

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

14 MAPLE RD
Address of Building

Code UCC Art. 403 Sec. _____

Joseph P. Baul
Code Official

Date 9/8/11

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
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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
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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
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Why do we need an IDR?

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

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

- **Individual Assistance**

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



Reportable Damage

- **Public Assistance**
 - Bridges & Culverts
 - Fire/EMS/Police Facility
 - 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



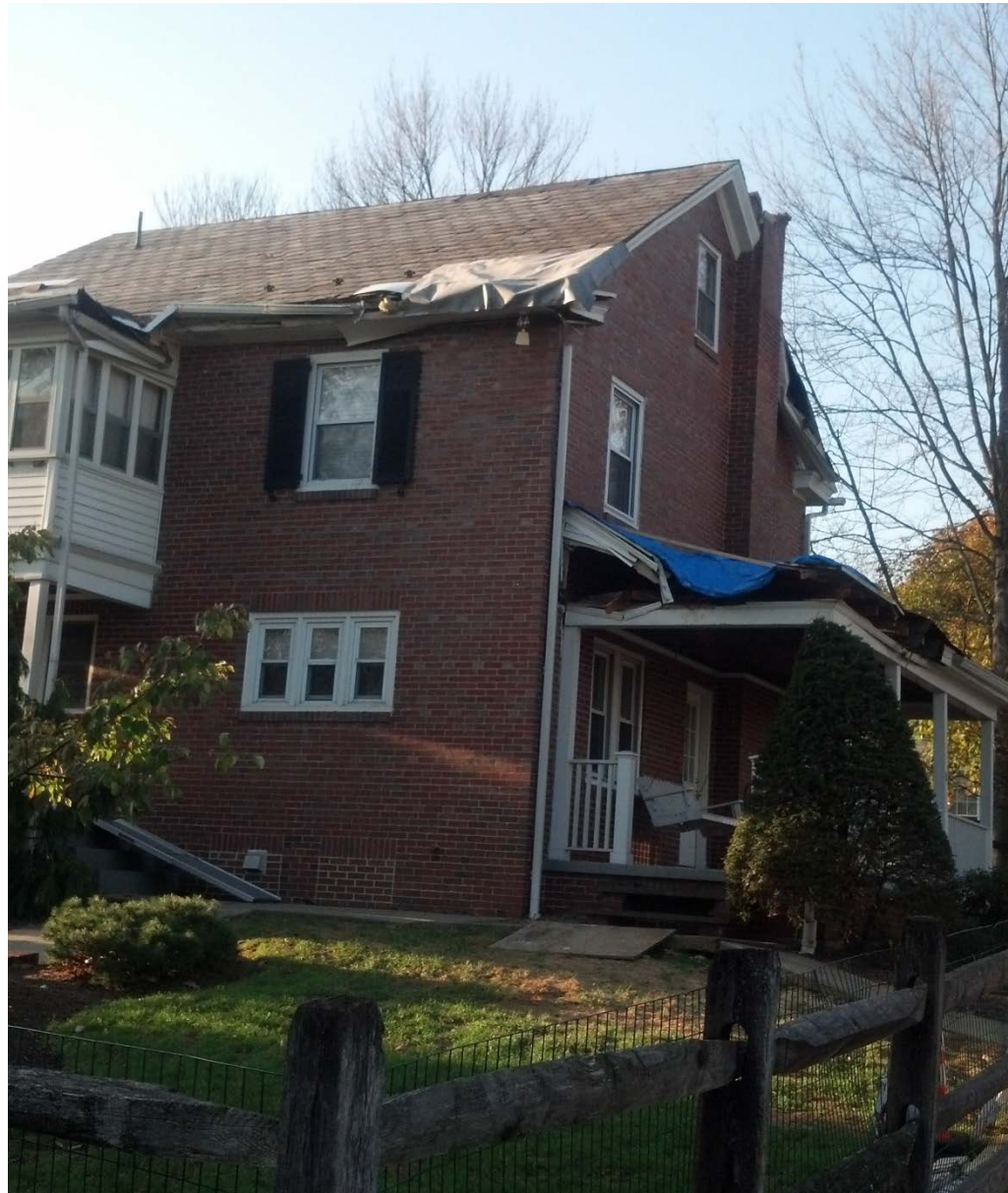
Destroyed

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

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

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

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





SPEED
LIMIT
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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)
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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
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Sequence of Events

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

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





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Documentation

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

Municipality					
EMC Name			Date / Time		
For definitions of Reporting Categories, see back of form					
Private Property	Destroyed	Major	Minor	Affected	Inaccessible
Businesses					
Mobile Home					
Multi-Family					
Single Family					
For definitions of Reporting Categories, see back of form			Directions		
Public Property	Destroyed	Affected	Damaged	<p>1) If damage has been sustained by your municipality, document the number of property types impacted in the appropriate column.</p> <p>2) DO NOT use this form to document monetary estimates of damage, use number of properties only.</p> <p>3) If debris removal or emergency protective measures are in place, be sure to complete the appropriate form and circle "Yes" to the questions listed at the bottom of this form.</p> <p>4) Complete this form and return to Berks EMA within 24 hours after the passing of the event.</p> <p align="center">Berks County Emergency Management ----- Phone (610) 374-4800 Fax (610) 374-8865 bcema@countyofberks.com</p>	
Bridges & Culverts					
Fire / EMS Facility					
Hospital					
Nursing Home					
Other					
Park					
Power Supply					
Public Bldg (City Hall, Etc.)					
Roads					
Sanitary Sewer					
School					
Sewer Treatment					
Storm Sewer					
Water Control Facility					
Water Supply					
Water Treatment					

Are debris removal activities occurring in the municipality?	Yes / No
Are emergency protective measures in place in the municipality?	Yes / No
If "YES" is checked for either or both, complete "Protective Action/Debris Removal Form"	

Non-Flood Damage Category Definitions	
Affected	- Some shingles and/or siding missing - Ingress / Egress to residence may be hampered - Dwelling is livable without repairs - IE: Stone driveway is washed away due to heavy rains
Damaged	- Property is usable, however repairs may be required - Critical components of the facility are inoperable (pumps, electric, etc.) - IE: Sewer Treatment is offline due to inoperable pumps
Destroyed	- Property is no longer there - Property is structurally unsafe - All major structural systems are damaged and habitation is not possible - IE: Structure has partially collapsed
Inaccessible	- Unable to access property - IE: Bridge out leading to property
Major	- Large portions of roof missing - Structure or property cannot be used until repairs are made - IE: Roof blown off due to high winds
Minor	- Property is damaged, but usable - Numerous broken windows - Minor structural damage - IE: Roofing shingles blown off due to high winds

Flood Damage Category Definitions				
	AFFECTED	MINOR	MAJOR	DESTROYED
HOUSE				
Crawl Space	X			
Basement	Less than 1'	1' or more	Extensive found. damage	
First Floor	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Slab House	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Second Floor			X	Physically Destroyed
MOBILE HOME	No water into Belly Board	From Belly Board to 6" on floor	6" or more into mobile home	Physically Destroyed

Quick Guide to Determining Damage Category	
Is the <u>structure</u> usable as it is?	
YES	NO
Does it need temporary repairs to be lived in now?	Can it be made usable again with extensive repairs?
Yes - Minor No - Affected	Yes - Major No - Destroyed

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
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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:

Owner(s) named above own: Contents Structure NOTE: If property is NOT owner occupied, a SEPARATE assessment must be completed for structure and contents

BRIEF description of damage:

Structure Type: Business Single Family Multi Family Mobile Home

Damage Type: Destroyed Major Minor Affected Structure Inaccessible

Property Insurance: Homeowners/Renters/Business Property Flood None Unknown Structure Contents

Insurance Above Covers: Structure Contents

See reverse side of this form for damage category information

COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:

Height of Water in Basement in INCHES: Below Rafters To Rafters 1st Floor Involved Unknown

Maximum Height of Water Above Floor of Structure's 1st Floor in INCHES:

Describe the impact on citizens and businesses:

Form Completed By:

Title: Contact Number:

Date and Time Survey Completed:

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Berks County **Public** Damage Assessment Report

Address of Property INC. MUNICIPALITY:

Property Owned By: Phone Number:

Responsible Contact: Phone Number:

BRIEF description of damage:

BRIEF description of how the damage impacts the community:

Damage Type: Destroyed Damaged Affected Facility Inaccessible

See reverse side of this form for damage category information

Repair/ Replacement Cost: \$

Cost provided is: Owner Estimate Contractor Estimate Confirmed

COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:

Height of Water in Basement in INCHES
 Below Rafters To Rafters 1st Floor Involved Unknown

Maximum Height of Water Above Floor of Structure's 1st Floor in INCHES

Comments/Additional Information:

Form Completed By:

Title: Contact Number:

Date and Time Survey Completed:

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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 Measures / Debris Removal Worksheet

Municipality _____ Form Completed By: _____

Form # _____ of _____

Emergency Protective Measures/Debris Removal

Task Description (Include Location)	# of Persons	# of Hours		Hourly Rate		Notes
		Reg Time	Overtime	Reg \$	OT \$	

Equipment

Type of Equipment (Include Description i.e id #, model #)	Task Description	# of Hours	Miles

Emergency Protective Measures/Debris Removal

* Use this portion of the form to document any activities which were implemented to protect the public, public property, or infrastructure.

- Barricades were placed to block off Main St.
- Residents were evacuated from South St. by fire department personnel
- Downed trees and mud removed from park
- Removed storm debris clogged under bridge
- Police Department provided security at unsecured property
- Fire Department effected water rescue of victim from stalled vehicle
- Trees removed from roadway
- Culvert along Main St. cleared from debris

* Include the number of personnel and hours performed completing the task.

Equipment

* Use this portion of the form to document any equipment used. Please enter only one piece of equipment per line.

Use multiple sheets if necessary.

Fax to: 610-374-8865

****THIS FORM IS AN INITIAL REPORT ONLY****

**ADDITIONAL RECORDS WILL BE NEEDED
IF PUBLIC ASSISTANCE REIMBURSEMENT
IS GRANTED DUE TO A PRESIDENTIAL
DISASTER DECLARATION**

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
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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.
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Exercise

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







Eisenhauer

BMW
LINE



09.08.2011





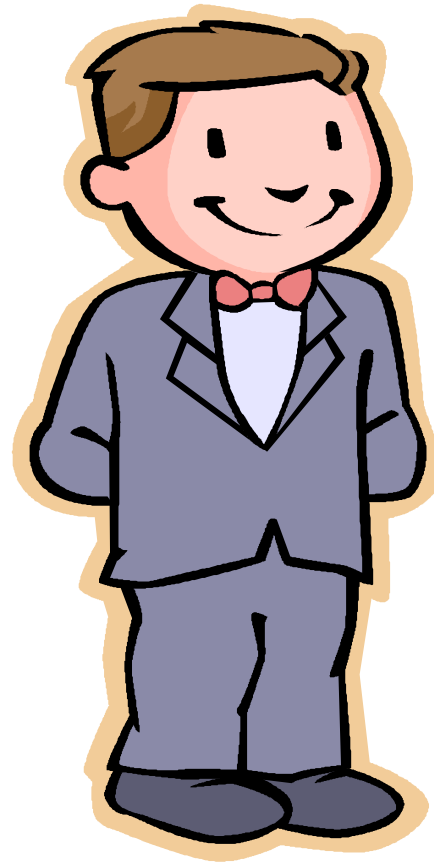
Disaster Assistance

- Four methods of assistance
 - Individuals and Households Program
 - Small Business Administration
 - Public Assistance
 - Hazard Mitigation Grant 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 in 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 – BUILDINGS 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

