



Idaho Damage Assessment Handbook

Survey 123 Procedures



1. PURPOSE and RESPONSIBILITIES

This handbook outlines the procedures for conducting Preliminary Damage Assessments (PDA) to determine the extent of damage from a natural or man-caused disaster/emergency. The Idaho Response Center (IRC) Operations Section Chief and Idaho Office of Emergency Management (IOEM) Area Field Officer (AFO) will discuss extent of the emergency/disaster and determine activation of the handbook. The assessment will be completed by the county or tribal emergency manager, IOEM Area Field Officer (AFO), other designated IOEM staff, or contractor. The information collected will drive situational analysis, reporting, and additional action planning by the State Emergency Response Team (SERT). The assessment will be completed using the damage assessment tool in the Survey 123 app.

- If not already on your smart phone please download the ArcGIS Survey 123 app from your phone's app store.

An assessment of damages provides elected officials and emergency management personnel at the jurisdiction, state, and federal levels of government information necessary to determine the extent of damage. The information gathered can assist to determine the need for a proclamation of disaster/emergency and eligibility for federal support including Public Assistance (PA) and/or Individual Assistance (IA). A proclamation of disaster/emergency activates emergency provisions, rules, and processes associated with the level of government enacting the proclamation of disaster/emergency.

2. SCOPE and CONCEPT OF OPERATIONS

The purpose of the Damage Assessment Handbook is to provide assessors with procedures on reporting the scope of damages resulting from a disaster/emergency using the Survey 123 Tool. The concept of operations of the assessment process is to verify damages and may assist in determining operational and recovery resource needs.

3. INITIATING CONDITIONS

1. Disaster occurs and local and/or tribal government begins to identify damages during the response phase and report these to the State IRC through their assigned AFO and/or WebEOC Event and Unit Log Board.
2. The state verifies reported damage through the use of Survey 123.
 - a. If not done so already, a determination for a state disaster/emergency declaration may occur after assessments are analyzed.

3. If damages are significant enough the state may request a Joint Preliminary Damage Assessment (JPDA) with Federal Emergency Management Agency (FEMA).
 - a. Per The Robert T. Stafford Disaster Relief and Emergency Assistance Act, the formal request from the states to the FEMA Region requesting a presidential disaster declaration must occur within 30-days of the incident.
4. FEMA and the state will analyze and validate damage assessment information gathered from Survey 123.
 - a. A determination of the need for a federal disaster/emergency declaration request, and eligibility for PA and/or IA will be made. Determination will be based upon PA and IA criteria.

4. Procedures - Damage Assessment Tool

The information gathered from the assessment tool will populate the IOEM Damage Assessment Dashboard. Information will only be captured and retained on the dashboard for the duration of the information gathering and utilization process. Both PA and IA data can be collected using the Survey 123 Tool. To capture an inclusive situational awareness picture, both PA and IA information should be gathered. For access to the IOEM Dashboard contact the SERT Operations Section Chief.

Information from the dashboard will be downloaded to an excel spread sheet and analyzed by AFOs, IRC Operations, and Emergency Support Function (ESF) 14, to determine extent of damage, and then forwarded to the SERT to assess the need for a state and/or federal JPDA request. The information will also be used by IRC Plans and Operations for situational reporting and incident action planning.

The PA PDA Survey can be found here:

<https://survey123.arcgis.com/share/54b1586a10c04833b01f84c7ec41bcae?portalUrl=https://webserver.imd.idaho.gov/arcgisportal>

Idaho Public Assistance PDA Survey

For questions on conducting damage assessments, refer to the:
[2021 Preliminary Damage Assessment Pocket Guide](#)

Public Assistance Field Collection Survey

PDA Operations Start Date:*

m/d/yyyy

Coordinates of the damage:*

Find address or place

Esri, FAO, NOAA

Powered by Esri

Lat: Lon:

The Idaho Individual Assistance (IA) PDA Survey can be found here:

<https://survey123.arcgis.com/share/8946aeb1adce4a40bf19922a31cd3ad7?portalUrl=https://webserver.imd.idaho.gov/arcgisportal>

The screenshot shows a web-based survey form titled "Idaho Individual Assistance PDA Survey". The main heading is "Individual Assistance Field Collection Survey". Below this, there are three main sections:

- PDA Operations Start Date:** A date input field with a calendar icon and the placeholder text "m/d/yyyy".
- Coordinates of the damage:** A section with a sub-heading "Coordinates of the damage:" and a note: "Open map below to place pin on the structure, not in the street." Below this is an embedded map showing a geographic area with labels for "Meridian", "Boise", "New York Canal", "Kuna", and "Mora Canal". The map includes a search bar, zoom controls, and coordinate fields for "Lat:" and "Lon:". Below the map is a section for "Location Information:" with a sub-heading "Street Address (Manual Input)" and an empty text input field.

a. Using the Survey 123 Damage Assessment Tool

Step 1: Open the PA or IA tool on your electronic device. If you have questions regarding which survey to use talk to the AFO and/or IRC Operations Section Chief.

Step 2: Complete all boxes in the Survey 123 tool for each damaged site assessed.

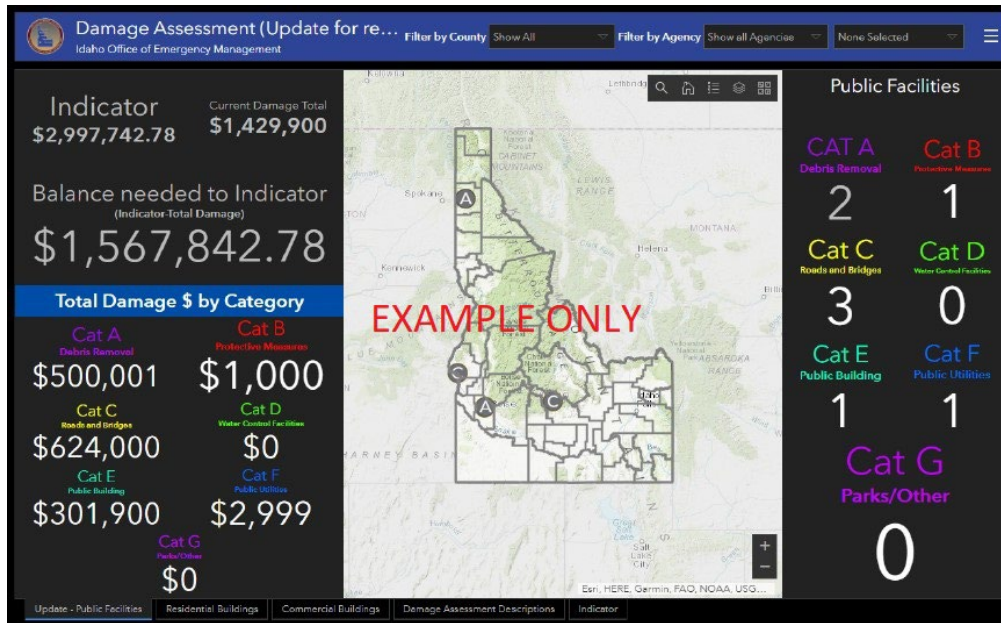
- When choosing a hazard only pick the that has occurred and pertains to Idaho, as listed in the Idaho All Hazards Mitigation Plan. The tool is pre-populated from a FEMA list.

Step 3: Take pictures of the damage being assessed and attach to the survey using the box provided at the end of the survey.

Step 4: Submit completed survey with attached photographs of assessed damage.

b. Dashboard Information

The information submitted through the survey will populate the IOEM Damage Assessment Dashboard. To access the damage assessment board, contact the IRC Operations Section Chief.



c. Review of Damage Assessment Dashboard

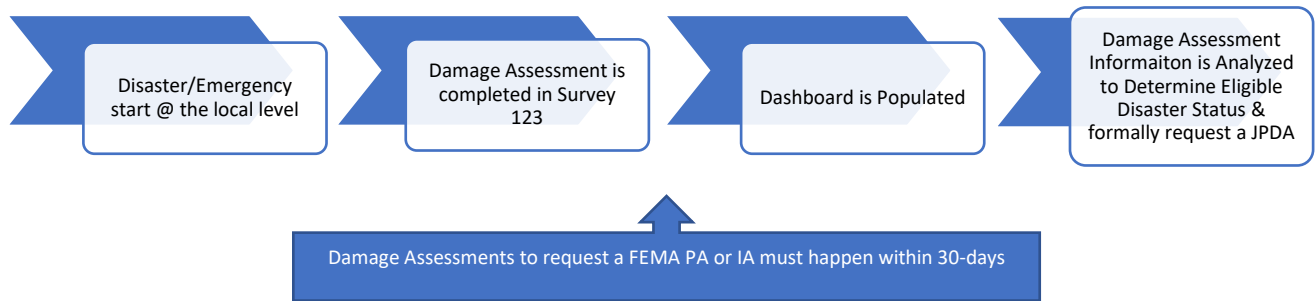
- Multiple people will review and analyze dashboard information
 - IRC Operations Section Chief and staff
 - IRC Plans Section Chief and staff
 - IOEM Recovery Section Chief
 - ESF 14 Coordinator, when activated; this position could be filled by the IOEM Recovery Section Chief
 - IOEM AFOs
 - IRC designated staff not listed above

d. Indicators to a State and/or Federal Declaration

- State Declarations – *ID Statutes 46-1008*, “must be essential to protect life or property from the occurrence or imminent threat of the state of disaster emergency threatening the safety of persons or property within the state and must be narrowly tailored to effectively protect life or property...”
 - Any cost share is determined by the Governor
 - Determine impact(s) to the local jurisdiction(s)

- Determine program eligibility and/or identify alternate recovery programs
- Information may lead to Mission Assignment
- Federal Declaration – indicators are determined for each Federal Fiscal Year based on the Consumer Price Index for All Urban Consumers (as determined by US Department of Labor)

Damage assessment flow chart



This process occurs within 30days to ensure requirements for federal assistance can be met if needed.

5. Handbook Maintenance

Schedule for Evaluation and Revision

The Idaho Damage Assessment Handbook is evaluated annually upon publication of the State/County Indicators by FEMA, and at the onset of each emergency/disaster, and if needed revised to ensure the information gathered is in line with the most recent state and federal disaster assessment standards.

Evaluation Method

The IOEM Preparedness and Protection Branch Manager/IRC SERT Operations Section Chief and designees will complete an initial review of the processes and procedures to identify potential inconsistencies or gaps. Any changes will be evaluated during training, exercises, and real-world incidents.

Revision Method

The IOEM Preparedness and Protection Branch Manager/IRC SERT Operations Section Chief and designees incorporates feedback identified during training, exercises, and real-world incidents, and makes updates to improve damage assessment processes and procedures. When updates are made, the new document is updated in the IOEM network (h-drive).