

## **INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS – For Flood Events**

Draft Form and Instructions Created 01/2008, Revised 01/2009

### **HEADER/FOOTER**

- County/City – Include the county and the city or unincorporated area where damage is being assessed.
- Date – Date of Event
- Type of Event – Flash flood, Riverine flooding
- Completed by – Name of the person performing damage assessment.
- Phone Number – Phone number of person performing damage assessment
- Date(s) of Assessment Start \_\_\_\_ End \_\_\_\_
- Page \_\_\_\_ of \_\_\_\_

### **COLUMNS**

#### **#1 - ADDRESS**

- Use a separate line for each dwelling number and street.
- If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.
- If there is a business in the home, record the home and business on separate lines and note in comments.

#### **#2 - SF/MF/MH/B**

- Indicate if damaged dwelling is:  
SF – Single Family Home  
MF – Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)  
MH – Mobile Home
- If damaged building is a business, indicate with B.

#### **#3 - OWN/RENT**

- Indicate if the occupant owns or rents the dwelling by recording O or R. If unknown record UNK.

#### **#4 - DEPTH - BASEMENT**

- Record depth of water in the basement in feet (‘) or inches (“).
- If no water in basement, record 0.
- If no basement, record NA (Not Applicable). (The dwelling may be on a slab or in an upper apartment.)

#### #5 - DEPTH – 1<sup>ST</sup> FLOOR

- Record depth of water in the first floor of the dwelling in feet (‘) or inches (”).
- If no water in first floor, record 0.
- If apartment is in the basement or an upper floor, record NA.

#### #6 - BASEMENT LIVING AREA ?

- Determine, if possible, if the basement is used as an essential living area, such as space that is used as a required (verses an optional) bedroom and record Y, N or NA.
- Family rooms **are not** considered essential living areas. A finished basement does not necessarily make it an essential living area. A basement apartment or garden apartment is considered an essential living area.

#### #7 - INS – H/R/F ?

- Determine, if possible, if the occupant has Home Owners, Renters and/or Flood insurance.
- If they do not have any insurance, record N (for No).
- If they have Home Owners insurance, record H.
- If they have Renters insurance, record R.
- If they have Flood insurance, record F.
- If it can't be determined, record UNK (for Unknown).

#### #8 - STRUCTURAL DAMAGE ?

- If there is obvious/visible structural damage to the dwelling, record Y (for Yes) and briefly describe the damage in the Comments Column. If no obvious/visible structural damage, record N (for No).

#### #9 - COMMENTS

- If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house off foundation, foundation cracks.
- Other types of common information to be recorded in this column using the corresponding letter are:
  - A – No one living in dwelling at time of flood
  - B – Dwelling was not a primary residence
  - C – Water in crawl space only
  - D – Damage caused by sewer back up only
  - E – No one home during damage assessment, cannot determine damage
  - F – No one home during damage assessment, information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)

## COLUMN HEADING ABBREVIATIONS

SF - Single Family  
MF - Multi Family  
MH - Mobile Home  
B - Business

INS - Insurance  
H - Home Owners  
R - Renters  
F - Flood

## COMMENTS COLUMN KEY

A – No one living in dwelling at time of flood  
B – Dwelling was not a primary residence  
C – Water in crawl space only  
D – Damage caused by sewer back up only  
E – No one home during damage assessment, cannot determine damage  
F – No one home during damage assessment, information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)