

## ANNEX D

### DAMAGE ASSESSMENT

#### I. PURPOSE

This annex establishes procedures on conducting damage assessments following a disaster.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Included in Appendix 2 to this annex are disaster assessment forms developed by SEMA. These forms are intended to provide local jurisdictions with a standard method of reporting initial damage estimates to SEMA. The information will be used to assess the situation throughout the affected area. Instructions for completing these forms are also included in this appendix.
2. Chapter 44, RSMo provides for the establishment of the Structural Assessment and Visual Evaluation (SAVE) program which is an emergency volunteer program administered by SEMA in the event of a natural disaster (i.e., earthquake). This program allows architects, engineers, contractors, etc. to volunteer the use of their services and equipment to assist local officials with demolition, cleanup, and post-disaster safety inspections.

##### B. Assumptions

1. Following a major disaster, federal and state personnel will be available to assist in the final damage estimation.
2. A properly completed damage assessment will initiate legislation that can mitigate or lessen the effects of future disasters (i.e., building codes may result after an earthquake has occurred).

#### III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The damage assessment process begins when the local jurisdiction (chief elected official or Emergency Management Director) notifies SEMA of the developing situation followed shortly thereafter by the initial situation report containing preliminary estimates of damage. (RESPONSE)
- B. During and immediately after the event, local officials are responsible for conducting a damage assessment of the affected area in an attempt to determine the magnitude, overall impact, dollar loss, and local actions. The affected jurisdiction will compile a

situation report (a copy of the situation report form is included in Appendix 2 to this annex). (RESPONSE and RECOVERY)

- C. The initial situation report (and any that follow) should be used by the chief elected officials in determining whether local resources can cope with the incident or if outside assistance will be necessary (RESPONSE and RECOVERY).
- D. All situation reports should be forwarded to SEMA to keep them apprised of the situation. Since the purpose of the situation report is to continually upgrade disaster status information, it should contain specific data and answer the following basic questions: (RESPONSE)
  - 1. Location and nature of damage
  - 2. Listing of damage by category on the State initial disaster estimate form (see Appendix 2 to this Annex).
  - 3. Socio-economic impact
  - 4. Response actions taken by local government
  - 5. State/Federal assistance needed
- E. If additional estimates are required, the chief elected officials will direct further damage assessment by organizing damage assessment teams to survey the area. (RESPONSE)
- F. Survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., insurance agents, engineers, contractors, Red Cross, etc.). SEMA may also accompany these teams on the initial damage assessment. (RESPONSE)
- G. If an effective response is beyond the capability of the jurisdiction, state aid may be required. State assistance can be requested from the Governor through SEMA. If the situation is severe enough, the Governor may then proclaim a State of Emergency and the provisions of the SEOP will be implemented. The proclamation would authorize and require state agencies to perform specific emergency functions. These functions will be coordinated by SEMA through the SEOC. (RESPONSE)
- H. If the situation is beyond both local and state government capability, the Governor may request federal assistance by requesting a Presidential declaration of an “emergency” or a “major disaster.” A Presidential Declaration authorizes federal assistance under Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 100-707. The declaration triggers other federal disaster relief programs which are coordinated by the Federal Emergency Management Agency (FEMA). (RESPONSE)
- I. In anticipation of making a request to the President for federal assistance, SEMA in cooperation with FEMA, will conduct a joint on-site preliminary damage assessment. Joint state/federal assessment teams will visit affected areas after they have reviewed the initial damage assessment reports provided by the local jurisdiction(s). (RECOVERY)

- J. There will be two types of damage reports completed. One will be of damage to private property (i.e., damage to individuals, residences and small businesses) and the other will be for damage to public facilities (infrastructure such as roads, bridges, etc.). (RECOVERY)
- K. When federal/state damage survey teams are working in the City of Rolla, appropriate city officials will accompany each team and participate in the survey. (RECOVERY)
- L. If the President denies federal assistance, the cost of recovery would be assumed by local and state government. (RECOVERY)
- M. SEMA will provide guidance to local officials applying for federal assistance. (RECOVERY)
- N. Disaster assistance may be obtained from the federal government and volunteer agencies without a presidential major disaster declaration or emergency declaration. For example, military installations located near the disaster area may provide immediate lifesaving assistance, and other federal agencies may be able to provide assistance under their own statutory authorities. (RECOVERY)

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### A. Organization

A diagram of the damage assessment function is shown in Appendix 1 to this annex.

##### B. Responsibilities

1. Overall coordination and operational control of the Damage Assessment activities for the City of Rolla will be the responsibility of the Emergency Management Director. The Damage Assessment Coordinator is responsible for the following:
  - a. Collect damage assessment information and brief elected officials.
  - b. Prepare damage assessment reports consistent with state and federal guidelines.
  - c. Identify and establish liaison with private individuals who can provide assistance in damage assessment (i.e., Red Cross, Insurance agents, engineers, etc.).
  - d. Accompany state and federal damage assessment teams to inspect damage sites.
2. The city engineering department in conjunction with the Phelps County Assessor's office will assess damage to public and private property (i.e., homes,

businesses, etc.). Maintain a file of maps, pre-disaster photos, tax assessments, etc.

3. The Rolla Public Works department will assess damage to roads, bridges, culverts, sewers, water systems, electric service, parks, etc.
4. The Phelps County Chapter of the American Red Cross is trained in damage assessment techniques and can support this function (assess damage to homes, identify victims need for shelter, feeding, etc.).
5. Public and private utility companies serving the area will provide damage information concerning respective operations/facilities and the restoration of services.
6. Each operating department (i.e., fire, law enforcement, medical services, etc.) will assess the on-site situation (i.e., structures affected, number of injured or killed, evacuated, etc.).
7. The Emergency Management Director will notify SEMA of the developing situation, provide situation reports containing damage estimates, and accompany damage assessment teams to inspect damages as necessary.

## **V. DIRECTION AND CONTROL**

- A. The Damage Assessment Coordinator is a member of the EOC Direction and Control staff. The Coordinator will control damage assessment operations from the EOC.
- B. All damage reports that come into the EOC will go through the Damage Assessment section for analysis and plotting. Damage information will be displayed in the EOC for all to view.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession - Damage Assessment Coordinator
  1. City of Rolla
    - a. Emergency Management Director
    - b. Mayor
- B. The Damage Assessment Coordinator will operate from the designated EOC (see Annex A).

## **VII. ADMINISTRATION AND LOGISTICS**

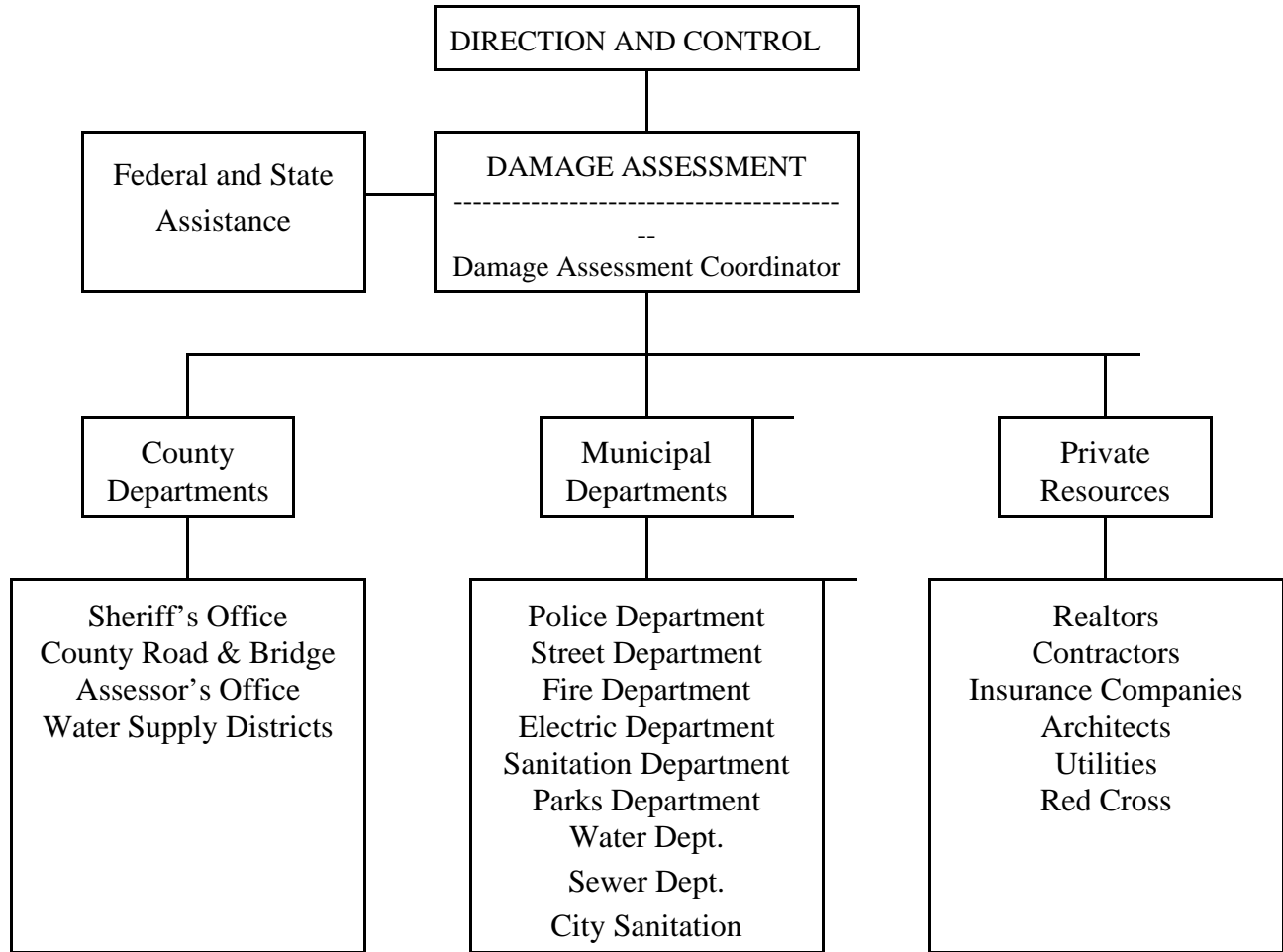
- A. The initial disaster estimate form for reporting damage to SEMA is provided in Appendix 2 to this Annex.

- B. Actions taken and disaster related expenses incurred must be documented by all departments. Records must be kept on overtime, invoices for material, equipment usage, temporary/permanent repairs, etc.
- C. Damage assessment information will be provided to the State Emergency Management Agency for necessary release to the Federal agencies.

## **APPENDICES**

- 1. Damage Assessment Diagram
- 2. Disaster Assessment Summary Form (and completion instructions)
- 3. Local Situation Report (and completion instructions)

**DAMAGE ASSESSMENT DIAGRAM**



Damage reports could come into an EOC from various county and/or city departments such as law enforcement, public works, fire, etc. Other response agencies and private sources could also contribute to the overall damage assessment.



Initial   
 Supplemental

*Disaster Assessment Summary*

**1. Jurisdiction(s)**  
 Affected \_\_\_\_\_ Date: \_\_\_\_\_

**2. Disaster:** Type \_\_\_\_\_ Date \_\_\_\_\_  
 Time \_\_\_\_\_

**3. Report by:** Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_

**4. Affected Individuals: (Assign affected individuals to only one category.)**

- |                 |       |              |       |
|-----------------|-------|--------------|-------|
| a. Fatalities   | _____ | d. Missing   | _____ |
| b. Injuries     | _____ | e. Evacuated | _____ |
| c. Hospitalized | _____ | f. Sheltered | _____ |

**5. Property Damage:**

a. Residence

	# Destroyed	#Major	#Minor	#Inaccessible	# Insured
<b>Single Family</b>					
<b>Multi Family</b>					
<b>Mobile Homes</b>					

Estimated Losses to Residence \$ \_\_\_\_\_

b. Business

# Destroyed	# Major	# Minor	# Insured

Estimated Loss to Business \$ \_\_\_\_\_

c.Public Facilities

<b>Type of Work or Facility Categories</b>	<b>Estimate</b>	<b># of Sites</b>	<b>Brief Description of Damages</b>
Debris Removal	\$		
Protective Measures	\$		
Roads & Bridges	\$		
Water Control	\$		
Buildings Equipment	\$		
Utilities	\$		
Parks and Recreations	\$		
<b>Total Estimate</b>	<b>\$</b>		

SEMA fax number: (573) 634-7966

## Disaster Assessment Summary

### Completion Instructions

#### **SUMMARY:**

This form is intended to provide local jurisdictions with a standard method of reporting initial and supplemental damage estimates to SEMA. This information will be used to assess the situation throughout the affected area. It will also be combined with other reported information and used to help decide on future actions.

These forms are intended to be cumulative. If you submit additional reports, all of the columns **MUST** show current totals. For example, if the first form you submitted showed sixteen residential structures damaged and you identify four more damaged residential structures, the next form you submit **MUST** show twenty damaged residential structures.

**1. Jurisdiction(s) Affected:** Please include the name of the area affected, including county, and date of report.

**2. Disaster:** List the type, time and date of incident.

**3. Report by:** List name of person submitting report, his/her title, home and work phone numbers. This person will be SEMA's point of contact for additional information.

**4. Affected Individuals:** List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".

#### **5. Property Damage:**

**a. Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.

**b. Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.

**c. Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work or Facility. Provide a total dollar amount in estimated losses to public facilities.

**Remember: The SEMA Logo on the top of the form means to send it to SEMA upon completion.**



Initial   
Supplemental

## State of Missouri Local Situation Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_ County: \_\_\_\_\_

Reported by: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Has a county/city declared an emergency or disaster? Yes No

Describe in as much detail as possible what has happened or what you anticipate. Include impact on individuals, businesses and infrastructure.

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When did it happen or when is it anticipated?

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What actions have been taken?

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What actions still need to be taken?

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What resources outside of the jurisdiction may be needed? (Be specific)

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SEMA Fax Number: (573) 634-7966

## **State of Missouri Local Situation Report (SIT REP)**

### **Completion Instructions**

#### **SUMMARY:**

The Local Situation Report form (also referred to as the Local Sit Rep) is a form developed by SEMA to help local jurisdiction provide a narrative format about disaster events or anticipated events. This form is intended to provide SEMA and other state agencies with an explanation of a disaster event that goes beyond the numeric data that is collected on other damage assessment forms. Think of this form as the "story" behind the damage assessment data. All jurisdictions are encouraged to use this form anytime they have had an emergency or disaster event or can anticipate an event occurring.

The goal of this form is to get a comprehensive picture of how the event has affected the government, the infrastructure, businesses and the citizenry. This is the first form filled out for disaster reporting to SEMA and is to be sent in to SEMA as a stand-alone report or as the narrative form that accompanies the Disaster Summary form (data).

#### **FORM SECTIONS:**

The first step is to identify if this report is the initial report sent to the state or if it is a supplemental report. This is important information for state staff to know if this is the first report or just an update of an ongoing situation. Mark the appropriate block!

At the top of the form is an area for the individual filling out the form to put in valuable information about date, time, location, phone number, and who is the point of contact (Reported By).

The remainder of the form asks for information to be written in a narrative format. Details about how the event (or coming event) is impacting the community need to be written legibly. SEMA is looking for how the disaster has affected the citizens of the community and the infrastructure. Information concerning special needs groups, the elderly and the inability of government to provide critical services should be included.

Briefly describe what actions have been taken by the jurisdiction to respond to or prepare for the event and what still needs to be accomplished.

Finally, SEMA needs to know if you anticipate needing resources from outside the community to help the jurisdiction respond/recover from the event. Be very specific as to your needs and requests.

**NOTES:** The SEMA logo at the top of the form is there to remind you to send this into SEMA. Fax, email or phone this information into SEMA as often as you feel necessary. Add additional pages if it is necessary to provide a good picture of what is occurring in your jurisdiction!