

EMERGENCY SUPPORT FUNCTION (ESF) #3-1
DAMAGE ASSESSMENT

I. PURPOSE

Following any type of emergency, one of the most important tasks to be performed is a complete damage assessment. It is necessary to:

- A. establish priorities for repair of public and private structures;
- B. determine if outside assistance is necessary;
- C. ensure the safety of local residents; and
- D. plan mitigation measures that will lessen the effect of future occurrences.

This annex will serve as guidelines to damage assessment personnel, so that assessments can be completed in a timely manner with results that will be consistent with federal and state regulations.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Any of the natural or man-made hazards that could affect the city has the potential for causing extensive damage to public and private buildings.
- 2. A thorough damage assessment is essential before a community can:
 - a. Conduct effective emergency operations
 - b. Recover from the effects of emergency in a manner that will ensure safety while minimizing the time required for the recovery.
 - c. Mitigate against future emergencies.
- 3. Emergency relief programs exist at the state and federal levels. Damage assessments and cost estimations must be completed in accordance with state and federal guidelines.
- 4. The Missouri Structural Assessment and Visual Evaluation (SAVE) Coalition is a group of volunteer engineers, architects, building inspectors, and other trained professionals that assists SEMA with building damage inspections. The SAVE coalition is trained to make rapid visual inspections of damaged buildings, determine their level of safety and then affix one of the designated occupancy placards to the damaged building.

B. Assumptions

- 1. During an emergency, Damage Assessment personnel will be available to conduct the damage assessment function.
- 2. Following a major emergency/disaster, state and county personnel will be available to assist in estimating the cost for recovery to both the public and private sectors.

3. A properly completed damage assessment can lead to legislation that can mitigate or lessen the effects of future emergencies (i.e., changes in building codes may result after an earthquake has occurred.)

III. CONCEPTS OF OPERATIONS

A. Actions to be taken by operating time frames.

1. Mitigation

- a. Identify potential hazard zones within the city and conduct vulnerability studies.
- b. Prepare damage assessment procedures as per SEMA format.
- c. Establish and maintain liaison with other local/county governments regarding mutual aid support.
- d. Identify and establish liaison with private individuals or companies who could provide assistance in damage assessment. (See Appendix 2).
- e. Review communications procedures with City Administrator and the Emergency Management Director.
- f. Maintain a file of maps and pre-emergency photos.
- g. Work to pass and enforce building codes that discourage development in hazard-prone areas. See also City eCode Chapter 420, Article IV, Section 420.160, Floodway and Floodway Fringe Districts, Provisions for Hazard Reduction, Specific Standards.
- h. Review the Red Cross damage assessment procedures and guidelines.
- i. Conduct damage assessment drills, tests, and exercises.
- j. Maintain lists of all equipment and reference materials necessary to complete an effective damage assessment response.
- k. Inspect and maintain equipment on a regular basis.
- l. Analyze equipment locations with regard to potential destruction from hazards.
- m. Review and update appendices, plans, procedures and check lists annually. Submit updates to Building Department leadership, City Administer and the EMD immediately.
- n. Maintain current line of succession and departmental call-up lists.

2. Preparedness

- a. Ensure that an adequate amount of maps and damage assessment forms are available.
- b. Review communications plans and procedures.
- c. Identify current potential problem areas and report to the EMD/EMC (i.e. critical facilities, governmental facilities, at risk construction sites, etc.)
- d. Anticipate emergency response needs.

- e. Maintain increased readiness status until response begins or the situation returns to normal.
3. Response
- a. Once a disaster has occurred, the Chief of Police/EMC will notify The Counties Office of Emergency Management of the situation by the fastest means possible. In the event of a catastrophic earthquake or natural disaster, this will provide the need for the Structural Assessment and Visual Evaluations (SAVE) Coalition to be implemented. A catastrophic earthquake or other disaster will necessitate the implementation of the Structural Assessment and Visual Evaluation program (SAVE).
 - b. The City of Pacific will activate their EOC and respond to the disaster according to this Emergency Operations Plan. Accurate emergency logs and expenditure records must be kept from the start of the disaster. This will help document potentially eligible costs in the event that a presidential disaster declaration is received.
 - c. Collect and analyze damage information and indicate damage areas on maps. Establish a code system (i.e. for structure damage, victim search, quarantine, etc.) to post on inspected buildings. Maintain a list of damaged critical facilities requiring priority repairs. Develop public information releases on unsafe areas and report these to Direction and Control.
 - d. If the necessary response is beyond the capability of the City, the Emergency Management Director or his designate may request assistance through The Counties EOC from the Governor **through the State Emergency Management Agency (SEMA)**. SEMA will conduct a joint damage assessment with local officials to determine the extent of the incident and the need for state assistance. If recovery from the incident is beyond the capability of the local and state government, SEMA will initiate the request for a federal damage assessment from FEMA. **NOTE: Federal Assistance is supplemental to state assistance, which is supplemental to local capabilities.**
 - e. In anticipation of making a request to the President for federal assistance, SEMA, in cooperation with the Federal Emergency Management Agency (FEMA), will conduct a preliminary damage assessment with one of two different teams. One team assesses the effects of damage to individuals, residences, and small businesses (Individual Damage Assessment) and is comprised of, but not limited to, SEMA, FEMA, Red Cross, and Small Business Administration (SBA). The other team will assess damages to the public infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, SEMA, FEMA, Red Cross, and Small Business Administration (SBA). The other team will assess damages to the public infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, FEMA and SEMA personnel. Individuals from the Missouri Department of Transportation, Missouri Department of Natural Resources, and the U.S. Army Corps of Engineers may also be used depending on the situation. Appropriate local officials will accompany each team and participate in the surveys.
 - f. If the situation is determined to be beyond the capability of local and state government, the Governor may request from the President either an “Emergency” or “Major Disaster” declaration for assistance. The Governor’s request for federal assistance is sent through

FEMA, Region VII, Kansas City, to their national office in Washington, D.C., and hence to the President for consideration.

4. Recovery

- a. If FEMA determines that the impact of the incidents is not beyond the combined capabilities of the local and state government, a presidential disaster declaration will **not** be received.
- b. If the President grants federal assistance, the President will declare either an emergency or major disaster and implement the applicable disaster assistance programs as provided for under the provisions of Public Law 93-288, as amended.
- c. If a presidential disaster declaration is received, the state and federal governments will disseminate the disaster assistance information to the public through the news media.
- d. SEMA and FEMA may, with the assistance of the local government, establish Disaster Recovery Centers (DRCs) where individuals may come and obtain information/assistance from various government agencies and private organizations. Counseling for disaster victims may also be available at these centers. The local, state, and federal emergency management organizations will jointly determine the locations, dates and times of operation for the DRCs which would most benefit the disaster victims.
- e. Participate in after-action reports and critiques.
- f. Prepare recommendations from damage reports to mitigate the effects of future emergencies.
- g. Incorporate changes in plans and procedures.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. ESF 3-1 primary leaders, typically the Building Inspector and Public Works Commissioner, shall be responsible for the following:
 1. Provide a representative to the EOC to coordinate ESF #3 activities.
 2. Work with the other members of the EOC team to set priorities and assign resources.
 3. Deploy public works and engineering resources to assist first responders as required by the event.
 4. Assess the structural integrity of critical infrastructure.
 5. Repair roads, streets, public buildings, and infrastructure as required.
 6. Ensure appropriate protective measures can be implemented to protect critical infrastructure.
 7. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
 8. Coordinate debris management operations (see ESF3-2 for further information).
- B. The Pacific Police, Pacific EMA and Pacific Fire Protection District are additional local resources able to support damage assessment functions and reporting.
- C. The Building Inspector shall be the lead for assessing damage sustained to infrastructure in the city including local roads and bridges. He may delegate portions of this responsibility to such other agencies as the S.A.V.E. Coalition, MoDOT, or County organizations.
- D. Damage Assessment operations shall be coordinated from the EOC, and be integrated into normal planning, reporting and decision-making routines.

- E. Survey teams should include relevant, skilled persons from the private sector (e.g. real estate agents, contractors, insurance agents, structural engineers, etc.) and/or applicable governmental personnel or their resources (e.g. County Assessor, Civil Air Patrol, GIS databases). Coordination may be made with Red Cross volunteers who also are capable of making damage assessments.

V. CONTINUITY OF GOVERNMENT

The below line of succession is established with the focus and purpose of supporting the Damage Assessment function.

- A. Building Inspector/Floodplain Administrator
- B. Community Development Director
- C. Public Works Commissioner

VI. ADMINISTRATION AND LOGISTICS

- A. There are three types of Damage Assessments: Initial, Local and Preliminary State/Federal. These are further described in Appendix 1.
- B. The Local Damage Assessment may entail three types of assessment surveys: Residential, Business and Public. These are further described in Appendix 1.
- C. The Building Inspector is responsible for developing, maintaining, and updating this annex and its appendices.
- D. If the situation permits, the Building and Public Works Departments will communicate via department issued equipment (hand-held phones/radios). The Public Works radio base station will be manned during all EOC operations. If necessary portable radios will be provided by the Police Department and Police or Public Works frequencies may be utilized as determined by the Chief of Police.
- E. When federal/state damage survey teams are working in Pacific, they will be accompanied by a member of the city's damage survey team and/or local official.
- F. Complete initial damage assessment reports are to be submitted to SEMA within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance

Appendices

1. Types of Damage Assessments
2. Potential Public and Private Resources Available for Damage Assessment
3. County/SEMA/FEMA Local Situational (SITREP) Damage Assessment Forms
4. American Red Cross Form 5739

Note that locally used Damage Assessment forms are in Restricted Annex #RA8.

Appendix 1 to ESF3

TYPES OF DAMAGE ASSESSMENTS

1. Initial Damage Assessment

- Initial damage assessments may be reported by first responders at the scene of an incident. Other sources such as County/City employees operating in the field and/or private citizens may also report damages.
- The initial damage assessments reported during the response phase will be plotted on maps by Geographic Information System (GIS) personnel, supported by Pacific Emergency Management Agency (EMA) personnel as needed. EMA will use the location information available at the time of the report, which may be incomplete, to identify the areas with the most damage.
- These maps will also be used to help identify:

o Possible areas impacted by the disaster but not assessed by first responders
o Areas needing the most assistance.

2. Local Damage Assessment

- The EOC will determine if the situation requires local damage assessment teams to be deployed. If the situation necessitates local damage assessment teams to be deployed, they will be coordinated from the EOC.
- Any of three types of assessments may take place: residential, business, and public property.

1. Residential assessments

- Local Damage Assessment teams will use standard forms found in EOP Restricted Annex #8 as authorized by the City of Pacific Building Department Inspector.
- Teams will report to a pre-designated staging area upon notification for assigned tasks.
- The team of two will be deployed to the areas of concern, as dictated by the initial damage assessment reports. Maps may be provided as available.
- The team will assess impacted residential homes, categorizing them as Destroyed, Major, Minor, or Affected Habitable, utilizing the pre-identified criteria (see Appendix 3).
- After all known areas have been assessed, the volunteers will report back to the EOC with copies of the assessment data.
- The acquired data will be entered into a Damage Assessment database.
- If the website is not available, the data will be entered into local paper documents for further processing.

2. Business Assessments

- Damage Assessment teams will be organized with available personnel in pairs of two
- Teams will report to a pre-designated staging area upon notification for assigned tasks
- The EOC will provide maps, damage assessment forms, and portable radios if available
- The teams will be responsible for assessing all damaged businesses, documenting the necessary information on the Individual Assistance Field Worksheet forms provided.
- After all known areas have been assessed, the teams will report back to EOC. The data collected will be submitted and entered into a Damage Assessment database
- If the database is not available, the data will be entered into local paper documents for further processing.

3. Public Assessments:

- The same teams that conduct the business assessments will also conduct public property assessments, focusing on structural damage.
- The teams will collect the public property data utilizing the Public Assistance Field Worksheet.
- After all known areas have been assessed, the teams will report back to EOC. The data collected will be submitted and entered into a Damage Assessment database.

- The Building Inspector will be responsible for gathering damage estimates from the other eligible FEMA categories which includes roads, water control facilities, utilities, and parks.
- The Building Inspector will be responsible for gathering expense estimates from all public agencies that had a response role in the disaster and documenting this data on the Emergency Categories form.

3. Preliminary State/Federal Damage Assessment

- The Planning Section Chief or designee will submit damage assessment data to SEMA. If Preliminary Damage Assessments (PDA) are conducted, the EOC Management team will determine if adequate damage justifies a PDA in the City of Pacific/Franklin County.
 - If it is determined that a PDA for the area is warranted, the Building Inspector will coordinate with the SEMA representative, typically the Region C SEMA planner or other area planner assigned to work the disaster.
 - A minimum of one EMA personnel or designee will accompany the state and federal representatives assigned to Pacific/Franklin County for the PDA during the field assessment.
 - A damage map, database, and report summary, acquired from the Damage Assessment database, will be provided for each agency represented.
 - All known destroyed and major damage areas will be visualized by the PDA teams. Viewing any additional damage areas will be at the discretion of the EMA representative.

4. American Red Cross Damage Assessment

- Should incident conditions warrant, especially if a Disaster Declaration exists, the American Red Cross will perform a complementary Damage Assessment. Their work creates an independent view of damage severity and values. Their work may only involve sampling data from Pacific as part of a broader scope of assignment. A copy of their standard form "On-Site Detailed Damage Assessment Worksheet (Street Sheet)", Form 5739, to record the assessments is in Appendix 4 of this ESF.

Appendix 2 to ESF3

DAMAGE ASSESSMENT PUBLIC AND PRIVATE RESOURCE LIST

Potential Resources to Augment Local Pacific Personnel:

- Utilities, e.g. Spire
- American Red Cross, e.g. Community Restoration Dept.
- Volunteers (Engineers and others), e.g. local businesses, residents
- Equipment (Mutual Aid, Rentals, Loan), e.g. Ameren MO, local businesses
- Government Agencies, e.g. Missouri SAVE Coalition, Pacific Fire Protection District

Appendix 3 to ESF3
DAMAGE ASSESSMENT FORMS

Local Situation Report (SIT REP) – State/County
Completion Instructions

SUMMARY:

The Local Situation Report form (also referred to as the Local Sit Rep) is a form developed by SEMA to help local jurisdictions provide a narrative format about disaster events or anticipated events. This form is intended to provide SEMA and other state agencies with an explanation of a disaster event that goes beyond the numeric data that is collected on other damage assessment forms. Think of this form anytime they have had an emergency or disaster event or can anticipate an event occurring.

The goal of this form is to get a comprehensive picture of how the event has affected the government, the infrastructure, businesses in the citizenry. This is the first form filled out for disaster reporting to SEMA and is to be sent in to SEMA as a stand-alone report or as the narrative form that accompanies the Disaster Summary form (data).

Form Sections:

The first step is to identify if this report is the initial report sent to the state or if it is a supplemental report. This is important information for state staff to know if this is the first report or just an update of an ongoing situation. Mark the appropriate block!

At the top of the form is an area for the individual filling out the form to put in valuable information about date, time, location, phone number, and who is the point of contact (Reported By).

The remainder of the form asks for information to be written in a narrative format. Details about how the event (or coming event) is impacting the community need to be written legibly. SEMA is looking for how the disaster has affected the citizens of the community and the infrastructure. Information concerning special needs groups, the elderly and the inability of government to provide critical services should be included.

Briefly describe what actions have been taken by the jurisdiction to respond to or prepare for event and what still needs to be accomplished.

Finally, SEMA needs to know if you anticipate needing resources from outside the community to help the jurisdiction respond/recover from the event. Be very specific as your needs and request.

Remember: Send it to St. Louis and/or Franklin County Office of Emergency Management

Local Jurisdiction Situational Awareness Report

Date: _____ **Time:** _____

Contact Information: (Provide as much information as possible.)

County:	Jurisdiction:	
Name:	Title:	Phone:
Email:	Fax #:	Cell:

Local Emergency Operations Center Status:

LEOC Activated:	YES NO	Hours of Operation:
Contact Name:		Title:
Telephone:	FAX:	Cell:
LEOC Physical Location:		

Situation Summary: (Summarize the impact the disaster event had on the listed topics.)

Summary of Event: (Include date & time of actual event.)	
Fatalities:	Injuries:
Shelter Status: (Number of open shelters, location of shelters, people in shelters, etc.)	
Primary Home/Business Damage:	
Power Outage:	
Medical/Fire/LE Issues:	
Utility (Electric, Water, Sewage) Issues:	
Road/Bridge Issues:	

Local Actions: (What actions have you taken?)

Summary of Actions Taken:

This is a situational awareness document ONLY. To request resources from the state, you MUST complete and submit a separate "Resources Request Form." Submit a "Local Jurisdiction Damage Assessment Summary" as detailed information becomes available. St. Louis Co OEM ph: 314-615-9550, fax 314-615-7643; FCEMA fax 636-584-6876

RESOURCE REQUEST

****For Use by Local Jurisdictions ONLY****

Date: _____ **Time:** _____

Category of Request: (Select ONLY one category per request.)

Air Mission	Communication s	Cots/Blankets	Debris Clearance	Fire	Food
Fuel	Generators	Ground Transportation	HazMat	Heavy Equip	Medical
MoNG	Pet Issues	Pumps	Sand Bags	Security	Shelters
Staff (IST, LEOC, etc)	Tarps	Volunteers	Water/Ice		Other

Requestor's Contact Information: (Provide as much information as possible.)

County:	Jurisdiction:
Name:	Title:
Email:	Phone:
	Fax #:
	Cell:

Request/Mission Information: (Be as specific and detailed as possible.)

Local Request Number: _____ **SEOC Request Number:** _____

Mission: (How will the requested resource be used and what problem will it solve? Be specific.)				
Item (quantity/size): (What do you need, how many, etc?)				
Delivery Location: (Street address, intersection, building name, etc.)				
Point of Contact: (If different from above.)				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Name:</td> <td style="width: 40%; border: none;">Title:</td> </tr> <tr> <td colspan="2" style="border: none;">Phone/Cell Number</td> </tr> </table>	Name:	Title:	Phone/Cell Number	
Name:	Title:			
Phone/Cell Number				

*****IMPORTANT:** Requests for different categories of resources **MUST** be submitted on separate Resource Request Forms. (i.e. a request for food and water should be submitted on two separate request forms.) Resource Requests **MUST** be legible and include ALL required information in order to be processed as quickly as possible. ***

St. Louis County EOM Fax 314-615-7643; FC EMA fax 636-584-6876

State Emergency Management Agency

Disaster Assessment Summary

Completion Instructions

Summary:

This form is intended to provide local jurisdictions with a standard method of reporting initial and supplemental damage estimates to St. Louis County Office of Emergency Management (OEM). This information will be used to assess the situation throughout the affected area. It will also be combined with other reported information and used to help decide on future actions.

These forms are intended to be cumulative. If you submit additional reports, all of the columns **MUST** show current total. For example, if the first form you submitted showed sixteen residential structures damaged and you identify four more damaged residential structures, the next form you submit **MUST** show twenty damaged residential structures.

1. **Jurisdiction(s) Affected:** Please include the name of the area affected, including county, and date of report.
2. **Disaster:** List the type, time and date of incident.
3. **Report by:** List name of person submitting report, his/her title, home/cell and work phone numbers. This person will be St. Louis County's point of contact for additional information.
4. **Affected Individuals:** List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".
5. **Property Damage:**
 - A. **Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.
 - B. **Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.
 - C. **Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work of Facility. Provide a total dollar amount in estimated losses to public facilities.

Remember: Send it to St. Louis County OEM and/or Franklin County EMA upon completion.

Disaster Assessment Summary

1. Jurisdiction(s) Affected _____ Date: _____

2. Disaster: Type _____ Date: _____ Time: _____

3. Report by: Name _____ Title: _____

Work Phone _____ Home Phone _____

4. Affected Individuals: (Assign affected individuals to only one category.)

a. Fatalities		d. Missing	
b. Injuries		e. Evacuated	
c. Hospitalized		f. Sheltered	

5. Property Damage:

a. Residence

	#Destroyed	#Major	#Minor	#Inaccessible	#Insured
Single Family					
Multi Family					
Mobile Homes					

Estimated Losses to Residence \$ _____

b. Business

# Destroyed	#Major	# Minor	# Insured

Estimated Loss to Business \$ _____

c. Public Facilities

Type of work or Facility Categories	Estimate	# of Sites	Brief Description of Damages
A. Debris Removal	\$		
• Protective Measures	\$		
• Roads & Bridges	\$		
• Water Control	\$		
• Buildings Equipment	\$		
• Utilities	\$		
• Parks and Recreations	\$		
Total Estimate	\$		

SEMA FAX 573-634-7966; St Louis County OEM fax 314-615-7643; FCEMA fax 636-584-6876

DR #:		DR Name:			State:		County:		City/Community:			Date:						
Street Name:					Geographical Reference:													
House #	Apt. /Unit #	Damage Classification					# of Floors in dwelling or unit	Is there a Basement? Y/N	Water level in living area (inches)	Water level in basement (inches)	Is the electricity on? Y/N	Occupancy Type: Own? Rent? Seasonal?	OR 901					
		Destroyed	Major	Minor	Affected	Inaccessible												
		S	M	A	S	M	A	S	M	A								
Description:										Name:								
		S	M	A	S	M	A	S	M	A								
Description:										Name:								
		S	M	A	S	M	A	S	M	A								
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Description:										Name:								
Total <u>S</u> ingle Family:								Additional Information:										
Total <u>M</u> obile Home:																		
Total <u>A</u> partment:								Worker Completing Form:					Supervisor:					

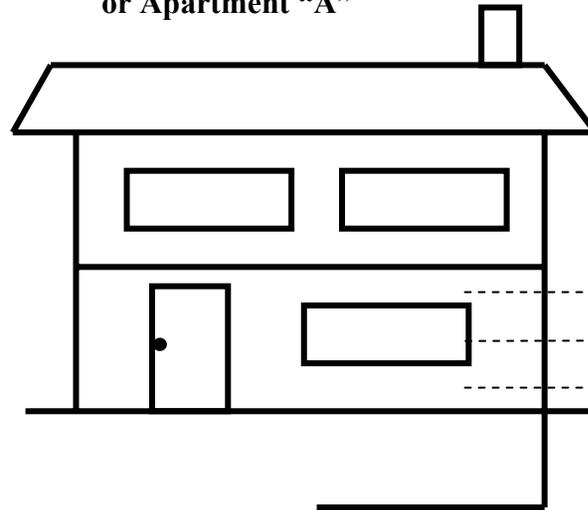
Street Name: _____

On-Site Detailed Damage Assessment Worksheet Instructions

DR Number: Enter the disaster relief operation (DR) number.
DR Name: Enter the disaster relief operation name.
State: Enter the two letter abbreviation for the state that the assessment covers.
County: Enter the name of the county that the assessment covers.
City/Community: Enter, to the best of your ability, the name of the city or community that the assessment covers.
Date: Enter the date the street sheet was completed
Street Name: Document the complete street name including the designation such as; St., Ct., Dr. etc. (Check your spelling) Also, use only one street per page even if you are only assessing one dwelling, do not mix streets. For more than ten dwellings for a street use multiple pages and document the number of pages at the very bottom of the page where is shows Page __ of __
Geographic Reference: Provide any information about where the street segment is you are reporting on such as; Started assessment at the corner of Main St. and traveled West, or you can use this area to document the name of an area or mobile home park or apartment complex name.
House #: Enter the house number for the address being assessed. A maximum of ten dwellings or units can be documented per page. Enter only one dwelling/unit per line.
Apt./Unit #: Enter the individual unit or apartment number for the address being assessed. Remember, each living unit should be assessed on separate lines. Do not assess an entire apartment condominium building as one address.
Damage Classification: Circle the appropriate Dwelling Type for the dwelling/unit being assessed. Circle either the **S** for Single Family Dwelling or the **M** for Mobile Home or the **A** for an Apartment or multi-family dwelling. There should only be one circled letter per line. For example, if the dwelling being assessed for that line is a mobile home that has major damage, you would circle the **M** under the major damage column. Repeat this process for each subsequent dwelling (line.)
of Floors in this dwelling or unit?: Enter the number of floors for the dwelling being assessed. Do not include basement information here. For apartments and multi-family dwellings; indicate the number of floors for each unit being assessed, do not document the number of floors for the entire building. The size and number of floors for the building can be documented in the "Description" line.
Is there a Basement?: Document if there is or is not a basement. Enter **Y** for Yes or **N** for No.
Water level in the living area: Through exterior visual observation, enter the level of water that is or may have been in the living area of the dwelling or unit. Do not include water in the basement in this column. Enter the water level in inches.
Water level in basement: Through exterior visual observation, enter the level of water that is or may have been in the basement of the dwelling or unit. If possible document in the description line if the basement may have been used as living space. Enter the water level in inches.
Is the electricity on?: Document if the electricity is on or off. Enter **Y** for Yes (on) or **N** for No (off)
Occupancy Type: Document to the best of your ability if the dwelling being assessed is Owner Occupied, Renter Occupied or is a seasonal dwelling. Enter **O** for owner occupied, **R** for renter occupied or **S** for seasonal.
OR/901: This column is to be used to document whether the assessed dwelling has been assigned to Outreach and/or if a case record (901) has been initiated.
Description: Document any additional information that will be beneficial to the individual assistance providers in visualizing the damage that has occurred to the dwelling. Any other useful information such as directions should also be recorded here.
Name: If possible, enter the last name of the family that lives in the dwelling being assessed.
Totals: Add each circled letter in each damage column and enter the number in the appropriate cell at the bottom of the page. For example; add each circled S (single family dwelling) in the destroyed column and enter the number in the row for Total Single Family: under the Destroyed column, Repeat this process for each damage classification and dwelling type.
Additional Information: Document any additional information that might be useful to other workers using the completed street sheet to provide service and assistance.
Worker Completing Form: Enter the first and last name of the primary worker completing the street sheet.
Supervisor: Have your supervisor review each street sheet and initial in this box when complete.

**Single Family Dwelling "S"
or Apartment "A"**

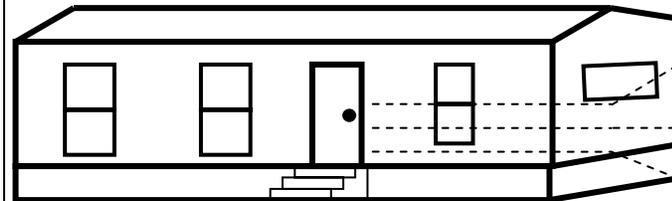
Flood



Destroyed – 60+”
Major – 36” – 60”
Minor – 12” – 36”
**Affected – 0” – 12”
including basement
flooding**

Mobile Home "M"

Flood



Destroyed – 48+”
Major – 24” – 48”
Minor – 6” – 24”
Affected – 0” - 6”

Non-Flood Damage considerations:

Destroyed:	Major:	Minor:	Affected:
-Total collapse -Shifted on Foundation -Not economically feasible to repair -MH walls collapsed -MH turned over -MH frame buckled or significantly twisted	-Large portions of roof missing or debris penetration -One or two walls missing -Slight twisting or bowing of MH frame -Forceful penetration of MH walls with debris	-Minor structural damage -Damage to small sections of roof -Numerous broken windows -Large portions of roofing material and/or siding missing -Penetration damage where it is believed no structural damage has occurred	-Some shingles and/or siding missing -Debris against or around dwelling -Structure damage considered to be nuisance -MH skirting is damaged or missing -Dwelling is livable without repairs.