

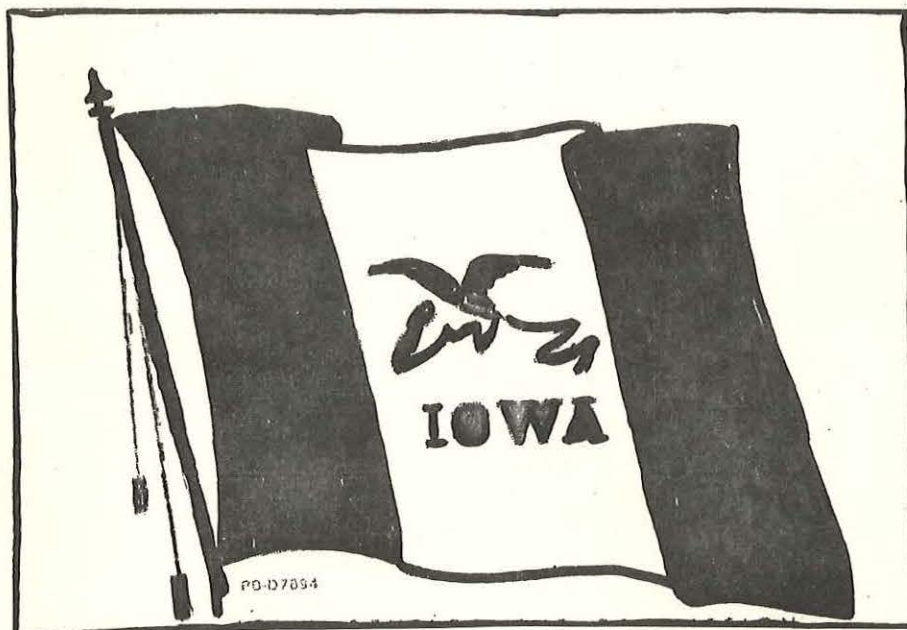
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# IOWA

## DISASTER

## PREPAREDNESS

## PROGRAM



PL93-288

MARCH 1975

DRAFT

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## FORWARD

The State of Iowa is extremely enthusiastic about the opportunity to improve and further develop all phases of disaster assistance to counties, communities, businesses, individuals, and families. Realizing, of course, the primary responsibility for disaster relief lies with the state, county, and local governments, the authorization by Congress and subsequent funding assistance will enable Iowa to design a complete system for reducing or eliminating the effects of disasters within the state and to insure the maximum, efficient utilization of the state's own resources and capabilities.

This application has been developed to insure an effective state emergency response capability, as well as establish the requirements to integrate the provisions of PL 93-288 with Iowa statutes. The programs outlined in this application will establish the procedures necessary for Iowa to become eligible for federal assistance and will describe necessary improvements on existing and needed programs, thus providing the capability to assist all Iowans.

The project is a worthy one and in need of immediate action. Legislative interest is at a higher level than ever before, and the concern of all responsible agencies has been intensified by recent natural emergencies and disasters. Necessary appropriations will insure the intense planning efforts needed in Iowa to provide a complete disaster assistance capability.

All questions concerning this application should be directed to the Director, Iowa Civil Defense Division, Robert Lucas State Office Building, Room B-33, Des Moines, Iowa 50319, telephone (515) 281-3231.

## NEED

The need for disaster preparedness planning in Iowa has been demonstrated by a history of natural disasters, particularly tornadoes and flooding. Although the state has an existing state emergency plan, contingency plans for specific hazards and county and departmental plans, past disaster experiences, along with the provisions of PL 93-288, make it a must to improve these plans to insure they are operational and effective. The lack of planning in several areas of PL 93-288 alone makes it impossible for state and local government to provide all disaster services available under the law. Continued improvement is essential!

The following areas need a total planning effort or review and update:

1. State Legislation. A need exists for a continued, thorough review of existing state civil defense laws, as well as other state agencies who have disaster assistance responsibilities. Initial research indicates several inconsistencies in the state disaster and fiscal laws as they apply to the provisions of PL 93-288. The need for favorable legislation is considered essential as it affects all disaster planning activities.

2. Disaster Effects Reduction. To reduce the damages caused with the following areas of consideration:

- (a) Land use and construction practices
- (b) Coordination of hazard reduction plans from other agencies into the overall disaster preparedness program
- (c) Evacuation, with immediate emphasis on evacuation planning for fixed nuclear facility accidents
- (d) Public information
- (e) Survival functions
- (f) Emergency rehabilitative measures
- (g) Warning systems. Warning systems exist but often are inadequate. Priority efforts are necessary in that lives could have been saved during 1974's tornadoes.

3. Vulnerability Analysis of Natural and Man-Made Hazards. Although this has not been attempted in Iowa, it is felt that the bulk of the necessary information already exists and, at the very least, would provide the initial data to begin an analysis. Efforts to combine the existing data from various agencies should begin immediately. This analysis will provide data for hazard reduction and response actions.

4. Disaster Capability. This area consists of our overall ability to react when a disaster occurs. The following areas need planning consideration:

- (a) Disaster plans
- (b) Organization
- (c) Training and exercises
- (d) Resource identification and management
- (e) Funding
- (f) Implementation of the provisions of PL 93-288.
- (g) Training for personnel.

5. Disaster Plans. Need to be reviewed, updated, and maintained. All facts generated during the project need to be incorporated in the State Emergency Plan and the appropriate support and contingency plans. This is considered a major work element in that these plans serve as the foundation for the state's disaster preparedness program. The development and/or review of plans must also include state agency, county, and local plans to insure the highest degree of coordination and a thorough knowledge of agreed upon duties between all agencies, private or public.

## ORGANIZATION

It should be noted prior to discussing the State of Iowa Civil Defense organizational characteristics that legislation has been drafted in an effort to make the Iowa Civil Defense Act more compatible with the provisions of current disaster laws. Major changes are proposed in the areas of the Governor's authority and the administrative structure to insure the state's ability to implement all provisions of PL 93-288.

In its present form, "The Iowa Civil Defense Act," written as Chapter 29C of the Iowa Code, establishes the State Civil Defense Division as a division within the Department of Public Defense, the Department of Public Defense being an agency of the state composed of a military agency and a civil defense division. The Adjutant General of the state is the Executive Director of the Department of Public Defense with provision for a director of the Civil Defense Division appointed by the Governor.

The Iowa Civil Defense Act tasks the Civil Defense Division with the responsibility for administration of all civil defense matters, to include emergency resource planning, disaster planning, training, and the coordination of available services in the event of man-made or natural disasters. The director is vested with the authority to administer for the Governor all the before mentioned tasks of the Civil Defense Division.

Chapter 29C also authorizes county, city, or town officials to cooperate with the Civil Defense Division in carrying out the provisions of the Act, to include the establishment of their own civil defense agencies patterned after the state. Each county, city, or town shall appoint a director of civil defense for that county, city, or town to administer civil defense activities for them. There are 99 counties in Iowa, of which 90 have appointed directors. Of these 90 appointed directors, 16 serve on a volunteer basis while the remaining 74 directors are hired on a part- or full-time basis utilizing county/federal matching funds. The following represents a breakdown of the amount of time

the county directors are currently devoting to civil defense activities:

<u>100%</u>	<u>99-76%</u>	<u>75-51%</u>	<u>50-26%</u>	<u>25-1%</u>	<u>Volunteer</u>	<u>No Director</u>
20	0	4	19	29	18	9

Under present organization, civil defense matters within the state are coordinated primarily between the state and the county directors. This prevents the State Civil Defense Office from having to coordinate with hundreds of smaller civil defense organizations. Primary responsibility for coordination of city and town civil defense agencies lies with the county director.

Proposed Division policy will add to the above mentioned existing organization by establishing 14 districts within the state designed within the present Highway Patrol Communications districts, by population. This is considered to be a mandatory step to increase the coordination of civil defense activities within the state. By appointing one full-time professional to coordinate all disaster-related activities within a district, it will insure a more efficient administrative process and provide a superior chain of command during times of disaster.

The Director of the Iowa Civil Defense Division has been appointed by the Governor as the State Coordinating Officer (SCO). The SCO coordinates the activities of all organizations for civil defense within the state and maintains liaison with state departments, other states, and the federal government. The State Civil Defense Division has an authorized staff of 17 positions, 7 of which are federal contract employees working in On-Site Assistance, Shelter Planning, and Training. The planning funds made available under PL 93-288 will be used to hire a short-term planning staff to supplement the State Civil Defense Division during the next three years with intentions of retaining one staff member at the end of the initial three years for the purpose of disaster preparedness, update, research, planning and program management. The remaining staff member would be retained under the matching fund provisions outlined in PL 93-288. Hiring processes will begin immediately upon approval by FDAA of the basic application package insuring available funds.

Coordination of Disaster Planning with State Agencies. There are long-standing and effective working relationships between the Iowa Civil Defense Division and many state agencies. Organization of a special high-level policy and advisory group is not felt to be necessary under the present state government structure. The Director of Civil Defense (SCO), being on the Governor's advisory staff, deals on a daily basis with the directors of all state agencies. This insures the highest level of coordination of planning activities between all agencies. The above mentioned presently existing concept, coupled with county civil defense directors area and regional planning efforts, well provide total coordination of data going to the planning staff. It is also felt that utilizing existing procedures will simplify things for the staff during the organizational and training period.

Organization and coordination with federal agencies during the planning period will be coordinated through the Regional Office of FDAA.



# I

## WORK ELEMENT - PROJECT ADMINISTRATION

The Project Administration Work Element serves as a brief description of the in-house procedures to be followed in setting up a staff to administer the disaster planning project. It is not an attempt to establish detailed guidelines but more to establish a foundation to introduce the new project staff into the present system, thus providing a smooth transition period and insuring maximum knowledge of the project in a short-time span.

### I-1. Organization

1.1 Organize and equip with a maximum effort to utilize existing space and equipment as much as possible.

1.2 Establish staff position titles, descriptions, and pay grade. Coordinate these decisions with state fiscal and personnel divisions.

1.3 Interview potential staff members indicated by merit roster.

1.4 Other necessary actions.

### I-2. Training

2.1 Thorough briefing federal, state, and local civil defense organizations.

2.2 Information on in-house fiscal and administrative procedures.

2.3 Information on present disaster plans.

2.4 Complete recap of PL 93-288, State Work Plan, status of legislation, problems, and proposed timetable of events.

2.5 Continued training on planning processes.

### I-3. Develop Intra-Agency Relationships

3.1 Develop effective working relationships with legislative committees to insure they are thoroughly briefed on the legislative package.

3.2 Develop continued working relations with planning staffs in other states.

3.3 Develop continued working relations with federal agencies involved.

3.4 Insure coordinated effort with State Civil Defense Office staff involved in various areas of existing disaster planning.

3.5 Maintain continued working relations with Governor's office.

I-4. Project Coordination

4.1 Coordinate further development of the State Work Plan as scheduled priorities develop.

4.2 Serve as an in-house clearinghouse to insure a coordinated input of information provided by civil defense staff and other planning agencies into the Work Plan.

4.3 Monitor the project to insure objectives and schedules are met.

4.4 Monitor proposed budget to determine, in time, additional resources needed.

4.5 Coordinate closely with FDAA.

4.6 Insure coordination of all project information provided to agencies, officials, news media through the office of the civil defense director.

I-5. Reports

5.1 Timely preparation of quarterly and annual progress, and fiscal reports for FDAA and state authorities.

5.2 Preparation of special reports, as required.

## II

### WORK ELEMENT - LEGISLATIVE PROCESSES

Although legislative processes are entered in the basic application as a single work element, it should be remembered it plays an important part of every program to be undertaken in this project. The activities listed in the Work Element are general guidelines that will be applied continually until all programs pertaining to disaster assistance (i. e., PL 93-288) fall within the ramifications of Iowa law. It is impossible at the present time to establish a time frame in which needed legislation will be enacted. The following activities will need to be carried out during the entire project:

- II-1. A continued, thorough analysis of PL 93-288 against previously enacted disaster legislation to determine our ability to adapt.
- II-2. Continuing to inform the Governor and legislative leaders of new requirements.
- II-3. A continued review of necessary legislation with the Attorney General to obtain opinions on legality of various sections of PL 93-288 under Iowa laws. A request for opinion on Section 408 was submitted in June of 1974 and revealed conflicts with Article VII, Section I of the Iowa Constitution.
- II-4. Draft legislation has been prepared and presented to the Governor for presentation this legislative session. Additional discussion as to necessary revisions will be undertaken. Draft revisions as needed.
- II-5. Discuss draft legislation with key legislative leaders and committee members as soon as committees are assigned.
- II-6. Present draft legislation at committee hearings and work closely with legislators who will present the bill on the floor.
- II-7. Develop, coordinate, and distribute all information concerning PL 93-288 legislation to all concerned state agencies to insure a coordinated effort.
- II-8. Develop and distribute public information concerning PL 93-288 legislation as required.

II-9. All other necessary activities as ensuing legislative activities progress.

**IMPORTANT:** The Legislature is in session. The initial phase of the Legislative Processes Work Element has been initiated. Approval of the basic application will facilitate the hiring of additional personnel enabling a more intensive effort.

### III

#### WORK ELEMENT - ANALYSIS AND REVISION OF EXISTING STATE EMERGENCY AND DISASTER PLANS

The Iowa Civil Defense Division and other state agencies have developed many extensive disaster plans which are presently in effect. It is felt upgrading, updating, revising, and in some cases, the initial development of these plans to insure currency, completeness, validity of assumptions, and operational effectiveness will be a primary work element. All revisions, etc., will be subject to exercise, and necessary change will be made throughout the entire project period. The following are considered steps necessary to initiate the analysis of plans as they apply to the immediate needs of the State of Iowa. The objective is to insure we can remain operational, simultaneously initiating priority, longer-range projects.

##### III-1. Assemble and Conduct an Analysis of Existing Disaster Plans to Determine the Following:

- 1.1 The general operating effectiveness of existing plans.
- 1.2 Effectiveness of alert notification procedures and alternate procedures.
- 1.3 Adequacy of state plans to meet all possible natural disasters and emergencies, as defined by PL 93-288.
- 1.4 Readiness of personnel and resources.
- 1.5 Compatibility of state agencies' SOP's with state disaster plans.
- 1.6 Types of disasters should be covered with special plans.

##### III-2. Hazard Analysis of Existing Data to Determine Needed Revisions of Current Plans and Priorities for New Plans

- 2.1 Study of historical data.
- 2.2 Analyze potential disaster situations (general).
- 2.3 Determine disaster potential of specific areas.

2.4 Determine priority disaster planning needed for specific areas, as well as legislation and administration on a state level (applicable to this session).

2.5 Determine the functions needed for specific hazards and insure these functions are assigned to agencies with legal and administrative responsibility.

III-3. Revision of Plans and New Planning Actions

3.1 Define desired planning goals.

3.2 Reassess and reassign state emergency functions by Executive Order and revise State Emergency Plan to comply with Executive Order concept.

3.3 Redesign State Emergency Plan to make it more operationally effective to insure county and local plans are compatible.

3.4 Revise Radiation Incident Response Plan to include response capability for all hazardous substances (e.g., Hazardous Substances Response Plan).

3.5 Warning systems analysis of high band operations to determine additional planning needed on Communications and Warning Plan.

3.6 Revise State Warning Plan to insure coverage of common operational procedures pertaining to all disasters in an attempt to condense separate special plans.

3.7 Obtain a degree of operational readiness on new law disaster recovery planning while detailed planning is still underway.

3.8 Review state agency alert roster.

III-4. Detailed Check List to be Applied to All Emergency Plans Which Are Part of the Iowa Emergency Plan or Published As An Annex to the Iowa Plan

4.1 Purpose and scope.

4.2 Does the plan identify every potential disaster, as defined in PL 93-288, to which the state is vulnerable?

4.3 Have detailed vulnerability analyses been obtained for each potential disaster and is the data being applied to the plans?

4.4 Do the plans incorporated in or annexed to the Iowa Emergency Plan cover actions required to respond to such man-made disasters as may be involved?

4.4-1 Nuclear facilities?

4.4-2 Chemical explosions?

4.4-3 Air transport or airport accidents?

4.4-4 Railroad transportation accidents?

4.4-5 Severe or dangerous air pollution or inversions?

4.4-6 Hazardous materials in transport?

4.4-7 Oil bulk plant or liquid natural gas accidents?

4.5 Does the Iowa Emergency Plan cover in detail necessary and specific actions to be taken by state and local governments during all phases of any disaster?

4.5-1 By state agencies?

4.5-2 By local governments?

4.5-3 By volunteer groups?

4.6 Does the Iowa Emergency Plan contain a disaster services annex which outlines specific procedures for obtaining and administering federal disaster assistance, as provided in PL 93-288 and other federal and state legislation?

### III-5. Authority

5.1 Does the plan cite the current state disaster laws and make provision for impending changes, and is the State Emergency Plan and annexes thereof consistent with these provisions?

5.2 Does the plan indicate approval by the Governor and concurrence by state agencies and operating units with assigned responsibilities in the plan?

### III-6. Emergency Functions

6.1 Does the Iowa Emergency Plan and all other emergency plans which are annexes of the Iowa plan assign responsibilities to the appropriate state agencies for the support functions included in the plan and its annexes?

6.2 Are the following support functions included in the Iowa Emergency Plan and annexes to which they are applicable?

- 6.2-1 Warning?
- 6.2-2 Search and rescue operations?
- 6.2-3 Emergency medical assistance?
- 6.2-4 Evacuation?
- 6.2-5 Identification and mortuary services?
- 6.2-6 Emergency communications?
- 6.2-7 Public information?
- 6.2-8 Reporting?
- 6.2-9 Fire suppression?
- 6.2-10 Debris clearance?
- 6.2-11 Damage assessment?
- 6.2-12 Damage survey?
- 6.2-13 Public health and sanitation?
- 6.2-14 Temporary housing?
- 6.2-15 Disaster welfare inquiry service?
- 6.2-16 Crisis counseling?
- 6.2-17 Tax and legal counseling?
- 6.2-18 Mass care and feeding?
- 6.2-19 Emergency shelter?
- 6.2-20 Unemployment assistance?
- 6.2-21 Individual and family assistance?
- 6.2-22 Food distribution?
- 6.2-23 Direction and control?

6.3 Do all state plans identify requirements for resources in terms of needs and availability for accomplishing the functions outlined in each plan?

6.4 Does the Iowa Emergency Plan and the Disaster Services Annex include specific procedures for obtaining and administering federal disaster assistance related to each emergency function?



6.5 Does the Disaster Services Annex of the Iowa plan include administrative plans for individual and family grants?

III-7. Operations

7.1 Does the Iowa Emergency Plan and annexes thereto contain a thorough explanation of policies and conditions under which the state can respond to emergencies and major disasters?

7.2 Does the plan express a joint integrated concept of operations defining the roles of and relationships between participants at all levels of government?

7.3 Does it require that local plans be developed and that they are consistent with the State Emergency Plan and annexes published separately?

7.4 Do both state and local plans explain the degree of commitment of resources required before federal aid is to be requested?

III-8. Organization

8.1 Does the Iowa Emergency Plan and annexes assign or reflect the assignment of functional responsibilities?

8.2 Are functions grouped in a homogeneous manner?

8.3 Are personnel and equipment resources sufficient to carry out the functions?

8.4 Are points of contact established for public and individual assistance, public information, and survival assistance functions for purposes of coordination with the federal government in emergencies and major disasters?

8.5 Does the Iowa Emergency Plan describe the functions, responsibilities, and authorities of the SCO?

8.6 Does the Iowa Emergency Plan describe provisions for establishing forward emergency operations center (i.e., district or county) required by the situation?

III-9. Plan Execution

9.1 Does the Iowa Emergency Plan and annexes published separately outline the conditions and procedures under which they will be executed?

- 9.2 Does it list preliminary actions required?
- 9.3 Activation of EOC?
- 9.4 Designation of SCO?
- 9.5 Procedures for request for emergency or major disaster declarations?

9.6 Does the Disaster Services Annex describe or refer to the procedures for implementing PL 93-288 under conditions of emergency and major disaster?

9.7 Does the Iowa Emergency Plan contain examples of necessary forms needed to implement administrative procedures for emergencies and major disasters?

III-10. By combining the general guidelines and the elements of the check list, priorities can be broken into a time frame for this project. Naturally, as work progresses, a constant review of priorities will be needed to insure their applicability to the current situation.

III-11. As this work element progresses, interim emergency projects will undoubtedly arise which may cause a sequence change in the tasks as outlined. Although the proposed guidelines of this element are firm in context, their application is meant to be flexible to insure their accomplishment in an orderly manner.

## IV

### WORK ELEMENT - IMPLEMENTATION OF DISASTER RECOVERY SERVICES

IV-1. Disaster Recovery Work Element begins with general guidelines that will need to be followed, not only to initiate the work element but for the entire length of the project. The general guidelines are presented in no specific order and should be considered necessary accomplishments in a sequence to be dictated by work element progress. A breakdown of work activities by recovery category follows the general guidelines.

IV-1.1 Continue to coordinate necessary legislation on individual sections of PL 93-288.

IV-1.2 Coordinate all developments with State DAO to insure all planning goals reached are applied immediately to the disaster program.

IV-1.3 Establish necessary administrative procedures to implement each method of assistance outlined in PL 93-288.

IV-1.4 Determine needs of federal technical assistance in all planning activities.

IV-1.5 Establish procedures for determining eligibility under each section of PL 93-288.

IV-1.6 Assist in the revision of state and local emergency plans to insure they are compatible with all provisions of PL 93-288.

IV-1.7 Establish mechanism for overall control of disaster-related planning activities within the state through the State Civil Defense Director and the civil defense staff (including financial management aspects).

IV-1.8 Establish an intra-agency network for collection of accurate data on extent of damage for purposes of determining appropriate measure of effective response.

IV-1.9 Insure work to be accomplished under grant is eligible for funding.

IV-1.10 Coordinate with FDAA to update State Work Plan as needed to achieve identified objectives and grant requirements.

IV-1.11 Analyze need for subcontracting services in certain technical areas.

IV-1.12 Insure that in all guidelines and plans that all criteria for victims to qualify for disaster assistance are spelled out clearly and incorporated into state law.

#### IV-2. Emergency Assistance

2.1 Complete review of state-wide search and rescue responsibilities by designated agency to determine the following:

2.1-1 Effectiveness of existing plans.

2.1-2 Degree of coordination between responsible agencies.

2.1-3 Worthiness of proposed legislation.

2.1-4 State, local, and federal funds available for improvements in planning and equipment.

2.1-5 Developing updated resource data for use during a disaster involving a number of counties.

2.1-6 Public information.

2.2 Coordination of evacuation and protection measures.

2.3 Mass care, shelter, first aid, clothing, meals, and hospitalization.

2.4 Update unified (SAR) communications procedures.

2.5 Warning and public information to eliminate further hazards.

#### IV-3. Damage Assessment

3.1 Coordinate with all agencies with damage assessment responsibilities to incorporate to staff assessment planning (federal agencies when disaster warrants).

3.1-1 Initial assessment to determine emergency needs.

3.1-2 Physical damage to public services (i.e., water sewer, etc).

3.1-3 Public safety (fire, police, etc).

3.1-4 Hospitals and other health facilities (emergency medical assistance for body identification and mortuary services).

3.1-5 Housing (mass shelters).  
3.1-6 Economic support.  
3.1-7 Debris clearance.  
3.1-8 Mass care and feeding.  
3.1-9 All needed relief functions to protect life and property until permanent corrective actions can be implemented.

3.2 Detailed assessment for purposes of rehabilitation and recovery (i. e., application for disaster assistance).

3.2-1 Assessment of physical installations and property by predetermined agencies.

3.2-2 Governmental or public facilities (i. e., public services, public safety, schools and colleges, health facilities, roads and bridges, public housing, general government, and all others).

3.2-3 Commercial facilities to determine predefined degree of damage.

3.2-4 Industrial facilities to determine predefined degree of damage.

3.2-5 Private institutional (i. e., schools, colleges, and health facilities as defined by their funding sources).

3.2-6 Natural resources--in conjunction with their controlling agency (i. e., forest, agricultural land, water supplies).

3.2-7 Housing--categorize by number of units and extent of damage.

#### IV-4. Debris Removal

4.1 Coordinate with all responsible state agencies in a complete review of their respective authorities outlined in the Iowa Code, Constitution, and amendments thereof, as it pertains to legal areas of responsibilities, funding, etc.

4.2 Revise and further establish a data collection system which will allow heads of government to monitor total state agencies expenditures.

4.3 Implement necessary legislation to clarify the Governor's authorities, as well as identify requirements that must be met by the disaster victims.

4.4 Establish legislative and fiscal procedures for accepting funds from the federal government to make grants to local government.

IV-5. Housing

5.1 This area requires legislative reform of existing Iowa Civil Defense Act and an intensive planning effort to accomplish the following:

5.1-1 That the Governor may enter into purchase, lease or other arrangements with any agency of the United States for temporary housing.

5.1-2 Procedures for acquiring sites to locate temporary housing.

5.1-3 Procedures and authority to prepare housing sites.

5.1-4 Authorities for all areas of funding (i.e., legislature, passing through, copartnerships, credit, etc.) and procedures for the administrative handling of such funds.

5.1-5 Establish procedures to determine financial abilities of occupants for purpose of establishing contractual agreements.

5.1-6 Revision and update of plans for pre-identified housing sites in communities determined to be most prone to disasters through disaster analysis.

5.1-7 Review of state laws to determine interstate transporting of mobile or prefabricated housing units (i.e., weight, size, legal hours, etc.) insure waiver capability in emergency situations.

5.1-8 Accomplish all planning requirements necessary to implement Section 404 of PL 93-288 in the State of Iowa.

IV-6. Environmental and Structural Standards

6.1 Coordinate with appropriate state officials to insure a good understanding of the applicability of the National Environmental Policy Act, particularly the requirement for environmental impact statements as they apply to federally assisted disaster relief projects.

6.2 Insure state and local governments establish policies to make federally financed repairs and construction in accordance with applicable standards of safety, decency, and sanitation, and that they will conform to codes, specifications, etc.

6.3 Assist state and local government to insure their standards are applicable to those outlined by FDAA.

6.4 Assist in the drafting of necessary legislation needed to insure enforced compliance with construction standards by private individuals or entities.

IV-7. Unemployment Assistance

7.1 Re-examination and coordination of the provisions to insure compliance with Section 407, PL 93-288 by all agencies previously designated by state law and the Governor to administer unemployment assistance programs.

7.2 Maintain effective working relations with the Employment Security Commission.

IV-8. Food.

8.1 Coordinate with Department of Social Services to evaluate their capabilities to distribute food stamps.

8.2 Insure these capabilities are outlined and incorporated into their SOP, as well as the State Emergency Plan.

IV-9. Community Disaster Loans

(NOTE: The community disaster loan program presents some immediate legislative problems in the State of Iowa in that it may be unconstitutional for the state or local governments to borrow money from the federal government. Additional research is needed to determine what alternatives are available to make this program compatible with Iowa laws.)

The following is a check list to initiate the adaption of the community disaster loan program:

9.1 Legislative tasks.

9.1-1 Apply all of the principles outlined in the Legislative Processes Work Element.

9.1-2 Obtain necessary opinions from the Attorney General as to legality of project.

9.1-3 Draft necessary legislation.

9.1-4 Insure the credit of the state can be pledged by certifying a local government request.

9.1-5 Coordinate with local government.

9.1-6 Brief Governor and concerned agencies.

9.2 Administration.

9.2-1 Insure the delegation of administrative responsibility to a state agency by the Governor.

9.2-2 Assist in developing an administrative system, to include accounting procedures.

9.2-3 Develop guidance and procedures to aid local jurisdictions in application procedures.

9.2-4 Insure application procedures are incorporated into the Disaster Services Annex of the Iowa Emergency Plan.

9.2-5 Insure guidelines for justifying needs for community disaster loans are incorporated into the Disaster Services Annex of the Iowa Emergency Plan.

9.2-6 Take every action necessary to facilitate the implementation of all the provisions of Section 414, PL 93-288.

IV-10 Individual and Family Grants

(NOTE: As it will be in other states, the grants to individuals and families (Section 408, PL 93-288) poses the most difficulties to being incorporated into the Iowa disaster services program. A direct conflict with Article VII, Section I of the Iowa Constitution, as well as a need for appropriations, is sure to cause some delay; however, planning will continue to insure a workable program at such time as Section 408 and Iowa law become compatible.)

10.1 The following check list will be utilized to organize this program:

10.1-1 Continue an intensive effort towards obtaining necessary legislation.

10.1-2 Insure Governor has assigned responsibility to a state agency for administration of the grant program in a major disaster.

10.1-3 Assist the assigned agency in training a sufficient staff to carry out the program.



10.1-4 Insure procedures for grant administration, including investigation and approval of applications and adequate accounting procedures are developed.

10.1-5 Insure a complete public information program to advise individuals and families of the availability of these grants and the procedures for requesting them.

10.1-6 Establish criteria for determining eligibility and insure this criteria is compatible with federal regulations (i. e., non-discrimination, duplication of benefits, penalties, flood insurance, etc.).

10.1-7 Insure the guidelines in Item 6 above are spelled out clearly in the Disaster Services Annex of the Iowa Emergency Plan.

#### IV-11. Public Damage.

(NOTE: The State of Iowa has developed an operationally sound program to implement the provisions in PL 93-288 pertaining to public damage assistance.

11.1 Although the program is very workable, the following objectives are needed to insure improvement:

11.1-1 Continue close coordination with the State DAO to insure all changes and/or improvements are incorporated into the program immediately.

11.1-2 Develop an improved system for accurate damage data collection with the following features:

11.1-2-1 Rapid response time.

11.1-2-2 Organize statewide network of professionals into damage assessment teams.

11.1-2-3 Thorough and continuous damage assessment training in conjunction with FDAA.

## V

### WORK ELEMENT - DISASTER PREVENTION/MITIGATION AND LOSS CUTTING

This particular work element contains numerous programs to prevent, mitigate, or cut losses during time of disaster. All the programs mentioned will be included in the State Emergency Plan or annexes to the plan published separately and in agency SOP's as they apply to each agency's area of responsibility. The programs discussed have included in them check lists of necessary actions.

#### V-1. Communications and Warning Program

1.1 Review and update Annex C of the Iowa Emergency Plan (i. e., Communications and Warning) to insure the following proposed appendices are covered in detail:

- 1.1-1 Civil Air Patrol Radio net.
- 1.1-2 RACES nets.
- 1.1-3 Iowa Army National Guard administration radio net.
- 1.1-4 Highway Commission radio system.
- 1.1-5 Iowa Fire Defense Radio System.
- 1.1-6 Iowa Emergency Broadcast System.
- 1.1-7 Iowa State Patrol Radio nets.
- 1.1-8 Iowa Law Enforcement Teletype System.
- 1.1-9 National Warning System.

1.2 Insure areas of responsibility for state-wide warning functions have been assigned to appropriate state agencies and coordinated with responsible federal agencies.

1.3 Review present warning systems to determine their compatibility to one another and their effectiveness per type of disaster.

1.4 Continue to initiate agreements with privately owned communications media for the dissemination of actual warnings, as well as presentations of public service education programs and test of the warning system.

1.5 Update and maintain accurate alert notification roster and coordinate with all agencies to insure alert rosters are established and maintained as part of their SOP's.

1.6 Coordinate and negotiate a continuing testing program that will complement all warning systems in the state.

1.7 Develop and disseminate detailed warning instructions that will provide standardized information output during time of disasters with goal of notifying the individual citizen.

1.7-1 Notice of pending emergency conditions with instructions pertinent to expected emergency.

1.7-2 Notice for large area notifications, as well as isolated emergency conditions with instructions pertinent to expected conditions.

1.7-3 Notification and instructions for special agencies expected to be affected or involved in disaster recovery (i.e., public and medical facilities, such as schools, hospitals, nursing homes, etc.).

1.8 Insure continued coordinated efforts between the state office of civil defense and agencies involved with implementing each element of Annex C of the Iowa Emergency Plan.

## V-2 Training and Education

2.1 Assessment of existing disaster training programs.

2.1-1 Types of training programs.

2.1-1-1 Operations and Planning Courses.

2.1-1-2 Direction and control training on exercises.

2.1-1-3 Skills training.

2.1-1-4 Professional, administrative training.

2.1-2 Sources of training programs.

2.1-2-1 State agencies and institutions.

- 2.1-2-2 Public and private schools.
- 2.1-2-3 Disaster organizations.
- 2.1-2-4 Local agencies.
- 2.1-3 Training audiences.
  - 2.1-3-1 Government personnel; federal, state, local.
    - (a) Administrative.
    - (b) Operational; fire, law enforcement, medical.
  - 2.1-3-2 Disaster organizations.
  - 2.1-3-3 Volunteers.
  - 2.1-3-4 General population.
    - (a) Students.
    - (b) Adults.
- 2.2 Determination of disaster training needs.
  - 2.2-1 Geographical needs based on vulnerability.
    - 2.2-1-1 Natural disaster risk areas.
      - (a) Flood prone.
      - (b) Tornado, windstorm prone.
      - (c) Blizzard, winter storm prone.
    - 2.2-1-2 Special facilities risks.
      - (a) Nuclear power plants.
      - (b) Hazardous materials concentrations.
      - (c) Industrial, manufacturing.
    - 2.2-1-3 Transportation concentration.
      - (a) Highway.
      - (b) Rail.
      - (c) Air.
  - 2.2-2 Subject areas needing emphasis.
    - 2.2-2-1 Planning.
    - 2.2-2-2 Direction and control, EOC operations.
    - 2.2-2-3 Public information.

- 2.2-2-4 Warning, communications.
- 2.2-2-5 Resource management.
- 2.2-2-6 Operations, skills areas.
  - (a) Law enforcement.
  - (b) Fire protection.
  - (c) Search and rescue.
  - (d) Emergency medical and health services.
  - (e) Utilities restoration.
  - (f) Debris clearance.
  - (g) Emergency welfare coordination.
- 2.2-2-7 Special areas.
  - (a) Crisis relocation, evacuation.
  - (b) Hazardous materials incident response.
- 2.2-3 Identification of training audiences.
  - 2.2-3-1 State officials.
  - 2.2-3-2 Local officials.
    - (a) Elected, executives.
    - (b) Department heads, services chiefs.
    - (c) Emergency response personnel.
  - 2.2-3-3 Disaster organizations personnel.
  - 2.2-3-4 Organized volunteer groups.
  - 2.2-3-5 General population.
- 2.3 Development of disaster training programs to meet needs.
  - 2.3-1 Development of training program goals.
  - 2.3-2 Determination of training program priorities.
    - 2.3-2-1 Types of programs.
    - 2.3-2-2 Locations of programs.
  - 2.3-3 Coordination among agencies with training capabilities.

V-3. Flood and Other Hazard Insurance Programs

3.1 The following includes a check list to be utilized in the development, qualification, application, and public information procedures that should be utilized in the state and local government to implement available federally sponsored insurance programs:

3.1-1 Coordinate with the State Insurance Commission and HUD to insure state and local officials are aware of restrictions imposed by the provisions of PL 93-288 and that they are thoroughly familiar with the National Flood Insurance Program (i.e., cut-off dates, etc.).

3.1-2 Review the current status of applicable insurance programs.

3.1-3 Assist communities on public meeting requirements and all other criteria needed to establish insurance eligibility.

3.1-4 Develop a public information program to encourage participation in the emergency program.

3.1-5 Institute a positive program to promote community participation in the Flood Insurance Program by June 30, 1975, or by one year from date of HUD's flood map of the community.

3.1-6 Insure provision that assure public facilities assisted under PL 93-288 will be insured against all other types of future losses.

3.1-7 Review and coordinate with appropriate agency (i.e., Insurance Commission) regarding state's capability to act as a self-insurer.

3.1-8 Insure necessary legislation is drafted and initiated, and that a written state self-insurance plan is drafted and approved by HUD.

3.1-9 Assist in developing a monitoring capability for each insurance program to include--

3.1-9-1 Data collection.

3.1-9-2 Eligibility criteria.

3.1-9-3 Mapping of flood hazard area.

3.1-9-4 Rates.

3.1-10 Coordinate with federal agencies involved in flood control programs to identify and monitor both long-range and short-range damage mitigation efforts.

- 2.3-3-1 Assignment of training responsibilities.
- 2.3-3-2 Assignment of instructors.
- 2.3-4 Determination of training methods.
  - 2.3-4-1 Courses.
  - 2.3-4-2 Seminars, conferences.
  - 2.3-4-3 Exercises, tests.
- 2.3-5 Determination of training locations.
- 2.3-6 Funding.
  - 2.3-6-1 Determination of costs.
    - (a) Developmental time.
    - (b) Promotional materials.
    - (c) Instructional equipment.
    - (d) Audiovisual aids.
    - (e) Student materials.
    - (f) Instructional time.
    - (g) Travel expenses.
  - 2.3-6-2 Determination of sources of funds.
  - 2.3-6-3 Budgeting.
- 2.3-7 Development of materials.
- 2.3-8 Acquisition of equipment.
- 2.3-9 Scheduling of training programs.
- 2.3-10 Conduct of training programs.
- 2.4 Assessment of disaster training results.
  - 2.4-1 Evaluation of program accomplishments relative to goals.
  - 2.4-2 Note performance improvements.
  - 2.4-3 Note performance deficiencies.
  - 2.4-4 Recommendations for changes in training programs.

3.1-11 Obtain the services of a professional consulting agency on an as-needed basis to assist in technical areas of flood insurance program planning.

V-4. Land Use

4.1 Coordinate with the Department of Natural Resources (i. e., flood plane task force) to implement construction and land use legislation.

4.2 Apply legislative guidelines as outlined in Work Element II.

4.3 Assist in the development of model building code ordinances for use by communities in their planning efforts.

4.4 Coordinate with Natural Resources and flood plane task force to establish standards compatible with federal and state guidelines.

4.5 Establish priorities to insure timely assistance to communities with high disaster potential.

4.6 Establish public information to encourage adoption of ordinances and participation in necessary programs associated with hazard reduction, avoidance, and disaster assistance eligibility.

V-5. Administration

5.1 This program, as part of the Disaster Prevention/Mitigation and Loss Cutting Work Element, applies to the administrative steps which can be accomplished in advance of a disaster to increase reaction time in the event of an actual emergency or disaster and to assist in training and organizing state and local disaster assistance personnel.

5.1-1 Established approved, audit-worthy accounting procedures to be used by state and local government for funds and equipment received as disaster assistance.

5.1-2 Develop administrative procedures check list for necessary action pertinent to all predetermined disaster possibilities.

5.1-3 Develop model documents for areas of administration applicable to all disasters (i. e., general in nature).

5.1-4 Insure training of designated administrative staffs, as outlined in the training program in Work Element V.



V-6     Resource Management Program (for natural disasters)

6.1     This resource management plan will be included as part of the State EOC Standard Operating Procedures and differs from the Resource Management Plan, published as an annex to the Iowa Emergency Plan which deals primarily with nuclear disaster. Essentially, this program is concerned with compiling of pre-programmed data on available resources to be used for immediate response to natural disasters.

6.1-1     Design system to update roster of available resources.

6.1-2     Design means to monitor, request, allocate, and manage available resources.

6.1-3     Coordinate with state agencies having access to computers to establish programs for resource data collection, monitoring, and allocation.

6.1-4     Establish a framework of resources per disaster category and establish distribution priorities.

6.1-5     Establish a command and control structure for this program that integrates the efforts of federal, state, and local governments and non-governmental agencies (i. e., Red Cross, Salvation Army, etc.).

6.1-6     Establish a system to survey the effects of resource management to determine the requirements for this program during a disaster and to assist in establishing guidelines for future disasters.

6.1-7     Assist in the development of SOP's for all appropriate agencies.

6.1-8     Establish financial procedures applicable to resources that will be consumed or contracted.

6.1-9     Establish a resource inventory to include the following information:

6.1-9-1     Human resources.

(a)     Professionals.

(b)     Public officials.

(c)     Volunteers and volunteer groups.

6.1-9-2     Supplies.

(a)     On hand or available by request.

(b)     Transportation equipment.

- (c) Medical.
- (d) Petroleum and other energy sources.
- (e) Construction material.
- (f) Food and water.
- (g) Sandbags.
- (h) Other.
- 6.1-9-3 Equipment.
  - (a) Transportation equipment.
  - (b) Communications.
  - (c) Medical.
  - (d) Power (i. e., generator).
  - (e) Radiological.
  - (f) Other.
- 6.1-9-4 Shelter.
  - (a) Rental.
  - (b) Mobile.
  - (c) Mass shelter.
- 6.1-9-5 Emergency Operations Center facilities.
- 6.1-9-6 Medical and life support facilities.

#### V-7. Hazard Analysis

7.1 The hazard analysis program is included in the Disaster Mitigation Work Element because it has a great bearing on loss reduction due to prior planning. Obviously, hazard analysis will provide beneficial information to be utilized in all phases of the state disaster assistance planning. The list of work items which follow are considered necessary to initiate and follow through with the program:

7.1-1 Collect all previously kept data from state and federal agencies and organize this existing data into a basic hazard analysis draft.

7.1-2 From the composite of existing data (i. e., draft) determine the following:

- 7.1-2-1 Currency of data.
- 7.1-2-2 Types of natural and man-made disasters to which the state is subjected.

7.1-2-3 If further analysis coordination is within the capabilities of the planning staff or if outside, professional assistance will need to be contracted.

7.1-2-4 Determine those types of natural disasters warranting individual contingency plans.

7.1-2-5 Request the necessary studies for additional and more accurate data from appropriate federal, state, and local agencies.

7.1-2-6 Establish vulnerability by area (natural disaster) and location (man-made disaster) and record this data by utilizing maps, charts, etc.

7.1-2-7 Determine probable intensity and frequency of both natural and man-made disasters that could occur in Iowa.

7.1-2-8 Coordinate all pertinent findings with local, regional, and peripheral state disaster planning agencies.

7.1-2-9 Estimate the effects of identified threats on people and property.

7.1-2-10 After all data has been collected and researched and organized by categories (i.e., geological survey, historical, geographic, industrial, etc.), establish an extensive public information program to insure all agencies, businesses, etc., are aware the information is available for planning purposes.

7.1-2-11 Utilize information to assist in accurate disaster planning efforts.

## VI

### WORK ELEMENT - STATE EMERGENCY PLAN

The final work element to be accomplished under the planning project will be the development, publishing, and distribution of a completely workable state emergency plan. Although we have indicated it will be the final work element, it should not be taken that it will be the last project to be worked on. All the data and procedures established by the completion of other work elements will be inserted into the emergency plan as the project progresses. When all the work elements are complete and all necessary information is available, the final update, organization, and printing of the plan will be initiated.

Iowa is fortunate in that it has a published state emergency plan which is workable enough to allow us to be operational during the planning project. Naturally, as the project progresses and additional information is added, the effectiveness of the existing plan will increase with the ultimate goal of providing responsible individuals and agencies with the information needed to execute immediate response operations under disaster conditions.

#### VI-1. Possible Emergency Functions Assignments

At this early stage of planning, it is impossible to know the exact breakdown of emergency functions--let alone who will perform these functions. The data collected by accomplishing the other major work elements will provide answers as to what individuals or agencies have the best capabilities for each function area. It is essential that the planning program remain flexible to meet the requirements of the state. The following is a roster of basic emergency functions and proposed agency that will handle them that should be included in the State Emergency Plan. There will undoubtedly be additions and/or deletions from this initial list, and it is to serve now as a foundation for beginning development of a plan.

<u>Emergency Function</u>	<u>Department/Agency</u>
1.1 Communications and Warning	<p>1.1-1 DEPARTMENT OF PUBLIC DEFENSE</p> <p>(PRIMARY)</p> <p>(a) Maintain normal day-to-day operations and systems tests.</p> <p>(b) Recruit, train, and designate equipment operation in EOC.</p> <p>(c) Develop and maintain SOP's for EOC communications and message center operations.</p> <p>(d) Prepare and maintain communications, warning, and Emergency Broadcast System plans of operation.</p> <p>(e) Maintain inter- and intrastate communications linkages using available state communications resources.</p> <p>1.1-2 DEPARTMENT OF PUBLIC SAFETY</p> <p>(SUPPORT)</p> <p>(a) Provide the Iowa State Patrol Communications resources and communications personnel.</p> <p>1.1-3 DEPARTMENT OF TRANSPORTATION</p> <p>(SUPPORT)</p> <p>(a) Provide the Highway Commission's communication resources and communications personnel.</p> <p>1.1-4 DEPARTMENT OF GENERAL SERVICES</p> <p>(SUPPORT)</p> <p>(a) Provide communications engineering services.</p>

<u>Emergency Function</u>	<u>Department/Agency</u>
1.2 Public Information	<p>1.2-1 OFFICE OF THE GOVERNOR (PRIMARY)</p> <p>(a) Coordinate release of emergency information to all news and broadcast media.</p> <p>(b) Maintain listing of news and broadcast facilities.</p> <p>1.2-2 DEPARTMENTS/AGENCIES WITH INFORMATION OFFICER (SUPPORT)</p> <p>(a) Provide emergency information for public release on own areas of responsibility.</p>
1.3 Shelters and Mass Shelter Operations	<p>1.3-1 DEPARTMENT OF PUBLIC DEFENSE (PRIMARY)</p> <p>(a) Prepare and maintain community shelter plans for each county.</p> <p>(b) Prepare and maintain the State Shelter Operations Plan.</p> <p>1.3-2 DEPARTMENT OF PUBLIC SAFETY (SUPPORT)</p> <p>(a) Traffic control on state roads and highways.</p> <p>1.3-3 DEPARTMENT OF TRANSPORTATION (SUPPORT)</p> <p>(a) Maintain designated and alternate evacuation routes open.</p> <p>1.3-4 CONSERVATION COMMISSION (SUPPORT)</p> <p>(a) Control evacuation of people from state-owned recreational areas to nearest shelters.</p>

<u>Emergency Function</u>	<u>Department/Agency</u>
1.4 Police Services	<p>1.4-1 DEPARTMENT OF PUBLIC SAFETY (PRIMARY)</p> <p>(a) Coordinate law enforcement activities.</p> <p>(b) Enforce traffic and criminal laws.</p> <p>1.4-2 DEPARTMENT OF DEFENSE (SUPPORT)</p> <p>(a) Provide National Guard resources in emergencies to supplement police resources.</p> <p>1.4-3 CONSERVATION COMMISSION (SUPPORT)</p> <p>(a) Provide game enforcement resources to supplement police resources in emergencies.</p>
1.5 Legal Services	<p>1.5-1 OFFICE OF ATTORNEY GENERAL (PRIMARY)</p> <p>(a) Responsible for resolving any state government liabilities that may arise in the implementation of this plan.</p>
1.6 Evacuation	<p>1.6-1 DEPARTMENT OF PUBLIC DEFENSE (PRIMARY)</p> <p>(a) Prepare and maintain evacuation plans involving more than one government jurisdiction.</p> <p>(b) Coordinate inter- and intrastate planning.</p>

<u>Emergency Function</u>	<u>Department/Agency</u>
1.6 Evacuation (continued)	<p>1.6-2 DEPARTMENT OF HEALTH (SUPPORT)</p> <p>(a) Coordinate emergency medical services.</p> <p>(b) Provide health engineering services.</p> <p>1.6-3 DEPARTMENT OF ENVIRONMENTAL QUALITY (SUPPORT)</p> <p>(a) Coordinate environmental monitoring operations.</p> <p>(b) Provide environmental engineering services.</p> <p>1.6-4 DEPARTMENT OF PUBLIC SAFETY (SUPPORT)</p> <p>(a) Establish and maintain traffic control points (TCP's) on designated evacuation routes.</p> <p>(b) Control ingress and egress of designated evacuation areas.</p> <p>1.6-5 DEPARTMENT OF TRANSPORTATION (SUPPORT)</p> <p>(a) Maintain designated primary and alternate evacuation routes open.</p> <p>(b) Provide air and ground vehicles for emergency evacuations.</p> <p>1.6-6 DEPARTMENT OF SOCIAL SERVICES (SUPPORT)</p> <p>(a) Coordinate all social service functions and programs.</p>



<u>Emergency Function</u>	<u>Department/Agency</u>
1.7 Engineering Services (natural disasters)	<p>1.7-1 DEPARTMENT OF PUBLIC DEFENSE (PRIMARY for natural disasters)</p> <p>(a) Coordinate engineering surveys for damage estimates caused by natural disasters.</p> <p>1.7-2 DEPARTMENT OF TRANSPORTATION (SUPPORT)</p> <p>(a) Provide damage surveys for roads, streets, bridges, culverts, traffic controls, and other related items.</p> <p>(b) Provide debris clearance surveys for debris on public roads and streets, including right-of-way.</p> <p>1.7-3 NATURAL RESOURCES COUNCIL (SUPPORT)</p> <p>(a) Provide debris clearance surveys for other public property, within channels and private property (when undertaken by local governments).</p> <p>(b) Provide damage surveys for flood fighting and flood protection.</p> <p>(c) Provide damage surveys for emergency health measures and vector control.</p> <p>(d) Provide damage surveys for water control facilities.</p> <p>1.7-4 OFFICE FOR PLANNING AND PROGRAMMING (SUPPORT)</p> <p>(a) Provide damage surveys for public buildings and related equipment.</p>

<u>Emergency Function</u>	<u>Department/Agency</u>
1.7 Engineering Services (natural disasters) (continued)	1.7-5 DEPARTMENT OF ENVIRONMENTAL QUALITY (SUPPORT) (a) Provide damage surveys for public utilities other than light, power, and communication systems.
	1.7-6 COMMERCE COMMISSION (SUPPORT) (a) Provide damage surveys for light, power, and common-carrier public utilities.
1.8 Engineering Services (nuclear incidents)	1.8-1 DEPARTMENT OF ENVIRONMENTAL QUALITY (PRIMARY) (a) Provide staffing for damage estimates and assessments and radiological monitoring. (b) Coordinate decontamination programs.
	1.8-2 NATURAL RESOURCES COUNCIL (SUPPORT) (a) Provide staffing for damage estimation and assessments.
1.9 Transportation Services	1.9-1 DEPARTMENT OF TRANSPORTATION (PRIMARY) (a) Coordinate state and transporta- tion industry vehicles and aircraft to support emergency transportation requirements.

Emergency Function  
1.9 Transportation Services  
(continued)

1.10 Petroleum Allocations

1.11 Utilities Services

1.12 Social Services

Department/Agency  
1.9-2 DEPARTMENT OF PUBLIC DEFENSE  
(SUPPORT)

(a) Provide National Guard transportation resources.

1.10-1 ENERGY POLICY COUNCIL  
(PRIMARY)

a. Allocate gasoline, propane, and middle distillates from the State's Set-Aside.

(b) Coordinate with Federal Energy Administration, Region Seven.

(c) Establish distribution policy in consonance with federal guidelines.

1.10-2 DEPARTMENT OF GENERAL  
SERVICES

(SUPPORT)

(a) Make deposits to State Treasury for payment of state petroleum bills.

1.11-1 COMMERCE COMMISSION  
(PRIMARY)

(a) Coordinate restoration of damaged public and private electric, gas, and telephone companies to insure prompt resumption of services in emergencies.

1.12-1 DEPARTMENT OF SOCIAL SERVICES  
(PRIMARY)

(a) Coordinate registration and inquiry.

(b) Coordinate personal and family assistance.

<u>Emergency Function</u>	<u>Department/Agency</u>
1.12. Social Services (continued)	<ul style="list-style-type: none"> <li>(c) Coordinate mortuary services.</li> <li>(d) Coordinate volunteer and quasi-government social service agencies.</li> <li>(e) Coordinate religious services.</li> </ul>
	1.12-2 DEPARTMENT OF HEALTH (SUPPORT)
	(a) Coordinate medical services, disease prevention and control, and sanitation measures.
1.13. Health Services	1.13-1 DEPARTMENT OF HEALTH (PRIMARY)
	(a) Coordinate emergency medical services.
	(b) Coordinate disease prevention and control.
	(c) Coordinate sanitation programs.
	1.13-2 DEPARTMENT OF SOCIAL SERVICES (SUPPORT)
	(a) Coordinate repair of public water systems.
	(b) Coordinate water pollution programs.
	1.13-3 DEPARTMENT OF ENVIRONMENTAL QUALITY (SUPPORT)
	(a) Coordinate repair of public water systems.
	(b) Coordinate water pollution programs.

<u>Emergency Function</u>	<u>Department/Agency</u>
1.13 Health Services (continued)	1.13-4 BOARD OF REGENTS (SUPPORT) (a) State Hygienic Lab provides laboratory, diagnostic, and surveillance services to determine health hazards.
1.14 Hazardous Materials Control	1.14-1 DEPARTMENT OF ENVIRONMENTAL QUALITY (PRIMARY) (a) Coordinate radiological monitoring operations. (b) Issue environmental advisories. (c) Coordinate decontamination operations. (d) Control of public water supplies in contaminated areas. (e) Coordinate disposal of contaminated and hazardous materials. 1.14-2 DEPARTMENT OF PUBLIC DEFENSE (SUPPORT) (a) Provide equipment and personnel for decontamination operations. 1.14-3 DEPARTMENT OF PUBLIC SAFETY (SUPPORT) (a) Provide traffic control and emergency communications. 1.14-4 DEPARTMENT OF SOCIAL SERVICES (SUPPORT) (a) Coordinate all necessary social services and programs.

<u>Emergency Function</u>	<u>Department/Agency</u>
1. 14 Hazardous Materials Control (continued)	1. 14-5 DEPARTMENT OF HEALTH (SUPPORT) <ul style="list-style-type: none"> <li>(a) Coordinate emergency medical services.</li> <li>(b) Provide health engineering devices.</li> </ul>
	1. 14-6 DEPARTMENT OF AGRICULTURE (SUPPORT) <ul style="list-style-type: none"> <li>(a) Control all food supplies, farm animals, crops; and pets in contaminated areas.</li> <li>(b) Assist in decontamination operations of farm land, farm animals, pets, and crops.</li> </ul>
	1. 14-7 CONSERVATION COMMISSION (SUPPORT) <ul style="list-style-type: none"> <li>(a) Control of game animals, birds, and fish in contaminated areas.</li> <li>(b) Provide equipment and personnel for decontamination operations (closing of recreational areas and restricting hunting and fishing in contaminated areas).</li> </ul>
	1. 14-8 BOARD OF REGENTS (SUPPORT) <ul style="list-style-type: none"> <li>(a) State Hygienic Lab provides diagnostic and surveillance services to determine health hazards and environmental impacts.</li> <li>(b) Iowa State University will provide a radiation monitor team headed by a health physicist. Team will be assigned missions by the State Hygienic Lab.</li> </ul>

<u>Emergency Function</u>	<u>Department/Agency</u>
1.14 Hazardous Materials Control (continued)	(c) University of Iowa will provide a radiation monitor team headed by a health physicist. Team will be assigned missions by the State Hygienic Lab.
1.15 Administrative Services	1.15-1 DEPARTMENT OF GENERAL SERVICES (PRIMARY) (a) Provide direction and control for procurement of emergency equipment, supplies, and services. (b) Provide State EOC security and life-keeping services, and copy center services.
1.16 Disaster Services	1.16-1 DEPARTMENT OF PUBLIC DEFENSE (PRIMARY) (a) Provide direction and control for implementing the provisions of PL 93-288. (b) Provide necessary planning functions.

## VI-2. Direction and Control

The following recommendations must be incorporated into the Iowa Emergency Plan to enable not only the direction and control of the planning efforts but the direction and control of emergency operations during times of an emergency and natural or man-made disasters:

### 2.1 Planning.

2.1-1 Along with the basic planning staff, a supervisory and reviewing committee will be established to provide continuous management functions. This committee will be composed of the following:

- (a) State Coordinating Officer.
- (b) Director of planning staff.

- (c) Planning officer.
- (d) Training officer.
- (e) Communications officer.
- (f) Radef officer.
- (g) Administrative officer.
- (h) Public information officer.

2.1-2 The supervisory and reviewing committee will be responsible for--

- (a) Assignment of agency responsibilities.
- (b) Developing procedures, managing, and evaluating all major work elements.
- (c) Design format of the State Emergency Plan and annexes.
- (d) Development of public information program.
- (e) Review all disaster planning activities, resources, and capabilities associated with the development of the Iowa Emergency Plan.

2.1-3 Direction and control activities to be incorporated into the Iowa plan should cover the following:

- (a) Responsibilities of the Governor and key state officials.
- (b) EOC operations.
- (c) Pre/post disaster.
- (d) Daily operations.
- (e) Natural disasters.
- (f) Hazardous materials incidents.
- (g) Major accidents.

### VI-3. Communications and Warning

3.1 The revision of communications and warning plans will be necessary to insure it includes the following:



- 3.1-1 Functions.
- 3.1-2 Organization and authorities.
- 3.1-3 Common-carrier services (i.e., IAWAS, NAWAS, etc.).
- 3.1-4 Activation, manning, and staffing of the emergency communications center, area warning points, county warning points, and Weather Service warning points.
- 3.1-5 Communications operations for primary and support functions.
- 3.1-6 Supplies.
- 3.1-7 Training.
- 3.1-8 Maintenance.

VI-4. Resource Management Plan (published separately)

4.1 Refer to Work Element V (Disaster Prevention/Mitigation and Loss Cutting) under Resource Management Plan. The guidelines established by that section will provide the information to be incorporated into the Iowa Emergency Plan.

VI-5. Disaster Shelter Operations

5.1 The revision and update of the Shelter Operations Plan will be initiated with planning activities centered around the following main areas of consideration. As planning progresses, priorities may fluctuate to adapt needed changes.

- 5.1-1 Operations and control.
- 5.1-2 Warning phase.
- 5.1-3 Movement-to-shelter phase.
- 5.1-4 In-shelter phase.
- 5.1-5 Exit-shelter emergency phase.
- 5.1-6 Communications and public information.

VI-6. Hazardous Substances Operations

6.1 This particular plan will take the place of the existing Radiation Incident Response Plan and will be designed as an all encompassing plan

covering all types of hazardous substances. The major planning areas mentioned below are flexible and will be approached on a priority basis.

- 6.1-1 Concept of operations.
- 6.1-2 Notification procedures.
- 6.1-3 Inventory of radiological instrument resources.
- 6.1-4 Evacuation routes, control points, and assembly areas  
(fixed nuclear facilities).
- 6.1-5 Radiological medical support resources.
- 6.1-6 Radiation protection guides.
- 6.1-7 Response to emergencies involving chemicals and other  
hazardous substances.

#### VI-7. Disaster Assistance Operations Plan

7.1 The disaster assistance annex which will be published as a separate annex to the Iowa Emergency Plan has been discussed in earlier work elements. This previous discussion was on work categories needing attention and the agencies that will be involved. The planning staff will need to provide the coordinating efforts in preparing the disaster services annex. Once again, this list should be flexible and serve as a foundation for initiating planning. Along with the assignment of emergency functions, the disaster services annex will include--

- 7.1-1 Procedures for obtaining and administering federal  
disaster assistance programs, as outlined in PL 93-288.
- 7.1-2 Authorities for implementing the programs of PL 93-288.
- 7.1-3 Assignment of agencies' responsibilities.
- 7.1-4 Public information.
- 7.1-5 Funding and accounting procedures.

## DISASTER PREPAREDNESS PROGRAM BUDGET

### BUDGET DEVELOPMENTS

Naturally, requirements associated with planning and programming cannot be estimated with absolute accuracy. Unavoidable delays in program development and outside forces beyond the control of the planning agency may preclude completing projects within the projected time period. In light of the above mentioned probabilities, every effort has been made to provide realistic projections of budget requirements over the three-year project life. Additional manpower requirements to accomplish the project which cannot be incorporated within the contract budget will be provided at no cost to this contract. Standard state audit procedures will be followed to insure accountability of any grant funds associated with this application. All account books will be open to any federal auditor or CPA that the Federal Disaster Assistance Administration may request to do an account audit of these funds. The records will be kept at the Iowa Civil Defense Division, Lucas State Office Building, Des Moines, Iowa.

### PERSONNEL

Project Director: Responsible for overall project management, coordination and scheduling. This individual will perform monitoring and assistance support to designated state agencies to assure their comprehension of the project objectives, necessary coordination and integration of functions, and the timely completion of assigned tasks. The Project Director will be responsible for maintaining data on the status of work element progress and responding to management audits performed by FDAA.

Assistant Project Director: Will be responsible for providing assistance to the Project Director. He will concentrate his efforts in the area of liaison with state agencies having a disaster response supporting mission, in maintaining awareness of the current status of work elements as they are being developed, and in the integration of work elements into the State Emergency Plan.

Secretary: Performs administrative and clerical services in support of the project.

Salaries included in this budget are based on guidelines published by the Iowa Merit Employment Division.

#### TRAVEL & PER DIEM

Allocations included in this budget for travel and per diem have been estimated on the basis of a recognized need to travel to counties and municipalities involved in natural disaster planning, in support of a program of speaking engagements designed to familiarize communities with the need for effective local planning and the current activities of the state and federal government in such fields as emergency response capabilities, and in the coordination of this project with other agencies.

Travel and per diem allowances are based on guidelines published and prescribed by the State of Iowa.

#### MISCELLANEOUS

Included within the budget are funds grouped under a miscellaneous category which includes office equipment, office supplies, telephone, postage, and printing.

Office equipment: Office equipment included is adequate to provide for a staff of three persons, as described above. Two executive and one secretarial desk, appropriate chairs and furniture for the staff and visitors, typewriter and calculator have been included.

Office supplies: This category includes all expendable supplies associated with the administration of the Project Management function.

Telephone: Installation fee and estimated monthly charges have been considered.

Postage: Included with printing and reproduction.

Printing and Reproduction: Estimates have been included for printing associated with plans and other documents developed during the project period.

## CONTRACTUAL AND CONSULTING SERVICES

It is anticipated that consulting services will be required for the provision of expert analysis, advice, and assistance in the areas of management, planning, data processing, and integration of all components of this project into the state emergency response capability. Two major contract projects being investigated would be the incorporation of a data processing capability of the state, and professional assistance in areas of the flood insurance programs.

### WORK ELEMENT BREAKDOWN BY MAN MONTHS & CONTRACT MONTHS

#### I. PROJECT ADMINISTRATION

Plan: To employ on a project basis two professionals capable of managing the research and development of the programs outlined in Work Element I.

Budget: Two professionals and one secretary, three man months, for a salary expense of \$5,024; other budget expenses of \$5,048 (includes contractual services); \$10,072 total, 3 man months and 2 contract months.

#### II. LEGISLATIVE PROCESSES

Plan: To employ on a project basis two professionals capable of coordinating, drafting, researching, etc., necessary disaster legislation.

Budget: Two professional and one secretary for six man months, \$6,939; other budget expenses of \$6,143 (includes contractual services); \$13,082 total, 6 man months and 2 contractual months.

#### III. ANALYSIS & REVISION OF EXISTING PLANS

Plan: To employ on a project basis two professionals for analysis of existing plans and managing the integration of those programs in Work Element III into the State Emergency Plan.

Budget: Two professionals and one secretary for six man months, \$12,142; other budget expenses of \$14,927 (includes contractual services); \$27,069 total, 6 man months and 6 contractual months.

#### IV. IMPLEMENTATION OF DISASTER RECOVERY SERVICES

Plan: To employ on a project basis two professionals to fully develop disaster recovery services plans for the state.

Budget: Two professionals and one secretary for six man months, \$3,468; other budget expenses, \$5,990 (includes contractual services); \$9,458 total, 6 man months and 2 contractual months.

#### V. DISASTER PREVENTION, MITIGATION AND LOSS CUTTING

Plan: To employ on a project basis two professionals to administer planning actions, program development, and contractual projects, and to incorporate the goals, as outlined by Work Element V, into the Iowa Emergency Plan.

Budget: Two professionals and one secretary for nine man months, \$5,203; other budget expenses, \$13,327 (includes contractual services); \$18,530 total, 9 man months and 6 contractual months.

#### VI. STATE EMERGENCY PLAN

Plan: To employ on a project basis two professionals to coordinate all the planning functions necessary to develop a complete and workable State Emergency Plan.

Budget: Two professionals and one secretary for six man months, \$1,735; other budget expenses of \$5,115 (includes contractual services); \$6,850 total, 6 man months and 2 contractual months.

## PART V - ASSURANCES

The State hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements including OMB Circular No. A-95 and FM Circulars 74.4 and 74.7, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. It will give the FDAA or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will comply with all requirements imposed by FDAA concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102 and set forth in the Handbook entitled, "Requirements and Guidelines for State Disaster Preparedness Grants."



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ASSURANCE OF COMPLIANCE  
WITH DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Iowa Civil Defense Division

(hereinafter called the

(Name)

"Applicant") HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352 and all requirements imposed by or pursuant to the Regulations of the Department of Housing and Urban Development (24 CFR, Subtitle A, Part 1) issued pursuant to that Title, to the end that, in accordance with Title VI of the Act and the Regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department of Housing and Urban Development, and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal loans, advances, grants, properties, contracts or other Federal financial assistance extended after the date hereof to the Applicant by the Department of Housing and Urban Development, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated April 15, 1975

Iowa

(Applicant)

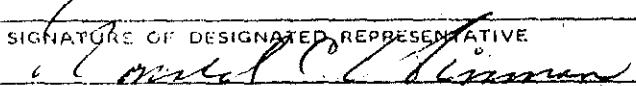
Lucas Bldg., Room B-33

Des Moines, Iowa 50319

(Applicant's Mailing Address and ZIP Code)

BY 

(Authorized Official)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL DISASTER ASSISTANCE ADMINISTRATION  <b>PART I</b> <b>APPLICATION FOR FEDERAL DISASTER PREPAREDNESS ASSISTANCE</b>			1. STATE CLEARINGHOUSE IDENTIFIER  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">750437</div>								
3. FEDERAL DISASTER ASSISTANCE ADMINISTRATION  REGION <u>VII</u>			2. STATE APPLICATION NO.  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">750437</div>								
ORGANIZATIONAL UNIT  <b>FDAA - Department of HUD</b>			4. STATE NAME <b>Iowa</b>  DEPARTMENT <b>Iowa Civil Defense Division</b>								
STREET ADDRESS - P.O. BOX  <b>911 Walnut Street, Room 405</b>			STREET ADDRESS - P.O. BOX <b>Lucas State Office Building Room B-33</b>								
CITY  <b>Kansas City</b>		STATE  <b>Missouri</b>	CITY  <b>Des Moines</b>		COUNTY  <b>Polk</b>						
ZIP CODE  <b>64106</b>		STATE  <b>Iowa</b>		ZIP CODE  <b>50319</b>							
5. DESCRIPTIVE NAME OF PROJECT  <b>Iowa Disaster Preparedness Program</b>											
6. FEDERAL CATALOG NO.  <b>14.702</b>			7. FEDERAL FUNDING REQUESTED  <b>\$250,000.00</b>								
8. TYPE OF GRANT  <input checked="" type="checkbox"/> DEVELOPMENT <input type="checkbox"/> IMPROVEMENT											
9. TYPE OF APPLICATION OR REQUEST  <input checked="" type="checkbox"/> NEW GRANT <input type="checkbox"/> SUPPLEMENT <input type="checkbox"/> OTHER (Specify)											
10. LENGTH OF PROJECT  <b>36 months</b>			11. BEGINNING DATE  <b>1 July 75</b>								
12. THE GOVERNOR'S DESIGNATED REPRESENTATIVE CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE DATA IN THIS APPLICATION ARE TRUE AND CORRECT, AND THAT HE WILL COMPLY WITH THE ATTACHED ASSURANCES IF HE RECEIVES THE GRANT.											
SIGNATURE OF DESIGNATED REPRESENTATIVE 				TELEPHONE NUMBER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">AREA CODE</td> <td style="width: 40%;">NUMBER</td> <td style="width: 40%;">EXT.</td> </tr> <tr> <td style="text-align: center;"><b>515</b></td> <td style="text-align: center;"><b>281-3231</b></td> <td></td> </tr> </table>		AREA CODE	NUMBER	EXT.	<b>515</b>	<b>281-3231</b>	
AREA CODE	NUMBER	EXT.									
<b>515</b>	<b>281-3231</b>										
TYPED NAME <b>Donald C. Hinman</b>				13. DATE OF APPLICATION <b>26 NOV 74</b>							
TITLE <b>Acting Director, Iowa Civil Defense Division</b>											
FOR FEDERAL USE ONLY											
(Instructions on Reverse Side)											

## BUDGET BREAKDOWN

YEAR 1

### PERSONNEL

Project Director	\$14,906.00
Assistant Project Director	11,880.00
Secretary	<u>7,905.00</u>
Total Direct Labor --	\$34,691.00

### TRAVEL & PER DIEM

<u>6,750.00</u>
\$41,441.00

### MISCELLANEOUS

Office Equipment	\$ 2,400.00	
2 Executive Desks		
1 Secretarial Desk		
2 Executive Chairs		
1 Steno Chair		
2 Side-Arm Chairs		
3 File Cabinets		
1 Typewriter/1 calculator		
Supplies	900.00	
Telephone	1,500.00	
Printing, Reproduction and Postage	<u>4,000.00</u>	
Total Miscellaneous		<u>8,800.00</u>
Sub-total		\$50,241.00

### CONTRACTUAL & CONSULTANT SERVICES

<u>35,000.00</u>
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TOTAL \$85,241.00

## BUDGET BREAKDOWN

YEAR 2

### PERSONNEL

Project Director	\$16,434.00
Assistant Project Director	13,191.00
Secretary	<u>8,928.00</u>
Total Direct Labor --	\$38,553.00

### TRAVEL & PER DIEM

<u>7,000.00</u>
\$45,553.00

### MISCELLANEOUS

Supplies	\$ 800.00
Telephone	1,800.00
Printing, Reproduction and Postage	<u>9,000.00</u>
Total Miscellaneous	<u>11,600.00</u>
Sub-total	\$57,153.00

### CONTRACTUAL & CONSULTANT SERVICES

<u>25,000.00</u>
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TOTAL	\$82,153.00
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## BUDGET BREAKDOWN

YEAR 3

### PERSONNEL

Project Director	\$18,077.00
Assistant Project Director	14,509.00
Secretary	9,820.00
Total Direct Labor --	<u>\$42,406.00</u>

### TRAVEL & PER DIEM

<u>7,000.00</u>
<u>\$49,406.00</u>

### MISCELLANEOUS

Supplies	\$ 900.00	
Telephone	2,000.00	
Printing, Reproduction and Postage	<u>8,300.00</u>	
Total Miscellaneous		<u>\$11,200.00</u>
Sub-total		<u>\$60,606.00</u>

### CONTRACTUAL & CONSULTANT SERVICES

<u>22,000.00</u>
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TOTAL	<u>\$82,606.00</u>
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Federal Disaster Assistance Administration  
PART III

ANNUAL BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

MAJOR WORK ELEMENT (a)	NEW OR REVISED BUDGET		
	Federal (b)	Non-Federal (c)	Total (d)
1. Project Administration	\$10,252	\$	\$10,252
2. Legislative Processes	13,082		13,082
3. Analysis/Revision of Existing Plans	27,069		27,069
4. Implementation of Disaster Recovery Services	9,458		9,458
5. TOTAL	\$	\$	\$

SECTION B - BUDGET CATEGORIES

S. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION, OR ACTIVITY				TOTAL (e)
	PA	LP	A/ROEP	IODRS	
A. Personnel	\$4,688	\$6,251	\$10,939	\$3,125	\$
B. Fringe Benefits	516	688	1,203	343	SEE
C. Travel and Per Diem	338	1,013	1,687	1,350	
D. Equipment	400	400	400	400	NEXT
E. Supplies	360	180	90	90	
F. Contractual	3,500	3,500	10,500	3,500	PAGE
G. Other Phone-Printing	450	1,050	2,250	650	
H. Total Direct Charges					
I. Indirect Charges					
J. Total	\$10,252	\$13,082	\$27,069	\$9,458	\$

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Federal Disaster Assistance Administration  
PART III

ANNUAL BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

MAJOR WORK ELEMENT (a)	NEW OR REVISED BUDGET		
	Federal (b)	Non-Federal (c)	Total (d)
1. Disaster Prevention Mitigation & Loss Cutting	\$18,530	\$	\$18,530
2. State Emergency Plan	6,850		6,850
3.			
4.			
5. TOTAL	\$85,241	\$	\$85,241

SECTION B - BUDGET CATEGORIES

S. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION, OR ACTIVITY		TOTAL	
	DRM/LC	SWP	(c)	(d)
A. Personnel	\$ 4,688	\$ 1,563	\$	\$
B. Fringe Benefits	515	172		
C. Travel and Per Diem	1,687	675		
D. Equipment	400	400		
E. Supplies	90	90		
F. Contractual	10,500	3,500		
G. Other Phone-Printing	650	450		
H. Total Direct Charges				
I. Indirect Charges				
J. Total	\$ 18,530	\$ 6,850	\$	\$



SECTION C - NON-FEDERAL RESOURCES				
GRANT PROGRAM (a)	STATE (b)	SUBGRANTEE (c)	OTHER SOURCES (d)	TOTAL (e)
7.	\$	\$	\$	\$
8.				
9.				
10.				
11. TOTAL	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS					
CATEGORY	TOTAL - 1ST YR.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
	(a)	(b)	(c)	(d)	(e)
12. FEDERAL	\$ 85,241	\$4,810	\$16,810	\$16,810	\$16,810
13. NON-FEDERAL					
14. TOTAL	\$ 85,241	\$4,810	\$16,810	\$16,810	\$16,810

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
GRANT PROGRAM (a)	FUTURE FUNDING PERIODS (YEARS)			
	First (b)	Second (c)	Third (d)	Fourth (e)
15. Project Administration	\$ 10,252	\$ 8,216	\$ 4,121	\$
16. Legislative Processes	13,082	8,216	4,121	
17. Analysis & Revision of Existing Plans	27,069	12,323	8,241	
18. Implementation of Disaster Recovery Services	9,458	16,430	12,560	
19. TOTAL	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION (Attach additional sheet(s) if necessary)	
20. DIRECT CHARGES	
21. INDIRECT CHARGES	
22. REMARKS	23. DATE

SECTION C - NON-FEDERAL RESOURCES				
GRANT PROGRAM (a)	STATE (b)	SUBGRANTEE (c)	OTHER SOURCES (d)	TOTAL (e)
7.	\$	\$	\$	\$
8.				
9.				
10.				
11. TOTAL	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS					
CATEGORY	TOTAL - 1ST YR. (a)	1ST QUARTER (b)	2ND QUARTER (c)	3RD QUARTER (d)	4TH QUARTER (e)
12. FEDERAL	\$	\$	\$	\$	\$
13. NON-FEDERAL					
14. TOTAL	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
GRANT PROGRAM (a)	FUTURE FUNDING PERIODS (YEARS)			
	First (b)	Second (c)	Third (d)	Fourth (e)
15. Disaster Prevention Mitigation/ Loss Cutting	\$18,530	\$24,645	\$24,722	\$
16. State Emergency Plan	6,850	12,323	28,841	
17.				
18.				
19. TOTAL	\$85,241	\$82,153	\$82,606	\$

SECTION F - OTHER BUDGET INFORMATION (Attach additional sheet(s) if necessary)	
20. DIRECT CHARGES	
21. INDIRECT CHARGES	
22. REMARKS	23. DATE

## DISASTER PREPAREDNESS WORK PROGRAM AND TIMETABLE

	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
PROJECT ADMINISTRATION	<u>I-1 ORGANIZATION</u> <u>I-2 TRAINING</u> <u>I-3 AGENCY RELATIONS</u> <u>I-4 PROJECT COORDINATION</u> <u>I-5 REPORTS</u>																																			
LEGISLATIVE PROCESSES	<u>II-1 ANALYSIS AND DRAFT</u> <u>II-2 OPINIONS</u> <u>II-3 COORDINATE LEGISLATORS</u> <u>II-4 HEARINGS</u> <u>II-5 PUBLIC INFORMATION</u>																																			
ANALYSIS AND REVISION OF EXISTING STATE PLANS	<u>III-1 ANALYSIS OF EXISTING PLANS</u> <u>III-2 V AND H ANALYSIS</u> <u>III-3 PRIORITIES AND FUNCTIONS</u> <u>III-4 REVISION OF PLANS-NEW PLANS</u>																																			
IMPLEMENTATION OF DISASTER RECOVERY SERVICES	<u>IV-1 LEGISLATION-COORDINATION</u> <u>IV-2 GRANTS TO INDIVIDUALS (FISCAL-ADMIN)</u> <u>IV-3 COMMUNITY LOANS (ADMIN-FISCAL)</u> <u>IV-4 SEARCH AND RESCUE</u> <u>IV-5 DAMAGE ASSESSMENT</u> <u>IV-6 UNEMPLOYMENT ASST - DEPRIS-ENVIRONMENTAL</u> <u>IV-7 DRAFTING DISASTER SERVICES ANNEX</u>																																			
DISASTER PREVENTION MITIGATION AND LOSS CUTTING	<u>V-1 COMMUNICATIONS-WARNING</u> <u>V-2 TRAINING-EDUCATION</u> <u>V-3 FLOOD HAZARD INSURANCE</u> <u>V-4 RESOURCE COORDINATION</u> <u>V-5 VULNERABILITY ANALYSIS</u> <u>V-6 LEGISLATION</u> <u>V-7 PUBLIC INFORMATION</u> <u>V-8 DAMAGE ASSESSMENT</u> <u>V-9 INC INTO IOWA EMERGENCY PLAN</u> <u>V-10 ASST TO LOCAL COMMUNITIES</u>																																			
STATE WORK PLAN	<u>VI-1 CONTINUOUS MODIFICATION AND UPDATE</u> <u>VI-2 COORDINATIONS-ASSIGNMENT OF EMER FUNCTIONS</u> <u>VI-3 CONTINGENCY PLANS</u> <u>VI-4 CONCEPT OF OPERATIONS</u> <u>VI-5 DISASTER ASST PROGRAMS</u> <u>VI-6 ORGANIZE-REVISE-PRINT</u> <u>VI-7 ASST TO LOCAL COMMUNITIES</u> <u>VI-8 EXERCISE PLANS</u>																																			