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**RECOVERY PLAN - SECTION I  
ANNEX C  
DAMAGE ASSESSMENT  
SOCIAL ECONOMIC ASSESSMENT**

**I. PURPOSE**

This section of the Recovery Plan on damage assessment and social economic assessment will provide an estimate of the impact of a disaster so relief and assistance can begin in an organized and systematic manner. It will also provide the basis for both state and federal disaster declarations. When state and federal assistance becomes involved, teams from concerned agencies will work with Boulder County/City of Boulder officials in developing the assessment.

**II. GENERAL INFORMATION**

Boulder County Transportation and the City of Boulder Public Works Directors will be alerted by the Situation Officer of potential need for damage assessment and/or debris removal. Boulder County Social Services Director and City Human Services Director will be alerted to the need for social economic assessment. A preliminary estimate of damage must be telephoned in to the State Office of Emergency Management (OEM) by the City/County Coordinator of the Emergency Management Office within 48 hours.

Since implementation of the federal law governing presidential declarations that only 75% of assessed damage will be federally reimbursed with 25% being shared by state and local government, it is particularly important for Boulder County/City of Boulder officials to accurately assess and document damage. To help in this documentation, pre-disaster planning can be important. If Boulder County/City of Boulder's public works, transportation, street, water facilities and building departments establish and maintain files of photos of buildings, vital facilities, bridges, streets and roads, these would graphically document the type and quality of construction to be compensated.

**III. RESPONSIBILITIES FOR DAMAGE ASSESSMENT - SOCIAL-ECONOMIC ASSESSMENT**

***The Boulder County Transportation Director And The City of Boulder Public Works Director Will:***

\_\_\_\_\_ Have primary responsibility for damage assessment to public and private property. They will be assisted by other city/county

departments.

\_\_\_\_\_ Assign a Damage Assessment Coordinator.

\_\_\_\_\_ Train and exercise personnel in procedures and types of information needed. Included in this Section I is guidance information and forms to be used.

\_\_\_\_\_ Provide a representative to the Emergency Operations Center (EOC) to complete damage assessment reports. (The Emergency Operations Center is located in the Public Safety Building next to the Communications Room).

***Boulder County Road Maintenance Will:***

\_\_\_\_\_ Appoint representatives to assist the County Transportation Department in damage assessment by evaluating and reporting damage to streets, roads and bridges.

\_\_\_\_\_ Operate and maintain equipment as needed.

***Boulder County Assessor Will:***

\_\_\_\_\_ Appoint a representative to assist the Boulder County Transportation Department in damage assessment to public and private structures.

***County Emergency Board (CEB) Will:***

\_\_\_\_\_ Be responsible for damage assessment in rural areas to buildings, fields, crops, etc.

\_\_\_\_\_ Send copies of their damage assessment reports to the Damage Assessment Coordinator.

***Boulder County/City of Boulder Planning Departments Will:***

\_\_\_\_\_ Appoint a representative to assist the City Public Works Departments and the County Transportation Department in preparing damage assessment reports.

\_\_\_\_\_ Participate in or develop mitigation planning following a disaster. (Mitigation planning is discussed in Recovery Plan-Section IV-Long Term Recovery.)

***Boulder County Social Services and City of Boulder Human Services Departments Will:***

\_\_\_\_\_ Be responsible for the Social Economic Assessment (forms attached to this section).

\_\_\_\_\_ In a "**declared disaster**" jointly prepare the social-economic report with local and state representatives.

\_\_\_\_\_ Coordinate with Public Works/County Transportation in preparing damage assessment forms.

**Boulder County Health Department Will:**

\_\_\_\_\_ Appoint a representative to assist Social Services/City Human Services in preparing social economic assessment.

\_\_\_\_\_ Coordinate with and assist County Transportation in preparing damage assessment forms.

**City Clerk/County Clerk And Recorder Will:**

\_\_\_\_\_ Assist Public Works/County Transportation in preparing damage assessment reports by providing emergency record keeping as required.

**American Red Cross Will:**

\_\_\_\_\_ Assist in initial damage assessment to private residences and make reports available to the Damage Assessment Coordinator.

Reports will be submitted as soon as possible to the Emergency Operations Center. Following demobilization of MACS, reports will be submitted to the Coordinator, City and County Emergency Management Office.

The complete Damage Assessment Report Package consisting of the following:

\_\_\_\_\_ Part I (telephone) Initial Damage Assessment Report,

\_\_\_\_\_ Part II (written) Physical Damage Assessment Formats,

\_\_\_\_\_ Part III (written) Social Economic Assessment, and guidance for Damage Assessors are attached to this section.

**GUIDANCE FOR DAMAGE ASSESSORS**

In conducting damage assessment, you'll be gathering information needed to paint an accurate mental picture of the damage, and of its impact on the

people and their communities. The subjects listed below represent important aspects of assessments, which may be applicable to the situation you're assessing.

In each of the areas listed below the assessor should rely on the following criteria for determining the level(s) of damage. **Destroyed** means the item is a total loss or damaged to the extent it is no longer usable and that repairs are not technically or economically feasible; **Major Damage** means the item is damaged to the extent that it is no longer usable or is usable under limited conditions or reduced levels of service, and in either case it may be returned to service with extensive repairs; **Minor Damage** means the item is damaged but may either be used for the intended purpose or may be restored to service with minimal repairs.

In collecting data associated with these levels of damage, two other considerations must be taken into account. First are those structures which have been affected by the incident and whose owners could possibly apply for federal assistance under the Act, as compared to those which may be considered as probable for assistance. Probable is understood to mean there is supported evidence which makes it probable they will apply for assistance.

In addition to these basic measures, you should consider the following subjects to determine whether they are applicable to your situation, and, if they are, include them in your description of the impact of the damage on the area.

**I. GENERAL**

**Area** ..... Whether it's primarily rural, suburban, or urban, or a combination of the three, may be important.

**Debris** ..... May pose a health hazard, prevent access to homes, or block roads, therefore, restricting movement.

**Type Of Flooding** ..... Consider such things as the depth of water, length of time the area was flooded, whether the flood water was fast-moving, whether it contained harmful chemicals, etc.

**Transportation Need** ..... An estimate of the need for

transportation by either public or private means.

**Death/Injury**

**Impact** . . . . . The incidence of death and injury is important, and should be reported, especially where it results in special needs (e.g., emergency medical care, public health assistance, etc.).

**Personal Property**

**Loss** . . . . . An estimate of the extent of personal property loss.

**Economic**

**Description** . . . . . Determine whether a significant number of affected people had as their primary source of income: social security, welfare programs, retirement pensions, or unemployment compensation.

**Availability Of Local Resources**

. . . . . What are local and state governments and volunteer groups doing to meet the needs in these areas?

**Emergency**

**Food/Shelter** If there is a significant number of displaced people, identify where they are and if mass feeding is required.

**II. DAMAGE RELATING TO DWELLINGS**

**Damage**

**Description** . . . . . In describing the damage to the structure, consider if it is destroyed or has sustained structural or mechanical damage that prevents the family from returning to a safe, secure and sanitary unit. Determine if essential utilities will be unavailable for an extended period of time, either as a result of damage to the property or damage to the utility system. Families are also displaced because of inaccessibility. If conditions are observed that would prevent accessibility, such as high water, bridges out, or

official quarantined areas, these circumstances should be noted.

**Transient**

**Accommodations** Their availability, in terms of hotel/motel rooms, etc.

**Rental Housing** . . Its availability in such categories as single-family-attached, multi-family, etc.

**Mobile Homes** . . . Their acceptability and the extent of their use in the areas. Also, the extent of pad vacancy in local mobile home parks.

**Utilities** . . . . . Their operational status. (If out of commission, for how long?) Are service outages widespread or concentrated?

**Construction**

**Types** . . . . . Prevalent types used in the area (brick, woodframe, concrete block; basement or on slab; etc.).

**Dwelling Types** . . A general description of the types of housing damaged by the disaster, e.g., single-family homes, apartments, mobile homes, etc.

**Dwelling**

**Values** . . . . . Damaged homes may be low, medium, or high cost homes for the area.

**Insurance**

**Coverage** . . . . . A general estimate of the percentage of damaged homes and personal property covered by insurance. (Identify your source of information.)

**Debris**

In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate picture of the damage and its impact on the people and their communities. The subjects listed below represent important aspects of assessment, which may be applicable to the situation you're examining.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in**

**describing the impact of the damage on the area.**

**Type** . . . . . An approximation of the amount and type of debris is needed. Types may include building materials, trees, mud, etc.

**Affected Property** . . . . . Types of property affected by debris may include farmland, roads, schools, commercial centers, and public or private property, among others.

**Affected Services** . . . . . Local water supply, sewage disposal, communications, or transportation affected by debris problems should be identified.

**Distribution /Density** . . . . . Describe the size of the area over which the debris is distributed and its density within the area.

**Removal Requirements** . . . Identifying requirements for special equipment needed to remove debris.

**Local Response** . . . . . Describe the progress of local debris removal activities (by local and state governments as well as volunteer efforts.)

**Emergency Protective Measures**

In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate picture of the damage as well as its impact on the people and their communities. The subjects below represent potentially important aspects of assessment, which may be applicable to the situation you're examining.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in describing the impact of the damage on the area.**

**Nature Of The Threat** . . . . . Note the condition which threatens public health, safety, and/or property, and describe the threat itself.

**Nature Of Protective Work** . . . . . This may include such measures as pumping, sandbagging, vector control, stream clearance, etc. Describe what needs to be done.

**Impact** . . . . . Determine what essential services, if any, are affected by the threatening situation.

**Local Response** . . . . . Describe what the local and state governments and/or private volunteer groups are doing to deal with the problem, and the need, if any, for additional resources to combat it.

**Roads**

In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate picture of the damage and of its impact on the people and their communities. The subjects below represent potentially important aspects of assessment, which may be applicable to the situation you're assessing.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in describing the impact of the damage of the area.**

**Maintenance Responsibility** . . . Identify whether it is on the Federal Aid System, or, if not, who maintains it.

**Road Type** . . . . . A general description of the damaged road systems should include surface materials, number of lanes, and the road's class (is it part of a primary system).

**Damage Description** . . . . . Types of damage include loss of surface material, shoulder erosion, culvert washouts, etc., and the number of miles damaged.

**Alternate Routes** . . . . . If the road is not passable, the presence of alternative routes and their length are important considerations.

**History** . . . . . The extent and frequency of damage due to previous disasters may be helpful in assessing damage caused by the current incident.

**Impact** . . . . . What effect does the damage have on local activities?

### **Buildings**

In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate mental picture of the damage and of its impact on the people and their communities. The subjects listed below represent important aspects of assessment, which may be applicable to the situations you're assessing.

**Prior to leaving the scene, check through these items, determine which are applicable generally to your situation, and make sure you've considered them in describing the impact of the damage on the area.**

(These subjects are not meant to apply specifically to **EACH** damaged building in the affected area, but rather, to describe generally the different types of structures damaged by the disaster.)

#### **Functions Of Damaged Buildings**

**Buildings** . . . . . Describe the uses of major buildings receiving damage, such as schools, hospitals, government buildings, commercial structures, etc.

#### **Prevalent Construction Types**

**Types** . . . . . Major structures may be masonry, steel and glass, brick, wood, etc. The size of the building is also important.

#### **Damage**

**Description** . . . . . The type of damage done should be described (windows broken, roofs blown off, height of flood water, whether the item was destroyed or repairable). Describe equipment and content damages.

**Impact** . . . . . If damaged major buildings are no longer usable, you'll want to report on the availability of alternate facilities, and the

general consequences of interrupting the activities carried on in the damaged buildings before the disaster.

#### **Insurance**

**Coverage** . . . . . An overall estimate of the percentage of damaged buildings which were covered by insurance is important, along with the extent of coverage, if available.

### **Bridges**

In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate picture of the damage as well as its impact on the people and their communities. The subjects below represent potentially important aspects of assessment, which may apply to the situation you're examining.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in describing the impact of the damage on the area.**

**Maintenance** . . . . Identify whether it is on the Federal Aid System, and if not, who maintains it.

#### **Bridge**

**Description** . . . . . The size, type, and location of the bridge are important in confirming restoration cost estimates. Specify its number of lanes, whether it is steel, concrete, timber, truss-type, suspension, etc.

#### **Damage**

**Description** . . . . . Describe what happened to the bridge, and the approximate extent of damage, especially where damage is less than total. Specify damage to piers, guard rails, surface, approaches, etc.

**Impact** . . . . . What the lack of this bridge means to local traffic flow, whether it isolates the community or a vital service, such as a hospital, or major employer, etc., are important considerations.

#### **Alternate**

**Routes** . . . . . If the bridge is closed, estimate the length of time it will remain so

and estimate the comparative length of any available detours or alternate routes, or the need for an emergency structure to replace this bridge.

## **Dikes And Levees**

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In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate mental picture of the damage and of its impact on the people and their communities. The subjects listed below represent important aspects of assessment, which may be applicable to the situation you're assessing.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in describing the impact of the damage on the area.**

### **Maintenance**

**Responsibility** . . . Who is responsible for maintaining the facility at the time of the disaster?

### **Facility**

**Description** . . . . . The approximate predisaster height and length of the dike or levee and its construction (earth, concrete, rock, wood, etc.).

**Function** . . . . . Was the purpose of the dike or levee to protect farmland, or community areas, or a specific facility?

### **Damage**

**Description** . . . . . Location, extent and type of damage (**over-topping, seepage, erosion, and actual breaks**).

**Impact** . . . . . Describe the threat presently existing due to the damage to the facility. Note the need for evacuation, and the approximate time frame.

## **Dams**

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In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate picture of the damage and of its impact on the people and their communities. The subjects listed below represent important aspects of assessment, which may be applicable to the situation you're examining.

**Prior to leaving the scene, check through these items, determine which are applicable to your situation, and make sure you've considered them in describing the impact of the damage on the area.**

### **Maintenance**

**Responsibility** . . . Who is responsible for maintenance?

### **Facility**

**Dimensions** . . . . . The approximate height and length of the dam may be important.

### **Construction**

**Type** . . . . . Determine whether the dam is constructed of earth, concrete, or other materials.

**Function** . . . . . The impact of damage to the dam may relate to its function, such as flood control, irrigation, water supply, or recreation, and its location.

### **Damage**

**Description** . . . . . Describe the specific damage to the major components, including spillway, embankment, gates outlet works, etc. The extent of damage, whether it is seepage, cracks, or actual cave-in, is important.

**Impact** . . . . . An assessment of the threat to life and property due to the damage, including a recommendation on drawing down the water level, and/or evacuation.

### **Further Assessment**

**Requirement** . . . . . Where serious damage would pose threat to life and property, and you cannot clearly identify the extent or nature of the damage yourself, special resources may be needed to complete the assessment.

## **Utilities**

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In conducting damage assessments in disaster affected areas, you'll be gathering information needed to paint an accurate mental picture of the damage and of its impact on the people and their communities. The subjects below represent potentially important aspects of assessment, which may be applicable to

the situation you're examining.

**Prior to leaving the scene, check through these items, determine which are applicable to the situation, and make sure you've considered them in describing the impact of the damage in the area.**

### **For Damage To Physical Plants**

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#### **Function And**

#### **Location Of**

**The Utility** . . . . . The type of facility should be identified, such as water, gas, electric, sewage treatment, etc., along with some designation as to how it is organized (public, private profit-making, private cooperative, non-profit, etc.).

#### **Damage**

**Description** . . . . . A general description of the damage to each major component or subsystem. Buildings, filters, generators, or other equipment may be affected by fires, short-circuiting, water or structural damage, underground break, etc.

#### **Operating**

**Status** . . . . . If the utility is not functioning, a general estimate of the time it has been out and the approximate time until service resumption may be important.

**Impact** . . . . . A description of any health and safety problems caused by the damage to the utility. Specify the need for an alternate or emergency system, if any.

**History** . . . . . Description of any health and safety problems caused by the damage to the utility operator, about any previous damage history, against which to compare the severity of current damage.

**Local Response** . What are local and state resources doing in response to the situation?

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### **For Damage To Distribution And Collection Systems**

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#### **Damage**

**Description** . . . . . A description of the nature of the damage should be supplemented by an estimate of the damaged portion (size of the line, length, number of manholes, etc.).

#### **Interim**

**Restoration** . . . . . Can the damaged section be by passed? If so, a brief description of the type of bypass could be helpful.

**Impact** . . . . . Again, a description of any health and safety problems caused by the damage.

**History** . . . . . The extent and frequency of damage due to previous disasters may be helpful in assessing damage caused by the current incident.

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### **Definitions Of Terms Frequently Used In Damage Assessment**

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A review of the use of terms relating to damage assessment for disaster purposes was conducted. The study revealed that federal agencies, state and local governments, and private relief organizations use basically the same terms to describe disaster impact. However, it also pointed out the large variations in the use and meaning of the same term. In an effort to standardize the meaning of the most frequently used terms, we have provided the following definitions so that in communicating we can understand one another better.

**INVESTIGATION** - means the collection of data or information to ascertain facts.

Discussion: The regulations (44CFR 205.42) state that the Regional Director shall acknowledge the Governor's request and based on his "**investigation**" of the situation, shall make his report and recommendations to the Associate Director, DR&R. This investigation conducted by the Regional Director can be any combination of contacts with appropriate officials, reports from the site, on-the-scene visit, information about the area. The investigation is both the collection and evaluation of data to determine the impact of the disaster/emergency and identify unmet needs which could be provided by the unique authorities of the Act or through available state and local resources.

**DAMAGE ASSESSMENT** - means those preliminary estimates and descriptions, based on physical observations by government engineers and inspectors, of the nature and extent of damages, resulting from a disaster, for the purpose of determining the need for assistance.

Discussion: FEMA Regulation 205.40a defines the term "**field assessment**." That definition is similar to the above definition. However, in an attempt to use terms more commonly understood, and having broader usage, the term "**damage assessment**" will be used. When term "**damage assessment**" is used by FEMA it is understood that inspectors and/or engineers have been on site and have looked at the nature and extent of damage.

**JOINT DAMAGE ASSESSMENT** - means conducting a damage assessment by a team of federal and state or local inspectors and/or engineers viewing the impact simultaneously and each writing his own separate report.

Discussion: It is understood that such a team may exchange data, compare notes and discuss differences. However, when joint damage assessments are conducted prior to the Governor's request, the federal inspector does not pass judgment on whether the Governor should request a declaration. If the joint damage assessment is conducted after the receipt of the Governor's request but prior to a determination by the President, the federal inspector does not pass judgment as to what actions the President may take regarding a declaration.

**POSSIBLE** - means that which is potential or capable of becoming real. Discussion: For purposes of damage assessment, "**possible**" dwellings, etc., that have been affected by the incident and could potentially apply for federal assistance under the Act. It describes the total impact of the nature and extent of the situation.

**PROBABLE** - means that which is supported by evidence strong enough to make it likely or apt to happen though not certain to be true.

Discussion: For purposes of damage assessment, the term "**probable**" is an estimate of the extent of the assistance to be determined eligible and actually delivered. For problems related to individuals, the "**probable**" expresses the total number of individuals who will likely be eligible for and receive the assistance (SBA, housing, grants, food coupons, etc.). It could be stated that 3,000 families were affected and that there was the potential for 3,000 applicants; however, in light of the nature of the damage and insurance factors considered, it is **probable** that 1,500

families will require and receive assistance.

For public property damage, the **probable** could refer to actual cash likely to be expended from the President's funds, or mean the number of applicants that are likely to apply for assistance. Again, the statement could be made that it is **possible** to have a requirement to remove 100,000 cubic yards of debris. However, if we take into consideration the state and local efforts (commitment) and the amount of debris on private property, it is then **probable** that only 50,000 cubic yards would be eligible for federal reimbursement.

Comment: "**Possible**" is descriptive of the overall impact and speaks in terms of what is potential. Probable is descriptive of what is felt to be the actual requirement after the influencing factors such as insurance, etc. have been weighed. This distinction is important.

**SURVEY** - means to view in detail, to inspect or examine officially, to ascertain conditions, value, etc.

Discussion: A "**survey**" is conducted to examine a specific item to provide a basis for a recommendation and the supportive documentation to determine eligibility. This process differs from a damage assessment in that a "**survey**" is only conducted after a Presidential declaration of a major disaster or emergency.

A damage "**survey**" is a detailed inspection of a specific facility to assist in the determination of the eligibility and amount of assistance to be provided. The results of the survey may be documented in a report that is referred to as a Damage Survey Report (DSR).

A housing damage "**survey**" is conducted to identify specific available housing resources to be used in the provisions of temporary housing.

A housing resource "**survey**" is conducted to identify specific available housing resources to be used in the provisions of temporary housing.

**PUBLIC FACILITY** - means any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal-aid street, road, or highway, and any other public building, structure, or system including those used for educational or recreational purposes, or any part.

**PRIVATE NON-PROFIT FACILITY** - means any private non-profit educational, utility, emergency, medical and custodial care facility, including those for the aged or disabled.

**DESTROYED** - means the item is a total loss or damaged to the extent it is no longer usable and that repairs are not technically or economically feasible.

**MAJOR DAMAGE** - means the item is damaged to the extent that it is no longer usable or is usable under limited conditions or reduced levels of service and in either case it may be returned to service with extensive repairs.

**MINOR DAMAGE** - means the item is damaged but may either be used for the intended purpose or may be restored to service with minimal repairs.

Discussion: It is acknowledged that the above three definitions include qualifying terms. The terms major and minor are qualifiers themselves. To include such terms leaves a certain amount of individual judgment to the inspector and engineer. However, the parameters of each are established and the individual variations between major, minor and destroyed will not reduce the terms' usefulness in describing the impact.

**AGRICULTURAL DAMAGE** - means damage that affects the operation of farms and ranches.

Discussion: Included in this definition is damage to crops, fencing, livestock, conservation structures (stock tanks), irrigation structures, outbuildings, farm machinery, feed fertilizers, etc.

**MAJOR INJURY** - means injury requiring hospitalization.

**MINOR INJURY** - means injury not requiring hospitalization.

Discussion: The term "**injury**" is adequate to describe the situation following most disaster incidents. However, following an incident that results in many injuries, the breakdown of injuries into the above categories helps to identify management requirements for medical facilities and physicians.**DWELLING** - means an individual unit of housing.

Discussion: Included in this definition are single and multiple family homes (including farm related residences), condominiums, town houses, apartment houses, hotel/motels if the occupants make such accommodations their residences, mobile homes (including motor homes and travel trailers if used as

residences), nursing homes, etc.

**APPURTENANCE** - means other than the dwelling pertaining to the premises and structures located thereon.

Discussion: Included in this definition are such items as swimming pools, detached garages, wells (not related to farming operations), septic tanks, private roads and bridges providing access to the dwelling, landscaping, patios, etc. Information obtained on damage to appurtenances may have an impact on loan programs, and could be of interest in determining the need for an Individual Family Grant (IFG) program, as well as assisting in the description of overall damage.

**SMALL BUSINESS** - means a commercial or industrial enterprise that employs fewer than five (5) persons.

**MEDIUM BUSINESS** - means a commercial or industrial enterprise that employs from five (5) to one hundred (100) persons

**LARGE BUSINESS** - means a commercial or industrial enterprise that employs one hundred (100) or more persons.

Discussion: It may be sufficient, in most disaster situations, to place businesses in two categories, e.g., small businesses and businesses. However, in describing damage to a large industrial or metropolitan area, the impact of the disaster may be better described by utilizing the above three definitions.

\*\*\*\*\*

## PART I

### Initial Damage Assessment Report

**NOTE:** Before filling out this form, read instructions attached.

1. Reporting location \_\_\_\_\_  
 \_\_\_\_\_  
(Name of county/city) (Date & Time)

\* If this is a county report but does not include all affected cities and towns in the county, specify the city or towns excluded. (Example Arapahoe County less Englewood).

2. Area Affected \_\_\_\_\_

3. Cause of damage \_\_\_\_\_  
(Flood, tornado, etc.)

4. Persons (insert numbers in space provided)  
 A. Killed \_\_\_\_\_ B. Injured \_\_\_\_\_ C. Sick \_\_\_\_\_  
 D. Displaced \_\_\_\_\_ E. Missing \_\_\_\_\_ F. Hospitalized \_\_\_\_\_

5. Damage to essential facilities (indicate % capability lost and estimated \$loss).  
 A. Hospital % \_\_\_\_\_ \$ \_\_\_\_\_ D. Communications % \_\_\_\_\_ \$ \_\_\_\_\_  
 B. Power Plants % \_\_\_\_\_ \$ \_\_\_\_\_ E. \_\_\_\_\_ % \_\_\_\_\_ \$ \_\_\_\_\_  
 C. Food Availability % \_\_\_\_\_ \$ \_\_\_\_\_ F. \_\_\_\_\_ % \_\_\_\_\_ \$ \_\_\_\_\_

6. Damage to Public Property  
 A. Roads % \_\_\_\_\_ \$ \_\_\_\_\_ E. Water Treatment % \_\_\_\_\_ \$ \_\_\_\_\_  
 B. Bridges % \_\_\_\_\_ \$ \_\_\_\_\_ F. Sewage Plants % \_\_\_\_\_ \$ \_\_\_\_\_  
 C. Schools % \_\_\_\_\_ \$ \_\_\_\_\_ G. Distribution % \_\_\_\_\_ \$ \_\_\_\_\_  
 D. Irrigation Districts % \_\_\_\_\_ \$ \_\_\_\_\_  
 H. Airports % \_\_\_\_\_ \$ \_\_\_\_\_  
 I. Public Bldgs. % \_\_\_\_\_ \$ \_\_\_\_\_  
 J. Flood Control Facilities % \_\_\_\_\_ \$ \_\_\_\_\_

7. Damage to Private Property  
 A. Dwelling Units % \_\_\_\_\_ \$ \_\_\_\_\_ C. Farms & Ranches % \_\_\_\_\_ \$ \_\_\_\_\_  
 B. Comm. Facilities % \_\_\_\_\_ \$ \_\_\_\_\_ D. Livestock % \_\_\_\_\_ \$ \_\_\_\_\_

8. Are there large accumulations of debris? Yes \_\_\_\_\_ No \_\_\_\_\_. (If yes, explain in remarks.)

9. Is the reporting government intact enough to fulfill its governing functions? Yes \_\_\_\_\_ No \_\_\_\_\_.

10. Amount of reporting government resources which have been committed to alleviating damage, loss, hardship, or suffering?

	<b>PERSONNEL</b>	<b>MATERIALS</b>	<b>TOTAL \$\$ AMOUNT</b>
Emergency Services	_____	_____	_____
Road Bridges	_____	_____	_____
Law Enforcement	_____	_____	_____
Fire and Rescue	_____	_____	_____
Other Services	_____	_____	_____
Contractual Services	_____	_____	_____
Total	_____	_____	_____

11. Assistance required to cope with the disaster or emergency (check requirement).

Public Needs

- Restore Power
- Communications
- Transportation
- Debris Clearance

Water Supply

- Drinking
- Sanitary Sewers, etc.
- Fire Fighting

Flood Fighting

- Dike Building
- Sandbagging
- Pumps
- Other (Specify)

Victim Needs

- Search and Rescue
- Evacuation
- Maps
- Shelter
- Clothing
- Medical
- Victim Identification
- Other (Specify)

Administration

- Activate EOC
- Public Announcements

MAPS:

- General Disaster Area
- Specific Damage Sites
- Location of EOC, DAC, field offices,  
other strategic sites
- Other

(Explain items checked in remarks.)

12. Location of EOC \_\_\_\_\_

Telephone number of EOC \_\_\_\_\_.

13. Amount of local government funding available and expected to be appropriated to meet the needs of this disaster.

14. Name and title of person filing report \_\_\_\_\_  
\_\_\_\_\_

15. Remarks:

## ***Instructions For Completing The Initial Damage Assessment Report***

It is realized that all of the information requested on this form may not be immediately available in the early hours following an emergency. It should, however, be filled out as fully as possible following a disaster and submitted to the State Office of Emergency Management (OEM). Where no damage information is available for a category, mark the space "not available" and go on to the next item. This report should be made as soon as possible by telephone.

### ***Specific Instructions***

1. Report location of reporting government and the date and time of the report.
2. Report area affected.
3. Report the cause of the disaster, flood, fire, storm, etc.
4. This item covers the effect of the disaster on people; enter numbers in the space provided. Displaced include refugees, homeless, evacuees, etc. In the event a radiological hazard is associated with the problem, the number of sick is to include those due to radiation sickness with a slash, such as 50/25. This would indicate that 50 persons are sick, 25 of which are due to radiation.
- 5-6-7. Report in the first column the percentage of the total resource, facility, of capability of the reporting entity that has been lost. In the second column, report the best available estimate of the loss of dollars.
- 8-9. Self explanatory.
10. Record number of personnel (paid and volunteer) participating in disaster work. Estimates may be made if exact figures are not available. Report the costs directly associated with meeting the needs brought about by the disaster, including costs of personnel and equipment regularly employed by your government as well as additional costs of additional people and equipment employed specifically for the disaster. These costs may be estimated, but you must be able to verify them at a later date.
11. If assistance is needed, indicate what type of help is needed. If possible, indicate specific requirements.
12. Self explanatory.
13. Indicate the amount of emergency funds your city and/or county authorities have determined will be used to meet the needs caused by the disaster.
14. Self explanatory.
15. This space is for any additional comment, report, or questions that the reporting government desires to add.

**PART II**

**Physical Damage Assessment**

1. Physical Damage Assessment Report formats for the following areas of physical damage are attached.

A list of these report formats is as follows:

Figure 1 . . . . . Debris

Figure 2 . . . . . Public Facilities

- A. Road Systems
- B. Water Control Facilities
- C. Buildings and Equipment
- D. Utilities
- E. Other

Figure 3 . . . . . Non-Agricultural

- A. Residences
- B. Business

Figure 4 . . . . . Private Agriculture

Figure 5 . . . . . Private Non-Profit Facilities

2. The formats in most cases are self explanatory but a few common instructions are needed for use of the formats. First, maps used to report physical damage information should be standard Department of Highways County road maps. If damage is concentrated in a metropolitan area, a standard city street map may be used. On several of the forms, the terms minor, major and destroyed are used to describe damage. Definitions for each of these terms are as follows:

**MINOR**

Still can be used for its intended purpose **OR** can be restored to service with minimal repairs

**MAJOR**

Cannot be used **OR** can be used under limited conditions/reduced levels of service **OR** can be restored to use with extensive repairs

**DESTROYED**

No longer exists **OR** no longer useable **OR** restoration is not technically or economically feasible

If available, photographs should accompany the report. A ( ) used in the format indicates that one of the columns should be checked with an appropriate response.

***Detailed Physical Damage Assessment Report***

---

County

---

Political Subdivision

---

Date

---

Type of Disaster

---

Name of Person Compiling Report

FIGURE 1-A

CORRESPONDING MAP NO.	DEBRIS	AMOUNT ( T )		PROPERTY AFFECTED ( T )			TYPE DEBRIS ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE
	Description: Location, Facility affected, e.g., Roads, Building Access, Drainage, Water and Sewer, etc.	Concentrated	Wide-Spread	Public	Non-Agricultural	Agricultural	Building Material	Trees / Vegetation	Rock / Silt / Gravel	
<b>TOTALS:</b>										

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CERTIFIED BY:	TITLE:	PHONE:	DATE:
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**FIGURE 2-A**

CORRESPONDING MAP NO.	PUBLIC FACILITIES ROAD SYSTEMS		OWNERSHIP ( T )			TYPE (CHECK ONE)					DAMAGE ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE
	COUNTY:	POLITICAL SUBDIVISION:	FAS	Non FAS	Private	Road Site	Bridge	Culvert	Drainage Site	Traffic Control	Minor	Major	FAS	
	Description of Damage (Dimensions, Type of Construction....)													
<b>TOTALS:</b>														
CERTIFIED BY:			TITLE:			PHONE:			DATE:					

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**FIGURE 2-B**

CORRESPONDING MAP NO.	PUBLIC FACILITIES WATER CONTROL FACILITIES		OWNERSHIP ( T )				TYPE ( T )					DAMAGE ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE	
	COUNTY:	POLITICAL JURISDICTION:	Federal	State	Local	Other	Dams	Dikes	Levees	Irrigation	Drainage Channels	Debris Catch Basin	Minor	Major		Destroyed
	Description of Damage (Dimensions, Type of Construction)															
<b>TOTALS:</b>																
CERTIFIED BY:			TITLE:					PHONE:					DATE:			

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**FIGURE 2-C**

CORRESPONDING MAP NO.	PUBLIC FACILITIES BUILDINGS AND EQUIPMENT		OWNERSHIP ( T )				TYPE ( T )				DAMAGE ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE
	COUNTY:	POLITICAL SUBDIVISION:	Federal	State	Local	Other	Buildings	Equipment/Vehicles	Materials/Supplies	Public Housing	Minor	Major	Destroyed	
	Description of Damage (Size & Type Construction, Function, or Use of Each)													
	<b>TOTALS:</b>													

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CERTIFIED BY:	TITLE:	PHONE:	DATE:
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**FIGURE 2-D**

CORRESPONDING MAP NO.	PUBLIC FACILITIES UTILITIES		OWNERSHIP ( T )				TYPE ( T )				DAMAGE ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE
	COUNTY:	POLITICAL SUBDIVISION:	Federal	State	Local	Other	Gas	Power	Water	Sanitary Systems	Minor	Major	Destroyed	
	Description of Damage (Size & Type of Construction, Function, or Use of Each)													
	<b>TOTALS:</b>													

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CERTIFIED BY:	TITLE:	PHONE:	DATE:
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**FIGURE 2-E**

CORRESPONDING MAP NO.	PUBLIC FACILITIES OTHER		OWNERSHIP ( T )				TYPE ( T )				DAMAGE ( T )			ESTIMATED DOLLAR VALUE OF DAMAGE
	COUNTY:	POLITICAL SUBDIVISION:	Federal	State	Local	Other	Recreation	Transportation	Communication		Minor	Major	Destroyed	
	Description of Damage (Size & Type of Construction, Function, or Use of Each)													
	<b>TOTALS:</b>													

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CERTIFIED BY:	TITLE:	PHONE:	DATE:
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**Figure 3-A - Private Residences**

<b>PRIVATE RESIDENCES</b>	<b>*Uninhabitable No Damage</b>	<b>Damaged Uninhabitable</b>	<b>Damaged Inhabitable</b>	<b>Total Damages</b>	<b>Estimated Dollar Value of Damage</b>
SINGLE FAMILY					
MULTIPLE FAMILY					
MOBILE HOMES					
TOTAL					
* Residences which have not sustained damage but are uninhabitable due to lack of utilities or access.					
SUBMITTED BY:	TITLE:		PHONE:		DATE:

**Figure 3-B - Private Nonagricultural Business**

PRIVATE NONAGRICULTURAL BUSINESS	*Economic Injury	Minor	Major	Destroyed	Estimated Dollar Value of Damage
COMMERCIAL					
CUSTODIAL CARE					
UTILITY					
MEDICAL					
OTHER					
* Include those suffering no damage, but with loss of business because of loss of access, evacuation, etc.					TOTAL:
CERTIFIED BY:	TITLE:		PHONE:		DATE:

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**Private Agriculture**

**NOTE:** Attach copy of County Emergency Board Natural Disaster Damage Assessment Report. You may wish to consolidate all the CEB reports onto a single CEB report from in place of completing this section.

		<u>Number</u>	<u>Estimated Value of Damage</u>
<b>V-A Residences</b>	Destroyed	_____	_____
	Major	_____	_____
	Minor	_____	_____
	Uninhabitable	_____	_____
<b>V-B Buildings</b>	Destroyed	_____	_____
	Major	_____	_____
	Minor	_____	_____

Describe common usages and types: \_\_\_\_\_

<b>V-C Livestock</b>	Killed	_____	_____
	Endangered	_____	_____

Describe affected livestock types: \_\_\_\_\_

**V-D Acreage crop Types/Pasture:** \_\_\_\_\_

Total number acres affected: \_\_\_\_\_

Estimated value of damage:\$ \_\_\_\_\_

**V-E Equipment**

Common types of equipment affected: \_\_\_\_\_

Estimated value of damage: \$ \_\_\_\_\_

\_\_\_\_\_ **CERTIFIED**  
**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



CERTIFIED BY:	TITLE:	PHONE:	DATE:
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**PART III**

**Social Economic Assessment Report**

\_\_\_\_\_  
County/City

\_\_\_\_\_  
Political Subdivision

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Of Situation

\_\_\_\_\_  
Social Services Representative

\_\_\_\_\_  
Local Government Representative

## I. Death And Injuries

1. Number of dead\_\_\_\_\_.
2. Number of injured requiring hospitalization\_\_\_\_\_.
3. Do you need outside assistance for: (Check as required)

\_\_\_\_ Body Search

\_\_\_\_ Body Evacuation

\_\_\_\_ Mortuary Services

\_\_\_\_ Identification

\_\_\_\_ Other

\_\_\_\_ Hospitalization

\_\_\_\_ Specialized Treatment

\_\_\_\_ Medical Evacuation

\_\_\_\_ Supplies

\_\_\_\_ Personnel

\_\_\_\_ Other

Explain: All items checked.

## II. Emergency Protective Measures

1. Are there any conditions threatening public health and safety or any which pose a threat of further damage to public or private property? YES ( ) NO ( )
  
2. Do you require outside assistance for:
  - \_\_\_\_ Equipment
  - \_\_\_\_ Manpower
  - \_\_\_\_ Material
  - \_\_\_\_ Technical Assistance
  - \_\_\_\_ Other

Explain: All items checked.

### III. Human Needs

1. Estimated number of persons who will require additional funds to cover necessary expenses or serious needs which are not covered by insurance or by State, Federal or volunteer agency disaster relief programs. \_\_\_\_\_
2. Is there a requirement for mass feeding? YES ( ) NO ( )
  - A. Total number of persons requiring mass feeding \_\_\_\_\_
  - B. Total number of persons presently being fed \_\_\_\_\_
  - C. Number of persons still requiring feeding \_\_\_\_\_
  - D. Outside assistance needed (food, preparation, storage, etc.):
3. Food Stamps - Estimated number of persons who may be eligible for food stamps \_\_\_\_\_

#### IV. Shelter And Housing

1. Is there a requirement for shelter and housing? YES ( ) NO ( )
2. Estimated number of persons needing short term (up to 30 days) shelter\_\_\_\_\_.
  - a. Available local shelter capacity\_\_\_\_\_.
  - b. Outside shelter spaces needed\_\_\_\_\_.
3. Number of families needing long-term (over 30 days) housing\_\_\_\_\_.
  - a. Available local housing units\_\_\_\_\_.
  - b. Outside assistance housing needed\_\_\_\_\_.
  - c. Local mobile home pads available\_\_\_\_\_.
  - d. Can space and utility services be provided for additional mobile homes within 30 days?  
YES ( ) NO ( )  
How many?\_\_\_\_\_

**V. Health And Sanitation**

1. Is there a health/sanitation problem? YES ( ) NO ( )

2. Do you need outside help for:

\_\_\_\_ Immunization

\_\_\_\_ Potable Water

\_\_\_\_ Sewage Disposal

\_\_\_\_ Vector/Rodent Control

\_\_\_\_ Crisis Counseling

\_\_\_\_ Hazardous Material Clean-up

Explain all items checked.

## VI. Debris

1. Is there a debris problem? YES ( ) NO ( )

2. Does debris threaten:

\_\_\_\_Public Health

\_\_\_\_Safety

\_\_\_\_Additional Property Damage

Explain all items checked.

3. Does debris prevent access by:

\_\_\_\_Public Safety Forces

\_\_\_\_Homeowners

\_\_\_\_Business Customers

\_\_\_\_Recovery Teams

Explain all items checked.

4. Is outside assistance required for removal? YES ( ) NO ( )

If yes, explain need for special equipment or manpower.

**VII. Utilities**

1. Has there been damage to any private, public or private non-profit utilities (including electric, gas, water, sewer, drainage, telephone, broadcast media) YES ( ) NO ( ).

<u>UTILITIES</u>	Number of Persons Affected	Duration of Disruption	Health and Safety Hazards	Outside Assistance			
				Manpower	Equipment	Supplies	Technical Assistance
Electric							
Gas							
Water Storage							
Water Distribution							
Water Supply							
Sewer Collection							
Sewer Treatment							
Telephone							
Transportation							
Irrigation							
Communications							

2. Explain needs indicated above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIII. Water Control Facilities**

1. Has there been damage to water control facilities? YES ( ) NO ( )

\_\_\_\_ Dikes and levees

\_\_\_\_ Irrigation Work

\_\_\_\_ Dams

\_\_\_\_ Drainage Channels

\_\_\_\_ Debris Catch Basins

2. Does the damage threaten:

\_\_\_\_ Irrigation

\_\_\_\_ Power

\_\_\_\_ Flood Control

\_\_\_\_ Farmland

\_\_\_\_ Urban Areas

\_\_\_\_ Transportation

\_\_\_\_ Other

Explain all items checked. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Can the facility withstand additional damage? YES ( ) NO ( )

4. Will the damage require evacuation? YES ( ) NO ( )

If yes, estimated number of people \_\_\_\_\_.

5. Do you require outside assistance for:

\_\_\_\_ Equipment

\_\_\_\_ Material

\_\_\_\_ Other

\_\_\_\_ Manpower

\_\_\_\_ Technical Assistance

Explain all items checked: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IX. Building And Appurtenances**

1. Has there been damage to any public buildings or their appurtenances important to the community?

YES ( ) NO ( )

<u><b>TYPE</b></u>	Damage To  ( T )  Yes	Critical to Public Health & Safety  ( T )  Yes	Duration of Disruption	Outside Assistance				
				Manpower	Material	Equipment	Technical Assistance	Facility
Public Buildings								
Hospitals								
Commercial Structures								
Transport Terminals								
Prisons								
Other								

2. Explain yes responses and needs indicated above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**X. Roads And Bridges**

1. Is there any damage to roads and bridges? YES ( ) NO ( )
2. Does the damage prevent or seriously impede availability of the following:

<u>Item/Service</u>	Prevent	Impede	Duration of Disruption	Outside Assistance				
				Manpower	Material	Equipment	Technical Assistance	Facility
School Bus Routes								
Mail Routes								
Fire Protection								
Hospital Access								
Residential Access								
Commerce								
Public Safety/Security								
Major Employer								
Others								

3. Explain yes responses and needs indicated above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**XI. Businesses**

1. Has business damage resulted in the loss of essential goods or services? YES ( ) NO ( )

If yes, which services: \_\_\_\_\_  
\_\_\_\_\_

a. Is outside assistance required to supply these essential services? YES ( ) NO ( )

b. Number of persons unemployed because of the disaster (include all self-employed persons):

\_\_\_\_\_.

Approximate percent of local work force this number represents: \_\_\_\_\_.

c. Estimated loss of private income: \_\_\_\_\_.

d. Estimated recovery time for business sector: \_\_\_\_\_.

## **XII. Agriculture**

1. Have farming/ranching or related operations been affected? YES ( ) NO ( )
2. What percent of your local economy can be directly attributed to agriculture? \_\_\_\_\_.
3. Estimated loss of agricultural income\_\_\_\_\_.
4. Estimated recovery time for agricultural sector\_\_\_\_\_.
5. Number of agricultural workers unemployed\_\_\_\_\_.
6. Number of agricultural self-employed who are unemployed\_\_\_\_\_.

### **XIII. Social Economic Profile Of Victims**

1. Number of elderly affected: \_\_\_\_\_
2. Number of infirm affected: \_\_\_\_\_
3. Number of non-English speaking persons affected: \_\_\_\_\_
4. Number of low income or fixed income persons affected (i.e., those living on Social Security, pension, AFDC, unemployment compensation) \_\_\_\_\_
5. Number of permanent residents: \_\_\_\_\_
6. Number of transient residents: \_\_\_\_\_
7. Number of persons in affected custodial care facilities: \_\_\_\_\_

**XIV. Ability Of Community To Respond**

1. History: Explain the effects of any of the following occurrences on the community's ability to respond to, or recover from, the disaster:

a. Past Disaster \_\_\_\_\_

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b. Economic Slowdown, Business, or Agriculture \_\_\_\_\_

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c. Population Change \_\_\_\_\_

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d. Population Characteristics (age, income, etc.) \_\_\_\_\_

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e. Legal Restrictions \_\_\_\_\_

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f. Shortage of Critical Resources \_\_\_\_\_

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2. Financial Status: Briefly explain the effects of the following on the community's ability to respond to, or recover from the disaster:

- a. Tax Base (Estimate for this fiscal year) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Budget Surpluses or Deficits \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. Amount in Emergency Fund: \$ \_\_\_\_\_
- d. Borrowing Capacity (Legislative Limits, Audit Rating, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- e. Ability to Levy Emergency Assessments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Insurance:

- a. Public Facilities:
  - (1) Estimated total loss \$ \_\_\_\_\_
  - (2) Estimated percentage covered by insurance \_\_\_\_\_ %
- b. Business:
  - (1) Estimated total loss \$ \_\_\_\_\_
  - (2) Estimated percentage covered by insurance \_\_\_\_\_ %
- c. Residential, Non-agricultural:
  - (1) Estimated total loss \$ \_\_\_\_\_
  - (2) Estimated percentage covered by insurance \_\_\_\_\_ %
- d. Residential, Agricultural:
  - (1) Estimated total loss \$ \_\_\_\_\_
  - (2) Estimated percentage covered by insurance \_\_\_\_\_ %
- e. Other Agricultural:
  - (1) Estimated total loss \$ \_\_\_\_\_
  - (2) Estimated percentage covered by insurance \_\_\_\_\_ %

f. Private Nonprofit:

(1) Estimated total loss \$ \_\_\_\_\_

(2) Estimated percentage covered by insurance \_\_\_\_\_ %

Summary:

Explain in brief an evaluation of the community's ability to respond to the present disaster, and the overall impact on people and the social system as a result of the disaster.