



**THE REPUBLIC OF GUYANA**

**DAMAGE ASSESSMENT AND NEEDS  
ANALYSIS**

**PLAN**

**March 2010  
Georgetown, Guyana**

**MAP OF GUYANA**

# Guyana Damage Assessment and Needs Analysis Plan



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## **1.0 INTRODUCTION**

The Government of Guyana is committed to meeting the needs of its population in the face of threats from natural and man-made hazards. As part of this commitment, the Civil Defence Commission (CDC) has been mandated to ensure that there are national systems in place to cope with multi-hazards impacts within the framework of Comprehensive Disaster Management that is within the context of all phases of the Disaster Continuum: Prevention and Mitigation, Preparedness, Response, Recovery: Rehabilitation and Reconstruction.

Damage Assessment is an important emergency response function only to be superceded by search and rescue and medical response. It can be described as the process by which the extent of damage, following a major hazard impact, is defined by the collection and analysis of damage information, which is used ultimately to determine the needs of victims and the strategies to provide appropriate assistance to restore the affected area to a sense of normality in the shortest possible time.

This Damage Assessment & Needs Analysis (DANA) Plan is therefore an annex of the Guyana Multi-hazard Disaster Plan, and outlines the framework within which damage assessment is carried out. The Plan outlines the Authority, Purpose and Objectives along with the institutional framework for planning and executing DANA in addition to the Standard Operating Procedures to be followed in the event of a major response operation.

## **2.0 AUTHORITY**

This Plan derives its authority from The National Disaster Preparedness Plan of Guyana (1985), and the Cabinet Note of 1997 reconstituting the CDC, as the plan is managed by the CDC.

The activation of the national plan will inform the activation of the DANA plan.

## **3.0 PURPOSE OF PLAN**

The purpose of the DANA Plan is to provide a systematic approach for conducting damage assessment and determining needs in an effective and time sensitive manner to influence response and recovery actions in Guyana.

#### **4.0 SPECIFIC OBJECTIVES**

The Plan:

1. Defines all the phases of the Damage Assessment process and the strategies used to facilitate them.
2. Ensures the collection of damage data after any hazard impact to inform immediate needs.
3. Standardizes the procedures used for damage assessment and needs analysis inclusive of estimating costs of impact and recovery
4. Facilitates the Recovery phase by identifying the facilities for urgent rehabilitation and long-term reconstruction.
5. Identify areas that may be unfit for human habitation, or where evacuation is necessary

#### **5.0 TYPES OF DAMAGE ASSESSMENT TEAMS AND COMPOSITION**

##### **5.1 Composition of the teams**

A damage assessment team is a group of technical and professional persons who have been trained in the field of data collection as it relates to the varying needs of affected communities. The team should consist of persons who are able to recognize the varying types of damage. Special teams will be named as Damage Assessment Teams at National and Regional levels. After the disasters, the National Emergency Operation Centre (NEOC) will dispatch the team/s to the disaster site where the information will be collected. The teams will be responsible for data collection and evaluation.

There are a number of Damage Assessment Teams; the type and magnitude of the event will determine the team deployed. The teams are:

- a) Rapid Damage Assessment Team**
- b) National Damage Assessment Team**
- c) Regional Democratic Council (RDC) Damage Assessment Team**
- d) Sector Assessment Team**

##### **5.2 Rapid Damage Assessment Team (RDAT)**

This team will conduct reconnaissance trips after all large-scale disaster events and operates only at the national level. It is to provide an assessment of the damage within the first 4-8 hours, after the “All Clear” is given.

## **Roles and Responsibilities**

- a) Confirm the reported emergency and estimate the overall magnitude of the damage.
- b) Identify, characterize and quantify populations at risk in the disaster.
- c) Identify and classify type of damage.
- d) Identify access routes and the levels of entry into the affected areas
- e) Identify damage to critical buildings, infrastructure/facilities.
- f) Estimate the extent of the damage.
- g) Identify existing and potential threats

## **Composition of the team**

The core team will include but not be limited to persons taken from the CDC, GDF, Public Works and Communications, National Drainage and Irrigation Authority and the Guyana Lands and Survey Commission. The team will vary depending on the size of the mode of transportation available. The other agencies to be included depending on the situation are:

- |                                |                          |
|--------------------------------|--------------------------|
| -Guyana Power and Light        | - G.I.N.A                |
| -The Ministry of Health        | -Ministry of Agriculture |
| -The Guyana Water Incorporated | -GT&T                    |

The members of the core team are expected to be available at all times. In an emergency, the members of the core team are to contact the CDC, if they are not contacted by the CDC within four hours after the event has occurred.

## **5.3 National Damage Assessment Team (NDAT)**

This team is responsible for the collection of data pertaining to all major disasters within the country. The members of the National Damage Assessment Team are drawn from the National Damage Assessment and Needs Analysis Committee. It will operate in close collaboration with the National Emergency Operation Centre. The Chairman of the National Damage Assessment and Needs Analysis Committee will provide information to the Coordinator of the National Emergency Operations Centre. The members of the team will carry out assessments independently or jointly, but each agency will report damage to the Chairman of the NDAT at least once every 24 hours initially and then as required.

## **Roles and Responsibilities**

The role of the National Damage Assessment team is to:

- a) Continue detailed identification and quantifying of populations at risk.
- b) Help define and prioritize the actions and resources required to reduce immediate risks.
- c) Identify the priorities of the affected people

- d) Estimate the additional support required from local, national and international sources for relief and recovery.
- e) Identification and documentation of existing resources.
- f) Identify areas that may be unfit for human habitation or where evacuation is necessary.

### **Composition of the Team**

The National Damage Assessment Team is responsible for collecting and collating damage data for all events affecting either the entire country or one (1) or more regions. The NDAT will operate in close collaboration with the NEOC. The members of this team are listed below. Each member of the team is expected to provide reports on the damage incurred to its facilities country-wide as well as the general damage observed.

- Civil Defence Commission (chairman)
- Ministry of Agriculture (NDIA and Crops and Livestock Department)
- Ministry of Amerindian Affairs
- Ministry of Education
- Ministry Of Finance
- Ministry of Foreign Affairs
- Ministry of Health
- Ministry of Housing & Water
- Ministry of Labour & Human Services and Social Security
- Ministry of Local Government and Regional Development
- Ministry of Public Works and Communication
- Ministry of Tourism
- Guyana Defence Force
- Guyana Police Force
- Guyana Fire Service
- Guyana Lands & Survey Commission
- Guyana Bureau of Statistics
- Guyana Geology and Mines Commission
- Guyana Telephone and Telegraph
- Guyana Power and Light
- Guyana Water Inc
- Guyana Civil Aviation Authority
- Guyana Red Cross Society
- Guyana Sugar Corporation
- Guyana Rice Development Board
- Environmental Protection Agencies
- Mayor & City Council

## **5.4 RDC Damage Assessment Team**

The Regional Democratic Council Damage Assessment Team (RDC DAT) is responsible for the collection of data pertaining to all major disaster events within their area of responsibility. The members of this team will also assist the Rapid and National Damage Assessment Team whenever the need arises. The RDC Damage Assessment Team will be a sub-committee of the RDC Disaster Committee. The RDC Damage Assessment Team (RDC DAT) will operate in close collaboration with the RDC Disaster Committee and the RDC Disaster Coordinator.

### **Roles and Responsibilities**

The role of the RDC Damage Assessment Team is to:

- a) Confirm the reported emergency and estimate the overall magnitude of the damage within their area of responsibility.
- b) Identify, characterize and quantify populations at risk in the disaster.
- c) Help define and prioritise the actions and resources to reduce immediate risks.
- d) Identify the priorities of the affected people
- e) Estimate the additional support required from local and national sources for immediate relief and recovery.
- f) Identification and documentation of existing resources.
- g) Identify areas that may be unfit for human habitation or if evacuation is necessary.

Membership of the RDC Damage assessment team will be decided by the individual RDC, and as the situation warrants. Membership will be from agencies located within the RDC.

## **5.5 Sector Assessment**

The specialist sectors (e.g. utilities, health, agriculture, welfare) and Non-Governmental Organizations (NGO) will conduct their individual damage assessment. These organizations will provide reports on the extent of damage incurred to their facilities and livelihoods, and estimate time for repair and rehabilitation of facilities. When requested they will also assist the other damage assessment teams in the data gathering, evaluation, economical and sociological recovery and rehabilitation of affected areas. Reports must be submitted to the CDC.

## **6.0 CONCEPT OF OPERATIONS**

### **6.1 DANA Framework**

After the “All Clear” is given, DANA Teams will be deployed at the earliest possible time to undertake assessments. Details of deployment will be contained in Standard



Operating Procedures annexed to this Plan (Annex A). The DANA process will be conducted in three stages.

### **6.1.1 STAGE 1**

This is the first stage of the damage assessment process, which is carried out to rapidly obtain a broad picture of the extent of the damage caused by the impact of the hazard. The damage assessment should ideally be undertaken within 4-8 hours after the “All Clear” has been given. The assessment will be informed by one or all of the following;

- An aerial reconnaissance done by national or regional teams
- Community/Local surveys
- The application of pre-established baseline vulnerability database

The objectives of this stage in the DANA process are to;

- To obtain a general overview of the damage.
- Identify the initial needs of the impacted population which must include emergency response requirements

From this stage a report will be generated on completion of the assessment. The reporting mechanism will be a specific first stage reporting form (Annex B).

Data collected at this stage allows officials to determine immediate actions necessary to respond to the effects of the disaster. This information is collected within 4-8 hours of the all clear and will therefore:

- Provide a general overview of the extent and magnitude of the damage etc.
- Determine the need for a Disaster Declaration
- Provide information that would inform the responses of the International and Regional Donor Community
- Assist in determining the initial response to the event
- Help to determine the need for the second phase of the assessment process.

The DANA Team associated with the first stage is the Rapid and Regional Damage Assessment Team spoken to earlier in the document

### **6.1.2 STAGE 2**

This phase must be conducted within the first seven (7) days after the “All Clear” has been issued. Within these 7 days, an interim SITREP must be prepared and submitted at the end of 48hrs followed by SITREPS at the end of each 24hr period. These SITREPS are then compiled at the end of the 7 days to produce the Stage 2 DANA Report.

The method for collecting this data will be by either house to house surveys or farm to farm etc where applicable. A pre-designed form (Annex B) will be used to execute the assessment in the field. Teams comprising both community and sector personnel will be deployed to carry out the surveys.

The main objective of this stage is to obtain more detailed and specific data on damage and needs. This data is intended to be more quantitative than qualitative.

The main outcomes are as follows;

- A report on specific needs generated within 48 hours or two days after impact. The 48hrs report should include where possible preliminary cost estimates of damage.
- Ongoing daily situation reports (SITREPs) of damages.
- A comprehensive report will be generated at the end of the 7 day period.

The National Damage Assessment Team drawn from the Damage Assessment Committee will conduct the assessments at this stage. This team ideally should employ a multi-disciplinary team of persons to execute the necessary surveys.

### **Roles and Responsibilities**

The roles and responsibilities for the team are as follows:

- Assess the extent of the damage and loss
- Determine continuing humanitarian and other needs
- Identify areas for priority detailed Assessment.
- Submit completed forms on a daily basis to Damage Assessment Committee

### **6.1.3 STAGE 3**

This stage will be conducted within 21 days of the all clear. Surveys will be conducted primarily by sectors. Various technical approaches employed by sectors (engineering, land use planning, economic) will be used to determine detailed damage in terms of absolute numbers, structural integrity of infrastructure and recommendations for demolition, retrofitting or continued use of structures. The direct costs and recovery/rehabilitation costs associated with these elements should as far as possible be included in the assessment. The method for reporting this information will be on a specific form (Annex C).

The main outcomes are as follows;

- To generate the direct and indirect cost of impact.
- To determine an estimate of the recovery cost (inclusive of rehabilitation and reconstruction)

A detailed damage report on the full extent of the impact of the hazard on the country will be produced to include best estimates of direct and recovery/rehabilitation costs. This report will be used to inform the macro-economic assessment usually conducted by the UN ECLAC.

This stage of the assessment will help to:

- Determine the overall direct cost of the impact
- Determine the rehabilitation and reconstruction needs of each sector
- Determine the types of long term assistance required

This stage again employs the use of a multi-disciplinary team to execute the detailed assessment. The team may be the same as that used at the second stage or be expanded to include specialists in the various sectors being assessed. The focus in the third stage is to do a more detailed assessment to include estimation of direct and recovery/rehabilitation costs.

### **Roles and Responsibilities**

The roles and responsibilities for the team are as follows:

- To collect detailed sector information on the impact of disaster as it relates to that sector
- Estimate the overall extent and magnitude of the damage within the sector.
- Identify and classify type of damage to critical infrastructure and facilities within the sector.
  - Identify, characterize and quantify populations placed at risk by the impact of the hazard
  - Recommend emergency restoration/rehabilitation strategies and needs
  - Conduct Socioeconomic Assessment
- Reporting (21 day)

### **6.2 The DANA Process**

The Damage Assessment process, led by the CDC and includes the DANA Committee, operating out of the NEOC, will analyse the data to determine the following:

- Extent of the damage
- Impact on built and natural environment
- Immediate humanitarian needs and emergency response needs
- Quantify needs and existing local resources that can be applied
- Assistance/support required from external parties
- Restoration of livelihood

Based on the analysis the DANA Committee will recommend to the Director General of the CDC, and subsequently to the government, a course of action to be undertaken.

The damage assessment will inform SITREPS to government, regional and international organizations.

## **7.0 DAMAGE ASSESSMENT AND NEEDS ANALYSIS PROCESS**

The Damage Assessment process is comprised of the following components as defined in Figure 1:

- Data Gathering and Collation
- Data Analysis, Synthesis and Interpretation
- Needs and resources quantification
- Reporting

### **7.1 Data Gathering and Collation**

The systematic collection and collation of details on damage from specific units (i.e. households, infrastructure, agencies, farms etc) impacted by the hazard. This involves the deployment of the Damage Assessment teams conducting field surveys in accordance with the Standard Operating Procedures.

### **7.2 Data Analysis, Synthesis and Interpretation**

This component focuses on the analysis of the data and provides information to the NEOC. This information will assist with the determination of the following:

- Define and prioritize the actions and resources needed to reduce suffering and deaths;
- Identify existing local and functional response capacity;
- Anticipate future problems
- Make use of available technology for analysis and interpretation.
- Make recommendation for long term development

### **7.3 Needs and resources identification**

This component involves the identification of the needs and resources based on the previous analysis of the data and on the type and extent of damages.

### **7.4 Reporting**

This component involves the preparation of DANA reports and other reports at the end of each stage. The DANA reports should inform SITREPS. These reports should be disseminated to CDEMA and other regional/international organizations. The reporting will be communicated via the mass media, internet and other forms of information dissemination.

## **8.0 INSTITUTIONAL FRAMEWORK FOR DAMAGE ASSESSMENT PLANNING AND EXECUTION**

Under the National Disaster Management Mechanism, the responsibility for damage assessment planning is vested in the CDC.

### **8.1 Composition of the National Damage Assessment and Needs Analysis Committee**

The membership comprises of the following listed below, however, other agencies may be co-opted depending on the nature of the disaster.

- Civil Defence Commission (chairman)
- Ministry of Agriculture (NDIA and Crops and Livestock Department)
- Ministry of Amerindian Affairs
- Ministry of Education
- Ministry Of Finance
- Ministry of Foreign Affairs
- Ministry of Health
- Ministry of Housing & Water
- Ministry of Labour & Human Services and Social Security
- Ministry of Local Government and Regional Development
- Ministry of Public Works and Communication
- Ministry of Tourism
- Guyana Defence Force
- Guyana Police Force
- Guyana Fire Service
- Guyana Lands & Survey Commission
- Guyana Bureau of Statistics
- Guyana Geology and Mines Commission
- Guyana Telephone and Telegraph
- Guyana Power and Light
- Guyana Water Inc
- Guyana Civil Aviation Authority
- Guyana Red Cross Society
- Guyana Sugar Corporation
- Guyana Rice Development Board
- Environmental Protection Agencies
- Mayor & City Council

The Damage Assessment Committee will be responsible for administering the DANA Process on behalf of the Civil Defence Commission. They will develop appropriate work implementation plans for activities associated with Planning, Preparing for and Executing DANA in the field.

## **8.2 Roles and Responsibilities**

The planning and the execution of activities will be guided by the following roles and responsibilities but are not limited to.

- To devise and maintain a system for the collection and collating of data.
- To process any data about the disaster as the need arises.
- To ensure that information is collected in a scientific way.
- To develop assessment and report forms.
- To select assessment teams and train personnel in data collection.
- To develop and maintain data bases necessary for support of post-disaster damage assessment, emergency response and recovery planning
- To coordinate the resources needed to rapidly assess the damage caused by a disaster.
- To prepare a report from the first stage of the damage within four to eight hours of a disaster, and a second report within forty-eight hours later along with daily SITREPS this should be consolidated after the seventh day.
- Within 21 days to assess damages in all sectors in order to produce a report to reflect cost of impact and recovery.
- To organise, staff and manage Committee Coordinating Centre and provide liaison for National Emergency Operation Centre

**DAMAGE ASSESSMENT AND NEEDS ANALYSIS  
STANDARD OPERATING PROCEDURES FOR  
GUYANA**

**1.0 Introduction**

The following are the Standard Operating Procedures, which details how the Damage Assessment Process in Guyana following a hazard impact is executed. Procedures are designed specifically to provide sequential actions to be undertaken by members of the Damage Assessment Teams from the activation to deactivation of the process.

The following plans will be activated in support of the DANA plan.

Emergency Communications Network- National Telecommunications plan  
National Transportation Plan

**2.0 Warning and Notification**

For hazards which allow for warning, the relevant institution will issue the appropriate warning.

For hazards which do not allow warning the relevant institution will facilitate the process of notification.

**3.0 Activation of the Damage Assessment Plan**

On receiving a warning the Director General of the CDC, along with the Chairman of the National DANA Committee in his/her capacity will activate the damage assessment plan in accordance with the procedures prescribed hereto.

**Call Out and Notification Cascade to be developed and attached to this SOP.**

Where the hazard does not allow a warning phase then immediately after the impact (when it is safe to do so) teams will be deployed

**4.0 FIRST STAGE**

The CDC will make arrangements for an aerial reconnaissance of the affected area. The CDC will also begin the identification of impacted zones base on the vulnerability database.

RDC/Municipal teams will also begin local preliminary assessments and forward information to the NEOC.

## Guyana Damage Assessment and Needs Analysis Plan

<b>Action</b>	<b>Specific procedures</b>	<b>Responsible Party</b>	<b>When</b>	<b>Remarks</b>
Arrangements for aerial				
Identification of impacted zones				
Local preliminary assessments				

The data collected by these means will be compiled and presented to the Damage Assessment and Needs Analysis representative(s) within the NEOC to facilitate decision making regarding response. The immediate response needs will be identified for National Disaster Coordinator/Cabinet approval.

Based on the approval of Cabinet, the CDC will provide the information to the national, regional and international organisations/governments.

The CDC/ NEOC must also mobilize and deploy the teams in the district and communities to begin the second stage.

### 5.0 SECOND STAGE

In the second stage the objective is to obtain more detailed and specific information on damage and needs. This will be quantitative data.

The CDC/ NEOC will deploy the pre designated multi-disciplinary teams from the district and the communities to conduct the detail assessments.

RDC/Municipal teams will also begin local preliminary assessments and forward information to the NEOC.

<b>Action</b>	<b>Specific Procedures</b>	<b>Responsible Party</b>	<b>When</b>	<b>Remarks</b>
Prepare for deployment				
Assign zones to Teams				
Deploy Multi-disciplinary Damage Assessment teams				
Continue to prepare and present daily DANA reports.	Step 1- Field teams to coordinating centre  Step 2 – Coord. Centre to Lead	Field Teams, Lead DANA Coordinating unit		



## Guyana Damage Assessment and Needs Analysis Plan

	Agency			
	Step 3 – Lead Agency to EOC			
Request information on damage relating to quantity from [sector/s e.g lifelines, housing, agriculture, infrastructure etc]	Step 1			
	Step 2			
	Step 3			
	Step 4			
	Step 5			
Generate Preliminary comprehensive (multi-sectoral) report within 48 hrs				
Generate Stage 2 DANA report within 7 days after the All Clear				

The data collected by these means will be compiled and presented to the Damage Assessment and Needs Analysis representative(s) within the NEOC to facilitate decision making regarding response. The immediate response needs will be identified for Cabinet approval..

Based on the approval of Cabinet, the NEOC/ CDC will provide the information to the national, regional and international organisations/governments.

The CDC must also mobilize and deploy the teams in the district and communities to begin the second stage.

### 6.0 THIRD STAGE

At this stage detailed sectoral assessments will be carried out by each sector. The DANA teams will therefore be specialized and composition will be determined by each sector. The composition and roles and responsibilities are outlined in Section ... of the attached Plan. The assessment will cover detailed physical, social, environmental and economic (direct & recovery) assessment.

Action	Specific procedures	Responsible Party	When	Remarks
Prepare for deployment				
Assign zones to Teams				
Deploy Multi-disciplinary Damage Assessment teams				
Continue to prepare and present daily DANA reports.	Step 1- Field teams to coordinating	Field Teams, Lead DANA Coordinating		

## Guyana Damage Assessment and Needs Analysis Plan

	centre	unit		
	Step 2 – Coord. Centre to Lead Agency			
	Step 3 – Lead Agency to EOC			
Request information on damage relating to quantity from [sector/s e.g lifelines, housing, agriculture, infrastructure etc]	Step 1			
	Step 2			
	Step 3			
	Step 4			
	Step 5			
Generate Preliminary comprehensive (multi-sectoral) report within 48 hrs				
Generate Stage 2 DANA report within 7 days after the All Clear				

### 7.0 RESOURCES AND EQUIPMENT REQUIREMENTS

Deployment of the various teams will require access to and use of appropriate equipment and supplies. The types of equipment and supplies will be pre determined. The CDC in accordance with agreed arrangements outlined in formal Memorandum of Understanding or other agreements will provide these resources.

### 8.0 Ground Transportation

Ground Transportation for Damage Assessment Teams at all phases of the Damage Assessment Process will be provided by state means and private transportation if necessary. According to transportation SOP, vehicles are to assemble at various predetermined locations/ depots and will be coordinated by the CDC.

### 9.0 Air Transportation

The First Stage team will require access to a helicopter and or light aircraft transport. The Guyana Defence Force in accordance with the signed Memorandum of Understanding will coordinate air transportation. Other aircraft resources may be sourced through privately owned companies.

Operational guidelines for use of Helicopter Services are annexed to this SOP.

## 10. Computer Equipment

The Data Analysis Group will require the use of laptops or similar computing equipment for the rapid collation of data. Laptops will be provided by the CDC and the relevant stakeholders.

## 11. Damage Assessment Kits

Damage Assessment Kits will be supplied to all Damage Assessors conducting field operations. The Kit will consist of the following items:

- Copies of the Damage Assessment Forms
- Note Pads
- Pencils, sharpeners and erasers.
- A clipboard.
- Waterproof document folder.
- Raincoat, waterproof boots .
- Umbrella is optional
- A map of the Enumeration District/communities (if available) to which the assessor is assigned along with the description of its boundaries, or in the case of a supervisor, a map of the supervisory area or a map of the island for aerial reconnaissance. It will also show features such as highways roads, tracks, rivers, bridges etc. This will be indicated by symbols which will be spelt out in the Key at the bottom left hand of the map.
- Identification Card will be issued to all assessors and must be displayed when conducting fieldwork.
- A Comfort /Meal kit containing water, a high caloric drink/sandwich or nutrition bar may be supplied if appropriate.

## 12. FORMS TO BE USED

### For the First Stage

[Quote form reference # or title] – used to record the quantity and type of damage to the housing stock (residences and other buildings/shelters) in specified locations

Field Observation Sheet – used to record the physical and functional condition of the country's infrastructure, utilities and environment in specified locations.

### For Second Stage

[Quote form reference # or title] – used to collect information on the individual households that suffered damage to their residences.

### For Third Stage

[Quote form reference # or title]

### 13. REPORTING PROCEDURES

For each stage of assessment there are different types of reports, which are listed in the table I below. Each assessment report may require its own individual form(s)/system for collecting and reporting of information.

These instruments are designed to assess:

- Life threatening situations by the provision of search and rescue;
- The need for emergency food , water, shelter and medical assistance;
- The need for restoration of critical facilities and services;
- The need for removal/clean up of debris;
- The restoration of basic utilities.

**Table I Types of Assessment Reports**

<b>Type of Assessment</b>	<b>Time Period</b>	<b>Purpose</b>
Stage 1	4 – 8 hours after the disaster has occurred and the <i>All Clear</i> given	To determine the extent and scope of the disaster and the need for outside assistance
Stage 2	7 days after the disaster has occurred and the <i>All Clear</i> given	To provide information on the overall damages (the extent, severity and location) to facilitate the <i>needs analysis</i> process and the allocation of critical supplies
Stage 3	From 21 days after the disaster has occurred.	To provide information for recovery of services and the physical stock on the country

CDC will supply all materials to assessors and these will be replenished as supplies are used. All forms and questionnaires must be returned to supervisors.

Supervisors are to take assessors around the boundaries of their Enumeration Districts before the enumeration begins.

### 14. FINANCIAL ARRANGEMENTS FOR DAMAGE ASSESSMENT

The execution of DANA will incur some costs which must be budgeted for. Funding source(s) should be identified in the planning phase of the DANA Process. Consideration must be given to using accelerated expenditure mechanisms to fund these costs.

### 15. DEACTIVATION OF THE DAMAGE ASSESSMENT PLAN

The CDC will be give notice and the appropriate directive to deactivate the Damage Assessment and Needs Analysis Process.

**APPENDICES**

**Contact Information**

**Schematic Representation**

### Acronyms

- CDC – Civil Defence Commission
- GCAA – Guyana Civil Aviation Authority
- MOH- Ministry of Health
- GWI – Guyana Water Inc
- GFS – Guyana Fire Service
- BOS – Bureau of Statistics
- MOE – Ministry of Education
- GL&SC – Guyana Lands and Survey Commission
- MOA – Ministry of Agriculture
- EPA- Environmental Protection Agency
- ML&HSSS- Ministry of Labour, Human Services and Social Security
- UG- University of Guyana
- M&CC- Mayor & City Council
- MOLG- Ministry of Local Government
- MoAA – Ministry of Amerindian Affairs
- MOPW&C- Ministry of Public Works and Communications
- GT&T- Guyana Telephone and Telegraph
- GPL- Guyana Power and Light
- GDF- Guyana Defence Force
- MOF- Ministry of Finance
- PAHO- Pan American Health Organization
- GRCS- Guyana Red Cross Society
- GINA- Government Information Agency
- NDIA – National Drainage and Irrigation Authority
- PSC- Private Sector Commission
- HYDROMET Department
- MEDIATION Institute Of Guyana
- GRC- Guyana Relief Concil
- MOHA (GPS)- Ministry of Home Affairs
- GPF – Guyana Police Force
- MOF- Ministry of Finance
- MOT- Ministry of Tourism
- MARAD – Maritime Administration Department
- MOFA- Ministry of Foreign Affairs
- GUYSUCCO – Guyana Sugar Corporation
- GGMC – Guyana Geology and Mines Commission