

ANNEX E - DISASTER INTELLIGENCE/DAMAGE ASSESSMENT

STATEMENT OF PURPOSE

The purpose of this annex is to provide operational guidelines for the reporting of damage incurred from an emergency or disaster within the Village. The goal of this system is to ensure that timely and accurate information that can be disseminated to departments, government agencies, the media, and members of the general public following the impact of an emergency or disaster.

SITUATION AND ASSUMPTION

In the evolution of emergency management, one of the newest areas of innovation is, understandably, information management. An emergency manager, and indeed the entire emergency management staff, must have constant, reliable information upon which to base crisis decision-making. Too much extraneous information leads to information overload and muddled, untimely, or even a complete lack of decision-making. Too little information leads to ill-informed decision making. Clear, concise, timely, and readily understandable information must be available to the emergency management staff in order to allow them to request outside support, keep policy makers informed, support policy decision making and to allow for the comprehensive management and coordination of a complex multi-jurisdictional, multi-organizational response to the emergency or disaster.

Emergency managers must develop, *pre-disaster*, a listing of the critical informational elements required to support crisis decision-making. This information includes, but is not limited to, disaster area boundaries, numbers killed, injured and displaced, access points, key emergency response facilities (location and status), emergency response resources in and around the disaster area (location and status), damage areas (by extent of damage), ingress/egress routes, staging area locations, special concerns facilities (location and status), etc. Once the critical informational needs, often called the Essential Elements of Information (EEI), are identified, a plan for gathering, collating, analyzing, displaying, and distributing this information, in a timely manner, must also be developed and thoroughly tested.

The criticality of good information management cannot be overstated. Unfortunately, at the time of greatest need, most often the only thing that seems totally unobtainable is good information regarding the extent and impact of the emergency or disaster. Certainly we have data on the event, anecdotal accounts of impacts in selected areas, reports from emergency response units, and visual representations of portions of the disaster area from monitoring the news media, but none of these data sources, in and of themselves, are comprehensive, nor are the confidence levels equal between sources. In addition, this data must be compiled and missing data sought to give a complete picture of the disaster's impact. A well thought out information gathering plan will go a long way toward identifying the data needs, sources, and methods of collection. Additionally, once the data is collected, it must be analyzed to identify trends, needs, and forecast the critical junctures within the disaster operations. The completed information product must be supported by timely, readily understandable, intuitive informational displays and presentation materials in order to truly serve as crisis decision support products.

CONCEPT OF OPERATIONS

Following the activation of this plan, the process of developing a preliminary damage assessment will

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begin. This assessment is designed to provide the following information:

- A geographic overview of the area damaged or impacted by the event,
- Identification of the makeup of the area, i.e.: residential, commercial, industrial, etc.,
- A foundation for the deployment of emergency response resources.

When compiled, but not later than eight (8) hours after the initiation of a disaster, the Development Customer Services Department Director will forward the results of a preliminary survey (See Appendix E5 for the CCDHSEM Incident Flash Report - example) to CCDHSEM (email: duty.desk@cookcountyl.gov). If WebEOC is available and active, the flash report can be submitted directly through this program. This preliminary damage assessment will be forwarded to IEMA. If the damaged area should be surveyed locally, a formal damage survey will then be conducted by Village of Oak Park departments. See Appendix E4 for the Village of Oak Park Disaster Situation Report.

The Development Customer Services Department Director, or his/her designee, will initiate an emergency call-out of department members. The Director will call-out the number of staff members needed to initiate damage assessment of the affected areas of Oak Park.

Development Customer Services Department members will be divided into two person damage assessment teams. The damage assessment teams will focus their efforts on residential and business damage.

During the damage assessment process the damage assessment teams will conduct safety inspections to determine habitability of damaged structures. Properties will be inspected using The International Existing Building Code.

The American Red Cross may provide additional support for individual damage assessment teams.

The Development Customer Services Director may request additional building officials or building inspectors for damage assessment from outside agencies. The director or his/her designee will be requested to identify a staging area within, or adjacent to, the stricken area where additional damage assessment teams can stage and be briefed prior to deployment.

The Village damage assessment personnel will work with the Village Manager, ESDA Coordinator and the Cook County Department of Homeland Security and Emergency Management (CCDHSEM) personnel to assign adequate numbers of teams to effectively cover the damaged area(s).

Damage assessment data will then be disseminated in the following manner:

- To the County Public Information Officer for incorporation into damage summaries for release to the media and sharing with local PIO's,
- To the County Bureau of Administration and Public Health Department to identify areas where human and health needs are currently unmet. This information may also be shared with the Red Cross.
- To CCDHSEM and IEMA. This data may be used to assist in the justification of a request for state or federal disaster declarations.
- To each stricken jurisdiction to assist in follow-up activities.
- To each Township Assessor's office affected by the incident. This data will be used in cross-referencing property reassessment requests.

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If the damage to the village is widespread, the Village Manager may request the activation of a CCDHSEM damage assessment task force. A request for the County task force will activate damage assessment personnel from unaffected municipalities and townships within the County.

The CCDHSEM Incident Flash Report is used only by local government departments and agencies. Its purpose is to help the CCDHSEM to assess damage to local communities in time of emergencies or disasters. This information is reviewed at the County EOC to help them obtain the proper resources from the county, state, and federal governments. The “CCDHSEM Flash Report - example”, contained in Appendix E5, will be used and faxed to the CCDHSEM office or submitted through WebEOC any time the village feels it is necessary.

CCDHSEM will review the data received from the CCDHSEM Incident Flash Report and the request from the Village of Oak Park and mobilize appropriate numbers of individual and public damage assessment teams.

If the Governor declares Cook County a disaster area, State and Federal Preliminary Damage Assessment (PDA) teams will tour the stricken jurisdiction(s) to determine if the area suffered sufficient damage to warrant a Federal declaration.

If PDA teams are deployed, CCDHSEM will develop a schedule for an appropriate number of Public Assessment or Individual Assessment teams to operate within the stricken jurisdiction(s).

The Chief Property Inspector will assist in the EOC on damage assessment. IEMA301.240g2

Further operational procedures are confidential and kept in the Development Customer Services Department

The **Public Works Department** will assess local roads, bridges, traffic control assets, and other Village buildings. The GIS/engineering department within Public Works will also support the EOC with special data analysis and mapping support.

The **Finance Department** will provide technical assistance for the collection and tracking of expenditures incurred from emergency response activities (force accounts). They will also conduct risk management activities including insurance coverage assessment and providing analysis to decision makers in the IMT and to the Village Manager.

The **Police Department** will provide information for the Rapid Needs Assessment of damages that have occurred in a disaster or emergency, assess costs of emergency protective measures, and coordinate with the EOC to provide security for Damage Assessment Teams in damaged areas.

The **Chief Building Official** will assist in the EOC on damage assessment.

The appropriate **Utility Provider**, in conjunction with the Village, will assess damage to utilities such as electrical, communications, cable, etc and make regular and timely reports to the EOC, especially as it relates to the interruption and restoration of services to the Village. ComEd outage and critical infrastructure lists can be found on the Community Portal site (<https://muniportal.comed.com>)

Human Needs Assessment

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The American Red Cross performs damage assessment as the basis for their disaster relief program. The intent of the assessment is to establish a level of damage on which the level of Red Cross assistance is based. The Red Cross does not set a dollar value to the estimated loss. Affected living units are categorized as having no damage, minor damage, major damage or being destroyed.

After the initial “windshield” survey, individual casework for clients may begin and a home visit to accomplish a detailed damage assessment is often performed. This is not to determine a dollar value loss, but to determine what items were damaged or lost that fall within the Red Cross disaster assistance program for repair or replacement.

The Oak Park Department of Public Health will coordinate with the American Red Cross for conducting a human needs assessment and provides support during case management. (FN-ADA).

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Damage Assessment Plan during an emergency.

1. Development Customer Services Director
2. Chief Building Official
3. Public Works Director
4. Village Engineer

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESDA Coordinator and the Development Customer Services Director for the maintenance, review and updating of this annex.

APPENDICES

Appendix E1	Initial Damage Assessment Response Checklist
Appendix E2	Ongoing Damage Assessment Checklist
Appendix E3	Individual Damage Assessment Worksheet
Appendix E4	Disaster Situation Report
Appendix E5	CCDHSEM Incident Flash Report - Example
Appendix E6	Determination Categories

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APPENDIX E1 - INITIAL DAMAGE ASSESSMENT RESPONSE CHECKLIST

Complete: Yes/No	Following the initial response to a major emergency or disaster, the ESDA Coordinator will insure that the Damage Assessment Team has been activated.
Complete: Yes/No	The ESDA Coordinator or designee will ensure the notification of the remainder of the Damage Assessment Team.
Complete: Yes/No	The Damage Assessment Team will report to the EOC for a briefing on the extent of the situation. (Information will be posted in EOC).
Complete: Yes/No	<p>The Damage Assessment Team will ensure that an initial damage survey is completed, as soon as practically possible. This survey will include:</p> <ul style="list-style-type: none">a. Number of buildings damaged.b. Number of buildings destroyed.c. Damage to Village infrastructure.d. Initial estimate of dead or injured* <p>(Note: Coordinate this with the Fire Chief or Medical Examiner.)</p>
Complete: Yes/No	The ESDA Coordinator, in cooperation with the Development Customer Service Department Director, will prepare an initial damage report that will be transmitted to CCDHSEM and the State EMA Office when requested
Complete: Yes/No	Following completion of the initial survey, the ESDA Coordinator will direct the primary damage assessment using the information required by the State EMA damage survey form.
Complete: Yes/No	Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damage structures. The EOC staff will then develop the needed shelter space.

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APPENDIX E2 - ONGOING DAMAGE ASSESSMENT CHECKLIST

Complete: Yes/No	Work with proper authorities to ensure the restoration or demolition of unsafe structures.
Complete: Yes/No	Monitor restoration operations.
Complete: Yes/No	Compile final damage estimate report for inclusion in the official disaster record.
Complete: Yes/No	Recommend, if necessary, new ordinance and land use regulations to lessen the impact of future disaster situations.