

DAMAGE ASSESSMENT ANNEX

Overview and Administration

From the moment a major emergency or disaster occurs, an information process is set in motion which continues from the time of impact to the final stages of recovery and reconstruction. Part of that information process has come to be known as “damage assessment”. It has become a widely used and often misinterpreted term for a series of evaluations to be performed during an emergency.

Damage Assessment is integrated into the total emergency management system. It is not a separate information system. The Damage Assessment Continuum on page 5 shows an overview of the relationship between the phases of damage assessment, the activities performed and the forms being used in the EOC and Operational Area.

Purpose

This plan is intended to provide a framework for a coordinated effort to assess damage to infrastructure, public property, and private property in Larimer County following a disaster. It augments the county’s Emergency Operations Plan, EOC Operating Procedures, and the Recovery Plan.

Damage assessment information will aid Incident Commanders and the EOC in prioritizing response activities and allocating resources immediately following an event. Damage assessment information will also be necessary to determine if additional support is needed from regional, state, or federal sources. If additional support is needed, the county’s damage assessment efforts would support state and federal processes required for a presidential disaster declaration, and would document the county’s claims following a declaration.

The purpose of the Damage Assessment Annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster. This system must meet the needs of the community and meet disaster declaration needs consistent with state and federal criteria.

Objectives

The objectives of this Plan are:

- to determine the nature and extent of damage for proper prioritization and resource allocation immediately following an emergency or disaster
- to provide on-going dissemination of information during an emergency or disaster detailing the situation, location, nature and extent of damage, and to determine priorities and requirements for deployment of resources and personnel in an affected area
- to establish procedures for completing a coordinated damage assessment within

Larimer County

- to determine the types of federal/state assistance needed
- to document and support requests for assistance
- to assist with short- and long-term recovery goals

Situation

Several hazardous conditions exist within Larimer County which have the potential to cause loss of life, inflict injury, or cause extensive property damage. A hazardous incident may be slow-building, or instantaneous. It may be localized (Larimer County) or regional in nature, impacting multiple counties. These incidents are detailed within Larimer County's Threat, Hazard Identification and Risk Assessment (THIRA) as part of the Hazard Mitigation Plan. If a hazardous incident were to occur, a planned assessment and reporting procedure is essential for effective response and recovery operations.

A disaster, regardless of hazard, requires an accurate assessment of the actual effect on population and property. Such an assessment defines the severity and magnitude of loss and directs attention to the mobilization of human and material resources necessary to cope with the situation. Additionally, any county assistance request must be based on a firm, aggregate community damage/loss estimate.

Assumptions

- This Annex is designed to be used in a major incident with massive damage. Under these circumstances, it must be anticipated that normal operations of the county, cities, special districts, and other response agencies will be altered in order to do the most good for the most citizens in as little time as possible.
- While the initial response to a disaster will come from resources within this community, state and federal disaster assistance may be required at some time during any given incident.
- A major incident will not only overload the 9-1-1 Dispatch Center, but also law enforcement and fire communications. All communication systems (e.g., landlines, cell phones, and internet), with the possible exception of satellite telephones and amateur radio, may be inoperative or provide minimal usage.
- A disaster of any magnitude will have a significant impact on transportation. Transportation blockages not only delay the ability to respond to the situation, but also the ability to assess the situation.
- A major disaster will have a significant and varying impact on all Larimer County infrastructures. Disruptions are to be expected, and could result, either directly or

indirectly, in situations that threaten life and property.

- The resources available for use during the damage assessment processes is dependent upon the time of day, day of the week, and even the time of the year in which the incident occurs.
- Larimer County or other local EOCs may or may not be activated at the time the damage assessment process is initiated.
- The ability of emergency response agencies to perform a Rapid Needs Assessment (RNA) accurately and within the first few hours after a disaster is critical in responding to life-threatening situations and imminent hazards that may impact the community. The RNA will provide officials with the information necessary to prioritize response activities, determine available resources, allocate resources, request mutual-aid, and request state and federal assistance.
- The ability of jurisdictions to perform a coordinated Preliminary Damage Assessment (PDA) within the first week following the disaster is a critical step in requesting state and/or federal assistance, and is necessary in requesting a Presidential Disaster Declaration.

Concept of Operations

Emergency Planners have long recognized that one all-encompassing term, such as “damage assessment” does not adequately describe the various types of damage assessment tasks being performed or the time during which they occur. The term is used to describe several distinct activities conducted at different times and for different purposes. This Annex identifies four (4) phases in the damage assessment process and the actions taken during each phase.

- Rapid Needs Assessment (Needs Assessment)
- Initial Damage Assessment (Initial Assessment)
- Joint Preliminary Damage Assessment (Combined Loss Verification)
- Recovery Assessment

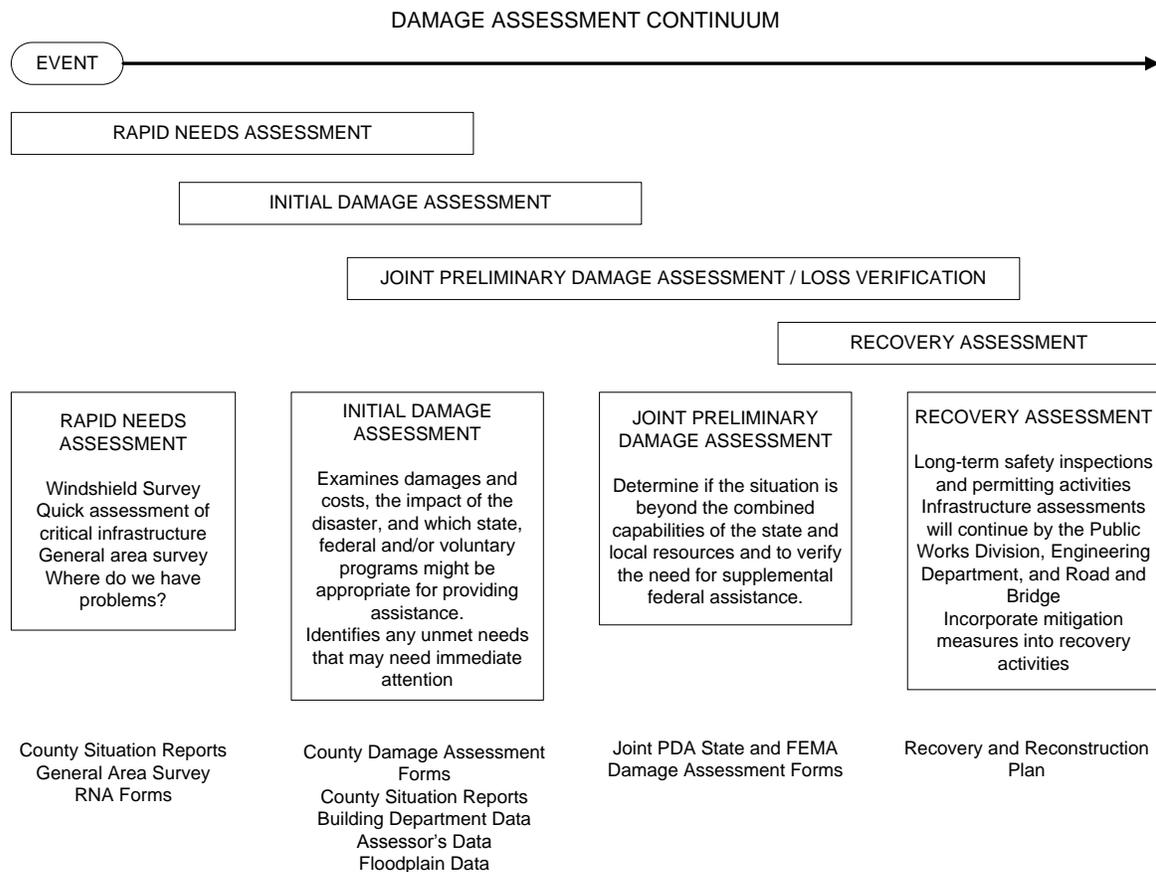
Rapid Needs Assessment (RNA) is a systematic approach designed to determine the nature and extent of life safety and damage to critical facilities within the first few hours of a catastrophic event, or as soon as responders and field personnel can enter the area. Its purpose is to rapidly prioritize primary or first responder personnel to respond to issues which are critical in nature, such as life safety and rescue. Additionally, the RNA allows for easy reporting to the EOC on critical infrastructure needs, and large-scale damage, allowing the EOC to acquire necessary resources to meet the disaster needs.

Initial Damage Assessment (IDA) is the ongoing evaluation of buildings and infrastructure to determine the extent of damages sustained within the county. The process allows for quick decision making when determining the ability to use and occupy major critical facilities, (e.g., hospitals, fire stations, etc.). It also provides a means for assessing an estimated monetary figure of sustained damages, which enables the County to potentially capture state and federal support and funding for the loss or inability to occupy the facility. Some Damage Assessment will occur during the Rapid Needs Assessment phase, but at a higher level than is required at this level.

Joint Preliminary Damage Assessment (PDA) - is a joint assessment used to determine the magnitude and impact of an event's damage. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs. The state uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

Recovery Assessment – is the assessment used to determine short- and long-term recovery needs within Larimer County, and to outline the priorities for restoration.

Because each of above phases or elements overlap to some extent, the damage assessment process has been labeled the “Damage Assessment Continuum”. Each element of the Damage Assessment Continuum has different components, time frames and reporting forms. The various components, when assembled, produce the “damage assessment” picture.



Rapid Needs Assessment: 0-48 hours

Rapid damage assessment, also known as the “windshield survey” holds life safety first and foremost. It provides the first description of the extent of damage following a destructive incident. During this phase, the focus is on quickly gaining situational awareness of damage, particularly critical infrastructure damage, major structural collapses or mass casualty sites, and an overall assessment of which areas of the county have sustained the most damage. The RNA is the basis for developing the incident action plan for the first few operational periods, and prioritizing assignments for the Initial Damage Assessment phase.

The RNA windshield survey is designed to:

- Confirm the reported emergency and estimate the overall magnitude of the damage.
- Identify, characterize and quantify populations at risk in the disaster, injured personnel or displaced.
- Identify and classify type of damage.
- Identify access routes and the levels of entry into the affected areas
- Identify damage to critical buildings, infrastructure/facilities.
- Estimate the extent of the damage.
- Identify existing and potential threats.

During the RNA phase, the Larimer EOC will rely in large part on information provided by emergency responders who are on-duty when the incident occurred, self-deploying damage assessment teams, media reports, information in the computer-aided dispatch (CAD) system, social media, and information from municipal partners and special districts.

The basic concept of the RNA is to do the most good, for the most number, with the fewest resources, in the least time. To accomplish this purpose, certain policies must be implemented and followed. It is critical to determine a fairly accurate overview of the full extent and nature of the situation to ensure the most beneficial and effective decisions be made regarding incident priorities, deployment of available resources, and the request for additional outside resources.

RNA Checklist:

- Larimer EOC will be activated and EOC members will report.
- EOC public information staff will monitor traditional and social media forums and gather critical situation status information. They will provide this information to the Planning Section.
- EOC Planning Section will begin collecting information from Incident Command, municipalities, special districts, CAD, WebEOC, and public safety radio, including amateur radio if needed.
- Information from damage assessment teams will generally be in a standard format (Damage Assessment Forms) that will roll up to state damage assessment summary forms, located in WebEOC. Information from other sources may be incomplete. The Planning Section will compile all information and complete the forms as much as possible.
- Planning Section will develop the first situation status report; this report will be updated regularly throughout the incident, according to EOC Planning Section procedures for situation status reporting.
- EOC Planning Section GIS Unit will map rapid needs assessment information according to section procedures.
- On-duty responders will report life safety hazards and damages to the 911 Communications Center or the EOC Planning Section.
- All county personnel working in the field following an incident will also report life safety hazards they observe in the course of their work, calling 911 if lives are in immediate danger and phones are working, and otherwise contacting the EOC. Employees may also report other significant damage they observe if time and resources allow.
- County employees will not tag any structures as safe or unsafe without also reporting their assessment to the EOC.
- Volunteers with unknown qualifications may take it upon themselves to mark buildings as safe or unsafe to occupy. The County will not remove these markings without inspecting the building. However, these markings will not be considered official as the inspector may not have been qualified to make a determination.

- It may be necessary to utilize other resources to obtain a comprehensive assessment of the impact and magnitude of the event. Aerial assets are available through Civil Air Patrol, the Colorado National Guard and private contractors to conduct fly-overs of damaged infrastructure.

Initial Damage Assessment: 48 hours to 2 weeks

The initial damage assessment phase yields the information required for an IDA report to the state. The IDA is the first step in applying for federal assistance. Information collected during the initial damage assessment phase is more detailed than information from the rapid needs assessment phase. Information from the RNA will be used to prioritize areas of need during initial damage assessment. Whenever possible, safety inspections and assessments of the extent of damage for the IDA will be completed simultaneously.

The county will complete detailed assessments of all damaged county facilities. The Larimer EOC will provide avenues for the public to report damage to homes and businesses. Assessment of financial losses other than building damage (e.g. cost of emergency protective measures) will be calculated at the EOC and included in the IDA Summary Report.

- IDA processes will be established within the Larimer EOC as part of the Planning Section.
- The Damage Assessment process must be coordinated with various internal and external partners and stakeholders to decrease redundancy and maximize efforts.
- The EOC, in conjunction with the Incident Command Post, will sector maps according to geographic area and access for ease in damage assessment reporting
- An assessment, verification and placarding system will be established prior to teams being deployed into the field
- All Damage Assessment Teams will conform to the Personal Protective Equipment (PPE) requirements of the incident as determined by Incident Command
- The EOC Planning Section GIS unit will support the Damage Assessment Team by providing maps with sectors and damage areas
- The Damage Assessment Team will review situation status reports from the Larimer EOC and other information in WebEOC, and attempt to contact facility managers at pre-identified critical infrastructure. Based on this information and the incident objectives, the Damage Assessment Team will tie in with Incident Command to deploy teams to inspect damaged facilities, beginning with critical infrastructure.
- Teams will perform safety inspections and collect the additional data needed for the IDA forms.
- If necessary, the county may request additional personnel from around the region and the state via resource request, to support damage assessment. Trained inspectors or other qualified personnel identified by the county will lead each team. The Larimer EOC will arrange just-in-time training for these personnel if necessary.
- All damage assessment field teams will report data to the Planning Section for inclusion in regular Situation Reports for the EOC. This information will then be provided in

WebEOC to provide situational awareness for local and regional partners and state agencies.

- EOC Planning Section Situation Unit will collect information and use it to populate an IDA Summary Report for the county, categorize damages eligible for Public Assistance and Individual Assistance using damage summary forms provided by the state, and provide input to situation reports. The Situation Unit may supplement field data with information from county data or other published estimates of value to estimate building values and provide estimates of loss to the Finance Section.
- EOC GIS Unit will continue to produce updated maps of damage.
- EOC Finance Section will collect costs for temporary protective measures, emergency work and debris management from the ICP and other partners, combine them with EOC costs and monetary estimates of damage from the Planning Section (Situation Unit) and use these to complete the IDA Summary Report.
- Homeowners, businesses, and public entities may be encouraged to complete and submit an initial assessment of financial damage to their property. This is most likely in a large-scale event where the demand for damage assessments and safety inspections exceeds the number of available inspectors.
- EOC PIO or designee will provide information on where to obtain damage assessment forms and how to submit them. The EOC may accept reports from the public via the Internet, via telephone, or at a community field office coordinated by the Larimer EOC.
- EOC public information staff will monitor traditional and social media forums and gather critical situation status information. They will provide this information to the Planning Section.
- Information submitted by the public will be directed to the EOC Situation Unit to be reviewed and included in overall damage assessment and situational awareness documents.

Joint Preliminary Damage Assessment (PDA): typically occurs 2-3 weeks following the event, takes 3-5 days to complete

A joint PDA, also known as Loss Verification, is conducted when the initial damage assessment indicates per-capita thresholds for Public Assistance or Individual Assistance grants have been met. State OEM and FEMA jointly conduct the PDA with Larimer County, visiting and assessing damages reported. FEMA uses the information from the PDA to decide whether a presidential disaster declaration is warranted. The PDA also informs further response activities by providing information to local, state and federal responders on unmet needs that may require immediate response, and to forecast staffing levels, space requirements, technical and other resources necessary to ensure proper management of disaster recovery operations.

Larimer County's PA threshold for federal fiscal year 2014 was \$1,066,683 based on a population of 299,630. The state threshold was \$7,091,166 based on a population of 5,029,196. Both thresholds must be met in order to qualify for a Presidential Disaster Declaration under the Public Assistance program within the Stafford Act. If these thresholds are clearly exceeded,

the county should proceed with damage assessment activities (RNA and IDA), but expect that the joint PDA may follow soon after the event (without several weeks of damage assessment). In that case, federal assistance will be available to complete many of the tasks described, for example, FEMA will accept damage reports directly from the public and is likely to provide staff to support damage assessment and safety inspection teams.

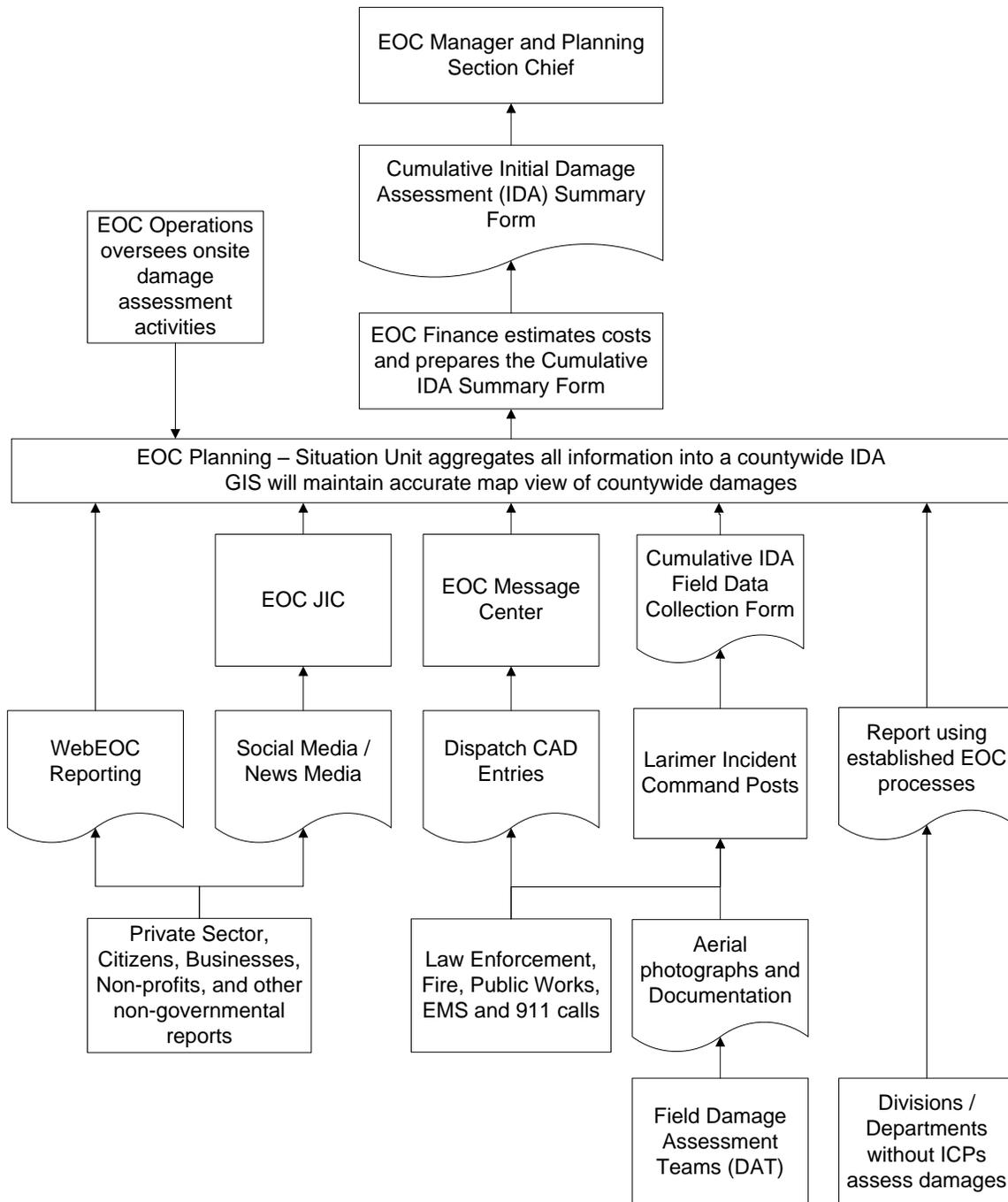
- The Larimer EOC will coordinate with State OEM, and FEMA to arrange site visits of damaged areas in the county.
- The EOC Planning Section/Situation Status Unit will help to develop routes and information to accompany the site visits and will provide a county liaison.
- EOC Planning Section/GIS Unit will support the site visits with maps of damage within the City.

Recovery Assessment

In the Recovery Assessment Phase, long-term safety inspection and permitting activities will transition back to the Community Planning and Development Division, which includes the Building Department and other authorities for Larimer County. Infrastructure assessments will continue to be completed by the Public Works Division, Engineering Department and Road and Bridge.

- The Building Department will continue to inspect damaged buildings upon request of owners, and to issue permits for occupancy or demolition.
- All damages must be identified within 60 days of the declaration (even if the extent is not known or is adjusted later.)
- County OEM will work with FEMA liaisons to complete and document approved recovery projects.
- Staff within each affected department/division will be assigned to manage each recovery project.
- Approved recovery projects must evaluate and incorporate mitigation measures where possible; FEMA will advise on recommended measures to consider.
- Emergency work must be completed within six months (a six month extension is possible).
- Permanent work must be completed within 18 months (a 30 month extension is possible).

Information Flow for Damage Assessment Reporting



Establishing Priorities

This plan identifies which facilities, services, and/or infrastructure should be included during each damage assessment phase after an event. The distinction is whether they are “critical” to responding to an emergency or disaster (i.e., life safety, property and environmental protection), or if they are “essential” to the continued delivery of key government services, or may significantly impact the public’s ability to recover from the emergency.

For those identified as critical or essential, the facility or infrastructure is given a priority rating of 1 or 2. If determined not to be a critical or essential structure, but one that would need to be assessed, the facility is listed as a Priority 3. The priority ratings are used in determining the order in which it will be assessed.

Priorities are identified as listed below:

Priority 1 – Critical to response and recovery activities. These are rated as a Priority 1 because law, fire, EMS, and public works cannot respond if their own facilities and equipment are damaged. This also includes the “critical” transportation infrastructure system. If responders do not know which routes are open, they will be unable to respond effectively. Priority 1 facilities are assessed immediately following a disaster, with responders self reporting directly to the Incident Commander or to the 9-1-1 Communications Center for life safety issues. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any method available to the Incident Command Center, Dispatch or the EOC. Priority 1 facilities include:

a) Critical Response Agencies and Facilities

- Emergency Operation Centers (Cities, County, Special Districts)
- 9-1-1 Communication Centers
- Fire Stations and/or Command Centers
- Government Administration Buildings (Courthouse, Sheriff’s Office, etc.)
- Hospitals
- Public Works Facilities / Fleet Facilities / County Fueling Stations

b) Transportation Routes – Primary (emergency routes for life safety)

- Bridges or Overpasses
- Roadways – City, County, & State
- Airports

Priority 2 – Related to life-safety and lifeline services, high occupancy structures/locations, at-risk populations, schools and other essential lifelines such as utilities). These facilities are not always occupied and may not be assessed during the RNA phase if the disaster occurs when the buildings are not occupied (i.e. nights and weekends). Priority 2 facilities are assessed immediately following the RNA of Priority 1

areas and may either self report directly to the EOC or be assessed by law, public works, and/or other response agencies. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any communication method available. Some Priority 2 facilities may be assessed at the same time as the Priority 1 facilities if their geographical location allows. Locations with high density or at risk populations are Priority 2 facilities due to residential access and functional needs possibilities, high numbers of residents and minimal unit storage space for supplies that promote self sustainability. Priority 2 facilities include:

- a) Schools (public, private, charter, etc.)
- b) Universities (CSU, Front Range Community College, AIMS, CCU)
- c) Institutional Occupancy Facilities
 - Correctional Facilities (adult and juvenile)
 - Retirement Centers
 - Senior Apartment Complexes
- d) Essential Lifelines - Utilities
 - Electric Providers
 - Gas Providers
 - Sewer Providers
 - Telephone Providers
 - Wastewater Treatment Plants
 - Water Providers
- e) Health and Medical Facilities (other than hospitals)
 - Alzheimer's & Dementia Care Facilities
 - Assisted Living Facilities
 - Skilled Nursing Homes
 - Urgent Care Facilities / Surgical Clinics / Major Medical
 - Residential Behavioral Health Providers
- f) Assembly and High Occupancy Facilities
 - Apartments & Condominium complexes
 - Homeless Shelters
 - Mobile Home Parks
 - Designated Shelters (on file with OEM and ARC)
 - Animal Shelters / 24-Hour Veterinary Hospitals
 - Government Buildings (Libraries, Fairgrounds, etc.)
 - High Rise Facilities
 - Shopping Malls
 - Theaters

Priority 3 – These are facilities essential to the continued delivery of key services, including those which have the potential to significantly impact the public’s ability to recover from the emergency. Priority 3 facilities are assessed immediately following the assessment of Priority 1 and 2 facilities. Some Priority 3 facilities may be assessed at the same time as the Priority 1 and 2 facilities if their geographical location allows. Priority 3 facilities may self assess or be assessed by law and/or public works personnel. Assessment of Priority 3 facilities may take several days to assess and should not cause a delay in reporting essential life safety information. Priority 3 facilities include

a) Community Resource Providers:

- Senior and Recreation Centers
- Food Banks
- Gasoline Stations
- Grocery Stores
- Hardware Stores
- Newspapers
- Pharmacies
- Restaurants

b) Public Service Providers

- Housing Authorities
- Transit providers
- VOAD Organizations

c) Businesses

d) Transportation Routes – Secondary

e) High Risk HAZMAT Locations

- TIER II Reporters

Priority 4 – This includes all areas not previously assessed, such as public and private buildings within the damage area, residential structures, and open lands. This priority level is managed through the EOC in the Damage Assessment Unit of the Planning Section.

Damage Assessment Tools

Employees and/or volunteers of the county, cities, special districts, and other response agencies will be issued simplified RNA and IDA forms with priority facilities, services, and infrastructure prior to an emergency or disaster. These forms will be used to collect information during an emergency or disaster, and will then be submitted directly to the EOC utilizing the most effective communication method available. The affected jurisdictions must report disaster damage to their local emergency management agency (municipal, special district, school,

University, hospital, etc), which in turn documents the information on specified forms and sends it to the Larimer County EOC for inclusion into the overall damage reports.

The Governor only has 30 days from the date of the incident to ask for a major disaster declaration. Consequently, damage information must be received at the Colorado State Office of Emergency Management as soon as possible. Before the state can request a Presidential Disaster Declaration, an Initial Damage Assessment must be completed.

At least two personnel within the EOC will be assigned to the Damage Assessment Unit within the Planning Section and equipped with computers, phones, and appropriate radios to collect and coordinate damage assessment information. At least one GIS personnel within the EOC will be assigned to the Damage Assessment Unit within the Planning Section and equipped with the appropriate computer to assist in collection and dissemination of damage assessment information. Additionally, the Larimer EOC will provide appropriate staff in the Planning Section to perform necessary support functions.

Use of Damage Assessment Data

There are several important uses of the information gathered during the RNA process. Initially, the on-scene Incident Commander (IC) uses the information gathered to make initial planning, life-safety, and strategy decisions. Once the EOC has been activated and coordination and policy staff have gathered, they use the information to assess the situation, make policy determinations, and formulate effective and realistic goals. At all levels, relevant and accurate information is essential for effective decision making.

Information gathered during the RNA and the IDA processes will be collated for submission to Colorado State Office of Emergency Management in support of the request for a Governor or Presidential Disaster Declaration.

Direction and Control

This section provides general guidance for the management and implementation of this Plan. The direction and control of the countywide rapid and damage assessment effort will originate in the Larimer County EOC, with coordination from other participating agencies. Larimer County Office of Emergency Management (OEM), in coordination with municipalities, fire agencies, the Sheriff's Office and other participating agencies, is responsible for development and maintenance of this Plan. All participating agencies will provide resources and personnel to support rapid and initial damage assessment operations as resource availability allows. Personnel assigned damage assessment responsibilities will remain under the control of their own department and/or agency, but will function under the technical supervision of the Damage Assessment Unit Leader (Plans Section) during disaster conditions.

Organization and Responsibilities

The primary responsibility for collection of damage assessment information resides with the EOC Damage Assessment and Situation Unit staff within the Planning Section of the EOC.

The Larimer County Office of Emergency Management (OEM) will:

- Ensure procedures for relaying information on damages to the EOC are in place and tested regularly.
- Ensure the proper equipment is in place to perform damage assessment operations.
- Activate the EOC if necessary and ensure a Damage Assessment Team Leader is assigned in the EOC and that the Damage Assessment Unit is adequately staffed, if necessary.
- Designate an individual to serve as the Damage Assessment Team Leader, who will be responsible for coordinating all damage assessment activities in Larimer County for a disaster, including local, state and federal activities. This person will also be responsible for maintaining a central repository of copies of all damage assessment documents developed relative the disaster, laying the foundation for a coordinated recovery effort.
- Facilitate briefings between the Damage Assessment Team and the Policy Group at each stage of the damage assessment process.
- Coordinate damage assessment activities, as necessary during emergency conditions.
- Ensure that lines of communication are established with all participating agencies and that damage assessment information is being collected and reported to the EOC during an emergency or disaster.
- Ensure all damage assessment reports are completed and filed.
- Evaluate the incident, resources available to deal with the disaster, and outside assistance required;
- Continually evaluate the disaster in terms of the need for a disaster declaration; and
- Declare a local disaster if the operating requirements and/or damage assessment demonstrates that the requirements of responding to or recovering from the disaster exceeds the resources available locally.

The Larimer County Sheriff's Office / Incident Command will:

- Receive and consolidate initial reports for their sections with information, as applicable, on:
 - Type and location of the disaster;
 - Time of onset;
 - Number of persons killed, injured, missing, or in danger;
 - Special assistance, manpower or equipment needed to save lives;
 - Location and means of communications e.g., telephone, radio, for follow-on information reports; and
 - Person in charge (department or agency)
- Assist with RNA through use of on-duty personnel to conduct "windshield surveys" and to check pre-designated priority facilities within specific patrol beats.
- Until RNA operations are terminated, maintain a policy of placing priority on assessing damage rather than routine law enforcement and crowd/traffic control functions.
- Assist with PDA and building inspection activities, as appropriate.
- Maintain updated information throughout the response and recovery phases of the disaster; ensure supporting documentation is safeguarded for the final damage

assessment;

- Assess and report resource availability to the EOC for the duration of the disaster;
- Ensure the EOC Planning Section receives timely reports on information/data gathered throughout the "response" and "recovery" phases of the disaster.

The Building Department will:

- Conduct damage assessments of residential, commercial and public structures (other than roads and bridges), and participate with state and/or federal personnel as needed;
- Designate an individual to serve as its Agency Damage Assessment Coordinator. This person will be responsible for all record keeping; maintaining a duty roster; coordinating damage assessment with the Damage Assessment Team Leader; and ensuring that codes are enforced. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed; and
- Appoint and maintain a roster of primary/alternate disaster assessment personnel from the Building Department.
- Function as the lead agency for building inspection activities, as appropriate.

The Assessor's Office will:

- Conduct damage assessments of residential, commercial and public structures (other than roads and bridges), and participate with state and/or federal personnel as needed;
- Designate an individual to serve as its Agency Damage Assessment Coordinator. This person will be responsible for all record keeping; maintaining a duty roster; and coordinating damage assessment with the Damage Assessment Team Leader. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed; and
- Appoint and maintain a roster of primary/alternate disaster assessment personnel from the Assessor's Office.

The Public Works Division will:

- Conduct damage assessment of public roads, bridges and associated facilities within their respective jurisdiction, and participate with state and/or federal personnel as needed;
- Assist with RNA through the use of on-duty-personnel, and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until such time as RNA operations are terminated.
- Assist with PDA and building inspection activities, as appropriate.
- Provide floodplain damage assessment information to the Damage Assessment Team as appropriate.
- Designate an individual to serve as its Agency Damage Assessment Coordinator. This person will be responsible for all damage assessment record keeping carried out under the division's plan and for coordinating damage assessment with the EOC Damage

Assessment Team Leader. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed.

The American Red Cross (ARC) will:

- Conduct windshield surveys, initial damage assessments and preliminary damage assessments to determine damage to residential structures, using categories of “no damage, minor damage, major damage and destroyed” to determine potential sheltering requirements;
- Conduct detailed damage assessment to determine damage to the contents of residential structures; and
- Designate an individual to serve as its Agency Damage Assessment Coordinator. This person will be responsible for all damage assessment record keeping carried out under the ARC Plan; maintaining a local duty roster; and coordinating damage assessment with the EOC Damage Assessment Team Leader. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed.

Utilities (communications, energy, water and sanitation) will;

- Conduct damage assessment of their resources, in coordination with state and federal personnel as appropriate;
- Assist with RNA through use of on-duty personnel and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until RA operations are terminated. Utility personnel will be responsible for self-assessment of their facilities and/or infrastructure and reporting to the EOC.
- Provide timely damage assessment information to the Larimer County EOC and the Damage Assessment Team Leader, especially as it relates to interruptions of critical services.
- Assist with PDA and building inspection activities, as appropriate.

The local offices of the USDA Farm Service Agency, USDA Natural Resources Conservation Service and Colorado State University (CSU) Cooperative Extension will;

- Collectively conduct damage assessment of agricultural resources (land, structures, fences and other improvements) and products;
- Designate individuals to serve as Agency Damage Assessment Coordinators. These individuals will be responsible for all damage assessment record keeping carried out under their agency’s plan and for coordinating damage assessment with the EOC Damage Assessment Team Leader. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed; and
- Prepare the necessary documents for review and action by local and state agricultural

authorities, as appropriate.

The Larimer Department of Health and Environment will:

- Conduct damage assessment relative to health and environmental impacts of the disaster, e.g., contamination of food and water supplies, vector control and infectious disease;
- Designate an individual to serve as its Agency Damage Assessment Coordinator. This person will be responsible for all damage assessment record keeping carried out under the department's plan and for coordinating damage assessment with the EOC Damage Assessment Team Leader. The Agency Damage Assessment Coordinator will consolidate the information received at each phase of the damage assessment and report the results to the EOC Damage Assessment Team Leader as they are developed;
- Coordinate damage assessment with state and federal health and environmental officials, as appropriate.

All Agencies / Jurisdictions

- Actively participate in the Damage Assessment process.
- Develop and/or maintain damage assessment capabilities and procedures for implementation within this Annex.
- Maintain pre-disaster maps, blueprints, photos, and other documents of facilities and/or critical infrastructure within your jurisdiction.
- Identify non-governmental groups that could assist the agency/jurisdiction during an emergency or disaster.
- Select and train personnel in damage assessment techniques.
- Conduct damage assessment of pre-identified facilities and/or infrastructure within the agency/jurisdiction during an emergency or disaster.
- Provide the EOC with a consolidated report of all damages to critical or essential facilities and/or infrastructure (as define in this annex).
- Receive, record, and consolidate all damage reports made by private citizens within your jurisdiction and forward to the EOC during an emergency or disaster, if appropriate.

Administration and Logistics

This section addresses management of resources, general support requirements, and availability of services to support and establish policies for obtaining and using facilities, materials, services, and other requirements for damage assessment.

Forms and Records Retention

Field reporting forms and all necessary state and federal disaster reporting forms and guidance are located in the EOC and distributed as necessary. Copies of all documentation must be retained for record-keeping purposes. Documentation of all actions is necessary so that records can be compiled for financial and historical data.

Larimer County Damage Assessment Forms are under revision but the state and federal forms can be found in WebEOC under the File Library.

Formation of Damage Assessment Teams

It is important to obtain assessment of victim needs and community impacts after a damaging disaster incident. The RNA phase is designed to make critical assessment of life safety issues so that responders can be quickly dispatched to the disaster. As the need arises, Damage Assessment Teams (DAT) can be formed and dispatched to the disaster area to provide assistance in assessing the damage. These teams are designed to support, not replace, existing efforts of other political subdivisions, such as cities, towns, fire and other special purpose districts, including, but not limited to: schools, water, sewer, and library, etc. These teams are in no way designed to provide life safety response activities.

In general, Damage Assessment Teams will consist primarily of local government employees and members of non-profit organizations, such as the American Red Cross. When necessary, non-government personnel from the fields of engineering, construction, property evaluation, and related fields can supplement the team. Each team will have a designated leader who will report to the Situation Unit in the EOC.

Damage Assessment Teams may include representatives from the following departments or agencies:

- Emergency Response Agencies
- Community Development and Planning Division and Building Department
- Larimer County Assessor's Office
- Public Works Division and Engineering Department
- Public and Private Utilities
- American Red Cross
- Insurance Agencies
- State and federal entities

Training

The successful implementation of this Annex is heavily dependent upon adequate and effective training. The training will assume a "hands on" approach, with emphasis on participation in drills and exercises following initial training. It will also include frequent refresher training to maintain skill levels. Larimer OEM shall have the responsibility for conducting, with active cooperation and participation of all appropriate county and city agencies, training, drills, and exercises designed to successfully implement and fully test and evaluate the efficacy of this Annex. Participating agencies are responsible for ensuring their employees participate in the appropriate training.

Communication Systems

The Communications Unit in the EOC will coordinate efforts to ensure that communications equipment is available for Damage Assessment Teams, as feasible. All local government units

with mobile communications capabilities will provide back-up communications for damage survey teams as resources allow.

Release of Information

All damage reports and assessments are public documents and are discoverable under Public Disclosure. Copies will be made available to citizens who request them. Care should be given with respect to the disbursement of private citizen information.

Logistics

- Depending upon the actual severity of the damage from the incident, it may be difficult to get personnel with damage assessment responsibility to their area of responsibility.
- Equipment that is essential to the implementation of this Annex is largely in place, and can be made available without significant expense.
- Incident Command / LCSO will allocate at least one channel, with dispatch personnel, for use in damage assessment during RNA activities.
- Fire Stations may be made available for use as meeting points, data collection centers, and backup communications dependent on the severity of the event.
- Public service vehicles with on-duty personnel will be deployed to cover assigned areas of the county as quickly as possible immediately following the incident to conduct RNA.
- Leadership from each jurisdiction must ensure that all public service vehicles have the appropriate sector maps, priority 1 and 2 critical response agencies, facilities and transportation routes.
- Leadership from each jurisdiction must ensure that all public service personnel are adequately trained to their response role for executing the RNA and IDA phases of the Damage Assessment Process.
- Public utility vehicles may also be deployed to assigned sections of the county as quickly as possible immediately following the incident, or during the incident if appropriate.

Implementation and Activation

When an incident has occurred that reasonably appears to have the potential of exceeding the response capability of the county, this Annex shall be activated by any one of the following: the Larimer OEM Director, LCSO Emergency Management Coordinator, Sheriff's Office, Building Department, Assessor's Office or an emergency response agency. Larimer OEM will notify the EOC Manager and activate the Damage Assessment Unit within the Planning Section of the EOC. The EOC will notify all law enforcement and fire agencies, public works departments,

utility providers, special districts, and other response agencies.

Once activated, RNA procedures shall remain in effect until terminated by the IC/EOC. Termination shall be based upon the determination that the incident is, in fact, not of sufficient scope to exceed the available capabilities of the county or at such time as the RNA is completed and we have transitioned to the IDA process.

Authorities and References

This Plan is authorized and adopted pursuant to the Colorado Disaster Emergency Act, C.R.S. 24-33.5-701 and other county resolutions and ordinances. Other authorities to this Annex include:

- Larimer Comprehensive Emergency Management Plan (2015)
- State of Colorado, State Emergency Operations Plan (Oct. 2007)
- Public Law 93-288, Disaster Relief Act of 1974
- Colorado Damage Assessment Handbook
<http://www.cde.state.co.us/artemis/loc6/loc61808AS71992INTERNET.pdf>
- Colorado Disaster Emergency Procedures Handbook for Local Governments (2006). Also on website <http://dola.colorado.gov/dem/publications/DisasterHandbook.pdf>
- Federal Emergency Management Agency. Digest of Federal Disaster Assistance Programs. FEMA, June 1980.
- Federal Emergency Management Agency. Eligibility Handbook - Pursuant to P.L.93-288. FEMA, July 1981.

Plan Development and Maintenance

The primary responsibility for development and maintenance of this Annex is that of Larimer OEM with support from responsible parties. The Annex will be reviewed annually unless significant change warrants an earlier revision.

BUILDING DEPARTMENT STRUCTURE (PRIVATE) ASSESSMENT TEAM (SAC)

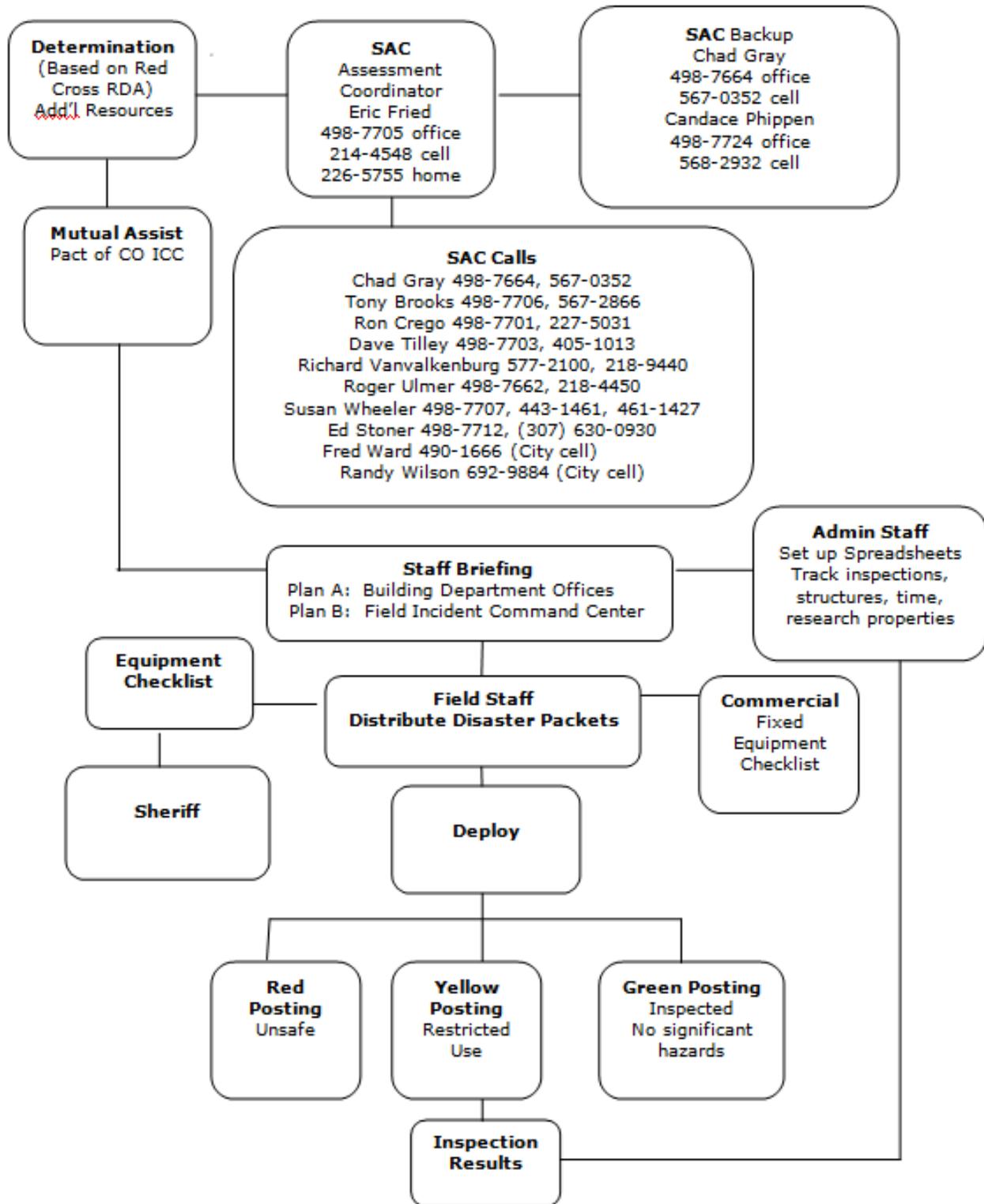


Figure 1: Building Department Structure Assessment Team Flow Chart

Damage Assessment Executive Summary

_____ County

Part 1 – Incident Information

Event Name:	
Type of Event:	
Date of Occurrence:	
Municipalities Impacted:	
Special Districts Impacted:	

Part 2 – Private Property Damages

Private Property Cumulative Damages (Individual Assistance)			
Property Type	# Destroyed	# Major Damage	#Minor Damage
Residences			
Businesses			
Private Property – Additional Information			
Homeowners Insurance (Percent Covered)			
Flood Insurance (Percent Covered)			
Percent Secondary Homes			
Percent Low Income			
Number Unemployed as a Result of Disaster			
Summary of Agricultural Losses and Damages			

Other Impacts to Residents and Businesses	

Trauma to community as follows: (a) numbers of injuries or deaths, (b) large-scale disruption of normal community functions or services, (c) emergency needs such as extended or widespread disruptions of electricity or water.

Imminent Threats to public health and safety.

Vulnerable Populations Affected (individuals with functional or special needs such as disabled, low income, elderly, or unemployed residents that may have a greater need for assistance).

Dispersion or concentration of damages to residences and businesses (high concentrations of damages may indicate a greater need for state or federal assistance than widespread and scattered damages).

Assistance available from other sources (federal, state, local, volunteer, nonprofit, faith-based, private sector).

Frequency of disaster events over recent time period (12 months) that have impacted local residents and businesses.

State and local resources/commitments from previous undeclared events to meet disaster-caused needs of local residents and businesses.

Part 3 – Public Infrastructure Damages

Public Property and Infrastructure Cumulative Damages (Public Assistance)	
Damage Categories	Estimated Damages
Debris Removal (Category A)	\$
Comments:	
Emergency Protective Measures (Category B)	\$
Comments:	
Roads and Bridges (Category C)	\$
Comments:	
Water Control Facilities (Category D)	\$
Comments:	
Public Buildings and Equipment (Category E)	\$
Comments:	
Public Utilities (Category F)	\$

Comments:	
Parks and Recreational Facilities (Category G)	\$
Comments:	

Per capita impacts to infrastructure and/or critical facilities in the affected area (to determine per capita impact for estimated cost of assistance, FEMA uses per capita cost figures for states and counties that, when exceeded, might warrant federal assistance). Uninsured public damages and response costs that exceed the per capita cost factors (FY 2010 State =\$1.29, County=\$3.23) are one factor which FEMA will consider.

Impacts to essential government services or functions.

Level of insurance in place for public facilities.

Dispersion or concentration of damages to public property and infrastructure (high concentrations of damages generally indicate a greater need for federal assistance than widespread and scattered damages). FEMA will give consideration to concentrations of damages that impact county and local government even if the statewide per capita is not met.

Assistance available from other sources (federal, state, local, volunteer, nonprofit, faith-based, private sector).

Frequency of disaster events over recent time period (12 months) that have impacted public property/infrastructure/government services.

State and local resources/commitments from previous undeclared events to meet disaster-caused needs of counties, tribes or municipalities.

ATTACHMENT 1: Damage Assessment Team Initial Briefing.

An Initial Briefing is attended by the DAT and is conducted by the Planning Section Chief or by the EOC Manager. During this briefing the Team receives assessment objectives, protocol, social and political considerations, disaster information, reporting procedures, etc. The following items provide actions or discussion points that should be addressed during the Specific Briefing.

- Team assessment priorities, objectives and expectations.
- General overview of information identified on the specific incident/affected area.
 - Approximate size and incident magnitude of the affected area.
 - General weather conditions at the incident site.
 - Other incidents or activities impacting strategy, resources or tactics.
- Political, fiscal, and logistical considerations and/or constraints that may impact Team assessment activities.
- Current availability of resources.
- Status of affected population.
- Current and predicted information on on-site conditions.
- Procedure for ordering additional resources.
- Damage and needs assessment processes.
- Briefing and debriefing procedures with State and/or FEMA Region, including time schedule.
- After Action Report development process.
- Handling media inquiries.
- Use of local support personnel and equipment.
- Potential locations for support facilities.
- Documentation and reporting process.
- Provide maps, key list of contacts, phone numbers, etc., before concluding the meeting.