

Park County Damage Assessment Plan 2017



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RECORD OF CHANGES

All changes are to be annotated on the master copy of the Park County Damage Assessment Plan. Should the change be significant in nature, updates shall be made to applicable web pages. If not, changes will be reviewed and incorporated into the Plan during the next scheduled update.

Date Posted	Change	Page/paragraph/ subject heading	Recommending agency/individual

 Mike Brazell
 Chair: Park County Board of County Commissioners

 Date

 Tom Eisenman
 County Manager: County of Park, CO.

 Date

 Debra Green
 Clerk and Recorder: Park County, CO.

 Date

Introduction

The Park County Office of Emergency Management (OEM) promulgates this Damage Assessment Plan to provide a standard methodology, process, formulas, and forms for conducting damage assessment as part of a larger recovery effort. This information has been captured from FEMA and State guidelines.

This plan is written from a local jurisdiction perspective. As such, the FEMA 6 phases of damage assessment are condensed into 4 phases: Initial Size Up, Rapid Needs Assessment, Initial Damage Assessment, and Preliminary Damage Assessment. This plan assumes “Local Damage Assessment” and “Ongoing Damage Assessment” to be inherent through the process outlined. When possible; forms, formulas, and guidelines have been taken from FEMA and State publications and training.

Although, this plan does not include specific training requirements; we acknowledge damage assessment participants and assessors require specialized assessment skills, and further assume damage assessment Subject Matter Experts will be proficient on required tasks. OEM does recommend damage assessment participants have a working knowledge of National Incident Management System (NIMS) and the Incident Command System (ICS). OEM is responsible for required periodic updates and revision to this document. These will be done every three years (along with the EOP) or after a major event, or when circumstances dictate otherwise. All participating agencies, County departments, and enterprises are responsible for understanding their roles in support of the Damage Assessment Plan, and will follow the standards and guidelines set forth in the Park County Emergency Operations Plan (EOP).

Purpose

The purpose of the Damage Assessment Plan is to identify the process, responsibilities, and actions required in the hours and days, following an emergency or disaster. The Plan will describe the concepts and procedures used, to estimate the nature and extent of the situation and damage, along with cost incurred by Park County to recover from the disaster. This Plan will address the actions and training necessary for Damage Assessment Response Teams (DART) to properly fulfill their duties and response times. It will further detail the composition of these teams. It will provide the framework for coordinating with participating agencies, county departments, and volunteer or private organizations, as well as the coordinated response by county, city, state, and federal governments before, during, and after the assessment period.

This Plan works in conjunction with, and as a supplement to, the Park County Emergency Operations Plan (EOP), ESF14, as well as other County plans. The Plan will follow, and be compliant with, all procedures required by the National Incident Management System (NIMS); as well as following all requirements for documentation and procedures as described by the Emergency Operations Center (EOC), and as set forth in the County's EOP.

Legal Authority

Park County Local Emergency Operations Plan, as amended
Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 21,
Colorado Revised Statutes, 1988 as amended)
U.S. Department of Homeland Security, National Response
Framework, as amended
U.S. Department of Homeland Security, FEMA, National Incident
Management System, as amended
Robert T. Stafford Disaster Relief and Emergency Assistance Act and
Amendments (Volume VI Public Law 93-288 as amended by Public Law 100- 707)
44 CFR - Code of Federal Regulations – Title 44: Emergency
Management and Assistance

Lead Agencies

Park County Assessor's Office
Park County Building Department
Park County Office of Emergency Management (OEM)

Support Agencies

American Red Cross (ARC)
Hartsel Fire protection District
Jefferson/ Como Fire Protection District
Lake George Fire Protection District
Northwest Fire Protection District

Platte Canyon Fire Protection District
Southern Park County Fire Protection District
Park County 911 Communications
Park County Coroner's Office
Park County EMS Agencies
Park County Finance
Park County Public Works (Road & Bridge)
Park County Search and Rescue (PCSAR)
Park County Sheriff's Office
Park County Public Health
Colorado Division of Homeland Security and Emergency Management (DHSEM)
Federal Emergency Management Agency (FEMA)
Park County Information Technology

Special Definitions

The following terms are used throughout the document and have the subsequent special meanings:

Damage Assessment: Is the appraisal, determination, and/or assessment of the actual or damaging effects on a particular area resulting from a natural disaster, technological, or terrorist incidents.

Damage Assessment Response Team (DART): Teams possessing specific skills, training, and knowledge, which can accurately and in a timely manner, estimate damage to commercial, residential, agriculture structures, infrastructure, equipment, and land.

Disaster: As defined by Colorado Revised Statutes 24-32-2103 "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any county, city, town, or district in the state. For Park County, a disaster will be an event of significance, which requires a response, or mitigation action, to supplement local resources in protecting lives and property as determined by the Director of Emergency Management (DEM).

Incident Commander (IC): The individual responsible for all incident activities including, the development of strategies and tactics, along with the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations, and is responsible for the management of all incident operations at the incident site.

Initial Damage Assessment (IDA): The initial financial assessment of damages to public and private property, typically conducted via drive-by inspections within 72 hours of an incident.

Incident Command System (ICS): A standardized on-scene emergency management system, specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single, or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies; both public and private, to organize field-level incident management operations.

Office of Emergency Management (OEM): A department employed by the county, which is responsible for providing mitigation, preparedness, response, recovery, and coordination for large-scale emergencies and disasters, both natural and human-caused, to the citizens of the county, for the purpose of saving lives, preventing property damage, and protecting the environment.

The Plan: The term “the Plan” as used herein refers to the “Park County Damage Assessment Plan”.

Preliminary Damage Assessment (PDA): A joint assessment with local, state, and federal assessors, to identify and evaluate the magnitude and severity of a disaster. The PDA is the basis for determining whether supplemental federal assistance is necessary to recover from an incident of significance.

Private sector: This sector includes organizations and entities which are not part of any governmental structure. It includes, for-profit and not-for-profit organizations; formal and informal structures; commerce and industry; and private voluntary organizations as well as faith based organizations.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public, media, or with other agencies with incident-related information requirements.

Rapid Needs Assessment (RNA): Takes place during, or within hours after, an incident and focuses on lifesaving needs, imminent hazards, situational reporting, and critical lifelines.

Search and Rescue (SAR): The deployment of resources and personnel used in the locating of, relieving the distress of, and preserving the life of persons who are lost, stranded, entrapped or injured; whether from an emergency, disaster, or hazardous place, and bringing them to a place of safety.

State: For the purpose of this Plan, when “the State” is referenced, it refers to the State of Colorado. (Federal definition) “Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam,

American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.” See Section 6 U.S.C. 101(14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Scope

This Plan details the process in which an incident of significance is evaluated and assessed for its overall situational impact on the community within and throughout the County. This process includes an all-hazards approach, and consists of a series of activities designed to allow the local government to develop a coordinated picture of an incident’s overall impact, as well as to establish priorities for the response to, and recovery from, any major disaster; be it caused by natural, technological, or terrorism event.

This information also provides the basis and substantiation for requesting state and federal assistance, as well as the degree and type of assistance needed. Focused inspections, performed by trained personnel; of buildings, roads, and bridges, is another critical piece of this damage assessment process. The Plan also addresses roles and responsibilities of participating agencies, county departments, and enterprises involved in the assessment process. Assessment implication to the community may include, but are not limited to; loss sustained to business, residential, infrastructure, and agricultural sectors.

Situation and Assumptions

Any disaster, regardless of cause, requires an accurate assessment of the impact to both the population and property of the County. Timely documentation and reporting of the damage is vital during the response and recovery phases of a disaster or emergency.

First responders may identify areas damaged, and the types of damage sustained, but will not assess and process damage estimates. For this, DARTs are required. It should be noted, DART members may require training, specific to their pre-identified specialty, prior to being deployed into any incident area.

A complete damage assessment will be performed, in a chronological sequence, during a disaster event. If a windshield survey is performed, it will be done at the beginning of an incident, to get an overall impression of the impact area, while more detailed reports will be completed following this initial survey, for overall situational awareness and impact.

The use of proper report forms; specific to the survey, is necessary to ensure the data required for state and federal assistance is appropriately captured. As such, regular updates to this Plan, to include the newest forms, are vital if the information collected is to be accurate and complete. The forms referenced within this plan can be found in the appendices at the end of this Plan.

A damage assessment might be required in any area of the county. In such cases, for a

comprehensive County-wide damage assessment to be completed, a joint effort from County and city governments, along with any impacted organizations could be required. While the initial response to a disaster will come from resources within the county; city, county, state, and federal disaster assistance may well be required to cope with the overall impact of the incident.

Jurisdictions should collect and record information on the use of: personnel, materials, equipment, and disaster-related costs. This documentation should begin as soon as possible, as the federal government may later provide reimbursement of documented costs associated with the disaster response.

Transportation and communication systems may be severely disrupted or inoperable. To safely move about areas, which have been impacted by the disaster, DARTs may require assistance from public works and/or law enforcement, or any other assigned agency.

The American Red Cross (ARC) may supply its resources, in support of the damage assessment activities in the county. They will also perform any auxiliary function within their specific scope and capabilities, as requested by command officials, during any phase of the damage assessment process, consistent with their disaster relief program. It is during this time that ARC will determine the needs for mass sheltering and feeding requirements, as well as, conducting an appraisal of the local capabilities for bulk distribution of relief supplies.

An ICS will be used to manage disasters and/or emergencies. If the nature of the emergency is such that local resources are incapable of assessing the damage, state assistance will be requested through the Colorado Division of Homeland Security and Emergency Management (DHSEM).

Concept of Operations

In any disaster or emergency there will be damage sustained. The only way for the county to recover from an incident, in a timely and cost effective manner, is to properly evaluate the situation to include, the degree and extent of the situation and damage. As such, the assessment of the extent of that damage is reliant upon an efficient and expedient damage assessment process. This process is a multi-phased procedure, which is not only time sensitive, but dependent on highly trained and functional teams. The sections below will outline and detail these processes.

A. Situational Reporting

Situational reporting regarding damage assessment activities will be provided by the Damage Assessment Coordinator or designee, and will occur in compliance with State and federal guidelines, or as requested by the DEM or OEM designee. The form for this can be found in (Appendix A – Damage Assessment Situational Report Summary Form).

B. Assessment Phases

Areas in need of assessment are broken down by function and priority. Various agencies will be responsible for detailed inspection; the types of areas affected can influence the composition of assessment team members. After areas are broken

down by function and priority they will then be sectioned off and prioritized geographically to assist skilled teams during the Initial Size-up and the RNA. During detailed inspections, specialized teams will be given more specific targets, in smaller geographic areas. DARTs may be required to perform one or multiple types of assessments in order to determine damages to their assigned geographic area. All assessment teams are able to provide valuable information on any area they come into contact with.

➤ **Initial Size-up**

The first step in assessing the impact of a disaster is the information gathered through the E-911 system, along with the initial size-up from first arriving emergency responders. This situational assessment needs to occur immediately following the incident. The IC and/or initial arriving emergency responders can begin this assessment on the way to the incident scene by means of a windshield survey, and should continue the assessment upon arriving at the scene. This size-up will include identifying threats to: life, property, natural resources, and critical infrastructure, as well as identifying any injured or deceased persons, and also initiate incident stabilization. This information is relayed through the EOC to the County Dispatch Center, which will then dispatch the appropriate emergency services to include, but not be limited to:

- Security and law enforcement
- Fire suppression
- Hazardous materials
- Environmental concerns
- Search and rescue needs
- Emergency medical care
- Local mutual aid capacities

➤ **Rapid Needs Assessment**

RNAs are different from the other forms of damage assessment which come later in an event. It takes place within 4-24 hours of the occurrence of the incident. The purpose of RNAs is not to estimate the dollar value of the damage, but is a situational assessment that evaluates the nature, magnitude, and scope of the event. RNAs allow decision makers to assign the appropriate priorities to their response, and then request the additional resources which are the most beneficial and necessary.

RNAs usually take place during an incident, and use teams focused on addressing immediate lifesaving, and life-sustaining needs. The ability of the County to perform a rapid needs assessment within the first few hours of an incident is critical, to providing an adequate response for life-threatening situations and imminent hazards. RNAs should include the status or impact to the areas of:

- Life safety
- Transportation systems

- Communications
- Utilities
- Emergency services
- Public services
- Imminent hazards

RNAs entail collaboration among both the public and private-sector personnel. Depending on the type and nature of the incident, the extent of the area impacted, and the amount of warning, it may initially include personnel from; OEM, assessor's office, law enforcement, fire, public works, utility, special district, non- governmental, and volunteer organizations.

RNAs will most likely be accomplished by driving through the affected areas; however, walking, or using aircraft is acceptable. Depending on the severity and scope of the damage; security support from law enforcement agencies may be necessary.

Some objectives for RNA teams are:

- Document all critical infrastructure damage
- To determine the perimeter of the damaged areas
- Assess damage to all public buildings and facilities in the area
- Survey as many streets as possible, noting which ones have sustained damage
- Observe, but not fix the damage
- Refer the media personnel to the Public Information Officer (PIO), per JIC Plan
- Report any hazardous conditions to the proper officials (e.g., smell of natural gas, fires, etc.)
- Report the findings back to the EOC
-

During RNAs, the use of photographs to record the severity, and type of damage, will be critical to aid in damage assessment activities. Some of these photographs will be used in the EOC to identify, not only the type of damage experienced, but where the damage is located, along with detailed maps of the overall incident area. The priority should be to document critical infrastructure damage.

➤ **Initial Damage Assessment**

An IDA provides a more detailed assessment, and it should occur within 24-72 hours. It is during this period of evaluation that the State assigned assessor works with the assessment team. Estimates are now made in dollars as to the damage sustained, and the costs incurred to respond to the incident. This information should be documented using forms found in (Appendix B – IDA Losses Worksheets). Determinations are made as to whether or not a request for federal disaster aid will be needed. IDA surveys are conducted by qualified

inspector/engineer teams. In addition to the above, the IDA should also:

- Support effective decision making regarding response and recovery priorities
- Measure the economic impacts of the disaster, and identify the need for a local disaster declaration
- Provide situational reporting information
- Substantiate any disaster-related expenditures
- Support the request for State and federal aid
- Provide a basis for the more formalized PDA
- Keep the public, and news media, up to date on disaster statistics

➤ **Preliminary Damage Assessment**

The PDA is started, preferably, within 72 hours of the incident, and is always immediately following the IDA. PDA requires submission of a Project Worksheet through the State to FEMA (Appendix C). It is a more formalized process, to document the damage previously identified during the IDA: utilizing local, state, and federal inspectors.

Directed by FEMA, the PDA is requested by the State on behalf of the locally affected jurisdiction. The report will determine if the impacts are severe enough to warrant a federal disaster or presidential emergency declaration.

The forms required for the PDA, will depend on the severity and type of damage sustained. In general, PDA data collection for large disasters may include:

- Damage description, and impact to the community
- Site-specific evaluations, such as scope of work, cost estimates, and impacts
- Equipment inventory and rental
 - Payroll
 - Historic reviews
 - Force account labor
 - Contract work
 - Materials used
 - Other special considerations

Once all assessments are completed a Damage Survey Report (DSR) will be filed with the State. This is a comprehensive report prepared on a local level, which outlines the scope of work and estimated cost of repairs at each site of damage, which has occurred as a result of the disaster. It will include a summary of all previously recorded assessments, the post declaration and the project worksheet.

All assessments, when performed, should include the following guidelines in order to ensure a more accurate report.

- **Damage to Critical Infrastructure**
 - Utilities, both public and privately owned
 - Roads and bridges
 - Water and wastewater facilities
 - Communications infrastructure

- **Damage to Public Buildings and Facilities**
 - City/county government facilities
 - Public schools, local hospitals, assisted living and long term care facilities
 - Other government facilities e.g., State, Federal, etc
 - Recreational facilities such as, parks, golf courses, etc.

- **Damage to Commercial & Residential Structures**
 - Commercial businesses, large and small, including, status of insurance coverage
 - Number of residential structures damaged or destroyed, including status of insurance coverage

- **Debris Removal**
 - The extent of debris removal required to conduct essential lifesaving operations
 - The extent of debris removal required to enable short-term and long-term recovery
 - Any contamination issues that impact debris removal and disposal

C. Activation Stages

The following is a list of the activation stages for this Plan, in the order of occurrence, and the subsequent meaning thereof.

Advisory: When an incident is expected to, or has occurred, and the extent is not yet known, but expected to be larger in scope or scale. The OEM will alert the E.O.C. Core Team and DART members and place them on a standby status for the anticipated activation.

Activation: Pre-identified team members, and members with specialized skills, will be notified to meet at a designated time and location for briefing, equipping, and deployment.

Deployment: Once teams have been notified, and areas for assessment have been identified and prioritized, the assembled teams will be given necessary safety briefings and operational tasks.

Redeployment: Follow-up assessments will most likely be necessary to clarify previous findings, perform a more detailed assessment, or to re-evaluate and update conditions.

Deactivation: Once all data collection has been completed, necessary reports have been accepted, and the local leadership has determined the event is concluded, or the recovery phase has begun, the assessment teams will be deactivated. This should signify City, County and State agencies are now performing assigned functions on a non-emergent basis.

D. Severity Classifications

The County will follow FEMA guidelines for classifying damage based on its severity. As such, DARTs will classify all damage based on a 10 point scale, more information about this scale can be found in (Appendix A – Damage Assessment Residential and Business), and in conjunction with Damage Assessment Level Reference Chart- Residential and Business). This point scale will signify the following severity classifications.

Affected Habitable: Minimal damage, structure is safely habitable without repairs.

Minor Damage: Structure may be used under limited conditions; may be restored to service, with minor repairs, in less than 30 days.

Major Damage: Structure is damaged to the extent it is no longer usable, and may be returned to service only with extensive repairs. Has more than 50% damage to structure, repairs will take longer than 30 days.

Destroyed: Structure is a total loss, or is damaged to the extent it is neither usable, nor economically repairable. It will require removal or demolition.

Damage Assessment Roles and Responsibilities

All participating agencies and County departments with responsibilities identified in the Park County Damage Assessment Plan, are responsible for developing internal operating procedures, and continuation of operation plans for carrying out assigned primary and support functions.

Supporting agencies are responsible for providing resource and other support during a disaster, and will also have certain roles and responsibilities pertaining to the damage assessment activities, as well as throughout the damage assessment process.

Damage Assessment Response Teams (DART)

Damage assessment response team members are an integral part of the assessment process, providing valuable, and necessary, information on any area within the disaster. As such, DART members will be selected as a result of specific skill sets they have gained from their daily jobs. The selection process of these team members, along with pre-disaster identification, responsibilities, and assessment tools are detailed below. For a detailed member checklist see (Appendix D – DART Member Equipment, Supplies and Safety Checklist).

It should be noted, these preliminary standards may be revised, and updated, as future needs and new requirements are identified and addressed.

Pre-Disaster Team Identification

Preparedness before an emergency is vitally important; because of this damage assessment team identification “pre-disaster” should be completed. DARTs can be made up of individuals from varying agencies; it is preferred they receive damage assessment training before being deployed into the field.

Team members will be identified based on areas of specialized assessment skills, such as, residential and commercial building damage assessment; agricultural damage assessment; or roads and bridges damage assessment; etc. DARTs may be divided into two functional groups; Residential and Business, or Public Infrastructure, and may be based on the individual and/or team’s training and expertise.

Agencies able to provide DART members may include, but are not limited to:

- American Red Cross
- Park County Assessor’s Office
- Park County Departments
- Park County Code Enforcement
- Park County Public Health,
- Park County Search and Rescue
- Fire Departments
- Municipal Utilities
- Road and Bridge/Public Works
- Individuals with specialized skills as determined by the OEM

Approval of these team members will be completed by each individual agency, according to the area of expertise required by the event. The agency/department assigning specialized personnel to a DART team will be responsible for the training of these personnel, prior to, as well as during a disaster (OEM will assist with training).

It is important to ensure all pre-identified areas, which could potentially be affected during a disaster, are able to be efficiently and safely assessed. In order to maintain efficiency, the following key elements are integral parts of the pre-disaster damage assessment planning process:

- Early identification and the assignment of response teams, is essential in providing for an efficient activation, along with a favorable outcome of the damage assessment process.
- Maintaining a list of subject matter experts available, for rapid deployment, to conduct damage assessment activities following a disaster, will allow for a swift response and recovery.
- Early notification, training, development of contact lists, and identification of persons with appropriate and varying expertise, will also be completed during team pre-identification activities.

Team Composition

Each team will consist of at least two people; **at no time will an individual be sent out to**

an assessment area alone. Joint DARTs, may be sent out depending on the type, and severity, of an incident. All teams will coordinate and report back to the OEM.

➤ **Damage Assessment Coordinator**

The DAC is an advanced appointment position, which is selected based on the overall expertise in the damage assessment process. The DAC is appointed by the Director of Emergency Management. The appointed DAC will work in conjunction with the Park County Assessor's Office and Building Department in the assessment process. The Park County Assessor's Office and Building Department should pre-appoint DARTs ready for rapid assembly, along with damage assessment systems in position, to assist the OEM. The DAC is responsible for the following tasks:

- Report all findings, to include the situational reports and incident action planning, back to the EOC.
- Keep a list of team rosters, along with the availability of the teams, in order to assemble the necessary personnel to conduct coordinated damage assessment activities.
- Assign DARTs to the damaged areas.
- Track each DARTs location, and activities, throughout the assignment period.
- Management of all information and reports received from the DARTs.
- Brief and debrief the teams.
- Make Critical Incident Stress Debriefing (CISD) services available for team members.

In addition to the DAC, each DART can consist of the following members, and must meet the operational requirements listed below.

➤ **Team Leader**

- Responsible for communicating to, and coordinating with the DAC.
- Lead their team to safely and successfully complete their assignment(s).
- Effectively communicate and conduct themselves in a professional manner at all times.
- Manage their team, ensuring all policies and procedures are being followed at all times.
-

➤ **Damage Assessment Specialist**

- Highly familiar with, if not an expert in, conducting damage assessments to the structures and properties as assigned.
- Able to effectively justify all damage reported in accordance with the County's reporting policies and procedures.
- Capable of efficiently communicating damage findings to the team Data Coordinator.

➤ **Data Coordinator**

- Well trained in the requirements of field damage assessment

documentation, as well as the submission procedures.

- Capable of effectively communicating with other team members, so as to help produce accurate and concise documentation, which will support the team's assessments.
- Able to print legibly, and is properly trained in the usage of all documentation devices (personal data assistant devices, laptop computer, etc.,) assigned to the DARTs.
- Communicate findings back to the Team Leader.

➤ **Driver**

- Possess a valid Colorado Driver's License, and meet the County's insurance requirements, to be qualified to operate County vehicles.
- Familiar with the County's policies and procedures for operating a County vehicle.
- Able to read, and interpret various maps, along with being able to operate an assigned GPS unit.

It should be noted that although there are four positions posted, if the team is comprised of only two people, responsibilities for the four positions can be divided and shared in any manner. However, there will only be one team leader per team.

Damage Assessment Response Team Assessments and Tools

DARTs may be required to perform one, or many types, of assessments in order to determine the full extent of damages in the assigned area. All assessment teams can provide valuable information on any area they come into contact with. The list below is an abbreviated list of available types of assessments and tools, which may be utilized, to accomplish the assigned tasks.

- **Windshield/Immediate Survey:** First-in teams are part of the initial response and will normally be requested and directed by the IC. These teams will provide a cursory assessment of residences, businesses, and specific target hazards. (Appendix C – Windshield Survey Form)
- **Fly-Over Assessment:** Fly-over Assessments should be considered when the event or incident covers a large area, or when access for assessment teams is an issue.
- **Remote Assessment:** Remote assessment may be necessary to assess for damages in outlying or inaccessible areas.
- **Predictive Modeling:** The use of predictive modeling may be beneficial in the damage assessment process to help determine the impact of a disaster before it occurs.
- **Geographical Information System (GIS):** Utilization of the GIS will be a fundamental asset in assisting DARTs in the determination of a common operation picture for leadership, documenting damage and cost, estimating losses before an IDA is completed, visualizing the severity and magnitude, as well as tracking and coordinating

priorities in a large scale incident, correlating multiple sources of geographic related damage, and locating available County data to be utilized in the assessment process, or initial response.

Organization and Responsibilities

Regardless of the management framework utilized and the individual tasks assigned, the following activities are the basic underlying responsibilities to ensure preparedness and an effective response. Each agency, county/city/town department, and enterprise will accomplish, to the best of their ability, these responsibilities:

Fire Departments

- Provide the DAC, in most cases it will be the Fire Chief or designee (may be from a neighboring department).
- Act as a primary agency for assessing damage to homes, businesses, and agricultural areas throughout the County.
- Provide other staff members in support of damage assessment efforts.
- Lead POC with all supporting agencies for the damage assessment efforts.
- Work in conjunction with the Park County Assessor's Office and Building Department in a joint effort to assess the damaged areas.
- Prepare and conduct the damage assessment process in coordination with the EOC. Report all findings to the EOC.
- Coordinate with the State or FEMA inspection teams. Formalize the local, State, and federal inspection and review process.

The Office of Emergency Management

- Appoint the DAC.
- Coordinate the emergency response operations of County government and support agencies before, during, and after a disaster.
- Manage, organize and coordinate emergency and non-emergency operation of the EOC, in the event of a disaster or emergency.
- Maintain activation of the EOC until the incident is resolved.

Park County Assessor's Office and Park County Building Department

- Act as a coordinated assistant to the DAC for assessing damage to homes, businesses, and agricultural areas throughout the County. Provides technical expertise to the County EOC as requested by the OEM.

- Aids in the overall damage assessment process including providing staffing/technical expertise for the DARTs.
- Work with the DAC in the final damage assessment with the FEMA team.

Supporting Agencies

- **Amateur Radio Emergency Service (ARES):** Provide auxiliary communication for field and EOC activities; when requested, provide a representative for the EOC; provide short range VHF/UHF communications, and long range HF communications capability; assist with data transmissions.
- **American Red Cross:** Provide a liaison to the EOC, to coordinate ARC emergency response functions; ARC will also notify the EOC of ARC involvement and attempt to provide initial event information such as: the type of disaster which has occurred; names of the communities affected; the potential number of people impacted by the disaster; general information about the type, or extent of damage which has occurred; and ARC response efforts.
- **Park County Building Department:** Provide and assist with the damage assessment process; provide other assistance in support of this Plan.
- **Park County Coroner's Office:** Shall act in accordance with the responsibilities outlined in the Park County Emergency Operations Plan; coordinate with hospital morgues, and local mortuaries to transport and store the deceased; coordinate with the Joint Information Center (JIC) and ARC regarding the release of information and notification of the next-of- kin, as well as to the number of deceased.
- **Park County Public Health:** Assist the assessor's office in determining health-related and environmental hazard issues both inside and outside the damaged area; provide support for mass care activities; perform any other related duties as detailed in the Park County EOP.
- **Park County Search and Rescue:** Lend search and rescue capabilities to the assessment process as needed, for the recovery of missing, lost, or entrapped persons.
- **Park County EMS:** Provide emergency medical services and assistance in accordance with the county's service plan and by following the departmental missions.
- **Finance Departments:** Provide an accounting of all expenditures and costs accrued as it relates to this Plan; distribute funds to the appropriate departments and enterprises; track expenditures for re-imbursement from the State or federal government.
- **Fire Departments:** Provide initial information from the windshield survey and rapid assessment of damages which have occurred in a disaster or emergency; assess costs of emergency protective measures; Provide emergency medical assistance in accordance with departmental missions.
- **Information and Technology:** Provide information technology and computer systems support; provide radio system support; provide technical assistance.

- **Parks, Recreation and Cultural Services:** Assist in evaluating damage to parks and community resources facilities; identify natural, cultural, and historic resources; enact plans to ensure the safety and security of these sites.
- **Police and Sherriff's Departments:** Provide initial information, for the rapid assessment of damages, which have occurred in a disaster or emergency; report the location of areas with possible civil unrest or crowd control issues; assess costs of emergency protective measures; upon request, provide scene and equipment security for DARTs and the public's safety.
- **Road and Bridge/Public Works:** Work with the building department to assess the damage to roads, bridges, drainage infrastructure, and traffic controls for areas within the public right- of-way; work in conjunction with the assessor's office, building department, Police Departments, PCSO, Fire Departments, and other supporting agencies.
- **The Colorado Division of Homeland Security and Emergency Management (DHSEM):** Coordinate assistance from State government agencies in support of local governments; provide support related to this Plan; direct and manage the State EOC, in support of the County's damage assessment.
- **The Federal Emergency Management Agency (FEMA):** When warranted, participate in a joint PDA to determine the magnitude and impact of an event's damage; assign a FEMA/State team to visit local jurisdictions to assess the scope of damage and estimate repair costs; establish a Joint Field Office if necessary.
- **Utilities:** Conduct damage assessment of their property; provide timely damage assessment information to the EOC and the DAC, especially as it relates to the interruptions of critical services.

Emergency Communications

All public communications, to include, but not be limited to; social media, and other such forms of information relay, in relation to the damage assessment process, will be conducted in accordance with the County's EOP and PIO SOP's. Although DART members should always conduct themselves in a professional and compassionate manner, no member of the DART team will answer media/public questions with regard to the incident or state of emergency. Nor shall they interview with, or make open comments to, the media directly. Direct all questions asked by the media/public, to the PIO/JIC and/or EOC for response.

Glossary of Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

American Red Cross (ARC): A volunteer organization that works closely with government at all levels in planning for and providing assistance to disaster victims. The ARC operates under a Congressional charter. All of its disaster assistance is based on verified disaster-caused need, and is outright grant from donations from the American people.

Amateur Radio Emergency Services (ARES): A group of volunteer amateur radio operators who support state and local governments with amateur radio transmission support during times of emergencies.

Assessment: The evaluation and interpretation of measurements, data, and other information to provide a basis for decision-making.

Assisting Agency: Is any agency or organization providing personnel, services, or other resources to the primary agency directly responsible for incident management, see also Supporting Agency.

Colorado Division of Homeland Security and Emergency Management (DHSEM): Responsible for the state's comprehensive emergency management program, which supports local and state agencies. Activities and services cover the four phases of emergency management: Preparedness, Prevention, Response, and Recovery for disasters.

Damage Assessment: Is the appraisal, determination, and/or assessment of the actual or damaging effects on a particular area resulting from a natural disaster, technological, or terrorist incidents.

Damage Assessment Coordinator (DAC): An assigned position by the E.O.C., this person will be in charge of the management of the DARTs, coordination of the assessments, and will work in conjunction with the State and FEMA assigned assessors.

Damage Assessment Response Team: Teams possessing specific skills, training, and knowledge; which can accurately, and in a timely manner, estimate damage to businesses, residential, agriculture property, infrastructure property, equipment, and land.

Damage Survey Report (DSR): A comprehensive engineering report prepared by a local, state, or federal team, which outlines the scope of work and estimated cost of repairs at each site of damage which has occurred as a result of disaster.

Disaster: As defined by Colorado Revised Statutes 24-32-2103 "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection,

or invasion existing in the state or in any county, city, town, or district in the state.' For Park County, a disaster will be an event of significance, which requires a response, or mitigation action to supplement local resources in protecting lives and property as determined by the Director of Emergency Management (DEM).

Emergency: As defined by the Stafford Act, an emergency is "any other occasion or instance for which the President determines that Federal assistance is needed to supplement State, local, and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. The Park County Emergency Operations Center will be the primary EOC used for all incidents within the county or to support other counties.

Emergency Operations Plan (EOP): A brief, clear and concise document description of action to be taken, or instructions to all individual and local government services concerned, stating what will be done in the event of an emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities. The Park County EOP is defined as the Local Disaster Emergency Plan as stated in Section 24-32-2107 Colorado Revised Statutes.

Emergency Support Functions (ESF): Common types of emergency assistance which are likely to be requested from the state. These common types of assistance have been grouped functionally into 15 areas. State departments have been assigned responsibilities for implementing these functions. Assignments are made based upon the department's statutory, programmatic or regulatory authorities and responsibilities.

Federal Emergency Management Agency (FEMA): The federal agency responsible for the U.S. government's portion of the comprehensive emergency management program. It consists of a national office in Washington, D.C. and 10 regional offices, one of which (Region VIII) is located in the Denver Federal Center in Lakewood, Colorado.

Habitable: A building or structure which is capable of being lived in. Structure is suitable for habitation by humans or other living creature, and free of life threatening damage, structural damage, or other hazards.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Materials (HAZMAT): Any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiologic agent, or highly reactive; and which, because of handling, storing processing, or packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

Hazard Profiles: The County maintains a list of hazard profiles, which are included in the Pre- disaster Mitigation Plan (PDM), as well as within the Catastrophic Incident Annex

(CIA).

Incident/Incident of Significance: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can include; major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war- related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Initial Damage Assessment: The initial financial assessment of damages to public and private property, typically conducted via drive-by inspections within 72 hours of an incident.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

Local government: The elected officials of each political subdivision (counties and municipalities) have responsibility for reducing the vulnerability of people and property to the effects of emergencies and disasters. They should ensure that local governmental agencies are capable of efficient and responsive mobilization of resources in order to protect lives, minimize property loss, and expedite recovery efforts during an emergency or disaster. They should ensure that an Emergency Management Office serves the jurisdiction. The Local Emergency Operations Plan should be prepared based upon a valid hazards and risk analysis. (C.R.S. 24-32-2107)

Office of Emergency Management: A department employed by a county which is responsible for providing mitigation, preparedness, response, recovery, and coordination for large-scale emergencies and disasters, both natural and human-caused, to the citizens of a county for the purpose of saving lives, preventing property damage, and protecting the environment.

Preliminary Damage Assessment: A joint assessment with local, state, and federal assessors, to identify and evaluate the magnitude and severity of a disaster. The Preliminary Damage Assessment (PDA) is the basis for determining whether supplemental federal or other assistance is necessary to recover from an incident of significance.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Rapid Needs Assessment: Takes place during, or within hours after an incident and focuses on lifesaving needs, imminent hazards and critical lifelines.

Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Search and Rescue (SAR): An organized team whose mission is to locate and remove a person(s) reported as missing or trapped.

State: For the purpose of this Plan, when “the State” is referenced, it refers to the State of Colorado. (Federal definition) “Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.” See Section 6 U.S.C. 101(14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Emergency Operations Plan (SEOP): The State level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to State agencies, coordinating instructions, staffing, essential facilities and general operations common to most major emergencies.

Supporting Agency: Is any agency, which lends its resources, support, supplies, or capabilities to the primary agency, in response to an emergency situation affecting the County.

Acronyms

ARC	American Red Cross
CISD	Critical Incident Stress Debriefing
DART	Damage Assessment Response Team
DAC	Damage Assessment Coordinator
DEM	Director of Emergency Management
DSR	Damage Survey Report
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management
GIS	Geographical Information System
IC	Incident Commander
ICS	Incident Command System
IDA	Initial Damage Assessment
JIC	Joint Information Center
NIMS	National Incident Management System
OEM	Office of Emergency Management
PDA	Preliminary Damage
PDM	Pre-disaster
PIO	Public Information Officer
POC	Point of Contact
RNA	Rapid Needs Assessment
SAR	Search and Rescue
SEOP	State Emergency Operation Plan