

**Instructions for**  
***RESIDENTS DAMAGE ASSESSMENT***  
***FORM 4***

Form 4 should be handed out to the residents to complete to the best of their ability and returned to the local community. Who in turn will forward to Bucks County Emergency Management Agency.

(This is 2 pages both should be completed).

**RESIDENTS DAMAGE ASSESSMENT  
FORM 4**

**RESIDENTS:**

COMPLETE THIS FORM AND TAKE IT HOME WITH YOU. IF YOU HAVE ANY ADDITIONAL QUESTIONS OR PROBLEMS YOU CAN CONTACT YOUR MUNICIPALITY EMERGENCY MANAGEMENT COORDINATOR AT THE FOLLOWING PHONE NUMBERS BELOW.

YOUR MUNICIPALITY

PHONE NUMBER

OR

FAX NUMBER

CONTACT NAME

THE INFORMATION YOU WILL PROVIDE HEREIN IS STRICTLY FOR **INFORMATION GATHERING PURPOSES ONLY**. THIS INFORMATION WILL BE FORWARDED TO THE PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY TO BEGIN THE PROCESS OF OBTAINING A DISASTER DECLARATION. AFTER A DISASTER DECLARATION IS OBTAINED YOU ARE INSTRUCTED TO CALL THE FEMA HOT LINE WHEN ANNOUNCED TO REGISTER YOUR DAMAGE WITH FEDERAL AUTHORITIES.

IF YOU CANNOT CONTACT ANYONE AT YOUR MUNICIPALITY YOU MAY CONTACT THE BUCKS COUNTY EMERGENCY MANAGEMENT AT 215-340-8700.

**\*\*\* TAKE THIS PAGE WITH YOU TO REFERENCE \*\*\***

# RESIDENTS DAMAGE ASSESSMENT FIELD WORKSHEET (Page 1)

## RESIDENTS MUST COMPLETE THIS FORM

Please complete this form to the best of your ability. These forms are for information gathering purposes only. The information you provide will give the County Emergency Management personnel an idea of the worst hit areas of the county. Later Federal Inspectors may assess all effected areas, beginning with the hardest hit areas first.

County \_\_\_\_\_ Municipality \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_, PA Zip \_\_\_\_\_

	YES	NO
Primary Home	_____	_____
Renter	_____	_____

1. Address of Affected Home:

2. Briefly describe the damage to your home:

3. Has the home been inspected by municipal building officials to insure the home is safe to live in? Yes \_\_\_\_\_ No \_\_\_\_\_.

4. If the home has been inspected, is it safe to live in? Yes \_\_\_\_\_ No \_\_\_\_\_.

5. If the home is not safe to live in, is it expected that you could return to the home within 30 days? Yes \_\_\_\_\_ No \_\_\_\_\_.

6. Please look at the following systems contained within your home and check the ones that appear to be damaged as a direct result of this emergency.

# INDIVIDUAL DAMAGE ASSESSMENT FIELD WORKSHEET (Page 2)

## RESIDENTS MUST COMPLETE THIS FORM

	<b>Any 8 HOME</b> <small>Check boxes that apply</small>	<b>Any 4 MOBILE HOME</b> <small>Check boxes that apply</small>	PERCENTAGE <i>For EMA use Only</i>
Foundation	<input type="checkbox"/>		07
Floor (1st or 2nd)	<input type="checkbox"/>	<input type="checkbox"/>	16
Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	14
Roof	<input type="checkbox"/>	<input type="checkbox"/>	09
Interior walls	<input type="checkbox"/>	<input type="checkbox"/>	28
Plumbing (drinking water well/pump/septic system)	<input type="checkbox"/>	<input type="checkbox"/>	10
Heating/Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	10
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	06
Framing or Flooring	<input type="checkbox"/>	<input type="checkbox"/>	20

Residents Fill Out

Flood Insurance Yes\_\_\_\_ No\_\_\_\_

Basement Water Yes\_\_\_\_ No\_\_\_\_

First Floor Water Yes\_\_\_\_ No\_\_\_\_

Water Height (inches) \_\_\_\_\_

*50% or greater is considered major damage Total %\_\_\_\_\_ (For EMA use Only)*

Residents Fill Out

x Estimated Replacement Cost = \$ \_\_\_\_\_

= Estimated Structural Damage \$ \_\_\_\_\_

+ Estimated Damage to Contents \$ \_\_\_\_\_

= Total Estimated Damage \$ \_\_\_\_\_

Residents Check Appropriate Box

Destroyed \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Affected \_\_\_\_\_

Inaccessible \_\_\_\_\_

Below is explanation of damages

### Explanation of Damage Category:

- 1. Destroyed:** A dwelling that is uninhabitable and there is no chance to live in.
- 2. Major:** A dwelling that cannot be lived in for 30 days or more, but can be rebuilt for occupancy. A clear indicator of major damage is when water is at least as high as the electrical outlets in the dwelling, severe roof damage or outside support walls damaged.
- 3. Minor:** When the basement is full of water, or the first floor of the dwelling has six (6) inches of water or less.
- 4. Affected:** Basements with less than three (3) inches of water, sheds or garages damaged. Inaccessible to dwelling even though dwelling suffered no damages.

**Complete this form to the best of your ability. You will not be penalized for anything that is inaccurate. Your figures are guidelines and an official will complete an accurate assessment at the proper time. Return this to your local Emergency Management coordinator.**

## **Attachment**

### **Individual Assistance Damage Categories for a Primary Residence & Business**

#### **Destroyed**

Destroyed means the structure is a total loss or damaged to such an extent those repairs are not economically feasible. Anyone of the following may constitute a status of destroyed:

- Structure is not economically feasible to repair.
- Structure is permanently uninhabitable.
- Complete failure of major structural components (e.g., collapse of basement walls/foundation, walls, or roof)
- Only foundation remains.
- Two or more walls destroyed and roof substantially damaged.
- House pushed off foundation.

An unaffected structure that will require removal or demolition (e.g., homes in imminent damage due to impending landslides, mudslides, or sinkholes; beachfront homes that must be removed due to local ordinance violations as a result of beach erosion.

#### **Major Damage**

Major damage exists when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Anyone of the following may constitute major damage:

- Substantial failure of structural elements of the residence (e.g., walls, roof, floors, foundations, etc.)
- Damage to the structure that exceeds the Housing Assistance Program Repair Grant maximum (>\$5,000)
- General exterior property damage that exceeds the Housing Assistance Program Repair Grant maximum (e.g., roads and bridges, wells, earth movement, and other imminent danger situations) has more than 50 percent damage to structure.
- One foot or more of water on the first occupied floor (of a home with basement)

## Major Damage Benchmarks by Disaster Type

The following are benchmarks that can be used to determine major damage for specific types of disasters:

**Flood:** If a house with a basement had 2 feet of water on the first floor, it ordinarily would have suffered Major damage, especially if the furnace and water heater are located in the basement. Without a basement, the threshold for Major damage could be as much as 4 feet. In most cases, 2 feet of water will require replacement of a 4 foot perimeter of sheetrock due to insulation wicking. With 4 feet of water there will most likely be a 6 foot cut of sheetrock required, if not full replacement. Two feet or more of water on the first floor also affects all appliances. Lower cabinets, etc. (Assumption: typical ranch home, quick rising and falling water levels, without velocity or chemical factors.)

**Hurricane:** Substantial roofing elements are damaged or missing (e.g., roof decking, trusses/framing), damage to windows, doors, exterior walls; interior wind damage, substantial rain/water damages, extensive debris and utility problems. (Assumption: a standard ranch home with wind, rain, and debris damage)

**Tornado:** Substantial roofing elements are damaged or missing (e.g., roof decking, trusses/framing), damage to windows, doors, exterior walls, interior wind damage, rain/water damage, extensive debris and utility problems. (Assumption: a standard ranch home with wind and debris damage only)

**Fire:** Anyone of, or a combination of, the following could constitute major fire damage: severe smoke damage, fire damage to residence (e.g., roof, exterior siding, windows, and doors) water and/or fire-suppressant chemical damage, imminent damage from groundcover loss. (Assumption: damage is to a standard ranch home)

**Mudslide/Earth Movement:** Any sign of earth movement that may affect the residence.

Note: there may be times when a hill shows signs of movement ~ mile above a group of homes that are not (yet) damaged but all will be recorded as being in "imminent danger." other damage may include failures to structural elements of the dwelling walls, floors, or foundations. (Assumption: typical ranch home built on or near a hillside)

## Minor

Minor damage encompasses a wide range of damage and is generally the most common type of damage. Minor damage exists when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Some of the items that determine minor damage are listed below:

- Has more than \$100 (or more than program minimum) of eligible habitability items through the Housing Assistance Program Repair Grant; and has less than \$5,000 (or less than program maximum) of eligible habitability items through the Housing Assistance Program Repair Grant
- Windows or doors blown down
- One foot or more of water/sewer backup in basement (i.e., furnace, water heater damage)
- 3" up to, but not affecting, electrical outlets, of floodwater on the 1st occupied floor
- Has less than 50 percent damage to structure

### **Affected**

This category includes dwellings with some damage to structure and contents but which are habitable without repairs, and damage to habitability items is less than Disaster Housing Program, Home Repair Grant minimum.

Note: Mobile homes are other homes worth less than \$20,000 and are assessed by the standards listed above. These homes may be recorded as having Major Damage with less than \$10,000 damage, as determined by the Housing Assistance Program. For example – a mobile home worth \$5,000 may have damages that would generate a \$3,500 Repair Grant. As the \$3,500 Repair Grant is more than 50% of the replacement cost of the mobile home, the unit is recorded as having Major Damage. (A mobile home with water damage on the first floor is usually classified as major damage, cost notwithstanding).

### **Inaccessible**

This group includes homes that are inaccessible by normal means, due to disaster-related road closures (e.g., bridge out, road flooded or blocked by landslide, mudslide, severe erosion, washed out, etc.).

If a home or group of homes is inaccessible due to damage to a road or bridge, the number of affected households should be included in the PDA. In such cases, the PDA team should find out whether the damaged bridge or road is maintained privately or by local government.

Note: The purpose of differentiating Minor from Major damage is to distinguish between the types of assistance required. Inspectors do not assess damage with the actual cost of the residence in mind but according to whether repairs are extensive or not.

Based on the age of the unit and the type of construction (e.g., particleboard vs. plywood), repair may not be feasible. It is more practical to assess damage to mobile homes by looking at the structural components involved instead of comparing overall value to repair cost.

The feasibility of repairs and the condition of the unit determine whether repairs can be made under the Repair Grant limits. A mobile home worth \$5,000 having \$3,500 worth of damage may well be feasible to repair within the limit and should be considered as Minor damage while another mobile home of similar value could be considered as having Major damage or as Destroyed. The category of damage listed should be based on the type of assistance required.