

FEMA Disaster Declaration Process

Incident Affects the Tribe

- Tribal government activates its emergency plan, dedicates resources to response activities and requests mutual aid from partners and voluntary/government organizations.
- Tribal government collects initial damages estimates to identify needs.
- Tribal government determines that needs remain after all other resources are exhausted.
- Chief Executive requests joint Preliminary Damage Assessments (PDA) from FEMA Regional Administrator or decides to participate in the joint FEMA-state PDA.
- Tribal government reviews results of joint PDA and determines whether Stafford Act assistance may be needed.
- If requesting directly, the Chief Executive submits a request to the President through the FEMA Regional Administrator within 30 days of the end of the incident. The Chief executive can also request an extension.
- FEMA reviews the request and sends a recommendation to the President.
- President makes a determination. FEMA notifies the Chief Executive.

Additional Details

Respond to impacts to tribal safety and/or damages to infrastructure

- Address life safety needs
- Take steps to mitigate impacts
- Implement tribal response plans
- Use existing mutual aid agreements
- Engage tribal first responder capabilities
- Conduct life sustaining activities; sheltering/meals

Assess ability to address response and recovery as well as associated costs

- Tribal resources and programs
- State resources and programs
- Other federal agencies' programs and resources
- Voluntary organizations: VOAD, American Red Cross

Evaluate options and assess impacts that occurred during the incident period

- Assess damages to homes and tribal infrastructure
- [Contact your FEMA Regional Tribal Liaison](#) AND/OR coordinate with the state for additional support during evaluation of damages

If impacts may result in a federal declaration:

Request a joint Preliminary Damage Assessment (PDA) from FEMA Regional Administrator or participate in the FEMA/State PDA, if appropriate.

- The Joint federal/tribal PDA team will assess and validate the information provided in the Initial Damage Assessment.
- Then the PDA team will compile reports which will inform tribal leadership's decision to request a major disaster declaration and provide agreed upon data and information for the request.

Based on the results of the PDA, the tribe may:

- Submit a declaration request to the President through the FEMA Regional Administrator **OR**
- Participate in a state request for a Presidential declaration **OR**
- Determine not to seek federal assistance

If leadership decided to make a request, tribe must:

- Prepare Request for Presidential Disaster Declaration Major Disaster or Emergency, FEMA Form 010-0-013 (3/13) **AND** cover letter
- Submit cover letter, FEMA request form, and supporting materials to FEMA Regional Administrator within 30 days of the end of the incident or within the approved extension period:
First Last, Regional Administrator
Mail: FEMA Region X, Address, City, XX XXXXX
Email: first.last@fema.dhs.gov
Phone: (XXX) XXX-XXXX | Fax: (XXX) XXX-XXXX



FEMA