



Damage Assessment Annex

Primary Agency:	Clermont County EMA
Support Agencies:	American Red Cross Clermont County Auditor Clermont County Building Department Clermont County Community and Economic Development Clermont County Engineer's Office Clermont County Public Health Local Fire Departments Local Law Enforcement Private Utility Companies

I. Purpose, Scope, Situation, Assumptions

A. Purpose

This annex is intended to provide a framework for a coordinated effort to assess damage to infrastructure, public property, and private property in the County following a natural, technological or human-caused disaster. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to meet those needs.

B. Scope

Following a disaster, damage assessment provides information to:

- Identify the type, scope and severity of the event
- Gather situational awareness
- Plan for additional resource needs
- Initiate local, state, and/or federal disaster declaration process
- Provide emergency public information
- Identify potential hazard mitigation projects

Damage assessment produces quantitative data regarding:

- Degree of damage to the private sector which includes assistance needs of disaster survivors and businesses. This is referred to as Individual Assistance (IA).
- Public sector costs for damage to infrastructure and the cost associated with emergency response, emergency protective actions and debris management. Commonly referred to as Public Assistance (PA).

C. Situation Overview

The potential exists for the County to be affected by natural, technological and human-caused disasters that could cause loss of life and damage to property and the environment. A planned damage assessment process has been developed to provide essential information for response and recovery operations.

D. Assumptions

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends.

- A timely and accurate assessment of damage to public and private property is a vital concern for the local municipalities and the County and will have direct impact on the execution of recovery efforts.
- EMA will work with the local government entities to coordinate the countywide damage assessment process.

Rapid Damage Assessment

An initial needs assessment will be compiled by the EMA/EOC. This will include information from all available resources (Communication Centers CAD reports, fire departments, law enforcement, public works, etc.) and preliminary information from damage assessment teams. The preliminary damage information should be compiled and submitted to the Ohio EMA Regional Supervisor and the Ohio EMA Watch Office within 12 hours of the incident. Tab 1 provides the Ohio EMA Situation Report.

Detailed Damage Assessment

A detailed damage assessment survey provides specific information on the severity and magnitude of the disaster. The detailed report should be compiled within the 72 hours of the event, or as soon as the impacted area is safe to assess. This report will serve as the primary means to provide information to the Ohio EMA and to request State and Federal financial assistance.

Damage assessment covers two broad categories: public damage and private damage.

Private Damage - includes residential and business impacts

- The Building Department will be the lead agency for assessing damage to private property covered under the Ohio Building Code and Residential Code of Ohio.
- EMA, in conjunction with the impacted jurisdiction, will assess manufactured homes/mobile homes built to HUD standards that are not covered by the Ohio Building Code.
- The collection of residential and business impacts is referred to as Individual Assistance (IA).

Public Damage – includes government and certain private non-profit organization impacts

The impacted jurisdiction (city, township, village, and/or county) and certain private non-profits will be responsible for:

- Assessing damage to public structures
- Maintaining proper documentation of disaster expenditures
- Gathering anticipated recovery costs for impacted public infrastructure.
- Completing the Ohio Public Assistance Damage Assessment Form (Tab 2) and submitting the form to EMA within 72 hours of the event or as soon as reasonably possible.

II. Concept of Operations

The damage assessment process generally occurs in three phases:

A. Rapid Damage Assessment

Rapid damage assessment provides immediate, informal reporting of emergency conditions upon which response decisions are made for the protection of life and property. This information may be gathered through first responders, communication center reports, National Weather Service (NWS), media reports, the public, and social media posts. EMA will coordinate with the impacted jurisdiction(s) to collect damage assessment information through the following means:

- Rapid Damage Assessment Form
- Survey 123 Rapid Damage Assessment survey - <https://survey123.arcgis.com/share/9da5cfcaf304470a52f79bcc2ed1dc0>
- Communication Center CAD reports

This information will assist with determining if the EOC should be activated and what additional resources and support are needed. Tab 3 provides additional guidance on the rapid assessment data collection process.

B. Individual Assistance (IA) Damage Assessment

The IA damage assessment process generally occurs 24-72 hours after the event has ended.

This process estimates:

- Number of persons displaced and in need of housing
- Number of persons in shelters
- Number of persons injured
- Number of verified fatalities
- Number, and degree of structural loss of private property damage (single-family homes, multi-family homes, mobile homes, condominiums, apartments, businesses, and agricultural).

The degree of structural loss is evaluated on 4 criteria:

- **Destroyed:** total loss, permanently uninhabitable
- **Major:** Significant structural damage, requires extensive repairs
- **Minor:** damage to non-structural components, requires minimal repairs
- **Affected:** cosmetic damage, no damage to structural components

Tab 4 – Quick Reference Guide to IA Preliminary Damage Assessment and Tab 5 – Depth Damage Field Estimate provide visual guides for completing the structural loss determination. The IA damage assessment process also assesses unemployment estimates due to business closures, insurance coverage, unique community challenges, and the unmet needs of the survivors.

A team of Building Inspectors have been trained to complete the IA assessment. Tab 6 provides the County's Damage Assessment Worksheet.

Depending on the scope and severity of the event, additional subject matter experts may be incorporated into the DA process to include:

- Public Health
- County Engineer / Local Service Department
- County Auditor
- American Red Cross
- Utility Company
- Fire Department Inspectors
- Law Enforcement
- Other trained volunteers

The Building Department will assign a staff member to compile the damage assessment surveys. Utilizing the County Auditors' System, the Building Department staff will calculate the estimated monetary damages. The County GIS Staff will map out damage by property number and provide updated maps to EOC staff.

The Building Department Director will provide updates to the EMA Director, County Administrator, and County Commissioners at designated intervals. All maps, logs, tabulations, and other appropriate information will be maintained by the Building Department EOC Staff.

Once the final report is completed, it is submitted to the EMA Director, EOC Director, or designee for approval. The final report is then submitted to the Ohio EMA by e-mail to: EMAWatch@dps.ohio.gov.

C. Public Assistance (PA) Damage Assessment

The PA damage assessment evaluates the impact on eligible public entities:

Cities	Villages	Special Districts
Counties	Certain Private Non-Profits	State Agencies
Townships	Schools	State Universities

The PA damage assessment process captures the actual costs incurred to date and the estimated costs to complete response and recovery operations in 7 categories:

Category A: Debris Removal

To be eligible, debris removal must be necessary to eliminate immediate threats to lives, public health, and safety.

Potentially eligible activities include the clearance of:

- Trees and woody debris
- Building materials and contents
- Sand, mud, silt, and gravel
- Wreckage caused by emergency protective actions
- Other disaster related wreckage

Category B: Emergency Protective Actions

Emergency protective actions include all activities taken by a jurisdiction before, during and following a disaster that are necessary to eliminate or reduce the threat to life, public health, or safety. Eligible activities include:

- Public warning
- Emergency response (e.g., search and rescue, emergency medical, etc.)
- Security
- Mass care and shelter operations
- Food, water and ice distribution
- Protective actions such as sandbagging, barricades, signage, etc.
- EOC activation

Category C: Road Systems

Category C includes roadways, bridges, culverts, sidewalks, curbs, traffic signals/signs, ditches and embankment failures that are impacting the road system. Eligible items include surfaces, bases, shoulders, ditches, drainage structures, low water crossings, decking and pavement, piers, girders, abutments, slope protection, and approaches.

Category D: Water Control Facilities

Category D includes costs to repair flood control, drainage, and irrigation facilities that are owned, operated, controlled or maintained by a local unit of government and received damage due to the disaster. Eligible activities include channel alignment, recreation, navigation, land reclamation, fish and wildlife habitat, interior drainage or irrigation, erosion prevention, and flood control.

Category E: Building and Equipment

Category E includes costs to repair or replace destroyed or damaged buildings, contents, equipment and vehicles.

Category F: Utilities

Category F includes emergency repairs and/or permanent replacement of utilities and utilities systems. Utilities includes water treatment plants and delivery systems; power generation and distribution facilities (i.e. natural gas systems, wind turbines, generators, substations and power lines); sewage collection systems and treatment plants; and communication systems.

Category G: Parks, Recreational and Other

Category G includes costs to repair public parks, recreational and other facilities that impact a community's ability to respond and recover after a disaster.

The PA process also captures secondary impacts such as:

- Loss of tax base
- Affected government's financial ability to recover
- Lack of resources available to meet the needs of the private sector
- Economic condition of the community
- Substantial loss of publicly owned utilities that could create hardship for community

III. Organization and Assignment of Responsibilities**A. Emergency Management Agency**

The Clermont County EMA Director or designee, in coordination with the BCC, coordinates with local, state and federal officials to compile damage assessment information.

Responsibilities:

- Gather situational awareness and rapid damage assessment information from public safety agencies
- Establish a point of contact with affected jurisdiction(s) and establish a process/schedule for damage assessment data collection
- Activate and coordinate damage assessment teams to assess manufactured structures that are not covered under the Ohio Building Code
- Coordinate with the Building Department and GIS to establish the process/schedule for IA damage assessment.
- Provide updated disaster information to county and state officials
- Coordinate with the County Public Information Officer to keep the public informed of hazardous conditions.
- Prepare official damage assessment reports

B. American Red Cross

- Conduct damage assessment to identify individuals and families in need of emergency assistance.

C. Building Department

- Maintain a roster of building inspectors that are trained to complete the IA damage assessment
- Provide clerical staff to the EOC to receive, log and track damage assessment information
- Coordinate with Geographical Information Systems (GIS) to plot damaged structures.

D. Communication Centers (Dispatch)

- Provide situational awareness on impacted structures and facilities.

E. Fire Service Agencies

- Coordinate with damage assessment teams and utility companies on utility shut-offs and structural assessments
- Gather information on the number of injuries sustained due to the event
- Assist with the rapid damage assessment process to identify areas of with greatest severity

F. Finance, Budget, and Purchasing (All jurisdictions)

- Maintain records of financial transactions, personnel hours and purchases that deviate from normal procedures during a disaster.
- Establish and maintain a separate account of expenditures for the disaster
- Provide technical assistance to local communities on the PA process

G. Law Enforcement

- Assist with the rapid damage assessment process to identify areas of with greatest impacts
- Gather information on the number of fatalities
- Coordinate security for damage assessment teams and utility companies, if necessary.

H. Office of Environmental Quality / Adams-Clermont Solid Waste District

- Assess debris removal needs and coordinate debris management plan

I. Public Health

- Assessment of health hazards from damage to water distribution and sewage collection systems.
- Food and water inspection.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and sanitation.
- Coordination of insect and rodent control.
- Sanitation inspection/enforcement.

J. Public Works (County Engineer, ODOT & Jurisdictional Road Departments)

- Coordination assessment of public facilities, roads and bridges.

K. Utilities (Gas/Electric, Telecommunications, & Water/Wastewater)

- Coordinate assessment of utilities and estimate restoration timeframe

IV. Direction, Control, and Coordination**A. Mitigation**

- Establish damage assessment teams and training program
- Develop and enforce building codes and land-use regulations
- Identify potential hazard and develop mitigation actions to reduce or eliminate risk
- Develop public education programs to alert citizens of the need for flood insurance

B. Preparedness

- Select and train damage assessment team
- Maintain pre-disaster maps
- Conduct damage assessment exercises
- Review process and forms for reporting to local, state and federal entities
- Identify the types of assistance that may be available and the process for obtaining them

C. Response

- Activate and coordinate damage assessment teams
- Collect damage information and maintain record of damage reports
- Provide public information on response efforts and safety concerns
- Document emergency work performed
- Identify a liaison to assist local jurisdictions with compiling documentation
- Local jurisdictions will direct operations within their own boundaries and share information with the County EOC.

D. Recovery

- Summarize damage assessment reports
- Monitor restoration activities
- Review building codes and land-use regulations for possible improvements

VII. Administration, Finance, and Logistics

- Rapid damage assessment information will be comprised of verbal, written, and electronic reports from first responders to the incident. This information will be compiled into the Initial Situation Report that will be submitted to Ohio EMA within the first 12 hours of the incident. This information will be sent to the Ohio EMA Watch Office (EMAWatch@dps.ohio.gov; phone: 614.799.6500; fax: 614-799-3885 and the Southwest Ohio Regional Supervisor. See Tab 3 for additional details on the rapid damage assessment process.
- The Building Department Inspectors may complete on-site surveys using the Damage Assessment Worksheet (Tab 6). The forms will be provided to the designated Building Department Official.
- EMA will coordinate with the impacted jurisdiction(s) to complete Public Assistance Damage Assessment Forms (Tab 2). This information should be submitted within 72 hours after the incident. The Public Assistance Damage Assessment Form is needed when making a request for State and Federal financial assistance. This information should be sent to the Ohio EMA Watch Office (EMAWatch@dps.ohio.gov; phone: 614.799.6500; fax: 614-799-3885) and the Southwest Ohio Regional Supervisor.
- GIS should prepare maps showing the affected areas and structures.
- Each jurisdiction, agency, and department should maintain accurate records and receipts for all expenses incurred during the response and recovery operations as a means of supporting assistance requests and to substantiate and justify additional assistance requests that may develop. Documentation includes:
 - Activity logs for personnel and equipment
 - Assessment forms and reports
 - Requests and declarations
 - Detailed accounting of emergency fiscal expenditures

VIII. Plan Development and Maintenance

EMA has the responsibility to work with local jurisdictions, non-governmental organizations, and the state to update, revise and maintain the EOP. This annex will be reviewed annually.

IX. Additional Resources

- FEMA, A Guide to the Disaster Declaration Process and Federal Disaster Assistance.
https://www.fema.gov/pdf/rrr/dec_proc.pdf
- FEMA, Damage Assessment Operations Manual: A Guide to Assessing Damage and Impact (April 5, 2016).
https://www.fema.gov/sites/default/files/2020-07/Damage_Assessment_Manual_April62016.pdf

- FEMA, Preliminary Damage Assessment Guide (August 2021).
https://www.fema.gov/sites/default/files/documents/fema_2021-pda-guide.pdf
- FEMA, Public Assistance Program and Policy Guide (FP 104-009-02) (June 1, 2020).
https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf
- Ohio EMA, Assistance Toolbox [https://ema.ohio.gov/Recovery DAToolbox.aspx](https://ema.ohio.gov/Recovery_DAToolbox.aspx)
- Ohio EMA, Individual Assistance Program [https://ema.ohio.gov/Recovery IA.aspx](https://ema.ohio.gov/Recovery_IA.aspx)
- Ohio EMA, Public Assistance Program. [https://ema.ohio.gov/Recovery PAGrantProgram.aspx](https://ema.ohio.gov/Recovery_PAGrantProgram.aspx)
- Ohio EMA, State Disaster Relief Program (October 1, 2021).
https://ema.ohio.gov/Documents/PublicAssistance/SDRP_2021.pdf

X. Authentication


Pam Haverkos

Pam Haverkos, Clermont County EMA

1/17/25

Date

Tab 1: Ohio EMA Situation Report

	Emergency Management Agency 2855 West Dublin-Granville Road Columbus, Ohio 43235-2206 (614) 799-6500 WATCH www.ema.ohio.gov	Incident Report Form	
		FAX TO: 614-799-3885 E-MAIL: emawatch@dps.ohio.gov	
County:	Choose an item.	Iteration:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
		No Reportable Issues <input type="checkbox"/>	No Change Since Last Report <input type="checkbox"/>

For Additional Information Contact (Local Contact):	Name / Title:	Click here to enter text. / Click here to enter text.
	Phone	Click here to enter text.
	E-Mail:	Click here to enter text.

Report Submitted By: (If Different Than Above)	Click here to enter text.
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Incident:	Choose an item.		
Date / Time of Call:	Click here to enter a date. / Click here to enter text.		
Date / Time of Incident:	Click here to enter a date. / Click here to enter text.		
Incident Location: (Address)	Click here to enter text.		
Incident Status:	Choose an item.	Incident Trend:	Choose an item.
EAS Activated:	Choose an item.		
Incident Summary: (Include Local Response)	Click here to enter text.		

DECLARATIONS:	County Declaration:	Choose an item.
	Local Declaration: (List Municipalities)	Click here to enter text.

County EOC Information:	Status	Choose an item.
	Open Beyond Normal Hours?:	<input type="checkbox"/>
	Hours	OPEN: 00:00 CLOSE: 00:00
	24 Hour?	<input type="checkbox"/>

Population Impacts	Impact	Yes/No	Number and Details	Unknown #
	Fatalities:	Choose an item.	Click here to enter text.	<input type="checkbox"/>
	Injuries:	Choose an item.	Click here to enter text.	<input type="checkbox"/>
	Evacuated:	Choose an item.	Click here to enter text.	<input type="checkbox"/>
	Rescues:	Choose an item.	Click here to enter text.	<input type="checkbox"/>
	Missing:	Choose an item.	Click here to enter text.	<input type="checkbox"/>

Incident Shelter Information:					Services Provided			
	Shelter Name / Location	Coordinating Agency	Status	Population / # Receiving Services	Temperature	Feeding	Power	Overnight
	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Utility Impacts:	Impacted Utilities		Details / Comments
	<input type="checkbox"/>	Electric	Click here to enter text.
	<input type="checkbox"/>	Gas	Click here to enter text.
	<input type="checkbox"/>	Water	Click here to enter text.
	<input type="checkbox"/>	Waste Water	Click here to enter text.
	<input type="checkbox"/>	Communications	Click here to enter text.
	<input type="checkbox"/>	CI/KR Impacts:	Click here to enter text.

Transportation Impacts:	Road Closures	<input type="checkbox"/> State	Click here to enter text.
		<input type="checkbox"/> County	Click here to enter text.
		<input type="checkbox"/> Municipal	Click here to enter text.
		<input type="checkbox"/> Township	Click here to enter text.
	Snow Emergency Levels	Choose an item.	Click here to enter text.

Duty Officer / Call Taker:	Click here to enter text.
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INFORMATION BELOW TO BE COMPLETED BY OPERATIONS PERSONNEL

State EOC Status:	Choose an item.		
State Assistance Requested / Provided:	Click here to enter text.		
Federal Assistance Requested / Provided:	Click here to enter text.		
Ohio EMA Contact:	Click here to enter text. /	Number:	Click here to enter text.

Tab 2: Ohio Public Assistance Damage Assessment Form

emawatch@dps.ohio.gov

Phone: 614-799-3665

OHIO EMERGENCY MANAGEMENT AGENCY

PUBLIC ASSISTANCE DAMAGE ASSESSMENT FORM (Rev. May 2016)

* COUNTIES CAN CONSOLIDATE DATA FOR ALL IMPACTED ENTITIES/JURISDICTIONS OR CAN PROVIDE INDIVIDUAL ASSESSMENTS PROVIDED

A. Name of Jurisdiction/Non-Profit Organization		B. Name of County	
C. Type of Disaster & Date of Occurrence		D. Area Primarily Affected (East, N.E., All)	
E. Contact Information			
Name: _____		Title: _____	
Email: _____		Phone: _____	
A. DEBRIS REMOVAL		E. BUILDINGS AND EQUIPMENT	
Public Roads	\$ _____	Public Buildings	\$ _____
Public Property	\$ _____	Building Contents	\$ _____
Other	\$ _____	Vehicles/Equipment	\$ _____
TOTAL	\$ _____	Insurance Yes or No (circle one); if Yes, Deductible Amount \$ _____	
	-	TOTAL LESS INSURANCE COVERAGE	\$ _____
B. EMERGENCY PROTECTIVE MEASURES		F. UTILITIES	
Response (Fire/Police)	\$ _____	Power transmission/distribution	\$ _____
Protective Measures (sandbagging, etc)	\$ _____	Water/Sewer Treatment Plants	\$ _____
Public Works (barricades, temporary repairs)	\$ _____	Sewers	\$ _____
Emergency Power (e.g. generators)	\$ _____	Other	\$ _____
Other	\$ _____	Insurance Yes or No (circle one); if Yes, Deductible Amount \$ _____	
TOTAL	\$ _____	TOTAL LESS INSURANCE COVERAGE	\$ _____
	-		-
C. ROADS AND BRIDGES		G. PARKS, RECREATIONAL AND OTHER	
Roads (surfaces, signals, embankment failures, etc)	\$ _____	Parks (shelter houses, playgrounds, etc.)	\$ _____
Bridges (damaged and destroyed)	\$ _____	Recreational (marinas, athletic facilities, etc.)	\$ _____
Culverts (damaged and destroyed)	\$ _____	Other	\$ _____
Access Problems YES or NO		Insurance Yes or No (circle one); if Yes, Deductible Amount \$ _____	
TOTAL	\$ _____	TOTAL LESS INSURANCE COVERAGE	\$ _____
	-		-
D. WATER CONTROL FACILITIES		H. CURRENT COMMUNITY BUDGET INFORMATION	
Dikes/Levees	\$ _____	1) Total Annual Budget	
Dams	\$ _____	2) Public Works/Road and Bridge Budget	
Drainage Channels	\$ _____	3) Date Fiscal Year Begins	
Other	\$ _____		
TOTAL	\$ _____		
	-		

GRAND TOTAL PUBLIC: \$ _____

A. Name of Jurisdiction/Non-Profit Organization	B. Name of County
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I. GENERAL SECTION:

<p>Explain road closures/detours.</p>
<p>Explain continued disruption of utility service.</p>
<p>What critical facilities are impacted and how? Critical facilities can include, water/wastewater facilities, power transmission/distribution, police, fire, etc.</p>
<p>Due to the estimated cost of the disaster, explain how the financial impact will impact scheduled maintenance and capital improvement projects.</p>
<p>Explain the work and costs related to other disasters you have had in the past 12 month period and the funding source that addressed the repairs. Are any repairs still ongoing?</p>
<p>Explain any mitigation measures undertaken that reduced the impact of this disaster. As examples, prior installation of a larger culvert lessened the damage to a road that is normally damaged during a flood or right of way tree maintenance reduced the damage to transmission/distribution lines, etc.</p>
<p>Have any essential governmental facilities been impacted that resulted in their temporary relocation? If yes, please provide what was relocated, where and for how long?</p>
<p>Please provide any other information that addresses the impact of the disaster on your community.</p>

Tab 3: Rapid Damage Assessment Data Collection

Rapid damage assessment provides immediate reporting of emergency conditions upon which response decisions are made for the protection of life and property. This information may be gathered through first responders, communication center reports, National Weather Service (NWS), media reports, the public, and social media posts. EMA will coordinate with the impacted jurisdiction(s) to collect damage assessment information through a variety of means:

- Rapid Damage Assessment Form
- Survey 123 Rapid Damage Assessment <https://survey123.arcgis.com/share/9da5cfcafb304470a52f79bcc2ed1dc0>
- Communication Center CAD reports

The information can be submitted to clermontema@clermontcountyohio.gov, faxed to 513.735.8546, relayed via phone at 513.732.7661.

Rapid Damage Assessment Form

Event Date:

Last Updated:

[illegible]

Survey 123 Rapid Damage Assessment

Damage assessment data can be entered in real-time using the Survey123 Rapid Damage Assessment tool. To access the survey, click this link - Survey 123 Rapid Damage Assessment <https://survey123.arcgis.com/share/9da5cfcafb304470a52f79bcc2ed1dc0>. The link should be accessible using any mobile device with internet connectivity.

The assessor will enter the following information:

- Date and Time the assessment was completed
- The jurisdiction/agency the assessor is affiliated.
- The assessors name
- The assessor's e-mail address
- The assessor's contact number

Rapid Damage Assessment

Following a major storm event, we need to capture the impact to property. We are requesting your assistance with gathering preliminary information. Please submit a response for each property/address that has been impacted.

Date & Time*

12/3/2024

12:20 PM

Jurisdiction/Agency*

Assessor's Name*

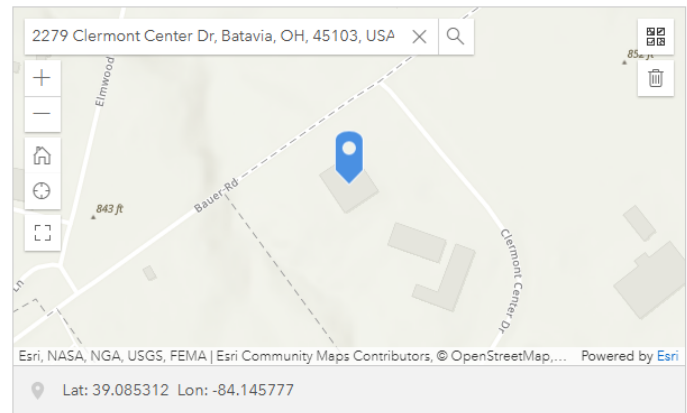
Assessor's E-mail*

Assessor's Contact Number*

- The address for the impacted structure. The assessor can enter the street address manually (including the city, state, and zip code) or utilize the map feature to pinpoint the correct location.
- Select the building type from the drop-down list
 - Single Family
 - Multi-Family
 - Apartment/Condo
 - Mobile Home
 - Business
 - Outbuilding
 - Agriculture
 - Other
- Select if the structure is rented or owner-occupied (if known).
- Select if the structure is insured (Yes/No/Unknown).
- Based on the visible condition of the outside of the structure, select the appropriate damage determination using the FEMA IA guidance in Tab 4.
 - Destroyed (total loss/not repairable)
 - Major (failure/partial failure of structural components; requires extensive repairs)
 - Minor – nonstructural damage
 - Affected – cosmetic damage; landscaping/trees not limiting access
 - None
- Provide a brief description of the damage.
- Upload photo of damage (max 3)
- Hit the submit button to close the record for that specific property.

Street Address

Include city, state, and zip

Location / Address:**Building Type***

Rent / Own

Insurance

Damage Determination*

Damage Description

Provide a brief description of damage (e.g. shingles missing; roof damage, windows broken, trees on roof; etc.)

Photos
 Drop image here or select image (maximum number of files allowed: 3)


Communication Center CAD Reports

Each communication center operates independently. Following a major incident, EMA will request a CAD report of any damage during the incident period. This would include: road impacts, wires down, utilities impacted, property damage, and miscellaneous reports that were caused by the disaster.

CAD Storm Report Sample

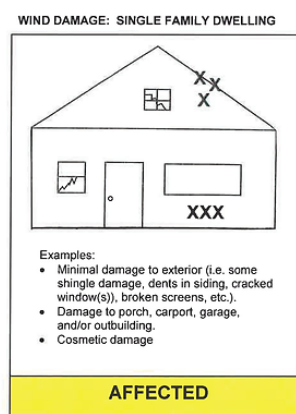
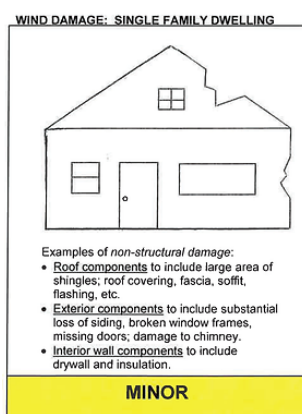
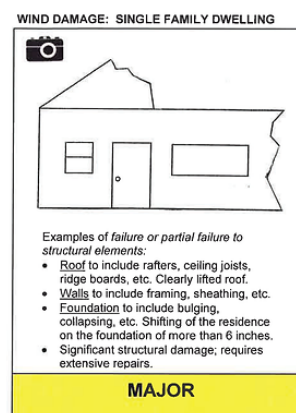
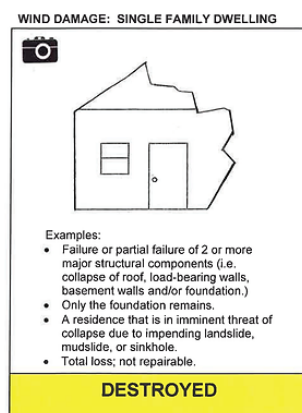
Incident Date	Incident Number	Incident	Location	Community	Comments
9/27/2024 2:59:56 PM	13CJF2400003570	FEMPRO	4307 GARY LN	13/BATAVIA TWP	TREE INTO HOUSE AND TRANSFORMER BLEW - WIRES INVOLVED CALLER BELIEVES HOUSE IS ABANDONED REQ BUILDING DEPT FOR TREE INTO ROOF W/ STRUCTURAL DAMAGE ALEX W/ BUILDING DEPT ADV ON ALL - WILL CALL THE RIGHT PERSON
9/27/2024 8:38:52 PM	13CJF2400003586	FEMPRO	4302 GARY LN	13/BATAVIA TWP	TREE ON HOUSE - HEAVY DAMAGE - NO INJURIES FD REQ PD REF RESD UNOCC
9/27/2024 4:31:53 PM	13GTF2400002213	FEMPRO	1738 PARKER RD	13/GOSHEN TWP	TREE ON THE RESD - EVAC COMPLETE REQ DUKE AND RED CROSS - RESD SPLIT IN HALF RED CROSS ADVSD REQ NOT BLDG DEPT BLDG DEPT NOT DUKE ADV TICKET 127 304962
9/27/2024 3:16:01 PM	13JTF2400000284	FEMPRO	3697 US50	13/JACKSON TWP	TREE ONTO HOME TOOK OUT HALF THE HOUSE. NO INJURIES / NO ENTRAPMENT LG TREE INTO A HOUSE Reopen: BLDG DEPT Reopen: . BUILDING DEPT NOT.
9/27/2024 4:47:12 PM	13MTF2400004735	FEMPRO	1184 TEAKWOOD DR	13/MIAMI TWP	TREE AND WIRES ONTO RESD AND VEH DISPO 0: TREE ON VEHICLE AND POWERLINES. POLE TO HOUSE. BLDG DEPT ADVSD Reopen: . DUKE ADV TICKET D7304288
9/27/2024 3:16:05 PM	13MTF2400004714	FELECT	1091 HEATHERSTONE WAY	13/MIAMI TWP	POWER LINE ON RESD - SPARKING ON THE SIDE OF THE HOUSE - NO ONE HOME POWER LINE TO HOME AT CONNECTION TO HOUSE IS DOWN. MAST CONNECTED ABOVE METER IS DOWN. LOW PRIORITY, HOME IS VACANT PER NEIGHBOR. CHF2605
9/27/2024 3:02:51 PM	13MRF2400000995	FEMPRO	2191 SR125	13/MONROE TWP	TREES DOWN ONTO TRAILER, NO INJS REQ DUKE RESPOND TO SHUT OFF POWER - REQ NOT BLDG DEPT BUILDING DEPT ADV THEY DO NOT HANDLE THE MHP DUKE ADV TICKET D7303356

Tab 4. Quick Reference Guide to IA Preliminary Damage Assessment

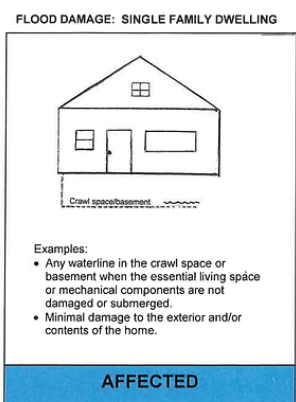
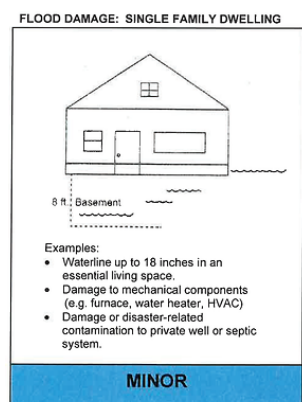
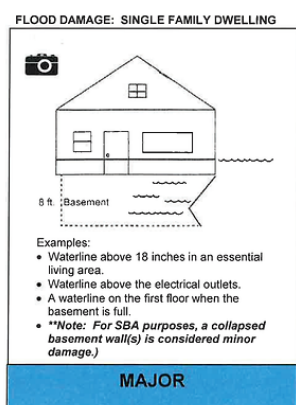
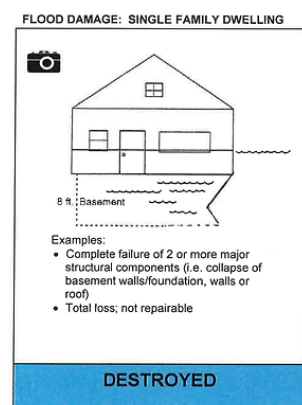
https://www.fema.gov/sites/default/files/documents/fema_2021-pda-pocket-guide.pdf (August 2021)

Conventionally Built Homes

Non-Flood Damage	
Affected	<ul style="list-style-type: none"> Cosmetic damage such as paint discoloration or loose siding. Minimal missing shingles or siding. Damage to an attached structure (e.g., porch, carport, garage, or outbuilding); gutters; screens; landscaping; retaining walls; or downed trees that do not affect access to the residence.
Minor	<ul style="list-style-type: none"> Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight). Nonstructural damage to the interior wall components to include drywall and insulation. Nonstructural damage to exterior components Multiple small vertical cracks in the foundation. Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence). Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.). Damage or disaster related contamination to a private well or septic system.
Major	<ul style="list-style-type: none"> Failure or partial failure of structural elements of the roof over essential living spaces, to include rafters, ceiling joists, ridge boards, etc. Failure or partial failure of structural elements of the walls, to include framing, etc. Failure or partial failure of foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches.
Destroyed	<ul style="list-style-type: none"> Only foundation remains. Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

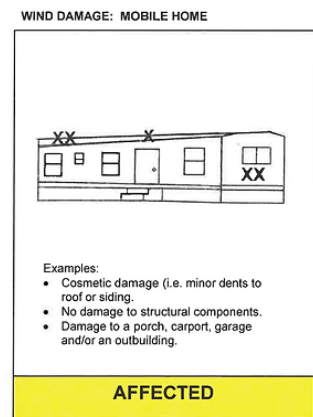
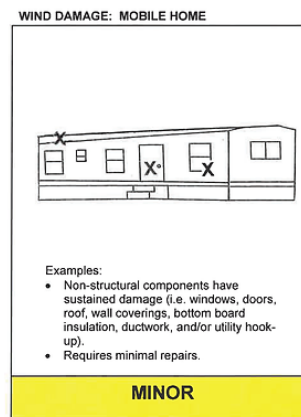
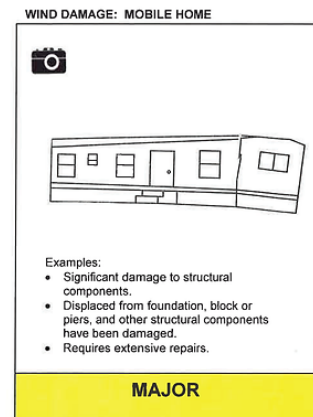
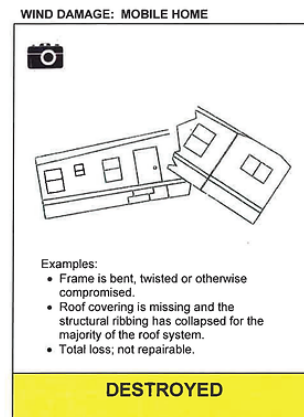


Flood Damage	
Affected	<ul style="list-style-type: none"> Any waterline in the crawl space or an unfinished basement when essential living space or mechanical components are not damaged or submerged. Damage to a porch, carport, garage, and/or an outbuilding, etc.
Minor	<ul style="list-style-type: none"> Waterline at 1 to 3 inches in an essential living space. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded. Any waterline in a finished basement.
Major	<ul style="list-style-type: none"> Waterline above 18 inches or the electrical outlets in an essential living space. Waterline on the first floor (regardless of depth) of a residence when basement is completely full. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: Duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded.
Destroyed	<ul style="list-style-type: none"> Waterline at the roofline or higher, or complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).

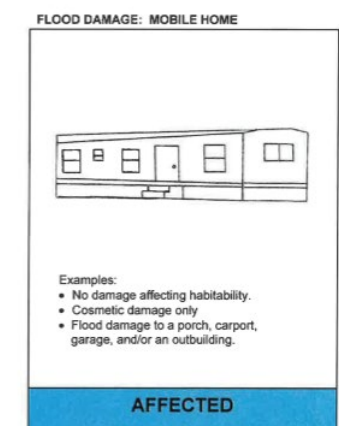
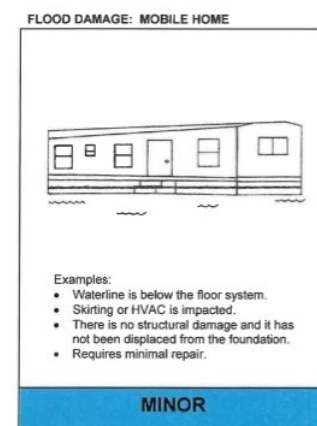
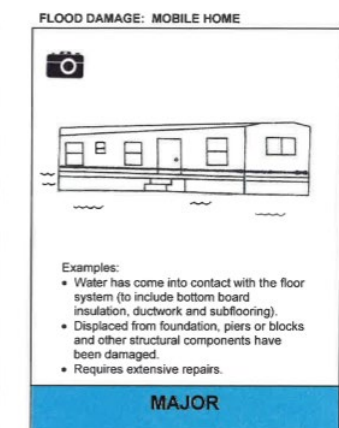
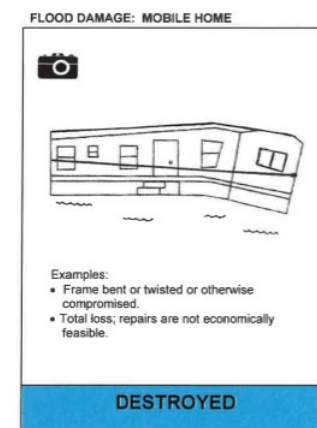


Manufactured Homes

Non-Flood Damage	
Affected	<ul style="list-style-type: none"> No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted). Residences with damage to a porch, carport, garage, and/or an outbuilding, etc.
Minor	<ul style="list-style-type: none"> There is no structural damage to the residence, and it has not been displaced from the foundation. Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook ups). HVAC is impacted.
Major	<ul style="list-style-type: none"> The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged. 50% or more of nonstructural components have sustained significant damage (e.g., roof, walls, utilities).
Destroyed	<ul style="list-style-type: none"> The residence's frame is bent, twisted, or otherwise compromised. The majority of the structural framing of the roof or walls has been compromised, exposing the interior.



Flood Damage	
Affected	<ul style="list-style-type: none"> Residences with damage to a porch, carport, garage, and/or an outbuilding, etc. No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).
Minor	<ul style="list-style-type: none"> When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include: <ul style="list-style-type: none"> Bottom board, insulation, or ductwork in the floor system HVAC is impacted There is no structural damage to the residence, and it has not been displaced from the foundation.
Major	<ul style="list-style-type: none"> Water has covered the floor system and entered the living space of the unit, but is still below the roofline. The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.
Destroyed	<ul style="list-style-type: none"> The residence is a total loss, for example: <ul style="list-style-type: none"> Waterline is at the roofline or higher Residence's frame is bent, twisted, or otherwise compromised

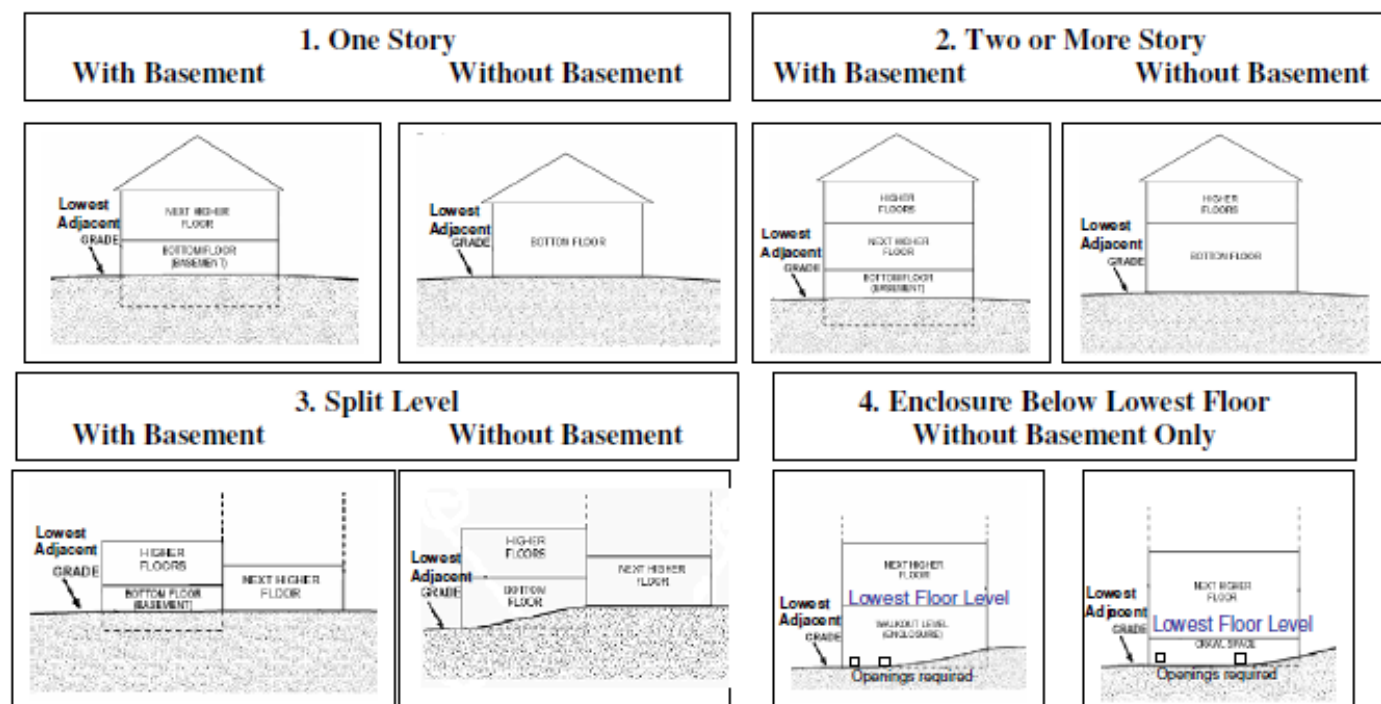


Tab 5: Residential Depth Damage Field Estimate

RESIDENTIAL DEPTH DAMAGE FIELD ESTIMATE				(jurisdiction)		(County)		
(owner/renter)				Spoken to? Yes / No		()		
(Street Address)				(PO Community)		OH (Zip)		
DATE OF INSPECTION	DATE OF CONSTRUCTION	FIRM PANEL	SOURCE OF DAMAGE	DURATION OF FLOODING	TIME OF INSPECTION			
/ /	/ /		Flood		M.			
TYPE OF STRUCTURE :		1) ONE STORY		2) MULTI-STORY		3) SPLIT LEVEL		MANUFACTURED HOME
Does Structure Have a Basement?		Yes	No	Yes	No	Yes	No	Yes No
Depth in feet to LAG		Does Structure have an Enclosure Below Lowest Floor? (see Figure 4 on reverse side)						
		Yes	No	Yes	No	Yes	No	Yes No
Structures with damages of \geq 50% require use of Post-FIRM flood safety standards.	16	81.1%	80.7%	76.4%	69.2%	69.3%	84.4%	Assumes the lowest floor of the Manufactured Home is three feet above grade (on its wheels). (See line 9 of the instructions on reverse)
	15	81.1%	80.2%	76.4%	67.7%	69.3%	83.8%	
	14	81.1%	79.5%	75.4%	65.9%	69.3%	81.7%	
	13	81.1%	78.5%	73.7%	63.8%	69.3%	78.4%	
	12	81.1%	77.2%	71.4%	61.4%	68.8%	73.9%	
	11	81.1%	75.4%	68.4%	58.7%	67.2%	68.6%	
	10	80.1%	73.2%	64.8%	55.7%	64.8%	62.6%	
Structures with damage estimates between 40% & 50% require further information to determine which flood safety standards apply.	8	74.2%	67.2%	56.4%	48.8%	57.8%	49.2%	
	7	69.8%	63.2%	51.8%	44.9%	53.5%	42.3%	
	6	64.5%	58.6%	46.9%	40.7%	48.8%	35.5%	
	5	58.6%	53.2%	41.9%	36.2%	43.8%	28.9%	
	4	52.2%	47.1%	36.9%	31.4%	38.6%	22.8%	
	3	45.5%	40.1%	31.9%	26.3%	33.4%	17.4%	
	2	38.7%	32.1%	27.0%	20.9%	28.2%	12.9%	
Post-FIRM flood safety standards may be used to repair structures with damages of < 50% but are not required.	1	32.0%	23.3%	22.3%	15.2%	23.2%	9.4%	
	0	25.5%	13.4%	17.9%	9.3%	18.5%	7.2%	
	-1	19.4%	2.5%	13.9%	3.0%	14.2%	6.4%	
	-2	13.8%	0%	10.2%	0%	10.4%	0%	
	-3	9.0%		7.2%		7.2%		
	-4	5.2%		4.7%		4.7%		
	-5	2.4%		2.9%		3.1%		
	-6	0.8%		1.9%		2.5%		
	-7	0.7%		1.7%				
-8	0%		1.7%					
Notes:								
For help with completing and using this form, see explanatory notes and diagrams on reverse.								
INSPECTED BY: (name / title)								
Posted (Yes / No) / / as:				INITIAL FIRM DATE		Rev		
UNSAFE	LIMITED ENTRY	HABITABLE	SAFE	/ /		9/14/07		

The **DEPTH DAMAGE FIELD ESTIMATE** worksheet captures essential information to make Substantial Damage (SD) determinations for flood-related damages. It is intended that the worksheet should be mostly self-explanatory. The depth damage figures are based upon the USACE published *Generic Depth-Damage Relationships* (see <http://www.usace.army.mil/cw/cecw-cp/library/egms/egms.html>). The following are a few comments and clarifications that will assist you when filling out the worksheet.

1. **Jurisdiction:** Since a property's mailing address (e.g., *Post Office Community*) is not always the same as jurisdiction, enter the correct information for each structure.
2. **SOURCE OF DAMAGE** indicates whether the damage was the result of flood, fire, wind, *etc.* or a combination of sources. Use the **DEPTH DAMAGE FIELD ESTIMATE** worksheet for flood-related damages. Use the **PERCENT DAMAGE FIELD ESTIMATE** worksheet for non-flood-related damages.
3. **DATE OF INITIAL FIRM** refers to the community's Flood Insurance Rate Map (FIRM). The initial date indicates when the flood areas were first identified by FEMA.
4. **FIRM PANEL:** Some communities have multiple panels. The panel number is found below the map title.
5. The **Depth in feet to Lowest Adjacent Grade (LAG)** refers to the level of the flood water (*i.e.*, The table uses -8 feet as a basement floor level, so a depth of -6 feet results from 2 feet of floodwater in a basement).
6. Round depths to the nearest whole foot.
7. Property owners with structures that have damages in the 40%*s* (shaded on table) should be asked for documentation of damage and repairs to ensure that the structure is not substantially damaged.
8. For a structure with a compliant **Enclosure Below Lowest Floor** (see figure 4 below) use lowest floor instead of lowest adjacent grade to measure depth of flooding. Compliant enclosures must have openings.
9. Since currently, **Manufactured Homes** are not included in the USACE depth-damage tables, consider a floodwater depth of one foot above lowest floor to indicate substantial damage.
10. Local Floodplain Official must give property owners **written notice** that their structure has been determined to be substantially damaged along with instructions to comply with local permit requirements. A template SD-notification letter is included on our website at: <http://www.ohiodnr.com/water/floodpln/default/tabid/3511/Default.aspx>.



Tab 6. Initial Damage Assessment Worksheet

ADDRESS: _____

PARCEL #: _____

Clermont County Disaster Response Assessment Form

(Revised March 2015)

Preliminary Damage Assessment					
Structure Type ▪ Single Family ▪ Mobile Home ▪ Apartment ▪ Condo ▪ Business	Status ▪ Own ▪ Rent	Depth of Water Basement ____ ft. ____ in. First Floor ____ ft. ____ in. Crawl Spc. ____ ft. ____ in.	Insurance ▪ Homeowners ▪ Flood ▪ Renter ▪ Sewer B/U Rider	Damage ▪ Destroyed ▪ Major ▪ Minor ▪ Affected	
Property Description					
Appraised Value: \$ _____		Owner: _____ Phone: _____ Other Contact: _____	▪ One, Two or Three Family ▪ Commercial, Industrial ▪ Other _____		
Building Description ▪ Basement ▪ Single Story ▪ Two Story ▪ Other: _____		Structural ▪ Manufactured Housing ▪ Wood Steel ▪ Concrete/Masonry ▪ Other: _____	Notes: _____ _____ _____		
Inspection Notes					
Exterior Walls ▪ Damaged ▪ Leaning ▪ Collapsed ▪ Missing ▪ See Below	Roof ▪ Damaged ▪ Leaning ▪ Collapsed ▪ Missing ▪ See Below	Interior Walls ▪ Damaged ▪ Leaning ▪ Collapsed ▪ Missing ▪ See Below	Floors ▪ Damaged ▪ Leaning ▪ Collapsed ▪ Missing ▪ See Below	Stairways ▪ Damaged ▪ Leaning ▪ Collapsed ▪ Missing ▪ See Below	Systems ▪ Electric ▪ Gas ▪ HVAC ▪ Plumbing ▪ Sprinkler ▪ Fire Alarm ▪ See Below
Overall Assessment ▪ Safe ▪ Habitable Repairs Required ▪ Limited Entry ▪ Unsafe		Recommendations ▪ No Further Action ▪ Permits Required for repairs ▪ Other: _____		Utilities ▪ Release Electric ▪ Release Gas ▪ Release Water ▪ Other: _____	
Date: _____		Inspector: _____		Phone: _____	

Additional Notes: _____

Tab 7: Acronyms

BCC	Clermont County Board of County Commissioners
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographical Information Systems
IA	Individual Assistance
NWS	National Weather Service
OBOA	Ohio Building Officials Association
OEMA	Ohio Emergency Management Agency
SDRP	State Disaster Relief Program