

**DAMAGE – IMPACT
ASSESSMENT
ANNEX H**

March 16, 2021

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I. Policy

The Florida Division of Emergency Management responds to the needs of the County (including its municipalities/cities) through the requests emanating from the Director of Emergency Management for Collier County or his representative in the Emergency Operations Center (EOC).

II. Purpose

This Annex establishes the county-wide process of the initial damage and impact assessment to be used by all jurisdictions within the county as well as the private-nonprofit (PNP) agencies to report the disaster's impact accurately, effectively, and efficiently to the EOC, if activated, or the Emergency Management Division (EMD), if not. From the data continually collected, the EOC/EMD will make an initial determination of the severity and magnitude of a disaster event and, if warranted, request a Joint FEMA/State Preliminary Damage Assessment team to come to the county to examine the damages or examine the damages virtually, if they so desire. When the EOC is activated, the Planning & Intelligence Section (ESF-5) collects and transmits this request based on the validated impact/damage reports coming in from around the County.

III. Situation

1. After a disaster, information will be received in the Emergency Operations Center (EOC) from a variety of sources. Information about the quantity and quality of the disaster's effects needs to be verified and validated as soon as possible by the EOC Planning Section. Additionally, a cross-check will be established by the County EOC to assure a total accountability for the entire county. The CC Building Plan Review & Inspection Division is the lead for implementing the damage/impact assessment program for Unincorporated Collier County. Each municipality will designate a person/office to transmit its impact information to the Emergency Operations Center's Planning Section (ESF-5). This Annex addresses two levels of damage assessment.
2. Training of Damage Assessment Teams will be conducted at least annually and, as necessary, throughout the year to assure that there are adequate resources available for all contingencies. The Emergency Management Division in conjunction with the CC Building Plan Review & Inspection Division will coordinate and conduct this training and make it available to the municipalities and their partner agencies.

A. Concept of Operations

1. In general, when the EOC is not activated, the County's Emergency Management Division (EMD) usually receives disaster impact information from Collier County Sheriff's Dispatch Center. Also, the EMD may receive the information about weather-caused damages through both SKYWARN weather spotters and/or through the web portal using the Crisis Track Citizen Reporting Tool URL, <https://www.crisistrack.com/public/collierFL/citizenRequest.html>. Then, CC Building Plan Review & Inspection Division conducts the initial disaster impact assessment of the affected community. If the disaster event seems more widespread, the EMD will poll the fire and the sheriff districts for additional impact information (Attachments 1 & 2, respectively, show their areas of responsibility). When the EOC is activated CC Building Plan Review & Inspection Division automatically implements the unincorporated Impact Assessment process, followed up by a detailed damage & habitability assessment. The Municipal Liaisons will be asked for the Initial Damage reports from the cities. If the EOC is not activated and additional assessment resources are needed the CC Building Plan Review & Inspection Division will coordinate with the EOC to provide those assets.
2. Team Activation or recall of the Collier County Damage Assessment teams will be conducted through direction of the Collier County EOC, by notification of the CC Building Plan Review & Inspection Division and the affected municipalities. Upon notification, the CC Building Plan Review & Inspection Division will activate its notification roster to the level required to gather the data needed. Municipalities will be notified/contacted by the Collier County EOC and their individual notification procedures will be implemented at that time.
3. Damage assessment teams are established under the direction of the CC Building Plan Review & Inspection Division's Chief Building Official (CBO). Prior to an event such as a hurricane teams are briefed and supplemented with auxiliary personnel (ARC, CERT, Code Officials, etc.), if appropriate, to assure adequate coverage. If there is a known deficiency in personnel a request will be submitted to the Florida Division of Emergency Management's (FDEM) for augmentation via the FDEM's WebEOC program by ESF-5. For events with little or no advanced warning, such as a tornado – teams are notified by their supervisors after the EOC has requested them through the emergency notification process. Teams will report to the staging area; CC Building Plan Review & Inspection Division Headquarters (primary), or the Collier County EOC (secondary), as deemed most suitable for the situation – an alternate location could be designated during the call-up if the situation dictates. Once personnel have arrived at the staging area they are logged-in, briefed and assigned areas to assess, along with issuance of the equipment for the task.
4. Teams can be established in 2 or 3 person configurations based on the event, time of day, or night and other variables including availability personnel. This decision is made in consultation with the Emergency Management Director and County principle staff.
5. Geographic Assignments will be made by direction of and through coordination with the EOC utilizing their field reporting data from on-scene first responders and citizen

reports. An existing standardized County map grid system, using the current edition of Map Supply Inc.'s, "Collier County Florida Street Atlas" is initially utilized, then as more information is available specific GIS mapping is used to coordinate the deployment of teams and to assure there is no overlap and duplication. The annual assessment team training stresses that all situations where the damage assessment mission becomes necessary are different, although the main tenants remain the same; quickly assess the damaged areas, use an efficient coverage plan, and provide accurate information back to the EOC in a timely manner. The scope of the operation will vary dependent on the magnitude of the event, but the methodology of how the task is accomplished is generally consistent.

6. Mapping initially takes place manually at the EOC in a no-notice/short notice event in order to collect and record all information as it is received. As soon as the EOC is fully activated and the GIS section is up and running, this function and responsibility is assumed by ESF-5. The Planning Chief will ensure that the liaisons, ESFs; 3, 4, 9, and 16 pass all damage reports thorough the ESF-5 representative to be mapped. The current damage assessment software application, Crisis Track, will be utilized to map the Crisis Track operational map for task assignments and for providing a common operating picture to all users and leadership.
7. **INITIAL IMPACT/DAMAGE ASSESSMENT:** The initial impact assessment is a "windshield tour" of the community and those reporting damages will only consider and report damages with respect to the "living area" of a home using the criteria contained in Attachment 5, Preliminary Damage Assessment Criteria. The information should be recorded on a form like the one contained on Attachment 4. The City, Sheriff's Office, Fire Chiefs and American Red Cross (ARC) Liaisons in the EOC will relay the results of their impact/damage assessments to ESF-5. CC Building Plan Review & Inspection Division will validate the reports from outside the cities/municipalities. ESF-18 will coordinate with the business community for a preliminary economic impact to include elements related to tourism. This assessment should be completed within 12 hours after the all-clear is given. ESF-5 will transmit reports to the State every four hours. When all areas listed in Attachments 1 & 2 have been accounted for, Initial Impact assessment will be complete. When using Crisis Track, or similar application, field teams will have the ability to collect damage assessment information on their device in an "off-line" capacity if they do not have Wi-Fi capability. Once collection is complete within an operational period, teams will report to their Wi-Fi capable rally point, to upload their collection information.
8. **DETAILED DAMAGE/HABITABILITY ASSESSMENT:** Following the windshield tour of the area, a detailed damage and habitability assessment will occur whereby homes and businesses will be "tagged" when it is determined that access is either restricted or prohibited. These assessments are done by the governments' building inspectors and the fire department officials charged with that responsibility. ESF-18 will coordinate the detailed economic and business impact assessment and provide that information as necessary to the EOC and County Officials. (NOTE: A "Substantial Damage Determination" will be handled per the County's Floodplain Ordinance before

repairs can be authorized.). Planning and coordination efforts should be made to determine if detailed damage/habitability assessments will be conducted in the same platform (i.e., Crisis Track, hardcopy, etc.) or if they will rely on a different system/methodology. This will be determined by the CC Building Plan Review & Inspection Division.

9. **JOINT PRELIMINARY DAMAGE ASSESSMENT (PDA) PROCESS:** The Joint PDA is a State/Federal process whereby a team is requested by the local EOC through the Florida's WebEOC to validate damages reported/discovered through the county's Initial Damage Assessment process. There is no geographic assignment in this process. The purpose of the team is not to discover new damages, although they might come across them while doing their inspection. The local responsibility for the Joint PDA process is to get the team to the worst-case damaged areas to validate the damages. Each jurisdiction will assign a local/knowledgeable representative to lead the team around the damage sites. Should the host not have suitable vehicles to get into the damaged areas, a request will be sent to the State, via WebEOC, for support of the mission by the local ESF-5.

B. Procedures

1. CC Building Plan Review & Inspection Division will train and maintain sufficient two-member teams to canvas the county within six hours. When a disaster threatens, the CC Building Plan Review & Inspection Division will ensure impact assessment equipment and personnel are prepared and ready to deploy. Damage assessment Go-Kits are stored in the emergency supply section of the CC Building Plan Review & Inspection Division Headquarters (2800 Horseshoe Drive, Naples, FL 34104) administrative supply center. Inspection teams will initially use their assigned vehicles and will be augmented as necessary with additional vehicles, or specialized vehicles through coordination with the EOC.
2. Once the disaster occurs and it is deemed safe by the EOC to cautiously travel for the purpose of damage assessment, the teams will be deployed with the following missions:
 - Building Inspectors and IDA Operators: These individuals will conduct windshield assessments and inspect hospitals, nursing homes, shelters, schools and government buildings.
 - Code Enforcement: As many two-member teams as possible will be on standby to conduct windshield assessments in support of the County Building Inspectors.
 - Other personnel from municipalities and supporting agencies (ARC, CERT, etc.) may be used to augment the County primary teams.
 - For accountability of all governmental and PNP facilities, each building custodian and/or agency/division leader will report damage repair and cost estimates to their

facilities and properties (furnishings and equipment) to the EOC, when activated, or the EMD, when not activated.

3. CC Building Plan Review & Inspection Division personnel will collect the field data and relay it to ESF-5 in the EOC or to the appropriate County point of contact if the EOC is not activated.
4. Data collected will be in accordance with the Attachment 5, Preliminary Damage Assessment Criteria, and direction provided by the County Emergency Management Department. If the Crisis Track program equipment is not available to record damages, assessment personnel shall enter information on the form in Attachment 4, below.
5. All EOC Liaisons (including the municipalities) will report damages and impacts to economic concerns to ESF-5 when received.
6. ESF-18 will contact key businesses and organizations for a snapshot of economic and tourism impact.

C. Direction and Control

The teams will report to the Primary or Alternate deployment location and deploy as rostered, or as directed by the CC Building Plan Review & Inspection Division Director or damage assessment representative in coordination with the Collier County EOC, ESF-5.

D. Roles & Responsibilities

1. Collier County Emergency Management Division
 - Responsible for overall coordination and control
 - Acts as the initial point of coordination and interfaces with other county agencies, the State and Federal agencies regarding disaster matters.
 - Directs the Damage Assessment response
 - Initial point of coordination for all agencies:
 - Municipalities
 - County
 - State
 - Federal
 - Private-Nonprofit (PNP)
 - Sets priorities and focus for assessment
 - Central point of data transmission to the State DEM
 - Supports the damage assessors with:
 - GIS mapping
 - Additional personnel & equipment
 - Coordination with First Responders
 - Coordination with outside agencies

2. Collier County Growth Management Community Development & Transportation Management Services Departments (ESFs -1, -3, -5 & -10)
 - Provides direction and control in support of damage assessment to:
 - Building Plan Review and Inspection Division
 - Operations and Regulatory Management Division
 - Code Enforcement Division
 - Capital Project Planning, Impact Fees, and Program Management
 - Development Review Division
 - Operations Support Division
 - Road Maintenance Division
 - Transportation Engineering Division
 - Zoning Division
3. Collier County Building Plan Review & Inspection Division
 - Lead support agency for the damage assessment process
 - Provides trained on-call damage assessment teams, consisting of
 - Building Official
 - Building Inspectors
 - Supervisors
 - Designated IDA “Operators” (staff from various Divisions pre-identified to operate the Crisis Track Application)
 - Provides equipment and supplies for initial deployment and operations of 10 teams
 - Vehicles
 - Go-kits (see Attachment 3)
 - Food & water for 24 hours
 - Conducts and ensures training on damage assessment procedures and protocols
 - Conducts damage assessment operations under the direction of the EOC when requested
 - Reports damage in accordance with this Annex H, or as required by the EOC
 - Provide a representative to the Joint PDA Team, when requested.
 - Aids in assessing damages to:
 - Beaches
 - Coastal facilities
 - Other Coastal assets
4. Collier County Sheriff’s Office (ESF-16)
 - Provides reports of community damage as it become known to them through;
 - Road/Air patrols
 - 911 reports
 - Citizen Reports
 - Provide security if necessary, to Damage Assessment Teams
 - In coordination with the CC Building Plan Review & Inspection Division, provides aerial assets for reconnaissance of affected areas throughout the County.
5. Collier County Independent and Municipal Fire Agencies (ESF-4)

- Provide reports of community damage as it becomes known to them
 - Aid in gain access to areas that may have obstacles or debris
 - Provide a district representative to the Joint PDA Team, when requested.
6. Collier County Emergency Medical Services (ESF-9)
 - Provide reports of community damage as it becomes known to them
 - Aid Damage Assessment teams as required
 7. Collier County Facilities Management Division
 - Report County Facilities damage to EOC
 - Request damage assessment assistance if needed from EOC
 - Provide logistical assistance to Damage Assessment teams as directed by the EOC
 8. Collier County Public Utilities Department
 - Report County infrastructure damage to EOC
 - Request damage assessment assistance if needed from EOC
 - Provide logistical assistance to Damage Assessment teams as directed by the EOC
 9. Collier County Parks & Recreation Division
 - Report County Facilities damage to EOC
 - Request damage assessment assistance if needed from EOC
 - Provide logistical assistance to Damage Assessment teams as directed by the EOC
 10. Collier County Property Appraiser
 - Provide current Parcel and Property data
 - Provide GIS support as applicable
 11. Collier County Public School District
 - Collect and report damages to the EOC
 - Request damage assessment assistance if needed from EOC
 - Provide a school's representative to the Joint PDA Team, when requested.
 12. City of Marco Island
 - Provide City damage assessment data to EOC as soon as it is available
 - Provide damage assessment personnel to the County if requested, and possible
 - Provide a municipal representative to the Joint PDA Team, when requested.
 13. City of Naples
 - Provide City damage assessment data to EOC as soon as it is available
 - Provide damage assessment personnel to the County if requested, and possible.
 - Provide a municipal representative to the Joint PDA Team, when requested.
 14. Greater Naples Chamber of Commerce
 - Provide information on economic and business impact
 - Provides manpower and expertise to ESF-18

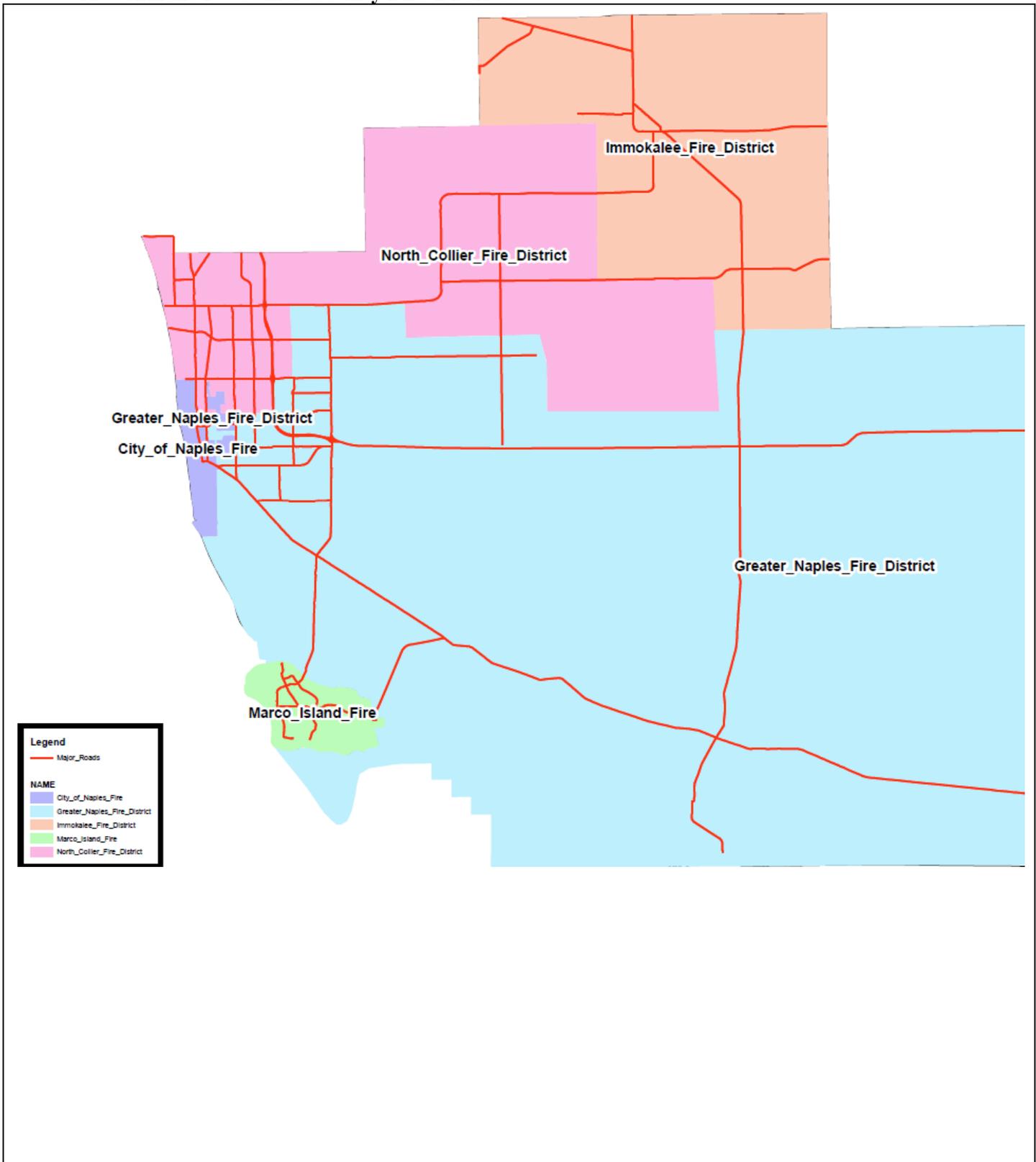
15. Tourism

- Provide information on impact to tourist industry
- Assist ESF-18

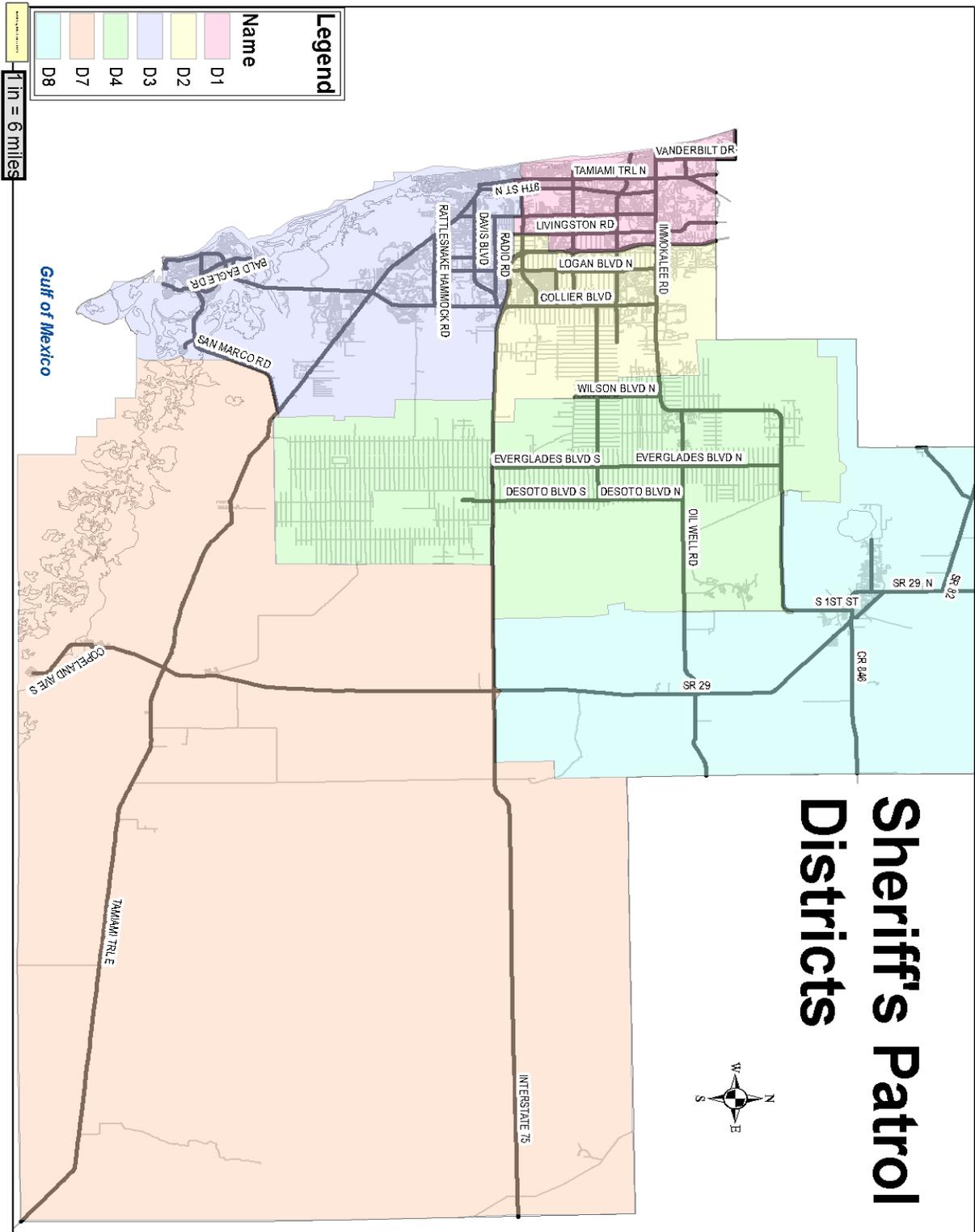
16. Business & Economic Development Council of Collier County

- Provide information on economic and business impact and damage
- Coordinates with ESF-18

Attachment 1 – Collier County Fire Districts



Attachment 2 – Collier County Sheriff’s Patrol Districts



Attachment 3 - Damage Assessment Team Check List & Equipment List

- Safety Briefing
 - Preliminary Information on the area
 - Known Hazards
 - Known Damage
- Map of the Zone to be Assessed
- GPS Receiver
- Camera w/ extra batteries
- Laptop computer with Air Card and charger
- Clipboard
 - Pens/pencils, etc.
 - Placards and marking paint
 - Damage Assessment forms
 - Handouts for citizens
- Appropriate clothing
 - City/Emergency Markings
 - Steel toed shoes or boots
 - Rain gear
 - City Safety vest
 - Long Pants
 - Gloves
 - Hat/hard hat
 - Eye protection
 - Respirator/dust mask
- Supplies/ Equipment
 - Bottled Water
 - Bug Spray
 - Sun Screen
 - First Aid kit
 - Cell Phone w/charger
 - Radio
 - Snack food
- Vehicle
 - Emergency/City Markings
 - Full tank of fuel
 - Spare tire/ Fix-a-flat
 - Shovel & tow rope
 - Cooler w/ ice and water

Attachment 5 – Preliminary Damage Assessment Criteria**Advice for the assessment team because speed of the assessment is essential:**

All observed damages are estimates. The main category of damages that count for the “declaration” are **MAJOR** and **DESTROYED**. It’s good to note **AFFECTED & MINOR**, but **those don’t** count for getting a Presidential Declaration. Also, insured property doesn’t count. **However**, if your folks talk to the survivors **don’t have them ask** if their home is insured. If they must talk to the survivors, they **SHOULD** ask if they have **seen their insurance company’s adjustor** and if they have, has their adjustor said “...the damages are covered”. **If the survivors haven’t seen the adjustor**, consider the survivors’ damages as **uninsured**. Most of the time when the folks are doing their initial damage assessment, it would be too soon for insurance adjustors to be out making the rounds for their clients; so, don’t encourage your folks to ask the “**INSURANCE QUESTION**” or **ASSUME** all the damages are insured. Because speed is of the essence, All the people doing the damage assessment are better off not getting out of their vehicles and not talking to the survivors so that this initial **windshield** assessment is done quickly.

Regarding the level of damages, i.e. **MAJOR** and **DESTROYED** categories, these categories **ONLY** apply to **the LIVING/HABITABLE** area of the home, e.g., house roof, the bedrooms, the living room, den, kitchen, dining room. If a house has a detached garage, a shop and a barn that are **TOTALLY** destroyed, but the house is fine or has a couple windows knocked out, the report for the property’s address should show either **MINOR** or **AFFECTED** because you only count the damages to **HOME**. **FEMA’s rule for MAJOR** is generally if the **home is uninhabitable until the repairs can be made** and those repairs may take at least a month to be done. (NOTE: I don’t make a subjective guess as to the repairs taking at least a month. I call something **MAJOR** if there is substantial damage to the home, e.g. a tree on a roof, a hole in the roof, water in the house at least up to the electrical outlets, etc.)

The Declaration Process

 <p>Local</p> <ul style="list-style-type: none"> Conducts an Initial Damage Assessment. Provides a rough estimate of the extent and location of damages. Notifies the State of unmet needs in the community. Requests a Joint PDA. Coordinates Local Team Members. 	 <p>State</p> <ul style="list-style-type: none"> Request FEMA to perform a Joint PDA. Governor makes request for a Presidential Declaration through FEMA within 30 days of the incident. 	 <p>FEMA</p> <ul style="list-style-type: none"> Coordinates Federal Team Members for the Joint PDA. Reviews the Governors Request for a Presidential Declaration. FEMA makes recommendation to the President. 	 <p>President</p> <ul style="list-style-type: none"> The President makes a decision to issue a Presidential Declaration, Emergency Declaration, or Deny the request.
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Preliminary Damage Assessment (PDA) Pocket Field Guide

Purpose
This field guide serves as a quick reference tool for State/Federal Preliminary Damage Assessment Team members.

Why do a Damage Assessment?

- Determine the impact and magnitude of an event.
- Identify unmet needs of individuals, businesses, the public sector and the community as a whole.
- Give off-scene responders the information they need to plan for assistance.

<p>CONTENTS</p> <ul style="list-style-type: none"> Assistance Criteria Reporting Requirements Things to Remember Standard Building Measurements Damage by Type Summary Worksheet Field Notes Contact Sheet 	<p>DAMAGE TYPE, RESIDENCE & SAFETY</p> <ul style="list-style-type: none"> Blue — Flood Water Depth Chart Red — Destroyed Orange — Major Yellow — Minor Green — Affected Gray — Inaccessible Black — Residence Purple — Safety
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State’s Criteria for Requesting Federal Disaster Assistance

Small Business Administration (SBA) only—Disaster Loan Program
There must be a minimum of twenty-five (25) homes and/or businesses with at least 40% uninsured damages. SBA may make an economic injury declaration if at least five (5) small businesses have suffered substantial economic injury as a result of the disaster.

13 Code of Federal Regulations (CFR) 123.3(3)

FEMA

NO SPECIFIC THRESHOLD required for Individual Assistance, Federal declaration decision based upon but not limited to:

- Extent of damages (number uninsured, majorly damaged or destroyed).
- Concentration of damages (high concentration of damages in small area).
- Trauma (deaths, injuries, large scale disruption of community services).
- Special populations (e.g. elderly, low-income, persons with disabilities, unemployed).
- Other assistance available (insurance and voluntary agencies).
- Recent multiple disasters (disaster history within the last 12 months).

Reporting Requirements

Timely Reporting

State/Federal PDA Teams should report updated damage numbers to the appropriate PDA Coordinator twice a day. Damage may be reported via telephone, email, fax, courier or other technology.

Immediate Items to Report

There are a few things that must be reported immediately to the PDA Coordinators so that responders can assist: **special needs individuals** requiring immediate attention (e.g. nursing home damage), **safety concerns** for responders (e.g. team injuries, impending weather), **disruption of emergency services** (e.g. hospitals overwhelmed) and **media-related concerns**.

Dissenting Opinions

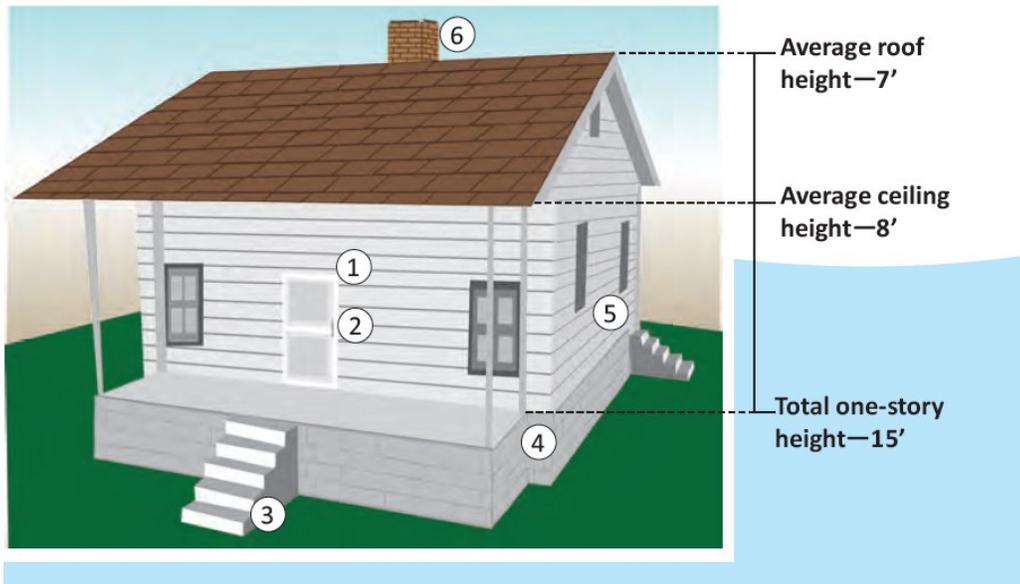
A significant difference of opinion occurs when team members cannot come to a decision within one damage level of another (i.e. destroyed vs. minor). Any significant differences in opinion within the team regarding damage level should be reported by the team member to their respective PDA Coordinator prior to leaving the damage area. The State and FEMA PDA Coordinators will collaborate to provide a common answer so there is concurrence in the Joint PDA totals.

THINGS TO REMEMBER

- ✓ Conduct **visual inspection** to verify damages.
- ✓ When discussing damages with property owner, be compassionate but also **manage expectations** (you are just evaluating the extent of damage, PDA Teams have no control over approval of disaster declarations).
- ✓ Include impact on **businesses**.
- ✓ Be objective (don't downplay, don't exaggerate).
- ✓ Focus on **HABITABILITY**.
- ✓ If flood water was **standing** for more than 24 hours or **contaminated**, degree of damage is increased by one level. Identify the contaminant (i.e., wastewater, petroleum)
- ✓ Identify **special needs** (low income, elderly, unemployed, persons with disabilities) and **human needs** (food, water, shelter, medicine).
- ✓ Reach a **CONSENSUS** among State and FEMA members of the team. If major disagreements occur (ex. Major vs. Affected), call the appropriate PDA Coordinator.
- ✓ Conduct **exit interview** with local emergency management director, or designee, to discuss PDA findings.
- ✓ All parties (local, state, federal partners) should have an idea of what each other's **final numbers** are. Ideally FEMA PDA totals concur with State PDA team totals.

Standard Building Measurements

- | | |
|-----------------------------|--|
| 1. Door height—6' 8" | 5. Aluminum siding section—4" or 8" high |
| 2. Door knob—36" from floor | 6. Brick—2.5" high |
| 3. Each step—7" high | 7. Electrical Outlet—12"-18" from floor (not pictured) |
| 4. Concrete block—8" high | |



Flood Water Depth Chart

	Single\Multi Family Home	Manufactured Home
Affected	Less than 3" of water in an occupied or required room	No damage affecting habitability, cosmetic damages only
Minor	3" to 18" in an occupied of required room	Water line is below the floor system. In general, skirting HVAC may be impacted
Major	18" on the first floor or water covers the electrical outlets	Water that impacts the floor system (to include belly board, insulation, ductwork, subflooring) or a water line up to 12" within the living area would equate to Major Damage.
Destroyed	Damage to an extent that repair is not feasible	Water level higher than 12". To be otherwise designated as destroyed, the dwelling's frame must be bent, twisted, or otherwise compromised. The dwelling interior must be so compromised by contamination that cleanup is infesaisible.

Flood-Specific Notes

- ◆ Water Depths only applicable to living areas (ie: No crawl spaces or uninhabited basements)
- ◆ If standing water for more than 24 hours in living area, increase on level of damage
- ◆ If contaminated water in living area, increase one level of damage and identify contaminant
- ◆ As a rule of thumb, if water did not reach electrical outlets and flooring is sound, then this is minor or affected damage

FLOOD

Flood Damage Examples



Destroyed: 5,' standing water, Single Family (SF)



Major: 3,' standing water, Manufactured Home (MH)



Minor: 10," standing water, Single Family (SF)



Affected: <12," Single Family (SF)

Destroyed Structure Description

Definition: Structure is a total loss. Not economically feasible to rebuild.
Permanently uninhabitable.

General Description: Complete failure of major structural components (complete collapse of wall or roof). Structure leveled above the foundation or second floor is gone. Foundation or basement is significantly damaged.

Things to Look For: Structure leveled or has major shifting off its foundation. Only the foundation remains. Roof is gone. Noticable distortion to walls. For manufactured homes, the dwellings frame must be bent, twisted, or otherwise compromised.

Note: A structure can also be considered destroyed if it is red-tagged or condemned by building officials.

Destroyed Structure Example:



Roof & walls collapsed, Single Family (SF)



Major shifting off foundation, Single Family (SF)



Roof gone, walls collapsed, Manufactured Home (MH)



Foundation, roof, walls unsound, Multi-Family (MF)

Major Structure Description

Definition: Building has sustained structural or significant damage and is currently uninhabitable. Extensive repairs are necessary, therefore the structure cannot be made habitable in a short period of time.

General Description: Substantial failures to structural elements of the residence. Walls partially collapsed. Exterior frame damaged. Roof partially off or partially collapsed. Major damage to utilities: furnace, water heater, well, septic system. Shifting or settling of the foundation.

Things to Look For: Portions of the roof missing. Roof clearly lifted. Single family—twisted, bowed, cracked or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation. Flooring structurally unsound. Mobile home displaced from foundation. Manufactured home structural components damaged— windows, doors, wall coverings, roof, bottom board insulation, duct work and/or utility hook up. Can rafters be seen? Any shifts or cracks in structural elements?

Note: The difference between major and minor is determined by the level of uninhabitability. Both major and minor are uninhabitable, but major damage will keep residents out of their home for more than 30 days.

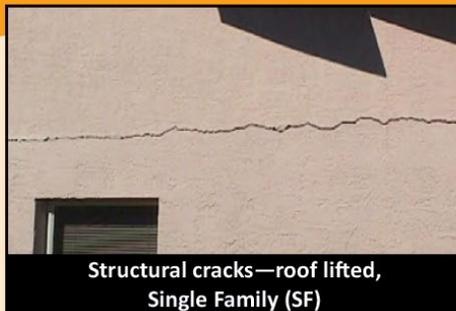
Major Structure Examples



Wall coverings damaged and exposed, Manufactured Home (MH)



Roof partially collapsed, Manufactured Home (MH)



Structural cracks—roof lifted, Single Family (SF)



Foundation damaged, Single Family (SF)

Minor Structure Description

Definition: Structure is damaged and uninhabitable. Minor repairs are necessary to make the structure habitable, but they can be completed in a short period of time (less than a month). The dwelling has some damage, but can be used without significant repair.

General Description: Not safe to stay here—Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure without penetrating. Smoke damage. Minor damage to structural elements.

Things to Look For: One wall or section of roof with unsafe but minor damage. Many broken windows. Buckled or broken window frames or doors (security issue). Minor damage to the septic system or other utilities. Manufactured home structural elements sustained minor damage— windows, doors, wall coverings, roof, bottom board insulation, duct work and/or utility hook up.

Note: Ask yourself, “Is it safe to stay here tonight?” “Is this damage structural?” “Are ALL entrances structurally weak or dangerous?”

Minor Structure Examples



Tree on structure but no breach,
Single Family (SF)



Damage to wall small breach,
Multi-Family (MF)



Window frames broken



Flood septic tank damage

Affected Structure Description

Definition: Structure has received minimal damage and is habitable without repairs.

General Description: Damage in which the home is safe to live in, but has been affected by the storm. Damage that is affected may occur to outside but connected structures (garage, porch, carport, etc).

Things to Look For: Chimney or porch damaged. Carpet on first floor soaked. A broken window. Damage to cars. Few missing shingles, loose, missing siding. Damage to air conditioning exterior unit. Some minor basement flooding.

Note: Remember, the difference between affected and minor is about **habitability**. Can I stay here safely tonight? If the damage is cosmetic only, the structure is affected.

Affected Structure Examples



Broken screens



Few missing shingles, covered, no impending weather



Affected Manufactured Home, skirting affected



Loose and missing siding

Inaccessible Structure Description

Definition: Known structures exist in an area that the team or resident cannot safely enter in order to verify damage.

General Description: Blocked access due to flooding, downed trees, unhealthy conditions. Resident may have no damage but cannot reside in the home (e.g. apartment complex where only the first floor is flooded but all levels are inaccessible).

Things to Look For: No feasible way to gain access to verify damage. Appears that the resident has only been affected but cannot gain access.

Note: Do everything you can to see the damage. If the PDA team still cannot gain access, estimate the number of inaccessible homes using information from local officials, flyovers or other technology. If the team can gain access but residents reasonably cannot, then mark the damage level seen for destroyed, major and minorly damaged homes only. DO NOT MARK INACCESSIBLE. For affected homes that are also inaccessible to the resident, mark inaccessible rather than affected, to err on the side of the applicant.

Inaccessible Structure Description



No damage to home, but residence will be inaccessible for an indeterminate amount of time

PDA Teams cannot enter for safety reasons — determine number of homes inaccessible



Residence Information

STRUCTURE TYPE

Single Family (SF): A residential structure designed to host one family, sharing no walls or structural elements with another dwelling.

Multi-Family (MF): A residential structure designed to host more than one family, potentially sharing walls or structural elements with another dwelling.

Manufactured Home (MH): A residential structure with no permanent foundation that may be readied for mobile transport.

Business (BIZ): A structure whose sole use is that of a commercial, industrial or professional enterprise.



Safety Considerations - You are about to enter a hazardous situation - be careful.

Tips

- Ask if there are safety considerations at the damage pre-briefing.
- Be aware of your surroundings at all times.
- If a situation appears dangerous, back out.
- Use good judgment, remember that emergency personnel may be delayed in assisting you and your team if you are hurt.
- For all medical emergencies, call 9-1-1 immediately. Then contact the PDA Coordinator.
- For minor injuries, contact the PDA Coordinator immediately .
- When in doubt, call the PDA Coordinator or appropriate emergency personnel.

Personal Protective Equipment

- Lightweight cotton team shirt
- Long pants
- Waterproof, over-the-ankle boots
- Hat

- Sunscreen
- Hand sanitizer
- Drinking water
- Cell phone

Depending on Event

- Rain jacket
- Bug spray
- Gloves
- Respiratory protection

POTENTIAL HAZARDS			
HAZARD	SIGNS	PREVENTION	SUGGESTED RESPONSE
Heat Stress & Exposure	Headaches, dizziness, vomiting, dry, hot skin, confusion, seizures, loss of consciousness.	Block out sun, rest regularly, drink lots of water (at least 1 cup every 20 minutes), avoid alcohol and caffeine.	Move to cool, shaded area, loosen or remove heavy clothing, provide cool drinking water, fan and mist the person with water, call 911.
Severe Weather	Sudden reversal of wind direction, rise in wind speed, sharp drop in temperature, heavy rain, hail and lightning.	Watch for onset conditions and retreat to safety before the weather arrives.	Take shelter in building if possible. When no shelter—avoid high objects, sit or lie down. Drop to ground if electrical charge is felt.
Downed Power Lines	Downed power line, downed conductor.	Assume electrical lines are energized. Do not drive over downed power lines. Look for downed conductors as they may energize other objects—fences, water pipes, bushes, trees, etc.	If vehicle electrified, do not get out unless car is on fire. If on fire, attempt to jump completely clear (not touching vehicle and ground at same time). Land with both feet together and bunny hop to safety.

HAZARD	SIGNS	PREVENTION	SUGGESTED RESPONSE
Flood Water Contact	Bacterial infection: stomachache, fever, vomiting, diarrhea.	Wear boots and rain gear. Protect from cuts and scrapes. Wash hands often.	Use soap and water to clean exposed areas. See doctor if ill.
Poisonous Plants	Red rash within days. Possible bumps, patches, streaking or weeping blisters. Swelling, itching.	Wear long pants, boots. Identify plants using “Leaves of 3, let it be.”	Rinse skin with rubbing alcohol or degreasing soap. Do not scratch. Take antihistamines and apply wet compresses, calamine lotion or hydrocortisone cream to reduce itching.
Aggressive Dogs	Growling, snarling, snapping, hissing, tail high and stiff, hair on back standing up.	Remain still. Avoid direct eye contact. Allow space for animal to escape. Put something between you and dog (trash can lid).	If you fall, protect your head; curl into a ball with your hands over your ears and remain motionless. Wash wounds immediately with soap.
Arachnids	Spiders: itching or rash, pain radiating from bite, muscle pain, reddish to purplish color skin or blister.	Wear long pants, avoid stacked or undisturbed piles of materials and tall grass.	Identify type of spider if possible, wash bite area with soap and water, apply ice, elevate bite area, seek medical attention.

HAZARD	SIGNS	PREVENTION	SUGGESTED RESPONSE
Arachnids cont...	Scorpion: Stinging or burning sensation-very little swelling. Extreme pain when sting is tapped. Restlessness, convulsions, thick tongue sensation.	Wear long pants. May hide under rocks and wood on ground.	Apply ice to sting site, do not take sedatives. If possible, capture scorpion. Contact poison control for advice.
Snakes	Puncture marks at wound. Redness and swelling. Severe pain at site of the bite. Nausea and vomiting, labored breathing, numbness or tingling around face or limbs.	Stay away from tall grass, rocks and piles of leaves when possible. Wear boots and long pants.	Remember color and shape of snake. Keep still and calm. Seek medical attention immediately. Lay or sit down with bite below heart. Wash the bite with soap and water and cover with clean, dry dressing. DO NOT: attempt to catch snake, apply tourniquet, slash wound, suck out venom or apply ice.

HAZARD	SIGNS	PREVENTION	SUGGESTED RESPONSE
Insects	Ticks: body aches, fever, headaches, fatigue, rash, stiff neck, facial paralysis.	Wear repellent with Deet, long pants. Avoid sites with woods, bushes, tall grass.	Remove ticks with fine-tipped tweezers—grasp tick firmly as close to skin as possible. Clean area with soap and water.
	Bees, wasps, hornets: severe pain at sting site.	Avoid perfumed soaps, shampoos and deodorants. Bathe daily. If one attacking, do not run. If many, run indoors or jump in water.	Ensure no allergic reaction, wash site with soap and water. Remove stinger using gauze wiped over area or by scraping fingernail over area (no tweezers). Apply ice. Antihistamines may help.
	Fire ants: Burning sensation, red bumps may form white fluid-filled pustules.	Wear long pants, socks tucked in. Avoid ant mounds. May also be found on trees or in water.	Seek medical attention if sting causes chest pain, nausea, severe sweating, loss of breath, severe sweating or slurred speech.

HAZARD	SIGNS	PREVENTION	SUGGESTED RESPONSE
Incident Stress	Disorientation, fatigue, memory loss, behavior shifts (risk-taking, easily angered). Inability to relax off-duty.	Pace yourself (< 12 hour workday), monitor each other, take frequent rest breaks and maintain adequate nutrition.	Inform your Supervisor, demobilize appropriately. Seek counseling. Avoid drugs and alcohol.
Eye Trauma	Speck in eye, cuts, punctures, objects, chemical burn.	Wear safety glasses if needed.	Speck in eye: do not rub, flush eye with eye wash, see doctor if speck does not wash out or if pain continues. Cuts, punctures, objects: do not wash out, do not try to remove object, stabilize eye without pressure (use paper cup). Chemical burn: flush with drinkable water for 15+ minutes.