



PDA

Documentation:

Buildings

Equipment

Recreation





Preliminary Damage Assessments

- Any damage sustained to buildings, equipment, recreational areas, utilities, etc. should be documented on the Damage Assessment Site worksheet.
- If there is insurance coverage for a damaged item, only the applicable deductible can be claimed for the cost of the damage.
 - A copy of the insurance policy should be provided along with the damage assessment.
- You must be legally responsible for the repair, replacement, and maintenance of the damaged item and/or site in order to claim the damages.

Damage Assessment Site Worksheet

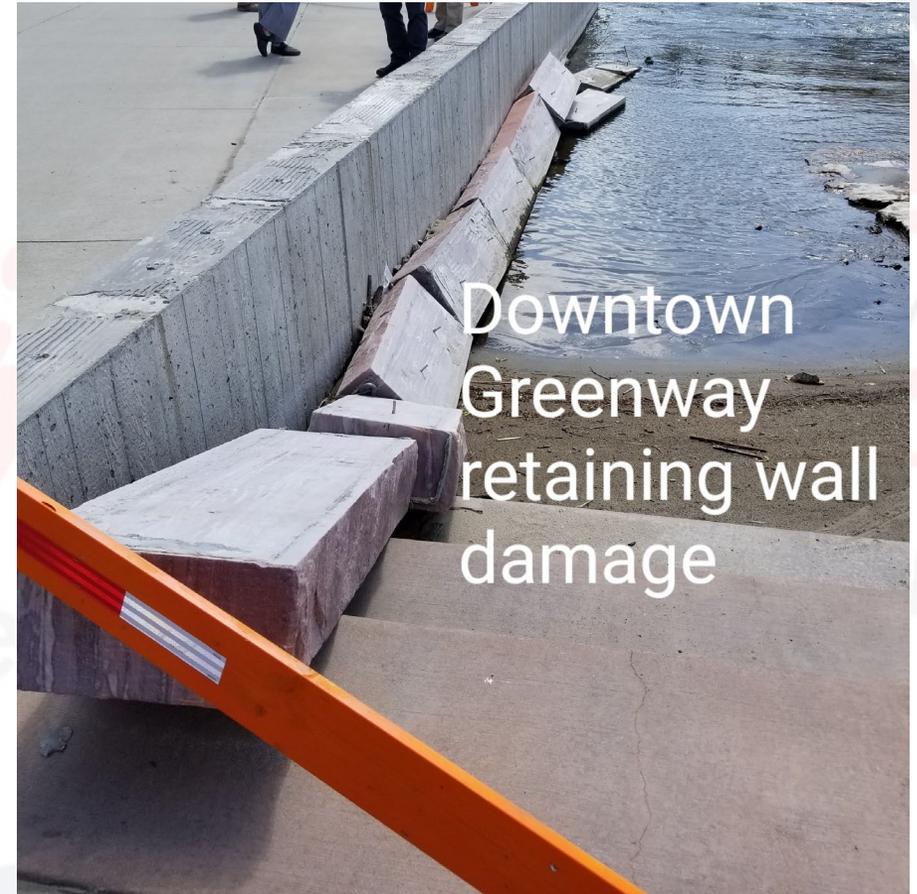
Damage Assessment Site Worksheet					Date
Part 1 - Applicant Information					
County	Applicant Name	Name of Local Contact	Contact Phone #		
Part 2 - Site Information					
Site No.		Yes	No	GPS	
1	Is this site indicated on an attached map?				
	Does this site have pictures attached?				
	Does this site have insurance?				
Description Of Damage					
% Complete		Cost Estimate			
Site No.		Yes	No	GPS	
2	Is this site indicated on an attached map?				
	Does this site have pictures attached?				
	Does this site have insurance?				
Description Of Damage					
% Complete		Cost Estimate			
Site No.		Yes	No	GPS	
3	Is this site indicated on an attached map?				
	Does this site have pictures attached?				
	Does this site have insurance?				
Description Of Damage					
% Complete		Cost Estimate			
Sites 1-4 Sites 5-8 Sites 9-12 Sites 13-16 Sites 17-20					

- Use the Damage Assessment Site Worksheet to report damage to: buildings, equipment, water control facilities, & recreational areas
- This worksheet can also be used to report debris removal operations and emergency protective measures.
- Fill in all areas of the worksheet and give a detailed description of the damages.
- If the damages are insured, the cost estimate should only include the cost of the deductible.
- Make sure to include a map that lists the location of each site, as well as GPS coordinates for the site.
- All sites should also be accompanied by a photo that clearly shows the damages being claimed.

Photo Documentation



- Photos should clearly show damage.
- Photos should be labeled with site information.
- Photos should be clear; nothing zoomed in, grainy, or blocked by people, animals, or vehicles.
- Multiple photos of the same site can be included to show damages from different angles.





Damage Assessment Wrap Up

- Only claim damages if you are legally responsible for maintaining, repairing, and replacing the damaged site or item.
- PDA documentation can be used to formulate projects if there is a Presidential Disaster Declaration.
- The more information provided during a PDA, the better we are able to substantiate the claimed damages.
- Don't wait for us to request documentation; start gathering information as soon after an incident as you can.

RECOVERY • MITIGATION

PREPAREDNESS • RESPONSE

Emergency Management

Have Questions?

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