

### 3 Instructions for Using the Damage And Needs Assessment Summary Spreadsheet

This Excel worksheet is a tool to rapidly track the diverse forms of damage caused by a disaster and provide a fast running summary for reporting total damage in all categories.

The spreadsheet consists of two summary pages and ten pages that track damage in the following categories:

- Debris and Emergency Protective Measures
- Water Control Facilities
- Public Utilities
- Schools and Non-Profits
- Businesses
- Roads and Bridges
- Public Buildings and Facilities
- Parks and Recreation
- Residences
- Agriculture

#### Summary Worksheet

All the spreadsheets use the convention that allows users to only enter data in the unshaded cells. The ten individual worksheets transfer their information totals to the summary sheet.

In each of the following unshaded cells enter the appropriate information. For the Name of Jurisdiction and County, DO NOT use abbreviations. This may lead to confusion when different agencies use the same abbreviation. For instance, "CCSF" could stand for City and County of San Francisco, or Community College of San Francisco. This would cause inaccurate information to be shared with state or federal agencies.

Name of Jurisdiction: Enter the name of the eligible jurisdiction or agency.

Population: Enter the population of the city, town or village. Do Not Abbreviate the name.

There are two cells for population information, one for the city, town or village, and one is for the county. Fill in both fields, if the information is known. This information helps state and federal agencies put the number of people affected in perspective with other jurisdictions reporting damage.

County: Enter the name of the County. Do Not Abbreviate the name.

Population: Enter the county population.

Report Date: Enter today's date.

Type of Disaster: For the "Type of Disaster," enter the root cause, i.e., flood, fire, tornado, earthquake.

Disaster Date: Enter today's date.

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Area(s) Primarily Affected: If the damage is limited to named neighborhoods or geographic areas, briefly list these areas.

Contact: Enter the name of the person compiling the report.

The Contact information refers to the person filling out the form. If there are questions regarding information county, state or federal agencies may need to reach out for clarification of information.

Title: Enter the title of the report writer.

Address: Enter the address where the report writer can be located during the disaster.

Phone: Enter the phone number where the report writer can be reached during the disaster.

Email Address: Enter their disaster related email address.

Fax: Enter the fax number where the report writer can receive faxes.

For the cells requesting information on the % of insurance, this will be an estimate, since there is no way to know if all the damages are covered by insurance.

### **General Note for Individual Worksheets:**

For the individual worksheets that follow, the programming allows up to 100 locations. If additional rows are needed, the worksheet programming will need to be adjusted to ensure accurate damage and expense totals.

### **Debris and Emergency Protective Measures Worksheet**

Address / Location: In this column enter either a street address, GPS coordinates, or a defined area of operations, i.e., Main Street from Broadway to 10<sup>th</sup> Street.

Roads & Streets \$: This column refers to debris removal only from public roads.

Public Property \$: This column refers to debris removal from other public property.

Other \$: This column refers to debris removal from all other areas, if any.

Temporary Repair \$: This column refers to activities such as building board ups, temporary roof covering, etc. It may also include temporary road repairs for emergency traffic.

Flood Protection \$: This column refers to sandbagging, emergency pumping and other flood fight measures.

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Barricades, Signs \$: This column refers to barricade, traffic delineator, stop sign, detour sign or “K-rail” placement,

Security & SAR (*Search and Rescue*) \$: This column refers to all law enforcement security operations, and search and rescue operations in the disaster area.

Shoring \$: This column refers to shoring activities to keep buildings, bridges or tunnels from immediate collapse.

Other \$: This is the catch all column for activities that do not otherwise fit into any of the above fields.

All information entered on this and subsequent worksheets are estimated costs or losses and may need to be periodically revised. When this is necessary, revise current entries and do not make a new entry for the same location, as this will skew the damage totals.

## **Roads and Bridges Worksheet**

Address / Location: Enter the location with either an address range, mile marker, or GPS coordinates. The FEMA standard is GPS coordinates.

Road Type: Select a road type from the drop down menu. Remember this is a rapid survey.

Road Miles Damaged: Enter the length of the damaged roadway in decimal fractions.

Road \$ Damaged: Enter an estimate of the total dollar loss for each section of road.

Bridge Type #: Select a bridge type from the drop down menu.

Bridges Destroyed #: Enter the count, usually one per entry.

Bridges Destroyed \$: Enter the estimated cost to replace the bridge.

Bridges Damaged #: Enter the count, usually one per entry.

Bridges Damaged \$: Enter the estimated cost to repair the bridge.

Culverts Destroyed #: Enter the count, usually one per entry.

Culverts Destroyed \$: Enter the estimated cost to replace the culvert.

Culverts Damaged #: Enter the count, usually one per entry.

Culverts Damaged \$: Enter the estimated cost to repair the culvert.

### **Water Control Facilities Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Dikes \$: Enter the estimated cost to repair or replace the damage.

Levees \$: Enter the estimated cost to repair or replace the damage.

Dams \$: Enter the estimated cost to repair or replace the damage.

Storm Drains \$: Enter the estimated cost to repair or replace the damage.

Flood Control Channels \$: Enter the estimated cost to repair or replace the damage.

Catch Basins \$: Enter the estimated cost to repair or replace the damage.

Other \$: Enter the estimated cost to repair or replace the damage.

### **Public Buildings and Facilities Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Public Buildings Destroyed #: Enter the count, usually one per entry, unless this is a campus or civic center area.

Public Buildings Destroyed \$: Enter the estimated cost to replace the facility.

Public Buildings Damaged #: : Enter the count, usually one per entry, unless this is a campus or civic center area.

Public Buildings Damaged \$: Enter the estimated cost to repair the facility.

Building Contents \$: Enter the estimated cost to repair or replace the contents of the facility.

Vehicles / Equipment \$: Enter the estimated repair or replacement cost of all damage to vehicles and rolling stock equipment.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

### **Public Utilities Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Water Distribution Systems \$: Enter the estimated cost to repair or replace the damaged system.

Water Plants \$: Enter the estimated cost to repair or replace the damaged facility.

Sewage Plant \$: Enter the estimated cost to repair or replace the damaged facility.

Lineal Feet of Sewer Line: Enter the estimated cost to repair or replace the damaged lines.

Sewer Line \$: Enter the estimated cost to repair or replace the damaged lines.

Other \$: Enter the estimated cost to repair or replace the damaged facility.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

### **Parks and Recreation Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Parks \$: Enter the estimated cost to repair or replace the damaged facility.

Recreational \$: Enter the estimated cost to repair or replace the damaged facility.

Other \$: Enter the estimated cost to repair or replace the damaged facility.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

### **Schools and Non-Profits Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The

FEMA standard is GPS coordinates.

Public Schools Destroyed #: Enter the number of buildings destroyed.

Public Schools Destroyed \$: Enter the estimated cost to replace the destroyed facilities.

Public Schools Damaged #: Enter the number of damaged buildings, include all levels of damage, from minor to major.

Public Schools Damaged \$: Enter the estimated cost to repair the damaged facilities.

Other Schools Destroyed #: Enter the number of buildings destroyed.

Other Schools Destroyed \$: Enter the estimated cost to replace the destroyed facilities.

Other Schools Damaged #: Enter the number of damaged buildings, include all levels of damage, from minor to major.

Other Schools Damaged \$: Enter the estimated cost to replace the destroyed facilities.

Private Utility \$: Enter the reported damage in dollar value for any private utilities within the jurisdiction.

Other \$: Enter the dollar value of any miscellaneous damage reported that does not fit into the other categories.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

## **Residences Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Destroyed Single Family #: Enter the number of homes destroyed.

Destroyed Multi-Family #: Enter the number of homes destroyed.

Destroyed Mobile Home #: Enter the number of homes destroyed.

Damaged Single Family #: Enter the number of homes with major damaged.

Damaged Multi-Family #: Enter the number of homes with major damage.

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Damaged Mobile Home #: Enter the number of homes with major damaged.

Minor Damage #: Enter the number of all homes with minor damage, but are liveable.

Affected #: Enter the number of homes, apartments and mobile homes that are undamaged, but unliveable due to utility outages or ingress and egress problems.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

## **Businesses Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

Businesses Destroyed #: Enter the numbers of businesses reported at the location.

Businesses Major Damage #: Enter the number of businesses reporting major damage, as reported by the business at each location.

Businesses Minor Damage #: Enter the number of businesses reporting minor damage, as reported by the business at each location.

Businesses Affected #: Enter the number of businesses that report they are unable to operate due to utility outages, road closures, or lack of employees, or reasons other than physical damage to the business itself.

Insured ?: Use the Drop Down options to indicate if the facility was insured or not.

Businesses # Employees: Enter the number of employees that normally work at the business.

Businesses # Days of No Work: Enter the number of days that the business reports they will be unable to operate due to disaster conditions.

## **Agriculture Worksheet**

Address / Location: Enter the location with either an address or GPS coordinates. The FEMA standard is GPS coordinates.

In the agriculture category, there may be multiple reported damages at a single location. For instance, some farm buildings may be damaged or destroyed. Farm equipment at the same location may be damaged or

destroyed, as well as crops and livestock.

**Farm Buildings # Destroyed:** Enter the number of buildings destroyed, do not include small sheds or other out buildings.

**Farm Buildings # Damaged:** Enter the number of buildings damaged, do not include small sheds or other out buildings.

**Machinery/Equipment # Destroyed:** Enter the number of pieces of rolling stock, i.e., tractors, combines, etc., that are destroyed.

**Machinery/Equipment # Damaged:** Enter the number of pieces of rolling stock, i.e., tractors, combines, etc., that are damaged.

**Acres of Crops # Destroyed:** Enter the number of acres of crops reported destroyed.

**Acres of Crops # Damaged:** Enter the number of acres of crops that are reported damaged.

**Livestock # Destroyed:** Enter the number of livestock killed by the disaster.

**Livestock # Damaged:** Enter the number of livestock reported with injuries.