

## DISASTER INTELLIGENCE/DAMAGE ASSESSMENT ANNEX

### 1. PURPOSE

The purpose of this annex describes the procedures used in the assessment Damages caused by a major emergency/disaster. The City of Salem plans to use the damage assessment finding to assess the degree of need for assistance from the state and federal agencies and also the type of assistance that will be needed.

### II. SITUATIONS AND ASSUMPTIONS

#### A. Situation

1. The City of Salem has the potential to experience damages caused by a major emergency or disaster.
2. A planned procedure for damage assessment is necessary for the City of Salem for effective response and recovery operations.

#### B. Assumptions

1. Initial response for damage assessment would be by first responders.
2. More extensive assistance would come from other governmental entities and the private sector.
3. Damage assessments must be made quickly but accurately, training is essential for making accurate and timely damage assessments.
4. Disaster intelligence and damage assessments provide vital information relating to hazards or potential hazards which relate directly to the safety or emergency responders and the public.
5. All city departments, agencies and organizations will support damage assessment as may be appropriate.
6. Disaster intelligence and damage assessment information will be utilized to determine when evacuees may return.

### III. CONCEPT OF OPERATIONS.

- A. The City of Salem Department of Emergency Management (DOEM) Coordinator will coordinate training of personnel in damage assessment with the IEMA Region Nine Coordinator in order to perform initial damage assessment surveys. IEMA, DOEM and the Region Chapter of the American Red Cross will combine efforts for the training of damage assessment team.
- B. During the response phase to a major emergency/disaster, the City of Salem DOEM/EOC will notify the Damage Assessment Teams (DAT) to perform an initial survey of damages with may include:
  - 1. Number of residential structures damaged.
  - 2. Number of residential structures destroyed.
  - 3. Number of public buildings damaged.
  - 4. Number of public buildings destroyed.
  - 5. Damage done to major streets, roads, bridges and other critical facilities.
- C. The damage assessment information gathered will b displayed in the EOC on maps and charts. Maps are located in the EOC, DOEM Office and all City Department offices. All city vehicles have City of Salem Maps on hand.
- D. A designated DAT representative will report to the EOC to coordinate damage assessment operations and to advise decision makers of the findings. The City of Salem Community Development Director or designee will be the City of Salem representative.
- E. The work and control center used to manage organizational resources and operation and control of damage assessment will be in the EOC. If required, an Incident Command Post (ICP) will be established near the impacted area with the periodic update being relayed to the EOC. An Incident Commander (IC) will be in-charge at scene.
- F. If necessary, the DAT may contact voluntary organizations or the private sector to obtain necessary assistance during the surveys.
- G. The City of Salem Mayor, in conjunction with the DOEM Coordinator, will determine the number of damage assessment teams required. Scheduling will be arranged to assure a continuous 24-hour manning

of damage assessment jobs during the emergency conditions. Should assistance from nearby jurisdictions, the state or federal government become necessary, the City of Salem DOEM Coordinator shall request assistance by contacting the Illinois Emergency Management Agency (IEMA).

- H. The City of Salem DOEM Coordinator shall provide the necessary logistical support to damage assessment personnel during emergency operations.
- I. Damage assessment personnel should see that essential records for continuing government and conducting emergency operations are protected.
- J. During the recovery phase, damage assessment personnel will monitor restoration activities to evaluate recovery operations.
- K. Currently there are mutual aid agreements in place for damage assessment.
- L. The responding State or Federal Chief Officer will be notified to aid in managing the procedures required for hazardous material or radiological decontamination of response personnel.
- M. Each emergency response organization for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.
  - 1. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon this inability to serve such as absence injury, sickness, commitment elsewhere or off duty.
  - 2. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and having each EOC member relay the information to their agencies. The alternate method will be to have the communications center (911 PSAP) make the announcement.
- N. The Damage Assessment Officer or his designee will be assigned to the staff of the EOC to advise decision makers and coordinate damage assessment activities in the field.

1. The damage assessment officer will determine the areas to be surveyed and when damage assessment personnel can enter the crisis area.
- O. It may become necessary to designate and establish an ICP to manage damage assessment resources and response personnel. A DAT member will contact the DAT EOC representative to advise on damage assessment operations.
1. Damage assessment teams will make reports to the DAT EOC representative every hour they are in the field. They may also contact the DAT EOC representative if they encounter a special need situation.
  2. Damage assessment will be done in the city by assessing every square block in the crisis area.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The City of Salem DOEM Coordinator will:
1. Establish training for personnel to perform surveys.
  2. Notify DAT to perform surveys.
  3. Advise IEMA of damage assessment information.
  4. Advise City Officials of damage assessment information.
  5. Provide logistical support to damage assessment personnel.
  6. Maintain personnel notification rosters.
  7. Update Damage Assessment Annex as needed.
  8. Negotiate, coordinate and prepare mutual aid agreements.
  9. Provide for the identification of shelter/reception and care facilities that are safe to use in a post-disaster environment.
- B. The Damage Assessment Team will:
1. Have total access to the affected area except when all emergency response groups are prohibited by the IC Safety Officer.

2. Conduct damage assessment surveys as needed.
  3. Monitor restoration activities to evaluate recovery operations.
  4. Mark assessed buildings. This shall be done in a like manner throughout the damage area to insure uniformity. All emergency agencies will be notified to the marking system used for damage assessment. The notifications will be made in the EOC and on site.
- C. The City of Salem Clerk will provide necessary property records.
- D. The Marion County Supervisor of Assessments will provide necessary property records.
- E. All City Government Departments will:
1. Report damages tot critical facilities in the city limits.
  2. Report overall damage observations in the city.

V. SUCCESSION OF COMMAND

If the official or department head is not available to direct emergency response operations, the chain of command listed below will be followed.

- A. Damage Assessment Coordinator.
- B. Assistant Damage Assessment Coordinator.
- C. Designee of City of Salem Mayor or DOEM Coordinator.

VI. DEVELOPMENT AND MAINTANCE OF DAMAGE ASSESSMENT INTELLIGENCE ANNEX

The responsibility for revisions, annex maintenance, review and updating this annex belongs to DOEM.

VII. AUHORITIES AND REFERANCES.

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305).

- C. City of Salem ESDA/DOEM Act 76-8
- D. Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101); FEMA April 2001

#### VII1. APPENDICES

- A. Pre-emergency Operations Checklist.
- B. Response Operations Checklist.
- C. Recovery Operations Checklist.
- D. IEMA Initial Damage Assessment Form.
- E. Search Area Markings.

#### APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Obtain documentation indicating a pre-disaster condition that would illustrate the impact of the event.
2. Train assigned damage assessment personnel to perform emergency functions.
3. Make provisions for display of damage assessment information in the EOC.
4. Pre-stock damage assessment forms.
5. List critical facilities priority restoration.
6. Maintain a current list of all emergency response sources.
7. Track resources deployed for disaster response.
8. Make provisions to protect records and other essential items needed for continuing operations.
9. Develop procedures to ensure successful response during a major disaster.

#### APPENDIX B. RESPONSE OPERATIONS CHECKLIST.

1. Provide training to response staff and personnel.
2. Notify damage assessment personnel.
3. Perform initial damage survey indicating:
  - A. Number of residential structures damaged.
  - B. Number of residential structures destroyed.
  - C. Number of public buildings damaged.
  - D. Number of public building destroyed.
  - E. Damage to major streets, roads, bridges and other critical facilities.
4. Report the appropriate damage information to the EOC during emergency operations.
5. Have the DOEM Coordinator relay the initial damage information to the IEMA Regional Office or to IEMA in Springfield.
6. Display damage assessment information in EOC.
7. Provide logistical support t the personnel (response, dispatch, work control) such as food, fuel, lighting, emergency power Etc.
8. Maintain radiation exposure records for response personnel. If necessary, dosimeter readings every two hours.
9. Continue training for response personnel and volunteers to perform emergency functions.

#### APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Monitor restorations activities.
3. Compile final damage estimate report for inclusion into the official disaster record.

4. Work with the proper authorities, if necessary, to establish new ordinance or land use regulations to lessen the impact of future disasters.

APPENDIX D. IEMA DAMAGE ASSESSMENT FORM

APPENDIX E. SEARCH AREA MARKINGS

