MINNESOTA · REVENUE

PACKET 2 – The Reassessment
Reassessment Plan Template

Reassessment Plan

Reassessment Coordinator: _____   Phone: _____

Reassessment Team Leaders:

Name (and responsibility):_____   Phone: _____
Name (and responsibility):_____   Phone: _____
Name (and responsibility):_____   Phone: _____

1. **Determine Reassessment Area(s)** (attach map(s) if possible)

Area #	Neighborhood/City/Twshp	Boundaries (streets, landmarks, etc.)	Affected Parcels (#Imp / #Vac)	Notes (hard to get to, property types, etc.)
1				
2				
3				
4				
5				

2. **Determine Reassessment Staffing** (you may wish to do this for each area/community, if applicable)

	Residential	Apartment	Commercial	Agricultural
Est. Total # of Affected Parcels				
Divided by	50	25	25	15
Equals # of Staff needed				

The number of staff indicated above represents the number needed to complete the reassessment task in ONE DAY. If you are planning on doing the reassessment over two or more days, divide the total number of staff indicated by the number of days you are allotting. The number of staff indicated above does not account for the reassessment being done by teams of two (which is recommended). Double the final calculated number if you are planning on sending staff out in pairs. Also note, the reassessment rates provided above are general guidelines for quintile work under normal circumstances. They may need to be adjusted based on the individual circumstances of your disaster.

If the indicated number of staff needed exceeds your available human resources, contact the Property Tax Division for assistance in recruiting volunteers.

3. **Identify Reassessment Staff/Volunteers**

Name	Employer	Phone	Reassmt Area

Assign staff/volunteers to areas identified above. To divide up the reassessment responsibilities within those larger areas, create sub areas and identify them with a letter (this is also how you can assign teams, if applicable). For example, if you need four teams in Spruce City, you will have "Reassmt Areas" 1a, 1b, 1c, and 1d – each with two names that will go out as teams. You may then also have another area (another city or township) which will be identified as 2a, 2b, etc.)

4. Create Supply List

Item Needed	# Needed	# Available	Notes/Where to Get Extra
Paper/Pencils/Clipboards			
Cameras			
Fact Sheets/Handouts			
Maps/other directions			
Vehicles/Transportation			
Safety Supplies (boots, gloves)			

5. Establish Timing of Reassessment Work

Task	Date	Time	Who Attends?	Who Leads?
Gather Supplies Needed			N/A	
Organize/Recruit Staff/Volunteer			N/A	
Plan Training/Prepare Materials			N/A	
Training/Assign Reassmt Areas				
Reassessment Work in Field				
Check In / Breaks				
Wrap up meeting to review work				

6. Reassessment Policies/Procedures
Identify what policies and procedures will be utilized during the reassessment. This should include areas related to safety, public relations, and assessment work. This information will be shared during the training meeting and when the reassessment work is assigned. You should create a standalone "Policies and Procedures Handout" to address these issues (it does not need to be fancy or elaborate) or at least fill in details for the specific topics on the next page. The following page also lists the topics to be included in your standalone document. Please note that since each disaster has unique circumstances, this list cannot be considered complete – you will need to alter it and add to it to fit your needs. Do not forget safety precautions (clothing, procedures, tetanus shots, etc.)

Policies and Procedures Framework
(Or use to help compile a "Policies and Procedures Handout")

- Safety Policies –
  - When should staff not enter an area? _____
    _____
    _____
  - Who does staff check in with? _____
    _____
    _____
  - What safety equipment must staff use?_____
    _____
    _____
  - Other _____
    _____
  - Other _____
    _____
  - Other _____
    _____
  - Consider using separate parts of Packet 1(i.e. "Understanding the Toll of Disaster Events", "Coping with Stress", "Ensure Your Safety", "A Primer on Floods/Tornadoes", etc.)

- Public Relations Policies –
  - What information should staff hand out? _____
    _____
    _____
  - Who will answer specific questions? _____
    _____
    _____
  - Who will answer general questions? _____
    _____
    _____
  - Other _____
    _____
  - Other _____
    _____
  - Other _____
    _____
  - Prepare sample questions and answers
  - Compile or locate any information provided by others involved in the disaster response that may be helpful to hand out, any fact sheets to provide, etc.
  - Consider using separate parts of Packet 2 (i.e. "Reassessment Handouts", and any other handouts provided in the packet)

- Reassessment Policies –
    - What is expected of staff in general terms?_____
    _____
    _____
    - How should staff work? _____
    _____
    _____
    - When should staff check in (with whom)? _____
    _____
    _____
    - When does staff start and end for the day?_____
    _____
    _____
    - Other _____
    _____
    - Other _____
    _____
    - Other _____
    _____

- Reassessment Procedures –
    - How should field records/forms be completed?_____
    - What standards should be used to determine damage levels/amounts?_____
    - When/how/how many pictures should be taken?_____
    - Are maps utilized (how should they be marked)? _____
    - Should assigned areas be completed in certain ways (routes established)?_____
    - How should data be compiled and turned in once the area is done? _____
    - Other _____
    _____
    - Other _____
    _____
    - Other _____
    _____
    - Other _____
    _____
    - Other _____
    _____
    - Other _____
    _____
    - Compile and/or provide at-a-glance or other general summary documents that will help staff quickly determine damage levels in a uniform manner (i.e. use the disaster assessment forms provided in Packet 2)
    - Consider using separate parts of Packet 2 (i.e. "Reassessment Procedures", "Reassessment Forms", "Reassessment Follow Up", "Reassessment Recordkeeping", etc.)