



Damage Assessment Process

Initial Damage Assessment

- Completed by the Local Emergency Management Office and State Agencies
- Information is compiled to determine:
Rapid Needs – Life saving and immediate needs of disaster victims and survivors
Initial Damage Assessment - Declaration Thresholds/Criteria, impact, and resources needed

Joint Preliminary Damage Assessment (PDA)

- Federal Emergency Management Agency (FEMA), Maryland Emergency Management Agency (MEMA) and the Local Emergency Manager (EM) and/or State Agency representative
- Listing/maps of damaged areas/sites (most affected to least affected)
- Verification that initial assessments are accurate and thresholds are met
- Findings are included in the Declaration Request

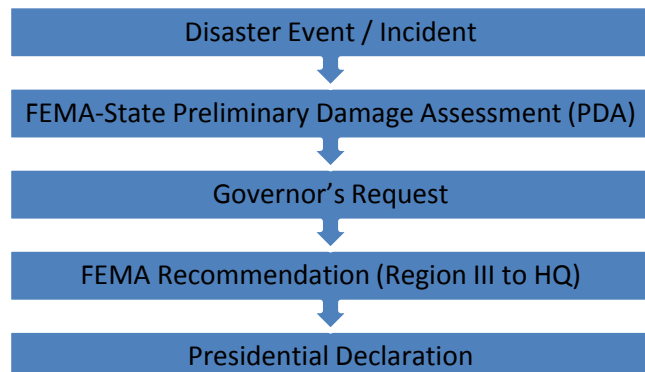
Declaration Request *(Must be requested within 30 days from incident date)*

- Maryland Emergency Management Agency prepares for Governor’s signature
- Request is sent to Federal Emergency Management Agency (FEMA) Region III Administrator
- FEMA Region III Administrator recommends and submits to FEMA Headquarters
- FEMA Headquarters reviews and recommends signing by the President of the United States

Disaster Declaration Threshold

- Individual counties/jurisdictions must meet their per capita threshold
- Collectively, counties/jurisdictions must meet the State threshold
- State of Emergency must be declared
- Disaster event/incident is beyond the State and local government capability to respond/recover.

Declaration Process



Initial Damage Assessment Forms

The following forms shall be completed and forwarded to the Representative coordinating damage assessments for the event:

1. Initial Damage Assessment Form
2. Impact Statement Form
 - Make every effort to gather estimates from all potential applicants
 - State Departments/Agencies’ estimates will be collected by the MEMA Public Assistance Damage Assessment Team members – estimates are applied to the county/jurisdiction in which work and/or damages occurred/performed.

Supporting Documentation: The Public Entity or Potential Applicant/Subgrantee will need to provide sufficient documentation to substantiate how estimates were calculated (i.e., sampling of employee timesheets, copies of invoices, etc.)

Sara Bender, State Public Assistance Officer
Maryland Emergency Management Agency
5401 Rue Saint Lo Drive, Reisterstown, MD 21136

Office: 410-517-3620 Cell: 443-381-3209
Fax: 410-517-3610
sara.bender1@maryland.gov