

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.

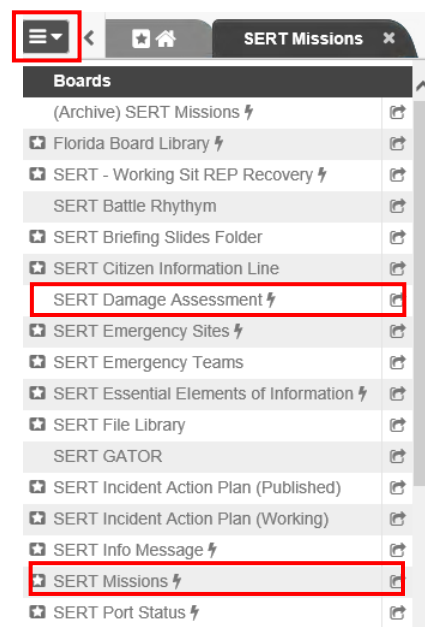


Figure 1: Boards Menu Options

Entering Initial Damage Assessments in WebEOC

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

- 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.

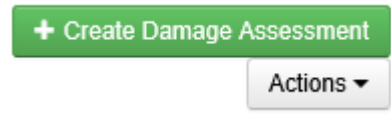


Figure 2: Create Damage Assessment

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

Step 2: A new window will open.

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

Property Type	Estimated	Major Damage	Minor Damage	Affected	Dollar Loss	Flood Insurance (%)	Other Insurance (%)	Owned (%)	Rented (%)	Secondary (%)
Single Fam Homes	0	0	0	0	0	0	0	0	0	0
Multi-Family Homes	0	0	0	0	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0	0	0	0	0
Business / Industry	0	0	0	0	0	0	0	0	0	0
Non-Profit Orgs	0	0	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	0	0	0	0	0	0

- **Part 2: Public Assistance** (Includes eligible non-profit facilities) (Cumulative Damages)
 - 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.

Type of Property	Estimated Dollar Loss	Insured (%)
Category A (Debris Removal)	0	0
Category B (Emergency Protective Measures)	0	0
Category C (Roads and Bridges)	0	0
Category D (Water Control Facilities)	0	0
Category E (Public Buildings and Equipment)	0	0
Category F (Public Utilities)	0	0
Category G (Parks and Recreation Facilities)	0	0

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

Additional Comments

URL

Cancel


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

Attachments	+ Add Attachment
Attachment	Description

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,  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.**

+ New Mission

Order Information

Title *

Purpose *

Lifeline *

Description *
(describe what you're trying to accomplish)

Is this a Resource? * Check this box if this mission is a resource.

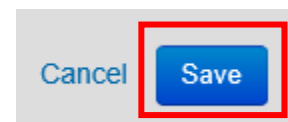
Date/Time Needed *

- 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.

+ New Mission

Order Information

Title*

Purpose*

Lifeline*

Description*
(describe what you're trying to accomplish)

Is this a Resource? Check this box if this mission is a resource.

Date/Time Needed*

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

Contact Information

Primary

Use my contact info

Name*

Phone*

Alt Phone

Email*

Secondary

Use my contact info

Name

Phone

Alt Phone

Email

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

Location / Delivery Information

Address

Region/County*
 /

Address
Street / City / FL /
ZIP [Map](#)

Delivery Instructions

On-Scene Point of Contact

[Use my contact info](#)

Name

Phone

Alt Phone

Email

- 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.

Mission Authorization

Authorized Representative's Name*

Authorized Representative's Title*

Authorized Representative's Email*

Authorized Representative's Phone*

By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission

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

Cancel

Save

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.

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 No file chosen

Description

Cancel

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

Mission Details

Training

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