



**BUREAU OF RECOVERY
RECOVERY OPERATIONS FOR
PRELIMINARY DAMAGE ASSESSMENT**
Standard Operating Guidelines

I. REFERENCES

- A. **Constitution of the State of Florida, Article I, Section A**
- B. **Stafford Act**
The Robert T. Stafford Act, P.L. 93-288, as amended June 2007 by P.L. 100-207
- C. **44 CFR**
Code of Federal Regulations Title 44, Vol. 1, Parts 13, 14, & 206 (Sub-Chapter D—Disaster Assistance: Federal Disaster Assistance)
www.gpoaccess.gov/ECFR/
- D. **Chapter 252**
Florida Statutes, Title XVII, Chapter 252 (Emergency Management)
<http://www.leg.state.fl.us/statutes/>
- E. **State of Florida, Comprehensive Emergency Management Plan**
State of Florida Comprehensive Emergency Management Plan, Division of Emergency Management, 2004
<http://www.floridadisaster.org/documents/CEMP/floridaCEMP.htm>
- F. **Handbook for Disaster Assistance**
Division of Emergency Management Handbook for Disaster Assistance, 2004

II. BACKGROUND

Preliminary Damage Assessment determines:

1. The extent of damage to individual homeowners, businesses and public infrastructures;
2. The extent to which the immediate emergency needs of impacted individuals, families, and the public agencies are being met; and
3. The need for additional resources and state assistance.

In addition to guiding state response actions, the Preliminary Damage Assessment is the basis for a Governor's request for a Presidential Major Disaster Declaration. It is also used to assist the counties in managing the disaster. Preliminary Damage Assessments are completed by a joint team composed of members from the Federal Emergency Management Agency, State and Local communities. The Initial Impact Assessment, which is primarily a local responsibility and is conducted in advance of a Preliminary Damage Assessment and is done by a drive through (windshield), walk through, or fly-over. It produces data for the State's Essential Elements Information form or a county situation report. Red Cross assessments and news reports are also helpful in gathering data. The joint Federal Emergency Management Agency, State and Local Preliminary Damage Assessment teams, however, do a more detailed assessment for habitability.

III. PURPOSE

The purpose of this Standard Operating Guide is to provide guidance, define procedures and assign responsibilities for the creation, deployment and operation in the field of the Preliminary Damage Assessment Teams.

IV. SCOPE

This Standard Operating Guide is applicable to all assigned personnel of the Bureau of Recovery and other personnel with roles which support Preliminary Damage Assessments. The primary objective of this Standard Operating Guide is the generation of timely, accurate and detailed information on the status of individuals, businesses and public infrastructure through the efficient deployment of the Preliminary Damage Assessment Teams.

V. CONCEPT OF OPERATIONS

The concept of this Standard Operating Guide is that defined responsibilities and uniform procedures will initiate prior planning, facilitate training and provide functional field processes and procedures, essential in achieving the scope's goals and objectives. The County immediately following impact may perform an Initial Damage Assessment. The State Emergency Response Team (SERT) Liaison should participate to the degree necessary to obtain Initial Damage Assessment information to be furnished to the State Emergency Operations Center and the incoming Preliminary Damage Assessment teams.

The Preliminary Damage Assessment is a joint State/Federal Emergency Management Agency/Small Business Administration/local operation, whose function is to verify the damage assessment already compiled by the county and municipal teams. Under certain circumstances, however, the county may have only had time to locate the damaged areas and will not have made a detailed evaluation. In this case, the Preliminary Damage Assessment may be the only damage assessment.

Upon arrival, the Preliminary Damage Assessment Team will require the following:

1. A briefing with the County Emergency Management Director, State Emergency Response Team Liaison and County Damage Assessment Coordinator
2. A copy of the County's Initial Damage Assessment
3. A local guide to the damaged or impacted areas
4. Maps highlighting the damaged areas; and
5. Appropriate transportation, if the nature of the damage requires more than a passenger vehicle

VI. DUTIES AND RESPONSIBILITIES

A. DEPUTY STATE COORDINATING OFFICER

1. Provides general supervision and direction for Bureau personnel involved in implementing this Standard Operating Guide.
2. Receives request for Preliminary Damage Assessment and determines the need.
3. Briefs State Coordinating Officer on status of implementation.

B. RECOVERY SECTION CHIEF

1. Ensures that county requests for Preliminary Damage Assessment are directed to the Deputy State Coordinating Officer.
2. Approves Preliminary Damage Assessment deployment plans.
3. Combines all of the damage assessment data.
4. Provides the Damage Report to the Deputy State Coordinating Officer.
5. Make recommendations regarding possible requests for federal assistance.
6. Coordinates activities with the Federal Emergency Management Agency and other federal agencies.

C. PRELIMINARY DAMAGE ASSESSMENT COORDINATOR

1. Contacts County Emergency Management Directors who have requested a Preliminary Damage Assessment.
2. Schedules and deploys teams to the field.
3. Ensures that all logistical needs of the Preliminary Damage Assessment teams are met.
4. Conducts a briefing and any additional training on the Preliminary Damage Assessment process.
5. Cooperates with the federal counterparts to coordinate actions.
6. Provides team lists, telephone numbers and schedules to be posted in EM Constellation.
7. Receives data from the field, compiles the data and provides a detailed breakdown by county of all damage data.
8. Provides this information to the Recovery Section Chief, Individual and Public Assistance Branch Directors and the Recovery Desk Lead Planner.

D. PRELIMINARY DAMAGE ASSESSMENT TEAM

1. Ensures that all necessary equipment is functioning.
2. Contacts State Emergency Response Team Liaisons or County Emergency Management Director, as appropriate, arranges meeting time and place, and reviews county responsibility to provide guides and maps of the damaged areas.
3. Meets with County Emergency Management Director for briefing on local damage assessment effort and to identify most heavily damaged areas.
4. Ensures that most severely impacted areas are surveyed first.
5. Systematically conducts a building-by-building assessment of the damaged homes, businesses and public infrastructure, recording all appropriate information on the proper forms according to our established Damage Assessment Procedures.
6. Files damage reports at appoint time and in the proper manner (by phone or computer).
7. Maintains awareness and are alert to unusual circumstances and unmet needs and reports such circumstances and unmet needs as soon as possible to the Preliminary Damage Assessment Coordinator.
8. Coordinates compilation of reports with the Federal Emergency Management Agency and other team members including local representatives as appropriate.
9. Conducts exit interview with County Emergency Management Director (and other local officials as appropriate) to discuss results of Preliminary Damage Assessment.

VII. PERSONAL EQUIPMENT LIST

- ✓ Appropriate clothing including State Emergency Response Team shirt and hat (for prevailing weather conditions)
- ✓ Boots (suggested—steel-toed or rubber as appropriate)
- ✓ Raincoat or poncho
- ✓ Flashlight
- ✓ Extra eyeglasses, as needed
- ✓ Insect repellent
- ✓ State Emergency Response Team ID WITH LANYARD
- ✓ MEDICATIONS (if needed)
- ✓ Copy of Standard Operating Guide
- ✓ Preliminary Damage Assessment Go-kit (with all forms and other essential items)
- ✓ Copy of any County Situation Report or Elements of Essential Information form
- ✓ Cell phone and pager
- ✓ Camera (digital or disposable)
- ✓ Vehicle
- ✓ Vehicle State Emergency Response Team placard (for mirror bracket, provides access to restricted areas)