



DAMAGE AND IMPACT ASSESSMENT REPORT

Local Jurisdiction Assistance Guide



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Report Date:

The date the report was written.

Initial Report/Follow-up Report:

Select whether this is the original report or a supplemental report to an initial report.

Incident Start Date: Enter the date that the event began.

(Submitted By)

County:

Enter the name of the county where the damages occurred.

Agency:

Enter the name of the agency making the report.

Jurisdiction:

Enter the name of the jurisdiction where the damages occurred.

Name:

Enter the name of the individual making the report.

Jurisdiction Type:

Select the appropriate jurisdiction where the damages occurred.

Title:

Enter the title of the person making the report.

Population:

Enter the population of the jurisdiction where the damages occurred.

Phone:

Enter the telephone number and cell phone number for the person making the report.

Annual Budget:

Enter the total annual budget for the reporting jurisdiction where the damages occurred.

24 Hour:

Enter the 24 hour contact number for the person making the report.

Fax:

Enter the Fax number for the person making the report.

Annual Public Works Budget:

Enter the annual budget for the Public Works Department where the damages occurred.

Email:

Enter the email address of the person submitting the report.



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(Incident Type)

Incident Type:

Select or write the type of event which caused the damage being assessed.

Flooding Events:

Identify if the jurisdiction reporting the damages is in the flood plain, in whole or in part.

Describe the incident and its results in detail:

Explain the event and how the damages were incurred as a result of the event. Explain how the event and its damages have impacted or are impacting the community. Note any critical facilities which have been impacted. (e.g. Hospitals, assisted care facilities, etc.)

(Example)

On June 1, the city of Frostbite Falls received 15 inches of rain within a 24 hour period. The National Weather Service had issued "Flash Flood Warnings" for Frostbite Falls and the surrounding area earlier in the day. The large amount of precipitation caused the water levels of the Cascade River to rise over its banks and flood the nearby community. Evacuation warnings were given to the residents and businesses of Frostbite Falls at 2000 hours on June 1, 2009.

Flood waters entered the city and reached a crest of 6' above street level in many areas of the downtown business district.

As of this report, the city of Frostbite Falls has reported 10 fatalities, 60 injuries, and 25 missing persons as a result of the flooding. Access to critical government buildings in the downtown area has been cutoff and the internal damages to those facilities have yet to be assessed.

The American Red Cross and Salvation Army are reporting that they are assisting 540 families who have been displaced by the flood. Frostbite Falls has no supplemental housing in the area and evacuees are being sheltered in the local high school. The voluntary organizations are also assisting the impacted residence with feeding, hydration, and other support activities.

The preliminary estimates show that less than 25% of the homes affected are insured for flood losses. It is believed that the businesses in the downtown area are also suffering similar uninsured losses.

The American Red Cross, along with local officials, have determined that 250 homes have received major damage or have been destroyed by the flood. The assessment of homes continues as the flood waters recede. It is anticipated that the number of damaged or destroyed homes will total in excess of 350.



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(Describe Incident Continued)

The concentration of damages at this point is along a line along the Cascade River approximately 1 mile upstream from Frostbite Falls to approximately 2 miles downstream from Frostbite Falls and to ½ mile on either side of the Cascade River.

Describe actions taken by emergency responders:

Explain what actions have been done or are being done by emergency responders to stabilize the situation and the areas impacted by the event.

(Example)

On June 1, 2009, at approximately 1230 hours, the National Weather Service issued "Flash Flood Warnings" for Frostbite Falls and the surrounding area. City officials closely monitored the Cascade River and determined at 2000 hours that evacuation of the city was necessary to prevent loss of life due to the rising waters of the Cascade.

Numerous reports of stranded citizens were reported to the Emergency Communications Center. Frostbite Falls Fire Department responded to 47 calls of distress from persons trapped in their homes and vehicles. Frostbite Falls Police along with 7 assisting law enforcement agencies have established perimeter check points around the city. Frostbite Falls Public Works have closed and barricaded Route 66 and 27 which are the two main access roads to town. Multiple EMS crews from Big Valley are being used to supplement the ambulance personnel from Frostbite Falls.

Due to the high water levels, utility crews have not been able to begin repairs in the impacted area. Frostbite Falls is without power at this time.

All fatalities and injuries have been taken to the hospitals and medical examiners office in Big Valley due to the flooding in downtown Frostbite Falls and the access to the hospital being compromised.

Frostbite Falls Mayor Jim Smith declared a State of Emergency at 2030 hours on June 1, 2009 and has requested assistance from county and state agencies.



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Individual Assistance Information

Deaths:

Enter the number of known fatalities resulting from the event.

Injuries:

Enter the number of known injuries resulting from the event.

Missing:

Enter the number of missing persons resulting from the event.

Evacuated:

Enter the number or estimated number of persons evacuated from their homes and businesses.

Sheltered:

Enter the number or estimated number of displaced persons being sheltered and the location of those shelters.

Special Populations/Facilities:

Identify populations with special needs, such as, low income communities, elderly, unemployment, or tribal communities.

(Single Family Homes):

List the number of homes "Destroyed", "Major Damage", "Minor Damage", "Affected", and the percentage of the damaged homes which are insured for the losses received in the event. (Use the HSEM Preliminary Damage Assessment Field Guide to guide you in determining the correct level of damages for each structure.)

(Multi Family Homes):

Use the same criteria as listed for **Single Family Homes**.

(Manufactured Homes):

Use the same criteria as listed for **Single Family Homes**.

Insurance Explanation:

Describe how you estimated the amount of insurance covered in the impacted areas.

Insurance Carriers:

List the insurance providers for the structures damaged as a result of the event.

Construction Type:

Describe, in general, how the impacted structures were built. What percentage has basements or slabs? Were they made from 2 x 4 framed construction or trailer homes? How many multi-family units, (e.g. apartments, town homes, etc) were impacted?

Utility and Access:

Describe any loss of electricity, water, sewer or other significant utilities to the affected homes. Describe any homes or areas which have become unlivable due to accessibility issues.



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Families needing alternate housing:

Estimate the number of families who cannot return to their homes due to the level of damage and will need some form of "Alternate Housing." (FEMA Trailers, hotels, rental properties, etc.)

Describe the availability of rental/alternate housing in the area:

Enter the number of available rental properties in the area which may be used to house citizens who have lost their homes due to the event. The Minnesota Housing Finance Agency can assist you with determining, if not known, the amount of available housing in and surrounding the affected area.

(Business Property):

Enter the numbers under each category of damage using the same criteria as you did for the homes.

Disaster-related unemployment:

Estimate the number of jobs lost due to the affects of the event. This may be due to damage, loss of utilities, or loss of access as examples.

Length of unemployment do to incident:

Estimate the number of work days lost due to the event.

Disaster-related business losses:

Estimate the total monetary business losses due to the event.

Pre-disaster unemployment rate:

Enter the unemployment rate for the jurisdiction prior to the event.

Pre-disaster income level:

Enter the average income level for the jurisdiction prior to the event.

List the base industries of the area:

List the primary businesses which support the impacted jurisdiction.

Additional business/economic impact information:

The loss of local businesses affected by the event may impact other areas or businesses due to their loss. List those impacts, if known. For example, if the local grain elevator was destroyed in the event, local farmers were forced to travel to the next closest grain elevator which is 50 miles away or the loss of the only grocery store in town forced citizens to travel 50 miles to buy food.

(Include a map of the affected area.....)

This may be one of the most important pieces of information that you can provide. Attach a detailed map of the affected areas. This map should be as detailed as you can make it. Geographic Information Systems (GIS) support is paramount in creating this data. The map(s) provided may determine if future damage assessments can be conducted in a timely manner.

(Agriculture):

List the percentage of individual crops lost as a result of the disaster. This may not be known until the fall when crops are harvested. This data is important to the local Farm Service Agency (FSA) who may determine if a Secretary of Agriculture Declaration or other agricultural assistance is warranted.



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Public Assistance Information

Estimated Total Impact to Infrastructure of:

Enter the name of the jurisdiction reporting the damages.

Potential environmental issues?:

Indicate if there may be potential environmental issues as a result of the damages incurred or the anticipated repairs or improvements to be made to the damaged infrastructure in the future.

Category A – Debris Clearance

Estimate the total dollar amount expended to remove and dispose of event related debris from public property and in rare cases, private property. Also include the demolition of structures damaged by the event. Debris includes:

- Trees and woody debris;
- Building components or contents;
- Sand, mud, silt, and gravel;
- Wreckage produced during conduct of emergency protective measures (e.g., drywall); and
- Other event-related wreckage

Category B – Protective Measures

Estimate the total dollar amount expended for emergency protective measures. Emergency protective measures are those activities undertaken by a community before, during, and following a disaster or event that are necessary to do one of the following:

- Eliminate or reduce an immediate threat to life, public health, or safety; or
- Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures

Examples would include:

- Warning citizens of impending hazards;
- Evacuations;
- Search and rescue efforts;
- Law enforcement security; and many more



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Public Assistance Information

Category C – Roads and Bridges

Estimate the total dollar amount of damages received to roads, bridges, and associated structures as a result of the event. This would include:

- Lighting;
- Signage;
- Paved gravel;
- Dirt;
- Surfaces;
- Bases;
- Shoulders;
- Ditches;
- Drainage structures;
- Low water crossings;
- Decking and pavement;
- Piers;
- Girders;
- Abutments;
- Slope protection; and
- Approaches

Category D – Water Control Facilities

Estimate the total dollar amount of damages received to:

- Dams;
- Levees;
- Lined and unlined engineered drainage channels;
- Canals;
- Aqueducts;
- Sediment basins;
- Shore protection devices;
- Irrigation facilities; and
- Pumping facilities

Category E – Buildings and Equipment

Estimate the total dollar amount of damages received public buildings and their contents, to include:

- Structural components;
- Interior systems;
- Equipment; and
- Other contents



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Public Assistance Information

Category F – Utilities

Estimate the total dollar amount of damages received to:

- Water treatment plants and delivery systems;
- Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines;
- Sewage collection systems and treatment plants; and
- Communications

Category G – Recreation and other

Estimate the total dollar amount of damages received to publicly owned facilities, such as:

- Mass transit facilities;
- Playground equipment;
- Swimming pools;
- Bath houses;
- Tennis courts;
- Boat docks;
- Piers;
- Picnic tables;
- Golf courses;
- Fish hatcheries; and facilities that do not fit Categories C-F

(Infrastructure Damages Recap)

Emergency Work

Add the total of Categories A and B and enter that figure here.

Permanent Work

Add the total of Categories C-F and enter that figure here.

Subtotal

Add the total estimated damages of Categories A-F and enter that figure here.

Less Insurance Coverage

Estimate the dollar amount of coverage which would apply to the damages reported in Categories A-F and enter that figure here.

Total Damages

Subtract the amount of insurance coverage from the total amount of estimated damages and enter that figure here.



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Public Assistance Information

(Category A-Debris Clearance)

Describe the impact.....:

Explain how the debris impacted the community and its ability to provide services to the citizens.

(Example)

Wood and structural debris caused by the tornado blocked all access roads to the critical facilities within our community. Access to the hospital, fire department, and police department were cutoff due to the downed trees and power lines.

The loss of power in the downtown area forced the closing of all businesses in that area. Power outages were also reported in 100% of the residential area north of town. Initial Damage Assessments were difficult in that area due to the large amount of debris which prevented access to the area by emergency responders.

Does the jurisdiction have a debris management plan?

Indicate whether or not your emergency operations plan addresses debris removal and disposal.

Describe your jurisdiction's debris removal contracting procedures:

Describe how you accomplish your debris removal mission. Include what activities are conducted outside the normal day-to-day business procedures and what responsibilities are contracted outside the local capabilities.

Has the jurisdiction entered into a competitive bid debris removal contract?

Indicate whether a contract exists.

What state or federal response resources did your jurisdiction request.....

Due to the continued rising waters and the large geographical area that was impacted, it was immediately apparent that the safety and security needs of our community were well outside of our capabilities. We requested and received National Guard support to assist in the evacuation of citizens from the impacted areas. The NG also provided mass transportation to and security of the mass shelter facility.

A regional mutual aid request was made to supplement our police and fire resources which were overwhelmed in the rescue efforts. The task of perimeter control was tasked to the mutual aid responders.



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Public Assistance Information

(Category B – Emergency Protective Measures)

What immediate health and safety threats still exist?

Many areas of the city and township are still under water and require perimeter control to maintain safety and security of the area. Several road blocks have been established as 3 main township roads have been washed out.

Portable generators have been brought in to provide lighting and power to the downtown area. 6 portable pumps have been acquired to remove water from the downtown business area and the residential area east of town.

What immediate threats to improved property still exist?

The sandbag levees in the Pearl sub-division continue to be a concern as the crest is not expected in that area for a few more days. A breach in the levee previously flooded 3 homes and this area continues to be our primary concern.

(Category C – Roads and Bridges)

Describe the most notable road and bridge damage:

County Road 17, a non-FAS county road, lost 57' of its asphalt service and support base materials due to a washout which overwhelmed the underlying corrugated metal culvert. It will take approximately 10 working days to repair this site to its pre-disaster condition.

Describe access problems caused by road and bridge damage:

County Road 17 is the major roadway in and out of Scotch Pines. The wash out of this road required a by-pass of 17 miles from the north end of town. This damage is preventing public safety vehicles from responding to our community in a timely manner.

School buses have also been re-routed which add additional travel time which is impacting the schools.

Access to local businesses from the north has been virtually cut-off. The local Corn Festival, which historically has been the most financially significant event for Scotch Pines has been cancelled.

List alternate routes:

The County Road 17 detour runs west along Walleye Road for 10 miles and then east on Windy Road for 7 miles. Additional traffic control devices were needed along the entire 17 mile detour.



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Public Assistance Information

(Category C – Roads and Bridges)

Are alternate routes easily accessible?

Indicate whether there is difficulty accessing detours to damaged roads and bridges.

Is the damage widespread?

Indicate whether the damages are localized or in a larger geographical area.

Explain how minor damages could result in more significant damage if not repaired:

Indicate the immediate need to make repairs to prevent further damage.

(Category D– Water Control Facilities)

Are the damaged facilities primarily for flood control?

Indicate if the damages are to a flood control facility; dams, levees, etc.

List damaged water control facilities that come under the authority of a federal agency:

Indicate whether the water control facility is owned, operated, maintained, constructed, or certified, in whole or in part, by any federal agency. (NRCS, USACE, US Coast Guard, etc)

Describe the most notable damage to water control facilities:

The levee on the north end of Norway Pines was over-topped by flood waters and eroded. This created a 100 yard gap in the levee along that portion of the system.

Describe emergency work.....

The rising waters of the North Fork River threatened to overtop the levee on the west side of town. This levee protects the Clover sub-division which consists of 30 residential homes.

We elevated the existing levee by 2 feet in the threatened area, as the National Weather Service predicted the crest to exceed our levee protection by 1 foot.



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Public Assistance Information

(Category E – Buildings and Equipment)

Describe the damages to critical facilities:

The tornado impacted the downtown area of our city causing severe damage to all the public buildings on Carter Street. The buildings included City Hall and the Public Works facilities. The police department was totally destroyed and two bays of the 4 bay fire station were destroyed.

Were all of the damaged critical facilities insured?

Indicate whether the damages were covered by insurance.

Describe plans for repair of critical facilities:

The City Council met on June 17th and drafted an Emergency Recovery Plan to address the loss of its critical infrastructure. Damage assessments are currently being conducted and estimates are being collected to determine the costs of bringing the facilities to pre-disaster condition.

A task force has been formed to address the downtown recovery plans and will report to the City Council on a weekly basis. The task force will identify needs and potential contractors available to meet those needs.

List available alternative facilities.....

The White Pines Police Department has moved all of its operations to the Flower Street Library.

The White Pines Fire Department was unable to locate a temporary site for its two pumper trucks which are currently parked outside. The fire department administrative offices are currently being operated at the Flower Street Library.



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Public Assistance Information

(Category F – Utilities)

Electric Power System:

Percentage of system affected:

List the level at which power has been lost or interrupted.

List the areas without potable water:

Due to the contamination of city wells 2 and 3, the water in Jasper has been deemed unfit to drink by the county health officials.

Describe scenario for water treatment and distribution system repair:

City and state health officials are currently treating city wells number 2 and 3 for contaminants. They will continue to test the well until they have determined the water is safe for consumption.

Wastewater (Sewage) Treatment Facilities and Sewer System:

Percentage of system affected:

List the level at which power has been lost or interrupted.

List areas without sewer service:

The City of White Pines and Clover Township have no sewer service due to the flood waters.

Describe scenario for wastewater treatment and sewer system repair:

City and Township officials are working together to assess damages to the system. They will be requesting bids for repair in accordance with city, township, and county emergency operation plans.

(Category G – Parks, Recreational Facilities, and Other Items)

Describe damage to parks and recreational facilities:

White Pines City Park and Campgrounds received uninsured total losses to 4 pavilions, 10 grills, 10 electrical hook-ups and 17 picnic tables due to the flood waters.

Describe the damage's impact on the local economy:

White Pines City Park and Campgrounds is the only camping and RV park within 15 miles of White Pines. It provides a primary source of tourism for our city during the summer months. The loss of this facility forces users to travel to other areas of the region. The closing also results in the loss of numerous jobs and summertime income for local businesses.



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Public Assistance Information

(Category G – Parks, Recreational Facilities, and Other Items)

Describe scenario for repairs to parks and recreational facilities:

White Pines has begun damage assessments to the city park to determine the level of repair needed to repair the damages caused by the April 1st flood.

Once assessments are completed, contract bids will be requested for repair and replacement of damaged facilities. This is a major priority for our community as the park is a major source of economic support for our city during the summer months.

Describe the notable damage to other.....:

Breezy Pines Day Camp is a non-profit facility for special need youth. The April 1st flood destroyed 2 pedestrian bridges and 3 pavilions. These uninsured losses are critical to the operation of this facility.

Describe the significance of the facility(ies) to the jurisdiction:

Summer tourism is the primary source of income for the city of White Pines. The loss of the only campground/RV park would cause a tremendous negative impact to our summer economy.

Describe scenario for repairs to these facilities:

White Pines has begun damage assessments to the city park to determine the level of repair needed to repair the damages caused by the April 1st flood.

Once assessments are completed, contract bids will be requested for repair and replacement of damaged facilities. This is a major priority for our community as the park is a major source of economic support for our city during the summer months.

Include detailed maps and photos of all damaged facilities!!!