

# Knox County Emergency Management Agency



## Local EMA Director Training

*October 4, 2011 Update*

*Disaster Declarations: Damage Assessments  
and Reporting*

# Topics

- Damage Assessment
- Damage Documentation
- Preliminary Damage Assessment
- Project Formulation
- Individual Assistance
- MEMA Form 7



# Damage Assessment

- WHEN?
  - Whenever your Town experiences damages
  - Whenever County or State EMA initiates
- WHO IS RESPONSIBLE
  - Chief Elected Officials (Selectmen, Council)
  - Or Town/City Manager
  - With Assistance from EMA Director, Road Commissioner, Public Safety & Bldg Inspector

# Damage Assessment

- **THRESHOLDS** (Effective 4 Oct, 2011- reflects 2010 census data & Updated state indicator figure)
  - Knox County = \$134,705 (3.39 x county population)
  - State = \$1,793,287 (1.35 x state population)
  - Vitally important that all Cities and Towns report damages. Thresholds are based on cumulative damages from an event.
  - To be eligible for a declaration, the affected county AND the state must both meet their respective thresholds.



# The Initial Damage Assessment

- Form 7 completed by Municipality and sent to County EMA.
- Form 7's consolidated and set to MEMA
- If State Threshold met, Governor sends request for a Disaster Declaration to FEMA. Counties who met their threshold are included in the initial request.
- FEMA then initiates their Preliminary Damage Assessment (PDA) to validate reported damages in the affected counties.
- Very important that municipal officials document damages (pictures, video, etc)



# Damage Documentation

- You cannot take too many pictures!
- Record all expenditures of time and money.
  - Receipts, invoices, canceled checks, etc
- Take notes on damages and activities.
- You cannot take too many pictures! Digital camera is best. Load pictures to a CD Rom. Provide a copy to FEMA and the County EMA office.



# Preliminary Damage Assessment

- FEMA Reps visit a number of Towns to determine if damages actually meet Thresholds.
- FEMA/President approves (or disapproves)
- Presidential Declaration made for those Counties which met their threshold.
- A “Kick Off” Meeting is set up between FEMA and municipal officials



# Project Formulation

- Municipal Official completes a Request for Public Assistance at the “Applicant’s Briefing & Kickoff Meeting”.
- Project Officer(s) assigned to County to visit each Town to develop recovery projects.
- County EMA will coordinate between FEMA and Towns to schedule visits.
- Project Officer typically in each town between 1 and 2 days.
- Meets with elected officials, local EM Director and/or Road Commissioner



# Individual Assistance

- Town Residents should report their private damages to the Town Office. This would help qualify for “Individual Assistance” or IA.
  - Current and pre-disaster address.
  - Telephone number where they can be contacted.
  - A description of the losses that were caused by the disaster. Pictures helpful.
- EM Director uses info to fill in back of Form 7
- Forward Form 7 to County EMA



# MEMA Form 7

- Used to record both:
  - Public Damages (Front Side)
  - Private Damages (Back Side)
- Completed by Town
- Sent to County
- Forwarded to State
- Not used by FEMA



**MAINE EMERGENCY MANAGEMENT AGENCY  
 DAMAGE and INJURY ASSESSMENT**

**FORM 7**

June 2006

Note:  
 Seven  
 categories of  
 Public  
 Damages  
 (A-G)



<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County: <b>Knox</b>
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
<b>PUBLIC DAMAGE</b>		
<b>A</b>	<b>DEBRIS REMOVAL</b> (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
<b>B</b>	<b>EMERGENCY PROTECTIVE MEASURES</b> (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
<b>C</b>	<b>ROADS AND BRIDGES</b> (roads, culverts, bridges, and associated facilities)	\$
<b>D</b>	<b>WATER CONTROL FACILITIES</b> (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
<b>E</b>	<b>BUILDINGS AND EQUIPMENT</b> (buildings, supplies, inventory, vehicles, and equipment)	\$
<b>F</b>	<b>UTILITIES</b> (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
<b>G</b>	<b>PARKS, RECREATIONAL, AND OTHERS</b> (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
<b>TOTAL</b>		\$
<b>PRIVATE NONPROFIT</b> (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
<b>PUBLIC DAMAGE—GRAND TOTAL</b>		\$

NOTE: Report Individual Damage on the other side of this worksheet.

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Note:  
These are "best  
estimates" on  
private  
damages

<b>INDIVIDUAL DAMAGE</b>				
<b>Jurisdiction:</b>		<b>Date:</b>		
<b>PEOPLE AFFECTED</b>		<b>ASSISTANCE PROVIDED</b>		<b>Number</b>
<b>Deaths</b>	<b>Number</b>	<b>Persons Evacuated</b>		<b>Number</b>
<b>Injuries</b>		<b>Persons in Public Shelters</b>		
<b>Missing</b>				
<b>RESIDENTIAL</b>		<b>Primary</b>		<b>Secondary</b>
	<b>Number</b>	<b>Value (if known)</b>	<b>Number</b>	<b>Value (if known)</b>
(ARC) 3	Houses destroyed	\$		\$
(ARC) 2	Houses with major damage	\$		\$
(ARC) 1	Houses with minor damage	\$		\$
	Houses affected	\$		\$
(ARC) 3	Mobile homes destroyed	\$		\$
(ARC) 2	Mobile homes severely damaged	\$		\$
(ARC) 1	Mobile homes moderately damaged	\$		\$
	Mobile homes affected	\$		\$
	<b>TOTAL</b>	\$		\$
<b>TOTAL RESIDENTIAL (primary plus secondary)</b>				\$
<b>BUSINESS</b>				
		Businesses affected		\$
		Number now unemployed		
		Estimated duration of unemployment (weeks)		
<b>TOTAL BUSINESS</b>				\$
<b>AGRICULTURE</b>				
		Farm buildings and equipment		\$
		Crop land (all crops)		\$
		Livestock		\$
<b>TOTAL AGRICULTURE</b>				\$
<b>INDIVIDUAL DAMAGE TOTAL</b>				\$
<b>CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)</b>		Knox County EMA 62 Union Street Rockland, ME 04841 B: 594-5155 Fax: 594-0450		

# General Information

- Original or Revision & Date of Report
- Type of Disaster & Date of Occurrence
- Jurisdiction & Population
- County
- Area Affected (what part of Town)
- Information Provided By (contact information for the person completing the report)



# Public Damage

- Debris Removal- *This usually involves removal of downed trees or destroyed structures*
- Emergency Protective Measures- *Includes response by public safety, road barricading, emergency sheltering and a host of other items.*
- Roads & Bridges- *Self explanatory. Damages to roads and Bridges*
- Water Control Facilities



# Public Damage

- Buildings and Equipment- *For PA, this includes public infrastructure and some private, non-profit damages*
- Utilities
- Parks, Recreational & Others
- Total Government Damage  
Add Categories A-G



# Public Damage

- Private Non-Profit (PNP) (Note: *Public Damage recovery eligibility must be established*)
- Public Damage – Grand Total



# Individual Damage

- Re-Enter Jurisdiction & Date
- People Affected
  - Deaths
  - Injuries
  - Missing



# Individual Damage

- Assistance Provided
  - Persons Evacuated
  - Persons in Public Shelters



# Individual Damage

- Residential
  - Houses Destroyed
  - Houses with Major Damage
  - Houses with Minor Damage
  - Houses Affected



# Individual Damage

- Residential
  - Mobile Homes Destroyed
  - Mobile Homes Severely Damaged
  - Mobile Homes Moderately Damaged
  - Mobile Homes Affected
  
- Total Residential



# Individual Damage

- **Businesses Affected**
  - Number Now Unemployed
  - Estimated Duration of Unemployment
  
- **Total Estimated Business Losses** *(The business version of a Disaster Declaration may come from the SBA in the form of low/no interest loans. Some grants are possible)*



# Individual Damage

- Agriculture
  - Farm Buildings & Equipment
  - Cropland
  - Livestock
- Total Agriculture



# Individual Damage

- Total Individual Damage
- Add:
  - Total Residential
  - Total Business
  - Total Agriculture
- Grand Total: Total Public & Individual Damage



# Form 7

- Upon Completion:
  - Fax To: 594-0450 (Knox EMA)
  - E-mail to: [rsisk\(at\)knoxcountymaine.gov](mailto:rsisk@knoxcountymaine.gov)
  - Mail to:
    - Knox County Emergency Management Agency  
62 Union Street Rockland, ME 04841
  - Call in data by phone or radio
  - Drop off in person



# Any Questions?

