Damage Reporting

DANGER
This Structure Is Declared Unsafe For Human Occupancy or Use.
It Is Unlawful For Any Person To Use or Occupy This Building
After Sept 8, 2011 Any Unauthorized Person Removing This Sign WILL BE PROSECUTED
Address of Building Code Official Code Official Code Official Sec.
Date 9/8/II Refer to Ordinance No.

Objectives

- Identify why we need an Initial Damage Report
- Identify the need for an ACCURATE Initial Damage Report
- Identify damage categories & classifications
- Identify what needs to be reported

Objectives

- Identify the sequence of events for reporting
- Discuss scene safety & size-up
- Review documentation forms and other aids to damage assessment
- Discuss types of disaster assistance available after a declaration

Initial Damage Report

- A rapid collection (Windshield) of the estimated damage sustained to your community
- Used to support a disaster declaration or an application for disaster assistance

Why do we need an IDR?

- Allocates existing resources
- Identifies unmet needs
- Identifies the community impact
- Starts the process necessary for receiving federal assistance

Accurate IDR

- Date & Time of occurrence
- Estimated number of buildings affected
- Emergency Protective Measures/Debris Removal Activities
- Identifies if emergency declaration is needed

Reportable Damage

Individual Assistance

- Businesses
- Mobile Homes
- Multi-Family
- Single Family



Reportable Damage

Public Assistance

- Bridges & Culverts
- Fire/EMS/PoliceFacility
- Hospital
- Nursing Home
- Other
- Park
- Power Supply

Public Assistance

- Roads
- Sanitary Sewer
- School
- Sewer Treatment
- Storm Sewer
- Water Control Facility
- Water Supply
- Water Treatment

Reporting Categories

- Destroyed
- Major Damage
- Minor Damage
- Damaged (PA Only)
- Affected
- Inaccessible



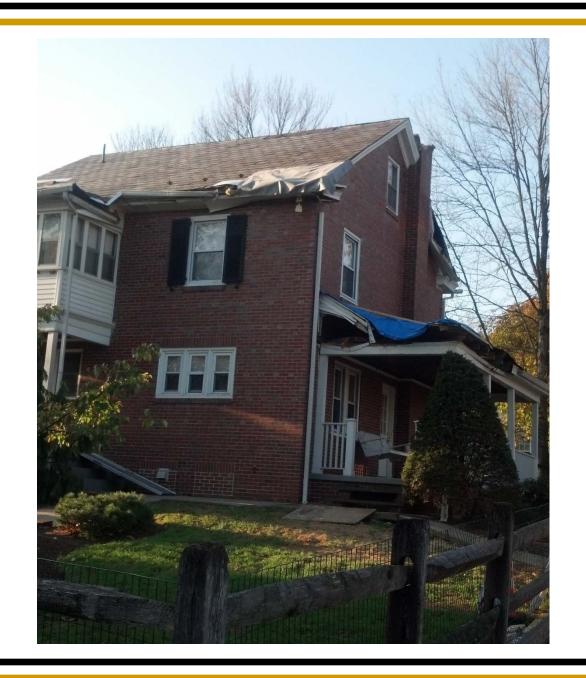
Destroyed

- Property is no longer there
- Property is structurally unsafe
- All major structural systems are damaged or destroyed and habitation is not possible



Major Damage

- Extensive repairs are required
- Property is uninhabitable and cannot be used until repaired
- Extensive foundation damage
- 1' or more water on first floor
- 6" or more water in mobile home



Minor Damage

- Property is damaged, but usable
- Property may or may not be habitable
- Numerous broken windows
- 1' or more water in basement
- 2" 3" water on first floor
- Water from belly board to 6" on floor of mobile home



Damaged (PA Only)

- Property is usable, however repairs may be required
- Critical components of the facility are inoperable





Affected

- No structural damage
- Ingress/Egress to property may be hampered
- Landscaping affected
- Less that 1' of water in basement
- 2" or less water on first floor
- No water into belly board on mobile home



Inaccessible

- Unable to access property
- Bridge out / dam breach / tree blocking roadway



What needs to be reported?

- Document the following
 - Number of properties in each damage category
 - Debris Removal/Emergency
 Protective Measures in place
 - If a Disaster Declaration has occurred (provide copy of declaration to DES)

Sequence of Events

- Process begins after event passes
- Damage Assessment Team (DAT) is deployed
- DAT completes Windshield Survey Form and Protective Measures Form and returns information to local EOC
- Municipal EMC sends information to County EMA within 24 hours of event

Sequence of Events

- DAT completes Damage
 Assessment Report on affected properties
- Local EMC compiles Damage
 Assessment Reports and forwards to DES

Scene Size-Up

- Assess scene from a distance
 - Note secondary hazards
- Be aware of surroundings
- Approach with caution
- Perform walk around noting any additional hazards









Scene Size-Up

- Stay clear of fast moving water
 - -2' of water will carry away most autos







Documentation

- Windshield Survey Form
- Damage Assessment Form(s)
- Disaster Declaration
- Protective Measures/Debris Removal Form
- Photos
- EOC Notes

Windshield Survey Form

- Quick summary of damaged or affected property
- Separated into public & private
- Should be completed and returned to DES within 24 hours of event

WINDSHIELD SURVEY FORM												
Municipality Supplies					Non-Flood Damage Category Definitions							
Muriicipality							TVOIT	l lood Damage	Category Dem	IIIIIIII		
EMC Name			Date / Time			Affected	- Some shingle	s and/or siding n	nissing			
	For definition	s of Reporting		ee back of form			- Ingress / Egr	ess to residence	may be hamper	red		
Private	Destroyed	Major	Minor	Affected	Inaccessible			able without rep				
Property	Destroyed	Major	Millor	Affected	Tilaccessible		- IE: Stone dri	veway is washed	l away due to h	eavy rains		
Businesses						_						
						Damaged		sable, however r				
Mobile Home							Critical components of the facility are inoperable (pumps, electric, IE: Sewer Treatment is offline due to inoperable pumps				ctric, etc.)	
							- 16. Sewel III	atment is offille	due to mopera	bie pullips		
Multi-Family						Destroyed	- Property is n	longer there				
						202110,01		ructurally unsaf	3			
Single Family							- All major structural systems are damaged and habit			d habitation is n	ot possible	
For definition	s of Reporting	Categories se	e back of form	Direc	tions			has partially co				
Public					KION 5							
Property	Destroyed	Affected	Damaged	1) If damage has	been sustained	Inaccessible	- Unable to ac					
Bridges &				by your municipal	ity, document the		- IE: Bridge ou	t leading to prop	erty			
Culverts				number of prope impacted in the ap								
Fire / EMS				inipacted in the ap	propriate column.	Major		s of roof missing				
Facility				2) DO NOT use th	ois form to			property cannot n off due to high		epairs are made		
				document moneta			- IE: KOUI DIOW	n on due to nigr	i wirius			
Hospital				damage, use number of properties only. 3) If debris removal or emergency protective measures are in place,		Minor	– Property is d	⊥ amaged, but usa	hle			
						HILLOI	- Numerous bro		bie			
Nursing Home							- Minor structu					
								ningles blown off	due to high wir	nds		
Other be sure t				be sure to comple	e sure to complete the appropriate							
				form and circle "Y questions listed at			Fl	ood Damage Ca	tegory Definit	ions		
Park				this form.	the bottom or			_				
							AFFECTED	MINOR	MAJOR	DESTROYED		
Power Supply				4) Complete this		HOUSE						
Public Bldg				to Berks EMA with		Crawl Space	×					
(City Hall, Etc.)				the passing of the	event.							
Roads						Basement	Less than 1'	1' or more	Extensive found. damage			
70903				Berks	County				damage			
Sanitary Sewer				Emergency M	Management	First Floor	2" or less	Up to 2" but not affecting	1' or more	Physically		
						50 1 1001	2 01 1033	electric outlets	1 0, ,,,,,,,	Destroyed		
School					one		011	Up to 2" but not affecting	41	Physically		
				(610) 3	74-4800	Slab House	2" or less	electric outlets	1' or more	Destroyed		
Sewer Treatment										Dhuaisalla		
Headillellt			-		3X 0065	Second Floor			×	Physically Destroyed		
Storm Sewer				(610)3	74-8865					, in the second		
Water Control			-	hcoma@count	tvofberks.com	MOBILE HOME	No water into	From Belly Board		Physically		
Water Control Facility				- prema@coam	yorderks.com		Belly Board	to 6" on floor	mobile home	Destroyed		
			<u> </u>				Ouick C	uide to Determ	ining Damage	Category		
Water Supply							Quick G		ming zamage	outegol y		
Water							Is the structure usable as it is?					
Treatment					YES NO							
Are debris removal activities occurring in the municipality? Yes / No						d temporary				usuable again		
							lived in now?				sive repairs?	
Are emergency p	Are emergency protective measures in place in the municipality? Yes / No											
							Minor				Major	
If "YES" is checked for either or both, complete "Protective Action/Debris Removal Form"						No - A	ffected			No - De	stroyed	

Damage Assessment Form

- Individual report for each property damaged or affected
- Areas to record contact information for owner, damage amounts and comments
- Completed after the Windshield Survey Form
- Submitted to DES within 48 hours

Berks County *Individual* Damage Assessment Report Address of Property INC. MUNICIPALITY: Property Owned By: Phone Number: If owners do not live at address above, or if they are relocated due to structure being uninhabitable, indicate address they can be contacted at NOTE: If property is NOT owner occupied, a Contents Structure Owner(s) named SEPARATE assessment must be completed for above own: structure and contents BRIEF description of damage: Single Family Multi Family Mobile Home Business Structure Type: Affected Destroyed Major Minor Structure Inaccessible Damage Type: Homeowners/Renters/ Flood None Unknown Business Property Property Insurance: See reverse side of this form for damage category Contents Structure information Insurance Above Covers: COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY: Height of Water in Basement in INCHES Maximum Height of Water 1st Floor Below Rafters To Rafters Unknown Above Floor of Structure's Involved 1° Floor in INCHES Describe the impact on citizens and businesses: Form Completed By:

Contact

Number:

Title:

Date and Time Survey Completed:

	Non	Flood Damage	Catagoru Dofi	nitions				
	NUII-	rioou Dainage	Category Dem	IIICIONS				
Affected	- Some shingle	⊥ s and/or sidinq m	issina					
mootou		ess to residence		red				
		able without rep						
		reway is washed		eavy rains				
				,				
Damaged	- Property is us	able, however r	epairs may be n	equired				
				able (pumps, ele	ctric, etc.)			
	- IE: Sewer Tre	eatment is offline	due to inopera	ble pumps				
Destroyed	- Property is no	longer there						
	- Property is st	ructurally unsafe	9					
	- All major stru	ctural systems a	re damaged and	d habitation is no	ot possible			
		has partially col						
Inaccessible	- Unable to acc	cess property						
		t leading to prop	erty					
Major	- Large portion	s of roof missing						
_	- Structure or	property cannot	be used until re	epairs are made				
	- IE: Roof blow	n off due to high	n winds					
Minor	- Property is da	amaged, but usa	ble					
	- Numerous bro	ken windows						
	- Minor structural damage							
	- IE: Roofing sh	ningles blown off	due to high wir	nds				
	Flo	ood Damage Ca	tegory Definit	ions				
HOUSE	AFFECTED	ood Damage Ca MINOR	ntegory Definit MAJOR	ions DESTROYED				
HOUSE Crawl Space	AFFECTED							
Crawl Space	AFFECTED	MINOR	MAJOR					
	AFFECTED							
Crawl Space	AFFECTED	MINOR 1' or more	MAJOR Extensive found.	DESTROYED				
Crawl Space	AFFECTED	MINOR 1' or more	MAJOR Extensive found.	DESTROYED Physically				
Crawl Space Basement	X Less than 1'	MINOR 1' or more	MAJOR Extensive found. damage	DESTROYED				
Crawl Space Basement First Floor	X Less than 1' 2" or less	MINOR 1' or more Up to 2" but not affecting electric outlets	MAJOR Extensive found, damage 1' or more	Physically Destroyed				
Crawl Space Basement	X Less than 1'	MINOR 1' or more	MAJOR Extensive found. damage	DESTROYED Physically				
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Berks County *Public* Damage Assessment Report

	-		•				-
Address of Property INC. MUNICIPALITY:							
Property Owned By:				Phone N	lumber:		
Responsible Contact:				Phone N	lumber:		
BRIEF description of damage:							
BRIEF description of how the damage impacts the community:							
Damage Type:	Destroyed [Damaged	Affected	Facility I	naccessible		
Repair/ Replacement Cost:	for da	se side of the mage catego normation	ory	Owner stimate	Cost provid Contrac Estima	tor (Confirmed
COM	PLETE THIS B	OX FOR FL	OODING O	STRUCT	TURES ON	LY:	
Height of Water in Below Rafters To Rafte	1 ⁸¹ Floor	NCHES Unknown	Above F	m Height Floor of Str loor in INC	ructure's		
Comments/Additional Information:							
Form Completed By:							
Title:			ontact umber:				
Date and Time Survey	Completed:					REV	7-19-06

	Non-	Flood Damage	Category Defi	nitions					
Affected	- Some shingle:	s and/or siding m	nissing						
		ess to residence		red					
	- Dwelling is livable without repairs								
	- IE: Stone driv	eway is washed	away due to h	eavy rains					
Damaged		sable, however n							
		onents of the fac			ctric, etc.)				
	- IE: Sewer Tre	eatment is offline	due to inopera	ible pumps					
Destroyed	- Property is no								
		ructurally unsafe		 					
		ctural systems a		a habitation is no	ot possible				
	- IE: Structure	has partially col	iapseu						
Inaconscible	- Unable to acc	occ proporty							
maccessible		t leading to prop	ortv						
	IL. bridge out	r reading to prop	ei (y						
Major	- Large portion	ı s of roof missing							
Major		property cannot		nairs are made					
		n off due to high		pairs are made					
Minor	- Property is da	amaqed, but usa	ble						
	- Numerous bro								
	- Minor structu	ral damage							
	- IE: Roofing shingles blown off due to high winds								
	Flo	ood Damage Ca	itegory Definit	ions					
HUITEE	AFFECTED	MINOR	MAJOR	DESTROYED					
HOUSE		MINOR	MAJOR	DESTROYED					
HOUSE Crawl Space	AFFECTED ×	MINOR	MAJOR	DESTROYED					
		MINOR		DESTROYED					
		MINOR 1' or more	Extensive found.	DESTROYED					
Crawl Space	×			DESTROYED					
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Crawl Space	×	1' or more	Extensive found.						
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Emergency Protective Measures/Debris Removal Form

- Document activities performed to protect the public, property or infrastructure
- Document activities performed to remove debris from public property
- Include # of personnel, # of hours and equipment used

			Emergency	Protective Me	asures / De	ebris Rem	noval Wor	ksheet				
Municipality					Form	Completed By:						
					1 0	Completed by.						
Form #	of		F	D-1-1		ID L	5					
			Eme	rgency Protecti	ve Measui	estDebris	s Hemovai					
Task Description (Include Location)			# of	# of Hours		Hourly Rate						
	I asi	Descripti	on (include Location)		Persons	Reg Time	Time Overtime	e Reg\$	OT \$		Notes	
					Ţ							
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					quipment							
Туре	of Equip∎	ent (Inclu	de Description i.e id ‡ ,	model #)		Task De	scription		‡ of H	lours	Miles	
					+							
									<u> </u>			
											 	
					+							
		For	definitions and in	estructions on o	completing	. see bac	k of form				Revised	

	For	definitions and instru	ctions on cor	npleting,	see bad	ck of form				B	evised 092
Emorgonou Proto	otivo Mozov	res/Debris Removal									
* Use this portion of the for	m to document any:	activities which were implemented to	protect the public,	public proper	ty, or infrastr	ucture.					
- Barricades were placed t	o block off Main St			- Polic	e Departmen	nt provided secu	ritu at unsecu	red property			
- Residents were evacuate		fire department personnel				ffected water re			ehicle		
- Downed trees and mud re		, , , , , , , , , , , , , , , , , , ,			removedfro						
- Removed storm debris clo						n St. cleared fro	m dabric				
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Photographs

- Use to enhance Damage Assessment Reports
- May strengthen the case for assistance
- Keep on file in EOC for future reference
- Justifies need for disaster declaration
- Especially important for Public Property









EOC Notes

- Notes taken during the incident should be held onto.
- May jog memory later in questions arise.
- Justifies the need for a disaster declaration.
- Become part of the permanent record.

Exercise

- As a group, look at the following pictures and identify
 - Public or private property
 - Classification of Damage
 - Affected
 - Minor
 - Major
 - Damaged
 - Destroyed
 - Inaccessible













Disaster Assistance

- Four methods of assistance
 - Individuals and HouseholdsProgram
 - Small BusinessAdministration
 - Public Assistance
 - Hazard MitigationGrant Program



Individuals and Households Program

Provides money & services to people in the disaster area when losses
 ARE NOT COVERED BY INSURANCE



http://www.fema.gov/assistance/process/guide.shtm

SBA Disaster Programs

- Home Disaster Loans
 - Repair or replacement of property
- Business Physical Disaster Loans
 - Repair or replacement of business property including inventory

- Economic Injury Disaster Loans
 - Provides working capital to small businesses and agriculture to assist them is disaster recovery

http://www.sba.gov

Public Assistance

 Grants to State, Local, PNP for eligible costs associated with emergency work or permanent repair work

Emergency Work

- Debris Removal
- Emergency protective measures to protect lives or improved property
- Search & Rescue
- Demo & removal of damaged public & private buildings that pose a safety threat

What's Covered?

- CATEGORY A DEBRIS REMOVAL
- CATEGORY B EMERGENCY PROTECTIVE MEASURES
- CATEGORY C ROAD SYSTEMS
- CATEGORY D WATER CONTROL FACILITIES
- CATEGORY E BUIDLINGS AND EQUIPMENT
- CATEGORY F UTILITIES
- CATEGORY G PARKS, RECREATIONAL, OTHER

Eligible Public Assistance

- A result of declared disaster event
- Be located within the area designated as eligible for PA
- Be the legal responsibility of the applicant
- Not be eligible for assistance under another Federal program

Applying for Public Assistance

- Applicant briefing is held & a Request for Public Assistance is filed
- Kickoff meeting with applicant held
- Project Worksheet is completed

http://www.fema.gov/government/grant/pa/index.shtm

Record Keeping

- Estimated & actual hours
- Labor Costs
- Equipment Costs
- Material Costs
- Insurance
 Information

- Records of donated goods and services
- Photographs of damage, work underway, completed

If it's not documented, it didn't happen!!!!

Hazard Mitigation Grant



 Grants made available to prevent or reduce the impact of future disasters

For more information on the disaster assistance process review IS-7

"A Citizen's Guide to Disaster Assistance"

Questions

