



Baton Rouge, Louisiana

Baptist Association of Greater Baton Rouge

Disaster Relief Assessment Manual

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MISSION STATEMENT

To provide physical, emotional, and spiritual help to victims of natural and man-made disasters, including floods, earthquakes, hurricanes, tornadoes, fires, and terrorist attacks, in North America and overseas

- Our primary goal is to provide assistance to anyone that is in distress because of a disaster.
- At every opportunity we must insure that the gospel is made known to each person that we have contact with.

TEAM CONCEPT

- Two to three person teams are the best. Never go alone; you will go to many homes where the ladies are home alone. This is a good ministry for married couples to work together. If possible have a chaplain accompany the assessors.
- One assessor should be responsible for communicating with the home owner. Leave a bible, tract and local church information with contact numbers with them.
- A local person can save you a lot of time (pastors, lay people, retired people) since they know the area well.

NOTE: Make a zip lock bag of goodies for the kids.

QUALIFICATIONS FOR RECEIVING SOUTHERN BAPTIST ASSISTANCE

- Anyone who needs our help qualifies for our assistance. We will look at all damaged homes and buildings.
- Remember that we have been sent to minister to everyone. What we do might lead someone to Christ.

SETTING JOB PRIORITY

Priority 1

- Tree in house/building
- Tree on the roof
- Holes in roof.
- Anything that will expose the inside to weather. (Missing windows, doors, or walls).
- If a tree has fallen and pulled the power line down from the house connection to the pole. Once the tree is removed, the power can be restored. **Make sure the power is off.**

NOTE: If plasma testers are available assessors should test any downed electrical lines.

- Blocked driveway
- Elderly personnel that need assistance.

- Persons with special needs. (Diabetes, oxygen, disability, etc.).
- Trees blocking the road or on a well house.
- Emergency operations personnel (police, fire, rescue, etc.).

Priority 2

- Trees in yard that hit an outbuilding, barn or storage building.
- Smaller trees on house/building (no holes in roof).
- Large trees in yard; these jobs need expertise to cut trees up correctly.

Priority 3

- Small trees in yard that did not hit anything and are not blocking anything.
- Jobs that require people with minimal chainsaw experience.
- Small limbs and brush removal required.

Damage Definitions:

- DESTROYED – structure is a total loss, not economically feasible to rebuild.
- MAJOR – Structure is currently uninhabitable. Expensive repairs are necessary to make habitable. Will take more than 30 days to repair.
- MINOR - Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. Will take less than 30 days to repair.
- AFFECTED HABITABLE – Structure has received minimal damage and is habitable without repairs.

General Description:

- DESTROYED – Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.
- MAJOR – walls collapsed. Exterior frame damage. Roof off our collapsed. Major damage to utilities: furnace, water heater, well septic system
- MINOR – Interior flooring/exterior walls with minor damage. Trees fallen on structure. Smoke damage. Shingles/roof tiles moved are missing.
- AFFECTED HABITABLE - do now chimney our ports damage. Carpet on first floor soaked. Broken windows.

Things to look for:

- DESTROYED – structure level or has minor shifting off its foundation are only the foundation remains. Roof is gone, with noticeable distortion the walls..
- MAJOR- portions of the roof and decking missing. Twisted, boat, crack, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damage foundation.

- MINOR – many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting our sailing a foundation. Minor damage to set the system.
- AFFECTED HABITABLE – you missing shingles, some broken windows. Damaged air condition units/etc. Some minor basement flooding.

Water levels:

- DESTROYED – more than 4 feet and first floor. More than 2 feet in mobile
- MAJOR – 2 to 4 feet in first floor without basement. 1 foot or more and first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.
- MINOR – 2 inches to 2 feet in first floor without basement. 1 foot or more in basement. Crawl space reached insulation. Sewage in basement. Mobile home, “Belly Board” to 6 inches.
- AFFECTED HABITABLE – less than 2 inches and first floor. Minor basement flooding. Mobile home, no water and “belly board”.

Tips for estimating water depths:

- Brick = 2 ½ inches
- Stair riser = 7 inches
- Lap are aluminum siding = 4 inches are 8 inches per course
- Standard doors = 6’8”
- Doorknobs = 36 inches above floor
- Concrete are cinderblocks = 8 inches

AIDES FOR ASSESSORS

Assessors should make a travel kit that contains some basic tools that are needed regardless of what types of jobs they will be assessing. The kit should contain the following:

GPS/charger	Camera	Forms	Cell phone/charger	Bibles
Vehicle signs	Flash light	Tape measure	Stapler	Tracts
Tarps	Hardhats	Safety glasses	Multicolored highlighters	Laptop w/internet access if available
Plasma current tester	Assessors daily report forms	Door hang tags	Clip Board	Pens/pencils
Notebook for log/notes	Permanent markers	Tape	Marking flags	

NOTE: Prior to leaving to report to your command center, access the internet and search for the area where you will be going. If there is a local area map, that indicates local roads and highways, print the map and make several copies and bring it with you.

When you reach your command center, you need to obtain and have access to:

- Copy machine
- Local maps
- Printer
- Detailed local emergency maps and locations information
- Cell phone numbers for command center
- Cell phone numbers of white cap/blue caps and chaplains, (update daily).
- Business cards/phone numbers of local pastors.
- Business band radios, if available
- Location of feeding unit/Red Cross/ FEMA or other facilities that might have supplies, i.e. tarps, water, clothing, food.

COMMAND CENTER PREPARTION WORK FOR ASSESSORS

Information required to have in preparation for assessors:

- Get official DR# for response.
- Maps of the area, one map for each assessor team and an area map on the wall to indicate where they are to work and for them to mark the coverage that they made at the end of each day.
- Local/state request forms, if applicable. Make double sided copies, with the request form on one side and the assessment form on the other.
- Locations of feeding units/Red Cross/FEMA and sites where tarps, water, clothing, and food can be obtained.
- Obtain information from the local Disaster Planning Organization about their 911 maps and population data.
- Names and contact information for local churches and pastors. If possible, contact the pastors and have them supply someone to ride with the assessors as they are in their area. Also have them survey their congregations for needs.
- Establish a work order system to track request.
- Set up a phone bank to receive calls about assessment needs, train personnel that will be answering the phone about what information is required on the form.
- Set up and man a check in desk to receive walk in work orders and for phone in personnel to come and approve their phone in orders.
- Grid off maps and number the grids so other teams do not go over the same area twice, put grid number on work order
- Group work orders in grids and log information.
- Assign assessors to grids.

WORK PROCESS FOR ASSESSORS

1. Report to the command center, White cap when arriving at the site.
2. Login on the daily report form with the information requested, i.e. name, home, cell phone #.
3. Obtain local report forms, if required, or make sure that you can use the forms that you brought with you.
4. Identify location of copy machine, printer, computer, or other hardware that may be needed.
5. Obtain maps and other information from the area.
6. Get directions from the command center about area of damage and where you need to go for assessment coverage, grid assignment
7. When you arrive at the assessment site:
 - a. Contact the occupant of the residence, even if the request has already been signed, you should get permission to access their property if they are at home.
 - If the occupant is not at home and you do not have permission to access the property, leave a door hang tag with the command center phone number, assessor name and date.
 - b. Inform the occupant of what you are planning to do, ask them if it is permissible to take pictures.
 - c. Talk to the occupant about their needs, LISTEN to what they want to tell you. Sometimes this is the most important part of the visit.
 - d. Leave the occupant with a bible, tract, local church information, and the address/phone number of the command center.
 - e. Complete the “Release” form and the “Assessment” form. Put an identifying number on the form that coincides with the pictures that are taken.
 - Note on the work description form if there are any special equipment needed, i.e. crane, manlift, etc.
 - Mark the location of the sewer system or septic tank both on a drawing and with a flag at the jobsite.
 - Document the coordinates if the area is rural.
 - f. If there is a need for a chaplain, mark the form and contact the command center as soon as possible.
8. Where applicable, make a decision how much area needs to be cleared or cleaned and note it on the form. **Go over your results with the property owner.**
9. If you are unable to get the “Release” form completed and approved, fill in the section on the daily report form and leave a door hanger if no one is home or the command center info if someone is home.
10. At the end of the day, group your completed forms by area and give them to the White cap.
11. Mark the areas that you covered on the “General” map.
12. Be available to answer any questions that might arise about the forms, discuss any unusual circumstances with the Blue cap

13. Print pictures and attach to work orders.
14. Get new assignments each morning at control center.
15. Carry tarps and bottled water to handout if needed.

GENERAL INFORMATION FOR COMPLETING RELEASE FORMS

(Go over with personnel in command center that will be filling out the forms)

The local number should be advertised over the radio and television stations to let the public know of the services that are available. People can then either call in or come by and fill out the forms at the command center. Sometimes the command center contact information is left at the home by the assessors.

Personnel that assist in filling out the forms should have some knowledge of what the process is. Below is some information that should help them obtain the correct information that is needed to assist us in our work.

It is very important to make sure the Southern Baptist Disasters Relief Property Owners Request for Volunteer Assistance Form has been completed and signed by the property owner. Remember, we can't send out a crew to do the work if the release form has not been signed.

Below is a suggested script for personnel that will be manning the phones to receive calls for work orders.

Hello my name is _____. I am a volunteer working with the Disaster Relief Organization. We are volunteers and do not charge any fee for our services. Are you in need of assistance?

- **NO:** Courteously end the call and mark on the form that help is no longer needed.
- **NO:** Family will do it. Can we be of any assistance?
- **YES:** Proceed with these questions:

Do you own or rent the property?

- **If RENT:** *Our group cannot work on a rental without the consent of the property owner. Can you have the property owner call us within 24 hours please?*
- **I OWN:** *To better understand your needs, let's go over these questions now.*
 - *Is this your primary residence? _____ In order for us to send the best team possible, what type of home is it? (describe). _____*

Start filling out the **Property Owner Request for Volunteer Assistance Sheet**.

- Confirm their name (spelling), ages of residents, address, phone numbers.
- Ask for the following information:
 - ✓ *Are there any health concerns with persons living there (breathing, heart, etc. be specific)*

 - ✓ *What is the condition of the house: (information about this will depend upon what the disaster was, i.e. is or was there water in the house, if so how much, is there a tree on the house, is there roof damage, etc.)?*

 - ✓ *Any other concerns or hazards?* _____

We are assessing needs in the order that we receive information. Someone will call you back to set up an assessment visit and follow-up with you. What is the best time of day for an assessor to contact you?_____.

Thank you for taking time to talk with me today.

Place the completed forms in the correct file to be logged in.

- When filling the form out:
 - Make sure to get a street or highway directions and coordinates if there is not street address.
 - Write legibly
 - Get a subdivision name along with the street address
- Get as much information on the proper form as possible.
- Make copies of the reports.
- Number the reports and log in the data for tracking at control center. (some areas may have an electronic tracking system that can be used to help log and track the information and the status of the jobs.)
- Dogs need to be relocated or restrained before the crew goes to the site.

Southern Baptist Disaster Relief
Property Owner Request for Volunteer Assistance

Job Number: _____

Property Owner's Name: _____ Date: _____

Address: _____ Subdivision: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Where do you attend church? _____ May we take pictures? Yes No.

Are there dogs present? Yes No, Are they contained Yes No. (No work will be done with loose dogs)

Can work be done if owner not present: Yes No (Never do a mud out job if the owner is not present).

Special circumstances _____

Chaplain or local church follow-up needed: YES NO

Bible left with occupant? YES NO

Description of job _____

RELEASE (Must be signed before work begins)

I, _____ hereby release from liability and agree to hold harmless the volunteers for any damage or injury that may occur on my property, to any of my property or to my person, which may occur during the cleanup operation. I also understand that I will be held harmless for any injury that may occur to a volunteer. I further understand and agree that there is no warranty, implied, written or oral, for any work performed on my property by said volunteers. **I understand that the Southern Baptist Disaster relief teams are a volunteer organization that has limited volunteers, limited financial and material resources, and makes no guarantee that said service will be provided.** Additionally, I further understand that **THIS IS NOT A CONTRACT TO PROVIDE SERVICES, AND VOLUNTEERS MAY NOT BE ABLE TO HELP ME.**

Property Owners Signature _____ Date: _____, 20____.

Assessed By: _____ Date: _____

NOTIFY OWNER THAT THEY ARE RESPONSIBLE FOR ANY FURNITURE REMOVED FROM THE HOME THAT IS NOT DESTROYED.

Unit Assigned _____ Date: _____

Work Completed _____ Work Incomplete (*list remaining items on back*) _____

Unit Director or Blue Cap signature: _____

Time spent to complete job: _____ hrs _____ min.

Volunteer's signature: (Use back of form if necessary)

INDIVIDUAL ASSISTANCE DAMAGE ASSESSMENT LEVEL GUIDELINES

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <i>Not economically feasible to rebuild</i>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls	More than 4 feet in first floor. More than 2 feet in <i>mobile home</i>
MAJOR	MAJOR	MAJOR	MAJOR
Structure has currently uninhabitable. Expensive repairs are necessary to make habitable. <i>Will take more than 30 days to repair</i>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities; furnace, water heater, well septic system.	Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls, Structure penetrated by large foreign object, such as tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in <i>mobile home</i> with plywood floors. 1 inch in <i>mobile home</i> with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. <i>Will take less than 30 days to repair.</i>	Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles/roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. Crawlspace-reached insulation. Sewage-in basement <i>Mobile home</i> , “Belly Board” to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <i>habitable without repairs.</i>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units/etc. Some minor basement flooding.	Less than 2 inches in first floor. Minor basement flooding. <i>Mobile home</i> , no water in “Belly Board”.

Tips for Estimating Water Depths:

Brick = 2 ½ inches

Stair Riser = 7 inches

Lap or aluminum siding = 4 inches or 8 inches per course

Standard doors = 6 feet 8 inches

Door knobs = 36 inches above floor

Concrete or cinder blocks = 8 inches

Flood / Mud out Assessment

Resident's Name: _____

Type of structure: Frame Home: _____ Mobile Home: _____

Building Size: Width _____ Length _____ Stories _____

Basement: Yes ____ No ____

Standing Water: Basement _____ (depth) Crawl Space _____ (depth)

Water depth at highest from floor: Living Space _____

Basement _____

Assessor: _____

Phone: _____

Date: _____

Location: _____

Basement

Finished: Yes ____ No ____

Floor covering _____

Number of Rooms _____

Mold Visible: Yes ____ No ____

Seepage Present: Yes ____ No ____

Type of Wall _____

Mud/Silt/Debris Depth _____

Main Level

Number of Rooms: _____

Mold Visible: Yes ____ No ____

Floor covering _____

Mud/Silt/Debris Depth _____

Type of Wall _____

Work Needed

Dewatering _____

Pressure Wash _____

Appliance Removal _____

Sanitize _____

Wall covering removal 12" above flood line _____

Remove drywall _____

Remove debris _____

Remove insulation _____

Remove belongings _____

Carpet removed _____

NOTIFY OWNER THAT THEY ARE RESPONSIBLE FOR ANY FURNITURE OR OTHER ITEMS THAT ARE TO BE KEPT AFTER REMOVING FROM THE HOME.

Can debris be stacked at curb? Yes ____ No ____

Dumpster required? Yes ____ No ____

If dumpster is required, the homeowner is responsible to contract for the dumpster.

Degree of Damage

Destroyed _____ Major _____ Minor _____ Affected _____

IS TOXIC WASTE PRESENT? YES NO SOURCE IF KNOWN: _____

Mud and Land Slide Assessment

Resident's Name: _____

Equipment Needed

Bobcat with bucket and grabber _____
Trailer to haul bobcat _____
Dump truck(s) _____
Plastic sheeting _____
Sandbags and sand _____
Blockade material _____
Straw rolls _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Assessments

Type of building: Home _____ Mobile Home _____ Outbuilding _____

Type of foundation: Slab _____ Stem Wall _____ Basement _____

Type of construction: Wood frame _____ Brick _____ other _____

Siding: Wood _____ Metal _____ Stucco, brick, or rock _____

Right of way to property: Uphill _____ Downhill _____ Level _____

Distance of building to right of way: _____

Driveway: Paved _____ Uphill _____ Steep _____ Downhill _____ Steep _____

Distance for dumping mud: On property _____ off property _____

Property owner's written permission _YES NO_ State or county permission _YES NO_

Hillside mud slides or earth slides:

Need professional help _____ Can do _____ cannot do _____

Temporary stability of the slide:

Can do _____ cannot do _____ requires plastic sheeting to cover slide area _____

Requires sandbagging _____ requires straw rolls to divert water flow _____

Needs blockade at lower end of slide _____ Needs to be reseeded to stabilize _____

Comments or suggestions: _____

Fire Cleanup Assessment

Resident's Name: _____

Equipment Needed

Tractor/Skidsteer with bucket and grabber _____

Dumpster/Debris Container _____

Cutting torch _____

Powered Metal Saws _____

Heavy duty chains _____

Water Buffalo _____

Assessments

Type of building: House _____ Mobile Home _____ Outbuilding _____

Type of foundation: Slab _____ Stem Wall _____ Basement _____

Type of construction: Wood frame _____ Brick _____ other _____

Siding: Wood _____ Metal _____ Stucco, brick, or rock _____

Distance of building to right of way: _____

Driveway: Paved _____ Dirt/Gravel _____ Uphill _____ Steep _____ Downhill _____ Steep _____

Does ash need to be sifted? _____. By whom? _____

Has there been a Hazardous Waste Inspection? _____

Has EPA or Regulatory Agency cleared the site for ash/debris removal? _____

Burned tree and brush removal

#Trees <10 in. _____ #Trees >10 in. _____

Trees can be cut up into: Firewood size _____ Lumber logging size _____ 8' lengths for disposal _____

Comments or suggestions: _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Chainsaw – Wind Storm – Roof Assessment

Resident's Name: _____

NOT RECOMMENDED Reason: _____

Describe electrical hazards: _____

- ___ Tree(s) on house/roof with hole(s)
- ___ Tree(s) on house/roof with no holes.
- ___ Tree(s) blocking entrance to house or driveway.
- ___ Tree(s) down preventing reestablishment of power to home.
- ___ Tree(s) and limbs down near house preventing necessary repairs.
- ___ Tree(s) and limbs down that do not affect access or power to home.
- ___ We **cannot** lift trees off structure, but can help to cover and prevent further damage.

Type of roof: Shingle ___ Roll roofing ___ Metal ___ Tile ___

Is any decking missing? Yes ___ No ___ Amount of plywood needed _____

Are trusses damaged: Yes ___ No ___ can we repair without requiring engineering? Yes ___ No ___

Percentage of shingles missing ___ % Tabs missing _____

Whole shingles missing ___ decking visible ___

Materials needed

Tarp(s) needed on roof? Yes ___ No ___ How many? _____ Approximate size _____

Furring strip bundles _____ Metal Flashing rolls _____ Rubber Flashing _____

Shingle bundles _____ Tarp rolls _____

2x4 lengths _____ 2x6 lengths _____

30 lb felt rolls _____ Roll roofing rolls _____

Roofing cement tubes _____

Comments _____

Work needed

Number of trees needed to be cut: _____ Approximate size of trees: under 6" - 12" - 18" - 24" - 32" - Larger

Limbs only Yes ___ No ___

Good access to tree(s) for cutting? Yes ___ No ___

Good access for removal? Yes ___ No ___

Good access to street for debris removal? Yes ___ No ___

Limited access to street for debris removal? Yes ___ No ___

Enough space on road for debris? Yes ___ No ___ Other _____

Distance from trees/debris to street. _____

Saw size _____ Pole saw _____ Push pole _____

Special requirements: Tree Climbers ___ Bobcat or Tractor ___ 4-wheeler & Trailer ___ other _____

Crew size _____

Comments: _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Damage Assessment – Frame Home

Resident's Name: _____

System Damage (indicate percent)

Foundation _____ Interior Walls _____
Floor/Frame _____ Plumbing _____
Exterior walls _____ HVAC _____
Roof _____ Electrical _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Observable Damage Defined

Foundation: If the foundation is undermined, partly missing, sagging or shifted, it is damaged. If these conditions are present, there's a good chance of damage to the floor, plumbing, electrical, HVAC, and wall systems.

Floor: If it is shifted, sagging, or been submerged in water it is damaged. If these conditions are present, there's a good chance of damage to the electrical, HVAC, finish and wall systems.

Exterior walls: If they are missing, shifted, sagging, distorted, or cracked, they are damaged. If these systems are present, there's a good chance of damage to the roof, electrical, plumbing and HVAC systems.

Roof: If it is missing, sagging, collapsed, or submerged, it is damaged. If these conditions are present, there's a good chance of damage to wall and electrical systems. If the roof is flood damaged, all systems are damaged.

Non – Observable Damage Defined

Plumbing: If water supply or waste water items are broken or contaminated, it is damaged.

Electrical: If submerged, interior distribution system missing, or disconnected, it is damaged.

HVAC: If submerged, fuel source missing, or disconnected, it is damaged.

Interior Walls and Finish: If missing, sagging, collapsed or submerged (fully or partially), it is damaged.

Damage Categories Defined

Destroyed: All systems damaged or destroyed habitation not possible.

Major: Four or more systems are damaged or destroyed. Damage exceeds 45% total damage.

Minor: One of three systems are damaged or destroyed.

Affected: Some damage to structure; habitation is possible with no repairs.

Comments or suggestions: _____

Damage Assessment – Mobile Home

Resident's Name: _____

System Damage (indicate percent)

Foundation _____ Interior Walls _____
Floor/Frame _____ Plumbing _____
Exterior walls _____ HVAC _____
Roof _____ Electrical _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Observable Damage Defined

Frame: If it is twisted, buckled or broken it is damaged. If these conditions are present there is likely damage to the wall and roof systems. If it has moved off the foundation (fully or partially), it is uninhabitable as all mechanical systems are disrupted and there is a safety factor.

Exterior walls: If they are missing, shifted, sagging, distorted, or cracked, they are damaged. If these systems are present, there's a good chance of damage to the roof and interior wall systems.

Roof: If it is missing, sagging, torn or punctured, it is damaged. If these conditions are present, there's a good chance of damage to wall systems

Interior walls: If missing, sagging, collapsed, or submerged (fully or partially), they are damaged. This usually involves damage to the other three systems.

Damage Categories Defined

Destroyed: All systems damaged or destroyed habitation not possible.

Major: Four or more systems are damaged or destroyed. Damage exceeds 45% total damage.

Minor: One of three systems are damaged or destroyed.

Affected: Some damage to structure; habitation is possible with no repairs.

Comments or suggestions: _____

Temporary Roof Repair Form

Resident's Name: _____

Are there any electrical or other hazards? Yes ____ No ____

If yes, describe: _____

Assessor: _____
Phone: _____
Date: _____

Trees on house

____ Trees and limbs are near home, preventing necessary repairs.

____ Trees can be removed by team

____ We cannot lift trees off the structure, but we can help to cover and prevent further damage.

Roof

Type of roof: Shingle ____ Roll roofing ____ Metal ____ Tile ____

Is any decking missing? Yes ____ No ____ Amount of plywood needed _____

Are trusses damaged? Yes ____ No ____

Can trusses be repaired without requiring engineering? Yes ____ No ____

Percentage of shingles missing ____ Percentage of tabs missing ____

Whole shingles missing ____ Decking visible ____

Materials needed

Shingle bundles ____

Tarp rolls ____

2 x 4 lengths ____

Furring strip bundles ____

2 x 6 lengths ____

Roofing cement tubes ____

30 lb. felt rolls ____

flashing rolls ____

Roll roofing rolls ____

Size of crew needed for the job: _____

Will owner be present? Yes ____ No ____

If owner will not be present, should work be done? Yes ____ No ____

If not recommended, why? _____

Comments or suggestions: _____

HOUSE LOCATED ON LOT

Resident's Name: _____

PL

PL

PL

LOCATE AND MARK THE FOLLOWING	USE THESE SYMBOLS
-------------------------------	-------------------

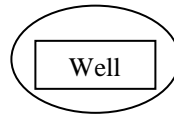
1. Property Lines

PL

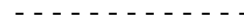
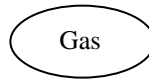
2. Septic tank and drain lines



3. Well and water lines



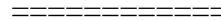
4. Gas tank and lines



5. Location of brush, debris



Street/driveway



**SOUTHERN BAPTIST DISASTER RELIEF
ASSESSORS TEAM DAILY REPORTING FORM**

Day # _____ DR # _____

Date _____ Time _____

Name of Unit _____ Unit # _____

Type of Unit _____ Location _____

Assessors Names/Phone #s _____, _____

ASSESSORS DAILY STATS

A. Number of sites looked at today _____ (A)

B. Number of sites written up today. _____ (B)

Name/Addresses of Jobs that were looked at but not written up. Info is being given to local church for followup. (Please give reason, i.e. waiting on insurance, help not needed. *If Job order is written, do not designate on this form.*)

NAME	ADDRESS	COORDINATES
<u>Why job not written:</u>		

NAME	ADDRESS	COORDINATES
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**SORRY WE MISSED
YOU**

**WE CAME BY TO HELP. PLEASE
CONTACT US AT THE PHONE
NUMBER OR LOCATION LISTED
BELOW**

COMMAND CENTER PH. # _____

COMMAND CENTER LOCATION:

Date: _____

Time: _____

Crew Chief/Assessor

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