

Emergency Support Function (ESF) # 18

Life Safety & Damage Assessment



Preface

Emergencies may create widespread damage and life threatening situations. The City-County must make an initial determination of where damage is, damage severity, the kinds of resources needed and locations where they are needed. This assessment begins the City-County's emergency response to locate and quantify the scope and severity of life threatening situations and identify escalating emergencies.

The City-County must also gather detailed damage information necessary to organize longer term response and recovery efforts. This information is essential to obtaining a state of emergency declaration by the Governor or a federal disaster declaration, which are necessary to obtain external assistance from these sources.

The purpose of this function is to: coordinate the initial Life Safety & Damage Assessment so that accurate and timely information on the initial post-emergency situation is obtained; and to conduct comprehensive assessment and reporting of damage to public and private property resulting from an emergency for potential state or federal disaster assistance.

Primary Agency

Butte-Silver Bow Planning Department

Emergency Operations Center ESF # 18 – Life Safety & Damage Assessment

Purpose:

1. The purpose of this function is to: coordinate the initial Life Safety & Damage Assessment in the City-County so that accurate and timely information on the initial post-emergency situation is obtained; and to conduct comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

Primary:

- **Butte-Silver Bow Planning Department**

Primary Support:

- Law Enforcement Department
- Butte-Silver Bow Human Resources
- Safety and Risk Management
- A-1 Ambulance
- Buildings and Code Enforcement
- Butte-Silver Bow Fire Departments
- St James Healthcare
- American Red Cross
- Butte-Silver Bow Facilities Management
- Land Records Office
- Butte-Silver Bow Assessor’s Office
- Geographic Information Systems
- Butte-Silver Bow Public Works Department
- Butte-Silver Bow Parks and Recreation
- Butte-Silver Bow Historic Preservation Office
- Public School Districts
- Amateur Radio (ARES/RACES)

Support:

- All departments that provide services to access and functional needs populations.

Likely Tasks

Life Safety Assessment

- Collect and analyze initial assessment and damage information to include:
 - Locations of injuries, deaths, damages.
 - Types and extent of damages.
 - Impact on people.
 - Identify immediate victim needs (need for shelters, water availability, etc.).
 - Identify resource requirements (assistance needed) in areas affected.
 - Identify local resources available.
- Responsible for determining the initial impact on the citizens, the community, and/or Butte – Silver Bow services.
- Provide initial damage assessment data to the Planning Section Situation Unit.

Likely Tasks:

- Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources.
- The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified.
- Make recommendations as to actions to be taken based on the assessment information.
- Provide a consolidated, overall situation report.
- Provide information necessary for Emergency Public Information.
- Provide information for situation reports to State ECC.
- Provide preliminary reports to EOC Manager for forwarding to the State ECC as required by state and federal governments to determine eligibility for a Presidential Disaster Declaration.

Damage Assessment

- Staff the Damage Assessment function in the EOC Planning Section Situation Unit.
- Coordinate damage assessment of public and private property to determine the extent of damage.
- Activate, deploy damage assessment teams; Assign B-SB personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise.
- Receive, record and consolidate all damage reports.
- Provide data to support declarations of local, state and federal emergency and formal requests for assistance.
- Determine unsafe facilities; Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety.
- Provide damage assessment data and information to EOC Management.
- Compile damage assessment reports and provide information on damages for reports to the State ECC.
- Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).
- Provide appraisers to assist with damage assessment.
- Coordinate damage assessments with state, and federal agencies as appropriate.

State of Montana



State government agencies can provide supplemental assistance to local government to meet emergency needs during declared emergencies. Requests for state assistance are sent to the State Emergency Coordination Center.

Federal Government



Federal government agencies can provide supplemental assistance to local and state government to meet emergency needs during declared emergencies. Requests for federal assistance are processed through State Emergency Coordination Center.

Comprehensive Emergency Management Plan
Emergency Support Function # 18
Life Safety & Damage Assessment

Coordinating Agency: Homeland Security and Emergency Management Agency

Primary Agency: Butte-Silver Bow Planning Department

Primary Coordinator: Planning Department Director

Support Organizations: Law Enforcement Department
Butte-Silver Bow Human Resources Department
Butte-Silver Bow Safety and Risk Management
A-1 Ambulance
Butte-Silver Bow Fire Departments
St James Healthcare
American Red Cross
Butte-Silver Bow Facilities Management
Land Records Office
Butte-Silver Bow Assessor's Office
Geographic Information Systems
Butte-Silver Bow Building and Code Enforcement
Butte-Silver Bow Parks and Recreation
Historic Preservation Office
Public School Districts
Public Works Department
Amateur Radio (ARES/RACES)

I. INTRODUCTION.

A. PURPOSE.

1. **Life Safety Assessment:** Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the City-County so that accurate and timely information on the situation post-emergency are obtained.

2. **Damage Assessment:** Accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

The accumulated assessments provide a basis to:

- establish emergency management priorities
- formulate effective response efforts
- substantiate assistance requests

B. SCOPE.

To describe the organization, concept of operations and logistical matters of the life safety and damage assessment process that will be performed after an area has been subjected to the impact of an emergency.

C. SITUATION.

1. Immediate, post-emergency impact, assessment flights of the impacted area(s) may not be possible due to severe weather and lack of daylight and other factors.
2. Road debris and downed power lines can hamper early transportation and entry into an area and rescue efforts.
3. Random reentry attempts can waste response capabilities, cause duplication of effort and cause damage to critical utilities.
4. A variety of public and private organizations have valid reasons for early reentry to impacted areas.
5. The critical facilities that need to be accessed first may be identified in advance of emergency events
7. Communications capabilities are likely to be seriously impaired for an unpredictable period of time in the immediate aftermath of a major emergency. This could interfere with dispatch of damage assessment personnel and rescue units.
8. There is a need for immediate life safety assessment that will eventually transition to deployment of Local Damage Assessment Teams (LDATs).
9. Damage Assessment is a structured attempt to quantify overall damages to property and the number of people injured or killed. Damage assessments are used to justify requests for gubernatorial and presidential disaster declarations. Damage assessment consists 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.
10. To support claims for public and private property losses under City-County,

state and federal disaster recovery programs, the City-County will conduct a detailed assessment of damage to both the public and private sector and submit reports to the Montana Disaster and Emergency Services Division.

11. A timely and well managed damage assessment will demonstrate City-County management and leadership, and will enable state/federal assessment teams to perform their job quickly, and maximize public assistance benefits to the City-County.

D. POLICIES.

1. All Butte – Silver Bow departmental personnel will regularly report operational information and damages observed by them to the EOC through their normal dispatch centers.
2. Butte – Silver Bow will share assessment information with response and relief organizations through the EOC management structure and communication framework.
3. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this plan for the sole purpose of providing assistance to these victims.
4. In the event of a law enforcement related event, some assessment information may need to be kept confidential by the EOC staff or have limited distribution within the EOC until such time as the Sheriff or designee deems it appropriate for release within the EOC or to the public.
5. Life Safety Assessment will begin immediately upon occurrence of an emergency and Damage Assessment will begin as soon as it can safely be done.
6. Damage assessment should be conducted using surveys by teams of qualified City-County assessors representing both the public and private sectors. Where required, these City-County teams will be augmented by assessor from appropriate state and federal agencies. Types of damage assessment include:
 - a. Individual Assistance damage assessment relates to estimates of damage to the private sector and individuals, and includes damages to homes, businesses, farms, possessions, and other improvements.
 - b. Public Assistance damage assessment involves damage to public buildings, facilities, roads, bridges, sewer plants, etc. Public assistance is composed of emergency work and permanent restoration. Emergency work is defined as that necessary to save lives, protect public health and safety, and protect property. An example of emergency costs would be those associated with temporary facilities or temporary restoration of services. Permanent restoration is the cost associated with bringing a facility back to pre-emergency condition.

- c. Building Inspection. This is a more thorough, professional evaluation of individual building safety and habitability conducted by City/County inspectors.
7. All affected Butte – Silver Bow departments will provide damage assessment reports regarding damage to buildings, equipment, vehicles, communications, and personnel availability to the EOC.

II. CONCEPT OF OPERATIONS.

A. GENERAL.

1. Life Safety Assessment.

- a. The primary function of the Life Safety Assessment is to rapidly determine the extent, location and nature of life threatening conditions with the City-County. The department assets (typically public safety officers, fire and EMS units, and other City-County workers) shall report what they observe and what specific resources are needed. This information is transmitted to the Situation Unit in the EOC where it is processed into a common operating picture of what has happened to the community.
- b. Because of the inherent danger in the immediate post-emergency environment, department staff or units performing this function in the field should consist of a minimum of two people, operating out of a single vehicle.

2. Damage Assessment.

- a. A damage assessment of public and private property in the City-County is required to determine the extent of damage in order to provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of City-County government resources. The damage assessment process will expedite relief and assistance if promptly implemented.
- b. The City-County is required to complete an initial damage assessment report and submit it to the State Emergency Coordination Center.
- c. Damage assessment is conducted separately from life saving and property protection operations.
- d. Damage assessment is different from life safety assessment and may continue into the recovery phase.
- e. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by the Homeland Security and Emergency Management Agency as needed.

- f. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.
- g. Damage Assessment surveys may be conducted by Task Forces comprised of representatives from several organizations.

3. **Damage Assessment Phases.**

- a. **Rapid Damage Assessment (RDA):** Normally will take place within hours of incident and should be completed within 24 hours. The focus is on life safety issues, imminent hazards, and critical facilities. This phase is also known as windshield surveys, spot reports, and snapshots.
- b. **Initial Damage Assessment (IDA):** Will provide supporting information for state of emergency declaration and requesting a presidentially declared disaster. This assessment is more detailed than the rapid assessment, including estimates of financial losses of public and private property. The IDA should be completed within 72 hours of an event by Local Damage Assessment Teams.
- b. **Preliminary Damage Assessments (PDA):** The PDA is generally performed by teams consisting of local, state, and federal agency representatives.

B. TASKS AND RESPONSIBILITIES.

1. **Pre-Emergency Tasks.**

- a. **Life Safety Assessment.** Primary support and support agencies will coordinate with the Homeland Security and Emergency Management Agency to:
 - Develop and maintain a plan for conducting initial life safety assessments with assigned areas.
 - Train staff on the contents of the plan and the use of reporting forms and processes.
 - Participate in exercises to validate the plans contents and improve staff performance
- b. **Damage Assessment.** Primary support and support agencies will coordinate with the Homeland Security and Emergency Management Agency to:
 - Develop and maintain a plan for conducting initial damage assessments with assigned areas.
 - Train staff on the contents of the plan and the use of reporting forms and processes.
 - Participate in exercises to validate the plans contents and improve staff performance.

2. General Emergency Tasks.**a. Life Safety Assessment.** Primary and support agencies will:

- Update lists of life safety assessment resources available and their areas of responsibility.
- Communicate with the EOC, when possible, to report status and situation.
- Deploy resources as directed or according to the pre-determined plans.
- Report on the extent, location and nature of life threatening conditions with the City-County. They may include: unusual life threatening situations; trapped or injured people; severe weather; energized, downed power lines; gas leaks; building collapses; roads that are impassible; and emergency actions needed. (See Attachments 3 and 4)
- Each of the deployed resources may have primary operational responsibilities in a specified portion of the City-County area assigned by their department.
- The Homeland Security and Emergency Management Agency and/or Planning Department will coordinate training session(s) for City-County employees performing life safety assessments.

b. Damage Assessment. Primary and support agencies will:

- When notified of an emergency situation, may send a representative to the Butte – Silver Bow EOC, if appropriate.
- Activate and deploy local damage assessment teams (LDATs).
- Each resource is to be outfitted by their organization with appropriate personal gear and mission equipment.
- Participating organizations are responsible for selecting, outfitting and equipping their members as is appropriate to both their individual tasks and the overall mission.
- Report on initial damage to include: unusual situations, humans impacted, weather, downed power lines and damaged utilities, building damage, road conditions and emergency actions needed.
- Collect and maintain damage reports.
- Maintain records of damage reports.
- Compile damage assessment reports and provides information on damages to the EOC.
- Determine unsafe facilities.
- Maintain accurate records of funds, materials, and man–hours expended as a direct result of the emergency.
- Receive, record and consolidate all damage reports made by private citizens.
- The Homeland Security and Emergency Management Agency and/or Planning Department will coordinate training session(s) for City-County employees performing damage assessments.

3. **Specific Emergency Concepts and Responsibilities.**

a. **Life Safety Assessment.**

(1) **Homeland Security and Emergency Management Agency:**

- Notify departments to advise their field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.

(2) **Butte-Silver Bow Human Resources Department:**

- Provide Life Safety Assessment of Butte-Silver Bow employees.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.

(3) **Fire Departments-Career and Volunteer:**

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(4) **A-1 Ambulance:**

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(5) **Law Enforcement Department:**

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Maintain and repair radio system.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(6) St. James Healthcare:

- Provide Life Safety Assessment based on patient intake surge.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(7) All City-County departments that provide services to access and functional needs populations:

- Advise on known client-populations in immediate danger, based on information obtained through contacts and relationships with clients in the community.
- Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

b. Damage Assessment.**(1) Homeland Security and Emergency Management Agency:**

- The Emergency Management Coordinator serves as City-County Damage Assessment Coordinator. Duties include:
 - Coordinate assessment procedures with City-County government.
 - Develop system and forms for tabulating damage assessment.
 - Conduct damage assessment training.
 - Correlate and consolidate damage assessment including estimates of expenditures and submit final report to the State EOC.
 - Escort state and federal damage survey officials on inspection of damaged areas. Prioritize sequence of site visitations to ensure most heavily damaged areas are visited.
- Provide administrative advice and support relative to preparation of damage assessment forms and reports.

(2) Butte-Silver Bow Planning Department:

- Staff the Life Safety & Damage Assessment Team Leader position in the EOC Situation Unit.
- Provide administrative advice and support relative to preparation of damage assessment forms and reports.
- Provide available personnel to lead the LDAT field teams.
- Provide available personnel if required to assist LDATs.

(3) Butte – Silver Bow Public Schools:

- Provide available personnel to form the LDATs to assess school facilities.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(4) **Butte-Silver Bow Facilities Management:**

- Provide available personnel to form the LDATs to assess City-County facilities.
- Staff the Life Safety & Damage Assessment Team.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(5) **Land Records Office:**

- Provide available personnel in support of the LDAT assessment efforts determining valuation on damaged property.
- Staff the Life Safety & Damage Assessment Team.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(6) **Parks and Recreation:**

- Provide available personnel to form the LDATs to assess park and trail infrastructure.
- Staff the Life Safety & Damage Assessment Team.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(7) **Public Works Department:**

- Provide available personnel to form the LDATs to assess roads, bridges, water control facilities and other infrastructure.
- Supply assistance in conducting damage assessment of City-County facilities.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(8) **Geographic Information Systems (GIS) Office:**

- Provide available personnel to assist LDATs.
- Provide GIS support to this ESF.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(9) **Butte-Silver Bow Historic Preservation Office:**

- Provide available personnel to assist the LDATs.

- Staff the Life Safety & Damage Assessment Team.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(10) **Butte-Silver Bow Assessor's Office:**

- Provide available personnel to assist the LDATs assessment efforts determining valuation on damaged property.
- Staff the Life Safety & Damage Assessment Team.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(11) **Butte-Silver Bow Safety and Risk Management:**

- Assists with damage assessment of City-County properties.
- Provides support to ensure safety and health practices are integrated into the Life Safety & Damage Assessment Team process.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

(12) **Amateur Radio (ARES/RACES):**

- Provide available personnel to assist with primary or alternate emergency radio communications for the Life Safety & Damage Assessment Teams as necessary.
- The amateur radio and other-non-governmental groups/operators used in this role will be under the authority of the Homeland Security and Emergency Management Agency.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

C. ROLE OF BUTTE–SILVER BOW EOC.

1. Life Safety Assessment.

- a. When the EOC is activated, the EOC Manager may activate the Life Safety & Damage Assessment ESF # 18 function by staffing a Life Safety Assessment Team Leader position to assist the Situation Unit Leader to coordinate Life Safety Assessment activities. The Life Safety Assessment Team Leader is responsible for directing and coordinating activities related to life safety assessment and what the impacts are to the City-County from the event. The Life Safety Assessment Team Leader will make request to the Situation Unit Leader for additional resources when more resources are needed.
- b. Life safety assessment personnel will be alerted according to prescribed procedures. The Life Safety Assessment Leader will coordinate the notification of field personnel to perform life safety assessments with department shift commanders.

- c. Life safety assessment field units will establish and maintain lines of communication to their department communications center to report life safety assessment information. The dispatch center will forward information to the Situation Unit Leader to provide real time information and facilitate coordination of activities and resources.
- d. Life Safety Assessment ESF # 18 likely tasks are found in the City-County box on the tab page at the front of this section.

2. Damage Assessment.

- a. When the EOC is activated, the EOC Manager may activate the Damage Assessment portion of the Life Safety & Damage Assessment ESF # 18 by staffing the Damage Assessment Team Leader to coordinate damage assessment activities with the EOC Planning Section, Situation Unit. The Damage Assessment Team Leader is responsible for directing and coordinating emergency programs relating to damage assessment. The Damage Assessment Team Leader will make request to the Situation Unit Leader for additional resources when additional resources are necessary.
- b. Local Damage Assessment Team (LDAT) personnel will be alerted according to prescribed procedures. The Damage Assessment Team Leader will assign the operational priorities for damage assessment personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in deployment time.
- c. The individual LDATs deployed in the field will establish and maintain lines of communication to the Damage Assessment Team Leader in the EOC during major response operations to facilitate coordination of activities and resources.
- d. Damage Assessment ESF # 18 likely tasks are found in the City-County box on the tab page at the front of this section.

D. LOGISTICS AND ADMINISTRATION.

1. Damage Assessment equipment.
 - a. Tools and equipment-individual: All LDAT teams should be equipped with the following items.
 - Puncture resistant, waterproof footwear.
 - Rain protection, hardhat, rubber gloves, leather gloves, ear protection, safety glasses, and flashlight with spare batteries.
 - Non-perishable food and water.
 - Medications and other personal items.

- b. Needed equipment: provided by LDAT members' organizations as follows (per vehicle). This list may be modified as experience is gained.
 - Cellular phones and organizational radios to the extent feasible.
 - 1 digital camera or 1 video camcorder, if possible, w/ tape and spare battery, vehicle power cord.
 - Field glasses/ binoculars.
 - Radios for internal communications.
 - GPS.
 - Team work area map set w/ markers.
 - c. Vehicles are to be furnished by members' organizations.
2. Administration of this ESF is the responsibility of the Homeland Security and Emergency Management Agency as the primary department and the Butte-Silver Bow Planning Department as the Primary Support department.
 3. All parties involved are encouraged to identify improvements to this ESF.
 4. Team equipment lists are subject to modification as recommended by team members.

E. EVACUATION.

1. Life Safety and Damage Assessment officials will implement evacuation orders due to unsafe buildings, fire danger, hazardous materials, or any other reason identified by competent authority. Fire Department officials will take lawful actions necessary to save lives and property.
2. Evacuation orders will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter, and the needs of access and functional needs populations and individuals are provided for. (see Evacuation Strategy-published separately)

F. FIELD OPERATIONS.

1. Emergency response personnel may establish inner and outer perimeters to secure an emergency scene. A strict policy of limited access to the emergency area will be rigidly enforced to ensure the safety and well being of the community. All movement into and out of the secured area(s) will be requested and approved through the established command post(s). Additional details concerning response actions required by fire personnel are found in department SOGs published under separate cover.
2. Security will be provided for essential facilities if required, and law enforcement officers will assist the Damage Assessment Teams in restricted areas if required.
3. Hazardous Materials Response.

- a. Damage Assessment Teams responding to impacted areas will ensure that they have a full understanding of the Incident Commander's assessment of the situation, particularly potential hazardous materials, and take full and proper precautions to protect themselves.
- b. Only personnel having proper training should be deployed to a hazardous material incident.

III. ATTACHMENTS AND REFERENCES.

A. ATTACHMENTS.

1. Life Safety & Damage Assessment (ESF # 18) Checklist.
2. Damage Assessment (ESF # 18) Checklist.
3. Butte – Silver Bow Spot Report Procedure.
4. Butte – Silver Bow Spot Report Form (3 x 5 Card Job Aid).
5. Life Safety Assessment Procedure.
6. Initial Field Situation Report.
7. Damage Assessment Procedure.
8. Local Government Cumulative Assessment Report.
9. Life Safety and Damage Assessment Concept of Operations Flow Chart.

B. REFERENCES.

Damage Assessment Operating Plan. (TBD)

C. PROVISIO.

This support annex has been prepared in accordance with the standards of the National Incident Management System and other Federal and State requirements and standards for emergency response plans applicable as of the date of the plan's preparation.

The plan provides guidance only; it is intended for use in further development for response capabilities, implementation of training and exercises, and defining the general approach to incident response. The actual response an incident is dependent on:

1. The specific conditions of the incident, including incident type, geographic extent, severity, timing, and duration;
2. The availability of resources for response at the time of the incident;
3. Decisions of Incident Commanders and political leadership; and
4. Actions taken by neighboring jurisdictions, the State, and the Federal Government.

These and other factors may result in unforeseen circumstances, prevent the implementation of plan components, or require actions that are significantly different from those described in the plan.

Attachment 1

LIFE SAFETY & DAMAGE ASSESSMENT (ESF # 18) CHECKLIST

<p>Pre-Emergency</p>	<p>Coordinate with the Homeland Security and Emergency Management Agency:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain this Emergency Support Function (ESF). <input type="checkbox"/> Participate in drills, exercises. <input type="checkbox"/> Develop emergency action checklists.
<p>Emergency</p>	<ul style="list-style-type: none"> <input type="checkbox"/> When notified, report to the Butte – Silver Bow EOC.
<p>Emergency Operations Center (EOC)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff the life safety assessment team leader position to perform the Life Safety Assessment function within the EOC Planning Section, Situation Unit. <ul style="list-style-type: none"> - Responsible for determining the initial impact of an emergency on the citizens, the community, and/or Butte – Silver Bow services. <input type="checkbox"/> Collect and analyze initial life safety assessment information from field units to include: <ul style="list-style-type: none"> - Locations of injuries, deaths, damages. - Types and extent of damages. - Impact on people. - Identify immediate victim needs (need for shelters, water availability, etc.). - Identify resource requirements (assistance needed) in the affected areas. - Identify local resources available. <input type="checkbox"/> Provide initial life safety assessment data and information to the EOC Planning Section Situation Unit. <input type="checkbox"/> Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources. <ul style="list-style-type: none"> - The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified. <input type="checkbox"/> Make recommendations as to actions to be taken based on the assessment information. <input type="checkbox"/> Provide a consolidated, overall situation report for responding agencies/departments. <input type="checkbox"/> Provide information necessary for the EOC Public Information Officer. <input type="checkbox"/> Provide initial life safety assessment data to EOC. <input type="checkbox"/> Provide situation reports to State EOCs.

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Attachment 2

DAMAGE ASSESSMENT (ESF # 18) CHECKLIST

<p>Pre-Emergency</p>	<p>Coordinate with the Homeland Security and Emergency Management Agency to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain this ESF document. <input type="checkbox"/> Develop and coordinate damage assessment procedures with the State EOC. <input type="checkbox"/> Develop system and forms for tabulating damage assessment. <input type="checkbox"/> Develop damage assessment teams. <input type="checkbox"/> Conduct damage assessment training. <input type="checkbox"/> Maintain pre-emergency maps, photos, and other documents. <input type="checkbox"/> Participate in drills, exercises. <input type="checkbox"/> Develop emergency action checklists.
<p>Emergency</p>	<ul style="list-style-type: none"> <input type="checkbox"/> When notified, report to the Butte – Silver Bow EOC.
<p>Emergency Operations Center (EOC)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff the Damage Assessment Team Leader position within the Butte – Silver Bow EOC Planning Section Situation Unit. <ul style="list-style-type: none"> – Conduct damage assessment of public and private property to determine the extent of damage. <input type="checkbox"/> Activate, deploy damage assessment teams. <ul style="list-style-type: none"> – Assign City-County personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise. <input type="checkbox"/> Prepare Initial Damage Assessment reports for the Situation Unit Leader. <input type="checkbox"/> Request and coordinate structural engineers to assist in the evaluation of building safety, especially during search and rescue (SAR) operations. <input type="checkbox"/> Receive, record and consolidate all damage reports. <ul style="list-style-type: none"> – Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas. – Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of City-County resources in the emergency area during the early stages of the recovery effort. <input type="checkbox"/> Provide data to support Chief Executive local declarations of emergency and formal requests for assistance. Information to include: <ul style="list-style-type: none"> – The extent of emergency impact on the City-County (description of the emergency, where the emergency struck, approximate number of people affected, demographics of the affected area).

	<ul style="list-style-type: none"> - The dollar amount of damages. - Any conditions that could affect the ability to carry out relief coordination. <input type="checkbox"/> Determine unsafe facilities. <ul style="list-style-type: none"> - Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety. <input type="checkbox"/> Provide damage assessment data and information to the Planning Section. <input type="checkbox"/> Compile damage assessment reports and provide information on damages to the State EOCs. <input type="checkbox"/> Provide appraisers to assist with damage assessment. <ul style="list-style-type: none"> - Arrange for appraisers to arrive at affected sites. <input type="checkbox"/> Coordinate damage assessments with State, and federal agencies as appropriate. <ul style="list-style-type: none"> - Because federal funding may be involved, and as part of the public assistance application process, state and federal damage assessment teams may want to identify and validate damaged property, define scope of repairs, and determine repair or replacement costs. - Escort state and federal damage survey officials on inspection of damaged areas. - Develop map(s) for affected areas: <ul style="list-style-type: none"> * Sites are numbered on City-County map. * Damages are described on separate sheets of paper by numbers corresponding to numbers on maps. - Prioritize sequence of site visitations to ensure most heavily damaged areas are visited; it may not be necessary to visit isolated damage sites.
<p>Recovery Actions</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities. <input type="checkbox"/> Prepare Hazard Mitigation Reports. <input type="checkbox"/> Coordinate emergency permitting procedures. <input type="checkbox"/> Analyze damages from floods and make recommendations to EOC Director and Disaster and Emergency Services related to the National Flood Insurance Program (NFIP). <input type="checkbox"/> Serve as liaison to insurance industry in event of build-back issues and FEMA/NFIP requirements. <input type="checkbox"/> Coordinate and monitor the movement and activity of contractors entering the City-County working on restoration projects. <input type="checkbox"/> Assist Real Estate Assessments with reappraisal of properties following an emergency for tax adjustments. <input type="checkbox"/> Activate the City-County's Emergency Permitting Process. <input type="checkbox"/> Prepare Project Worksheets. <ul style="list-style-type: none"> - A Project Worksheet identifies a specific damaged property or structure, defines the scope of work, and establishes the cost

	<p>of repair or replacement. A separate Project Worksheet is assigned to each site or project. The compendium of Project Worksheets, in total, comprise the City-County's Public Assistance Application (federal monies granted to repair, replace damaged or destroyed public facilities).</p> <ul style="list-style-type: none"><input type="checkbox"/> Train and deploy personnel for damage assessment.<input type="checkbox"/> Provide administrative advice and support relative to preparation of damage assessment forms and reports.<input type="checkbox"/> Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).<input type="checkbox"/> Coordinate Damage Assessment reports for submission to state.<input type="checkbox"/> Request assistance from emergency relief organizations as indicated from the damage assessment.<input type="checkbox"/> Provide liaison to State EOC.
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Attachment 3

BUTTE – SILVER BOW SPOT REPORT PROCEDURE

Spot reports of initial life safety concerns and major damage are to be made by field units through their department supervisors or dispatch centers to the 911 Center, Emergency Management Duty Officer or the Emergency Operations Center (EOC), if activated.

1. The 911 Center, Emergency Management Duty Officer, or the EOC if activated, will be the receiving point for the initial spot reports of life safety concerns and major damage reports as provided by emergency responders and other field units, the media, and the general public through 911.
2. The City-County's field resources shall provide reports of persons needing assistance or damage caused by the emergency. Provide the following information IMMEDIATELY to your dispatcher, or by calling 911.

A. Name/Reporting Unit:

B. Location of Life Safety Concern/Damage:

C. Problems/Damage:

D. Actions Taken:

E. Assistance Needed:

F. Make Special Note of:

- Status of high life-hazard occupancies (Critical Facilities).
- Fire(s) in dwellings; businesses.
- Street/road disruptions, such as those caused by debris, power lines, water.
- Mass casualties, such as those from motor vehicle, structure collapse.
- Trapped victims, e.g., in motor vehicles, dwellings, businesses.
- Hazardous materials release, e.g., fixed site, transportation.
- Utility-line disruptions, e.g., in power lines, water mains, etc.
- Need for evacuations, e.g., life-hazard occupancies.

- Health/medical concerns, e.g., at health/medical care facilities.
 - Crowd control, e.g., unruly or threatening behavior, looting, etc.
3. Methods for receiving the information in the EOC include:
- Radio and telephone reports from emergency personnel on-scene.
 - Information broadcast by the media and validated by field units.
 - Information provided by the public through 911.
4. The EOC will perform analysis on the information provided to map the nature and extent of the emergency, describe the areas affected and direct resources to critical areas.
- Area(s) of impact.
 - Threatened area(s).
 - What has happened?
 - What needs to be done?
 - What resources are needed?
 - Status of emergency response to include: personnel, equipment, supplies, vehicles, communications, facilities.
 - Estimates of deaths, injuries, and damage.
 - Number and location of people threatened and in need of assistance.
 - Public protection actions taken.
 - Public protection actions needed.

Attachment 4

BUTTE – SILVER BOW SPOT REPORT FORM (3X5 CARD JOB AID)
Life Safety and Major Damage

Butte – Silver Bow Damage & Needs Assessment	BUTTE – SILVER BOW SPOT REPORT <i>For Use By Field Personnel, Dispatch Centers, OEM Duty Officer</i>	Form OEM/DA-1
<p>A. Name/Reporting Unit:</p> <p>B. Location of Life Safety Concern/Damage:</p> <p>C. Problems/Damage:</p> <p>D. Actions Taken:</p> <p>E. Assistance Needed:</p> <p style="text-align: center;"><i>Provide this information IMMEDIATELY to your Dispatch or OEM Duty Officer.</i></p>		

<p><u>F. Make Special Note Of:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Status of high life-hazard occupancies (Critical Facilities)<input type="checkbox"/> Fire(s) in dwellings; businesses<input type="checkbox"/> Street/road disruptions, such as those caused by debris, power lines, water<input type="checkbox"/> Mass casualties, such as those from motor vehicle, structure collapse<input type="checkbox"/> Trapped victims, e.g., in motor vehicles, dwellings, businesses<input type="checkbox"/> Hazardous materials release, e.g., fixed site, transportation<input type="checkbox"/> Utility-line disruptions, e.g., in power lines, water mains, etc.<input type="checkbox"/> Need for evacuations, e.g., life-hazard occupancies<input type="checkbox"/> Health/medical concerns, e.g., at health/medical care facilities<input type="checkbox"/> Crowd control, e.g., unruly or threatening behavior, looting, etc.

*Attachment 5***BUTTE – SILVER BOW LIFE SAFETY ASSESSMENT PROCEDURE***Procedure***LIFE SAFETY ASSESSMENT**

1. Life safety assessments are performed to gain “A Quick Overview of What Has Occurred and What the Impacts Are.”
 - The purpose of the initial Life Safety Assessment is to assess and report the nature, magnitude and the scope of the event so that decision makers can assign priorities to the response, utilize available resources more effectively, and request additional resources appropriate to the situation. Life Safety Assessment is not to estimate the dollar value of the damage or the fine details. That information is collected during the Damage Assessment.
 - Life Safety Assessment information is obtained from employees of departments that normally deploy resources into the field.
2. These initial first impression reports form the basis for emergency proclamations, and requests for assistance from the state and federal government, if warranted.
3. Critical information includes: locations of persons needing assistance, injuries, deaths, areas of major damage that might lead to injuries or deaths; local resources available; assistance needed. This information will be communicated to the respective department’s communications center and forwarded to the Duty Officer or the EOC, if activated.
4. Methods include:
 - Windshield Assessment/Survey: drive through all affected areas visually gathering data.
 - The Human Resource Department performing employee attendance checks.
 - Aerial Inspection: Weather permitting, aircraft are utilized for initial assessments, and later for more detailed assessments. Input can be written observer logs, photos, or video.
5. Information is compiled by the Duty Officer or the EOC Situation Unit, if activated.
6. Immediate analysis will include:
 - A description of the emergency.
 - Where the emergency struck.
 - Approximate number of people affected (e.g. homeless and missing, known casualties).
 - Demographics of the affected area.
 - Whether the emergency is still occurring, and other current conditions observed.
 - Any conditions that could affect the ability to carry out emergency response and relief coordination.

Attachment 6
INITIAL FIELD SITUATION REPORT

Date: _____

Time: _____

Report The Following To:

- Department Dispatch for forwarding to Director
- Butte – Silver Bow EOC
- Other:

General Information:

- What has happened?
- How bad is it?
- What can be done about it?
- What resources are needed?

Status of:

- Personnel:
- Equipment:
- Vehicles:
- Communication Capabilities:
- Facilities:

Signature: _____

Attachment 7
DAMAGE ASSESSMENT PROCEDURE

A. BUILDING ASSESSMENTS AND PRIORITIES.

1. The Butte-Silver Bow Planning Department is the Primary Support department for the post-emergency inspection of buildings and infrastructure for damage and performs the role of Damage Assessment Team Leader in the EOC, working for the Situation Unit Leader. They will be assisted as necessary by various City-County agencies and by persons with engineering expertise from other agencies and the private sector.
2. The priority for building inspections is as follows:
 - a. Command and control facilities such as the Emergency Operations Center (EOC) and department operations centers (DOCs).
 - b. Facilities critical to public safety, such as communications and 9-1-1 centers, detention facilities, hospitals, community shelters (community centers and schools), nursing homes and utility providers.
 - c. Public service facilities such as government offices and facilities.
 - d. Commercial or residential structures the failure of which poses an imminent threat to the public.
 - e. Others as directed as the situation warrants.
3. A detailed list of buildings and addresses for each category is maintained as an attachment to the Damage Assessment Operating Plan. (TBD)

B. LOCAL DAMAGE ASSESSMENT TEAMS (LDATs).

1. It is important to obtain a rapid damage assessment after an emergency event. Local damage assessment teams are formed and deployed to the emergency area as quickly as possible to make initial damage assessments and report critical needs to the EOC.
2. Local Damage Assessment Teams will focus primarily on the damage to infrastructure (such as utilities, transportation and communications capabilities) and buildings in the City-County. They will be composed of City-County employees with appropriate expertise to make accurate assessments. LDATs will have a team leader who is designated by City-County government.
3. After the initial damage information is collected, federal/state/City-County teams may be formed to verify the damage information.
4. After the emergency response phase is over, and if damages are, or appear to be, of the magnitude to be included in Federal Disaster Assistance, other assessment teams may be formed to assess the impacts of the event on the community. The

formation of the teams and the coordination of what will be assessed and when is coordinated by the EOC. A declaration of local emergency is needed to begin this process.

5. Federal Assistance is divided into two basic categories: damage to private property and small businesses (Individual Assistance) and damage to and costs incurred by public agencies and private, non-profit organizations which provide a like government service (Public Assistance). Either one or both categories may be requested in a major event.
6. After the assessment is done, a specific request for assistance is sent by the Governor, through the FEMA to the President. The President may approve or deny the request.

C. DAMAGE ASSESSMENT PROCESS.

1. Local Damage Assessment Teams (LDATs) are activated to provide a detailed evaluation of what happened.
 - a. EOC Planning Section Situation Unit coordinates with the LDAT Leader who directs LDATs into specific impact areas to gather data on the number of individual homes, apartments, mobile homes, businesses, public buildings, public infrastructure, critical facilities, etc. that have been damaged or destroyed.
 - b. The LDAT Leader should coordinate with the Life Safety Assessment Team Leader regarding information on what areas of the City-County have been impacted by the emergency.
 - c. LDATs provide a more detailed assessment of the damaged areas. They:
 - Identify damages to:
 - Public Works infrastructure.
 - Critical facilities infrastructure.
 - Public buildings.
 - Private buildings.
 - Estimate the amount and types of debris.
 - Rate the safety of damaged buildings and structures, and post signage.
 - d. Methods include:
 - Walking through area block by block and street by street.
 - Obtaining a more detailed assessment of the damaged areas through telephone or personal inter-views.
 - Use of media reports (print, video).
 - e. Analysis includes:
 - Exact locations and quantification of the nature and severity of impacts and the amount of damage and debris.
 - Safety and structural integrity of buildings, and other structures.
 - Extent of the emergency impact and specific dollar amounts of damages

(necessary for state, federal assistance application).

2. State and Federal Damage Assessment Teams (S/F-DATs) may be activated to perform follow-up damage assessments.
 - a. State and federal damage assessment teams may also be on-site to identify and validate damaged property in public infra- structure, define the scope of repairs, and determine repair or replacement costs. This happens when federal funding may be involved and, as part of the public assistance application process.
 - b. A timely and well managed local damage assessment process will demonstrate Butte – Silver Bow leadership, and will enable the state/ federal assessments teams to do their job faster, maximizing public assistance benefits.
 - c. If state or federal damage assessment teams are activated, they should be integrated into the damage assessment process managed by the EOC.

Attachment 8

LOCAL GOVERNMENT CUMULATIVE INITIAL DAMAGE ASSESSMENT REPORT

Phone Number (XXX) XXX-XXX Fax Number (XXX) XXX-XXX

Jurisdiction:	
Date/Time IDA Report prepared:	
Prepared By:	
Call back number:	
Fax Number:	
Email Address:	

Part I: Private Property CUMULATIVE DAMAGES

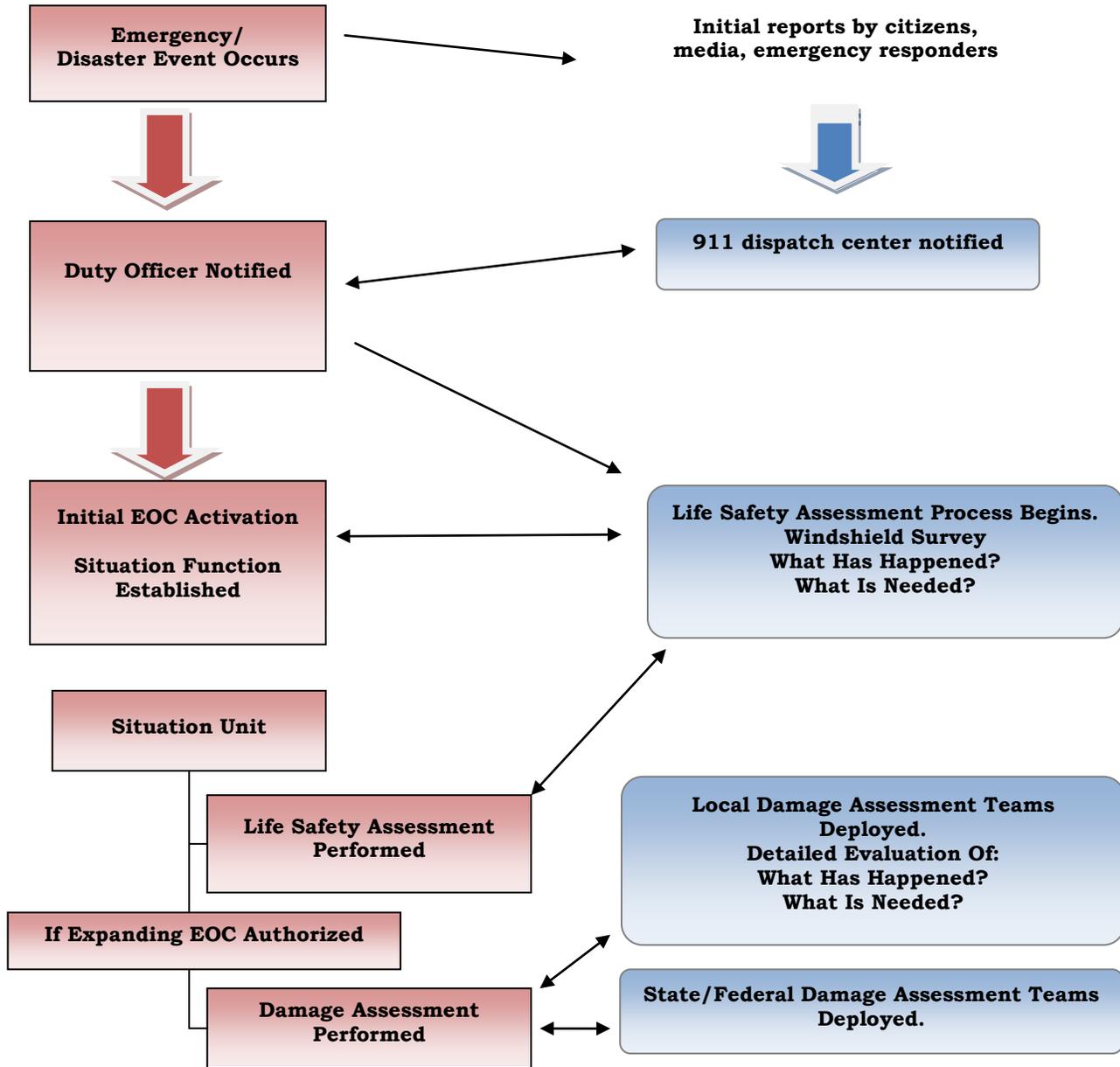
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses									
Multi-Family Residences									
Manufactured Homes (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									

Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES

Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
TOTAL	\$0.00	

Additional Comments:

Attachment 9
**LIFE SAFETY & DAMAGE ASSESSMENT
CONCEPT OF OPERATIONS FLOWCHART**



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