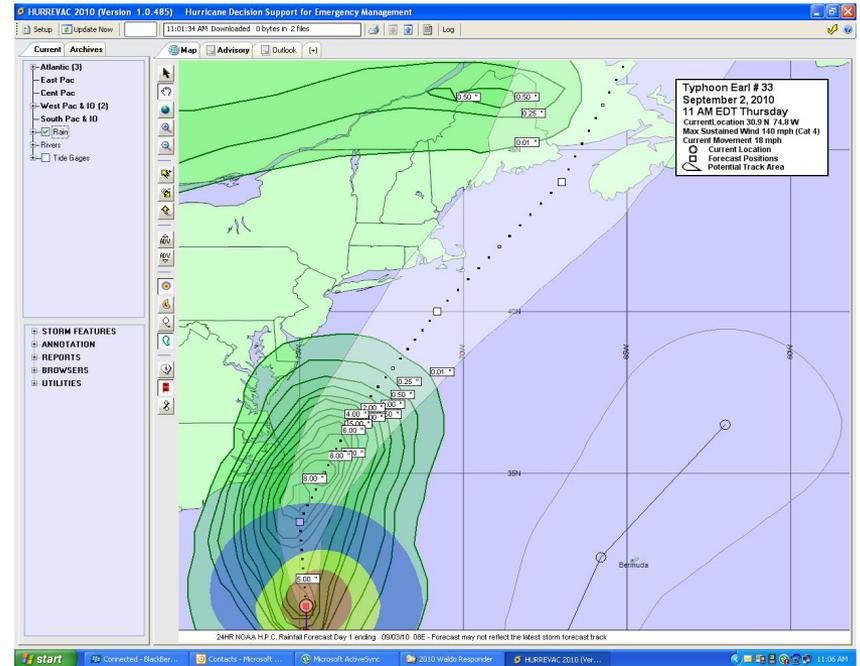


# Workshop in Emergency Management Damage Assessment & Reporting



Comprehending Disaster Response

# Damage Assessment & Reporting

- What is damage assessment?
- When to complete assessments
- Who completes the assessment?
- Damage Assessment Items
- Documentation – The Form 7
- Reporting the Assessment
- What's Next?

# Damage Assessment & Reporting

- What is Damage Assessment?
  - The process used to appraise or determine the number of injuries and deaths, damage to property, and the status of key facilities and infrastructure.
  - The facility and infrastructure damages are usually measured in repair costs.



# Damage Assessment & Reporting

- Why collect the info and report?
  - Need to know what's wrong before you can fix it.
  - Need to have a full picture before you can prioritize your response.
  - If you want help from the State, you need to report what is wrong.
  - We need as many damage reports as we can in order to apply for a FEMA disaster declaration.

# Damage Assessment & Reporting

- When to complete the Damage Assessment
  - Whenever your municipality experiences damages from an emergency or disaster
    - Example: Road washouts from a severe rainstorm
  - Whenever the State or County EMA offices request assessments.
  - Don't wait for the State or County – be proactive!
  - Start documenting during the storm – as early as you can (taking safety into account).

# Damage Assessment & Reporting

- Who completes
  - Depending on the Municipal capabilities
    - Local Emergency Management Director
    - Road Commissioner/Public Works Director
    - Town/City Manager/Administrator
    - Elected Officials
    - Emergency Management or Civil Defense Team
  - Recommend making it a team effort involving all the people mentioned above
    - Split the work up and compile the results together

# Damage Assessment & Reporting

- Damage Assessment items
  - Digital Camera/Phone
  - Paper, pencils, pens, and highlighter
  - Clipboard and blank MEMA Form 7s
  - Calculator
  - EMA Class 2 Hi-Vis Traffic Safety Vest
  - GPS app on a smart phone
  - Existing municipal road contracts
  - Lists of local costs for road materials

# Damage Assessment & Reporting

- Damage Assessment process
  - Take digital pictures – you can't take too many!
  - Estimate the amount of materials needed
    - Sub-base & base gravel, culverts, geotextile, asphalt
  - Record position (Lat/Long or Street Address)
  - Take notes for each damage location
  - Take some more pictures! From every angle.
  - Send emails on damages to County EMA.
  - Upload to D4H Incident Management

# Damage Assessment & Reporting

- MEMA Preliminary Damage Assessment Forms for PA and IA
  - Used to record all public and individual damages
  - Must be completed and reported quickly
  - Only an estimate – not detailed or precise
  - Total cost of Public Damages may drive a Gubernatorial state of emergency order, which could then drive a FEMA Preliminary Damage Assessment (PDA)

# Damage Assessment & Reporting

- The MEMA Preliminary Damage Assessment Forms – Public Assistance & Individual Assistance
  - The Individual Assistance form will assist the State and Federal governments with determining if State and Federal assistance to private citizens will be provided and in what form.
  - During Ice Storm '98, individual assistance was provided in food vouchers, heating assistance, and repairs to homes.



Maine Emergency Management Agency  
**PUBLIC ASSISTANCE**  
**PRELIMINARY DAMAGE ASSESSMENT**

Revised 22 November 2022

Form Instructions  
 Check for newest version  
 FEMA PAPPG Document

# Public Assistance Preliminary Damage Assessment form

- Page 1
- Summary Page
- Contact Information
- Total \$ per Category

GENERAL INFORMATION		
<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date: 03/27/2023
Type of Disaster and/or event name:		Date(s) of Occurrence:
County: Select a County/Agency		Jurisdiction (town, county, district, etc.):
<b>Locations Affected (Coordinates, Addresses, etc.)</b> <a href="#">Find map locations</a> <small>Use the "Find map locations" button to access Google Maps. right click location and copy coordinates, then paste in this box. Separate entries with a semicolon :  <a href="https://www.google.com/maps/place/Maine">https://www.google.com/maps/place/Maine</a></small>		
POINT OF CONTACT		
Name:		Title:
Email:		Desk phone:
		Cell phone:
DAMAGES TO PUBLIC INFRASTRUCTURE		
<b>A</b>	<b>DEBRIS REMOVAL</b> (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
<b>B</b>	<b>EMERGENCY PROTECTIVE MEASURES</b> (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
<b>C</b>	<b>ROADS AND BRIDGES</b> (roads, culverts, bridges, and associated facilities)	\$
<b>D</b>	<b>WATER CONTROL FACILITIES</b> (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
<b>E</b>	<b>BUILDINGS AND EQUIPMENT</b> (buildings, supplies, inventory, vehicles, and equipment)	\$
<b>F</b>	<b>UTILITIES</b> (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
<b>G</b>	<b>PARKS, RECREATIONAL, AND OTHER</b> (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
PRIVATE NONPROFITS (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.] )		\$
<b>PUBLIC DAMAGES GRAND TOTAL</b>		\$ 0.00
Call, fax, or email this information to your COUNTY EMERGENCY MANAGEMENT AGENCY as soon as possible (State agencies submit to MEMA)		
		<a href="http://www.maine.gov/mema">www.maine.gov/mema</a> <a href="#">Submit via e-Mail</a> <a href="#">Look up County EMAs</a>

# Public Assistance Preliminary Damage Assessment form

- Page 2
- Description of each Project Location

Locations Affected (Coordinates, Addresses, etc.) <span style="border: 1px solid black; padding: 2px;">Find map locations</span>				
			Use the "Find map locations" button to access Google Maps, right click location and copy coordinates, then paste in this box. Separate entries with a semicolon ;	
<a href="https://www.google.com/maps/place/Name">https://www.google.com/maps/place/Name</a>				
ITEMIZED DAMAGES*				
Location Number	Type	Images	Responsible Agency	Comments
1. Category: CHOOSE CATEGORY				
		+ + +		
2. Category: CHOOSE CATEGORY				
		+ + +		
3. Category: CHOOSE CATEGORY				
		+ + +		
4. Category: CHOOSE CATEGORY				
		+ + +		
5. Category: CHOOSE CATEGORY				
		+ + +		
6. Category: CHOOSE CATEGORY				
		+ + +		
7. Category: CHOOSE CATEGORY				
		+ + +		
8. Category: CHOOSE CATEGORY				
		+ + +		
9. Category: CHOOSE CATEGORY				
		+ + +		
10. Category: CHOOSE CATEGORY				
		+ + +		
11. Category: CHOOSE CATEGORY				
		+ + +		
12. Category: CHOOSE CATEGORY				
		+ + +		
13. Category: CHOOSE CATEGORY				
		+ + +		
14. Category: CHOOSE CATEGORY				
		+ + +		
15. Category: CHOOSE CATEGORY				
		+ + +		

# Public Assistance Preliminary Damage Assessment form

- Page 3
- Continuation of the Description of each Project Location
- Description for each column

16. Category: CHOOSE CATEGORY				
17. Category: CHOOSE CATEGORY				
18. Category: CHOOSE CATEGORY				
19. Category: CHOOSE CATEGORY				
20. Category: CHOOSE CATEGORY				
21. Category: CHOOSE CATEGORY				
22. Category: CHOOSE CATEGORY				
23. Category: CHOOSE CATEGORY				
24. Category: CHOOSE CATEGORY				

*\*There is no guarantee that FEMA will perform an on-site assessment*, FEMA now requires coordinate location data, damage imagery, and other category-specific documentation listed in the tables above. Column descriptions:

**Location:** add the location (or location number based on the order of coordinates/addresses reported).

**Type:** Type of damage/emergency response. Common examples by category include but are not limited to:

[A] Debris removal: Vegetation/trees; construction debris; soil, mud, sand; vehicles/vessels, hazardous waste, putrescent

[B] Emergency Protective Measures: Sandbagging; Barricades; Signage; extra police/fire, emergency health measures

[C] Roads and Bridges: Road, culvert, bridge, associated facilities

[D] Water Control Facilities: Dams, reservoirs, shore protection, pumping/irrigation, drainage channels, levees

[E] Buildings and Equipment: Buildings, supplies, inventory, vehicles, equipment

[F] Utilities: Facilities and systems for: water treatment/delivery, power generation/distribution, gas distribution, sewerage collection/treatment

[G] Parks and Recreation: Playground equipment, sports fields, boat docks, picnic tables, cemeteries, swimming pools

Private Nonprofit: Education, medical, emergency, custodial care, utilities, other community services

**Images:** If using a fillable PDF, use the "+" button to add damage images. If filling out a hard copy, be sure to send images to your County EMA Director and refer to the appropriate itemized damage list number

**Responsible Agency:** Note the agency responsible for work and contact info

**Comments:** Examples of comments that will assist the assessment process:

[A] Debris Removal: Note the estimated amount (in cu yd), whether work is approved by DEP (yes/no), disposal location/address or specify "on site"

[B] Emergency Protective Measures: Note the amount of time and materials used

[C] Roads and Bridges: Note whether work is permitted by DEP (yes/no), materials and amounts used

[D] Water Control Facilities: Note whether work is permitted by DEP (yes/no), materials and amounts used

[E] Buildings and Equipment: Note whether work is permitted by DEP (yes/no), materials and amounts used

[F] Utilities: Note whether work is permitted by DEP (yes/no), materials and amounts used

[G] Parks and Recreation: Note whether work is permitted by DEP (yes/no), materials and amounts used

Private Nonprofits: Note whether work is permitted by DEP (yes/no), materials and amounts used

*Thank you for submitting this Public Infrastructure Damage Assessment Form. Your participation is crucial for compiling a comprehensive State Disaster Declaration Request. Please note that FEMA now requires coordinate location data, damage imagery, and other damage and response documentation listed in the tables above as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.*



# Individual Assistance Preliminary Damage Assessment form

- Page 1
- Contact Information
- Type of Incident
- Location of Damage
- Property Specifics



Maine Emergency Management Agency  
**INDIVIDUAL ASSISTANCE  
PRELIMINARY DAMAGE ASSESSMENT**

Revised 29 September 2022

Check for newest version

Use this Individual Assistance survey to document damages to personal property caused by natural hazards.

GENERAL INFORMATION			
Name:	Date and time of Report: March 27, 2023		
Phone number:	Date(s) of occurrence:		
Email:	Title:		
Is any member of the household affiliated with a federally recognized tribe? If so, please list their Tribal Entity:	Are there any <i>immediate</i> needs? If so, describe:		
INCIDENT TYPE/PRIMARY PERIL			
<input type="checkbox"/> Flood	<input type="checkbox"/> Severe Storm	<input type="checkbox"/> Earthquake	<input type="checkbox"/> Terrorism
<input type="checkbox"/> Straight-line winds	<input type="checkbox"/> Hurricane/tropical storm	<input type="checkbox"/> Explosion	<input type="checkbox"/> Tidal Wave
<input type="checkbox"/> Winter Storm	<input type="checkbox"/> Fire	<input type="checkbox"/> Landslide	<input type="checkbox"/> Tornado
<input type="checkbox"/> Snowstorm	<input type="checkbox"/> Drought	<input type="checkbox"/> Mudslide	<input type="checkbox"/> Tsunami
LOCATION INFORMATION			
Street address/coordinates:	Description of location:		
Town/City:	County:		
EVALUATION FOR INDIVIDUAL ASSISTANCE PDA			
Choose type of dwelling: <input type="radio"/> Single Family <input type="radio"/> Multi-Family <input type="radio"/> Manufactured Home <i>Report damages on page 2 based on dwelling type.</i>	Are these primary residences (occupied at least 6 months per year)?		
Is there insurance for this peril? <input type="radio"/> Yes, insurance coverage confirmed <input type="radio"/> No, lack of insurance confirmed <input type="radio"/> Unknown	Reported by owner or renter? <input type="radio"/> Owner, confirmed <input type="radio"/> Renter, confirmed <input type="radio"/> Unknown		
Are the utilities functional?	Does this assessment need review by a PDA Coordinator for Level of Damage?		
Additional Comments:			

# Individual Assistance Preliminary Damage Assessment form

- Page 2
- Description of the types of “Levels” of property damages for Single Family Homes

SINGLE FAMILY – LEVEL OF DAMAGE ASSESSED	
<b>Level of damage assessed:</b> <input type="radio"/> Affected <input type="radio"/> Minor <input type="radio"/> Major <input type="radio"/> Destroyed <input type="radio"/> Inaccessible <input type="radio"/> Unaffected	
<b>For “Affected” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Minimal missing shingles or siding. <input type="checkbox"/> Cosmetic damage, such as paint discoloration or loose siding. <input type="checkbox"/> Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence. <input type="checkbox"/> Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.	
<b>For “Minor” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight). <input type="checkbox"/> Nonstructural damage to the interior wall components, to include drywall and insulation. <input type="checkbox"/> Multiple small vertical cracks in the foundation <input type="checkbox"/> Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence). <input type="checkbox"/> Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.). <input type="checkbox"/> Waterline at 1 to 3 inches in an essential living space. <input type="checkbox"/> When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded. <input type="checkbox"/> Damage or disaster-related contamination to a private well or septic system. <input type="checkbox"/> Nonstructural damage to exterior components. <input type="checkbox"/> Waterline in a finished basement	
<b>For “Major” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc. <input type="checkbox"/> Failure or partial failure to structural elements of the walls, to include framing, etc. <input type="checkbox"/> Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches. <input type="checkbox"/> Waterline above 18 inches or the electrical outlets in an essential living space. <input type="checkbox"/> Waterline on the first floor (regardless of depth) of a residence when basement is completely full. <input type="checkbox"/> When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.	
<b>For “Destroyed” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). <input type="checkbox"/> Only foundation remains <input type="checkbox"/> The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes). <input type="checkbox"/> Waterline at the roofline or higher.	
<b>For “Inaccessible,” select the most relevant description:</b> <input type="checkbox"/> Impassable Road <input type="checkbox"/> Destroyed Private Bridge	
<p align="center"><b>Please send photos of the damage to your County Emergency Management Agency.</b></p> <p><b>County EMA contact information:</b> <a href="http://www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies">www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies</a></p> <p align="center"><b>There is no guarantee that FEMA will perform an on-site assessment.</b></p> <p align="center"><small>Thank you for submitting this Public Infrastructure Damage Assessment Form. Your participation is crucial for compiling a comprehensive State Disaster Declaration Request. Please note that FEMA now requires coordinate location data, damage imagery, and other damage and response documentation listed in the tables above as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.</small></p>	

# Individual Assistance Preliminary Damage Assessment form

- Page 3
- Description of the types of “Levels” of property damages for Multi-Family Homes

MULTI-FAMILY – LEVEL OF DAMAGE ASSESSED	
<b>Level of Damage assessed, count the number of dwellings for each Level of Damage reported:</b> <input type="radio"/> Affected # dwellings: _____ <input type="radio"/> Major # dwellings: _____ <input type="radio"/> Inaccessible # dwellings: _____ <input type="radio"/> Minor # dwellings: _____ <input type="radio"/> Destroyed # dwellings: _____ <input type="radio"/> Unaffected # dwellings: _____	
<b>For “Affected” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Minimal missing shingles or siding. <input type="checkbox"/> Cosmetic damage, such as paint discoloration or loose siding. <input type="checkbox"/> Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence. <input type="checkbox"/> Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.	
<b>For “Minor” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight). <input type="checkbox"/> Nonstructural damage to the interior wall components, to include drywall and insulation. <input type="checkbox"/> Multiple small vertical cracks in the foundation <input type="checkbox"/> Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence). <input type="checkbox"/> Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.). <input type="checkbox"/> Waterline at 1 to 3 inches in an essential living space. <input type="checkbox"/> When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded. <input type="checkbox"/> Damage or disaster-related contamination to a private well or septic system. <input type="checkbox"/> Nonstructural damage to exterior components. <input type="checkbox"/> Waterline in a finished basement	
<b>For “Major” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc. <input type="checkbox"/> Failure or partial failure to structural elements of the walls, to include framing, etc. <input type="checkbox"/> Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches. <input type="checkbox"/> Waterline above 18 inches or the electrical outlets in an essential living space. <input type="checkbox"/> Waterline on the first floor (regardless of depth) of a residence when basement is completely full. <input type="checkbox"/> When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.	
<b>For “Destroyed” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). <input type="checkbox"/> Only foundation remains <input type="checkbox"/> The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes). <input type="checkbox"/> Waterline at the roofline or higher.	
<b>For “Inaccessible,” select the most relevant description:</b> <input type="checkbox"/> Impassable Road <input type="checkbox"/> Destroyed Private Bridge	
<p align="center"><b>Please send photos of the damage to your County Emergency Management Agency.</b></p> <p align="center">County EMA contact information: <a href="http://www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies">www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies</a></p> <p align="center"><b>There is no guarantee that FEMA will perform an on-site assessment.</b></p> <p align="center"><i>Thank you for submitting this Public Infrastructure Damage Assessment Form. Your participation is crucial for compiling a comprehensive State Disaster Declaration Request. Please note that FEMA now requires coordinate location data, damage imagery, and other damage and response documentation listed in the tables above as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.</i></p>	

# Individual Assistance Preliminary Damage Assessment form

- Page 4
- Description of the types of “Levels” of property damages for Manufactured Family Homes

MANUFACTURED HOME – LEVEL OF DAMAGE ASSESSED	
<b>Level of damage assessed:</b> <input type="radio"/> Affected <input type="radio"/> Minor <input type="radio"/> Major <input type="radio"/> Destroyed <input type="radio"/> Inaccessible <input type="radio"/> Unaffected	
<b>For “Affected” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted). <input type="checkbox"/> Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.	
<b>For “Minor” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> There is no structural damage to the residence, and it has not been displaced from the foundation. <input type="checkbox"/> When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include the following: *Bottom board, insulation, or ductwork in the floor system. *Heating, ventilating, and air conditioning (HVAC) is impacted. <input type="checkbox"/> HVAC is impacted. <input type="checkbox"/> Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hookup).	
<b>For “Major” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> Water has covered the floor system and entered the living space of the unit but is still below the roofline. <input type="checkbox"/> The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged. <input type="checkbox"/> Fifty percent or more of non-structural components (e.g., roof shingles, drywall, and utility hookups) have sustained significant damage.	
<b>For “Destroyed” Level of Damage, select the most relevant description:</b> <input type="checkbox"/> The residence's frame is bent, twisted, or otherwise compromised. <input type="checkbox"/> The majority of the structural framing of the roof or walls has been compromised, exposing the interior. <input type="checkbox"/> The residence is a total loss	
<b>For “Inaccessible,” select the most relevant description:</b> <input type="checkbox"/> Impassable Road <input type="checkbox"/> Destroyed Private Bridge	
<p align="center"><b>Please send photos of the damage to your County Emergency Management Agency.</b></p> <p align="center"><b>County EMA contact information: <a href="http://www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies">www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies</a></b></p> <p align="center"><b>There is no guarantee that FEMA will perform an on-site assessment.</b></p>	
<p align="center"><i>Thank you for submitting this Public Infrastructure Damage Assessment Form. Your participation is crucial for compiling a comprehensive State Disaster Declaration Request. Please note that FEMA now requires coordinate location data, damage imagery, and other damage and response documentation listed in the tables above as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.</i></p>	

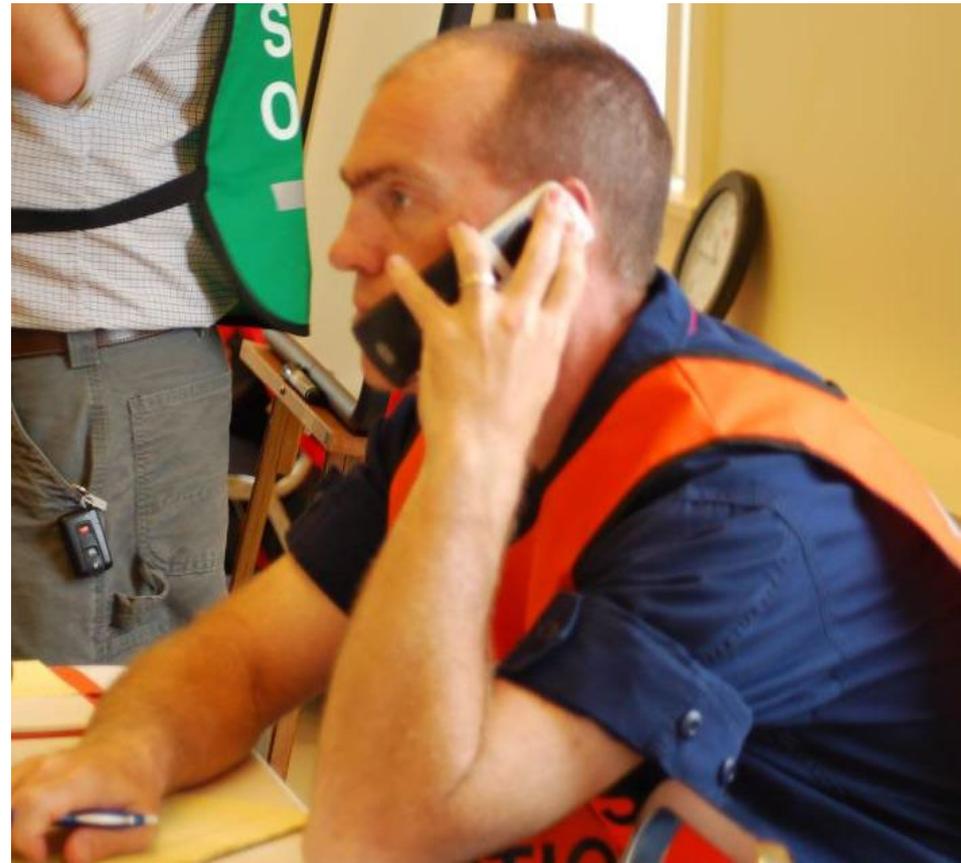
# Damage Assessment & Reporting

- Damage Assessment Forms
  - Both forms will be completed at the municipal level
  - Town residents should report their individual damages to the Town Office or EOC
  - Town officials will collect public damages



# Damage Assessment & Reporting

- Reporting the Assessment
  - Forms must be sent to the County EMA
  - The forms can be:
    - Faxed
    - E-Mailed
    - Posted to D4H IM
    - Hand delivered
    - Telephoned in
    - Radio-called in



# Damage Assessment & Reporting

- Reporting the Assessment
  - You will need your supporting data, so hang on to it! In the 2013 Ice Storm, FEMA didn't acknowledge our initial damage estimates.
  - Supporting data may include photographs, video, material take offs, surveys, engineered drawings, detailed cost calculations, receipts, invoices, check stubs, etc.
  - The Damage Assessment forms are used by the State of Maine; FEMA does not use this form

# Damage Assessment & Reporting

- What next?
  - The County EMAs will forward the Forms to the State EMA office.
  - If the damages reach a certain cost threshold, the Governor will declare a State of Emergency and request a Presidential Declaration
  - FEMA may send out officials to verify the level of damage
  - If the costs thresholds are still met, FEMA may request the President make a Declaration

# Damage Assessment & Reporting

- What next?
  - Then FEMA officials may show up for Project Development or perform online



# Damage Assessment & Reporting

- Repairs Complete! Money comes much later.

