

# Damage Assessment Instructions

The preferred method of Damage Assessment reporting is via PA Damage Reporter ([Dr.pema-kc.org](http://Dr.pema-kc.org)). If you do not have access to PA Damage Reporter, you should have two forms for damage assessment. The forms can be filled out on the computer or printed out and filled in by hand, and returned to [chestercountyeoc@chesco.org](mailto:chestercountyeoc@chesco.org).

## *Description of Forms:*

### **Public Infrastructure Damage Assessment Form**

This form is used to record any damages to public or non-profit facilities. One form should be used for the entire municipality or the whole non-profit organization. If you find additional costs after you submit your initial form let the county know. All costs should be “ballpark” estimates on costs incurred or cost to restore the damaged item to pre-disaster conditions. All expenses related to the response to the event should be estimated on this form. Reference information for eligible costs is included in the form.

### **Individual Assistance Form**

This form is used to record any damages to privately owned structures. Use this form for your rapid assessment after the storm has passed. You can put multiple house numbers on the same street on one form only if they have the same types of damage. Also use this form for any residents that call in with damage information.

Page 2 and 3 of this form is used if a citizen has post-event short term or long term recovery needs. These needs are going to be matched up to services that are available from voluntary organizations.

## *What you need to submit:*

**Pictures** – Pictures of damages, pictures should be labeled with physical location and municipality. Pictures can be submitted by email or via this link: <https://arcg.is/1G1W9q>

### **Flood Initial Damage Assessment Summary Page**

**Individual Assistance Form** - Copies of forms as you complete them.

**Public Infrastructure Damage Assessment Form** - Copies of forms as you complete them.

## *Time Frame: Extended*

### **During event**

- Fill out the *Individual Assistance Form* for any calls you receive from citizens regarding damages to their homes.
- Fill out page 2 and 3 of the *Individual Assistance Form* for any short term needs or long term needs received from the public.

### **Within 12 hours post event**

- Fill out the *Public Infrastructure Damage Assessment Form* for any municipality or non-profit organization damages or costs incurred during the response
- Conduct a quick “windshield” survey of your municipality and fill out the *Individual Assistance Form* for any privately owned properties that are damaged.
- Continue filling out *Individual Assistance Form* for citizen damage reports

### **12+ hours post event**

- Continue filling out *Individual Assistance Form* for citizen damage reports
- Conduct follow up on any incomplete forms.

Submit forms to the Chester County EOC

[chestercountyeoc@chesco.org](mailto:chestercountyeoc@chesco.org)

FAX: 610-344-4111