

DAMAGE ASSESSMENT

I. PURPOSE

The purpose of this annex is to describe those procedures to be followed in the assessment of damages resulting from natural or man-made disasters, enemy attack 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. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events which may affect the county have the potential for causing 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 and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance can be determined from preliminary damage assessments.
3. Damage assessment covers two broad categories of information: Public damage and private damage.
 - a. Public damage includes:
 - (1) 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.
 - (2) Estimates of cost to government's emergency response, i.e., cost of debris removal, police and fire overtime, protective measures taken, etc.
 - (3) The **impact** of the disaster on the public sector, to include:
 - (a) Loss of tax base.
 - (b) The affected government's annual and maintenance budget (which would reveal that entity's financial ability for recovery).

- (c) Lack of resources available from public sector to meet needs of private sector.
- (d) Economic condition of community-normal or depressed.
- (e) Substantial loss of public-owned utilities to private sector-water, sewage, power which would create hardship on even those residents who sustained minimal or no damage, etc.

b. Private damage includes:

- (1) Estimates of people displaced and in need of housing; also, numbers of persons in shelters.
- (2) Number of persons injured; number of verified fatalities.
- (3) Degree and dollar estimates of damage to private property including single family homes; multi-family homes; mobile homes; businesses; operating farms; and personal possessions.

(a) Degree of structural loss is defined in the following manner:

- (aa) **Destroyed:** Permanently uninhabitable.
- (bb) **Major Damage:** The structural damage is such that the resident/business cannot repair the structure in 30 days or less; uninhabitable without major repairs.
- (cc) **Minor Damage:** The structural damage can be repaired within a 30-day time period.
- (dd) **Affected:** The structural damage does not prevent habitation and repairs needed are minimal; can be accomplished in a relatively short period of time.

(b) The degree of structural loss, as defined above for damage assessment purposes, is based on **actual** structural damage, and **not** on financial capability of the victim to make the repairs.

- (c) The impact to the private sector stricken, including unemployment estimates due to businesses shut down because of the disaster; number of stricken on a fixed income; lack of insurance; needs of the elderly; minority problems; general update on unmet needs in the community as a result of the incident.

B. Assumptions

1. The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is affected in this county.
2. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations that could reduce much of the structural damage that could result from future disasters.
3. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

III. CONCEPT OF OPERATIONS

A. General

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.

Several organizations will assist in damage assessment. The Warren Area Board of Realtors will coordinate damage assessment activities for the Trumbull County EMA. The EOC Damage Assessment Coordinator is assigned by the Board of Realtors and shall coordinate all damage assessment activities within Trumbull County.

Private home damage assessment will also be conducted by the Trumbull County American Red Cross Chapter. The Red Cross will provide the Damage Assessment Coordinator with its most current assessment information.

B. Initial Assessment

Local government officials will conduct an initial damage assessment using all available sources (fire, police, etc.) as soon as possible following a disaster. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed. This initial report (or Windshield Report) will be submitted to the Ohio Emergency Management Agency within 12 hours of the incident by the Trumbull County Emergency Management Agency.

a. The initial damage assessment information from all response agencies (i.e. fire, law enforcement and/or public health, etc.) involved in the affected area will be obtained and compiled by the Damage Assessment Officer (DAO). The compiled report will include the following:

- i. Name of affected jurisdiction;
- ii. Person reporting and a contact number(s);
- iii. Type and description of disaster;
- iv. Estimate of private and public property damages;
- v. Number of people affected (evacuations, deaths, injuries);
- vi. Type of state assistance needed.

b. The DAO will document the compiled assessment information on the Trumbull County Emergency Management Agency Initial Damage Assessment Form. This form will then be forwarded to the TCEMA Director or their designee, who shall serve as the primary point of contact for Trumbull County. The TCEMA Director will then forward the completed form to the OEMA within twelve (12) hours of the emergency/disaster.

C. Detailed Damage Assessment

Subsequent to rescue and damage-limiting operations, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment reports will be consolidated for unincorporated areas in the county and reported separately for incorporated areas in the county. The detailed report will be forwarded to the state within 72 hours of the incident, and will serve as the primary instrument to provide information to the state and to request assistance from the state and subsequently the federal government if an established criterion is met. Damage assessment (detailed) reports should include:

1. Area, rural, urban, or combination.
2. Debris the cost of removing it, does it pose a health hazard, prevent access to homes, businesses, or block roads.
3. Damage to roads, bridges.
4. Damage to water-control facilities.

5. Damage to utilities (public and private, non-profit).
6. Damage to public buildings.
7. Emergency work performed.
8. Damage to parks and recreational areas.
9. Death/Injury.
10. Budget information.
11. Nature of threat.
12. Personal Property -estimate of losses.
13. Businesses - estimate of losses and unemployment.
14. Estimate of insurance coverage.
15. Agricultural - crops, livestock, equipment.

D. Reports and Records

1. Windshield Report

The Windshield Report (Tab 1) will be comprised of verbal reports from first responders to the incident. This report must be transmitted to Ohio EMA no later than 12 hours after the incident. Means of transmission are by telephone, radio, messenger, or fax.

2. Survey Team Reports

Each Damage Assessment Team will collect data using the Damage Assessment Support Form (Tab 2). All reports will be forwarded to the County Damage Assessment Coordinator in the County EOC. This form is a worksheet used internally by the Damage Assessment Group.

3. Detailed Damage and Injury Form (AGN-0035)

This form (Tab 3) is used by the County Emergency Management Agency to report firm damage assessment figures. The information contained in the form will be used by the state in deciding what assistance is needed by the stricken community, and in formulating the Governor's request to the President for a declaration of major disaster. To expedite this decision-making process the form should be completed and telephoned (or radioed) into the Ohio Emergency Management Agency as soon as possible after the incident. The County EMA should consolidate data for county agencies and

component cities, villages, and townships. Separate municipal emergency jurisdictions should report data only for that municipality. Instructions for this form are contained in Tab 4.

4. Maps

Two maps should be prepared. One should show Public damage, and graphically display where the worst damage is located and where minimal damage is located. The second map should address the same for Private damages.

5. Supporting Procedures

Damage assessment record keeping is a vital activity when used as a means of supporting assistance requests and to substantiate and justify additional assistance requests which may develop as recovery actions are conducted. Standard administrative procedures such as those listed below will support the activity:

- a. Complete and retain activity logs.
- b. Complete and retain assessment forms and reports.
- c. Maintain status board.
- d. Retain documentation of assistance requests and declarations.
- e. Retain detailed accounting of emergency fiscal expenditures.
- f. Retain photographs.

E. Release of Information

Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from the Damage Assessment Coordinator, through the Public Information Officer, with the consent of the Executive Group only. The Public Information Officer will set up an Information Center, and arrange to have daily press briefings.

F. Phases of Emergency Management

1. Mitigation

- a. Establish a damage assessment program.
- b. Designate a damage assessment coordinator.
- c. Develop a damage assessment training program.

- d. Develop and enforce adequate building codes.
- e. Develop and enforce adequate land-use regulations.
- f. Participate in hazard mitigation survey and identify potential hazard zones.
- g. Discourage development in hazard zones.
- h. Identify agencies, personnel, and resources to assist in damage assessment activities.
- l. Develop public information program to encourage citizens to participate flood insurance.

2. Preparedness

- a. Select and train personnel in damage assessment techniques.
- b. Train support personnel, including shelter managers and EOC damage assessment section personnel.
- c. Maintain pre-disaster maps, photos and other documents.
- d. Conduct damage assessment exercises (or incorporate damage assessment into other exercises).
- e. List critical facilities requiring priority repairs if damaged.
- f. Review procedures and forms for reporting damage to higher levels of government.
- g. Identify non-profit, trade and professional organizations that could provide assistance.
- h. Determine the types of available assistance and procedures for obtaining them.

3. Response

- a. Activate damage assessment section in EOC.
- b. Deploy damage assessment teams to disaster location.
- c. Designate a local disaster recovery coordinator.
- d. Collect damage information

- e. Maintain records of damage reports.
- f. Compile damage assessment reports.
- g. Make windshield report to appropriate agencies at the state level.
- h. Determine unsafe facilities.
- i. Keep public informed about hazardous buildings, roads, bridges, drinking water, etc.
- j. Document emergency work performed: Select individual to be assigned to a jurisdiction to act as liaison and assist officials in compiling documentation.

4. Recovery

- a. Summarize damage assessment report
- b. Identify unsafe structures and prevent their use.
- c. Monitor restoration activity.
- d. Review building codes and land-use regulations for possible improvements.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. The County Emergency Management Director/ Coordinator will serve as the Damage Assessment Coordinator on the EOC staff. Specific responsibilities include but are not limited to the following:
 - a. Establish point of contact with officials of affected jurisdictions (Chairman of County Board, Mayor, and Chairman of Village Board) and determine the approximate area affected.
 - b. Alert and activate the Damage Assessment Section and damage assessment teams. Provide teams briefings on the following:
 - (1) Procedures, checklists, forms;
 - (2) Point of contact in affected area;
 - (3) Specifics of the disaster;

- (4) Schedule for receiving assessment information;
 - (5) Procedure for verifying damage assessment information.
- c. Provide updated disaster information to the Executive Group. Information will be posted in the EOC to provide readily available data.
 - d. Collection and consolidation of missing person's information and submission to the designated authority.
 - e. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions (i.e., roads, bridges, buildings).
 - f. Provide for posting unsafe buildings, roads, and bridges.
 - g. Coordinate with the Executive Group the priority debris removal and emergency work.
 - h. Assist in the collection of damage assessment data and preparation of reports (i.e., the Damage and Inquiry Form contained in Tab 3) to be forwarded to the state.
- 2. The Damage Assessment Section will be comprised of members of the Warren Board of Realtors or officials who will assume damage assessment responsibilities whenever a disaster of major proportion strikes the community. Mobilization will occur upon notification provided by the County Emergency Management Director.
 - 3. Damage Assessment Teams will consist primarily of Realtors involved in response. When necessary, personnel from the fields of engineering, building trades, property assessment, and other related fields will be used to supplement existing team members. A roster of team members will be compiled and maintained with this annex. The roster will contain the following information:
 - a. Name
 - b. Telephone numbers where the individual may be reached
 - c. Area of expertise.
 - d. Address of individual.
 - 4. Public Damage Assessment will be the primary responsibility of the government employees.
 - a. Assessment of damages to public buildings (city or county) is the responsibility of the City/County Engineer.

- b. Damage assessment of county roads, bridges, and culverts will be accomplished by the County Engineer, and assessment to city streets will be by the Street Department Director, or Public Works Director, or City Engineer.
 - c. Assessment of damages to public utilities will be accomplished by the various Public Works Departments. Privately owned utilities will also be assessed by Public Works officials with assistance from the utilities' own employees.
- 5. Private Damage Assessment will fall under the County Emergency Management Coordinator and agencies involved in disaster response.
 - a. Damage sustained by private businesses and individuals, and numbers of persons injured or killed, will be determined by the Warren Board of Realtors, Damage Assessment Coordinator in coordination with other agencies (fire, police, EMS). Red Cross 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. Insurance company adjusters/appraisers are another source of damage information.
- 6. Agricultural Damage Assessment will be the primary responsibility of the County Extension Agent.
 - a. Assessment of agricultural damage will be accomplished by the County Extension Agent in coordination with the Agricultural Stabilization and Conservation Service (ASCS). All information will be forwarded to the Damage Assessment Coordinator and will be provided to the state through the State Department of Agriculture.
- 7. Radiological Defense Analysis is a part of the Damage Assessment Section. The County Radiological Officer will compile information on contamination to people and property if radiation is involved in the emergency.

B. Assignment of Responsibilities

- 1. When the disaster is confined to the boundaries of, or inclusive of a city, or incorporated village, the Chief Executive of that entity will provide personnel for staffing in the Damage Assessment Section, and shall be responsible for reporting to the group all damage assessment data pertaining to that jurisdiction.

2. When the disaster has caused damage to townships or unincorporated areas, the Chief Executive of those jurisdictions should see to it that their entity is represented in the Damage Assessment Section, and also shall be responsible for reporting all damage assessment data concerning their jurisdiction to the Damage Assessment Section.

3. Standard Operating Procedures (SOPs) will be developed by these separate entities, to ensure that all vital damage assessment information is relayed to the County EOC/Damage Assessment Section; this cooperative effort among county and local government officials is vital if state or federal assistance is to be requested.
4. If the disaster has caused damage to county-owned properties, each echelon or division of county government is required to report their jurisdictional damage assessment data to the Damage Assessment Section within that section as may be required.
5. Law Enforcement and/or Fire Services and/or EMS agencies involved in responding to the disaster shall report the following information to the Damage Assessment Section as soon as it becomes available.
 - a. Number of fatalities (by name and/or address to avoid reporting duplication).
 - b. Number of injured (by name and/or address to avoid reporting duplication).
 - 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 and/or EMS personnel may be called upon by the Damage Assessment Section 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 victims can entrust personal information.
6. A representative from the affected City/County Tax/Auditors/Treasurer will become assigned to the Damage Assessment Section to research and report the following data:
 - 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 for inclusion in the Damage Assessment Report.
- d. General demographic data which reveal considerable needs within the community as a result of the disaster, i.e.
 - (1) Estimate or actual data of insurance coverage in stricken private/public sites;
 - (2) Average income of stricken individuals;
 - (3) Unemployment statistics of the affected area in non-disaster periods, and;
 - (4) 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.
 - (5) Minorities, handicapped, and elderly affected and to what degree.
 - (6) Numbers of affected on a fixed income and/or supplementary government assistance

V. DIRECTION AND CONTROL

During emergency situations, the Damage Assessment Coordinator will operate from the EOC and will coordinate damage assessment activities. All damage information will be forwarded to the plotter and 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 private sector, will be relied upon for most of the work, with support from state, federal and other jurisdictions as available.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Damage Assessment function is as follows:
 - 1. Damage Assessment Coordinator
 - 2. EMA Deputy Damage Coordinator
- B. Refer to Tab 4, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Tab 3, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resources Management.

VII. ADMINISTRATION AND LOGISTICS

A. Damage Assessment Teams and Section

The Damage Assessment Section and Teams will operate as described in paragraph III. Concept of Operations.

B. Records and Reports

Reports and records will adhere to the discussion in paragraph III. Concept of Operations.

C. Alert Rosters

24-hour Alert Notification Rosters will be maintained in the EOC. The rosters will be reviewed and updated on a yearly basis, or more frequently as required.

D. Critical Facilities

A list of critical facilities (communications, key administrative and operational sites, emergency service centers) is to be kept on file at the Emergency Operations Center. This list will be updated as required.

E. Training

The County Emergency Management Agency will coordinate and provide training for the Damage Assessment Section and all Damage Assessment Teams.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Damage Assessment Coordinator should meet annually with a damage assessment advisory group comprised of local agencies and organizations involved with damage assessment to review and/or recommend revisions to this portion of the plan.

This annex will be annually updated and/or revised.

IX. AUTHORITIES AND REFERENCES

A. **Authorities**

Not used. See Item IX. A. of the Basic Plan.

B. **References**

Not used. See Item IX. B. of the Basic Plan.

X. ADDENDUMS

Tab 1 Initial Damage Report

Tab 2 Damage and Needs Assessment Report

Tab 3 Preliminary Damage Assessment Individual Assistance

Tab 4 Damage and Needs Assessment Report Instructions

Tab 1 to Annex L (Damage Assessment)

**Trumbull County Emergency Management Agency
INITIAL DAMAGE REPORT**

1. Name(s) of affected jurisdiction(s): _____

2. Person(s) reporting and contact number(s): _____

3. Type and description of disaster: _____

4. Estimate of private and public property damages: _____

5. Number of people affected (includes evacuations, injuries, deaths): _____

6. Type of state assistance needed: _____

7. Additional remarks pertinent to situation: _____

Tab 2 to Annex L (Damage Assessment)

Trumbull County Emergency Management Agency Damage and Needs Assessment

A. Name of Political Subdivision & Population	B. Name of County & Population	INTERNAL USE ONLY
C. Type of Disaster & Date of Occurrence	D. Area Primarily Affected (East, N.E., All)	MSG. NO.
(If Flood or Winter Storm, provide additional information requested on back of form.)		DATE REC'D
E. Contact -- Name & Title: _____ Department: _____ Phone: () _____ Address: _____		TIME REC'D
PUBLIC DAMAGES*		
A. DEBRIS CLEARANCE		E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT
Public Roads and Streets \$ _____		Public Buildings Damaged # _____ \$ _____
Public Property \$ _____		Destroyed # _____ \$ _____
Other \$ _____		Building Contents \$ _____
TOTAL \$ _____		Vehicles/Equipment \$ _____
		Insurance Coverage _____% 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. \$ _____
Other \$ _____		Length _____ Ft. \$ _____
TOTAL \$ _____		Other \$ _____
		Insurance Coverage _____% TOTAL \$ _____
C. ROAD SYSTEMS		G. PARKS AND RECREATION (Publicly Owned)
Roads (miles 2 lane paved) _____ \$ _____		Parks \$ _____
Roads (miles 2+ lanes paved) _____ \$ _____		Recreational \$ _____
Roads (other) _____ \$ _____		Other \$ _____
Bridges Damaged # _____ \$ _____		Insurance Coverage _____% TOTAL \$ _____
Destroyed # _____ \$ _____		
Culverts Damaged # _____ \$ _____		
Access Problems <input type="checkbox"/> Yes <input type="checkbox"/> No TOTAL \$ _____		
D. WATER CONTROL FACILITIES		H. SCHOOLS AND PRIVATE NON-PROFIT FACILITIES
Dikes \$ _____		Public Schools Damaged # _____ \$ _____
Levees \$ _____		Destroyed # _____ \$ _____
Dams \$ _____		Other Schools Damaged # _____ \$ _____
Drainage Channels \$ _____		Destroyed # _____ \$ _____
Other \$ _____		Private Utility \$ _____
TOTAL \$ _____		Insurance Coverage _____% TOTAL \$ _____

I. CURRENT JURISDICTION BUDGET INFORMATION			
Annual Budget	\$ _____	Road Budget	\$ _____
Public Works Budget	\$ _____	Date Fiscal Year Began	_____
PRIVATE DAMAGES*			
J. INDIVIDUAL		K. BUSINESS/INDUSTRY	
Residences - Single Family	Destroyed # _____ Damaged # _____	Businesses	Destroyed # _____ Major # _____ Minor # _____
- Multi Family	Destroyed # _____ Damaged # _____	Businesses Affected	# _____
- Mobile Home	Destroyed # _____ Damaged # _____	Number of Employees	# _____
Residence with Minor Damage	# _____	Days of Unemployment	# _____
Residences Affected	# _____	Insurance Coverage _____%	
Insurance Coverage _____%			
L. AGRICULTURAL			
Farm Buildings	Destroyed # _____	Crops	Destroyed # _____
Damaged # _____		Damaged # _____	Machinery/Equipment
		Destroyed # _____	Damaged # _____
Livestock	Destroyed # _____		
Injured # _____			
M. Other Information		N. Additional Disaster Information	
Deaths	# _____	If FLOOD or WINTER STORM:	
Injuries	# _____	Quantity in Inches: _____	
Hospitalized	# _____	Hours Duration: _____	
Evacuated	# _____	If FLOOD, type:	
Sheltered	# _____	Stream Overflow? _____	
Missing	# _____	Sheet Flow? _____	
		Sewer Backup? _____	
		Other? _____	
		How long under water? _____	
		Chemical contamination: _____	
		If so, what chemicals? _____	
O. Additional Comments: (List any pertinent information about the stricken community/victims which will impact on their recovery from this incident: i.e., insurance factors, long-term unemployment or temporary housing needs. List information concerning the community and comments on either public or private losses which indicate a need for outside assistance.)			
Alternate Contact: _____ Title: _____ Agency: _____			
Address: _____ Telephone Number: _____			

* Prepare two maps showing: 1) Public Damage and 2) Private Damage. Indicate the areas of major, minor and destroyed.

** Counties should CONSOLIDATE data for county agencies, townships and villages. Municipalities should report data ONLY for their own jurisdiction.

THIS IS NOT AN APPLICATION FORM

Tab 4 to Annex L (Damage Assessment)

OHIO EMERGENCY MANAGEMENT AGENCY

DAMAGE AND NEEDS ASSESSMENT FORM

INSTRUCTIONS

The following instructions will assist you in providing the information on the Damage and Needs Assessment Form, AG-0035, Rev 4/90. The completion of this form as soon as practical after the disaster has occurred will allow for an expeditious decision by higher authorities to determine possible future action by the State and/or Federal government.

It is suggested that where figures are not immediately available, you insert a reasonable estimate of the costs. The information requested in this form will give State officials a broad picture of the impact of the disaster on your community and will enable them to identify those programs which may best suit your community's needs.

This data should be reported to the Ohio Emergency Management Agency as soon as possible if your community will be seeking assistance from the State or Federal government. You may report the data by phone by calling 614-889-7150, or fax the data at 614-889-7183. The form itself is a worksheet which can be mailed to the Ohio Emergency Management Agency at a later date as hard copy of previous verbal transactions.

You **MUST** prepare maps showing the locations of the damaged areas referenced on the assessment form, for later on-site verification. A copy of the map(s) can be mailed in with the form to the Ohio EMA; however, one should be retained at your location in the event a site inspection should occur prior to our receipt of your map in the mail.

One form should be completed for each affected political jurisdiction, to include a separate form for the county as a separate jurisdiction.

GENERAL SECTION

- Block A** Enter the name and population of the local political subdivision for which damage estimates are being recorded.
- Block B** Name and population of the county.
- Block C** Indicate the type of disaster and the date of occurrence. If a flood or winter storm disaster provide additional information as requested in BLOCK N.
- Block D** Indicate the area where the damage has occurred.
- Block E** Provide the name, title, address, and phone number of the person to be contacted should questions arise concerning the data provided.

PUBLIC DAMAGE SECTION

Public damages are those damages to **government-owned** properties and facilities, and for the purposes of damage assessment, are based on what cost will be involved to return those properties to their **pre-disaster condition**. As indicated below, the term "public damages" also includes those out-of-pocket costs to government incurred in their response to the disaster.

In the event of a joint Federal/State preliminary assessment is conducted to determine the need for federal assistance additional information concerning public damages will be required. You should refer to the **Damage Assessment Guide**, June, 1990, developed and distributed by the Ohio Emergency Management Agency for additional guidance.

- Block A** **DEBRIS CLEARANCE** - The debris must be a direct result of the disaster. Enter costs incurred/projected for debris removal from public property. Do **not** include debris removal estimates from private property, **unless** government forces would normally have legal responsibilities to do so. Include actual and estimated costs to remove debris from public roads and streets within your jurisdiction, even those which may be on the Federal Aid System.
- Block B** **PROTECTIVE MEASURES** - Protective measures can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety, as a direct result of the disaster. Costs for sandbagging and other flood protective actions, barricades and signs, extra police and fire including overtime pay, emergency stream clearance, health measures, and temporary measures are eligible under this category.

- Block C** **ROAD SYSTEMS** - Enter the actual/estimated cost to return the following public property which may have been damaged by this disaster to its **pre-disaster condition**, the type and number of miles of roads receiving damage; the number of bridges and culverts destroyed or damaged; damage to rights-of-ways, curbs, sidewalks, street lights, and gutters. Indicate whether access problems still exist.
- Block D** **WATER CONTROL FACILITIES** - Flood control, drainage, and irrigation facilities which are owned, operated, controlled, or maintained by a local unit of government, and which received damage due to a disaster should be recorded in this block.
- Block E** **PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT** - Enter the number destroyed or damaged and the estimated cost of repair of any government-owned facility damaged by this disaster. This could also include any government-owned equipment directly damaged by the disaster (**not** those damaged during the response), replacement of broken windows, damaged roofs. Complete all categories where damage costs are incurred or projected. Include an estimate of the insurance coverage if possible.
- Block F** **PUBLIC UTILITIES** - Enter all costs as appropriate for damages to publicly owned utilities and utility systems. These costs can be both emergency repairs and/or projected costs of permanent replacement if necessary. Include the estimated insurance coverage.
- Block G** **PARKS AND RECREATIONAL** - Enter all costs as appropriate for damages to parks and recreational facilities.
- Block H** **SCHOOLS AND PRIVATE NON-PROFIT FACILITIES** - Enter the number of damaged or destroyed schools (public and private) and an estimated or actual cost for repairs and/or the projected costs of permanent replacement. Other non-profit facilities may be included, such as: museums, cemeteries, community shelters (i.e., Senior citizen or homeless), libraries, emergency and medical facilities, private utility and other facilities which provide essential governmental services.
- Block I** **COMMUNITY BUDGET INFORMATION** - It is **mandatory** that political jurisdictions affected by the disaster complete this section if they are seeking Federal disaster relief through the State. If a joint Federal/State site assessment is arranged, the representatives from the Federal Emergency Management Agency (FEMA) will require the jurisdiction to provide hardcopy of this information.

PRIVATE DAMAGE SECTION

Block J **INDIVIDUAL** - List the number of structures (primary residences including mobile homes and farm houses) which were destroyed or received major or minor damage from the disaster. Do not report secondary residences (i.e., vacation homes) in this block. Report them separately under comments.

Please utilize the following definitions in categorizing the type of damage:

Destroyed: Totally uninhabitable, beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in this section.

Major damage: The structural damage is such that the occupant cannot repair the structure within 30 days; uninhabitable without major structural repairs. NOTE: Water above the floor of mobile home for any significant length of time generally causes major damage, even though some occupants choose to move back in.

Minor damage: The structural damage can be repaired within a 30-day time period.

These definitions are provided to assist you in assessing damage to private structures, and are generally utilized by FEMA during joint Federal/State assessments. Some organizations such as the Red Cross, do not categorize major/minor damage in the same way, and utilize their own criteria when performing a damage assessment.

Block K **BUSINESS/INDUSTRY** - Furnish the number of businesses and industries destroyed, or with major and minor damage as defined under Block J. You will need to supply the percentage of insurance coverage once and any significant information concerning the impact of the damage, such as the number of persons unemployed because of the damages, and an estimate of the duration of that unemployment.

Block L **AGRICULTURAL** - The information provided here concerns losses to operating farms. In this block, document the number of service buildings, machinery and equipment, crops, and livestock which were destroyed, or received major or minor damage. This information will be shared with the Ohio Department of Agriculture.

Block M **OTHER INFORMATION** - Provide an estimate or actual number of deaths, injuries, and persons hospitalized as a result of the disaster. If you have confirmed the numbers, place a sign after the figure.

Block N **ADDITIONAL DISASTER INFORMATION** - This additional information will assist the Federal Emergency Management Agency in determining the needs of the community.

COMMENTS SECTION

Be sure to utilize the Comments Section of this form. Additional information which may substantiate the need for assistance should be provided in this space.

Keep all your notes and supporting documentation as a basis for completion of this form. Be sure to refer to the Damage Assessment Guide, June, 1990, for additional information concerning assessment.