

Public Assistance Damage Survey Report Instructions

KyEM Form 501 is used to report damages to publicly-owned (including medical, custodial care, educational, emergency or utility private non-profit) facilities. This information will help determine the need for state and federal disaster assistance.

- Incident Number:** For State EM use only.
- City:** Enter the name of the city where damages occurred. City officials should not report any damages that are outside their jurisdiction.
- County:** Enter the name of the county where damages occurred. County officials should not report any damages that are outside their jurisdiction.
- Date:** Enter the date of the survey.
- Type of Disaster:** Check the type of incident. If not listed, check block 4 (Other) and enter specific event.
- Damage Survey Team:** Enter the names of the Damage Survey Team members.
- Location** Enter the name or location of the damaged facility or site, such as City Hall or C.R. 33, 1.6 miles North of city limits. Be specific.
- Description of Damage:** Describe damage to facility or site.
- Map No.:** Mark location of facility on map.
- Category:** Estimate disaster-related costs at each site for:
- A - Debris Removal
 - B - Protective Measures (warning signs, barricades, sandbags, etc.)
 - C - Road Systems (streets, roads and bridges)
 - D - Water Control (dams and levees)
 - E - Public Buildings (libraries, schools, city halls, courthouses, fire stations, etc. and equipment)
 - F - Public Utilities (sewer, water, gas and electrical utilities)
 - G - Recreational Facilities (swimming pools, playgrounds, ballparks, bleachers, fences, scoreboards, etc.)
- Insurance:** Estimate the portion of damages that will be covered by insurance.
- TOTALS:** Add amounts in each column