

APPENDIX D

Emergency Response and Recovery Office

1. The purpose of the Emergency Response and Recovery Office (ERRO) is to conduct emergency operations in order to protect lives, alleviate suffering, and remediate property damage caused by a hurricane or major storm. Mission execution should be in accordance with Disaster Guidebook Mission and Function Guides. Typical FEMA missions include, but are not limited to:

- a. Damage surveys
- b. Debris removal
- c. Temporary power
- d. Temporary roofing
- e. Temporary housing
- f. Water and Ice procurement and distribution
- g. Environmental remediation
- h. School rehabilitation
- i. Technical assistance
- j. Clearing navigable waterways and harbors

2. The size and exact composition of the ERRO will depend on the extent of the required recovery effort. The level of staffing by CESAS personnel has been established so that its impact will be minimal to the District's Civil Works and Military functions. The CESAS Commander will serve as the ERRO Commander.

3. The mission of each division/office follows:

a. Construction Division:

(1) Provides Contracting Officer Representatives and Administrative Contracting Officers.

(2) Performs construction contract administration and claims management.

(3) Performs quality assurance (QA).

(4) Performs coordination between the ERRO, the customer and the contractor.

b. Information Management - Provides communication, local area network (LAN) and other automation support - requires close coordination with the EOC.

c. Logistics Management - Provides requisition, inventory, storage and distribution of equipment, supplies, transportation assets, and lodging.

d. Public Affairs - Provides public information, community and media relations, advises commander of media issues/concerns. Supports Joint Information Center (JIC) as necessary.

e. Safety - Provides guidance on the proper safety measures and precautions involved with recovery activities, including onsite contractor and office safety considerations and accident prevention.

f. Security - Provides security briefings and necessary security support for all employees and equipment.

g. Counsel - Provides guidance on all legal concerns, excluding Real Estate issues, including contract preparation, environmental law, contractor claims and liability issues.

h. Civilian Personnel Advisory Center - Responsible for FLSA determination and other personnel-related support such as work schedule guidance.

i. Resource Management - Responsible for budgetary, funding and financial management functions including certification of funds.

j. Audit - Responsible for ensuring all actions are in accordance with applicable laws, regulations and guidance.

k. Engineering - Provides engineering and design analysis, inspection and guidance; prepares required engineering plans, specifications, maps, cost estimates.

l. Planning - Provides environmental assessment, cultural resources, endangered species, wetland and HTRW surveys.

m. Real Estate -

(1) Coordinate with FEMA for authority to acquire real estate interests in support of missions.

(2) Acquires, manages and releases real estate interests, such as short or long term acquisitions for office space, warehouse space, ROEs, staging areas, debris disposal areas, etc.

(3) Resolves claims arising from real estate instruments.

(4) Prepares save and hold harmless agreements.

n. Contracting Division - Responsible for all necessary contracting activities required during the emergency response effort. Solicits offers, prepares and awards contracts, and administers supply and support contracts.