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.

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.)

Declaration Process

Disaster Event / Incident

FEMA-State Preliminary Damage Assessment (PDA)

Governor’s Request

FEMA Recommendation (Region III to HQ)

Presidential Declaration

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