



# Damage Assessment Reporting Guidance

## Requesting a Joint Preliminary Damage Assessment (JPDA)

Based on your Initial Damage Assessment (IDA) estimates, as reported in Step 4, if you are requesting a Joint Preliminary Damage Assessment (JPDA), your next step will be to enter a Mission request in WebEOC.

**NOTE:** A separate Mission Request must be submitted for either Individual Assistance (IA) or Public Assistance (PA). See below.



Did you submit your Initial Damage Assessment (IDA) data?

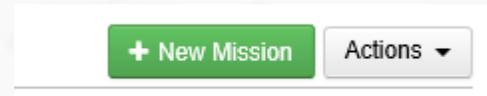
If Yes, continue below.

If No,  go back to [Entering Damage Assessments in WebEOC](#).

## PA Joint Preliminary Damage Assessment Request (JPDA)

**Step 1:** To request a Public Assistance Joint Preliminary Damage Assessment:

- Select the SERT Missions tab in the WebEOC tab.
- Select New Mission in the upper-right corner.



You are ready to enter a New Mission. When completing the Mission request, enter the information in bold.

- Under the Order Information, complete the following fields:
  - Title: **PA Joint Preliminary Damage Assessment (JPDA) Request**
  - Purpose: **To request a PA Joint Preliminary Damage Assessment between the County, State, FEMA and SBA.**
  - Lifeline: Select **“Not Applicable”** from the dropdown menu.
  - Description: **County is requesting a Public Assistance Joint Preliminary Damage Assessment so that damages may be evaluated and assessed to provide cost estimates to be used for potential State and County declarations.**
  - Is this a Resource? **Check the box.**
  - Date/Time Needed: **Select Date and Time which you would prefer the PA Joint Preliminary Damage Assessment to take place.**

**+ New Mission**

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**Order Information**

Title\*

Purpose\*

Lifeline\*

Description\*   
(describe what you're trying to accomplish)

Is this a Resource?  Check this box if this mission is a resource.

Date/Time Needed\*



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- Under the Contact Information, complete the Primary and Secondary contact information.

The screenshot shows a form titled "Contact Information" with two columns: "Primary" and "Secondary". Each column has a "Use my contact info" button at the top. Below the buttons are input fields for Name\*, Phone\*, Alt Phone, and Email\*.

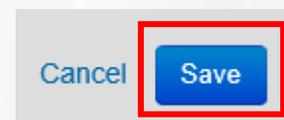
- Under the Location / Delivery Information, complete the Address and On-Scene Point of Contact information.

The screenshot shows a form titled "Location / Delivery Information" with two columns: "Address" and "On-Scene Point of Contact". The "Address" column includes a "Region/County\*" dropdown, "Street", "City", "FL" state dropdown, "ZIP", a "Map" button, and a "Delivery Instructions" text area. The "On-Scene Point of Contact" column has a "Use my contact info" button and input fields for Name, Phone, Alt Phone, and Email.

- Under the Mission Authorization, be certain to enter the Authorized Representative's information.
- Verify all previously entered information.
- If all information is complete, **Check** the "By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission" statement.

The screenshot shows a form titled "Mission Authorization" with four input fields: "Authorized Representative's Name\*", "Authorized Representative's Title\*", "Authorized Representative's Email\*", and "Authorized Representative's Phone\*". Below these fields is a checkbox with the text: "By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission".

- Select **SAVE** to save and submit your mission request.
- To Modify a Mission, see the [To View/Update Edit a Mission](#) section.





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## IA Joint Preliminary Damage Assessment Request (JPDA)

**Step 1:** To request an IA Joint Preliminary Damage Assessment:

- Select the SERT Missions tab in the WebEOC tab.
- Select New Mission in the upper-right corner.



You are ready to enter a New Mission. When completing the Mission request, enter the information in bold.

- Under the Order Information, complete the following fields:
  - Title: **IA Joint Preliminary Damage Assessment Request**
  - Purpose: **To request an IA Joint Preliminary Damage Assessment between the County, State, FEMA and SBA.**
  - Lifeline: Select **"Not Applicable"** from the dropdown menu.
  - Description: **County is requesting an IA Joint Preliminary Damage Assessment so that damages may be evaluated and assessed to provide accurate damage reporting to be used for potential State and County declarations.**
  - Is this a Resource? **Check** the box.
  - Date/Time Needed: **Select Date and Time which you would prefer the Joint IA Preliminary Damage Assessment to take place.**

**NOTE:** Date/Time selection is only a *request*; it is not a first come, first served request.

**+ New Mission**

Order Information

Title\*

Purpose\*

Lifeline\*

Description\*  
(describe what you're trying to accomplish)

Is this a Resource?  Check this box if this mission is a resource.

Date/Time Needed\*

- Under the Contact Information, complete the Primary and Secondary contact information.

Contact Information

Primary

Name\*

Phone\*

Alt Phone

Email\*

Secondary

Name

Phone

Alt Phone

Email



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- Under the Location / Delivery Information, complete the Address and On-Scene Point of Contact information.

### Location / Delivery Information

#### Address

Region/County\*  /

Address

Street  / City  / FL

ZIP  [Map](#)

Delivery Instructions

#### On-Scene Point of Contact

[Use my contact info](#)

Name

Phone

Alt Phone

Email

- Under the Mission Authorization, be certain to enter the Authorized Representative's information.
- Verify all previously entered information.
- If all information is complete, **Check** the "By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission" statement.

### Mission Authorization

Authorized Representative's Name\*

Authorized Representative's Title\*

Authorized Representative's Email\*

Authorized Representative's Phone\*

**By checking this box, I am authorized by authorizing representative to input and obligate funds for this mission**

- Select **SAVE** to save and submit your mission request.
- To Modify a Mission, see the [To View/Update Edit a Mission](#) section.

Cancel



# Damage Assessment Reporting Guidance

## To View/Update Edit a Mission

**Step 1:** To **View/Update Edit** a Mission, locate the desired Mission and select the View/Update Edit at the end of the row.



**Step 2:** Scroll to the very bottom of Mission **OR** click on the Attachments in the upper right corner.



**Step 3:** Select **+Add Attachment**.



**Step 4:** Choose the file you wish to upload and add a description. [Repeat this step to add additional files.]

### Attachments

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Details

Attachment  No file chosen

Description

**Step 5:** Once complete, Choose the file you wish to upload and add a description.

## Mission Details

Training

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