**U.S. Department of Homeland Security**
500 C Street, SW
Washington, DC 20472

FEMA

SEP 6 2005

MEMORANDUM FOR: Regional Directors
Acting Regional Directors
Regions I -X

THROUGH: Response & Recovery Division Directors

FROM: Daniel A. Craig
Director
Recovery Division

SUBJECT: Establishment Criteria for Disaster Recovery Centers.

The purpose of this memorandum is to notify Regions of the attached issued guidance on establishing Disaster Recovery Centers. The attached guidance provides a consistent criteria to be used when evaluating the need to set up a Disaster Recovery Center in the disaster area.

Please ensure this guidance is promptly shared with your respective States.

For additional information regarding the guidance, please contact Lumumba Yancey on (202) 646-3939.

Attachment

cc: Sandra Martin, Congressional Affairs

**DATE:** SEP 6 2005

**TITLE:** Criteria for Disaster Recovery Centers.

**PURPOSE:** This guidance provides the criteria for establishing Disaster Recovery Centers (DRCs).

**SCOPE AND AUDIENCE:** This is national guidance to be used in all disasters. All personnel are directed to follow this guidance.

**OBJECTIVE:** The objective of establishing DRCs is to provide residents of a disaster area on-location access to information about available recovery programs and services.

**GUIDANCE:** The Federal Coordinating Officer (FCO), in conjunction with the State, makes the decision to establish Disaster Recovery Centers. In making this decision, the FCO shall consider the following:

1. The level of damage in the area, the infrastructure, and other risks (i.e. future floods).

2. The unique needs in the community; such as large populations of elderly or non-English speaking families.

3. The types of local, State and Federal services that would be provided at the DRC and if it is needed;

4. The availability of personnel to staff the DRC - allowing it to be fully functional.

In addition to determining when to establish a DRC, the FCO will identify if there are any deficiencies with the utilities, communication systems, and transportation routes in the community where the DRC is to be located. Based on the analysis, the FCO will select facility to be used – either a fixed or mobile facility:

**Fixed Facility:** This is the most common and preferred type of facility. Whenever possible, this is the type of facility to be established. If there are identified deficiencies in the community, efforts should be made to determine if the deficiency can be quickly resolved; resolved within 7 days.

**Mobile Facility**: This is the most effective facility for areas where there are irresolvable deficiencies. This type of facility will require significant logistical support.

**SIGNATURE:**

Daniel A. Craig
Director
Recovery Division