

## ANNEX L – DAMAGE ASSESSMENT (ESF #3)

### I. PURPOSE

The purpose of this annex is to outline procedures to be followed for damage assessment due to any disaster, including severe storms, floods, and terrorism. Damage assessment provides a basis for determining the assistance needed and the assignment of priorities to those needs.

### II. MISSION AREAS AND LIFELINES

#### A. Mission Areas

##### 1. Prevention

- a. Damage assessment from previous incidents provides information about how to build stronger, maintain more effectively, and prevent unnecessary damages to structures and other property.

##### 2. Protection

- a. Damage assessment of previous incidents exposes vulnerability and allows for protective actions to be taken, including but not limited to additional warning and notification or emergency public information.

##### 3. Mitigation

- a. Damage assessment reveals vulnerability of structures and areas that can be protected in the future through additional building codes, land use planning, or protective measures that eliminate or reduce vulnerability.

##### 4. Response

- a. Damage assessment is part of the initial response to an incident that causes property damage or damage to infrastructure or institutions.
- b. Damage assessment provides information that is critical in requesting additional response resources from internal or external entities.

##### 5. Recovery

- a. Damage assessment provides the first layer of building blocks for community and individual recovery by establishing the resources needed to return to normalcy.

#### B. Lifelines

##### 1. Food, Water, and Sheltering

- a. Damage assessment allows for the identification of sheltering needs and the provision of daily necessities such as food and water. It identifies the availability or inability for residents to live in their homes and have basic necessities satisfied.
- b. Damage assessment provides the basis for services such as shelters, bulk distribution of food and/or water, and distribution of medications, vaccines, or medical care.

##### 2. Health and Medical

- a. Damage assessment activities facilitate the identification of individuals with functional needs or injuries that prevent self-sustainment due to damages or injury.
- b. Damage assessment provides the basis for expansion or mutual aid in medical care providers such as EMS, hospitals and urgent care centers.

3. Energy and Power
  - a. Damage assessment identifies locations where fuel, electricity, and gas are not available or cannot be safely distributed or used.
4. Communications
  - a. Damage assessment identifies the loss of communication hardware like towers and land-lines, as well as other wireless communications devices and systems and the Internet.
5. Transportation
  - a. Damage assessment identifies roads and streets that are not passable due to debris, damage or flooding, and railroads or airports that are unable to be used.
  - b. Damage assessment provides the basis for services to maintain the supply chain through alternate suppliers, roadway restoration, re-routing, or alternate means of transportation.
6. Hazardous Materials
  - a. Damage assessment identifies where hazardous substances are unprotected or in damaged containers, or where releases and spills have occurred in fixed facilities, pipelines, or transient storage.

### **III. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Most hazardous events which may affect the county have the potential for causing structural damage.
2. A planned damage assessment procedure is essential for swift, effective response and recovery operations.
3. Early identification of problems affecting the population, the public, and the private sector enables government officials to make prompt and efficient decisions that prevent extensions of damages and prolonged recovery.
4. State and federal assistance to Shelby County following an emergency is dependent upon quick and accurate damage assessment conducted by local authorities and communicated to the state officials.

#### **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 ability of the county to recover as quickly as possible.
2. Comprehensive damage assessment is necessary to support requests for response and recovery programs offered at the state and federal levels.
3. An accurate damage assessment will support post-disaster mitigation efforts that could result in building codes and land-use regulations that could reduce future storm damage.
4. Ohio Emergency Management Agency (Ohio EMA) will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

## IV. CONCEPT OF OPERATIONS

### A. Core Capabilities

#### 1. Planning

- a. Shelby County EMA must lead planning efforts to train damage assessment personnel and to develop documentation systems that allow for quick and accurate collection of data about damaged structures, systems, and institutions.
- b. County and municipal partners must work with the EMA to develop a volunteer and professional workforce to conduct damage assessment activities immediately after the impact of threats, and to then convey that information to state officials.
- c. Planning efforts must include experts from construction industry, utilities, engineering, and fire and rescue to provide personnel with appropriate expertise in assessing damage immediately after impact, and to establish approximate values to the damages.

#### 2. Public Information and Warning

- a. Damage assessment activities must begin as soon after the incident is past, and therefore coordination of weather warnings and the most current weather consequences is critical to safe operations.

#### 3. Operational Coordination

- a. Joint participation among agencies and departments in performing damage assessment allows for realistic and accurate requests for additional resources to rapidly begin recovery and restoration.
- b. First responder agencies must work with damage assessment workers to allow for safe and appropriate entry into damaged areas for the purpose of assessment and request of additional resources for management.
- c. Coordination of efforts allows for damage assessment to be completed before any demolition or clean-up of damages begins, thus providing an accurate picture of the actual damages caused by the incident.

#### 4. Environmental Response/Health and Safety

- a. Damage assessment personnel must be able to work safely in an unsafe environment. They must be aware of and able to avoid hazardous materials spills and releases as they work.

### B. Overview

1. The Shelby County Emergency Management Director should be the primary point of contact for damage assessment in the county. The county EMA office provides all of the accumulated data in a combined summary report to the Ohio Emergency Management Agency (Ohio EMA) within the time frames established by OEMA.

- a. Categories of assessment are utilized to drive individual assistance and public assistance from state and federal resources.

### C. Initial Assessment

1. Local government officials will conduct an initial damage assessment using all available sources (fire, police, citizen call-in reports, etc.) as soon as possible following a disaster.

- a. Initial assessment will cover individual loss and public loss categories.

- b. Online programs that allow residents and property owners to self-assess and self-report are encouraged
2. This initial report (or Windshield Report) will be submitted to the Ohio EMA within 12 hours of the incident impact. See Tab 1 to this annex, Initial Damage Assessment Report
3. Damage assessment covers individually owned property/assets and publicly owned property and operations, and drives the provision of individual assistance and public assistance.
  - a. Individual damage and loss data and findings can include items such as the following:
    - 1) Number of persons injured, missing, hospitalized, or deceased.
    - 2) Number of persons evacuated and sheltered and the estimated duration of shelter operations.
    - 3) Number of private for-profit or nonprofit businesses; or multi-family residential units for profit (including apartment buildings) which have been destroyed, or with major, minor, or affected damages.
    - 4) Number of individual family residences (including mobile homes and multi-family units) which have been destroyed, or with major, minor, or affected damages.
    - 5) Estimate of insurance coverage of insured properties or businesses.
      - a) This information may be obtained from realtors, tax assessors, insurance companies, and lending institutions.
      - b) Flood insurance information is available from the National Flood Insurance Program (NFIP) or local insurance agents.
    - 6) Agricultural losses including items such as loss of all buildings, equipment, inventory for sale such as grain in bins, cropland, supplies such as food for animals and livestock of operating farms.
    - 7) The impact to the private sector affected, including unemployment estimates due to businesses closures due to the disaster; number of affected persons on a fixed income; data regarding those who have no personal insurance; needs of the elderly, minorities and non-English speaking populations, and a general update on unmet needs in the community as a result of the incident
  - b. Public damage and loss data and findings can include items such as the following:
    - 1) Estimates of damage to government-owned facilities such as public buildings, sewage and water treatment facilities, and other publicly-owned utilities, roads, bridges, public schools, etc.
    - 2) Damage to public areas such as parks and recreation areas, outdoor shelters, sidewalks and other access pathways, and parking areas or boat docks.
    - 3) Estimates of cost to government's emergency response, i.e., cost of debris removal, police and fire overtime, protective measures taken, shelter operations, etc.
    - 4) The impact of the disaster on the public sector, to include:
      - a) Loss of tax base through damage to taxpayers' properties and reductions in value.
      - b) The affected government's annual and maintenance budget (which would give reasonable indication of an entity's financial ability to recover).
      - c) Lack of resources available from public sector to meet needs of the private sector.
      - d) Resilience of the local economy and the estimated ability to recover using local resources.

- 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.
4. Degree of Structural Loss in damage assessment is defined in the following manner:
- a. Destroyed – Structure is not repairable; cannot be safely occupied and repairs are not a reasonably cost-effective resolution.
  - b. Major Damage - The structural damage is greater than 50% and is such that the resident/business cannot repair the structure in 30 days; uninhabitable without major repairs.
  - c. Minor Damage - The structural damage is less than 50% and can be repaired within a 30-day time period for re-occupancy.
  - d. Affected - The structural damage does not prevent habitation and repairs needed are minimal; can be accomplished in a relatively short period of time, less than 30 days.
  - e. 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.

#### D. Detailed Damage Assessment

1. Subsequent to initial damage assessment, a detailed damage assessment must be completed to collect and provide specific information on the severity and magnitude of the disaster and resulting loss data to officials at Ohio EMA.
2. Damage assessment reports will be consolidated for unincorporated areas in the county and reported separately for incorporated areas in the county.
3. The detailed report will be forwarded to the state within 36 hours of the incident impact.
4. Ohio EMA requires the use of specific forms for providing this information. See Tab 2 to this Annex, for the Ohio EMA Damage & Needs Assessment form, and consult with the EMA director for the most current forms
5. Detailed damage assessment reports should include:
  - a. Area jurisdictional description -rural, urban, or combination
  - b. Debris costs including the cost of collection, removal and disposal, health hazards present, blocked access to homes, businesses, or blocked roads
  - c. Damage to roads, bridges and culverts
  - d. Damage to water-treatment and distribution facilities and systems
  - e. Damage to utilities (public and private, non-profit) at generation and distribution points
  - f. Damage to public buildings
  - g. Emergency work performed to point
  - h. Damage to parks and recreational areas
  - i. Death/Injury
  - j. Budget Information
  - k. Nature of threat
  - l. Personal Property--estimate of losses
  - m. Businesses--estimate of losses and unemployment
  - n. Estimate of insurance coverage

- o. Agricultural--crops, livestock, equipment

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

### **A. Organization**

1. The Shelby County EMA will serve as the coordinating agency for collection, compilation, and forwarding of all damage assessment information to Ohio EMA.
  - a. Damage assessment activities require assistance from a wide variety of departments, agencies, and organizations, and the specific needs will be established in consideration of the individual and public losses incurred in the incident. It is not always possible to predict the breadth of involvement prior to an incident.
2. Private damage assessment will be conducted by volunteers of the EMA office and staff and volunteers of the American Red Cross.
  - a. EMA damage assessment is intended to provide the basis for providing resources to the county from state and federal entities, and establishes the need for governmental process to provide financial aid to individuals.
  - b. Red Cross damage assessment is provided with the intent to provide for the immediate needs of individuals, such as shelter, food and clothing.
  - c. Both damage assessment processes collect similar information and in the interest of affected persons' needs, the EMA and Red Cross work together to exchange information without multiple contacts with the affected parties.
  - d. By written agreement between the agencies, the information will be shared to allow for quicker and more accurate reporting.
  - e. Insurance company adjusters and appraisers are other sources that may assist in collecting or providing damage information.
  - f. The National Inspection Corporation will also assist in damage assessment.
3. Agricultural damage assessment will be conducted by the Shelby County Farm Service Agency and the Ohio State University Extension.
  - a. Information will be compiled and forwarded to the EMA office for use in the Ohio EMA Damage & Needs Assessment.
  - b. The Farm Service Agency should refer farm families to the EMA and/or Red Cross for personal household needs related to the disaster.
  - c. This information will also be provided to the state through the State Department of Agriculture by the Farm Service Agency
4. Public damage assessment will be the joint responsibility of the various local government employees and officials.
  - a. The Shelby County EMA will serve as the lead agency for conducting public damage assessment, although every jurisdiction is encouraged to actively participate in the survey and reporting of their damage to the Shelby County EMA.
    - 1) The EMA Director will rely upon municipal officials and employees to staff damage assessment teams assigned to those jurisdictions.
    - 2) The EMA Director will rely upon township trustees to provide assistance, personnel and equipment necessary to assess damages in their jurisdictions.
    - 3) The EMA will provide what assistance is available in the form of staff and/or unaffiliated volunteers to fill gaps in damage assessment staffing, and will provide paperwork and forms to be completed in the process.

- 4) The EMA will fill the lead role in coordinating all damage assessment efforts county-wide, and will assemble and submit the damage assessment reports to the State of Ohio EMA.
- b. Damage assessment of county roads, bridges, and culverts will be accomplished by the Shelby County Engineer, and assessment to city streets will be by the jurisdiction's street superintendent, or public works director, or city engineer.
- c. Assessment of damages to public utilities will be accomplished by the Shelby County Engineer, and the Sidney Public Works Department.
- d. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related fields will be used to supplement existing team members.

## B. Assignment of Responsibilities

### 1. EMA Director

- a. Establish point of contact with officials of affected jurisdictions (Shelby County Commissioners, mayors, township trustees) and determine the approximate area affected
- b. Alert and activate the damage assessment volunteers to do individual property damage assessment and to fill gaps in public damage assessment, as needed
- c. Assign volunteers to teams and provide 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
- d. Collection and consolidation of missing persons information and submission to the designated authority
- e. Coordinate with the Public Information Officer to inform the public of newly discovered hazardous conditions (i.e., roads, bridges, buildings)
- f. Coordinate with the Debris Management Team to establish the priorities for debris removal and emergency work
- g. Assist in the collection of damage assessment data
- h. Prepare, or coordinate the preparation of reports to be forwarded to the state.

### 2. Shelby County Engineer

- a. Support or provide personnel, as available, to conduct assessment of county roads, bridges, and culverts in the damage area
- b. Work with other county departments to make sure all areas are covered and that there is safe access to all areas surveyed by non-engineering officials or employees

### 3. Miami Valley American Red Cross

- a. Conduct private damage assessment activities in conjunction with Shelby County EMA volunteers to determine the need for family services case management
- b. Provide damage assessment data to EMA for inclusion in Damage & Needs Assessment report

4. Law Enforcement and/or fire services and/or EMS agencies involved in responding to the disaster are encouraged to report the following information to the Emergency Management Agency 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)
5. A representative from City/County Tax Department/Auditors/Treasurer may be requested, and assigned by the department head to research and report the following data:
  - a. The tax value of the affected public and 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, data should be provided for inclusion in the Damage & Needs 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 affected private and public sites
    - 2) Average income of affected households, individuals and businesses
    - 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, elderly, and persons with functional needs affected and to what degree
    - 6) Numbers of affected individuals on a fixed income and/or supplementary government assistance

## **VI. DIRECTION AND CONTROL**

- A. During emergency situations, damage assessment activities will be coordinated from the EOC.
- B. All damage information received by the EOC will be collected and forwarded to an administrative support volunteer for entry.
- C. Damage assessment updates will be posted in the EOC.
- D. Shelby County EMA will forward reports to Ohio EMA as close to requested time frames as possible.
- E. If all available local resources are committed, including mutual aid, and assistance is still required, the Shelby County EMA will coordinate a request for state assistance through the Ohio Emergency Management Agency by following the procedures listed in Appendix 2 to the Basic Plan, Procedures for Requesting State Disaster Assistance.



- F. Requests for Federal assistance are made by the Governor of the State of Ohio upon recommendation from the Ohio EMA Executive Director when the resources of the state are not able to fulfill the needs of the emergency. Refer to Basic Plan, Section VII-A.

## **VII. CONTINUITY OF GOVERNMENT**

- A. In the absence of the EMA Director, the line of succession for the Damage Assessment function is as follows:
  - 1. Shelby County Engineer, or designee
  - 2. Shelby County Assistant Engineer, or designee
  
- B. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Appendix 1, Procedures for the Protection of Government Resources, Facilities and Personnel in Annex N, Resource Management.

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. Reports and Records
  - 1. Windshield Report
    - a. 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 Internet, telephone, two-way radio, messenger, or fax.
  - 2. Preliminary Damage Assessment Form
    - a. Each damage assessment team will collect data in the field using the Preliminary Damage Assessment Form (Tab 2). All reports will be forwarded to the county EMA office.
  - 3. Detailed Damage and Needs Assessment Form (AGN-0035)
    - a. This form (Tab 3) is used by the County Emergency Management Agency to report “firm” damage assessment numbers and values. 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.
    - b. To expedite this decision-making process the form should be completed and electronically mailed, telephoned, radioed, or faxed into the Ohio Emergency Management Agency within 36 hours of the incident.
    - c. The County EMA should consolidate data for the county agencies and component cities, villages, and townships. Instructions for this form are contained in Tab 3.
  
- B. Maps
  - 1. Two maps should be prepared. One should show publicly owned property damage, and graphically display where the worst damage is located and where minimal damage is located. The second map should address the same for privately owned property damages.

### C. Supporting Procedures

1. 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.
2. Shelby County uses the Web-X Software in the Emergency Operations Center for the for collecting and coordinating damage assessment data.
  - a. The EOC will collect both public and private damage information
  - b. The Damage and Needs Assessment Report that is provided to Ohio EMA will be generated once damage information is collected
3. Standard administrative procedures such as those listed below will support these activities.
  - a. Completion and retention of activity logs
  - b. Completion and retention of assessment forms and reports
  - c. Status board
  - d. Retention of assistance requests and declarations
  - e. Detailed accounting of emergency expenditures

### D. Release of Information

1. The Public Information Officer will set up an Information Center or a Public Information Hotline, and arrange to have regular briefings to relate damage assessment information to the public.
  - a. Social media may be used to distribute general non-specific information and directives to the public. No confidential or personal information should be posted on any social media.
2. Under Ohio's Sunshine Law, damage assessment data is a public record and will be provided as soon as possible (noting that this function occurs during emergencies) upon request.
  - a. All personal information such as names, telephone numbers, and insurance information shall be redacted from any information released through a public records request.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The EMA Director, in coordination with the Shelby County Engineer, Miami Valley Chapter of the American Red Cross, and the Sidney Public Works Director, and the Sidney Community Services Director are responsible for review and update of this annex.
- B. Reviews should be conducted following actual incidents or when the State of Ohio releases new guidance for damage assessment.
- C. Updates and revisions will be prepared and distributed through the EMA office.

## **X. AUTHORITIES AND REFERENCES**

- A. Authorities  
Not used. See Item IX.A of the Basic Plan.
- B. References

1. Ohio EMA Damage Assessment Guide

**XI. ADDENDA**

Tab 1 – Windshield Report

Tab 2 – Preliminary Damage Assessment Form

Tab 3 – Detailed Damage and Needs Assessment Form with Instructions

**XII. AUTHENTICATION**

\_\_\_\_\_  
Miami Valley American Red Cross, Disaster Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sidney Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sidney Community Services Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby County EMA Director

\_\_\_\_\_  
Date

**Windshield Report  
(12-Hour Initial Disaster Report)**

What happened: (flood, explosion, hurricane, tornado, fire, etc.) \_\_\_\_\_

When it happened: \_\_\_\_\_

Where it happened: \_\_\_\_\_

Extent of damage or loss: \_\_\_\_\_

Best estimate of injured, homeless, fatalities: \_\_\_\_\_

Type and extent of assistance required, if known: \_\_\_\_\_

Additional remarks pertinent to situation: \_\_\_\_\_

**PRELIMINARY DAMAGE ASSESSMENT**

DATE: \_\_\_\_\_

SHELBY COUNTY	NAME OF COMMUNITY AREA				NAME OF ASSESSOR:			PHONE NO.				
LOCATION	IS THIS HOME:	TYPE			STATUS		HABITABILITY				INSURANCE	
STREET ADDRESS, APART #, MH PARK	PRIMARY/ SECONDARY	SINGLE FAMILY	MULTI FAMILY	MOBILE HOME	OWN	RENT	AFFECTED	MINOR	MAJOR	DESTROYED	YES	NO
<b>TOTAL</b>												

COMMENTS:

**DETAILED DAMAGE AND NEEDS ASSESSMENT  
SUMMARY INFORMATION**

**Name of Jurisdiction:** \_\_\_\_\_ **Population:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Population:** \_\_\_\_\_ **Report Date:** \_\_\_\_\_  
**Disaster Date:** \_\_\_\_\_ **SHELBY** **47,910**  
**Type of Disaster:** \_\_\_\_\_ **Area Primarily Affected:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PUBLIC DAMAGES**

**A. Debris Clearance**

Public Roads and Streets \$ \_\_\_\_\_  
 Public Property \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**E. Public Buildings, Facilities, Equipment**

Public Buildings Destroyed \$ \_\_\_\_\_  
 Public Buildings Damaged \$ \_\_\_\_\_  
 Building Contents \$ \_\_\_\_\_  
 Vehicles / Equipment \$ \_\_\_\_\_  
 Insurance Coverage \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**B. Protective Measures**

Emergency Temporary Repairs \$ \_\_\_\_\_  
 Flood Protection / Sandbagging \$ \_\_\_\_\_  
 Barricades, Signs \$ \_\_\_\_\_  
 Security / Search and Rescue \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**F. Public Utilities (Publicly Owned)**

Water Systems \$ \_\_\_\_\_  
 Water Treatment Plants \$ \_\_\_\_\_  
 Sewage Treatment Plants \$ \_\_\_\_\_  
 Sewers - Length in Feet 0 \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Insurance Coverage 0.00% \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**C. Road Systems**

Roads (miles 2 lane paved) 0.0 \$ \_\_\_\_\_  
 Roads (miles 2+lane paved) 0.0 \$ \_\_\_\_\_  
 Roads (other) 0.0 \$ \_\_\_\_\_  
 Bridges Destroyed 0 \$ \_\_\_\_\_  
 Bridges Damaged 0 \$ \_\_\_\_\_  
 Culverts Destroyed 0 \$ \_\_\_\_\_  
 Culverts Damaged 0 \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**G. Parks and Recreational**

Parks \$ \_\_\_\_\_  
 Recreational \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Insurance Coverage 0.00% \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**D. Water Control Facilities**

Dikes \$ \_\_\_\_\_  
 Levees \$ \_\_\_\_\_  
 Dams \$ \_\_\_\_\_  
 Drainage Channels \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**H. Schools and Private Non-Profit Facilities**

Public Schools Destroyed 0 \$ \_\_\_\_\_  
 Public Schools Damaged 0 \$ \_\_\_\_\_  
 Other Schools Destroyed 0 \$ \_\_\_\_\_  
 Other Schools Damaged 0 \$ \_\_\_\_\_  
 Private Utility \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Insurance Coverage 0.00% \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

**GRAND TOTAL \$ \_\_\_\_\_**

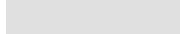
**I. Current Jurisdiction Budget Information**

Annual Budget	\$	Road Budget	\$
Public Works Budget	\$	Date Fiscal Year Begins	

**PRIVATE DAMAGES**

**J. Individual**

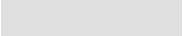
Residences Destroyed - Single Family  
 Residences Destroyed - Multi-Family  
 Residences Destroyed - Mobile Home  
 Residences Damaged - Single Family  
 Residences Damaged - Multi-Family  
 Residences Damaged - Mobile Home  
 Residences - Minor Damage  
 Residences - Affected  
 Insurance

0.00% 

**Total #** 

**K. Business / Industry**

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

0.00% 

**Total #** 

**L. Agriculture**

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

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

**M. Other Information**

Deaths  
 Injuries  
 Hospitalized  
 Evacuated  
 Sheltered  
 Missing

**N. Additional Disaster Information**

If a FLOOD or WINTER STORM:  
  
 If FLOOD, Type:  
 Stream Overflow?  
 Sheet Flow?  
 Sewer Backup?  
 Other?  
 How long under water?  
 Chemical Contamination?  
 What Chemicals?

Quantity – in  
 inches  
 Hours Dura-  
 tion?

**O. Additional Comments:**

**Alternate Contact:**

**Title:**

**Address:**

**Phone:**

<b>DETAILED DAMAGE AND NEEDS ASSESSMENT FORM INSTRUCTIONS</b>
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The following instructions will assist you in providing the information on the Damage and Needs Assessment Form, provided by the Ohio EMA. The completion of this form as soon as practical after the disaster has occurred allows 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, a reasonable estimate of costs be inserted. The information provided on this form gives State officials a broad picture of the impact of the disaster on your community and enables them to identify those programs which may best suit your community's needs.

This data should be reported to the Ohio Emergency Management Agency (Ohio EMA) as soon as possible if your community is seeking assistance from the State or Federal government. You may report the data verbally by calling 614-889-7150, or fax the data to 614-791-0018. The form itself is a worksheet which can be mailed to Ohio EMA 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 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 political jurisdiction for which damage estimates are being recorded.

**BLOCK B:** Enter the name and population of the county.

**BLOCK C:** Indicate the type of disaster and the date of occurrence. If it is 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 is involved to return those properties to their pre-disaster condition. As indicated below, the term "public damage" also includes those out-of-pocket costs the government incurred in their response to the disaster.

In the event a joint Federal/State preliminary assessment is conducted to determine the need for Federal assistance, additional information concerning public damages is required. You should refer to the **Damage Assessment Guide**, January, 1998, developed and distributed by Ohio EMA for additional guidance.

**BLOCK A: DEBRIS CLEARANCE** - 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 a legal responsibility to do so (i.e. debris brought to the curbside). Include actual and estimated costs to remove debris from public roads and streets within your jurisdiction. Do not include regular time incurred for your own employees in your costs.



**BLOCK B: PROTECTIVE MEASURES** - Protective measures include the cost of search and rescue and actions taken by entities 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, overtime associated with police and fire and temporary repairs should be recorded in this block.

**BLOCK C: ROAD SYSTEMS** - Enter the actual/estimated cost to return the following public property, which may have been damaged or destroyed 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-way, 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 the disaster are recorded in this block.

**BLOCK E: PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT** - Enter the number of destroyed or damaged facilities and the estimated repair cost. This could also include any equipment directly damaged by the disaster (not those damaged during the response. Include an estimate of existing insurance coverage.

**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: COMMUNITY BUDGET INFORMATION** - Please include the requested budget information.

### PRIVATE DAMAGE SECTION

**BLOCK I: INDIVIDUAL** - List the number of structures (primary residences including mobile homes) which were destroyed or received major or minor damage from the disaster. Do not report secondary homes (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 thirty (30) days; uninhabitable without major structural repairs. NOTE: Water above the floor of a mobile home for any significant length of time generally causes major damage, even though some occupants may choose to move back in.

**Minor Damage:** The structure is livable; can be repaired within a thirty (30) day time period.

**Affected Damage:** Livable; repairable with cosmetic damage.

**BLOCK J: BUSINESS/INDUSTRY** - Furnish the number of businesses and industries destroyed or with major and minor damage as defined under **BLOCK I**. You need to supply the insurance coverage

information 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 K: 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 is shared with the Ohio Department of Agriculture.

**BLOCK L: 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 "C" after the figure.

Also enter the number of persons evacuated from their homes and those staying in public shelters. Indicate an estimate of the number of persons who may be isolated by the disaster.

**BLOCK M: ADDITIONAL DISASTER INFORMATION** - This additional information assists FEMA 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 notes and supporting documentation as a basis for completion of this form.