

# 3

# Planning the Damage Assessment Program

## Unit Objectives

Effective damage assessment begins with effective planning. Planning for incidents will allow participants to respond efficiently with a thorough and accurate damage assessment. It is imperative that the damage assessment be done well. Poor damage assessment may weaken or delay the response effort, create inaccurate loss reporting, establish inappropriate priorities, have a negative environmental impact, delay the Presidential disaster declaration process, or result in denial of Federal recovery funds.

By the end of this unit, you will be able to:

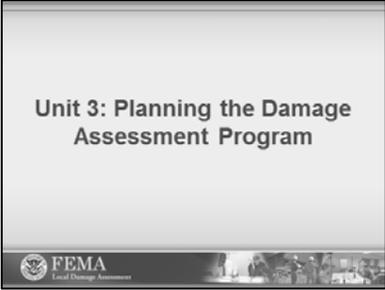
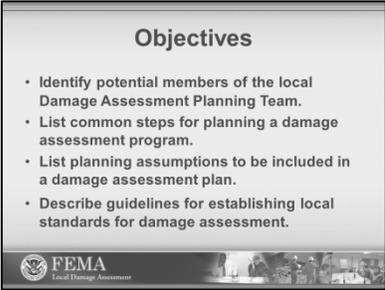
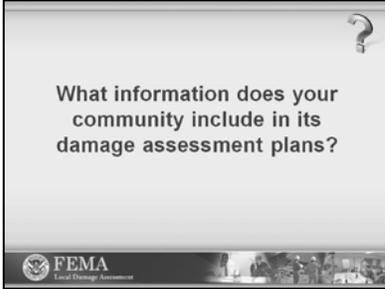
- Identify potential members of the local Damage Assessment Planning Team.
- List common steps for planning a damage assessment program.
- List planning assumptions to be included in a damage assessment plan.
- Describe guidelines for establishing local standards for damage assessment.

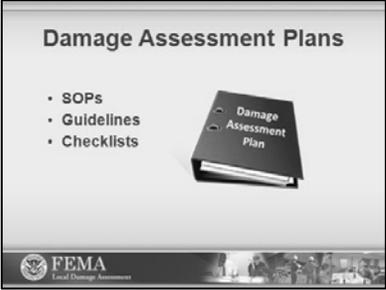
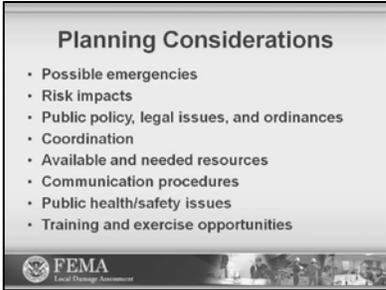
## Content Outline

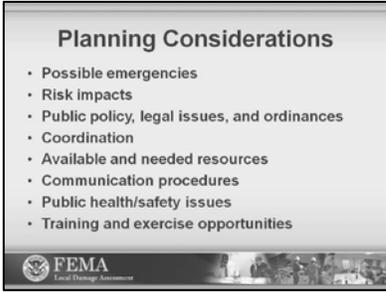
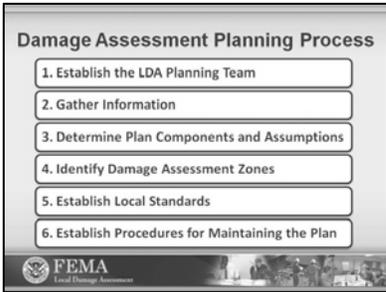
Unit Topics	Estimated Time
Unit Overview	5 Minutes
Damage Assessment Plans	10 Minutes
Damage Assessment Planning Process*	35 Minutes
Individual Activity: The Planning Team	15 Minutes
Group Activity: Planning Assumptions	25 Minutes
Unit Summary	5 Minutes
<b>TOTAL</b>	<b>1 Hour, 35 Minutes</b>

\*The time estimate for this topic does not include the activities, which are listed separately.

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Notes	Content
<p style="text-align: center;"><b>Visual 3-1</b></p> 	<p><b>Unit Overview</b></p> <p>Effective damage assessment begins with effective planning. Planning for incidents will allow you to respond efficiently with a thorough and accurate damage assessment. It is imperative that the damage assessment be done well. Poor damage assessment may weaken or delay the response effort, create inaccurate loss reporting, establish inappropriate priorities, have a negative environmental impact, delay the Presidential disaster declaration process, or result in denial of Federal recovery funds.</p>
<p style="text-align: center;"><b>Visual 3-2</b></p> 	<p><b>Unit Objectives</b></p> <p>This unit will enable you to:</p> <ul style="list-style-type: none"> <li>• Identify potential members of the local Damage Assessment Planning Team.</li> <li>• List common steps for planning a damage assessment program.</li> <li>• List planning assumptions to be included in a damage assessment plan.</li> <li>• Describe guidelines for establishing local standards for damage assessment.</li> </ul>
<p style="text-align: center;"><b>Visual 3-3</b></p> 	<p><b>What information does your community include in its damage assessment plans?</b></p>

Notes	Content
<p style="text-align: center;"><b>Visual 3-4</b></p> 	<p style="text-align: center;"><b>Damage Assessment Plans</b></p> <p>It is important for those preparing the damage assessment plan to understand what a plan is and what it is not. The plan should contain checklists and some basic Standard Operating Procedures (SOPs), but it is not intended to prescribe specific details of exact reactions, because all events are different.</p> <p>The plan should contain methods for conducting damage assessment, but it is not intended to be followed like a script. Rather, managers and responders need to be able to make decisions based on the plan guidance and the situation assessment.</p> <p>The plan should specify the roles and responsibilities of the Damage Assessment Response Team members, as well as the assigned zones for those individuals. However, in a large event, team members may be asked to perform beyond those specifications.</p> <p>A checklist is often found to be more useful than a comprehensive script or all-inclusive instructions in paragraph form. The damage assessment plan is a starting point, providing the necessary guidance with the flexibility to react based on the event specifics and the result of assessment information rather than assumptions used in the planning process.</p>
<p style="text-align: center;"><b>Visual 3-5</b></p> 	<p style="text-align: center;"><b>Planning Considerations</b></p> <p>The basic elements that should be considered prior to an event include:</p> <ul style="list-style-type: none"> <li>• Identification of all possible emergencies through risk assessment</li> <li>• Evaluation of the impact of all risks to the community through a hazard vulnerability assessment</li> <li>• Identification of public policy, legal issues, and ordinances</li> <li>• Coordination of effort with all stakeholders participating</li> <li>• Evaluation of available and needed resources, based on risk and hazard vulnerability assessments</li> <li>• Evaluation of communication and public information procedures</li> </ul>

Notes	Content
<p style="text-align: center;"><b>Visual 3-5 (Continued)</b></p> 	<ul style="list-style-type: none"> <li>• Understanding of public health and public safety issues</li> <li>• Identification of training and exercise opportunities</li> </ul> <p>Keep in mind that every community is different; therefore, the particular needs and vulnerabilities of the community must be considered when planning for damage assessment.</p>
<p style="text-align: center;"><b>Visual 3-6</b></p> 	<p><b>Damage Assessment Planning Process</b></p> <p>The process of developing the damage assessment plan is as important as having the plan on the shelf. The research involved is invaluable, as are the relationships that are formed during the creation of the document.</p> <p>Although there is not a standard process you must use, some common steps for planning a damage assessment program are:</p> <ol style="list-style-type: none"> <li>1. Establish the Local Damage Assessment Planning Team</li> <li>2. Gather Information</li> <li>3. Determine Plan Components and Assumptions</li> <li>4. Identify Damage Assessment Zones</li> <li>5. Establish Local Standards</li> <li>6. Establish Procedures for Maintaining the Plan</li> </ol>

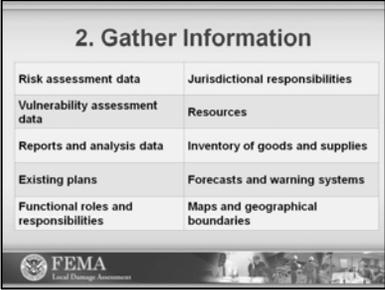
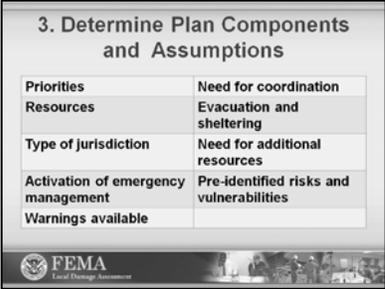
Notes	Content
<p style="text-align: center;"><b>Visual 3-7</b></p> <div data-bbox="240 327 626 617" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>1. Establish the Planning Team</b></p> <ul style="list-style-type: none"> <li>• Assign Damage Assessment Coordinator.</li> <li>• Include coordinating agencies.</li> <li>• Assign roles to team members.</li> </ul>   </div>	<p><b><i>Step 1: Establish the Local Damage Assessment Planning Team</i></b></p> <p>The first step in the damage assessment planning process is to identify the team responsible for planning efforts, including the coordinating agency or department that will be responsible for ensuring that the plan is created (and maintained). This responsibility could fall to the emergency management agency, the building inspection agency, or another agency.</p> <p>Next, the local Damage Assessment Planning Team members need to be identified and assigned their roles. The first role to be determined should be the Damage Assessment Coordinator, who oversees the entire damage assessment program.</p>
<p style="text-align: center;"><b>Visual 3-8</b></p> <div data-bbox="240 871 626 1161" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Activity</b> The Planning Team</p>  </div>	<p><b>Individual Activity: The Planning Team</b></p>

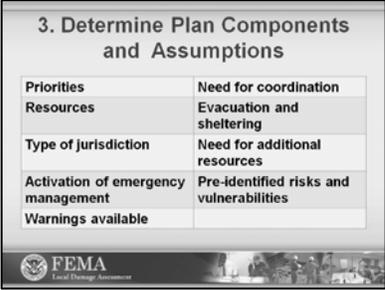
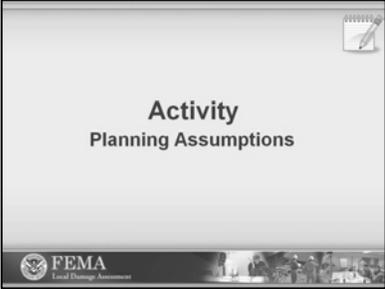
## The Planning Team

### Instructions:

Working independently, check the boxes beside any individuals or organizations that you believe should be included on your Damage Assessment Planning Team.

<b>Potential Planning Team Members</b>	
<p><b>Local/Tribal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrator/Manager's Office</li> <li><input type="checkbox"/> Budget/Finance Office</li> <li><input type="checkbox"/> Building Code Enforcement Office</li> <li><input type="checkbox"/> City/County Attorney's Office</li> <li><input type="checkbox"/> Economic Development Office</li> <li><input type="checkbox"/> Emergency Preparedness Office</li> <li><input type="checkbox"/> Fire and Rescue Department</li> <li><input type="checkbox"/> Hospital Management</li> <li><input type="checkbox"/> Local Emergency Planning Committee</li> <li><input type="checkbox"/> Planning and Zoning Office</li> <li><input type="checkbox"/> Police/Sheriff's Department</li> <li><input type="checkbox"/> Public Works Department</li> <li><input type="checkbox"/> Sanitation Department</li> <li><input type="checkbox"/> School Board</li> <li><input type="checkbox"/> Transportation Department</li> <li><input type="checkbox"/> Tribal Leaders</li> </ul> <p><b>State</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adjutant General's Office (National Guard)</li> <li><input type="checkbox"/> Board of Education</li> <li><input type="checkbox"/> Building Code Office</li> <li><input type="checkbox"/> Climatologist</li> <li><input type="checkbox"/> Earthquake Program Manager</li> <li><input type="checkbox"/> Economic Development Office</li> <li><input type="checkbox"/> Emergency Management Office/SHMO</li> <li><input type="checkbox"/> Environmental Protection Office</li> <li><input type="checkbox"/> Fire Marshal's Office</li> <li><input type="checkbox"/> Geologist</li> <li><input type="checkbox"/> Homeland Security Coordinator's Office</li> <li><input type="checkbox"/> Housing Office</li> <li><input type="checkbox"/> Hurricane Program Manager</li> <li><input type="checkbox"/> Insurance Commissioner's Office</li> <li><input type="checkbox"/> NFIP Coordinator</li> <li><input type="checkbox"/> Natural Resources Office</li> <li><input type="checkbox"/> Planning Agencies</li> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> Public Health Office</li> <li><input type="checkbox"/> Public Information Office</li> <li><input type="checkbox"/> Tourism Department</li> </ul>	<p><b>Special Districts and Authorities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport and Seaport Authorities</li> <li><input type="checkbox"/> Business Improvement District(s)</li> <li><input type="checkbox"/> Fire Control District</li> <li><input type="checkbox"/> Flood Control District</li> <li><input type="checkbox"/> Redevelopment Agencies</li> <li><input type="checkbox"/> Regional/Metropolitan Planning</li> <li><input type="checkbox"/> School District(s)</li> <li><input type="checkbox"/> Transit/Transportation Agencies</li> </ul> <p><b>Non-Governmental Organizations (NGOs)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Red Cross</li> <li><input type="checkbox"/> Chamber of Commerce</li> <li><input type="checkbox"/> Community/Faith-Based Organizations</li> <li><input type="checkbox"/> Environmental Organizations</li> <li><input type="checkbox"/> Homeowners Associations</li> <li><input type="checkbox"/> Neighborhood Organizations</li> <li><input type="checkbox"/> Private Development Agencies</li> <li><input type="checkbox"/> Utility Companies</li> <li><input type="checkbox"/> Other Appropriate NGOs</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Architectural/Engineering/Planning Firms</li> <li><input type="checkbox"/> Citizen Corps</li> <li><input type="checkbox"/> Colleges/Universities</li> <li><input type="checkbox"/> Land Developers</li> <li><input type="checkbox"/> Major Employers/Businesses</li> <li><input type="checkbox"/> Professional Associations</li> <li><input type="checkbox"/> Retired Professionals</li> </ul> <p style="font-size: small; margin-top: 20px;">This worksheet is adapted from FEMA's how-to guide 386-1, "Getting Started: Building Support for Mitigation Planning" (September 2002).</p>

Notes	Content										
<p style="text-align: center;"><b>Visual 3-9</b></p>  <table border="1" data-bbox="240 327 625 617"> <caption>2. Gather Information</caption> <tr> <td>Risk assessment data</td> <td>Jurisdictional responsibilities</td> </tr> <tr> <td>Vulnerability assessment data</td> <td>Resources</td> </tr> <tr> <td>Reports and analysis data</td> <td>Inventory of goods and supplies</td> </tr> <tr> <td>Existing plans</td> <td>Forecasts and warning systems</td> </tr> <tr> <td>Functional roles and responsibilities</td> <td>Maps and geographical boundaries</td> </tr> </table>	Risk assessment data	Jurisdictional responsibilities	Vulnerability assessment data	Resources	Reports and analysis data	Inventory of goods and supplies	Existing plans	Forecasts and warning systems	Functional roles and responsibilities	Maps and geographical boundaries	<p><b>Step 2: Gather Information</b></p> <p>After the Planning Team has been established, the members must gather a great deal of information in order to prepare for the rest of the damage assessment planning process.</p> <p>The team must gather a great deal of information to consider when developing the plan such as:</p> <ul style="list-style-type: none"> <li>• Risk and vulnerability assessment data</li> <li>• Reports and analysis data</li> <li>• Other existing plans</li> <li>• Functional roles and responsibilities</li> <li>• Jurisdictional responsibilities</li> <li>• Resources</li> <li>• Inventory of goods and supplies</li> <li>• Forecasts and warning systems</li> <li>• Maps and geographical boundaries</li> </ul> <p>The success of the planning process will partly depend on the accuracy and amount of information obtained and readily used by local planners. While the information-gathering process may seem tedious, it is a critical step for a successful planning process.</p>
Risk assessment data	Jurisdictional responsibilities										
Vulnerability assessment data	Resources										
Reports and analysis data	Inventory of goods and supplies										
Existing plans	Forecasts and warning systems										
Functional roles and responsibilities	Maps and geographical boundaries										
<p style="text-align: center;"><b>Visual 3-10</b></p>  <table border="1" data-bbox="240 1283 625 1572"> <caption>3. Determine Plan Components and Assumptions</caption> <tr> <td>Priorities</td> <td>Need for coordination</td> </tr> <tr> <td>Resources</td> <td>Evacuation and sheltering</td> </tr> <tr> <td>Type of jurisdiction</td> <td>Need for additional resources</td> </tr> <tr> <td>Activation of emergency management</td> <td>Pre-identified risks and vulnerabilities</td> </tr> <tr> <td>Warnings available</td> <td></td> </tr> </table>	Priorities	Need for coordination	Resources	Evacuation and sheltering	Type of jurisdiction	Need for additional resources	Activation of emergency management	Pre-identified risks and vulnerabilities	Warnings available		<p><b>Step 3: Determine Plan Components and Assumptions</b></p> <p>Using information gathered during the previous step, you need to consider certain planning assumptions to be included in the damage assessment plan:</p> <ul style="list-style-type: none"> <li>• Priorities: life, property, and the environment</li> <li>• Resources: people, equipment, and tools</li> <li>• Type of jurisdiction</li> <li>• Need for additional resources or technical expertise (e.g., mutual aid, Memoranda of Understanding (MOUs), private resources, state/Federal resources)</li> <li>• Warnings available</li> <li>• Need for coordination between local agencies, neighboring jurisdictions, and tribal governments (if applicable)</li> </ul>
Priorities	Need for coordination										
Resources	Evacuation and sheltering										
Type of jurisdiction	Need for additional resources										
Activation of emergency management	Pre-identified risks and vulnerabilities										
Warnings available											

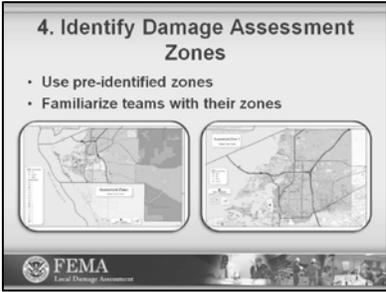
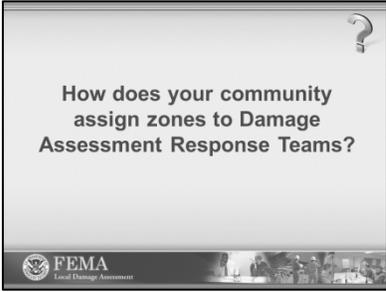
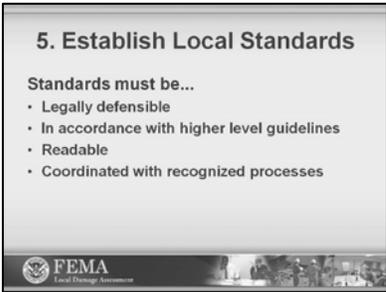
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Priorities	Need for coordination										
Resources	Evacuation and sheltering										
Type of jurisdiction	Need for additional resources										
Activation of emergency management	Pre-identified risks and vulnerabilities										
Warnings available											
<p style="text-align: center;"><b>Visual 3-11</b></p> 	<p><b>Group Activity: Planning Assumptions</b></p>										

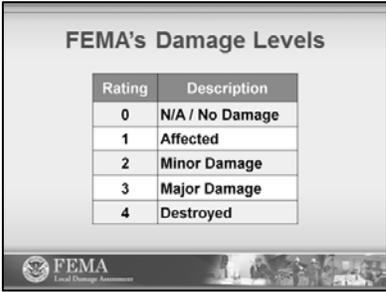
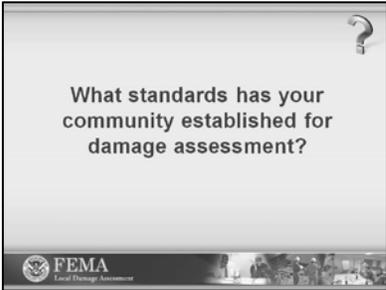
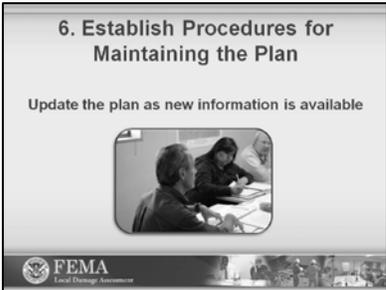
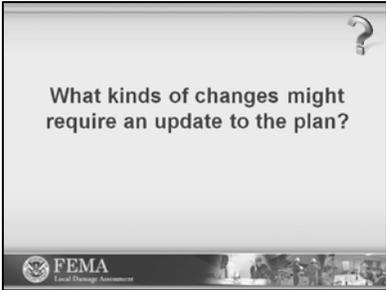
## Planning Assumptions

### Instructions:

Your instructor will assign your group two types of planning considerations. With your group members, write a planning assumption for each of your assigned categories that could be included in the damage assessment plan for your community. Be prepared to discuss your responses with the rest of the class.

<b>Planning Considerations</b>	<b>Assumptions to Include in the Damage Assessment Plan</b>
Priorities	
Resources and Technical Expertise	
Type of Jurisdiction	
Warnings Available	
Coordination with Other Agencies and Jurisdictions	
Evacuation and Sheltering or Other Support	
Activation of Emergency Management	
Pre-Identified Risks and Vulnerabilities	

Notes	Content
<p style="text-align: center;"><b>Visual 3-12</b></p>  <p>4. Identify Damage Assessment Zones</p> <ul style="list-style-type: none"> <li>• Use pre-identified zones</li> <li>• Familiarize teams with their zones</li> </ul>	<p><b>Step 4: Identify Damage Assessment Zones</b></p> <p>It's important to identify, in the planning process, the zones that Damage Assessment Response Team members will inspect after a hazard event, so these teams will already be familiar with their zones and can rapidly deploy or be pre-positioned to conduct damage assessment.</p> <p>In identifying zones for the damage assessment program, use the zones that already exist in your community and that are also used for vulnerability assessments. Remember to take into consideration that some of these zones may cross jurisdictional lines.</p>
<p style="text-align: center;"><b>Visual 3-13</b></p>  <p>How does your community assign zones to Damage Assessment Response Teams?</p>	<p><b>How does your community assign zones to Damage Assessment Response Teams?</b></p>
<p style="text-align: center;"><b>Visual 3-14</b></p>  <p>5. Establish Local Standards</p> <p>Standards must be...</p> <ul style="list-style-type: none"> <li>• Legally defensible</li> <li>• In accordance with higher level guidelines</li> <li>• Readable</li> <li>• Coordinated with recognized processes</li> </ul>	<p><b>Step 5: Establish Local Standards</b></p> <p>The plan should establish local, defined standards for damage assessment. These standards must be legally defensible and in accordance with any higher level guidelines and/or state requirements. They should also be in a readable format and be developed in accordance with recognized processes established by coordinating agencies and oversight agencies.</p>

Notes	Content												
<p style="text-align: center;"><b>Visual 3-15</b></p>  <p style="text-align: center;"><b>FEMA's Damage Levels</b></p> <table border="1" data-bbox="331 401 537 548"> <thead> <tr> <th>Rating</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>N/A / No Damage</td> </tr> <tr> <td>1</td> <td>Affected</td> </tr> <tr> <td>2</td> <td>Minor Damage</td> </tr> <tr> <td>3</td> <td>Major Damage</td> </tr> <tr> <td>4</td> <td>Destroyed</td> </tr> </tbody> </table>	Rating	Description	0	N/A / No Damage	1	Affected	2	Minor Damage	3	Major Damage	4	Destroyed	<p>For example, FEMA uses a 4-point system for evaluating damage assessment, as shown in the table on the visual. If your community would like to use a more detailed system, be sure to provide a correlation to the 4-point system. The 4-point damage rating scale will be covered in more detail in Unit 5.</p> <p>When establishing the local standards, be sure to design data collection procedures according to resources available. The team should decide as a part of the planning process whether the forms should be in electronic or paper form. Make sure all team members have the most recent most accurate forms when you go out to do the damage assessment.</p>
Rating	Description												
0	N/A / No Damage												
1	Affected												
2	Minor Damage												
3	Major Damage												
4	Destroyed												
<p style="text-align: center;"><b>Visual 3-16</b></p>  <p style="text-align: center;">What standards has your community established for damage assessment?</p>	<p><b>What standards has your community established for damage assessment?</b></p>												
<p style="text-align: center;"><b>Visual 3-17</b></p>  <p style="text-align: center;"><b>6. Establish Procedures for Maintaining the Plan</b></p> <p style="text-align: center;">Update the plan as new information is available</p>	<p><b><i>Step 6: Establish Procedures for Maintaining the Plan</i></b></p> <p>The damage assessment program may need to be modified from time to time, as new information becomes available, new infrastructure becomes a part of the community, new hazards are identified, and lessons are learned. So, part of the planning process is establishing procedures for maintaining the plan.</p>												
<p style="text-align: center;"><b>Visual 3-18</b></p>  <p style="text-align: center;">What kinds of changes might require an update to the plan?</p>	<p><b>What kinds of changes might require an update to the plan?</b></p>												

Notes	Content
<p style="text-align: center;"><b>Visual 3-19</b></p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Update the Plan When Significant Changes Occur to...</b></p> <ul style="list-style-type: none"> <li>• Systems</li> <li>• Policies</li> <li>• Technology</li> <li>• Resources</li> <li>• Personnel</li> <li>• Risk/Vulnerability</li> </ul>  </div> <p style="text-align: center;"><small>FEMA Local Damage Assessment</small></p>	<p>It is important to modify training and exercises so they suit current risk and vulnerability assessment data. There should be built-in specific opportunities for periodic review (recommended at least annually) to ensure that the plan is always current. This will allow the team to respond in the most effective and efficient ways possible.</p>
<p style="text-align: center;"><b>Visual 3-20</b></p> <div style="border: 1px solid black; padding: 5px;">  <p style="text-align: center;">What procedures are established in your community in order to maintain the damage assessment plan?</p> </div> <p style="text-align: center;"><small>FEMA Local Damage Assessment</small></p>	<p><b>What procedures are established in your community in order to maintain the damage assessment plan?</b></p>
	<p><b>Unit Summary</b></p>
<p style="text-align: center;"><b>Visual 3-21</b></p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Unit Summary</b></p> <ul style="list-style-type: none"> <li>• Who should be a part of the Planning Team?</li> <li>• What are some common steps in the planning process?</li> <li>• What are some areas that should be considered when writing planning assumptions?</li> <li>• What should you keep in mind when establishing local standards?</li> </ul> </div> <p style="text-align: center;"><small>FEMA Local Damage Assessment</small></p>	<p>In this unit, you learned about the steps for planning a damage assessment program. First, the local Damage Assessment Planning Team must be identified, including identification of the primary agency responsible for creating and maintaining the plan. This step also includes identification of a Damage Assessment Coordinator to oversee the program.</p> <p>Second, members of the local Damage Assessment Planning Team gather information to be used in the development of the plan.</p> <p>Third, you should determine plan components and assumptions such as priorities, resources (including the need for acquiring more resources), and the need for multi-agency or multi-jurisdictional coordination.</p> <p>Next, you should identify damage assessment zones, using the same zones as are used for vulnerability assessments. Then, you will establish local standards for damage assessment that are legally defensible and in accordance with any higher level guidelines and/or state requirements. Finally, you must establish procedures for maintaining the plan as changes occur and lessons are learned.</p>

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