

ANNEX H - DAMAGE ASSESSMENT
ESF #1, #3, #14

I. MNWALK REQUIREMENTS

Item #: 1, 4, 54, 88, 89, 90, 91

II. PURPOSE

This annex provides guidance for the assessment and reporting of physical damage resulting from disasters. Damage assessment will help establish priorities for allocation of resources and identify requirements for conducting recovery operations and will assist in the determination of whether the event is significant enough to request assistance from other jurisdictions.

III. SITUATIONS AND ASSUMPTIONS

Situations

1. A damage assessment effort will be initiated, as soon as practical, following the occurrence of a disaster.
2. Where possible and when appropriate, pictures will be taken of damaged areas and maps will be used to show the location of damage sites.
3. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the county emergency management director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).
4. When possible, the county emergency management director and other appropriate local government officials will participate in damage assessment procedure training.
5. Damage to public and private property should be noted as such. Commercial and residential private properties should be categorized separately.

Assumptions

1. The prompt and accurate assessment of damage to property following a disaster will be of vital concern to officials.
2. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that result in building codes and land-use regulations that could reduce much of the structural damage that could result from future disasters.
3. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

IV. CONCEPT OF OPERATIONS

Damage assessment consists of four phases:

Rapid Damage Assessment (Windshield Survey)

The RDA process, also known as a windshield survey, is conducted immediately after an event. This assessment focuses on immediate life-threatening situations. Rapid assessment provides the incident commander and the EOC director with information to assess the size of the event and the extent of the damage, in addition to prioritizing facilities critical to government response and recovery activities.

Initial Damage Assessment

The IDA process will provide additional, more detailed, information to determine if an emergency declaration is required and if assistance from other jurisdictions will be required. This assessment is more detailed than the rapid assessment, and begins to identify damage to taxable and exempt property as well as to pre-identified critical infrastructure. The IDA should be completed within 72 hours of an event.

Preliminary Damage Assessment

The PDA process is generally performed by teams consisting of American Red Cross, Local, and State agency representatives. Teams consist of technical staff who can evaluate emergency and recovery project costs.

Secondary Damage Assessment

The SDA is performed by teams or technical staff to determine if buildings, roads, bridges, and other critical infrastructure are safe for use or occupancy. The first priority for assessment is generally given to buildings, roads, and bridges critical to response and recovery efforts, as well as facilities essential to the continuation of government services. This assessment is a collaborative effort between assessors, engineers, building officials and voluntary agencies, and will be coordinated by the Damage Assessment Unit Leader.

The Red Cross has the ability to participate in all four phases of assessments.

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Stearns County/City of St. Cloud Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Stearns County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in attachment 3 of the Basic Plan.

The Damage Assessment Unit Leader is part of the planning section and therefore reports directly to the Planning Section Chief. The order of succession for the Damage Assessment Unit Leader is as follows:

<u>Stearns County</u>	<u>City of St. Cloud</u>
County Assessor	City Assessor
Assistant County Assessor	Senior Appraiser

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

When a disaster strikes, a survey of the devastated area is done to determine the number of families affected, homes destroyed or damaged, number of buildings destroyed or damaged, boundary of the disaster area, what kind of relief is needed where, and any physical problems regarding transportation and communication systems. The Unit Leader will work with the Emergency Management Director or Sheriff in obtaining this information to ensure county, state, and federal resources are provided for a quick and thorough recovery by the community.

Personnel from City and County Government as well as private sector agencies may be involved with the damage assessment team. Some of these people may be County Assessors, County Engineers, American Red Cross, City Engineer, City Building Inspections, Public Works Director, City Assessor, Township Assessor, Realtors, voluntary agencies (specializing in detailed damage assessment for long term recovery operations) and Civil Air Patrol.

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.
2. Incident Command System – EOC Interface
 - a. The Incident Command is in charge of all on-scene operations. This coordination takes place at an Incident Command Post. On-scene logistics personnel will order supplies, resources and personnel to manage the scene in accordance with the Incident Action Plan.
 - b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based, the Command Post and Emergency Operations Center may be co-located.
 - c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director are outlined in the Basic Plan.
2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

Stearns County Emergency Management Director

The Stearns County Emergency Management Director (or designee) is responsible for carrying out the emergency management program for Stearns County/City of St. Cloud. The Emergency Management Director (or designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director (or designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

Damage Assessment Unit Leader

The Damage Assessment Unit Leader is responsible for ensuring that an assessment is completed of the impacted areas to determine, the extent of damage, the types of structures impacted, the potential economic loss, and the overall area that has been affected. Teams will be formed to aid in the collection of the assessment information. Team members may come from City/County Assessing departments, City Building Officials, Public Works/Highway Departments, American Red Cross, local contractors/realtors, appraisers, and other voluntary agencies specializing in damage assessment. Damage assessment reports are vital to the response and recovery activities and should be completed as quickly as possible to provide direction for emergency responders and to provide information to County, State and Federal officials for emergency declaration processes.

Assessing Department

The assessing department from the impacted area will work to compile public information as it relates to damage assessment. The assessing department will survey and evaluate damages to the local areas including taxable and exempt property as well as pre-determined critical infrastructure (i.e. Government Facilities, hospitals, utility companies, etc.). The assessing department will provide public information and financial reports to the Damage Assessment Unit Leader. Personnel from the assessing department may be involved in the rapid damage assessment completed in the affected area.

Public Works/Highway Department

The Public Works Director or Highway Engineer will coordinate damage assessment activities as it relates to streets, sewer systems, drainage systems, bridges, utility services, transportation and communication systems throughout the City/County. Public Works/Highway Department personnel

will be involved in the four phases of damage assessment; including rapid damage assessment, initial damage assessment, preliminary damage assessment, and secondary damage assessment.

Chief Building Official

The Chief Building Official will assist the Damage Assessment Unit Leader in prioritizing and coordinating a community damage assessment. The Building Official will determine which inspection specialties are required to complete the assessment. Building Officials will determine whether public and private property has been damaged and will placard the structure appropriately (dangerous, limited entry, habitable, unaffected, and approved). Building officials will be involved in the four phases of damage assessment; including rapid damage assessment, initial damage assessment, preliminary damage assessment, and secondary damage assessment. These licensed personnel are the only people who have the authority to determine whether a structure is safe for occupancy/use.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Damage Assessment Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.
2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database. Resources will retain confidentiality within the Emergency Management Department and sensitive information will not be released without prior approval.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100, IS-200, and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Damage Assessment Unit Leader or the Emergency Management Department.
2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan. Once every three years a functional exercise including all components of the Emergency Operations Plan is conducted. In the remaining two years of the cycle tabletop exercises and community wide exercises will include additional opportunities to exercise components of the Emergency Operations Plan. A more detailed explanation of the County/City exercise plan can be found as Attachment 2 of the Basic Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

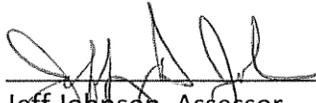
The Stearns County/City of St. Cloud Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Stearns County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. REFERENCES

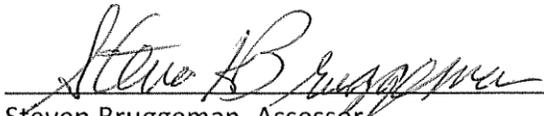
- Disaster Response and Recovery: A Handbook for Local Government
- Disaster Preparedness Manual for Building Departments
- Assessor's Disaster Response Guide
- Substantial Damage Estimator User's Manual and Workbook on file in the Emergency Operations Center
- Damage and Impact Assessment and Impact reports for local and county jurisdictions are on file in the Emergency Operations Center

IX. AUTHENTICATION



Jeff Johnson, Assessor
Stearns County

11/20/14
Date



Steven Bruggeman, Assessor
City of St. Cloud

11/17/2014
Date