

KANSAS DISASTER ASSESSMENT PROGRAM



Developed By:

Heart of America Chapter ICC

**AIA Kansas Chapter of
American Institute of Architects**

Kansas Emergency Management

REVISED
2016

Acknowledgements

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(Building Department Guide to Disaster Mitigation)
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PREFACE TO THE PROGRAM

disaster \diz-'as-ter, dis-\ *n* [**MF & OIt**; **MF** *desastre*, fr. **OIt** *disastro*, fr. *dis-* (fr. **L**) + *astro* star, fr. **L** *astrum* – more at astral] ... 2: a sudden calamitous event bringing great damage, loss or destruction; *broadly* : a sudden or great misfortune

Most natural disasters are the result of flood, fire, tornado, hurricane, earthquake, tsunami, volcanic eruption, avalanche, blizzard, hailstorm, high winds and/or explosion. Current events have identified additional disasters, namely man-made disasters. These disasters have included chemical explosions, riots, and acts of terrorism, fires or other civil acts of destruction. The disaster area can be anything from a relatively limited area/scope to widespread damage. A disaster causes a disruption in normal daily life by causing damaged and unsafe structures; therefore Building Officials, Architects and Engineers are called upon to provide qualified personnel to inspect and evaluate the damage to structures and property in order to initiate proper actions to minimize threats to life and property.

The public is seldom prepared to cope with a disaster and tends to rely on public agencies for response to the emergency situation. The first line of defense in cases of natural disasters, fire, conflagration, insurrection, riot or other civil disorder is to be from the local responders such as the fire department, emergency medical services and police departments. A second line of defense or need has been identified to review and assess damage to property. The Kansas Damage Assessment Program fulfills this need by placing building officials, architects and engineers into the affected area to assess the soundness and safety of structures. To ease human suffering, the American Red Cross, Salvation Army, Mennonite Disaster Services and other voluntary agencies offer assistance.

Ironically, many disasters present an opportunity to improve, rather than replicate the quality of the physical environment and structure of a community and to establish policies and ordinances to minimize the impact of future disasters. Too often, such opportunities are missed in the rush to rebuild. This program can provide direction or assist in the rebuilding of a community.

PURPOSE OF THE PROGRAM

The purpose of the Kansas Disaster Assessment Program is to:

1. Inspect and placard structures for safety and habitability;
2. Augment local Building Codes/Inspection Department resources, if any exist; i.e. recommend demolition, restore or remove utility services, expedite building permits, etc.
3. Provide assistance to Kansas Emergency Management in assessing disaster-related damage to structures.
4. Assist communities in planning their reconstruction following a disaster.

Response is in the form of:

1. Teams of certified personnel, including building inspectors, structural engineers, and architects, who gather information by performing on site an assessment of structures and property in the disaster area; and
2. Teams of administrative personnel who compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.

The plan is designed to bolster the manpower of Building Codes/Inspection Departments and the Kansas Department of Emergency Management throughout Kansas that lack assessment of information capabilities by providing temporary assessment support.

The recovery section of this plan may provide an affected community with assistance in evaluating the need for long range planning for rebuilding a community's physical environment and supporting infrastructure.

Currently the program includes the following areas of recovery:

1. **Initial Assessment** – normally provided by the State Co-Coordinator and/or the Regional Co-coordinators and representatives of Kansas Emergency Management in conjunction with local officials. The purpose of the initial assessment is to determine the extent and severity of the disaster, establish the number and make-up of assessment teams (KAT's), and administrative support required to carry out the damage assessment including any special skills or equipment needed to carry out the assessment.
2. **Disaster Assessment** – following the initial assessment the Kansas Assessment Teams (KAT's) move into the disaster area to review and document the condition of affected structures. The administrative support personnel process the information to provide the community, Kansas Emergency Management, and the Governor's Office with quick, accurate and complete information.
3. **Follow-up Assessment** – our experiences following the disaster assessment process have indicated that a second wave of property review and assessment may be required. This review or inspection identifies particular/specific elements of concern to us as building officials, architects and professional engineers. This information is especially useful to the local officials as the community begins to rebuild (i.e. filing of permits and follow-up inspections).
4. **Post-Disaster Assistance** – local building inspection/code enforcement offices may need assistance as the rebuild begins, i.e. filing of permits and follow-up instructions. In the event a community does not have a building inspection/code enforcement office, our program participants may assist in development of the office.
5. **Post Disaster Planning** – communities that have suffered infrastructure damages may request planning assistance to rebuild areas. The reconstruction might be a reinforcement of a historical district or total modernization of an area, zoning issues, downtown revitalization, historic preservations, etc.

PROGRAM'S CONCEPT OF OPERATIONS

Local Government

Local government is responsible for immediate emergency response as well as for continued assessment of its ability to protect citizens and property within the community after a disaster occurs. County/city government is responsible for undertaking a comprehensive emergency management (prevention and recovery) plan to protect life and property from the effects of disasters and request assistance from the state government when it is determined that the scope of the disaster exceeds the local governments capabilities to respond to the needs of the community.

State Government

When an emergency exceeds the local government's capability to respond, assistance can be requested from the State of Kansas. The State's role is to supplement and facilitate local efforts before, during, and after emergencies. The State must be prepared to maintain or accelerate services and to provide new services to local governments when local capabilities fall short of disaster demands.

Federal Government

The federal government provides assistance to the state as requested and applies the President's authority to redirect federal resources to emergency response, mobilize Department of Defense resources and implement disaster response and recovery programs under a Presidential emergency declaration.

Local Government Functions

This plan is based upon the concept that the emergency functions for the disaster assessment team(s) will generally parallel the normal day-to-day functions of the personnel involved. When possible, the same personnel and material resources relied upon for the day-to-day functions of the Building Codes/Inspection Department will perform the emergency functions. Day-to-day functions that do not contribute directly to the emergency operation should be suspended for the duration of the emergency. The effort that would normally be required for those functions must be redirected to accomplish the emergency tasks taken by the involved agencies.

Assistance to Local Jurisdictions

When a jurisdiction lacks the necessary personnel and material resources, the plan will identify and provide certified building inspectors, architects, and structural engineers to assist in performing inspections and evaluations of the damage to structures and property affected by a disaster

Assistance to Kansas Emergency Management

Provides certified architects, engineers, and building inspectors to determine the habitability of residential and commercial buildings affected by damage caused by a natural or man-made disaster. The program is a community service provided by volunteers and is available without cost to the State and communities after a declared disaster.

FORWARD

This plan by itself has little value. Only when it has been studied, exercised and refined can its true effectiveness be determined and validated. If it is only accepted and placed in a disaster management plan to be resurrected at the time of need, it will provide little assistance. No plan of action can be useful unless its concepts are read, understood, and implemented. The thought of that statement that developed programs must be reviewed periodically to ensure that the concepts are still workable and meet current situations. Local emergency management coordinators, elected officials and building officials who do these things will be performing a valuable public service, which will produce its own rewards in time of need.

Many of the personnel that developed this manual received experience from the unfortunate disasters of the 1990 Hesston Tornado, the 1991 Haysville and Andover Tornadoes, the 1998 Johnson County, Arkansas City, and Augusta Floods, 2000 Parsons Tornado, and 2001 Hoisington Tornado, as well as other community disasters over the years. The numbers, locations and types of disasters that this program and its volunteers address continue to expand.

This plan began its development in 1990 through the efforts of Jarrell Blair, Heart of America Chapter; Stan Peterson, AIA Kansas; and Vince Mancini, AIA Kansas. Since the initial development of this partnership there have been many volunteers who have contributed to the success of the program. From 1998 to 2007 Jerry Mallory, Heart of America Chapter and Stan Peterson, AIA Kansas have continued the efforts as State Co-coordinators. In 2008 Michael Davis assumed the role as the Heart of America Chapter State Co-coordinator with Stan Peterson continuing to represent the AIA Kansas organization.

The success of this program over the years is due to the commitment of the many volunteers of both organizations who have selflessly given their time and talents. A special thanks goes out to the government agencies and the private firms who have allowed their personnel to participate in this

program. All participants in this program appreciate the support of the State of Kansas, Adjutant General's Department and specifically Angee Morgan of the Kansas Emergency Management.

DEFINITIONS

Catastrophic Disaster (defined in federal response plan): An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities.

Command Center: A site from which civil government officials exercise direction and control in an emergency or disaster.

Disaster (state definition): The occurrence or imminent threat of widespread or severe damage, injury, or loss of life and/or property resulting from a natural or man-made cause, including, but not limited to: fire, flood, earthquake, wind, storm, epidemic, air contamination, blight, drought, infestation, explosion, riot, or hostile military or paramilitary action.

Disaster Area: An area officially declared to be the scene of an emergency created by a disaster and therefore qualified to receive certain types of governmental aid (as emergency loans and relief supplies).

Disaster Assessment Operations Center (DAOC): The site from which the Kansas Assessment Team (KAT's) and government officials specifically operate the Kansas Disaster Assessment Program.

Disaster Assessment Survey: The process of gathering information regarding the nature, location, severity and approximate cost of damages caused by an emergency or disaster. This assessment provides reliable estimates of damage that serve as a basis for subsequent State or Presidential declaration; and as the basis for effective implementation of disaster assessment programs, should a declaration be made.

Emergency (Federal Definition) – An emergency is any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health safety. However, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency “means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States” (Stafford Act, Sec. 102 (1), 42 U.S.C. 5122(1)).

Emergency Operations Center (EOC): A site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency or disaster.

KAT (Kansas Assessment Team):

Major Disaster (federal definition as stated on P.L. 93-288): Any natural catastrophe (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of states, local governments, and disaster-relief organization in alleviating the damage, loss, hardship, or suffering caused thereby.

Federal Assistance - Aid to disaster victims of state or local governments by federal agencies under provisions of Public Law 93-288.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private or organized field-level management operations.

Local Emergency Management Coordinator: Responsible for preparing, coordinating, training, organizing, and planning of emergency management functions for the county, city, or inter-jurisdictional entity.

Local Government: Any county, city, or other political sub-division of the state, including any Native American Nations or Tribes, or authorized Native American organizations or other public entity who has made application for assistance, made by the state or political subdivision.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGO's to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principals, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Rapid Assessment: Includes all immediate response activities that are directly linked to initial assessment operations when determining lifesaving and life sustaining needs and imminent hazards.

State of Disaster Emergency: The condition proclaimed by the Governor when, in his/her judgment, the actual occurrence or threat of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby.

State of Local Disaster Emergency: A condition declared by the Chairman of the Board of County Commissioners of any county or by the mayor or other principal executive officer of any city or community upon finding that a disaster has occurred or the threat thereof is imminent within such county, city or community.

CHAPTER 1

DISASTER ASSESSMENT TEAM

WHAT, HOW, AND WHY FOR THE ASSESSMENT INSPECTOR AND THE ADMINISTRATIVE ASSISTANT

This Chapter addresses the operation and organization of the Kansas Disaster Assessment Program. The duties that a disaster inspector or administrative assistant will be expected to perform are defined. A list of materials, volunteer qualifications, geographic areas of the different regions and other information are provided in this chapter.

THE PROCESS

How the reporting process works

1. The chief elected official of the local governing body requests the Kansas Disaster Assessment Program be initiated by asking the county emergency management director to initiate the PLAN.
2. The county emergency management director requests Kansas Emergency Management (KEM) to activate the PLAN.
Staff Duty Officer
Kansas Emergency Management
2800 SW Topeka Blvd., Topeka, Kansas 66611-1287
785-296-3176 (24 hr emergency),
785-274-1426 (fax)
3. KEM notifies the State Coordinators and requests the DAT to be mobilized to perform an assessment in the affected community(ies).
4. State Coordinators will contact the Regional Co-coordinators closest to the disaster area to perform an initial site review and determine if additional manpower is required.
5. State Co-coordinators of the Kansas Disaster Assessment Program will notify Regional Co-coordinators from other regions for possible availability. If available, Regional coordinators will respond to the disaster.
6. The Regional Disaster Co-Coordination will if requested:
 - a. Heart of America Regional Co-Coordination will access resource needs in partnership with the Regional Disaster Co-Coordination from AIA Kansas. They will begin notification procedures to KAT. Each calling from respective lists. AIA Kansas and Heart of American Chapter will maintain inspector files, contact certified and administrative individuals to respond as requested, and provide current lists and updates to all State and Regional Coordinators.
 - b. Assume position of Primary Disaster Coordinator to administer the PLAN for the jurisdiction.
 - c. Appoint or assume Field Inspection Coordinator and Office Operations Coordinator positions.
 - d. The Primary Disaster Coordinator, with consultation from the Kansas Emergency Management, communicates with the chief elected official, and the county emergency management director how this PLAN will be conducted and the reports that will be generated for the jurisdiction and receives briefing of local conditions. This is one reason for both regional coordinators to be involved.

THE VOLUNTEER PROCESS

Volunteer qualifications

In addition to attendance of an accepted disaster assessment workshop, the minimum requirements for a certified inspector are:

- **Inspector:** Certified Building or Combination Inspector. City Inspector (Combination) with 5 years' experience in the field.
- **Architect:** Hold a current license by the State of Kansas to practice as an architect.
- **Professional Engineer:** Hold a current license by the State of Kansas to practice as a professional engineer. The program uses, primarily, the structural discipline but may require other disciplines.
- **Administrative Assistant:** One-year experience with an inspection department, architects office or similar office position.

Volunteer applicants

Any inspector, architect, professional engineer, or administrative assistant wishing to participate in the Kansas Disaster Assessment Program must complete the Certification Program, submit the Application to Participate form, and be re-certified on a tri-annual basis.

- (1) The Application to Participate form must be signed and dated by the individual's immediate supervisor, city manager, city administrator or chief elected official.
- (2) Incomplete forms will be returned to the individual.
- (3) A copy of the form is to be sent to: AIA Kansas, 700 SW Jackson, Suite 209, Topeka, Kansas 66603

Volunteer Inspectors and Administrative Assistants

Requesting Additional Volunteer Manpower: If the magnitude of the disaster is such that insufficient staff is available, a call to AIA Kansas will be placed immediately by the Primary Disaster Coordinator(s).

ID Badges are provided for in the Plan, but the Primary Disaster Coordinator(s) will contact the local emergency management coordinator to determine if special pass and/or identification will be required.

Management of Volunteer Manpower

- (1) The State Coordinators or other Regional Coordinators arriving at the Disaster Assessment Operations Center may assist in managing the volunteer inspectors, architects and professional engineers.
- (2) The volunteer administrative assistants will be coordinated by the Office Manager.

Assignments

Initial assessment (State or Regional Coordinators) must mobilize as quickly as possible to Perform the initial site review and to determine the required DAT staffing and duration.

Staff Briefing (Primary Disaster Coordinator)

Prepare a staff briefing for all volunteer inspectors, architects, professional engineers and administrative assistants. Provide the volunteers with all policies and operating procedures that will affect their jobs. Inform the volunteers the severity and extent of disaster, where they will be fed, obtain gasoline for their vehicles, obtain needed supplies and coordinate where they will sleep during their stay. This briefing may need to be repeated as more volunteers arrive. No field inspector should leave without a briefing. A coordinator briefing report form is included in Appendix A.

Procedures for field communications

During a disaster, telephone communications may be destroyed or out of service. Each field team should have a cellular telephone. Typically an individual on a team will have a personal phone for use. The number must be documented and posted with the Field Inspection Coordinator.

WHEN CALLED TO A DISASTER

Call to a disaster

1. Identified inspectors, architects, professional engineers and administrative assistants will receive a call from the regional coordinators.
2. Each inspector, architect, professional engineer and administrative assistant must keep an up-to-date information form on file with AIA Kansas (see above).
3. The inspector, architect, professional engineer and administrative assistant must inform his/her immediate supervisor of the call for assistance and obtain any required permission from the responding supervisor or jurisdiction. Participation in the DAT program is voluntary and does not include any promise for reimbursement of expenses or time spent while being deployed at a disaster. Should funding for reimbursements become available KEM will notify the State Coordinators who will contact volunteers with the instructions on how to apply for potential reimbursement. DAT volunteers should not anticipate any reimbursement for their expenses that may result from participation in the program.
4. SAFETY is of primary concern. Obey all speed and safety regulations in getting to the scene of the disaster and normal common sense approach in the field (e.g. avoid and report live electrical wires, gas leaks, stay off of collapsed structures, etc).

Reporting-in at the disaster scene

When you arrive at the disaster scene a law enforcement officer, National Guard personnel or other security personnel may stop you.

1. Identify Yourself (Identification Badge).
2. Obtain directions to the Disaster Assessment Operations Center or to the Command Center.
3. Report to the Primary Disaster Coordinator for check-in/sign-in and assignment.

Obtain your assignment, if assigned to a field inspector team; identify your assigned team partners and team number, communications equipment (if available), a disaster assessment kit and work assignment.

Personnel emergencies arising from the disaster

Should you be injured during the performance of your duties during a disaster, your immediate supervisor, as listed on your Inspector Form and Identification Badge, will be notified. Care will be provided.

Your immediate supervisor in turn will notify your family with instructions as to your condition and location.

Inspectors, architects, professional engineers and administrative assistants receiving an emergency notice from the immediate family, firm or jurisdiction will be notified as soon as possible and relieved of all disaster duties.

NOTIFICATION AND ASSIGNMENTS FOR SPECIFIC PERSONNEL

Report to Disaster Assessment Operations Center

Disaster Assessment Staff reports to the designated Disaster Assessment Operations Center. The following represents the responsibilities for certain individuals or groups of individuals.

Primary Disaster Coordinator(s)

- Check in an Incident Command Center. Inform Incident Commander of your presence and assignment.
- Find facility that can be utilized as staging base of operations for the DAT.
- Unpack emergency supply kit for the Disaster Assessment Operations Center
- Determine if emergency electrical power is needed.
- Determine if emergency communications equipment is needed.
- Contact local county GIS personnel to obtain maps of disaster area.

Field Inspection Coordinator(s)

The Field Coordinators assigned by the Primary Disaster Coordinator will accomplish these tasks as the inspectors arrive at the Disaster Assessment Operations Center.

Assign Teams:

Assign a two-, three-, or four-person team (fill in org chart accordingly)

If possible:

- a. Assign an administrative assistant with an inspector.
- b. Assign a visiting inspector with a local inspector.
- c. Assign an architect and a professional engineer with an inspector.
- d. Set up a special investigation team consisting of one inspector, one architect and one professional engineer to investigate suspect buildings/structures where additional evaluation of damage is needed after it has been inspected.

Field Inspection Team Members

- Report to Field Inspection Coordinator(s) for assignments
- Pick up supplies and equipment.

Office Operations Coordinator

- Create organization chart with Primary Disaster Coordinator for display (update chart as new team members arrive)
- Arrange tables and chairs for workflow
- Photocopy placards, forms, etc.
- Acquire necessary maps
- Create ID Badges (Inspector, Architect/Professional Engineer, etc)
- Acquire database information from tax assessor's office.
- Assign administrative assistants, etc, to positions
- Responsible for all record keeping functions of the department
- Obtains Disaster Assessment Reports and Detailed Assessment Reports from the Primary Disaster Coordinator(s). Turns the field reports over to the Research Clerk. Assigns the Administrative Assistants and office personnel to the respective staff positions per organizational chart.
- Works with Mapping Clerk to insure current, accurate and complete information is depicted.
- Review reports to be used.

Team Supplies

Assure each team member receives or has the following:

- 1) ID Badge
- 2) Forms, Placards, basic supplies
- 3) Radio/Cell phone
- 4) Maps
- 5) Clipboard
- 6) Duct Tape

Team Identification

Designate each team with an alphabet letter that will be used on forms when identifying structures (i.e. A, B, C, D....).

Field Inspection Team Briefing (by Field Inspection Coordinator)

This briefing needs to occur prior to teams leaving to go into the field.

- 1) Building Inspection Policy (if any)
- 2) Damage Inspection procedures
- 3) Safety in the field – specific cautions
- 4) Reporting times when they are to check back with the Disaster Assessment Operations Center. It is suggested the teams check in every two hours.
- 5) News Media Relations – All media inquiries should be directed to the County/City Public Information Officer or Adjutant General's PIO. No comments in the field have them contact the Public Information Officer in the Emergency Operations Center (Public Official).
- 6) Review Reports to be used
- 7) Overall conditions and what to expect (e.g. utilities secure, body search complete, roads out, etc.)
- 8) Extent of damage – show maps
- 9) Verify each team has proper supplies

DISASTER ASSESSMENT TEAM ORGANIZATIONAL CHART

Primary Disaster Coordinator(s) prepare an organizational chart of the staff members. The actual personnel status will not be known until the disaster has occurred. You may want to cover the chart with clear plastic and use an erasable marker or grease pencil to enter information at the time of the disaster.

Note: Take a photograph of the chart at the end of the disaster, or before any names are changed, for record keeping purposes.

The Disaster Assessment Team Organizational Chart serves several functions that are important during the time of a disaster.

The chart should be either plastic covered if in a book or if made into a department wall-sized poster, covered with plastic or Plexiglas.

As personnel report in for duty, enter their names, using a grease pencil or some type of pencil that can be erased.

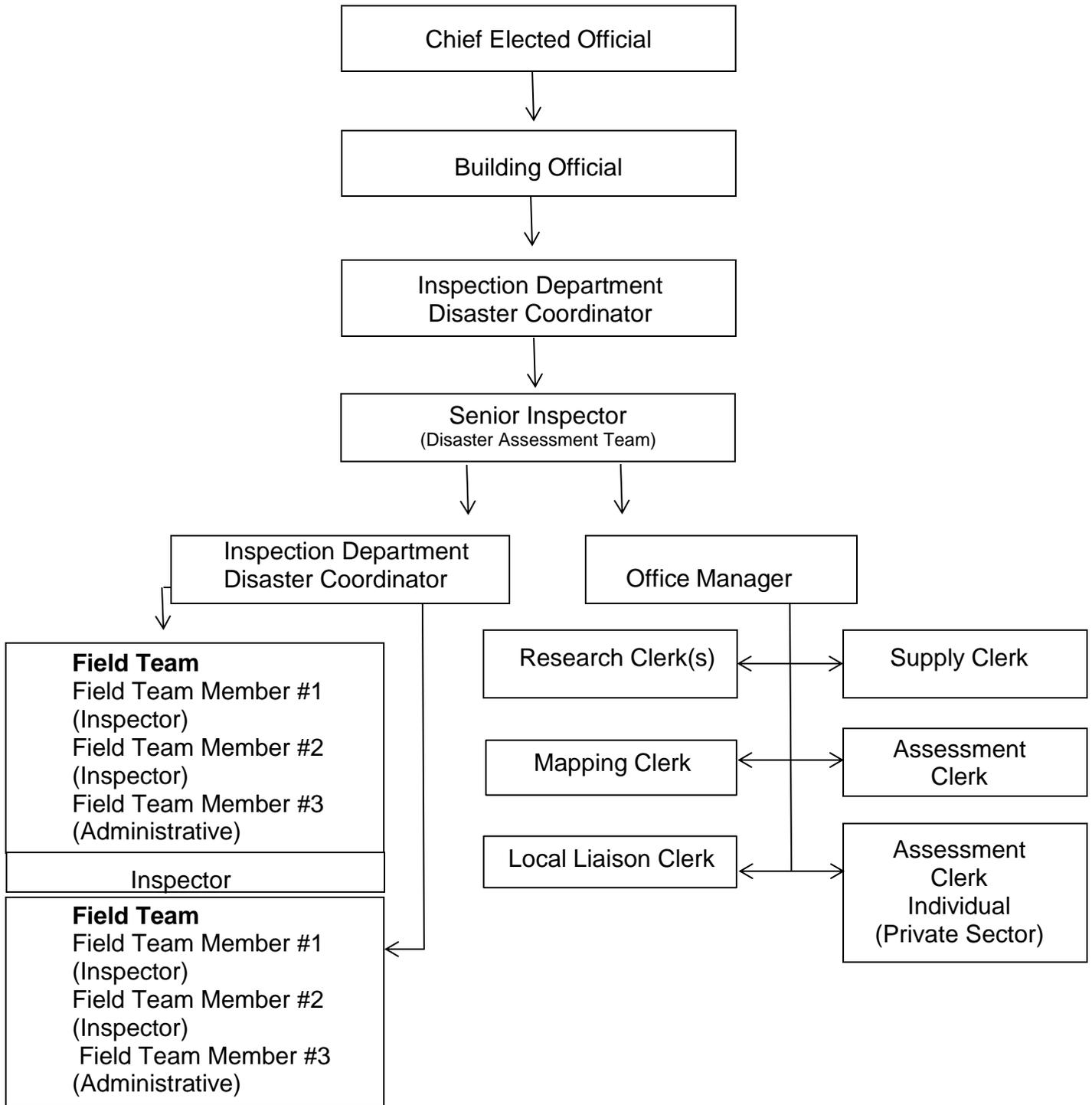
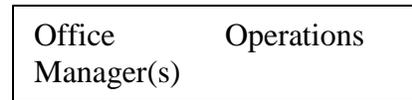
Assign all personnel to the positions you have assigned during your disaster planning. Remember, some personnel will be directly affected by the disaster and may be sick or on vacation. Be sure and take these personnel into consideration and select other personnel to take their positions.

The organizational chart in this PLAN is limited in scope or may be too large for your use. Tailor the chart to meet your departmental needs. DO NOT forget to include the inspectors, architects, professional engineers and administrative assistants who will be assisting you during the time of the disaster.

Photograph or take a camcorder record of the organizational chart before it is changed in any way, i.e., change of personnel. Be sure and note the time the photograph or recording was taken.

ORGANIZATION CHART INDICATING PROCESS

Simplified Chart



STAFF TRAINING

Training to respond to a disaster will be conducted periodically by Heart of America and AIA Kansas. Volunteers are required to either attend a training session or to respond to a disaster event at least once every three years to recertify and maintain active status in the Program. Attendance at either organization's training session is acceptable for the required tri-annual re-certification training. Response to an event and actually evaluating and assessing damage following a declared disaster will be accepted as re-certification training.

**FIELD SUPPLIES AND MATERIALS
REGIONAL COORDINATORS AND INDIVIDUALS
Emergency supply kit (carried by the Regional Co-Coordinator) – Disaster
Assessment Operations Center**

The kit(s) should be inspected once a year and replace any supplies that have become outdated or have lost their shelf life. The kit(s) should be kept in durable containers and marked as “Emergency Supply Kit – Emergency Operation Center”.

FORMS

- Two (2) – Current Kansas Disaster Assessment Program (manual & 3-ring binder)
- Two (2) - Model Ordinances (in manual)
- Two (2) - News Releases (in manual)
- One (1) - Master Set of Forms and Placards (in manual)
- One (1) - Damage Assessment Survey Guideline (tan cardstock)
 - 50 - Flood Zone” Placards (blue cardstock)
 - 100 - Safe for Occupancy Placards (green cardstock)
 - 100 - Habitable Repairs Necessary Placards (yellow cardstock)
 - 100 - Limited Entry Placards (orange cardstock)
 - 100 - Unsafe Placards (red cardstock)
 - 400 - Damage Assessment Report – Residential (green stock)
 - 400 - Damage Assessment Report – Commercial (blue stock)

OTHER

- Ten (10) - Vehicle Identification Signs (if required)
- Ten (10) - Temporary Personal Identification Badges & Lanyards
- Two (2) - Permanent Broad Tip Markers Red
- Two (2) - Permanent Broad Tip Markers Orange
- Two (2) - Permanent Broad Tip Markers Yellow
- Two (2) - Permanent Broad Tip Markers Green
- Two (2) - Permanent Broad Tip Markers Yellow Florescent Hi-Liters
- Two (2) - Permanent Broad Tip Markers Blue Florescent Hi-Liters
- Ten (10)- Black Permanent Broad Tip Markers
- Twelve (12) - Black/Blue ink pens
- Twelve (12) - #2 lead pencils
- One (1) - Stapler and extra staples
- One (1) - Flashlight
- Twelve (12) – Rolls of duct tape
- One (1) - Clip Board
- One (1) - PDA (when available)

State Co-Coordinator carry the same materials as the Regional Co-Coordinator plus:

- One (1) - Laptop Computer and extra battery
- One (1) - Set of maps
- One (1) - printer
- One (1) - Set of necessary data and electrical cables

Emergency Supply Kits – Field Inspection Team Members

All kits should be inspected once a year and replace any supplies that have become outdated or have lost their shelf life. All kits should be kept in durable containers and marked as “Emergency Supply Kit – Field Inspection Team Member”. Certain members store this equipment in their vehicles in plastic containers or backpacks.

Individual Equipment

Identification Badge

Hard Hat

Clip Board

Notebook

Pens and Pencils

Black Magic Markers (permanent ink)

Flash Light with extra batteries

Optional Individual Equipment

Orange Safety Vest

Disposable Camera

Pocket Knife

Sleeping Bag

Cash for personal expenses

Extra clothing as required for two or three days

Personal, business or jurisdictional transportation

Rubber or waterproof boots (required for flood damage areas)

Maps – Critical

Maps are necessary. You should have at least two large jurisdiction maps showing the entire jurisdiction or large enough to cover any possible disaster area. One copy will be placed in the Disaster Assessment Operations Center, and the second must be made available to the chief elected official.

Checklist of maps

Two (2) large jurisdictional maps: A jurisdiction map should be prepared and maintained on which all Major Buildings (identified in Major Buildings Survey) in the jurisdiction are shown and a brief description of the building for ready reference during the preliminary damage assessment of your disaster plan.

Ten (10) field maps: A sufficient number of smaller maps should be stockpiled for use in the field by the inspection teams. These maps must identify block and street names. These can be smaller sized maps or a large map cut into sections (letter or legal size). If possible, these maps should have address numbers to assist the inspectors in identifying the correct address. This can be coordinated with the property ownership list. Consider reducing your subdivision maps to a smaller size that can be carried in the field. A correct scale on these maps is not important.

Ten (10) address maps: The address map serves two main functions; first, the field inspection teams to find their location use the map and secondly, it provides a method to identify the correct address and legal description. Always note north direction.

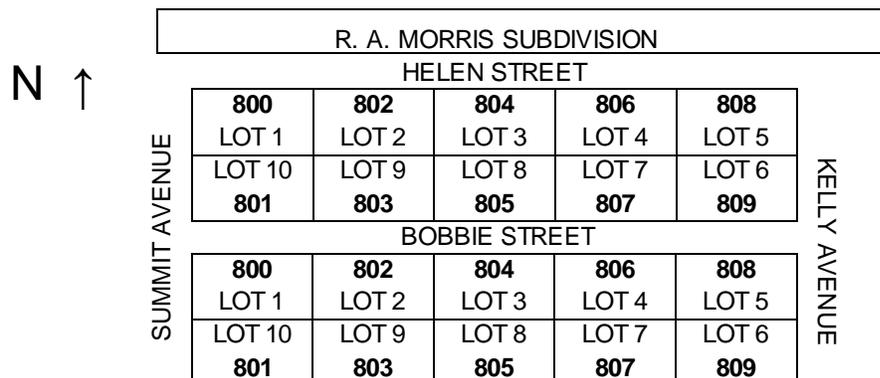
One (1) aerial photographic map: If kept up-to-date, will show the structures and buildings on each lot and parcel of land. Acquire from an AIMS, GIS or Tax Assessor's Office.

These maps may also be used in the color-coded reporting system.

Sample: Address Map

The address map serves two main functions.

First, the field inspection teams to find their location use it and secondly, it provides a method to identify the correct address and legal description.



Maps - color-coded system

Colors are used on the maps to identify the degree of damage sustained by a structure or building. Maps in the Disaster Assessment Operations Center and in the Chief Elected Official and other Elected Official's office must be colored in accordingly. The Primary Disaster Coordinator or Mapping Clerk will plot the information from field inspection teams onto the maps.

Blue: Flood Zone

Buildings and structures that are located in a Special Flood Hazard Area. Before making any repairs, the owner must check with the local Flood Plain Administrator. The flood zone placard shall be posted in addition to the appropriate damage level placard.

Green: Safe for Occupancy (0% to 10% damage)

Buildings and structures with little to minor damages (Ex: roof shingles missing, siding missing or missing house trim). Temporary utility or access interruption, cosmetic damage, the home can safely be lived in without repairs.

Yellow: Habitable – Repairs Necessary (11% to 40% damage)

Buildings and structures that have received damages that require a building permit to repair, but the structure useable with limited repairs. Prolonged utility or access interruption requiring alternative housing. Health and safety issues, damage to appliances.

Orange: Limited Entry (41% to 70% damage)

Buildings and structures that are damaged to the extent they are unsafe and should not be occupied until the building or structure is repaired. This category could be a borderline between repair and complete demolishing depending upon a more detailed inspection by the Building Codes/Inspection Department or architect at a later date.

Red: Unsafe (71% to 100% damage)

Buildings and structures that have sustained extensive damage and no occupancy should be allowed. An extreme hazard or unsafe condition is present; significant risk of further damage or collapse may occur. Unsafe for occupancy or entry, except as authorized by the local building department. (NOTE: Posting a building Unsafe is not a demolition order.)

Color-Coded Damage Reporting System

The Kansas Assessment Team (KAT) in the field completes the Disaster Assessment and Inspection Form.

The Field Inspection Coordinator(s) reviews the reports and cards and turns them over to the Office Manager who separates the reports. A copy of the report is given to the Mapping Clerk.

The Mapping Clerk, using colored markers, colors the jurisdiction Disaster Damage Maps. The colors used on these maps represent the actual damages encountered in the field. Therefore, you should use the same colors of green, yellow, orange and red on the maps. Identify on each map what each color represents. The color-coded maps serve as a useful reference during the recovery phase of this plan.

Use of the Color-coded Damage Reporting System

The Office Operations Coordinator reviews and separates the reports completed by the inspection teams and turns them over to the Office Manager of Administrative Assistants who separates the reports. The reports are then given to the Mapping Clerk.

The Mapping Clerk, using magic markers, colors the jurisdiction Disaster Damage Maps located in the Disaster Assessment Operations Center. Copies of this map should be made available to the Command Center and Emergency Operations Center (location of the elected officials).

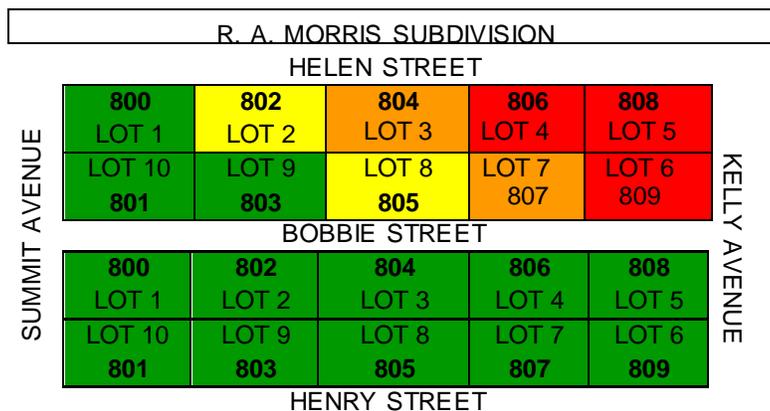
The colors used on these maps represent the actual damages encountered in the field. Therefore, you should use the same colors of red, orange, yellow, green and blue on the maps, the same as the placards in the field. Identify on each map what each color represents.

The color-coded maps serve as a useful reference during the recovery phase of the plan.

Sample: Color-coded Map

The address map may also be used in the color-coded reporting system:

	UNSAFE: RED		HABITABLE: YELLOW
	LIMITED ENTRY: ORANGE		SAFE: GREEN



North

The example given is the inspection made after a tornado struck Block One of the R.A. Morris Subdivision. If North is to the right of the subdivision, we can trace the path of the tornado and the damages it caused. In this case, the tornado was moving from the Southwest to the Northeast.

The homes least damaged were located at 800 Helen, 801 Bobbie and 803 Bobbie. These homes had GREEN - SAFE placards placed on them by the field inspection team.

The homes that will require permits to make repairs were located at 802 Helen and 805 Bobbie. These two homes had YELLOW - HABITABLE placards placed on them by the field inspection team. These homes will require a building permit to make necessary repairs and may need a detailed inspection by the department or a licensed architect to determine what repairs will be required to bring the home up to code standards.

The homes located at 804 Helen and 807 Bobbie have extensive damage and had ORANGE - LIMITED ENTRY placards placed on them by the field inspection team. These two homes may need a detailed inspection to determine if they can be repaired or should be demolished.

The homes located at 806 and 808 Helen and 809 Bobbie are unsafe and had RED - UNSAFE placards placed on them by the field inspection team. These homes are destroyed to the point whereby they should be demolished.

BRIEFING OF PARTICIPANTS AT A DISASTER

Disaster Briefing

Primary Disaster Coordinator prepares a Disaster Briefing (or obtains one from the Emergency Management Coordinator.) The following questions should be answered or discussed in the briefing.

1. Type of disaster
2. Magnitude of the disaster
3. Possible location(s) of the most severe damage
4. Has the local chief elected official, governor or president, declared the area?
5. Is a declaration by any of the above issued, pending or forthcoming?

Initial Disaster Assessment

This is the initial assessment of the damage. It is used to establish the type, extent and staffing requirements to assess the disaster.

Police, Fire, Utility and Rescue Reports of Damage

These reports help to establish the magnitude and extents of the damages. It is also extremely important to know about utility connections in an area.

Surveys – Initial Disaster Coordinator(s)

- (1) Daylight Aerial Survey: Kansas Emergency Management Staff, Regional Disaster Co-coordinator(s) or State Disaster Coordinator(s)
- (2) Darkness Survey: Kansas Emergency Management Staff, Regional Disaster Co-coordinator(s) or State Disaster Co-coordinator(s)
- (3) Vehicle/Foot Survey: Kansas Emergency Management Staff, Regional Disaster Co-coordinator(s) or State Disaster Co-coordinator(s)

Survey Equipment Required

Jurisdiction Map
Magic Markers
Disposable Camera & Film or Digital Camera

Initial Disaster Assessment Data

- (1) Map out the disaster area
- (2) Determine borders of the disaster area
- (3) Determine areas with most damage
- (4) Determine major structures damaged
- (5) Determination of survey:
 - √ Boundary of Disaster Area
 - √ Major buildings damaged/destroyed
 - √ Areas most heavily damaged/destroyed
 - √ Additional manpower required?
- (6) Establish Disaster Assessment Operations Center and notify law enforcement personnel (in writing) of the location of the Disaster Assessment Operations Center (if possible provide a map), indicate if additional personnel will be coming and ask that law enforcement notify the perimeter guards.

Priority Areas to be Inspected

Based on the initial Disaster Assessment, designate the areas to be assessed based on the following priority of inspections:

1st - Most heavily damaged areas 2nd - Moderately damaged areas 3rd - Least damaged areas

At this time DO NOT send teams to inspect specific buildings unless a priority need exists. If so, inspectors must follow the procedures for inspecting a building.

Field Inspection Team - Disaster Assessment Inspection Procedures **Area Assignments (by Field Inspection Coordinators)**

Assign inspection teams to specific areas to perform inspections. Assignments can be made to:

- 1) cover a specific block, or
- 2) cover both sides of a specific street between two cross streets.

Inspection

All team members will inspect each building and structure and make comments on the Assessment form.

Agreement vs. Disagreement

Difference of opinions between inspectors should be resolved in the field. If consensus cannot be reached, (e.g. how to classify a building) the most restrictive opinion shall apply. It should be noted if a special team (e.g. engineer, architect, building official, etc.) needs to perform a second review.

Placard

The team is charged with placing the appropriate color-coded placard on the damaged building or structure.

Disaster Assessment Report or Detailed Disaster Assessment Report

One team member will be in charge of writing up the Disaster Assessment Report or the Detailed Disaster Assessment Report.

Submit Reports

The inspection team turns in all reports to the Field Inspection Coordinator at agreed upon intervals throughout the day.

Administrative Assistants and Office Personnel

- 1) Office Personnel and arriving Administrative Assistants are listed in the positions according to the organizational chart.
- 2) Provide identification badges as required by the Disaster Assessment Operations Center.
- 3) Hold Staff Briefing outlining the policies and procedures for the disaster reporting system.

Research Clerk(s)

- 1) Appointed by the Office Operations Coordinator
- 2) Separates Disaster Assessment Reports and the Detailed Disaster Assessment Reports into PUBLIC and PRIVATE. Route these reports to the respective Clerks
- 3) Reviews all completed reports from the recording clerks and submits the completed forms to the Office Manager.

Local Liaison Clerk

Should be a local person assigned by local officials to assist and coordinate interaction between team and local entities. Should be established during initial assessment. If local person is not available a team member should be assigned to this position by the Primary Disaster Coordinator. This person should coordinate meals, lodging, and contact with local officials and other duties required.

Mapping Clerk

Responsible for updating and coordinating mapping operations including the development of individual team area maps.

Supply Clerk(s)

- 1) Responsible for breaking down the Disaster Kits into the office materials and field materials
- 2) Storing, reproducing and distribution of all disaster forms
- 3) Storing, obtaining and distribution of all disaster supplies required by the inspection teams and office personnel
- 4) Maintains access to copiers
- 5) Provides for charging stations for electronic equipment.

Assessment Clerk – Public Assessment Clerk - Individual (Private Sector)***OTHER AGENCIES & SOME OF THEIR RESPONSIBILITIES******The State of Kansas***

Adjutant General's Department
Division of Emergency Management
2800 SW Topeka Blvd.; Topeka, KS 66611-1287
913/296-3176 (24-hours)
913/274-1426 (FAX)

- Maintain, review and implement the Kansas Disaster Assessment Plan
- Maintain a notification roster of all Heart of America Chapter ICC and AIA Kansas appointed state co-coordinator and regional disaster co-coordinators. [The roster and plan shall be provided by and updated annually by AIA Kansas.]
- Maintain a master roster of all certified volunteer inspectors, architects, professional engineers and administrative assistants. [This roster shall be provided by and updated annually by AIA Kansas.]
- Coordinate training of inspectors, architects, professional engineers, regional disaster coordinators and county emergency management coordinators
- Provide advisors as required, if requested

The Heart of America Chapter International Code Council and AIA Kansas, a Chapter of the American Institute of Architects.

- Supporting the implementation of the Kansas Disaster Assessment Program will combine efforts to support the plan.
- Encourage member jurisdictions, building officials, inspectors, architects, professional engineers and administrative assistants to support the Plan.
- Members shall be appointed by the Chapter Presidents of the Heart of America Chapter - International Code Council of Building Officials and AIA Kansas, a Chapter of the American Institute of Architects.
- AIA Kansas shall maintain an office in Topeka with an 800-telephone number and act as a business office and clearing house for the Plan.

Disaster Assistance Committee

Composed of members from the Heart of America Chapter - International Code Council, Building Damage Assessment and Inspection Committee and AIA Kansas, a Chapter of the American Institute of Architects, Disaster Assistance Committee.

- The committee shall be made up of co-chairs, one from ICC and one from AIA, twelve regional disaster co-coordinators, six each from ICC and AIA (two from each of six regions).
- Provide the generically prepared building disaster assessment and inspection kits that will be stored and maintained by the state and regional disaster coordinators.
- Maintain a master roster of all participating inspectors, architects, professional engineers and administrative assistants.
- Provide each Regional Disaster Co-coordinator with a notification roster of all inspector, architects, professional engineers and administrative assistants.
- Provide the State Co-coordinators with a master roster and a notification roster of all inspectors, architects, professional engineers and administrative assistants.
- Provide and maintain master roster and notification roster in the office of AIA Kansas.
- Provide Kansas Emergency Management with a master roster and notification roster containing the State and Regional Disaster Co-coordinators, inspectors, architects, professional engineers and administrative assistants within the State.
- Design, plan, coordinate, and implement a disaster-training workshop that will integrate all levels of the Plan for certification and re-certification of participants.
- The joint committee will compile all disaster assessment and inspection reports from the different state disasters and disaster training exercises. The committee will prepare an annual report to the chapter presidents and Kansas Emergency Management.
- Review the Plan yearly and prepare, if required, recommendations to the Heart of America Chapter - ICC and AIA Kansas, a Chapter of the American Institute of Architects and Kansas Emergency Management for any additions, deletions and modifications to the Uniform Plan.
- Develop handout materials for victims of disasters who may have questions regarding:
 - Common problems with buildings after a tornado, flood, etc.
 - The reconstruction process
- Maintain and provide support equipment and materials to volunteers.
- Request AIA Kansas Historic Resources Committee to develop and update annually a list of historically significant buildings to be organized by county. A copy must be provided to the State and Regional Co-coordinators.
- Request AIA Kansas to develop programs to assist communities that desire planning help:
 - Design Weekend (intensive weekend planning program provided to communities sponsored by AIA Kansas and Kansas State University).
 - Regional/Urban Design Assistance (R/UDAT) - Team (planning assistance provided to communities, sponsored by AIA Kansas and/or the American Institute of Architects).

State Co-coordinators

The State Co-coordinators shall be a member from each organization: Heart of America Chapter; ICC, Building Disaster Assessment and Inspection Committee; AIA Kansas, a Chapter of the American Institute of Architects, Disaster Assistance Committee.

Co-coordinator (ICC Member) – Michael Davis, Code Official; Miami County, Kansas; 201 S. Pearl Street, Ste. 201; Paola, Kansas, 66071-1777; e-mail: mdavis@miamicountyks.org ;
Work: 913-294-4145; Fax: 913-294-9545; Cell: 816-258-0482.

Co-coordinator (AIA Member) C. Stan Peterson, AIA, Peterson Architectural Group, 517A SW 37th Street, Topeka, KS 66611; work - 785/267-2828; home - 785-862-6210; fax - 785/267-2110, Cell – 785-640-1263 Email; pag1inc@swbell.net

Responsibilities

- Maintains a Notification Roster and Master Roster of all Regional Disaster coordinators and volunteer inspectors, architects, professional engineers and administrative assistants.
- Coordinate efforts and rosters with the AIA Kansas Office.
- Upon notification by the Kansas Emergency Management of a request for disaster assistance, notifies the other State Co-coordinator, Regional Disaster Co-coordinators in the area affected and AIA Kansas.
- Insures the Heart of America Chapter - Building Damage Assessment and Inspection Committee and the AIA Kansas Disaster Assistance Committee holds at least one meeting each year.
- Is responsible to report all activities of the Committee to the Chapter Presidents and to Kansas Emergency Management.
- Responsible for providing the training workshop for new certified inspectors annually.
- Responsible for providing the training workshop for re-certification of team members, annually.
- Responsible for holding a regional Coordinators meeting and workshop annually.
- Maintains a Notification Roster of all volunteer inspectors, architects, professional engineers and administrative assistants residing in his/her region.
- Annually sends letter to all in his/her region notifying who co-coordinators are for current year.
- Upon notification by the State Co-coordinator(s) of the Building Damage Assessment and Inspection Committee, their appointed representative or the Kansas Emergency Management of a request for disaster assistance, coordinates with AIA Kansas staff the notification of the volunteer inspectors, architects, professional engineers and administrative assistants.
- Appoints team coordinator positions and oversees the overall operation of the assessment of a disaster. The Regional Coordinator may appoint their self to a coordinator's position.
- Maintains two (2) generic prepared Building Damage Assessment and Inspection Kits.
- Monitors all local jurisdiction's Building Damage Assessment and Inspection Kits.
- Serves as a member of the Heart of America Chapter - Building Damage Assessment and Inspection Committee or the AIA Kansas Disaster Assistance Committee.
- Maintains and distributes list, by county, of historically significant buildings. (AIA)

DISASTER ASSESSMENT REGIONS

Northwest	Southwest	North Central	South Central	Northeast	Southeast	KC Metro
Toby Pine	Cathy Hernandez	Dennis Colsden	Jim Leftwich	Nancy Lamb	Jackie Miller	Keith Yoder
Cheyenne	Clark	Clay	Barber	Anderson	Allen	Johnson
Decature	Finney	Cloud	Barton	Atchison	Bourdon	Leavenworth
Ellis	Ford	Dickinson	Butler	Brown	Chautauqua	Wyandotte
Gove	Grant	Ellsworth	Comanche	Chase	Cherokee	
Graham	Gray	Jewell	Cowley	Coffey	Crawford	
Logan	Greeley	Lincoln	Edwards	Doniphan	Elk	
Ness	Hamilton	Mitchell	Harper	Douglas	Greenwood	
Norton	Haskell	Osborne	Harvey	Franklin	Labette	
Philips	Hodgeman	Ottawa	Kingman	Geary	Montgomery	
Rawlins	Kearny	Republic	Kiowa	Jackson	Neosho	
Rooks	Lane	Saline	Marion	Jefferson	Wilson	
Russell	Meade	Smith	McPherson	Johnson	Woodson	
Rush	Morton		Pawnee	Leavenworth		
Sheridan	Scott		Pratt	Linn		
Sherman	Seward		Reno	Lyon		
Thomas	Stanton		Rice	Marshall		
Trego	Stevens		Sedgwick	Miami		
Wallace	Wichita		Stafford	Morris		
			Sumner	Nemaha		
				Osage		
				Pottawatomie		
				Riley		
				Shawnee		
				Wabaunsee		
				Washington		
				Wyandotte		

Regional Disaster Co-coordinators will be assigned to each region by both HOA-ICC and AIA Kansas. A Regional Co-coordinator roster with contact information is available on the HOA-ICC web page at <http://www.heart-o-america.org/>.

County Emergency Management Coordinator

- Notifies the Kansas Emergency Management when the need occurs to implement the Kansas Disaster Assessment Program.
- Coordinates with the county appraiser's office, when requests are made, to obtain current, available aerial photographic maps.
- Coordinates with the local, county and state levels of implementing the Kansas Disaster Assessment Program

Local Chief Elected Official Chairman of the County Commissioners or Mayor of the Local Jurisdiction

- Declares a local disaster declaration.
- Request the Kansas Disaster Assessment Program be activated through the County Emergency Management Coordinator.

Local Building Official

- Local contact for the Kansas Disaster Assessment Program.
- Informs the Chief Elected Official to request the Plan be activated through the County Emergency Management Coordinator.
- Contact and encourage the local inspectors, architects, professional engineers and administrative assistants to volunteer for the Plan.
- Maintain a Prepared Building Disaster Assessment and Inspection Kit marked for the jurisdiction or a generic Kit to be used either for the jurisdiction and/or as a Road Kit.
- Coordinate disaster planning with all levels for the Plan, other departments in the jurisdiction and the County Emergency Management Coordinator.
- Inform the local elected officials, governmental officers and the community leaders of the Plan.
- Ensure that all the most recent Uniform Code Editions are adopted by the jurisdiction; including the Uniform Code for the Abatement of Dangerous Buildings.
- Develop the Inspection Department's Emergency Disaster Plan.

CHAPTER 2

YOUR COMMUNITY

POST DISASTER AND RECOVERY

This Chapter addresses options that are available from the Kansas Disaster Assessment Program to communities as they rebuild following a disaster. The options include assistance from Heart of America Chapter in establishing a local code enforcement office, AIA Kansas will assist in organized planning of the community's rebirth, or assist the local building inspection office in processing the permits for reconstruction

RECOVERY AND RECONSTRUCTION

Within a short time after the disaster has occurred, property owners and building contractors will be requesting permits to accomplish repairs, rebuild and/or demolish buildings and structures. The Inspection Department (Jurisdiction) must prepare for the numerous requests for building permits. A NEWS RELEASE should be used to warn property owners and building contractors as to what the jurisdiction's requirements are for contractors, building codes and building requirements. (suggested copy attached)

The first step in the recovery process is the demolishing of unsafe and damaged structures that cannot be repaired. The jurisdiction can use existing state statutes to order the demolition of structures based on the Disaster Assessment Reports and the Detailed Disaster Assessment Reports. The jurisdiction also has the option of adopting emergency legislation in the form of the latest edition of the Uniform Code for the Abatement of Dangerous Buildings. (suggested copy attached)

If the jurisdiction requires a detailed inspection prior to issuing building permits, the property owner or building contractor can fill out a REQUEST FOR INSPECTION FORM.

The Inspection Department (Jurisdiction) may consider preparing building permits in advance based on the Disaster Assessment Report or the Detailed Disaster Assessment Report filled out by the field inspection teams.

The jurisdiction is responsible for:

- (1) The submission of applications for federal assistance, through the Kansas Emergency Management, to repair, restore, reconstruct, or replace public facilities which were damaged or destroyed in a major disaster.
- (2) The submission of applications through the Kansas Emergency Management on behalf of private nonprofit organizations for educational, utility, emergency, medical, and custodial care facilities, which were damaged or destroyed by the major disaster.

Recovery Assistance is available from and may be provided by:

- (1) Mennonite Disaster Service may provide temporary repair and long-term reconstruction to private facilities.
- (2) The American Red Cross may provide assistance in home repair to private facilities.
- (3) AIA Kansas, a Chapter of the American Institute of Architects may provide planning recommendations of areas and sections damaged to local government agencies.
- (4) The Heart of America Chapter of the International Code Council may provide assistance to local government by augmenting or creating a building code department.

Release of Assessment Information:

- (1) Property owners, private appraisers, insurance adjusters, building contractors, and others may obtain the Kansas Disaster Rapid Assessment Program and Inspection Reports (Rapid Damage Assessment Report and Detailed Damage Assessment Report) from the Local Building Official, Interim Disaster Coordinator and/or the local authority.
- (2) The local jurisdiction will coordinate all required information to assist in insurance claims, building contracts for repairs and/or reconstruction, timely and accurate permit issuance and pre-construction inspections as may be required.
- (3) Accurate information will be provided to the Kansas Emergency Management and Federal Agencies.
- (4) Accurate information concerning the overall damages that occurred as a result of the disaster will be provided to legitimate news media organizations and other organizations and agencies on a need to know basis through the Public Information Coordinator for either the jurisdiction or Kansas Emergency Management

Jurisdictions without Inspection Departments are encouraged to adopt the ICC Codes and create an Inspection Department. Assistance can be provided by the Heart of America Chapter to establish a local Inspection Department, expand an existing department and the implementation of the codes.

APPENDIX A

MASTER SET

FORMS AND SAMPLES

The City/County of _____, Kansas advises ALL BUILDING CONTRACTORS wishing to engage in building repairs and/or reconstruction work necessitated by our recent disaster to FIRST Report to the _____ department located at _____. Contractors must comply with all local codes, regulations and ordinances adopted by this jurisdiction.

All Property Owners or Agents note the following Items are designed to assist in your recovery and reconstruction:

Contact your insurance agent for an adjuster's appraisal.

Obtain a copy of the Rapid Disaster Assessment Report or Detailed Disaster Assessment Report from this jurisdiction.

Never sign a blank contract for repair work.

Insure your contract covers all required repairs.

Insure the building contractor you hire meets all the requirements (if any) of this jurisdiction.

Contractor's License	Contractor's Bond
Liability Insurance	Building Permit(s)

Provide the building contractor with a copy of the Insurance Appraisal and the Rapid/Detailed Damage Assessment Report.

Never agree to purchase permits (if required by this jurisdiction) for the building contractor.

REMINDER: Repairs of Reconstruction are not complete until All Final Inspections are approved by this jurisdiction.

Therefore, arrangements with building contractors should REFLECT this requirement.

Signature of local official

[Reproduce this form on TAN copy paper]

FORM – KANSAS DISASTER ASSESSMENT REPORT – RESIDENTIAL

DAMAGE ASSESSMENT SURVEY GUIDELINES FOR DETERMINING DAMAGE LEVELS	
Damage Levels	Conditions Present in Residential or Business Assessment
100%	Structure cannot be repaired Structure leveled <i>Four feet of water or more on the first floor in a single-family dwelling or apartment</i> <i>Six inches of water or more in a mobile home</i>
90%	Structure leveled above foundation Second floor gone
80%	Structure moved off foundation Walls collapsed
70%	Exterior frame damaged Roof gone or collapsed Outbuildings damaged <i>Two to four feet of water on the first floor in a single-family dwelling or apartment</i> <i>Water above or just below bottom board of mobile home</i>
60%	Foundation damaged Insulation damaged Exterior wall damaged Equipment damaged <i>18 inches to two feet of water on the first floor in a single-family dwelling or apt</i>
50%	One room destroyed Exits blocked
40%	Interior floors and walls damaged Minor damage to exterior walls Business inventory destroyed Trees fallen on structure <i>Less than twelve inches of water on the first floor in a single-family dwelling or apt</i> <i>Sewer backup-sufficient damage</i>
30%	Smoke damage Fire escape not usable Shingles or roofing missing Fleet/vehicle damage <i>Several feet of water in the basement</i> <i>Less than six inches of water on the first floor in a single-family dwelling or apt</i> <i>Sewer backup</i>
20%	Chimney damage Porch or deck damaged Parking lot damaged <i>One to two inches of water on first floor or slab (no basement)</i>
10%	Broken windows Business signs damaged Damage to landscape Vehicle damage Utilities damaged Seepage <i>Water in basement</i>

FORM - KANSAS DISASTER ASSESSMENT REPORT - RESIDENTIAL

LOCATION

Street _____
Address: _____
CAMA #: _____
Appraised Value \$ _____

DAMAGE ASSESSMENT

Safe _____ Habitable _____
Limited Entry _____ Unsafe _____
Damage Percent _____%

RECOMMENDATION

Follow up inspection required _____
[Contact EOC]

INSPECTION NOTES

Exterior _____ Interior _____

DAMAGES NOTED

Foundation _____ Basement _____
Building off Foundation _____

EXTERIOR WALLS

Damaged _____
Leaning _____
Collapsed _____
Missing _____

ROOF

Damaged _____
Leaning _____
Collapsed _____
Missing _____

INTERIOR WALLS

Damaged _____
Leaning _____
Collapsed _____
Missing _____

FLOOR

Damaged _____
Leaning _____
Collapsed _____
Missing _____

STAIRWAYS

Damaged _____ Leaning _____
Collapsed _____ Missing _____

BUILDING OCCUPANCY

Single-Family _____ Two Family _____
Mobile Home _____ Multi-Family _____
Number of Apartments _____

(Reproduce on green copy paper)

BUILDING DESCRIPTION

Number of Stories _____
Basement: Yes _____ No _____ Unk _____

ACCESSORY STRUCTURE

STRUCTURAL

Wood _____ Masonry _____
Steel _____ Concrete _____
Other _____

OCCUPANT INTERVIEW

Name _____
Temporary Phone () _____
Insurance
Structure _____ Contents _____ Flood _____

OWNER INTERVIEW

Name _____
Address _____
City/State _____
Zip Code _____
Telephone (_____) _____
Insurance
Structure _____ Contents _____ Flood _____

INSPECTION TEAM NUMBER: _____

INSPECTION DATE

Mo/Day/Yr _____
Time _____ AM ___ PM ___

For Office Use Only

FORM - KANSAS DISASTER ASSESSMENT REPORT - COMMERCIAL

LOCATION

Jurisdiction _____
Address: _____
Lot/s _____ Block _____
CAMA #: _____
Appraised Value \$ _____

DAMAGE ASSESSMENT

Safe _____ Habitable _____
Limited Entry _____ Unsafe _____
Damage Percent _____%

RECOMMENDATION

No Further Action Required _____
Detailed Inspection Required _____
Architect Evaluation Required _____
Engineer Evaluation Required _____
Barricades Required _____
Immediate Demolishing _____

INSPECTION NOTES

Exterior _____ Interior _____ Both _____

DAMAGES NOTED

Foundation _____ Basement _____
Building off Foundation _____

EXTERIOR WALLS

Damaged _____
Leaning _____
Collapsed _____
Missing _____

ROOF

Damaged _____
Leaning _____
Collapsed _____
Missing _____

INTERIOR WALLS

Damaged _____
Leaning _____
Collapsed _____
Missing _____

FLOOR

Damaged _____
Leaning _____
Collapsed _____
Missing _____

STAIRWAYS

Damaged _____ Leaning _____
Collapsed _____ Missing _____

BUILDING OCCUPANCY

Commercial _____ School _____
Industrial _____ Church _____
Government _____ Museum _____
Name _____

BUILDING DESCRIPTION:

Number of Stories _____
Basement: Yes _____ No _____ Unk _____

Professional Frame

Wood _____ Masonry _____
Steel _____ Concrete _____
Other _____

OCCUPANT INTERVIEW

Name _____
Address _____
City, Stat, Zip _____
Temporary Phone () _____
Insurance
Structure _____ Contents _____ Flood _____

OWNER INTERVIEW

Name _____
Address _____
City/State _____
Zip Code _____
Telephone () _____
Insurance
Structure _____ Contents _____ Flood _____

INSPECTION TEAM NUMBER:

INSPECTION DATE

Mo/Day/Yr _____
Time _____ AM ___ PM ___

REVIEWED BY:

Name _____
Affiliation _____
Notes: _____

Comments on the Back Y _____ N _____

* PLACARD – SAFE
KANSAS DAMAGE ASSESSMENT SURVEY
 Do Not Remove this Placard until
 Authorized by Governing Authority

SAFE
SAFE FOR OCCUPANCY
WARNING:

This structure has been inspected under emergency conditions and minimal damage has been found. Report any damage or unsafe conditions to the local authority.

ADDRESS _____ Date _____ Time _____
 Jurisdiction _____ Team No. _____

Type Inspection: Exterior Interior

Contact the Inspection Department and/or Jurisdiction Authorities for a copy of the damage report for insurance purposes. All damage repairs must comply with local building codes and regulations.

4-9

* PLACARD – HABITABLE
KANSAS DAMAGE ASSESSMENT SURVEY
 Do Not Remove this Placard until
 Authorized by Governing Authority

HABITABLE
 REPAIRS ARE REQUIRED
WARNING:

This structure has been inspected under emergency conditions and repairs are required. Report any damage or unsafe conditions to the local authority.

ADDRESS _____ Date _____ Time _____
 Jurisdiction _____ Team No. _____

Type Inspection: Exterior Interior

Contact the Inspection Department and/or Jurisdiction Authorities for a copy of the damage report for insurance purposes. All damage repairs must comply with local building codes and regulations.

* PLACARD – LIMITED ENTRY
KANSAS DAMAGE ASSESSMENT SURVEY
 Do Not Remove this Placard until
 Authorized by Governing Authority

LIMITED ENTRY
 Enter at Your own Risk! Do Not Occupy!

WARNING:

This structure has been inspected under emergency conditions and may not be safe to enter due to serious structural damage. Entering this structure may result in death or injury.

ADDRESS _____ Date _____ Time _____
 Jurisdiction _____ Team No. _____

Type Inspection: Exterior Interior

Contact the Inspection Department and/or Jurisdiction Authorities for a copy of the damage report for insurance purposes. All damage repairs must comply with local building codes and regulations.

4-11

* PLACARD – UNSAFE
KANSAS DAMAGE ASSESSMENT SURVEY
 Do Not Remove this Placard until
 Authorized by Governing Authority

UNSAFE
 Enter at Your own Risk! Do Not Occupy!
WARNING:

This structure has been inspected under emergency conditions and may not be safe to enter due to serious structural damage. Entering this structure may result in death or injury.

ADDRESS _____ Date _____ Time _____
 Jurisdiction _____ Team No. _____

Type Inspection: Exterior Interior

Contact the Inspection Department and/or Jurisdiction Authorities for a copy of the damage report for insurance purposes. All damage repairs must comply with local building codes and regulations.

4-12

* PLACARD – FLOOD ZONE
KANSAS DAMAGE ASSESSMENT SURVEY
 Do Not Remove this Placard until
 Authorized by Governing Authority

FLOOD ZONE

CONTACT FLOOD PLAIN ADMINISTRATOR
WARNING:

This structure has been inspected under emergency conditions and may not be safe to enter due to serious structural damage. Entering this structure may result in death or injury.

ADDRESS _____ Date _____ Time _____
 Jurisdiction _____ Team No. _____

Type Inspection: Exterior Interior

Contact the Inspection Department and/or Jurisdiction Authorities for a copy of the damage report for insurance purposes. All damage repairs must comply with local building codes and regulations.

APPENDIX B

YOUR COMMUNITY

WHAT YOU NEED TO DO TO BE PREPARED

This Chapter addresses the elements that are necessary for the Kansas Disaster Assessment Program to operate in your community. The items listed allow the teams to move in and quickly begin their assessment of the areas. If this information is not readily available the team will need to spend time acquiring the information and materials. It is essential to your community that this process runs smoothly and efficiently to minimize the stress in the lives of your citizens.

COMMUNITY - PREPARATION

This is a guide for the community to prepare for a disaster and the issues and elements that will be needed by the Kansas Disaster Assessment Program. This information is to be reviewed, the elements assembled and continually updated by communities for when it will be needed. This section includes forms to be completed that will identify types of disasters your community might experience, local buildings by type, names and numbers of contact personnel, historic buildings, special information (i.e. locations of hazardous materials, floodways, hospitals, nursing homes, etc.). This information, if up to date, is extremely valuable if a disaster happens in your community. There is a paragraph in this section that addresses community assistance following a disaster.

MITIGATION (...to lessen the effects of a disaster)

Mitigation can be defined as any act of the Building Codes/Inspection Department, jurisdiction or community that will lessen the impact of the next disaster.

The following policy statements should be made:

Adoption of the most recent edition of the International Codes sponsored by the International Code Council.

Adoption of local, state and federal codes and guidelines that lessen disaster.

Retrofit Program that includes all measures that can be taken to lessen the damage that could be caused by a disaster (e.g. flood-proofing, additional tie-downs to mobile homes and metal buildings.)

Commitment to public education regarding code requirements and retrofit programs. The Building Codes/Inspection Department should make itself available to the Local Emergency Management Coordinator.

POTENTIAL DISASTER SURVEY

The population of the State of Kansas is exposed to several hazards that could have significant consequences on life, property, and governmental functionality. The following State Hazard Analysis identifies the following hazards (listed in order of probability) that have the potential to adversely affect the residents of Kansas:

- Flood
- Windstorms
- Tornado
- Winter Storm
- Wildfire
- Hazardous Material Spill
- Transportation Incident
- Civil Disorder
- Terrorism

Natural disasters

Use the following checklist to determine the possible types of natural disasters that could occur in your jurisdiction.

- Flood
- Windstorms
- Tornado
- Winter Storm
- Wildfire

Flood

Flooding typically falls into one of four categories: 1) flash flooding, 2) riparian flooding, 3) lake flooding, and 4) levee failures. Kansas is vulnerable to all four types. Normally localized to low-lying areas. Information on local flood hazards and flood maps can be obtained from the National Flood Insurance Program (NFIP). Flood damage can include total destruction to repairs required to bring the structure back into code compliance. Be sure to note ALL buildings and structures that are now grand-fathered, and if destroyed, must be replaced with a structure that complies with the federal guidelines.

Windstorms

Thunderstorms accompanied by high winds are associated with relatively cold, dry air moving rapidly over warm, moist surface air. Kansas is vulnerable to severe thunderstorms and high winds. Normally these storms cover a wider area causing damage to towers, roofs, fences and damages caused from trees and other objects falling into structures. High winds normally do not cause a vast amount of total destruction, but will cause damages that must be repaired.

Tornado

A tornado is a violent, rotating column of air forming a pendant, usually from a thunderstorm cloud, and touching the ground. A tornado's path averages four miles in length, but may extend over 200 miles. The path width averages 300 to 400 yards, but can exceed one mile. Tornadoes average 25 to 40 mph traveling speed, but may exceed 50 mph. Tornadoes will cause damages ranging from total destruction to repairs required to bring the structure back into code compliance.

Winter Storm

Disturbances along the front between cold polar masses and warm tropical air masses tend to generate storms. Fronts develop where air masses of different temperatures and densities mix and create

instability. During cold winter months, such conditions can produce blizzards and/or ice storms. Kansas falls within the region that has the greatest incidence of winter storms. Typically, such storms have been wide spread, adversely affecting many people in several counties. When an area is hit by a winter storm, people may be injured or even killed. Livestock can die and crops may be lost.

Wildfire

Wildfires are fires in the grasslands and rural areas of the state that primarily effect regions predominantly engaged in farming, ranching, and wildfire management. These fires can occur in any month of the year, but tend to occur most often in March through August and affect tens of thousands of areas annually.

Man-made disasters

Use the following checklist to determine the man-made disasters that could affect your jurisdiction.

Hazardous Material Spill

- Fixed facility
- Bulk storage
- Hospital and medical facilities
- Railroad
- University
- Transportation

Gas Leak

- Refinery
- Service station
- Bulk storage
- Electrical generating plant

Chemical Release

- Fixed facility
- Bulk storage
- Hospital and medical facilities
- Railroad
- University
- Transportation

Nuclear Release

- Fixed facility
- Hospital and medical facilities
- Universities

Civil Disorder & Terrorism

- Public buildings
- Transportation
- Communications
- Churches, synagogue, mosques

Gas, chemical, nuclear and hazardous material explosions will cause damages radiating outward in all directions from the explosion site. The damages caused will range from total destruction to repairs required to bring the structure back into code compliance.

Fixed Nuclear Facility Incident

A nuclear facility incident is any occurrence at a fixed nuclear power facility resulting in a potential or actual release of radioactive material in sufficient quantity to constitute a threat to the health and safety of the off-site population.

Transportation Incident

For emergency management purposes, transportation accidents are defined as those roadway, railway, and/or airway incidents that cause significant numbers of deaths and/or severe injuries and/or property loss, excluding hazardous material and radiological transportation accident.

Civil Disorder

Civil disorder is an incident that disrupts normal community affairs and requires some law enforcement intervention to ensure public safety. This could include terrorist attacks, riots, strikes or demonstrations that require law enforcement intervention.

Terrorism

Event such as conventional attack or terrorist activities could threaten national or state security. Significant events of this type could cause widespread damage and threaten public safety.

MAJOR BUILDINGS SURVEY

Use the following checklist to determine the major buildings and high-density buildings located in your jurisdiction. This checklist is a valuable tool for the community as an inventory and identifier of locations of hazardous materials and the damage assessment team in their evaluations of property, especially the descriptions.

For the purpose of this checklist all structures listed as singular may be plural. Should additional comments be needed, relative to a particular facility, provide a more complete description and attach an additional sheet. (i.e. vehicles parked inside buildings, historic value, hazardous material storage and residential living areas, etc.)

Government

TYPE	NAME	ADDRESS	CITY	ZIP
Armories				
County buildings				
County court house				
Electric plant				
Federal buildings				
Fire station				
Municipal building				
Police station				
Sanitation				
Sewer plant				
State buildings				
Utility office				
Water plant				
Other department buildings				

School

TYPE	NAME	ADDRESS	CITY	ZIP
Grade Schools				
Middle Schools				
High Schools				
Private Schools				
Junior Colleges				
Trade Schools				
Universities				
Pre-school				
Day Care				
Other Schools				

Major density

TYPE	NAME	ADDRESS	CITY	ZIP
Apartments				
Auditoriums				
Churches				
Factories				
Malls				
Stadiums				
Hospitals				
Adult Care				
Television/Radio				

EMERGENCY MANAGEMENT DEPARTMENT

County jurisdictions are required by state statute to have a designated Emergency Management Department that will coordinate the efforts of all personnel and agencies involved in a disaster. Some larger cities also have an emergency management department. All disaster activity will be coordinated through the affected county emergency management office to Kansas Emergency Management. Although local emergency management directors do not necessarily oversee the disaster assessment responsibilities, many efforts can and should be coordinated with the Emergency Management Department to avoid duplication of duties. This information is critical to the initial disaster assessment process. If readily available it can be faxed or emailed to the coordinators before they leave for the site.

Emergency Management Director

Department Name	
Name	
Title	
Address	
City/State/ZIP	
Home Phone	
Work Phone	
Emergency Phone	
E-mail	

Note: Disaster management policies are included in the local jurisdiction's Local Emergency Operations Plan. Consult with your local Emergency Management Coordinator and include any overall policies into your plan.

Chief Elected Official

Jurisdiction's chief elected official	
Department Name	
Name	
Title	
Address	
City/State/ZIP	
Home Phone	
Work Phone	
Emergency Phone	
E-mail	

DISASTER ASSESSMENT OPERATIONS CENTER

The following items are essential to the Disaster Assessment Operations Center:

- 1) Telephone (if local system working)
- 2) Large area for data assimilation and group conference.
- 3) Area for check-in/check-out
- 4) Area for eating and resting

Location

The Disaster Assessment Operations Center should be located away from the local emergency operations center and command center. Sites that have been used in the past include: Building Codes/Inspection Department, conference areas, schools, churches, etc.

Primary Location

Building Name	Address	City	Zip	Phone

First Alternate Location

Building Name	Address	City/PO	Zip	Phone

Second Alternate Location

Building Name	Address	City/PO	Zip	Phone

Third Alternate Location

Building Name	Address	City/PO	Zip	Phone

Emergency electrical power

Electrical power considerations are usually included in the Local Emergency Operations Plan. Consult with the jurisdiction's Emergency Management Director to insure that the Disaster Assessment Operations Center will be provided with emergency electrical power.

Do the locations identified above have an emergency generator?

Primary Location	YES	NO
First Alternate Location	YES	NO
Second Alternate Location	YES	NO
Third Alternate Location	YES	NO

Emergency power generators

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	

Communications will become important when the magnitude of the disaster warrants additional inspectors. Many disaster assessment team members have cellular phones and will bring them. The Office Operations Coordinator is responsible for a list of all numbers and the coordination of them. In the event cellular communication is not available try to establish the following and encourage donations during an emergency basis

Emergency communications equipment

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	

Emergency digital/cellular/2-way radio equipment

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	

Database system(s)

A database system is helpful for addresses and owners of properties. If these systems are available list them. Once a property has been addressed it seldom changes. A property owner's list can be obtained from local utility billing or local tax assessor's office records. Their information could be entered into the Plan and an update requested at the time of the disaster.

Utility office

County Appraiser

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	
E-Mail	

GIS Tech support

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	
Email	

SUPPLIES & EQUIPMENT

Local items that may be required:

- local telephone book(s)
- tables
- chairs
- pens
- paper

Copy machine

- Access to a copy machine will be required to prepare copies of the disaster forms, policies and bulletins, etc.
- The availability of these machines should be coordinated (local businesses, government agencies, schools, etc.)

Copy machine

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	
Email	

Copy paper

White copy paper and a variety of colored copy paper and cardstock (blue, green, yellow, orange, red, tan) will be needed for placards and reports.

Copy paper supplier

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	
Email	

Airport Information

The ability to fly over the disaster area allows immediate identification of those areas that need to be inspected first. This activity will be coordinated through Kansas Emergency Management.

Airport

Company Name	
Contact	
Address	
City, State, ZIP	
Company Phone	
Emergency Phone	
Email	

Maps

Maps are a very important resource in the disaster assessment process. At least two large jurisdiction maps showing the entire jurisdiction or large enough to cover any possible disaster area should be made available. One copy will be needed in the Disaster Assessment Operations Center, and the second should be made available to the chief elected official. These maps may also be used in the color-coded reporting system.

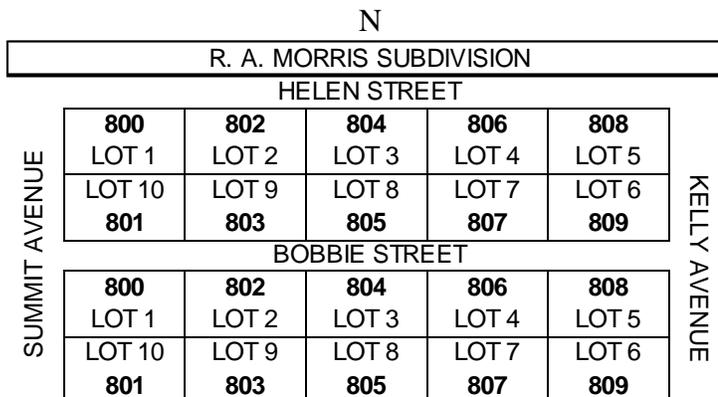
Checklist of maps:

- Two (2) large jurisdictional maps**
 A jurisdiction map should be prepared and maintained on all major buildings identified in major buildings survey are shown and a brief description of the building for ready reference.
- Ten (10) or more field maps**
 A sufficient number of smaller maps should be stockpiled for use in the field by the inspection teams. These maps must identify block and street names. These can be smaller sized maps or a large map cut into sections. If possible, these maps should have address numbers to assist the inspectors in identifying the correct address. This can be coordinated with the property ownership list. Consider reducing your subdivision maps to a smaller size that can be carried in the field. A correct scale on these maps is not important.
- Ten (10) address maps**
 The address map serves two main functions; first, the field inspection teams to find their location use the map and secondly, it provides a method to identify the correct address and legal description at the disaster assessment operations center. Always note north direction.
- One (1) aerial photographic map**
 Should show the structures and buildings on each lot and parcel of land. Acquire from County GIS or Tax appraiser.
- GIS maps** (if available)

Sample: Address Map

The address map serves two main functions.

First, the field inspection teams to find their location use it and secondly, it provides a method to identify the correct address and legal description.



POST DISASTER COMMUNITY ASSISTANCE

The Kansas Disaster Assessment Program can provide the following continuing assistance to a community affected by a disaster:

Assist communities with recovery and restoration by providing assistance to rebuild communities through establishing building codes, zoning requirements and reconstruction design assistance. Adoption of the most recent editions of the Uniform or International Codes sponsored by the International Code Council. Adoption of local, state and federal codes and guidelines that lessen disaster damage (e.g. FEMA's flood proofing guidelines). Retrofit Program that includes all measures that can be taken to lessen the damage that could be caused by a disaster (e.g. flood proofing, additional tie-downs to mobile homes and metal buildings.) ICC can provide a list of retrofit projects for your department to sponsor. Commitment to public education regarding code requirements and retrofit programs.