

FAIRFIELD COUNTY

DAMAGE ASSESSMENT SOP



PREPARED BY:

Fairfield County Emergency Management

240 Baldwin Drive

Lancaster, Ohio 43130

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(740) 652-7963

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Intended Usage for this Standard Operating Procedure (SOP) is:

- Jurisdictional Leaders
- Fairfield County EMA Staff
- Damage Assessment Teams

Responsibilities

General

There is an ever-present potential for severe weather disasters that could seriously affect all or portions of Fairfield County. During the time frame of April 2010 to February 2011, Fairfield County encountered nine (9) thunderstorm winds, three (3) tornados and two (2) Hailstorm events and resulted in an untold amount of property damage.

The County Emergency Management Agency is the County agency responsible to develop emergency actions plans for all types of emergencies. The EMA staff coordinates with other County agencies and organizations to provide support and assistance to all the affected jurisdictions and also provides assessment assistance to all the affected jurisdictions.

The preliminary Damage Assessment SOP is based on current guidance provided by OH EMA and FEMA. It spells out actions and procedures for the county, cities, villages and townships to successfully address the damages caused by an event such as wind storms, heavy rainfall and or flooding, tornadoes and so on.

This document is designed to reflect the three entities that will have damage assessment responsibilities during an emergency.

12 Hour Event Overview Form

This form is to be completed by the impacted township or jurisdiction. It is imperative for all areas to forward it to EMA once all damage has been documented. This form is the beginning of identifying the damage. See below.

12 Hour Event Overview Form

Compete and forward to Fairfield County EMA with 8-10 hours

Fax: 740-652-1520 **Email:** ema-lepc@co.fairfield.oh.us

1. **WHAT HAPPENED: (Flood, explosion, tornado, fire, etc.?)**

2. **WHEN DID IT HAPPEN:** _____

3. **WHERE DID IT HAPPEN:** _____

4. **EXTENT OF DAMAGE OR LOSS:** _____

5. **BEST ESTIMATE OF INJURED, HOMELESS, FATALITIES:** _____

6. **TYPE AND EXTENT OF ASSISTANCE REQUIRED, IF KNOWN:** _____

7. **ADDITIONAL REMARKS PERTINENT TO SITUATION:** _____

8. **SUBMITTED BY:** _____ **TELEPHONE# (____)** _____

JURISDICTION: _____ **DATE** _____

Emergency Declaration

In order to receive disaster assistance, the Chief Elected Officials (CEO) of the affected jurisdictions must declare that a State of Emergency exists within their jurisdiction. This document is required by law in order to obtain any disaster assistance from County, State and Federal agencies.

A brief explanation of the emergency declarations can be found in the Emergency Operation Plan under Annex K.

The larger, more severe the disaster, less information will be required to support a declaration request by the Governor. Smaller and more marginal events will require a greater amount of data to substantial requests for state and federal assistance.

The Emergency Declaration, below, can be submitted by any Jurisdiction Mayor or Trustee.

When completing the Declaration, ensure the date, time and situation assessment and duration of hazard are put into the Declaration.

EMERGENCY DECLARATION

Fairfield County, Ohio

Date _____

AUTHORITY

Whereas, _____ has been or is immediately threatened by (a natural/man-made/technological hazard and/or nuclear or conventional attack) as described below, and:

(Give date, time, situation assessment and duration of hazard)

Now, therefore, I, the _____, declare that a state of emergency exists in the Village and that I hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5915 and Chapter 3750 of the Ohio Revised Code.

All public offices and employees of are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives – state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers. All operating forces will direct their communications and requests for assistance and operations to the Emergency Operations Center.

In witness, whereof, I have here unto set my hand this _____ day of _____, 20 ____.

(Name)

(Title)

NOTE: The Chief Elected Officials of Villages, Townships or Cities can declare for their jurisdictions. If the event is a county-wide emergency the Commissioners may make a declaration for the entire county and that will cover the entire county.

Fairfield County Emergency Management Agency (EMA)

Situation Reports (SITREP)

Situation reports are written summaries of activities and actions taken for a certain period of time. These reports may be made by individuals but are normally the product of group meetings that include emergency response departments, and other agencies or organizations that were involved in the response to the event.

Briefings and situation reports are essential in order to keep everyone involved in the activity up to date with the activities occurring and to inform elected officials and others of the current status.

SITREPS may include situations such as injuries or deaths, description of damages to include pictures, needs of the population impacted, assistance requested and received, actions of local and other departments or agencies. The written reports are useful as historical records of the disaster.

impacted, assistance requested and received, actions of local and other departments or agencies. The written reports are useful as historical records of the disaster.

Following a disaster, it will be the responsibility of the County EMA (including assessment teams), to develop local and county situation reports. Information from a variety of sources can be used to complete the SITREP. First responders' reports, dispatch logs, utility service providers and so on can assist with organizing the report.

The American Red Cross also conducts surveys of the damage and although the information they collect is somewhat different from the damage assessment required for EMA purposes, they can provide very useful information for the situation report.

Situation Reports should-

1. Provide information on the areas within the local jurisdiction that have sustained damage and will need to be surveyed to determine the extent of the damage.
2. The reports should include at least; name of reporting jurisdiction or activity, casualty estimates, areas of reported damage, probable extent of damage, nature of damages (residential, business, infrastructure), impacts to critical facilities/services, local/mutual aid resources deployed, and outside assistance needed or anticipated.
3. Critical facilities such as hospitals and airports and special needs populations may be contacted directly to determine the degree of damages.
4. Emergency Managers may decide to do a windshield survey or conduct spot checks of affected areas to identify, clarify or verify damage reports and to assess the total impact of the damages.

5. Provide a footprint of locally damaged areas that will need to be prioritized and assessed in more detail through a house by house, street by street damage assessment.
6. Situation reports will be forwarded to Fairfield County EMA, Emergency Operations Center where staff can use the information to commit resources or place resources on standby. Sources of possible assistance that can be accessed through the Fairfield County EOC include local, state, federal and military resources as well as voluntary organizations.

Damage and Needs Assessment Report (AGN-0035)

The Damage and Needs Assessment Report Form AGN-0035 is more detailed and requires more specific information. It is used nationwide and when completed provides the state and federal emergency management agency's information needed to make decisions regarding disaster assistance.

Once this form is completed by the affected jurisdictions, it will be sent to Fairfield County EMA within *32 hours* of the event. The forms from all affected jurisdictions will be consolidated into a county-wide report and be forwarded to Ohio EMA within *36 hours* of the event.

The report must be as accurate as possible as it will be used by state and federal officials when they arrive to assess the reported damages. Officials preparing the form should be aware of the necessity to report as accurately as possible. Timeliness of this report is essential to the relief assistance needed by the citizens impacted.

See pages 9 and 10 for AGN-0035, Damage and Needs Assessment report form.

(614) 889-7150		OHIO EMERGENCY MANAGEMENT AGENCY		
		DAMAGE AND NEEDS ASSESSMENT (Rev. JUNE/2010)		
A. Name of Political Subdivision & Population		B. Name of County & Population		INTERNAL USE ONLY
				MSG. NO.
C. Type of Disaster & Date of Occurrence		D. Area Primarily Affected (East, N.E., All)		DATE REC'D
(If <i>Flood</i> or <i>Winter Storm</i> Provide additional information requested on the back of this form)				TIME REC'D
E. Contact ----- Name & Title:				SOURCE
Address: _____		Phone: () _____		
PUBLIC DAMAGES *				
A. DEBRIS CLEARANCE		E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT		
Public Roads and Streets	\$ _____	Public Buildings Damaged # _____		\$ _____
Public Property	\$ _____	Destroyed # _____		\$ _____
Other	\$ _____	Building Contents		\$ _____
		Vehicles/Equipment		\$ _____
		Insurance Coverage _____ %		
TOTAL	\$ _____		TOTAL	\$ _____
B. PROTECTIVE MEASURES		F. PUBLIC UTILITIES (PUBLICLY OWNED)		
Emergency Temporary Repairs	\$ _____	Water Systems		\$ _____
Flood Protection/Sandbagging	\$ _____	Water Treatment Plants		\$ _____
Barricades, Signs	\$ _____	Sewage Treatment Plants		\$ _____
Security/Search & Rescue	\$ _____	Sewers Length _____ FT		\$ _____
		Length _____ FT		\$ _____
		Other		\$ _____
		Insurance Coverage _____ %		
TOTAL	\$ _____		TOTAL	\$ _____
C. ROAD SYSTEMS		G. PARKS AND RECREATIONAL (PUBLICLY OWNED)		
ROADS TYPE _____ MILES	\$ _____	PARKS		\$ _____
TYPE _____ MILES	\$ _____	RECREATIONAL		\$ _____
BRIDGES DAMAGED # _____	\$ _____	OTHER		\$ _____
DESTROYED # _____	\$ _____	INSURANCE COVERAGE _____ %		
CULVERTS DAMAGED # _____	\$ _____		TOTAL	\$ _____
DESTROYED # _____	\$ _____			
ACCESS PROBLEMS				
YES _____ NO _____	TOTAL \$ _____			
D. WATER CONTROL FACILITIES		H. CURRENT COMMUNITY BUDGET INFORMATION		
DIKES	\$ _____	1) ANNUAL BUDGET \$ _____		
LEVEES	\$ _____	2) ROAD BUDGET \$ _____		
DAMS	\$ _____	3) PUBLIC WORKS BUDGET \$ _____		
DRAINAGE CHANNELS	\$ _____	4) DATE FISCAL YEAR BEGINS _____		
OTHER	\$ _____			
TOTAL	\$ _____			
GRAND TOTAL PUBLIC:				\$ _____

AGN-0035	**THIS IS NOT AN APPLICATION FORM			
	B-6			
PRIVATE DAMAGES *				
I. INDIVIDUAL			J. BUSINESS/INDUSTRY	
RESIDENTIAL STRUCTURE (INCLUDES MOBILE HOME)	DESTROYED #		BUSINESSES	DESTROYED #
	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 <i>FLOOD</i> OR <i>WINTER STORM</i>	QUANTITY
INJURED	#			DURATION
HOSPITALIZED	#		IF <i>FLOOD</i> , 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 OUTSIDE ASSISTANCE SHOULD BE EXPLAINED HERE, USE ADDITIONAL SHEETS IF NECESSARY)				

Guidelines for Damage Assessment Teams

The Damage Assessment (DA) personnel will maintain communications with our Fairfield County Emergency Operation Center (EOC) and keep the Damage Assessment Coordinator in the EOC apprised of their process.

DA personnel assigned to jurisdictions will report to the local operations center, the chief elected official or the official in charge of operations upon arrival to coordinate assessment actions.

Within communities, assessments should be conducted street-by-street and property-by-property in order to generate a complete assessment of the damages. Pictures of damaged homes and businesses and other areas affected are invaluable in the documentation of the damages.

If DA personnel encounter unsafe conditions which make them unable to perform their assigned damage assessments, they will report these conditions to the local person in charge or team leader, and to the County EOC for instructions on how to proceed.

If areas of severe damage are encountered and public safety personnel are not on the scene, the DA personnel will report the situation to the jurisdiction's operations center or person in charge so that emergency response personnel can be dispatched to the site.

DA personnel encountering members of the public or media should not attempt to discuss potential or anticipated damage assessment outcomes. All such communications should be deferred to the local operations center. The County EOC should be notified of the type of information being requested.

DA personnel should not volunteer answers to the public concerning disaster response or assistance. If available, informational brochures concerning safety, disaster recovery and assistance may be distributed.

Upon completing assigned assessments, the DA personnel will report to the person in charge to announce their departure and ensure all activities are complete. The County DA Coordinator will be provided a final report to include all action forms completed.

Damage Assessment Personnel Dealing with Media and the Public

When members of the DA team are in the field, there is a possibility they will encounter members of the press, members of the media and even the public or citizens impacted by the disaster. When communicating with these individuals it is very important to refer them to the PIO or Media Officer assigned to the EOC.

The DA Teams should be instructed at the mission briefing of the importance of communication to the press, media or citizens. In order to ensure the flow of information comes from one source and is verified before dissemination, it is highly recommended the DA Team discuss as little as possible with the public, press or media when approached.

At the briefing, DA team members should be given a list of services available to the affected public such as food, shelters, and medical stations and counseling. The DA team can distribute these to the public while they are working in the field.

All DA Teams (as well as other assigned teams working the impacted area) should be sensitive to the citizens they encounter. These individuals can be stressed, frightened, emotional, angry or feeling total hopelessness. Be compassionate and understanding to their situation.

Do tell the truth, be honest when ask specific questions. Remember it is okay to say, "I do not know". Assume you are being recorded and act accordingly. Treat the media as a partner in getting out important information to the impacted population

Don't panic when ask a question and resist saying "No Comment" to the media or press. Don't volunteer information which might be confusing, misleading or misunderstood. Don't argue with the citizens, media or press, refer them to the PIO or Media officer assigned to the EOC.

Do not get offensive or hostile. Do not say anything you would be embarrassed reading in the paper or seeing on the news.

Some of the questions you might expect from the media or public may be;

1. What kind of help is available for residents who have damage?
2. Who is eligible for assistance?
3. How does someone apply for loans or housing assistance?
4. What can I do about my unresponsive insurance company?
5. Can property owners rebuild in a flood plain?
6. Is financial assistance available for business owners?

When ask these questions, remember to distribute the brochure given at the briefing or refer the individual the PIO Officer at the EOC.

County Assessment Teams Briefing Checklist

Preparing the Team to Deploy

When preparing a team to deploy, the following points should be addressed to all team members to ensure they are informed and committed to perform the task at hand-

- Provide them a current update concerning the disaster even
- Review purpose and importance of damage assessment mission
- Designate team members and assign designated team leader
- Outline geographic areas affected by the event and designated for IDA
- Distribute prioritized list of sites/areas to be assessed
- Assign sites to specific teams
- Anticipate degree of damage and destruction that should be encountered
- Designate level of detail needed for the damage assessment
- Explain when and how to do “Windshield Survey” of the impacted area
- Stress the importance of accuracy when writing their reports
- Refer to Preliminary Damage Assessment (PDA) guidelines

See Annex A for copies of all checklist.

When communications are discussed with the DA Teams

- The use of Radios and Cell Phones, how to use them and what are the limitations
- Guidelines for interacting with the public and media
- Pamphlets explaining types of assistance, if available.
- List of emergency shelters, recovery centers, mobile feeding sites

Warn the Teams prior to their deployment

Possible Dog attacks-

Family pets have been disturbed, even uprooted from their families. Signs to look for are-

- Dog stands still, hair up on his back and stares at you
- Dogs ears are back, tail not wagging.
- Dogs growls, snarls and shows his teeth.

What to do if you and your team members feel threatened by a dog-

- Do not trigger the instinct to chase. Stand still, remain calm, do not run or turn you back to the animal. Once the dog leaves, back away slowly.
- Don't stare into the dog's eyes since they perceive this as a challenge to charge.

If the dog attacks-

- Shield yourself from the animal.
- Feed your jacket or another object to the dog so it bites something other than you
- If you get knocked down, roll into a ball, cover your head and neck, and do not scream.
- Report incident to the EOC and seek medical attention.

Safety Checklist for Damage Assessment Teams

Assessment Teams and Individuals must consider their own safety when preparing to conduct assessments in disaster areas where the damages may create dangers to the personnel.

Electricity-

- List the names and the 24-hour emergency numbers of all local power companies.
- Downed Electric Power Lines: (Check for known problems, report new down lines)
- Notify the Emergency Operations Center upon discovery.
- Don't attempt to remove a tree limb or other objects from power lines. Don't attempt to use a branch, board, fiberglass, etc. *All these can conduct electricity.*
- If you are in a vehicle and a power line falls on it, **STAY IN THE VEHICLE**. If for some life-threatening reason, you must exit the vehicle - **jump**. Do not touch both the vehicle and the ground at the same time.

Natural Gas-

- List the name of the company and their 24-Hour Emergency Number: () _____
- If You Smell Gas:
- Immediately extinguish all open flames and Prohibit smoking.

- DO NOT – operate electrical switches or machinery, use telephones, ring doorbells, use flashlights, or use two-way radios. Avoid any actions that could cause a spark.
- Notify the Emergency Operations Center.

If You Discover a Broken Natural Gas Line:

- Immediately extinguish all open flames and turn off all machinery.
- Avoid any actions that could cause a spark.
- Alert everyone in the area of the potential danger and evacuate the site.
- Rope off the area with “CAUTION – DO NOT ENTER” tape.
- Notify the Emergency Operations Center.
- Wait for professionals. Never attempt to fix a gas pipeline.

Equipment Checklist for Damage Assessment Teams

See Annex B for the recommended list of equipment the DA team personnel should consider based on the location of the assessment areas. This takes into consideration the type of disaster, the current weather and type of disaster.

Joint Preliminary Damage Assessment

An Ohio EMA representative will contact the County EMA Director regarding the time and location of the PDA meeting(s)

County officials will provide-

1. Local representative to participate on the joint PDA team. This person should be familiar with the area and have knowledge of the types of damage and problems which occurred. Other team members will include FEMA, SBA, and State personnel and so on.
2. County representatives should have maps ready for members of the PDA team with pre-marked areas indicating where the damaged areas are.
3. County representatives should have a pre-determined route which will include the heaviest damage.
4. Once all members of the PDA team are assembled, a county representative will give an overview of what has happened and what is currently happening. This should take place before the team is taken on a tour of the damaged location.

Tabulations

Tab A – Individual Assistance Damage Assessment

Tab B – Public Assistance Damage Assessment

Tab C – Federal Declaration Process

Tab D – Assistance Program

Tab E – Planning

Tab F – Public Information

Tab G – Terms and Definitions

Appendices

Appendix A – State EMA Contact List

Appendix B – Damage Assessment Checklist

Appendix C – Forms

**ASSISTANCE TOOLBOX CONTACT LIST
OHIO EMERGENCY MANAGEMENT AGENCY
2855 West Dublin Granville Road
Columbus, Ohio 43235
614-889-7150**

Watch Desk (24 hours) 614-799-6500

Sima Merick, Director 614-889-7150

Dan Kolcum, Assistant Director 614-799-3699

Holly Welch, Preparedness Administrator 614-889-7181

Andrew Elder, Operations Manager 614-889-7178

Jerry Mullins, Admin Administrator 614-799-3691

EXECUTIVE OFFICE 24 Hour Availability 614-889-7150

Disaster Recovery Branch (DRB)

Laura Adcock, Recovery Branch Chief 614-799-3667

Vacant. Deputy Public Asst. Officer 614-799-3668

PA INFORMATION LINE 614-799-3665

Libby Wiegel, Individual Asst. Officer 614-889-7177

Brigitte Bouski, Individual Assist Specialist 614-799-3671

DRB FAX 614-791-0018

Mitigation Branch

Steve Ferryman, Chief, Mitigation 614-799-3539

Jonathon Sorg, Mitigation Supervisor 614-799-3538

Recovery Branch

MITIGATION GENERAL NUMBER 614-899-7153

MITIGATION FAX 614-799-3532

Luan Nguyen, Mitigation Planning 614-799-3681

Rachael Evans, Mitigation Specialist 614-799-3532

Sharon Rolf, Mitigation specialist 614-799-3530

Carla Marable, Mitigation Specialist 614-799-3536