

# Damage Assessment Training

**Morgan Peterson, CEM | Operations Manager**

Hamilton County Emergency Management & Homeland Security Agency



Community ▪ Leadership ▪ Integrity ▪ Equity ▪ Collaboration ▪ Professionalism ▪ Innovation

# Welcome & Introductions



- Name
- Position
- Organization/Jurisdiction
- What do you hope to get out of the course

# Hamilton County EMHSA Overview



- 1989: Countywide MOU signed with all jurisdictions to act as emergency management agency for all of Hamilton County
- Overseen by Executive Committee
  - Board of County Commissioners (3)
  - Hamilton County Township Trustee (3)
  - Hamilton County Municipal League (2)
  - Hamilton County Fire Chief's Association (1)
  - Hamilton County Police Association (1)
  - City of Cincinnati (1)
  - Hamilton County Resident (1)

# EMHSA Responsibilities



- Coordination of State and Federal resources during disasters
- Manage the Hamilton County Emergency Operations Center
- Countywide emergency planning
- Coordinate preparedness activities (e.g., training, exercises, etc.)
- Community Outreach and Education
- Emergency Public Notification (AlertHC & Outdoor Warning Sirens)
- Local Emergency Planning Committee

# Damage Assessment: What's the Purpose?



- Why do we conduct Damage Assessment after a disaster?
- Determine the scope of the event
  - Determine the magnitude and severity of the hazard
  - Evaluate the countywide impacts
  - Understand the unmet needs of disaster survivors and communities
- Determine if outside assistance (State/Federal) is warranted

# Damage Assessment Surveys



- Two types of surveys for Damage Assessment:
  - Individual Assistance
  - Public Assistance
- The type of survey is based on the kind of assistance that may be available

# Individual Assistance



- Refers to surveys completed to evaluate the degree of damage to the private sector
  - Primary Homes
  - Businesses





# Public Assistance



- Refers to surveys completed to evaluate the degree of damage to the public sector
- Addresses costs incurred, specifically local and state governments and certain private non-profit organizations
- Captures costs associated with debris management operations and emergency protective measures



# Damage Assessment Prioritization



- Individual Assistance surveys are always completed first
  - Must determine the needs of impacted residents and businesses to inform recovery actions
- Public Assistance surveys follow and are usually performed by local officials
- Not all type of property will be affected in every disaster.
  - Sometimes only one type of survey may be needed

# Damage Assessment



- Damage Assessments should always be...
- **R**apid
- **D**etailed
- **A**ccurate



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# Individual Assistance (IA)



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# Individual Assistance Definitions

## Primary Residents ARE:

- Full-time residences
- Where people live over half their time
- The address they use for filing their federal income taxes
- May be non-traditional structures

## Primary Residents are NOT:

- Secondary homes
- Summer homes
- Foreclosures
- Vacant homes
- Homes under construction

## Businesses:

- Traditional brick and mortar stores
- Businesses from the home
  - Understanding the impacts to business helps the community evaluate the economic impact of the event

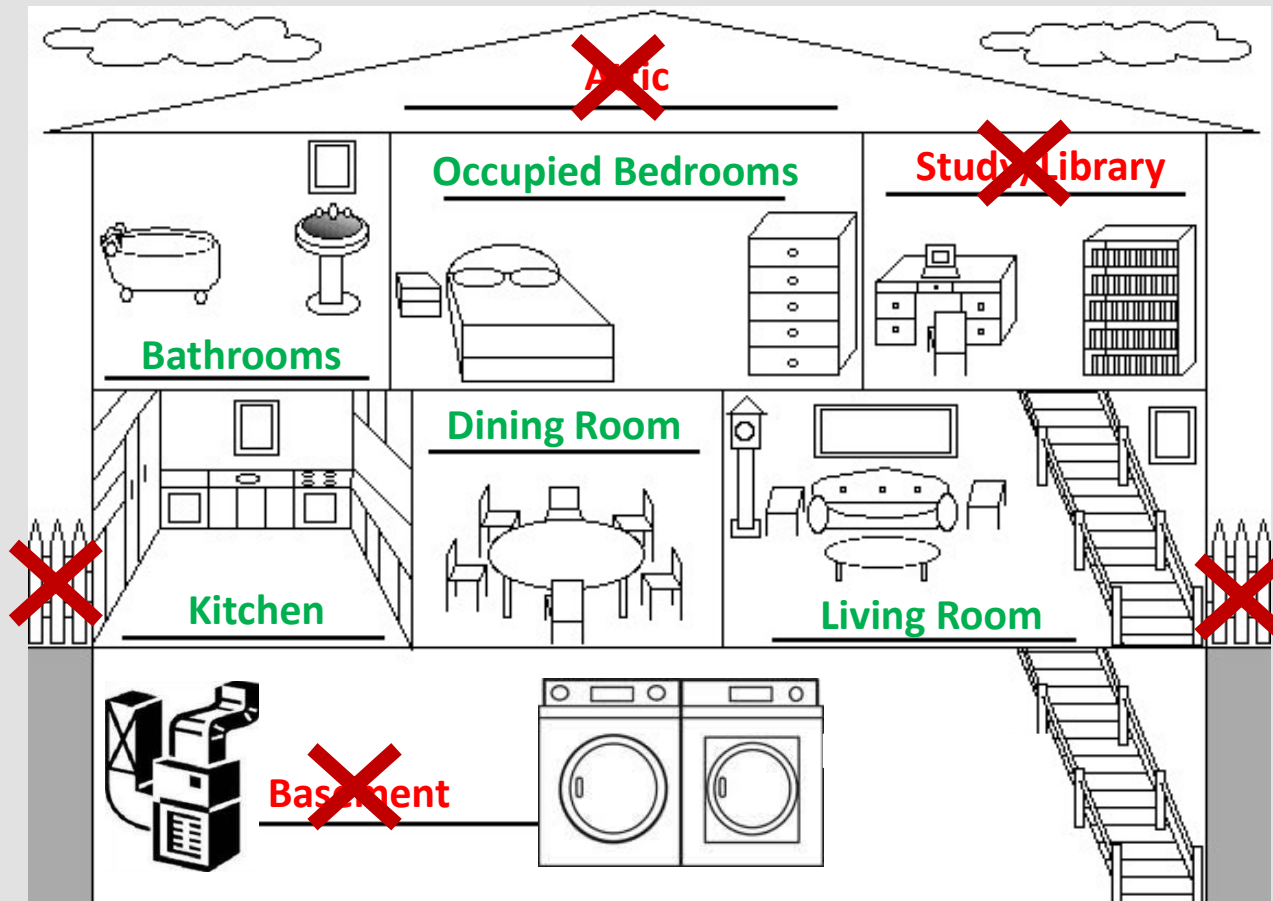
# Goals of Individual Assistance Surveys



- Two primary goals as members of the local IA Damage Assessment Team:
  1. **Quantify** the number of homes and businesses impacted by the event
  2. **Record** information regarding the severity and magnitude of the event
- These actions will help inform stakeholders and guide future decision making by answering the question:

**HOW BAD IS IT?**

# Definition: Essential Living Spaces



# IA Survey: Degrees of Damage

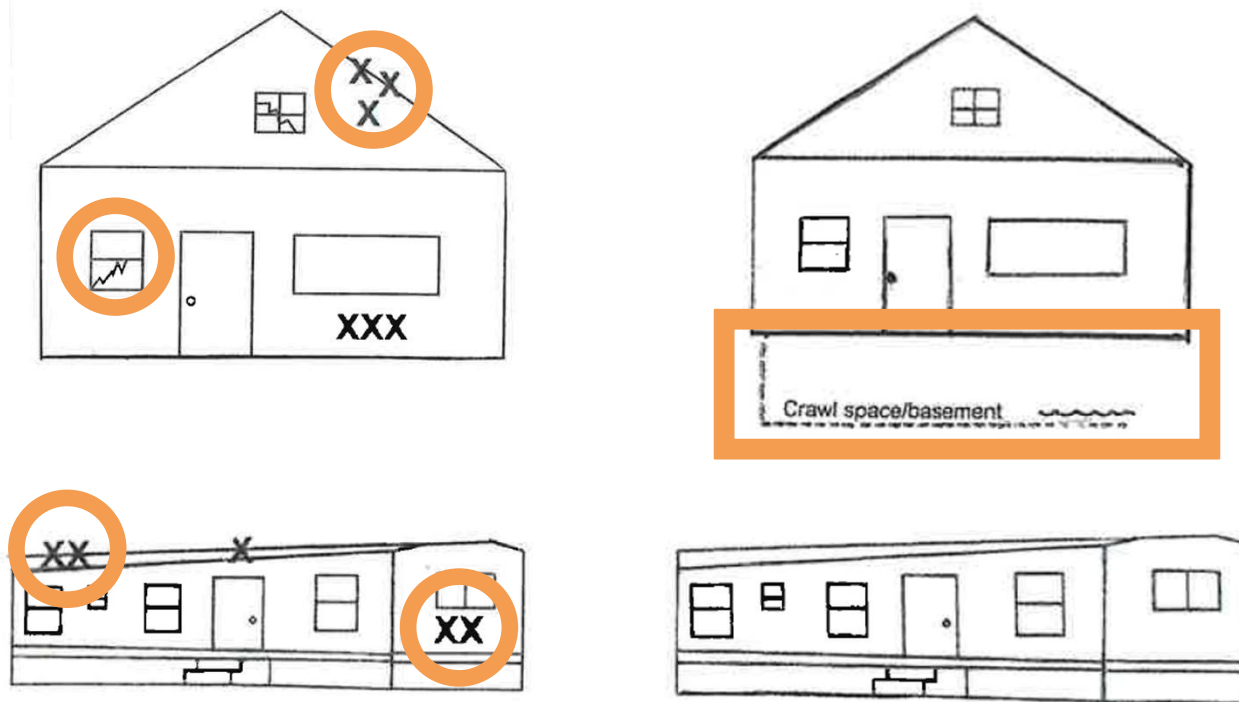


- Damage is assessed in one of four categories:
  - **Affected**
    - Minimal or cosmetic damage only
  - **Minor**
    - Non-structural damage, requires minimal repairs
  - **Major**
    - Significant structural damage; requires extensive repairs
  - **Destroyed**
    - Total loss; not repairable



# Affected

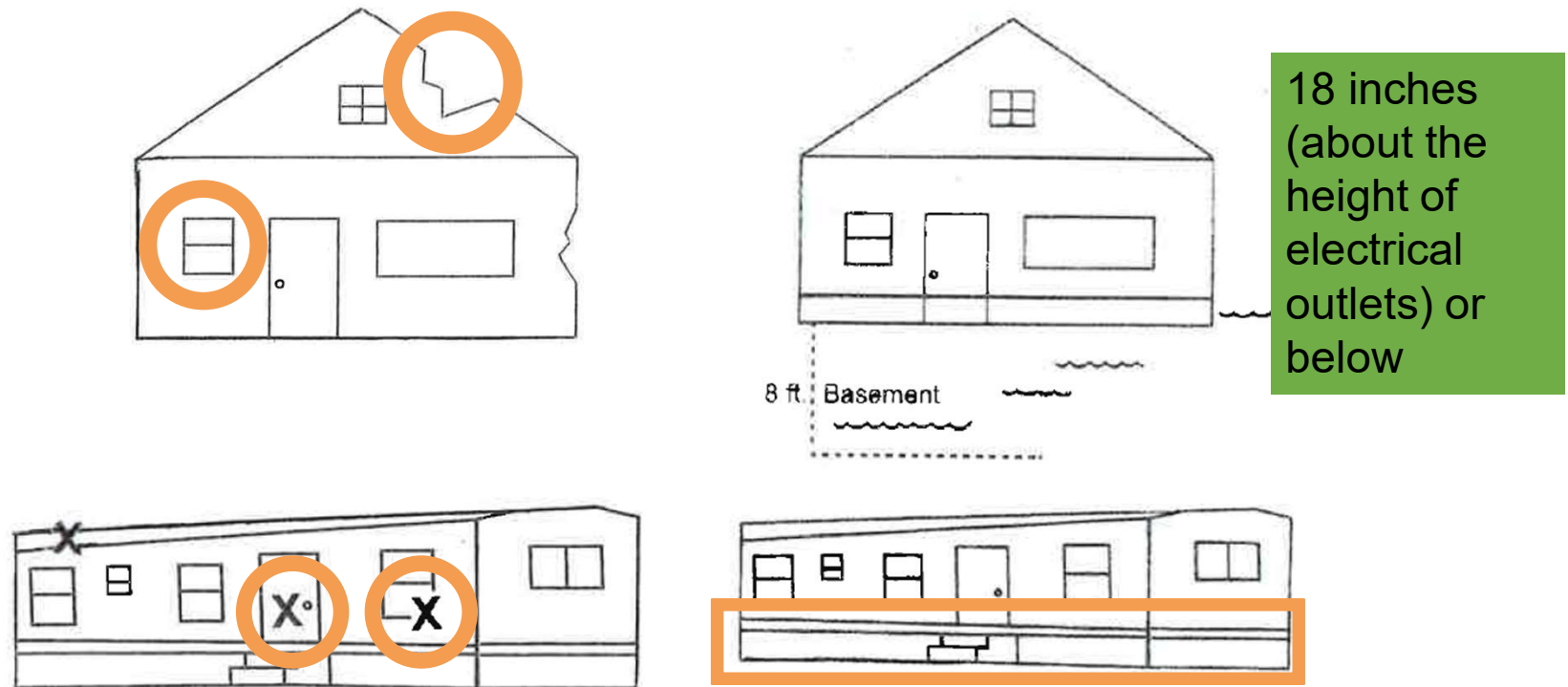
Minimal or cosmetic damage only



Any damage to porches, unattached garages or outbuilding

# Minor

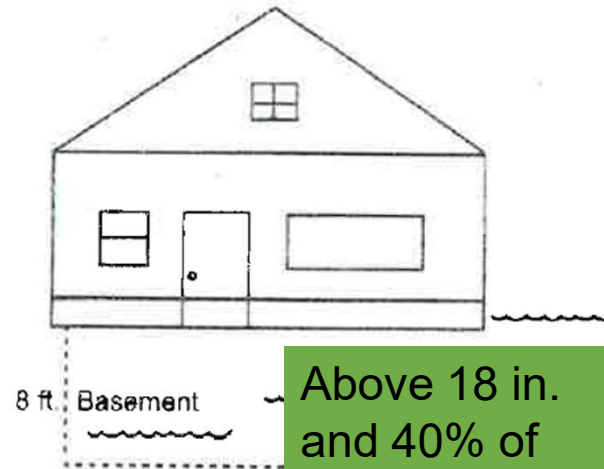
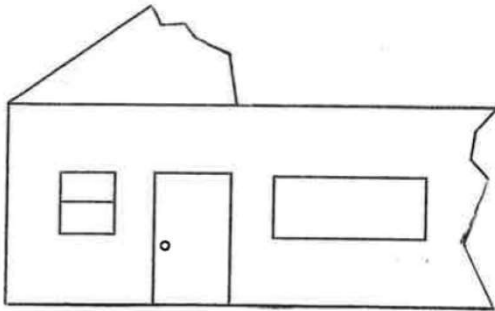
Damage that requires minimal repairs



Basement Flooding with Mechanical Damage

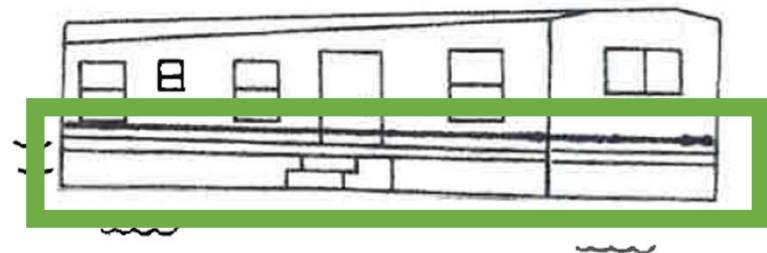
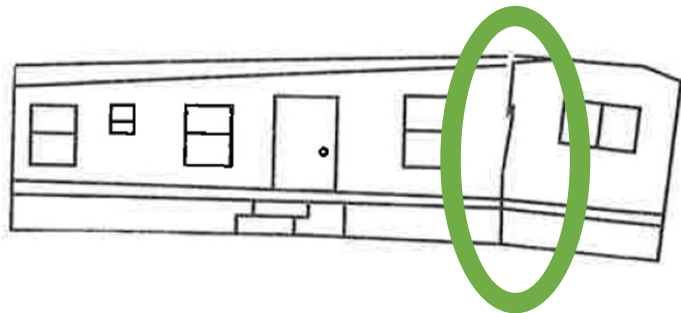
# Major

Significant structural damage; requires extensive repairs



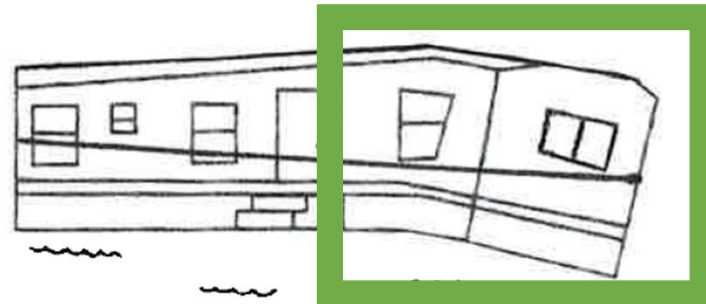
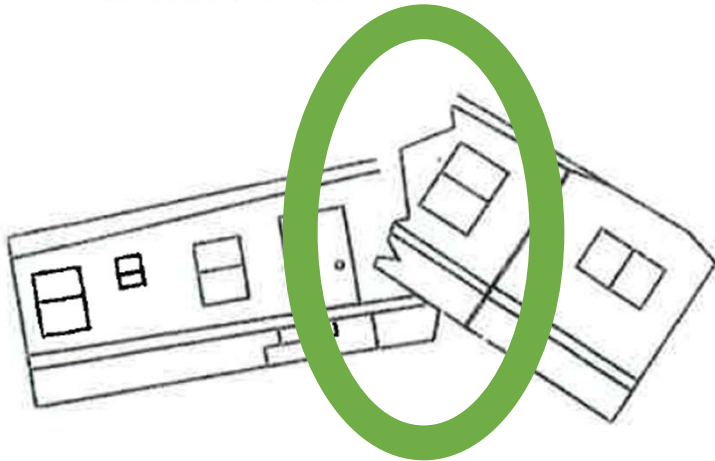
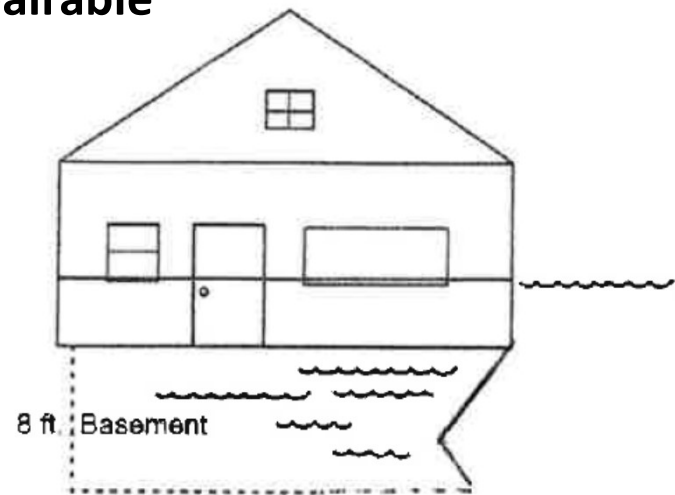
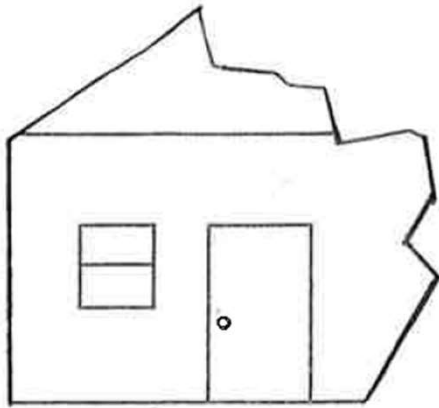
Above 18 in.  
and 40% of  
structure

Note: To be classed as major, 40% the residence needs to be flooded. While two story homes may have more than 18 inches on the first floor, unless more than 40% of the home or business is flooded, it will be categorized as minor.



# Destroyed

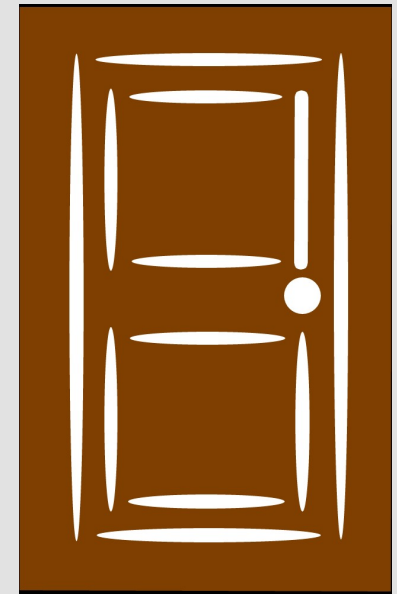
Total loss; not repairable



# Tips for Determining Water Depth



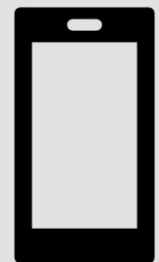
- Look for the waterline:
  - Is it above or below the doorknob?  $< 3 \frac{1}{2}$  feet
  - Consider your height compared to the waterline
  - Look for mud and silt, debris line in shrubbery



# Photographs



- Take one photograph of each structured evaluation as **major** or **destroyed**
  - Photographs of affected and minor as able
- The photo should:
  - Easily depict the reason the structure was assessed as major or destroyed
  - Be taken close-up as opposed to landscapes from the street
- For flood events, waterlines should be easily visible in relation to a door or other measurable items
- **Be sure to include an address for each photograph**



# Practice



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# Major

- 4' Standing Water  
Basement Apartment  
(Norwood- August Flood  
Event)



# Minor

- 8' Standing Water in Basement Single Family Home (St. Bernard - August Flood Event)



# Destroyed

- Roof and Walls Collapsed Single Family Home



# Minor

- 10 Inches  
Standing Water  
Single Family  
Home



# Affected

- Few Missing Shingles, Covered Single Family Home (Anderson Township - March 1 Severe Weather)



# Destroyed

- Roof Gone, walls collapsed Mobile Home





# Affected

- Tree on Structure but no or small Breach Single Family Home (Anderson Township – March Severe Weather Event)





# Major

- Partial Roof & Wall Collapse Local Business (Norwood Aug 2016 Flood Event)



# Affected

- 5" Flooding in Garage



# Major

- Foundation Damaged Single Family Home





- Tree fell through roof in Single Family Home –  
(Anderson Township – March Severe Weather Event)



# Major

- Beam collapse
- Damage to essential living space





# Talking to Disaster Survivors



- Keep conversations short and efficient
- Remember to be sympathetic
- Do NOT discuss your DA evaluation
- Do NOT promise or allude to financial assistance being available
- Some helpful questions to discuss include:
  - “How bad was the damage?”
  - “Did you have any flooding in your home? (If so, how much?”
  - “Do you have any flood/homeowner’s insurance?”
  - “Are you aware of any damage your neighbors had?”

# Unmet Needs of Disaster Survivors



- Note potential unmet needs on street sheets
  - Structure not livable and occupants do not have alternate shelter
  - Appliances, water heat and furniture are damaged and need replacing
- Inform residents of where to get assistance
  - Distribute flyer to residents while conducting damage assessments



# Why Ask About Insurance?



- FEMA and the State of Ohio need to know the extent of the insurance coverage in the impacted area
  - Funding provided by the State and Federal government does NOT cover losses already covered by insurance
- The type of insurance may not be applicable based on the type of incident
  - i.e., Homeowner's insurance vs. flood insurance

# Local IA Damage Assessment Recording the Damage



- Based on the degrees of damage:
  - View the damage
  - Select the applicable degree
  - Make a judgment call
  - Summarize and turn into the local damage assessment coordinator

# Recording



- Write Clearly
- Be consistent
- Resolve discrepancies and questions before you mark as an assessment

INDIVIDUAL ASSISTANCE STREET SHEET FILLABLE						Page ____ of ____				
County	Name of Community		Date		Assessor's Name/Phone Number					
Location (Street Address, Apt/Condo, Complex, MH Park)		Type of Structure	Status	Depth of Water	Insurance	Local Preliminary Determination				State Use Only
						D	Maj	Min	A	
		SF__ MH__ Apt__ Condo__ Business__	Own__ Rent__	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood__ Homeowners__ Renter__ Sewer B/U Rider__					
Comments:										
		SF__ MH__ Apt__ Condo__ Business__	Own__ Rent__	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood__ Homeowners__ Renter__ Sewer B/U Rider__					
Comments:										
		SF__ MH__ Apt__ Condo__ Business__	Own__ Rent__	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood__ Homeowners__ Renter__ Sewer B/U Rider__					
Comments:										
		SF__ MH__ Apt__ Condo__ Business__	Own__ Rent__	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood__ Homeowners__ Renter__ Sewer B/U Rider__					
Comments:										
		SF__ MH__ Apt__ Condo__ Business__	Own__ Rent__	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood__ Homeowners__ Renter__ Sewer B/U Rider__					
Comments:										
Rev. 5/2015					Total for page:					

# Include Comments



## Items to include:

- Name of the business, if not a residence
- Potential unmet needs (highlighted earlier)
- Highlight why you classified the residence as minor, major or destroyed:
  - Note damage to the home and if it was structural damage
  - If the hot water heater or furnace are damaged
  - If electrical outlets are submerged

INDIVIDUAL ASSISTANCE STREET SHEET FILLABLE						Page ____ of ____			
County	Name of Community	Date	Assessor's Name/Phone Number						
	Ohio	Tuesday	JOHN ext. 316						
Location (Street Address, Apt/Condo, Complex, MH Park)	Type of Structure	Status	Depth of Water	Insurance	Local Preliminary Determination			State Use Only	
					D	Maj	Min	A	
1070	SF <input checked="" type="checkbox"/> MH Apt <input type="checkbox"/> Condo Business <input type="checkbox"/>	Own <input type="checkbox"/> Rent <input type="checkbox"/>	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood __ Homeowners __ Renter __ Sewer B/U Rider __	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Comments:	Tree limb through detached garage roof, car damaged, garage door can't open.								
4222 Oak Creek Pkwy	SF <input checked="" type="checkbox"/> MH Apt <input type="checkbox"/> Condo Business <input type="checkbox"/>	Own <input checked="" type="checkbox"/> Rent <input type="checkbox"/>	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood <input checked="" type="checkbox"/> Homeowners __ Renter __ Sewer B/U Rider __			<input checked="" type="checkbox"/>		
Comments:	Dozens of shingles missing on one side of home, damage to chimney.								
620 Deerpath Way	SF <input type="checkbox"/> MH Apt <input checked="" type="checkbox"/> Condo Business <input type="checkbox"/>	Own <input type="checkbox"/> Rent <input checked="" type="checkbox"/>	Basement __ ft <u>4</u> in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood __ Homeowners __ Renter __ Sewer B/U Rider __	<input checked="" type="checkbox"/>				
Comments:	Two basement, two first level, two second level apartments. Basements units with water damage, upper units unaffected.								
72 Westminster/Hingham Way	SF <input type="checkbox"/> MH Apt <input type="checkbox"/> Condo Business <input type="checkbox"/>	Own <input type="checkbox"/> Rent <input type="checkbox"/>	Basement __ ft __ in First Floor __ ft __ in Crawl Spc __ ft __ in	Flood __ Homeowners __ Renter __ Sewer B/U Rider __	<input checked="" type="checkbox"/>				
Comments:	Lots of damage to home, wind damage, some flooding, windows broken. Homeowner states that there was a lot of noise, but after they took shelter nothing happened. Then they noticed all the damage to their house.								
710 West River Road	SF <input type="checkbox"/> MH Apt <input type="checkbox"/> Condo Business <input type="checkbox"/>	Own <input type="checkbox"/> Rent <input type="checkbox"/>	Basement <u>8</u> ft __ in First Floor __ ft <u>24</u> in Crawl Spc __ ft __ in	Flood <input type="checkbox"/> Homeowners __ Renter __ Sewer B/U Rider <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Comments:	Two story home with basement full of water and 24 inches on the first floor, washer/dryer, furnace and water heater most likely ruined								
Rev. 5/2015					Total for page: <input type="text"/>				

INDIVIDUAL ASSISTANCE STREET SHEET FILLABLE						Page <u>1</u> of <u>    </u>				
County	Name of Community	Date		Assessor's Name/Phone Number						
Hamilton	Cincinnati - Westwood Neighborhood	3/22/2017		John Smith (Building Dept.) - 513-555-1234 ext. 316						
Location (Street Address, Apt/Condo, Complex, MH Park)		Type of Structure	Status	Depth of Water	Insurance	Local Preliminary Determination				State Use Only
						D	Maj	Min	A	
1070 Winding Way		SF <u>X</u> MH___ Apt___ Condo___ Business___	Own <u>X</u> Rent___	Basement ___ ft ___ in First Floor ___ ft ___ in Crawl Spc ___ ft ___ in	Flood___ <b>UNKNOWN</b> Homeowners___ Renter___ Sewer B/U Rider___				✓	
Comments:	Tree limb through detached garage roof, car damaged, garage door can't open.									
4222 Oak Creek Pkwy		SF <u>X</u> MH___ Apt___ Condo___ Business___	Own <u>X</u> Rent___	Basement ___ ft ___ in First Floor ___ ft ___ in Crawl Spc ___ ft ___ in	Flood___ <b>NONE</b> Homeowners___ Renter___ Sewer B/U Rider___			X		
Comments:	Dozens of shingles missing on one side of home, damage to chimney.									
620 Deerpath Way, Units 1-6 Deerpark Apartment Complex		SF___ MH___ Apt <u>X</u> Condo___ Business___	Own___ Rent <u>X</u>	Basement ___ ft <u>4</u> in First Floor ___ ft ___ in Crawl Spc ___ ft ___ in	Flood___ Homeowners___ Renter <u>X</u> Sewer B/U Rider___				2	
Comments:	Two basement, two first level, two second level apartments. Basements units (Unit 1 and Unit 2) with water damage, upper units unaffected.									
710 West River Road		SF___ MH___ Apt___ Condo <u>X</u> Business___	Own___ Rent <u>X</u>	Basement <u>8</u> ft ___ in First Floor <u>4</u> ft ___ in Crawl Spc ___ ft ___ in	Flood___ Homeowners___ Renter___ Sewer B/U Rider <u>X</u>		1			
Comments:	Two story home with basement fully submerged and 4 feet of water on the first floor, washer/dryer, furnace and water heater most likely ruined almost 50% of the home is damaged including all major electronics and furniture									
100-198 Wellington Road		SF <u>X</u> MH___ Apt___ Condo___ Business___	Own___ Rent___	Basement ___ ft ___ in First Floor ___ ft ___ in Crawl Spc ___ ft ___ in	Flood___ Homeowners___ Renter___ Sewer B/U Rider___			4	16	
Comments:	20 homes, 10 on each side of Wellington Road between Tates Creek and River Road. 16 homes had some basement flooding, water levels between 2-4". 192, 194, 196 and 198 all had between 12-16" of water in the basement, mechanics affected. Unknown insurance since most owners were not home, but lower income area. Water levels evaluated from discussions with some owners and neighbors and from curb assessment.									
Rev. 5/2015	Total for page:						1	5	19	



# Damage Assessment Kit Example



- Street Sheets
- Supporting Documents
- Clipboard
- Writing Utensils
- Camera
- GPS
- Power Converter
- Chargers



# Questions?



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# IA Damage Assessment Process



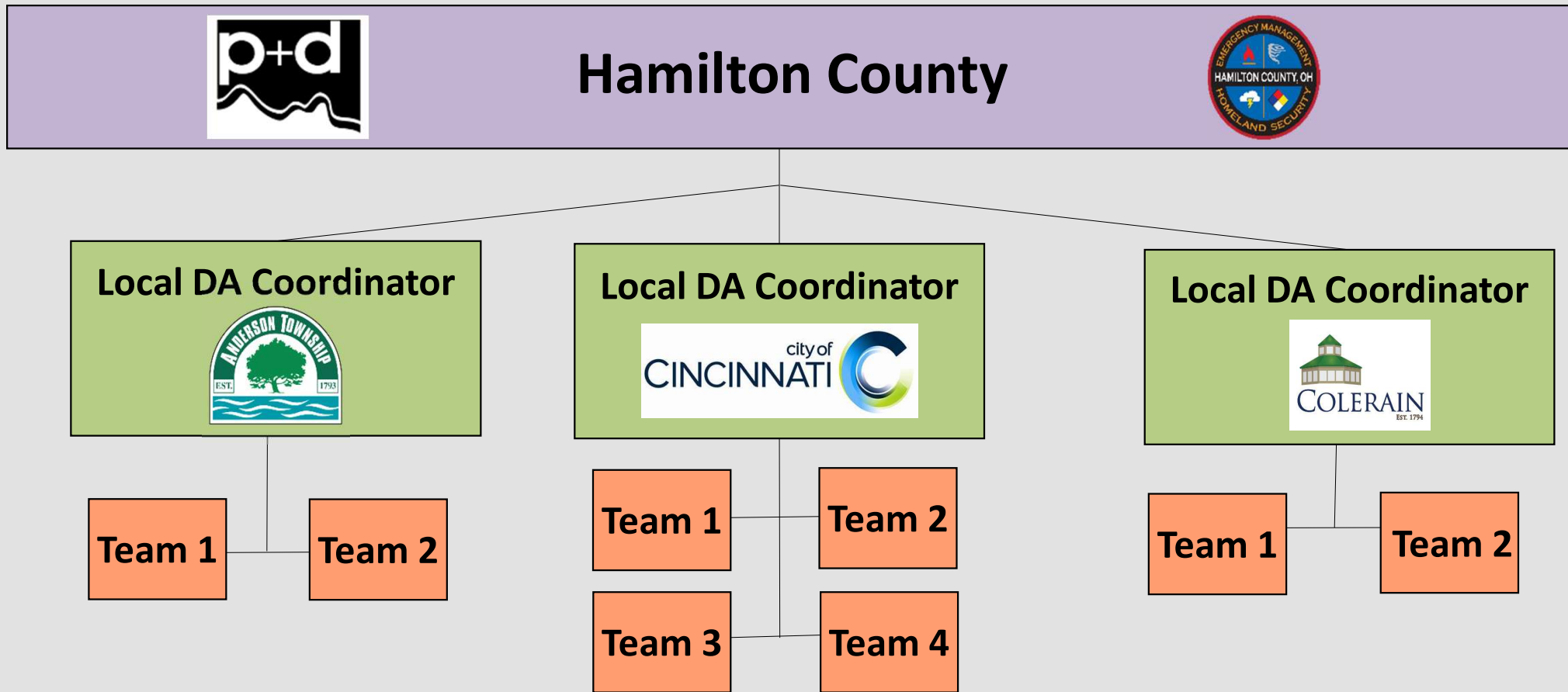
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# IA Damage Assessment Process



1. Event occurs causing property damage
2. Remind jurisdictions to complete damage assessment
3. Local jurisdictions complete damage assessment with support from County
4. County Damage Assessment Unit organizes and complies damage assessment forms and information
5. Hamilton County submits damage assessment report to Ohio EMA
6. As needed provide supplemental information

# IA Damage Assessment Teams Structure



# Jurisdictional Role



- Before
  - Stay informed about changes to damage assessment process and forms
  - Routinely attend damage assessment training
  - Maintain a list of individuals/organizations who can assist with damage assessment
- During a Disaster
  - Lead and complete damage assessment in your community
  - Compile and submit all damage assessment forms to Hamilton County



## Post-Storm Actions



McEwan, Ryan

To: [McEwan, Ryan](#)

Cc: [Dane, Stephanie](#); [Crossley, Nick](#)

Bcc: [alert@hamiltoncountyohioema.org](mailto:alert@hamiltoncountyohioema.org); [psclayton@dps.ohio.gov](mailto:psclayton@dps.ohio.gov); [Samuel Reed](#)

This message was sent with High importance.



IA Damage Assessment Street Sheet\_Current 12-05-2014 Fillable.xlsx  
.xlsx File



IA Damage Assessment Illustrations.pdf  
.pdf File



Reply

Reply All

Forward

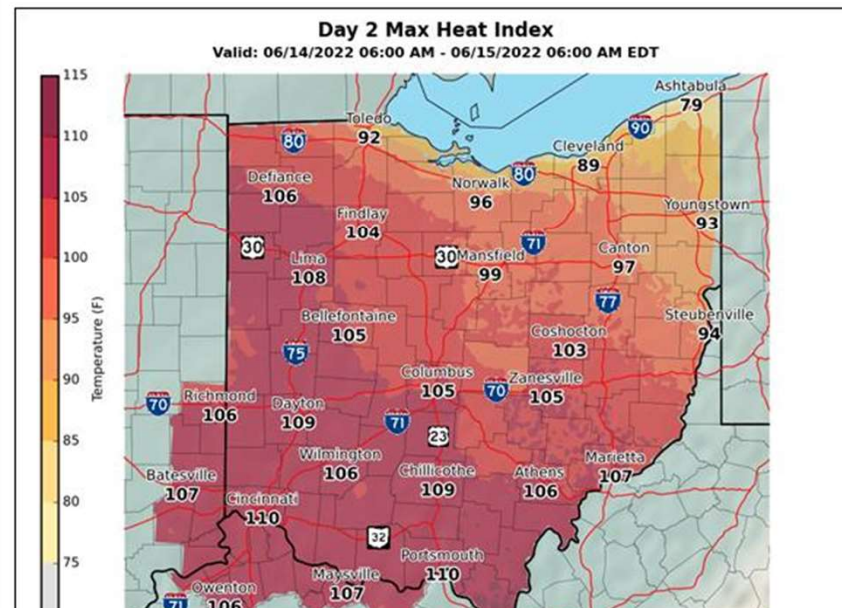


Mon 6/13/2022 7:03 PM

Partners,

If your community suffered any impacts from the severe weather event this evening, please make sure you are conducting damage assessments and documenting the impacts (see attached Damage Assessment Forms). You may send any completed forms to our office by replying to this email.

As of this email, Duke Energy is currently reporting 53,690 customers without power in Hamilton County. With excessive heat expected over the next several days, please consider how the combination of power outages and excessive heat may impact your residents. **If your community is planning to open a Cooling Shelter/Site, please reply to this email and let us know the address and hours.**





# Local Jurisdiction Damage Assessment Coordinator



## Roles and Responsibilities

- Individual Assistance
  - Brief assessor on what happened, provide refresher training if needed, review 4 degrees of damage and how to complete paperwork, give safety briefing
  - Organize teams and make team assignments
  - Ensure hours of Damage Assessment Teams are tracked
  - Summarize the data
- Public Assistance – completed after IA assessment
  - Coordinate the completion of forms for incurred or estimated costs related to the cleanup or damages to infrastructure

# IA Damage Assessment Coordinator - IA



## Organizing Teams

Teams should consist of 2 people. One person focuses on talking with the family or owner while the other person documents and takes photos.

# Local IA Damage Assessment Getting Started



- Before you leave the office
  - Map it out
  - Decide on a route
- Consider
  - Where are the calls coming from?
  - Where have there been rescues?
  - What areas are the media reporting?
- Concentration of damages
  - Concentration demonstrates greater impact
  - Scattered impact may not meet minimum thresholds to warrant a declaration.

# Local Damage Assessment Coordinator - IA



## Team Assignments

- Grid System: Be careful not to overlap areas
- Assess the heaviest impacted areas first
- Monitor the teams progress. Teams that are finished early should be directed to assist the other teams.

# IA Damage Assessment Coordinator



## Summarizing the Data

- Calculate the total number of primary homes and businesses in each of the 4 Degrees of Damage.
- Report numbers and submit documents to Hamilton County using instructions that will be emailed after an emergency has occurred.

# Damage Assessors



- Check in with local DA Coordinator for assignment and team role
- While conducting IA damage assessment, report to the DA Coordinator:
  - Potential public structures or property that were damaged
  - Functional and access needs of the impacted area
- Keep an eye on the welfare of other assessors (i.e., breaks, lunch, etc.)
- Track your hours conducting Damage Assessment and submit to DA Coordinator.

# Questions?



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# Public Assistance (PA) Damage Assessment



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# Public Assistance



- Determines the estimated cost to local and state governments and eligible private non-profit organizations (PNP) for emergency protective measures and the repair/replacement of infrastructure.

**Document, Document, Document**

# Damage Assessment Process



- System for recording **disaster related** work and cost
- In place **prior** to the event
- Conducted as soon as possible after life/safety issues have been addressed
- Local Damage Assessment Coordinator will work with team of appropriate individuals to complete forms
  - Damage will determine who is part of a team

# PA Eligibility Requirements



- Applicant
- Facility
- Work
- Cost

# Applicants



- State and Local Government
  - Local Government - Townships, municipalities, county departments
  - Schools and Universities \*Both public and private\*
  - Special Districts and Regional Authorities
- Certain Private Non-Profit Organizations
  - Current ruling letter from the IRS granting *tax exemption* under sections 501 (c), (d), or (e)
  - Documented as a non-revenue producing, non-profit entity organized or doing business under State Law

# Facility



Any building, works, system or equipment, built or manufactured, or an improved and maintained natural feature that a potential applicant has legal authority to restore

PNP facilities are categorized as either critical or noncritical and then determined as eligible



# Work: 2 Types & 7 Categories



## Emergency Work

Category A - Debris Removal

Category B - Emergency Protective Measures

## Permanent Work

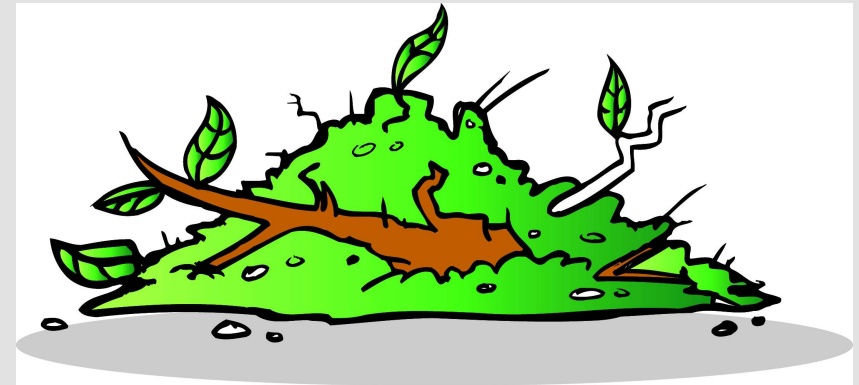
Category C - Roads and Bridges

Category D - Water Control Facilities

Category E - Building & Equipment

Category F – Utilities

Category G - Parks, Recreation & Other



# Cost



- Directly tied to the performance of eligible work
- Adequately documented
- Reduced by all applicable credits
- Legal
- Consistent with internal policies
- Necessary and reasonable to accomplish the work properly and efficiently

*DOCUMENTATION*

# PA Forms



## PA Damage Assessment Form

- Broad picture of the types of disaster related work and associated cost

Form must be submitted to Hamilton County EMHSA within **10-14 days** from the event

[emawatch@dps.ohio.gov](mailto:emawatch@dps.ohio.gov)

Phone: 614-799-3665

**OHIO EMERGENCY MANAGEMENT AGENCY**

**PUBLIC ASSISTANCE DAMAGE ASSESSMENT FORM (Rev. May 2016)**

**\* COUNTIES CAN CONSOLIDATE DATA FOR ALL IMPACTED ENTITIES/JURISDICTIONS OR CAN PROVIDE INDIVIDUAL ASSESSMENTS PROVIDED BY THOSE ENTITIES/JURISDICTIONS**

<b>A. Name of Jurisdiction/Non-Profit Organization</b>		<b>B. Name of County</b>	
<b>C. Type of Disaster &amp; Date of Occurrence</b>		<b>D. Area Primarily Affected (East, N.E., All)</b>	
<b>E. Contact Information</b>			
Name: _____		Title: _____	
Email: _____		Phone: _____	
<b>A. DEBRIS REMOVAL</b>		<b>E. BUILDINGS AND EQUIPMENT</b>	
Public Roads	\$ _____	Public Buildings	\$ _____
Public Property	\$ _____	Building Contents	\$ _____
Other	\$ _____	Vehicles/Equipment	\$ _____
<b>TOTAL</b>		Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
\$ -		<b>TOTAL LESS INSURANCE COVERAGE</b>	\$ -
<b>B. EMERGENCY PROTECTIVE MEASURES</b>		<b>F. UTILITIES</b>	
Response (Fire/Police)	\$ _____	Power transmission/distribution	\$ _____
Protective Measures (sandbagging, etc)	\$ _____	Water/Sewer Treatment Plants	\$ _____
Public Works (barricades, temporary repairs)	\$ _____	Sewers	\$ _____
Emergency Power (e.g. generators)	\$ _____	Other . . . . .	\$ _____
Other	\$ _____	Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
<b>TOTAL</b>		<b>TOTAL LESS INSURANCE COVERAGE</b>	\$ -
\$ -			
<b>C. ROADS AND BRIDGES</b>		<b>G. PARKS, RECREATIONAL AND OTHER</b>	
Roads (surfaces, signals, embankment failures, etc).	\$ _____	Parks (shelter houses, playgrounds, etc.)	\$ _____
Bridges (damaged and destroyed)	\$ _____	Recreational (marinas, athletic facilities, etc.)	\$ _____
Culverts (damaged and destroyed)	\$ _____	Other	\$ _____
Access Problems YES or NO		Insurance Yes or No (circle one); if Yes, Deductible Amount	\$ _____
<b>TOTAL</b>	\$ -	<b>TOTAL LESS INSURANCE COVERAGE</b>	\$ -
<b>D. WATER CONTROL FACILITIES</b>		<b>H. CURRENT COMMUNITY BUDGET INFORMATION</b>	
Dikes/Levees	\$ _____	1 ) Total Annual Budget	
Dams	\$ _____	2) Public Works/Road and Bridge Budget	
Drainage Channels	\$ _____	3) Date Fiscal Year Begins	
Other	\$ _____		
<b>TOTAL</b>			
\$ -			
		<b>GRAND TOTAL PUBLIC:</b>	
		\$ -	

<b>A. Name of Jurisdiction/Non-Profit Organization</b>			<b>B. Name of County</b>		
City of Cincinnati			Hamilton		
<b>C. Type of Disaster &amp; Date of Occurrence</b>			<b>D. Area Primarily Affected (East, N.E., All)</b>		
Flood and Heavy Rains Feb-18			East End and California Area of the City		
<b>E. Contact Information</b>					
Name: John Smith			Title: Director		
Email: john.smith@gmail.com			Phone: 513.999.9999		
<b>A. DEBRIS REMOVAL</b>			<b>E. BUILDINGS AND EQUIPMENT</b>		
Public Roads		\$ 106,300.00	Public Buildings		\$ 453,476.00
Public Property		\$ 47,113.00	Building Contents		\$ 172,700.00
Other	Mud Removal	\$ 4,000.00	Vehicles/Equipment		\$ 149,700.00
<b>TOTAL</b>		\$ 157,413.00	Insurance Yes or No (circle one); if Yes, Deductible Amount		\$
			<b>TOTAL LESS INSURANCE COVERAGE</b>		\$ 775,876.00
<b>B. EMERGENCY PROTECTIVE MEASURES</b>			<b>F. UTILITIES</b>		
Response (Fire/Police)	Fire Only	\$ 50,667.00	Power transmission/distribution		\$ 201,630.00
Protective Measures (sandbagging, etc)		\$ 10,000.00	Water/Sewer Treatment Plants		\$ 1,103,600.00
Public Works (barricades, temporary repairs)		\$	Sewers		\$
Emergency Power (e.g. generators)		\$ 1,000.00	Other . . . . .		\$
Other	Airport flood management / Damage Assessment Team	\$ 327,588.00	Insurance Yes or No (circle one); if Yes, Deductible Amount		\$
<b>TOTAL</b>		\$ 389,255.00	<b>TOTAL LESS INSURANCE COVERAGE</b>		\$ 1,305,230.00
<b>C. ROADS AND BRIDGES</b>			<b>G. PARKS, RECREATIONAL AND OTHER</b>		
Roads (surfaces, signals, embankment failures, etc).		\$ 87,328.00	Parks (shelter houses, playgrounds, etc.)		\$320,810.81
Bridges (damaged and destroyed)		\$	Recreational (marinas, athletic facilities, etc.)		\$ 12,500.00
Culverts (damaged and destroyed)		\$	Other		\$
Access Problems YES or NO			Insurance Yes or No (circle one); if Yes, Deductible Amount		\$
<b>TOTAL</b>		\$ 87,328.00	<b>TOTAL LESS INSURANCE COVERAGE</b>		\$ 333,310.81
<b>D. WATER CONTROL FACILITIES</b>			<b>H. CURRENT COMMUNITY BUDGET INFORMATION</b>		
Dikes/Levees		\$ 57,791.00	1) Total Annual Budget		\$ 393,441,810.00
Dams		\$ 65,572.00	2) Public Works/Road and Bridge Budget		\$ 6,000,000.00
Drainage Channels		\$	3) Date Fiscal Year Begins		July 1,2018
Other		\$ 4,202.00			
<b>TOTAL</b>		\$ 127,565.00			
			<b>GRAND TOTAL PUBLIC: \$ 3,175,977.81</b>		

**A. Name of Jurisdiction/Non-Profit Organization**

**B. Name of County**

**I. GENERAL SECTION:**

**Explain road closures/detours.**

**Explain continued disruption of utility service.**

**What critical facilities are impacted and how? Critical facilities can include, water/wastewater facilities, power transmission/distribution, police**

**Due to the estimated cost of the disaster, explain how the financial impact with impact scheduled maintenance and capital improvement project**

**Explain the work and costs related to other disasters you have had in the past 12 month period and the funding source that addressed the repairs. Are any repairs still ongoing?**

**Explain any mitigation measures undertaken that reduced the impact of this disaster. As examples, prior installation of a larger culvert lessened the damage to a road that is normally damaged during a flood or right of way tree maintenance reduced the damage to transmission/distribution lines, etc.**

**Have any essential governmental facilities been impacted that resulted in their temporary relocation? If yes, please provide what was relocated, where and for how long?**

**Please provide any other information that addresses the impact of the disaster on your community.**



**A. Name of Jurisdiction/Non-Profit Organization**

City of Sharonville

**B. Name of County**

Hamilton County

**I. GENERAL SECTION:****Explain road closures/detours.**

Fields Ertel Road was closed for approximately 8 hours and traffic was detoured from Fields Ertel Road to Crydtalview Court to Diamondview Drive to Village Woods Drive to Fields Ertel Road.

**Explain continued disruption of utility service.**

None

**What critical facilities are impacted and how? Critical facilities can include, water/wastewater facilities, power transmission/distribution, police, fire, etc.**

None

**Due to the estimated cost of the disaster, explain how the financial impact with impact scheduled maintenance and capital improvement projects.**

None

**Explain the work and costs related to other disasters you have had in the past 12 month period and the funding source that addressed the repairs.****Are any repairs still ongoing?**

None

**Explain any mitigation measures undertaken that reduced the impact of this disaster. As examples, prior installation of a larger culvert lessened the damage to a road that is normally damaged during a flood or right of way tree maintenance reduced the damage to transmission/distribution lines, etc.**

This section of Fields Ertel Road will be re-surfaced as part of an overall improvement project this year in 2018.

**Have any essential governmental facilities been impacted that resulted in their temporary relocation? If yes, please provide what was relocated, where and for how long?**

No

**Please provide any other information that addresses the impact of the disaster on your community.**

The flooding impacted 85 properties. The city used Rumpke Dumpster Service for all debris and damaged property caused by the flooding. Our Maintenance Department staff worked for two weeks cleaning our roads and parks and helping residents with cleanup.

# PA Forms - Continued



- **Site Estimation Form**

- Completed in preparation for the Joint Preliminary Damage Assessment which is done to support a Governor's request for a Presidential disaster declaration.
  - More detailed description of the damage, scope of work needed to make repairs, and calculations to support cost estimates (maps, photos, etc.)
- Large projects and projects that raise serious questions regarding eligibility will require additional information.

# PA Documentation



- **Facility:** Information about the initial facility and damage
  - Initial Facility info: type, year built, dimensions, function/purpose
  - Damage Description: Date of damage and description of damage

# PA Documentation



**Labor:** Summarize use of your own labor force

- Number of employees performing task, type of work being performed, regular time and overtime hour rates (Separated Out), average hourly rates

**Equipment:** Summarize use of your own equipment

- Type of equipment being used, type of work being performed, hours used/miles driven, and associated equipment rate
  - FEMA Schedule of Equipment Rates

Labor Summary													
Date	Name	Title	REG	OT	Total HR	Rate/HR	Rate/OT	Regular Benefits/HR	OT Benefits/HR	Total Rate/HR	Total Cost	Total Cost for Labor Reg. Time	Total Cost for Labor Overtime
2/24/2018	Jenko Tatum	PO	1.50		1.50	\$33.34	\$50.01	\$17.32		\$50.66	\$75.99	\$75.99	
2/24/2018	Schmidt Hill	PO	1.50		1.50	\$33.34	\$50.01	\$17.32		\$50.66	\$75.99	\$75.99	
2/24/2018	Melissa Mullins	PO	1.50		1.50	\$31.20	\$46.80	\$16.21		\$47.41	\$71.12	\$71.12	
2/24/2018	Tom Regan	SGT	5.00		5.00	\$38.88	\$58.33	\$20.20		\$59.09	\$295.45	\$295.45	
2/24/2018	John Willis	CAPT	3.00		3.00	\$52.32	\$78.48	\$27.19		\$79.51	\$238.53	\$238.53	
2/24/2018	Kevin Ness	SGT	4.00		4.00	\$38.88	\$58.33	\$20.20		\$59.09	\$236.36	\$236.36	
2/24/2018	Will Lawrey	CAPT		9	9.00	\$52.32	\$78.48	\$27.19	\$3.77	\$82.25	\$740.25		\$740.27
2/28/2018	Donnie Regan	SGT	8.00	3	11.00	\$38.88	\$58.33	\$20.20	\$2.40	\$59.09	\$654.99	\$472.77	\$182.19
2/28/2018	Ben Hart	PO	8.00	0.5	8.50	\$33.34	\$50.01	\$17.32	\$2.59	\$50.66	\$431.55	\$405.22	\$26.30
2/28/2018	James Cube	PO	8.00	4.5	12.50	\$36.00	\$54.01	\$18.71	\$2.59	\$54.71	\$692.44	\$437.70	\$254.70
3/1/2018	Nick Eastwood	LT	8.00	4	12.00	\$45.11	\$67.66	\$23.44	\$3.25	\$68.54	\$831.90	\$548.33	\$283.64
3/1/2018	Steve Clouseau	PO	8.00		8.00	\$33.34	\$50.01	\$17.32		\$50.66	\$405.22	\$405.22	
3/1/2018	Judy Goodwin	PO	8.00	4.5	12.50	\$36.00	\$54.01	\$18.71	\$2.59	\$54.71	\$692.44	\$437.70	\$254.70
3/2/2018	Tony Monk	SGT	8.00	4	12.00	\$38.88	\$58.33	\$20.20	\$2.80	\$59.09	\$717.22	\$472.77	\$244.52
3/2/2018	Steve Clouseau	PO	8.00	0.5	8.50	\$33.34	\$50.01	\$17.32	\$2.40	\$50.66	\$431.44	\$405.22	\$26.21
3/2/2018	Will Estes	PO	8.00	2.5	10.50	\$33.34	\$50.01	\$17.32	\$2.40	\$50.66	\$536.33	\$405.22	\$131.02
3/3/2018	Sandra Ashburn	SGT	8.00	4	12.00	\$38.88	\$58.33	\$20.20	\$2.80	\$59.09	\$717.22	\$472.77	\$244.52
3/3/2018	Any Griffith	PS	8.00	4.5	12.50	\$36.00	\$54.01	\$18.71	\$2.59	\$54.71	\$692.44	\$437.70	\$254.70
3/4/2018	Nick Eastwood	LT	8.00	4	12.00	\$45.11	\$67.66	\$23.44	\$3.25	\$68.54	\$831.90	\$548.33	\$283.64
3/4/2018	Jimmy West	PO	8.00	2.5	10.50	\$33.34	\$50.01	\$17.32	\$2.40	\$50.66	\$536.33	\$405.22	\$131.02
2/19/2018	Tom Regan	SGT		4		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$244.51		\$244.51
2/20/2018	Tom Regan	SGT		4		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$244.51		\$244.51
2/22/2018	Tom Regan	SGT		4		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$244.51		\$244.51
2/23/2018	Tom Regan	SGT		5		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$305.63		\$305.63
2/24/2018	Tom Regan	SGT		7.5		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$458.45		\$458.45
2/24/2018	Tom Regan	SGT		7		\$38.88	\$58.33	\$20.20	\$2.80	\$61.13	\$427.89		\$427.89
2/24/2018	Forest Hanks	LT		5.5		\$45.11	\$67.66	\$23.44	\$3.25	\$70.91	\$389.99		\$389.99
2/25/2018	Forest Hanks	LT		4		\$45.11	\$67.66	\$23.44	\$3.25	\$70.91	\$283.64		\$283.63
	Total										\$12,504.28	\$ 6,847.74	\$ 5,656.54

## Force Account Equipment Summary

Page 1 of 2

1. Applicant: Colerain Township  
 2. PA ID:  
 3. Project#: 2018 Flood  
 4. Disaster #:  
 5. Location/Site: Heritage Park  
 6. Category:  
 7. Period Covering: All Dates  
 8. Description of Work: Parks: Heritage Cleaning & Maintenance

Type of Equipment			Dates and Hours Used Each Week								Costs		
Equipment Description	Equip Code	Operator's Name	02/25 Sun	02/26 Mon	02/27 Tue	02/28 Wed	03/01 Thu	03/02 Fri	03/03 Sat	Total Hours	Equip Rate	Total Cost	
1999 International-Tymco Sweep		Staff Names		4.00						4.00	96.80	\$387.20	
2009 Ford F350/416					8.00	8.00				16.00	22.85	\$365.60	
421				8.00	8.00	8.00				24.00	22.85	\$548.40	
773 Bobcat loader				8.00	8.00					16.00	36.05	\$576.80	
G1 Gator 6X4					8.00					8.00	14.00	\$112.00	
Parks: Heritage Cleaning & Maintenance										Task Total:		\$1,990.00	

COMPLETED

I certify that the above information was obtained from payroll records, invoices or other documents that are available for audit.

Certified: Ken Schwab Title: Service Director Date: 3/2/2018

03/02/18 8:41:47AM



# PA Documentation

**Materials:** The cost of supplies and materials

- Invoices, a potential applicants established method for pricing supplies and materials, historic prices for materials, or process from area vendors

**Rented Equipment:** Summarize the use of rented equipment costs

- the type of equipment that was leased, the type of work being performed, and the cost of the leased equipment

**Contract Work:** Summarize the use of contracts by documenting all contract work and cost

- Existing contracts may be accepted
- Competitively select contracts

# Colerain Township

Reporting Dates All Dates

## Comprehensive Detail by Project/Task

Staff  
Names

2018 Flood / Heritage Park Flood clean up				Equipment	Eqp Hr/Mi	Eqp Cost	Material	Mat Used	Mat Cost	Contractor Cost	Overhead Cost	Total Cost
Labor Hrs	Labor Cost											
040 / Parks: Heritage Cleaning & Maintenance												
02/26/18	11,504	8.00	230.80	3-80	4.00	387.20						618.00
02/26/18	11,505	8.00	261.60	4-773	8.00	288.40						550.00
02/26/18	11,506	8.00	145.68	4-421	8.00	182.80						328.48
02/26/18	11,507	8.00	178.24	4-G1								178.24
02/27/18	11,508	8.00	230.80	4-416	8.00	182.80						413.60
02/27/18	11,509	8.00	261.60	4-773	8.00	288.40						550.00
02/27/18	11,510	8.00	145.68	4-421	8.00	182.80						328.48
02/27/18	11,511	8.00	178.24	4-G1	8.00	112.00						290.24
02/28/18	11,512	8.00	230.80	4-421	8.00	182.80						413.60
02/28/18	11,513	8.00	261.60	4-416	8.00	182.80	Diamond Dirt	20.00	463.00			907.40
02/28/18	11,513						Playground Mulch	225.00	8,268.75			8268.75
02/28/18	11,514	8.00	145.68									145.68
02/28/18	11,515	8.00	178.24									178.24
Parks: Heritage Cleaning & Maint						\$1,990.00			\$8,731.75	\$0.00	\$0.00	\$13,170.71
2018 Flood / Heritage Park Flood clean up												
Sub Total						\$1,990.00			\$8,731.75	\$0.00	\$0.00	\$13,170.71
							Production Units	0.00		Cost per Unit		\$0.00

# Contractual Services



- Failure to have a signed contract, properly procure or **document procurement** is the most frequent finding related to Office of Inspector General (OIG) audits
- You must follow state, local and federal procurement rules. Federal rules for grant administration, including procurement are found at 2 CFR 200.

# PA Photographs



- **Photograph all damage indicated by the applicant**
- FEMA may ask for pre-damage photographs if available
- Reminders:
  - Photograph entire facility, road, property, etc.
  - Photograph each component of area/facility
  - Identify address or GPS for photographs
  - Include an item to indicate size (traffic cone, door, tape measure)

# Summary of Needed PA Information



- **PA Damage Assessment Form**
  - **Submitted to EMHSA within 10 to 14 days from event**
- Site Specific Forms – IF REQUESTED
  - More detailed document and completed with larger disaster that may seek presidential declaration
- Breakdown and justification of cost data detailing labor, equipment, material and contract costs by category and/or site
- Consider:
  - Extent of insurance coverage
  - Budget impact
  - Special Considerations (e.g., historical, environmental, mitigation)
- Local map “marked up” to reflect damaged facilities/sites

# 2023 Updates



- August 2022 – Small Project Amount
  - A final rule to increase the established threshold for Small Project maximum to \$1 million.
- January 6, 2023 – FEMA Released Public Assistance Simplified Procedures  
(FEMA Policy FP-104-23-001)
  - Streamlines the application procedure for Small Project funding under the PA program
  - It uses a modified process. Examples of modifications include:
    - Acceptance of Applicants' self-certified estimates and summary information for eligible facility, work and cost program and support rapid recovery for Applicants
    - Once the estimated amount is obligated, FEMA does not adjust estimated costs to the actual incurred amount.



# Resource Page: EMHSA Website

## [www.hcready.org](http://www.hcready.org)



Damage Assessment Resources

www.hamiltoncountyohioema.org/damage-assessment-resources/

Search Hamilton County Search

### HAMILTON COUNTY EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Prepare Now Warning Planning Operations Training Resources Recovery Grants LEPC Links Media

#### RESOURCES MENU

- Damage Assessment Resources
- National Incident Management System (NIMS)
- Resource Typing
- Points of Distribution (PODS)
- Warning & Resources**
- For more information contact
- Dave Swadener**
- david.swadener@hamilton-co.org
- 513-263-8210

#### Damage Assessment Resources

The list of resources below are to assist the local jurisdictions within Hamilton County conduct damage assessments following hazardous events.

§ **Damage Assessment – Jurisdictional Responsibilities:** This one-page guide describes the responsibilities of all the jurisdictions within Hamilton County as it relates to Damage Assessment.

§ **Hamilton County Damage Assessment Training:** These slides are used during the Hamilton County Damage Assessment Training.

#### Individual Assistance

§ **IA Damage Assessment Street Sheet:** Street sheets are completed by damage assessment teams evaluating the degree of damage to homes and businesses.

Community ▪ Leadership ▪ Integrity ▪ Equity ▪ Collaboration ▪ Professionalism ▪ Innovation

# Questions?



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# Course Evaluation



# Thank You!

**Morgan Peterson, CEM | Operations Manager**

Email: [morgan.peterson@hamiltoncountyohio.gov](mailto:morgan.peterson@hamiltoncountyohio.gov)

Phone: 513-263-8102

Sign up for alerts & notifications at:

**[www.AlertHC.org](http://www.AlertHC.org)**



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