

Damage Assessment Process

Initial or Pre-assessment Damage Assessment

- The purpose of Initial or Pre-Assessment Damage Assessment is to gather information on the nature, magnitude and scope of an incident. Municipalities should begin to collect information to prepare Damage assessments during the response phase of an incident.
- Following a disaster, the State will distribute both Individual Assistance (IA) and Public Assistance (PA) Pre-Assessment forms to impacted communities. Towns are asked to perform an in-field “windshield survey” of impacted communities and other infrastructure that may have sustained damage as a result of the disaster/emergency. The information obtained from these damage assessments is used to provide situational awareness about the extent of impacts, and to guide decision-makers in prioritizing needs and requesting resources.
- Town Damage Data Collection (Individual Assistance/Small Business Administration Disaster Loans):
 - Windshield survey of residences and businesses
 - Keep a log of calls received by public works and/or the fire department from residents for basement pumping, bulky waste pickup for damaged items etc.
 - Encourage residents and business owners to document damage with photos
- Town Damage Data Collection (Public Assistance):
 - Windshield survey
 - Document damage with photographs (with date/time stamp), describe nature of damage, location (GPS Coordinates), preliminary estimate of cost to repair
 - Survey Department Heads for disaster related:
 - Overtime costs (actual and projected)
 - Materials/Supplies (used and/or to be used)
 - Damage to buildings
 - Damage to equipment
 - Insurance coverage – including deductibles
 - Damages and the costs of repair/clean up by FEMA categories (see attached worksheet)

FEMA/State Joint Preliminary Damage Assessment (PDA)

- Based on the information collected during the pre-assessment process, if there appears to be sufficient damages to meet or exceed indicators for federal disaster assistance, a recommendation may be made to the Director to request a FEMA/State joint Preliminary Damage Assessment (PDA).
- The joint Federal/State preliminary damage assessment focuses on damages to individual homes (IA), businesses (SBA), public facilities (PA), the infrastructure and the extent to which the immediate emergency needs are being met.
- The PDAs will be coordinated with the local municipalities.
- The most impacted areas will be assessed first.
- PDAs may be held on municipal, state impacts (Public Assistance), residential properties (Individual Assistance) and business impacts (Small Business Administration).
- PDA teams for Individual Assistance and business impacts will consist of: FEMA, State (DESPP/DEMHS), Red Cross, State Department of Insurance, Department of Economic and Community Development, Small Business Administration.
- PDA teams for Public Assistance will consist of: FEMA, State (DEMHS), Department of Transportation, Department of Energy and Environmental Protection (DEEP).
- During and at the conclusion of the PDA, DESPP/DEMHS and FEMA will analyze the data to determine whether the extent of damages warrants a request by the Governor for a major disaster declaration.