

Preliminary Damage Assessment Checklist

In order to prepare for the arrival of state and federal joint Preliminary Damage Assessment (PDA) officials, local jurisdictions should do as much of the following as time permits.

GENERAL

- ___ The Local Emergency Program Manager should coordinate the PDA or designate a PDA Coordinator. This person should have a working knowledge of the PDA process and forms, and thorough familiarity with local geography, government officials, and public facilities.

- ___ Line-up appropriate officials who will become the local government representatives on the joint PDA Teams. For Individual Assistance consider assessors, building department inspectors, etc. For Public Assistance consider building department inspectors, road department engineers and technicians, bridge engineers, etc.

- ___ Prepare maps which note the locations and nature of the damage.
 - ___ Delineate any areas where the damage is primarily to homes,
 - ___ businesses,
 - ___ and agricultural land.
 - ___ Indicate the location of each damaged public facility, and the government agency responsible for its care.
 - ___ Mark the location of sites where disaster related costs were incurred.

- If possible, all damage sites should be identified by local officials before state/federal inspectors arrive.

- ___ On the same maps, indicate the best routes of travel accounting for roads and bridges which are out-of-service due to the disaster, and considering travel "loops" likely to be taken by the joint PDA Teams.

- ___ Also on the maps, indicate areas where major utilities are still out-of-service, areas with septic tanks or wells, areas that are still experiencing the effects of the disaster, and health and safety hazards such as hazardous materials spills, biological hazards, downed power lines, etc.

- ___ If possible, have photographs of damage sites available for the state and federal inspectors.

- ___ Assemble and briefly summarize information on the resources committed by the jurisdiction in responding to the disaster. Be sure to include the time commitment, overtime, etc. of the people who have been involved.

- ___ Ask everyone involved in the joint PDA to look for ways of rebuilding so there is less damage and hardship next time; provide these ideas to the hazard mitigation PDA teams.

___ Set-up a joint PDA Team support facility which includes:

- ___ tables and chairs,
- ___ displays, such as maps, chalk boards, dry erase boards, flip charts, bulletin boards, etc.,
- ___ telephones and telephone directories,
- ___ copies of the Oregon Blue Book,
- ___ one or more photocopiers,
- ___ availability of drinking water, coffee, etc.,
- ___ restrooms

If available and appropriate, your EOC can serve as the joint PDA Team support facility.

___ Make arrangements for a facility to conduct the joint PDA public official and team briefings such as a courtroom, public auditorium, lecture hall, etc.

___ Be prepared to provide high clearance vehicles for the use of the teams; these vehicles should be driven by the local representative, and should comfortably seat up to five people.

___ If necessary, assist state and federal joint PDA team members to find lodging and meals during their stay in the disaster area.

INDIVIDUAL ASSISTANCE

___ Develop a written summary of the impacts of the disaster:

- ___ Have there been deaths, injuries? Are persons missing?
- ___ Are families isolated due to the disaster?
- ___ Is public health and safety significantly compromised?
- ___ Is debris on private property a health and safety hazard? Does it prevent access to homes?
- ___ Are services such as medical care, schools, mail delivery, public transportation, communication, etc. significantly affected?
- ___ Are utilities out of service? Electric, gas, water, sewer, drainage systems, dikes, etc.? When will service be restored? Are outages widespread or concentrated in one area?
- ___ Were many private vehicles destroyed?
- ___ Is there increased unemployment due to the disaster?

- ___ Gather and assemble the following information about the area(s) affected by the disaster:
 - ___ Which affected areas are urban, suburban, rural? Commercial? Industrial? Delineate these areas on the teams' maps.
 - ___ What was the economic base and condition prior to the disaster?
 - ___ What was the pre-disaster market value of homes in the disaster area(s)? Be prepared to provide dollar ranges to fit "high," "medium," and "low" categories.
- ___ Ask the American Red Cross to make available any information they have collected during their "windshield" and "on-site detailed" damage assessments.
- ___ Work with OEM and FEMA to find out what you can about insurance coverage in force in the disaster areas. FEMA will be doing some of this research from their regional office.
- ___ What resources are available in the area to provide temporary housing for displaced persons? Vacant rental homes, mobile homes or apartments?
- ___ If flooding occurred, make estimates for the team about water depths and velocities, and the duration of flooding. Was the water contaminated with chemicals? Sewage? Other?
- ___ Assign local, state, federal, and volunteer agency officials to each team; have each team cover both dwellings and businesses in a geographic area. A form for this purpose exists in the Forms Appendix to this *Guidebook*.
- ___ Dispatch teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, you may want to reassign one or more geographic areas to a team or teams likely to finish before others.

PUBLIC ASSISTANCE

- ___ Develop a written description of the impacts of the disaster on local government:
 - ___ Population served by the local government.
 - ___ Budget balance before and after the disaster.
 - ___ What is the capability of local government to deal with the interruption or loss of essential public services, continuing public health and safety problems, and the loss of public facilities, equipment, materials, etc?
 - ___ Outline the public service impacts that will continue without federal assistance, including deferral of permanent repairs, reductions in ongoing services, delays in planned capital improvements, continued isolation of families or communities, etc.
- ___ If the time the joint PDA will begin has been well established, go ahead and make appointments for the team at sites where the damage or the impact of the damage is greatest.
- ___ In lieu of making appointments, develop a list of contacts for each damage site, including telephone numbers, and times easiest to reach.

- ___ See that local government representatives designated to serve on joint PDA Teams have a knowledge of repairs already done and repairs needing to be done, as well as a knowledge of the location of damage sites.
- ___ Be prepared to provide state and federal officials a detailed cost breakdown of labor, equipment, materials, and supplies for all completed work, including that work completed through contracts with private sector companies. While a variety of forms can be used to summarize these items, the format chosen must document: who, what, when, where, and how. Suggested formats for this information appear in the Forms Appendix as "Project Documentation Forms."
- ___ Be prepared to describe which sites will be repaired or reconstructed by contract, and those which will be repaired by local forces. If a contractor's estimate has been received, have it available for the state and federal inspectors.
- ___ If damaged facilities are to be rebuilt to conform with new codes, specifications, or standards, be prepared to provide inspectors with copies of the specifications, local resolutions, ordinances, etc., which require upgrading of the facilities.
- ___ Time permitting: Using as many "Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Forms" as necessary, develop a list of work performed and facilities damaged as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include both work that has been completed and that which has not. Organize the information by category-of -work.
- ___ Assign local, state, and federal officials to each team; have each team cover a geographic area.
- ___ Dispatch the teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, you may want to reassign one or more geographic areas to a team or teams likely to finish before the others.

HAZARD MITIGATION

- ___ Think of the joint PDA as an opportunity to quickly identify hazard mitigation opportunities before much of the permanent repair work has been accomplished.
- ___ Talk with the people who helped you to accomplish the Initial Damage Assessment about hazard mitigation opportunities they discovered during the IDA; provide this information to the state and federal inspectors (FEMA and SBA).
- ___ Resources permitting, assign a local representative to join FEMA and OEM hazard mitigation staff assigned to accomplish the hazard mitigation portion of the joint PDA. Assemble as many teams as appropriate and as resources permit; often there will be only one hazard mitigation PDA team per local jurisdiction.