

Early Response Team

Providing a Caring Christian Presence in the Aftermath of Disaster



A Collaborate Effort by



*200 Series
Site Assessment Class
ERT200SA*

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General Board of Global Ministries the United
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Introduction

UMCOR's Basic Early Response Team (ERT) training is a comprehensive course in working with survivors to help prevent further damage.

Upon the completion of the basic class, attendees are issued an ERT badge.

Everyone in this class has been through that basic course. Many of our ERT volunteers wish to continue training in order to further develop their skills and knowledge.

The creation of the ERT 200 Series of classes is to provide trained Early Response Team members with supplementary tools and technical information in order to strengthen their capacity for safe and effective disaster response as caring members of the community of faith.

Participants in this class, Site Assessment (ERT200SA), will learn how to assess the physical damage to a disaster-affected residence in order to plan and prepare for the Early Response Team to safely access and secure the property from further damage.

Participants will learn how to look for structural problems that impact ERT safety and effectiveness. The class will help identify tools useful for damage assessment and as always, how to sensitively and respectfully discuss the needs with the homeowners.

The Site Assessment class will be a useful tool for

- Team Leaders
- Logistics
- Creation of a specialized ERT
- Conference Coordinators
- On-Site Managers

This class will use the "STEP" method to determine if a residence is appropriate for an Early Response Team or would be better served by a specialized team or requires professional assistance.

STEP

- **ST** = Special Team
- **E** = Early Response Team
- **P** = Professional

This class should take approximately three (3) hours to complete.

Meeting the Home Owners

Before beginning any assessment work on a residence, meet the homeowners and let them know who you are, where you are from and what you would like to do at their house.

Answer their questions up front about what type of assistance the ERT's can provide and reassure them that there is no cost for the service.

Once you have established communication with the owners, ask them to sign the **access to property** form, which will give the teams permission to work on the home. (see appendix)

As you work to gain the trust of the homeowners, remember what you learned in basic training:

- The 4 phases/stages of recovery (Ask class to explain)
- The 7 things to remember

Types of Disaster

Different disaster cause different types of damage. While there are similarities in each, there is also uniqueness as well. Many disasters cause several types of damage all at once!

Hurricane:

Tornado:

Flood:

Earthquake

Ice/snow:

Tsunami

Assessors DO:

- Always try to find something positive to say (but don't lie)
- Be thorough but quick
- Take a camera and ask permission to use
- Ask the client what and where they think the damage is
- Listen carefully

Assessors Do NOT:

- Promise anything!
- Explain why something doesn't work
- Offer advice on repair/rebuilding
- Comment on extent of damage
- Do anything that causes more harm

Assessment Tools

The following equipment will come in handy when you assess the damage to a home. This is not an all-inclusive list but a general recommendation.

ID Badge

Camera

(May also consider disposable camera to give to homeowner)

Pens/pencils

Clipboard

Forms

Access to property

Home assessment

Extra paper

Hard hat

Safety glasses

Demolition hammer

Flashlight

Ladder

Dust mask

Gloves

Sturdy Shoes

Binoculars

Electrical testing device

Tape measure

Moisture meter

Name and number of assessing agency

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Early Response Team Site Assessment STEP Form *The First STEP towards Relief*

NOTE

This form is not intended to assess a home for repairs or rebuilding. It is used solely to assess whether or not it is an appropriate situation for an average Early Response Team or whether the situation is better suited for the services of specialized teams or professions.

This form can be used to guide the ERT in their goal to help survivors "prevent further damage".

Address _____

Brief description of home: _____

of rooms _____ # Occupants _____ Currently occupied ☐ Y ☐ N

Date of this assessment _____

Name of Assessor _____

Home Owner (print) _____

Homeowner signature _____

Contact information _____

Is this the first assessment for this residence? ☐ Y ☐ N

If no, who did first? _____ when? _____

Access to property form signed? ☐ Y ☐ N

Has insurance company been contacted? ☐ Y ☐ N FEMA ☐ Y ☐ N (800-621-3362)

STEP CODE: **ST** = Special Team/skills needed **E** = Early Response Team appropriate **P** = Professionals recommended

Degree of damage: On scale of 1 to 5, with 1 being minor and 5 being major, heavily damaged, rate any space you note as damaged.

<input type="checkbox"/> Own <input type="checkbox"/> Rent	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Multi Family Dwelling <input type="checkbox"/> Mobile Home	Chainsaw Needs <input type="checkbox"/> Priority <input type="checkbox"/> Routine <input type="checkbox"/> Not Needed	Blue Tarp Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Residence <input type="checkbox"/> Yes <input type="checkbox"/> No
Can Residence be occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Foundation: Pier ☐ Slab ☐ Crawl space ☐ Basement ☐ _____ # Bedrooms _____ Stories

Water: City ☐ Well ☐ On ☐ Off ☐ Main shutoff or well location _____

Septic: City ☐ Septic ☐ Location of septic field _____

Electric: On ☐ Off ☐ Location of fuse box _____

Gas: City ☐ On ☐ Off ☐ Propane ☐ Location of main shutoff _____

Water level in house _____

Appliances that were immersed H/W ☐ Furnace ☐ W/D ☐ Sump pump ☐ Dishwasher ☐ AC ☐

AC type (window or whole house) Other _____

Area	Item	Description	Damaged	Degree	Un-Damaged	Suspect	CODE
Site		Overall appearance					
		Electrical wires/hook up					
		Gas hook up/tank					
		Septic tank/fields					
		wells					
		debris					
		fencing					
		Sidewalks/driveways					
		flammables					
		yard					
Exterior Assessment	Roof	Shingle					
		metal					
		Slate/tile					
		other					
	Foundation	Type					
	Walls	Brick/stone					
		siding					
		block					
		Windows					
		Doors					
Interior Spaces	Walls	Composition					
		drywall					
		plaster					
		paneling					
		other					
		Water height Ft. Inches					
	Floors	Hardwood					
		carpet					
		other					
Interior Spaces	Ceilings						
	Cabinetry	Kitchen					
		Bath					
	Appliances	Refrigerator					
		Stove					
		Other					
HVAC		Furnace					
		Duct work					
		other					
Other							

Additional Comments

Site Inspections

The first step in assessing a home is to examine the big picture of the home. Notice the area the home is located in. Are there other homes of similar age and construction details relative to the home you are inspecting? Are the other homes in the area equally damaged? A comparison will give you a general idea of the condition of the home.

Start at the exterior front of the house and work your way around the house clockwise at a distance, which allows you to view a complete face comfortably. On each face (front, sides and rear) start your visual inspection at the top of the structure and work your way down to the ground and lot area. As an example, you would start at the front and note the roof and chimneys, the gutters, fascia and soffit's. Moving down the exterior wall coverings (brick, wood, aluminum), you would be noting windows, doors, etc. Examine any porches or decks down to the foundation, then the grade or slope of the lot area, followed by any coverings, such as flower beds, walk way's, interlocking brick, driveways, etc. Move closer to the house, to examine more closely any details which may have attracted your attention, without skipping any items. Having completed the front, now move to the side of the house and start the same procedure (roof to ground).

For the purpose of the assessment form, the front of the house is **side A**, the left side is B, the back is C and the right side would be D. When noting damage on the form that is on the door on the front of the house- put A beside door.

Area	Item	Description	Damaged	degree	Un-damaged	suspect	CODE
Exterior Assessment	Roof	Shingle	A	4			E
		metal					
		Slate/tile					
		other					
	Foundation	Type			x		
		brick					
	Walls	Brick/stone			x		
		siding					
		block					
		Windows	A, B	2			E
		Doors	A	2			E

The degree of damage is rated 1 to 5 with **1 being minor damage** and **5 being major, extensive damage**. On the form above, there is severe damage to the roof on the front of the house, the windows on the front and left side have damage and the front door is damaged.

In addition to the general condition of the house, pay particular attention to:

- Electrical- where does electricity enter the yard/house? What is the condition of the wires? Is electricity live?

- Gas/Oil- is there a gas tank- above or below the ground? Where is the tank located? Does it appear to be damaged? Where is the connection to the house? Is the gas turned off? Can you smell gas?
- Septic/wells/field lines- Most of these items are below the ground. Have any become visible? If heavy equipment will be required, note location of tanks, wells, etc in order to avoid damaging.
- Fencing- while fences are not something normally an issue for ERT's, if the fence blocks access to the house or presents a potential danger in any way, note what that might be.
- Driveways- usually a main point of access to property, is the driveway clear of debris, cracks,
- Flammables- if there are any flammable materials in the vicinity where the team will work, make a note of location and type or make plans to remove
- Yard- "get the general lay of the land"- is the yard level? Slopped? Rocky? Littered with large debris?
- Other- what other observations about the house do you feel are important?

Exterior Assessment

Roof

Note the general condition of the roof.

What is the extent of the damage?

Are there shingles missing? How many and where?

What type/size hole is in the roof? Where is it located?

Are there gutters?

Do any rafters appear broken?

How steep is the roof?

What is the "pitch"? 4-12? Steeper?

How high off the ground is the roof?

One story, two stories, split level, other?

Does the yard slope away making it seem higher?

What is the roof composition?

Shingles? Metal? Slate? Tile? Other?

Accessibility

What is the best way to get safely on the roof?

Equipment

What type of equipment will you need for this roof job?

Ladders, safety harnesses, hammers, screw drivers, etc?

Foundation/Crawl Space/Basement

Are the house and the foundation still in line and firmly attached?
Can you see the floor joists? What condition are they in?
Check for animals hiding in the spaces.
Is there water in the space? How much?
Is there evidence of pre-existing damage like termites?

Walls/Windows/Doors-

What is the composition of the exterior wall:
brick? Stone? Wood? Shingles? Other?
Are there hazardous materials in the construction of the house, like asbestos or lead paint?
Is access to the house blocked?
Are windows broken or cracked?
Can the house be secured?

Interior Assessment

On the interior, begin your inspection in the basement and then follow the system throughout each floor in the house.

The system for inspecting the interior is to begin with the floor, go to the walls and then the ceiling, and then consider any appliances or other items in the room. Move from room to room, always in the same direction (clockwise or counter-clockwise) so as not to miss any areas. If you see a door, open it!

In the utility room in the basement, first notice the floor, the walls (possibly the foundation walls are visible here), then the ceiling (floor joists may be visible), then go to the furnace, hot water heater, electrical panel, plumbing system, etc. When inspecting the floors, walls and ceilings, scan the entire area that is visible, not just one section.

In a finished room, you would notice the floors, walls (including windows) and ceiling. Next look for the heat sources, electrical outlets and switches, fireplaces, closets etc. In bathroom or kitchen, notice the floor, walls and ceiling, then the plumbing fixtures.

Note the number and type of rooms in the house.

If this is a flooded home, how high was the water?
How long was the water in the house?

Walls

What is the composition of the walls?
Drywall, plaster, paneling, other?
What tools are appropriate for removing walls?

Floors

What is the type of flooring in the house?

Rugs over something? Hardwood? Wall to wall carpet? Tile? Other?

What type of sub-floor is there?

What tools would you need to remove any of the flooring?

Ceilings

What is the composition/condition of the ceilings?

Fixtures/lights on ceilings?

Cabinetry

Kitchen

Bath

Electrical Appliances

What types of appliances are in the Kitchen? Bathrooms? Other?

If flooded- how much water was in appliances?

Hot water heater

Where is it located? Was it affected by the “disaster”?

HVAC

Where is the heating system located?

If flooded home, was the system under water? Was the ductwork under water?

Is there an air-conditioning system?

If flooded home, was the system under water? Was the ductwork under water?

Is there a furnace?

Is there evidence of mold? (Smell? Spots?)

Local Guidelines for Debris Removal and Disposal

In many areas of the country, debris is separated into different piles depending on its impact on the environment. (Remember from your basic training the six types of piles?)

Before assigning a team a debris removal task, check with local authorities about the requirements in that local community or for that disaster response.

Also, check to be sure debris piles are placed in the proper location for pick up. Most communities have designated space beside the road as “right of way” or the place to put things for public pick up.

Insurance/FEMA

Not all disasters are declared; either federally or statewide. If they are declared however, rules for response and recovery may be more complicated.

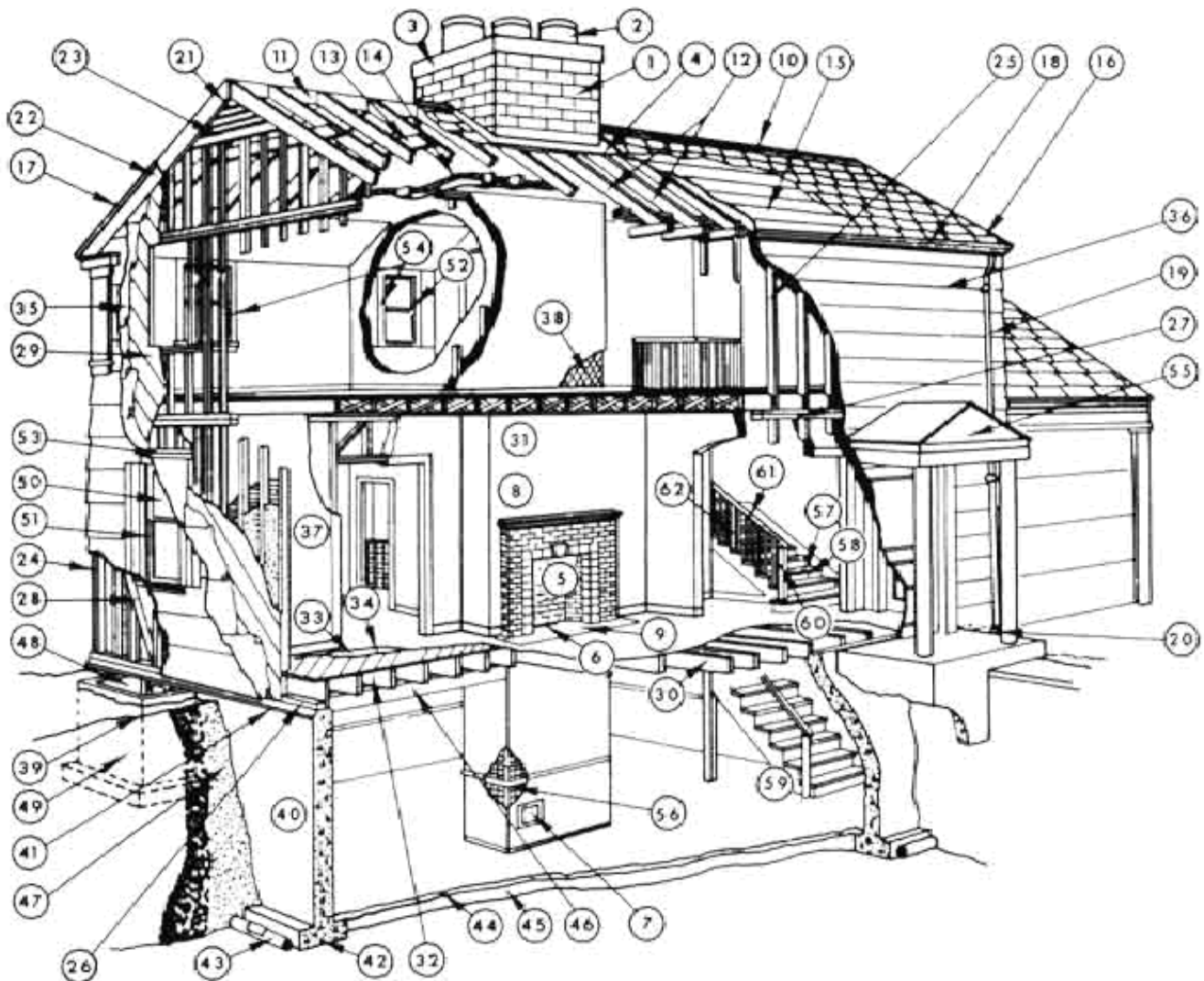
If a homeowner has insurance, be sure they contact the insurance company before doing any work on the house. If the insurance inspector cannot arrive soon, an ERT may need to begin the protection process in order to save the home or the belongings. In such a case, be sure you have the homeowner's written permission before proceeding with any work. It would also be a good idea to take pictures with a disposable camera that can be left with the owner in case the insurance company needs evidence of damage.

One question we always recommend you ask the home owner is whether or not they have insurance and have contacted their adjuster and whether or not they have registered with FEMA (if declared).

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APPENDIX

Housing Construction Terminology



House Construction Terminology

FIREPLACES

1. **Chimney**- A vertical masonry shaft reinforced concrete or other approved non-combustibles, heat-resisting material enclosing one or more flues. It removes the products of combustion from solid, liquid, or gaseous fuel.
2. **Flue Liner**- The flue is the hole in the chimney. The liner, usually of terra cotta, protects the brick from harmful smoke gases.
3. **Chimney Cap**- This top is generally of concrete. It protects the brick from weather.
4. **Chimney Flashing**- Sheet-metal flashing provides a tight joint between chimney and roof.
5. **Firebrick**- An ordinary brick cannot withstand the heat of direct fire; so special firebrick is used to line the fireplace.
6. **Ash Dump**- A trap door to let the ashes drop to a pit below, from where they may be easily removed.
7. **Cleanout Door**- The door to let the ash pit or the bottom of a chimney through which the chimney can be cleaned.
8. **Chimney Breast**- The inside face or front of a fireplace chimney.
9. **Hearth**- The floor of a fireplace that extends into the room for safety purposes.

ROOF

10. **Ridge**- The top intersection of two opposite adjoining roof surfaces.
11. **Ridge Board**- The board that follows along under the ridge.
12. **Roof Rafters**- The structural members that support the roof.
13. **Collar Beam**- Really not a beam at all. A tie that keeps the roof from spreading. Connects similar rafters on opposite side of roof.
14. **Roof Insulation**- An insulating material (usually rock wool or fiberglass) in a blanket form placed between the roof rafters for the purpose of keeping a house warm in the winter, cool in the summer.
15. **Roof Sheathing**- The boards that provide the base for the finished roof.
16. **Roofing**- The wood, asphalt, or asbestos shingles - or tile, slate or metal - that form protection against weather.
17. **Cornice**- A decorative element made up of molded members usually placed at or near the top of an interior wall.
18. **Gutter**- The trough that gathers rainwater from a roof.
19. **Downspouts**- The pipe that carries water from gutter. Downspouts should have extensions to carry water away from foundation areas.
20. **Storm Sewer Tile**- The underground pipe that receives water from downspouts and carries it to storm sewer.
21. **Gable**- The triangular end of a building with a sloping roof.
22. **Barage Board**- The fascia or board at the gable just under the edge of the roof.
23. **Louvers**- A series of slanted slots arranged to keep out rain, yet allow ventilation

WALLS AND FLOORS

24. **Corner Posts**- The vertical member at the corner of the frame, made up to receive inner and outer covering materials.
25. **Studs**- The vertical wood members of the house, usually 2x4's generally spaced every 16 inches.
26. **Sill**- The board that is laid first on the foundation, and on which the frame rests.
27. **Plate**- The board laid across the tops of the studs to hold them even and rigid.
28. **Corner Bracing**- Diagonal strips to keep the frame square and plumb.
29. **Sheathing**- The first layer of outer wall covering nailed to the studs.

- 30. **Joist**- The structural member or beams that hold up the floor or ceiling, usually 2x10's or 2x12's spaced 16 inches apart.
- 31. **Bridging**- Cross-bridging or solid. Members at the middle or thirds points of joist spans to brace one to the next and to prevent their twisting.
- 32. **Subflooring**- The rough boards that are laid over the joist. Usually laid diagonally.
- 33. **Flooring Paper**- A felt paper laid on rough floor to stop air infiltration and, to some extent, noise.
- 34. **Finish Flooring**- Usually hardwood, of tongued and grooved strips.
- 35. **Building Paper**- Paper placed outside the sheathing, not as a vapor barrier, but to prevent water and air from leaking in. Building paper is also used as a tarred felt under shingles or siding to keep out moisture or wind.
- 36. **Beveled Siding**- Sometimes called clapboards, with a thick butt and a thin upper edge lapped to shed water.
- 37. **Wall Insulation**- A blanket of wool or reflective foil places inside the walls.
- 38. **Metal Lath**- A mesh made from sheet metal onto which plaster is applied

FOUNDATION AND BASEMENT

- 39. **Finished Grade Line**- The top of the ground at the foundation.
- 40. **Foundation Wall**- The wall of poured concrete (shown) or concrete blocks that rests on the footing and supports the remainder of the house.
- 41. **Termite shield**- A metal baffle to prevent termites from entering the frame.
- 42. **Footing**- The concrete pad that carries the entire weight of the house upon the earth.
- 43. **Footing Drain Tile**- A pipe with cracks at the joints to allow underground water to drain in and away before it gets into the basement.
- 44. **Basement Floor Slab**- The 3 or 4 inch layer of concrete that forms the basement floor.
- 45. **Gravel Fill**- Placed under the slab to allow drainage and to guard against a damp floor.
- 46. **Girder**- A main beam upon which floor joists rest. Usually of steel, but also of wood.
- 47. **Backfill**- Earth, once dug out, that has been replaced and tamped down around the foundation.
- 48. **Areaway**- An open space to allow light and air to a window. Also called a light well.
- 49. **Area Wall**- The wall, of metal or concrete that forms the open area.

WINDOWS AND DOORS

- 50. **Window**- An opening in a building for admitting light and air. It usually has a pane or panes of glass and set in a frame or sash that is generally movable for opening and shutting.
- 51. **Window Frame**- The lining of the window opening.
- 52. **Window Sash**- The inner frame, usually movable, that holds the glass.
- 53. **Lintel**- The structural beam over a window or door opening.
- 54. **Window Casing**- The decorative strips surrounding a window opening on the inside.

STAIRS AND ENTRY

- 55. **Entrance Canopy**- A roof extending over the entrance door.
- 56. **Furring**- Falsework or framework necessary to bring the outer surface to where we want it.
- 57. **Stair Tread**- The horizontal strip where we put our foot when we climb up or down the stairs.
- 58. **Stair Riser**- The vertical board connecting one tread to the next.
- 59. **Stair Stringer**- The sloping board that supports the ends of the steps.
- 60. **Newel**- The post that terminates the railing.
- 61. **Stair rail**- The bar used for a handrail when we use the stairs.
- 62. **Balusters**- Vertical rods or spindles supporting a rail.

Statement of Understanding For Access to Property

(I/We) indicated by (my/our) signature(s) below, (I'm/we're) the home owner(s) of the property indicated below. (I/We) give permission to the volunteers of the organization indicated below and its affiliated members to work on (my/our) property for the purpose of cleaning out, removing debris and/or tarping (my/our) home.

(I/We) understand that said organization and its affiliates do not have insurance coverage for protection against legal claims or liability damage suites that might arise in their work on (my/our) home and property. Therefore in consideration of the services rendered, or to be rendered, on the premises indicated below, (I/We) hereby waive any and all claims or demands that may arise or accrue to (me/us) growing out of any action or omission by said organization and/or any of its members or helpers in rendering such service and specifically covenant not to sue it or them for any of said act of omissions.

Head of household/owner (signature)

Identification #/type

Spouse (signature)

Identification #/type

Address of property to be worked on

City/State/Zip

Volunteers organization

Date

Team Leader signature

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Seven Important Things To Know About Disaster Spiritual and Emotional Care Tips for Early Response Teams

1) We are guests in the homes of those we help.

- We represent Christ's church and agree to uphold the highest standards of Christian witness and the trust placed in the United Methodist Church.
- We behave as we would when invited to anyone's home.
- Remember that cultural and regional customs differ.

2) Be very aware of your own behavior, including the volume of your speech or laughter.

- Laughter or loud talk may seem appropriate for the conversations you are having in one part of the site but very inappropriate for others at the site who are hurting and may hear you.

3) Confidentiality is vital to providing a sense of emotional and spiritual safety for survivors.

- By agreeing to volunteer on an ERT, you agree to hold the stories about disaster survivors with complete respect for the survivors. While this means that some of the most compelling stories you encounter must be held in confidence, we must not re-victimize survivors by sharing sensitive information or information that will identify the survivors. An exception may be made if survivors offer specific permission to tell their stories but those stories must still be handled with care. If you tell a story, it is important to state that the survivors asked you to share their story. It can be very difficult for people to ask for help. You may know people and families that you help. Golden rule: How would you want to be treated if you were asking for help?
- You may see behavior that is upsetting or disturbing. At an appropriate time, you may be invited to debrief your experiences in a formal, closed and confidential setting endorsed by your disaster response coordinator.
- Important exception: If you encounter someone who threatens to harm themselves or someone else or if you suspect a child, youth or vulnerable adult is being abused or neglected, you are required to report that to the proper officials. You are still required to refrain from telling this information to others in the community.

4) Do not make any promises.

- Do not imply any help for survivors unless you know that you personally can provide that help immediately. For example:
 - You probably do know that you personally and immediately can offer survivors the help you are offering at that moment (muck out, tarping, etc.) or a phone number where they can call for more information.
 - You probably do not know that you personally and immediately can provide help for survivors such as donations, financial assistance, etc.

5) When in doubt, REFER.

- If you are concerned about someone's behavior or emotional state, contact the mental health resources designated by the conference disaster response officials. Know who you would call before you enter the site.

6) Our ministry here is primarily a ministry of presence.

- They will know we are Christians by our love. Religious or faith talk is appropriate if the survivor initiates the conversation.
- Be aware that you may encounter persons from other faiths. Ask yourself, “Would I want someone of another faith to try to impose their beliefs upon me – especially if I had just been severely traumatized?”

7) Other important “Things to Say” and “Things NOT to say”...

- Know that survivors may say things that are disturbing— our job at this time is to support survivors by listening, accepting intense emotions and validating feelings. (Validating feelings is not the same as agreeing with them.) It is not our job to correct or give advice.
- Do not criticize expressions of grief; there is no such thing as an abnormal expression of grief. Survivors may blame themselves when there does not appear to be any reason to do so, but imposing our values on others by chastising them for the way they feel will not help.

Things to Say when working with disaster survivors

“I am so very sorry” or “I’m so sorry this happened to you.”

“My heart is with you”

“You will be in my prayers” or “My prayers are with you”

“I can see this is hard for you.”

“I can see how you might feel that way.”

Things NOT to say when working with disaster survivors

“It’ll take time, but you’ll get over it.”

“Try to be strong for your children.”

“It was God’s will.” or “This was meant to happen.” or “There was a reason for this.”

“You’re lucky it wasn’t worse” or “It could have been worse” or “It was *just stuff* that you lost.”

“You can always have another child.”

“You’re still young-- you’ll find someone else.”

“This will make you stronger.” Or “Don’t cry.”

“Try not to think about it.”

“You should hear what happened to me.”

“God needed them more than we did.”

“It’s time to move on.”

“You shouldn’t feel this way.”

“I know how you feel.” (Do not try to tell them that you understand or that you know how they feel. You do not. Even if you have been a disaster victim yourself, each person's loss is unique.)

Early Response Team Site Assessment STEP Form *The First STEP towards Relief*

NOTE

This form is not intended to assess a home for repairs or rebuilding. It is used solely to assess whether or not it is an appropriate situation for an average Early Response Team or whether the situation is better suited for the services of specialized teams or professions.

This form can be used to guide the ERT in their goal to help survivors "prevent further damage".

Address _____

Brief description of home: _____

of rooms _____ # Occupants _____ Currently occupied ☐ Y ☐ N

Date of this assessment _____

Name of Assessor _____

Home Owner (print) _____

Homeowner signature _____

Contact information _____

Is this the first assessment for this residence? ☐ Y ☐ N

If no, who did first? _____ when? _____

Access to property form signed? ☐ Y ☐ N

Has insurance company been contacted? ☐ Y ☐ N FEMA ☐ Y ☐ N (800-621-3362)

STEP CODE: **ST** = Special Team/skills needed **E** = Early Response Team appropriate **P** = Professionals recommended

Degree of damage: On scale of 1 to 5, with 1 being minor and 5 being major, heavily damaged, rate any space you note as damaged.

<input type="checkbox"/> Own <input type="checkbox"/> Rent	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Multi Family Dwelling <input type="checkbox"/> Mobile Home	Chainsaw Needs <input type="checkbox"/> Priority <input type="checkbox"/> Routine <input type="checkbox"/> Not Needed	Blue Tarp Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Residence <input type="checkbox"/> Yes <input type="checkbox"/> No
Can Residence be occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Foundation: Pier ☐ Slab ☐ Crawl space ☐ Basement ☐ _____ # Bedrooms _____ Stories

Water: City ☐ Well ☐ On ☐ Off ☐ Main shutoff or well location _____

Septic: City ☐ Septic ☐ Location of septic field _____

Electric: On ☐ Off ☐ Location of fuse box _____

Gas: City ☐ On ☐ Off ☐ Propane ☐ Location of main shutoff _____

Water level in house _____

Appliances that were immersed H/W ☐ Furnace ☐ W/D ☐ Sump pump ☐ Dishwasher ☐ AC ☐

AC type (window or whole house) Other _____

Area	Item	Description	Damaged	Degree	Un-Damaged	Suspect	CODE
Site		Overall appearance					
		Electrical wires/hook up					
		Gas hook up/tank					
		Septic tank/fields					
		wells					
		debris					
		fencing					
		Sidewalks/driveways					
		flammables					
		yard					
Exterior Assessment	Roof	Shingle					
		metal					
		Slate/tile					
		other					
	Foundation	Type					
	Walls	Brick/stone					
		siding					
		block					
		Windows					
		Doors					
Interior Spaces	Walls	Composition					
		drywall					
		plaster					
		paneling					
		other					
		Water height Ft. Inches					
	Floors	Hardwood					
		carpet					
		other					
Interior Spaces	Ceilings						
	Cabinetry	Kitchen					
		Bath					
	Appliances	Refrigerator					
		Stove					
		Other					
HVAC		Furnace					
		Duct work					
		other					
Other							

Additional Comments