

ANNEX P

DAMAGE ASSESSMENT

I. PURPOSE.

This annex provides guidelines for the assessment of damage resulting from disasters, which may occur within the community.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General. Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and should be reported to the State EOC as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained observers should be used to assess actual damage.

IV. TASK ORGANIZATIONS AND RESPONSIBILITIES.

A. General.

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to properly response to and recover from an emergency or disaster.

B. Task Assignment and responsibility.

1. The Policy Group.

Responsible for directing and controlling emergency functions, both public and private, in disaster relief operations.

2. The Emergency Management Director responsibilities:

a. The Emergency Management Director should be located in the EOC and will be responsible to the Policy Group for overseeing all disaster intelligence and damage assessment activities.

b. Using information received from the Damage Assessment Officer, advise the Policy Group on resource shortfalls, and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.

c. Insure that all information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Civil Emergency Management (ODCEM) as soon as they become available.

d. Insure that coordination is made with ODCEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through ODCEM.

3. The County Damage Assessment Officer.

a. It is recommended that the Damage Assessment Officer be located in the EOC and be responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.

b. Activate the teams to assess damage to public and private property; assign teams to the areas which are to be surveyed; and, coordinate the surveys with other groups.

c. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director.

d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.

4. Damage Assessment Teams.

a. The Damage Assessment teams, each of which should consist of a minimum of three individuals, a team leader/recorder, an observer and a driver, are responsible for particular portions (quarters) of the city or county.

b. Response activities when a disaster occurs are as follows:

(1) Damage Assessment Teams report to EOC for assignment instructions.

(2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits.

NOTE: Team members must not interfere with First Responder personnel.

(3) Teams return the information they collect to Damage Assessment Officer at the EOC and receive further instructions.

(4) The Damage Assessment Officer compiles all information received from the teams and provides same to the Emergency Management Director.

5. The American Red Cross, Central Oklahoma Chapter (ARC).

a. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 24 hours and submit a detailed damage assessment within 72 hours.

b. A copy of the Red Cross damage survey information will be provided to the State EOC.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

1. Damage assessment report forms will be forwarded to ODCEM.

2. See Appendix 1 for Damage Report Forms.

3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

All individual disaster assistance provided by the government will be administered with policies set forth by the Oklahoma Department of Human Services and those Federal agencies providing such assistance.

C. Public Relief Assistance

All public relief disaster assistance provided by the government will be administered with policies set forth by ODCEM and those Federal agencies providing such assistance.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCE.

A. See Section IX, Basic Plan.

B. Oklahoma Department of Civil Emergency Management publication: Local Government Guide To Disaster Response Operations.

C. Oklahoma Department of Civil Emergency Management publication: Documenting Disaster Damage for Public Assistance.

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations

Tab A - Structural Damage Assessment Form

Tab B - Structural Damage Assessment Summary Worksheet