

## INSTRUCTIONS FOR PUBLIC ASSISTANCE DAMAGE ASSESSMENT REPORTS

### Note:

1. List each location of damage by Site Number and locate these sites on a map. (Attach Map to this report). This will help to identify the heaviest impacted area and will assist in the overall review.
2. Take photographs of the damage sites prior to making temporary or permanent repairs, and of other sites that have not been repaired. Number photographs to correspond with the number on the map.

### General Instructions: Complete the heading for each page used.

- a. Enter name of county, or city, or private non-profit organization.
- b. Enter type disaster; hurricane, tornado, flood, etc.
- c. Enter date incident occurred.
- d. Enter last name of individual on damage Assessment Team.
- e. Enter date survey conducted.

### Specific Instructions:

- Column (1) Location and Description of Damage: Gave a geographical location of damage facility or damage facility or damaged site. (Magnolia Rd. at Hurricane Cr., State Road 101 at intersection of Warner Rd., bridge on Gray St. crossing, etc.) A short description of the nature of the disaster-related problem. (2 mi. of gravel road washed out, half of roof blown off, 100' of cyclone fence destroyed, etc.).
- Column (2) through (8) Categories of Damage: The cost estimate for each identifiable disaster-related problem, within the particular category. A separate estimate should be provided for each facility or system affected. It should be kept in mind that this is an assessment of the damages and not a detailed survey.
- Column (2) Category A – Debris Removal: removal of trees, limbs, building rubble, etc. from roads and streets to permit orderly flow of traffic; from drainage ditches to allow adequate runoff or flow; from reservoirs to prevent clogging of intakes or damage to structures; and from any area when considered in the public interest for health and safety. This includes debris on private property when performed by local government.
- Column (3) Category B - Protective Measures: Measures taken to protect public health and safety and to prevent damage to public or private property. Includes: construction of emergency levees and dams, pumping and sandbagging; warning signs and barricades; extra personnel hired for the emergency; regular employees salaries and overtime (including fringe benefits) who are performing disaster related duties.
- Column (4) Category C - Road Systems: Damage includes but not limited to roads, streets, bridges, culverts, shoulders, traffic control and safety features.
- Column (5) Category D – Water Control Facilities: Damage to dikes, levees, dams, drainage channels, irrigation channels and debris catch basins.
- Column (6) Category E – Public Buildings and Equipment: Damage to public and eligible private non-profit buildings to the extent not covered by insurance, includes the physical plant and equipment in office buildings, hospitals, libraries, penal and welfare institutions, police and fire stations. Includes vehicles damaged or destroyed by the disaster (not as a result of operations).
- Column (7) Category F – Public Utility Systems: Damages to public and eligible private non-profit owned facilities, including water, electric, gas, and sewerage to the extent not covered by insurance.
- Column (8) Category G- Others, recreational Facilities: (Not covered in the above categories) Damage to parks and recreational facilities and related equipment.
- Column (9) insurance Coverage: Structures, buildings, and equipment for which insurance coverage has been purchased should be so marked by indicating the deductible amount and the total coverage amount, if known. Uninsurable items such as expenditures under Categories A, B, and C, and other items, may be marked “N/A” (Not Applicable) Insurable structures for which insurance is generally available but which has not been purchased should be marked as zero (0).