

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PRELIMINARY DAMAGE ASSESSMENT SUMMARY

DATE

PART I - APPLICANT INFORMATION

COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT	PHONE NO.
POPULATION	TOTAL BUDGET Approved \$ _____ Balance \$ _____	MAINTENANCE BUDGET Approved \$ _____ Balance \$ _____	DATE FY BEGINS

PART II - COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)

CATE- GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR RECOVERY	
				FUND/ACCOUNT	AVAILABLE ACCOUNT
			TOTAL		TOTAL

PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)

A. GENERAL IMPACT

1. Identify and describe damages which constitute a health and/or safety hazard to the general public.

2. Population adversely affected directly or indirectly by the loss of public facilities or damages.

3. What economic activities are adversely affected by the loss of public facilities or damages?

B. RESPONSE CAPABILITY: Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.

C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE: e. g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.

NAME OF INSPECTOR	AGENCY	PHONE NO.
-------------------	--------	-----------

INSTRUCTION

1. Meet with the individual who is coordinating the County preliminary damage assessment (PDA) and obtain a list of the communities to be inspected, local contacts and local damage estimates. FEMA and State will provide the initial contact information.
2. Obtain the annual budget and current status as is usually reflected in a monthly budget report. Secure maps illustrating damage sites. Complete Part I, Applicant Information, on the Preliminary Damage Assessment Summary, hereafter called the Summary Sheet.
3. Visually inspect all major damage sites and a representative sample of other damage locations to the extent necessary to develop an accurate preliminary damage estimate. If time permits, visually inspect all damage sites. Realistically, it will be necessary to develop a sample to project the damages. A random sample must be taken to make this projection.
4. Local officials are responsible for showing the inspection team the damage sites and providing local estimates as available. At each damage site, record on the Preliminary Damage Assessment Site Estimate the damage category, location, description of damage and your estimate. Your damage estimate should be developed on the Site Estimate Sheet utilizing unit price or lump sum estimates. Take photographs of all major damage sites and other sites inspected.
5. While traveling between sites, obtain information from the local officials as to the status of recovery and the impact of damages on health and safety threats (*dangerous roads and bridges, hazardous materials, etc.*) population affected and economic activities. Record impact information and status of repair work for each site inspected on the Site Estimate Sheet.
6. Upon completion of the visual inspection, total the damages inspected and develop a method for projecting total damages. Total damages equal the sum of the major damage sites plus the representative sample damage estimates divided by the percentage of damage sites visited. Describe the sampling method used to project total damages by category (*show computations*). Complete Part II of the Summary Sheet.
7. Record a summary of the site impact information in Part III A. of the Summary Sheet. Part III A. 1 refers to identifying health and safety threats. Part III A. 2 refers to the population affected by the disaster. Itemize the population affected by category or by specific large loss of public service. Part III A. 3 refers to impact on business and commerce, for example, access affected to industrial sites, excessive detours or loss of utilities.
8. Assess local government capability to effectively recover from the disaster. Inquire as to how local officials intend to repair the damage, the schedule for accomplishing the work and the source and availability of funds. Record this information in Part III B. of the Summary Sheet. Describe the effect that the disaster cost will have on other projects in progress and scheduled maintenance projects if the funds reserved for these projects will be used for disaster related repair work and record in Part III C.
9. Call the FEMA/State office at the end of each inspection day and report your findings. After completing your assigned inspections, report to the FEMA/State office and submit all completed forms and supporting documentation, including maps, budgets, photographs and other pertinent material that may be available.
10. Preliminary damage assessments should be conducted with extreme care and professional judgement. Appeals demand more detailed information, and you may be required to prepare damage survey reports.