OLATHE FIRE DEPARTMENT

Rapid Damage Assessment Plan

Contents

Introduction

The purpose of this Rapid Damage Assessment Plan is to provide a process by which decision-makers can gain situational awareness of possible damage to the city quickly following an incident (tornado, ice storm, etc.). This damage assessment process collects information to help leaders make resource allocation decisions and to determine if mutual aid support from neighboring jurisdictions may be needed. The Rapid Damage Assessment should not be confused with the Preliminary Damage Assessment Plan. The later includes valuation of property and helps elected officials determine if state and federal disaster declarations are necessary. The Rapid Assessment is intended to be a quick look in the first few hours of a response and intended to provide a general sense of the scope and scale of the disaster, not specific estimations of damage and loss which come later in response and recovery operations.

This plan identifies key responsibilities of assessment team members and outlines a strategy for a coordinated system of assessing the City of Olathe. The Rapid Damage Assessment Guide is the operational tool that team members will use to conduct the assessments. It includes maps, directions and reporting forms as well as a Job Aid tool to assist team members. This Plan supplements the Guide with additional information on the concept of operations and future enhancements that could be made to the rapid damage assessment process.

This Plan is not intended to serve as stand-alone document but rather supplement the City of Olathe's Emergency Operations Plan (EOP). The EOP assigns primary and secondary responsibilities for various types of emergency response to the appropriate city departments. It also outlines the ways in which the city departments will coordinate during an emergency. This Plan is department-specific and provides detail on the Fire Department's damage assessment process and internal coordination efforts. It is recognized that many other departments contribute information to help supply leaders in the EOC with the initial picture of the impact of an event.

This document has been developed through a planning process that included reviewing critical facilities in Olathe and creating an approach that took into account all areas of the city. It is expected that the plan will continue to be refined and updated on an annual basis.

The Olathe Fire Department would like to recognize the following planning team members:
> Tim Richards, Assistant Chief
> David Binckley
> Sean Brooks
> Ted Hufft
> Bourke Hutchinson
> Todd Maxton
> Brian Rapplean
> Scott Rice (GIS mapping support)
> Kristine Martin, project consultant

Concept of Operations

Situation and Assumptions
Several assumptions guided the development of the Rapid Damage Assessment Plan and Guide.

- Assessments will be conducted within the Incident Command System framework. A chain-of-command will be established and communicated to all personnel.
- An event involving potential damage to the city may involve multiple city departments as well as county and state agencies. The Rapid Damage Assessment will be coordinated by the Fire Department with the results shared with other departments to support their response activities.
- An event may impact the entire city or just portions of the area. The Rapid Assessment Plan was developed to be flexible and scalable to meet varying needs.
- There are other mechanisms to gather information immediately following an emergency. Other entities (Johnson County, American Red Cross) may be conducting similar assessments, but with a different focus (county – unincorporated areas; ARC – dwellings). Similarly, there are other sources of information to give city officials a sense of the scope and scale of a disaster (social media, citizen phone calls, traffic cameras, etc.). This Assessment supplements these other inputs by providing a fuller picture of damage and loss more quickly than in the past.
- Depending on the incident, personnel resources may be limited. This process was designed to be easy and quick recognizing that there may be instances when personnel will be asked to drive the routes that have had limited prior experience with this type of assessment. A separate Guide has been developed for assessment teams to help provide clear, concise direction.

Selecting Facilities to Assess
The planning team reviewed several sources of information to arrive at the list of facilities to be assessed. The various types of facilities in Olathe were reviewed with an emphasis on those buildings that provide critical services or have large daily populations (schools, large employers, etc.). Structures with "Moderate" or "Significant" Occupancy Vulnerability Assessment Profile (OVAP) scores were considered. Information such as population density and fire service coverage maps from the Community Response Emergency Services Analysis (CRESA) were used to ensure facilities selected were representative examples of structures within the community and that the selected list is distributed geographically to provide the best view of potential damage following a disaster. 128 facilities have been included on the list. For a complete list of locations, see Appendix A.

Plan Updates/Maintenance
This plan should be reviewed annually and updated as needed following exercises or real events. The Fire Chief or his/her designee is responsible for updating and maintaining the Plan. The list of facilities to be assessed should be reviewed to ensure it continues to include appropriate structures. The Emergency Management Planning Technician will ensure this Plan is consistent with the City's Emergency Operations Plan (EOP).

Roles and Responsibilities
- **Assessment Team Member -** The Assessment Team will consist of 3-4 individuals (minimum of 2). This team is responsible for driving a route and visually assessing the facilities listed in the

Rapid Damage Assessment Guide. Each station has two routes. At times, one team may be asked to perform both routes; or two teams may be assigned to do the routes simultaneously.

- **Rapid Damage Assessment Unit Leader** – Responsible for assigning teams to stations and routes; and communicating with teams in the field. Also, responsible for orientation and safety briefings.
- **ESF #14 Coordinator** – If EOC is active with ESF #14 staffed, the Unit Leader will communicate assessment results with the ESF #14 Coordinator. If EOC not active, Unit Leader (likely operating out of the Fire Dept. DOC) will communicate results to Emergency Management Director.
- **Support Personnel** – Assistance may be required to input data into WebEOC or some other reporting tool to make it more useful to city officials.

Activation for Rapid Damage Assessment Teams

The Rapid Damage Assessment Unit Leader will communicate with personnel to request assistance with assessment process. RA Unit Leader will assign a standard naming convention for the teams. First number will indicate the station and "A" or "B" will correspond with Route 1 or 2. For example, RA Team 6-A is the rapid assessment team from Station 6 completing the first route. The Unit Leader will be in charge of maintaining communications with teams in the field. Prior to driving the routes, the Unit Leader will assign a radio to each team, establish a radio channel for communication, and ensure teams have the DOC call-in phone numbers for back-up. Unit Leaders should also collect cell phone numbers for team members so that there is a back-up method to reach the teams while on the route.

Coordination with Other Entities

The Fire Department will work closely with other entities to avoid duplication of efforts and to maximize limited resources. Standard forms will be used to provide consistent information to the County EOC and to the State as needed.

This Plan is intended to augment ESF #14 – Assessment and Recovery Annex of the Olathe Emergency Operations Plan. As outlined in the City's EOP, the rapid assessment will include collecting many different types of information, for example, known injuries, fatalities, evacuations, and mutual aid activations. This Plan provides one component of this information. Rapid Damage Assessment Teams provide information on damaged and destroyed facilities and are intended to augment other forms of initial assessment. City officials have other tools (WebEOC, siren maps, Civil Air Patrol support, etc.) and information inputs (citizen calls, field reports, social media, etc.) to help make informed decisions.

Resource Requirements

Equipment and supplies needed to conduct the Rapid Damage Assessment include:
- The Rapid Damage Assessment Guide (includes maps, routes and reporting forms)
- Writing instruments
- Communication method (radio and cell phone)
- Safety equipment if appropriate
- Identification, and
- Access to an authorized vehicle

Conducting Assessments Safely

A team's priority should be to conduct the assessment safely. Safety concerns should always be reported through the ICS chain of command. Team members should take all necessary safety precautions to limit risk of injuries. These should be minimized as team members will remain in vehicles for this assessment process. Drivers should concentrate solely on driving safely and not attempt to do assessments, use radios, or record information.
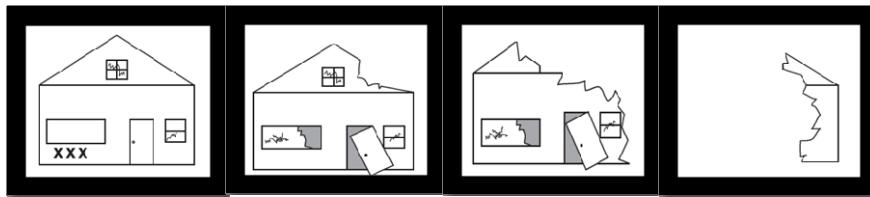
Communication Plan/Information Flow

The Rapid Damage Assessment Unit Leader will communicate with team members through one of two primary methods – portable radio or cell phone. Team members should use the same to communicate back to the Unit Leader (at the Fire DOC). Radio channels and phone numbers will be shared at initial briefings. If teams need emergency assistance in the field, a team member should radio dispatch for support. Team members should be prepared to respond to information requests while in the field.

- *Phone numbers to DOC for team members: 971-7972 or 971-7943*

Conducting Rapid Damage Assessments:

Job Aid/Guide - An operational guide has been created to assist team members in completing the assessments. It includes a Job Aid, maps with routes, turn-by-turn directions, and customized reporting forms.

Damage Level Definitions – Assessments are intended to give a quick look at damage and property loss. Team members are asked to use the following definitions to describe the extent of damage and loss. These graphics are used from the Iowa Homeland Security and Emergency Management Division's Preliminary Damage Assessment Field Guide for Individual Assistance, Sept. 2012.

| **Affected** | **Minor** | **Major** | **Destroyed** |

- Affected – Mainly cosmetic damage, repairable/can still be used
- Minor – Uninhabitable, can be repaired in less than 30 days
- Major – Substantial structural damage, uninhabitable, requires extensive repairs
- Destroyed – Total loss, not repairable

Troubleshooting – There may be instances where teams are required to alter their route. If access is limited due to debris, downed power lines, etc., teams can re-route as practical in order to drive past all facilities listed on form. Distance between each change in direction has been provided in the event that street signs and other markers are not standing. If no safe route can be determined, teams should make note on the form and proceed to the next building on the list.

Reporting the Assessment Results

- Once the team has returned to the fire station, the reporting form should be submitted to the DOC by scanning the form and emailing the electronic copy to damageassessments@olatheks.org. If the power is out, key assessment findings should be communicated via radio to the DOC.

- If team members took photos, they can be saved on the shared network drive in the following folder: P:\Olathe Fire Department\COMMON\Damage Assessment.

- After completing the assessment, teams should report availability through the appropriate command structure.

Future Enhancements

As with any new process or procedure, this assessment process will be refined as it is implemented. There will also be improvements that may change the way the assessment is performed. The Fire Department's Emergency Management personnel should help identify ways to continually improve this Plan. Two key ways this plan could change over time include technology advancements and lessons learned by actually doing the work. The Olathe Fire Department should:

Provide Learning Opportunities
- Provide training to personnel on the new Rapid Damage Assessment Plan (especially those that may be serving as the Unit Leader or ESF #14 Coordinator).
- Conduct exercise where teams are deployed and communication flow back to DOC is evaluated.
- Conduct debriefs following actual events to identify improvements needed.

Integrate New Technology
- Provide connection to GPS equipment to automate the routing directions. This could eliminate need for a map reader/navigator.
- Consider use of an application on a mobile device (smart phone or tablet) that may allow for data collection without hand-writing form.
- On the first several deployments, assess the benefit of photography and consider equipping teams with go-kits that include cameras to help capture the situation more fully.

Appendices

- List of Facilities to be Assessed
- Sample Reporting Form

Appendix A: List of Facilities to be Assessed

Name	Address	Station	Facility Type
151st St Bridge / I-35	151st St & I-35	1	Bridge
Butler National Corporation	19920 W. 161st St.	1	Aerospace
Cedar Lake Apartments	15329 S. Lone Elm Rd.	1	Nursing/Assisted Living
Central Elementary School	324 S. Water St.	1	School
Clearwater Creek Elementary School	930 Clearwater Creek Dr.	1	School
Exxon Mobil Corp.	1400 S. Harrison	1	Lubricant Production/Distribution
Good Samaritan Society	20705 W. 151st St.	1	Nursing/Assisted Living
Great Mall	20700 W. 151st St.	1	Shopping Mall
Havencroft Elementary School	1700 E. Sheridan St.	1	School
Olathe District Activity Center	20925 W. 159th St.	1	Athletic Fields
Olathe Medical Center	20333 W. 151st St.	1	Hospital
Olathe Water Treatment Plant #1	600 S. Curtis St.	1	Government
Olathe, Kansas Fire Department-Administrative Offices	1225 S. Hamilton Circle	1	Government
Olathe, Kansas Fire Department-Station # 1 and OPD	501 E. Old 56 Hwy.	1	Government
Olathe, Kansas Public Works	1385 S. Robinson Ave.	1	Government
Old 56 Hwy Bridge / I-35	Old 56 Hwy & I-35	1	Bridge
Oregon Trail Middle School	1800 W. Dennis St.	1	School
Ridgeview Elementary School	1201 E. Elm St.	1	School
Royal Terrace Nursing & Rehab Center	201 E. Flaming	1	Nursing/Assisted Living
St. Paul Elementary School	920 W. Honeysuckle	1	School
Tyson Foods Inc.-Olathe Distribution Center	20701 W. 159th St.	1	Food
119th Street Bridge / I-35	119th St & I-35	2	Bridge
127th Street Bridge / I-35	127th St & I-35	2	Bridge
Aberdeen Village	17500 W. 119th	2	Nursing/Assisted Living
Elecsys Corporation	846 N. Mart-Way Crt.	2	Government Service
Evergreen Community of Johnson County	11875 S. Sunset Dr.	2	Nursing/Assisted Living
Faith Village	14155 W. 113th St.	2	Multi-Residential
Farmer's Insurance	15167 W. 119th St.	2	Business Large Employer
Greenwood Terrace Retirement Center	11150 S. Greenwood	2	Nursing/Assisted Living
Homestead Apartments - Clubhouse	11800 S. Shannon St.	2	Multi-Residential/Assembly
Mahaffie Elementary School	1300 N. Nelson Rd.	2	School
Mahaffie Farmstead	1100 E Kansas City Rd.	2	Government/Assembly
Olathe, Kansas Fire Department-Station # 2	1725 N. Renner	2	Government

Appendix A: List of Facilities to be Assessed

Name	Address	Station	Facility Type
Santa Barbara Estates	1600 N. Ridgeview Rd.	2	Manufactured Home Community
Santa Fe Trail Middle School	1100 N. Ridgeview	2	School
Santa Marta	13875 W. 115th Ter.	2	Nursing/Assisted Living
Sysco Food Services-Kansas City	1915 Kansas City Rd.	2	Food
Walnut Grove Elementary School	11800 S. Pflumm Rd.	2	School
Washington Elementary School	1202 N. Ridgeview St.	2	School
Black Bob Elementary School	14701 S. Brougham Dr.	3	School
Briarwood Elementary School	14101 S. Brougham Dr.	3	School
California Trail Middle School	13775 W. 133rd St.	3	School
Executive Airport	15335 S. Pflumm Rd	3	Airport
Frontier Trail Middle School	15400 W. 143rd St.	3	School
Green Springs Elementary School	14675 S. Alden St.	3	School
Heritage Elementary School	1700 E. Pawnee Dr.	3	School
Liberty View Elementary School	14800 S. Greenwood St.	3	School
Magellan Pipeline Co.	13745 W. 135th	3	Petroleum Storage/Distribution
Olathe, Kansas Fire Department-Station # 3	14940 W. 143rd St.	3	Government
Regency Place Elementary School	13250 S. Greenwood St.	3	School
Stonepost Lakeside Apartments	13810 S. Pflumm Rd.	3	Multi-Residential/Assembly
U.S. Post Office (East)	15050 W. 138th St.	3	Government
USD 233 Food Production Center	14140 S. Black Bob Rd.	3	Food
135th St Bridge / I-35	135th St & I-35	4	Bridge
College Way Village/Olathe Towers	1425 E. College Way & 1429 E. College Way	4	Nursing/Assisted Living
Countryside Elementary School	15800 W. 124th Ter.	4	School
Heatherstone Elementary School	13745 W. 123rd St.	4	School
Homsestead of Olathe	791 N. Somerset Ter.	4	Nursing/Assisted Living
Indian Creek Elementary School	15800 W. Indian Creek Parkway	4	School
Jefferson Place Apartments - Clubhouse	12251 S. Strang Line Rd.	4	Multi-Residential/Assembly
Kansas City Air Route Traffic Control Center	250 S. Rogers Rd.	4	Government
Kids TLC - Offices	480 S. Rogers Rd.	4	Multi-Residential/Assembly
K-Mart #3322	2000 E. Santa Fe St.	4	Large Retail
Mid America Nazarene University	2030 E. College Way	4	School
Olathe East High School	14545 W. 127th St.	4	School
Olathe Traffic Control Center	309 N. Rogers Rd.	4	Government

Appendix A: List of Facilities to be Assessed

Name	Address	Station	Facility Type
Olathe, Kansas Fire Department- Station #4	13301 S. Mur-Len Rd.	4	Government
Pinnacle Ridge Nursing & Rehab Center	400 S. Rogers Rd.	4	Nursing/Assisted Living
Pioneer Trail Middle School	15100 W. 127th St.	4	School
The Gardens at Creekside	16110 W. 133rd St.	4	Nursing/Assisted Living
Tomahawk Elementary School	13820 Brougham Dr.	4	School
Torotel	620 N. Lindenwood	4	Aerospace
Villa St. Francis	16600 W. 126th	4	Nursing/Assisted Living
Assisted Lifestyles of Kansas	625 N. Lincoln	5	Nursing/Assisted Living
AT&T	114 N. Water St.	5	Business
Fairview Elementary School	600 N. Marion St.	5	School
Forest View Elementary School	12567 S. Canyon Dr.	5	School
Hedge Lane Reservoir & Pump Station	710 N. Hedge Ln.	5	Government
Johnson County, KS Central Booking Facility	101 N. Kansas Ave.	5	Government (Jail)
Johnson County, KS Courthouse	100 N. Kansas Ave.	5	Government
Johnson County, KS Juvenile Detention Center	915 W. Spruce	5	Government (Jail)
Kansas State School for the Deaf	450 E. Park	5	School
Liberty Christian Life Center	572 E. Park St.	5	Nursing/Assisted Living
Mission Trail Middle School	1001 N. Persimmon Dr.	5	School
Olathe North High School	600 E. Prairie St.	5	School
Olathe, Kansas Fire Department- Station # 5	1128 W. Spruce St.	5	Government
Olathe, Kansas Street Maintenance Service Center	400 E. Harold St.	5	Government
Parkview Manor	300 N. Chestnut	5	Nursing/Assisted Living
Prairie Center Elementary School	629 N. Persimmon Dr.	5	School
Ravenwood Elementary School	12211 S. Clinton St.	5	School
Rolling Ridge Elementary School	1500 W. Elm Ter.	5	School
U.S. Post Office (West)	110 N. Chestnut St.	5	Government
Westview Elementary School	601 S. Lee St.	5	School
119th Street Bridge / K-7 Hwy	119th St & K-7 Hwy	6	Bridge
ALDI Distribution Center	10505 S. K7 Hwy.	6	Food
Cedar Creek Community Clubhouse	25775 W. 103rd St.	6	Assembly
Cedar Creek Elementary School	11150 S. Clare Rd.	6	School
College Blvd Bridge / K-7 Hwy	College Blvd & K-7 Hwy	6	Bridge
College Boulevard Activity Center	11031 Valley	6	Athletic Fields
Farmer's Insurance	10551 S. Ridgeview Rd.	6	Business Large Employer
Honeywell Aerospace	23500 W. 105th St.	6	Aerospace

Appendix A: List of Facilities to be Assessed

Name	Address	Station	Facility Type
K-7 Hwy / K-10 Interchange	K-7 & K-10	6	Bridge
Kansas Bioscience Park	10900 S. Clay Blair Blvd.	6	Government Service/Food
Meadow Lane Elementary School	21880 College Blvd.	6	School
NIC, Inc.	25501 W. Valley Pkwy.	6	Government Service
Olathe Northwest High School	21300 College Blvd.	6	School
Olathe Waste Water Treatment Plant	26169 W. 119th St.	6	Government
Olathe, Kansas Fire Department-Station # 6	24200 W. College Blvd.	6	Government
Prairie Trail Middle School	21600 W. 107th St.	6	School
Ridgeview Bridge / K-10 Hwy	Ridgeview Rd. & K-10 Hwy	6	Bridge
Woodland Ave Bridge / K-10 Hwy	Woodland Ave & K-10 Hwy	6	Bridge
Woodland Elementary School	11601 S. Woodland St.	6	School
Arbor Creek Elementary School	16150 S. Brougham St.	7	School
Brougham Elementary School	15500 S. Brougham Dr.	7	School
Cayots Corner	1785 S. Mur-Len Rd.	7	Daycare School
Chisholm Trail Middle School	16700 W. 159th St.	7	School
Dillard's Distribution Center	700 E. 151st St.	7	Distribution Center
First Student, Inc.	18950 W. 157th Ter.	7	Transportation
Garmin	1200 E. 151st. St.	7	Aerospace
Indian Trail Middle School	1440 E. 151st St.	7	School
Madison Place Elementary School	16651 S. Warwick St.	7	School
McCracken's Gymnastics & Swim	15515 S. Keeler St	7	Gym/Daycare
Oak Ridge Park Apartments	18325 W. 152nd Ter.	7	Multi-Residential
Olathe South High School	1640 E. 151st St.	7	School
Olathe, Kansas Fire Department-Station # 7	16110 S. Mur-Len Road	7	Government
Prairie Creek Elementary School (Spring Hill)	17077 W. 165th St.	7	School
Scarborough Elementary School	2000 Lindenwood Dr.	7	School
Sunnyside Elementary School	16025 S. Lindenwood Dr.	7	School

Appendix B: Rapid Damage Assessment Reporting Form (SAMPLE)

Rapid Damage Assessment Reporting Form						
Date:		Team Members:				
Time Route Started:		Team Lead:				
Time Route Completed:		Phone (Lead):				
Driving Route Station 7 – Route 1						
	Name and Address	**Assessment Scale**				**Notes**
Start	Olathe FD- Station # 7, 16110 S. Mur-Len Rd.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
1	Arbor Creek Elementary School, 16150 S. Brougham St.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
2	Brougham Elementary School, 15500 S. Brougham Dr.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
3	Cayots Corner, 1785 S. Mur-Len Rd.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
4	Scarborough Elementary School, 2000 Lindenwood Dr.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
5	Sunnyside Elementary School, 16025 S. Lindenwood, Dr.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
6	Madison Place Elementary School, 16651 S. Warwick St.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
7	Prairie Creek Elementary School (Spring Hill), 17077 W. 165th St.	☐ None ☐ Affected ☐ Minor ☐ Major ☐ Destroyed				
End	Olathe FD- # 7, 16110 S. Mur-Len Rd.					

Affected **Minor** **Major** **Destroyed**