

## Damage Assessment

### I. Purpose

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Jordan.

### II. Responsibilities

A. The City Finance Director is responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal and/or private-sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).

B. Municipal/other government officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. City Engineer
2. Chief Building Official and his/her deputies
3. Public Works Superintendent
4. City /County Emergency Management Director

C. Private Sector Agencies/Organizations

Private sector agencies/organizations that might be available and that might be appropriate participants in a damage assessment effort: See Resource Manual

### III. Policies and Procedures

A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

B. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sites.

- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the City Finance Director will coordinate with the County Emergency Management Director and with the Minnesota Division of Homeland Security & Emergency Management (HSEM).
- D. When possible, the Building Official, City Finance Director, and other appropriate local government officials will participate in damage assessment procedure training.

**IV. Supporting Documents**

For additional information and guidance, refer to: Building Department Guide to Disaster Mitigation (ICBO)

Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. (Available from HSEM)

**V. Authentication**

_____	_____
Emergency Management Director	Date
_____	_____
Mayor	Date
_____	_____
Director of Finance	Date