

## 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 is 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 Annex 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 Comprehensive Emergency Management 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 state or 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.

### Objectives

The objectives of this Annex 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, including the coordinated notification process to impacted community members

- 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
- to meet state and federal requirements for damage assessment to meet specific disaster recovery programs

### **Situation**

Several hazardous conditions exist, demonstrated by previous events, 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 Multi-Jurisdictional 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, municipalities, 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 911 Dispatch Center, but also law enforcement and fire communications. All communication systems (e.g., landlines, cell phones, and internet) 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 infrastructure. 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 process 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 an Initial Damage Assessment (IDA) 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.

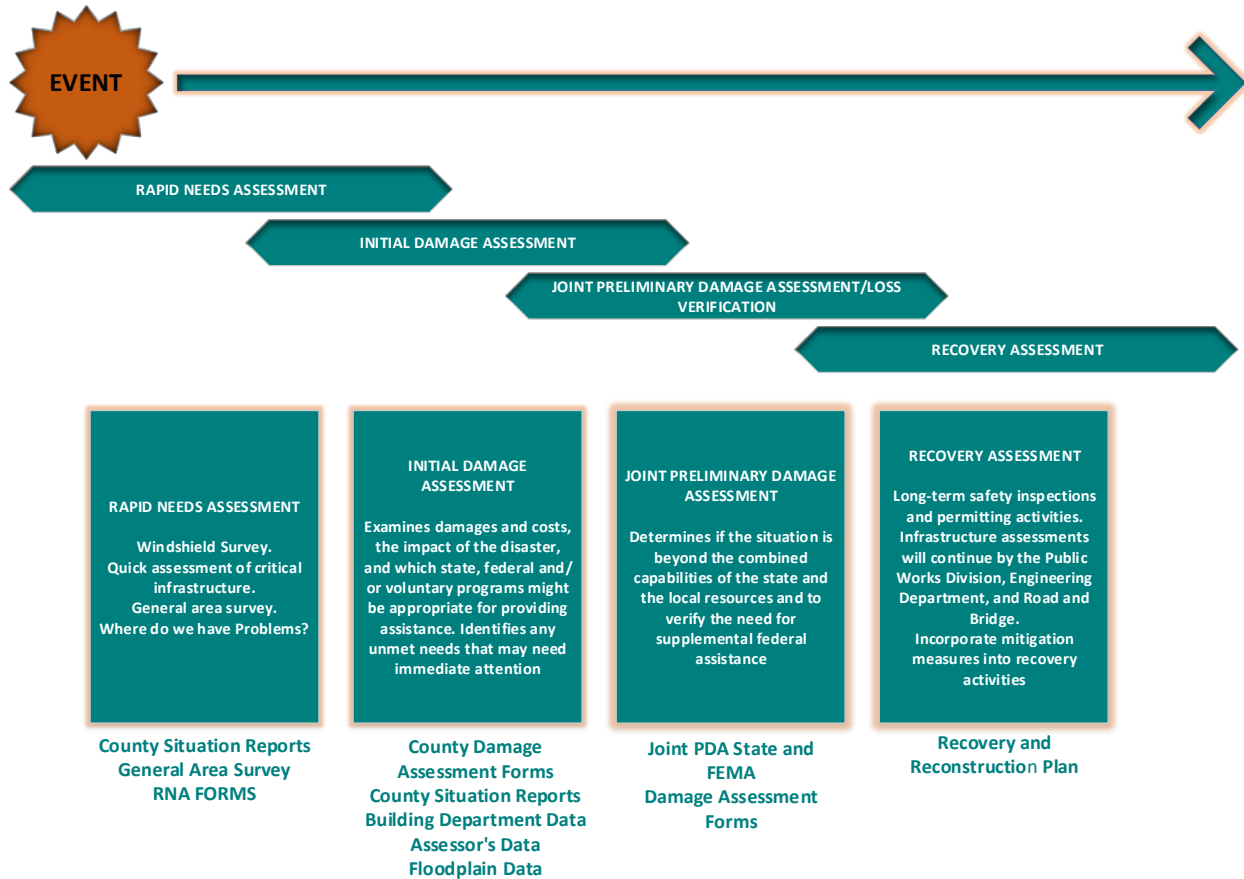
Initial Damage Assessment (IDA) is the ongoing evaluation of buildings and infrastructure to determine the extent of damages sustained within the county. The process allows for quick decision making when determining the ability to use and occupy major critical facilities, (e.g., hospitals, fire stations, 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 the IDA requires a greater level of detail.

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. This assessment is only done when the county believes that specific federal thresholds for assistance have been met.

Recovery Assessment – is the assessment used to determine short- and long-term recovery needs within Larimer County, and to outline the priorities for restoration. Within the first few months of the incident, Larimer County will need to conduct an Unmet Needs Assessment to determine both public and private recovery needs. This assessment provides the detail required to determine if specific recovery programs may be able to assist individuals, businesses, and public partners.

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 following an event**

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
- Determine the need for further damage assessment to be conducted and/or activation of damage assessment field teams

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, county field personnel, media reports, information in the computer-aided dispatch (CAD) system, social media, and information from municipal partners and special districts. The following steps reflect the process for collecting RNA data within the county:

1. Emergency Services agencies relay damage information to dispatch and/or the EOC via the Operations Section from field observations and communications.
2. Dispatch records the information in Computer Aided Dispatch (CAD) as a CAD call.
3. Larimer EOC Dispatch Liaison pulls information into the EOC.
4. If dispatch is inundated, or it is anticipated that this may occur, the EOC will set up a call center to collect information and answer questions (this may be done in coordination with the JIC or as a separate entity).
5. LCSO Emergency Services will attach a liaison to the EOC to assist with the RNA efforts.

The basic concept of the RNA is to do the most good, for the largest 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 to staff positions.
- 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.
- 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 under which the EOC damage assessment team is initially housed.
- EOC Planning Section will begin collecting information from Incident Command, municipalities, special districts, CAD, WebEOC, and public safety radio, including amateur radio if needed.
- The Planning Section will compile all information as available. From there, the damage assessment team will begin to prioritize areas for formal damage assessments.
- EOC Planning Section GIS Unit will map rapid needs assessment information according to section procedures to assist the Damage Assessment Teams in setting future priorities.

- 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 the LCSO Drone Team , Civil Air Patrol, the Colorado National Guard, and private contractors to conduct fly-overs of damaged infrastructure and drones may be available as needed.

### **Initial Damage Assessment: 48 hours to 2 weeks following an event**

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 Checklist:**

- IDA processes are established within the Larimer EOC as part of the Planning Section.
- The Damage Assessment process will be coordinated with various internal and external partners and stakeholders to decrease redundancy and maximize efforts.
- The EOC damage assessment team will sector maps according to geographic area and access for ease in damage assessment reporting.
- The EOC Planning Section GIS unit will support the Damage Assessment Team by providing maps with sectors and damage areas.
- An assessment, verification and placarding system will be established by the Damage Assessment Team Leads prior to teams being deployed into the field.
- The Damage Assessment Team will review situation status reports from the Larimer EOC Planning Section, 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 damages.
- All Damage Assessment Teams will conform to the Personal Protective Equipment (PPE) requirements of the incident as determined by Incident Command.
- 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 Damage Assessment Team Leads 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 and to report up to state and federal emergency management agencies.
- 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.
- EOC Planning Section 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 federal partners, 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 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 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 PIO or designee will provide information on where to obtain damage assessment information.
- The Larimer County Damage Assessment Tool has been created and tested for use on all incidents where the IDA is necessary. All personnel will be trained on the tool prior to deployment in the field.
- If access to the Larimer County Damage Assessment Tool is not possible during the collection of damage assessments then the Larimer County Damage Assessment Form shall be completed manually (Attachment 3).

**Joint Preliminary Damage Assessment (PDA): typically occurs 2-3 weeks following the event, takes 3-5 days to complete depending upon the extent of damages**

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.

Information on current county and state PA per capita Impact Indicator and project thresholds by fiscal year can be found at <https://www.fema.gov>. Both local and state 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 (within several weeks of damage assessment). In that case, federal assistance may 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 Damage Assessment Team will coordinate with State OEM, and FEMA to arrange site visits of damaged areas in the county with the Damage Assessment Team.
- If the Larimer EOC has been deactivated then Larimer County OEM will coordinate with State OEM, and FEMA to arrange site visits of damaged areas in the county.
- The EOC/RCC Planning Section/Situation Status Unit will help to develop routes and information to accompany the site visits and will provide a county liaison.
- EOC/RCC Planning Section/GIS Unit will support the site visits with maps of damage within the City.

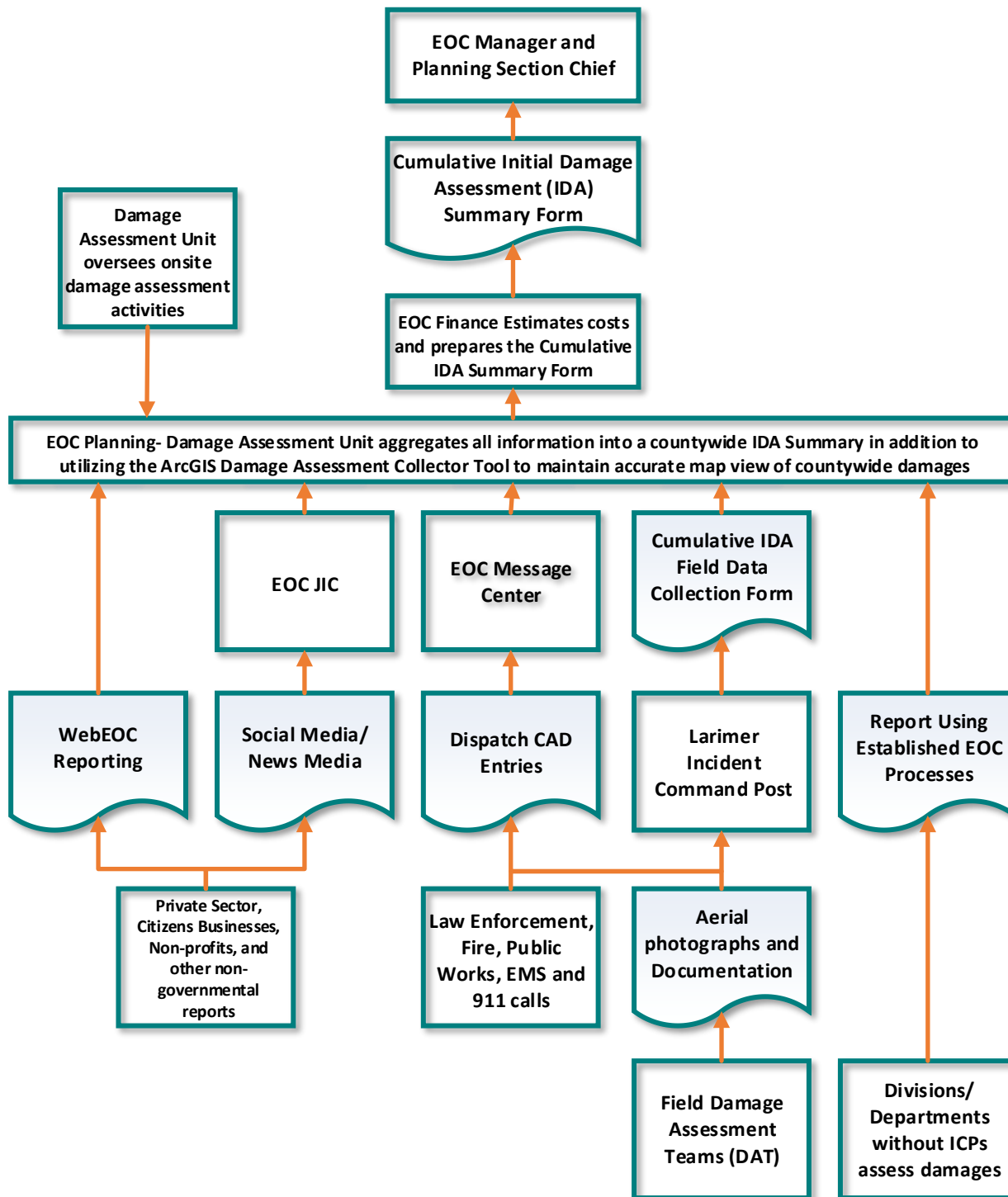
### **Recovery Assessment**

In the Recovery Assessment Phase, long-term safety inspection and permitting activities will transition back to Larimer County departments and elected offices. The EOC will be demobilized and will become the Recovery Coordination Center (RCC) or Recovery Coordination Group (RCG) to support and coordinate recovery operations. The RCC/RCG is established once the operational support and coordination is completed in the EOC. Disaster recovery is now officially the phase of operations where the focus will transition into the RCC/RCG and the organizational structure is now based on the Recovery Support Functions. Infrastructure assessments will continue to be completed by Facilities, Engineering, 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.
- For FEMA Public Assistance, all public infrastructure damages must be identified within FEMA requirements for the program (even if the extent is not known or is adjusted later).
- For FEMA Individual Assistance, FEMA will work directly with private homeowners for assistance.
- 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.

**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**

Larimer County utilizes an online Damage Assessment tool (DA Tool) in order to facilitate the IDA process within the county. Employees and/or volunteers of the county, cities, special districts, and other response agencies will be issued a log in ID for the DA tool, coordinated through the EOC Damage Assessment team, prior to the beginning of damage assessment operations in the field. Contained within the DA tool is the current Larimer County parcel data from the Assessor's Office and current public infrastructure data. Damage Assessment Teams in the field will utilize the form built into the tool to conduct an Initial Damage Assessment and information provided from these assessments will then be submitted directly to the DA tool. If utilization of the DA tool is not possible then the Larimer County Damage Assessment Form (Attachment 3) shall be filled out manually by teams in the field. The form 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.

The Damage Assessment Team will be activated as part of the Damage Assessment Unit within the EOC to collect and coordinate damage assessment information. At least one GIS personnel within the EOC will be assigned to the Damage Assessment Unit 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 Annex. 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 the Community Development Division and Assessor's Office is responsible for development and maintenance of this Annex. 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 (Planning Section) during disaster conditions.

### **Organization and Responsibilities**

The primary responsibility for collection of damage assessment information resides with the EOC Damage Assessment Unit and Situation Unit staff within the Planning Section of the EOC. Coordination for access to the field for Damage Assessment Teams is done through the EOC Operations Section, see section titled “Formation of Damage Assessment Teams” for more information.

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 the 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.
- Report all damages to state and federal partners as required.

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.
- 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.
- Request Damage Assessment Teams and coordinate entry into the affected area through the Operations Section of the EOC.

The Building Department will:

- Provide staff, in coordination with the Assessor’s Office, to serve as members of the Damage Assessment Teams, if stood up.
- Conduct damage assessments of residential, commercial and public structures (other than roads and bridges) and participate with state and/or federal personnel as needed.
- Ensure personnel on the damage assessment team have the appropriate personal protective equipment for the specific hazards for the disaster.
- 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:

- Provide staff, in coordination with the Building Department, to serve as members of the Damage Assessment Teams, if stood up.
- Conduct damage assessments of commercial, residential, industrial, agricultural, oil and gas, natural resources, vacant land, producing mines and public structures (other than roads and bridges), and participate with state and/or federal personnel as needed.
- Ensure personnel on the damage assessment team have the appropriate personal protective equipment for the specific hazards for the disaster.
- 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.

Engineering and Road and Bridge 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.

Larimer County GIS personnel will:

- Maintain the Damage Assessment Tool and initiate the Incident when the Tool is needed.
- Provide resources to adequately support EOC operations specific to the collection and dissemination of Damage Assessments.
- Provide technical assistance for the use of mapping tools to collect and disseminate damage assessment information.

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.

The American Red Cross (ARC) will:

- Conduct damage assessments to determine damage to residential structures, using categories of “no damage, minor damage, major damage and destroyed” to determine potential assistance through Red Cross programs.
- 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 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.

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. The Larimer County Damage Assessment Form can be found in Attachment 3 of this annex.

### **Formation of Damage Assessment Teams**

It is important to obtain assessment of 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, and Damage Assessment Teams are not to enter areas deemed unsafe for activities. The EOC Operations Section will coordinate with the LCSO and/or the Incident Commander to determine when it is safe for Damage Assessment Teams to enter a disaster-impacted area, and the LCSO will be responsible for ensuring that safety measures are in place for the teams.

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
- Larimer County Building Department
- Larimer County Assessor's Office
- Road and Bridge
- Floodplain Management
- Engineering Department
- Public and Private Utilities
- American Red Cross
- State and federal entities

### Logistics

Due to the nature of damage assessments, many logistical considerations should be met to support this operation:

- 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 damage assessment 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 safety / emergency services 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 damage assessments.
- Leadership from each jurisdiction must ensure that all damage assessment 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 damage assessment personnel are adequately trained to their role for executing the damage assessments.
- Damage Assessment Team personnel will be provided a log in ID for the Damage Assessment tool prior to conducting Damage Assessment operations in the field.

### 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.

### 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.

Training for Damage Assessment also goes beyond development of skills for damage assessment teams and associated personnel, but also encompasses other aspects of the damage assessment process, such as notifications to disaster survivors. This type of communication is considered sensitive and must be handled with empathy and professionalism. Larimer County OEM will work with LCSO and other partners included in the Damage Assessment Process who will be conducting notifications to ensure that staff are adequately prepared for this situation.

### Notification Procedure to Disaster Survivors

In the event that community members in Larimer County lose structures in a disaster, a notification will be made to that community member (as possible) prior to the public release of damage assessment data. Larimer OEM and the LCSO will be the lead agencies in a joint effort for the damage notification process. Larimer OEM and LCSO personnel will try to the extent feasible to procure contact information if it is not already in hand for property owners and will try multiple times to reach a property owner. However, if contact information is not available, or multiple attempts have been made to notify a property owner and contact was unable to be made, the LCSO or agency having jurisdiction will make a determination about the release of data publicly at that time.

If possible, due to the nature of the situation, it is preferred that the damage notifications will be done in person. Doing this in person allows for a more personal and authentic connection to disaster survivors who may be experiencing significant loss and allow the county to provide additional resources as needed. Larimer OEM will coordinate with the LCSO or appropriate agency to provide in-person notifications where impacted community members can be taken aside to give the notification versus an openly public setting.

However, as a lesson learned from the COVID-19 Pandemic, there may warrant a situation where notifications may have to be delivered via phone call and in-person notifications are not possible. If this is the case, Larimer OEM will work with the LCSO to identify staff and/or appropriate volunteers to conduct phone calls to do notifications.

In either case, notifications must be done with the following considerations:

- Staff and/or volunteers providing the notification to disaster survivors must be adequately trained, and be prepared to work with community members who may be experiencing highly emotional reactions.
- In order to avoid additional unnecessary follow up phone calls, it is most helpful if the following information is collected from the impacted community member once contacted:
  - Property owner name and contact information including both phone number and email address for follow up information
  - Whether residence was owned or rented
  - Whether residence was primary or secondary
  - Whether the building was used as a business

Depending on the incident, the fire chief of the impacted jurisdiction may want to provide the damage notifications due to their trusted relationship with the community. If that is the case, Larimer OEM will coordinate with the fire chief to ensure they have the necessary information to successfully complete the notification.

#### Release of Information

All FINAL damage reports and assessments are public documents and are discoverable under Public Disclosure. Draft versions of damage assessment data will not be released to the public without approval by Larimer County OEM or the EOC Manager. This added protection is to ensure that erroneous data is not inadvertently shared with the public, causing undue hardship or stress.

Larimer OEM, in coordination with the Damage Assessment Team Leads from the Assessor's Office and Building Department will determine when the final assessment is complete within the Larimer DA Tool and set a date for all data to be frozen as of that time. From that point forward, all departments/divisions will utilize day-to-day operations to collect new data.

Copies of final damage assessment reports, maps, and information will be made available to the public as requested. Care should be given with respect to the disbursement of private citizen information such as contact information, insurance, etc.

#### **Implementation and Activation**

When an incident has occurred that reasonably appears to have reportable damages, this Annex shall be activated. Larimer OEM will notify the EOC Manager and activate the Damage Assessment Unit within the Planning Section of the EOC. Once activated, damage assessment procedures shall remain in effect until terminated by the EOC Manager.

#### **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
- State of Colorado, State Emergency Operations Plan
- Public Law 93-288, Disaster Relief Act of 1974
- Colorado Disaster Emergency Act, C.R.S 24-33.5-700
- Colorado Disaster Emergency Procedures Handbook for Local Governments  
<http://dola.colorado.gov/dem/publications/DisasterHandbook.pdf>
- FEMA Public Assistance Program and Policy Guide

**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 regularly to ensure its accuracy and relevance.

**ATTACHMENT 1: BUILDING DIVISION STRUCTURE (PRIVATE) ASSESSMENT TEAM (SAC)**

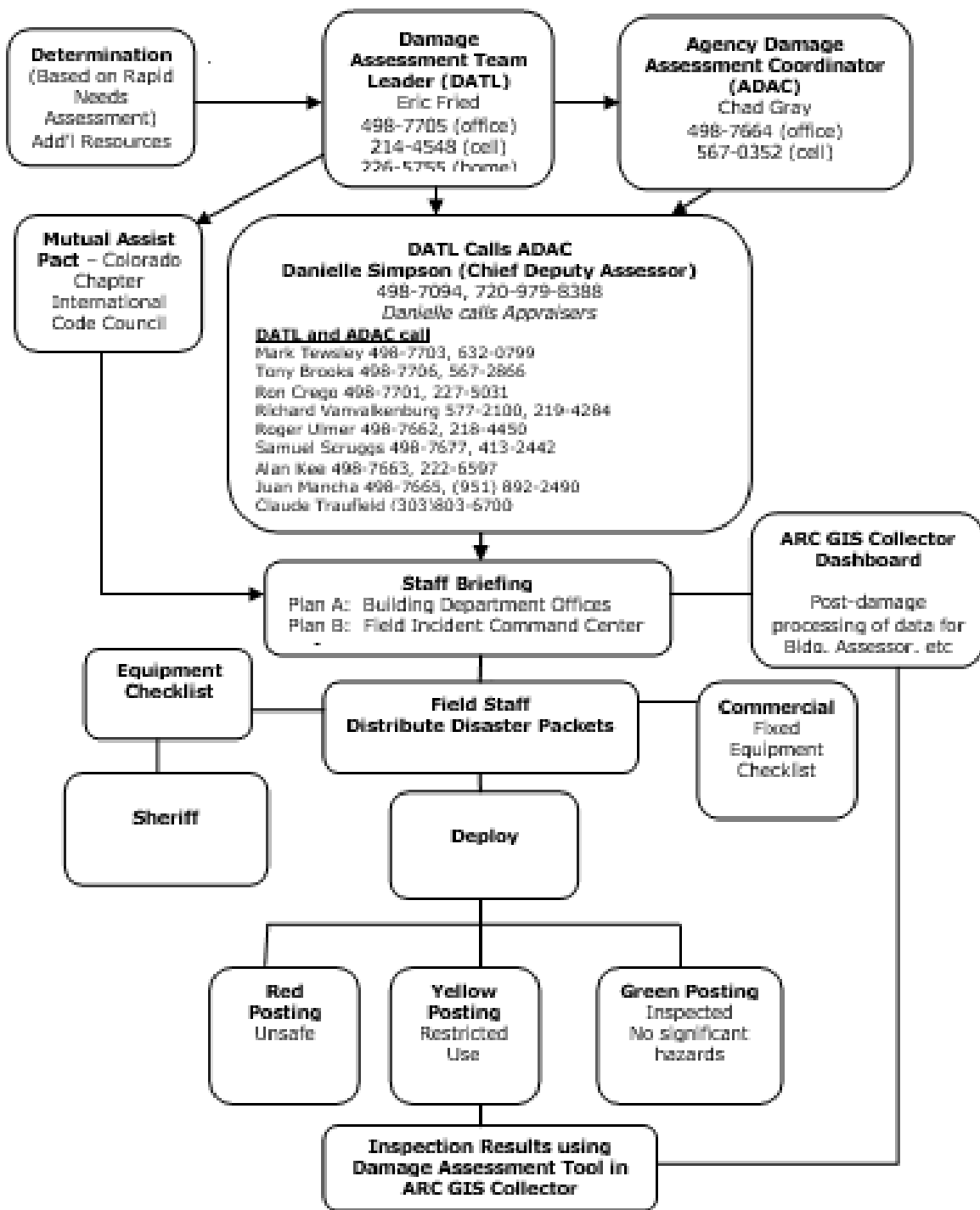


Figure 1: Building Division Structure Assessment Team Flow Chart



**ATTACHMENT 2: Damage Assessment Information**

The following items provide actions or discussion points that should be addressed and followed by the Damage Assessment Unit and Damage Assessment Teams .

- 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.

### Attachment 3: Larimer County Damage Assessment Form

<b>LARIMER COUNTY DAMAGE ASSESSMENT FORM</b>				
Incident Name:				Date:
Incident No.			Ref. No.	
Type of Hazard:	Tornado	Flood	Wildfire	Winter Other:
OWNER AND ASSESSOR INFORMATION				
Owner:	Parcel#:	Sched#:	Bldg ID #:	
Address:				
Additional Location Information (Mobile Home Park, Bldg Name, Development, Etc.):				
Total Square Footage:	# of Stories:		# of Taxable Bldgs on Parcel:	
Total Bldg Value:	Floodplain:	YES	NO	
Assessor's Office Notes:				
DAMAGE ASSESSMENT INFORMATION				
Accessible:	YES	NO	Water Level in Structure (in feet):	
Structural Safety:	Occupiable (Green)	Restricted (Yellow)	No Occupancy / Unsafe (Red)	Posted? Y N
Substantial Damage (Costs 50% or more to repair)?			YES	NO
Estimated Building Damages (exclude contents):  <input type="checkbox"/> No Visible Damage (NVD) <input type="checkbox"/> 1 to < 10% <input type="checkbox"/> 10 to < 30% <input type="checkbox"/> 30 to < 70% <input type="checkbox"/> 70 to < 100% <input type="checkbox"/> 100% <input type="checkbox"/> Unknown  Estimated Dollar Damage = _____ <i>[Damage Level x .1] X [Pre-Disaster Market Value x 1.1]</i>				Observed:  Collapse, off foundation _____ Bldg significantly out of plumb _____ Damage to pri. struct. comp., racking of walls _____ Geotechnical hazard, erosion / slope failure _____ Elec. lines / fixtures submerged / leaning trees _____ Exterior Finish _____  _____ _____ Doors / Windows _____ Roof Cover _____  Other (specify):
Entry Restrictions:				
Building Division Notes:				
OCCUPANCY, INCOME AND ADDITIONAL ASSESSMENTS				
Name of Occupant / Tenant (if different from Owner):				
Home: PRI	SEC	Status: OWN	RENT	Insurance: HO NFIP NONE

Est. Income:	LOW	MED	HI		
Type of Building:	Primary Occupancy:		Business:	YES	NO
<input type="checkbox"/> Single Family	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Commercial	# of Employees: _____		
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Other Residential	<input type="checkbox"/> Offices	Estimated Time out of Operation:		
<input type="checkbox"/> Mobile Home / Pre-Fabricated	<input type="checkbox"/> Public Assembly	<input type="checkbox"/> Industrial	# of Residential Units: _____		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Government			
<input type="checkbox"/> Outbuilding	<input type="checkbox"/> School	<input type="checkbox"/> Historic	Public Bldg?	YES	NO
	<input type="checkbox"/> Other _____				
Health Assessment:					
Utility Disruption:	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Water	<input type="checkbox"/> N/A	Notes:
Damage Assessment Notes:					
Report by:			Date:		

## **Attachment 4: LARIMER COUNTY DAMAGE ASSESSMENT FORM INSTRUCTIONS**

Incident Name – This is the incident name designated by the Incident Commander or the EOC Manager

Date – Date the assessment was completed

Incident No – Every incident will have a unique ID# established by the Incident Commander or the EOC.

This number will be the same for all assessments within the same event.

Reference No – This will be the unique identifier for the specific damage assessment per building assessed. These numbers should not repeat.

Type of Hazard – Choose one of the hazards indicated for the assessment or add a hazard under “Other”

### **Owner and Assessor Information**

Owner – The owner of the property being assessed

Parcel #, Sched # and Bldg ID# are all provided by the Assessor’s Office database.

Address: Fill out the full physical address for the property being assessed

Additional Location Information – Provide additional details as needed to identify the structure

Total Square Footage – provided by the Assessor’s Office database

Number of Stories – For the building being assessed

Number of Taxable Buildings on the parcel

Total Building Value – This is the amount used for Market Value questions by FEMA

Floodplain – If the structure is in the floodplain, mark YES

Assessor’s Office Notes – Area where members of the Assessor’s Office can add information as needed

### **DAMAGE ASSESSMENT INFORMATION**

Accessible – Please list whether you were able to access the property to visually inspect the structure

Water Level in Structure – This should only be filled out for rain and flood events.

Structural Safety – As determined by the Building Division, mark whether the structure is 1) Occupiable, 2) Restricted Access or 3) No Occupancy or Unsafe to Enter

Posted – If the structure has been assessed and a placard has been placed on the structure with its status, mark YES

Substantial Damage – If the cost to repair the structure exceeds 50% of the total value mark YES

Estimated Building Damages – These percentages do not include building contents.

Observed Conditions – Please check the appropriate boxes to determine the % of damage

Entry Restrictions – Please list any entry restrictions to the structure as applicable

Building Division Notes – Please provide any additional information needed for the damage assessment.

### **OCCUPANCY, INCOME AND ADDITIONAL ASSESSMENTS**

Name of Occupant / Tenant – If different from Owner, please include the name of the occupant of the building, if applicable

Home – PRI = Primary SEC = Secondary

Status – OWN = Owner-occupied structure RENT = structure is a rental property

Insurance – HO = Homeowners Insurance NFIP = National Flood Insurance Program None = None

Est. Income – LOW = Low income MED – Medium Income HI = High Income

Type of Building, Primary Occupancy and Business Details – Please check the appropriate boxes for each

Health Assessment – Please list any health considerations for the structure, including septic, water, etc.

Utility Disruption – Check the appropriate box for utility disruptions to the structure

Damage Assessment Notes: Any other information necessary to complete the assessment

Report By – The person filling out the report. If a non-county employee, please include phone #.

Title: The title of the person filling out the report.