



Emergency Support Function (ESF) #17 **Life Safety & Damage Assessment**

Primary Agency
Albuquerque Risk Management Division



City of Albuquerque, New Mexico
Emergency Support Function (ESF) #17
LIFE SAFETY & DAMAGE ASSESSMENT

Purpose:

1. The purpose of this function is to: coordinate the initial Life Safety & Damage Assessment in the CABQ so that accurate and timely information on the initial post-Albuquerque emergency situation is obtained; and to conduct comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

Primary:

- Albuquerque Risk Management Division

Support:

- Albuquerque Area Hospitals
- Albuquerque Fire Department
- Albuquerque Police Department
- All City Departments
- Amateur Radio Emergency Service / Radio Amateur Civil Emergency Service
- Ambulance Providers
- Utility Companies

Likely Tasks:

- Collect and analyze initial assessment and damage information to include:
 - Locations of injuries, deaths, damages.
 - Types and extent of damages.
 - Impact on people.
 - Identify immediate victim needs (need for shelters, water availability, etc.).
 - Identify resource requirements (assistance needed) in areas affected.
 - Identify local resources available.
- Responsible for determining the initial impact on the residents, the community, and/or CABQ services.
- Provide initial damage assessment data to the Planning Section Situation Unit.
- Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources.
 - The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified.
- Make recommendations as to actions to be taken based on the assessment information.
- Provide a consolidated, overall situation report.

Likely Tasks Continued:

- Provide information necessary for Emergency Public Information.
- Provide information for situation reports to State ECC.
- Provide preliminary reports to EOC Manager for forwarding to the State ECC as required by state and federal governments to determine eligibility for a Presidential Disaster Declaration.

DAMAGE ASSESSMENT

- Staff the Damage Assessment function in the EOC Planning Section Situation Unit.
- Coordinate damage assessment of public and private property to determine the extent of damage.
- Activate, deploy damage assessment teams; Assign B-SB personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise.
- Receive, record and consolidate all damage reports.
- Provide data to support declarations of local, state and federal emergency and formal requests for assistance.
- Determine unsafe facilities; Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety.
- Provide damage assessment data and information to EOC Management.
- Compile damage assessment reports and provide information on damages for reports to the State EOC.
- Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).
- Provide appraisers to assist with damage assessment.
- Coordinate damage assessments with state, and federal agencies as appropriate.

State of New Mexico

State government agencies can provide supplemental assistance to local government to meet emergency needs during declared emergencies. Requests for state assistance are sent to the State Emergency Operations Center.

Federal Government

Federal government agencies can provide supplemental assistance to local and state government to meet emergency needs during declared emergencies. Requests for federal assistance are processed through State Emergency Operations Center.

EMERGENCY SUPPORT FUNCTION #17

LIFE SAFETY & DAMAGE ASSESSMENT

Primary Agency: Albuquerque Risk Management Division

Primary Coordinator: Risk Manager, Albuquerque Risk Management Division

Support Organizations:

- Albuquerque Area Hospitals
- Albuquerque Fire Department
- Albuquerque Police Department
- All City Departments
- Amateur Radio Emergency Service / Radio Amateur Civil Emergency Service
- Ambulance Providers
- Utility Companies

I. Introduction.

A. PURPOSE.

1. **Life Safety Assessment:** Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the City of Albuquerque so that accurate and timely information on the situation post-emergency are obtained.
2. **Damage Assessment:** Accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.
 - a. The accumulated assessments provide a basis to:
 - Establish emergency management priorities.
 - Formulate effective response efforts.
 - Substantiate assistance requests.

B. SCOPE.

To describe the organization, concept of operations and logistical matters of the life safety and damage assessment process that will be performed after an area has been subjected to the impact of an emergency.

C. SITUATION.

1. Immediate, post-emergency impact, assessment flights of the impacted area(s) may not be possible due to severe weather and lack of daylight and other factors.
2. Road debris and downed power lines can hamper early transportation and entry into an area and rescue efforts.
3. A variety of public and private organizations have valid reasons for early reentry to impacted areas.
4. The critical facilities that need to be accessed first may be identified in advance of emergency events.
5. Communications capabilities are likely to be seriously impaired for an unpredictable period of time in the immediate aftermath of a major emergency. This could interfere with dispatch of damage assessment personnel and rescue units.
6. There is a need for immediate life safety assessment that will eventually transition to deployment of Local Damage Assessment Teams (LDATs).
7. Damage Assessment is a structured attempt to quantify overall damages to property and the number of people injured or killed. Damage assessments are used to justify requests for local, state, and presidential disaster declarations. Damage assessment consists of gathering preliminary estimates in dollars and general descriptions of the location, nature, and severity of the damage sustained by the public and private sectors.
8. To support claims for public and private property losses under City, State, and Federal disaster recovery programs, the City will conduct a detailed assessment of damage to both the public and private sector and submit reports to the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM).
9. A timely and well-managed damage assessment will demonstrate effective City management and leadership, and will enable state/federal assessment teams to perform their job quickly, and maximize public assistance benefits to the City.

D. POLICIES.

1. All CABQ departmental personnel will regularly report operational information and damages observed by them to the EOC through their normal dispatch centers.
2. CABQ will share assessment information with response and relief organizations through the EOC management structure and communication framework.
3. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this plan for the sole purpose of providing assistance to these victims.
4. In the event of a law enforcement related event, some assessment information may need to be kept confidential by the EOC staff or have limited distribution within the EOC until such time as the law enforcement lead agency deems it appropriate for release within the EOC or to the public.
5. Life Safety Assessment will begin immediately upon occurrence of an emergency and Damage Assessment will begin as soon as it can safely be done.
6. Damage assessment should be conducted using surveys by teams of qualified CABQ assessors representing both the public and private sectors. Where required, these CABQ teams will be augmented by an assessor from appropriate state and federal agencies. Types of damage assessment include:
 - a. Individual Assistance damage assessment relates to estimates of damage to the private sector and individuals, and includes damages to homes, businesses, farms, possessions, and other improvements.
 - b. Public Assistance damage assessment involves damage to public buildings, facilities, roads, bridges, sewer plants, etc. Public assistance is composed of emergency work and permanent restoration. Emergency work is defined as that necessary to save lives, protect public health and safety, and protect property. An example of emergency costs would be those associated with temporary facilities or temporary restoration of services. Permanent restoration is the cost associated with bringing a facility back to pre-emergency condition.
 - c. Building Inspection. This is a more thorough, professional evaluation of individual building safety and habitability conducted by City inspectors.
7. All affected CABQ departments will provide damage assessment reports regarding damage to buildings, equipment, vehicles, communications, and personnel availability to the EOC.

II. Concept Of Operations.

A. GENERAL.

1. Life Safety Assessment.
 - a. The primary function of the Life Safety Assessment is to rapidly determine the extent, location and nature of life threatening conditions with the CABQ. The department assets (typically public safety officers, fire and EMS units, and other CABQ workers) shall report what they observe and what specific resources are needed. This information is transmitted to the Situation Unit in the EOC where it is processed into a common operating picture of what has happened to the community.
 - b. Because of the inherent danger in the immediate post-emergency environment, department staff or units performing this function in the field should consist of a minimum of two people, operating out of a single vehicle.
2. Damage Assessment.
 - a. A damage assessment of public and private property in the CABQ is required to determine the extent of damage in order to provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of CABQ government resources. The damage assessment process will expedite relief and assistance if promptly implemented.
 - b. The CABQ EOC is required to complete an initial damage assessment report and submit it to the New Mexico Department of Homeland Security & Emergency Management EOC.
 - c. Damage assessment is conducted separately from lifesaving and property protection operations.
 - d. Damage assessment is different from life safety assessment and may continue into the recovery phase.
 - e. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by the Office of Emergency Management as needed.
 - f. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.

- g. Damage Assessment surveys may be conducted by Task Forces comprised of representatives from several organizations.

3. Damage Assessment Phases.

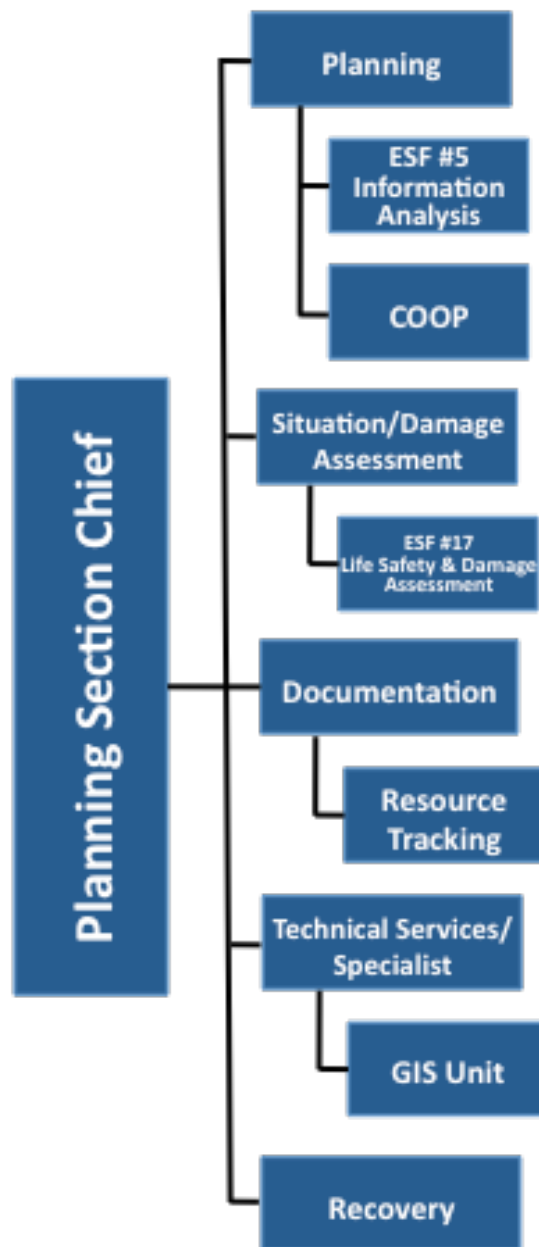
- a. Rapid Damage Assessment (RDA): Normally will take place within hours of incident and should be completed within 24 hours. The focus is on life safety issues, imminent hazards, and critical facilities. This phase is also known as windshield surveys, spot reports, and snapshots.
- b. Initial Damage Assessment (IDA): Will provide supporting information for state of emergency declaration and requesting a presidentially declared disaster. This assessment is more detailed than the rapid assessment, including estimates of financial losses of public and private property. The IDA should be completed within 72 hours of an event by Local Damage Assessment Teams.
- c. Preliminary Damage Assessments (PDA): The PDA is generally performed by teams consisting of local, state, and federal agency representatives.

B. RESPONSE ORGANIZATION & STRUCTURE.

1. Organizational Chart.

- ESF #17 is positioned within the Planning Section during an EOC activation, each ESF under Planning Section will be led by a CABQ representative carrying out their ESF role.

The Organizational Structure Of The Planning Section



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C. PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
ALBUQUERQUE RISK MANAGEMENT DIVISION	
Pre-Emergency	<p><u>Life Safety Assessment.</u> The Primary agency will coordinate with the OEM to:</p> <ul style="list-style-type: none"> • Develop and maintain a plan for conducting initial life safety assessments with assigned areas. • Train staff on the contents of the plan and the use of reporting forms and processes. • Participate in exercises to validate the plans contents and improve staff performance. <p><u>Damage Assessment.</u> Primary support and support agencies will coordinate with the OEM to:</p> <ul style="list-style-type: none"> • Develop and maintain a plan for conducting initial damage assessments with assigned areas. • Train staff on the contents of the plan and the use of reporting forms and processes. • Participate in exercises to validate the plans contents and improve staff performance.
Emergency	<ul style="list-style-type: none"> • When notified, report to the City of Albuquerque EOC.
Emergency Operations Center (EOC)	<p><u>Life Safety Assessment.</u> Primary and support agencies will:</p> <ul style="list-style-type: none"> • Collect and analyze initial life safety assessment information from field units to include: <ul style="list-style-type: none"> – Locations of injuries, deaths, damages. – Types and extent of damages. – Impact on people. – Identify immediate victim needs (need for shelters, water availability, etc.). – Identify resource requirements (assistance needed) in the affected areas. – Identify local resources available. • Update lists of life safety assessment resources available and their areas of responsibility. • Communicate with the EOC, when possible, to report status and situation. • Deploy resources as directed or according to the pre-determined plans. • Report on the extent, location and nature of life threatening conditions with the CABQ. They may include: unusual life threatening situations; trapped or injured people; severe weather; energized, downed power lines; gas leaks; building collapses; roads that are impassible; and emergency actions needed.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

ALBUQUERQUE RISK MANAGEMENT DIVISION

- Each of the deployed resources may have primary operational responsibilities in a specified portion of the CABQ area assigned by their department.
 - OEM and/or the Risk Management Division will coordinate training session(s) for CABQ employees performing life safety assessments.
- Damage Assessment.** Primary and support agencies will:
- When notified of an emergency situation, may send a representative to the CABQ EOC, if appropriate.
 - Activate and deploy local damage assessment teams (LDATs).
 - Each resource is to be outfitted by their organization with appropriate personal gear and mission equipment.
 - Participating organizations are responsible for selecting, outfitting, and equipping their members as is appropriate to both their individual tasks and the overall mission.
 - Report on initial damage to include: unusual situations, humans impacted weather, downed power lines and damaged utilities, building damage, road conditions and emergency actions needed.
 - Collect and maintain damage reports.
 - Maintain records of damage reports.
 - Compile damage assessment reports and provides information on damages to the EOC.
 - Determine unsafe facilities.
 - Maintain accurate records of funds, materials, and man-hours expended as a direct result of the emergency.
 - Receive record and consolidate all damage reports.
 - Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.
 - Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of City resources in the emergency area during the early stages of the recovery effort.
 - Provide data to support the Mayors declarations of emergency and formal requests for assistance. Information to include:
 - The extent of emergency impact on the City (description of the emergency, where the emergency struck, approximate number of people affected, demographics of the affected area).
 - The estimated dollar amount of damages.
 - Any conditions that could affect the ability to carry out relief coordination.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
ALBUQUERQUE RISK MANAGEMENT DIVISION	
	<ul style="list-style-type: none"> • Determine unsafe facilities. • Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety. • Provide damage assessment data and information to the Planning Section. • Compile damage assessment reports and provide information on damages to the State EOCs. • Provide individuals to assist with damage assessment. • Arrange for appraisers to arrive at affected sites. • Coordinate damage assessments with State, and federal agencies as appropriate.
Recovery Actions	<ul style="list-style-type: none"> • Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities. • Prepare hazard mitigation reports. • Coordinate emergency permitting procedures. • Analyze damages from floods and make recommendations to EOC Manager or Office of Emergency Management Director related to the National Flood Insurance Program. • Serve as liaison to insurance industry in event of build-back issues and FEMA/NFIP requirements. • Coordinate and monitor the movement and activity of contractors entering the City working on restoration projects. • Assist Real Estate Assessments with reappraisal of properties following an emergency for tax adjustments. • Recommend the City's Emergency Permitting Process as needed. • Prepare Project Worksheets. <ul style="list-style-type: none"> – A Project Worksheet identifies a specific damaged property or structure, defines the scope of work, and establishes the cost of repair or replacement. A separate Project Worksheet is assigned to each site or project. The compendiums of Project Worksheets comprise in total the City's Public Assistance Application (federal monies granted to repair, replace damaged or destroyed public facilities). • Train and deploy personnel for damage assessment. • Provide administrative advice and support relative to preparation of damage assessment forms and reports. • Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**ALBUQUERQUE RISK MANAGEMENT DIVISION**

- Presidential Declaration).
- Coordinate Damage Assessment reports for submission to state.
- Recommend assistance from emergency relief organizations as indicated from the damage assessment.

D. SUPPORT ORGANIZATION'S RESPONSIBILITIES AND TASKS.**SUPPORT ORGANIZATIONS' RESPONSIBILITIES AND TASKS**

Albuquerque Area Hospitals	<ul style="list-style-type: none"> • Provide Life Safety Assessment based on patient intake surge. • Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated. • Record costs and expenditures and forward them to this ESF's Group Supervisor.
Albuquerque Fire Department	<ul style="list-style-type: none"> • Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC. • Relay the Life Safety Assessment information to the EOC Duty Officer, or EOC Director. • Record costs and expenditures and forward them to this ESF's Group Supervisor.
Albuquerque Police Department	<ul style="list-style-type: none"> • Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC. • Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated. • Record costs and expenditures and forward them to this ESF's Group Supervisor.
All City Departments	<ul style="list-style-type: none"> • Advise on known client-populations in immediate danger, based on information obtained through contacts and relationships with clients in the community. • Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated. • Record costs and expenditures and forward them to this ESF's Group Supervisor.
Amateur Radio Emergency Service /	<ul style="list-style-type: none"> • Provide available personnel to assist with primary or alternate emergency radio communications for the Life Safety & Damage Assessment Teams as

SUPPORT ORGANIZATIONS' RESPONSIBILITIES AND TASKS	
Radio Amateur Civil Emergency Service	<ul style="list-style-type: none">necessary.The amateur radio and other-non-governmental groups/ operators used in this role will be under the authority of the Office of Emergency Management.Record costs and expenditures and forward them to this ESF's Group Supervisor.
Ambulance Providers	<ul style="list-style-type: none">Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.Relay the Life Safety Assessment information to the Duty Officer, or to the EOC if activated.Record costs and expenditures and forward them to this ESF's Group Supervisor.
Utility Companies	<ul style="list-style-type: none">Conduct infrastructure damage assessment of utility "life lines" (water, power, telecommunications, sewer, waste services) owned by each utility.

E. EVACUATION.

1. Life Safety and Damage Assessment officials will implement evacuation warnings due to unsafe buildings, fire danger, hazardous materials, or any other reason identified by competent authority.
2. Evacuation warnings will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter, and the needs of access and functional needs populations and individuals are provided for.

F. FIELD OPERATIONS.

1. Emergency response personnel may establish inner and outer perimeters to secure an emergency scene. A strict policy of limited access to the emergency area will be rigidly enforced to ensure the safety and wellbeing of the community. All movement into and out of the secured area(s) will be requested and approved through the established command post(s).
2. Security will be provided for essential facilities if required, and law enforcement officers will assist the Damage Assessment Teams in restricted areas if required.
3. Hazardous Materials Response.

- Damage Assessment Teams responding to impacted areas will ensure that they have a full understanding of the Incident Commander's assessment of the situation, particularly potential hazardous materials, and take full and proper precautions to protect themselves.
- Only personnel having proper training should be deployed to a hazardous material incident.

III. Response Actions.

A. NOTIFICATION.

Upon notification by CABQ Office of Emergency Management (OEM) Director or designee of an incident, the ESF coordinator will notify support departments and organizations of potential need for ESF #17 response in accordance with ESF #17 procedures and checklists. Notification may occur via landline, cell phones, electronic means, and/or two-way radios.

B. ACTIVATION.

Activation of ESF #17 will be determined by the OEM Duty officer, by the OEM Director or by request of the ESF responding agency based on the needs of the incident.

C. ONGOING ACTIVITIES.

1. ESF #17 departments and organizations participate in activities throughout the emergency management cycle:
 - Prepare an increased readiness or initial response report for the first meeting with the EOC manager.
 - Check staffing often and if needed personnel are still absent, begin calling successors.
 - If more than one shift of ESF #17 liaison staffing is likely to be needed, prepare a shift schedule and post it.
 - Coordinate ESF #17 staffing and resources to fulfill mission(s)/tasking(s) from the Planning Chief and/or Consolidated Action Plan (CAP), and as needed based on incident.
 - Compile and report ESF #17 updates regarding mission(s)/tasking(s); status of personnel, equipment, and supplies; and capability/resource needs to the Planning Section in the EOC on established schedule.
 - Maintain ESF #17 documentation as requested by Planning Section or EOC manager.
 - If the scope of the incident is beyond the capabilities of the city's Life Safety and Damage Assessment services/capabilities, notify the Planning Section and log time and date.

- If relocating to the alternate EOC, ensure that ESF #17 personnel/teams are informed of relocation and establish communications with alternate EOC.

D. DEACTIVATION.

1. The EOC will be deactivated or the response level will be lowered when the event needs have decreased. Deactivation or change in response level may also occur as a result of a transition of the EOC mission from response to recovery. EOC activation status may be changed when determined appropriate by the EOC Manager.
2. Once the decision to deactivate the EOC has been reached, the following activities may be necessary:
 - Complete or transfer remaining coordinating activities to the appropriate department operation center or ESF(s).
 - Coordinate the physical closing of the EOC, to include staff release, equipment pack up, return and inventory.
 - Coordinate the release of a public deactivation announcement with the JIC.
 - Provide deactivation information and a final status report to all involved response departments and/or coordinating and supporting ESF departments.

IV. Attachments And References.

A. ATTACHMENTS.

1. Damage Assessment Process.
2. Damage Assessment and Recovery Assessment Areas.
3. City of Albuquerque Damage Assessment SOP.
4. City of Albuquerque Damage Assessment Report.

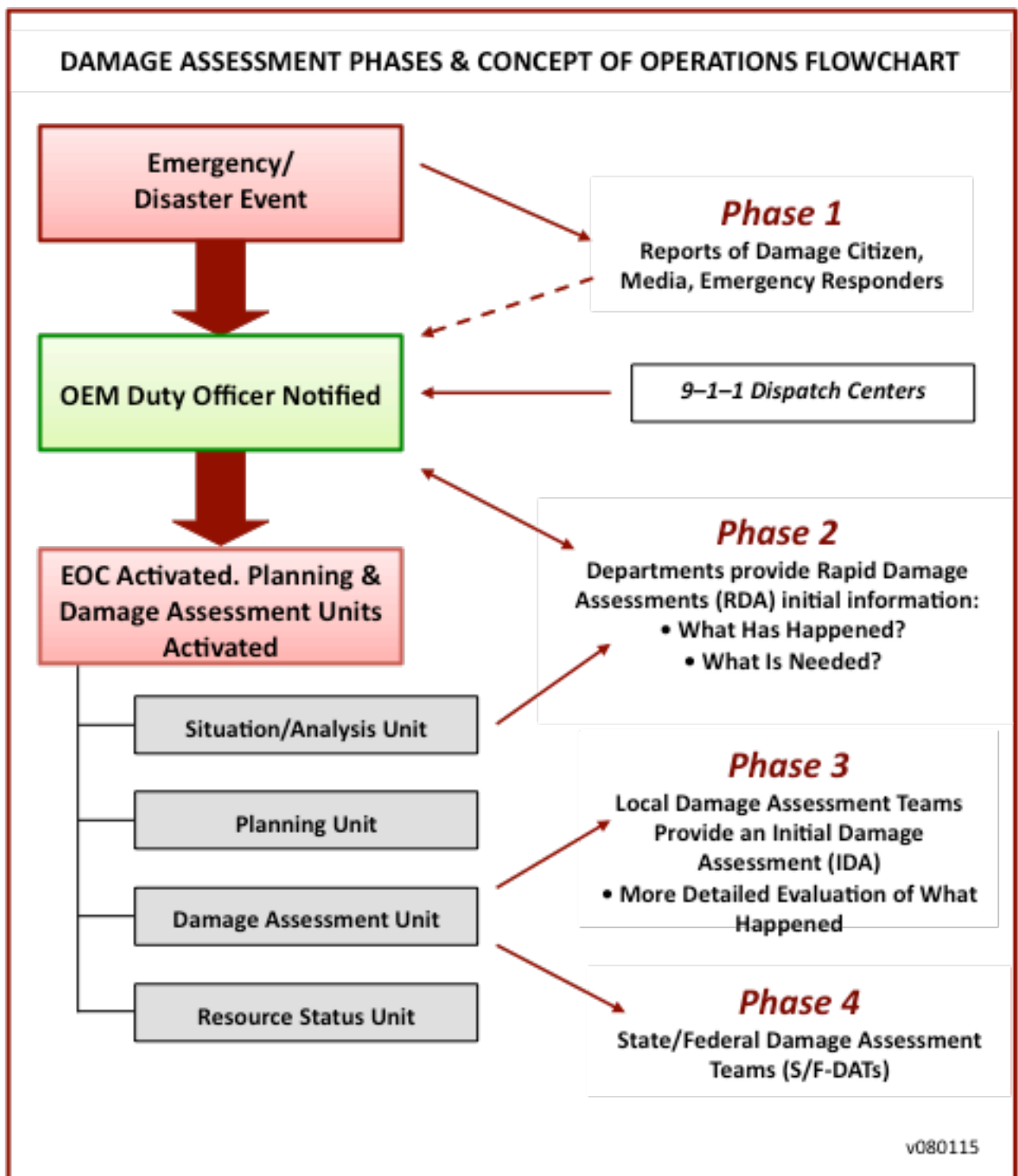
B. REFERENCES.

1. Damage Assessment Operating Plan. (TBD).

C. PROVISIO.

1. This support annex has been prepared in accordance with the standards of the National Incident Management System and other Federal and State requirements and standards for emergency plans applicable of the plan's preparation date.
2. The plan provides a broad planned framework for response and recovery; it is intended for use in further development for response capabilities, implementation of training and exercises, and defining the general approach to incident response. The actual response to an incident is dependent on:
 - a. The specific conditions of the incident, including incident type, geographic extent, severity, timing, and duration;
 - b. The availability of resources for response at the time of the incident;
 - c. Decisions of incident command staff and political leadership;
 - d. Actions taken by neighboring jurisdictions, the State, and the Federal Government.
 - e. These and other factors may result in unforeseen circumstances, prevent the implementation of plan components, or require actions that are significantly different from those described in the plan.

Attachment 1
DAMAGE ASSESSMENT PROCESS



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Attachment 2

DAMAGE ASSESSMENT AND RECOVERY ASSESSMENT AREAS

AREA	GROUP ASSIGNMENT
Private Residences	American Red Cross, Realtors, Human Services, Building Inspectors
Small Businesses, Industry and Private	Utilities - Building Inspectors
Debris Removal	Department of Municipal Development, Transit Department, Bernalillo County Public Works
Protective Measures	Each Emergency Response Agency
Public Road System	Department of Municipal Development, New Mexico Department of Transportation
Public Water Control Facilities	Department of Municipal Development, Albuquerque Bernalillo County Water Utility Authority
Public Buildings and Equipment	All Departments
Public Utilities	Albuquerque Department of Municipal Development
Facilities under Construction	Albuquerque Building Inspectors
Private Non-profit	Private Non-profit Facility Manager
Recreation	Albuquerque Parks & Recreation Department
Economic Impact	Human Services, American Red Cross
Environmental and Public Health	Albuquerque Environmental Health Department

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Attachment 3

CITY OF ALBUQUERQUE DAMAGE ASSESSMENT SOP

A. OVERVIEW OF DAMAGE ASSESSMENT PROGRAM.

1. The CABQ OEM organizes a citywide damage assessment team. The team members should be trained on a routine basis and are prepared for activation 24 hours a day, 7 days a week subsequent to a disaster occurrence.
2. Each team member is pre-assigned to cover a specific geographical area or a specific type of damage (e.g., citywide damage to roads or forests). In addition, each team member knows what information is required to be reported the timeframes for reporting, who to report to (e.g., the Office of Emergency Management) and by what means.
3. During a disaster local response agencies will, on an ongoing basis, report on the extent of their involvement, estimate damages, and gather information regarding the disaster's impact on the public and private sectors. Such information is used by decision-makers to direct the response and recovery effort. The City Office of Emergency Management coordinates receiving and disseminating this information as appropriate. The CABQ EOC may be activated or a field command post set up to facilitate this process.
4. When there is the potential need for state and/or federal assistance to supplement local efforts or when requested by the OEM Director, the city is required to submit a damage report to DHSEM along with any requests for assistance. At a minimum, the report should include the following:
 - a. Time, date, location, and type of disaster.
 - b. Time and date of the submission, as well as name of person submitting the report.
 - c. Number of people injured or deceased.
 - d. Number of persons homeless and number evacuated and in shelters.
 - e. Damage estimates for the public and private sectors.
 - f. An estimate of the amount of damage covered by insurance.
5. To obtain the information required on the damage assessment report, OEM will activate the pre-designated city damage assessment teams. The teams will operate per instructions provided by the EOC, and ESF #17 primary agency. OEM will coordinate the team's efforts and compile the information gathered by the team into an overall report for the city and submit it within 24 hours to DHSEM, also providing a copy to the OEM Director.

- As the disaster progresses and emergency response efforts are curtailed, the city will continue to assess the impact of the disaster through information received from response agencies and from the county damage assessment team. This information will allow decision-makers to prioritize recovery efforts and to determine the need for supplemental state or federal assistance. OEM will be responsible for transmitting updated information to OEM so that OEM can revise the original 24-hour UDSR submission.
6. The OEM, on behalf of the Mayor, will consult with the New Mexico DHSEM EOC on the need for state and/or federal assistance. A decision will be made jointly by OEM and DHSEM, and the City of Albuquerque as to whether and what types of federal assistance will be requested.
 7. When a decision is made to request Presidential Disaster Assistance, the city is required to participate in the Preliminary Damage Assessment (PDA) process. The PDA is the first step in requesting such assistance.

B. RESPONSIBILITIES.

1. The Office of Emergency Management is responsible for doing the following:
 - a. Organizes citywide damage assessment team. Ensures that each municipality is represented and that city/local agencies/ departments are aware of their responsibilities. Also ensures that all other potential sources of expertise are tapped to obtain necessary and required information. Maintains current listing of team member names and 24-hour phone numbers.
 - b. Trains damage assessment team members. Ensures that they understand the following:
 - (1) The purpose of the team and its damage assessment function. Also, the conditions under which it would be activated and how it would operate.
 - (2) Their role as team members, including how they will be apprised of the team's activation, what information would be expected of them, including geographic or assessment area of responsibility, and how and when it would be transmitted to the OEM.

Attachment 4

CITY OF ALBUQUERQUE DAMAGE ASSESSMENT REPORT

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