

**Module Title: COURSE INTRODUCTION AND OVERVIEW****Module Summary:**

This module serves as a brief overview of the Initial Damage Assessment (IDA) process utilized by Oregon Emergency Management and the Joint Preliminary Damage Assessment (PDA) process utilized by Oregon and FEMA Region X.

**Classroom Hours:**

30 minutes

**Method of Instruction:**

Lecture, instructor led discussion.

**Terminal Learning Objective:**

Participants will be able to identify the purpose and importance of the Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA).

**Enabling Learning Objectives:**

Define Initial Damage Assessment  
Explain importance of an IDA  
Describe when to conduct an IDA  
Define Preliminary Damage Assessment  
Explain importance of the PDA  
Identify when a PDA would be conducted

**Scope:**

Course Administrative Logistics  
Participant Introductions  
Agenda  
Course Purpose and Objectives  
Overview of the IDA- PDA Process  
Importance of the IDA - PDA  
Resources on OEM Website

**Methodology:**

Instructors will welcome the participants, review the agenda, and provide an overview of the course purpose and objectives.

The instructors will provide a description of the IDA process and what is involved in conducting an IDA. The instructors will provide an overview of the PDA process, what is involved in conducting a PDA and how the IDA is the basis for a PDA.

**Instructional Resources Required:**

Module 1 Power Point Slides

Instructor Guide

Draft Course Roster

Course Agenda

OEM's Customer Satisfaction Survey Form – or local form if applicable

OEM's Course Evaluation form

Computer

Plasma Projector

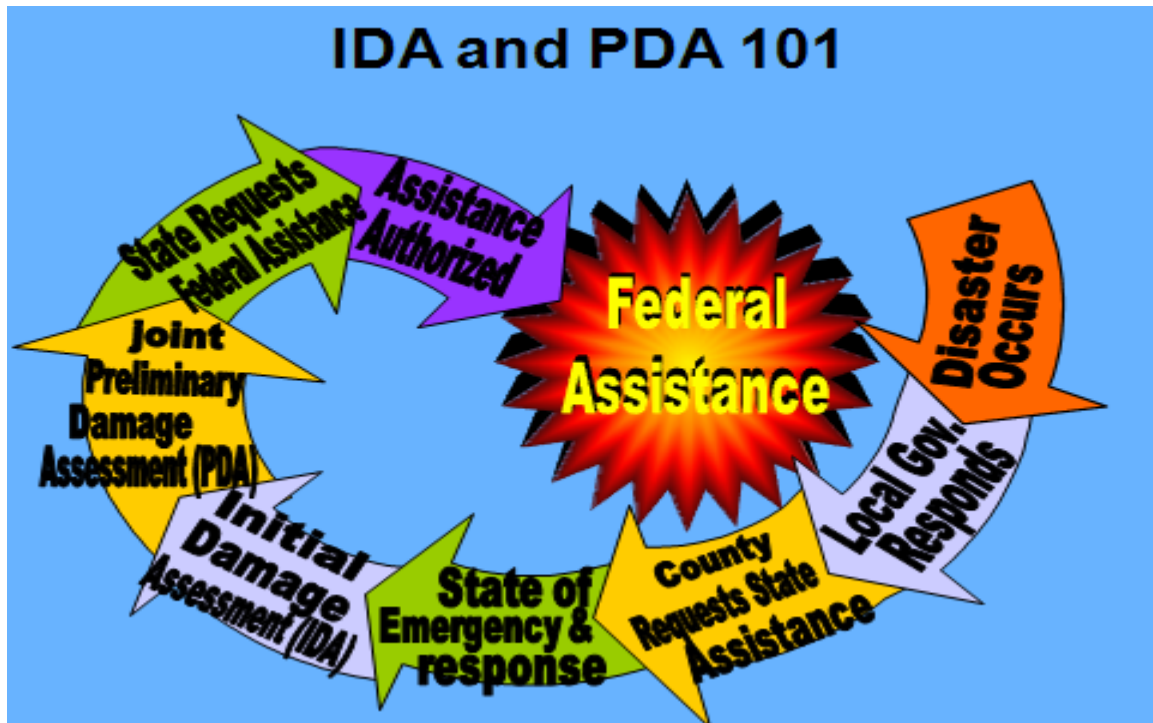
Chart packs and felt pens

**Practical Exercise Statement:**

None completed.

**Evaluation Strategy:**

Observation of student participation during classroom discussion.



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IDA – Initial Damage Assessment  
PDA – Preliminary Damage Assessment

IA – Individual Assistance – for families and businesses  
PA – Public (Infrastructure) Assistance – for governmental entities and certain private non-profits

## Course Logistics

- Facility
- In case of an emergency .....
- Course Roster
- Course Evaluation Sheets
- Customer Satisfaction Survey forms
- Course Agenda
- Student Manual

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Introduction to training facility.

## Participant Introductions

- Name and title
- Agency or organization
- Brief statement of IDA or PDA experience
- Expectations from this class

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Introduce instructors and their backgrounds, then complete participant introductions.

List expectations on a chart pack for end of course review.

## Agenda

- **Module 1:**
  - Initial Damage Assessment (IDA)
  - Preliminary Damage Assessment (PDA)
    - Definition and importance of each
  
- **Module 2:**
  - Individual Assistance (IA)
    - Criteria & evaluation
    - Forms utilized IDA & PDA

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The agenda is in a modular format to allow instructors to teach entire course, or teach Module 1 as a stand alone with either the PA or IA module.

## Agenda, cont.

- **Module 3:**
    - Public (Infrastructure) Assistance (PA)
      - Criteria & evaluation
      - Forms utilized for IDA & PDA
  
  - **Module 4:**
    - Other Types of Federal Assistance
      - Small Business Administration
      - USDA
      - Forms and Criteria
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## Course Purpose

- To educate local government officials on:
  - Purpose of the IDA and the PDA
  - How to:
    - Select staff to conduct an IDA and PDA;
    - Conduct a local IDA;
    - Prepare the IDA for submission to OEM;
    - Participate in a joint PDA;
    - Train your local jurisdictions and staff on how to complete an IDA.

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If there is a local reason why you are conducting the course, explain that here.



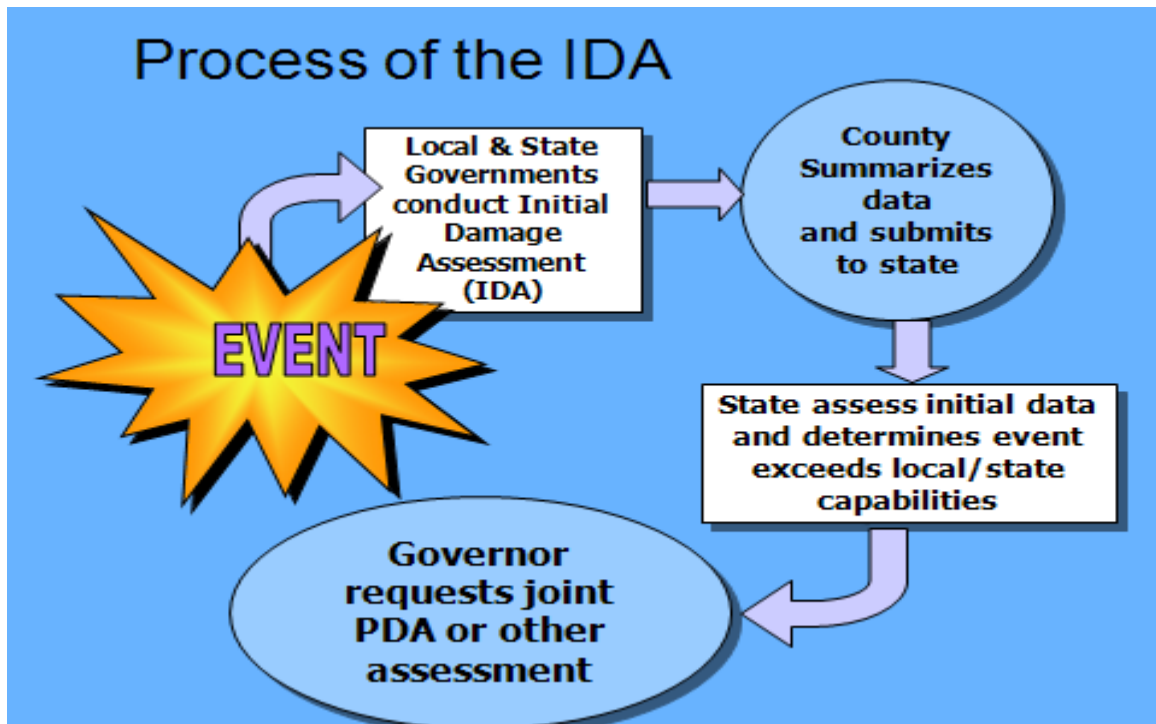
## Course Objectives

- Understand the IDA and PDA processes
- Identify local resources to assist the EM in the damage assessment process
- Identify ways to collect IDA information locally
- Be able to complete the State's IDA forms
- Be able to participate in a Joint PDA (if warranted)

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Overarching course objectives.

Identify any local objectives you may have at this point.



The general process the IDA/PDA follows is shown here (discuss).

The disaster occurs; local response begins (EOC activation, emergency notifications, search and rescue, evacuations, etc). Local jurisdictions should begin to track potential Public Assistance/infrastructure damages as well as individuals and businesses.

Typically a local damage assessment is initiated by the County Emergency Manager (EM) by notifying potential applicants within their jurisdiction.

OEM will notify County EM's that an IDA is being conducted. The IDA may include certain counties or all the counties in the State, pending on size of event. All damages within a jurisdiction should be reported to the County EM. The exception of State agencies that will reported directly to OEM (the State).

The County EM collects the IDA infrastructure damage data forms from potential applicants and summarizes the county damages in the IDA County Summary Report form.

The County EM submits the IDA Summary and the IDA Infrastructure Data Collection forms to OEM to help compile a summary of the entire State.

OEM reviews the data and, if warranted, requests a Joint Preliminary Damage Assessment be conducted by FEMA – this will be discussed later.

The PDA is the second step towards possibly receiving federal financial assistance through a Presidential Disaster Declaration.

## Initial Damage Assessment (IDA)

- Initial = best guess/estimate of damage/costs and impacts
- County summarizes the IDA information submitted by cities, special districts, private nonprofits (PNPs)
- Looks at damage, impacts, and needs
- Provides information to analyze options for addressing disaster needs (types of federal assistance)
- Provides documentation to support request for assistance from the state
- Provides information to respond to media and other requests for disaster statistics

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An Initial Damage assessment is a very quick assessment of the dollar value of damages, impact of damages, and severity of these impacts the disaster has on potential applicants.

When conducting the IDA:

- Prioritize communities, public entities, locations, and facilities
- Analyze in terms of numbers, costs, and impacts
- Focus on worst hit areas and critical facilities (high priority areas)
- Other areas (areas with less priority)

The IDA helps define the needs of the disaster and what type of assistance is needed. It also helps support requests for disaster statistics from elected officials and the media.

The Governor will use the results of the IDA and other information as the basis for requesting a Joint FEMA/State Preliminary Damage Assessment (PDA), the second step is to ascertain if supplemental Federal assistance is required (Major Presidential Disaster Declaration).

## IDA - Why?

- To gain broad overall situational awareness
- To inform others
  - Provides information to respond to media and other requests for disaster statistics
  - Provides information in order for the state to analyze options for addressing disaster needs
- Complete on smaller incidents to maintain skills and provide training to staff

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Discuss any reasons you might have locally for conducting an IDA.

## IDA – How?

- County collects, collates, and summarizes IDA information submitted by:
  - cities
  - special districts
- Damage assessment procedures need to ensure there are no gaps or overlaps in information gathered.

## IDA – When

- OEM initiates the IDA process:
  - Notifies local governments to conduct one
  - Establishes “window” for disaster dates
  - Establishes **MUST** return to OEM “no later than date”
  - Governor has **30 day window** to request FEMA assistance from date of event
  - Other potential federal programs have their own deadlines and processes

## Assess damage and impacts to...

- Homes/personal property
- Businesses and other losses which may impact economy
- Agricultural sector
- Private nonprofit (PNP)
- Public property/infrastructure

## IDA Forms

- Data collection/field forms that supply information for the summary form
- One overall summary form to be transmitted to OEM by each county
- Examples are in each module



**INITIAL DAMAGE ASSESSMENT (IDA) SUMMARY REPORT FORM**

Complete green areas of form

JURISDICTION: Douglas County NAME OF REPORTING OFFICIAL: Vigna Strawn  
 COUNTY: Douglas TITLE: Emergency Manager  
 EMAIL: vstrawn@dcgov.org  
 TELEPHONE: (541)443-4443 FAX: (541)443-4470  
 DATE - TIME OF THIS REPORT: Dec 30, 2006 DATE - TIME OF START OF EMERGENCY: Dec 30, 2006  
 EOC ACTIVATED: DATE: TIME: TYPE OF EMERGENCY: Flood / Winter Storm  
 EOC CLOSED: DATE: TIME:  
 LOCAL EMERGENCY DECLARED: DATE: TIME:

DESCRIBE THE GEOGRAPHIC BOUNDARIES (and attach map, if possible):  
 The entire County was impacted.

DEATHS: INJURIES: PROSPECTS AT RISK:

CURRENT SITUATION AND EXISTING CONDITIONS:  
 Public Works crews are in the process of clearing roads and attempting initial stabilization of slides.

IMPACTS OF THE DISASTER TO THE JURISDICTION:  
 The entire County was impacted by extreme rain of amounts starting on December 26, 2006 and continued through January 1, 2007. The rain all caused surface water and small streams to flood and the South, North and Main Unassa Rivers either reached or exceeded flood stage on December 27, 2006. On December 28, 2006 another round of rainfall again brought surface and small stream problems and brought the rivers back up on January 1, 2007.

### IDA County Summary

- IDA Field Data Forms
- Homes
- Businesses
- Agriculture
- Public infrastructure
- Describes major impacts

### State (OEM) Summary

- Summarizes entire state
- Evaluates for eligibility for potential federal financial assistance
- If warranted requests Federal-State Joint PDA

The Initial Damage Assessment County Summary Form - is the roll up of the data forms submitted by the local representatives. The Summary Report Form is completed by the County Emergency Manager.

The summary should consider:

- **Nature of the Threat** – Note the condition which threatens public health, safety and/or property, and describe threat
- **Impact** – Describe what essential services, if any, are affected by the threatening situation
- **Local Response** – Describe the local, State and/or private volunteer groups that are responding and the need or additional resources to assist

The County Summary Report Form captures:

- Dollar value of damages for the County
- Impacts of damages for the County
- Local response resources utilized by the County
- State response resources utilized by the County
- Federal response resources utilized by the County

The State rolls this information up to the State Summary Form.

### Initial Damage Assessment State Summary (all impacts)

Assessment	Winter Storm 2005-2006	Business Loss	Private Nonprofit	Leisure	Agriculture Loss	Infrastructure Loss	Sub total	State FAS	County FAS Total
<b>State Wide Public Infrastructure Totals</b>									
State Total PDA	\$1,443,281.35								
State Population	3,543,388								
State Capital Budget FY 06-07	\$3.23								
CPI 2006 \$1.00									
County \$1.00									
<b>State Wide Estimate Totals</b>									
Housing Loss Estimate	\$4,882,932.8								
Business Loss Estimate	\$1,887,508.8								
Private Nonprofit Estimate	\$47,388.00								
Agriculture Loss Estimate	\$797,758.4								
<b>State Wide Total Loss</b>	<b>\$18,254,060.55</b>								
<i>FAS totals are not up to date, see 0607 County Damage totals.</i>									

Be aware that the County Emergency Manager is coordinating the assessment of different types of damage and impacts. The State reviews the impacts to each county to determine what types of federal assistance are potential avenues for assistance.

If impacts and indicators have been met, OEM will contact the County EM to assist OEM in coordination of a Joint PDA. This is the second step towards receiving Federal financial assistance. The PDA forms will be completed by YOU (local jurisdiction) for review by the FEMA and State teams during the site visit. This is discussed in the PDA portion of this training.

## IDA Section Summary

- Does not need to be 100% precise
- Should address all categories if possible
- Should continue to be updated as you receive additional information and re-submitted to OEM

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If a county sends an updated IDA Summary Form to OEM, the Emergency Manager should send **cumulative** information.

In the case of Public Assistance, OEM staff **prefer** to see the more detailed Data Collection Forms in addition to the Summary.

The State requires submittal of the data collection forms for evaluation.

With accurate damage assessment information from the very beginning, the State is in a better position to make decisions and to support local needs. By organizing the information from the very beginning in the format needed by FEMA, there is much less to do when you are notified that PDA teams are coming and it is easier to prepare for the team's arrival.

## Locations of Resources on OEM Website

**Forms...**

[http://www.oregon.gov/OMD/OEM/fin\\_rec/section\\_b\\_form.shtml](http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml)

**Checklists...**

[http://www.oregon.gov/OMD/OEM/fin\\_rec/section\\_c\\_checklists.shtml](http://www.oregon.gov/OMD/OEM/fin_rec/section_c_checklists.shtml)

**Overall guidance...**

[http://www.oregon.gov/OMD/OEM/fin\\_rec/disaster\\_recovery\\_guide.shtml](http://www.oregon.gov/OMD/OEM/fin_rec/disaster_recovery_guide.shtml)



**Joint  
Preliminary  
Damage  
Assessment  
(PDA)**

## Basis of a Joint PDA

A Governor's request for a declaration by the President -

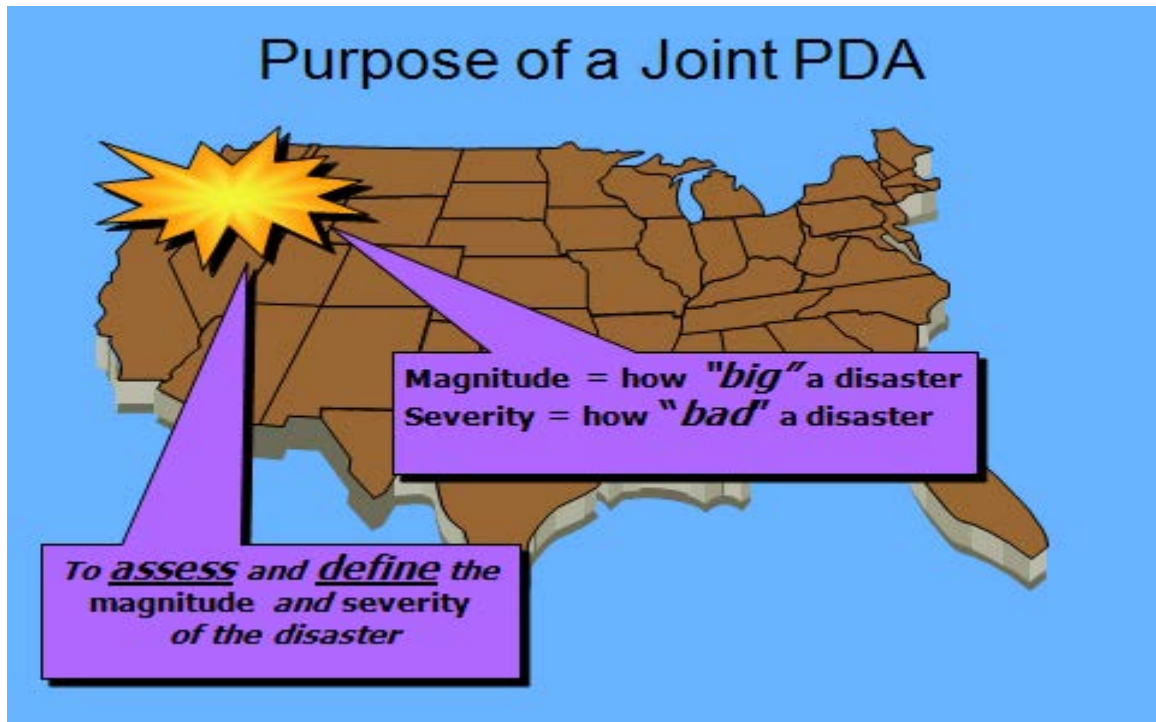
*“shall be based upon a finding that the disaster is of such magnitude and severity that effective response is beyond the capabilities of the state and local governments”*

*-- Section 401, Public Law 93-288, as amended; 44 CFR 206.36 and 206.48*

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The basis for conducting a Joint Federal State Preliminary Damage Assessment (PDA) is to identify and evaluate the magnitude and severity of a disaster and use the results to determine whether supplemental Federal and other assistance is necessary to recover. The governor of the affected state will use the results of the PDA and other information as the basis for requesting Federal disaster assistance.

The terms magnitude and severity refer to the two informational components gathered and formulated during the PDA process. **Magnitude** refers to what happened and where, what type of damaged, and the estimated repair or replacement cost. **Severity** describes the impact of the disaster on the potential applicants.



The purpose of Preliminary Damage Assessment (PDA) is to determine if the disaster exceeds the response capability of the State and/or local government, and to ascertain if supplemental Federal assistance is required.

A PDA is a very quick inspection of damage, primarily to determine the magnitude and extent of the damages. A PDA is done at the request of the Governor of a State, based on the State's assessment of the damage done by a disaster.

Purpose of a Joint PDA:

- Identify scope and degree of damage
- Identify staff and funding needs
- Identify special needs
- Target area for Community Relations or a Disaster Recovery Center

The PDA serves as the foundation for conclusions and recommendations developed in the Regional Summary and the Region Analysis and Recommendation. FEMA Headquarters uses these documents to make recommendations to the President on whether Federal disaster assistance under the Stafford Act is warranted.

The PDA information also helps to identify unmet needs that require immediate response and to forecast staffing levels, space requirements, technical and other resources necessary to ensure proper Federal and State management of a disaster recovery operation.



## Preparing for the Joint PDA

- One group of teams will assess dwellings and businesses
- Other teams will assess infrastructure and emergency response costs
- Depending on number of team members, and local conditions for travel, you may be asked to provide assistance with transportation

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Often times the state and federal officials will arrive in vehicles that are either not large enough to support a full joint PDA team or are not suitable for the travel conditions they will face.



## Preparing for the Joint PDA

### Local Government Responsibilities

- Determine local coordinator
- Determine local representatives. When possible, use same local inspectors as those used in the IDA
- Set up work area for the teams to include:
  - Adequate work space (up to 15 people)
  - Maps of damaged area(s)
  - Photocopier

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The State will identify impacted jurisdictions and public entities based upon the IDA, and will contact the County Emergency Manager or designee to assist in coordinating and scheduling the appointments for the PDA.

The local coordinator for the joint PDA does not necessarily need to be the Local Emergency Program Manager. In some cases, the LEPM will still be managing response to and short-term recovery from the event when the Joint PDA occurs, and will therefore benefit by having another person coordinate the PDA.

The local representative will brief the PDA team members regarding impacts and furnish maps and listing of damages in the affected area. Priority is given to the most severely damaged and impacted communities and areas.

Since your local inspectors who were involved in the IDA will already have seen the damage previously, it can be very helpful to have the same inspectors work the same areas. Typical roles and responsibilities of local representatives are addressed in each PDA module.

## Preparing for the Joint PDA

### Local Government Responsibilities

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- Determine local representatives. When possible, use same local inspectors as those used in the IDA
- Set up work area for the teams to include:
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Photographs are very important for recording damage shortly after it occurs. Oftentimes, the joint PDA will not occur for a week and may take as long as three weeks following the event. By then, many things will have changed, so being able to show the federal and state inspectors how things looked the day of/after the event, when you were conducting the IDA, can be very helpful in telling the story of what happened and how it has impacted the jurisdiction.

## Other Federal Disaster Assistance Programs

*The following federal agencies have disaster programs which may be made available without a Presidential declaration:*

- U.S. Department of Agriculture (USDA)*
- Federal Highway Administration (FHWA)*
- U.S. Army Corps of Engineers (USACE)*
- Natural Resources Conservation Service (NRCS)*

*This is not a complete list, but these are the most common ones.*

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Each Agency and program has its own criteria, be aware that different assessments are being conducted for different agencies and programs.

These will be discussed further in Module 4.

# Questions?

