

# Disaster Recovery Center (DRC) Guidelines

## Type of Site to be Selected

- State, local, tribal, or territorial (SLTT) government-owned buildings at no cost to the state/federal government
- Commercial buildings (e.g., Community services buildings such as centers for independent living and other community services providers), at no cost to the state/federal government
- Cannot be in a Flood Zone
- Before proposed sites can be opened, they would need to be inspected by a State/FEMA team composed of representatives from Individual Assistance, Logistics, Safety, Security, Office of Equal Rights, and Information Technology.

## Operational Timelines

- The timeline for opening DRCs is typically 3 –5 days from the date of the declaration
- DRCs may need to remain operational for up to 30 days or longer
- The location's owner must be willing to allow State/FEMA to install internet service, if necessary
- Facilities should be available from 24/7, Monday through Saturday, and possibly on Sundays and holidays
- Identify a facility Point of Contact who is available if needed 24/7 (as needed)
- A minimum 48-hour notice must be given prior to closing

## Location Amenities

- Facility – should have a minimum of 1,500 sq ft
- Have a physical address, including proper name, zip code, and latitude/longitude for proper geocoding
- Must have sufficient on-site parking (approximately 50 spaces or more) or provide public transportation by county from a staging area
- Facilities should have heat, A/C, electricity, phone, good lighting, potable water, restrooms (paid for by City/Town)
- Must be ADA compliant
- ADA Compliant Restrooms
- Consideration must be given to the most vulnerable population
- Ground Floor Access
- Trash cans/liners
- Janitorial Services
- Security (City/Town) provided for approximately 3 days, if needed or until FEMA can provide security)
- Appropriate emergency fire and medical support should be quickly available to the location

- DRC facilities should be centrally located in a community to minimize travel time when possible
- Where applicable, DRCs should be established on a public transportation route
- The parking lot should be able to temporarily accommodate a Mobile Communication Operation Vehicle (MCOV) (60' long x 20' wide), if necessary
- If a Mobile Disaster Recovery Center (MDRC) is to be established, the location must be level, solid, have adequate drainage, and unobstructed view of the south-western sky for the satellite connectivity of the MCOV
- Adequate space for a large tent, portable restrooms, and enough parking for survivors and staff
- Determine if the occupancy of the facility has any Environmental Planning and Historic Preservation (EHP) considerations that need to be addressed (e.g., Special flood hazard area (SFHA), historical site, etc.)