

## 4 Instructions for Using the Loss Estimation Form

This Excel worksheet is used to estimate the total disaster loss sustained by a facility, its contents and the cost to temporarily replace the facility until it is repaired or replaced. This is only an estimate and should not be considered a final figure until detailed repair or replacement assessments are made and all costs accounted for.

In some cases, the damage to facility itself may be less than half of the total actual accumulated costs, when damage to equipment and furnishings and provision of a temporary facility are considered.

This worksheet follows the convention that data can only be entered into the unshaded cells.

### Structure Loss

Name or Description of Structure: Enter a unique name or address for each facility. Use GPS coordinates if appropriate, i.e., roads or utilities.

Structure Replacement Value: Enter the estimated facility replacement value, based on information from Risk Management, the Facilities Management staff, or use FEMA's estimated values in the 2 FEMA Facility Dollar Values spreadsheet.

Percent Damage: Enter the estimated percent of damage to the structure itself. This is an estimate only for planning purposes. Recognize that often initial damage estimates are low, sometimes by a factor of 2.

Total Loss to Structure: This is a calculated column based on the data entered in the previous two columns.

### Contents Loss

Replacement Value of Contents: Enter the known value of the damaged and destroyed contents, or use the percentage in the 2 FEMA Facility Dollar Values spreadsheet.

Percent Damage: Enter estimated percent of damage to the facility contents. If this value is unknown, use the percent of damage estimate used for the structure.

Total Loss to Contents: This is a calculated column based on the data entered in the previous two columns.

### Structure Use and Function Loss

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Average Daily Operating Budget: Use the annual operating budget, divided by 365 days to determine the average daily operating budget. Include costs for utilities, maintenance and repair, cleaning and associated costs.

Functional Downtime in Days: Enter the number of days the facility is expected to be unusable because of disaster damage.

Displacement Cost Per Day: If the facility will have to be replaced on a temporary basis, estimate the costs. Include rent or lease payments, moving costs, furnishings and equipment, utilities and supplies needed for operation.

Displacement Time in Days: Enter the estimated number of days that the temporary facility will be required until the permanent facility is repaired or replaced.

Total Structure Use & Function Loss: This is a calculated column based on the data entered in the previous two columns.

### **Total Structure + Content + Function Losses**

This is a calculated column based on the data entered and is a sum of the estimated values for Structure Loss, Contents Loss, and Structure Use and Function Loss.

This spreadsheet is useful to make projections of total disaster costs when planning for capital replacement and temporary operating expenses as part of the post-disaster budgeting process.