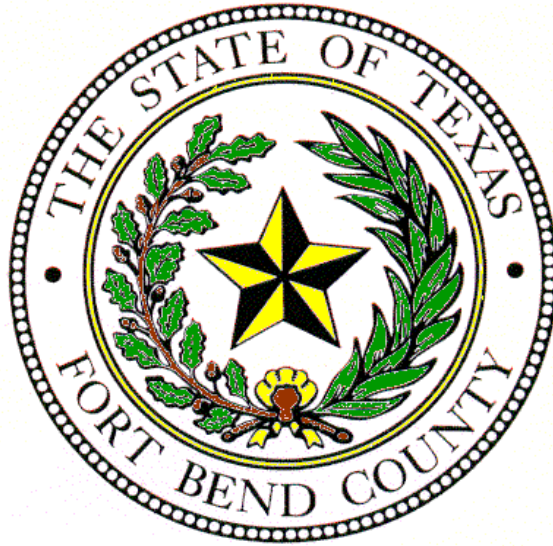


ANNEX J



RECOVERY

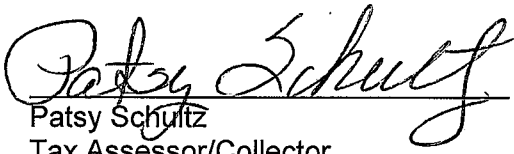
Fort Bend County

APPROVAL & IMPLEMENTATION

Annex J

RECOVERY


This annex is hereby accepted for implementation and supersedes all previous editions.


Patsy Schultz
Tax Assessor/Collector
Fort Bend County

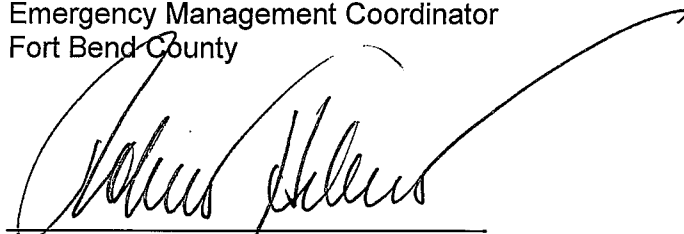
5/28/14
Date


Marc Grant
Road and Bridge Commissioner
Fort Bend County

6/2/14
Date


Jeff D. Braun
Emergency Management Coordinator
Fort Bend County

6/2/14
Date


Robert E. Hebert
County Judge
Fort Bend County

June 10, 2014
Date

RECORD OF CHANGES

Annex J

RECOVERY

[illegible]

ANNEX J

RECOVERY

I. AUTHORITY

- A. See Section I of the Basic Plan.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

CASPER	Community Assessment for Public Health Emergency Response
CFR	Code of Federal Regulations
DC	District Coordinator
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
FEMA	Federal Emergency Management Agency
IA	Individual Assistance
JFO	Joint Field Office
JIC	Joint Information Center
LTRC	Long Term Recovery Committee
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
TDEM	Texas Division of Emergency Management

B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance. Housing assistance is only for citizens.

2. Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.
3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved Public Assistance (PA) project.
6. Long Term Recovery Committee- A formalized structure to support individuals, families and communities especially hard hit by a disaster requiring additional time and specialized assistance to address unique needs to recover.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As identified in the Fort Bend County Hazard Analysis, which is summarized in Section IV of the Basic Plan, Fort Bend County and its Joint Resolution Jurisdictions are at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. Fort Bend County and its Joint Resolution Jurisdictions must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.

4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

V. CONCEPT OF OPERATIONS

A. General

The disaster recovery program will be conducted in five steps:

1. Pre-Emergency Preparedness. Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. Initial Damage Assessment. An initial damage assessment is required to support any request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the County Judge/Mayor should declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.
3. Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.
4. Short Term Recovery Activities. Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the DDC in Pierce, Texas. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be

activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.

5. Long Term Recovery Activities. . Fort Bend County will engage in support activities that extend beyond the initial efforts to assist those affected by the incident. Some individuals, families, and communities that are especially hard hit by a disaster may need more time and specialized assistance to recover, and perhaps a more formalized structure to support them.
 - a. Depending on the nature, scope and location of the disaster, The Fort Bend County Judge, City Mayor or other designated authority may call for the formation of a Long Term Recovery Committee (LTRC). The make-up of this committee will vary depending upon the impact of the disaster, but will consist of various departments, agencies, businesses, community based organizations, jurisdictions, etc. The LTRC will review from a holistic perspective the extent of damage and need, and make determination of priority projects regarding community infrastructure for potable water supplies, waste water treatment, medical care and other recovery needs.
6. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

B. Damage Assessment

1. An extensive, detailed damage assessment is the basis of most recovery programs at the state and federal levels. Fort Bend County and the Joint Resolution Jurisdictions are responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. See Fort Bend County Damage Assessment SOG regarding damage assessment. (See Appendix 4) Appraised value information should be obtained from the Central Appraisal District.
2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing Damage Assessment Teams composed of local personnel.
3. Damage Assessment Teams

There will be two types of damage assessment teams. Public Assistance (PA) teams will survey damage to government property and private non-profit organizations. Individual Assistance (IA) teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
 - 1) Emergency services

- 2) Debris removal and disposal
- 3) Roadways and bridges
- 4) Water control facilities
- 5) Buildings, equipment, and vehicles
- 6) Publicly owned utilities
- 7) Parks and recreational facilities

b. IA Team. This team will survey damage to homes and businesses.

1) Homes.

The DSO form (TDEM-93),(Attached in Appendix 1) and included in the Fort Bend County Damage Assessment SOG (Appendix 4) provides a matrix used to report the following information:

- a) Damage to homes will be categorized by:
 - (1) Type of housing unit: single family, mobile homes, multi-family units.
 - (2) Type of damage: destroyed, major damage, minor damage, affected.
- b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.

2) Businesses.

- a) The *Business Losses/Impacts* section of the DSO should be used to report business damages to state officials.
- b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.
 1. Business name and address
 2. Owner's name and phone number
 3. Type of business
 4. Estimated dollar loss
 5. Amount of anticipated insurance
 6. Value of business
 7. Fair replacement value of
 - a. Contents
 - b. Structure
 - c. Land
 8. Number of employees
 9. Number of employees for which unemployment insurance is carried
 10. Estimated number of days out of operation
 11. Percent of uninsured loss

C. Requesting Assistance

Requests for assistance should be forwarded to TDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the Mayor determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:
 - a. Prepare a letter requesting disaster assistance. (sample letter is included in Appendix number 3).
 - b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
 - c. Forward the letter and its attachments to the County Judge.
2. The County Judge should:
 - a. Prepare a letter to the Governor requesting assistance (sample letter is included in Appendix number 3).
 - 1) A DSO for incorporated areas of the county, if such areas suffered damage.
 - 2) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
 - 3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
 - 4) All letters from mayors with their attached DSOs and disaster declarations.
 - b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.
2. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge/Mayor as the request is processed.
3. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration.

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A Joint Field Office (JFO) staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRCs) staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- 3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

2. Other Assistance

a. Small Business Administration (SBA) Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Information on SBA declarations is provided in the *TDEM Disaster Recovery Manual*.

b. Agricultural Disaster Declarations.

The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the *TDEM Disaster Recovery Manual*.

c. Other State Programs.

Limited assistance may be available through other state agencies.

E. Actions by Phases of Emergency Management

1. Prevention
 - a. Develop and enforce adequate building codes.
 - b. Develop and enforce adequate land use regulations.
 - c. Develop hazard analysis.
 - d. Develop potential mitigation measures to address the hazards identified in the analysis.
2. Preparedness
 - a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
 - b. Identify damage assessment team members.
 - c. Train personnel in damage assessment techniques.
 - d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
 - e. Identify critical facilities requiring priority repairs if damaged.
 - f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
 - g. Conduct public education on disaster preparedness.
 - h. Conduct exercises.
3. Response
 - a. Gather damage reports.
 - b. Compile damage assessment reports.
 - c. Complete DSO.
 - d. Keep complete records of all expenses.
4. Recovery
 - a. Identify unsafe structures and recommend remedial action.
 - b. Monitor restoration activities.
 - c. Review building codes and land use regulations for possible improvements.
 - d. Communicate effectively with disaster victims.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. Organization

1. The county and/or city organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
2. The Emergency Management Coordinator (EMC) shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.

3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

B. Assignment of Responsibilities

1. The County Judge/Mayor will:
 - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
 - b. When necessary, appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
 - c. In the aftermath of a disaster:
 - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 - 2) Participate in recovery program briefings and periodic reviews.
 - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.
2. The EMC will:
 - a. Serve as the Damage Assessment Officer or designate an individual to fill that position.
 - b. Participate in recovery program briefings, meetings, and work groups.
 - c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
 - d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer, when such positions have been appointed.
 - e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
 - f. Assist the County Judge/Mayor in preparing documents to request state and federal recovery assistance.
 - g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
 - h. Provide situation updates to the District Coordinator (DC).

3. The Damage Assessment Officer will:
 - a. Develop a damage assessment program.
 - b. Organize and coordinate training for damage assessment teams.
 - c. In the aftermath of a disaster:
 - 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
 - 2) Compile damage assessment information and complete the DSO.
 - 3) Participate with state and FEMA representatives in the Preliminary Damage Assessment (PDA) process.
 - 4) Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.
4. The PA Officer will:
 - a. Attend the following PA program meetings:
 - 1) Applicant's Briefing
 - 2) Kick-off Meeting.
 - 3) Other program meetings, as needed.
 - b. Obtain maps showing damage areas from PDA team leaders.
 - c. Prepare or assist state and federal teams in preparing recovery Project Worksheets (PWs) for the local area.
 - d. Monitor all PA program activities and:
 - 1) Ensure deadlines are complied with or time extensions requested in a timely manner.
 - 2) Ensure the work performed complies with the description and intent of the PW.
 - 3) Ensure all environmental protection and historical preservation regulations are complied with.
 - 4) Request alternate or improved projects, when appropriate.
 - 5) Request progress payments on large projects, if appropriate.
 - 6) Provide quarterly reports to TDEM.
 - 7) Request final inspections and audits when projects are completed.
 - 8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
 - 9) Provide insurance information when needed.
 - 10) Ensure costs are properly documented.
 - 11) Assist with final inspections and audits.
 - 12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *Disaster Recovery Manual*.

5. The IA Officer will:

- a. Act as liaison with state and federal Outreach and Public Relations programs.
- b. Assist in locating a local facility for use as a DRC, if needed.
- c. Act as the local government representative at the DRC, when needed.
- d. Coordinate with the state and federal Outreach staff to arrange community meetings.
- e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.

The duties of the IA Officer are further explained in the *Disaster Recovery Manual*.

6. The PIO will:

Establish a media site, often referred to as a Joint Information Center (JIC), to ensure that accurate and current information is disseminated to the public.

7. The County Auditor will:

- a. Serve as the Recovery Fiscal Officer or designate someone to fill the position.
- b. Administer fiscal aspects of the recovery program.
- c. Ensure that the financial results of each project are accurate and fully disclosed.
- d. Monitor the source and application of all funds.
- e. Ensure that outlays do not exceed approved amounts for each award.
- f. Maintain information establishing the local cost share.
- g. Ensure that all laws, regulations, and grant requirements are complied with.
- h. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.

These duties are further explained in the TDEM *Disaster Recovery Manual*.

8. Chief Appraiser of the Central Appraisal District will be requested to:

Provide estimates of value of damaged and destroyed property to support the damage assessment process.

9. Road & Bridge/Public Works Departments will:

Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration.

10. Utilities/Water & Wastewater Department will:

- a. Determine the extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
- b. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

11. Public Transportation will:

Assess and report damage to its facilities and equipment and the estimated cost of repairs.

12. School Districts will:

- a. Assess and report damage to facilities and equipment and the estimated cost of repairs.
- b. Estimate the effects of the disaster on the school district tax base.

13. The County Tax Assessor-Collector/City Finance Director will:

- a. Estimate dollar losses to local government due to disaster.
- b. Estimate the effects of the disaster on the local tax base and economy.

14. All departments and agencies will:

a. Pre-emergency:

- 1) Identify personnel to perform damage assessment tasks.
- 2) Identify private sector organizations and individuals with appropriate skills and knowledge that may be able to assist in damage assessment.
- 3) Participate in periodic damage assessment training.
- 4) Utilize geographic information systems (GIS) for damage assessment planning where applicable.
- 5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.

b. Emergency:

- 1) Make tentative staff assignments for damage assessment operations.
- 2) Review damage assessment procedures and forms with team members.
- 3) Prepare maps and take photos and videos to document damage.

c. Post-emergency:

- 1) Identify and prioritize areas to survey.
- 2) Refresh damage assessment team members on assessment procedures.
- 3) Deploy damage assessment teams.

- 4) Complete damage survey forms and forward to the Damage Assessment Officer.
- 5) Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
- 6) Provide technical assistance for preparation of recovery project plans.
- 7) Maintain disaster-related records.

15. Health & Human Services will:

a. Short Term Recovery

- 1) Conduct initial Community Assessment for Public Health Emergency Response (CASPER)
- 2) Follow up on referrals identified during CASPER
- 3) Coordinate with hospitals and other healthcare entities to determine needs
- 4) Initiate vaccination clinics if needed to protect the public from infectious diseases, i.e. Tetanus, Cholera, hepatitis.
- 5) Coordinate with Road & Bridge Department and local jurisdictions regarding arbor virus monitoring and vector control
- 6) Activate the Disaster Behavioral Health plan to minimize disaster behavioral health effects
- 7) Initiate public education campaign
- 8) Coordinate the return of displaced individuals and families with functional and medical needs
- 9) Coordinate with local and state agencies to determine the environmental impact of the disaster
- 10) Activate local sanitarian program to determine impact on local food establishments and coordinate with other jurisdictions as necessary

b. Long Term Recovery

- 1) Conduct follow up CASPER to determine if communities are experiencing improvement from initial assessment and make necessary referrals
- 2) Continue to coordinate with local water providers to assess community access to safe water supply.
- 3) Continue disease surveillance for long term health effects
- 4) Continue to coordinate with Disaster Behavioral Health response agencies to determine community impacts and the need to initiate education campaigns on signs and symptoms of behavioral health issues.
- 5) Participate in the development of Long Term Community Recovery plans
- 6) If necessary, continue to coordinate with local and state agencies to monitor long term environmental impacts

VII. DIRECTION AND CONTROL

- A. Commissioner's Court/City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- B. The County Judge/Mayor/City Manager shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- C. The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- D. When necessary, the County Judge/Mayor/City Manager shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.

VIII. INCREASED READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See the prevention and preparedness activities in paragraphs V.E.1 and V.E.2.

B. Readiness Level III – Increased Readiness

- 1. Alert key staff and volunteer organizations of the current situation.
- 2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

C. Readiness Level II – High Readiness

- 1. Notify DC of the situation.
- 2. Brief damage assessment teams and place on standby.
- 3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

D. Readiness Level I – Maximum Readiness

- 1. Provide situation updates to the DC.
- 2. Prepare damage assessment teams for deployment.

IX. ADMINISTRATION & SUPPORT

A. Reports

1. Survey Team Reports

Each damage survey team will collect data using the Site Assessment forms (see Appendix 2) which can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

2. Disaster Summary Outline (DSO).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Appendix 1 to this annex and also included in the *Disaster Recovery Manual*.

B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
 - a. Paid (regular and overtime)
 - b. Volunteer
2. Equipment Used
 - a. Owned
 - b. Rented /leased
 - c. Volunteered
3. Materials
 - a. Purchased
 - b. Taken from inventory
 - c. Donated
4. Contracts (see below)
 - a. Services
 - b. Repairs

C. Contracts

1. The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
 - a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
 - b. Be reasonable.
 - c. Contain right to audit and retention of records clauses.
 - d. Contain standards of performance and monitoring provisions.
 - e. Fall within the scope of work of each FEMA project.
 - f. Use line items to identify each FEMA project, for multiple project contracts.

2. The following contract-related documents must be kept:

- a. Copies of contracts
- b. Copies of PWs
- c. Copies of requests for bids
- d. Bid documents
- e. Bid advertisements
- f. Lists of bidders
- g. Contracts let out
- h. Invoices, cancelled checks, and inspection records

D. Training

- 1. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by TDEM and FEMA.
- 2. Those individuals that may be assigned duties as the IA Officer and/or PA Officer should attend training appropriate to the duties assigned in this Annex.
- 3. The Recovery Fiscal Officer should attend training appropriate to the duties assigned in this Annex.
- 4. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

E. Release of Information

- 1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
- 2. General information, such as the numbers of homes damaged and their general locations may be provided to private appraisers, insurance adjusters, etc.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The Road and Bridge Commissioner and the Tax Assessor/Collector are jointly responsible for developing and maintaining this annex.

B. Maintenance

This annex will be reviewed and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Procedures

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures (SOPs) and standard operating guidelines (SOGs) for those activities.

XI. REFERENCES

- A. TDEM, *Disaster Recovery Manual* (DEM-62). (Available from TDEM in hard copy and online at the TDEM web site: <http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-62.pdf>).
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- C. FEMA, *Debris Management Guide* (FEMA-325).
- D. Current FEMA Policy Letters. (Available online at www.fema.gov)
- E. Fort Bend County Damage Assessment Standard Operating Guidelines (Revised June 2012)

APPENDIX

Appendix 1	Disaster Summary Outline
Appendix 2	Site Assessment Forms
Appendix 3	Sample Letters Requesting Disaster Assistance
Appendix 4	Fort Bend County Damage Assessment Standard Operating Guidelines

Disaster Summary Outline

Date: _____
Time: _____

GENERAL

Jurisdiction (*County/City*): _____ Population: _____

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)?
Yes/No

Inclusive dates of the disaster: _____

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone () _____ Fax () _____

Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (*Local Damage Assessment*) See guidelines on page 4.

Type of Homes	Affected	Minor Damage	Major Damage	Destroyed	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Minor Damage (less than 40%)			\$
Major Damage (greater than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
(Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (<i>EMS, Fire, Police</i>)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (<i>Dams, levees, dikes</i>)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (<i>Gas, Electric, Sewer, Water</i>)			\$	\$
Other (<i>Recreational Facilities, Airports, etc.</i>)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$_____

Start of Fiscal Year: Month_____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
Governor's Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773 or FAX to: 512-424-2444

RESIDENTIAL LOSS GUIDELINES

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

A few missing shingles;
Some broken windows;
Damage to cars;
Damage to Air Conditioner Compressor only;
Single Family/Multi Family Residences - 0" - 6" of water
Mobile Homes- Ground level to within 12" of bottom board.

Minor: Structure is habitable with minor repairs. Look for the following:

Many missing shingles, broken windows and doors;
Siding loose, missing or damaged;
Minor shifting or settling of foundation;
Damaged septic systems (flood);
Single Family/Multi-Family Residences – 6" to 18" of water,
Mobile Homes- Within 12" of bottom board to 3" above floor level.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

Portions of the roof, including decking, missing;
Twisted, bowed or cracked walls;
Penetration of structure by trees or cars, etc.;
Single Family/Multi Family Residences - 18" – 48" of water,
Mobile Homes – 3" – 12" above floor level.

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

Structure gone, only foundation remains;
Major sections of walls missing or collapsed;
Entire roof gone with noticeable distortion of the walls;
Structure has shifted off of its foundation;
*Single Family/Multi-Family Residences - More than 48" of water;
*Mobile Homes - over 12" for mobile homes.
*requires further investigation

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

Renters are less likely to have insurance.
Low income residents are less likely to have insurance.
Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY _____ (4) DAMAGE ASSESSMENT TEAM (5) INCIDENT PERIOD: _____

(2) CITY _____ (6) DATE OF SURVEY: _____

(3) INCIDENT: _____ (7) PAGE ____ OF ____

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMOUNT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40% MAJ (18)
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			

Instructions for Site Assessment – Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or un-coverable loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose is the dollar amount of damage less any insurance received to repair that damage.

Dollar value of uninsured loss = $\frac{\text{Percent of uninsured loss}}{\text{Fair replacement value}}$

- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY _____ (4) DAMAGE ASSESSMENT TEAM: (5) INCIDENT PERIOD: _____

(2) MUNICIPALITY _____ (6) DATE OF SURVEY: _____

(3) TYPE OF INCIDENT: _____ (7) PAGE ____ OF ____

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
REF NO.	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (IN FEET)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE	ESTIMATED LOSS \$	ANTICIPATED INSURANCE \$	AMOUNT OF UNINSURED LOSS \$	PERCENT OF UNINSURED LOSS
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
TOTALS		SF _____ MF _____ MH _____	AFF _____ DEST _____ MAJ _____ MIN _____		H _____ M _____ L _____	Y _____ N _____	O _____ R _____	P _____ S _____	STRUCTURE _____ CONTENTS _____	\$	\$	\$	

Instructions for Site Assessment – Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Locally established reference number – 1, 2, 3...etc
- (9) Name of occupant, street address, phone number.
- (10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)
- (11) Damage Category – Destroyed, Major, Minor
- (12) Water Level in Structure (in feet)
- (13) Estimated income (High, Medium, Low)
- (14) Is structure occupied?
- (15) Own/Rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant” property and evaluate extent of damage and % of uninsured loss to the owner” property)
- (17) Fair Replacement Value (structure and contents)
- (18) Insurance coverage

**TEXAS DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET**

TDEM-25 (5/10)
PG ____ of ____

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)				
A. DEBRIS CLEARANCE		D. WATER CONTROL FACILITIES		G. OTHER
B. PROTECTIVE MEASURES		E. BUILDINGS AND EQUIPMENT		
C. ROAD SYSTEMS		F. PUBLIC UTILITY SYSTEM		
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE

**PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)**

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

- ___1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.
- ___2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
- ___3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
- ___4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- ___5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
- ___6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- ___7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
- ___8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

(SAMPLE LETTER FOR REQUESTING DISASTER ASSISTANCE)

COUNTY /CITY LETTERHEAD

Date

The Honorable _____(**Governor's Full Name**)_____
Governor of Texas
c/o State Coordinator
GDEM
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor __(**Governor's Last Name**)__:

As a result of __(flood, tornado, excessive rain, excessive wind, etc.)__ that occurred on __(**incident date**)__, __(**jurisdiction**)__ is currently facing tremendous physical and economic losses. An estimated __(**number**)__ homes and/or businesses have been flooded, and __(**number**)__ families will be in need of temporary housing, and other individual assistance. __(**number**)__ of businesses have sustained significant uninsured losses. These business losses have created a severe impact on jobs, production and revenue.

Likewise, public utilities have been impacted to the extent that __(**number**)__ homes/businesses have been left without __(**specify (eg. potable water, electricity, telephones, etc.)**)__. The public works and road situation in __(**jurisdiction**)__ has been affected to an extent that __(**number**)__ homes have been isolated due to impassable roads and water crossings. It is estimated that road and bridge damage will exceed \$__(**dollar amount**)__.

It is my belief the damage to homes, businesses, public works and utility systems due to the rain constitutes a public health and safety hazard. I have determined that this incident is of such severity and magnitude that an effective response is beyond __(**jurisdiction**)__ capability to recover without supplementary State and/or Federal assistance. Additionally, I certify that __(**jurisdiction**)__ does not have local funding available to make the needed repairs and to provide these citizens with effective relief.

Your assistance in this emergency matter, as it affects the safety and health needs of our citizens would be appreciated.

Sincerely,

_____(**County Judge/Mayor Name**)_____
_____(**title**)_____

Enclosure: (**Disaster Summary Outline**)
(**Local Disaster Proclamation if issued**)

**Fort Bend County
Damage Assessment Standard Operating Guidelines
Effective June 2012**

I. General

A. Purpose

The purpose of this standard operating guideline (SOG) is to aid in the coordination and execution of damage assessments following a disaster in Fort Bend County.

B. Scope

This SOG presents a system to coordinate damage assessment activities between county departments, cities, utilities, and other response agencies operating within Fort Bend County. It provides a system for collecting, reporting, compiling, and submitting damage assessment data to state and federal entities to help expedite the receipt of aid needed for recovery efforts. The damage assessment data will be used to determine if the county has met the threshold to receive public assistance. The threshold amounts to qualify for public assistance are calculated yearly and published by the Federal Register on October 1st. Currently the amount of uninsured damages in Fort Bend County must reach \$1,984,421.25 to be eligible for public assistance.

C. Concept of Operations

1. General

- a. The Fort Bend County Office of Emergency Management (FBCOEM) will help coordinate the resources needed to conduct damage assessments. FBCOEM will also compile the data before sending it to the appropriate state and federal agencies.
- b. Emergency and recovery operations will initially be coordinated from the Fort Bend County Emergency Operations Center (EOC). Each response agency/organization and municipality must keep accurate emergency logs and expenditure records from the onset of the disaster.
- c. Damage assessment/recovery personnel will be assigned to the operations section of the EOC organization in collaboration with the planning section.
- d. The damage assessment officer will organize, equip, and assign teams to the affected areas to conduct the windshield damage assessment.
- e. Damage assessment estimates will be revised as additional information comes available.

2. Sequence of Events

- a. Following a disaster in the county the EOC will be activated.
- b. After the initial response, the damage assessment officer, in coordination with the Tax Office, will determine the approximate number of damage assessment teams that will be needed.
- c. Damage assessment teams are notified and assemble at FBCOEM.
- d. Damage assessment teams will consist of representatives from the following departments:
 - (1) Tax Office: To collect and record damage assessment data
 - (2) Constable's Office: To provide security and transportation
 - (3) Road and Bridge: To offer knowledge of the area and conduct debris estimates.
 - (4) Other departments as deemed necessary
- e. FBCOEM and Engineering department staff will coordinate to develop geographic information system (GIS) data materials for the affected areas.
- f. Teams will arrive at FBCOEM to receive an incident briefing and task assignments.
- g. Teams will receive go kits to include maps, forms, a camera and/or video recorder, safety supplies, etc. FBCOEM will be responsible for assembling the go kits. A list of suggested items to be included in the go kits can be found on page 30.
- h. The hours to be worked by damage assessment teams will be determined based on the nature and scope of the incident. At most, damage assessment teams will work twelve hour shifts per day to include ten hours for data capture and two hours for report development.
- i. Damage assessment teams will typically only work during daylight hours between the hours of 7:00 a.m. to 7:00 p.m.
- j. Damage assessment teams will return to FBCOEM to complete reports from the areas they inspected and turn in the data to the damage assessment officer or his or her designee.
- k. The data from multiple jurisdictions will be combined into one report from the county.

- l. The county damage assessment report will be submitted to the Texas Division of Emergency Management (TDEM).
- m. Additional damage assessment data might be required to support requests for public assistance.

3. Activation

- a. In an event where notice is given, such as a hurricane, a pre-event conference call will be conducted with county departments, city leaders, and response agencies to coordinate preparations and organize resources for damage assessments.
- b. In a no notice event, the Fort Bend County EOC will be activated. A post event conference call will be conducted as soon as possible.
- c. Cities will be provided instructions regarding how damage assessment data should be reported to FBCOEM.
- d. FBCOEM staff in coordination with the Tax Office will assess the number of damage assessment teams that may be needed based on rapid assessment data.
- e. The damage assessment officer will coordinate notification of damage assessment teams in collaboration with the Tax Office, Constables Offices and the Road and Bridge Department.

4. Rapid Assessment

- a. Provides an initial “snapshot” of the situation.
- b. Sheriff’s deputies and local fire departments will report the damages and hazards that they see in communities immediately following an incident to the EOC.
- c. Road and Bridge Department personnel will report road and bridge obstructions to the EOC and begin road clearing activities.

5. Pre-Assessment Briefing

- a. A briefing will be conducted each day prior to damage assessment teams being dispersed into the community to conduct windshield assessments. Information to be shared will include the following:
 - (1) Updated maps showing areas where damage assessments have been conducted and where they are still needed.
 - (2) Instructions for conducting damage assessments
 - (3) Assignment of teams to specific to areas to conduct damage assessments
 - (4) Forms used for documenting damage assessments
 - (5) Forms used for documenting hours, mileage, expenses, equipment use, etc.
 - (6) Hazards to avoid
 - (7) Safe work practices
 - b. Damage assessment teams will be provided damage assessment go kits at this time
6. Windshield Assessment
- a. Provides a more detailed assessment conducted to determine the extent of damage to residential property, businesses, and public property.
 - b. The assessments are conducted using damage assessment teams consisting of tax office personnel, constables, and road and bridge personnel.
 - c. The Windshield Assessment Form, found on page 10, is the form to be used to document the assessment. Additional maps and/or forms may be provided by FBCOEM for documenting damage.
 - d. Public service announcements (PSAs) may be developed to provide victims of disaster information to assist them in recovery. PSAs may be provided to damage assessment team members to distribute to individuals they encounter while conducting damage assessments.
 - e. Damage assessment teams will be provided go kits by FBCOEM containing GIS maps, forms, cameras and/or video cameras, PSAs, and safety gear. See the suggested list of go kit items on page 30.
 - f. Emergency situations encountered in the course of conducting damage assessments will be reported immediately to dispatch by the constable assigned to the damage assessment team.
 - g. Cities are responsible for coordinating and conducting their own damage assessments unless there is an agreement between the city and the county for the county to conduct the damage assessment.

7. Compilation of Data

- a. After each damage assessment team has completed assessing its assigned area, or at the end of their shift, they will return to FBCOEM to complete their reporting documents and turn them in to the damage assessment coordinator or to his/or her designee.
 - b. Cities will provide their damage assessment data to the damage assessment coordinator or to his or her designee in person, by fax or by email by the end of each day the data is collected.
 - c. FBCOEM will combine the damage assessment data from the cities with Fort Bend County's data on a damage summary outline (DSO) form. FBCOEM will submit the DSO form to the state. The DSO must be submitted to the state as soon as possible following a disaster. Preferably within ten days.
 - d. The specific steps for compiling and submitting the DSO can be found in the Fort Bend County Emergency Management Plan, Annex J: Long Term Recovery.
8. Residential/Business Site Assessments
- a. Provides a more detailed assessment of damaged areas.
 - b. A site assessment might be needed to determine if an area qualifies for U.S. Small Business Administration (SBA) Disaster Assistance and/or public property assistance.
 - c. The forms, Site Assessment-Housing Losses and Site Assessment-Business Losses, can be used to conduct the assessment. Copies of these forms and instructions for their completion can be found on pages 18 – 21.
 - d. The site assessment is more time consuming and requires a visit with each home or business owner and site visits to each damaged public property.
 - e. The site assessment may take several days or weeks to complete.
 - f. Site assessments will be organized by the damage assessment coordinator.
 - g. FBCOEM will provide maps and additional support as needed.
9. County Facility Damage Assessment
- a. County departments with damage to facilities will report the damage to the Facilities Management Department.
 - b. The Facilities Management Department will open a work order specific to each report of damage.
 - c. The Facilities Management Department will conduct an assessment of the damage. The Risk Management Department will be notified and participate in building damage assessments as needed.
 - d. The Risk Management Department will work with insurers of county facilities to file claims for damages covered under county insurance policies.

- e. The Facilities Management and Planning Department will make needed repairs or coordinate with contractors to make needed repairs. A description of the repairs needed and the costs for repair will be documented under Fort Bend County's work order system.
- f. The Facilities Management and Planning Department and the Risk Management Department will cooperate with the FBCOEM to provide county facility damage information as requested.

D. Roles and Responsibilities

- 1. Constables
 - a. Escort and provide security to damage assessment teams.
- 2. County Auditor's Office
 - a. Assemble the necessary documentation and coordinate with federal disaster recovery agency representatives for identification of eligible damages.
 - b. Provide the necessary forms and guidance to staff in recording time and expenses for damage assessment activities.
- 3. Facilities Management
 - a. Receive calls from county departments regarding damage to county facilities.
 - b. Assess damage to county facilities.
 - c. Contact and conduct facility damage inspections with personnel from Risk Management as needed.
- 4. FBCOEM
 - a. Assign an individual to serve as the damage assessment officer.
 - b. Coordinate damage assessment teams.
 - c. Compile supplies needed for the damage assessment go kits.
 - d. Provide geographic information system (GIS) services to develop maps to aid assessment teams, track assessment progress, and to assist in determining damage costs. Examples of maps that might be developed for a specific incident can be found on pages 28 and 29.
 - e. Compile county and city damage assessment data.
 - f. Complete the DSO form. A copy of the DSO form can be found on page 12.
 - g. Submit damage assessment data to state and federal agencies as needed.
- 5. Purchasing

- a. Acquire the supplies and equipment necessary to conduct damage assessments.
- 6. Road and Bridge Department
 - a. Conduct road clearing activities.
 - b. Accompany county damage assessment teams.
 - c. Assess damages to county roadways and bridges.
 - d. Estimate amounts of debris generated from the incident.
- 7. Risk Management
 - a. Provide safety officer when the EOC is activated.
 - b. Provide guidance for safely conducting damage assessments.
 - c. Conduct daily safety briefing to damage assessment teams.
 - d. Collect information regarding damage to county facilities.
 - e. Manage insurance claims for county property.
 - f. Manage worker's compensation claims related to damage assessment activities.
- 8. Tax Office
 - a. Provide tax office staff to conduct damage assessments of residences and businesses in unincorporated areas of Fort Bend County.
 - b. Conduct damage assessments in incorporated areas as deemed necessary by the damage assessment officer.
 - c. Coordinate with county GIS personnel to document cost of damage.
 - d. Document damages with pictures.
- 9. Utilities
 - a. Coordinate with road clearing crews to remove downed power lines and restore power so damage assessments may be conducted.
- 10. All Departments
 - a. Document hours, expenses, equipment, supplies, and mileage used in damage assessment activities on forms designated by the county auditor's office.
 - b. Use appropriate state/FEMA forms for documenting damage.

E. Direction and Control

1. The damage assessment officer is a member of the EOC staff and is responsible for coordinating damage assessment activities.
2. The Fort Bend County EOC will be activated in response to a disaster in Fort Bend County.
3. Damage assessment activities will be coordinated from the EOC.
4. The incident command system will be used to manage damage assessment and other disaster recovery activities.
5. Under the emergency management system, damage assessment will fall under the operations section but will also work closely with the planning section.

F. Training

1. Training for individuals with a role in conducting and/or coordinating damage assessments will be conducted yearly.
2. FBCOEM will be responsible for assessing training needs and coordinating the delivery of damage assessments training classes.
3. TDEM offers two classes to train individuals with a role in conducting damage assessments:
 - a. G-627: Residential Damage Assessment
 - b. G-628: Infrastructure Damage Assessment

Supporting Documents

Windshield Assessment Form

Guidelines for Preliminary Damage Assessment

Disaster Summary Outline

Site Assessment – Housing Losses

Site Assessment – Business Losses

Public Property Site Assessment Work Sheet

Public Assistance Damage Assessment Checklist

Residential Loss Guidelines

Preparation for a Damage Assessment

Fort Bend County Facility Maintenance Department Request for Service

Examples of GIS Maps That Can Be Used To Conduct Damage Assessment Activities.

Items to Be Included in the Damage Assessment Go Kits

WINDSHIELD ASSESSMENT FORM

County: _____ City: _____ Subdivision: _____ Disaster Description: _____

Date of Assessment: _____ Team Members: _____

S
I
N
G
L
E

F
A
M
I
L
Y

M
O
B
I
L
E

H
O
M
E
S

M
U
L
T
I

F
A
M
I
L
Y

Income Levels	Affected	Minor	Major	Destroyed	% Insurance	Businesses	Notes
LOW							
MIDDLE							
HIGH							
LOW							
MIDDLE							
HIGH							
LOW							
MIDDLE							
HIGH							
TOTALS							

GUIDELINES FOR PRELIMINARY DAMAGE ASSESSMENT

FLOODING

- **Single Family/Multi-Family Homes** (All variable – depends on length of time structure was flooded, velocity, clean/dirty flood water, etc.)
 - **Affected 0-6 inches**
 - **Minor 6-18 inches** (Electrical, insulation)
 - **Major 18-48 inches**
 - Over 48 inches – requires further investigation
 - **Destroyed**
- **Mobile Homes** (All variable – will vary due to same variables as above, as well as the age and make of the mobile home)
 - **Affected - Ground level to within 12 inches of bottom board**
 - **Minor – Within 12 inches of bottom board to 3 inches *above* floor level**
 - **Major 3-12 inches *above* floor level**
 - Over 12 inches – requires further investigation
 - **Destroyed**

OVERALL GUIDELINES – FLOOD & OTHER

- **Affected**– If the living unit, porch, carport, garage, etc., was damaged but in the inspector's judgment the living unit is still habitable, the Affected category should be used. A few shingles, some broken windows, damage to cars
- **Minor**–Minor damage is when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Any one of the following may constitute minor damage:
 1. Can be repaired within 30 days
 2. Has less than 50% damage to structure
- **Major**–Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.
 1. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation, roof)
 2. Has more than 50% damage to structure
 3. Damage that will take more than 30 days to repair
- **Destroyed**–Destroyed is used when there is a total loss or damage to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed: (Should be obvious)
 1. Structure is not economically feasible to repair
 2. Structure is permanently uninhabitable
 3. Complete failures to major components of structure (e.g., foundation, walls, roof w/noticeable distortion of the walls)
 4. Unaffected structure that will require demolition as a result of the disaster (e.g., floodplain)
- **Estimating Insurance:** The following are general guidelines to estimating insurance coverage.
 1. Renters are less likely to have insurance
 2. Low income residents are less likely to have insurance
 3. Homeowners who are still paying off their mortgage normally have the appropriate type of insurance
 4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
 5. Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Disaster Summary Outline

Date:
Time:

I.

II. GENERAL

Jurisdiction (*County/City*): _____ Population: _____

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)?
Yes/No

Inclusive dates of the disaster: _____

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone () _____ Fax () _____

Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (*Local Damage Assessment*) See guidelines on page 4.

Type of Homes	Affected	Minor Damage	Major Damage	Destroyed	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

TDEM-93 - Page 1 (Rev. 5/10)

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Minor Damage (less than 40%)			\$
Major Damage (greater than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
(Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (<i>EMS, Fire, Police</i>)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

TDEM-93-Page 2 (Rev. 5/10)

Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$ _____

Start of Fiscal Year: Month _____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
Governor's Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773 or FAX to: 512-424-2444

RESIDENTIAL LOSS GUIDELINES

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

A **few** missing shingles;

Some broken windows;

Damage to cars;

Damage to Air Conditioner Compressor only;

Single Family/Multi Family Residences - 0" - 6" of water
Mobile Homes- Ground level to within 12" of bottom board.

Minor: Structure is habitable with minor repairs. Look for the following:

Many missing shingles, broken windows and doors;

Siding loose, missing or damaged;

Minor shifting or settling of foundation;

Damaged septic systems (flood);

Single Family/Multi-Family Residences – 6" to 18" of water,
Mobile Homes- Within 12" of bottom board to 3" above floor level.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

Portions of the roof, including decking, missing;

Twisted, bowed or cracked walls;

Penetration of structure by trees or cars, etc.;

Single Family/Multi Family Residences - 18" – 48" of water,
Mobile Homes – 3" – 12" above floor level.

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

Structure gone, only foundation remains;

Major sections of walls missing or collapsed;

Entire roof gone with noticeable distortion of the walls;

Structure has shifted off of its foundation;

*Single Family/Multi-Family Residences - More than 48" of water;

*Mobile Homes - over 12" for mobile homes.

*requires further investigation

Estimating Insurance:
coverage.

The following are general guidelines to estimating insurance

Renters are less likely to have insurance.

Low income residents are less likely to have insurance.

have the

Homeowners who are still paying off their mortgage will normally
appropriate type of insurance.

participate in the
been sanctioned for NFIP code enforcement violations
will not have flood insurance.

Residents who are flooded and reside in an area that does not
NFIP or in an area that has

Special Flood
flood insurance.

Residents who are flooded but whose property is not located in the
Hazard Area (SFHA) will probably not have

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY _____

(4) INCIDENT PERIOD: _____

(7) ASSESSMENT TEAM: _____

(2) MUNICIPALITY _____

(5) DATE OF SURVEY: _____

(3) TYPE OF INCIDENT: _____

(6) PAGE _____ of _____

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
REF NO.	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY AFFECTED MINOR MAJOR DESTROYED	WATER LEVEL IN STRUCTURE (INCHES)	ESTIMATED INCOME LOW MIDDLE HIGH	IS STRUCTURE OCCUPIED Y/N ?	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE	EST. LOSS \$	ANTICIPATED INSURANCE \$	AMOUNT OF UNINSURED LOSS \$	PERCENT OF UNINSURED LOSS
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
									STRUCTURE _____ CONTENTS _____				
TOTALS		SF _____ MF _____ MH _____	AFF _____ MIN _____ MAJ _____ DEST _____		L _____ M _____ H _____	Y _____ N _____	O _____ R _____	P _____ S _____	STRUCTURE _____ CONTENTS _____	\$	\$	\$	

Instructions for Site Assessment - Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Date(s) of the incident
- (5) Date(s) of the survey
- (6) Page number
- (7) Identify the team members
- (8) Locally established reference number - 1,2,3...etc
- (9) Name of occupant, street address, phone
- (10) Type of Structure (SF - Single Family, MH - Mobile Home, MF - Multi-Family)
- (11) Damage Category – Affected, Minor, Major, Destroyed
- (12) Water Level in Structure (in feet)
- (13) Estimated income (Low, Medium, High)
- (14) Is structure occupied? (Yes/No)
- (15) Own/Rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant's property and evaluate extent of damage and % of uninsured loss to the owner's property)
- (17) Fair Replacement Value (structure and contents)
- (18) Estimated Total Loss (structure + contents)
- (19) Insurance coverage (Anticipated Payment)
- (20) Amount of uninsured loss (18 – 19)
- (21) Percent of uninsured loss (20 / 18)

5 SITE ASSESSMENT – BUSINESS LOSSES

1) COUNTY _____

(4) DAMAGE ASSESSMENT TEAM _____

(5) INCIDENT PERIOD: _____

2) CITY _____

(6) DATE OF SURVEY: _____

3) INCIDENT: _____

(7) PAGE _____ of _____

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMOUNT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					<40% MIN (17)	>40% MAJ (18)
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			
					CONTENTS: \$ _____ STRUCTURE: \$ _____ LAND: \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			

Instructions for Site Assessment - Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use, 1,2,3 etc.)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property, or the fair market value of the pre-disaster property, whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

Dollar value of uninsured loss = Percent of uninsured loss Fair replacement value
- (17) "X" if column 16 is less than 40%, it is considered minor damage
- (18) "X" if column 16 is greater than 40%, it is considered major damage

**TEXAS DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET**

TDEM-25 (5/10)

PG ____ of ____

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)				
A. DEBRIS CLEARANCE		D. WATER CONTROL FACILITIES		G. OTHER
B. PROTECTIVE MEASURES		E. BUILDINGS AND EQUIPMENT		
C. ROAD SYSTEMS		F. PUBLIC UTILITY SYSTEM		
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE

PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

- ___1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.
- ___2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
- ___3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
- ___4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- ___5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
- ___6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- ___7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
- ___8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

RESIDENTIAL LOSS GUIDELINES

FLOODING

- **Single Family/Multi-Family Homes** (All variable – depends on length of time structure was flooded, velocity, clean/dirty flood water, etc.)
 - **Affected 0-6 inches**
 - **Minor 6-18 inches** (Electrical, insulation)
 - **Major 18-48 inches**
 - Over 48 inches – requires further investigation
 - **Destroyed**
- **Mobile Homes** (All variable – will vary due to same variables as above, as well as the age and make of the mobile home)
 - **Affected - Ground level to within 12 inches of bottom board**
 - **Minor – Within 12 inches of bottom board to 3 inches *above* floor level**
 - **Major 3-12 inches *above* floor level**
 - Over 12 inches – requires further investigation
 - **Destroyed**

OVERALL GUIDELINES – FLOOD & OTHER

- **Affected**– If the living unit, porch, carport, garage, etc., was damaged but in the inspector's judgment the living unit is still habitable, the Affected category should be used. A few shingles, some broken windows, damage to cars
- **Minor**–Minor damage is when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Any one of the following may constitute minor damage:
 1. Can be repaired within 30 days
 2. Has less than 50% damage to structure
- **Major**–Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.
 1. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation, roof)
 2. Has more than 50% damage to structure
 3. Damage that will take more than 30 days to repair
- **Destroyed**–Destroyed is used when there is a total loss or damage to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed: (Should be obvious)
 1. Structure is not economically feasible to repair
 2. Structure is permanently uninhabitable
 3. Complete failures to major components of structure (e.g., foundation, walls, roof w/noticeable distortion of the walls)
 4. Unaffected structure that will require demolition as a result of the disaster (e.g., floodplain)
- **Estimating Insurance:** The following are general guidelines to estimating insurance coverage.
 1. Renters are less likely to have insurance
 2. Low income residents are less likely to have insurance
 3. Homeowners who are still paying off their mortgage normally have the appropriate type of insurance
 4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
 5. Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Preparation for a Damage Assessment

Damage Assessments will need to be performed in the following two areas (if needed):

- **Residential (homes, businesses)**
- **Infrastructure (government and some private non-profit owned facilities)**

Before GDEM/FEMA Teams Arrive

Local emergency management personnel should have already performed a rapid assessment by surveying both areas as mentioned above. Typically, people used for this effort have included individuals with familiarity in assessment of homes and businesses, i.e. human services officers, building inspectors and tax assessors. Individuals that can be utilized for infrastructure losses may include city/county engineers, council members, commissioners, department heads or managers from departments such as public works, utilities, etc.

Based on the outcome of the rapid assessment, local governments should perform the following:

- Prepare maps locating damages
- Secure large capacity vehicles for damage state/federal assessment teams. The vehicles should be able to accommodate up to six passengers.
- Assign a local representative to each team who is familiar with the damages, i.e. public works director for assessment of infrastructure losses or a human services officer for damages to homes and businesses.
- A county representative will need to drive the assessment teams throughout the county and cities, serving as a liaison with each jurisdiction.
- Determine the percent of insurance coverage for the impacted homes/businesses
- A Public Property Site Assessment Worksheet (DEM-25) should be utilized along with a map in local assessment of infrastructure losses.

The importance of the initial local assessment cannot be over emphasized. Since speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time, established workable procedures and trained personnel should be in place beforehand, if at all possible.

After GDEM/FEMA Teams Arrive

The assessments will occur in the following order:

1. Teams will meet with county officials first to discuss the current disaster situation.
2. Teams will break into the two assessment groups (infrastructure and homes/businesses) and review damages by looking at maps and discussing losses with local team representatives.
3. Teams will begin surveying worst affected areas and slowly move to less damaged areas as time allows.
4. Teams will return to the original county location to discuss the assessments and to de-brief local elected officials.

Fort Bend County Facility Maintenance Department
Request for Services

Check one of the following:

- | | | | |
|---|-----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Custodial Supplies | <input type="checkbox"/> Minor Repair |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Keys | <input type="checkbox"/> Electrical | <input type="checkbox"/> Elevator |
| <input type="checkbox"/> Assemble/Repair/
Move Furniture | <input type="checkbox"/> Lighting | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Other |

III. Please give a brief explanation of request:

Date of Request: _____

Requestor: _____ Phone Number: _____

Department: _____ Location: _____

Funding Source: _____ Fund: _____ Agcy: _____ Objt: _____

Department: _____

Department Head Approval: _____

For Facility Maintenance Use Only

Date Received: _____

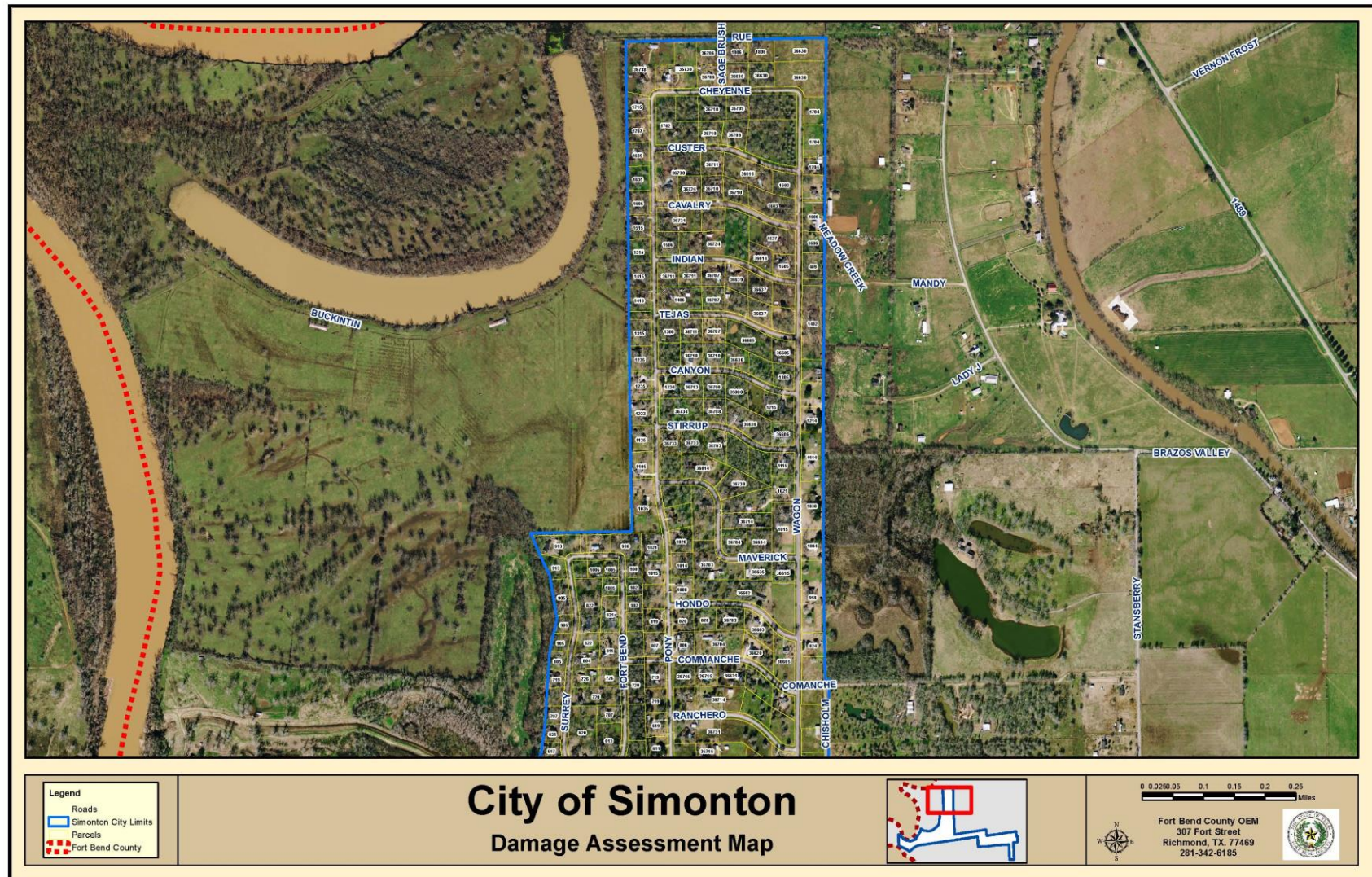
Action Taken: _____

◆◆◆◆◆

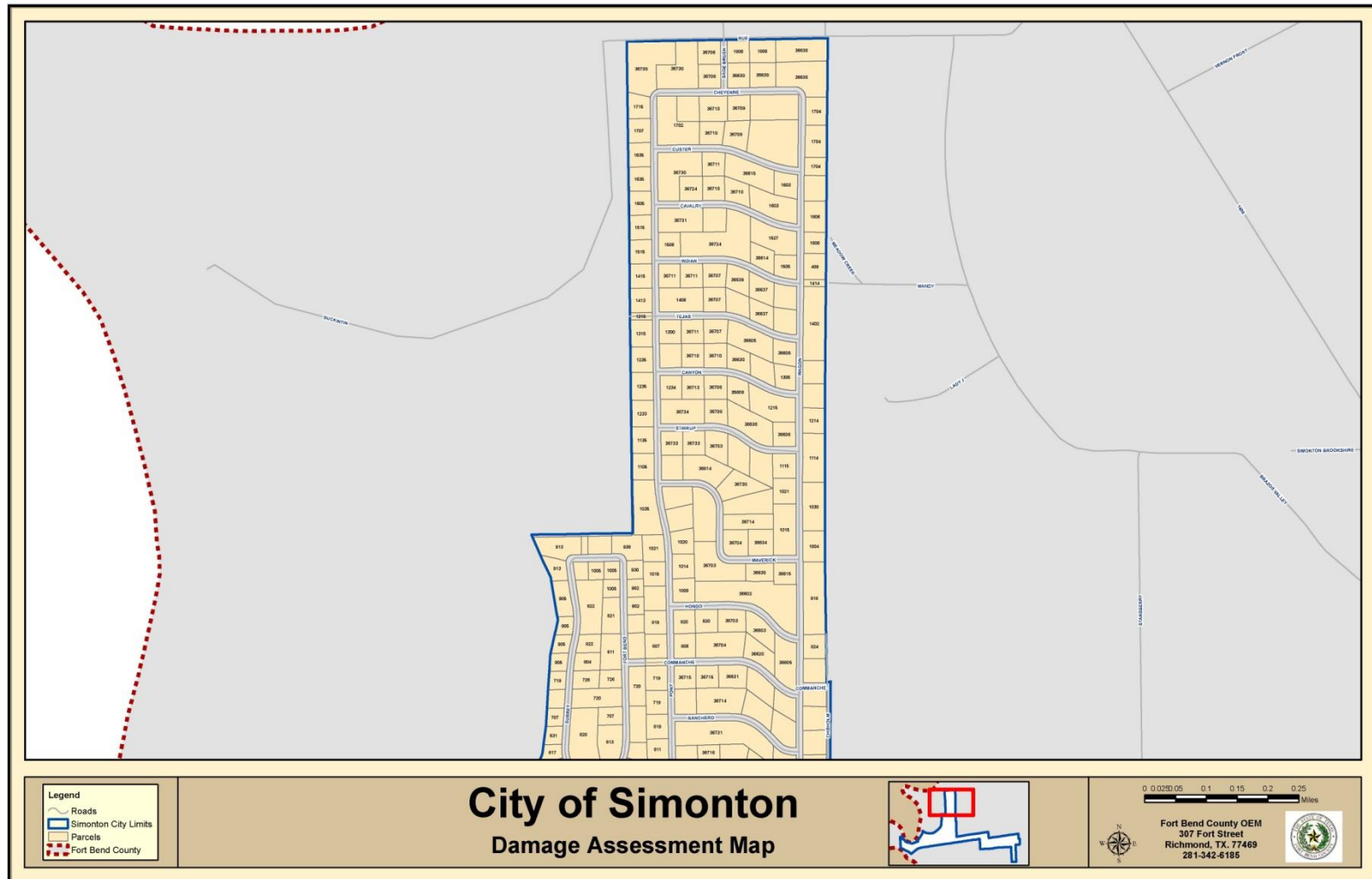
Facilities – FMP 6/4/14

FMP 25

Example of a GIS Damage Assessment Map



Example of a GIS Damage Assessment Map



Items to Include in the Damage Assessment Go-Kits

Go kits will be assembled by the Fort Bend County Office of Emergency Management to aid county personnel in the execution of damage assessments following a disaster. County departments should inform the Fort Bend County Office of Emergency Management of any items that should be added to the list.

- Highway, geographic information systems (GIS) or topography maps
- Flashlights and extra batteries
- Protective gear including:
 1. Reflective, protective vests
 2. Rain gear
 3. Steel toe boots
 4. Gloves
- First aid kit
- Insect repellent
- Sunscreen
- Cell phone and/or radio
- Water and snacks
- Measuring tape
- Camera
- Global positioning system (GPS) device
- Community contact names and numbers
- Assessment forms and instructions
- Public service announcements
- Pens/pencils/clipboards