

Damage Assessment Functional Annex

Updated: September 17, 2024

I. PURPOSE

This section presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events that may affect the County have the potential to cause damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An Initial Damage Assessment (IDA) will determine the severity and magnitude of the disaster, and identify what type of supplemental assistance is necessary to recover from its effects.
3. If a significant emergency or disaster occurs, the following damage assessment activities will be conducted by the local government:
 - a. Conduct an initial impact assessment by field services primarily utilizing local volunteer fire department personnel.
 - b. Prepare an Immediate Situation Report for the Control Group/County EOC and State Emergency Management.
 - c. Determine the need for outside assistance and/or resources.
 - d. Notify the Western Region Coordination Center of damages.
 - e. Initiation of detailed damage assessment activities including dispatch of multi-disciplinary teams to the field.
 - f. Prepare a summary of field information gathered by damage assessment teams for the Control Group.
 - g. Submit detailed damage assessment information by the Control Group to the Western Branch Office of the NC Division of Emergency Management.
4. Video, still, and digital photography should be made available as soon as possible after the disaster event.
5. The County has trained personnel in damage assessment. The magnitude of the emergency or disaster may necessitate a need for mutual aid or additional personnel to be trained in damage assessment.
6. Persons trained and experienced in damage assessment can be found throughout the State, in local and state government, and in the business community.
7. Following a disaster, independent damage assessment activities will be conducted by a variety of organizations including, but not limited to:
 - a. Local, State, and Federal damage assessment teams
 - b. Insurance companies
 - c. Utility companies

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

1. Initial responsibility for damage assessment and recovery operations lies with the local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the County Emergency Operations Center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency or organization.
2. Damage assessment/recovery personnel will be assigned to the Situational Awareness Group of the EOC organization.
3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. These personnel will report as directed to conduct the IDA.
4. The DAO will organize, equip, and assign field teams to affected areas to support the IDA.
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
6. The EMC will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
7. The EMC will forward damage assessment reports and any request for assistance to the NC Division of Emergency Management - Western Branch Office by the quickest means available. The Secretary of the NC Department of Crime Control and Public Safety is authorized to commit any State resources to assist with the emergency/recovery efforts.
8. Based on the local damage assessment reports, the NCEM Director will determine what recovery capabilities are available to meet the anticipated needs. If the capabilities of the state/local/private resources appear to be insufficient, a joint federal/state/local Preliminary Damage Assessment (PDA) may be conducted.
9. The Governor may request a Presidential Declaration of a "major disaster," "major emergency," or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment State/local/private disaster relief efforts.
10. The President, under a "major emergency" declaration, may authorize the utilization of any federal equipment, personnel, and other resources.
11. The President, under a "major disaster" declaration, may additionally authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - i. Temporary Housing (100% federal dollars)
 - ii. Individual and family grants (IFG) (75% federal, 25% state/local funds)
 - iii. Disaster unemployment assistance

- iv. Disaster loans to individuals, businesses, and farmers
- v. Agricultural assistance
- vi. Legal services to low-income families and individuals
- vii. Consumer counseling and assistance in obtaining insurance benefits
- viii. Social security assistance
- ix. Veterans' assistance
- x. Casualty loss tax assistance
- b. Public Assistance (PA)
 - i. Debris removal
 - ii. Emergency protective measures
 - iii. Permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
- 12. In the event a major disaster or emergency is declared:
 - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts
 - c. A Disaster Field Office (DFO) will be established within the State (central to the damaged areas) from which the disaster assistance programs will be administered.
 - d. For IA only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
 - e. If the area is declared eligible for Public Assistance Programs, an Applicant's Briefing will be conducted for officials of the County, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility criteria. The EM Coordinator will be requested to assist with identifying and notifying eligible applicants.
 - f. At the Applicant's Briefing, each eligible entity will submit a Notice of Interest (NOI).
 - g. Each PA applicant will appoint an "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. The Board of County Commissioners, through the EM Coordinator, is responsible for the overall organization of damage assessments for the County and the Town.
- 2. A Damage Assessment Officer will be appointed by the EM Coordinator to coordinate damage assessment operations.
- 3. Damage Assessment Teams will be selected and trained for damage surveys.

B. Responsibilities

- 1. EM Coordinator
 - a. Appoint a Damage Assessment Officer to coordinate overall damage assessment operations.
 - b. Recruit damage assessment team members.
 - c. Provide damage assessment training on an annual basis.
 - d. Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment recovery operations.
 - e. Assure agencies and organizations begin maintaining expense records at the onset of the emergency.

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- f. Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).
 - g. Appoint a Utilities Liaison to coordinate information flow between the EOC and affected utilities.
 - h. Develop and disseminate, as appropriate, public information and education programs relating to disaster recovery (DAC locations, hours of operation, etc.).
 - i. Assist with securing DAC facilities and equipment.
 - j. Assist with the identification and notification of applicants who may be eligible for PA programs.
2. Damage Assessment Officer (Tax Assessor)
- a. Develop, review, and annually update procedures for damage reporting and accounting.
 - b. Train personnel in damage assessment organization, techniques, and reporting procedures.
 - c. Maintain a current damage assessment team notification/recall roster.
 - d. Report to EOC upon activation and coordinate damage assessment operations in conjunction with the EMC.
 - e. Assign damage assessment field teams and deploy as feasible. Assure each team has communications with EOC.
 - f. Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
 - g. Compile damage reports for appropriate agencies.
 - h. Assist the EMC and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.
 - i. Identify and maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs.
 - j. Collect and compile incoming damage reports from teams in the field to include County and private agencies such as ARC, school systems, and utility companies.
 - k. Ensure that response agencies initiate documentation of all costs incurred after the emergency/disaster.
 - l. Document all emergency work performed by local resources, including appropriate photographs.
 - m. Provide for submission of accurate, detailed, and timely Initial Damage Assessment reports to the EM Coordinator.
 - n. Collate and consolidate all expenditures and damage assessment information for transmittal to the NCEM - Western Branch Office.
3. Damage Assessment Field Team Members
- a. Assist the Damage Assessment Officer and EMC in maintaining readiness by checking equipment and supplies, attending training sessions, and reporting any changes to personnel rosters
 - b. Upon official notification, report to the EOC for assignment as soon as conditions permit.
 - c. Survey assigned locations record damage on damage assessment worksheet(s) and transmit general damage assessment information to the EOC as directed by the DAO.
 - d. Immediately report to the EOC any situations posing an immediate threat to public safety (downed power lines, weakened bridges, etc.).
 - e. Return to the EOC when directed and provide damage assessment worksheet(s).
4. Alexander County GIS

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- a. Alexander County GIS will need to support responding agencies with mapping and dashboards to track progress and the extent of damages.
5. Finance Officer
 - a. Establish and maintain a separate account of disaster-related expenditures and expenses.
 - b. Submit Daily Activity Reports (materials and labor/equipment) to the DAO as requested.
 - c. Receive, collate, and submit information from PA-eligible agencies/organizations to DAO.
6. Economic Development Director
 - a. Upon notification, report to the EOC as soon as conditions permit.
 - b. Survey non-agricultural businesses to identify facility damage and/or economic impact.
 - c. Provide damage information to DAO as received for assignment to field teams.
7. Cooperative Extension Agent
 - a. Although not a County agency, the Extension Service will be requested to assist in the damage assessment process due to its access to the agricultural community.
 - b. Survey farms and other agri-businesses to identify facility damage and other economic impact.
 - c. Provide information as received to DAO for assignment to field teams.
8. Planning Director
 - a. Upon notification, report back to EOC as soon as conditions permit
 - b. Serve as technical advisor to DAO, consulting on floodplain management, building values, repair estimates, etc.
9. Utility Liaison
 - a. Provide information about locations of power, water, and telephone lines.
 - b. Provide information about damage to utilities, facilities, and power lines.

V. DIRECTION AND CONTROL

- A. Local officials, in conjunction with the Emergency Management Coordinator, will direct and control recovery activities from the EOC.
- B. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordination of damage assessment.
- C. All County departments will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their departments but will function under the technical supervision of the Damage Assessment Officer.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession is:
 1. Tax Assessor
 2. Senior Building Inspector
 3. Other Inspectors by Seniority

VII. ADMINISTRATION AND LOGISTICS

- A. Damage reporting forms guidance will be made available for distribution when necessary. Copies of all documentation are retained for record purposes.
- B. Survey teams for damage assessment will consist primarily of local government employees. When necessary, nonprofit organizations and non-government personnel will supplement the

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teams. Radiological and/or hazardous materials specialists will be added to teams when the need arises.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The EM Coordinator and Damage Assessment Officer will review this Functional Annex and maintain it on an annual basis.

IX. AUTHORITIES AND REFERENCES

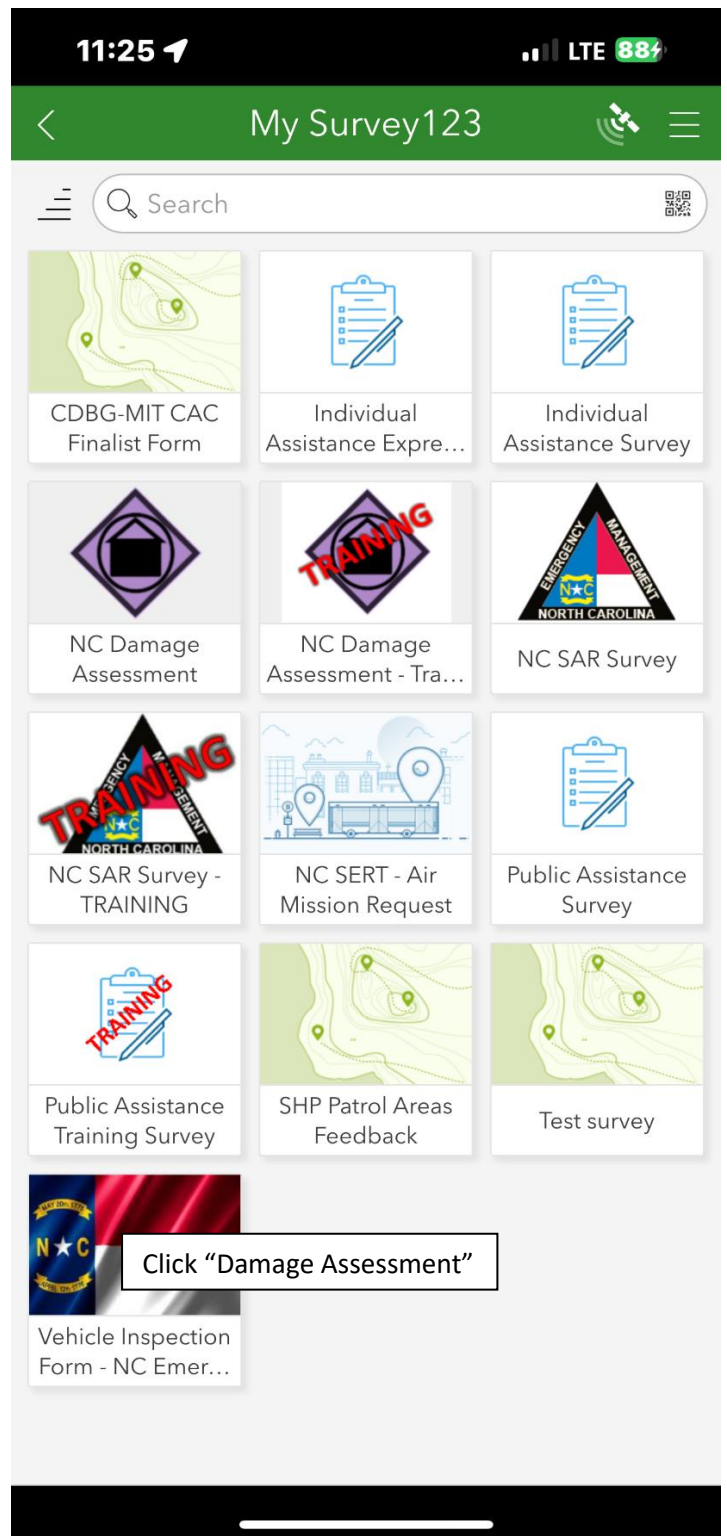
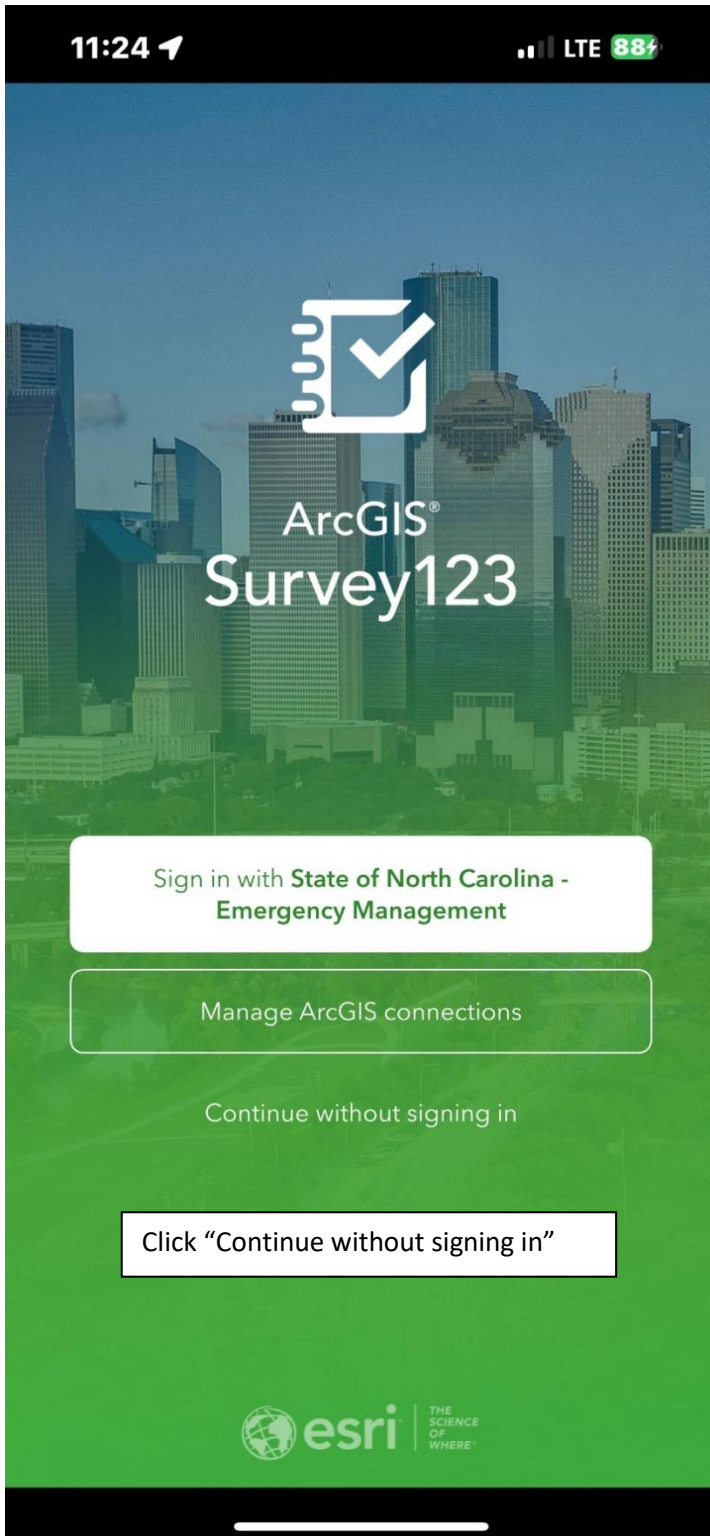
- A. Authorities
 - 1. NC General Statute 166-A
 - 2. Alexander County Emergency Management Ordinance
- B. References
 - 1. FEMA Preliminary Damage Assessment Guide (May 2020)

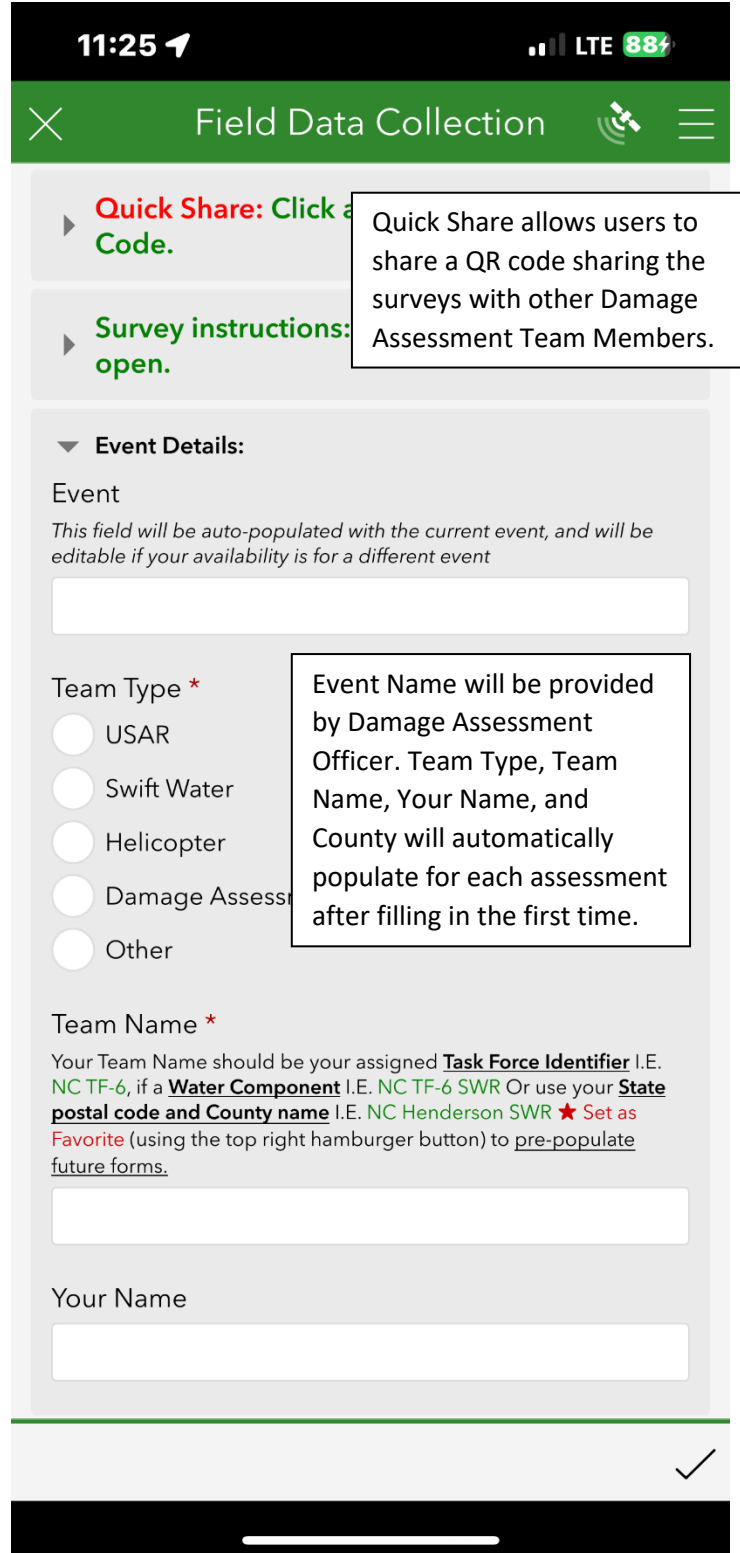
X. ATTACHMENTS:

- A. Attachment 1: NCEM Survey 123 Application
- B. Attachment 2: NCEM Damage Assessment Dashboard
- C. Attachment 3: PDA Pocket Guide (August 2021)

Attachment 1

NCEM provides access to Survey123 Damage Assessment Surveys to assist with damage assessments. The app can be downloaded in the Apple and Android app stores. Below are screenshots of the use of Survey123 for damage assessments.





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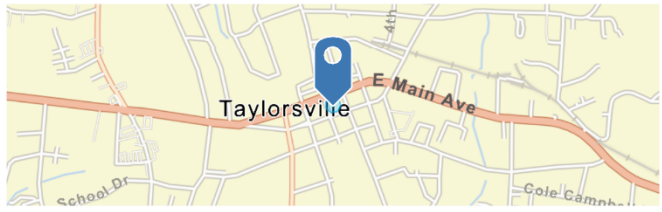
Field Data Collection

County *

Location *

Select the map to improve location accuracy or search an address / place / USNG. For damage surveys - be sure to "drag" the pin to the building footprint where available.

35°55'N 81°11'W ± 35.0 m



USNG
17S MV 8413 7534

Lat / Lon
When relaying coordinates verbally, the words, "degrees," "decimal," and "minutes" must be spoken along with the cardinal direction.
35°55.339'N 81°10.551'W

Waypoints *

Damage

Address or Location
OPTIONAL: Street Address or Location Description

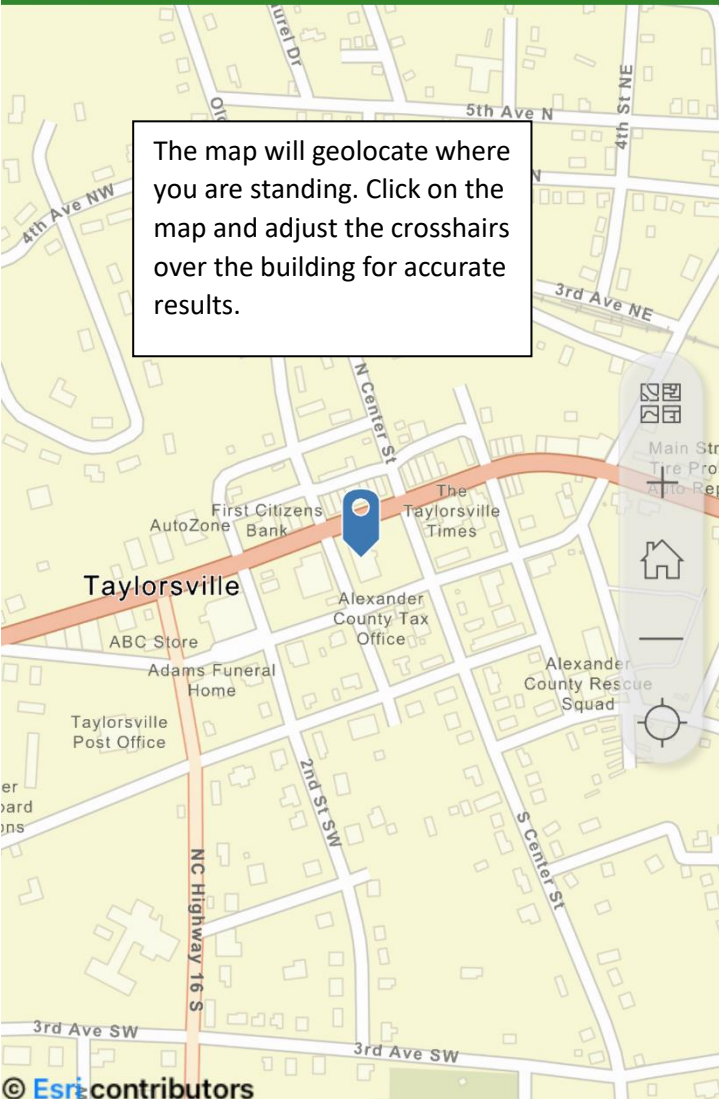
Structural Damage
 Structure Unaffected

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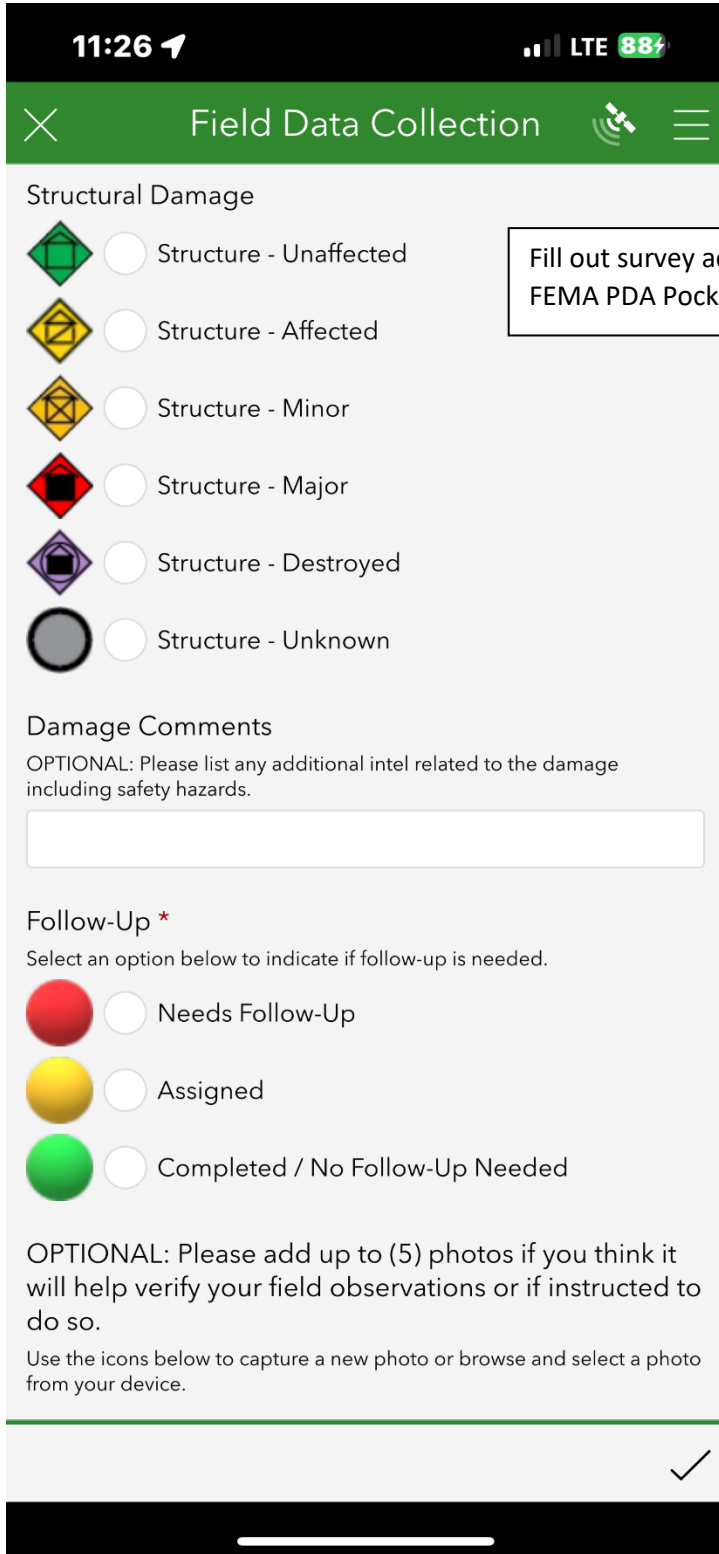
Location

Select the map to improve location accuracy or search an address / place / USNG. For damage surveys - be sure to "drag" the pin to the building footprint where available.

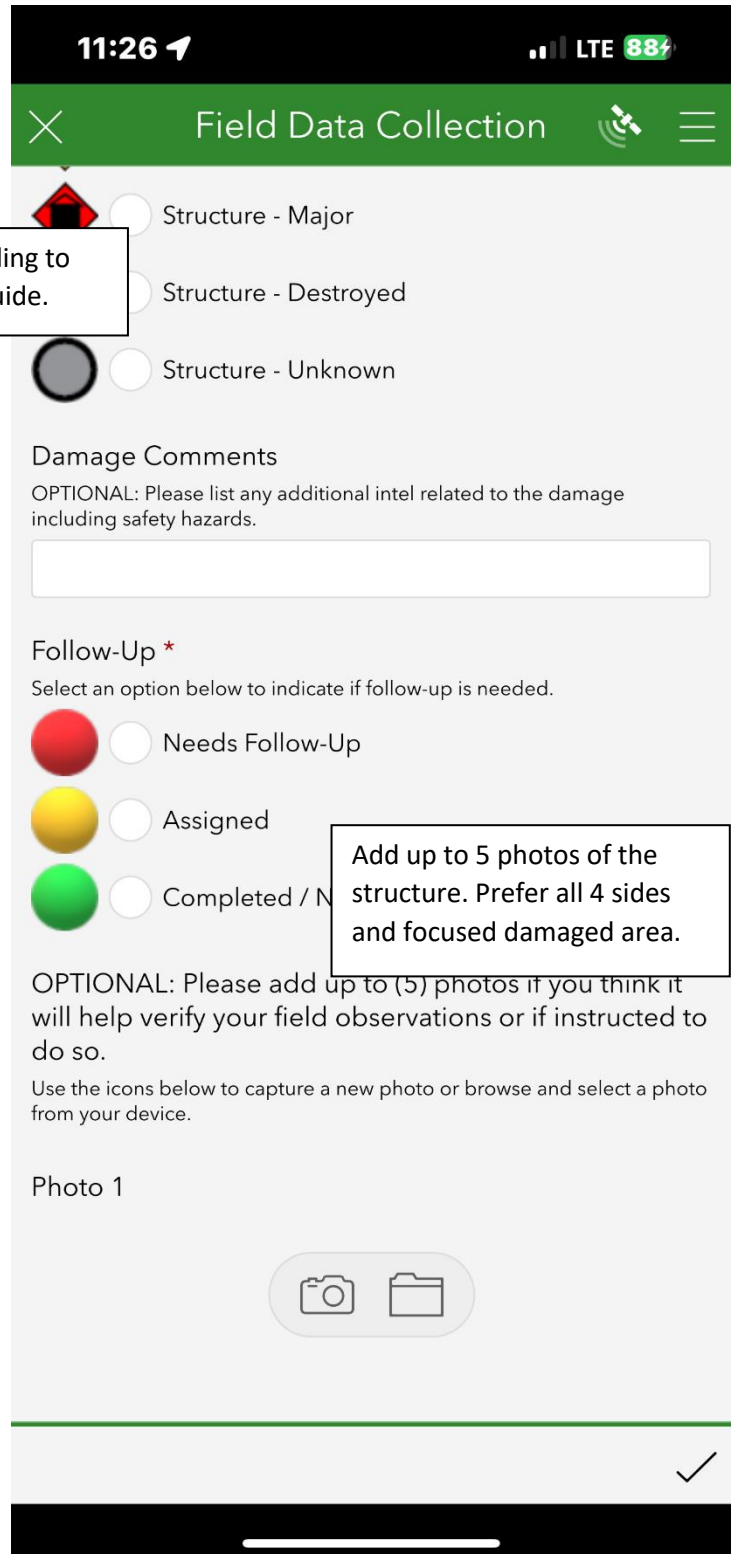
Search location or map coordinate



35°55'20.499"N 81°10'33.296"W



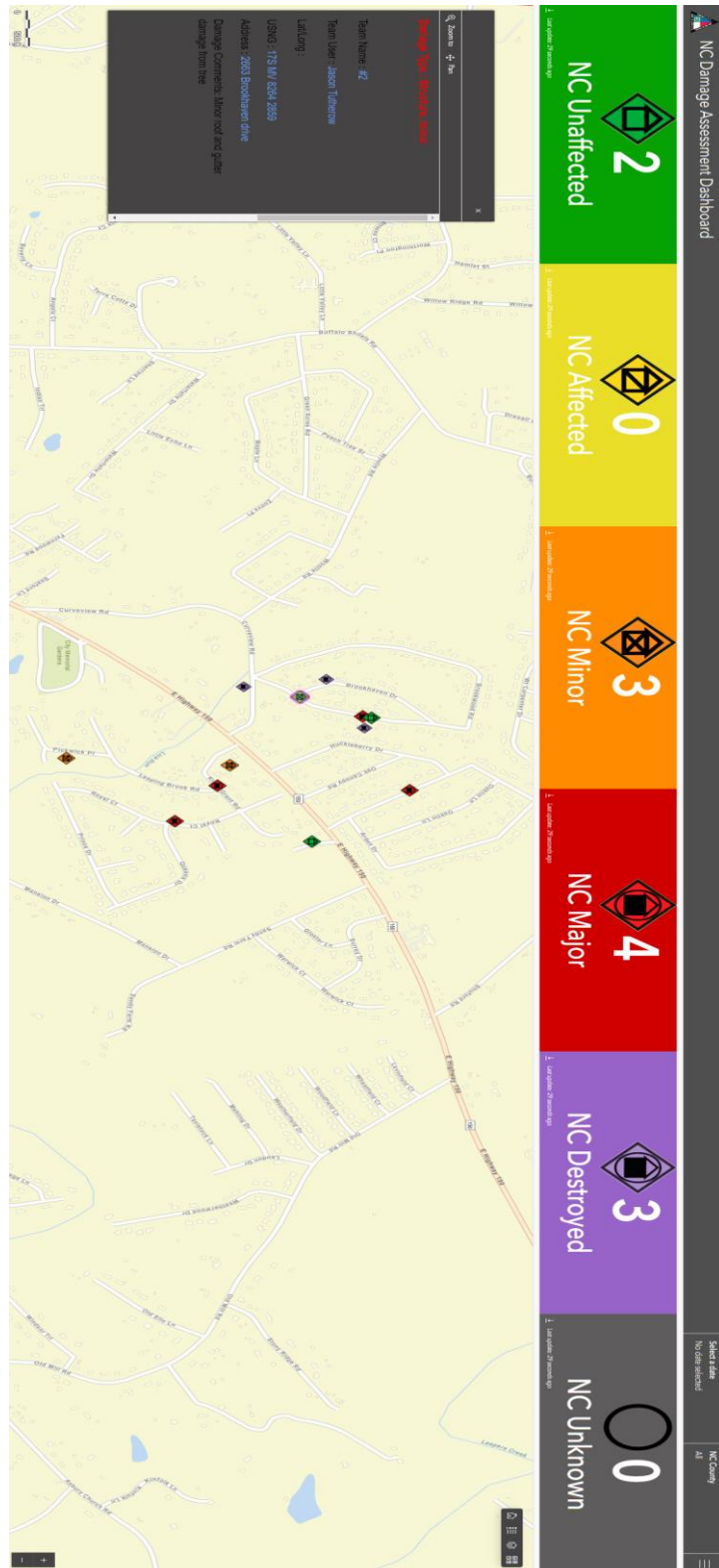
Fill out survey according to FEMA PDA Pocket Guide.



Add up to 5 photos of the structure. Prefer all 4 sides and focused damaged area.

Attachment 2: NCEM Damage Assessment Dashboard

Screenshot of Damage Assessment Dashboard showing damages in Lincoln County on 7/31/2024:



Attachment 3: PDA Pocket Guide (August 2021)



PDA Pocket Guide

August 2021



FEMA

Double-click the image to view the PDA Pocket Guide PDF.