

BAXTER COUNTY, ARKANSAS
DAMAGE ASSESSMENT

ANNEX K

I. PURPOSE

To establish procedures for assessment and reports of damages to public and private properties resulting from disasters which could affect Baxter County.

II. SITUATION

- A. During the recovery phase of a disaster, the county will conduct a systematic analysis of damages to public and private property that estimates the extent of damages based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage.
- B. When a disaster occurs it could result in a Presidential Declaration. A damage assessment of public and private property will be required for each affected political subdivision in the county to determine the extent of damages. Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery mode.

III. ASSUMPTIONS

- A. The county will continue to be exposed to various hazards resulting in damage to property both public and private.
- B. Damage will be assessed by pre-arranged teams of local resource personnel.
- C. Promptly implemented, this plan will expedite relief and assistance for those adversely affected.

IV. CONCEPT OF OPERATIONS

A. Initial Assessment

Local government officials will conduct an initial damage assessment using all available resources (fire, police, etc.) as soon as possible following a disaster. Early identification of problems affecting the population will enable the Executive Staff to make prompt and efficient decisions concerning resources available and needed. This initial report will be submitted to the Baxter County Emergency Management Coordinator who in turn will advise the Arkansas Department of Emergency Management of the situation. If the disaster involves radiological materials, the Division of Radiological Health will also be notified.

B. Detailed Damage Assessment

Subsequent to rescue and damage limiting operations, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment survey reports will be consolidated and will be used as the primary instrument to provide information to the state and to request assistance from the state and subsequently the federal government if established criteria are met. The reports may also serve as the basis for receiving assistance from nonprofit, private relief organizations. Damage assessment survey reports should include:

1. Area - rural, urban or combination.
2. Debris - does it pose a health hazard, prevent access to homes, businesses, or block roads.
3. Death/Injury - final status.
4. Personal Property - estimate of extent of loss.
5. Economic Description - determine if area affected is low income, fixed income category.
6. Transportation Need - either public or private.
7. Availability of Local Resources - adequate equipment, material and manpower resources.
8. Emergency Food/Shelter - identify lodging and mass feeding requirements.
9. Impact - determine essential services, if any, affected.
10. Nature of Threat - describe threat to public health, safety and/or property.

C. Reports and Records

1. Survey Team Reports:

Each Damage Assessment Survey Team will collect field data. All reports will be forwarded to the Damage Assessment Coordinator in the EOC.

2. Public Assistance:

Local government is considered the first line of response for public assistance because it can respond immediately to a disaster situation. State and federal agencies will provide direct assistance when local government and other resources

available to the community are not able to handle necessary emergency work. Damage assessment of public facility damage and needs is essential to receiving state and federal assistance.

- a. Category A - Debris Removal. Priority is given to debris and wreckage clearance immediately necessary to save lives, protect public health and safety or to provide access for restoring essential public services. Other debris removal that can be justified in the public interest is accomplished as resources become available.
 - b. Category B - Emergency Protective Measures. Such emergency work is immediately necessary to save lives or to protect public health and safety or to protect property. Category B also includes special types of work as follows:
 - 1) Emergency Communications. Such assistance may be made available to supplement, but not replace, normal communications that remain operable.
 - 2) Emergency Public Transportation. Service may be provided in the disaster-affected area for persons who, as a result of a major disaster, have lost access to places necessary in order to meet emergency needs.
 - c. Permanent Work. This includes assistance to repair, restore, reconstruct, or replace eligible facilities, as they existed immediately prior to the disaster. Categories include:
 - 1) Road or street facilities
 - 2) Water control facilities
 - 3) Public buildings and equipment
 - 4) Public utilities
 - 5) Facilities under construction
 - 6) Private nonprofit facilities
 - 7) Other
3. Supporting Procedures: damage assessment record keeping is a vital activity when used as a means of supporting assistance requests and to substantiate and justify additional assistance requests that may develop as recovery actions are conducted.

Standard administrative procedures such as those listed below will support the activity:

- a. Accomplishment and retention of activity logs
- b. Accomplishment and retention of survey forms/ reports.
- c. Status boards.
- d. Retention of assistance requests.
- e. Detailed accounting of emergency fiscal expenditures.

D. Release of Assessment Information

Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the Damage Assessment Coordinator with the consent of local authorities only. Such information will be limited to that necessary to assist them in expediting the adjustment of claims. Accurate information will be provided to the EOC for necessary release to federal agencies in a timely and effective manner.

V. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. Damage assessment teams led by the Baxter County Assessor will report damage to the Damage Assessment Officer (County Judge) or the OEM Coordinator. Teams will consist of personnel as dictated by type of disaster.
2. Recall plans will be developed by department heads to return team members to their appointed place of duty after normal hours of operation. Alerting pyramids will be reviewed periodically for terminations and changes of address and telephone numbers.

B. Responsibilities

Chief Executive will be responsible for:

1. Organizing damage assessment teams.
2. Providing a team leader for each team activated during an emergency and/or disaster.
3. The next workday after termination of a disaster, provide a damage assessment team to conduct field surveys of all County/City property to determine the extent

of damages. The team conducting the field surveys will report their findings to the team assembled at the disaster sites.

4. Providing a facility for a damage assessment team to receive record and consolidate reports from citizens and the outside damage assessment teams.
5. Staffing the selected site with a damage assessment team at the beginning of the first working day after the termination of the disaster.
6. Providing the EM Coordinator with the location selected and telephone numbers in order that the broadcast and print media can disseminate the information to the public.
7. Providing preliminary and interim verbal reports of damage assessment to ES and selected government officials during the disaster or any time during the 24-hour period following the termination of the emergency and/or disaster.
8. Providing reports of damage assessment of county/city public property and private property of residents in the unincorporated areas of the county. These reports will be prepared in the format illustrated in Attachment 1 and delivered to the ES Damage Assessment Coordinator in the EOC within 24 hours after termination of the emergency and/or disaster.
9. Develop reconnaissance techniques and capabilities utilizing civilian volunteers that own crop dusting airplanes, helicopters, and/or other vehicles that can traverse large geographical areas rapidly.

VI. ADMINISTRATION

The administrative requirements for damage assessment will be coordinated with the Baxter County Clerk by the Emergency Management Coordinator.

Administrative advice and support relative to preparation of damage assessment forms and reports will be provided by the Arkansas Department of Emergency Management.

ATTACHMENTS:

1. Flash Report
2. Local Officials Emergency Report
3. Damage Assessment Emergency Response Checklist

ATTACHMENT 1

FLASH REPORT

NATURAL/MAN-CAUSED DISASTER

NAME AND TITLE OF PERSON REPORTING _____

ADDRESS _____ PHONE NUMBER _____

1. TYPE DISASTER _____ DATE/TIME OCCURRED _____

2. LOCATION _____

3. NUMBER OF PEOPLE: DEAD _____ INJURED _____

4. NUMBER OF RESIDENCES: DAMAGED _____ DESTROYED _____

5. NUMBER MOBILE HOMES: DAMAGED _____ DESTROYED _____

6. NUMBER BUSINESSES: DAMAGED _____ DESTROYED _____

7. UTILITIES OUT OF ORDER (Show Percent Out):

ELECTRICITY _____ WATER _____

TELEPHONE _____ GAS _____

8. OUTSIDE HELP ON SCENE (Place X in column if agency is present):

State Police _____	Corps of Engineers _____	Other _____
National Guard _____	Health Department _____	
Civil Air Patrol _____	Environmental Quality _____	
Social Services _____	Highway Department _____	
Salvation Army _____	Game & Fish _____	
Red Cross _____	Forestry _____	

9. SUMMARY OF EVENTS: _____

ATTACHMENT 2

LOCAL OFFICIALS EMERGENCY REPORT

1. (a) Jurisdiction involved _____ (b) Reporter _____
2. (a) Type of incident _____
(b) Date of occurrence _____
(Started) (Terminated)
- (c) Date/Time of first public warning _____
- (d) Local agencies on scene _____
- (e) State help requested /_/Yes /_/No Type Given _____
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3. PRIVATE SECTOR:

- (a) Deaths _____ (b) Injuries _____ (c) Hospitalized _____
- (d) Treated/Released _____ (e) Evacuated _____
- (f) Sheltered _____
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TOTAL DAMAGE ESTIMATES:

(g) Destroyed }	Homes	Apts.	Mobile Homes	Bus. & Ind. Bldg/Equip	Agri. Phys/Crps Livestock
	# _____	# _____	# _____	# _____	# _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(h) Damaged }	# _____	# _____	# _____	# _____	# _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(i) Insurance }	# _____	# _____	# _____	# _____	# _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(j) Businesses close: 1-7 days _____ 8-30 days _____ 30+ days _____

(k) Unemployment: 1-7 days _____ 8-30 days _____ 30+ days _____

4. PUBLIC FACILITIES: (a) Roads (mi.) _____ (b) Bridges # _____
 (c) Culverts # _____ (d) Dams # _____ (e) Levees # _____
 (f) Channels # _____ (g) Buildings # _____
 (h) Supplies/Inv. \$ _____ (i) Veh./Equip. #/\$ _____
 (j) Utilities: Water \$ _____ Sewer \$ _____ Electric \$ _____
 (k) Effects: _____

ESTIMATED COSTS	PRIVATE	AGRICULTURAL	PUBLIC
(l) Debris Clearance	\$ _____	\$ _____	\$ _____
(m) Emergency Measures	\$ _____	\$ _____	\$ _____
(n) Protective Measures	\$ _____	\$ _____	\$ _____
(o) Road/Bridge	\$ _____	\$ _____	\$ _____
(p) Buildings/Equipment	\$ _____	\$ _____	\$ _____
(q) Special Services	\$ _____	\$ _____	\$ _____
(r) TOTALS	\$ _____	\$ _____	\$ _____

5. Special Problems: _____

6. (a) Emergency declared (date) _____

(b) State emergency requested (date) _____

7. Supplemental Information to Support Request for State/Federal Assistance:

(a) Total Assessed Value \$ _____

(b) Budget: General Fund \$ _____

Roads and Bridges \$ _____

(c) Demographic: Population _____ Minority _____%

Unemployment _____%

Average per Capita Income \$ _____

Major sources of income _____

Road miles FAS _____ Non-FAS _____

Number of families isolated due to road/bridge damage _____

Number of families without utilities due to disaster _____

School bus route closed # _____

Mail routes closed # _____

Other appropriate information: _____

ATTACHMENT 3

DAMAGE ASSESSMENT
EMERGENCY RESPONSE CHECKLIST

Position/Organization

PREPAREDNESS PHASE

DAMAGE ASSESSMENT COORDINATOR

_____ Form key Damage Assessment Advisory Group comprised of representatives from:

_____ City/County Engineers

_____ Building Inspection

_____ County Road Department

_____ City Streets Commission

_____ Public Works

_____ ASCS

_____ County Extension Agent

_____ Red Cross

_____ Emergency Management

_____ Develop procedures and guidelines for an initial damage assessment and system for reporting results to the EOC

_____ Develop procedures necessary to accomplish detailed damage assessment

_____ Recruit volunteer groups for Damage Assessment Survey Teams

_____ Coordinate training with Red Cross for damage assessment courses

_____ Implement damage assessment training for volunteer groups in coordination with Red Cross and Emergency Services

_____ Insure EOC has current detailed maps available of the county and all cities and villages (to include capability of reproducing maps for field teams)

DAMAGE ASSESSMENT COORDINATOR

- _____ Develop and maintain damage assessment status boards in the EOC
- _____ Provide Chief Executive Group with periodic damage reports and assessment analysis
- _____ Recruit Damage Assessment Support Staff for the EOC
 - _____ Recorders
 - _____ Analysts
 - _____ Plotters
- _____ Identify and maintain listing of critical facilities

RESPONSE-PHASE

DAMAGE ASSESSMENT COORDINATOR

- _____ Notify Damage Assessment Survey Teams and other agencies with damage assessment responsibilities
- _____ Assign EOC Damage Assessment Analysis Staff
- _____ Consolidate initial reports and define perimeter of disaster area
- _____ Brief local emergency services of initial damage assessment procedures and requirements
- _____ Ascertain safety of affected areas prior to sending field teams in for damage assessment
- _____ Assign Damage Assessment Survey Teams to specific survey areas
- _____ Coordinate and compile damage reports from Damage Assessment Teams (private, public, and agricultural and advise EOC Executive Staff)
- _____ Forward initial Damage Assessment Report to the State EOC

- _____ Advise Executive Group of debris/damages hampering emergency rescue on lifesaving and priority response activities
- _____ Coordinate requirements and procedures for detailed damage assessment with Arkansas Department of Emergency Management
- _____ Train and assign personnel to assist in collecting damage reports at the EOC
- _____ Coordinate inspection of buildings for habitability and safety with State Fire Marshall
- _____ Assist with the posting of condemned buildings and unsafe areas
- _____ Collect missing persons information and submit reports

RECOVERY PHASE

DAMAGE ASSESSMENT COORDINATOR

- _____ Activate key Damage Assessment Advisory Group
- _____ Compile priority list for emergency repairs based on damage survey and submit to Executive Staff
- _____ Identify requirements for debris removal and advise Public Works Officer
- _____ Determine impact of damaged public roads, bridges, etc. to the community and coordinate possible alternate routes with law enforcement
- _____ Determine impact of damaged utility service to community and specify need for emergency system until repairs are complete
- _____ Assist in Hazard Mitigation Study
- _____ Support Damage Information Center damage survey efforts
- _____ Consolidate survey reports to support assistance requests to state
- _____ Coordinate support for state and federal Public Damage Inspection Teams
- _____ Assist in preparation of requests for state and federal assistance
- _____ Finalize missing persons information and submit final report