure not only to send EMA representatives, but also finance personnel as well.
- Once the county begins to procure repair and replacement resources through processes other than GEMA requests, there are options available such as cooperative purchasing contracts that have been pre-negotiated on products and services.
 - Be aware that many companies and individuals may attempt to work storms immediately after a disaster strikes. They will often say they are GEMA, FEMA, or insurance company approved vendors and will be reimbursed by those organizations.
 - The county pays all vendors and seeks reimbursement by FEMA, GEMA and insurance.
 - Before the county engages with vendors, please check with your GEMA representative or your insurance representative.