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## **Functional Annex – Damage Assessment**

Approved (September 14, 2004)

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# Table of Contents

<b>1</b>	<b>Purpose .....</b>	<b>3</b>
<b>2</b>	<b>Situation and Assumptions .....</b>	<b>3</b>
2.1	Situation .....	3
2.2	Assumptions .....	3
<b>3</b>	<b>Concept of Operations .....</b>	<b>4</b>
3.1	Definitions.....	4
3.1.1	Critical Facilities .....	4
3.1.2	Essential Facilities .....	4
3.1.3	Critical Facility Assessment .....	4
3.1.4	Critical and Essential Facility Safety Assessment.....	4
3.1.5	Initial Damage Assessment (IDA) .....	4
3.1.6	Preliminary Damage Assessment (PDA) .....	5
3.1.7	Non-Essential Facility Safety Assessment.....	5
3.2	General 5	
3.3	Phases of Management.....	5
3.3.1	Response.....	5
3.3.2	Recovery.....	6
<b>4</b>	<b>Organization and Assignment of Responsibilities .....</b>	<b>6</b>
4.1	General 6	
4.2	Task Assignments .....	7
4.2.1	EOC Planning Section Chief/Situation Status Unit Leader .....	7
4.2.2	Department of Assessment and Taxation (A&T).....	7
4.2.3	Department of Land Use and Transportation (DLUT) .....	8
4.2.4	Support Services Department, Facilities Management Division...	8
4.2.5	Housing Services Department .....	8
4.2.6	Department of Health and Human Services (DHHS) .....	9
<b>5</b>	<b>Direction and Control .....</b>	<b>9</b>
<b>6</b>	<b>Administration and Support .....</b>	<b>9</b>
6.1	Records and Reports.....	9
6.2	Release of Damage Assessment Information .....	9
<b>7</b>	<b>Annex Development and Maintenance .....</b>	<b>10</b>
<b>8</b>	<b>References .....</b>	<b>10</b>

**9    **Tabs** .....10**  
    Tab 1 – Critical Facilities Assessment procedures (TBD)..... 11  
    Tab 2 – Initial damage Assessment (IDA) Report Form ..... 13  
    Tab 3 – Preliminary Damage Assessment Summary  
          (FEMA Form 90-80) ..... 15

## 1 Purpose

This annex describes procedures to be followed in the assessment and reporting of physical damages and financial impacts that result from natural and technological disasters, or other major incidents.

## 2 Situation and Assumptions

### 2.1 Situation

As identified in the Washington County Hazard Analysis, many hazardous events have the potential for causing deaths, injuries, and extensive property and infrastructure damage. When such an event occurs, a planned damage assessment and reporting procedure is essential for effective response and recovery operations. Such a procedure is also critical to the success of cost recovery actions initiated during presidentially declared disasters.

A hazardous event may be slow-building or occur instantaneously and may have very localized or more regional impacts. In view of the variability of hazard impacts, the County procedures must necessarily be flexible and dynamic.

The County Emergency Operations Center (EOC) may or may not be activated at the time the damage assessment process is initiated.

The County will support the damage assessment activities of neighboring jurisdictions to the extent its resources allow.

If not already activated, the County EOC will activate any time it is necessary to perform damage assessment activities.

Regardless of impacts in the unincorporated areas of the county, the County EOC will be activated any time the EOC of another jurisdiction within the county is activated.

### 2.2 Assumptions

All communications systems (radio, landline, cell phone, and computer) with the exception of satellite telephones and amateur radio may be inoperative.

Transportation systems may be severely disrupted, but damage assessment personnel will still be able to complete their jobs.

Adequate equipment and facilities will exist to manage the damage assessment function.

Off-shift personnel will put their families first before reporting to perform damage assessment activities. However, sufficient personnel will still be available to permit completion of the financial damage assessment process within 72 hours of incident impact.

## **3 Concept of Operations**

### **3.1 Definitions**

#### **3.1.1 Critical Facilities**

Facilities that are critical to government response and recovery activities (i.e., life safety and property and environmental protection). These facilities include – 9-1-1 centers, Emergency Operations Centers, police and fire stations, public works facilities, sewer and water facilities, hospitals, bridges and roads, shelters, and more. Facilities that, if damaged, could cause serious secondary impacts may also be considered “critical.” A hazardous material facility is one example of this type of critical facility.

#### **3.1.2 Essential Facilities**

Facilities that are essential to the continued delivery of key government services and/or that may significantly impact the public’s ability to recover from the emergency. These facilities include County buildings such as the Law Enforcement Center, Public Services Building, Community Corrections, courthouse and Juvenile Services and other public facilities such as schools.

#### **3.1.3 Critical Facility Assessment**

The countywide assessment that is conducted immediately following an instantaneous event such as an earthquake. Drive-by surveys of critical facilities including fire, police, communications, water, sewer, HAZMAT, hospitals, etc., are conducted to assess major impacts. The purpose of the surveys is to facilitate incident prioritization and the dispatch of life safety resources.

Critical facilities are pre-identified, geographically grouped, and assigned to different agencies/organizations for assessment, (see attached list of critical facilities in Washington County). Assessment information is centrally managed (at dispatch centers) and shared with appropriate/affected jurisdictions.

#### **3.1.4 Critical and Essential Facility Safety Assessment**

The “safety focused” assessment of private and public facilities (including roads and bridges) which are essential to response and recovery efforts or to maintenance of key public services. These assessments focus on the structural/physical condition of the facilities and their safety for occupancy (if appropriate). They are accomplished using established inspection guidelines such as the Applied Technology Council (ATC-20) Post Earthquake Safety Evaluation of Buildings procedures. The Washington County, Department of Land Use and Transportation (DLUT) leads this process and partners with the Facilities Division and other departments/staffs as appropriate.

#### **3.1.5 Initial Damage Assessment (IDA)**

The financial assessment of damages to public and private property which is typically conducted by drive-by inspection within 72 hours. This assessment is developed as part of the disaster declaration process. DLUT will handle county roads and bridges; Assessment and Taxation will handle homes and businesses throughout the county; the

Facilities Division will handle county parks and buildings; and Housing Services will handle county housing units.

### **3.1.6 Preliminary Damage Assessment (PDA)**

The federal/state/local/Red Cross joint survey of public and private damages used to develop more detailed estimates of financial impacts as part of the disaster declaration process.

### **3.1.7 Non-Essential Facility Safety Assessment**

The “safety focused” assessment of private and public facilities (including roads and bridges) which are **not** considered critical or essential to response and recovery efforts or to the maintenance of key public services. These assessments focus on the structural/physical condition of the facilities and their safety for occupancy (if appropriate). They are accomplished using established inspection guidelines such as ATC-20 for building structural inspections. DLUT leads this process and partners with the Facilities Division, Housing Services, and other departments/staffs as appropriate.

## **3.2 General**

The overall damage assessment process will be managed by the Planning Section Chief or Situation Status Unit Leader in the County EOC. DLUT’s damage assessment efforts will be coordinated by the Planning Section staff in the Departmental Operations Center.

Resources permitting, the Incident Commander or County Policy Group may provide county damage assessment resources to other jurisdictions.

Hazardous materials incidents or other incidents that create unsafe environments will require modification of the damage assessment process.

The process for slow-building events will be focused and deliberate. The process for instantaneous events will take time to organize and initiate. Work prioritization and team staffing, briefing, and logistics will be critical to effect the process.

Information on deaths that have occurred in the County will be obtained from the Medical Examiner in the County Department of Health and Human Services.

County Health will gather information on injuries from hospitals, clinics, the Red Cross, and others.

Every person engaged in damage assessment activities should be considered a source of situation status information.

## **3.3 Phases of Management**

### **3.3.1 Response**

- Perform drive-by assessments of critical facilities to facilitate resource dispatch.

- Assess damages to critical and essential public and private facilities to identify impacts on response and recovery activities and critical public services.
- Conduct financial damage assessment activities in support of the IDA process.
- Compile damage assessment reports and complete the IDA form.
- Partner with the Red Cross and federal and state agencies to conduct the PDA process.

### **3.3.2 Recovery**

- Inspect damaged residential and non-essential commercial buildings and government facilities. Identify unsafe structures and consider corrective measures such as reconstruction, repair, and condemnation.
- Monitor restoration activities.

## **4 Organization and Assignment of Responsibilities**

### **4.1 General**

The damage assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.

Drive-by surveys of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to agencies throughout the county. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. County staff will form damage assessment teams to inspect and estimate damages to county infrastructure, businesses, non-profits, and private residences. County staff will also coordinate the countywide financial damage assessment process by gathering loss estimates from all reporting sources in the county and completing the IDA form.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged county infrastructure must be inspected following a disaster to ascertain if it is safe for use or reoccupancy.



First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by county and city building officials and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

## **4.2 Task Assignments**

### **4.2.1 EOC Planning Section Chief/Situation Status Unit Leader**

- Coordinate the countywide damage assessment process.
- Coordinate damage assessment activities with the American Red Cross.
- Log, track and display (as appropriate) damage assessment information.
- Share all damage assessment information with the Operations Section to facilitate incident prioritization, resource dispatch, and strategic/tactical planning.
- Share appropriate damage assessment information with other activated EOCs and DOCs.
- Gather information on financial damages sustained by cities, special districts, and state facilities within the County.
- Prepare the County IDA, and submit it to the State following approval by the Incident Commander.
- Coordinate departmental participation on the PDA teams.

### **4.2.2 Department of Assessment and Taxation (A&T)**

- Assign staff to conduct residential and commercial financial damage assessments.
- Implement Standard Operating Procedures for compiling financial damage assessment information and for reporting the information to the Situation Status Unit in the County EOC.
- Survey and evaluate damages sustained by businesses, non-profits, and private residences.
- Gather survey information from Damage Assessment Team members and use it to estimate financial losses for inclusion in the County IDA.
- Evaluate the effect of the damage on property within Washington County with respect to real market value and assessed value and forward this information on the appropriate forms to the EOC for evaluation of impacts on the local economy and the County.

### **4.2.3 Department of Land Use and Transportation (DLUT)**

- Assign staff to assess damages to the County’s transportation infrastructure, to conduct building safety inspections, and to coordinate with other public works agencies.
- Implement Standard Operating Procedures for gathering damage assessment information, for reporting the information to the Situation Status Unit in the County EOC, and for conducting building safety inspections.
- As part of the countywide critical facilities assessment program, assess and evaluate damages to those facilities assigned to DLUT.
- Survey and evaluate damages sustained by the County’s transportation infrastructure including streets, bridges, and traffic control devices.
- Gather survey information from Damage Assessment Team members and use it to estimate financial losses for inclusion in the County IDA.
- Coordinate the inspection and structural evaluation of damaged buildings placing highest priority on critical and essential facilities.

### **4.2.4 Support Services Department, Facilities Management Division**

- Assign staff to assess damages to County-owned buildings and parks.
- Implement Standard Operating Procedures for gathering damage assessment and financial loss information and reporting the information to the Situation Status Unit in the County EOC.
- Survey and evaluate damages sustained by County-owned buildings and parks. Coordinate structural safety inspections with DLUT.
- Gather survey information from Damage Assessment Team members and use it to estimate financial losses for inclusion in the County IDA.

### **4.2.5 Housing Services Department**

- Assign staff to assess physical and financial damages to County-owned housing units.
- Implement Standard Operating Procedures for gathering damage assessment information and reporting the information to the Situation Status Unit in the County EOC.
- Survey and evaluate damages sustained by County-owned housing units. Coordinate structural safety inspections with DLUT.
- Gather survey information from Damage Assessment Team members and use it to estimate financial losses for inclusion in the County IDA.

#### **4.2.6 Department of Health and Human Services (DHHS)**

- Implement Standard Operating Procedures for obtaining death and injury information and reporting it to the Situation Status Unit in the County EOC.
- Ascertain the number of deaths resulting from the emergency or disaster.
- Determine the number of injuries and classify according to severity.

### **5 Direction and Control**

Critical facility assessments will be automatically initiated for instantaneous events. The results of those assessments will be reported to the County 9-1-1 Center (WCCCA) and to agency EOCs. These assessments will not typically be needed during slow-building events since public safety agencies will be able to monitor developing situations and assign resources accordingly.

The County Incident Commander, through the Planning Section Chief and Situation Status Unit Leader, will initiate the financial damage assessment process (IDA and PDA). DLUT, A&T, Housing Services, and Facilities Management will perform damage assessment activity as directed by the Planning Section Chief. The Situation Status Unit will complete the IDA and the Incident Commander will forward it to the State Office of Emergency Management.

The facility safety inspection process will be initiated by the Incident Commander through the Planning Section Chief or Situation Status Unit Leader. DLUT is responsible for assessing the structural integrity of facilities but will partner with Facilities Management and Housing Services as appropriate to complete safety inspections of County owned buildings. In some cases (e.g., critical and essential facilities), the financial and safety assessments may be completed by the same inspection team.

### **6 Administration and Support**

#### **6.1 Records and Reports**

- Copies of all assessment and inspections forms will be forwarded to the Documentation Unit in the County EOC for inclusion in the master event file.
- Copies of all assessment forms related to county facilities will be forwarded to the County Risk Manager for insurance evaluation purposes.

#### **6.2 Release of Damage Assessment Information**

- Private appraisers, insurance adjusters, and others may obtain initial damage assessment reports following standard county procedures for release of information.
- Damage assessment information will be provided to the State Office of Emergency Management for release to appropriate state and federal agencies.

## **7 Annex Development and Maintenance**

The Washington County Emergency Management office will maintain this annex in cooperation with the departments identified in Section IV (Organization and Assignment of Responsibilities).

Each cooperating department will develop and maintain the SOPs identified in Section IV.

## **8 References**

- State of Oregon, Disaster Recovery Assistance Guidebook, 11/96
- Applied Technology Council – ATC-20 Field Manual – Post Earthquake Safety Evaluation of Buildings
- Emergency Transportation Routes – Post Earthquake Damage Assessment Procedures

## **9 Tabs**

- Tab 1 - Critical Facilities Assessment Procedures (TBD)
- Tab 2 - Initial Damage Assessment (IDA) Report Form
- Tab 3 - Preliminary Damage Assessment Summary (FEMA Form 90-80)

**Tab 1 – Critical Facilities Assessment procedures (TBD)**

[To be inserted by County at a later date]

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## Tab 2 – Initial damage Assessment (IDA) Report Form

The State of Oregon Initial Damage Assessment (IDA) Summary Report Form can be found and information enter electronically at:

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

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**Tab 3 – Preliminary Damage Assessment Summary  
(FEMA Form 90-80)**

The State of Oregon Preliminary Damage Assessment (PDA) Summary Report Form can be found and information entered electronically at:

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

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