

# ***Disaster Assessment Fundamentals*** ***Disaster Services***

**Participant Guide**

**September 2013**



**American  
Red Cross**

# mission

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

# vision

The American Red Cross, through its strong network of volunteers, donors and partners, is always there in times of need. We aspire to turn compassion into action so that...

...all people affected by disaster across the country and around the world receive care, shelter and hope;

...our communities are ready and prepared for disasters;

...everyone in our country has access to safe, lifesaving blood and blood products;

...all members of our armed services and their families find support and comfort whenever needed; and

...in an emergency, there are always trained individuals nearby, ready to use their Red Cross skills to save lives.

# values

We reaffirm our commitment to the Fundamental Principles of the International Red Cross and Red Crescent Movement and add to these principles five values that are essential to our continued success in meeting our mission.

**Compassionate:** We are dedicated to improving the lives of those we serve and to treating each other with care and respect.

**Collaborative:** We work together as One Red Cross family, in partnership with other organizations, and always embrace diversity and inclusiveness.

**Creative:** We seek new ideas, are open to change and always look for better ways to serve those in need

**Credible:** We act with integrity, are transparent guardians of the public trust and honor our promises.

**Committed:** We hold ourselves accountable for defining and meeting clear objectives, delivering on our mission and carefully stewarding our donor funds.

## Contents

|   |    |
|---|----|
| Unit 1: What Is Disaster Assessment? .....                      | 1  |
| Course Purpose.....   | 1  |
| Learning Objectives.....  | 1  |
| Definition of Disaster Assessment .....                         | 1  |
| Three Kinds of DA .....   | 2  |
| Video Transcript of Disaster Assessment.....                    | 3  |
| Items to Bring with You or Provided to You .....                | 4  |
| Safety Tips.....  | 4  |
| Roles – Driving and Assessing .....                             | 5  |
| Tips on Handling an Encounter .....                             | 6  |
| Discussion Question – Encountering People.....                  | 6  |
| Unit 2: How to Conduct a Disaster Assessment.....               | 7  |
| Damage Classifications for Non-flood Damage .....               | 7  |
| Damage Classifications for Flood Damage .....                   | 8  |
| Written Damage Description.....                                 | 12 |
| Assessment Practice .....                                       | 13 |
| DA Additional Instructions .....                                | 17 |
| Unit 3: Supplemental Forms and Assessment Simulation .....      | 19 |
| Detailed Damage Assessment Supplemental Worksheet (5739 A)..... | 19 |
| Area Assessment Worksheet (5739 B).....                         | 19 |
| DA Simulation.....  | 22 |



# Unit 1: What Is Disaster Assessment?

---

## Course Purpose

The purpose of this course is to prepare you to conduct Detailed Damage Assessments accurately, efficiently and safely when you are assigned to a disaster response.

## Learning Objectives

Upon completion of this course, you will be able to:

- Perform a Detailed Damage Assessment
- Describe safety precautions
- Identify the uses for Forms 5739, 5739 A and 5739 B
- Accurately complete a “Street Sheet,” Form 5739
- Identify criteria for each damage classification category
- Describe and classify damaged dwellings

## Definition of Disaster Assessment

Disaster Assessment is the process of observing, collecting, assessing, processing and recording information about what has happened to each home affected by a disaster.

## Notes:

## Three Kinds of DA

### Impact Assessment (IA)

- This is the first assessment performed. It provides general information about the state of the infrastructure; areas impacted, boundaries, utilities, and such.
- IA may have been completed by the time you are assigned to a disaster response. If you are sent out to collect IA data, you will be given guidance at that time.

### Preliminary Damage Assessment (PDA)

- This is a high-level overview of an affected area, typically conducted by supervisors, to determine the extent of the damage in the affected area.
- The outcome of a PDA is an estimate of the number of damaged dwellings and the degree of damage. Specific house addresses are not recorded. This information is valuable for preparing maps showing affected neighborhoods and boundaries of disaster.
- The PDA may have been completed by the time you are assigned to a disaster response. If you are sent out to collect PDA data, you will be given instructions at that time.

### Detailed Damage Assessment (DDA)

- This is the type you are most likely to perform as a disaster responder. This course will focus on preparing you to conduct DDAs.
- A DDA using Red Cross criteria is conducted on each dwelling that has been damaged by the disaster.
- The assessments are normally conducted from a slow-moving vehicle or on foot.
- The address of each dwelling and the damage to the dwelling is recorded on Red Cross *Form 5739*, also known as a “*Street Sheet*.”
- Each dwelling is given a damage classification rating based on the extent of damage observed and whether or not the dwelling can be lived in.

### Notes:

## **Video Transcript of Disaster Assessment**

My task at this disaster is Disaster Assessments of the tornado that went through Wichita Saturday night. We go out and assess the disaster areas and try to identify either by location or people that live in a certain home or mobile home park or whatever and determine how much damage to that home and then take back to Red Cross and then they can follow up with any kind of relief that they can provide.

Well the path that you see behind me about three-fourths of a block wide, it's destroyed to major. Just barely on its side effects, it switches to major/minor and some of these because they're mobile homes—they've been knocked off their foundation—that makes it pretty major then. And if you get over just another street away it becomes minor but this one-block swath through here is definitely in the major to destroyed.

### **Notes:**

## **Items to Bring with You or Provided to You**

- Sunscreen
- Hat
- Sturdy shoes
- Maps
- Personal cell phone
- Red Cross-issued radio or cell phone
- List of supervisors or key personnel and phone numbers
- Personal GPS (if available)
- List of shelters and feeding locations
- Red Cross phone number to provide to residents who seek assistance
- Red Cross Chapter or Red Cross-rented vehicle
- Black pens and a clipboard
- Red Cross-issued identification and signage

## **Safety Tips**

- You will be assigned in teams of 2 or 3 people.
- Be aware of your surroundings at all times.
- Do not drive past or around road blocks unless police authorities allow you access to the area.
- Do not drive or walk near or over downed power lines.
- Do not drive or walk through moving or standing water.
- Do not move objects with your hands or feet. Snakes like to hide under debris.
- Do not text or talk on a cell phone while driving.
- Recognize that disasters displace wildlife and pets that may be dangerous.
- A disaster situation may change—wildfires move, earthquake aftershocks, flash floods and rising flood water may affect roads—and you could put yourself at risk unless you act.
- Because of the potential for gas leaks and spilled chemicals, never smoke.
- Obey “No Trespassing” signs



## **Roles – Driving and Assessing**

### **Driving**

- Someone who knows an affected area is preferred in this role.
- Personal vehicles may not be used to perform any type of Disaster Assessment.
- You must be over 18 years of age and have a valid driver's license.
- Driver does not assess damage. Pay attention to the road and driving conditions.
- Choose an alternate route if the preferred route is blocked.
- Use a highlighter to mark on a print map what streets you have completed.
- Refuel the vehicle before returning to headquarters at the end of each day.

### **Assessing**

- Identify and record the address of each property, the type of dwelling and the number of floors.
- Perform a 3-point survey of the building before making the assessment.
- Describe the damage to the dwelling to justify a damage classification.
- Determine the damage classification based on Red Cross criteria.
- Record additional information, if known, for the other columns on the Street Sheet (Form 5739).
- Manage the documents so that Street Sheets are numbered, columns are tallied and no sheet contains information for more than one street.
- Make sure the upper portion of Street Sheet is properly filled out with the EXACT name of street. (i.e., specify – street; avenue; court; blvd. etc.)

### **Notes:**

## **Tips on Handling an Encounter**

- Your task is not to reach out to affected residents. You serve them best by completing your job quickly and accurately.
- The Disaster Assessment teams are often the first Red Cross representatives the clients encounter.
- If you are asked for help, be polite.
- Engage in conversation only if you need to gather information about dwellings.
- Only answer questions about the services Red Cross can provide.
- Do not speak about items regarding building codes or when residents can return to their homes.
- If asked for assistance, provide information about shelters, feeding stations, and service delivery sites, as well as the Red Cross publicized phone number.
- You can also point them to the Red Cross Service Delivery App.
- Never share results of a damage assessment with residents.
- Do not give clients rides in Red Cross chapter or rental vehicles.
- Always leave the area if you feel threatened or intimidated.
- Never give out names and phone numbers of Red Cross workers to the public.

## **Discussion Question – Encountering People**

Scenario: “Suppose your team has been assigned to assess an area in rural Texas near the Gulf Coast. A tornado touched down the day before. The area you have been assigned has both dirt and paved roads with isolated dwellings, including farms, single-family homes and mobile homes.”

What are some challenges you might face while conducting a Disaster Assessment given this scenario?

## **Notes:**

# Unit 2: How to Conduct a Disaster Assessment

---

## Damage Classifications for Non-flood Damage

### Affected

- Cosmetic damage
- Some shingles and/or siding missing
- Debris against or around dwelling
- Mobile home skirting is damaged or missing
- Dwelling is livable without repairs

### Minor

- Minor structural damage
- Damage to small sections of roof
- Several broken windows
- Large portions of roofing material and/or siding missing
- Penetration damage without structural damage

### Major

- Large portions of roofing material missing or debris penetration
- One or two walls missing
- Mobile home slight twisting or bowing of frame, forceful penetration of walls with debris

### Destroyed

- Total collapse
- Residence has shifted on the foundation
- Not economically feasible to repair
- Mobile home walls collapsed, home is turned over, frame is buckled or significantly twisted

### Inaccessible

- Standing water
- Impassible roads or bridges
- Unsafe to enter the area

## **Damage Classifications for Flood Damage**

### **Affected**

- Less than 1 foot of water in the living area of a single-family home or apartment
- Fewer than 6 inches of water in the living area of a mobile home

### **Minor**

- Between 1 and 3 feet of water in the living area of a single-family home or apartment
- Between 6 inches and 2 feet of water in the living area of a mobile home

### **Major**

- Between 3 and 5 feet of water in the living area of a single-family home or apartment
- Between 2 and 4 feet of water in the living area of a mobile home

### **Destroyed**

- More than 5 feet of water in the living area of a single-family home or apartment
- More than 4 feet of water in the living area of a mobile home

### **Inaccessible**

- Standing water
- Impassible roads or bridges
- Unsafe to enter the area

### **Notes:**

#### DAMAGE CLASSIFICATIONS

During the collection process, a preliminary damage assessment is always conducted. A detailed damage assessment may or may not be conducted, depending on many factors. In capturing information about housing damage, it is important to ascertain to what degree affected dwellings have been damaged. For the purposes of decision-making and service delivery planning, it is imperative that Disaster Assessment staff document, to the greatest extent possible, the level of damage suffered by each dwelling being assessed. For example, if 100 homes are assessed as being destroyed when in fact they only suffered minor damage, the budget for the relief operation can be greatly affected. This inaccuracy can have a trickle-down effect where more staff may be deployed, more resources acquired and an excess of vehicles rented, which is neither efficient nor cost-effective in meeting the needs of the community. This example can also be reversed, where damage is classified too low and not enough resources are brought to bear and, as a consequence, service to clients and the community is too slow. To this end, there are five levels of damage classifications to better help the organization accurately capture the degree of damage. In instances of flood disasters, be sure to capture the level of water inside a dwelling as accurately as possible.

In the following tables, general guidelines outline the basic criteria for determining the degree of damage. In the case of a flood, a higher damage rating might be considered for mobile homes if the water has been standing for an extended period. For example, a mobile home with 18 inches of water might be rated as major damage if it is determined that the water has been standing in the mobile home for several days. If the higher rating is given, the reason must be documented on the *On-Site Detailed Damage Assessment Worksheet* (F5739). When in doubt, err in favor of the client and document the justification.

**Destroyed:** A rating of destroyed indicates the dwelling is currently uninhabitable and cannot be made habitable without extensive repairs that would prove to be too costly; (e.g., total loss of structure, complete failure to major structural components)

| Flood     | SFD/MFD  | MH  |
|-----------|--|---|
| Destroyed | <ul style="list-style-type: none"> <li>Five feet (60 inches) or more of water in the living area of the dwelling.</li> <li>In the event there is believed to be 60 inches or more of water in a basement, the dwelling should be classified as major damage rather than destroyed unless there is evidence that the basement walls have collapsed, then a rating of destroyed is appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>Four feet (48 inches) or more of water in the living area of the dwelling</li> </ul>   |
| Non-Flood | SFD/MFD  | MH  |
| Destroyed | <ul style="list-style-type: none"> <li>Structure is totally gone or whole, major parts of walls are missing and collapsed.</li> <li>The dwelling has shifted on its foundation.</li> <li>The structure is not economically feasible to repair.</li> </ul>  | <ul style="list-style-type: none"> <li>The mobile home has walls collapsed or the integrity of the structure is completely compromised.</li> <li>The mobile home is off its foundation and has significant structural damage</li> </ul> |

**Major:** A rating of major indicates that a dwelling is not currently habitable but can be made habitable with repairs; (e.g., substantial failure to structural elements such as floors, walls or foundation).

| Flood     | SFD/MFD  | MH  |
|-----------|--|---|
| Major     | <ul style="list-style-type: none"> <li>Three feet to five feet (36 to 60 inches) of water in the living area of the dwelling.</li> <li>Basement flooding where it is expected the basement is being used as living space.</li> <li>The depth of water should be documented using the same water depth levels for the main living area.</li> <li>The physical plant (e.g., hot water heater, furnace etc.) of the home is under water.</li> </ul> | <ul style="list-style-type: none"> <li>Two to four feet (24 to 48 inches) of water in the living area of the dwelling. Foundation walls have been compromised but no structural damage has occurred.</li> </ul> |
| Non-Flood | SFD/MFD  | MH  |
| Major     | <ul style="list-style-type: none"> <li>Large portions of the roof are missing. Extensive wall damage.</li> </ul>   | <ul style="list-style-type: none"> <li>The mobile home is twisted or bowed.</li> <li>There is forceful penetration of the walls by debris.</li> </ul>   |

**Minor:** A rating of minor damage indicates the dwelling has sustained damage and will require repairs, but is currently habitable whether or not the occupants have chosen to remain in the dwelling following the disaster event.

| Flood     | SFD/MFD   | MH  |
|-----------|---|---|
| Minor     | <ul style="list-style-type: none"> <li>One to three feet (12 to 36 inches) of water in the living area of the dwelling.</li> <li>Basement flooding where it is believed there is no one living in the basement.</li> <li>The depth of water should be documented using the same water depth levels for the main living area.</li> </ul> | <ul style="list-style-type: none"> <li>Water six inches to two feet (6 to 24 inches) in the living area of the dwelling.</li> </ul>   |
| Non-Flood | SFD/MFD   | MH  |
| Minor     | <ul style="list-style-type: none"> <li>Some minor structural damage.</li> <li>Damage to small section(s) of the roof.</li> <li>Numerous broken windows.</li> <li>Roofing and siding is missing.</li> </ul>  | <ul style="list-style-type: none"> <li>Roofing and siding is missing. Windows are broken.</li> <li>Penetration damage to the walls, but where it is believed that no structural damage has occurred.</li> </ul> |



**Affected:** A rating of affected indicates the dwelling has sustained “extremely minor” damage. In this category, most of this damage would be considered nuisance damage such as a few shingles blown off, a couple of broken windows, debris in the yard or on or near the dwelling and minor contents damage.

| Flood     | SFD/MFD  | MH   |
|-----------|--|--|
| Affected  | <ul style="list-style-type: none"><li>• Zero to one foot (0 to 12 inches) of water in the living area of the dwelling.</li><li>• Standing water in the yard surrounding the home.</li></ul>  | <ul style="list-style-type: none"><li>• Zero to six inches of water in the living area of the dwelling.</li><li>• Wet skirting and/or water up to the bottom of the frame.</li><li>• Standing water in the yard surrounding the mobile home.</li></ul>   |
| Non-Flood | SFD/MFD  | MH   |
| Affected  | <ul style="list-style-type: none"><li>• Some shingles missing.</li><li>• There is debris against or on the structure.</li><li>• The structure damage can be considered nuisance.</li><li>• Some contents damage might have occurred, such as from rain blown through poorly sealed windows and doors.</li><li>• The dwelling is livable without repairs.</li></ul> | <ul style="list-style-type: none"><li>• There is debris against or on the mobile home but has not caused any structural damage.</li><li>• Some siding and/or roof covering pieces affected that would be considered nuisance damaged.</li><li>• The dwelling is livable without repairs.</li></ul> |

**Inaccessible:** A rating of inaccessible should be used if access to the home is impossible because of standing water, destroyed bridges, impassable roads or other such conditions. This category should also be used for homes that have been evacuated because of an imminent threat (e.g., threat of mudslides or overflow of sewers) or when basic utilities are inoperative. The period of time that the condition exists *must* be considered and documented.

## Written Damage Description

### How to write a good description

- Description = Evidence. Always write the description first since it justifies the classification!
- Percentages and counts are effective and faster to record than long narrative descriptions.

### Examples of good and bad descriptions of damage

- Good examples are “25% shingles blown off,” “3 walls collapsed,” and “50% of roof gone.”
- Bad examples are “debris through walls and roof,” “destroyed,” and “two fatalities.”
- Record only known facts, not assumptions. If you don’t know, don't guess. Leave it blank.

### Notes:



## Assessment Practice

1. For each image, how would you describe the damage to this dwelling according to Red Cross criteria? Remember - Good examples are “25% shingles blown off,” “3 walls collapsed,” and “50% of roof gone.”
2. What classification would you assign each dwelling?

1 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

2 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

3 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

4 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

5 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

6 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

7 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

8 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

9 Description: \_\_\_\_\_

Classification: \_\_\_\_\_

---

10 Description

---

Classification:

---

11 Description:

---

Classification:

---

12 Description:

---

Classification:

---

13 Description:

---

Classification:

---

14 Description:

---

Classification:

---

15 Description:

---

Classification:

---

16 Description:

---

Classification:

---

17 Description:

---

Classification:

---

18 Description:

---

Classification:

---

19 Description:

---

Classification:

---

20 Description:

---

Classification:

---

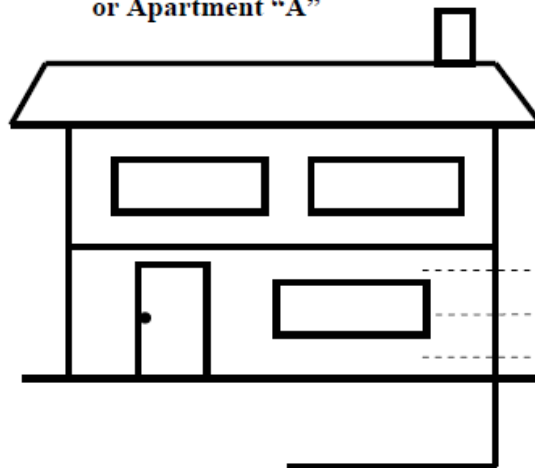
| DR #:                        |                 | DR Name:              |       | State:                  |          | County:      |                                       | City/Community:                |   | Date:                                     |                                     |   |           |
|------------------------------|-----------------|-----------------------|-------|-------------------------|----------|--------------|---------------------------------------|--------------------------------|---|---|-------------------------------------|---|-----------|
| Street Name:                 |                 |                       |       | Geographical Reference: |          |              |                                       |                                |   |   |                                     |   |           |
| House #                      | Apt.<br>/Unit # | Damage Classification |       |                         |          |              | # of Floors<br>in dwelling<br>or unit | Is there a<br>Basement?<br>Y/N | Water level<br>in living area<br>(inches) | Water<br>level in<br>basement<br>(inches) | Is the<br>electricity<br>on?<br>Y/N | Occupancy<br>Type:<br>Own? Rent?<br>Seasonal? | OR<br>901 |
|                              |                 | Destroyed             | Major | Minor                   | Affected | Inaccessible |                                       |                                |   |   |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
|                              |                 | S M A                 | S M A | S M A                   | S M A    | S M A        |                                       |                                |   |   |                                     |   |           |
| Description:                 |                 |                       |       |                         |          |              |                                       |                                |   | Name:                                     |                                     |   |           |
| Total <u>Single Family</u> : |                 |                       |       |                         |          |              | Additional Information:               |                                |   |   |                                     |   |           |
| Total <u>Mobile Home</u> :   |                 |                       |       |                         |          |              |                                       |                                |   |   |                                     |   |           |
| Total <u>Apartment</u> :     |                 |                       |       |                         |          |              | Worker Completing Form:               |                                |   |   |                                     | Supervisor:                                   |           |

# On-Site Detailed Damage Assessment Worksheet Instructions

**DR Number:** Enter the disaster relief operation (DR) number.  
**DR Name:** Enter the disaster relief operation name.  
**State:** Enter the two letter abbreviation for the state that the assessment covers.  
**County:** Enter the name of the county that the assessment covers.  
**City/Community:** Enter, to the best of your ability, the name of the city or community that the assessment covers.  
**Date:** Enter the date the street sheet was completed  
**Street Name:** Document the complete street name including the designation such as; St., Ct., Dr. etc. (Check your spelling) Also, use only one street per page even if you are only assessing one dwelling, do not mix streets. For more than ten dwellings for a street use multiple pages and document the number of pages at the very bottom of the page where it shows Page \_\_\_ of \_\_\_  
**Geographic Reference:** Provide any information about where the street segment is you are reporting on such as; Started assessment at the corner of Main St. and traveled West, or you can use this area to document the name of an area or mobile home park or apartment complex name.  
**House #:** Enter the house number for the address being assessed. A maximum of ten dwellings or units can be documented per page. Enter only one dwelling/unit per line.  
**Apt./Unit #:** Enter the individual unit or apartment number for the address being assessed. Remember, each living unit should be assessed on separate lines. Do not assess an entire apartment condominium building as one address.  
**Damage Classification:** Circle the appropriate Dwelling Type for the dwelling/unit being assessed. Circle either the S for Single Family Dwelling or the M for Mobile Home or the A for an Apartment or multi-family dwelling. There should only be one circled letter per line. For example, if the dwelling being assessed for that line is a mobile home that has major damage, you would circle the M under the major damage column. Repeat this process for each subsequent dwelling (line.)  
**# of Floors in this dwelling or unit?:** Enter the number of floors for the dwelling being assessed. Do not include basement information here. For apartments and multi-family dwellings; indicate the number of floors for each unit being assessed, do not document the number of floors for the entire building. The size and number of floors for the building can be documented in the "Description" line.  
**Is there a Basement?:** Document if there is or is not a basement. Enter Y for Yes or N for No.  
**Water level in the living area:** Through exterior visual observation, enter the level of water that is or may have been in the living area of the dwelling or unit. Do not include water in the basement in this column. Enter the water level in inches.  
**Water level in basement:** Through exterior visual observation, enter the level of water that is or may have been in the basement of the dwelling or unit. If possible document in the description line if the basement may have been used as living space. Enter the water level in inches.  
**Is the electricity on?:** Document if the electricity is on or off. Enter Y for Yes (on) or N for No (off)  
**Occupancy Type:** Document to the best of your ability if the dwelling being assessed is Owner Occupied, Renter Occupied or is a seasonal dwelling. Enter O for owner occupied, R for renter occupied or S for seasonal.  
**OR/901:** This column is to be used to document whether the assessed dwelling has been assigned to Outreach and/or if a case record (901) has been initiated.  
**Description:** Document any additional information that will be beneficial to the individual assistance providers in visualizing the damage that has occurred to the dwelling. Any other useful information such as directions should also be recorded here.  
**Name:** If possible, enter the last name of the family that lives in the dwelling being assessed.  
**Totals:** Add each circled letter in each damage column and enter the number in the appropriate cell at the bottom of the page. For example; add each circled S (single family dwelling) in the destroyed column and enter the number in the row for Total Single Family: under the Destroyed column. Repeat this process for each damage classification and dwelling type.  
**Additional Information:** Document any additional information that might be useful to other workers using the completed street sheet to provide service and assistance.  
**Worker Completing Form:** Enter the first and last name of the primary worker completing the street sheet.  
**Supervisor:** Have your supervisor review each street sheet and initial in this box when complete.

## Single Family Dwelling "S" or Apartment "A"

## Flood



Destroyed – 60+”

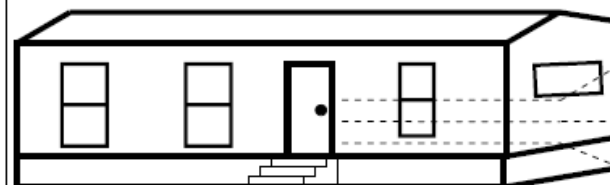
Major – 36” – 60”

Minor – 12” – 36”

Affected – 0” – 12”  
including basement  
flooding

## Mobile Home "M"

## Flood



Destroyed – 48+”

Major – 24” – 48”

Minor – 6” – 24”

Affected – 0” – 6”

## Non-Flood Damage considerations:

| Destroyed:  | Major:  | Minor:   | Affected:  |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>-Total collapse</li> <li>-Shifted on Foundation</li> <li>-Not economically feasible to repair</li> <li>-MH walls collapsed</li> <li>-MH turned over</li> <li>-MH frame buckled or significantly twisted</li> </ul> | <ul style="list-style-type: none"> <li>-Large portions of roof missing or debris penetration</li> <li>-One or two walls missing</li> <li>-Slight twisting or bowing of MH frame</li> <li>-Forceful penetration of MH walls with debris</li> </ul> | <ul style="list-style-type: none"> <li>-Minor structural damage</li> <li>-Damage to small sections of roof</li> <li>-Numerous broken windows</li> <li>-Large portions of roofing material and/or siding missing</li> <li>-Penetration damage where it is believed no structural damage has occurred</li> </ul> | <ul style="list-style-type: none"> <li>-Some shingles and/or siding missing</li> <li>-Debris against or around dwelling</li> <li>-Structure damage considered to be nuisance</li> <li>-MH skirting is damaged or missing</li> <li>-Dwelling is livable without repairs.</li> </ul> |

## DA Additional Instructions

**DR Number and DR Name** – Memorize this information. It will be the same for all the Street Sheets.

**State** – Know the two-letter abbreviation for the state.

**County** – Know the county you are going to or are in. Ask if you do not know.

**City/Community** – Record the city or the nearest community if not in a city.

**Date** – Record the date the form is filled out. Do not add new addresses to a previous day's Street Sheet; start new Street Sheets every day.

**Street Name** – Record only one street name. Also, print the same street name in the right side of the paper in the field marked "Street Name."

**Geographical Reference** – (Optional) Use this to describe the location of a hard-to-find street or a street not on the map, name of a subdivision, a trailer park or an apartment complex, block street numbers when the entire street is not assessed (i.e., 500-800 Block or Between 2nd and 9th street, etc., along riverfront, etc.)

**House #** – If you cannot find the correct house number, don't guess! Leave it blank and briefly describe in the Description field the physical location of the house. (i.e., green house between 201 & 205, red house across from #608, 3<sup>rd</sup> house (blue) east of Center Lane on North side of Highway 392. If you need to take two or more lines to record the data, do it.

**Apt/Unit #** – Required for apartments and duplex with same house/building number.

**Description** – Be specific. You must justify the damage classification you select.

**Damage Classification** – Use the back of the Street Sheet to help with your decision. This selection must match the description of the damage.

**Type of Dwelling** – After you decide on the damage classification of the dwelling, circle the correct type of dwelling under the appropriate damage classification you selected:

**S** – Single-Family Dwelling

**M** – Mobile Home/Manufactured Home

**A** – Apartment, Multi-family Dwelling or Duplex

**Total Single Family, Total Mobile Home and Total Apartment** – Total the numbers in the five damage classification columns separately at the bottom of their respective columns across from the appropriate dwelling type. Do not crossover any numbers into another column and do not carry over any of the numbers to any other pages. Do not add any more numbers to the Street Sheets after the day is done. Start new Street Sheets each day.

**# of Floors in dwelling or unit** – If you can determine the number of floors, fill it in. If not, leave it blank. Don't guess.

**Is there a basement?** – If you can tell by driving by, put "Y" or "N." If not, leave it blank. Don't guess.

**Water level in living area** – This applies to floods. Look for a waterline on the outside of the house. Start counting at the bottom of the front door. Record the water level in inches, not feet.

**Water level in basement** – Since we do not go into basements to see water level, leave blank. Don't guess.

**Is the electricity on?** – If you can tell by driving by put "Y" or "N." If not, leave blank. Don't guess.

**Occupancy type?** – Unless you talk to the resident, which we normally don't do, leave it blank. Don't guess.

**OR/901** – Leave blank. This field may be used by CLS.

**Additional Information** – Add any other pertinent data (i.e., Smith Street is also Hwy. 103. Water has been in and around the houses for 2 weeks. Building 302 was condemned by Public Safety).

**Worker Completing Form** – Write the name of the person who did the assessments. If someone else filled out the form, put both names.

**Supervisor** – Write the name of at least one other individual who checked the form for errors before turning it in. The supervisor may not always be that person.

# Unit 3: Supplemental Forms and Assessment Simulation

---

## Detailed Damage Assessment Supplemental Worksheet (5739 A)

- The form is intended to be used for a single street where there are a range of addresses that have the same damage classification. It is most effective for streets with dwellings that have destroyed or major damage. It should be used in rare occasions when other factors like safety may prevent or hinder taking the time to complete the Street Sheet Form 5739
- If this form is required, you will be given additional instructions at that time.

## Area Assessment Worksheet (5739 B)

- The form used to describe an “area’ of damage where at least four boundaries can be identified. Imagine drawing a polygon on a paper map using streets for boundaries and the dwellings inside that polygon can be given a damage classification(s). The Area Assessment Worksheet is a means to describe the polygon through a form. There might be a mixture of damage classifications and a percentage of each should be documented on the form to the best of your ability.
- If this form is required, you will be given additional instructions at that time.

|  |          |   |  |                 |       |
|--|----------|---|--|-----------------|-------|
| DR #:  | DR Name: | State:  | County:  | City/Community: | Date: |
| Street Name:   |          | Geographic Reference:   |  |                 |       |
| <b>Address Range:</b><br><br><b>Primary Dwelling Type:</b> _____<br><b>Basements Prevalent?</b> _____  |          | <b>Approximate number of dwellings/units in this range of addresses:</b><br><br>_____ | <b>Description of Damage</b><br>Destroyed: _____ %<br>Major: _____ %<br>Minor: _____ %<br>Affected: _____ %<br>Inaccessible: _____ %<br>Unknown/None: _____ %<br>or general description: |                 |       |
| <b>Address Range:</b><br><br><b>Primary Dwelling Type:</b> _____<br><b>Basements Prevalent?</b> _____  |          | <b>Approximate number of dwellings/units in this range of addresses:</b><br><br>_____ | <b>Description of Damage</b><br>Destroyed: _____ %<br>Major: _____ %<br>Minor: _____ %<br>Affected: _____ %<br>Inaccessible: _____ %<br>Unknown/None: _____ %<br>or general description: |                 |       |
| <b>Instructions:</b> <ul style="list-style-type: none"> <li>• Complete the top line with the appropriate information for the street about which you are reporting.</li> <li>• <b>Street name:</b> Document the complete street name including the designation, such as St., Ct., Dr., etc. (Check your spelling.)</li> <li>• <b>Geographic reference:</b> Provide any information about the location of the street segment on which you are reporting, such as "Started assessment at the corner of Main St. and traveled West," or you can use this area to document the name of an area, mobile home park or apartment complex.</li> <li>• <b>Address ranges:</b> Document the range of addresses being reported, such as 1455 to 1535. Also, document the primary dwelling type for the address range on which you are reporting, either single-family dwelling (SFD), mobile home (MH) or apartment/multi-family dwelling (Apt.).</li> <li>• <b>Basements prevalent?:</b> Document if basements are prevalent in these address ranges by writing yes or no.</li> <li>• <b>Approximate number of dwellings/units:</b> Document, to the best of your ability, the approximate number of dwellings or units within the address range on which you are reporting.</li> <li>• <b>Description of damage:</b> Provide a breakout of the degree of damage by percentage for the approximate number of dwellings or units impacted for the address range. If a breakdown is not possible, please provide a general description of damage for the address ranges.</li> </ul> |          |   |  |                 |       |

Street Name:



|  |  |        |         |                 |               |
|--|--|--------|---------|-----------------|---------------|
| DR #:  | DR Name:   | State: | County: | City/Community: | Date:         |
| <b>Geographic Reference:</b>   |  |        |         |                 |               |
| North Boundary   |  |        |         |                 |               |
| West Boundary  | <p><b>Approximate # of Dwellings/Units Impacted:</b> _____</p> <p><b>Destroyed:</b> _____ %      <b>SFD:</b> _____ %</p> <p><b>Major:</b> _____ %      <b>MH:</b> _____ %</p> <p><b>Minor:</b> _____ %      <b>Apt.:</b> _____ %</p> <p><b>Affected:</b> _____ %</p> <p><b>Inaccessible:</b> _____ %</p> |        |         |                 | East Boundary |
| <p><b>General Information:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Basements Prevalent?</b> _____</p>  |  |        |         |                 |               |
| South Boundary   |  |        |         |                 |               |
| <b>Instructions:</b> <ul style="list-style-type: none"> <li>• Complete the top line with the appropriate information for the area you are reporting on.</li> <li>• <b>Geographic Reference:</b> Use this section to document the name of an area or a mobile home park or apartment complex name.</li> <li>• <b>Boundaries:</b> Provide the street names for each of the geographic boundaries that make up the area assessment. If there are more than four or less than four boundaries because of angled or curved streets, document that as well. Be creative and informative in your documentation.</li> <li>• <b>Approximate number of dwellings/units Impacted:</b> Document to the best of your ability the approximate number of dwellings or units within the area you are reporting on.</li> <li>• <b>Description of damage:</b> Provide a breakout of the degree of damage by percentage for the approximate number of dwellings/units impacted and provide a breakdown by dwelling type as well, if possible.</li> <li>• <b>Basements Prevalent?:</b> Document if basements are prevalent in this area with a Yes or No.</li> </ul> |  |        |         |                 |               |

## **DA Simulation**

### **Instructions**

Look at each image displayed and discuss as a team what form to use, how to describe the damage to the dwelling and how to classify the dwelling. Participants will complete their own forms. You will have 2 minutes to complete each assessment. Refer to information in this guide to refresh your memory of classification criteria. Keep in mind that you will need to switch forms during the simulation.

### **Scenario**

Shortly after daybreak, a severe storm system moved into our chapter's jurisdiction. At 9:30 a.m., a large tornado touched down in a residential neighborhood. Record rainfall was recorded, causing creeks to overflow their banks and flood nearby homes. As a Disaster Assessment worker, you must survey the damage and accurately record the information on forms 5739, 5739A and 5739B. Once you complete the forms, report your findings back to your Disaster Assessment supervisor.





**American  
Red Cross**