Damage Assessment Reporting Guidance

PURPOSE: The purpose of this document is to provide guidance to local counties on how to submit your Initial Damage Assessments (IDA), followed by a request for a Joint Preliminary Damage Assessment (JPDA) mission in WebEOC.

WebEOC Login and Boards

Follow each of the steps listed below to submit your _initial_ damage assessment data.

Step 1:   Begin by logging into WebEOC.

Step 2:   If necessary, add the *SERT Damage Assessment* and *SERT Missions* tab to the WebEOC ribbon.

- Click the Boards drop-down arrow (top left corner) to view the available Boards to add.
- The Boards menu will open with all the available tab selections.
- Select **SERT Damage Assessment** from the menu to add the tab to the WebEOC ribbon.
- Select **SERT Missions** from the menu to add the tab to the WebEOC ribbon.
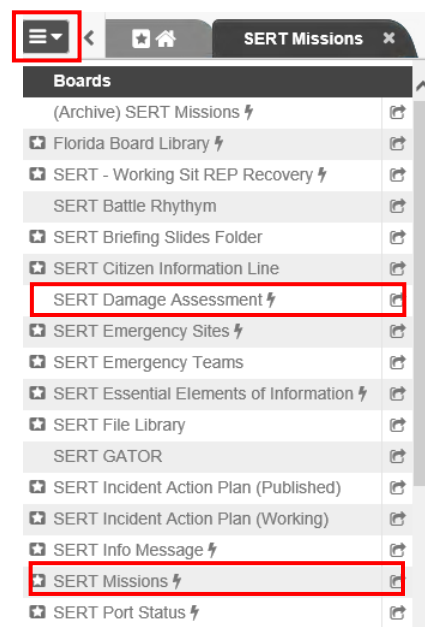- See *Figure 1: Boards Menu Options*, to the right for reference.

Figure 1: Boards Menu Options

Entering Initial Damage Assessments in WebEOC

Step 1:   Initially, all Damage Assessments are created at the local level.

Figure 2: Create Damage Assessment

- To submit the Initial Damage Assessment, select the **SERT Damage Assessment** tab
- Click the **+Create Damage Assessment** in the upper right-hand corner.
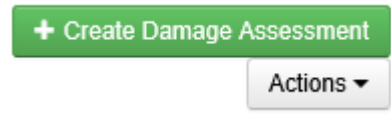- See *Figure 2: Create Damage Assessment,* to the right for reference.

Note: Creating a Damage Assessment will only need to be done once for the disaster as it can edited and updated as needed.

Step 2: A new window will open.

- Verify the Originator Information.
- ***Part 1: Individual Assistance*** (Cumulative Damages)
  o Enter the accurate damage numbers for each category from your initial local assessment. Enter whole numbers, without decimal places, for all money values.

- ***Part 2: Public Assistance*** (Includes eligible non-profit facilities) (Cumulative Damages)
  o Enter the estimated dollar loss and percentage of insured for each category based on your initial local assessment. Enter whole numbers, without decimal places, for all money values.

- Additional Comments: Add any additional comments and upload supporting documentation.

- After you SAVE your Damage Assessment, click VIEW and ADD ATTACHMENT. You can only add one attachment at a time.

Requesting a Joint Preliminary Damage Assessment (JPDA)

Based on your Initial Damage Assessment (IDA) estimates, as reported in Step 4, if you are requesting a Joint Preliminary Damage Assessment (JPDA), your next step will be to enter a Mission request in WebEOC.

NOTE: A separate Mission Request must be submitted for either Individual Assistance (IA) or Public Assistance (PA). See below.

> ? Did you submit your Initial Damage Assessment (IDA) data?
>
> If Yes, continue below.
>
> If No, **STOP** go back to [Entering Damage Assessments in WebEOC](#).

PA Joint Preliminary Damage Assessment Request (JPDA)

Step 1: To request a Public Assistance Joint Preliminary Damage Assessment**:**

- Select the SERT Missions tab in the WebEOC tab.
- Select New Mission in the upper-right corner.

You are ready to enter a New Mission. When completing the Mission request, enter the information in bold.

- Under the Order Information, complete the following fields:
  - Title: **PA Joint Preliminary Damage Assessment (JPDA) Request**
  - Purpose: **To request a PA Joint Preliminary Damage Assessment between the County, State, FEMA and SBA.**
  - Lifeline: Select "**Not Applicable**" from the dropdown menu.
  - Description: **County is requesting a Public Assistance Joint Preliminary Damage Assessment so that damages may be evaluated and assessed to provide cost estimates to be used for potential State and County declarations.**
  - Is this a Resource? **Check** the box.
  - Date/Time Needed: **Select Date and Time which you would *prefer* the PA Joint Preliminary Damage Assessment to take place.**
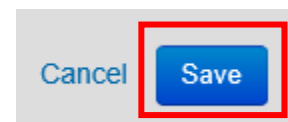
- Under the Contact Information, complete the Primary and Secondary contact information.

- Under the Location / Delivery Information, complete the Address and On-Scene Point of Contact information.

- Under the Mission Authorization, be certain to enter the Authorized Representative's information.
- Verify all previously entered information.
- If all information is complete, **Check** the "By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission" statement.

- Select **SAVE** to save and submit your mission request.
- To Modify a Mission, see the To View/Update Edit a Mission section.

IA Joint Preliminary Damage Assessment Request (JPDA)

Step 1: To request an IA Joint Preliminary Damage Assessment**:**

- Select the SERT Missions tab in the WebEOC tab.
- Select New Mission in the upper-right corner.

You are ready to enter a New Mission. When completing the Mission request, enter the information in bold.

- Under the Order Information, complete the following fields:
  - Title: **IA Joint Preliminary Damage Assessment Request**
  - Purpose: **To request an IA Joint Preliminary Damage Assessment between the County, State, FEMA and SBA.**
  - Lifeline: Select "**Not Applicable**" from the dropdown menu.
  - Description: **County is requesting an IA Joint Preliminary Damage Assessment so that damages may be evaluated and assessed to provide accurate damage reporting to be used for potential State and County declarations.**
  - Is this a Resource? **Check** the box.
  - Date/Time Needed: **Select Date and Time which you would *prefer* the Joint IA Preliminary Damage Assessment to take place.**

    NOTE: Date/Time selection is only a *request*; it is not a first come, first served request.

- Under the Contact Information, complete the Primary and Secondary contact information.

- Under the Location / Delivery Information, complete the Address and On-Scene Point of Contact information.

- Under the Mission Authorization, be certain to enter the Authorized Representative's information.
- Verify all previously entered information.
- If all information is complete, **Check** the "By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission" statement.

- Select **SAVE** to save and submit your mission request.
- To Modify a Mission, see the To View/Update Edit a Mission section.

To View/Update Edit a Mission

Step 1: To **View/Update Edit** a Mission, locate the desired Mission and select the View/Update Edit at the end of the row.

Q View/Update
Edit

Step 2: Scroll to the very bottom of Mission **OR** click on the Attachments in the upper right corner.

Finance   Comments   Attachments

Step 3: Select **+Add Attachment**.

+ Add Attachment

Step 4: Choose the file you wish to upload and add a description. [Repeat this step to add additional files.]

Attachments

Details

Attachment   Choose File   No file chosen

Description

Cancel   Save

Step 5: Once complete, Choose the file you wish to upload and add a description.

Mission Details
Training

« Return to List   Print PDF   Edit   Imagery   Support Mis