PURPOSE: The purpose of this document is to provide guidance to local counties on how to submit your Initial Damage Assessments (IDA), followed by a request for a Joint Preliminary Damage Assessment (JPDA) mission in WebEOC.

WebEOC Login and Boards

Follow each of the steps listed below to submit your _initial_ damage assessment data.

Step 1:   Begin by logging into WebEOC.

Step 2:   If necessary, add the *SERT Damage Assessment* and *SERT Missions* tab to the WebEOC ribbon.

- Click the Boards drop-down arrow (top left corner) to view the available Boards to add.
- The Boards menu will open with all the available tab selections.
- Select **SERT Damage Assessment** from the menu to add the tab to the WebEOC ribbon.
- Select **SERT Missions** from the menu to add the tab to the WebEOC ribbon.
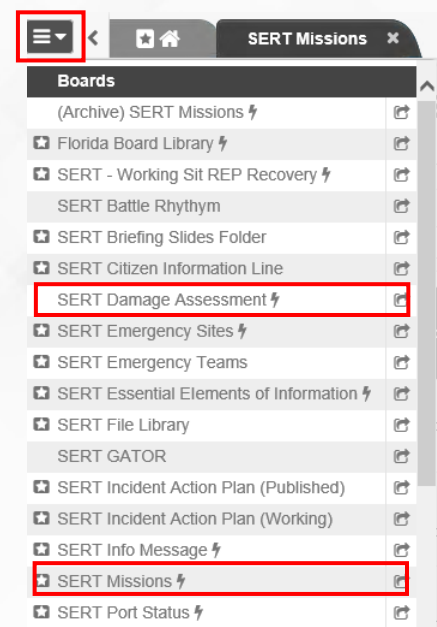- See *Figure 1: Boards Menu Options*, to the right for reference.

Figure 1: Boards Menu Options

Entering Initial Damage Assessments in WebEOC

Step 1:   Initially, all Damage Assessments are created at the local level.

Figure 2: Create Damage Assessment

- To submit the Initial Damage Assessment, select the **SERT Damage Assessment** tab
- Click the **+Create Damage Assessment** in the upper right-hand corner.
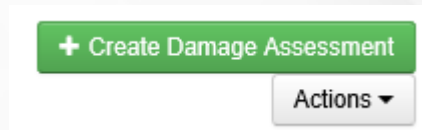- See *Figure 2: Create Damage Assessment,* to the right for reference.

Note: Creating a Damage Assessment will only need to be done once for the disaster as it can edited and updated as needed.

Step 2: A new window will open.

- Verify the Originator Information.
- ***Part 1: Individual Assistance*** (Cumulative Damages)
  - Enter the accurate damage numbers for each category from your initial local assessment. Enter whole numbers, without decimal places, for all money values.

Property Type	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	Flood Insurance (%)	Other Insurance (%)	Owned (%)	Rental (%)	Secondary (%)
Single Fam Homes	0	0	0	0	0	0	0	0	0	0
Multi-Family Homes	0	0	0	0	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0	0	0	0	0
Business / Industry	0	0	0	0	0	0	0	0	0	0
Non-Profit Orgs	0	0	0	0	0	0	0	0	0	0
Agricultural					0	0	0	0	0	0

- ***Part 2: Public Assistance*** (Includes eligible non-profit facilities) (Cumulative Damages)
  - Enter the estimated dollar loss and percentage of insured for each category based on your initial local assessment. Enter whole numbers, without decimal places, for all money values.

Type of Property	Estimated Dollar Loss	Insured (%)
Category A (Debris Removal)	0	0
Category B (Emergency Protective Measures)	0	0
Category C (Roads and Bridges)	0	0
Category D (Water Control Facilities)	0	0
Category E (Public Buildings and Equipment)	0	0
Category F (Public Utilities)	0	0
Category G (Parks and Recreation Facilities)	0	0

- Additional Comments: Add any additional comments then save.

- Uploading supporting documentation: after you have entered your Initial Damage Assessment, you can upload supporting documentation by clicking on "view" from the SERT Damage Assessment tab.

○ Scroll down and click on "Add Attachment".

NOTE: You can upload **unlimited** files/images/documents to the SERT Assessment Board.