OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Capturing Event Damages & Impacts to Public Infrastructure (Public Assistance)

Jurisdictions responding to a current event must capture clear, timely, and complete documentation of damage, costs, and impacts. If the event results in an Initial Damage Assessment to follow with a FEMA Joint Preliminary Damage Assessment, FEMA must be able to visually confirm damage**,** validate emergency work, and understand the severity of impacts to your community. The information you gather now will form the basis of your Initial Damage Assessment (IDA) and support the joint Public Disaster Assessment (PDA).

Local Emergency Managers should review their local jurisdiction's entities list (eligible for PA) for current contact information in case of an IDA and/or PDA request.

Document Damages as Soon as It Is Safe

Photographs & Videos

- Capture damages **before any repairs or emergency work begin**, and again **after repairs are completed**.
- Use **geo-tagged or GPS-located photos** whenever possible.
- Take **wide-angle photos** for context and **close-ups** for detail.
- Include a **scale reference** (cone, tape measure, ruler).
- Document inaccessible damage using aerial/drone imagery or by noting why the area cannot be reached.

Track Emergency Work & Costs in Real Time

Use a Storm-Specific Charge Code

Apply the charge code to **all** storm-related labor, equipment, materials, and contracts.

Track:

- Personnel names, hours, overtime, and tasks performed
- Equipment used, hours operated, and specific work locations
- Materials and supplies used
- Contracted work, procurement documentation, daily logs, and invoices
- Emergency protective measures (pumping, sandbagging, barricading, temporary power, traffic control)

Required Debris Documentation

Debris is a major component of PA funding. Ensure all debris operations are fully documented and monitored.

Record:

- **Debris location (GPS) and type** (vegetative, C&D, sediment, hazardous trees, etc.)
- Photos at **pickup sites**, **staging/TDMS**, and **final disposal sites**
- **Load tickets**, truck IDs, truck capacity certifications
- **Monitoring logs** (required) with signatures and verification
- **Scale tickets, landfill receipts**, and haul routes

Debris must be **traceable from origin → staging → final disposition**.

Begin Building Your Initial Damage Assessment (IDA)

Start a running list of all damaged sites, including:

- **GPS location**
- Facility description and function
- **Cause of damage**
- Detailed description and measured quantities
- Estimated repair cost (emergency and permanent work)
- Photos collected (before/after)
- Work status (not started, in progress, completed)

This inventory will directly support a Joint PDA if requested.

Tips for Strong Documentation

- Use **specific, measurable descriptions** (e.g., “40 ft of roadway shoulder washed out”).
- Keep pre-disaster maintenance records and earlier photos accessible.
- Ensure every cost is tied to a **location, task, or mission assignment**.
- Don’t discard debris documentation, logs, or photos—even if work is complete.
- If the need for emergency repairs is required, contract regulatory agencies (ODFW , USACE, DSL) , to include State Historical Preservation Office (SHPO) if needed and document contact.
- Follow local, state procurement rules, and document rational for emergency procurement

Strong documentation today leads to a stronger IDA /PDA and better outcomes for Public Assistance funding.

IDA Forms and resources are available here Damage Assessment Forms, Templates and Resources.