

LARIMER COUNTY DAMAGE ASSESSMENT PLAN

May 2023



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DAMAGE ASSESSMENT PLAN

Purpose

The purpose of the Damage Assessment Plan is to define the operational concepts, organizational arrangements, responsibilities, and procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster. Damage assessment information will aid Incident Commanders and the EOC in prioritizing response activities and allocating resources immediately following an event.

Damage assessment information will also be necessary to determine if additional support is needed from regional, state, or federal sources. If additional support is needed, the county's damage assessment efforts would support state and federal processes required for a state or presidential disaster declaration and would document the county's claims following a declaration. This plan augments the county's Comprehensive Emergency Management Plan.

Scope

The scope of this plan includes all lands within Larimer County, including municipal boundaries, state lands, federal lands, county open lands, and all unincorporated areas.

Objectives

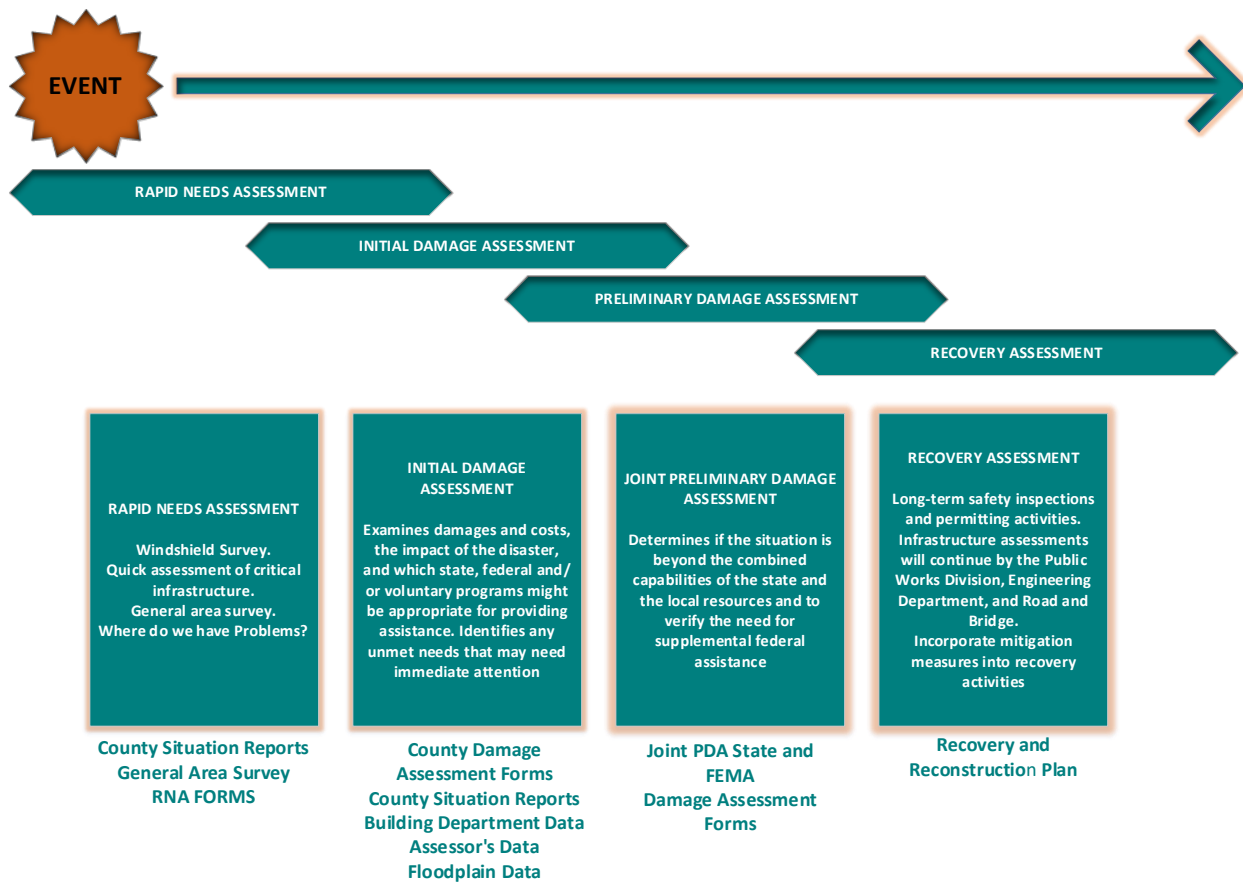
The objectives of this plan include:

- determining the nature and extent of damage for proper prioritization and resource allocation immediately following an emergency or disaster.
- providing on-going dissemination of information during an emergency or disaster detailing the situation, location, nature, and extent of damage, and determining priorities and requirements for deployment of resources and personnel in an affected area.
- establishing procedures for completing a coordinated damage assessment within Larimer County, including the coordinated notification process to impacted community members.
- assisting with short- and long-term recovery goals.
- meeting state and federal requirements for damage assessment to meet specific disaster recovery programs.

Damage Assessment Phases

One all-encompassing term, such as damage assessment does not adequately describe the various types of damage assessment tasks being performed or the time during which they occur. The term is used to describe several distinct activities conducted at different times and for different purposes. This Plan identifies four (4) phases in the damage assessment process and the actions taken during each phase.

- Rapid Needs Assessment (RNA)
- Initial Damage Assessment (IDA)
- Preliminary Damage Assessment (PDA)
- Recovery Assessment



Rapid Needs Assessment: 0-24 hours following an event

This assessment is also often called the windshield survey. It begins immediately following the incident and is conducted by first responders and other field units. It provides the first description of the extent of damage following a destructive incident. During this phase, the focus is on quickly gaining situational awareness of damage, particularly critical infrastructure damage, major structural collapses or mass casualty sites, and an overall assessment of which

areas of the county have sustained the most damage. Information from the RNA dictates how the EOC will assign damage assessment teams to the impacted area.

The RNA windshield survey is designed to:

- Confirm the reported emergency and estimate the overall magnitude of the damage
- Identify, characterize, and quantify populations at risk in the disaster, injured personnel or displaced
- Identify and classify type of damage
- Identify access routes and the levels of entry into the affected areas
- Identify damage to critical buildings, infrastructure/facilities
- Estimate the extent of the damage
- Identify existing and potential threats
- Determine the need for further damage assessment to be conducted and/or activation of damage assessment field teams

During the RNA phase, the EOC will rely in large part on information provided by emergency responders who are on-duty when the incident occurred, county field personnel, media reports, information in the computer-aided dispatch (CAD) system, social media, and information from municipal partners and special districts.

RNA Checklist:

- EOC will be activated and EOC members will report to staff positions.
- On-duty responders will report life safety hazards and damages to the 911 Communications Center or the EOC Planning Section. They may also use available maps, apps and tools to report RNA data.
- Dispatch records the information in Computer Aided Dispatch (CAD) as a CAD call. If dispatch is inundated, or it is anticipated that this may occur, the EOC will set up a call center to collect information and answer questions (this may be done in coordination with the JIC or as a separate entity).
- All field personnel will also report life safety hazards they observe in the course of their work, calling 911 if lives are in immediate danger and phones are working, and otherwise contacting the EOC for resources or assistance.
- Employees may also report other significant damage they observe if time and resources allow.
- EOC public information staff will monitor traditional and social media forums and gather critical situation status information. They will provide this information to the Planning Section under which the EOC damage assessment team is initially housed.
- EOC Planning Section will begin collecting information from Incident Command, municipalities, special districts, CAD, WebEOC, Field Maps, and public safety radio, including amateur radio if needed.
- The Planning Section will compile all information as available. From there, the damage assessment team will begin to prioritize areas for formal damage assessments.

Initial Damage Assessment: 24 hours to 2 weeks following an event

The Initial Damage Assessment is conducted by the Damage Assessment Team and involves the detailed evaluation of buildings and infrastructure to determine the extent of damages sustained within the county. This assessment yields the information required for state or federal assistance. Some Damage Assessment will occur during the Rapid Needs Assessment phase, but the IDA requires a greater level of detail.

The Damage Assessment Team will complete detailed assessments of all damaged structures and facilities, including roads, bridges, and public facilities. Assessment of financial losses other than building damage (e.g. cost of emergency protective measures) will be calculated at the EOC and included in the IDA Summary Report.

IDA Checklist:

- The DA process will be coordinated with various internal and external partners and stakeholders to decrease redundancy and maximize efforts.
- The DA Team will be activated by the EOC Manager.
- Once damages are confirmed, the EOC will notify the GIS Unit to set up an incident in the Damage Assessment Tool.
- The DA Team will sector maps according to geographic area and access for ease in damage assessment reporting based on RNA damage reports. The GIS unit will support the DA Team by providing maps with sectors and damage areas as necessary.
- The DA Team Leads will coordinate all team activities and will be the primary points of contact to the EOC. Teams will be formed based upon the extent of damages.
- If necessary, the county may request additional personnel from around the region and the state via resource request, to support damage assessment. Trained inspectors or other qualified personnel will lead each team. The DA Team Leads will arrange just-in-time training for these personnel if necessary.
- DA Teams will begin field assessments within the first 24 hours of the incident and when the impacted area is deemed safe by Incident Command and the DA Team Leads.
- Prior to deployment, teams will receive a safety briefing from ES personnel and Team Leads will ensure all team members are wearing appropriate personal protective equipment (PPE) for the hazards in the impacted area.
- The DA Team will tie in with Incident Command to deploy teams to inspect damages.
- All damage assessment field teams will report data to the EOC via secure channels. No damage assessment information will be made public until notifications have been made.
- IDA data is collected using the DA Tool. If access to the DA Tool is not possible during the collection of damage assessments then the Damage Assessment Form shall be completed manually (Attachment 2).
- EOC Planning Section will collect information and use it to populate an IDA Summary Report for the county, categorize damages eligible for Public Assistance and Individual Assistance using damage summary forms provided by the state and federal partners, and provide input to situation reports.

- EOC Finance Section will collect costs for temporary protective measures, emergency work and debris management from the ICP and other partners, combine them with EOC costs and monetary estimates of damage from the Planning Section (Situation Unit) and use these to complete the IDA Summary Report.
- The EOC may set up a Damage Assessment call center for homeowners, businesses, and public entities to submit damage information to help inform the DA process.
- EOC PIO or designee will provide information on where to obtain damage assessment information.

Joint Preliminary Damage Assessment (PDA): typically occurs 2-3 weeks following the event, takes 3-5 days to complete depending upon the extent of damages

A joint PDA, also known as Loss Verification, is conducted when the initial damage assessment indicates per-capita thresholds for Public Assistance or Individual Assistance grants have been met. State OEM and FEMA jointly conduct the PDA with Larimer County, visiting and assessing damages reported. FEMA uses the information from the PDA to decide whether a presidential disaster declaration is warranted. The PDA also informs further response activities by providing information to local, state and federal responders on unmet needs that may require immediate response, and to forecast staffing levels, space requirements, technical and other resources necessary to ensure proper management of disaster recovery operations.

Information on current county and state PA per capita Impact Indicator and project thresholds by fiscal year can be found at <https://www.fema.gov>. Both local and state thresholds must be met in order to qualify for a Presidential Disaster Declaration under the Public Assistance program within the Stafford Act. If these thresholds are clearly exceeded, the county should proceed with damage assessment activities (IDA), but expect that the joint PDA may follow soon after the event (within several weeks of damage assessment).

- Larimer OEM will coordinate with State OEM, and FEMA to arrange site visits of damaged areas in the county with the DA Teams.
- Larimer OEM will help to develop routes and information to accompany the site visits and will provide a county liaison and will support the site visits with maps of damage within the impacted area.

Recovery Assessment

The Recovery Assessment is ongoing during the recovery phase of the disaster to determine short- and long-term recovery needs, and to outline the priorities for restoration. This assessment provides the detail required to determine if specific recovery programs may be able to assist individuals, businesses, and public partners.

In the Recovery Assessment Phase, long-term safety inspection and permitting activities will transition back to Larimer County or municipal departments and elected offices. The EOC will be demobilized and will transition to a Recovery Coordination Center (RCC) or Recovery Coordination Group (RCG) to support and coordinate recovery operations. Infrastructure assessments will continue to be completed by Facilities, Engineering, and Road and Bridge.

Establishing Priorities

This plan identifies which facilities, services, and/or infrastructure should be included during each damage assessment phase after an event. The distinction is whether they are “critical” to responding to an emergency or disaster (i.e., life safety, property and environmental protection), or if they are “essential” to the continued delivery of key government services, or may significantly impact the public’s ability to recover from the emergency.

For those identified as critical or essential, the facility or infrastructure is given a priority rating of 1 or 2. If determined not to be a critical or essential structure, but one that would need to be assessed, the facility is listed as a Priority 3. The priority ratings are used in determining the order in which it will be assessed.

Priority 1 – Critical to response and recovery activities. These are rated as a Priority 1 because law, fire, EMS, and public works cannot respond if their own facilities and equipment are damaged. This also includes the “critical” transportation infrastructure system. If responders do not know which routes are open, they will be unable to respond effectively.

Priority 1 facilities are assessed immediately following a disaster, with responders self-reporting directly to the EOC or to the 9-1-1 Communications Center for life safety issues. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any method available to the Incident Command Center, Dispatch or the EOC.

Priority 1 facilities include:

- a) Critical Response Agencies and Facilities
 - Emergency Operation Centers (Cities, County, Special Districts)
 - 9-1-1 Communication Centers
 - Fire Stations and/or Command Centers
 - Government Administration Buildings (Courthouse, Sheriff’s Office, etc.)
 - Hospitals
 - Public Works Facilities / Fleet Facilities / County Fueling Stations
- b) Transportation Routes – Primary (emergency routes for life safety)
 - Bridges or Overpasses
 - Roadways – City, County, & State
 - Airports

Priority 2 – Related to life-safety and lifeline services, high occupancy structures/locations, at-risk populations, schools, and other essential lifelines such as utilities). These facilities are not always occupied and may not be assessed during the RNA phase if the disaster occurs when the buildings are not occupied (i.e. nights and weekends). Locations with high density or at-risk populations are Priority 2 facilities due to residential access and functional needs possibilities, high numbers of residents and minimal unit storage space for supplies that promote self-sustainability.

Priority 2 facilities include:

- a) Schools and Universities(public, private, charter, etc.)
- b) Institutional Occupancy Facilities (correctional facilities, jails, etc)
- c) Essential Lifelines - Utilities
- d) Health and Medical Facilities (other than hospitals)
- e) Assembly and High Occupancy Facilities
 - Apartments & Condominium complexes
 - Homeless Shelters
 - Mobile Home Parks
 - Designated Shelters
 - Animal Shelters / 24-Hour Veterinary Hospitals
 - Government Buildings (Libraries, Fairgrounds, etc.)
 - High Rise Facilities

Priority 3 – These are facilities essential to the continued delivery of key services, including those which have the potential to significantly impact the public’s ability to recover from the emergency. Assessment of Priority 3 facilities may take several days to assess and should not cause a delay in reporting essential life safety information.

Priority 3 facilities include:

- a) Community Resource Providers: Senior and Recreation Centers, Food Banks, Gasoline Stations. Grocery Stores, Pharmacies, etc.
- b) Public Service Providers: Housing Authorities, Transit providers, VOAD Organizations
- c) Businesses
- d) Transportation Routes – Secondary
- e) High Risk HAZMAT Locations: TIER II Reporters

Priority 4 – This includes all areas not previously assessed, such as public and private buildings within the damage area, residential structures, and open lands.

Damage Assessment Data Collection

The Governor only has 30 days from the date of the incident to ask for a major disaster declaration. Before the state can request a Presidential Disaster Declaration, an Initial Damage Assessment must be completed. Consequently, damage information must be received at the Colorado State Office of Emergency Management as soon as possible.

Larimer County utilizes an online Damage Assessment tool (DA Tool) in order to facilitate the IDA and PDA processes within the county. Contained within the DA tool is the current Larimer County parcel data from the Assessor's Office and current public infrastructure data. Damage Assessment Teams in the field will utilize the form built into the tool to conduct an Initial Damage Assessment and collect all damage assessment information. Employees and/or volunteers of the county, municipalities, special districts, and other response agencies will be issued a log in ID for the DA tool, coordinated through the EOC Damage Assessment team, prior to the beginning of damage assessment operations in the field.

At least one GIS personnel within the EOC will be assigned to the Damage Assessment Unit to assist in collection and dissemination of damage assessment information. Additionally, the Larimer EOC will provide appropriate staff to perform necessary support functions, including a Damage Assessment Call Center for the collection of damages for larger events.

If utilization of the DA tool is not possible then the Larimer County Damage Assessment Form (Attachment 2) shall be filled out manually by teams in the field. The form will then be submitted directly to the EOC utilizing the most effective communication method available. The affected jurisdictions must report disaster damage to their local emergency management agency (municipal, special district, school, University, hospital, etc), which in turn documents the information on specified forms and sends it to the Larimer County EOC for inclusion into the overall damage reports.

Larimer OEM, in coordination with the Damage Assessment Team Leads from the Assessor's Office and Building Department will determine when the final assessment is complete within the Larimer DA Tool and set a date for all data to be frozen as of that time. From that point forward, all departments/divisions will utilize day-to-day operations to collect new data.

Damage Assessment Notifications

Once DA data has been collected by the DA Team, and inputted into the DA Tool, Larimer OEM and the Larimer County Sheriff's Office will begin the process of making notifications to property owners regarding impacted areas and degree of damage. No information is made public until notifications have been made and the Sheriff's Office approves the information for public dissemination.

Notifications must be done with the following considerations:

- Staff and/or volunteers providing the notification to disaster survivors must be adequately trained and be prepared to work with community members who may be

experiencing highly emotional reactions.

- In order to avoid additional unnecessary follow up phone calls, it is most helpful if the following information is collected from the impacted community member once contacted:
 - Property owner name and contact information including both phone number and email address for follow up information
 - Whether residence was owned or rented
 - Whether residence was primary or secondary
 - Whether the building was used as a business

Depending on the incident, the fire chief of the impacted jurisdiction may want to provide the damage notifications due to their trusted relationship with the community. If that is the case, Larimer OEM will coordinate with the fire chief to ensure they have the necessary information to successfully complete the notification.

Damage Assessment Data Dissemination

Once approval is provided from the Sheriff's Office or lead public safety agency, DA data will be provided to the EOC to include in situation reports and other official reporting documents. The Lead PIO will provide the following information to the public.

- Number of damaged and destroyed structures
- Types of structures damaged or destroyed
 - Residential
 - Industrial
 - Business
 - Outbuildings
- Extent of infrastructure damaged or destroyed

Damage Assessment Data Use

There are several important uses of the information gathered during the RNA process. Initially, the on-scene Incident Commander (IC) uses the information gathered to make initial planning, life-safety, and strategy decisions. The EOC uses the information to assess the situation, make policy determinations, and formulate effective and realistic goals. Larimer County Departments and Offices will use the data for effective assessments, as well as post-disaster needs at the department level. At all levels, relevant and accurate information is essential for effective decision making.

Roles and Responsibilities

All participating agencies will provide resources and personnel to support rapid and initial damage assessment operations as resource availability allows. Personnel assigned damage assessment responsibilities will remain under the control of their own department and/or agency but will function under the technical supervision of the Damage Assessment Team during disaster conditions.

The Larimer County Office of Emergency Management (OEM) will:

- Ensure procedures for relaying information on damages to the EOC are in place and tested regularly.
- Ensure the proper equipment is in place to perform damage assessment operations.
- Ensure activation of the Damage Assessment Team when necessary.
- Facilitate briefings between the Damage Assessment Team and the EOC at each stage of the damage assessment process.
- Coordinate damage assessment activities, as necessary during emergency conditions.
- Ensure that lines of communication are established with all participating agencies and that damage assessment information is being collected and reported to the EOC during an emergency or disaster.
- Ensure all damage assessment reports are completed and filed.
- Report all damages to state and federal partners as required.

Municipal Emergency Management Agencies will:

- Ensure procedures for relaying information on damages to the EOC are in place and tested regularly.
- Ensure the proper equipment is in place to perform damage assessment operations.
- Assist in the coordination of damage assessment activities, as necessary during emergency conditions.
- Ensure that lines of communication are established with all participating agencies and that damage assessment information is being collected and reported to the Larimer EOC during an emergency or disaster.
- Ensure all damage assessment reports are completed and filed.
- Provide personnel and instructions on notification requirements once DA data is collected.

The Larimer County Sheriff's Office / Incident Command will:

- Assist with RNA through use of on-duty personnel to conduct "windshield surveys" and to check pre-designated priority facilities within specific patrol areas.
- Assist with PDA and building inspection activities, as appropriate.
- Maintain updated information throughout the response phase of the disaster; ensure supporting documentation is safeguarded for the final damage assessment.
- Provide personnel and instructions on notification requirements once DA data is collected.

First Response Agencies will:

- Assist with RNA through use of on-duty personnel to conduct “windshield surveys” and to check pre-designated priority facilities within specific response areas.
- Assist with PDA and building inspection activities, as appropriate.
- Maintain updated information throughout the response phase of the disaster; ensure supporting documentation is safeguarded for the final damage assessment.

The Assessor’s Office will:

- Provide leadership, in coordination with the Building Department, to the Damage Assessment Team.
- Provide staff to serve as members of the Damage Assessment Teams.
- Conduct damage assessments of commercial, residential, industrial, agricultural, oil and gas, natural resources, vacant land, producing mines and public structures (other than roads and bridges), and participate with state and/or federal personnel as needed.
- Ensure personnel on the damage assessment team have the appropriate personal protective equipment for the specific hazards for the disaster.
- Appoint and maintain a roster of primary/alternate disaster assessment personnel from the Assessor’s Office.
- Function as the lead agency for County Assessor activities, as appropriate.

The Larimer Building Department will:

- Provide leadership, in coordination with the Assessor’s Office, to the Damage Assessment Team.
- Provide staff to serve as members of the Damage Assessment Teams.
- Conduct damage assessments of residential, commercial and public structures (other than roads and bridges) and participate with state and/or federal personnel as needed.
- Ensure personnel on the damage assessment team have the appropriate personal protective equipment for the specific hazards for the disaster.
- Appoint and maintain a roster of primary/alternate disaster assessment personnel from the Building Department.
- Function as the lead agency for building inspection activities, as appropriate.

Municipal Building Officials will:

- Provide staff to serve as members of the Damage Assessment Teams.
- Conduct damage assessments of residential, commercial and public structures (other than roads and bridges) and participate with state and/or federal personnel as needed.
- Ensure personnel on the damage assessment team have the appropriate personal protective equipment for the specific hazards for the disaster.
- Appoint and maintain a roster of primary/alternate disaster assessment personnel.

Engineering, Public Works and Road and Bridge will:

- Conduct damage assessment of public roads, bridges, and associated facilities within their respective jurisdiction, and participate with state and/or federal personnel as needed.
- Assist with RNA through the use of on-duty-personnel.
- Assist with PDA and building inspection activities, as appropriate.
- Provide floodplain damage assessment information to the Damage Assessment Team as appropriate.

Larimer County GIS personnel will:

- Maintain the Damage Assessment Tool and initiate the Incident when the Tool is needed.
- Provide resources to adequately support EOC operations specific to the collection and dissemination of Damage Assessments.
- Provide technical assistance for the use of mapping tools to collect and disseminate damage assessment information.

The Larimer Department of Health and Environment will:

- Conduct damage assessment relative to health and environmental impacts of the disaster, e.g., contamination of food and water supplies, vector control and infectious disease.
- Coordinate damage assessment with state and federal health and environmental officials, as appropriate.

The American Red Cross (ARC) will:

- Conduct damage assessments to determine damage to residential structures to determine potential assistance through Red Cross programs.

Utilities (communications, energy, water and sanitation) will:

- Conduct damage assessment of their resources, in coordination with state and federal personnel as appropriate.
- Assist with RNA through use of on-duty.
- Provide timely damage assessment information to the Larimer County EOC and the Damage Assessment Team Leader, especially as it relates to interruptions of critical services.

All Agencies / Jurisdictions

- Actively participate in the Damage Assessment process.
- Develop and/or maintain damage assessment capabilities and procedures for implementation within this Plan.
- Integrate into DA Teams for coordinated DA data collection.
- Maintain pre-disaster maps, blueprints, photos, and other documents of facilities and/or critical infrastructure within your jurisdiction.

- Identify non-governmental groups that could assist the agency/jurisdiction during an emergency or disaster.
- Select and train personnel in damage assessment techniques.
- Provide the EOC with a consolidated report of all damages to critical or essential facilities and/or infrastructure.
- Receive, record, and consolidate all damage reports made by private citizens within your jurisdiction and forward to the EOC during an emergency or disaster, if appropriate.

Training

The successful implementation of this Plan is heavily dependent upon adequate and effective training. The training will assume a “hands on” approach, with emphasis on participation in drills and exercises following initial training. It will also include frequent refresher training to maintain skill levels. The Damage Assessment Leads for the Building Department and the Assessor’s Office have the responsibility for conducting regular training for DA Team field personnel, including municipal partners. Larimer OEM, with active cooperation and participation of all appropriate county and city agencies, will conduct training, drills, and exercises designed to successfully implement and fully test and evaluate the efficacy of this Plan. Participating agencies are responsible for ensuring their employees participate in the appropriate training.

Larimer OEM and the LCSO will conduct training for personnel responsible for notifications to property owners regarding damages. This type of communication is considered sensitive and must be handled with empathy and professionalism.

Administration and Logistics

This section addresses management of resources, general support requirements, and availability of services to support and establish policies for obtaining and using facilities, materials, services, and other requirements for damage assessment.

Forms and Records Retention

DA Assessment data, field reporting forms and all necessary state and federal disaster reporting forms and guidance are retained by Larimer County OEM and distributed as necessary. Documentation of all actions is necessary so that records can be compiled for financial and historical data.

Communication Systems

The EOC will coordinate efforts to ensure that communications equipment is available for Damage Assessment Teams for safety purposes. All local government units with mobile communications capabilities will provide back-up communications for damage survey teams as resources allow.

Release of Information

All FINAL damage reports and assessments are public documents and are discoverable under Public Disclosure. Draft versions of damage assessment data will not be released to the public without approval by Larimer County OEM or the EOC Manager. This added protection is to ensure that erroneous data is not inadvertently shared with the public, causing undue hardship or stress.

Copies of final damage assessment reports, maps, and information will be made available to the public as requested. Care should be given with respect to the disbursement of private community information such as contact information, insurance, etc.

Authorities and References

This Plan is authorized and adopted pursuant to the Colorado Disaster Emergency Act, C.R.S. 24-33.5-701 and other county resolutions and ordinances. Other authorities to this Plan include:

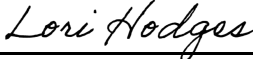

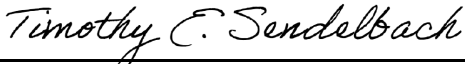
- Larimer Comprehensive Emergency Management Plan
- State of Colorado, State Emergency Operations Plan
- Public Law 93-288, Disaster Relief Act of 1974
- Colorado Disaster Emergency Act, C.R.S 24-33.5-700
- FEMA Public Assistance Program and Policy Guide
- Colorado Revised Statutes Title 39 – County Assessor Statutory Authority for Damage Assessments

Plan Development and Maintenance

Larimer County Office of Emergency Management (OEM) is responsible for development and maintenance of this Plan. The Annex will be reviewed regularly to ensure its accuracy and relevance.

Approval Signatures

The Damage Assessment Plan has hereby been reviewed and approved by the following jurisdictions and agencies within Larimer County and will be added to local emergency management plans.

 _____ Larimer County	<u>12/22/2023</u> Date
 _____ City of Loveland	<u>11/30/23</u> Date
 _____ Loveland Fire Rescue Authority	<u>12/20/24</u> Date

Town of Estes Park

Date

Town of Timnath

Date

Town of Wellington

Date

City of Fort Collins

Date

Town of Johnstown

Date

Town of Berthoud

Date

Town of Windsor

Date

Agency:

Date

Agency:

Date

Agency:

Date

Agency:

Date

Agency:

Date

Type of Building: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mobile Home / Pre-Fabricated <input type="checkbox"/> Commercial <input type="checkbox"/> Outbuilding	Primary Occupancy: <input type="checkbox"/> Dwelling <input type="checkbox"/> Other Residential <input type="checkbox"/> Public Assembly <input type="checkbox"/> Emergency Services <input type="checkbox"/> School <input type="checkbox"/> Other _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Offices <input type="checkbox"/> Industrial <input type="checkbox"/> Government <input type="checkbox"/> Historic	Business: YES NO # of Employees: _____ Estimated Time out of Operation: # of Residential Units: _____ Public Bldg? YES NO
Health Assessment:		
Utility Disruption: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> N/A Notes:		
Damage Assessment Notes:		
Report by:		Date:

LARIMER COUNTY DAMAGE ASSESSMENT FORM INSTRUCTIONS

Incident Name – This is the incident name designated by the Incident Commander or the EOC Manager

Date – Date the assessment was completed

Incident No – Every incident will have a unique ID# established by the Incident Commander or the EOC.

This number will be the same for all assessments within the same event.

Reference No – This will be the unique identifier for the specific damage assessment per building assessed. These numbers should not repeat.

Type of Hazard – Choose one of the hazards indicated for the assessment or add a hazard under “Other”

Owner and Assessor Information

Owner – The owner of the property being assessed

Parcel #, Sched # and Bldg ID# are all provided by the Assessor’s Office database.

Address: Fill out the full physical address for the property being assessed

Additional Location Information – Provide additional details as needed to identify the structure

Total Square Footage – provided by the Assessor’s Office database

Number of Stories – For the building being assessed

Number of Taxable Buildings on the parcel

Total Building Value – This is the amount used for Market Value questions by FEMA

Floodplain – If the structure is in the floodplain, mark YES

Assessor’s Office Notes – Area where members of the Assessor’s Office can add information as needed

DAMAGE ASSESSMENT INFORMATION

Accessible – Please list whether you were able to access the property to visually inspect the structure

Water Level in Structure – This should only be filled out for rain and flood events.

Structural Safety – As determined by the Building Division, mark whether the structure is 1)

Occupiable, 2) Restricted Access or 3) No Occupancy or Unsafe to Enter

Posted – If the structure has been assessed and a placard has been placed on the structure with its status, mark YES

Substantial Damage – If the cost to repair the structure exceeds 50% of the total value mark YES

Estimated Building Damages – These percentages do not include building contents.

Observed Conditions – Please check the appropriate boxes to determine the % of damage

Entry Restrictions – Please list any entry restrictions to the structure as applicable

Building Division Notes – Please provide any additional information needed for the damage assessment.

OCCUPANCY, INCOME AND ADDITIONAL ASSESSMENTS

Name of Occupant / Tenant – If different from Owner, please include the name of the occupant of the building, if applicable

Home – PRI = Primary SEC = Secondary

Status – OWN = Owner-occupied structure RENT = structure is a rental property

Insurance – HO = Homeowners Insurance NFIP = National Flood Insurance Program None = None

Est. Income – LOW = Low income MED – Medium Income HI = High Income

Type of Building, Primary Occupancy and Business Details – Please check the appropriate boxes for each

Health Assessment – Please list any health considerations for the structure, including septic, water, etc.

Utility Disruption – Check the appropriate box for utility disruptions to the structure

Damage Assessment Notes: Any other information necessary to complete the assessment

Report By – The person filling out the report. If a non-county employee, please include phone #.

Title: The title of the person filling out the report.