



FAIRFIELD COUNTY OFFICE OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY

12 Hour Event Overview Form

There are two actions which are necessary for the jurisdictions to obtain county, state, or federal disaster assistance. These are the completion of the **12 Hour Event Overview Form**, which is the initial report of damages, and for the elected officials to **declare that a State of Emergency exists** within their jurisdiction.

Damage assessments are necessary to provide important information such as the severity and magnitude of the event and determine whether local resources are sufficient to handle the damages. The report format is brief and must be accomplished in a timely manner. (EMA must submit no later than 12 hours after the incident occurred. Please complete within 8-10 hours after the event and send to EMA to finish.) These early assessments will provide county and state emergency management agency's information needed to determine what disaster assistance and support is needed and if the disaster qualifies for federal disaster assistance. This assessment must be as accurate as possible and focus on the damages to residences, businesses, and public infrastructure. Pictures of disaster related damages should be taken to document the results of the event.

Jurisdictional residents should be informed regarding the damage assessment being conducted and its importance in procurement of State and Federal disaster assistance. Officials should urge their residents to take pictures of their property in order to document the destruction. These pictures will be important in the documentation of the damages reported. When state or federal personnel arrive to verify the information reported, they will ask to review the pictures to support the damage documented. Insurance company claim adjusters can also utilize the pictures for claim processing.

Once the 12 Hour Event Overview Form is completed, fax or email it to the Fairfield County EMA office.

Fax – 740-652-1520

Email – ema-lepc@fairfieldcountyohio.gov and jon.kochis@fairfieldcountyohio.gov

****Completed form must be received at the Fairfield County EMA within 8-10 hours after the disaster occurs. EMA must submit the report within 12 hours.**



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Complete and forward to Fairfield County EMA within 8 – 10 hours of event.

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1. WHAT HAPPENED (Flood, Explosion, Tornado, 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 THE SITUATION:

8. SUBMITTED BY:

NAME: _____ POSITION: _____

PHONE NUMBER: _____ JURISDICTION: _____