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- **Emergency Management Agency**
- Emergency Medical Services
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- Ohio Homeland Security
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Memo to: All County Emergency Management Directors

From: Sima Merick, Executive Director
Ohio Emergency Management Agency

Subject: *Assistance Toolbox- 3rd Edition*

The Assistance Toolbox has been developed by the Ohio Emergency Management Agency (Ohio EMA) Disaster Recovery Branch (DRB) to provide a step-by-step explanation of the actions to be taken by local government to potentially seek supplemental federal/State financial assistance. First implemented in 2005, the *Assistance Toolbox* continues to provide information and guidance for county EMA directors, local, county and state government officials and Ohio EMA personnel to effectively accomplish damage assessment for purposes of supplemental assistance and other recovery activities. It is a comprehensive compilation of information, guidance, fact sheets, etc. intended to educate users on the disaster recovery process.

It is important that these procedures are followed in order to obtain State or federal assistance in a timely and effective manner. To receive disaster assistance local governments must be significantly impacted and meet published criteria and thresholds. The Ohio EMA will coordinate the identification of resources or programs available at the State and/or federal level to supplement local efforts to protect the public's health and safety and to recover from the disaster.

This information is current and accurate at this time. However this is a living document and as programs change and new information becomes available, updates will be made available on our website. This guidance promotes and enhances our collective effectiveness. Please contact the Disaster Recovery Branch at 614-799-3665 if you have questions or recommendations.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

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Introduction

- Purpose of Damage Assessment**
- Damage assessment produces quantitative data regarding:
- The degree of damage to the private sector - herein referred to as Individual Assistance (IA) - which addresses assistance to disaster survivors and businesses.
 - The costs incurred by the public sector - herein referred to as Public Assistance (PA) – which addresses assistance to local and state governments and certain private non-profit organizations for damages to their infrastructure and costs associated with debris operations and emergency protective measures.

Once an emergency/disaster has occurred, determining the type and extent of damage is the only way to ascertain if State/federal assistance is warranted.

It is fundamental to timely and accurate damage assessment for the county EMA to assign personnel who are trained and/or experienced in the damage assessment process to coordinate the assessment at the local level.

Timeframe for Completing Damage Assessment

The damage assessment process for IA and PA may occur concurrently or separately. The timing is dependent on the nature and urgency of the event.

Addressing the needs of disaster survivors should be the priority so it may be necessary to conduct the IA damage assessment first to determine the need for supplemental assistance and then compile the PA damage assessment.

Due to the nature of information needed for the PA damage assessment (total estimated cost of the response/recovery), this is normally a longer process to complete.

Responsibility for Damage Assessment

The county EMA should be the primary point of contact for damage assessment in the county and should compile the damage assessment forms and forwards them to Ohio EMA.

The county EMA should establish pre-event, local damage assessment teams to conduct the IA damage assessment.

The county EMA should establish pre-event, the process for gathering PA damage assessment from the public sector.

Assistance Benchmarks

There are benchmarks for determining whether or not to seek federal or State financial assistance which will be explained in Tab C. When

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the benchmarks are reached DO NOT STOP the damage assessment process but be sure to report into the local damage assessment team leader and county EMA office that the benchmark has been met. This should then be reported to Ohio EMA.

Submitting Damage Assessment Damage assessment is reported by the county EMA to the State EOC via:

- Assessment Room (email eocassmt@dps.ohio.gov) and/or;
- WebEOC – Damage Assessment Boards

Table of Contents

[Tab A – Individual Assistance Damage Assessment](#)
This Tab addresses the damage assessment process for the private sector, individuals, households and businesses.

[Tab B – Public Assistance Damage Assessment](#)
This Tab addresses assistance to the public sector including the damage assessment process and debris management.

[Tab C – Federal Declaration Process](#)
This Tab outlines the criteria and steps that take place following a disaster in order to obtain federal financial assistance.

[Tab D – Assistance Programs](#)
This Tab outlines some of the more common federal, state and non-governmental agencies assistance programs. Please refer to the State Recovery Strategies for additional information and resources.
http://ema.ohio.gov/Recovery_StateRecoveryStrategies.aspx

[Tab E – Planning](#)
This Tab provides an overview of recovery, mitigation and debris management planning. Pre-event planning can facilitate quicker and more comprehensive recovery for impacted communities. The Ohio EMA has several resources for assisting with local planning efforts.

[Tab F – Public Information](#)
This Tab provides some tools and tips to assist with the public information side of recovery from the damage assessment process, assistance programs and debris management. It also discusses interactions with elected officials and managing expectations related to recovery assistance.

[Tab G – Terms](#)

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Checklists

[Appendix A – Checklists](#)

This Appendix has checklists for local damage assessment coordinators and team members (*feel free to edit these checklists to suit your needs*), Joint Preliminary Damage Assessments (Joint PDA's) and Disaster Recovery Centers (DRCs) (*please do not edit these checklists*).

Damage Assessment Coordinator Checklist
Damage Assessment Team Leader Briefing Checklist
Damage Assessment Team Member Checklist
Disaster Recovery Centers Checklist
Individual Assistance Damage Assessment Checklist
Public Assistance Joint PDA Checklist
Media and General Public Checklist
Sample Damage Assessment Team Equipment Checklist

Forms

[Appendix B – Forms](#)

This Appendix has forms for conducting IA and PA damage assessments.

Individual Assistance Damage Assessment Street Sheet
Public Assistance Damage Assessment Form
Site Estimate Form (Multiple Sites)
Site Estimate Form (Single Site)

Introduction

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