



# OREGON OFFICE OF EMERGENCY MANAGEMENT

Good Afternoon All,

As a follow up to the email reminder sent on December 8 on the IDA process, we are asking those counties that have been impacted by the severe weather event to conduct an Initial Damage Assessment (IDA) for their jurisdiction.

For the purpose of the IDA we request you report for those costs, damages, and impacts that occurred as a direct result of weather occurring from December 7<sup>th</sup> and continuing. The close of the incident has not been determined. Please report the dates that damage occurred and costs were incurred on the IDA forms you submit to OEM.

Overall roll-up (i.e., summary) of IDA information is reported to OEM by counties using the following form:

[http://www.oregon.gov/OMD/OEM/docs/financial/ida\\_local\\_summary\\_form\\_sept\\_2007.xls](http://www.oregon.gov/OMD/OEM/docs/financial/ida_local_summary_form_sept_2007.xls)

## **Public Infrastructure Assessments**

Forms for public infrastructure IDA are found on the following link:

[http://www.oregon.gov/OMD/OEM/Pages/fin\\_rec/IDA.aspx](http://www.oregon.gov/OMD/OEM/Pages/fin_rec/IDA.aspx)

Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form

Who completes the form?

- County Departments,
- Cities,
- Certain Private Non-profit Organizations,  
(See attached PNP guidance)
- Special Districts

These entities complete their own IDA Public Infrastructure data form and submit the completed form(s) to the County EM for roll up of impacts and costs for that county. The county submits the summary form Initial Damage Assessment Summary Report Form and Field data forms to OEM for review and consolidation into the state's overall impacts.

State agencies will submit directly to OEM. Tribal governments will work directly with OEM Tribal Liaison:

Erik Rau  
503.378.2911, x 22252  
[erik.rau@state.or.us](mailto:erik.rau@state.or.us)

*Note: for debris removal (Category A) you may include your regular time labor in your estimates and actual costs when reporting in the IDA.*

Questions on the Public Infrastructure IDA?

Julie Slevin  
503.378.2911, x 22235  
Or  
Darrell Neet  
503.378.2911, x 22293

### **Homes/Dwellings and Businesses**

The primary purpose for conducting an IDA on homes/dwellings and businesses is to identify the impact, type and extent of disaster damages and to determine the impact on individuals and communities.

The forms are located on OEM website at:

[http://www.oregon.gov/OMD/OEM/pages/fin\\_rec/section\\_b\\_form.aspx](http://www.oregon.gov/OMD/OEM/pages/fin_rec/section_b_form.aspx)

The Individual Assistance Initial Damage Assessment Field Data Collection Form

[http://www.oregon.gov/OMD/OEM/fin\\_rec/docs/ia-ida\\_collect\\_form.xls](http://www.oregon.gov/OMD/OEM/fin_rec/docs/ia-ida_collect_form.xls)

Individual Assistance IDA and PDA Calculation and Summary Form (this form is optional, but you may find it useful)

[http://www.oregon.gov/OMD/OEM/docs/library/ida\\_pda\\_cal\\_n\\_sum\\_form\\_v1-1.pdf](http://www.oregon.gov/OMD/OEM/docs/library/ida_pda_cal_n_sum_form_v1-1.pdf)

Questions on homes and businesses assessment?

Joseph Murray  
503.378.2911, x 22240  
[joseph.murray@state.or.us](mailto:joseph.murray@state.or.us)  
Or  
Kelly Jo Craigmiles  
503.378.2911, x 22246  
[kelly.jo.craigmiles@state.or.us](mailto:kelly.jo.craigmiles@state.or.us)

***If there are immediate needs regarding housing or human services, please let Joseph or Kelly Jo know for situational awareness and contact your local American Red Cross office for possible assistance.***

Further information on the IDA process, to include the forms is found at the following link. [http://www.oregon.gov/OMD/OEM/Pages/fin\\_rec/IDA.aspx](http://www.oregon.gov/OMD/OEM/Pages/fin_rec/IDA.aspx)

### **Timeline**

The state has 30 days from the date of the event to make the request for a Major Disaster Declaration to the President, if warranted. Therefore, it's extremely important that we receive your Initial Damage Assessments **by close of business on December 30<sup>th</sup>.**

The state will review and evaluate county IDA data to determine the types of federal assistance that may be warranted (based upon required program criteria). Upon this evaluation the state may request a Joint PDA (local-state-federal) for validation of the impacts. Please submit your IDA, County Summary Form, and all supporting data collection forms to all of the below listed staff members:

[julie.slevin@state.or.us](mailto:julie.slevin@state.or.us)

[joseph.murray@state.or.us](mailto:joseph.murray@state.or.us)

[kelly.jo.craigmiles@state.or.us](mailto:kelly.jo.craigmiles@state.or.us)

[clint.fella@state.or.us](mailto:clint.fella@state.or.us)

Thank you for your continued efforts.

Clint Fella  
Mitigation & Recovery Services  
Desk: 503.378.2911 x 22227  
Fax: 503.373.7857