



Data Gathering for Internal Reporting

Introduction

The “Data Gathering for Internal Reporting” job aid identifies documents prepared at the joint field office (JFO) with input or authorship from the deployed Unified Federal Review (UFR) Advisor. These various documents keep disaster recovery leadership apprised of Environmental Planning and Historic Preservation (EHP) compliance concerns as well as opportunities for and challenges to implementing the UFR process. UFR Advisor contributions are generally coordinated through the EHP Advisor (EHAD) with the exception of the UFR After Action Report (AAR) which is solely authored by the UFR Advisor.

A high-level summary of reports typically authored by or including contributions from the UFR Advisor is provided in the table below. The table identifies:

- Report Name;
- Document Owner – Who is responsible for authoring, reviewing, and distributing the document;
- Purpose – Summarizes the purpose and components of the document;
- Disaster Timeframe; and,
- UFR Input – What is the role of the UFR Advisor in preparing the listed document.

The following table of documents and reports are compiled from the [National Disaster Recovery Framework \(NDRF\)](#), [Federal Emergency Management Agency \(FEMA\) EHP Field Operations Standard Operating Procedure \(SOP\) Portal](#), and [Recovery Federal Interagency Operational Plan](#) to support effective internal FEMA communication during disaster recovery.

Beyond the specific documents included below, the UFR Advisor may also contribute to various briefings and reports on an as needed basis including:

- JFO and Leadership Briefings and Reports – Provides high-level critical information necessary to direct incident objectives and tactics;
- EHP Disaster Teams and Regional Leadership Briefings and Reports – Contain EHP priorities, issues, and regionwide activities within a given operational period specific to a given disaster; and,
- Program Briefings and Reports – Grant program-specific briefings that may include EHP or UFR related information.



Table 1. EHP Report with Advisor Responsibilities

Report Name	Document Owner	Purpose	Disaster Timeframe	UFR Inputs
EHP Management Plan	EHP Staff (Regional and Field Leadership)	<p>Describes the decision-making processes for EHP in the JFO and, subsequently, the joint recovery office (JRO) and regional office upon transition.</p> <p>Provides disaster- specific program support protocols to meet EHP requirements.</p> <p>Establishes EHP project review protocols.</p> <p>Documents regulatory agency protocols and points of contact (POCs).</p> <p>Provides historical record for FEMA regional EHP staff after recovery operations are completed.</p> <p>An "EHP Operations & Management Plan Annotated Template" is available on the EHP Field Operations SOP Portal</p> <p>Note: Regions may have developed a regional-specific template</p>	<p>Initially prepared by the EHAD or Lead Environmental and Historic Preservation Advisor (EHLA).</p> <p>Consistently updated to reflect current operational posture for the duration of the disaster.</p>	<p>UFR input may be included in the initial EHP Management Plan or added as part of operational updates.</p> <p>Inputs may include UFR strategic goals, specific agency concerns, existing streamlining tools, or development of new or modified interagency agreements or protocols.</p> <p>Consult the "UFR in EHP Management Plans Job Aid" for further guidance</p>

Report Name	Document Owner	Purpose	Disaster Timeframe	UFR Inputs
Recovery Needs Assessment (RNA)	<p>Disaster-specific agencies</p> <p>Federal Disaster Recovery Officer (FDRO)</p> <p>EHAD</p> <p>Regional UFR Coordinator</p> <p>Regional Environmental Officer (REO)</p>	<p>The RNA is a summary of findings and issues identified by the federal Recovery Support Functions (RSFs) supporting the NDRF for a specific event.</p> <p>Includes inputs from a variety of federal partners and state, local, tribal, and territorial (SLTT) government resources to determine significant barriers to recovery and specific issues upon which each RSF mission should focus.</p>	<p>Prepared by the Interagency Recovery Coordination (IRC) group, usually within 3 to 6 months after the disaster declaration; may be completed before a UFR Advisor is activated.</p>	<p>Dependent upon when the UFR Advisor is activated and complexity of the disaster, the need for UFR-related interagency coordination efforts to improve EHP compliance may vary.</p> <p>UFR Advisor provides input such as specific UFR strategies for coordination with external stakeholders and SLTT representatives.</p> <p>Feedback is provided to FDRO in coordination with inputs from Advanced Evaluation Team (AET), Preliminary Damage Assessment (PDA), and external stakeholders.</p>
<p>Integrated Strategic Plan (ISP)</p> <p><i>Formerly the Recovery Support Strategy (RSS)</i></p>	<p>Disaster-specific agencies</p> <p>FDRO</p> <p>EHAD</p> <p>Regional UFR Coordinator</p> <p>REO</p>	<p>Outlines how RSFs established under the NDRF support recovery efforts of SLTT governments.</p> <p>Provides details on each RSF assessment of disaster impacts, with specific attention to challenges in developing and managing a recovery strategy.</p> <p>Builds upon the ISP/RNA.</p>	<p>Prepared by the IRC group, along with other RSFs, and may be completed before a UFR Advisor is activated.</p>	<p>Based on when a UFR Advisor is activated and specific needs of the disaster, requirements for UFR-related interagency coordination efforts to improve EHP compliance may vary.</p> <p>UFR-related inputs may include specific UFR interagency coordination strategies, implementation thereof, and EHP compliance priorities.</p>

Report Name	Document Owner	Purpose	Disaster Timeframe	UFR Inputs
UFR After Action Report (AAR)	UFR Advisor Regional UFR Coordinator FDRO REO National UFR Coordinator	<p>Captures data collected and reported by UFR Advisor(s).</p> <p>Identifies opportunities for future coordination.</p> <p>Documents beneficial strategies or actions implemented, success stories, best management practices, and lessons learned.</p> <p>Identifies streamlining and programmatic approaches.</p> <p>Documents stakeholder outreach and engagement.</p> <p>Part of Annual Report prepared by the UFR Advisor at the end of the calendar year.</p>	<p>Documented throughout the UFR Advisor’s activation and finalized at the end of the UFR Advisor position’s activation for the disaster.</p> <p>Subsequent UFR Advisors should be expected to build off their predecessor’s draft. The last individual deployed for the disaster will complete and submit the Final AAR.</p> <p>Completed no more than 30 days after demobilization, even though the UFR Advisor position may remain activated.</p>	<p>Primary responsibility for developing the AAR.</p> <p>Refer to the “UFR After Action Report” template in the UFR Library for further instruction on creating the AAR.</p>
Situation Reports (SitReps)	<p>Various regional and JFO leadership and staff</p> <p>May involve interagency staff at the JFO</p>	<p>Situation Reports provide an overview of operations, plans, and issues related to a disaster or emergency.</p> <p>Can contain environmental compliance risk factors with the potential to impact EHP disaster response.</p> <p>May include multi-regional, multi-disaster information to be shared with all EHP components.</p>	<p>Begin at the National Resource Coordination Center (NRCC)</p> <p>Reporting period varies but may be daily during high cadence periods</p> <p>May phase out as JFOs become established</p>	<p>Provide UFR-specific briefing information as needed or requested</p>

Report Name	Document Owner	Purpose	Disaster Timeframe	UFR Inputs
Executive Summaries (ExSums)	Various regional and JFO leadership and staff May involve interagency staff at the JFO	Provides information summaries regarding project completion, review percentages, Consolidated Resource Center concerns, and significant EHP concerns requiring interagency coordination and consultation	Begin once the FCO is appointed/deployed	Provide UFR-specific briefing information as needed or requested