

DAMAGE ASSESSMENT

I. PURPOSE

This Annex describes the uniform damage assessment process to document damage from incidents or disasters in Iowa. Information gathered with this process may be used to determine the extent of damage and impact on the community resulting from a disaster to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid. Future mitigation funds will also be determined by damage assessments.

II. REFERENCE

The reference for guidelines on damage assessment shall be The Book - A Guide to Local Damage Assessment issued by the State Emergency Management Division in February 1995. The distribution of The Book was controlled so that updates can be made available to all holders of the guidance.

III. SITUATION

Lyon County is situated in an area considered highly susceptible to numerous hazards that have the potential to cause extensive damage to both public and private property. In the event of an incident, planned and exercised damage assessment procedures are essential for effective response and recovery operations. The specific hazards and vulnerability to these hazards are outlined in detail in the Hazard Evaluation completed for the County.

IV. ASSUMPTIONS AND PLANNING FACTORS

- A. The prompt and accurate assessment of damage to public and private property following an incident will be of vital concern to local officials in order to facilitate an effective and rapid response.
- B. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts.
- C. For any emergency involving radiological materials, the Bureau of Radiological Health, Iowa Department of Public Health has sole responsibility for making technical assessments.

V. ORGANIZATION/RESPONSIBILITIES

A. The County Emergency Management Coordinator

The County Emergency Management Coordinator manages the damage assessment effort and assigns team leaders. Specific responsibilities include, but are not limited to, the following:

1. Serves as primary contact in the county during all phases of an emergency/disaster.
2. Gathers and organizes information from other agencies and sources.
3. Manages the damage assessment process
4. Activates the Damage Assessment Team.
5. Makes an initial determination on the extent of the damage.
6. Submits information to the State Emergency Management Division
7. Applies information gathered to local needs, such as recovery and hazard mitigation

B. Damage Assessment Teams (DAT)

Damage assessment teams will consist primarily of public, private, and agricultural sector personnel knowledgeable of the impacted area.

C. The emergency mission of the Damage Assessment Team is to:

1. Obtain training through the County Emergency Management Coordinator. This training is supported by the State Emergency Management Division
2. Respond to the County Emergency Management Coordinators' call for damage assessment.
3. Work with other team members to collect damage data needed for preliminary, interim and final assessments.
4. Conduct assessments according to procedures (See The Book).
5. Complete assessments in required time frame (See The Book).

D. Agricultural Damage Assessment

Assessment of agricultural damages will be accomplished by the County Emergency Board, in coordination with the Natural Resource Conservation Service (NRCS) [formerly the Agricultural Stabilization and Conservation Service (ASCS)].

VI. CONCEPT OF OPERATIONS

A. Preparedness and readiness are the keys to timely, efficient and accurate damage assessment. Damage Assessment is as important an activity as anything done in emergency management. Among the steps to be taken are the establishment of a central contact (the County Emergency Management Coordinator and the Emergency Operations Center (see Form 1). Before any disaster occurs, the local damage threshold amount for your county should be established (see Form 2). If the Initial Desk Report indicates damages are equal to or greater than the threshold amount, then the Preliminary and Final Damage Assessment must be completed.

A tracking system or log of events during an emergency will help in determining areas of damages and volunteer credit and contact points during the recovery phase. Form 3 is a sample of such a procedure.

The establishment of a Damage Assessment Team (Form 4) and their training is key to a successful Damage Assessment. Form 4 also identifies additional EOC staff support and communication needs. Form 6 is the format for a telephone tree to facilitate the contacting of key personnel.

Critical facilities and special needs facilities must be identified prior to any emergency. Form 5 provides for the identification and immediate contact of these facilities for purposes of warning and communication.

B. Initial Desk Report (IDR)

Whenever there is a natural disaster or significant hazardous materials release in the county, an Initial Desk Report must be completed "immediately" and returned to the State Emergency Management Division. The dollar value of damage reported in the Initial Desk Report determines whether the Damage Assessment Team will be called out to complete the next steps, the Preliminary Damage Assessment (PDA) and Final Damage Assessment (FDA). Threshold for Assessment (Form 2) factors both population and amount of damage to determine whether the Damage Assessment Team will be activated.

C. Preliminary Damage Assessment (PDA)

Once a determination is made to activate the Damage Assessment Team (the total dollar damage reported on the Initial Desk Report exceeds the threshold dollar amount), the Damage Assessment Team conducts a preliminary data gathering. Within 36 hours from the incident, the Damage Assessment Team conducts on-the-scene surveys and assessment of damages to residential, commercial, public and agricultural areas. The information is given to the County Emergency Management Coordinator, who summarizes the data and transmits that report to the State Emergency Management Division and appropriate local officials. If a Preliminary Damage Assessment is submitted, a Final Damage Assessment must be completed within 7 days from the incident.

D. Interim Damage Assessment (IDA)

In some disaster situations, the incident may prevent completion of the final phase for some time. In such cases, an interim phase will be necessary to gather as much information as possible in a timely manner. The need for the Interim Damage Assessment is determined by the County Emergency Management Coordinator in cooperation the State Emergency Management Division. Within seven days from the incident, the County Emergency Management Coordinator will summarize the data required on Form 22, titled "IDA - Summary" and send to Emergency Management Division.

E. Final Damage Assessment (FDA)

The Final Damage Assessment is conducted to update, verify and collect detailed information on damages and their costs. This includes gathering the data needed to complete the Economic Impact Analysis.

The Final Damage Assessment will begin immediately after the completion of the Preliminary Damage Assessment or as soon after the Initial Damage Assessment as allowed by conditions. The County Emergency Management Coordinator will complete the Final Damage Assessment Summary (Form 28) within seven days from the incident and transmit data to the State Emergency Management Division and local officials.

F. Economic Impact Analysis (EIA)

At the time the Final Damage Assessment summary form is completed, the Economic Impact Analysis (EIA) shall be completed and submitted within seven days from the incident. Information from The Economic Impact Analysis will be used by State Emergency Management Division in forecasting economic impact of disasters on communities and long term decisions.

VII. ADMINISTRATION AND LOGISTICS

Plan Maintenance

The Damage Assessment Team Leader should meet semi-annually with the damage assessment team comprised of local agencies and organizations involved with damage assessment to review and/or revise this portion of the plan.

NOTE: PROVISIONS NEED TO BE MADE FOR THESE STATEMENTS ELSEWHERE IN YOUR COUNTY PLAN:

Responsibilities of The County Emergency Management Coordinator:

Provide for posting unsafe buildings, (perhaps in Basic Plan as a duty of Zoning Board or county Building Inspector) roads, bridges (perhaps in Annex K as a duty of County Engineer).

Coordinate with Executive Staff the priority of restoration to public facilities.

Annex C

LIST OF ADDENDA

<u>ITEM</u>	<u>TITLE</u>	<u>PAGE</u>
<u>ANNEX C</u>		
Attachment 1	Emergency Response Checklist	C-8
Attachment 2	List of Damage Assessment Forms	C-10

**DAMAGE ASSESSMENT
EMERGENCY RESPONSE CHECKLIST**

(Checklists are here only for guidance in developing a more specific checklist appropriate for each locality)

READINESS PHASE

COUNTY EMERGENCY MANAGEMENT COORDINATOR

- _____ Attend training in the damage assessment process.
- _____ Establish central point of contact - and EOC and disseminate that information to appropriate officials and entities. (See Form 1)
- _____ Establish Damage Assessment Teams. (See Form 4)
- _____ Train Damage Assessment Teams.
- _____ Purchase supplies/equipment for Damage Assessment Team such as cellular phones and pagers to facilitate direction and control.
- _____ Establish local damage amount--threshold amount--for completing damage assessment. (See Form 2)
- _____ Establish tracking system for use during all phases of damage assessment. (See Form 3)
- _____ Maintain current maps of the county and communities within the county.
- _____ Maintain supply of all forms needed for each phase of damage assessment.
- _____ Identify and develop additional staff support for the EOC. (See Form 4)
- _____ Develop list of critical facilities and special needs in the county and each community. (See Form 5)
- _____ Keep track of volunteer credit
- _____ Distribute to city and County offices Daily Activity report (Form 8), Daily Work Summary (Form 9), and Preliminary Estimate of Eligible Disaster Work (Form 10).

**DAMAGE ASSESSMENT
EMERGENCY RESPONSE CHECKLIST**

RESPONSE PHASE

COUNTY EMERGENCY MANAGEMENT COORDINATOR

- _____ Notify Damage Assessment Teams and other agencies with damage assessment responsibilities (see Form 6).
- _____ Assign EOC Damage Assessment Staff.
- _____ Define perimeter of disaster area.
- _____ Brief local emergency services of initial damage assessment procedures and requirements.
- _____ Ascertain safety of affected areas prior to sending field teams in for damage assessment.
- _____ Assign Damage Assessment Teams to specific survey areas.
- _____ Coordinate and compile damage reports from Damage Assessment Teams (private, public, and agricultural) and advise EOC Executive Staff.
- _____ Complete Initial Desk Report (Form 7) and forward Initial Desk Report to the State EOC.
- _____ Train and assign personnel to assist in collecting damage reports. Provide for expedient training of Damage Assessment Teams if necessary.
- _____ Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense. See Daily Activity report (Form 8), Daily Work Summary (Form 9), and Preliminary Estimate of Eligible Disaster Work (Form 10).

NOTE: Depending on the circumstance, situation and speed of the incident, you may want to activate the Damage Assessment Team during the Response Phase.

**DAMAGE ASSESSMENT
EMERGENCY RESPONSE CHECKLIST**

RECOVERY PHASE

COUNTY EMERGENCY MANAGEMENT COORDINATOR

- _____ Activate Damage Assessment Team.
- _____ Complete the Preliminary Damage Assessment (Form 16) within 36 hours from the incident and submit to EMD.
- _____ If incident prevents completion of Final Damage Assessment, complete Interim Damage Assessment Summary (Form 22) seven days from the incident and submit to EMD.
- _____ Complete Final Damage Assessment Summary (Form 28) within seven days from the incident and submit to EMD.
- _____ At the same time the Final Damage Assessment is completed, also complete the Economic Impact Analysis (Form 29) and submit to EMD.
- _____ Coordinate support for state and federal Public Damage Inspection Teams.
- _____ Assist in preparation of requests for state and federal assistance.

DISASTER ASSESSMENT TEAM

- _____ Complete Preliminary Damage Assessment forms 11, 12, 13, 14 and 15. Provide information to County Emergency Management Coordinator.
- _____ Complete Initial Damage Assessment if necessary. See Forms 17, 18, 19, 20, and 21.
- _____ Complete Final Damage Assessment using Forms 23, 24, 25, 26, and 27.

**The Book: A Guide To Local Damage Assessment
Forms**

- Form 1 - Disaster Damage Assessment and Emergency Operations Center
- Form 2 - Threshold for Assessment
- Form 3 - Log of Disaster Activity
- Form 4 - Damage Assessment Directory
- Form 5 - Critical and Special Facilities
- Form 6 - Activating the Damage Assessment Teams Telephone Tree
- Form 7 - Initial Desk Report (IDR)
- Form 8 - Daily Activity Report
- Form 9 - Emergency Work Form Daily Work Summary
- Form 10- Preliminary Estimate of Eligible Disaster Work
- Form 11- Preliminary Damage Assessment PDA - Additional Information
- Form 12- Preliminary Damage Assessment PDA - Residential
- Form 13- Preliminary Damage Assessment PDA - Business
- Form 14- Preliminary Damage Assessment PDA - Public Facilities
- Form 15- Preliminary Damage Assessment PDA - Agriculture
- Form 16- Preliminary Damage Assessment PDA - Summary
- Form 17- Interim Damage Assessment IDA - Additional Information
- Form 18- Interim Damage Assessment IDA - Residential
- Form 19- Interim Damage Assessment IDA - Business
- Form 20- Interim Damage Assessment IDA - Public Facilities
- Form 21- Interim Damage Assessment IDA - Agriculture
- Form 22- Interim Damage Assessment IDA - Summary
- Form 23- Final Damage Assessment FDA - Additional Information
- Form 24- Final Damage Assessment FDA - Residential
- Form 25- Final Damage Assessment FDA - Business
- Form 26- Final Damage Assessment FDA - Public Facilities
- Form 27- Final Damage Assessment FDA - Agriculture

Form 28- Final Damage Assessment FDA - Summary
Form 29- Economic Impact Analysis

D A M A G E A S S E S S M E N T


