



# Damage Assessment Reporting Guidance

**PURPOSE:** The purpose of this document is to provide guidance to local counties on how to submit your Initial Damage Assessments (IDA), followed by a request for a Joint Preliminary Damage Assessment (JPDA) mission in WebEOC.

## WebEOC Login and Boards

Follow each of the steps listed below to submit your initial damage assessment data.

Step 1: Begin by logging into WebEOC.

Step 2: If necessary, add the *SERT Damage Assessment* and *SERT Missions* tab to the WebEOC ribbon.

- Click the Boards drop-down arrow (top left corner) to view the available Boards to add.
- The Boards menu will open with all the available tab selections.
- Select **SERT Damage Assessment** from the menu to add the tab to the WebEOC ribbon.
- Select **SERT Missions** from the menu to add the tab to the WebEOC ribbon.
- See *Figure 1: Boards Menu Options*, to the right for reference.

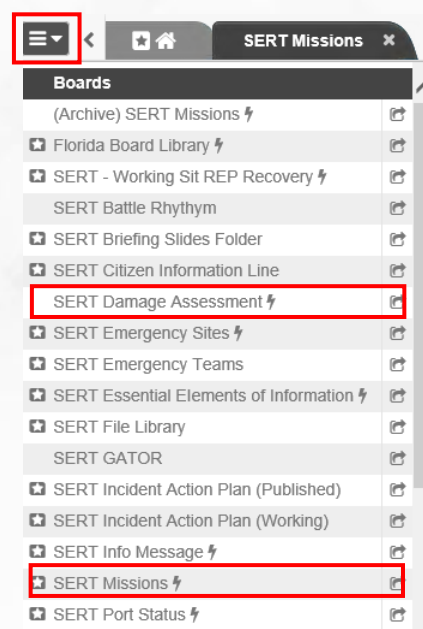


Figure 1: Boards Menu Options



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## Entering Initial Damage Assessments in WebEOC

Step 1: Initially, all Damage Assessments are created at the local level.

- To submit the Initial Damage Assessment, select the **SERT Damage Assessment** tab
- Click the **+Create Damage Assessment** in the upper right-hand corner.
- See *Figure 2: Create Damage Assessment*, to the right for reference.

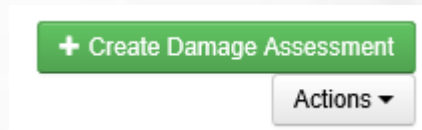


Figure 2: Create Damage Assessment

**Note:** Creating a Damage Assessment will only need to be done once for the disaster as it can be edited and updated as needed.

Step 2: A new window will open.

- Verify the Originator Information.
- **Part 1: Individual Assistance** (Cumulative Damages)
  - Enter the accurate damage numbers for each category from your initial local assessment. Enter whole numbers, without decimal places, for all money values.

Property Type	# Damaged	# Minor Damages	# Minor Damages	# Affected	Dollar Loss	Flood Insurance (%)	Other Insurance (%)	Owned (%)	Rent (%)	Secondary (%)
Single Fam Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multi-Family Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business / Industry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Profit Orgs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agricultural	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Part 2: Public Assistance** (Includes eligible non-profit facilities) (Cumulative Damages)
  - Enter the estimated dollar loss and percentage of insured for each category based on your initial local assessment. Enter whole numbers, without decimal places, for all money values.

Type of Property	Estimated Dollar Loss	Insured (%)
Category A (Debris Removal)	<input type="text"/>	<input type="text"/>
Category B (Emergency Protective Measures)	<input type="text"/>	<input type="text"/>
Category C (Roads and Bridges)	<input type="text"/>	<input type="text"/>
Category D (Water Control Facilities)	<input type="text"/>	<input type="text"/>
Category E (Public Buildings and Equipment)	<input type="text"/>	<input type="text"/>
Category F (Public Utilities)	<input type="text"/>	<input type="text"/>
Category G (Parks and Recreation Facilities)	<input type="text"/>	<input type="text"/>

- **Additional Comments:** Add any additional comments then save.

Additional Comments

URL


Cancel

Save



# Damage Assessment Reporting Guidance

- Uploading supporting documentation: after you have entered your Initial Damage Assessment, you can upload supporting documentation by clicking on "view" from the SERT Damage Assessment tab.

 **SERT Initial Damage Assessment Totals** 2020 Eta Export to Excel Actions

All

[Damage Assessment Reporting Guide](#)

# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	Category A (Debris Removal)	Category B (Emergency Protective Measures)	Category C (Roads and Bridges)	Category D (Water Control Facilities)	Category E (Public Buildings and Equip.)	Category F (Public Utilities)	Category G (Parks and Rec. Facilities)	Last Updated	Details
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	11/11/2020 14:29:35	<a href="#">View</a> <a href="#">Edit</a>

Click here

- Scroll down and click on "Add Attachment".

Attachments + Add Attachment

Attachment	Description
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**NOTE:** You can upload **unlimited** files/images/documents to the SERT Assessment Board.