

DISASTER ANALYSIS GROUP

PURPOSE

Damage assessment procedures, checklists, and reports are necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster. An extensive damage assessment is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post-disaster mitigation efforts resulting in proposed changes to building codes and land-use regulations which could reduce some of the structural damage from future disasters.

CONCEPT OF OPERATIONS

Recovery may begin before the event which is causing the disaster is over. A number of activities can be undertaken as soon as practical in order to limit the overall negative effect to the community. One of those activities is in the area of damage assessment. At the time of the disaster declaration and subsequent implementation of this disaster plan, a damage assessment team, or teams, will be created to work in or around the disaster site(s) in order to begin evaluating damages.

The damage assessments may be used for insurance purposes, cost recovery efforts, federal grant programs, and disaster mitigation efforts.

GENERAL ROLES AND RESPONSIBILITIES

Disaster Analyst. The Disaster Analyst is the coordinator and point of contact between the damage assessment teams and the Policy Group. This person establishes and oversees the analysis process, and assists in preparing and submitting reports for the variety of purposes stated above.

Damage Assessment Teams. The Building Official acts as the Damage Assessment Team Leader, in coordination and collaboration with the Disaster Analyst, Health Inspector and City Engineer on issues related to structures and infrastructure. The primary role of the Building Official includes the assessment of the integrity of structures or infrastructure damaged (if any) in a disaster. Damage assessment survey teams will most likely include the Building Official, the City Engineer, and the Health Inspector, but may include other local government employees. When necessary private sector personnel from the fields of engineering, building trades, property assessment, and other related areas will be used to supplement existing team members. When the need for specialized assistance occurs, such as hazardous materials accident, appropriate personnel will be added to the teams. The emergency mission of the Damage Assessment Team is to:

1. Immediately after or during a disaster to determine the general area or areas which are affected, including assessment of the severity of the situation. Early assessment will be gathered from police, fire, and other units which are in the field.

2. When the general area(s) have been outlined, the data shall be further refined and analyzed by field examination. Such field work is to be done by the Damage Assessment Team members.
3. The Disaster Analyst will be responsible for gathering and consolidating this information from the team members.
4. Keep other public officials advised of the amount and location of damages. Map off the area(s) showing area(s) damaged and the percent of damage within the area(s).

Assessment of a dollar value is to be considered as a secondary function and is to be carried out in a manner which will not interfere with emergency operations.

Assessment of agricultural damages will be accomplished by the County Emergency Board, in coordination with the Agricultural Stabilization and Conservation Service (ASCS).

DISASTER ANALYSIS GROUP PREPAREDNESS PHASE CHECKLIST

DISASTER ANALYST

- ___ Coordinates requirements and procedures for detailed damage assessment with State DSD
- ___ Develops procedures and guidelines for an initial damage assessment and system for reporting results to the EOC.
- ___ Develops procedures necessary to accomplish detailed damage assessment.
- ___ Train personnel to assist in collecting damage reports.
- ___ Insure EOC has current detailed maps available of the city to include capability of reproducing maps for field teams).
- ___ Develop and maintain damage assessment status boards in the EOC.

DISASTER ANALYSIS RESPONSE PHASE CHECKLIST

DISASTER ANALYST

- ___ Conducts an initial damage assessment using all available resources (fire, police, etc.) as soon as possible following a disaster. This initial report will be submitted to the Coordinator who in turn will advise the State Agency of the situation.
- ___ Consolidates initial reports and define perimeter of disaster area.
- ___ Establishes damage assessment priorities.
- ___ Notifies Damage Assessment Team members and other agencies with damage assessment responsibilities. Provides briefing on the following:
 - a. procedures, checklists, forms;
 - b. point of contact in the affected area;
 - c. specifics of the disaster;
 - d. schedule for receiving assessment information.
- ___ Assigns Damage Assessment teams to specific survey areas. Ascertains safety of affected areas prior to sending field teams in for damage assessment.
- ___ Notifies/Update Operations Group of Damage Assessment Team activities.
- ___ Recruits Damage Assessment support staff for the EOC.
- ___ Briefs local emergency services of initial damage assessment procedures and requirements.
- ___ Coordinates and compiles damage reports from Damage Assessment Teams (private, public, and agricultural). Periodically advises EOC Policy Group of pertinent details.
- ___ Coordinates with Public Information Officer to keep public informed of hazardous conditions:
 - a. bridges;
 - b. roads;
 - c. buildings.
- ___ Forwards initial Damage Assessment Report to the State EOC
- ___ Subsequent to rescue and damage limiting operations, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment reports will be used by the state and federal government, as well as by private relief organizations, in formulating requests for assistance. A damage assessment survey shall be completed using the state form.

___ Compiles priority list for emergency repairs based on damage survey and submit to Policy Group.

DAMAGE ASSESSMENT TEAM LEADER (Building Official)

___ Coordinates inspection of buildings for habitability and safety. Assists with the posting of unsafe buildings, roads, bridges.

___ Provides updated disaster information to EOC Disaster Analysis staff.

___ Collects field data using the Damage Assessment Form.

___ Forwards damage assessment reports to the Disaster Analyst in the EOC.

___ Compiles priority list for emergency repairs based on damage survey and submit to Disaster Analyst.

DISASTER ANALYSIS GROUP RECOVERY PHASE CHECKLIST

DISASTER ANALYST

- ___ Establishes point of contact with Policy Group to determine approximate area affected.

- ___ Alerts and activates damage assessment teams and provide team briefing on the following:
 - a. procedures, checklists, forms
 - b. point of contact in affected area,
 - c. specifics of the disaster,
 - d. schedule for receiving assessment information.

- ___ Records. Accurate records of disaster-related activity must be kept for government, reimbursement, legal/litigation and archive purposes. Coordination and collaboration with the Policy Group, Operations Group, and Finance Group is imperative.

- ___ Coordinates with Policy Group to determine the priority of restoration of public facilities.

- ___ Assists in preparation of damage assessment reports forwarded to the state.

- ___ Assists in preparation of requests for state and federal assistance.