

**WebEOC INSTRUCTIONS**  
**INITIAL DAMAGE ASSESSMENT SUMMARY REPORT**  
**FOR**  
**INDIVIDUAL ASSISTANCE AND PUBLIC ASSISTANCE**

Log In Instructions/Receiving WebEOC Support

- It is assumed localities have been trained in the use of WebEOC. If technical problems arise while logging in or after having started to complete the IDA Summary Report, please send a support request to:  
[Webeosupport@vdem.virginia.gov](mailto:Webeosupport@vdem.virginia.gov)
- To access the IDA Summary Report, chose the IDA tab from the menu page.

Submission Time Frame/Multiple Submissions

- IDA reports are **normally due within 72 hours** of the disaster event. Sometimes a locality may have conditions that impede a 72-hour submission. The locality should discuss special situations with ESF 14 at the VEOC if it appears the 72-hour submission deadline cannot be met.
- After the first report is submitted and if there are subsequent submissions, it is only necessary to edit the fields where changes have occurred. However, you must place the new total amount in the changed field, not the incremental amount. For example, you need to make a revision to the Destroyed Category for Single Family residences. It originally was 25; it is now 75. You would enter 75 in the field as the revision.

**Filling in the IDA Summary Report**

VEOC Support for Questions about Items on the Report (during disaster activation)

If clarification about filling in the report is needed, call the VEOC at:

- 1-800-468-8892 or 804-674-2400 (ask for ESF 14), or

E-mail questions concerning Public Assistance to [Nealia.Dabney@vdem.virginia.gov](mailto:Nealia.Dabney@vdem.virginia.gov)

E-mail questions concerning Individual Assistance to [Larry.Braja@vdem.virginia.gov](mailto:Larry.Braja@vdem.virginia.gov)

**If it becomes necessary to fax the report because of WebEOC failure, fax the IDA Summary Report to 1-804-674-2419.**

If you need to download a hard copy of the form, go to [www.vaemergency.com](http://www.vaemergency.com), chose the Recovery Center Tab, then Damage Assessment, then Local Government Cumulative Initial Damage Assessment Field Report. It is available in Word and Excel formats.

Identification Section

- WebEOC users should be familiar with filling in the administrative items at the top of the form.
- All items must have an entry.
- The focus here is on the “Prepared By” and “Phone Number” data elements.

- For “Prepared By,” please enter the name of a person who can answer substantive questions regarding the information submitted.
- For “Phone Number,” please use a reliable number. If a cell number will be more reliable than a desk number, please enter a cell telephone number.

### Part I: Private Property

Do not use dollar signs, decimal points, or percent signs when entering data. This will result in corrupt or lost data. This restriction applies to Part II as well.

#### **Property Type**

- *Single Family*: Use this category for ranchers, colonials, split-level, etc. Include in this category townhomes. Also use this category for any type of manufactured home except mobile homes.
- *Multi-Family*: This category applies mainly to rental apartments, but can include owner-occupied condominiums, duplexes, quadraplexes, etc.
- *Mobile Homes*: Use for single-wide and double-wide mobile homes.
- *Business/Industry*: Structural damage to businesses, such as retail stores and manufacturing plants, is included in this category. Information about business and industry is gathered under Individual Assistance.
- *Non-profit Organizations*: Structural damage to buildings owned by non-profits is included in this category for convenience.
- *Agriculture*: Structural damage to buildings used on farms is included in this sub-type. If the residence of a farmer has received structural damage, record that damage under Single Family.

#### **Damage Categories**

- There are four categories on the report form: Destroyed, Major, Minor, and Affected. Summary numbers for these four categories should come from totaling the individual worksheets used by the localities’ damage assessment teams. Definitions of the categories are found on the Damage Assessment Level Guidelines (Job Aid). If you do not have a copy of this Job Aid, go to [www.vaemergency.com](http://www.vaemergency.com), then Recovery Center tab, and then look under Job Aides.
- *Inaccessible* is a fifth category for which there is not a data element on the report form.
  - If a locality has a significant number of structures that cannot be evaluated because of high water, debris obstruction, etc., please provide a number for these structures in the Comments Section.
  - **If a locality cannot complete a damage assessment at all in the jurisdiction because of dangerous or wide-spread inaccessibility, the jurisdiction should call ESF 14 to discuss this situation and also provide that information on a Local Situation Report to the VEOC.**

## Other Report Data Elements

- *Dollar Loss* – This is the estimated cost to replace completely destroyed structures or structures needing repair. For this data element use total cost, regardless if some or all of the loss will be covered by insurance. For the purposes of this form, do not estimate the loss to personal property for residential homes or rental apartments. Do not include losses to business inventory or crop losses.
- *Flood Insurance %* - For each major property type an estimate of the percentage of structures covered by flood insurance needs to be made. For example, if the total number of damaged structures by flooding under Single Family is 200 and it is estimated that 40 or 20% of the structures were covered under the National Flood Insurance Program, enter 20% for the flood insurance data element.
- *Other Insurance %* - For each major property type, an estimate of the percentage of structures covered by property insurance (homeowner's or business) needs to be made when the damage to the structures was not by flood. For example, if the total number of damaged structures under Single Family is 200 and all the damage was from wind or fallen trees and it is estimated that 180 or 90% of the residences had homeowner's insurance, enter 90% in the Other Insurance % data element.
- *Owned %* - Enter the percent of structures owned for each property type.
  - For residential structures (homes, townhomes, condominiums), this refers to the dwelling where the person lives most of the time. These are referred to as "Primary" structures.
  - This is usually straightforward, except for a few jurisdictions that have Secondary or Vacation homes. If a jurisdiction has significant Secondary homes, percentages should be entered in the Owned % data element and the Secondary % data element. For example, if the total number of damaged structures under Single Family is 200 and 100 structures are primary, 50% should be entered in the Owned % data element and 50% in the Secondary and data element.
- *Secondary %* - This data element is used for homes that are not a person's full-time residence (the residence a person lives in most of the year).
- *Additional Comments*: Please enter any information that will provide meaningful context to the report submission.

## PART II: PUBLIC PROPERTY (INCLUDES ELIGIBLE PRIVATE NON-PROFIT FACILITIES)

Identify, capture, and enter estimated damage costs incurred per each individual site in the appropriate designated fields. (Continue revising and submitting updated reports as information becomes available.)

- Assign and denote a Site # and appropriate Category for each damaged location.
- Enter GPS coordinates, if available.
- Enter a street address or (area location).
- Enter a descriptive damage description.
- Estimate the incurred damages per site and enter the dollar amount.

- Indicate whether there is flood or property insurance coverage on the facility by marking (yes/no) for each type of insurance.
- Photograph each damaged site to have available for inspection by State/FEMA team.

Continue this process entering the collected data on the assessment form separately for each damaged site.

### **CATEGORY DESCRIPTION**

#### **Category A (Debris Removal)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss amount for debris removal for each of the following:

- On public roads/streets maintained by your jurisdiction
- On other public property
- On private property placed at the public right-of-way
- Structural demolition (not covered by insurance)
- Other (any other debris clearance measures not mentioned)

#### **Category B (Emergency Protective Measures)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss by summarizing costs of the following:

- Life and Safety (PD, Fire, Rescue, shelter costs)
- Property (barricading and sandbagging)
- Health (pumping and rodent/insect control)
- Stream drainage channels
- Other (any other protective measures not mentioned)

#### **Category C (Roads and Bridges - Maintained by Local Government)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss attributed to each of the following:

- Roads/Streets (locally maintained)
- Bridges (locally maintained)
- Culverts (locally maintained)
- Sidewalks
- Other (any other road systems not mentioned)

#### **Category D (Water Control Facilities)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss calculated by summing the dollar loss attributed to each of the following:

- Dams
- Dikes, levees
- Drainage, irrigation

- Other (any other water control facilities not mentioned)

### **Category E (Public Buildings and Equipment)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss attributed to each of the following:

- Publicly owned buildings
- Supplies/inventory
- Vehicles/other equipment
- Transportation systems (Local busses, vans, etc.)
- Other (any other public buildings and equipment not mentioned)

### **Category F (Public Utilities)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss attributed to each of the following:

- Water systems
- Sanitary/sewage systems
- Storm drainage systems
- Electrical power (owned by local government)
- Other (any other public utility systems not mentioned)

### **Category G (Parks and Recreational Facilities – Owned and maintained by Local Government)**

In the Total Estimated Damages field, enter the estimated total (\$) dollar loss attributed to each of the following:

- Park facilities
- Recreational facilities

**Comments:** - Enter any additional information to further explain the event. Enter as free text. (Remember, this comment field is not to be used for Request for State Assistance – use the Online EOC interactive Resource Request Form or call the VEOC (804-674-2400) to request assistance.

**Send Request to VEOC** - Click on the **Submit** button. The report is submitted to the IDA database in the VEOC. You will also receive an e-mail confirming receipt of the report along with a copy of the submitted data. The e-mail is sent to the e-mail address entered on the online form.