

State of Idaho Damage Assessment Handbook
Idaho Bureau of Homeland Security
July 2011

Damage Assessment Gateway to Recovery



Damage Assessment Index

Introduction

Disaster Declaration Process

1. Jurisdiction Level
2. State of Idaho Level
3. Federal Level

Categories of Damage for Public Assistance and Individual Assistance

Types of Damage Assessment

1. Rapid Assessment
2. State Initial Assessment
3. Joint FEMA/State Preliminary Damage Assessment (PDA)

Public Assistance (PA) and Individual Assistance (IA)

1. Public Assistance
 - a) Basic Instructions for Public Assistance (PA)
 - b) PA Damage Assessment Documentation in the Field-Forms and Photos.
 - Example PA-1 Damaged Site Photo (culvert)
 - Example PA-2 Damaged Site Date/Location Data Form
 - Example PA-3 Field Form
 - Example PA-4a Summary Form-Categories
 - Example PA-4b Summary Form-Site Photos
 - Example PA-4c Summary Form
 - c) PA Damage Assessment Documentation in the Jurisdictional EOC.
 2. Individual Assistance
 - a) Basic Instructions for Individual Assistance (IA)
 - b) IA Damage Assessment Documentation in the Field-Forms and Photos.
 - Example IA-1 Damaged Site Photo (flooded house)

Example IA-2 Damaged Site Date/Location Data Form
Example IA-3 Field Form
Example IA-4a Summary Form for Primary Residences
Example IA-4b Summary Form for Businesses

c) IA Damage Assessment Documentation in the Jurisdictional EOC.

Annexes

- A. Rapid Assessment Tasks**
- B. State Initial-Assessment Tasks**
- C. Joint FEMA/State Preliminary Damage Assessment (PDA) Team Tasks**
- D. License Plate Identifiers**

Introduction

- 1. This Handbook is written to provide the user a quick reference for conducting an assessment of damages resulting from a man-made or natural disaster event.**
- 2. An assessment of damages provides elected officials and Emergency Management Personnel at Jurisdictional, State and Federal levels of government information necessary to enact a proclamation of Disaster/Emergency. A proclamation of Disaster/Emergency activates emergency provisions, rules and processes associated with the level of government enacting the proclamation of Disaster/Emergency.**
- 3. The assessment of damages serves as the basis for both fiscal and functional assistance in restoring damaged areas to their pre-event status as well as providing life sustaining and recovery assistance to individuals impacted by a Disaster/Emergency event.**

Disaster Declaration Process

1. Jurisdiction Level

- a. A local disaster emergency may be declared only by a mayor or chairman of the county commissioners. This initial declaration is good for a period of seven (7) days unless continued for a specified period time by consent of the governing board of the declaring entity, Idaho Code, 46-1011(1).**

- b. The effect of a local disaster emergency declaration is to activate the response and recovery aspects of any and all applicable Emergency Operations Plans (EOP) and to authorize the furnishing of aid and assistance as described in the jurisdictional EOP, Idaho Code, 46-1011(2), this includes conducting a Damage Assessment. This local damage assessment can be used to determine if the damages resulting from the disaster emergency event are able to be addressed by existing jurisdictional resources and/or have exceeded the federally established county fiscal threshold. This is a critical component in a State decision to provide resources to a jurisdiction and/or to request federal assistance.**

- c. When a county has a declared disaster emergency; has activated their EOP; finds that there are insufficient local resources to mitigate an imminent threat to life and property; requires state emergency assistance to supplement local efforts to save lives, protect property or avert or lessen the threat of a disaster; then that county may request that the Governor of Idaho issue a State Proclamation of Disaster Emergency in support of the affected county jurisdiction.**

- d. If an affected county jurisdiction is requesting state financial support to hire/contract resources/capabilities that are available locally, in addition to requesting functional/direct support that can be mission assigned to a state agency, then that jurisdiction must submit a jurisdictional financial statement of need that clearly demonstrates both fiscal need i.e. that all budgetary measures to support emergency requirements have been put into effect: rainy day funds have been expended; dedicated emergency funds have been expended; budget line shifts from non-essential services have been made etc. as well as the impact on the jurisdictional ability to provide essential services for the remainder of the fiscal year. No fiscal support will be considered without a supporting financial statement of need.
- e. While Mayors and chairmen of county jurisdictions may issue local disaster emergency declarations, only Chairmen of county jurisdictions may request a supporting State Proclamation of Disaster Emergency.

2. State Level

- a. The Governor may declare a disaster emergency if it is found that a disaster has occurred or that the occurrence or the threat of a disaster is imminent.
- b. The state of disaster emergency will continue until the Governor finds that the threat or danger has passed or that the disaster has been dealt with to the extent that emergency conditions no longer exist.
- c. The Governor will then terminate the state of disaster emergency through executive order or proclamation.
- d. If the Governor finds that emergency conditions causing imminent threat to life and property continue then the Governor can continue the state of disaster emergency for up to a period of thirty (30) days. At the end of each thirty day continuation, should emergency conditions causing imminent threat continue, the Governor can issue another thirty (30) day extension. Extensions

can continue until the emergency conditions causing imminent threat are mitigated or terminated.

- e. The State disaster emergency declaration activates the disaster response and recovery aspects of the State of Idaho Emergency Operations Plan (State EOP), this includes the conduct of a damage assessment.

- f. The State Damage Assessment, the State Initial Assessment, is used to determine if the damages resulting from the disaster emergency are likely to exceed the federally established state and county fiscal thresholds (fiscal indicators) and will warrant a Governor's request for a Joint FEMA/State Preliminary Damage Assessment (PDA). This purpose of the Joint FEMA/State PDA is to confirm that all fiscal indicators have been met and that the impact of the disaster emergency on the State/Jurisdictions is of such a magnitude to merit a Governor's request for a Federal Major Disaster Declaration.

3. Federal Level

- a. The President of the United States may issue a Major Disaster Declaration for a State at the request of the Governor upon determination that a disaster emergency situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected local governments and federal assistance is necessary to supplement the efforts and available resources of the State. A key component in the Federal decision making process is the report from the Joint FEMA/State PDA regarding fiscal indicators and event impact on public safety, critical infrastructure and private property.

- b. The State request for a Federal Major Disaster Declaration must be submitted within a period of thirty (30) days of the occurrence of the disaster emergency event. The State request must confirm that the Governor has directed execution of the State Emergency Plan (State EOP); must include an estimate of the

amount and severity of the damages and losses on both the public and private sectors of the impacted area(s); must describe the nature and amount of State and Local resources which have been or will be committed; must provide an estimate of the types and amount of federal disaster assistance needed and must certify compliance with Stafford Act cost sharing requirements.

- c. The President of the United States can also issue an Emergency Declaration at the request of a Governor for incidents that occur or threaten to occur in a State which would not qualify under the federal definition of a Major Disaster. In this situation, federally established fiscal damage thresholds are not applicable. However, activation of the State EOP and information concerning the nature and amount of State and Local resources which have been or will be committed is still required as is the identification of federal aid which will be required.

Categories of Damage for Public Assistance and Individual Assistance

1. Following are the federally defined (FEMA 322 Public Assistance Guide, JUN 2007) Public Assistance eligible Categories of Work. These definitions apply to damage occurring in both Federal and State Disaster Emergency Events:

- a. **Emergency Work: Work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster emergency.**
 - 1) **Category A - Debris Removal**
 - 2) **Category B - Emergency Protective Measures**
 - a) **Eliminate or reduce an immediate threat to life, public health, or safety**
 - b) **Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures.**

- b. **Permanent Work: Work performed to restore a damaged facility, through repair or restoration, to its pre-disaster design, function and capacity in accordance with applicable codes or standards.**
 - 1) **Category C - Roads and Bridges**
 - 2) **Category D - Water Control Facilities**
 - 3) **Category E - Buildings and Equipment**
 - 4) **Category F - Utilities**
 - 5) **Category G - Parks, Recreational Facilities and Other Items**

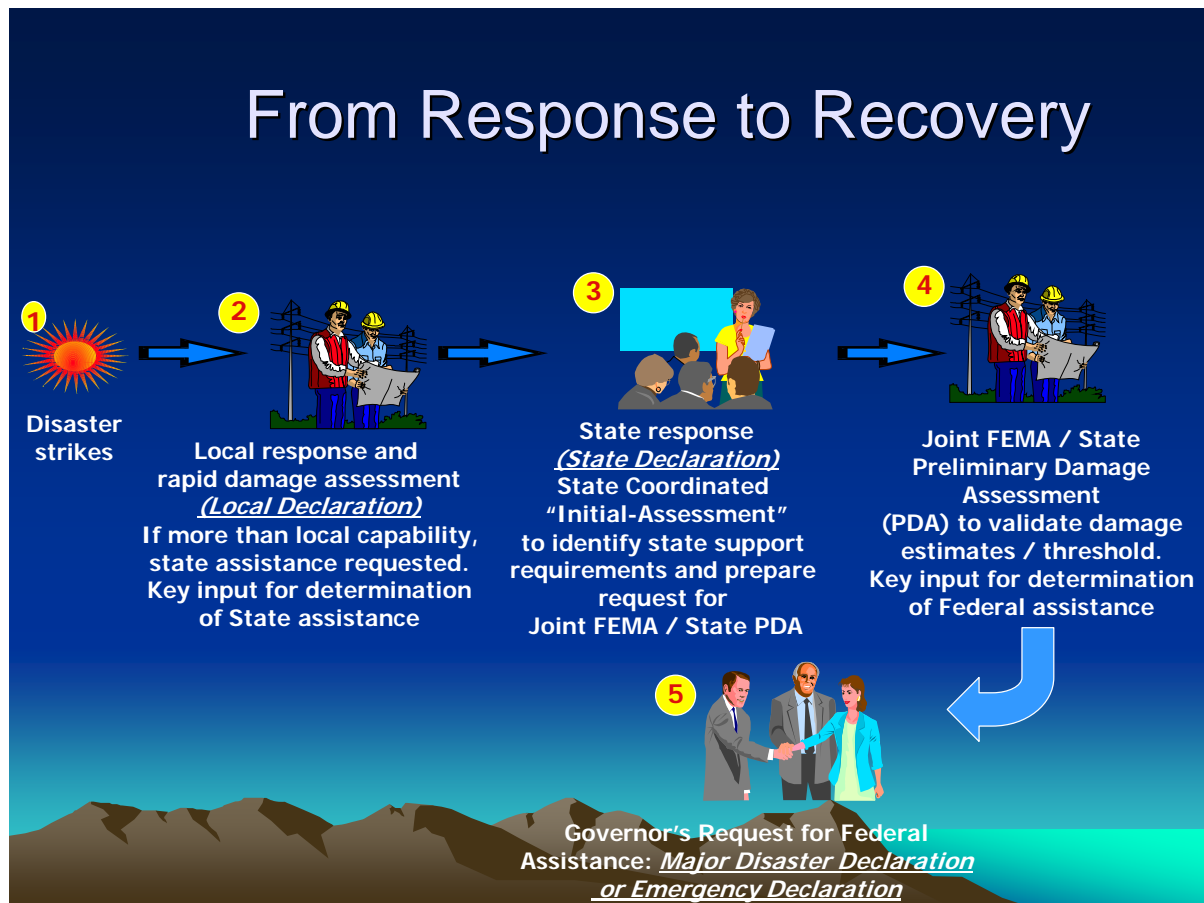
2. Following is the Federally defined (CFR 206.101-206.181) Assistance to Individuals and Households -- Other Needs Assistance:

- a. **Subpart D- Federal Assistance to Individuals and Households.**

- b. **Subpart F - Other Individual Assistance.**
 - 1) **Disaster Unemployment Assistance**

- 2) **Food Commodities**
- 3) **Relocation Assistance**
- 4) **Disaster Legal Services**
- 5) **Crises Counseling Assistance and Training**
- 6) **Gifts and Bequests for Disaster Assistance Purposes**

Types of Damage Assessment



1. Rapid Assessment

- Purpose:** Provide a scope of the damages resulting from a disaster emergency within 24-36 hours of that event.
 - Includes both Public Infrastructure and Privately Owned Infrastructure (houses, businesses etc.)
 - The BHS Damage Assessment Workbook describes the documentation process.
 - Rapid Assessment results are sent to the Idaho Emergency Operations Center (IDEOC) Situation unit and the IDEOC Message Unit using the established disaster event email address or the general BHS Administrative email address, BHS@bhs.idaho.gov.

- 4) The initial Rapid Assessment information should be transmitted to BHS/IDEOC as soon as possible but no later than 36 hours from event occurrence. Updates should then be transmitted at the close of each incident operational period until all damages have been documented or the Damage Assessment Process has transitioned to a State Pre-Assessment or Joint FEMA/State Preliminary Damage Assessment (PDM) process.
- b. The Rapid Assessment is a Local Jurisdiction/Tribe responsibility.
 - 1) Absent a State Declaration, resourcing (personnel, vehicles etc) the Rapid Assessment is a jurisdictional responsibility.
 - 2) When a State Declaration is in effect for the impacted jurisdiction, if the jurisdiction does not have sufficient resources, a resource request for assistance (RFA) can be made to the IDEOC to provide resource assistance in conducting a Rapid Assessment.

2. State Initial Assessment

- a. Purpose: Provide a scope of damage resulting from a disaster emergency in sufficient detail to warrant:
 - 1) A Gubernatorial request to FEMA Region X to conduct a Joint FEMA/State Preliminary Damage Assessment (PDA) pursuant to the request of a Federal Major Disaster Declaration.
 - 2) A BHS request to FEMA Region X for activation of a Fire Management Assistance Grant (FMAG) as part of a wildland fire event.
- b. The State Initial Assessment is an Idaho Bureau of Homeland Security responsibility.
 - 1) Absent a Federal Declaration, all costs associated with State resources and conduct of the State Initial

Assessment will be funded through the State Disaster Account

- 2) Damage will be documented using the BHS Damage Assessment Workbook.**

3. Joint FEMA/State Preliminary Damage Assessment (PDA)

- a. Purpose: Provide validation that the state has met Federal damage cost thresholds supporting a Gubernatorial request for a Federal Major Disaster Declaration.**
- b. Responsibility for the conduct of the Joint FEMA / State Preliminary Damage Assessment (PDA) is shared between Federal - FEMA Region X and State - BHS.**
 - 1) Jurisdictions will participate as part of the State PDA delegation.**
 - 2) Damage will be documented using both FEMA and BHS Damage Assessment Workbook guidelines.**

Public Assistance (PA) and Individual Assistance (IA)

1. Public Assistance

a. Basic Instructions for Public Assistance (PA). Point of Contact
BHSRECOVERY@bhs.idaho.gov (208) 422-3040

- 1) The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.**
- 2) Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.**
- 3) The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants).**

b. PA Damage Assessment Documentation in the Field - Forms and Photos

- 1) Take photo of Damaged Site (Example PA-1, Damage Site Photo)**
- 2) Include the Damaged Site Date/Location Data form in the Site Photo (Example PA-2, Damaged Site Date/Location Data Form) - ensure the form is legible in the Damaged Site Photo. This form is found in the Damage Assessment Workbook**
- 3) Fill out the Field Form found in the Damage Assessment Workbook (Example PA-3, Field Form).**
- 4) Site Designation: When labeling a site use the following convention: County License Plate Identifier-First Name/Last Name initials of PA Team Leader or Jurisdiction Emergency Coordinator-PA (public assistance)-001 (sequence number).**

Example: The first PA damage site in Ada County documented by a PA Team led by Peter Bronco would have this designation: 1A-PB-PA-001.

This will enable anyone from the State or FEMA to know that this is a PA damage site in Ada County and the individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of the folks who were initially tasked to evaluate the damage and likely were on the ground, saw the damage and the surrounding area.

Example PA-1 Damaged Site Photo: Photo taken of damaged culvert.



Example PA-2 Damaged Site Date/Location Data Form
(Same for PA and IA)

Date: ___/___/___

Site Number: _____

Location/Project Name: _____

LAT: ___ . ___ - - - - - N

LONG:- ___ . ___ - - - - - W

Example PA-3 Field Form

Fill out as much as possible while in the field. In the early hours of any disaster/emergency event, less information will be available, but the more information provided allows for better allocation of resources and emergency programs.

SITE NO.	APP ID NO.	LOCATION	LAT.
			LONG.
DESCRIPTION OF DAMAGE:			
IMPACT TO JURISDICTION:		IMPACTED DEPARTMENT	
		% Complete	
		COST ESTIMATE-COUNTY	
TEAM COMMENTS:			
COST ESTIMATE - TEAM:			

- c. PA Damage Assessment Documentation in the Jurisdictional Emergency Operations Center (EOC) or designated area for Administrative activity.
 - 1) Transfer information from the Field Form found in the Damage Assessment Workbook to the Damage Assessment Excel Workbook for each category of damage.
 - a. Fill in the damage information for each site on the correct Summary Form-Category (example PA-4a). A site may have more than one type of damage; i.e. Cat A, Debris Removal and Cat C, Roads & Bridges. This shows the summary of all damage done to the applicant's resources by category.

- b. Insert photos and brief description on the Summary Form-Site Photos (example PA-4b).
- c. Fill in the Summary Form (example PA-4c).
This is a summary of all damage to the applicant's resources.

- 2) Submit the Damage Assessment Excel Workbook to the Idaho Emergency Operations Center (IDEOC). This can be done using WebEOC, fax or email.
- 3) The information submitted in the Damage Assessment Excel Workbook will assist the Governor in the decision to declare on behalf of the State as well as the decision to seek a Federal Declaration.
- 4) Document Naming Convention: When saving the Summary Spreadsheet use the following convention: Disaster Number Applicant (abbreviate if possible) PAPDA (preliminary damage assessment) Date.xls

Example: ID-02-2011 Benewah Co PAPDA 4-15-11.xls.

As documents come into the State or FEMA, this will allow a quick glance to know which disaster it belongs to, who the applicant is, the type of information it contains and the date of this version. If an updated copy is sent change the date to the current date.

Example PA-4a Summary Form-Categories

You will note that the bottom half of this form looks just like your field form. This is a copy of the Category A Sites form. There is a separate form for each of the categories; A-G. Fill in the upper portion with the applicant information and the overall Category description. The lower half of the form is the same as the Field Form. Transfer the information from your field form onto this form. Fill in as much as possible with the information that is available.

PRELIMINARY DAMAGE ASSESSMENT ESTIMATES - CATEGORY A SITES						DATE
						1/0/00
PART I - APPLICANT / INSPECTOR INFORMATION - (REQUIRED INFORMATION)						
COUNTY	APPLICANT	APPLICANT CONTACT	EMAIL	PHONE		
0	0	0	0	0		
INSPECTORS/AGENCY			E-MAIL	PHONE		
County	0			0	0	
State	0			0	0	
PART II - SITE INFORMATION (Use additional sheets as necessary for each category)						
KEY FOR DAMAGE CATEGORY (Use appropriate letter in the "Category" box. One category per page)				CATEGORY:	A	
A. DEBRIS REMOVAL		D. WATER CONTROL FACILITIES	G. PARKS/OTHER	CATEGORY TOTAL		
B. PROTECTIVE MEASURES		E. PUBLIC BUILDINGS		COUNTY:		\$0
C. ROADS AND BRIDGES (Indicate On/Off Roads)		F. PUBLIC UTILITIES		APPLICANT:		\$0
SITE NO.	APP ID NO.	LOCATION (Use map location, address, etc.)			LAT	
	N/A				LONG	
DESCRIPTION OF DAMAGE						
IMPACT TO JURISDICTION				IMPACTED DEPARTMENT		
				% Complete		
COUNTY COMMENTS			COST ESTIMATE-APPLICANT	COST ESTIMATE-COUNTY		
SITE NO.	APP ID NO.	LOCATION (Use map location, address, etc.)			LAT	
	N/A				LONG	
DESCRIPTION OF DAMAGE						
IMPACT TO JURISDICTION				IMPACTED DEPARTMENT		
				% Complete		
COUNTY COMMENTS			COST ESTIMATE-APPLICANT	COST ESTIMATE-COUNTY		

Example PA-4b Summary Form-Site Photos

There is a Photo Sheet for each Category; A-G. Insert photos into the yellow box for the pictures, the box below the picture allows you to give a description. Each site can hold up to four pictures to show the damage.

PHOTO SHEET - CAT A - DEBRIS REMOVAL - SITE #		
APPLICANT: 0	COUNTY: 0	DATE: 01/00/00
PICTURE 1		PICTURE 2
TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.		TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.
PICTURE 3		PICTURE 4
TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.		TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.

Example PA-4c Summary Form

This form is to enter the data from the Summary Form-Categories. This will give an overall picture of all damage to the applicant. Fill in as much as possible with the information that is available.

PRELIMINARY DAMAGE ASSESSMENT SUMMARY REPORT					DATE	
					1/0/00	
PART I - APPLICANT / INSPECTOR INFORMATION						
COUNTY	APPLICANT	APPLICANT CONTACT	EMAIL	PHONE		
0	0	0	0	0		
INSPECTORS/AGENCY			E-MAIL	PHONE		
County	0		0	0		
State	0		0	0		
PART II - BUDGET & COST ESTIMATE-SUMMARY (Complete Category Pages First THIS IS REQUIRED)						
POPULATION		TOTAL BUDGET		MAINTENANCE BUDGET		DATE FY BEGINS
		Approved	Balance	Approved	Balance	
CATE-GORY	NO. OF SITES	TYPES OF DAMAGE		TOTAL CATEGORY ESTIMATE - APPLICANT	TOTAL CATEGORY ESTIMATE - COUNTY	POTENTIAL LOCAL FUNDS AVAILABLE
A		Debris Clearance		\$0	\$0	
B		Protective Measures		\$0	\$0	
C		Road Systems		\$0	\$0	
D		Water Control Facilities		\$0	\$0	
E		Public Buildings and Equipment		\$0	\$0	
F		Public Utilities		\$0	\$0	
G		Parks/Other		\$0	\$0	
				TOTAL	TOTAL	TOTAL
				\$0	\$0	\$0
Damage Cost Estimate - Corps of			\$	-	Damage Cost Estimate - NRCS=	\$ -
Damage Cost Estimate - FHWA=			\$	-	NRCS = National Resource Conservation Service	
PART III - OVERALL DISASTER IMPACT (Use Additional Sheets if Necessary) THIS IS REQUIRED INFORMATION.						
A. GENERAL IMPACT:						
1. Identify and describe the damages that constitute a health and/or safety hazard to the general public.						
2. Describe the population adversely affected directly or indirectly by the loss of or the damage to these public facilities.						
3. What economic activities are adversely affected by the loss of the public facilities or the damage to the facilities?						
B. RESPONSE CAPABILITY:						
1. Describe how the applicant intends to repair the damage and the schedule to accomplish the work.						
2. Describe the source and availability of funds to accomplish the repairs.						
3. How quickly can the damages be repaired without degradation of public services?						
C. IMPACT ON PUBLIC SERVICES IF A DECLARATION IS NOT MADE: (e.g., Defer permanent repairs, impact ongoing services, improvements, etc.)						

2. Individual Assistance

a. Basic Instructions for Individual Assistance (IA).

- 1) The objective of the Individual Assistance Program is to provide assistance to Individuals and Households as well as Businesses impacted by the disaster emergency event.**
- 2) In a non-federally declared event, assistance may be available through the Idaho Voluntary Organizations Active in Disaster (IDAVOAD). Voluntary and faith-based organizations may be able to support Individuals and Households with damage assessment, case management, clean up, rebuilding, crisis counseling, food, shelter, clothing, donations management and other unmet needs.**
- 3) In a Presidentially declared event, Individuals and Households may be considered for the Individual and Household Program. Individuals must first register at <http://www.fema.gov/assistance/index.shtm> or 800-621-3362 to be considered for this program.**
- 4) In a Presidentially declared event, businesses may be eligible for a Small Business Administration (SBA) low interest loan for either economic injury or physical damage to the business. To apply for SBA register at <https://disasterloan.sba.gov/ela/> or 800-659-2955. The SBA may also have representatives at an SBA Disaster Loan Outreach Center or at a Disaster Recovery Center to answer questions and hand out applications.**
- 5) Agricultural enterprises should contact their local Farm Service Agency or visit www.usda.gov about disaster assistance.**
- 6) In a Presidentially declared event, a Disaster Recovery Center (DRC) will provide: guidance regarding disaster recovery; Clarification of any written correspondence received; Housing Assistance and Rental Resource information; Answers to questions, resolution to problems,**

and referrals to agencies that may provide further assistance; Information on the status of applications being processed by FEMA and the SBA program. Locations and contact numbers/email for the DRCs will be made available through public announcements using all available media.

7) Documentation of the numbers of Households and Businesses impacted by a disaster/emergency event as well as the degree/extent of damage is a critical factor in seeking both a supporting State and Federal Disaster Declaration and accessing Individual Assistance at the State and Federal level.

b. IA Damage Assessment Documentation in the Field - Forms and Photos.

- 1) Take photos of the damaged homes/businesses. (Example IA-1, Damaged Site photo)
- 2) Include the Damaged Site Date/Location Data form in the Site Photo (Example IA-2, Damaged Site Date/Location Data Form) - ensure the form is legible in the Damaged Site Photo. This form is found in the Damage Assessment Workbook.
- 3) Fill out the Field Forms in the Damage Assessment Workbook. (Example IA-3, Field Forms)
- 4) Site Designation: When labeling a site use the following convention: County License Plate Identifier-First Name/Last Name initials of IA Team Leader or Jurisdiction Emergency Coordinator-IA (individual assistance)-001 (sequence number).

Example: The first IA damage site in Ada County documented by an IA Team led by Peter Bronco would have this designation: 1A-PB-IA-001.

This will enable anyone from the State or FEMA to know that this is an IA damage site in Ada County and the

individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of the folks who were initially tasked to evaluate the damage and likely were on the ground, saw the damage and the surrounding area.

Example IA-3 Field Form

Fill out as much as possible while in the field. In the early hours of any disaster/emergency event, less information will be available, but the more information provided allows for better allocation of resources and emergency programs.

DAMAGE ASSESSMENT FORM - Individual Assistance				
SITE ID# <input type="text"/>		County Vehicle ID-Team Lead Initial-IAsite # (ex. 1A-CM-IA001)		
TEAM LEAD NAME		E-MAIL		PHONE #
DAMAGE DESCRIPTION				
Use this section for Homes				
First Name	Last Name	Home Phone	Cell Phone	
Residence Address, City and Zip code				
<input type="checkbox"/> Renter	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Renters Ins	<input type="checkbox"/> EQ Ins	Deductible
<input type="checkbox"/> Owner	<input type="checkbox"/> Vacation Home/Other	<input type="checkbox"/> Homeowners	<input type="checkbox"/> Flood Ins	\$ <input type="text"/>
Is the home habitable? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of people living in home <input type="text"/>		
Use this section to Report Farm & Business losses				
Name of Business				
Owner or Point of Contact				
First Name	Last Name	Phone	Cell Phone	
Point of Contacts Mailing Address: Include city, state, zip code				
Is the Business open? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Days Closed <input type="text"/>		
Insurance	<input type="checkbox"/> Structure	<input type="checkbox"/> Content	<input type="checkbox"/> EQ	<input type="checkbox"/> Flood
				\$ <input type="text"/> Deductible
Pre-Disaster Value	\$ <input type="text"/>	Structure	\$ <input type="text"/>	Contents \$ <input type="text"/>
Select one	<input type="checkbox"/> Inaccessible	<input type="checkbox"/> Affected	<input type="checkbox"/> Minor	<input type="checkbox"/> Major
<input type="checkbox"/> Destroyed				
Description of the Cause and Damage				
Impact to the Jurisdiction				
Inspector Comments				

c. **IA Damage Assessment Documentation in the Jurisdictional EOC or designated Administrative action area.**

- 1) **Transfer information from the Field Form (IA 3a) in the Damage Assessment Workbook to the Excel Workbook for Primary Residences or Businesses (IA 4a/4b).**
- 2) **Submit the Primary Residence and Business Excel Workbook to the Idaho Emergency Operations Center (IDEOC). This can be done using WebEOC, fax or email.**
- 3) **These forms will be used to determine if the Governor will declare on behalf of the State and a request for a Presidential declaration.**
- 4) **Document Naming Convention: When saving the Summary Spreadsheet use the following convention: Disaster Number Applicant (abbreviate if possible) IAPDA (individual assistance preliminary damage assessment) Date.xls**

Example: ID-02-2011 Benewah Co IAPDA 4-15-11.xls.

As documents come into the State or FEMA, this will allow a quick glance to know which disaster it belongs to, who the applicant is, the type of information it contains and the date of this version. If an updated copy is sent change the date to the current date.

Example IA-4a Summary Form - Primary Residences

This form allows for the information from the Field form to be entered and tallied identifying the damages for the jurisdiction. Fill in as much as possible with the information that is available.

Human Services * Disaster Damage Estimates - PRIMARY RESIDENCES ONLY**

[↩ Go back to Menu](#)

Jurisdiction:		(O) Owner	Affected	(W) Wind	(H) Homeown
Area Affected:		(R) Renter	Minor	(R) Rain	(R) Renters
Type of Occurrence:			Major	(F) Flood	(N) None
Date of Occurrence:		Yes	Destroyed	(Fi) Fire	
Reporting Period:		No		(E) Earthquake	
				(L) Landslide	
				(S) Snow	

Resident's Name		Residence Address			Residence Occupant	Estimated Pre Disaster FMV	Estimated \$ Loss	
First	Last	Street Address	City	Zip Code			Structure	Personal Property

Example IA-4b Summary form - Businesses

This form allows for the information from the Field form to be entered and tallied showing all damages for the jurisdiction. Fill in as much as possible with the information that is available.

Human Services * Disaster Damage Estimates - BUSINESS LOSSES ONLY**

[↩ Go Back To Menu](#)

Jurisdiction:		(O) Owner	# of 0	Affected
Area Affected:		Owners:		
Type of Occurrence:		(L) Leaser	# of 0	Minor
Date of Occurrence:		Leasors		Major
Reporting Period:				Destroyed

Business Name	Owner's Name		Business Address			Business Occupant	Estimated Pre Disaster FMV	Estimated \$ Loss		Degree of Damage
	First	Last	Street Address	City	Zip Code			Structure	Furnishing / Inventory	

Annex A. Rapid Assessment Tasks

Rapid Assessment Tasks

- Describe the impact on the community: Magnitude and Severity of the event, and unmet needs
- Describe the damage to both public and private property:
 - Damage to life sustaining structures (Power, Light, Water) Public structures (Roads, Dams, Levees, Law Enforcement)
 - Damage to residences and businesses
 - General numbers categorized as: Destroyed, Damaged, Uninhabitable
 - This must be done quickly so elected leadership can make decisions
- If State Assistance required-coordinate with Commissioners for request to BHS for Governor declaration.
- Significant event with potential for State and/or Federal Assistance
 - Identify possible applicants to include PNPs
 - Access to jurisdictional: codes, policies, ordinances, insurance documentation, ownership/responsible parties, MOUs / MOAs
 - Map and guide to damage sites
 - Request for Assistance to provide Damage Assessment Team(s)

Annex B. State Initial-Assessment

State Initial-Assessment Tasks

- **General Description of Damage** – County includes incorporated and unincorporated areas. Identify any Tribal Nation areas
 - “Windshield” Tour
 - Situation Reports reflecting County Status
 - Situation Report reflecting Tribal Nation Status
- **Identify owner/agency responsible for the repair of the damaged infrastructure (MOUs / MOAs)**
 - Individuals
 - Private Commercial Organization
 - Non-Profit
 - Road and Bridge Agency at: Jurisdictional, State, Federal level
 - School District, Flood District, Jurisdiction, Federal Partner i.e. Forest Service, BLM, COE
- **Collect / Collate Information describing the damage**
 - Unique Site Designation (WA -0001-ID-01-2010 Disaster)
 - Photos with location (Decimal minutes lat/long out to 6 digits: 0.000000)
 - Written description of the damage: includes destroyed, damaged characterization
 - Brief “impact on jurisdiction” statement i.e. “No clean water for city of Weiser approx. 3K residents until repaired”, “Rental Trailer destroyed and family of four homeless”.
 - Estimated costs: repair to pre-event status /emergency response/debris removal requirements i.e. cubic yards@ \$\$ per yard; equipment hours@ \$\$ per hour; personnel hours@ \$\$ per hour etc.
 - Applicable site insurance amounts or no insurance statement: residences, businesses, public structures
- **Property Tax Data**- Property Description, Assessed value of the property and ownership
- **Building Codes, Historical/Sensitive sites, Jurisdiction unique issues**
- **Demographic Data** -Size of community effected
- **Budgetary Information** -Jurisdictional ability to resource
- **FEMA/State PDA Jurisdiction point of contact**
 - Site location
 - Points of Contact: road and bridge/levee sponsor/dam owner etc.
- **SBA Jurisdiction point of contact**
 - Identify impacted businesses
 - Assist in survey distribution / collection

Annex C. Joint FEMA/State Preliminary Damage Assessment (PDA) Team Tasks

Joint FEMA / State Preliminary Damage Assessment (PDA) Team Tasks

- **When acting as the Jurisdictional representative to the Joint FEMA / State PDA**
 - You are the link between your jurisdiction and the Joint FEMA / State PDA Team
 - Describe the impact of the damage to your community: economic, fiscal, population etc.
 - Know the damage sites and how to get to them (what are the priorities)
 - Know the owner / responsible party for the damage site
 - Know the local: issues, concerns, unique aspects
 - Know who to contact for: insurance coverage, assessments etc.
 - Keep your elected officials informed
 - Keep your community informed
- **When Acting as the State PA PDA Team Member:**
 - You are the link between the Joint FEMA / State PDA Team and the State Recovery Program Manager
 - Know who are the team members and keep a contact list
 - Know the applicants and local issues / challenges/unique situations (historical, environmental etc.)
 - Work to resolve assessment differences at the lowest level
 - Meet with elected officials explain the process
 - Represent both State and Local interests
 - Ensure non-Federal media inquiries go to the State PIO for action

Annex D. License Plate Identifiers

County	Prefix	County	Prefix	County	Prefix
Ada	1A	Cassia	4C	Lewis	3L
Adams	2A	Clark	5C	Lincoln	4L
Bannock	1B	Clearwater	6C	Madison	1M
Bear Lake	2B	Custer	7C	Minidoka	2M
Benewah	3B	Elmore	E	Nez Perce	N
Bingham	4B	Franklin	1F	Oneida	1O
Blaine	5B	Fremont	2F	Owyhee	2O
Boise	6B	Gem	1G	Payette	1P
Bonner	7B	Gooding	2G	Power	2P
Bonneville	8B	Idaho	I	Shoshone	S
Boundary	9B	Jefferson	1J	Teton	1T
Butte	10B	Jerome	2J	Twin Falls	2T
Camas	1C	Kootenai	K	Valley	V
Canyon	2C	Latah	1L	Washington	W
Caribou	3C	Lemhi	2L		