

## 2.0 Inspecting Damaged Sites after a Disaster (for local authorities)

After you receive written confirmation that your municipality is accepted into the DFA program, Manitoba EMO will arrange for a contracted engineering service provider (ESP) to inspect and document the damages. You can ensure the process goes smoothly by preparing for the inspection in advance. Be sure to:

- Assign all damaged sites a number starting at 1. Ensure there are no duplicate site numbers, numbers are in sequence without skipping, no letters appear in the site numbers and each site is only one-mile increment long.
- Prepare a map with the Section-Township-Range grid of your municipality locating all damaged sites and include the site number.
- Take photos of all damaged sites before and after any repairs and label each photo with the corresponding site number.
- Identify a municipal employee to accompany the consultant during inspection.
- Identify sites where pre-emptive action was taken or where emergency repairs were done.

Manitoba EMO understands temporary and emergency repairs may be necessary to maintain a safe community before inspection can take place. It is up to the local authority to decide if repairs are necessary. However, if temporary or emergency repairs are being completed, please ensure the damages are photographed prior to and after repairs and machine type & hours, materials used, etc. are being tracked in the [Site Repair Worksheet](#) (SRW). This worksheet must be sent to the ESP's inspector prior to inspection. This documentation will be reviewed during the inspection.

Please note inspection **will not take place** until the ESP's inspector receives the required documents outlined above and a complete SRW (if repairs are made to damaged sites).

The ESP's inspector along with a local representative (e.g., public works foreman) will inspect each damaged site. The inspector will:

- determine if the site is damaged as a result of the eligible event,
  - estimate the type of repair, amount of material and equipment required to repair the site to pre-disaster conditions, and
  - ensure the site report is signed by both the ESP's inspector and municipal representative.
- A copy of the signed inspection report will be left with the municipal representative.

Once the inspection report is complete, Manitoba EMO will review the Individual Site Damage Report (ISDR) to determine what is eligible for assistance under the DFA program. If you find a site requires more work than noted in the inspection report when repairs are underway, notify Manitoba EMO immediately so the DFA program may assist with the additional work.

Any questions or concerns regarding your site inspections are to be directed to Manitoba EMO.