



Damage Assessment

PURPOSE

- A. The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

See Executive Operations Basic Plan.

Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

EXPLANATION OF TERMS

Acronyms

CFR	Code of Federal Regulations
KDEM	Kansas Division of Emergency Management
DFO	Disaster Field Office
DRC	Disaster Recovery Center
DR	Disaster Report
FEMA	Federal Emergency Management Agency
JIC	Joint Information Center
IA	Individual Assistance
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOP	Standard Operating Procedure

B. Definitions

1. Individual Assistance. Financial or housing assistance provided to citizens or businesses who suffer losses in a disaster. The housing assistance is only for citizens.
2. 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.
3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.

C. Responsibility

1. Organization

- a. The county organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
- b. The EMC shall coordinate recovery efforts. The Zoning Officer will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.
- c. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

2. Assignment of Responsibilities

3. The **Chairman of the County Commissioners** will:

- a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
- b. Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
- c. In the aftermath of a disaster:
 - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 - 2) Participate in recovery program briefings and periodic reviews.
 - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.

4. The **EMC** will:

- a. Serve as the Coordinator for Damage Assessment or designate an individual to fill that position.
- b. Participate in recovery program briefings, meetings, and work groups.
- c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
- d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer.
- e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.

- f. Assist the County Commissioners in preparing documents to request state and federal recovery assistance.
 - g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
 - h. Provide situation updates to the KDEM.
5. The **Damage Assessment Officer** will:
- a. Develop a damage assessment program.
 - b. Organize and coordinate training for damage assessment teams.
 - c. In the aftermath of a disaster:
 - 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
 - 2) Compile damage assessment information and complete the DSO.
 - 3) Participate with state and FEMA representatives in the PDA process.
6. The **PA Officer** will:
- a. attend the following PA program meetings:
 - 1) Applicant's Briefing
 - 2) Kick-off Meeting.
 - 3) Other program meetings, as needed.
 - b. Obtain maps showing damage areas from PDA team leaders.
 - c. Prepare or assist state and FEMA teams in preparing recovery PWs for the local area.
 - d. Monitor all PA program activities and:
 - 1) Ensure deadlines are complied with or time extensions requested in a timely manner.
 - 2) Ensure the work performed complies with the description and intent of the PW.
 - 3) Ensure all environmental protection and historical preservation regulations are complied with.
 - 4) Request alternate or improved projects, when appropriate.
 - 5) Request progress payments on large projects, if appropriate.
 - 6) Provide quarterly reports to DEM.
 - 7) Request final inspections and audit when projects are completed.
 - 8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
 - 9) Provide insurance information when needed.
 - 10) Ensure costs are properly documented.
 - 11) Assist with final inspections and audits.
 - 12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *Disaster Recovery Manual*.

7. The **IA Officer** will:

- a. Act as our liaison with state and federal Outreach and Public Relations programs.
- b. Assist in locating a local facility for use as DRC, if needed.
- c. Act as the local government representative at the DRC, when needed.
- d. Coordinate with the state and federal Outreach staff to arrange community meetings.
- e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.

The duties of the IA Officer are further explained in the *Disaster Recovery Manual*.

8. The **PIO** will:

Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.

9. The **County Administrator** will:

- a. Administer fiscal aspects of the recovery program.
- b. Ensure that the financial results of each project are accurate and fully disclosed.
- c. Monitor the source and application of all funds.
- d. Ensure that outlays do not exceed approved amounts for each award.
- e. Maintain information establishing the local cost share.
- f. Ensure that all laws, regulations, and grant requirements are complied with.
- g. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
- h. Estimate dollar losses to local government due to disaster.
- i. Estimate the effects of the disaster on the local tax base and economy.

10. **Chief Appraiser of the County** will:

Provide estimates of value of damaged and destroyed property to support the damage assessment process.

a. The **Public Works Department** will:

Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration;

1. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
2. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

b. The **Transportation Officer** will:

Assess and report damage to its facilities and equipment and the estimated cost of repairs.

c. The **United School District** will:

Assess and report damage to its facilities and equipment and the estimated cost of repairs.

1. Estimate the effects of the disaster on the school district tax base.

d. All departments and agencies will:

Pre-emergency:

- i. Identify personnel to perform damage assessment tasks.
- ii. Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
- iii. Participate in periodic damage assessment training.
- iv. Participate in using geographic information systems (GIS) that may be used in damage assessment.
- v. Periodically review forms and procedures for reporting damage with designated damage assessment team members.

Emergency:

- i. Make tentative staff assignments for damage assessment operations.
- ii. Review damage assessment procedures and forms with team members.
- iii. Prepare maps and take photos and videos to document damage.

Post-emergency:

- i. Identify and prioritize areas to survey.
- ii. Refresh damage assessment team members on assessment procedures.
- iii. Deploy damage assessment teams.
- iv. Complete damage survey forms and forward to the Damage Assessment Officer.

- v. Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
- vi. Provide technical assistance for preparation of recovery project plans.
- vii. Maintain disaster-related records.

D. Actions by Phases of Emergency Management

Mitigation

1. Develop and enforce adequate building codes.
2. Develop and enforce adequate land use regulations.
3. Develop hazard analysis.
4. Develop potential mitigation measure to address the hazards identified in the analysis.

Preparedness

1. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
2. Identify damage assessment team members.
3. Train personnel in damage assessment techniques.
4. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
5. Identify critical facilities requiring priority repairs if damaged.
6. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
7. Conduct public education on disaster preparedness.
8. Conduct exercises.

Response

1. Gather damage reports.
2. Compile damage assessment reports.
3. Complete DSO.
4. Keep complete records of all expenses.

Recovery

1. Identify unsafe structures and recommend condemnation.
2. Monitor restoration activities.
3. Review building codes and land use regulations for possible improvements.
4. Communicate effectively with disaster victims.

Readiness Level 1 – Normal Conditions

See the mitigation and preparedness activities in paragraphs above

Readiness Level 2 – Increased Readiness

1. Alert key staff and volunteer organizations of the current situation.
2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

Readiness Level 3 – High Readiness

1. Notify RLO of the situation.

2. Brief damage assessment teams and place on standby.
3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

Readiness Level 4 – Maximum Readiness

1. Provide situation updates to the RLO.
2. Have damage assessment teams ready for deployment.

E. Recruitment

1. The Pottawatomie County Zoning Officer will take care of recruitment of additional personnel to serve on the damage assessment team for the County. Criteria will be established based on immediate need and experience of those individuals in engineering, damage assessment and debris management and removal.
2. **Training**—The County Zoning Officer will also maintain a training plan to help develop potential candidates for the team. The Zoning Officer has received formal training in damage assessment through the state KDEM.
3. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by KDEM and FEMA.
4. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.
5. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

F. Damage Assessment Types

1. **Rapid Assessment**-- An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the Chairman of the County Commissioners should declare a local state of disaster, as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in the Executive Operations annex.
2. **Supplemental**—Additional damage assessments will be collected for the required damage reports and this will be accomplished by the Damage Assessment Officer as soon as practical after the initial assessment is completed. The information needed on the supplemental report includes:
 - a. **Evacuation and Sheltering Activities**—The number of persons in the disaster area affected, number of shelters and estimated number of persons in those shelters.

- b. **Casualties**—Number of victims injured
- c. **Fatalities**—Number of confirmed fatalities and number of people unaccounted for.
- d. **Uninsured Loss**—The number of business and residences that sustained 40% or more or uninsured loss.

G. State Verification

1. Should the incident be determined to not be “catastrophic” in nature, but major damage has been reported to the KDEM, it will be required that they conduct an “on-site” visit to verify preliminary damage reports. The Damage Assessment Officer will assist in this endeavor.
2. **Joint Preliminary Damage Assessment**—This is a joint process of verification of damage to collect the required documentation for a Federal Disaster Declaration. The Damage Assessment Officer will be made available to assist in this process. The Damage Assessment Officer will serve as a member of the assessment team as well. When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A DFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Teleregistration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- 3) Virtually all federal public assistance program are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

c. **Other Assistance**

- 1) **American Red Cross**—The AMR conducts separate damage assessments to determine the immediate needs of disaster victims for logistical purposes. When the AMR has completed their assessment a copy will be forwarded to the County Damage Assessment Officer.

d. **SBA Disaster Declarations**

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Limited assistance may also be available from several state programs. Information on SBA declarations is provided in the *Disaster Recovery Manual*.

e. **Agricultural Disaster Declarations**

The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the *Disaster Recovery Manual*.

H. Responsibilities of Damage Assessment Teams

Our disaster recovery program will be conducted in four steps:

1. **Pre-Emergency Preparedness.** Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. **Requesting Assistance.** State and federal disaster assistance must be requested through the KDEM, which must be accompanied by a DR reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DR and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration.
3. **Short Term Recovery Activities.** Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the KDEM. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government.
4. **Post-Declaration Recovery Programs.** Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

I. Damage Assessment

The County Damage Assessment Team is responsible for the functions listed below. The results of any assessment will be forwarded to the EOC and then to KDEM.

1. **Data Collection**--An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.
2. **Support**—They are required to participate as members of a joint damage assessment team both state and federal. The County Damage Assessment Officer will coordinate between the two agencies.
3. **Verification**—It will be necessary for the team members to ensure that damage was sustained due to the disaster that just occurred and this information may be shared with local insurance companies as well.
4. **Documentation**-- Reports Each damage survey team will collect data using the Site Assessment forms (see Appendix 2) which can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

Disaster Report (DR).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DR. A copy of the DR is provided in Appendix 1 to this annex.

Records

Each department or agency will keep detailed records on disaster related expenses, including:

Labor

- a. Paid (regular and overtime)
- b. Volunteer

Equipment Used

- c. Owned
- d. Rented /leased
- e. Volunteered

Materials

- f. Purchased
- g. Taken from inventory
- h. Donated

Contracts (see below)

- i. Services
- j. Repairs

Contracts

- a. The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
 - d. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
 - e. Be reasonable.
 - f. Contain right to audit and retention of records clauses.
 - g. Contain standards of performance and monitoring provisions.
 - h. Fall within the scope of work of each FEMA project.
 - i. Use line items to identify each FEMA project, for multiple project contracts.

The following contract-related documents must be kept:

- j. Copy of contract
- k. Copy of PWs
- l. Copies of requests for bids
- m. Bid documents
- n. Bid advertisement
- o. List of bidders
- p. Contract let out
- q. Invoices, cancelled checks, and inspection record

J. Release of Information

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
3. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.
4. The Damage Assessment Officer is identified as the Zoning Officer for the County who will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
5. **Damage Assessment Teams**

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
 - 1) Emergency services
 - 2) Debris removal and disposal
 - 3) Roadways and bridges
 - 4) Water control facilities

- 5) Buildings, equipment, and vehicles
- 6) Publicly owned utilities
- 7) Parks and recreational facilities

b. IA Team. This team will survey damage to homes and businesses.

1) Homes. The DR Form included in Appendix 1 to this annex and in the Forms section of the KDEM *Disaster Recovery Manual* provides a matrix used to report the following information:

a) Damage to homes will be categorized by:

- (1) Type of housing unit: single family, mobile homes, multi-family units.
- (2) Type of damage: destroyed, major damage, minor damage, affected

b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.

2) Businesses.

a) The *Business Losses/Impacts* section of the DR (see Appendix 1) should be used to report business damages to the state officials.

b) In addition to the information on the DR, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.

- 1) Business name and address
- 2) Owner's name and phone number
- 3) Type of business
- 4) Estimated dollar loss
- 5) Amount of anticipated insurance
- 6) Value of business
- 7) Fair replacement value of
 - (a) Contents
 - (b) Structure
 - (c) Land
- 8) Number of employees
- 9) Number of employees for which unemployment insurance is carried
- 10) Estimated number of days out of operation
- 11) Percent of uninsured loss

K. Requesting Assistance

Requests for assistance should be forwarded to KDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the Chairman of the County Commissioners determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:

a. Prepare a letter requesting disaster assistance. Sample letters are included in the Direction and Control Annex.

- b. Attach a completed DR and local disaster declaration.
 - c. Forward the letter and its attachments to the County Clerk and County Counselor.
2. The County Counselor should:
 - a. Prepare a letter to the Governor requesting assistance and attach:
 - 1) A DR for incorporated areas of the county, if such areas suffered damage.
 - 2) A consolidated DR reflecting data from all cities and unincorporated areas that suffered damage.
 - 3) A disaster declaration for the county if unincorporated areas suffered damage.
 - 4) All letters from the County Commissioners/mayors with their attached DRs and disaster declarations.
 - b. Forward the foregoing to KDEM. Fax a copy of the package and send the original documents by mail.
 3. KDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the Chairman of the Commissioners as the request is processed.
 4. If local damages appear to exceed the state and local capability to recover, KDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

L. Special Considerations

1. **Native American Tribes**—As autonomous Entities, the various Indian Tribes may choose to participate in Federal Disaster Recovery Programs through the County government or directly through the Federal Government. The choice is theirs. There are no agreements in place with the Indian Tribes at this time.
2. **Historical Structures**—There are presently some 11 historical structures in the county that are registered with the state and a few are registered nationally with the historical registers.

M. Critical Resources

There are two primary categories for disaster assessments:

1. **Structural Damage Assessment**—The primary focus of our initial damage assessments will be centered around structural components. Critical resources needed may include: heavy equipment, dozers, earth movers, bucket loaders, graders and cranes.
2. **Environmental Assessment**—In the event of a disaster requiring the need for an environmental assessment there will be separate categories:

- a. **Chemical and Radiological**—An environmental assessment must include chemical and radiological assessment personnel and equipment which is in limited supply in the county. We would have to rely on other resources such as KDEM, KDHE, Kansas State University and possibly the Federal Government. These resources would include such personnel as radiologists, technicians, botanists and chemists and others.
- b. **Damage**—There are no fixed facilities in the County that house radiological materials that would require special equipment or personnel to assess. We do have a plan that would be utilized should an event occur over our transportation systems. We do have personnel trained in detecting and monitoring for radiological exposures.
- c. **Contamination**—There are no facilities that would require the County to perform a damage assessment.
- d. **Biological**—Environmental assessments would have to be accomplished by the KDHE to provide chemist, botanist, biologist and others to be part of an assessment team.

N. Post Damage Assessment

1. The responsibility for performing post damage assessments involving infrastructure, public shelters, care facilities and other emergency operations structures are the responsibility of the Damage Assessment Officer in coordination with the Public Works and Emergency Manager. The Damage Assessment Officer shall determine the critical deficiencies and possible corrective actions necessary to remedy the situation. He will forward these findings to the EOC and Emergency Manager for further processing and implementation. The Emergency Manager will then meet with the EOC Executive Staff (commissioners) and discuss these issues and prioritize. Results from this meeting will be properly staffed for execution. An After Action Review will be conducted after each incident to determine any shortfalls identified in this annex and corrective actions will be incorporated into the plan where deemed necessary.

O. Development

1. The Emergency Manager is responsible for developing and maintaining this annex.

P. Maintenance

1. This annex will be reviewed annually and updated in accordance with the schedule outlined in the Executive Operations Basic Plan.

Q. Procedures

1. Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities

Evaluation and Corrective Action--After careful review of the annex there has been considerable updates and should be considered adequate at this time. We have thought through the various potential incidents and developed response procedures to deal with radiological events (should they ever occur) and have a county wide Hazardous Materials Response Plan.

REFERENCES

- A. KDEM, *Disaster Recovery Manual*. Available from KDEM in hard copy and online at the KDEM web site: <http://www.accesskansas.org/kdem/>
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- C. FEMA, *Debris Management Guide* (FEMA-325).
- D. Current FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

APPENDIX

Appendix 1 Disaster Summary Outline
Appendix 2 Site Assessment Forms

Disaster Summary Outline

Date: _____
Time: _____

GENERAL

Pottawatomie County: _____ Population: _____

Type of Disaster (Flood, Hurricane, Tornado, etc.) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP) ?
Yes/No

Inclusive dates of the disaster : _____

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone (785) _____ Fax (785) _____

24-Hour Duty Officer/Sheriff's Office (785) 457-3353

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many ? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage(greater than 40%)			\$
Minor Damage (less than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
 (Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (EMS, Fire, Police)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$ _____

Start of Fiscal Year: Month _____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Commissioner determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance, and a local state of disaster proclamation must accompany this DSO.

Once this form is completed, submit pages 1-3 to KDEM

RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many** missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A **few** missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Instructions for Site Assessment – Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or uncovered loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$
- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY _____

(4) DAMAGE ASSESSMENT TEAM: (5) INCIDENT PERIOD: _____

(2) MUNICIPALITY _____

(6) DATE OF SURVEY: _____

(3) TYPE OF INCIDENT: _____

(7) PAGE ___ OF ___

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
REF NO.	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (IN FEET)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE STRUCTURE CONTENTS	ESTIMATED LOSS \$	ANTICIPATED INSURANCE \$	AMOUNT OF UNINSURED LOSS \$	PERCENT OF UNINSURED LOSS
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
TOTALS		SF _____ MF _____ MH _____	DEST _____ MAJ _____ MIN _____		H _____ M _____ L _____	Y _____ N _____	O _____ R _____	P _____ S _____	STRUCTURE CONTENTS	\$	\$	\$	

Instructions for Site Assessment – Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Locally established reference number – 1, 2, 3...etc
- (9) Name of occupant, street address, phone number.
- (10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)
- (11) Damage Category – Destroyed, Major, Minor
- (12) Water Level in Structure (in feet)
- (13) Estimated income (High, Medium, Low)
- (14) Is structure occupied?
- (15) Own/Rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant” property and evaluate extent of damage and % of uninsured loss to the owner” property)
- (17) Fair Replacement Value (structure and contents)
- (18) Insurance coverage