

# PEPIN COUNTY EOP

## ANNEX L Damage Assessment

DEVELOPED: April 1993

UPDATED: August, 1994  
August, 1995  
August, 1996  
August, 1997  
September, 1998  
September, 1999  
September, 2000

COMPLETE PLAN REVISION:  
January 2002

Update: May, 2006  
February, 2008  
August, 2010

## **ANNEX L (DISASTER ASSESSMENT)**

### **I. PURPOSE**

This annex describes how the county will gather information about the disaster from municipalities and agencies for the purpose of prioritizing response and recovery operations, determining if outside assistance is needed, reporting to the state and keeping long-term records of the event.

### **II. CONCEPT OF OPERATIONS**

During a disaster the county and municipalities will keep accurate records of their expenditures to be included in the reports to the County Emergency Management Office along with the extent of their involvement, the estimate of damages and the impact of the disaster.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

### **III. RESPONSIBILITIES AND TASKS**

#### **A. County Emergency Management**

##### **Response**

1. Activate the disaster assessment team or process. Ensure that damage information is received from private non-profit organizations.
2. Receive and compile disaster information to:
  - Share the information with the appropriate county and municipal agencies.
  - Prioritize response and recovery activities.
  - Determine if additional resources are needed.
  - Use the information to complete the flash report or Uniform Disaster Situation Report (UDSR) within 24 hours and update as needed **(See Annex A, Attachment 3)**.
  - Submit the form(s) to Wisconsin Emergency Management and update as needed.
3. Coordinate with the appropriate agency to address unmet needs.
4. Utilize pre-disaster maps, photographs, global positioning system (GPS) and other technologies to assist with the disaster assessment process.

## **ANNEX L (DISASTER ASSESSMENT)**

5. Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for state or federal assistance.

### **Recovery**

1. Coordinate the involvement of municipal representatives regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
2. Assist the state and federal agencies with conducting PDAs.
3. Ensure documentation of disaster-related response and recovery costs. Refer to the Guidelines for Assessing and Documenting Disaster Damage (Attachment 2) and the County Emergency Government Directors' Guide to Key Federal and State Disaster Assistance Programs (Attachment 3) manuals.
4. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to the appropriate agency.

### **B. Other County and Municipal Agencies**

#### **Response**

1. Report all damage to private and public property and infrastructure to County Emergency Management.
2. Collect and compile disaster information to:
  - Prioritize response and recovery activities.
  - Determine if additional resources are needed.
  - Determine if there are any unmet needs.

#### **Recovery**

1. Assist with the PDA process and disaster declaration process as requested.
2. Document disaster-related response and recovery costs.
3. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to County Emergency Management.

**ANNEX L (DISASTER ASSESSMENT)**  
**Attachment 1 (Agency Approval Signature Sheet)**

**ANNEX L (DISASTER ASSESSMENT)**  
**Attachment 1 (Agency Approval Signature Sheet)**

The undersigned have hereby reviewed and approved Annex L of the County  
Emergency Operations Plan.

  
\_\_\_\_\_  
County Board Chairperson

7-28-2010  
Date

  
\_\_\_\_\_  
Emergency Management Director

7-28-2010  
Date

**ANNEX L (DISASTER ASSESSMENT)**  
**Attachment 1 (Agency Approval Signature Sheet)**

**ANNEX L (DISASTER ASSESSMENT)**  
**Attachment 2 (Guidelines for Assessing and Documenting Disaster Damage)**

**“State of Wisconsin Guidelines for Assessing and Documenting Disaster  
Damage Manual”**

Copy located in County Emergency Management Office. (Filed under “Uniform Disaster Situation Reports”)

## **ANNEX L (DISASTER ASSESSMENT)**

### **ATTACHMENT 3: “County Emergency Management Director’s Guide to key Federal and State Disaster Assistance Programs Manual”**

Copy located in County Emergency Management office. (Filed under “Uniform Disaster Situation Reports”)

# ANNEX L (DISASTER ASSESSMENT)

## ATTACHMENT 4 Pepin County Assessment Areas

<u>AREA</u>	<u>GROUP ASSIGNMENT</u>
Private Residences	American Red Cross, Town Assessors, Insurance Assessment Team, Appraisers, Realtors
Small Businesses, Industry, and Private Utilities	Private Business, Insurance Assessment Team, Town/City Assessors
Agriculture	USDA Local CEB (County Emergency Board)
Debris Removal	County Highway Department, Municipal Public Works, State Department of Transportation, Department of Natural Resources
Protective Measures	Each Emergency Response Agency
Public Road System	Public Works, County Highway Department
Public Water Control Facilities	Public Works Department, DNR, DOT
Public Buildings and Equipment	Each Department, County Clerk, Municipal Clerk
Public Utilities	Public utilities, DOT
Facilities under Construction	Insurance Assessment Team
Private Non-profit Facility	Private Non-profit Facility Manager, Town Assessors
Recreation	County and Municipal Parks and Recreation Departments, County and Municipal Clerks
Communications	Chief Dispatcher, Each Department
Economic Impact	Job Service, County Social Services, American Red Cross, Insurance Assessment Team, County Economic Development Office, USDA Local CEB
Public Health	County Health Office, State Health Office, Department of Natural Resources

## **ANNEX L (DISASTER ASSESSMENT)**

### **ATTACHMENT 5 Presidential Declaration Process Chart**

#### **INFORMATION AND GUIDANCE MEMO 4-01-97**

**DATE:** April 25, 1997  
**TO:** County Emergency Management Directors  
**FROM:** Steven Sell, Administrator  
**SUBJECT: NEW POLICY FOR REQUESTING PRESIDENTIAL DISASTER ASSISTANCE**

Effective immediately WEM is implementing a new policy with regard to requesting federal disaster assistance on behalf of counties affected by disasters. If a county wants the State (i.e. Governor) to request Presidential Disaster assistance, its Board will first have to pass a resolution indicating it has incurred substantial damages and that the cost of the disaster is beyond its resources. A copy of a sample resolution is attached. The signed resolution, along with a completed Uniform Disaster Situation Report (UDSR) form, must be submitted as soon after the disaster as possible before WEM and the Governor's Office will consider a Presidential request on behalf of a given county.

*(This is only part of this document. For the complete document see I & G Memo 4/01/97 filed in I & G Memo Binder)*

# ANNEX L (DISASTER ASSESSMENT)

## DISASTER DECLARATION

WHEREAS on \_\_\_\_\_, 20\_\_ at approximately \_\_\_\_\_ a/p.m. a disaster, namely \_\_\_\_\_ struck \_\_\_\_\_, Pepin County, Wisconsin; and

WHEREAS, because of emergency conditions, the Board/Council is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes it is necessary and expedient for the health, safety, welfare and good order of the municipality to proclaim that emergency conditions exist; and

WHEREAS, the disaster has caused the municipality to expend, commit and exhaust its pertinent available resources; and

WHEREAS, the municipality requests state assistance and advises the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to chapter 323 of the Wisconsin Statutes, I hereby declare a condition of disaster and proclaim until \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a/p.m. or such earlier time as a quorum of the board/council convenes:

[Apply selections and include details below as applicable to the event]

- Curfew, as follows:
- Evacuation, as follows:
- Travel/entry restrictions, as follows:
- Securing of resources, as follows:
- Seizure of equipment, as follows:
- Request Wisconsin National Guard, as follows:
- Request Wisconsin state resources, as follows:
- Suspend permits, as follows:
- Establish price controls, as follows:
- Authorize emergency purchases of goods and materials, as follows:
- Authorize emergency purchases of services, as follows:
- Authorize hiring, as follows:
- Authorize public works contracting in excess of \$20,000 without advertising or bid, as follows:

\_\_\_\_\_, Mayor/Village President/Town Chair  
\_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a/p.m.

**ANNEX L (DISASTER ASSESSMENT)**

**PROCLAMATION TO END A STATE OF EMERGENCY**

WHEREAS, a disaster, namely \_\_\_\_\_  
Struck the (City, Village, Town) of \_\_\_\_\_ on \_\_\_\_\_  
(date or dates); and

WHEREAS, because of such emergency conditions the (Common Council, Village Board, Town Board) met and declared a State of Emergency pursuant to State Statute 66.325 and State Statute 323;

NOW THEREFORE, pursuant to State Statute 323, as Chief Elected Official of the (City, Village, Town) of \_\_\_\_\_, I do hereby proclaim that a State of Emergency is no longer in effect as of the date of this proclamation.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the (City, Village, Town) of \_\_\_\_\_ to be affixed.

Done at the (City, Village, Town) hall this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor/Village President/Town Chair

Ratified by Resolution No. \_\_\_\_ of the (City, Village, Town) Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by a vote of \_\_\_\_ for, \_\_\_\_ against.