



Kitsap County Damage Assessment Plan

Annex C To the Kitsap County Comprehensive Emergency Management Plan Effective: November 2008

Record of Change Page

Date of Change	Date Entered	Initials
Reviewed	OCT2008	eac

Promulgation Letter

And Plan Distribution

Kitsap County Emergency Operations Plans, Annexes, and Appendices
Effective: September 1, 2006

Contents:

- Basic Plan
- Annexes and Appendices
- Emergency Operation Center Checklists, Forms, Maps, Illustrations

INTRODUCTION:

The purpose of this document is to provide guidance and procedures for the activation and operation of the Kitsap County Emergency Operations Center. The EOC facilitates overall coordination of emergency activities, coordination with other agencies and jurisdictions, coordination of mutual aid, and the collection, evaluation and dissemination of damage information and emergency public information.

This document provides information for the Kitsap County Department of Emergency Management Duty Officer for EOC activation and operation. Additionally, it provides operating procedures for functional positions established under the NIMS/ICS system for a systematic and orderly approach to EOC operations.

Emergency responders who work in the EOC should have a working knowledge of the Kitsap County Comprehensive Emergency Management Plan (CEMP) and a thorough understanding of this document.

PROMULGATION:

There are eight official copies of this document in the following locations:

- Copy 1 (master) located with the Operations Coordinator
- Copy 2 Kitsap County DEM Director
- Copy 3-8 Kitsap County EOC

DOCUMENT FORMAT AND PAGE NUMBERING SYSTEM

Format

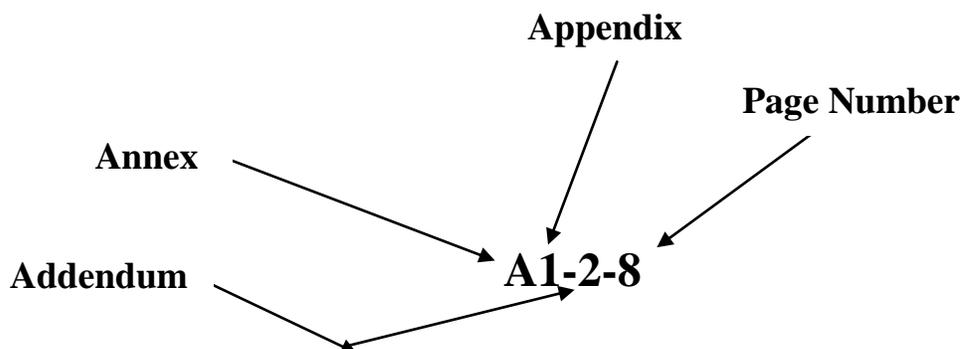
This document contains numerous annexes, appendices, and addendums in order to separate information from procedures and make it easy to tab and find information. Here are the major parts of the document:

Basic Plan	Introduction and general information for EOC operations
Annexes	Specific information on emergency operations, including Communications, Area Command activation, working in the EOC, and Duty Officer Procedures/SOPs
Appendices	Specific information or instructions that define procedures or actions associated with an appendix. For example, the communications plan annex contains instructions (appendix) on how to operate the CEMNET system
Addendums	An attachment to an Appendix. For example, the EOC Operations Annex contains an Appendix on EOC Briefings. An addendum is attached as a briefing Checklist.

Attachments or figures are part of any document as an insert to help explain or outline a specific point or discussion.

Page Numbering System

Each document in this plan is numbered such that it defines what annex or appendix it is assigned to for consistency and to support future changes. The figure below helps to define the numbering system.



KITSAP COUNTY DAMAGE ASSESSMENT PLAN

I. INTRODUCTION

1. Purpose

The purpose of the Kitsap County Damage Assessment Plan (Plan) is to define the operational concepts, organizational arrangements, responsibilities, and procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster. The Plan identifies the tasks required for local governments, citizens, and businesses to recover from a major disaster.

2. Objectives

The objectives of this Plan are:

- To determine the nature and extent of damage for proper prioritization and resource allocation immediately following an emergency or disaster. Immediately following in this instance is normally defined as the first three hours after the disaster has occurred.
- To provide on-going dissemination of information during an emergency or disaster detailing the situation, location, nature and extent of damage, and to determine priorities and requirements for deployment of resources and personnel in an affected area.
- To establish procedures for completing a coordinated damage assessment within Kitsap County.
- To determine the types of federal/state assistance needed.
- To document and support requests for assistance.

C. Definitions

Rapid Assessment (RA) is a systematic approach designed to determine the nature and extent of life safety and damage to critical facilities within the first three hours of a catastrophic event. Its purpose is to rapidly prioritize primary or first responder personnel to respond to issues which are critical in nature. The first three hours after an event are reserved for life safety reporting, followed by damage assessment to critical infrastructure as defined within this plan. It is imperative that non-life safety or lifeline data not be reported during this time period in order to minimize an already overwhelmed communications system.

Damage Assessment (DA) is the ongoing evaluation of buildings and infrastructure to determine the extent of damages sustained within the county. The process allows for quick decision making when determining the ability to use and occupy major critical facilities, (e.g., hospitals, fire stations, etc.). It also provides a means for assessing an estimated monetary figure of sustained damages, which enables the County to potentially capture Federal support and funding for the loss or inability to occupy the facility. Some Damage Assessment

will occur during the Rapid Assessment phase, but only for those pre-designated facilities as outlined in this Plan.

II. SITUATION AND ASSUMPTIONS

1. Situation

1. Several hazardous conditions exist within Kitsap County which have the potential to cause loss of life, inflict injury, or cause extensive property damage. These incidents are detailed within Kitsap County's Hazard Identification and Vulnerability Assessment. If a hazardous incident were to occur, a planned assessment and reporting procedure is essential for effective response and recovery operations. Such a procedure is also critical to the success of cost recovery actions initiated during a Presidential Disaster Declaration.
2. A hazardous incident may be slow-building, or instantaneous. It may be localized (Kitsap County) or regional in nature, impacting a large portion of the Puget Sound Region. In view of the variability of hazardous impacts, the RA procedures must be flexible and dynamic.
3. The primary risks faced by Kitsap County are earthquakes, urban flooding, and severe winter storms. Additional significant hazards include hazardous materials incidents, fires, mass casualty, and terrorism related incidents.

2. Assumptions

1. Kitsap County, the cities, special purpose districts, and other response agencies are, in general, well prepared to respond to disaster incidents and have the full support of resources available through the State of Washington Emergency Management Division (EMD) and the Federal Emergency Management Agency (FEMA).
2. The ability of emergency response agencies to perform a Rapid Assessment (RA) accurately and within the three hours after a disaster is critical in responding to life-threatening situations and imminent hazards that may impact the community. RA will provide officials with the information necessary to prioritize response activities, determine available resources, allocate resources, request mutual-aid, and request State and Federal assistance.
3. The ability of jurisdictions to perform a coordinated Preliminary Damage Assessment (PDA) within the first week following the disaster is a critical step in requesting State and/or Federal assistance, and is necessary in requesting a Presidential Disaster Declaration.

4. This Plan is designed to be used in a major incident with massive damage. Under these circumstances, it must be anticipated that normal operations of the county, cities, special purpose districts, and other response agencies will be suspended in order to do the most good for the most citizens in as little time as possible.
5. A major incident will not only overload the 9-1-1 Dispatch Center, but also police and fire communications. All communication systems (e.g., landlines, cell phones, and internet), with the possible exception of satellite telephones and amateur radio, may be inoperative or provide minimal usage.
6. A disaster of any magnitude will have a significant impact on transportation. Transportation blockages not only delay the ability to respond to the situation, but also the ability to assess the situation.
7. A major disaster will have a significant and varying impact on all Kitsap County infrastructures. Disruptions are to be expected, and could result, either directly or indirectly, in situations that threaten life and property.
8. The resources available for use during the damage assessment processes is dependent upon the time of day, day of the week, and even the time of the year in which the incident occurs.
9. Kitsap County or other local EOCs or fire Area Command Centers (ACC) may or may not be activated at the time the rapid assessment process is initiated.

III. DIRECTION AND CONTROL

This section provides general guidance for the management and implementation of this Plan.

1. Kitsap County Department of Emergency Management (DEM), in coordination with cities, fire agencies, and other participating agencies, is responsible for development and maintenance of this Plan.
2. All participating agencies will provide resources and personnel to support rapid and damage assessment operations as resource availability allows.
3. The direction and control of the countywide rapid and damage assessment effort will originate in the Kitsap County EOC, with coordination from other participating agencies.
4. Personnel assigned damage assessment responsibilities will remain under the

control of their own department and/or agency, but will function under the technical supervision of the Damage Assessment Unit Leader (Plans Section) during disaster conditions.

5. DEM is responsible for overseeing the training of personnel and maintenance of corresponding equipment needed for damage assessment.

IV. ORGANIZATION AND RESPONSIBILITIES

1. Organization

1. Primary

The primary responsibility for damage assessment resides with DEM and the Cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo. The six fire agencies are responsible for assessing and reporting on their facilities, and may assist with damage assessment in other locations as feasible and as resources allow. Rapid assessment within the first three hours will be conducted by first responders in the field reporting on life safety and critical infrastructure damage as defined in this Plan.

2. Support

All members of emergency services organizations within Kitsap County are responsible for assuring that damage assessment information is forwarded to the EOC as rapidly and accurately as possible. In particular, the following agencies will provide damage assessment information in their given areas of expertise: Law Enforcement, Public Works, Utilities, Planning and Building, Engineering, and special purpose districts including: water, sewer, schools, libraries, health, and social service agencies. Private sector representatives may also be used to support the collection of damage information. These may include:

- Kitsap Transit (provide information on damage to transportation routes and other facilities as feasible).
- Chamber of Commerce and other business or industrial associations (collect, assemble, and provide information on the effects of the disaster on local business).
- Private utility companies (provide information on damage to utility and lifeline systems).
- Structural Engineers Association (provide volunteer structural engineers to support early building inspection activities).
- American Society of Civil Engineers (provide assistance in evaluating damages to utility systems)

2. Responsibilities

1. All participating agencies
 - Actively participate in the Damage Assessment Task Force.
 - Develop and/or maintain your agency's damage assessment capabilities and procedures for implementation within this Plan.
 - Maintain pre-disaster maps, blueprints, photos, and other documents of facilities and/or critical infrastructure within your jurisdiction.
 - Identify non-governmental groups that could assist your agency during an emergency or disaster.
 - Select and train personnel in damage assessment techniques.
 - Conduct damage assessment of pre-identified facilities and/or infrastructure within your jurisdiction during an emergency or disaster.
 - Provide the EOC with a consolidated report of all damages to critical or essential facilities and/or infrastructure (as define in this plan) within 3 hours of the disaster.
 - Provide the EOC with a consolidated report of all damage to government facilities within one week of the disaster.
 - Receive, record, and consolidated all damage reports made by private citizens within your jurisdiction and forward to the EOC during an emergency or disaster, if appropriate.
 - Participate in critiques and implement action items that may come out of the critiques.

2. Kitsap County Department of Emergency Management
 - Coordinate activities of participating agencies for the activation and maintenance of this Plan.
 - Ensure that local damage assessment representatives are appointed and properly trained.
 - Ensure procedures for relaying information on damages to the EOC are in place and tested regularly.
 - Ensure the proper equipment is in place to perform damage assessment operations.
 - Activate the EOC if necessary and ensure a Damage Assessment Unit Leader is assigned in the EOC and that the Damage Assessment Unit is adequately staffed, if necessary.
 - Coordinate damage assessment activities, as necessary during emergency conditions.
 - Ensure that lines of communication are established with all participating agencies and that damage assessment information is being collected and reported to the EOC during an emergency or disaster.
 - Ensure all damage assessment reports are completed and filed.

3. Kitsap County Central Communications (CenCom) (NEED TO CONFIRM PROCESS WITH CENCOM)

Assist with Rapid Assessment as identified in CenCom SOP #_____ which includes the following actions:

- The on-duty Shift Supervisor will assign a dispatcher for “Rapid Assessment,” equipped with appropriate forms to assimilate information as it comes in.
- Activate the CENCOM/DEM all page system, if appropriate.
- Notify all fire and law enforcement agencies of the activation of the Damage Assessment Plan via radio.

4. Departments of Community Development

- Assist with Rapid Assessment through the use of on-duty personnel to conduct “windshield surveys” and to check pre-designated priority facilities within designated areas.
- Provide a representative to report to the Emergency Operations Center (either County or City) to coordinate and/or assist in the damage assessment process.
- Assist with PDA activities, as appropriate.
- Function as the lead agency for building inspection activities, as appropriate.

5. Law Enforcement Agencies

Assist with Rapid Assessment (RA) through use of on-duty personnel to conduct “windshield surveys” and to check pre-designated priority facilities within specific patrol beats. Until RA operations are terminated, maintain a policy of placing priority on assessing damage rather than routine law enforcement and crowd/traffic control functions.

Assist with PDA and building inspection activities, as appropriate.

6. Public Works Agencies - Transportation

Assist with Rapid Assessment (RA) through the use of on-duty-personnel, and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until such time as RA operations are terminated.

Assist with PDA and building inspection activities, as appropriate.

Survey and evaluate damages sustained by the transportation infrastructure, including streets, bridges, and traffic control devices.

7. Essential Lifeline – Public/Private Utility Providers and Public Works Facilities - Utilities

Assist with Rapid Assessment (RA) through use of on-duty personnel and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until RA operations are terminated. Utility personnel will be responsible for self-assessment of their facilities and/or infrastructure and reporting to the EOC.

Assist with PDA and building inspection activities, as appropriate.

8. Fire Agencies

Assist with Rapid Assessment through self-assessment and reporting on existing fire resources, facilities, and capabilities available to respond to the incident to the EOC. Fire stations will report their readiness and damage assessment to the ACC, who in-turn will forward the information to the county EOC.

Assist with PDA and building inspection activities, as appropriate.

9. Naval Base Kitsap

Military personnel will be responsible for self-assessment and reporting on existing military resources, facilities, and capabilities available to respond to the incident to the EOC.

Assist with PDA and building inspection activities, as appropriate.

10. Tribal

Tribal representatives will be responsible for self-assessment of existing Tribal resources, facilities, and capabilities available to respond to the incident. The Tribes may elect to coordinate this information through the EOC and/or other first response agencies.

Assist with PDA and building inspection activities, as appropriate. The Tribe may elect to coordinate the PDA with the EOC and/or other agencies.

11. Public Service Providers

Assist with Rapid Assessment (RA) reporting through the use of on-duty personnel. Agency personnel will coordinate the response activities, including call-back of off-duty personnel, who will report for duty as soon

as possible, conducting damage assessment to transportation corridors while en route to work. Anyone doing RA will report the information to the EOC or nearest fire station once the assessment is completed.

Assist with PDA and building inspection activities, as appropriate.

12. Community Resource Providers

Pursuant to pre-arranged agreements, businesses and organizations will collect damage information relevant to their facilities and services, and will report the information to the EOC or nearest fire station once the assessment is completed. This information, unless life safety is involved, should not be reported to the EOC within the first three hours unless the self-assessment involves a pre-designated critical facility. Life safety issues should be reported immediately to the 9-1-1 dispatch center. Additionally, cities and other response agencies may assist in reporting of community resource provider conditions.

Assist with PDA and building inspection activities, as appropriate.

13. Schools

Pursuant to pre-arranged agreements, schools will collect their in-house Rapid Assessment data and report that information to the EOC or nearest fire agencies if there are no communication systems available. Individual schools should report to their respective school districts who would report a comprehensive damage assessment to the County EOC. Additionally, cities and other response agencies may assist in the reporting of school conditions.

Assist with PDA and building inspection activities, as appropriate.

14. Assembly Occupancy Structures/Locations

Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that information to the EOC or nearest fire station after the first three hours of the event.

Assist with PDA and building inspection activities, as appropriate.

15. Institutional Occupancy Facilities

Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that information to the EOC or nearest fire station. Additionally, cities and other response agencies may assist in the reporting of Institutional Occupancy Facility conditions.

Assist with PDA and building inspection activities, as appropriate.

16. Medical Facilities

Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that information to the EOC or nearest fire station. Additionally, cities and other response agencies may assist in reporting of medical facility conditions.

Assist with PDA and building inspection activities, as appropriate.

V. CONCEPT OF OPERATIONS

The phrase “Damage Assessment” is used to describe several distinct activities conducted at different times and for different purposes. This Plan identifies the three (3) phases in the damage assessment process and the actions taken during each phase.

1. Phase One – Rapid Assessment (RA)

RA refers to the initial assessment of critical facilities, services, and infrastructure which are critical to government response activities and those which provide essential life-safety and lifeline services (medical facilities, utilities, schools, and facilities with at risk populations).

The basic concept of RA is to do the most good, for the most number, with the fewest resources, in the least time. To accomplish this purpose, certain policies must be implemented and followed. It is critical to determine a fairly accurate overview of the full extent and nature of the situation to ensure the most beneficial and effective decisions be made regarding incident priorities, deployment of available resources, and requesting of additional outside resources.

In terms of the formal RA, DEM and Law Enforcement agencies, together with Public Works and both public and private utility departments, play the lead roles, with critical input from Community Resources. Fire agencies participate as resources allow.

Reporting occurs immediately following a disaster and includes assessment of pre-identified Priority 1 and 2 facilities. Depending on the specific type of incident, the assessment process may take more or less time than anticipated in this Plan. It is the goal to have all Priority 1 facilities assessed and reported to the EOC within the first 30 minutes and Priority 2 facilities within 3 hours from the time the disaster occurs. The information obtained is necessarily fragmentary and incomplete, but is required to determine the nature and extent of special assistance which may be required.

All employees of Kitsap County, the cities, special purpose districts, and other response agencies have a role in RA. Each must first assess his/her personal situation and take whatever steps may be immediately necessary for their personal safety and that of those around them.

A “windshield survey” is used during RA and is the first assessment of damage that takes place. It may occur as an incident is still in progress, as with a flood or immediately after, as with an earthquake. This is a quick overview of what is occurring, focusing primarily on damage to critical infrastructure. It provides the initial extent and boundaries of the damaged area, the displacement of population, and helps determine the scope of response, i.e. number and location of emergency shelters that will be necessary.

The windshield survey is designed to:

- Confirm the reported emergency and estimate the overall magnitude of the damage.
- Identify, characterize and quantify populations at risk in the disaster, injured personnel or displaced.
- Identify and classify type of damage.
- Identify access routes and the levels of entry into the affected areas
- Identify damage to critical buildings, infrastructure/facilities.
- Estimate the extent of the damage.
- Identify existing and potential threats.

To facilitate the quick gathering of this critical information under conditions far from ideal, the County has been divided as indicated in Appendix B – Sector Map.

2. Phase Two – Preliminary Damage Assessment (PDA)

PDAs usually begin after RA has been completed and should not interfere with the RA process during the first 3 hours of response. Priority 3 facilities and other public and private businesses and homes are assessed in the PDA process. It is a structured attempt to quantify overall damage to property and the number of people injured or killed. The PDA is used to justify requests for gubernatorial and presidential disaster declarations.

PDAs may be accomplished simultaneously with the windshield survey if it appears that state or federal assistance may be required and data is needed to support a formal "disaster declaration" by the Governor and the President. A quick but accurate assessment of disaster damages, costs, and impacts to the area will be needed.

The EOC Damage Assessment and Situation Unit staff (Planning Section) is responsible for compiling the necessary information regarding the loss of life,

injuries, and general property damage. Damage assessment information will be gathered from local units of government, including special districts such as fire, water, and other utilities, as well as the incorporated cities. PDAs consist of gathering preliminary estimates in dollars, and general descriptions of the location, nature, and severity of the damage sustained by the public and private sectors. The following further defines the value of and actions associated with the PDA:

1. To support claims for public and private property losses under state and federal disaster recovery programs, Kitsap County, the cities, special purpose districts, and other response agencies conduct an assessment of damage to both the public and private sector and submit reports to EMD to begin the process of requesting a Presidential disaster declaration.
2. PDAs should be conducted by qualified local inspectors representing both the public and private sectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies.

Depending on the size and complexity of the incident, the PDA process may be coordinated through the DEM office if the EOC is not activated.

3. Phase Three – Building Inspection Damage Assessment (BIDA)

This is a more thorough, professional evaluation of individual building safety and habitability. It is conducted by local building officials or licensed engineers, and may take several weeks to months to complete. This process may be coordinated through the DEM office if the EOC is not activated.

4. Priorities

This plan identifies which facilities, services, and/or infrastructure should be included during RA and PDA phase after an event. The distinction is whether they are “critical” to responding to an emergency or disaster (i.e., life safety, property and environmental protection), or if they are “essential” to the continued delivery of key government services, or may significantly impact the public’s ability to recover from the emergency.

For those identified as critical or essential, the facility or infrastructure is given a priority rating of 1 or 2. If determined not to be a critical or essential structure, but one that would need to be assessed, the facility is listed as a Priority 3. The priority ratings are used in determining the order in which it will be assessed.

Priorities are identified as listed below:

1. Priority 1 – Critical to response and recovery activities. (These are rated as a Priority 1 because law, fire, hospitals, and public works cannot respond if their own facilities and equipment are damaged.) This includes the

“critical” transportation infrastructure system. If responders do not know which routes are open, they will be unable to respond effectively. Priority-1 facilities are assessed during the first 30 minutes following an incident, with Responder agents self reporting directly to the EOC or to CenCom for life safety issues. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any method available to an Area Command Center. Priority 1 facilities include:

- a) Critical Response Agencies and Facilities
 - Emergency Operation Centers (Cities, County, ARC)
 - CenCom
 - Fire Stations and/or Area Command Centers
 - Government Administration Building (Courthouse, City Hall, etc.)
 - Hospitals
 - Police Stations
 - Public Works Facilities
 - b) Transportation Routes – Primary (emergency routes for life safety)
 - Bridges or Overpasses
 - Roadways – City, County, & State
 - Airports
 - Ferries
 - Marinas (Larger)
 - Ports (Larger)
2. Priority 2 – Related to life-safety and lifeline services (these are medical facilities (other than hospitals), high occupancy structures/locations, at-risk populations, schools and essential lifelines – utilities). These facilities are not always occupied and may not be assessed during the RA phase if the disaster occurs when the buildings are not occupied (i.e. nights and weekends). Priority 2 facilities are assessed immediately following the RA of Priority 1’s and may either self report directly to the EOC or be assessed by law, public works, and/or other response agencies. Priority 2 facilities are normally assessed within the first 3 hours following a disaster, if feasible. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any communication method available. Some Priority 2 facilities may be assessed at the same time as the Priority 1 facilities if their geographical location allows. Locations with high density or at risk populations are Priority 2 facilities due to residential special needs possibilities, high numbers of residents and minimal unit storage space for supplies that promote self sustainability. Priority 2 facilities include:
- a) Schools (if incident occurs during school hours)

- Public
 - Private
- b) Institutional Occupancy Facilities
- Alzheimer’s & Dementia Care Facility
 - Assisted Living Facilities
 - Correctional Facilities (adult and juvenile)
 - Retirement Centers
 - Senior Apartment Complexes
 - Skilled Nursing Homes
- c) Medical Facilities
- Clinics
 - Mental Health Providers
 - Urgent Care Facilities
- d) Assembly & High Occupancy Facilities
- Apartments & Condominium complexes
 - Community Centers
 - Designated Shelters (on file with KC DEM)
 - Government Buildings (Libraries, Fairgrounds, Pavilion, etc.)
 - High Rise Facilities
 - Senior Citizen’s Centers
 - Shopping Malls
 - Theaters
- e) Essential Lifeline – Utilities
- Electric Providers
 - Gas Providers
 - Sewer Providers
 - Telephone Providers
 - Wastewater Treatment Plants
 - Water Providers
3. Priority 3 – These are facilities essential to the continued delivery of key services, including those which have the potential to significantly impact the public’s ability to recover from the emergency. Priority 3 facilities are assessed immediately following the assessment of Priority 1 and 2 facilities. Some Priority 3 facilities may be assessed at the same time as the Priority 1 and 2 facilities if their geographical location allows. Priority 3 facilities may self assess or be assessed by law and/or public works personnel. Assessment of Priority 3 facilities may take several days to assess and should not be called in to the EOC within the first 3 hours of the event, depending on the type of incident and extent of damage. Priority 3 facilities include:

- a) Community Resource Providers:
 - Cab Companies
 - Community Centers
 - Feeding Sites
 - Food Banks
 - Gasoline Stations
 - Grocery Stores
 - Hardware Stores
 - Newspapers (Bremerton Sun and other local papers)
 - Pharmacies
 - Rent-a-Centers
 - Restaurants

- b) Public Service Providers
 - American Red Cross
 - Kitsap Consolidated Housing Authority
 - Kitsap Transit
 - Salvation Army
 - St Vincent DePaul

- c) Businesses

- d) Transportation Routes – Secondary

- e) High Risk HAZMAT Locations
 - TIER II Reporters

- f) High Risk Construction
 - Un-reinforced Masonry Buildings

5. Reporting Process and Requirements

1. Rapid Assessment

All Priority 1 facilities identified on Appendix C, Priority Facilities, Services, and Infrastructure Listing will self-report during normal work hours or if the building is occupied. DEM will coordinate the assessment of facilities that are not open or occupied when the incident occurs, as appropriate. Priority 1 and 2 facilities may be moved to Priority 3 if the facilities is closed or not occupied (i.e. schools during off hours and weekends, malls during the night, etc.).

Employees and/or volunteers of the County, cities, special purpose districts, and other response agencies will be issued simplified RA forms with priority facilities, services, and infrastructure prior to an emergency

or disaster. These forms will be used to collect information during an emergency or disaster, and will then be submitted directly to the EOC or CenCom utilizing the most effective communication method available.

Participating Community Resources, as identified in Section IV – Organization and Responsibilities, will similarly report their findings to their respective dispatch or base facilities which will submit the information directly to the EOC using the most effective communication method available at the time.

2. Preliminary Damage Assessment

Priority 3 facilities can report directly to the EOC, the nearest fire station, or may be assessed by a Damage Assessment Team or other response agency. Assessment may occur simultaneously with RA, immediately following RA, or several weeks following the disaster.

Public agencies, businesses, and individuals have different reporting processes as identified below:

a) Public Agencies

The affected jurisdictions must report disaster damage to their local city/county emergency management agency, which in turn documents the information on specified forms and sends it to the EMD for analysis.

The Governor only has 30 days from the date of the incident to ask for a major disaster declaration. Consequently, you must get damage information to Washington State Emergency Management Division as soon as possible. Before the state can request a Presidential Disaster Declaration, a Preliminary Damage Assessment must be completed.

At the onset of a disaster, state agencies and county emergency management offices are requested to complete an initial assessment of the damage sustained by the affected public agencies in their jurisdictions.

DEM will coordinate the data collection for Kitsap County.

To prepare the initial assessment, each public agency is asked to complete a Preliminary Damage Assessment Estimates - Site/Category (PA-2) form for each category/type of damage caused by the disaster. The cost estimates from each Category

form will be summarized on the Preliminary Damage Assessment Summary (PA-1).

The intent of the forms is to depict the magnitude, impact, dollar damage, and what action is going to be taken to resolve the situation. Local agencies will forward the worksheets and summary forms to the county emergency management office for coordination.

DEM will forward the countywide information to Washington State Emergency Management Division, Public Assistance Program. The completion of these forms will help determine whether a formal Preliminary Damage Assessment should be pursued.

If it is determined that a formal Preliminary Damage Assessment should be pursued, federal/state Preliminary Damage Assessment teams will schedule visits with DEM to coordinate a more formal assessment within the county.

b) Individual Assistance – Residences and Businesses

The affected public must report disaster damage to their local city/county emergency management agency, which in turn documents the information on specified forms and sends it to the Washington State Department of Emergency Management for analysis.

The Governor has only 30 days from the date of the incident to ask for a major disaster declaration. Consequently, you must get damage information to the state as soon as possible. Before the state can request a major disaster, a Preliminary Damage Assessment must be completed.

3. Building Inspections

Building inspections will be coordinated through DEM until such time as facility owners are coordinating directly with the State and/or FEMA.

6. KC EOC Damage Assessment Unit Staffing

At least two personnel within the EOC will be assigned to the Damage Assessment Unit within the Planning Section and equipped with computers, phones, and appropriate radios to collect and coordinate damage assessment information.

At least one GIS personnel within the EOC will be assigned to the Damage Assessment Unit within the Planning Section and equipped with the appropriate computer to assist in collection and dissemination of damage assessment information.

Additionally, city EOC will provide appropriate staff in their Planning Sections to perform damage assessment within their respective city. This information will be coordinated with the KC EOC, as appropriate.

7. Use of Damage Assessment Data

There are several important uses of the information gathered during the RA process. Initially, the on-scene Incident Commander (IC) uses the information gathered to make initial planning and strategy decisions. Once the EOC has been activated and coordination and policy staff have gathered, they use the information to assess the situation, make policy determinations, and formulate effective and realistic goals. At all levels, relevant and accurate information is essential for effective decision making.

Information gathered during the RA and the PDA processes will be collated for submission to Washington State Emergency Management Division in support of the request for a Governor or Presidential Disaster Declaration.

VI. ADMINISTRATION & LOGISTICS

This section addresses management of resources, general support requirements, and availability of services to support and establish policies for obtaining and using facilities, materials, services, and other requirements for damage assessment.

1. Administration

1. Forms and Records Retention

Field reporting forms and all necessary State and Federal disaster reporting forms and guidance are located in the EOC and distributed as necessary. Copies of all documentation must be retained for record-keeping purposes.

2. Damage Assessment Teams

It is important to obtain assessment of victim needs and community impacts after a damaging disaster incident. The RA phase is designed to make critical assessment of life safety issues so that responders can be quickly dispatched to the disaster. As the need arises, Damage Assessment Teams (DAT) can be formed and dispatched to the disaster area to provide assistance in assessing the damage. These teams are designed to support,

not replace, existing efforts of other political subdivisions, such as cities, towns, fire and other special purpose districts, including, but not limited to: schools, water, sewer, and library, etc. These teams are in no way designed to provide life safety response activities.

In general, Damage Assessment Teams will consist primarily of local government employees and members of non-profit organizations, such as the American Red Cross. When necessary, non-government personnel from the fields of engineering, construction, property evaluation, and related fields can supplement the team. Each team will have a designated leader who will report to the Damage Assessment Unit Leader in the EOC.

Damage Assessment Teams may include representatives from the following department or agencies:

- a) Fire Agencies
- b) Law Agencies
- c) Planning and Engineering
- d) Public and Private Utilities
- e) Public Works
- f) Tax Assessor's Office

3. Training

The successful implementation of this Plan is heavily dependent upon adequate and effective training. The training will assume a "hands on" approach, with emphasis on participation in drills and exercise following initial training. It will also include frequent refresher training to maintain skill levels.

DEM is responsible for the coordination of training for those participating in the damage assessment process. Participating agencies are responsible for ensuring their employees participate in the appropriate training.

4. Communication Systems

The Communications Section Chief in the EOC will coordinate efforts to ensure that mobile communications equipment is available for Damage Assessment Teams, as feasible. All local government units with mobile communications capabilities will provide back-up communications for damage survey teams as resources allow.

5. Agreements and Understandings between Local Government and Private Organizations

Records will be kept of all arrangements to use non-government personnel

to perform damage assessment functions.

6. Release of Information

All damage reports and assessment are public documents and are discoverable under Public Disclosure. Copies will be made available to citizens who request them. Public Disclosure procedures have been established within the RCW which set forth the requirements and guidelines for the review of these documents by private citizens. Care should be given with respect to the disbursement of private citizen information.

2. Logistics

1. Depending upon the actual severity of the damage from the incident, it may be difficult to get personnel with damage assessment responsibility to their area of responsibility.
2. Equipment that is essential to the implementation of this Plan is largely in place, and can be made available without significant expense.
3. CENCOM will allocate at least one channel, with dispatch personnel, for use in damage assessment during Phase One – Rapid Damage Assessment.
4. Fire Stations shall be made available for use as meeting points, data collection centers, and backup communications dependent on the severity of the event.
5. Public service radio systems (other than fire/law) may need to allocate channels with dispatch personnel for damage assessment information during the initial response.
6. Public service vehicles with on-duty personnel will be deployed to cover assigned areas of the County as quickly as possible immediately following the incident to conduct RA.
7. Leadership from each jurisdiction must ensure that all public service vehicles have the appropriate sector maps, priority 1 and 2 critical response agencies, facilities and transportation routes.
8. Leadership from each jurisdiction must ensure that all public service personnel are adequately trained to their response role for executing the Rapid Assessment and Preliminary Damage Assessment phases of the Damage Assessment Plan.
9. Public utility vehicles may also be deployed to assigned sections of the

County as quickly as possible immediately following the incident, or during the incident if appropriate.

VII. IMPLEMENTATION AND ACTIVATION

1. When an incident has occurred that reasonably appears to have the potential of exceeding the response capability of the County, this Plan shall be activated by any one of the following: the DEM Director, Operations Program Coordinator, Duty Officer, CenCom Supervisor, or a fire/law agency.
2. Activation of this Plan will be immediately announced by CENCOM to all police and fire agencies. DEM will notify public works departments, utility providers, special purpose districts, Kitsap Transit, and other response agencies of Plan activation. Self activation will take place in the occurrence of a major earthquake.
3. RA shall occur during the first three hours of an incident, during which time a reasonably complete picture of the nature, scope, and magnitude of the incident will be obtained.
4. During RA, the priorities shall be altered in order to accomplish the most good, for the most number, with the least resources, in the least time (even though this may result in delaying service/treatment/response to individual citizens/facilities).
5. Law enforcement, public works and utility departments, as well as other first response agencies will give first priority to the accomplishment of their respective RA roles immediately following the emergency or disaster, subject to the following considerations:
 1. Situations involving immediate and serious risk of danger to the public.
 2. The Incident Commander (IC) shall remain in ultimate control of the incident, and DEM shall remain in control of the RA process.
 3. Once activated, RA procedures shall remain in effect until terminated by the IC/DEM. Termination shall be based upon the determination that the incident is, in fact, not of sufficient scope to exceed the available capabilities of the county or at such time as the RA is completed and we have transitioned to the PDA.
6. Once it has become clear to the EOC that RA has been completed, CenCom shall announce to all fire and law enforcement agencies the completion of the RA. DEM will notify other agencies of the completion of the RA. Upon completion of RA, the prioritization stated above shall cease and each department shall revert to its usual emergency operations priority system.
7. PDA will begin immediately following RA. In some cases, PDA may be started

prior to RA ending, and may take up to 7 days to complete.

8. Building Inspection Damage Assessment (BIDA) will begin after the PDA have been completed, and may take several months to complete.
9. DEM shall have the responsibility for conducting, with active cooperation and participation of all appropriate county and city agencies, training, drills, and exercises designed to successfully implement and fully test and evaluate the efficacy of this Plan.

VIII. AUTHORITIES AND REFERENCES

1. Authorities:

This Plan is authorized and adopted pursuant to, and under the authority of RCW 38.52 enacted by Washington State Legislature and other County and City ordinances.

2. References

1. *Federal Emergency Management Agency. Community Disaster Loan Handbook* - Pursuant to P.L. 93-288. DR & R-5, Washington: FEMA, January 1981.
2. *Federal Emergency Management Agency. Digest of Federal Disaster Assistance Programs*. DR & R-9, Washington: FEMA, June 1980.
3. *Federal Emergency Management Agency. Eligibility Handbook* - Pursuant to P.L.93-288. DR & R-2, Washington: FEMA, July 1981.

IX. PLAN DEVELOPMENT AND MAINTENANCE

DEM, in coordination with other participating agencies, will be responsible for the development and maintenance of the Damage Assessment Plan.

X. APPENDICES

1. Rapid Assessment
2. Preliminary Damage Assessment
3. Building Inspection Damage Assessment
4. Forms (Diagrams, Maps, Facility Lists)