



Initial Damage Assessment Summary Report Form

1. Area(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.)

Fatalities		Missing	
Injuries		Evacuated	
Hospitalized		Sheltered	

5. Property Damage:

a. Residence:

	# Destroyed	# Major	# Minor	# Affected/ Habitable	# 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	\$		
B. Protective Measures	\$		
C. Roads & Bridges	\$		
D. Water Control	\$		
E. Buildings Equipment	\$		
F. Utilities	\$		
G. Parks & Recreations	\$		
Total Estimated Loss to Public Facilities	\$		

(See Reverse Side of Form for Completion Instructions)

Initial Damage Assessment Summary Report Form

Completion Instructions

SUMMARY:

This form is intended to provide a standard method of reporting initial and supplemental damage estimates to the Sussex County EOC. This information will be used to assess the situation throughout the areas affected by the disaster. It will also be combined with other reported information and used to help decide on future response and recovery actions.

These forms are intended to be cumulative. If you submit additional reports, all of the columns **MUST** show current totals. 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. Area(s) Affected: Include the name of the area(s) affected and the 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 and work phone numbers. This person will serve as the point of contact for additional information.

4. Affected Individuals: List affected individuals based on the category provided. 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 or Facility." Provide a total dollar amount in estimated losses to public facilities.

CLASSIFICATION OF PROPERTY DAMAGE:

To assist you with making a determination regarding the level of damage to residences and businesses affected by the disaster (i.e., Destroyed, Major, Minor, Affected Habitable), refer to the attached "Damage Assessment Level Guide." The Guide is included as Attachment 8 to the Delaware Emergency Management Agency's (DEMA) "Standard Operating Procedure, Initial Damage Assessment, Revision 1, 10/4/2005."

DAMAGE ASSESSMENT LEVEL GUIDE -- (DEMA Standard Operating Procedure (SOP))
(Initial Damage Assessment, Revision 1, 10/4/2005)

Damage Level	Water level	General Description	Things to look for	FEMA Water Levels	FEMA DL Description	ARC DL Description	ARC Water Levels
10	More than 8 feet	Structure leveled, foundation, basement damaged. Water above the eaves.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone with noticeable distortion to walls.	DESTROYED More than 5 feet on first floor More than 2 feet in mobile home	DESTROYED Structure is total loss or permanently uninhabitable. <u>Not economically feasible to rebuild</u>	DESTROYED Structure permanently uninhabitable, can not be repaired	DESTROYED More that 8 feet in structure (first floor) More than 3 feet in mobile home
9	6 to 8 feet	Structure leveled above the foundation. Second floor is gone.					
8	5 to 7 feet	Water above first floor. Structure moved off foundation. Walls collapsed.	Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation.	MAJOR 3 to 5 feet in first floor 6 inches to 2 feet in mobile home with plywood floors 1 inch to 2 feet in mobile home with particle board floors	MAJOR Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair</u>		
7	5 to 6 feet	Exterior frame damage. Roof off or collapsed. Accessory/service/outbuildings damaged.				MAJOR Structure currently uninhabitable, will require extensive repairs	MAJOR 6 inches to 8 feet in structure (first floor) 6 inches to 3 feet in mobile home
6	4 to 5 feet	Foundation damaged. Insulation damaged. Exterior wall(s) damaged. Production equipment/office equipment damaged.					
5	3 to 4 feet	One room destroyed. Exits blocked. Utilities damaged: furnace, water heater, well, septic system.					
4	2 to 3 feet	Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure. Business inventory destroyed.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Attached garage damaged. Damaged septic system.	MINOR 2 inches to 3 feet, first floor <u>Basement</u> (summer) 5 feet or more in basement (winter) 1 foot or more base. <u>No Basement</u> 2" - 3' first floor <u>Crawlspace</u> reach insulation <u>Sewage</u> 1ft or more basement <u>Mobile Home</u> , BB to 6 inches	MINOR Structure is damaged, but habitable, will need minor repairs. <u>Will take less than 30 days to repair</u>		

3	6 inches to 2 feet	Smoke damage. Fire escape inoperable. Shingles/roof tiles moved or missing. Fleet/vehicles damaged.				MINOR	MINOR
2	3 to 6 inches	Chimney damaged. Porch damaged. Carpet on first floor soaked. Parking lot damaged.	Missing shingles some broken windows. Damage to air conditioning units/etc. Suspected damage to contents. Minor basement flooding.	AFFECTED HABITABLE	AFFECTED HABITABLE	Structure currently habitable or requires minor repairs or cleaning to be habitable	Less than 6 inches in structure (first floor), flooded basement Less than 6 inches in mobile home
1	0 to 3 inches	Broken windows. Damage to landscaping. Business signs damaged.		2 inches or less, first floor Minor basement flooding Summer less than 5 feet Winter less than 1 foot Mobile home, no water in belly board	Structure has received minimal damage and is <u>habitable without repairs.</u>		