

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				
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 a 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:
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