

- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Facts about Damage Assessment

Damage Assessment is the systematic process of determining and appraising the nature and extent of the loss, suffering and/or harm to a community resulting from natural or human-made disasters.

Damage assessment is concerned with determining the who, what, where, when, and how of a disaster and is an integral part of the decision making process. Developing a good damage assessment capability can:

1. Provide an intelligence base to assist decision-makers in determining their course of action and the resources required for effective response and recovery;
2. Assist officials in preparing requests for supplemental assistance from the State and/or federal government;
3. Provide information to assist in identifying hazard mitigation projects or activities;
4. Keep the public accurately informed.

Damage assessment produces a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations and requirements for supplemental assistance can be determined by assessing damage immediately following a disaster.

Pre-Disaster Preparation

A systematic procedure to collect and properly analyze damage information should be set up before an emergency or disaster occurs. Identification and training of individuals tasked with damage assessment is a critical requirement for accurate and timely damage assessment.

A damage assessment team should be incorporated into the jurisdiction's Emergency Operation Center (EOC). This team should be comprised of regular public employees or officials who can assume assessment responsibilities whenever a disaster occurs and/or the EOC is activated.

This team receives and compiles assessment information from the field and provides updated information to all persons within the EOC. They also plot information and prepare maps which identify locations of damages by type and category.

A damage assessment coordinator should be appointed to lead the assessment team, coordinate field assessment teams and verify information received. The person appointed should receive training in the declaration process, assistance and recovery programs and damage assessment criteria.

Damage assessment teams should be identified and may be comprised of government employees involved in a response. However, because their response efforts are critical to the public health and safety, the teams should not be comprised of response personnel. Other public and private sector employees with experience in engineering, property assessments and other related fields should be utilized as team members.

Two types of teams should be organized: one trained to assess **private** damages and one trained to assess **public** damages. The private damage assessment teams collect information on damages to residences (including mobile homes, condominiums and apartments), businesses, agriculture, insurance coverage and number of evacuees (including the number sheltered), injured and dead. The public damage assessment teams work closely with local governments and certain private non-profit organizations to collect information on damages to public and private non-profit facilities.

Disaster Recovery Branch (DRB) staff at the Ohio Emergency Management Agency (Ohio EMA) provides seminars for team training on behalf of the county EMAs and local governments. County EMA directors may access additional training information at www.ema.ohio.gov/training.aspx or call DRB at (614) 799-3669.

Sources for Information

Public Damage

Manager/mayor	Road department	City service director
Street department	Parks commission	Administrator
City/county engineer	Commissioners	Colleges (non-profit)
Solid waste districts	Traffic department	Public utilities department
Hospitals (non-profit)	School districts	Parks and recreation department

Budget Information

Mayor	Commissioners	County Auditor
Council	City Clerk	

Individual /Private Damage

Red Cross	Building inspectors	Private utilities
County auditors	Hospitals	Health departments
Insurance companies	County commissioners	Chamber of Commerce
Fire departments	Human services department	

Agricultural Damage

Conservation District	Farm Services/Extension offices	Soil and Water
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Performing Damage Assessment

The county EMA director should be the primary point of contact for damage assessment in the county. It is through that agency that all of the accumulated data is combined in a summary report and forwarded to the State. The report is used in supporting the jurisdiction's request for state/federal assistance.

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. With this information, collected in a timely manner, local and state officials can determine the appropriate course of action. It is fundamental to timely and accurate initial damage assessment to assign personnel who are trained and/or experienced in emergency/disaster situations.

Initial damage assessment reports must be forwarded Ohio EMA electronically or via fax, within 12 hours of the emergency/disaster occurrence. This time frame is necessary for Ohio EMA to inform staff and other state agencies of the occurrence and ready itself for possible requests for assistance. In addition requests to the Federal Emergency Management Agency (FEMA) for assistance should be made by the State as quickly as possible to convey a sense of urgency. An immediate threat to the safety and welfare of the citizens of the community and the serious impact on their ability to recover must be shown to receive a Presidential disaster declaration.

The initial damage assessment information which should be provided to Ohio EMA is as follows:

- Name of affected jurisdiction
- Person reporting and a contact number(s)
- Type and description of disaster
- Estimate of private and public property damages
- Number of people affected (evacuations, deaths, injuries)
- Type of state assistance which may be required

Once the initial assessment is completed and forwarded to the State, a more detailed damage and needs assessment should be started. A Damage and Needs Assessment form must be forwarded to Ohio EMA within 36 hours of the disaster/emergency occurrence. Again, this timeframe is necessary in order for the State to determine if federal assistance may be warranted and to provide updated situation reports to the Governor's office. In addition, if participating, a county EMA is encouraged to populate the WebEOC damage assessment (whiteboard) report.

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Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 889-7150
www.ema.ohio.gov

Incident Status Report Form Initial Update Final

Incident:	
Date / Time of Call:	Click here to enter text.
Date / Time of Incident:	
Incident Location:	
Incident Status:	
Incident Trend:	
Incident Summary: (Include Local Response)	

Local EOC Information:	Status	OPEN	
	Hours	OPEN:	CLOSE:
Other Incident Information:	Fatalities:		
	Injuries:		
	Evacuated:		
	Rescues:		
	Missing:		
	CI/KR Impacts:		
	Power Outages:		
	Road Closures:		
Incident Shelter Information:	Number of Shelters Open:		
	Estimated Population of Open Shelters:		
	Agency Coordinating Shelters:		

For Additional Information Contact (Local Contact):	Name / Title:	
	Phone	
	E-Mail:	

Duty Officer / Call Taker:	Click here to enter text.
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INFORMATION BELOW TO BE COMPLETED BY OPERATIONS DIVISION DIRECTOR OR BRANCH CHIEF

State EOC Status:	Choose an item.
State Assistance Requested / Provided:	Click here to enter text.
Federal Assistance Requested / Provided:	Click here to enter text.
Ohio EMA Contact / Number:	Click here to enter text. / Click here to enter text.

OHIO EMERGENCY MANAGEMENT AGENCY
DAMAGE AND NEEDS ASSESSMENT (Rev. JUNE/2010)

Form header section with fields: A. Name of Political Subdivision & Population, B. Name of County & Population, C. Type of Disaster & Date of Occurrence, D. Area Primarily Affected (East, N.E., All), E. Contact Name & Title, Address, Phone, and INTERNAL USE ONLY (MSG. NO., DATE REC'D, TIME REC'D, SOURCE).

PUBLIC DAMAGES *

Section A: DEBRIS CLEARANCE (Public Roads and Streets, Public Property, Other) and Section E: PUBLIC BUILDINGS, FACILITIES, EQUIPMENT (Public Buildings Damaged/Destroyed, Building Contents, Vehicles/Equipment, Insurance Coverage).

Section B: PROTECTIVE MEASURES (Emergency Temporary Repairs, Flood Protection/Sandbagging, Barricades, Signs, Security/Search & Rescue) and Section F: PUBLIC UTILITIES (PUBLICLY OWNED) (Water Systems, Water Treatment Plants, Sewage Treatment Plants, Sewers, Other, Insurance Coverage).

Section C: ROAD SYSTEMS (ROADS TYPE, BRIDGES DAMAGED/DESTROYED, CULVERTS DAMAGED/DESTROYED, ACCESS PROBLEMS) and Section G: PARKS AND RECREATIONAL (PUBLICLY OWNED) (PARKS, RECREATIONAL, OTHER, INSURANCE COVERAGE).

Section D: WATER CONTROL FACILITIES (DIKES, LEVEES, DAMS, DRAINAGE CHANNELS, OTHER) and Section H: CURRENT COMMUNITY BUDGET INFORMATION (1) ANNUAL BUDGET, 2) ROAD BUDGET, 3) PUBLIC WORKS BUDGET, 4) DATE FISCAL YEAR BEGINS).

PRIVATE DAMAGES *

I. INDIVIDUAL		J. BUSINESS/INDUSTRY	
RESIDENTIAL STRUCTURE DESTROYED # _____	_____	BUSINESSES DESTROYED # _____	_____
(INCLUDES MOBILE HOME MAJOR # _____	_____	MAJOR # _____	_____
FARM HOUSES) MINOR # _____	_____	MINOR # _____	_____
INSURANCE COVERAGE _____ %	_____	NUMBER NOW UNEMPLOYED _____	_____
		ESTIMATED DURATION _____	_____
		INSURANCE COVERAGE _____ %	_____
K. AGRICULTURAL			
FARM BUILDINGS DESTROYED # _____	_____	CROPS DESTROYED # _____	_____
DAMAGED # _____	_____	DAMAGED # _____	_____
MACHINERY/EQUIPMENT DESTROYED # _____	_____	LIVESTOCK DESTROYED # _____	_____
DAMAGED # _____	_____	DAMAGED # _____	_____
L. OTHER INFORMATION		M. ADDITIONAL DISASTER INFORMATION	
DEATHS # _____	_____	IF A FLOOD OR WINTER STORM QUANTITY _____	_____
INJURED # _____	_____	DURATION _____	_____
HOSPITALIZED # _____	_____	IF FLOOD , TYPE: SEWER BACKUP _____ CREEK/RIVER OVERFLOW _____	_____
EVACUATED # _____	_____	SHEET FLOW _____ OTHER _____	_____
SHELTERED # _____	_____	HOW LONG UNDERWATER? _____ DOES WATER CONTAIN HARMFUL CHEMICALS? _____	_____
ISOLATED # _____	_____	IF YES, WHAT CHEMICALS? _____	_____
GENERAL COMMENTS			

(LIST HERE ANY PERTINENT INFORMATION ABOUT THE STRICKEN COMMUNITY/VICTIMS WHICH WILL IMPACT ON THEIR RECOVERY FROM THIS INCIDENT; I.E., INSURANCE FACTORS, LONG-TERM UNEMPLOYMENT OR TEMPORARY HOUSING NEEDS. ADDITIONAL INFORMATION CONCERNING THE COMMUNITY, AND COMMENTS ON EITHER THE PUBLIC OR PRIVATE LOSSES WHICH INDICATE A NEED FOR OUSTIDE ASSISTANCE SHOULD BE EXPLAINED HERE, USE ADDITIONAL SHEETS IF NECESSARY)

* PREPARE TWO MAPS SHOWING: 1) PUBLIC DAMAGE, AND 2) PRIVATE DAMAGE. INDICATE THE AREAS OF MAJOR, MINOR, AND DESTROYED.

** COUNTIES SHOULD **CONSOLIDATE** DATA FOR COUNTY AGENCIES, TOWNSHIPS, AND VILLAGES. MUNICIPALITIES SHOULD REPORT DATA **ONLY** FOR THEIR OWN JURISDICTION.

PUBLIC DAMAGE SECTION

Public damages are those costs and damages incurred by state (agencies and universities) and local governments (townships, cities, counties, villages, schools and special districts) and certain private non-profit organizations. In estimating costs for work completed and work to be completed, include use of your own forces, mutual aid and contractual services. Only those costs/damages that are a DIRECT result of the disaster should be recorded on this form.

In the event a joint federal/state preliminary damage assessment is conducted to determine the need for Federal assistance, additional information concerning public damages is required.

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 the 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 received damage due to the disaster, are recorded in this block.

BLOCK E: PUBLIC AND PRIVATE NON PROFIT BUILDINGS, FACILITIES, AND EQUIPMENT (INCLUDING SCHOOLS AND UNIVERSITIES) – 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 or privately non profit 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 publicly owned 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.

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.

BLOCK M: ADDITIONAL DISASTER INFORMATION- This additional information assists FEMA in determining the needs of the community.

GENERAL COMMENTS

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.

FEDERAL EMERGENCY MANAGEMENT AGENCY			DATE	
PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE				
PART I - APPLICANT INFORMATION				
COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT	PHONE NO.	
PART II - SITE INFORMATION				
KEY FOR DAMAGE CATERGORY <i>(Use appropriate letters in the "category" blocks below)</i>				
a. DEBRIS REMOVAL	d. WATER CONTROL FACILITIES		g. FACILITIES UNDER CONSTRUCTION	
b. PROTECTIVE MEASURES	e. PUBLIC BUILDINGS		h. PRIVATE NON-PROFIT	
c. ROADS AND BRIDGES	f. PUBLIC UTILITIES		i. PUBLIC RECREATION	
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION <i>(Use map location, address, etc.)</i>		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
NAME OF INSPECTOR	AGENCY		PHONE NO.	
	B-11		OFFICE	HOME

Ohio EMA Preliminary Damage Assessment Individual Assistance Worksheet Instructions

As a member of the IA PDA Team, your mission is to quantify primary residences and businesses impacted by the disaster; and to record information regarding the severity and magnitude of the event. The attached worksheet has been designed to be used in the field to record observed damages. For additional guidance on conducting an IA damage assessment, please refer to the *EMA Preliminary Damage Assessment Field Guide* or the *Assistance Toolbox*, developed and distributed by the Ohio EMA.

Block A: Location

Information regarding the location of damaged or impacted primary residences can be recorded in one of several ways. A structure or group of structures may be identified by an individual address, a block of addresses (i.e. 5500-5565 North Street), or the name of a complex or park (i.e. apartments, condominiums or mobile home park.) Please note, it is not necessary to capture each individual address. However, enough information should be provided that in the event of a joint Federal/State PDA, damaged structures can be easily revisited. In the case of businesses record the name of the business and street address. You may want to capture businesses on a separate worksheet for ease in reporting the total number of businesses impacted.

Block B: Type of structure

Type of structure is defined as: single family (SF); mobile home (MH); apartment (apt); condominium (condo); or business (bus). Secondary homes are not quantified and should not be included in this section. However, information regarding impact to these structures should be provided under the comment section in Block D.

Block C: Status

Status refers to whether the occupant(s) are owners (O) or renters (R).

Block D: Notes

This section is used for notes, comments and additional information. Access issues and information regarding impact to secondary residences should be reported here. Occupants' phone number is optional.

Block E: Depth of water

This block is utilized when assessing flood damages. Two (2) entries are required. First, record the level of water that entered the structure. Next, indicate whether the water was in the basement (b) or entered the first floor (1st) living area.

Block F: Habitability

There are 4 degrees of damage: destroyed, major, minor and affected. Please reference the *EMA Preliminary Damage Assessment Field Guide* for examples and illustrations of each of these categories. Based on criteria, record the degree of damage for each structure.

Block G: Insurance

It is important to determine the extent of applicable insurance coverage. In a flooding event, you will want to determine whether the occupants carry flood insurance. For a wind event, it is important to note applicable insurance, either homeowner or renter, whichever applies.

Block H: Totals

Two sets of numbers are required. First, add the total number of primary residences for each degree of damage. Then, do the same for businesses. Report your findings to the designated point of contact.

