

# DAMAGE ASSESSMENT FORMS PACKET

## Oklahoma Department of Emergency Management

Year after year, disasters claim their toll in both lives lost and in properties damaged. The potential for damage is growing as property values increase, populations shift, and the economic interdependence between businesses, communities, and government grows. The ability to respond to disaster and major emergency events in a quick and effective fashion, alleviate human suffering and return a community to a sense of normalcy, depends directly upon the ability of Federal, State, and local government agencies and jurisdictions to act in concert in the effort. It is essential that local and State government agencies be able to evaluate the impact of a disaster in order to effectively plan and implement strategies to meet the expectations and needs of a community following these events. This packet is being provided to assist those agencies with a standard method by which damages can be assessed and reported as part of their disaster and emergency intelligence function. The Oklahoma Department of Civil Emergency Management provides instruction for local communities on the damage assessment process. These courses should be referenced for specific instructions on planning, staffing, and conducting the process. The following instructions are provided to assist the user with completing the forms in this packet:

### STRUCTURAL DAMAGE ASSESSMENT FORM (OEM Form DA-1)

All structures are evaluated in two areas: type of structure and degree of damage. Structure types are categorized as:

- Single Family Dwelling (symbol “S”), which would be an individual housing unit generally occupied by one family
- Mobile Home (symbol “M”), which is movable housing used as a permanent residence generally occupied by one family. Also referred to as a “trailer home.”
- Apartment or Condominium (symbol “A”), which is a structure unit within a larger building that has an individual address and accommodations.
- Public Building (symbol “P”), which is a building in which public business is conducted. Examples include schools, churches, recreation buildings, and civic centers.
- Business Building (symbol “B”), which includes any building in which business or commercial enterprise is conducted. Examples are stores, industrial facilities, and office buildings.

The degree of damage a structure has sustained is categorized as follows:

- Affected (Category “0”) Structure currently habitable. Cosmetic damage e.g. missing shingles. Generally less than \$100 in damage. 0 to 6 inches of water in a single-family dwelling.
- Minor (Category “1”) Structure currently uninhabitable. Will require minor repairs to be made habitable. 7 to 24 inches of water in structure and 0 to 6 inches of water in a mobile home.
- Major (Category “2”) Structure currently uninhabitable. Will require major repairs to be made habitable. 25 to 47 inches of water in a single-family dwelling or apartment. 7 to 23 inches of water in a mobile home.
- Destroyed (Category “3”) Structure permanently uninhabitable. Cannot be repaired. 48 or more inches of water in a single-family dwelling or apartment. 24 or more inches of water in a mobile home.

At the top of the form are general questions which identify the reporting jurisdiction by city and county; the type, date, and time of the event; the date and time of the assessment; the first and last names of the assessment team members; and the street name or other location. One form is completed for each street in the damage area. The middle section of the form is where the information about the damage is recorded. The street number should be entered in the left-hand column. If there is no street number or other reasonable way to describe location available, enter how far the structure is from the nearest intersection or known point. The next columns are used to code the type of structure and degree of damage. For example if you have a Mobile Home that has major damage, you would place an "M" under the "2" column.

The comments field is there to make any notes you wish. The columns on the right-hand side of the form need not be filled out in the first assessment. However, the information should be obtained as soon as possible in subsequent surveys. It is important to ascertain if the owner occupies the structure and in the cases of residences, if it is the primary residence. This will assist the State with determining what assistance programs may be applicable. It is also important to note if the property is insured. If National Flood or Property and Casualty insurance is carried place a check mark or "x" in the appropriate column. If no insurance is carried place a check mark or "x" in that column.

The total number of damaged structures should be summed by category and degree of damage using the block in the lower left- hand corner of the form. For example, if there were 5 single-family dwellings destroyed on this form, a "5" would be entered on the "S" line under the "3" column. If the total number of structures on the form with minor damage was 7, a "7" would be entered on the Page Total line under the "1" column.

## STRUCTURAL DAMAGE ASSESSMENT SUMMARY WORKSHEET (OEM Form DA-2)

The totals from the lower left-hand block on each OEM Form DA-1 should be summed on this worksheet and the OEM Form DA-2 transmitted to the State Emergency Operations Center (EOC) as soon as possible. The Fax Number of the State EOC is 405-521-4053.

## INFRASTRUCTURE DAMAGE ASSESSMENT FORM (ODCEM Form DA-3)

This form is used to record damage to the public sector infrastructure. A separate form should be used for each damage site. Information concerning the owner/operator should be entered as well as the date and time of the assessment. A site name and geographic location that can easily be related to a map should be entered. The “use category” block of the form corresponds to the categories of eligible work under State and Federal Public Assistance programs. The category most accurately describing the function of the site should be circled.

The site must then be described in quantitative terms in the “Description of Damages” section. This is one of the most important entries on the form. For example, Asphalt roadway 24 feet wide by 50 yards long washed away at an average depth of 9 inches. This describes the scope or magnitude of the damage more clearly than an estimated repair cost.

The impact this damage has on the community should then be entered. Everything that is impeded, threatened, or prevented should be entered. The estimate duration of the disruption and assistance required for recovery should be entered.

Occasionally temporary repair work will have begun when the assessment team looks at a site. If this is the case, an estimate of the percentage of repair work already completed should be entered on the appropriate line.

All forms relating to infrastructure damage should be compiled and transmitted to the State EOC as soon as possible.