

Emergency Operations Plan

Emergency Support Function – 23

**Damage Assessment**

**I. PURPOSE**

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. The ESF-23 Annex describes the rapid system for assessing and reporting damage to public and private property resulting from a disaster or emergency and requesting state or federal disaster assistance.

**II. MISSION**

The Damage Assessment function is to provide an accurate assessment of the impacted area in support of the response and recovery phases of a disaster.

**III. SITUATION AND ASSUMPTIONS**

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively to the basic and emergency human needs.

Emergency responders, who must focus on saving lives, and property, and other emergency tasks, find it difficult to provide damage information and reports. Without solid information as to the nature and extent of the disaster and a description of the affected area, the EOC will have a difficult time providing direction, control, and beginning the recovery process.

**IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES**

A. Primary: Horry County Assessor's Office

B. Support:

1. Horry County Code Enforcement
2. Horry County IT/GIS

**V. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) REQUIREMENTS**

All ESF personnel will be trained on the principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information. The minimum requirements are as follows:

- A. IS-100.a Introduction to the Incident Command System
- B. IS-200.a ICS for Single Resources and Initial Action Incidents
- C. IS-700.a An Introduction to NIMS
- D. IS-800.b An Introduction to the National Response Framework (NRF)

## **VI. CONCEPT OF OPERATIONS**

- A. When the EOC is activated, the Planning Section Liaison will confirm that the ESF-23 Coordinator position has been staffed.
- B. The ESF-23 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C. Agencies and representatives assigned to ESF-23 will be alerted according to EOC Activation procedures as stated in the EOP.
- D. All ESF-23 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 response time.
- E. Damage Assessment Phases

- 1. Initial Assessment

During the first few hours following the occurrence of a disaster, the EOC will be the focal point for the initial damage reports as provided by first responders, E-911 Dispatch, the local media, and the general public. These initial reports form the basis for the county's requests for assistance from the state and federal government. The initial information allows the EOC to map, record and direct responses to critical areas. Critical information includes:

- a. Locations of injuries, deaths, damages;
- b. Types and extent of damages;
- c. Impact on people;
- d. Assistance needed.

- 2. Planned Local Assessments

- a. The Horry County Damage Assessment Team (DAT) will be on standby during the disaster and will report to the EOC for their assignments or go directly to pre-designated areas. The damage assessment function is listed as Emergency Support Function (ESF)-23 and is located within the Planning Section of the EOC. Specific procedures are located in the DAT SOPs.
- b. The Horry DAT will perform two different assessments: Windshield Assessment and Detailed Assessment.
- c. The Windshield Assessment will be done by teams driving through all affected areas visually gathering data on the number of dwellings, businesses, public buildings and infrastructure that have been damaged or destroyed. This assessment will give the county a better idea of the estimated cost of damage to report to the state and FEMA.

- d. The Detailed Survey is a walk-through assessment of the damaged areas. Depending on the degree of damage, this assessment can be performed on a local level or in conjunction with the State Assessment Team and FEMA.
- e. Horry County Government has a pre-existing contract for post-event flights with digital imagery to assess the extent of damage. This information can be turned around in about 20 hours after the flights.

### 3. State and Federal Assessment Validation

If the area has received a federal declaration, as a part of the public assistance application process, state and federal damage assessment teams will want to identify and validate damage property and public infrastructure, define the scope of repairs, and determine repair or replacement costs.

#### **F. Horry County Damage Assessment Team (HCDAT)**

Horry County Government maintains its own DAT to respond to local emergencies and disasters. The HCDAT consists of staff from the Code Enforcement Department and the Assessor's Office. These members are trained on an annual basis and maintain SOP's for this function.

#### **G. Needs Assessment**

Following a disaster, one of the most important requirements for the EOC is to assess the "needs" of the citizens. This assessment is conducted by monitoring the situation, reviewing the damage assessments, and interviewing law enforcement and shelter personnel. Once the situation is understood, ESF-23 will work to determine the needs that must be addressed, in priority order. Once the priorities are established, the EOC Manager will ensure these issues are aggressively addressed. This will be a dynamic assessment process that will change with the restoration of the infrastructure.

#### **H. Situation Reports (SITREP)**

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the Planning Section Liaison no later than 06:30 and 16:30.
2. The Planning Section Liaison will review the ESF SITREPs and complete the Planning Section SITREP by 7:30 and 17:30. The Section SITREP is then given to the Situation Analysis Unit Leader.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.

#### **I. EOC Action Plan**

1. When the EOC is activated the Planning Section, while coordinating with other sections, will prepare a written action plan. The EOC Action Plan will set forth objectives, based on

the Executive Groups recommendations and tasks to be completed during the next operational period.

2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPs.
3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and EOC Briefings and Meetings SOP, in support of the EOC Action planning process.

**J. Information Display and Management**

1. During the Horry County EOC activation, all agencies, departments and representatives will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide from more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms utilized in the perspective ESFs will be located in a file box or binder at each ESF position.
3. The successful development of the Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
4. A local list of available infrastructure resources, to include assets and personnel, should be maintained in the EOC.
5. Coordination between damage assessment agencies/representatives is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible should develop standard operational procedures, instructions and resource listings to support this plan.

- K.** Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal resources. These requests should be channeled through the Horry County EOC, ESF-7 Resource Support.

**VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Primary**

1. Horry County Assessor's Office
  - a. Serving in the primary role in ESF-23, the Horry County Assessor's Office representative will function as the ESF-23 Coordinator and has the following responsibilities:
    - i. Exercise overall responsibility for the coordination of ESF-23 activities.
    - ii. Serve as the ESF-23 Coordinator in all EOC briefings and meetings.
    - iii. Coordinate and complete the ESF-23 SITREP and give to the Planning Section Liaison.
  - b. The county employee(s) representing the Assessor's Office in the ESF-23 will maintain the Fiscal Damage Assessment Coordinator Position. Specific tasks are included in the associated SOP.
  - c. Collect, organize, and analyze situation information from EOC sources in support of the Needs Assessment.

- d. Coordinate with the GIS Coordinator to provide an initial assessment to the Planning Section Liaison using aerial photography.
- e. Utilize the Horry County DAT SOPs and forms.
- f. Coordinate with the Damage Assessment Coordinator to plan and mobilize the HCDAT.
- g. Coordinate with the Operations Section and other verifiable sources to collect damage assessment information.
- h. Provide fiscal assessments and coordinate with the Damage Assessment Coordinator to prepare summary damage assessment reports for dissemination to other EOC Sections.
- i. Coordinate assistance for the State DAT and/or the Federal DAT.
- j. Coordinate the sharing of information with ESF-24.

## **B. Support**

### **1. Horry County Code Enforcement**

- a. The county employee(s) representing Code Enforcement in the ESF-23 will maintain the Damage Assessment Coordinator position. Specific tasks are included in the associated SOP.
- b. Collect, organize, and analyze situation information from EOC sources in support of the Needs Assessment.
- c. Utilize the Horry County DAT SOPs and forms.
- d. Coordinate with the Fiscal Assessment Coordinator to plan and mobilize the HCDAT.
- e. Coordinate with the Operations Section and other verifiable sources to collect damage assessment information.
- f. Determine unsafe facilities; assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety.
- g. Provide structural assessment and coordinate with the Fiscal Assessment Coordinator to prepare summary damage assessment reports for dissemination to other EOC Sections.
- h. Coordinate assistance for the State DAT and/or the Federal DAT.
- i. Coordinate the sharing of information with ESF-24.

### **2. Horry County IT/GIS**

- a. The county employee(s) representing the IT/GIS Department will maintain the GIS Coordinator position. All GIS related requests will go through the IT/GIS Coordinator in ESF-2. Specific tasks are included in the associated SOP.
- b. Collect, analyze, and graphically display disaster conditions and critical information obtained from various sources.
- c. Convert requests into GIS products quickly and effectively.
- d. Anticipate requirements and needs and assemble or prepare supporting referential data.
- e. Utilize WebEOC for data and mapping board.

**VIII. ANNEX MAINTENANCE**

The Planning Section Liaison has the responsibility for coordinating, developing, and maintaining their section ESF Annexes with the associate Branch Directors and designated ESF Primary Departments. The Annex is updated in conjunction with the Response – EOP as stated in Section 6, Plan Development and Maintenance.

## **Emergency Support Function (ESF)-23 Damage Assessment**

### **General ESF Actions**

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

#### **Primary:**

- Horry County Assessor's Office

#### **Support:**

- Horry County Code Enforcement Department
- Horry County IT/GIS Department

*\*Please refer to the EOP, IV, B, 8 for general preparedness and response actions.*

#### **Preparedness**

- Ensure all applications and data are kept up to date and backups are produced.
- Ensure all equipment is working and up to date with county parcels and assessed values.
- Ensure procedures are in place to document costs for any potential reimbursement.

#### **Response**

- Coordinate damage assessment of public and private property to determine the extent of the damage.
- Activate and deploy HCDAT.
- Receive record and consolidate all damage assessment reports.
- Provide data to support the Executive Group declarations of 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 the EOC Manager.
- Compile damage assessment reports and provide information on damages to the SEOC.
- Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).
- Coordinate damage assessments with local, state and federal agencies as appropriate.
- Provided necessary information to the PIO.