



### What to do *Before* an Event

- Access the Florida Division of Emergency Management website to become familiar with F-ROC process, forms, and documentation
- Complete the F-ROC Risk Assessment Questionnaire and upload supporting documentation for review
- If necessary, address all ratings by customizing your abatement plan and update supporting documentation for review
- Identify staff that will serve as the lead F-ROC point of contact and coordinate accumulation of records and adherence to F-ROC timelines
- Attend F-ROC trainings when they become available
- Review all procurement/labor policies and procedures and update as necessary
- Procure appropriate vendors for debris removal and disaster recovery activities
- Finalize all F-ROC activities and upload updated documentation before established lock-in date
- Document the current state of all structures by taking photographs

### What to do *During* an Event

- When it is safe to do so, properly document activities using appropriate F-ROC Forms to:
  - Track time and resources
  - Document any response and recovery activities
  - Track all event related costs
- When it is safe to do so, utilize the Initial Damage Assessment Form (F-ROC-FOR-005) to summarize estimated eligible damages for Preliminary Damage Assessment

### What to do *After* an Event

- Compile and organize all completed F-ROC Forms by date, location, or any other meaningful data points
- Attend Applicant Briefings
- Submit a Request for Public Assistance (RPA) if there is a Presidential Declaration for the event
- Attend an Exploratory Call
- Attend a Recovery Scoping Meeting (RSM)
- Begin project formulation using your F-ROC Forms

#### Important Terminology

##### FEMA Program Delivery Manager

The PDMG is a single point-of-contact assigned to provide customer service to Applicants throughout the Assistance process.



##### Exploratory Call

- Introduces you to your Program Delivery Manager
- Provides an initial sense of needs and damage
- Identifies who needs to be at Recovery Scoping Meeting

##### Recovery Scoping Meeting

- In-depth meeting to review damages
- Be sure to have all documentation available
- The FEMA Program Delivery Manager will help you develop a list of projects and talk through your priorities

#### Important Milestones to Remember

- **Within 30 days of the Declaration Date** – submit a Request for Public Assistance (RPA)
- **Within 7 days of PDMG assignment** – attend Exploratory Call with your PDMG
- **Within 21 days of PDMG assignment** – attend Recovery Scoping Meeting (RSM)
- **Within 60 days of RSM** – submit Damage Inventory (DI) information of incident related impacts
- **Within 60 days of RSM** – submit expedited projects\*

\*Expedited projects are not mandatory

