

MAINE EMERGENCY MANAGEMENT AGENCY
DAMAGE and INJURY ASSESSMENT
INSTRUCTIONS

FORM 7
Revised March 2016

Please complete this form as soon as possible following a disaster, even if you consider damage in your area to be insignificant. A complete picture of the impact of the disaster is necessary for State officials to determine if Federal assistance should be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

When exact figures are not available, reasonable estimates should be used. Do not include state- or federally owned property.

GENERAL INFORMATION

Original or Revision: Check one. Each report should include the total of previously reported damages plus the additional information. Continue to supply new information to the county as it is received. Number each revised report consecutively.

Date: Enter the current date on each revised form. **Type of disaster:** E.g., flooding, hurricane, ice storm.

Date(s) of occurrence: Enter the date or date range the event began, continued, and ended.

Jurisdiction (town, county, district, etc.): Enter the name of the reporting entity, such as municipality, county, utility or school district.

County: If information is not pre-printed, enter county in which jurisdiction is located.

Area affected (northeast, west side, etc.): Enter the section of the municipality or county impacted.

POINT OF CONTACT

Name: Enter the name, title, email, desk and cell phone numbers of the person who can answer any questions the County or MEMA may have.

DAMAGES TO PUBLIC INFRASTRUCTURE

Public damages are damages to government-owned facilities and to those owned by private nonprofits (PNP) that provide essential services to the community. They are based on the estimated cost of returning those properties to their pre-disaster condition.

Public damages also include costs incurred by government in response to the disaster. Certain Private Nonprofits are eligible for reimbursement of disaster-related expenses.

A. DEBRIS REMOVAL: The debris must be a direct result of the disaster and be an immediate threat to lives, public health and safety. Enter costs incurred or projected for removing debris from the jurisdiction's property that meet both these criteria. Do not include estimated debris removal from private property unless the reporting jurisdiction would normally have a legal responsibility to do so.

B. EMERGENCY PROTECTIVE MEASURES: Protective measures include the cost of evacuation, sheltering, search and rescue, demolition of unsafe structures, and other actions taken by the reporting jurisdiction to reduce the threat to public health and safety. In all cases, the disaster must be the cause for the costs reported here.

C. ROADS AND BRIDGES: Enter the actual or estimated cost to return the following public property which was damaged by this disaster to its pre-disaster condition: roads, streets, bridges, rights-of-way, culverts, curbs, gutters, sidewalks, etc. Do not include state- or federally owned property.

D. WATER CONTROL FACILITIES: Enter the actual or estimated cost to repair or replace to pre-disaster levels the capabilities of flood control, drainage, and irrigation facilities owned, operated, controlled, or maintained by the reporting jurisdiction. In all cases, the disaster must be the cause for the repair or replacement.

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E. BUILDINGS AND EQUIPMENT: Enter the estimated cost of repairs to any facility or equipment owned, operated, or maintained by the reporting jurisdiction that was damaged by this disaster. Do not include damages that occurred during response.

F. UTILITIES: Enter all costs disaster-related damages to public utilities and utility systems. These costs can be both for emergency repair and/or projected permanent replacement.

G. PARKS, RECREATIONAL, AND OTHER: Enter disaster-related repair or replacement costs to public parks, recreational areas, or other public facilities not addressed in other categories. The replacement of trees, shrubs, and other ground cover is not eligible for reimbursement.

PRIVATE NONPROFITS: Enter the estimated cost of disaster-related repairs or replacement of any facility owned by a PNP that provides essential services to the community. Operating costs are not eligible for reimbursement through the Public Assistance program.

DAMAGES TO HOMES / BUSINESSES

Individual damages include disaster-related impacts to people, primary homes, businesses (including agricultural businesses), life/safety and other essential services. We also need to know the community impact from the disaster, so we want information on people who are self-employed, have a disability or access/functional need, are not English speakers, or are living below the poverty line.

NOTE: Re-enter jurisdiction and date at the top of second page.

CASUALTIES: Enter the number of deaths, injured and missing people. If unconfirmed, indicate that.

PEOPLE DISPLACED: Enter the numbers of people who were evacuated; people staying overnight in community/non-Red Cross shelters; and people served in warming or cooling centers.

PRIMARY HOMES IMPACTED: Barns, garages, and other outbuildings are not counted. Camps, vacation homes, and other secondary residences are not eligible for consideration. For apartment buildings, count each occupied unit as a primary home.

Homes destroyed: The home is a total loss or not economically feasible to repair. Not habitable.

Homes with major damage: Heavy damage to 50% or more of roof/exterior walls; substantial failure of structure. One foot of water on first floor or the furnace, water heater, etc., are under water. Can be livable with extensive repairs requiring a long period of time.

Mobile homes destroyed / Mobile homes with major damage: For non-flooding disaster events, use the same criteria as for stick-built homes. For flooding events, modular homes have a lower threshold.

Inaccessible (72 hours or longer): Even if homes are not damaged, if they are inaccessible for 72 hours or more due to the disaster, please count them.

BUSINESSES IMPACTED: Count all businesses with 40% or more physical damages or that were closed for 72 hours or longer because of the disaster.

LIFE / SAFETY SERVICES DISRUPTED FOR 72 HOURS OR MORE – YES / NO: Write “YES” or “NO” regarding the disruption of the listed categories of services for 72 hours or longer. Include any details or explanations in the space provided.

ESSENTIAL COMMUNITY SERVICES IMPACTED (72 HOURS OR LONGER): Enter the number of each of the listed entities that were closed or services were disrupted for 72 hours or longer. Social programs include Meals-on-Wheels, etc. Include any details or explanations in the space provided.

OTHER COMMUNITY IMPACTS: Briefly describe any other community impacts, such as to people who are self-employed, tourist destinations, cultural institutions or vulnerable populations.