



Damage Assessment Process

As quickly as possible following a disaster, damage assessment should begin. It is the responsibility of the Municipality to report up to the County who will in turn report up to PEMA and then to FEMA.

A preliminary assessment is important to help identify the adverse impact to essential facilities and services, and estimate the amount of supplemental assistance needed.

There is no guarantee that funds will be available. But if you do not complete the process & forms you are 100% guaranteed that you will get nothing should assistance become available.

Steps to Follow

1. As soon as any resources are used in any disaster response, **document** the labor, equipment and materials used including location and type of work performed. This information is vital to recover costs **if the disaster is federally declared.**
2. **Prepare a list of locations damaged** as a direct result of the disaster using the PEMA-DAP-19 Form (Local Damage Assessment). This list should include a brief description of the damage (i.e. debris cleanup, road washout, bridge damaged etc.), an estimate of the cost to repair to the **pre-disaster condition**, and an indication of any special considerations that could be present at the site. If work has already been done at a site, a detailed cost breakdown of personnel, equipment, materials, contract costs and photographs of damage prior to starting work in progress or completed are needed to produce an accurate estimate.
3. Identify and describe the **adverse impact** of the damages **on essential facilities and services**. Particular emphasis should be focused on hospitals, schools, access for emergency services, utilities, and other public health and safety concerns.
4. **Mark the location** of each damage site on a map and develop a route of travel to each. All damage sites should be identified by the Municipality. List in order of damage severity, Worst first !!!
5. Have **photographs**, site sketches, and/or drawings of each damaged site available.
6. Accumulate needed additional information particularly **population, budget, budget balance** and **impact of disaster event**.

FORMS

DAP-19 LOCAL PUBLIC DAMAGE ASSESSMENT (for municipality incurred damage)

IA Form 1A DAMAGE ASSESSMENT FIELD WORKSHEET (for damage to residences/businesses not municipalities)

DAP-7 VOLUNTEER FIRE COMPANY DISASTER ACTIVITY WORKSHEET (FD activity during disaster, i.e. basement pumping, protective measures. etc)

FEMA EQUIPMENT RATE LIST

WHEN COMPLETED FAX OR E-MAIL TO NUMBER OR E-MAIL ADDRESS ABOVE