



FUNCTIONAL ANNEX A
DAMAGE ASSESSMENT

Primary Agency: Office of Civil Defense (OCD)

Support Agencies: Bureau of Planning and Statistics (BOPS)
Department of Agriculture (DoAGR)
Department of Commerce (DOC)
Department of Education (DOE)
Department of Labor (DOL)
Department of Mental Health & Substance Abuse (DMHSA)
Department of Public Health & Social Services (PHSS)
Department of Public Works (DPW)
Guam Economic Development and Commerce Authority (GEDCA)
Guam Environmental Protection Agency (GEPA)
Guam Fire Department (GFD)
Guam Housing & Urban Renewal Authority (GHURA)
Guam International Airport Authority (GIAA)
Guam Police Department (GPD)
Guam Power Authority (GPA)
Guam Telephone Authority (GTA)
Guam Visitors Bureau (GVB)
Guam Waterworks Authority (GWA)
Mayor's Council
Port Authority Guam (PAG)

Support Organization: American Red Cross (ARC)

I. Introduction

A. Purpose

Functional Annex A – The Office of Civil Defense (OCD) coordinates the Preliminary Damage Assessment (PDA) with other Response Agencies and Departments prior to the arrival of the Federal Damage Assessment Team to identify damage and required repair to public and private facilities after an emergency or disaster (“event”).

B. Scope

The assessment provided by Functional Annex A is intended to:

1. Develop a format that will quickly and effectively assess the extent of damage sustained during an event;
2. Mirror the federal reporting requirements to justify requests for federal assistance.

II. Policies

A. The OCD issues policy, coordinates operations and provide provides direction and control of the damage assessment effort. By their activation, all Response Agencies and Departments will assist in the survey and assessment of damage.

B. Executive Order No. 91-09

III. Concept of Operations

A. General

The initial damage assessment will be a windshield tour or rapid assessment coordinated by the Information and Planning Section with the Response Activity Coordinator (RAC) activated at the EOC. All damage assessment information will be collected and separated under the following three response sections:

- Emergency Services
- Human Services
- Infrastructure

The Response Section Chiefs will provide assessment reports to the Information and Planning Section for consolidation into a single report which should contain status and extent of damage. Other Response Agencies and Departments will support the assessment effort with manpower, equipment and other resources necessary to complete the task.

The damage assessment forms (see Appendices) to be used will provide the basis from which a more detailed assessment and project identification can be made.

It is important that a complete assessment be accomplished during the first week following the event to support the Governor's request for a Federal Disaster Declaration. In addition, it is important that the PDA be completed before the arrival of the FEMA ERT-A so that a baseline can be established for the verification of damage conducted by FEMA and the Government of Guam Agencies and Departments. The PDA will also

allow identification of technical assistance required from FEMA in order to complete the overall assessment.

B. Organization

When notified that conditions are safe to begin the initial assessment of damage, the Response Agencies and Departments activated will receive instructions and report forms from the EOC Director to begin the assessment process. Agencies and Departments will form individual Damage Assessment Teams and initiate the survey of damage coordinated by the Bureau of Statistics and Plans.

If additional resources are required to conduct and complete the survey, the department or agency requiring the resources will make a request through the Response Section Chiefs.

The Bureau of Statistics and Plans/PDA Coordinator will take the lead in consolidating daily reports from the agency assessment teams and initiate an assessment of damage for the private sector. In addition, the Department of Labor will document the Guam labor force and requirement for Disaster Unemployment Assistance.

Agency PDA Teams will meet at the end of each workday with the Bureau of Statistics and Plans to review assessment documentation and prepare to coordinate with the FEMA assessment team when assembled.

C. Response Actions

1. The damage assessment will begin after the All Clear signal has been given. The initial assessment will identify the extent of damage to critical public facilities that affect the public's health and safety. The report should be an ESTIMATE of damages and supported when possible with street maps identifying location and picture or video documentation of the damage. It is important that the initial damage survey be completed before the end of the first day after the event so that a situation report can be completed and provided to the Governor, Legislature and FEMA. In addition, at the end of the first day following the event, each RAC will meet with their respective damage assessment teams to summarize the assessments.
2. The assessments for the second workday after the event will focus on critical and public facilities, damage to which would adversely affect the public's health and safety. The assessments will identify specific areas at risk and detailed extent of damage and estimated restoration cost which will be verified by the FEMA response team. Cost codes established and used during SuperTyphoon Pongsona will be used to estimate the site specific restoration costs. At the end of the second day, the responsibility

- for the damage assessment and coordination of all PDA activities will be transferred to the Bureau of Statistics and Plans.
3. Until the FEMA ERT-A arrives and can begin the joint assessment and verification of loss, Department and Agency PDA teams will continue to assess agency specific losses and prepare documentation that can be used to formulate Project Worksheets when the Public Assistance Program is initiated.
 4. When the FEMA ERT-A arrives, the PDA coordinator will provide an initial briefing for the FEMA response team on the extent of damage and specific areas to be assessed by the joint FEMA/GovGuam assessment teams. Assessment and verification of damage will continue until all areas requiring restoration have been identified and verified by the FEMA response team. The joint FEMA/GovGuam assessment team will meet at the end of the day to review the extent of damages, identify specific projects requiring restoration and the estimated cost of restoration for each project.

IV. Responsibilities

A. Primary Agency

1. Office of Civil Defense (OCD)
 - a. The Emergency Operations Center (EOC) Director - responsible for the initial coordination of Damage Assessment operations and procedures.
 - b. Information and Planning Section - consolidate all preliminary damage assessment reports into a single document. They will also use the Response Section damage assessment reports to provide documentation for the Governor's request for a Federal Disaster Declaration, and to provide the FEMA Emergency Response Team a point of departure for the initiation of the Federal Response effort.

B. Support Agencies

1. Bureau of Statistics and Plans

Following the transition of PDA responsibilities to the Bureau of Planning and Statistics, the second day following the event, daily reports will be made to the State Coordinating Officer through the Information and Planning section until the initial assessment process is completed and the joint FEMA/GovGuam assessment begins.

2. Department of Labor

The Department of Labor will be responsible for developing documentation on the Guam labor force and requirement for Disaster

Unemployment Assistance.

2. Each damage assessment team will be responsible for completing the initial survey of damage in their area of responsibility and submit a report to the Information and Planning Section through the Response Section Chiefs.

a. Emergency Services Section

- i. Department of Public Health & Social Services (PHSS)
Public Health & Safety
- ii. Guam Environmental Protection Agency (GEPA) —
Environmental
- iii. Guam Police Department (GPD) - Safety & Security, Traffic
Control, Accidents
- iv. Guam Fire Department (GFD) - EMS & Fire, Structure
Response

b. Human Services Section

- i. Department of Education (DOE) - Shelter Management
- ii. Department of Public Health & Social Services (PHSS)
Population with Special Needs, Medically Dependant,
Seniors
- iii. American Red Cross (ARC) - Mass Care
- iv. Department of Labor (DOL) - Employment & Economic
Statistics
- v. Guam Housing & Urban Renewal Authority (GHURA) —
Housing
- vi. Mayor's Council — Village Mayor's Reports

c. Infrastructure Section

- i. Department of Public Works (DPW) — Government of Guam
Properties and Facilities
- ii. Guam Power Authority (GPA) - Power Plants & Distribution
- iii. Guam Waterworks Authority (GWA) - Water & Sewers
Systems
- iv. Guam Telephone Authority (GTA) - Telephone Systems (on
and off island)
- v. Guam International Airport Authority (GIAA) - International
Airport
- vi. Port Authority Guam (PAG) - Guam Ports & Harbors
- vii. Guam Economic Development and Commerce Authority
(GEDCA) — Commercial/Private Sector Facilities
- viii. Department of Agriculture (DOA) — Agriculture
- ix. Mayor's Council — Village Mayor's Reports
- x. Guam Visitors Bureau (GVB) - Status of Tourist & Tourism

V. Appendices

- A. Initial Windshield Survey Form
- B. Preliminary Agency/Department Damage Assessment Form
- C. Damage Assessment Format (EOC Information & Planning)
- D. Damage Assessment - Infrastructure Format
- E. Damage Assessment — Human Services Format
- F. Damage Assessment — Emergency Services Format
- G. Damage Assessment/Project Worksheet Form
- H. Description of Public Assistance Work Categories
- I. PDA Spreadsheet format
- J. Business Survey Report form
- K. Department of Labor and request forms
- L. Cost Code Listing for Guam

PRELIMINARY AGENCY/DEPARTMENT DAMAGE ASSESSMENT

Agency/Department Name: _____

CATEGORY A – DEBRIS CLEARANCE		
Debris Clean-up	Yes	No
Total Estimated Cost for Clean-up: \$ _____		

CATEGORY B – PROTECTIVE MEASURES (Before, During & After)		
Protective Measures	Yes	No
Total Estimated Cost for Protective Measures: \$ _____		

CATEGORY C – ROAD SYSTEMS		
Damage to roads	Yes	No
Damage to bridges	Yes	No
Damage to water line attached to bridges	Yes	No
Damage to others (shoulders, ditches Culverts, lighting & signs)	Yes	No
Total Estimated Cost for Repair to Road Systems: \$ _____		

CATEGORY D – WATER CONTROL FACILITIES		
Damage to irrigation systems	Yes	No
Damage to drainage channels	Yes	No
Damage to pumping facilities	Yes	No
Damage to levees and flood control channels	Yes	No
Total Estimated Cost for Repair to Water Facilities: \$ _____		

PRELIMINARY AGENCY/DEPARTMENT DAMAGE ASSESSMENT

Agency/Department Name: _____

CATEGORY F – PUBLIC UTILITIES		
Damage to Water Facility	Yes	No
Damage Electrical Facility	Yes	No
Damage to Sewer Facility	Yes	No
Total Estimated Cost for Repair/Replace: \$ _____		

CATEGORY A – DEBRIS CLEARANCE		
Debris Clean-up	Yes	No
Total Estimated Cost for Clean-up: \$ _____		

CATEGORY B – PROTECTIVE MEASURES (Pre & Post)		
Protective Measures	Yes	No
Total Estimated Cost for Protective Measures: \$ _____		

CATEGORY E – DAMAGE TO PUBLIC BUILDINGS		
Damage to Exterior of Structure	Yes	No
Damage to Interior of Structure	Yes	No
Damage to Equipment/Supplies/Other	Yes	No
Total Estimated Cost for Repair/Replace: \$ _____		

CATEGORY G – OTHER (PARKS, PUBLIC, NON-PROFIT, RECREATION)		
Damage to Park Facilities	Yes	No
Damage to Playground Facilities	Yes	No
Damage to Pools	Yes	No
Damage to Cemeteries	Yes	No
Damage to Beaches	Yes	No
Total Estimated Cost for Repair/Restore: \$ _____		

DAMAGE ASSESSMENT — INFRASTRUCTURE

- I. BUILDINGS & FACILITIES AFFECTED
 - A. DESTROYED
 - B. MAJOR DAMAGE (OVER 50%)
 - C. MINOR DAMAGE (REPAIRABLE)
 - D. AFFECTED (MINIMAL DAMAGE)

- II. PUBLIC UTILITIES & FACILITIES
 - A. POWER
 - B. WATER & SEWER
 - C. TELEPHONE
 - D. AIRPORT
 - E. PORTS & HARBORS

- III. OTHER SIGNIFICANT PROBLEMS
 - A. Impact on Agriculture
 - B. Road Closures
 - C. Debris Issues (collection & separation)
 - D. Village Specific Issues
 - E. Economic Impact — Tourism — Private Sector

IV. IMPACT ON PUBLIC FACILITIES

Emergency Work	Documented Amount Spent
Category A Debris Clearance	\$
Category B Protective Measures	\$
Permanent Restorative Work	Estimated Amount
Category C Road Systems	\$
Category D Water Control Facilities	\$
Category E Public Buildings	\$
Category F Public Utilities	\$
Category G Other	\$
Total	\$ _____

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DAMAGE ASSESSMENT – HUMAN SERVICES

I. IMPACT ON INDIVIDUALS

- A. NUMBER OF FAMILIES AFFECTED
- B. NUMBER OF SHELTERS OPEN / NUMBER SHELTERED
- C. DEGREE OF DAMAGE TO FAMILY STRUCTURES

	SINGLE FAMILY	APTS
DESTROYED		
MAJOR DAMAGE (OVER 50%)		
MINOR DAMAGE (REPAIRABLE)		
AFFECTED (MINIMAL DAMAGE)		

II. JOBS INTERRUPTED OR LOST BECAUSE OF DISASTER

AGENCY	NUMBER
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III. OTHER SIGNIFICANT PROBLEMS

Examples:

1. Families are remaining on damaged property rather than going to shelters.
2. Outbreak of disease affecting a segment of the population (children or seniors, etc.)
3. Food and water supplies short or inventories low

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DAMAGE ASSESSMENT – EMERGENCY SERVICES

I. PUBLIC HEALTH & SAFETY

A. CASUALTIES / FATALITIES

B. EMERGENCY NEEDS

1. Hospitals/Clinics
2. Pharmacies
3. Villages
4. Shelters – Community Centers

C. POPULATION WITH SPECIAL NEEDS

1. Medically/Psychologically Dependent
2. Seniors

II. BUILDINGS & FACILITIES AFFECTED

NUMBER DESTROYED
MAJOR DAMAGE (OVER 50%)
MINOR DAMAGE (REPAIRABLE)
AFFECTED (MINIMAL DAMAGE)

III. OTHER SIGNIFICANT PROBLEMS

Examples:

1. Emergency evacuations
2. Traffic Controls – roads closed
3. Response to accidents & injuries
4. Flooding – isolated areas
5. Hazardous Materials incidents

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DESCRIPTION OF PUBLIC ASSISTANCE WORK CATEGORIES

Category A — Debris Clearance —

Clearance of trees and woody debris; building wreckage; sand, mud, silt and gravel; and other disaster-related material.

- Identify property affected by debris that impacts public health and safety, public and private property
- Identify public services affected by the debris problem, ie, roads, sewage disposal, water/power supply and public utilities
- Describe the progress of local debris removal (village, government and/or voluntary efforts)
- Identify where debris will be temporarily staged.
- Appoint a responsible party to operate and oversee debris operations under the purview of Regulatory Authorities.

Category B - Protective Measures -

Measures taken before, during and immediately after a disaster to save lives, protect public health and safety, and protect public and private property.

- Note conditions which threaten public health, safety and property
- Identify nature of work such as pumping, sandbagging, steam clearance, vegetation removal.
- Describe essential services affected by the threatening situation

Category C - Road Systems -

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

- Identify maintenance responsibility
- Describe types of damage including road material, shoulder, erosion, culvert washouts, landslides size and type of damage sustained
- Describe the social and economic effect the damage has had on local activities
- Describe Bridge effected, length, location, number of lanes
- Describe the extent of damage especially when the bridge is not destroyed particularly if it isolates the community or vital services

DESCRIPTION OF PUBLIC ASSISTANCE WORK CATEGORIES

Category D — Flood Water Control Facilities —

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees and flood control channels. (Caution-eligibility of these facilities is restricted.)

- Provide the pre-disaster condition of the facility and its construction material (earth, concrete rock)
- Describe the specific damage to major components and give location, extent and type of damage (seepage, over-topping, erosion or actual breaks)
- Describe the threat existing because of the damage and note the need for evacuation and approximate timeframe.

Category E - Public Buildings and Related Equipment -

Repair or replacement of buildings, including their contents and systems; heavy equipment and vehicles.

- Describe the uses of major building and equipment damaged such as schools, hospitals government buildings etc.
- Identify construction material (masonry, steel, concrete) give dimensions
- Indicate the type of damage (broken windows, roof blow off) indicate if the item was destroyed or is repairable and the extent of equipment and contents damage.
- Describe the consequences of interruption of activities when damaged buildings are not usable .availability of alternate facilities

Category F - Public Utilities -

Repair of potable water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

- Identify the type of facility (water, electric, sewer)
- Describe the damage to each major component or subsystem (buildings, filters, generators or other equipment affected)
- Estimate the number or days out of service and the impact on the public.
- Describe health and safety problems caused by the damage and the need for alternate or emergency system
- Estimate the important dimensions of damaged portion of distribution and collection systems (size of line, length etc)

DESCRIPTION OF PUBLIC ASSISTANCE WORK CATEGORIES

Category G — Other (Parks, Public, Non-Profit, Recreation) -

Repair and restoration of parks, playgrounds, pools, cemeteries and beaches. This category is also used for any work or facility that cannot be characterized adequately by Categories A-F.

- Identify the type of facility that has sustained damage
- Describe the purpose of the facility
- Organization responsible for maintenance
- Describe the specific damage if the item was destroyed or is repairable, location, dimensions etc.
- Describe any threat or health and safety problems existing because of the damage and the general impact the loss of the facility has on the community.

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