



**ESF #14 – DAMAGE ASSESSMENT
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ESF #14 – DAMAGE ASSESSMENT

Primary Agencies:	EOC Damage Assessment Group Miami County Auditor Miami County Emergency Management Agency
Support Agencies:	Local EMS Local Fire Service Organizations Local Law Enforcement Miami County Department of Development Miami County Sanitary Engineering Miami County OSU Extension Service Ohio Emergency Management Agency Federal Emergency Management Agency American Red Cross Citizen/Group Volunteers Ohio Farm Bureau Volunteer Organizations Assisting in Disasters (VOAD) Farm Services Agency (federal for Miami County)
Related Federal ESFs:	ESF #14: Long-Term Community Recovery and Mitigation
Ohio Revised Code:	Section 5502

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to describe those procedures to be followed in the assessment of damages resulting from natural or man-made disasters or other major incidents. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. SITUATIONS

1. Most hazardous events that may affect the county have the potential to cause damage. A planned damage assessment procedure is essential for effective response and recovery operations.
2. A preliminary damage assessment produces a descriptive measure of the severity, requirements for response and recovery, effectiveness of initial response operations, and requirements for supplemental assistance.

3. Damage assessment covers two (2) broad categories of information: public damage and private damage.
 - a. Public Damage
 - i. Estimates of damage to government-owned facilities such as public buildings, sewage and water treatment facilities and other publicly-owned utilities, roads, bridges, parks, public schools, etc.
 - ii. Estimates of cost to government's emergency response, i.e. cost of debris removal, police and fire overtime, protective measures taken, etc.
 - iii. The impact of a disaster on the public sector should include:
 - Loss of Tax Base
 - The affected government's annual and maintenance budget (which would reveal the entity's financial ability for recovery).
 - Lack of resources available from the public sector to meet the needs of the private sector.
 - Economic condition of community (normal or depressed).
 - Substantial loss of public-owned utilities to private sector which would create hardship on even those residents who sustained minimal or no damage, etc.
 - b. Private Damage
 - i. Estimates of people displaced and in need of housing; also, number of persons in shelters.
 - ii. Number of persons injured; number of verified fatalities.
 - iii. Degree and dollar estimate of damage to private property including single family homes, multi-family homes, mobile homes, businesses, operating farms, and personal possessions.
4. Degree of structural loss is defined in the following manner:
 - a. Destroyed: Total loss; not repairable
 - b. Major Damage: Significant structural damage; requires extensive repairs
 - c. Minor Damage: Non-structural damage, requires minimal repairs
 - d. Affected: Minimal and/or cosmetic damage
5. The degree of structural loss, as defined above for damage assessment purposes, is based on actual structural damage and not on the financial capability of the victim to make the repairs.

6. The impact to the private sector stricken should include unemployment estimates due to businesses shut down, number of stricken on fixed income, lack of insurance, needs of the elderly, minority problems, and a general update on unmet needs in the community as a result of the incident.

B. ASSUMPTIONS

1. A timely, accurate assessment of damages to public and private property will be a vital concern to county officials and will have a direct impact on the execution of recovery efforts.
2. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.
3. The following state and/or federal Disaster Relief Programs may be available:
 - a. Emergency Needs
 - b. Debris Clearance
 - c. Temporary Housing Assistance
 - d. Emergency Food Stamps
 - e. Unemployment Assistance
 - f. Mortgage Assistance
 - g. Social Security Assistance
 - h. Crisis Counseling
 - i. Consumer Protection
 - j. Health and Safety Inspections
 - k. Individual and Family Grants
 - l. Disaster Loans (SBA/FEMA)
 - m. Assistance to Farmers
 - n. Assistance to Aging
 - o. Veterans Assistance
 - p. Tax Assistance
 - q. National Flood Insurance/Info.
 - r. Commercial Insurance
 - s. Hazard Mitigation
 - t. Additional Services

III. CONCEPT OF OPERATIONS

A. GENERAL

1. The responsibility for damage assessment ultimately lies with local government entities. Damage assessment personnel must be trained in order to provide fast and accurate information to the EOC so that effective response and recovery efforts may be utilized. Many financial assistance programs at the state and federal levels require extensive damage assessment information.
2. The Damage Assessment Group is organized as a part of the Emergency Operations Center (EOC) staff. This group is directed by the Damage Assessment Coordinator (*County Auditor*).

3. The Damage Assessment Group will coordinate all damage assessment activities. Elected officials, their representatives and all available sources will collect disaster related damage information and intelligence for their respective jurisdictions, including any unincorporated villages and townships. As soon as possible they will report via telephone/radio, fax, or other means to the EOC Damage Assessment Group.

B. ASSESSMENT OPERATIONS

1. In order to provide for the collection and analysis of disaster-related damages, a Damage Assessment Section (DAS) headed by the Damage Assessment Coordinator (*County Auditor*) will be formed in the EOC during disaster or emergency situations. This section will coordinate all personnel involved in damage assessment activities and shall forward the most current and accurate damage assessment information to the EOC Assessment Group for use in coordinating disaster response. This information is also needed by the Operations Group to direct response and recovery efforts.
2. It is necessary to obtain information from a number of sources to gain an accurate and complete assessment of the situation. The EOC (Assessment Group) will provide the DAS with reports and messages from local emergency forces. The assessment section may make on-site survey requests to the EOC Operations Group or may perform on-site surveys on their own, as may be required.
3. Maps, logs, tabulations and other appropriate information will be maintained in the EOC by the Damage Assessment Section so as to provide comprehensive information on disaster damages at all times.
4. The DAS will provide all reports and documentation by categories of public damages (government infrastructure) and private damages (individuals, residences, personal property, injuries, deaths, etc.) and location of damage to the Assessment Group and the MCEMA Director for submission to the State when making a request for disaster Declaration or Proclamations of Emergency. This initial report (*Windshield Report or 12-Hour Initial Disaster Report*) should be forwarded to the State within 12 hours or less after the incident. This Incident report provides basic information to the State concerning initial damage and response activities.
5. The EOC will continue to provide assessment updates to the State EMA, utilizing the Damage and Needs Assessment (*Form AGN-0035*). This form serves as the primary instrument to determine whether criteria exist for State and/or Federal assistance.

6. If state assistance has been requested for local recovery operations and the state has determined that the criteria for federal aid may exist in the stricken community, the EOC will provide updates of its assessment to the OEMA every three (3)-four (4) hours if possible, or as soon as new information becomes available. This information is vital to state response and/or to the state's request for federal assistance.

C. PUBLIC DAMAGE ASSESSMENT

1. Public damage assessment will be the responsibility of government employees.
2. Assessment of damages to public buildings (city or county) is the responsibility of the City/County Engineer.
3. Damage assessment of county roads, bridges and culverts will be accomplished by the County Engineer, and assessment of city streets will be by the City Street Commission, Public Works Director, or City Engineer.
4. Assessment of damages to government-owned utilities (to include water control facilities) will be accomplished by the Department of Public Works officials with assistance from the utilities' own employees.
5. Assessment of damages to facilities located in publicly supported parks and recreation areas is the responsibility of the Board of Park Commission or Parks and Recreation Departments.
6. Assessment of damages to schools will be accomplished by the school districts and City or County School Superintendent.
7. Assessment of damages to private non-profit facilities (hospitals, libraries, museums, volunteer fire departments, EMS units, etc.) is the responsibility of each organization.
8. Assessment of damages to public utilities (Electric, gas, telephone service providers, etc.) is the responsibility of each organization.
9. Additional damage assessment teams may be activated by the EMA Director or designee as needed. These teams are made up of volunteers trained in Damage Assessment and will work under the guidelines established through the Volunteer Reception Center (VRC) and under the direction of the Damage Assessment Coordinator. VRC guidelines are located in the Supplemental Plans Book.

D. PRIVATE DAMAGE ASSESSMENT

1. Private damage assessment will fall under the direction of the Damage Assessment Coordinator, the County Emergency Management Director, and agencies involved in disaster response.

2. Damages, injuries, or fatalities sustained by private businesses or individuals will be collected by the DATs. The American Red Cross (ARC) will conduct an independent damage assessment survey to analyze the situation and determine human necessities. The results of the ARC Survey will be useful as a cross-check. Additional DATs may be activated by the EMA Director or designee as needed. These teams are made up of volunteers trained in Damage Assessment and will work under the guidelines established through the VRC. VRC guidelines are located in the Supplemental Plans Book.

E. AGRICULTURAL DAMAGE ASSESSMENT

1. Agricultural damage assessment will be the primary responsibility of the local Farm Services Agency.
2. Assessment of agricultural damage will be accomplished by the local Farm Services Agency and has agreed to share information if requested. All information will be provided to the Ohio EMA through the State Department of Agriculture.

F. FEDERAL INVOLVEMENT

1. Federal assistance is requested by the state.
2. Under ESF #14 of the National Response Framework (NRF), federal forces may assist in predictive modeling for preliminary damage assessments, if time permits.
3. Federal assistance may be available to identify recovery projects that could/should be quickly implemented.
4. In collaboration with the Ohio EMA, federal agencies may designate staff to evaluate damage and losses avoided due to previous mitigation actions, and developing new priorities for future mitigation in the affected area.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. The Damage Assessment Group will consist of elected officials, city, village, and township representatives, EMA staff, and/or other necessary personnel. This is an administrative group that oversees the damage assessment process.
2. The Damage Assessment Coordinator, an EOC staff position, shall be responsible for estimating, collecting, recording, evaluating, and disseminating intelligence to those concerned on the loss, suffering or harm resulting from a disaster.

3. The Damage Assessment Section (DAS) will be comprised of regular public employees or officials who will assume damage assessment responsibilities whenever a disaster strikes the community. Mobilization will occur upon notification provided by the MCEMA Director.
4. Radiological Defense Analysis is a part of the Damage Assessment Section. The EMA Director or Health Commissioner will compile information on contamination to people and property if radiation is involved in the emergency.
5. Under operational conditions, the DAS will utilize information normally reported to the EOC by first responders and government officials. The DAS may initiate on-site inspections.
6. If the disaster is large-scale, previously assigned and trained volunteers can be utilized for on-site inspections and reporting to the DAS.
7. The Damage Assessment Group must be flexible in its organization in order to respond to the variable conditions that will exist in any disaster incident. The MCEMA will maintain a 24-hour alert roster of personnel who will serve in the Assessment Group and on Damage Assessment Teams (DATs).

B. ROLES AND RESPONSIBILITIES

1. Damage Assessment Coordinator:
 - a. Analyze and estimate disaster-related conditions, determine the possibility for other issues that may develop, and advise officials of those findings.
 - b. Alert and activate the Damage Assessment Section and Damage Assessment Teams (DATs).
 - c. Provide just-in-time training for all DATs prior to deployment if needed.
 - d. Assist in DAT briefings concerning procedures, checklists, forms, detailed maps of affected areas, point of contact in affected areas, specifics of the disaster, reporting the assessment information, and procedures for verifying damage assessment information.
 - e. Provide updated disaster information to the Executive Group.
 - f. Coordinate with the Damage Assessment Group the priority of debris clearance.
 - g. Assist and finalize the collection of damage assessment data and preparation of the report to be forwarded to the State.
2. MCEMA Director:

- a. Maintain and coordinate with local and state officials on public and private damage assessment activities, create, and maintain a contact distribution list of all parties. Record keeping material and instructions will be distributed to all partners in the affected areas for possible reimbursement in a timely manner.
 - b. Preparation of the Ohio Damage Assessment Summary Report, which must be verbally called in prior to forwarding to the Ohio EMA if state and/or federal involvement is formally requested by responsible government officials during the emergency/disaster.
 - c. Advising the proper local government officials of the data the damage assessment reveals, i.e. the need for action by health or building inspection departments due to unsanitary or unsafe conditions, the need for response by government engineering departments if road or bridge collapses are reported, etc.
3. Law enforcement and/or Fire/EMS Service Agencies:
- a. Number of fatalities (by name and/or address to avoid reporting duplications).
 - b. Number of injured (by name and/or address to avoid reporting duplications).
 - c. Other pertinent information that may become available to them during their response (evacuations, structural damage).
 - d. If sufficient personnel are available, law enforcement and/or fire service personnel may be called upon by the DAS to perform door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Utilization of personnel for this purpose is preferable, in that these individuals are uniformed, ID carrying and often recognized representatives of local government to whom survivors can entrust personal information.
4. Affected City/County Tax Department/Auditor/Treasurer:
- a. The value of the stricken public/private properties.
 - b. The annual and maintenance budgets of the affected communities and other vital related data which may reflect the affected government's inability to financially recover.
 - c. If a substantial loss of tax base for the affected community will result from the disaster, these individuals should provide data in that regard for inclusion in the damage assessment report.
 - d. General demographic data which reveal considerable needs within the community as a result of the disaster.
 - e. Estimated or actual data of insurance coverage in stricken private/public sites.

- f. Average income of stricken individuals.
- g. Unemployment statistics of the affected area in non-disaster periods.
- h. Statistics on unemployment caused as a direct result from the disaster damaging businesses and an estimate of long-range needs for Federal Disaster Unemployment Assistance.
 - i. Minorities, handicapped, and elderly affected and to what degree.
 - ii. Numbers of affected on a fixed income and/or supplementary government assistance.
- 5. A County Extension Agent and a Farm Service Agency Board Member should be included in the DAS if the agricultural community has been affected to any significant degree to assure that operating farm losses are included in the damage assessment report. This information is vital if federal aid is to be sought to assist the agricultural community in recovery.
- 6. Northern Miami Valley Ohio Chapter Red Cross:
 - a. Report the number of shelters opened and survivors sheltered therein.
 - b. Report pertinent data their own damage assessment may reveal concerning the impact of the disaster on the community.
 - c. What needs the Red Cross can and cannot meet within the stricken community.
 - d. Assist with Damage Assessment if possible

V. DIRECTION AND CONTROL

- 1. During emergency situations, the Damage Assessment Coordinator will operate from the EOC and will coordinate damage assessment activities. All damage information will be posted in the EOC. Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response activities. County, city, and township resources, including the private sector, will be relied upon for most of the work, with support from state, federal, and other jurisdictions as it is available.
- 2. When the disaster is confined to the boundaries of, or inclusive of a city or incorporated village, the Chief Executive of that entity should provide personnel for staffing in the DAS and shall be responsible for reporting to the group all damage assessment data pertaining to his/her jurisdiction.

3. When the disaster has caused damage to townships or unincorporated areas, the Chief Executive or Trustee President of those jurisdictions should see to it that their entity is represented in the DAG, and also shall be responsible for reporting all damage assessment data concerning their jurisdiction to the DAS.
4. Operating Guidelines (OGs) should be developed by these separate entities to ensure that all vital damage assessment information is relayed to the county EOC/DAS; this cooperative effort among county and local government officials is vital if state or federal assistance is to be requested.
5. If the disaster has caused damage to county-owned properties, the County Facility and Maintenance Director is tasked to report damage assessment data to the DAS as information becomes available, and will be required to provide representation within that section as may be necessary.
6. All requests for Proclamations or Declarations of Emergency shall be coordinated through the EOC Damage Assessment and Executive Groups.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the damage assessment function is as follows:
 1. Damage Assessment Coordinator
 2. Miami County EMA Director
 3. Miami County EMA Staff

VII. ADMINISTRATION AND LOGISTICS

- A. SURVEY TEAMS
 1. Damage assessment survey teams will consist of designated county, city, and township employees, if possible. Private sector personnel will be used to supplement existing team members as necessary.
 2. Most damage assessment resources will come from local sources. If state (Damage Assessment Teams) or federal resources are requested, they must be done so in accordance with the National Incident Management System (NIMS). See ESF #7 (Resource Management).

B. RECORDS AND REPORTS

1. Survey Team Reports

- a. Each damage assessment survey team will collect data on damage assessment forms and such information will be compiled onto a summary sheet by the team leader
 - b. The team leader will deliver the summary sheet and all completed forms to the DAS in the EOC or staging location.
 - c. The Damage Assessment Coordinator will compile damage assessment reports for each affected jurisdiction. County damage will be reported separately.
 - d. The Emergency Management Agency Director will submit the comprehensive damage assessment report to the state.
 - e. Only official photographs that support damage assessment are permitted and must be downloaded into a data base at the EOC. All other forms of recording the damage for personal use are strictly forbidden.
2. In the event local government has officially requested federal assistance through the Ohio EMA and the state damage assessment form(s) submitted by the county Emergency Management Agency is indicative that recovery is beyond the means of local government capacity, the Ohio EMA may arrange for a State/Federal Preliminary Damage Assessment (PDA) to occur on-site. The PDA will reveal whether or not the criterion exists for a Presidential Declaration or other federal program assistance.
 3. If the PDA has been arranged by the state to occur at the disaster site, a meeting will be arranged prior to the survey for local public officials of the affected communities. This site location and all activities will be coordinated by the EMA Director or designee. Those officials must attend this meeting if they want their community's damages included in the state/federal assessment. They must bring with them to the meeting supporting documentation of damage or loss.

C. CRITICAL FACILITIES

1. A list of critical facilities (communications, key administrative, and operational sites) is to be kept on file at the Emergency Operations Center.

VIII. ESF DEVELOPMENT, MAINTENANCE AND TRAINING

1. The Damage Assessment Coordinator and the EMA Director are responsible for reviewing this ESF and compiling new/updated information on an annual basis,

commencing one (1) year from the approval date of this document, or more often as necessary.

2. The MCEMA Director is responsible for distributing changes to this ESF.
3. All agencies, departments, and organizations with a role in emergency damage assessment and recovery, as outlined in this ESF, are responsible for developing and maintaining OGs, mutual aid agreements, personnel rosters including 24-hour emergency telephone notification numbers, and resource inventories.
4. The MCEMA will provide training and coordination as needed for the damage assessment organizations.
5. With support from the MCEMA, all agencies, departments and organizations with a role in cost recovery should provide training opportunities on an as-needed basis to their staff.

IX. LIST OF APPENDICES AND ANNEX

Appendix 1 – 24 Hour Initial Disaster Report

Appendix 2 – Damage and Needs Assessment Report

Annex 1 - Damage Assessment

X. AUTHENTICATION

April 25, 2019
Date

Wood W. Starks
Damage Assessment Coordinator

4/30/19
Date

Kenneth T. J.
EMA Director

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1 TO ESF #14

24 HOUR INITIAL DISASTER REPORT

Prepared By: _____ Initial Report
 _____ Follow-Up Report

Date: _____ Time: _____ AM/PM

Reporting Person: _____
 (NAME) (TITLE) (PHONE)

Incident Data: _____
 (COUNTY) (NEAREST CITY) (POPULATION)

Incident Date: _____ Time: _____ AM/PM

Direction to Location: _____

Cause of Incident (if known): _____

Type of Incident

<u>Natural</u>	<u>Hazmat</u>	<u>Nuclear</u>	<u>National Security</u>
_____ Flood	_____ Stationary	_____ Stationary	_____ Attack
_____ Tornado	_____ Transportation	_____ BVNPS	_____ Civil Disturb.
_____ Water Shortage	_____ Highway	_____ PNPP	_____ Terrorism
_____ Winter Weather	_____ Railway	_____ Other	_____ Other
_____ Power Outage	_____ Water		
_____ Other	_____ Other		

Description of Incident: _____

Local Actions Taken:

Emerg. Declared: Yes _____ No _____ EOC Activated: Yes _____ No _____ Field CP: Yes _____ No _____

Media Alerted: Yes _____ No _____ EAS Activated: Yes _____ No _____ Yes _____ No _____

_____ Property Damages _____ (\$ Est. Private) _____ (\$ Est. Public)

_____ Evacuation _____
 (# of People) (# Shelters Open) (Area Affected)

_____ Sheltering _____
 (# of People) (# Shelters Open) (Stranded/Isolated)

_____ People Impacted: _____
 (# Injuries) (# Hospitalized) (Deaths)

Other: _____

Agencies Involved (Indicate "x" or Number if Known):

_____ Local _____ EMA _____ Law _____ Fire _____ EMS _____ ARC
 _____ Utility _____ State _____ EPA _____ ODNR _____ PUCO _____ OFM

Assistance Requested (Enter Number)

Water Trailer _____ Water Pipe _____ Quantity _____

Generators _____
(KW Size) (Phase) (Connection Type)

Other: _____

Recommendations: _____

Distribution (# Copies)

_____ DD (1)	_____ SSB (2)	_____ O&T (4)	_____ TH/HZ (2)
_____ SDO (1)	_____ CS (1)	_____ DAB (1)	_____ PIO (1)
_____ PPP (1)	_____ ONG-MS (1)	_____ Forms Attached	

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2 TO ESF #14

DAMAGE & NEEDS ASSESSMENT REPORT

Call in this data
before mailing form.
(614) 889-7150

A. Name of Subdivision & Population		B. Name of County & Population		INTERNAL USE ONLY	
C. Type of Disaster & date of Occurrence		D. Area Primarily Affected (East, NE, All)		Date Recorded	
(If flood or winter storm provide additional information requested on the back of this form.)				Time Recorded	
E. Contact Address:		Name & Title: Phone: ()		Source	
PUBLIC DAMAGES					
A. DEBRIS CLEARANCE			E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT		
Public Roads & Streets	\$		Public Buildings Damages #	\$	
Public Property	\$		Destroyed #	\$	
Other	\$		Building Contents	\$	
			Vehicles/Equipment	\$	
			Insurance Coverage	%	
	TOTAL	\$		TOTAL	\$
B. PROTECTIVE MEASURES			F. PUBLIC UTILITIES (PUBLICLY OWNED)		
Emergency Temporary Repairs	\$		Water Systems	\$	
Flood Protection/Sandbagging	\$		Water Treatment Plants	\$	
Barricades, Signs	\$		Sewage Treatment Plants	\$	
Security/Search & Rescue	\$		Sewers Length – (Ft)	\$	
			Length – (Ft)	\$	
Other	\$		Other	\$	
			Insurance Coverage	%	
	TOTAL	\$		TOTAL	\$
C. ROAD SYSTEMS			G. PARKS & RECREATIONAL (PUBLICLY OWNED)		
Roads	Type	Miles	\$	Parks	\$
	Type	Miles	\$	Recreational	\$
Bridges	Damaged #		\$	Other	\$
	Destroyed #		\$		
Culverts	Damaged #		\$	Insurance Coverage	%
	Destroyed #		\$		
ACCESS PROBLEMS					
YES	NO	TOTAL	\$	TOTAL	\$

AGN-0035

“THIS IS NOT AN APPLICATION FORM”

D. WATER CONTROL FACILITIES		H. SCHOOLS & PRIVATE NON-PROFIT FACILITIES	
Dikes	\$	Public Schools Damaged #	\$

Type	Miles	\$	Destroyed #	\$
Bridges Damaged #		\$	Other Schools Damaged #	\$
Destroyed #		\$	Destroyed #	\$
Culverts Damaged #		\$	Private Utility	\$
Destroyed #		\$	Other	\$
ACCESS PROBLEMS			Insurance Coverage	%
YES	NO	TOTAL	TOTAL	\$
I. CURRENT COMMUNITY BUDGET INFORMATION				
1) Annual Budget		\$	2) Road Budget	
3) Public works Budget		\$	3) Date Fiscal Year Begins	
PRIVATE DAMAGE				
J. INDIVIDUAL			K. BUSINESS/INDUSTRY	
Resid. Struct.	Destroyed #		Business	Destroyed #
Mobile Homes	Major #			Major #
Farm Houses	Minor #			Minor #
			Number now Unemployed	#
			Estimated Duration	#
Insurance Coverage	%		Insurance Coverage	%
L. AGRICULTURAL				
Farm Buildings	Destroyed #		Crops	Destroyed #
	Damaged #			Damaged #
Machinery/Equip.	Destroyed #		Livestock	Destroyed #
	Damaged #			Damaged #
M. OTHER INFORMATION			N. ADDITIONAL DISASTER INFORMATION	
Deaths	#		<i>If a Flood or Winter Storm</i>	Quantity
Injured	#			Duration
Hospitalized	#		<i>If Flood, Type:</i>	
Evacuated	#		Sewer Backup:	Creek River Overflow:
Sheltered	#		Sheet Flow:	Other:
Isolated	#		How Long Underwater:	
			Does Water Contain Harmful Chemicals?	
			If Yes, What Chemical?	
GENERAL COMMENTS				
(List any pertinent information about the stricken community/survivors which will impact on their recovery from this incident.; i.e., insurance factors, long term unemployment or temporary housing needs, Additional information concerning the community, and comments on either the public or private losses which indicate a need for outside assistance should be explained here. Use additional sheets if necessary.)				

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

ANNEX 1 TO ESF #14

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Agencies

Primary Agency

- Miami County Emergency Management Agency
- Miami County Auditor
- Miami County Farm Service Agency

Support Agencies

- American Red Cross, Northern Miami Valley Chapter
- Miami County Community Development
- Miami County Engineer’s Office
- Miami County OSU Extension Office/Farm Bureau
- Miami County Public Transit
- Citizen/Group Volunteers
- Political jurisdiction representative

Introduction

Purpose

1. Emergency Support Function (ESF) #14 – Damage Assessment Tab A details the process for the emergency coordination of Damage Assessment (DA) activities and is intended to coordinate the operations of assessing the overall damage (in dollars) to public and private property and includes: loss sustained to businesses, residential properties, infrastructures, and agricultural sectors.
2. The damage assessment process consists of a series of activities designed to allow local government to develop a coordinated picture of the overall impact of an incident and to establish priorities for post-disaster recovery efforts.
3. This information provides a basis and substantiation for requesting a formal Disaster Declaration, State and Federal assistance, as well as the degree and type of assistance needed.
4. Safety focused inspections of buildings, roads and bridges are another critical piece of the damage assessment process.

Scope

The DA Tab is divided into four (4) units: Rapid Assessment (RA), Initial Damage Assessment (IDA), Preliminary Damage Assessment (PDA), and Emergency Permitting and Inspections.

Policies

1. The Miami County priority will be to protect lives, property and the environment.
2. Each jurisdiction is to develop the capability to ascertain after a disaster, or other major event, what has happened to departmental personnel, facilities, equipment, and service delivery capability, including what can be done about the situation with existing resources, and what specific needs exist to maintain or re-establish agency capabilities to respond to the situation.
3. When responding to an incident of countywide significance, the primary agency will develop work priorities in cooperation with local government officials and in coordination with the Incident Commander (IC).

Situation

1. A major emergency or disaster may cause extensive damage to public and private property and infrastructure, regardless of the hazard.
2. Damage Assessments help to define the severity and magnitude of loss and directs the attention of resources necessary to cope with the situation.
3. Jurisdictions within the County share responsibility for DA and provide information regarding damages and costs to the Emergency Operations Center (EOC).
4. Public facilities that directly impact the preservation and quality of life will be given the highest priority.
5. Accurate DA documents substantiate the need for State and Federal assistance and are required for obtaining a State and Federal Disaster Declaration.
 - 1.1. Assistance from a State and/or Federal Declaration could include:
 - 1.1.1. Technical Assistance
 - 1.1.2. Resources
 - 1.1.3. Individual Assistance (IA) - for residents
 - 1.1.4. Public Assistance (PA) - for government
6. DA will be performed on an urgent basis to provide initial estimates of damage and will be initiated as soon as practical following a disaster.
7. The use of designated report forms will ensure the required data is collected.

8. First responders will identify areas of damage through Rapid Assessment, but will be unable to individually assess and process damage details.
9. Additional reports from jurisdictions may be requested by The Emergency Management Agency (EMA) depending on the magnitude.
10. The Damage Assessment Teams (DATs) representative will report directly to the ESF#11- County Auditor's Office Representative in the EOC or predetermined site.
11. DATs will be required to conduct field assessments. Appendix 2 – Disaster Related Inspections List, will provide a chart representation of each of the following organization's focus of assessment.
12. DATs are made up of trained personnel from:
 - i. American Red Cross (assesses human needs)
 - ii. Agricultural Society/Farm Services Agency (assesses agricultural losses)
 - iii. Community Development (assesses structural integrity)
 - iv. Emergency Management Agency (assesses Individual and residential structural damage)
 - v. Engineer's Office (assesses structural integrity of roads, bridges, and public buildings)
13. DATs may need assistance by public works or law enforcement personnel to reach the damaged locations.
14. DATs can expect to experience trip/fall hazards, structural or transportation hazards, loose animals, people defending property, and other deterrents to their operations.

Assumptions

The following are assumptions made in the planning process for this ESF:

1. DA will be undertaken at different periods. An initial rapid assessment will be done with a detailed assessment to follow.
2. Properly implemented, this plan will expedite relief and assistance for those adversely affected.
3. Accurate DA also supports post-disaster recovery and mitigation efforts that could result in building codes and land use regulations.
4. Ohio EMA will provide assistance and guidance in developing DA Reports.

Concept of Operations

General Information

Each Public Works organization will maintain authority within its own jurisdiction.

However, during a countywide disaster, all DA will be coordinated from the EOC by the ESF#14 County Auditor Representative. Information collected will be displayed in the EOC using charts and GIS maps.

1. Damage Assessment

DA covers two (2) broad categories of damage – Public and Private.

1.1. Public Damage includes:

- 1.1.1. Damages to government owned facilities such as public buildings, utilities, infrastructure, etc.
- 1.1.2. Cost to government emergency response, cost of debris removal, first responder overtime, protective measures, etc.

1.2. Private Damage includes:

- 1.2.1. The number of businesses having structural damages.
- 1.2.2. Residential structures (including apartments) that have sustained damage.
- 1.2.3. Agricultural losses to include buildings, equipment, crops and livestock of operating farms.

2. Damage Categories

Damage Assessment of structural loss comes in four (4) categories:

- 2.1. Destroyed – Total loss; not repairable
- 2.2. Major Damage – Significant structural damage; Requires extensive repairs
- 2.3. Minor Damage – Non-structural damage, requires minimal repairs
- 2.4. Affected – Minimal and/or cosmetic damage

3. Damage Assessment Phases

In order to adequately and accurately assess the damage to public and private structures and infrastructure, DA happens in four (4) phases;

- 3.1. Rapid Assessment (RA) – Takes place during or within the first few hours after an incident and focuses on life-saving needs, imminent hazards, and critical lifelines. This helps to determine the nature, magnitude and scope of the event.
- 3.2. Initial Damage Assessment (IDA) – The initial financial assessment to damages to the public and private sectors, which is typically conducted and reported to Ohio EMA within 36 hours and again within 72 hours.

- 3.3. Emergency Permitting and Inspections – This takes place in conjunction with the IDA when possible, however a technical specialist may have to conduct separate inspections of roads, bridges and severely damaged structures.
- 3.4. The Preliminary Damage Assessment (PDA) is a more formalized process to document the damage based on Initial DA reports submitted to the State on the IDA. PDA is a joint assessment with local/state/ and federal assessors and is the basis for determining whether supplemental federal assistance is necessary.

4. Rapid Assessment

- 4.1. Local government officials will conduct a drive-by survey of damages within their jurisdiction using all available sources (police, fire, citizen call-in reports, etc.) and can report verbally (or use the template provide in Appendix 3 – Rapid Assessment) to the EOC.
- 4.2. These reports will be the basis for the following Initial and Preliminary Damage Assessments conducted by the County DATs. General guidelines for Rapid Assessment include:
 - 4.2.1. Drive by and observe, do not stop.
 - 4.2.2. Look for the entire perimeter of the damaged area.
 - 4.2.3. Survey as many streets as possible, noting addresses with extensive damage.
 - 4.2.4. Take as many pictures as possible to record the severity and type of damage.
 - 4.2.5. Report any hazardous conditions to the established IC and/or EOC.
 - 4.2.6. Refer media personnel to County PIO at the EOC.
- 4.3. The EOC, as determined by the Damage Assessment Coordinator, will collect the data and compile information from the local jurisdiction on the Rapid Assessment form for submission to Ohio EMA within 12 hours of an incident.

5. Initial Damage Assessment

- 5.1. Miami County’s trained DATs will be dispatched from the predetermined staging point by the Damage Assessment Coordinator (see Appendix 4 – Damage Assessment Coordinator Checklist), given a briefing (see Appendix 5 – Damage Assessment Briefing Checklist), issued safety and communications supplies (see Appendix 6 – Damage Assessment Equipment Checklist) and assigned damage assessment locations.
- 5.2. If necessary, the DATs may make contact with the private property owners in order to obtain the necessary information. Homeowners should always be approached by a pair of DAT members that will have official County identification.

- 5.3. Ohio EMA requests that certain information be ascertained and compiled, including insurance information per household on private property. DATs will use the forms located in Appendix 7 – Initial Damage Assessment Form – Private Property, for each individual business or residence affected.
- 5.4. Once the DATs return from their field survey to the predetermined staging area, they will compile all individual reports onto the form Appendix 8 – Individual Assistance Damage Assessment - Summary Form to be submitted to Ohio EMA by the ESF #14 Damage Assessment Coordinator Representative within 36 hours, and again within 72 hours with any updates.
- 5.5. The dollar figures will be based on the information supplied by the Miami County Auditor's office.
- 5.6. The ESF #14 Damage Assessment Coordinator will compile the data, including financial information, on the form Appendix 9 - Damage and Needs Assessment Summary.
- 5.7. The Summary Form is to be submitted to Ohio EMA within 36 hours, and again within 72 hours with any updates.

6. Emergency Permitting and Inspection

- 6.1. Some buildings or structures may require further engineering evaluation to be performed. This is performed by technical staff to determine if buildings, roads, bridges, and other critical infrastructures are safe for use or occupancy.
- 6.2. The first priority for this assessment is to find the locations critical to response and recovery efforts, facilities essential for public health and safety and for the continuity of government.
- 6.3. The Lead Inspector or designee from the Department of Development will determine whether public and private property that has been damaged will need placarded, and affix signage to the structure appropriately which are: Dangerous, Limited entry, Habitable, Unaffected, and Approved. See Appendix 10 – Building Placards.
 - 6.3.1. Licensed personnel are the only people who have the authority to determine if a structure is safe for occupancy/use.
- 6.4. The Lead Inspector or designee will determine whether public or private property that has been damaged will need demolished. See Appendix 11 – Demolish Checklist.

7. Preliminary Damage Assessment

- 7.1. A FEMA/State joint team may visit local areas and view damages first hand, or ask the local assessment team for more detailed damage reports.
- 7.2. The results of either will determine if the impacts are severe enough to warrant a Federal Disaster or Emergency Declaration.
- 7.3. The EMA Director will coordinate this segment of the PDA with local elected officials and State and Federal representatives.

Responsibilities

This section describes responsibilities per agency/department that have roles and responsibilities in this plan.

1. Miami County Emergency Management Agency

- 1.1. Identify and ensure that Damage Assessment Team members from their department(s) are properly trained and equipped.
 - 1.1.1. Maintain proper forms and equipment in the DA kits.
- 1.2. Maintain ESF #14 Damage Assessment Representative in the EOC to liaison with agencies or jurisdictions regarding DA needs.
 - 1.2.1. Establish point of contact with officials of affected locations, and gather Rapid Assessment information from local jurisdictions.
 - 1.2.2. Determine DAT locations to survey
 - 1.2.3. Provide for a DA briefing.
 - 1.2.4. Advice local officials of DA information collected.
 - 1.2.5. Send required DA Reports to Ohio EMA.
- 1.3. Coordinate with the EOC Public Information Officer (PIO) to get DA instructions to the public through the media.
- 1.4. Arrange for transportation via Miami County Public Transit from staging area(s) to and from assessment areas.

2. American Red Cross

- 2.1 Identify and ensure that the Damage Assessment Team members from their department are properly trained and equipped.
- 2.2 Conduct human needs damage assessment with DATs.

2.3 Provide data collected to EOC for inclusion in reports.

3. Miami County OSU Extension

- 3.1. If needed, identify and ensure that Damage Assessment Team members from their department are properly trained and equipped.
- 3.2. Act as a liaison of information to the agriculture community if requested

4. Miami County Auditor’s Office

- 4.1. Maintain pre-disaster maps, photos, lists, etc. for DA purposes.
- 4.2. Produce maps of emergency locations:
 - 4.2.1. Road closures
 - 4.2.2. Damaged buildings
 - 4.2.3. Damaged Infrastructure
 - 4.2.4. Demographic data as needed
- 4.3. Assist in determining damage pattern recognition.
- 4.4. Assist in collecting financial information on damage reports.
 - 4.4.1. Evaluate if a substantial loss of tax base is apparent for an affected community.

5. Miami County Department of Development

- 5.1. Identify and ensure that DAT members from their department are properly trained and equipped.
- 5.2. Identify buildings requiring additional inspection.
- 5.3. Provide a “Disaster Inspector” to evaluate:
 - 5.3.1. Safety inspections of buildings and facilities.
 - 5.3.2. Condemnation and/or removal of properties that are uninhabitable.
- 5.4. Post appropriate signage to close a building.
- 5.5. Provide for demolition of damaged and/or abandoned structures posing a threat to health and safety.
- 5.6. Review the repair, reconstruction, and replacement of structures and expedite the permitting and inspection process of those locations identified through the DA process for compliance with building, land use, and environmental regulations for a speedy recovery as appropriate and feasible.

6. Miami County Engineer’s Office

- 6.1. Provide inspections of County roads, bridges, and culverts to determine the extent of damage and safety of use.
 - 6.1.1. Provide dollar estimates when possible.
 - 6.1.2. Although local jurisdictions are responsible for their own DA, the Engineer’s Office may provide technical assistance to City, Township, and Village jurisdictions as requested.
- 6.2. Provide data collected to EOC for inclusion in reports.
- 6.3. Act as the point of contact for all City, Village and Township Public Works departments.

Authorities and References

Refer to the Basic Plan for additional authorities and references.

Authorities

- 1. Ohio EMA, Public Assistance Program Handbook (2012)

References

- 1. Additional guidance regarding Damage Assessment can be found in ESF #14
- 2. Additional guidance regarding Debris Management can be found in ESF # 3.
- 3. Additional guidance regarding Emergency Management can be found in the County Emergency Management Plan.
- 4. Additional guidance regarding coordination of public information can be found in Direction & Control and ESF #15 Public Information & Warning.

Glossary

Definitions

Critical Infrastructure – Facilities whose services at that location are vital to the health and/or safety of the public or first responders.

Damage Assessment – The system process of collecting information about damages to infrastructure and buildings following a disaster, which includes the estimated cost for damage.

Damage Assessment Teams –Team possessing specific skills, training, and knowledge that can accurately and timely estimate damage.

Debris Removal – Process involving waste collection, separation, hauling and disposal.

Facilities – Locations where an organization’s leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities should be able to provide staff with survivable protection and should enable continued and endurable operations.

Incident Commander – Person who has statutory authority for managing an event on scene.

Individual Assistance – Financial or housing assistance provided to citizens or businesses who suffer losses in a disaster. The housing assistance is only for citizens.

Initial Damage Assessment – The initial financial assessment to damages to the public and private sectors, which is typically conducted within 72 hours.

Preliminary Damage Assessment – A joint assessment with local/state/ and federal assessors to identify and evaluate the magnitude and severity of damage. The PDA is the basis for determining whether supplemental federal assistance is necessary.

Public Assistance – Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

Rapid Assessment – Takes place during or within hours after an incident and focuses on life-saving needs, imminent hazards, and critical lifelines.

Recovery – The implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following an interruption or disaster.

Acronyms

ARC – American Red Cross

DA – Damage Assessment

DATs – Damage Assessment Teams

EMA – Emergency Management Agency

EMAC – Emergency Management Assistance Compact

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

FEMA – Federal Emergency Management Agency

GIS – Geographic Information System

IA –Individual Assistance

IC – Incident Commander

ICS – Incident Command System
IDA – Initial Damage Assessment
PA – Public Assistance
PDA – Preliminary Damage Assessment
PIO – Public Information Officer
PW – Public Works
RA – Rapid Assessment
SOG – Standard Operating Guide
SOP – Standard Operating Procedure

Appendices

Appendix 1 – Disaster Related Inspections List
Appendix 2 – Rapid Assessment Form
Appendix 3 – Damage Assessment Coordinator Checklist
Appendix 4 – Damage Assessment Briefing Checklist
Appendix 5 – Damage Assessment Equipment Checklist
Appendix 6 – Initial Damage Assessment Form – Private Property
Appendix 7 – Individual Assistance Damage Assessment - Summary
Appendix 8 – Damage and Needs Assessment Form - Summary
Appendix 9 – Demolition Checklist

Appendix 1 – Disaster Related Inspections List

DISASTER-RELATED BUILDING INSPECTIONS LIST
 The purpose of this information is to summarize the inspections that could take place following a disaster incident or event in your community. Your property may be subject to some or all of these inspections. You are strongly encouraged to contact your local building zoning and/or floodplain administrator prior to repairing your damaged structure to ensure that all necessary permits are obtained.

Damage Assessment Related Inspections	Who Does the Inspection?	What Do They Inspect?	Why Are They Doing the Inspection?	When Do They Do the Inspection?	What is the Result of the Inspection?
State/Local/County (ARC) Damage Assessment Teams	Trained ARC Damage Assessment Personnel	Building structural occupant primary residences commercial/industrial/business mobile homes, etc.)	To determine what forms of ARC assistance is possible	Inspections are completed immediately after the incident as soon as it is safe to enter by local officials.	The information necessary from ARC to provide assistance has been identified and verified.
County Emergency Management Agency (CMA) and/or Local Officials	Representatives from county EMA offices and/or local officials	Business reported by residents and pre-identified risk areas	To gather initial damage data to identify the same and impact of the incident, identify resources needed for emergency response and/or recovery	Inspections are completed immediately after the incident occurs.	Information has been gathered to provide emergency response needed to save lives and protect property. - Reports to Joint Preliminary Damage Assessment (PJDA) team (file in the state database)
Joint (Federal/state/local) Preliminary Damage Assessment (PJDA) Teams	Local Emergency Management Agency (EMA) and Small Business Administration (SBA) personnel - State EMA - Local person with knowledge of location of damages	Incident-damaged occupied primary residences (a valuable, single-family business, mobile homes, etc.) SBA assesses businesses.	A Joint PJDA is required by Federal regulator to obtain the assistance to support state request for Federal disaster assistance.	Lines required by county EMA and following completion of local PJDA	The state has data to support a request for Federal assistance since FEMA and SBA have the data needed to respond to the state request if successful.
Safety/Rebuilding related Inspections	Who Does the Inspection?	What Do They Inspect?	Why Are They Doing the Inspection?	When Do They Do the Inspection?	What is the Result of the Inspection?
Local Building Officials	Certified building officials	Damage buildings	To ensure safety and liability inspections	Inspections are completed immediately after the incident and no sooner than the building is accessible.	Notification of accessibility structures is made to such as building success or a condemned/unsafe building to take necessary action for that will assist the local floodplain administrator coordinate in the structure or structurally damaged unit now to comply with necessary flood damage restoration regulations. A local building official may also determine if the building is safe to re-occupy.
Local Flood Plain Manager	Local floodplain administrator or certified building official	Structures within a 100-year floodplain that were built prior to the community's initial flood insurance rate map	This is one step in determining a structure's vulnerability to damage that could be caused by future flooding events.	Inspections occur in the first few weeks after the incident and when the structure is accessible.	In order for that will assist the local floodplain administrator coordinate in the structure or structurally damaged unit now to comply with necessary flood damage restoration regulations. A local building official may also determine if the building is safe to re-occupy.
Local Building/Permitting Officials	Building zoning and/or local floodplain administrator	Compliance of constructed replacement repairs to property and/or existing local building regulations	To ensure that repair or other planned construction meets local health and safety regulations	Beginning several days after the event and continuing during the recovery phase	Obtaining the local permit, verification of accuracy and any other required documentation to demonstrate compliance with local building zoning/floodplain regulations



Ohio Emergency Management Agency

Building Inspections List - April 2013

Appendix 2 – Rapid Assessment Form

Incident	Incident Date/Time:					County: Miami		
	Tornado <input type="checkbox"/>	Flood <input type="checkbox"/>	Winter <input type="checkbox"/>	HazMat <input type="checkbox"/> Facility <input type="checkbox"/> Transport.	Radiological <input type="checkbox"/> Power Plant <input type="checkbox"/> Other Site <input type="checkbox"/> Transport	Fire <input type="checkbox"/> Urban <input type="checkbox"/> Forest	Bomb <input type="checkbox"/> Threat <input type="checkbox"/> Explosion	Terrorism <input type="checkbox"/> Bio/Chem <input type="checkbox"/> Weapon <input type="checkbox"/> Hostage
	Event Description/Impacts:							
	Weather:							
Local Impact	Declaration: <input type="checkbox"/> Yes <input type="checkbox"/> No			By Whom:		Date/Time:		
	EOC Status: <input type="checkbox"/> Yes <input type="checkbox"/> No			Location:		Phone #:		
	CP Locations:							
	Response Actions Taken:							
Medical	# Injured:		# Fatalities:		Explain:			
	# Hosps:		Hospitals:					
Evacuation	# Evac:		Shelters:					
	# Shelt:		Evac Routes:					
Access	Roads Closed:							
	Bridges Closed:							
Damage	Homes:	#Dest	#Maj	#Min	#Aff	%Ins		
	Business:	#Dest	#Maj	#Min	#Aff	%Ins		
	Gov Bldgs:	#Dest	#Maj	#Min	#Aff	%Ins		
	Schools:	#Dest	#Maj	#Min	#Aff	%Ins		
	Churches:	#Dest	#Maj	#Min	#Aff	%Ins		
	Overall Economic Impact:							
% Impacted in:		Low Income:		Med Income:		High Income:		
Utility Outages	Elec:	Area:			Co.:		Return:	
	Gas:	Area:			Co.:		Return:	
	Phone:	Area:			Co.:		Return:	

MIAMI COUNTY EMERGENCY OPERATIONS PLAN – ESF #14 (DAMAGE ASSESSMENT)

	Sewer:	Area:	Co.:	Return:
	Water:	Area:	Co.:	Return:
Media	JPIC Activated: <input type="checkbox"/> Yes <input type="checkbox"/> No		Location:	Phone:
	EAS Activated: <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, Last Alert:	Next Alert:
	Media On-scene:			
Agencies On-Site	Local: <input type="checkbox"/> Fire <input type="checkbox"/> Law <input type="checkbox"/> EMS <input type="checkbox"/> EMA <input type="checkbox"/> ARC <input type="checkbox"/> Health <input type="checkbox"/> Engineer <input type="checkbox"/> Utilities <input type="checkbox"/> Other			
	State: <input type="checkbox"/> EPA <input type="checkbox"/> OSP <input type="checkbox"/> DOT <input type="checkbox"/> EMA <input type="checkbox"/> DOD <input type="checkbox"/> SFM <input type="checkbox"/> DNR <input type="checkbox"/> ODH <input type="checkbox"/> PUCO <input type="checkbox"/> Other			
	Federal: <input type="checkbox"/> EPA <input type="checkbox"/> USCG <input type="checkbox"/> USAR <input type="checkbox"/> FBI <input type="checkbox"/> DOE <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other:			
	Add'l State/Federal Assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, Explain:			

Actions Needed

Comments

Outline Activities to Undertake in Next 24-Hours:

Provide any Additional Information:

Appendix 3 – Damage Assessment Coordinator Checklist

- Coordinate all phases of damage assessment, including supporting agencies.
- Gather Rapid Assessment information from local jurisdictions.
- Prepare priority list of facilities with highest risk to public health, welfare and safety.
- Check with the local law enforcement and Fire Rescue for safety concerns.
- Set up damage assessment workspace in the EOC.
- Arrange Transportation through County Transit for DAT's (if possible)
- Establish contact and organize DATs:
 - Ensure DATs have proper equipment and paperwork.
 - Give DATs briefing.
 - Stress safety to DAT team leaders and members.
 - Go over DAT checklist.
 - Assign locations to assess.
 - Provide GIS maps if necessary.
 - Distribute phone and fax numbers and radio frequencies that will be used.
- Coordination with PIO for relevant damage assessment information needed for media reports and the public (damaged roads, bridges, extent of damage, etc.).
- Continue to coordinate field damage assessment activities.
- Keep track of weather forecast for each day's damage assessment field activities.
- Coordinate with Buildings and Grounds for the assessment of County buildings.
- Coordinate with Park District for damage assessment information.
- Coordinate with non-profits for damage information.
- Coordinate with school districts for damage assessment information.
- Secure services of other professionals, as necessary, to assist in damage assessment and repair strategies.
- Coordinate with GIS to support damage assessment data.
- Provide GIS damage assessment maps for EOC display.
- Advise EOC Manager of situation updates and resource needs.
- Collect, compile and maintain damage assessment records, including costs.
- Make initial disaster report to County, State and Federal officials.
- Coordinate with Finance for the tracking of disaster-related costs.
- Maintain unit log.

Appendix 4 – Damage Assessment Team (DAT) Briefing Checklist

General

- Provide current update concerning the disaster event.
- Review priority for buildings, roads, and bridges that are critical to response and recovery efforts.
- Designate team members and assign designated team leaders.
- Outline geographic areas affected by the event.
- Distribute prioritized list of sites/areas to be assessed and provide maps.
- Assign sites to specific DATs.
- Assign shift duration.
- Anticipate degree of damage and destruction that should be encountered.
- Designate level of detail needed for the damage assessment.
 - Windshield Survey, RA
 - Detailed house-by-house, IDA
- Stress importance of expediting the process (objective is to obtain information as accurately as possible with as little delay as possible).

Safety and Maneuvering

- Unstable/unsafe building, structures (ID and known areas).
- Review closed bridges, damaged roads, traffic detours and suggested routes.
- Potential Hazards that might be encountered and how to handle:
 - Downed electrical wires
 - Political unrest
 - Areas of high crime rates, looters
 - Earthquake aftershocks
 - Exposure to hazardous materials
 - Excessive noise, dust, smoke
 - Excessive exposure to sun
 - Contaminated air and water
 - Flash floods, high water
 - Adverse weather
 - Dogs, snakes, creepy things
 - Personal health factors to consider:
 - Stress

- Fatigue
- Poor eating
- Water quality
- Lack of sleep
- Injury

Equipment

- Provide transportation from staging area to assigned areas
- Assign team DA Equipment kits
- Check out radios, go over channels, talk groups or frequency information
- Verify call-out roster, phone numbers, radio call names and emergency contact information
- Review damage assessment forms and guidelines
- Provide pamphlets to distribute;
 - Provide list of emergency shelters, recovery centers, mobile feeding sites
 - Pamphlets explaining types of assistance, if available
 - Health and safety information, if available

Appendix 5 – Damage Assessment Team Equipment Checklist

- Clipboard
 - Damage assessment forms (check with Team Leader)
 - Damage Assessment Level Guide
 - Project Worksheet
 - Pens/ pencils
 - Note pads
 - Recovery flyers to distribute to residents/businesses
 - Safety pamphlets for residents/businesses
 - Referral flyers
- First aid kit
- Water bottles
- Maps
- Resource Directory
- Hand held radio (county/city supplied)
- Camera (if available)
- Safety vest – county supplied

Appendix 6 – Initial Damage Assessment Form –Private Property

**Ohio EMA Local Damage Assessment
Individual Assistance Worksheet Instructions**

As a member of the IA damage assessment team, your mission is to quantify primary residences and businesses impacted by the disaster; and to record information regarding the severity and magnitude of the event. The attached worksheet has been designed to be used in the field to record observed damages. For additional guidance on conducting an IA damage assessment, please refer to the on-line *Assistance Toolbox*, developed by the Ohio EMA.

Block A: Location

Information regarding the location of damaged or impacted primary residences can be recorded in one of several ways. A structure or group of structures may be identified by an individual address, a block of addresses (i.e. 5500-5565 North Street), or the name of a complex or park (i.e. apartments, condominiums or mobile home park). Please note, it is not necessary to capture each individual address. However, enough information should be provided that in the event of a joint Federal/State/local Preliminary Damage Assessment, damaged structures can be easily revisited. In the case of businesses record the name of the business and street address. You may want to capture businesses on a separate worksheet for ease in reporting the total number of businesses impacted.

Block B: Type of structure

Type of structure is defined as: single family (SF); mobile home (MH); apartment (apt); condominium (condo); or business (bus). Secondary homes are not quantified and should not be included in this section. However, information regarding impact to these structures should be provided under the comment section in Block G.

Block C: Status

Status refers to whether the occupant(s) are owners (O) or renters (R).

Block D: Depth of water

This block is utilized when assessing flood damages. Two (2) entries are required. First, determine where the water impacted the structure. Was the water in the basement, first floor living area, or both? Next, record the level of water that entered the structure. If the basement is full of water and entered the first floor living area, mark the basement as “FULL” and record the measurement of water on the first floor.

Block E: Insurance

It is important to determine the extent of applicable insurance coverage. In a flooding event, you will want to determine whether the occupants carry flood insurance. If the damage was caused by sewer back-up, the owner would need to carry a sewer back-up rider on their homeowner’s policy to be covered. For a wind event, it is important to note applicable insurance, either homeowners or renters, whichever applies.

Block F: Habitability

There are 4 degrees of damage: destroyed, major, minor and affected. Please reference the on-line *Assistance Toolbox* for illustrations and explanations of each of these categories. Based on criteria, record the degree of damage for each structure.

Block G: Comments

This section is used for notes, comments and additional information. Access issues and information regarding impact to secondary residences should be reported here. Occupants' phone number is optional.

Block H: Totals

Two sets of numbers are required. First, add the total number of primary residences for each degree of damage. Then, do the same for businesses. Report your findings to the IA damage assessment coordinator or designated point of contact.

Block I: State Use Only

Insurance and degree of damage will be vetted by the State and may be revised. Revisions will be discussed with the local assessment team and/or County EMA.

Revised October 2014

INDIVIDUAL ASSISTANCE											
County	Area	Date of PDA	Assessor's Name/Phone Number								
Location (Street Address, Apt/Condo, Complex, MH Park)		Type of Structure	Status	Depth of Water			Insurance		Local Preliminary Determination		State Use Only
		SF ___ MH ___ Apt ___ Condo ___ Business ___	Own ___ Rent ___	Basement ___ ft ___ in First Floor ___ ft ___ in Crawl Spc ___ ft ___ in	Flood ___ Homeowners ___ Renter ___ Sewer B/U Rider ___	D	Maj	Min	A		
Comments:											
Comments:											
Comments:											
Comments:											
Comments:											
Total for page:											

Appendix 8 – Damage and Needs Assessment Form – Summary

(614) 799-3665 (PH)		OHIO EMERGENCY MANAGEMENT AGENCY	
		PUBLIC DAMAGE ASSESSMENT FORM (Rev. APRIL 2014)	
* COUNTIES CAN CONSOLIDATE DATA FOR ALL IMPACTED ENTITIES/JURISDICTIONS OR CAN PROVIDE INDIVIDUAL ASSESSMENTS PROVIDED BY THOSE ENTITIES/JURISDICTIONS			
A. Name of Political Subdivision & Population		B. Name of County & Population	
C. Type of Disaster & Date of Occurrence		D. Area Primarily Affected (East, N.E, All)	
E. Contact Information			
Name: _____		Title: _____	
Email: _____		Phone: _____	
A. DEBRIS CLEARANCE		E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT	
Public Roads	\$ _____	Public Buildings	\$ _____
Public Property	\$ _____	Building Contents	\$ _____
Other	\$ _____	Vehicles/Equipment	\$ _____
		Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
TOTAL	\$ _____	TOTAL LESS INSURANCE COVERAGE	\$ _____
B. PROTECTIVE MEASURES		F. UTILITIES (PHYSICAL DAMAGE TO UTILITIES)	
Response (Fire/Police)	\$ _____	Power transmission/distribution	\$ _____
Protective Measures (sandbagging, etc)	\$ _____	Water/Sewer Treatment Plants	\$ _____
Public Works (barricades, temporary repairs)	\$ _____	Sewers	\$ _____
Emergency Power (e.g. generators)	\$ _____	Other	\$ _____
Other	\$ _____	Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
TOTAL	\$ _____	TOTAL LESS INSURANCE COVERAGE	\$ _____
C. ROAD SYSTEMS		G. PARKS AND RECREATIONAL (PUBLICLY OWNED)	
Roads (surfaces, signals, embankment failures, etc.)	\$ _____	Parks (shelter houses, playgrounds, etc.)	\$ _____
Bridges (damaged and destroyed)	\$ _____	Recreational (marinas, athletic facilities, etc.)	\$ _____
Culverts (damaged and destroyed)	\$ _____	Other	\$ _____
Access Problems YES or NO		Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
TOTAL	\$ _____	TOTAL LESS INSURANCE COVERAGE	\$ _____
D. WATER CONTROL FACILITIES		H. CURRENT COMMUNITY BUDGET INFORMATION	
Dikes/Levees	\$ _____	1) Annual Budget	
Dams	\$ _____	2) Public Works Budget	
Drainage Channels	\$ _____	3) Date Fiscal Year Begins	
Other	\$ _____		
TOTAL	\$ _____		
		GRAND TOTAL PUBLIC:	\$ _____
* If "Other" is used, please provide brief explanation			
* Category B - For your own labor, only overtime/comp time should be claimed			
* Utilize FEMA Schedule of Equipment Rates to calculate cost for using your own equipment			
* Categories E-G - Please indicated if there is insurance coverage and only claim up to a deductible if there will be insurance proceeds.			
* Please utilize I. below to address specific long term impacts			
I. INCLUDE ADDITIONAL INFORMATION CONCERNING THE IMPACTED JURISDICTION; I.E. LONG TERM ROAD CLOSURES, TEMPORARY RELOCATION OF ESSENTIAL GOVERNMENTAL SERVICES, LONG TERM UTILITY OUTAGES, ETC. PLEASE INCLUDE MAPS OF THE IMPACTED AREAS.			

PRIVATE DAMAGES

J. Individual

Residences Destroyed - Single Family
 Residences Destroyed - Multi-Family
 Residences Destroyed - Mobile Home
 Residences Damaged - Single Family
 Residences Damaged - Multi-Family
 Residences Damaged - Mobile Home
 Residences - Minor Damage
 Residences - Affected
 Insurance

Total	0
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K. Business / Industry

Businesses Destroyed
 Businesses - Major Damage
 Businesses - Minor Damage
 Businesses - Affected
 Insurance Coverage
 Number of Employees
 Days of Unemployment

Total	0
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L. Agriculture

Farm Buildings Destroyed
 Farm Buildings Damaged
 Machinery / Equipment Destroyed
 Machinery / Equipment Damaged

Crops - Acres Destroyed
 Crops - Acres Damaged
 Livestock Destroyed
 Livestock Injured

M. Other Information

Deaths
 Injuries
 Hospitalized
 Evacuated
 Sheltered
 Missing

N. Additional Disaster Information

If a FLOOD or WINTER STORM:

Quantity -
 inches
 Hours
 Duration?

If FLOOD, Type:

Stream Overflow?
 Sheet Flow?
 Sewer Backup?
 Other?
 How long under water?
 Chemical Contamination?
 What Chemicals?

O. Additional Comments:

Alternate Contact:

Title:

Address:

Phone:

Appendix 9 – Demolition Checklist

Demolition Checklist

Local Responsibilities Checklist

The following checklist identifies key tasks that local officials should address before a structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently.

- _____ Provide copies of all ordinances that authorize the local officials to condemn privately owned structures. The authority to condemn privately owned structures would probably have to be accomplished by an ordinance other than one designed or enacted for the demolition of publicly owned structures.
- _____ The local officials should coordinate all lands, easements, and rights of way necessary for accomplishing the approved work.
- _____ Implement laws that reduce the time it takes to go from condemnation to demolition.
- _____ Provide copies of all applicable permits required for demolition of subject structure(s).
- _____ Provide copies of pertinent temporary well capping standards.
- _____ Coordinate all pertinent site inspections with local, State, and Federal inspection team(s).
- _____ Identify household hazardous waste materials prior to demolition.
- _____ Notify the owner/and or renter of any and all site inspections.
- _____ Verify that all personal property has been removed from public and/or structure(s).
- _____ Immediately prior to demolition, verify that the building is unoccupied.
- _____ Ensure that the property is properly posted.
- _____ Provide a clear, concise and accurate property description and demolition verification.
- _____ Include a Public Health official on the demolition inspection team.
- _____ The inspection should not only evaluate the structural integrity of the building, but also must demonstrate “imminent and impending peril” to public health/safety.
- _____ Segregate all household hazardous waste materials to a permitted facility prior to building demolition.
- _____ Provide photographs of the property and verify the address. Provide additional photographs of the property taken immediately prior to and following demolition.
- _____ Locate, mark, turn off, and disconnect all water, sewer, and fuel lines.
- _____ Locate, mark, turn off, and disconnect electrical, telephone, and cable television.

- _____ Provide executed right of entry agreements that have been signed by the owner and by renter, if rented. Right of entry should indicate any known owner intent to rebuild to ensure foundation and utilities are not damaged.
- _____ Use radio, public meetings, and newspaper ads to give notice to property owners and their renters to remove personal property in advance of demolition.
- _____ Document the name of the owner on the title, the complete address, and legal description of the property, and the source of this information. Document name of renter, if available.
- _____ Ensure property will be vacated by demolition date.
- _____ Provide written notice to property owners that clearly and completely describe the structures designated for demolition. Additionally, provide a list that also identifies related structures, trees, shrubs, fences, and other items to remain on the respective property.
- _____ Notify mortgagor of record.
- _____ Provide the property owner the opportunity to participate in decision on whether the property can be repaired.
- _____ Determine the existence and amount of insurance on the property prior to demolition.