Disaster Recovery Center Requirements Checklist

[Additional information on DRCs may be found in Part II, Section C of the *Guidebook*.]

GENERAL INFORMATION

DRCs are sited only in jurisdictions where the need exists and local officials request them. There is no state or federal reimbursement for costs associated with use of the building selected (e.g.: rent and utility costs). Local officials must be willing to provide security at the facility during daily operations. DRCs may be open for as short as a few days, and as long as a few weeks. Site selection for Disaster Recovery Centers (DRCs) is a joint local, state, and federal responsibility. This process is facilitated when local officials have prepared ahead of time, and identified buildings that could serve as DRCs.

REQUIRED

The following should be considered in identifying possible facilities to serve as DRCs:

___ The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the DRC). This may vary from as few as 1200 square feet to more than 4500 square feet. Consequently, it is good to identify a variety of buildings of different sizes in different locations within your jurisdiction.

___ Sufficient tables and chairs for the needs of the situation should be readily available (in the facility, or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs.

___ The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking.

___ Appropriate emergency medical support should be quickly available to the building.

___ Appropriate fire protection should be readily available.

___ Access to and through the building must be barrier-free for disabled persons. (DRCs must meet ADA requirements and have a certification to that effect from the local building official on file prior to the disaster.)

___ The building owner must be willing to allow FEMA and the SBA to install telephone lines.

PREFERRED

___ The public should generally be familiar with the building.

___ The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. Public transportation should be available, if possible.

___ Custodial support should be available at the facility.

___ An indoor waiting area near the entrance to the building is helpful.

___ Bilingual support should be available, if appropriate.

___ Child care is a useful addition if it can be provided at the facility.

___ Local officials should be prepared to help provide supplies, such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc.

FEMA DRC SITE REQUIREMENTS WORKSHEET

The following is the worksheet that FEMA uses to evaluate potential DRC facilities:

Date site evaluated:	**Primary or secondary site (circle one)**
Site address:	**County name**:
Site contact/telephone number:	**City name**:
After hours contact/telephone:	**County E.M. Director/telephone**:
Site accessible hrs: **days:**	**Site keys: location and who has them?**

DRC SITE REQUIREMENTS	YES/NO	COMMENTS
Proximate to affected area(s)?		
Parking adequate? (preferably 40 spaces or more, but no fewer than 20 spaces)		
Electricity, water, lighting adequate? - adequate power available for fax machines and computers? - water system functioning? - emergency lighting system available? - exterior lighting available?		
Secure, safe, and sanitary facility? - building sound, of good construction, and non-leaking condition? - electric wiring in sound condition or sealed off from contact with staff and clients? (no exposed wiring - no missing receptacle cover plates or damaged receptacles) - sprinkler system operating or fire extinguishers available? - dry floors with no holes or other obstructions? - heating and/or cooling system(s) verified as inspected and functioning properly? - restrooms functional or portable units available? - adequate ventilation of working area? - can doors be locked? - are windows secure? - parking lot lighted/safe for staff and clients to walk to their cars?		
Lease or use agreement?		
Agreement between county/city officials?		
Building is handicap accessible? - adequate handicap parking? - ramp for wheelchair (if necessary)? - doorways wide enough to accommodate wheelchair? - restrooms handicapped accessible, including wheelchair?		
Space required: (1,200 sq. ft. minimum)		
Existing telephones available to FEMA? Number?		
Incoming telephone cable capacity? - number of pairs feeding the facility and cable type? - pre-existing service and telephone or circuit numbers? - contact local telephone company to verify availability of circuits to support minimum of 16 phone lines - Verify that inside wiring can be easily accomplished. Existing cabling may not be reliable. Insure that access to areas including ceilings, telephone rooms, and crawl spaces is available.		
Tables and chairs available to FEMA? Number? **(minimum 15 tables, 60-75 chairs)**		
Fax available to FEMA? - number of faxes: _____ - make/model #: _____ (identify for each in comments)		
Janitorial and trash pickup services? Frequency?		
Crowd control devices such as ropes, cones, etc.?		