

INSTRUCTIONS for KCEMA 2019

INDIVIDUAL ASSISTANCE

INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS - For Flood Events

PROPERTY INFORMATION

PROPERTY OCCUPANT INFORMATION

- Provide the occupant's full name
- Phone number including area code
- Email address should there be questions regarding your survey

ADDRESS #, Unit/Suite #, STREET NAME, CITY

- Indicate address number, unit/suite number (if applicable) and street name. For example, the address 105 North Main Street, Apt #2, Springfield, 12345 would be recorded as follows:
Address Number - 105
Unit/Suite - Apt # 2
Street Name - North Main Street
City - Springfield
Zip - 12345
Be sure to annotate the street direction if applicable. (i.e. North, South, East, West)
- Use a separate entry for each dwelling number and street.
- If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.
- If there is a business in the home, record the home and business as separate lines and note in the comments.

TYPE OF STRUCTURE

- Select if damaged dwelling is:
Single Family Home
Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)
Mobile Home
Business

OWN/RENT

- Indicate if you own or rent the dwelling.

DEPTH - BASEMENT

- Select depth of water in the basement (inches or feet).
- If no water in basement, type 0.
- If the basement is full record FULL
- If no basement, select N/A (Not Applicable).

DEPTH - CRAWLSPACE

- Select depth of water in the crawlspace of the dwelling (inches or feet).
- If no water in the crawlspace, type 0
- If the crawlspace is full record FULL
- If there is no crawlspace select N/A
- If unable to determine the depth select UNKNOWN

DEPTH - 1st FLOOR

- Select depth of water in the first floor of the dwelling (inches).
- If no water in the first floor, select 0.
- If apartment is in the basement or an upper floor, select N/A.
- If unable to determine the depth record UNKNOWN.

BASEMENT LIVING AREA - YES OR NO

- Is the basement used as an essential living area, such as space that is used as a required (versus an optional) bedroom?
- Family rooms **are not** considered essential living areas. A finished basement does not necessarily make it an essential living area. A basement apartment or garden apartment is considered an essential living area. If a dwelling is a split-level or tri-level design, indicate this in the Comments section.

INSURANCE

- Select the type of insurance coverage you have

STRUCTURAL DAMAGE

- If there is obvious/visible structural damage to the dwelling, select Yes and *briefly* describe the damage in the Comments textbox. If no obvious/visible structural damage, record No. Structural damage is related to the integrity of

the structure. Structural damage may include collapsed basement walls and large cracks in the foundation. Structural damage does not include damage to drywall, carpet or paneling. (See FEMA Matrix below for definition of structural damage)

FEMA LEVEL OF DAMAGE

- Based off the FEMA matrix record Affected, Minor, Major or Destroyed based on the damage criteria (See assigned FEMA Matrix below for assigning level of damage)

COMMENTS

- Other types of common information to be recorded in this column using the corresponding letter are:
 - A - No one living in dwelling at time of flood
 - B - Dwelling was not a primary residence
 - C - Damage caused by sewer back up only
 - D - No one home during damage assessment, cannot determine damage
 - E - No one home during damage assessment, information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)
 - F - Water Heater, Furnace and/or Duct work was damaged or is/was not operable due to flood (please annotate which mechanical was damaged or all.)
 - N/A - No applicable option.
- Additional comments are optional. Include any supplemental information we should be aware of. If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house off foundation, large foundation cracks.

[COMPLETE THE DAMAGE ASSESSMENT FORM HERE](#)

Damage Assessment Matrix for Conventionally Built Homes

Category of Damage	Definition	Flood Examples	Non-Flood Examples
Affected	Residences with minimal damage to the exterior and/or contents of the home.	<ul style="list-style-type: none"> Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged. 	<ul style="list-style-type: none"> Partial missing shingles or siding. Cosmetic damage such as paint discoloration or loose siding. Broken screens. Gutter damage and debris. Damage to an attached structure such as a porch, carport, garage, or outbuilding not for commercial use. Damage to landscaping, retaining walls, or downed trees that do not affect access to the residence.
Minor	Encompasses a wide range of damage that does not affect the structural integrity of the residence.	<ul style="list-style-type: none"> Water line up to 18 inches in an essential living space. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.). 	<ul style="list-style-type: none"> Nonstructural damage to roof components over essential living space to include shingles e.g. roof covering, fascia board, soffit, flashing, and skylight. Non structural damage to the interior wall components to include drywall, insulation Non structural damage to exterior components Multiple small vertical cracks in the foundation. Damage to chimney to include, tilting, fallen, cracks, or separated from the residence. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.). Damage or disaster related contamination to a private well or septic system
Major	A residence may be categorized as having major damage when it has	<ul style="list-style-type: none"> Water line above 18 inches in an essential living space, a water line above the electrical outlets, 	<ul style="list-style-type: none"> Failure or partial failure to structural elements of the roof over required rooms to include rafters, ceiling joists, ridge boards, etc.

	sustained significant structural damage and requires extensive repairs.	or a waterline on the first floor of a residence when basement is completely full.	<ul style="list-style-type: none"> • Failure or partial failure to structural elements of the walls to include framing, sheathing, etc. • Failure or partial failure to foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches.
Destroyed	The residence is a total loss, or damaged to such an extent that repair is not feasible.	<ul style="list-style-type: none"> • Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). 	<ul style="list-style-type: none"> • Only foundation remains. • A residence that will require immediate demolition or removal because of disaster-related damage or confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

Assessment Matrix for Manufactured Homes

Degree of Damage	Definition	For Flood Damage	For Damage Other Than Flood (e.g., Wind Driven Rain, Earthquake)
Affected	This category includes residences with cosmetic damage only. It also applies to residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.	<ul style="list-style-type: none"> • No damage affecting habitability; cosmetic damage only. 	<ul style="list-style-type: none"> • The dwelling's frame is not bent, twisted, or otherwise compromised. <u>No structural components of the dwelling have been damaged</u> (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Minor	The residence is damaged and requires minimal repairs.	<ul style="list-style-type: none"> • Water line is below the floor system. • Skirting or HVAC is impacted. • There is no structural damage to the residence and it has not been displaced from the foundation. 	<ul style="list-style-type: none"> • There is no structural damage to the residence and it has not been displaced from the foundation. • Nonstructural components have sustained damage - e.g. windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up. • Skirting or HVAC is impacted.
Major	The residence has sustained structural or significant damage that require extensive repairs.	<ul style="list-style-type: none"> • Water has come into contact with the floor system. • The residence has been displaced from the foundation, block or piers and other structural components have been damaged. 	<ul style="list-style-type: none"> • The residence has been displaced from the foundation, block or piers and other structural components have been damaged.
Destroyed	The residence is a total loss.	<ul style="list-style-type: none"> • The residence is a total loss. 	<ul style="list-style-type: none"> • The residence's frame is bent, twisted, or otherwise compromised. • The residence is missing the roof covering or the structural ribbing has collapsed for the majority of the roof system.