

ANNEX L (Damage Assessment))

I. PURPOSE

This annex describes how the Portage County will gather information about the disaster from municipalities and agencies for the purpose of prioritizing response and recovery operations, determining if outside assistance is needed, reporting to the State and keeping long-term records of the event.

II. CONCEPT OF OPERATIONS

During a disaster the county and municipalities will keep accurate records of their expenditures to be included in the reports to the County Emergency Management Office along with the extent of their involvement, the estimate of damages and the impact of the disaster.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

III. RESPONSIBILITIES AND TASKS

A. County Emergency Management

Response

1. Activate the disaster assessment team or process. (See Attachment 2 & 3 for Damage Assessment Team list) Ensure that damage information is received from private non-profit organizations.
2. Receive and compile disaster information to:
 - Share the information with the appropriate county and municipal agencies.
 - Prioritize response and recovery activities.
 - Determine if additional resources are needed.
 - Use the information to complete the flash report or Uniform Disaster Situation Report (UDSR) within 24 hours and update as needed.
 - Submit the form(s) to WEM and update as needed.
3. Coordinate with the appropriate agency to address unmet needs.
4. Utilize pre-disaster maps, photographs, global positioning system (GPS) and other technologies to assist with the disaster assessment process.

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5. Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for state or federal assistance.

Recovery

1. Coordinate the involvement of municipal representatives regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
2. Assist the state and federal agencies with conducting PDAs.
3. Ensure documentation of disaster-related response and recovery costs. Refer to the Guidelines for Assessing and Documenting Disaster Damage (Attachment 4) and the County Emergency Management Directors' Guide to Key Federal and State Disaster Assistance Programs (Attachment 5) manuals.
4. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to the appropriate agency.

B. Other County and Municipal Agencies

Response

1. Report all damage to private and public property and infrastructure to County Emergency Management Director.
2. Collect and compile disaster information to:
 - Prioritize response and recovery activities.
 - Determine if additional resources are needed.
 - Determine if there are any unmet needs.

Recovery

1. Assist with the PDA process and disaster declaration process as requested.
2. Document disaster-related response and recovery costs.
3. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to County Emergency Management.

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