



POST EVENT DAMAGE ASSESSMENT STANDARD OPERATING PROCEDURE

AN INCIDENT OCCURS OR IS ANTICIPATED TO OCCUR

- a. Within hours of an “anticipated incident” or incident happening in the field, IDHS Recovery/Individual Assistance (IA) staff begin monitoring WebEOC, media, social media and/or Indiana VOAD (Volunteer Organizations Actives after a Disaster) partners.
- b. Recovery staff notifies GIS and Web EOC administrator to request an incident be created.
 - i. Recovery staff sends a notification to all 92 county EMAs notifying them of incident creation.
- c. Recovery staff (IA staff) activate the public facing damage reporting site.
 - i. IDHS Recovery will notify PIO of site activation and request for a press release detailing the event and reporting tool.
 - ii. IDHS Recovery will email all 92 county EMAs to notify them of the reporting site activation.
- d. IDHS Recovery IA staff will request the most current version of the Damage Assessment Matrix (Appendix A) from FEMA for distribution to the EMA directors and support staff.
- e. IDHS Recovery IA staff will distribute the matrix by email to all 92 county EMA directors and internal/external support staff.

INITIAL (LOCAL/COUNTY) DAMAGE REPORTING PHASE

- a. IDHS Recovery encourages/requests county EMA, or designee, to begin initial windshield damage assessments and from the assessment, begin data entry of address points in damage assessment application (this action is the trigger needed for GIS staff to pull in local parcel data to assist in state verification).
 - i. County EMA begins collection and submittal of initial assessment information
 1. Electronically with collector application.
 2. Through app to IDHS via IGMS for now, after site activation and publication by IDHS Recovery Director.

3. Through email submission of street maps.
4. Once initial assessments are completed, IDHS GIS will download parcel data in anticipation of the state verification of county assessments.

STATE VERIFICATION OF COUNTY/LOCAL ASSESSMENTS

- a. Local EMAs request a verification of their assessment results in a request to the IDHS Response and Recovery director.
- b. IDHS Recovery staff (IA field staff) will begin coordinating with county EMAs and IDHS Assessment staff to build verification teams and an assessment schedule.
- c. IDHS Recovery staff complete verification of damages and provides results to Response and Recovery division director.

IF WARRANTED, GOVERNOR DECLARES A DISASTER THROUGH EXECUTIVE ORDER

JOINT PRELIMINARY DAMAGE ASSESSMENT (JPDA) FROM FEMA

- a. If state is close to reaching IA and PA programmatic thresholds, IDHS executive director will request a joint preliminary damage assessment from FEMA.
 - i. FEMA and IDHS will complete JPDAs and agree to final damage structure count.
 - ii. If damage numbers do not appear to reach FEMA thresholds, IDHS Response and Recovery director will request a SBA Damage Assessment. (i.e. 25 major/destroyed [40% uninsured loss] for SBA) to confirm whether an incident is needed in WebEOC.