Preliminary Damage Assessment

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16	the information that is needed on each page is shaded light yellow. ALL applicants with damages must complete a set of PDA forms for each outly submitting all PDAs within their county to the WA Emergency Manager is responsible to the WA Em										
	information than the c entered information.	t boxes are formatted to wor cell will snow, you will need to Print margins are formatted t DA SUMMARY / PA-2_CAT A /	adjust the cell's s to print all pages a	ize in is they	order to print all are currently	-2 CATE	PA-2 CAT F				

This form is usually used after a disaster occurs, but before a Presidential Declaration. It provides data for the State to use in potentially obtaining a Declaration. The PDA form is sent as an Excel Worksheet via email (PA Contacts) or you can locate it on our website.

You should save a copy of the PDA forms workbook on your computer and then complete the forms on your saved copy. The forms cannot be completed online.

The **Datasheet** should be filled out first, as it auto populates your information on the other sheets.

Now click on **PA-1 PDA Summary**. Notice that the top has been filled in for you when the Datasheet was completed. Complete the PA-1 PDA Summary <u>as the diagram displays below</u>.

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27	A. GENE	RAL IMPAC	T:									7		
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Next, scroll down to Part III – Overall Disaster Impact. Complete this required section, if you need additional room, please use another sheet.

26	PART III - OVERALL DISASTER IMPACT (Use Additional Sheets if Necessary) THIS IS REQUIRED INFORMATION.
27	A. GENERAL IMPACT:
28	1. Identify and describe the damages that constitute a health and/or safety hazard to the general public.
29	
30	
31	
32	2. Describe the population adversely affected directly or indirectly by the loss of or the damage to these public facilities.
33	
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36	3. What economic activities are adversely affected by the loss of the public facilities or the damage to the facilities?
37	
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39	
40	B. RESPONSE CAPABILITY:
41	1. Describe how the applicant intends to repair the damage and the schedule to accomplish the work.
42	
43	
44	2. Describe the source and availability of funds to accomplish the repairs.
45	
46	
47	3. How quickly can the damages be repaired without degradation of public services?
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49	
50	C. IMPACT ON PUBLIC SERVICES IF A DECLARATION IS NOT MADE: (e.g., Defer permanent repairs, impact ongoing services, improvements, etc.)
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Next click on and complete appropriate category spreadsheets to represent your damages as thoroughly as possible.

Categories of Work

For a more detailed category of work list click this link.

The text in the () below indicates the spreadsheet tab name —Click on the appropriate tab of the PDA form to enter your damage.

Emergency Work

- A. Debris Removal (PA-2 CAT A)
- B. Emergency Protective Measures (PA-2 CAT B)

Permanent Work

- C. Roads and bridges including auxiliary structures, lighting, signage (PA-2 CAT C)
- D. Water Control Facilities (PA-2 CAT D)
- E. Buildings (including contents) and Equipment (PA-2 CAT E)
- F. Utilities including water treatment plants, power generation, sewage collection, and communications (PA-2 CAT F)
- G. Parks, Recreational, and Other (PA-2 CAT G)

These category spreadsheets are where you will actually enter your damages—every category spreadsheet looks the same except for the type of category listing (i.e. A, B...G.). Notice that the information from the Datasheet is auto populated on each category sheet. Complete this form, as thoroughly as possible, see the diagrams below for further explanation.

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1		FEDERAL EMERGE				DATE
2	PRELIMIN	NARY DAMAGE ASSESS				1/15/10
3				FORMATION - (REQUIRED	INFORMATION)	
4		PLICANT		NT CONTACT / E-MAIL		PHONE
5		erce County	Sam Wh	osit s.whosit@somewh	ere.gov	253-555-5555
6	TEAM MEMBERS/AGENCY			E-MAIL		PHONE
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18						
19		Enter descri	ption of	damage. This		
	IMPACT TO JURISDICTION	could be as	simple a	as citywide	IMPA	CTED DEPARTMENT
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23	TEAM COMMENTS		•	5	r COST ESTIMATE-TEAM	
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When finished entering all of your damages in one category, click on another appropriate category tab to continue entering your damages.

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H + H Datasheet PA-1 PDA SUMMAR	🕻 / PA-2 CAT A 🖌 PA-2 CAT B 🖉 PA-2 CAT C 🧹 PA-2 CAT D 🖉 PA-2 CAT E 🖉 PA-2 CAT 🕅
Ready 🔚	

When you have finished entering all damages for all applicable categories, click on the **PA-1 PDA Summary**.

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What do you do with the PDA form once all damages have been recorded?

County Departments, Cities, Private Non-profit Organizations, Federally-Recognized Indian Tribes, Water Districts, Hospital Districts etc. (basically everyone but State Agencies) should **send completed PDA forms to the County** in which the damages occurred.

County Emergency Contacts

State Agencies should send the form to publicassist@emd.wa.gov

What if you have damages in more than one county?

Fill out separate PDA forms for each county and submit separate PDA forms to each county where the damages occurred. State agencies should fill out separate PDA forms for each county also.

The spreadsheet labeled **PDA-3 PDA Totals – County Use** is provided for counties. Counties may use this tab for totaling the damages of jurisdictions within their boundaries.

4	COUNTY	Diseas	_									
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If counties have a large jurisdiction with multiple departments, they may find it helpful to utilize the last spreadsheet. The spreadsheet tab is labeled **PDA-4 PDA Totals – Jurisdiction**.

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