

South Carolina Disaster Recovery Center Pre-Identification Checklist

This worksheet is used when assessing pre-identified locations for use as a DRC. It is recommended that a review be conducted annually. FEMA will conduct a final site certification and sign agreement with location owner before a DRC is established at the pre-identified location.

Basic Site Information										
Site Name:			Address:				City:			
County:				Site POC:						
County POC:				Alternate Site POC:						
Alternate County POC:				Site Type:			<input type="checkbox"/> Fixed		<input type="checkbox"/> Mobile	
Site accessible days/hours:				Site Ownership:			<input type="checkbox"/> Government		<input type="checkbox"/> Non-Government	
DRC Site Requirements					Circle Appropriate Answer			Comments		
Parking - Minimum of 20 spaces preferably 40 or more					Yes	No	Workaround Required			
Electricity - Adequate lighting and outlets					Yes	No	Workaround Required			
Water system functioning - Restrooms functional (note if portable units are necessary)					Yes	No	Workaround Required			
Secure, safe, and sanitary facility - Exterior / interior has no visible leaks or damage - Parking lot and exterior lighting present - Operational sprinkler system or fire extinguishers - Operational heating/cooling system(s) - Can locations be secured (e.g. gates, doors, and windows)					Yes	No	Workaround Required			
FEMA standard use agreement (MOU) Needed for both fixed and mobile locations					Yes		No			
ADA compliance - Adequate handicap parking?(1 for every 25 slots) - Ramps (36" wide) for wheelchair (if necessary) - Doorways accommodate wheelchair(32" wide) - Restrooms handicapped accessible (stalls 60" wide x 56" deep)/ portable units necessary					Yes	No	Workaround Required			
Space Available		Small 1500-3499 sq.ft	Medium 3500-4999 sq.ft		Large 5000 sq.ft - Above			Small	Medium	Large
Tables and chairs available (FEMA can provide if needed)					Yes		No			
Frequency of janitorial and trash pickup services (if available)					Yes	No	Workaround Required			
Existing internet available		Providers Name:			No		Workaround Required			
Existing telephone available		Providers Name:			No		Workaround Required			
Level of cellular reception		Verizon Signal Strength (Bars)			No service	1	2	3	4	5
		AT&T Signal Strength (Bars)			No service	1	2	3	4	5

This worksheet is to be used to identify the assessment team-members and indicate the county's intent. Spaces is provided for addition optional information, such as, drawings, workaround details, other comments.

(Optional) Space To Add Additional Information and Drawings

Site Name:

Site Address:

Pre-Identifications Assessment Team-members

Name	Organization	Contact information	Date

Recommendation

This assessment and documentation does not serve as a FEMA site certification or signed agreement. It serves only to pre-identify a location suitable to operate as a Disaster Recovery Center. If the decision is made to activate a DRC, this location must undergo a site inspection by FEMA before a DRC is established. Additional information can be found in the SCEMD DRC SOP.

County recommendation for use as a DRC?	Yes	Yes with workarounds	No	Date:
--	-----	----------------------	----	--------------

