

## PLEASANTS COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX I: DAMAGE ASSESSMENT

<b>Related Federal ESFs / WV Annexes</b>	<ul style="list-style-type: none"> <li>• ESF #14: Long-Term Community Recovery and Mitigation</li> <li>• ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex AA: Damage Assessment</li> </ul>
<b>Purpose</b>	<p>This annex outlines guidelines to be followed for the assessment of damages resulting from natural, technological, or man-made hazards, or other major incidents. The information obtained during the survey is essential in assessing the extent of damage within the county and is required when requesting state and federal assistance.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Pleasants County Office of Emergency Services (PCOES)</li> <li>• American Red Cross (ARC)</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Local Fire Departments</li> <li>• Law Enforcement Agencies</li> <li>• Pleasants County Assessor's Office</li> <li>• WVU Extension Service</li> <li>• WV Emergency Management Division (WVEMD)</li> <li>• US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• WV Code, Chapter 15, Article 5, as amended</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• <i>West Virginia Emergency Operations Plan</i>, WVEMD, as amended.</li> <li>• <i>National Response Framework</i>, USDHS, as amended.</li> </ul>

## I. SITUATION AND ASSUMPTIONS

### A. Situation

1. Most hazard events that can affect the county have the potential to cause damage. A planned damage assessment protocol is essential for effective response and recovery operations.
2. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.
3. A preliminary damage assessment produces a descriptive measure of the severity of an incident, the effectiveness of initial response operations, and requirements for supplemental assistance.
4. Many financial assistance programs at the state and federal levels require extensive damage assessment information.
5. Damage assessment covers two (2) broad categories of information: public damage and private damage.
  - a. Public Damage
    - i. Estimates of damage to government-owned facilities, such as public buildings, sewage and water treatment plants, and other publicly owned utilities, roads, bridges, parks, public schools, etc.
    - ii. Estimates of cost to government's emergency response (i.e., cost of debris removal, police and fire overtime, protective measures taken, etc.)
    - iii. The impact of the disaster on the public sector
    - iv. Lost Tax Base
      - 1) The affected government's annual and maintenance budget
      - 2) Lack of resources available from public sector to meet the needs of the private sector.
      - 3) Economic conditions of the community
      - 4) Substantial loss of public-owned utilities to private sector (water, sewer, power), which could create hardship on even those residents who sustained minimal or no damage.

b. Private Damage

- i. Estimates of people displaced and in need of housing; also, number of potential persons in disaster shelters or support facilities.
- ii. Number of persons injured.
- iii. Number of confirmed fatalities
- iv. Degree and dollar estimate of damage to private property, including single family homes, multi-family homes, mobile homes, and business operations
  - 1) *Destroyed*: Permanently uninhabitable
  - 2) *Major Damage*: The structural damage is such that the resident/business cannot repair the structure in 30 days or less; uninhabitable without major repairs
  - 3) *Minor Damage*: The structural damage can be repaired within a 30-day time period.
  - 4) *Affected*: The structural damage does not prevent habitation; repairs needed are minimal and can be accomplished in a relatively short period of time
- v. The degree of structural loss, as defined above for damage assessment purposes, is based on actual structural damage and not on financial capability of the victim to make the repairs.
- vi. The impact of the private sector stricken, including (1) unemployment estimated due to businesses shut down because of the disaster, (2) number of stricken on fixed income, (3) lack of insurance, (4) needs of the elderly, (5) minority problems, and (6) general update on unmet needs in the community as a result of the incident.

B. Assumptions

1. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials. A rapid response has a direct bearing on the manner in which recovery is affected in the county.
2. Comprehensive damage assessment evaluations are necessary to support accurate damage assessment and also post-disaster mitigation efforts that attempt to reduce much of the structural damage that could result from future

disasters.

3. Higher levels of government should provide assistance in developing damage assessment reports to support requests for major disaster declarations.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. Responsibility for damage assessment ultimately lies with local government entities with assistance of outside agencies.
2. Damage assessment personnel should provide fast and accurate information to the county Emergency Operations Center (EOC) so that effective response and recovery efforts may be utilized.

### **B. Initial Assessment**

1. Local government officials should conduct the initial damage assessment using all available resources (e.g., fire, police, PCOES, etc.) as soon as possible following an emergency.
2. Early identification of problems affecting the population can enable the Executive Section to make prompt and efficient decisions concerning resources available and needed.
3. Items to Consider for the Initial Assessment
  - a. Estimate of homes affected.
  - b. Estimate of businesses affected.
  - c. Road closures
  - d. Infrastructure (e.g., power line, water main, etc.) damage
  - e. Various verbal reports from first responders
4. This initial report (or windshield report) should be submitted to the West Virginia Emergency Management Division (WVEMD) within 24 hours of the incident, if possible, or as soon as possible after safe access isolated areas of the county is possible.

### **C. Comprehensive (Detailed) Damage Assessment**

1. Subsequent to rescue and damage-limiting operations, a comprehensive damage assessment survey should be made to develop specific information on the severity and magnitude of the disaster.

2. The comprehensive assessment may be consolidated for unincorporated areas in the county.
  3. The detailed report should be forwarded to the WVEMD as soon as possible after the incident and serves as the primary instrument to request assistance from the state and subsequently the federal government (if established criteria are met).
  4. Comprehensive damage assessments should include (but may not be limited to) the following.
    - a. *Area*: Rural, urban, or combination
    - b. *Debris*: The cost of removing it; does it pose a health hazard, prevent access to homes/businesses, or block roads
    - c. Damage to roads and bridges
    - d. Damage to water control facilities
    - e. Damage to utilities (public, private, and non-profit)
    - f. Damage to public buildings
    - g. Emergency work performed.
    - h. Damage to parks and recreation areas
    - i. Deaths/injuries
    - j. Budget information
    - k. Nature of remaining threat
    - l. *Personal Property*: Estimate of losses
    - m. *Businesses*: Estimate of losses and unemployment
    - n. *Agricultural*: Crops, livestock, and equipment
    - o. Estimate of insurance coverage
- D. Reports and Records
1. Survey Team Reports
    - a. Each damage assessment team should collect data using a standard form.
    - b. Formats for reports may be developed at the time of an emergency.
    - c. All survey team reports should be forwarded to the county EOC.
  2. Two (2) lists should be prepared.
    - a. One (1) should illustrate public damage and graphically display where the

worst and minimal damage is located.

- b. The second map should address the same for private damages.
- c. Mapping of the areas would also be helpful.

3. Supporting Documentation

- a. Damage assessment record keeping is a vital activity when used as a means of substantiating and justifying assistance requests.
- b. Standard administrative guidelines such as those listed below support the activity.
  - i. Accomplishment and retention of activity logs
  - ii. Accomplishment and retention of assessment forms and reports
  - iii. Status boards
  - iv. Retention of assistance requests and declarations
  - v. Detailed accounting of emergency fiscal expenditures

E. Release of Information

- 1. Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from the county Public Information Officer (PIO), with the consent of the Executive Section only.
- 2. The county PIO may set up a Joint Information Center (JIC) and arrange to have periodic press briefings, during which damage assessment information could be discussed. See Annex D: Public Information.

F. During emergency situations, county EOC *coordinates* damage assessment activities. All damage information should be forwarded to the EOC.

G. Repairs to public facilities may begin as soon as possible. Priority should be given to those facilities that are critical to emergency response activities. County and municipal resources as well as the private sector will likely be relied upon for most of the work, with resource support from state, federal, and Non-Government Organizations (NGOs), as it is available.

H. State and Federal Support

- 1. Both state and federal assistance to county residents may be coordinated by the PCOES Director, or a designee, who is responsible for contacting state

and federal programs during the recovery period on an as-needed basis.

2. State

- a. According to the *West Virginia Emergency Operations Plan*, all state agencies should assign a damage assessment coordinator and assess damage to their facilities.
- b. State agencies compile damage assessment information for submission to the Governor.
- c. State and local representatives may be accompanied by federal personnel to verify damage assessments.
- d. The state EOP contains reports, forms, and instructions that state agencies may use to report damage assessment information. Those forms are reproduced as part of this annex to be used for local assessments (in an attempt to make local/state coordination more efficient).

3. Federal

- a. Emergency Support Function (ESF) #6 of the National Response Framework (NRF) includes provisions for federal housing aid programs for those impacted and/or displaced by an incident requiring a federal response.
- b. ESF #14 of the NRF provides a framework for federal government support to local governments, NGOs, and the private sector to enable community recovery from long-term consequences of large-scale incidents.
  - i. Although federal damage assessment recovery resources may be requested during or nearing the end of a response through appropriate state representatives (excluding human services, housing, and other *aid* programs), ESF #14 personnel are most likely mobilized based on information gathered from other federal ESF personnel in response to a major incident.
    - 1) The ESF #14 Coordinator (US Department of Homeland Security, Federal Emergency Management Agency), and other primary agencies meet to determine the need to activate ESF #14 elements when the nature of the incident is likely to require federal

- long-term recovery assistance.
  - 2) It is likely that the ESF #14 Coordinator will contact local (as well as state) officials to assist in the determination of recovery needs.
  - 3) ESF #14 personnel are organized within the Operations Section of the federal Joint Field Office (JFO). They may coordinate with appropriate damage assessment staff in the county and state EOCs.
- ii. A variety of federal assistance may be available under ESF #14.
    - 1) Assessment of the social and economic consequences in the impacted area
    - 2) Advise on long-term recovery implications and assist in coordinating the transition from response to recovery operations
    - 3) Work with local and state governments to conduct a comprehensive market disruption and loss analysis and develop a market-based recovery plan
    - 4) Identify appropriate federal programs to support the recovery plan
    - 5) Assist in identifying gaps in available recovery resources
  - c. Specific federal responsibilities are outlined in ESF #14 and do not affect local (or state) damage assessment or recovery operations. If local assistance is needed, the appropriate ESF #14 personnel contact local officials through the EOC.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Roles**

- 1. The “damage assessment staff” may be comprised of volunteers or those persons who are assigned to damage assessment by law who assume damage assessment responsibilities whenever an emergency of major proportion strikes the community with assistance from outside agencies.
- 2. Assessment of damage is the responsibility of the affected government.
- 3. Reports of property damage in total numbers and degree of damage (destroyed, major, and minor) are required.
- 4. Total dollar losses in current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amounts should be estimates for the total replacement cost of each type of property.



- a. Local government makes assessments for public and private property within its jurisdiction.
    - i. Assessment of damage to public buildings (municipal or county) can be the responsibility of maintenance staff or retained engineering consultants.
    - ii. Damage assessment of county roads, bridges, and culverts is accomplished and reported to the state by the county detachment of the WV Division of Highways (WVDOH) and assessment of municipal streets may be accomplished by street commissioners, maintenance staff, or retained engineers.
    - iii. Assessment of damage to public utilities should be accomplished by public works departments. Privately-owned utilities, such as public service districts, should also be assessed by public works officials with heavy assistance from the utility's own personnel.
  - b. State departments and agencies assess damage to properties under their cognizance.
5. The American Red Cross (ARC) may conduct an independent damage assessment survey to analyze the situation and determine human necessities. The result of the ARC Survey can be useful as a cross-check.
  6. Insurance company adjusters/appraisers will be another source of damage information.

## B. Responsibilities

1. Pleasants County Office of Emergency Services
  - a. Establish a point of contact with officials of affected jurisdictions (e.g., commission president, mayors) and determine the approximate area affected.
  - b. Alert and activate damage assessment teams. Include information on the following:
    - i. Guidelines, checklists, and forms.
    - ii. Points of contact in affected areas.
    - iii. Specifics of the emergency.
    - iv. Schedule for reporting information; and
    - v. Guidelines for verifying damage assessment information.

- c. Provide updated disaster information to the Executive Section. Information should also be posted in the EOC to provide readily available data to all EOC staff.
  - d. Collect and consolidate missing person's information and submit it to the appropriate authority.
  - e. Coordinate with the county PIO to keep the public informed of hazardous conditions (i.e., unsafe roads, bridges, buildings, etc.).
  - f. Provide for the posting of unsafe roads, buildings, bridges, etc.
  - g. Coordinate priority debris removal and emergency work with the Executive Section.
  - h. Assist in the collection of damage assessment data and preparation of reports to be forwarded to the WVEMD.
2. Local Law Enforcement, Fire Service Providers, EMS
    - a. Collect and report the following information to the EOC:
      - i. Number of fatalities (by name and address, if possible, to avoid duplications).
      - ii. Number of injured (by name and address, if possible, to avoid duplications); and
      - iii. Any other pertinent information to compiling an accurate damage assessment.
    - b. Assist damage assessment teams to verify public and private damages if personnel are available.
3. Pleasants County Assessor
    - a. If requested by the EOC:
      - i. Research and report the value of affected properties.
      - ii. Assist outside agencies in locations of properties damaged and values.
      - iii. Provide personnel to serve as damage assessment teams as needed.
4. WVU Extension Service
    - a. Assists damage assessment staff if the agricultural community has been affected (upon request) to ensure that operating farm losses are included in the damage assessment report.
5. WV Emergency Management Division

- a. Receives damage assessment information from the county EOC.
  - b. Directs state damage assessments.
  - c. Assigns teams to assess damage to private, non-profit facilities, as required.
  - d. Briefs, coordinates, and supervises federal/state inspection teams in the preparation of damage survey reports.
  - e. Compiles final damage assessments for the Governor's use.
  - f. Coordinates requests for state/federal assistance from the local level during recovery.
6. American Red Cross
    - a. Provides internal ARC damage assessment information to the EOC.
    - b. Assist local officials in performing damage assessment.
  7. US Department of Homeland Security
    - a. Activates ESF #14, if necessary.
    - b. Coordinates requests for federal assistance (from states) during recovery.
  8. Flood Plain Manager
    - a. Prepares damage assessment for flooding incidents.
    - b. Works with PCOES on damage assessment for non-flooding incidents.

#### IV. DIRECTION AND CONTROL

- A. Damage assessment survey team members should be designated by the Emergency Services Director and Flood plain Manager.
- B. The deployment of survey teams should always be coordinated with the on-scene Incident Commander.

#### V. CONTINUITY OF GOVERNMENT

- A. Damage assessment teams are designated at the time of an emergency; as such, lines of succession cannot be pre-determined.
- B. Damage assessment personnel operate within the Pleasants County Emergency Operations Center (EOC). The county EOC should operate in accordance with the Operating Guidelines (OGs) maintained by the PCOES.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. EOC staff should compile damage assessment reports for the county and submit them, as appropriate, to the WVEMD.
2. In the event that the county officially requested federal assistance through the WVEMD, it is the state's responsibility to compile the information needed by federal agencies. This may establish whether or not the criteria exist for a Presidential Declaration or other federal program assistance.
3. The state often uses local damage assessment information in their reports. As such, the importance of timely information (that is as accurate as possible) is paramount.

### **B. Logistics**

1. Damage assessment survey teams may consist of county employees, volunteers, and outside agencies.
2. Private sector personnel can be used to supplement survey teams, as necessary.
3. Survey teams should collect field data and forward it to the EOC.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The PCOES Director should review and update this annex on a periodic basis.

## **VIII. LIST OF APPENDICES**

- Appendix 1: Damage Assessment Reports/Forms from WVEOP

## **PLEASANTS COUNTY EMERGENCY OPERATIONS PLAN**

### **ANNEX I: DAMAGE ASSESSMENT**

#### **APPENDIX 1: DAMAGE ASSESSMENT REPORTS/FORMS FROM WVEOP**

This appendix contains copies of damage assessment reports and forms that are used by state agencies per the *West Virginia Emergency Operations Plan*. The use of these forms at the local level may increase efficiency and effectiveness when relaying local damage assessment information to the WVEMD.

\*NOTE: These forms are taken directly from the WVEOP. Appropriate credit is hereby given to the WVEMD and the authors of the plan.

## ANNEX AA

### APPENDIX 1 - Damage Assessment Procedures - Housing

Damage assessors are to follow the general instructions below to complete the Tally Sheets:

1. Enter in the space titled “Disaster Area Covered by this Tally Sheet,” the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Use the hash-mark system, e.g., four vertical lines and one diagonal line to represent a linear count of five.
3. Trace on your map the areas you assessed so that the limits of the damaged areas can be graphically portrayed.
4. Print all information legibly. Completed Tally sheets should have your name, date, and the time of the damage assessment and a readily discernible description and location of the damaged area(s) assessed.

Damage assessment teams are normally composed of two or three members, one of whom is to be familiar with the damaged area(s).

Although it is important to obtain accurate damage assessment, teams are not able to spend a long time at any one location. Normally, interior inspections should not be made. In some cases, particularly if access has been obstructed, it may be necessary to walk through apartment complexes and mobile home parks. Nevertheless, damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations that you are unable to handle satisfactorily, it is important that you apprise the WVEMD of the situation. Do not hesitate to talk to local people about what happened in a particular area during the disaster. Their information helps complete the Tally sheet. However, under no circumstances, should you make a comment regarding whether or not Federal assistance will be provided.

#### Filling out the Tally Sheet

Personnel performing a drive-through assessment of a portion of the disaster area should use the Tally Sheet to record their findings. Three decisions must be made:

1. What degree of damage has the structure sustained.
2. The type of structure; and
3. Whether or not the structure is habitable.

The number of individual units which have sustained damage is tallied with respect to the

severity of damage, and the status of their habitability. Making these three decisions, however, does not provide the user of this data with a complete understanding of the true impact of, and needs created by, the disaster in the area observed. Related assessment data on impacts and needs are covered on the second page of the Tally Sheet. It is essential that this information be provided as a part of the drive through since this information is required to interpret the numerical data in a meaningful way.

For the damage assessment data to be meaningful, it is important that all personnel involved have a common understanding of damage criteria and of the categories of private structures. For purposes of this procedure, the damage criteria are defined as follows:

1. Destroyed

Item/Building is a total loss or is damaged to the extent that it is not usable and not economically repairable.

2. Major Damage

Item/Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

3. Minor Damage

Item/Building is damaged and may be used under limited conditions; may be restored to service with minor repairs.

4. Affected Habitable

Homes only – minor damage to structure (porch, roof, underpinning, minor basement flooding) and suspected damage to contents. Structure is usable without repairs.

The Tally Sheet contains two categories: Homes and Recreational Dwellings.

1. Homes

Damage to personal possessions within a home is not considered in assessing the percent of damage to a home. Limit damage assessment to the structure itself. Townhouses, condominiums, mobile homes (only those used as primary residences), rental units and farm dwellings, fall under Category 1. Damage to farm improvements, farmland and crops are obtained from the Agriculture Stabilization and Conservation Service. The assessment for this category is confined to damage to the farm home itself.

## 2. Recreational Dwellings

Record damage to recreational dwellings, trailer and motor homes are in this category.

The assessment data section on the Tally Sheet contains several questions which should be answered as accurately and concisely as possible. The seven items are as follows:

1. Estimate the percentage of utilities that have been rendered inoperable due to the disaster.
2. Specify the high-water mark level on the houses. When possible, if facilities are located upstream, (i.e., industries, sewage package plants, etc.), note if the water mark level indicates the presence of sewage or chemicals. Comment on the destructiveness of the flood waters.
3. Specify the prevalent types of damaged home structures or construction, i.e., single family dwelling, frame, and stucco or Lewisry, etc.
4. Specify whether damaged homes have basements and whether they are raised floor or concrete slab.
5. Comment on the presence of mud, silt, and debris in and around the homes.
6. Comment on all types of insurance coverage on homes, farms, and contents.
7. Comment on unusual conditions and other factors that may be helpful for a complete understanding of the nature and severity of the damage.



## PRELIMINARY DAMAGE ASSESSMENT

State: \_\_\_\_\_ County: \_\_\_\_\_ City: \_\_\_\_\_ Subdiv: \_\_\_\_\_  
 Type of Disaster: \_\_\_\_\_ Date of PDA: \_\_\_\_\_  
 PDA Team: \_\_\_\_\_

Homes	Damage Category	Status	Ins Income						
Single	Pri	Sec	Affected	Minor	Major	Dest.	%Own	%Ins	%Low\$
Family									
Apts/									
Condo									
Mobile									
Homes									
Totals									

No. of Households  
 affected  
 ROADS/  
 BRIDGES

No. of  
 bridges

## **ANNEX AA**

### **APPENDIX 2 - Damage Assessment Procedures - Business**

Damage assessors are to follow the general instructions to complete the Tally Sheet.

1. Enter in the space titled “Disaster Area Covered by this Tally Sheet,” the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Trace on your map the areas you assessed, so the limits of the damaged areas can be graphically portrayed.
3. Print all information legibly. Completed Tally Sheets should have your name, date and the time of the damage assessment and a readily discernible description and location of the damaged area(s) assessed. Damage assessment teams are normally to be composed of two or three members, one of whom should be familiar with the damaged area(s).

Since the urgency of obtaining accurate damage assessment is paramount, you are not able to spend an inordinate amount of time at any one location. Damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations which you are unable to handle, you should apprise the WVDHSEM.

Under no circumstances should you make a comment regarding whether or not Federal assistance will be provided.

# BUSINESS DAMAGE ASSESSMENT

## TALLY SHEET

Areas Assessed (include Street/Highway Boundaries): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Assessor: \_\_\_\_\_

<b>Business</b>	<b>Number Of Employees</b>	<b>Structural Damage</b>	<b>Inventory Loss</b>	<b>Equipment/ Machinery</b>	<b>Total Losses</b>	<b>Degree Damage</b>
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## ANNEX AA

### APPENDIX 3 - Agriculture Natural Disaster Damage Assessment Report

#### A. COUNTY EMERGENCY BOARD (CEB)

1. When required by the State Emergency Board (SEB) Chairperson, prepare report within time specified by SEB Chairperson. Consult with other board members and indicate CEB concurrence in report.
2. Reproduce form for Damage Assessment Report locally, as needed.
3. Use term “farm” or “farmers” to cover farms, ranches, farmers, ranchers, or agriculture operations.
4. Report losses of agriculture damages separately, completing only items 1 through 9 and other applicable items of the form.
5. Complete specific items as follows:
  - a. Item 3 Enter:
    - 1) Total number of farmers in county.
    - 2) Number of farmers who sustained losses as a result of natural disaster, based on a general survey, including discussions with knowledgeable persons.
  - b. Item 4:
    - 1) Indicate:
      - a) Type of natural disaster. Example: Drought, flood, windstorm, excessive rainfall, hailstorm, blizzard, early freeze or frost, hurricane, or tornado. If a major animal or poultry disease outbreak occurs, immediately following a natural disaster, state how abnormal weather may have contributed to the spread of disease to epidemic stages.
      - b) Actual date or dates on which natural disaster occurred. Enter for use in incident period.
    - 2) Where only part of county is involved, attach map delineating area affected.
  - c. Items 5 through 9:

List all principal commercial crops, including pastures and timber, in the order of

their importance to the county's agricultural economy.

d. Items 5 through 14:

- 1) Crops and livestock – Use price information furnished by the SEB Chairperson in establishing dollar losses of crops (including pastures and timber) and livestock.
- 2) Agriculture Operations – Use information furnished by the SEB Chairperson in estimating unit and dollar losses of agriculture operations.

e. Items 15 through 20:

Use the value of farm buildings and equipment as determined by the CEB in estimating dollar losses.

f. Item 21:

Include damage and losses to farmland, fences, timberland, drainage outlets, irrigation systems, etc.

6. Submit written report to SEB Chairperson with copies to:

- a. Appropriate county government representatives.
- b. CEB members.

## ANNEX AA

### APPENDIX 4 - Guide To Public Assistance Damage Assessment Categories

#### CATEGORY A: DEBRIS CLEARANCE

Debris clearance includes residue deposited as a result of flood, hurricanes and tornadoes and snow and ice storms. It also includes:

- Clearance of channels and waterways when danger to improved property exists.
- Clearance of water supply reservoirs.
- Clearance of public roads, streets, highways, and drainage ditches alongside.
- Clearance from other public property such as County Courthouse and municipal buildings.
- Clearance of private property, when in the public interest.
- Removal of debris from private non-profit facilities.

#### CATEGORY B: PROTECTIVE MEASURES

Protective measures include action taken to preserve life or to prevent imminent damage to public and private property. It also includes:

- Cost of barricades and sandbagging.
- Pay for additional police and guards. (Separate regular and overtime costs).
- Cost of evacuation.
- Cost of pumping.
- Cost of search and rescue.
- Cost of boarding up windows in public facilities.
- Emergency demolition costs.
- Emergency stream and channel clearance costs.
- Costs associated with Emergency Operations Centers.
- Costs associated with emergency mass care and sheltering operations.

## CATEGORY C: ROADS AND BRIDGES

Roads and bridges include damage to the Federal Aid System (FAS), non-FAS, local government, and orphan facilities. Report FAS and non-FAS separately. It also includes:

- Cost of constructing detours and bypasses.
- Cost of gravel or bituminous materials to repair damaged shoulders to prevent erosion.
- Shoulders, embankment, and drainage ditches washed out.
- Bridges damaged or destroyed.
- Mud slides covering roads.
- Culverts washed out.
- Manholes, curbs, sidewalks, and gutters washed out.
- Roads, streets, and highways washed out.

## CATEGORY D: WATER CONTROL FACILITIES

- Dams or reservoirs destroyed or damaged.
- Levees or dikes destroyed or damaged.
- Drainage channels destroyed or damaged.

## CATEGORY E: PUBLIC BUILDINGS AND EQUIPMENT

Public buildings and equipment include all publicly owned buildings, equipment, vehicles, supplies and inventory. It also includes:

- Local government-owned buildings destroyed or damaged.
- Public schools destroyed or damaged.
- Public institutions of higher education destroyed or damaged.
- Hospitals and other health facilities destroyed or damaged.
- Penal institutions destroyed or damaged.
- Armories destroyed or damaged.

- Publicly-owned bus and trolley lines destroyed or damaged.

#### CATEGORY F: PUBLIC UTILITY SYSTEMS

- Storm drainage systems destroyed or damaged.
- Sewage systems destroyed or damaged.
- Water systems destroyed or damaged.
- Public telephone, electric and/or gas utility systems destroyed or damaged.

#### CATEGORY G: RECREATION/OTHER

- State-owned parks and recreational facilities destroyed or damaged.
- Local government-owned parks and recreational facilities destroyed or damaged.
- Cost of providing emergency communications.
- Cost of providing temporary public transportation.



**ANNEX AA**

**APPENDIX 5 - Public Assistance Damage Assessment Report**

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ County: \_\_\_\_\_

Provide as much detail as possible. Use descriptive words where dollar figures are not available. Provide statistical data, as outlined below for each requested county.

Cat A. Debris Clearance

1. Public Property \$ \_\_\_\_\_

2. Streams \$ \_\_\_\_\_

Cat B. Protective Measures

Life and safety,  
Health, property  
Stream/drainage \$ \_\_\_\_\_

Cat C. Road Systems FAS NON-FAS

1. Shoulder Damage \$ \_\_\_\_\_ \$ \_\_\_\_\_

2. Bridges \$ \_\_\_\_\_ \$ \_\_\_\_\_

a. # destroyed \_\_\_\_\_

b. # damaged \_\_\_\_\_

3. Slides (not to be  
Included in Cat A)

a. Estimated # \_\_\_\_\_

b. Cost of Removal \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. Roadway Washouts  
(Do not include bridge  
approaches)

Approximate # \_\_\_\_\_

Total Cost – Cat. C \$ \_\_\_\_\_ \$ \_\_\_\_\_

County: \_\_\_\_\_

Cat D. Water Control Facilities  
(Dikes, levees, dams, drainage channels, and irrigation works) \$ \_\_\_\_\_

Cat E. Public Buildings & Equipment  
(Buildings, supplies, inventory, vehicles, equipment, transportation systems) \$ \_\_\_\_\_

Cat F. Public Utility Systems  
(Water, storm drainage, sanitary sewerage, light/power/telephone) \$ \_\_\_\_\_

Cat G. Recreation/Other

(Park and recreational Facilities \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other – Describe \$ \_\_\_\_\_ \$ \_\_\_\_\_

Public Assistance Totals \$ \_\_\_\_\_



Comment \_\_\_\_\_ \$ \_\_\_\_\_

5. Floor Condition: First Floor \_\_\_\_\_ No Damage

Second Floor \_\_\_\_\_ No Damage

\_\_\_\_\_ Holes in Floor \_\_\_\_\_ Floor Shifted \_\_\_\_\_ Structural Damage

6. Interior Walls: \_\_\_\_\_ No Damage \_\_\_\_\_ Shifted \_\_\_\_\_ Structural Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

7. Heating System: \_\_\_\_\_ No Damage \_\_\_\_\_ Duct Damage \_\_\_\_\_ Appliance Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

8. Plumbing System: \_\_\_\_\_ No Damage \_\_\_\_\_ Fixture \_\_\_\_\_ Piping Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

9. Electrical System: \_\_\_\_\_ No Damage \_\_\_\_\_ Fixture Damage

\_\_\_\_\_ Circuit Breaker Box Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

10. Utilities Condition: Gas \_\_\_\_\_ No Damage

Electric \_\_\_\_\_ No Damage

Water \_\_\_\_\_ No Damage

Sewer \_\_\_\_\_ No Damage

Telephone \_\_\_\_\_ No Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

11. Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

Field Inspector: \_\_\_\_\_

Reporting Agency: Name: \_\_\_\_\_