

*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX K
DAMAGE ASSESSMENT

June 2019

CONTENTS

I. PURPOSE	1
II. SITUATION AND ASSUMPTIONS	1
A. Situation	1
B. Assumptions	1
III. CONCEPT OF OPERATIONS	1
A. General	2
B. Phases of Emergency Management	2
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	3
A. OHSEP	3
B. Vermilion Parish Assessor's Office / Damage Assessment Officer (DAO)	3
C. Municipalities	4
D. Damage Assessment Teams	4
V. DIRECTION AND CONTROL	5
VI. CONTINUITY OF GOVERNMENT	5
VII. ADMINISTRATION AND LOGISTICS	5
A. Forms and Record Retention	5
B. Survey Teams	5
VIII. PLAN DEVELOPMENT AND MAINTENANCE	5
IX. AUTHORITIES AND REFERENCES	5
A. Authorities	5
B. References	6
X. GLOSSARY/DEFINITIONS OF TERMS	6
XI. APPENDICES TO ANNEX	6

ANNEX K - DAMAGE ASSESSMENT

I. PURPOSE

This annex provides information to be used by Parish Officials in the event of a disaster/storm that impacts Vermilion Parish and its incorporated areas.

This annex establishes procedures for the accurate assessment and reporting of damage to public and private property resulting from an emergency/disaster in order to restore the affected community to its natural order.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

Reference II. A., Basic Plan.

1. During the recovery phase of a disaster, the parish will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of such damage based upon actual observation and inspection. Damage assessments will be performed on an urgent basis to provide an initial estimate of damage.
2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of properties, and the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.
3. The primary agency for Damage Assessment will be the Vermilion Parish Office of Homeland Security and Emergency Preparedness, along with other agencies.
4. The Office of Homeland Security and Emergency Preparedness will designate a Damage Assessment Officer at the on-set of any disaster.

B. ASSUMPTIONS

Reference II. B, Basic Plan.

1. Fast and accurate damage assessment is vital to effective disaster responses.
2. Damage will be assessed by pre-arranged teams of local resource personnel (OHSEP, Tax Assessor personnel, Parish Engineer personnel, Parish Public Works personnel, and Municipal personnel).
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
4. The OHSEP will submit Damage Assessment reports to GOHSEP once completed.

III. CONCEPT OF OPERATIONS

A. GENERAL

The ultimate responsibility of damage assessment lies with the local governing authority. The Director of OHSEP or his/her designee, with assistance of the appropriate parish and municipal personnel, will be responsible for damage surveys, collection of data and the preparation of damage assessment reports. OHSEP, acting on behalf of Vermilion Parish, will submit the needed reports to GOHSEP. Damage assessment will be conducted by qualified, trained local teams.

B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
 - a. Identify resources that will provide information on homeowners' property.
 - b. Ensure that all inspectors are aware of the conditions surrounding the property prior to performing damage assessment in order to avoid further damage.
2. Mitigation
 - a. Develop a Damage Assessment training program
 - b. Develop a Damage Assessment team of qualified local government
 - c. Designate a Damage Assessment Officer
 - d. Develop Public Awareness Programs of Building Codes, Ordinances and the Flood Insurance Program
 - e. Continued development of existing Hazard Mitigation Plan
3. Preparedness
 - a. Identify resources to support and assist with damage assessment activities.
 - b. Select and train personnel in damage assessment techniques.
 - c. Review procedures for damage reporting and accounting (See Louisiana Reporting and Procedures Guide).
 - d. List all critical facilities and all parish buildings requiring priority assessment.
4. Response
 - a. Activate the Damage Assessment staff in the EOC.
 - b. Begin collection of data and record keeping at onset of the event.
 - c. Assign Disaster Assessment Teams.
 - d. Document all emergency work performed by local resources, including appropriate photographs.
 - e. Compile all damage reports for appropriate agencies.
 - f. Inform officials of hazardous facilities, bridges, roads, etc.
 - g. Submit all resource requests to GOHSEP through WebEOC.
5. Recovery
 - a. Continue damage assessment surveys.

- b. Advise on priority repairs and unsafe structures.
- c. Monitor restoration activities.
- d. Prepare documentation for submission to state and federal government.
- e. Review building codes and land use regulations for possible improvements.
- f. Appoint an Authorized Agent to represent Vermilion Parish.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Reference IV., Basic Plan.

A. OHSEP

OHSEP is responsible for the overall direction and control of damage assessment for the Parish and its municipalities, to include:

- 1. Assembling a team for developing Damage Assessment Procedures.
- 2. Appointing a Damage Assessment Officer (Vermilion Parish Tax Assessor).
- 3. Developing public information and education programs.
- 4. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
- 5. Be prepared to receive, record and consolidate all damage reports made by private citizens within your political subdivision

B. VERMILION PARISH ASSESSOR'S OFFICE / DAMAGE ASSESSMENT OFFICER (DAO)

The DAO will locate in the EOC and direct damage assessment operations. He will be responsible to the Director of VPOHSEP for the operation of the teams, collecting of data, and reporting. The DAO will also:

- 1. Assist the Director of VPOHSEP and those from other agencies who are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of affected areas.
- 2. Coordinate disaster teams conducting field surveys.
- 3. Maintain sufficient quantities of needed forms for Damage Assessment Teams and other departments/agencies assisting with assessment/recovery operations.
- 4. Collect and compile incoming damage reports from teams in the field, and from other operations directors such as parish department directors, the health and medical coordinator, and others with outside agencies such as ARC, school systems, utility companies, etc.
- 5. Collect, report and maintain estimates of expenditures and obligations as required.
- 6. Correlate and consolidate all expenditures and damage assessment for submission to GOHSEP.
- 7. Be available to escort State and Federal damage survey officials on inspections of damaged areas and have damage sites located on area maps before State and Federal inspectors arrive.

8. Solicit cooperation from companies (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as ARC, fire departments, etc. to serve as members of Damage Assessment Teams.
9. Conduct Damage Assessment training programs.
10. Maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs, if damaged.

C. MUNICIPALITIES

Conduct damage assessment survey of public facilities and private property within your political subdivision with assistance as required from parish resources.

1. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
2. Receive, record, and consolidate all damage reports made by private citizens within the political subdivision. Parish resources will be provided if assistance is required.
3. Provide the Vermilion Parish Damage Assessment Officer a consolidated report of all public and private damages incurred within 24 hours of the disaster. Periodic radio and/or telephone reports should be made as information becomes available or is requested from the EOC. Telephone reports are accepted to meet the time requirements; however, confirmation in writing must be furnished within 72 hours.

D. DAMAGE ASSESSMENT TEAMS

During the post-emergency phase of a disaster, it will be of utmost importance to have organized sufficient numbers of Damage Assessment Teams. Teams for Vermilion Parish will be made up from any of the following representatives of parish departments, support agencies and/or private sector:

1. Vermilion Parish OHSEP
2. Vermilion Parish Animal & Pest Control
3. Vermilion Parish Engineer
4. American Red Cross – Responsible for the needs of the people and the reporting thereof.
5. County Agent – Responsible for the needs of the land, animals and crops and the reporting of thereof.
6. Utility Companies – Responsible for restoration of utilities and reporting thereof.
7. Tax Assessment Officers
8. Contractors – Responsible for the reporting of buildings damaged.
9. Real Estate Agents – Responsible for the reporting of buildings damaged.
10. Insurance Agents – Responsible for the reporting of insured persons and property.
11. Parish Public Works Departments – Responsible for the reporting of damaged government buildings, streets, highways, bridges, etc.
12. City Maintenance Department – Responsible for the reporting of damaged city buildings, streets, etc.

13. Building Officials, Permit Departments, Code Enforcement – Responsible for inspection and reporting of damaged buildings.

V. DIRECTION AND CONTROL

VPOHSEP is responsible for developing a damage assessment program. The Damage Assessment Officer is a member of the EOC staff and is responsible for the training of the damage assessment teams. Direction and control of the assessment effort will be from the EOC. All parish departments will provide personnel and resources to support the damage assessment effort, as requested.

Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the Damage Assessment Officer.

VI. CONTINUITY OF GOVERNMENT

In the event that an official charged with participating in damage assessment is unable to perform, the lines of succession of each department or agency will be followed in accordance with the standard operating guidelines of that department. (See Basic Plan, Paragraph VI).

VII. ADMINISTRATION AND LOGISTICS

Reference - See Paragraph VII, Basic Plan.

A. FORMS AND RECORD RETENTION

Field reporting forms and all necessary federal disaster reporting forms and guidance are located in the EOC and distributed when necessary. Copies of all documentation are retained for record purposes.

B. SURVEY TEAMS

Teams for the most part will consist of local government employees. When available and/or necessary, non-profit organizations and non-government personnel will be added to teams when need arises.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Reference Paragraph VIII., Basic Plan.

The Director of VPOHSEP, along with assistance from the Damage Assessment Officer, will be responsible for the development and maintenance of the Damage Assessment Annex and programs.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITIES

See Basic Plan

B. REFERENCES

See Basic Plan

X. GLOSSARY/DEFINITIONS OF TERMS

Paragraph X., Basic Plan.

XI. APPENDICES TO ANNEX

Damage Assessment Organizational Chart

ANNEX K – APPENDIX 1

DAMAGE ASSESSMENT ORGANIZATIONAL CHART

