



# EMA



**Preliminary  
Damage  
Assessment**



# FIELD GUIDE

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## ***The Purpose of This Preliminary Damage Assessment Field Guide***

This field guide has been designed to serve as a quick reference tool to be utilized by local officials and others, conducting local damage assessment for homes and businesses.

Inside you will find listed the *4 Degrees of Damage*; the State's criteria for seeking an Individual Assistance Declaration and tips—things to do, things to remember. In addition illustrations have been provided and offer examples of the different degrees of damage for both wind and flood.

## ***Why Do Damage Assessment?***

Conducting a local damage assessment enables local officials to:

- determine the severity and magnitude of the event
- quantify homes and businesses impacted by the disaster
- determine whether local resources will be sufficient to effectively respond and recover from the event.

***Local Damage Assessment  
Must Be Rapid, Detailed  
and Accurate.***

- It should be completed and submitted to the State within 36 hours of the event.
- The data collected will then be analyzed to determine if supplemental assistance will be needed from the State and/or Federal agencies.
- If necessary, the State will request a joint preliminary damage assessment with the Federal Emergency Management Agency (FEMA) and/or the Small Business Administration (SBA).
- Delay in completing the assessment may delay supplemental disaster assistance to those most in need.

**There are 4 degrees  
of damage:**

- Destroyed
- Major
- Minor
- Affected

***State's criteria*** for requesting Individual Assistance from FEMA or SBA, or to seek to be added on to an existing FEMA IA declaration:

***There must be a minimum of twenty-five (25) homes and /or businesses with 40% uninsured damages.***

Note: Generally, structures with either “*Destroyed*” or “*Major*” degree of damage will meet “40% uninsured damages” criteria.

## ***DO's***

Conduct visual inspection to verify damages.

Be sensitive when discussing damages with property owner.

Determine extent of insurance coverage (i.e. homeowner's policy vs. flood insurance).

Include impact to businesses in your survey.

Current assessment reports should be as accurate as possible. Exaggerating the amount of damage will be detrimental during a joint PDA.

Provide detailed assessment to the Ohio EMA within 36 hours of the event.

## ***REMEMBER***

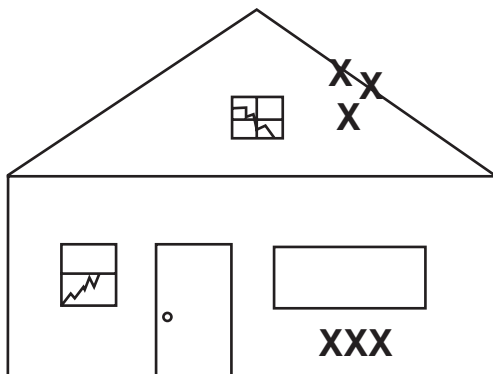
Focus on degrees of damage and habitability. Do not become preoccupied with property value.

Look for waterline or debris line to determine depth of water.

Only report disaster-related damages. Deferred maintenance and/or pre-existing damage should not be included in your assessment.

Based on criteria, make a judgment call.

## WIND DAMAGE: SINGLE FAMILY DWELLING



Examples:

- Some shingle damage
- Few broken windows
- Cosmetic damage to siding
- Repairable

**AFFECTED**

## WIND DAMAGE: SINGLE FAMILY DWELLING

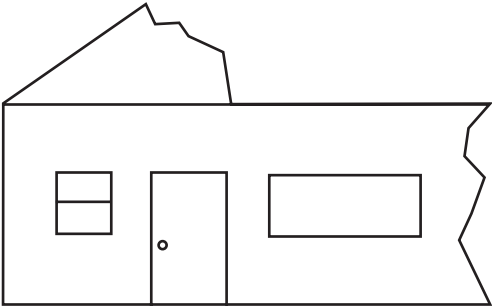


Examples:

- One (1) wall damaged
- Section of roof missing or damaged
- Repairable

**MINOR**

## WIND DAMAGE: SINGLE FAMILY DWELLING

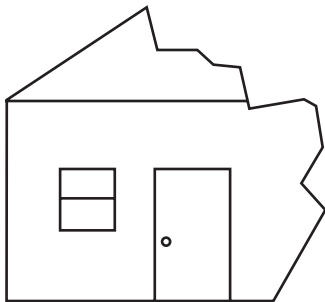


Examples:

- Substantial structural damage to walls, roof, etc.
- Repairable

**MAJOR**

## WIND DAMAGE: SINGLE FAMILY DWELLING

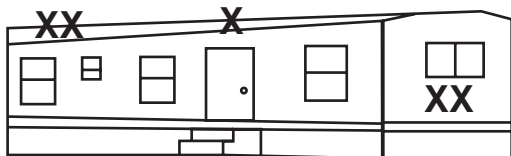


Examples:

- Total Loss
- Structure is compromised
- Not repairable

**DESTROYED**

## WIND DAMAGE: MOBILE HOME

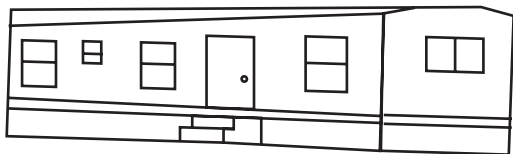


Examples:

- Minor dents to roof or siding

**AFFECTED**

## WIND DAMAGE: MOBILE HOME

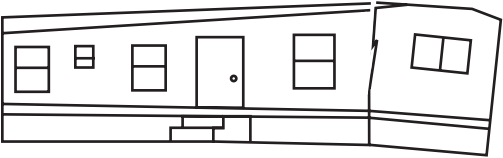


Examples:

- Utility connections broken
- Slight movement on piers/  
foundation

**MINOR**

## WIND DAMAGE: MOBILE HOME

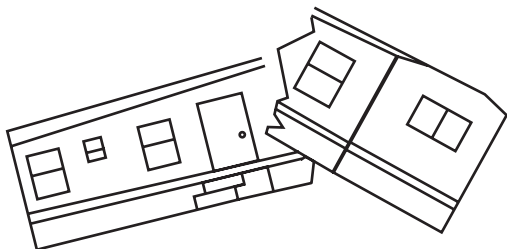


Examples:

- Wall and roof damage
- Shifted on piers/foundation

**MAJOR**

## WIND DAMAGE: MOBILE HOME

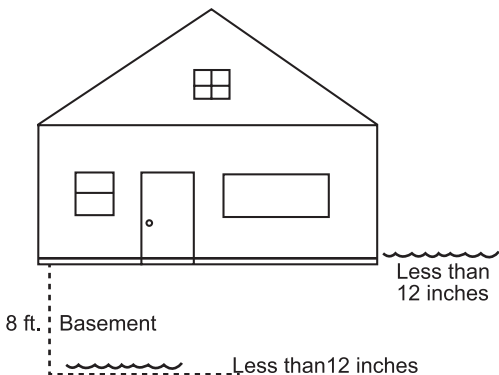


Examples:

- Total Loss
- Bent Frame
- Buckled walls, roof

**DESTROYED**

## FLOOD DAMAGE: SINGLE FAMILY DWELLING

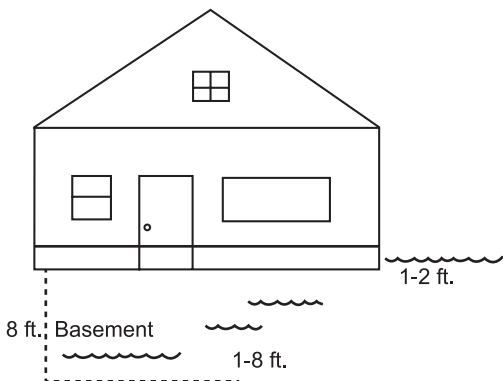


### Examples:

- Without basement: less than 12 inches on 1st floor.
- With basement: less than 12 inches.
- No structure damage

**AFFECTED**

## FLOOD DAMAGE: SINGLE FAMILY DWELLING

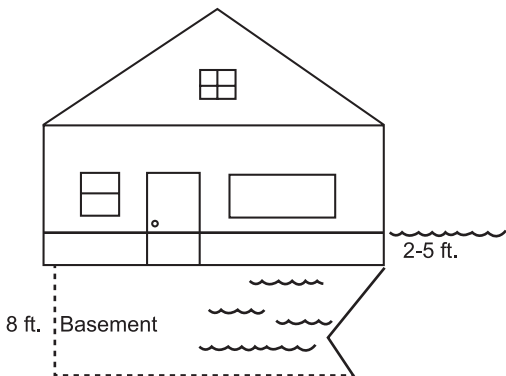


### Examples:

- Without basement: 1-2 feet of water on 1st floor.
- With basement: 1-8 feet

**MINOR**

## FLOOD DAMAGE: SINGLE FAMILY DWELLING

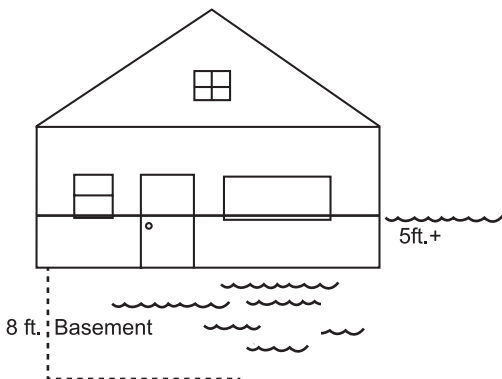


### Examples:

- Without basement: 2-5 feet of water on 1st floor.
- With basement: over 8 feet
- Collapsed basement wall(s)

**MAJOR**

## FLOOD DAMAGE: SINGLE FAMILY DWELLING

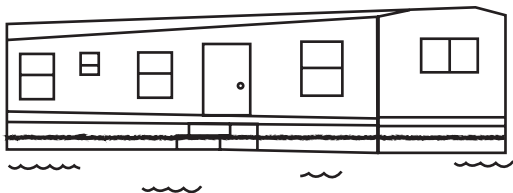


### Examples:

- Over 5 feet of water on 1st floor
- Basement full and over 2 feet of water on 1st floor.

**DESTROYED**

## FLOOD DAMAGE: MOBILE HOME

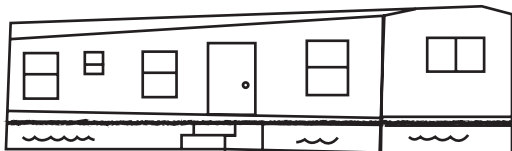


### Examples:

- Water standing under or around mobile home, but not touching the bottom board.
- Indication of water being around a mobile home, but not touching the bottom board following a flash flood.

**AFFECTED**

## FLOOD DAMAGE: MOBILE HOME

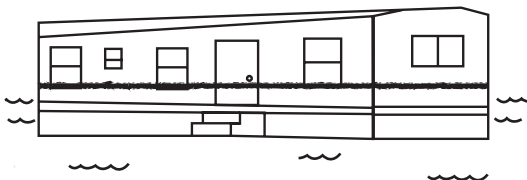


### Examples:

- Utilities flooded
- Piers/foundation shifted
- Water touched or soaked at the bottom board, but did not enter the primary living area.

**MINOR**

## FLOOD DAMAGE: MOBILE HOME

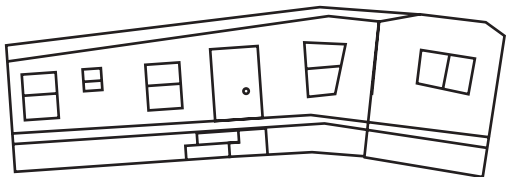


Examples:

- Water soaked bottom board and the primary living area.
- Piers/foundation washed out or away.

**MAJOR**

## FLOOD DAMAGE: MOBILE HOME



### Examples:

- Washed off piers/foundation
- Frame bent or twisted.
- Mobile home has turned over on its side/top.
- 4 feet + water above floor level.

**DESTROYED**

# TALLY WORKSHEET

|                   |                  |
|-------------------|------------------|
| <b>DESTROYED:</b> |                  |
| SF                | _____            |
| MH                | _____            |
| BUS               | _____            |
| TOTAL:            | _____ INS: _____ |
| <b>MAJOR:</b>     |                  |
| SF                | _____            |
| MH                | _____            |
| BUS               | _____            |
| TOTAL:            | _____ INS: _____ |
| <b>MINOR:</b>     |                  |
| SF                | _____            |
| MH                | _____            |
| BUS               | _____            |
| TOTAL:            | _____ INS: _____ |
| <b>AFFECTED:</b>  |                  |
| SF                | _____            |
| MH                | _____            |
| BUS               | _____            |
| TOTAL:            | _____ INS: _____ |

SF-Single family  
MH-Mobile Home

BUS-Business  
INS-insurance



EMA 0009 1/06

[www.ema.ohio.gov](http://www.ema.ohio.gov)

Ohio Emergency Management Agency  
2855 West Dublin-Granville Road  
Columbus, OH 43235

