

**INSTRUCTIONS FOR PUBLIC ASSISTANCE (PA) DAMAGE ASSESSMENT
SITE COLLECTION FORM**

HEADING: Enter the name of the jurisdiction, the name of the person completing the form, the date of the damage assessment and the page number.

ADDRESS: Enter the address or roadway where damage is located. Please include closest cross street to damage.

DEBRIS REMOVAL: Please indicate yes or no if damage consists of debris removal or includes debris removal.

ROADWAY: Please indicate whether the roadway is paved or gravel and give approximate dimension of damage.

BUILDINGS AND EQUIPMENT: Please indicate whether any publicly-owned buildings have been destroyed, or suffered major, minor or affected according to the definitions below:

EXTENT OF DAMAGE:

Destroyed: Building is a total loss or is damaged to the extent that it is unusable and not economically repairable. For example, basement walls have collapsed or the building has been moved off its foundation.

** Guidelines for floods

- More than 4 feet of water on the first floor
- More than 6 inches of water in a mobile home/office
- Cracked foundation

Major: Building is damaged to the extent that it is no longer habitable and may be returned to service only with extensive repairs.

** Guidelines for floods

- 1 foot or more of water in the first floor
- Less than 6 inches of water in a mobile home/office
- Water in building for more than 24 hours

Minor: Building is damaged and can only be used under limited conditions. May be restored with minor repairs.

** Guidelines for floods

- Less than 12 inches of water in the first floor
- Water just above or below the bottom floor of a mobile home/office
- Sewer backup

Affected: Some damage to the building and/or property; usable without repairs. For example, missing shingles.

** Guidelines for floods

- Minor basement flooding
- Access issues (downed trees, flooded or blocked access)
- Minor damage to utilities

INSURANCE: Identify if the building is insured. For flood events, ask about flood insurance.

EMERGENCY PROTECTIVE MEASURES: Expenses incurred for labor, equipment and materials used to eliminate or reduce an immediate threat to public health and safety. Search and rescue, emergency medical care, emergency mass care and shelter, security services, food, water, ice, barricades, etc.

BRIEF DESCRIPTION OF DAMAGE AND ESTIMATED UNINSURED LOSS: Provide a brief description of the damages, i.e., bridge washout or bridge approach washout, culvert pipe washout, shoulder wash or pavement damage, etc., and an estimate of the uninsured loss to repair or replace to pre-disaster condition and costs for emergency protective measures.

PHOTO NUMBER: Please enter digital photo number.

PUBLIC ASSISTANCE ELIGIBLE DAMAGE

- A. DEBRIS REMOVAL:** Must eliminate threat to public health and safety. Removal of fallen trees in unused forested or wilderness areas would not be eligible.
- B. EMERGENCY PROTECTIVE MEASURES:** Eliminate or reduce an immediate threat to public health and safety. Search and rescue, emergency medical care, emergency mass care and shelter, security services, food, water, ice, barricade erecting.
- C. ROADS AND BRIDGES:** surfaces, bases, shoulders, ditches, drainage structure, bridge decking and pavement, piers, girders, abutments, slope protection and approaches.
- D. WATER CONTROL FACILITIES:** Water pumping facilities, shore protective devices, irrigation facilities. Dams and reservoirs are not necessarily eligible. Eligibility is determined through ownership and original construction funding.
- E. BUILDINGS AND EQUIPMENT:** Publicly owned and in active use at the time of the disaster event.
- F. UTILITIES:** Water treatment plants and delivery systems, power generation and distribution facilities including generators, substations and power lines and sewage collection systems and treatment plants.
- G. PARKS, RECREATIONAL AND OTHER:** Playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers picnic tables, golf courses. **The replacement of trees, shrubs and other ground cover is not eligible including recreational areas such as parks and public facilities.**