

## WHEN AN INCIDENT OCCURS IN SOUTH DAKOTA, THE FOLLOWING ACTIONS TAKE PLACE:

### Stage 1: Initial Incident Response

\_\_\_\_ Step 1: County emergency management personnel notify the South Dakota Office of Emergency Management (OEM) of the event.

\_\_\_\_ Step 2: OEM works with county officials to assess the damage and immediate needs of the affected areas. *If lives or property are threatened, OEM will, as requested, immediately dispatch available resources to assist local officials in their response.*

\_\_\_\_ Step 3: Following an evaluation, a county will determine if the event is beyond its capability to manage. If the county cannot manage the emergency on its own, the county commission declares a disaster, requesting help from the state. *When the state receives a county disaster request, OEM will validate the reported damages by performing onsite visits.*

### Stage 2: Damage Assessment

\_\_\_\_ Step 4: **Identify Damage.** If you suspect damage, look for and document what you find. Check your public infrastructure (roads, sewage treatment plants, airports, irrigation channels, schools, public buildings, utilities, and certain essential private non-profit facilities). Have a map with you and clearly identify damage locations.

Also, note the extent of damage to private homes and businesses. *Homeowners and business owners are expected to utilize private insurance policies to repair property damage.* Assistance may be available for uninhabitable or destroyed structures that are underinsured and if all damage thresholds for the FEMA Individual Assistance Program are met.

***Any delay in reporting damage or reporting additional damage weeks later will only delay the recovery process.***

\_\_\_\_ Step 5: **Notify your County Emergency Manager of damage.** Doing so, **as soon as possible**, is most important to determine the widespread impact of the disaster and eligibility for federal financial assistance. This call also places you on a damage assessment visit schedule. Follow up with your County Emergency Manager, as you feel necessary.

\_\_\_\_ Step 6: **Take photographs of the damage.** Documenting the damage prior to any repairs will accurately record the extent of the damage.

\_\_\_\_ Step 7: **Maintain a detailed record of expenses associated with emergency protective measures and repairs.** These expenses may be reimbursable with federal assistance.

\_\_\_\_ Step 8: The state assesses the dollar amount of the damages, determining whether the county reaches the threshold to request a joint preliminary damage assessment with the Federal Emergency Management Agency (FEMA). *Immediately following the joint damage assessment, South Dakota officials will determine whether to request a Presidential Disaster Declaration.*