

**Damage Assessment Field Worksheet (optional)**

County: \_\_\_\_\_ Municipality: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PRIMARY HOME	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
OWNER		<input type="checkbox"/>
RENTER		<input type="checkbox"/>
BUSINESS		<input type="checkbox"/>

**SYSTEM DAMAGED (check box)**

**TYPE STRUCTURE (circle one)**

- Foundation
- Floor/(Frame)
- Exterior Walls
- Roof
- Interior Walls
- Plumbing
- Heating/A.C.
- Electrical

- SINGLE FAMILY**
- MULTI-FAMILY**
- MANUFACTURED (mobile)  
HOME**
- BUSINESS**

**DAMAGE CATEGORY**

- DESTROYED**
- MAJOR**
- MINOR**
- AFFECTED**
- INACCESSIBLE**

**COMMENTS:**

Flood Insurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Basement Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Water Height:		_____ inches		
First Floor Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Water Height:		_____ inches		

**Impact Notes:**

NAME OF ASSESSOR(S): \_\_\_\_\_ DATE: \_\_\_\_\_

## INDIVIDUAL ASSISTANCE DAMAGE DEFINITIONS

**Affected** - Minimal damage to structure and/or contents, and the home is habitable without repairs. In a flood disaster, affected homes have minimal flooding with less than three inches of water in an occupied or required room.

**Minor** - Encompasses a wide range of damage and is generally the most common type of damage. Minor damage exists when the home is damaged and uninhabitable but may be made habitable in less than 30 days. Some of the items that determine minor damage are listed below:

- Windows or doors unsecured (damaged).
- Damage to functional components (i.e. furnace, water heater, HVAC, etc.).
- Three to 18 inches of water in an occupied or required room.
- Damage or disaster-related contamination to a private well or septic system

**Note: The purpose of distinguishing Minor from Major damage is to distinguish between the types of assistance required. Inspectors do not assess damage with the actual cost of the residence in mind but according to whether repairs are extensive or not.**

**Major** - Home has sustained structural or significant damage, is uninhabitable, and requires extensive repairs. Any one of the following may constitute major damage:

- Failure of structural elements of the residence (e.g., walls, roof, floors, foundation, etc.) that are repairable.
- Damage to dwelling that will take more than 30 days to repair (not including contractor delays or availability of materials).
- Eighteen inches or more of water on the first floor or water that covers electrical outlets.
- Homes with a basement may be considered for major damage if the water level has compromised the structural integrity of the home.

**Destroyed** - Structure is a total loss or damaged to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed:

- Structure is permanently uninhabitable.
- Complete failure of major structural components (e.g., collapse of basement walls/foundation, walls, or roof).
- Only foundation remains
- Two or more walls destroyed and roof substantially damaged.
- An unaffected structure that will require removal or demolition by the governmental jurisdiction because of a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

**Secondary Residence** - These dwellings are not counted toward the FEMA and SBA totals; however, including them in the report will greatly help in assessing overall impact.

**The secondary residence total is the only one that includes the Inaccessible total.**

**Inaccessible** - This group includes homes that are inaccessible by reasonable means due to disaster-related loss of access (e.g., bridge out, road flooded or blocked by landslide, mudslide, severe erosion, wash-out, etc.). If a home or group of homes is inaccessible due to damage to a road or bridge, the number of inaccessible households should be included in the IDR under INACCESSIBLE. In such cases, the ASSESSMENT team should note if the damaged bridge or road is maintained privately or by a governmental entity.

Inaccessible dwellings are not initially counted toward the FEMA and SBA totals (except for secondary residence); however, documenting them is VERY important as it will greatly help in assessing overall impact, and...**the Inaccessible total is often added to the Major damage category total by FEMA during the Preliminary Damage Assessment (PDA).**

**Multi-Family** - Count each unit as one. If a destroyed apartment building has 20 units in it, the number entered in this category would be 20.

**Manufactured (Mobile) Homes** - Destroyed if had 12 or more inches of water in the living space. Major if water level was less than 12 inches in the living space.

**Basement Considerations** - Several variables need to be identified in order to estimate the degree of damage to the home.

- Water depth in relation to utilities.
- Structural damage to walls, foundation, and support structures.
- Severe damage to or complete failure of major mechanical or electrical utilities.
- Use of the basement: FEMA only provides assistance for rooms required for occupation of the dwelling (i.e., occupied bedrooms, bathrooms required for occupied bedrooms, a sole kitchen or living room, when no other room in another part of the dwelling meets the need).

**TOTAL (Affected, Minor, Major, Destroyed, Inaccessible)** - Counts only "owner" and "renter" numbers within each category.