

2 Instructions for Using the Disaster Loss Estimation Guide

This Excel worksheet is a tool to provide a thumbnail estimate of disaster losses. It is based on information derived from FEMA's guidance on Hazard Mitigation planning.¹ The numbers in this FEMA guidance are national averages, and may not represent current values in your jurisdiction. Once a disaster occurs they should be updated to local values.

Information on the values of buildings can be obtained from local realtors, the local chamber of commerce or property insurance professionals. In any case, these values are only an estimate of disaster losses.

The dollar values can be used to roughly estimate the property losses and the effect the disaster may have on tax revenue from property taxes, sales taxes and other tax revenues.

This spreadsheet allows the user to enter data in only the unshaded cells. In some columns, the data to be entered is limited by a drop down box.

In Column 1, Structure Name/Description, enter information to clearly identify the structure and its use.

In Column 2, Address, enter the street address of the structure.

In Column 3, Square Feet, enter the estimated square footage of the structure. If this is not known, this information may be available in the local Department of Building and Safety records.

In Column 4, Occupancy Class, select from the available values presented in the drop down box. The Occupancy Class selection then looks up data for Column 5, \$/Sq. Ft., and makes the calculation for Column 6, Total Value. If the Occupancy Class information is not a perfect match for the building's use, select the closest match. Remember, this is only for rough estimation purposes. Ultimately each structure will have to be assessed by insurance adjusters, property owners and others.

In Column 7, % Damage, enter the estimated percentage of damage. Use the best estimate available, understanding that in the early stages of damage assessment, the numbers are very likely to be revised upwards a number of times before the final losses are determined.

¹ <http://www.fema.gov/media-library/assets/documents/4241?id=1880>

The spreadsheet will perform the calculations to estimate the Building Loss, the Contents Value, the Combined Building and Contents Loss and provide an estimate of the annual sales loss in Column 11. Not all structures will have an estimated annual sales loss, i.e., private residences and other structures.

The running totals will accumulate at the right hand side of Row 2.

The spreadsheet will accommodate 500 structures. The spreadsheet can be modified to accept many more, but the formulas will have to be adjusted to capture the dollar values shown in Row 2.

The data supplied by the spreadsheet's Lookup function is derived from Columns "N" through "S." Following a disaster, these values may need to be adjusted to meet local conditions. Once the values are adjusted, Columns N through S should be hidden so others cannot change these values. The spreadsheet should then be protected to ensure the validity of the data generated.