

**MAINE EMERGENCY MANAGEMENT AGENCY
FORM 7
DAMAGE AND INJURY ASSESSMENT
INSTRUCTIONS**

The following instructions will assist you in completing the Damage and Injury Assessment Form, MEMA Form 7, revised Feb. 2000. Complete this form as soon as is practical following a disaster. *Even if you consider damage in your area to be insignificant*, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. **Failure or delay in submission of this information may result in delay of loss of Federal assistance for your county or community.**

When exact figures are not available, **reasonable estimates** should be used. This will identify areas of greatest impact and the most appropriate recovery programs.

The information should be reported (via telephone or radio) to your county Emergency Management office as soon as the form is completed. You should report *within 24 hours of a request for information* from your county EMA or the Maine Emergency Management Agency (MEMA). Then, after you have made your verbal report and if they request it, mail or FAX a copy of the form to your county office.

If possible, prepare a map showing the jurisdiction described on the form and the sites of damage. This will facilitate on-site verification by FEMA and/or State Preliminary Damage Assessment (PDA) Teams. Retain one copy of the map in the town office and attach one copy to the MEMA Form 7.

Counties should be sure that one form is completed for each affected political jurisdiction including a separate form for the county public damage. Counties should fax copies of all forms, or a county summary, to MEMA.

General Information

Original or Revision: Check one only. Each report should include the total of previously reported damage plus (or minus) the additional information. Continue to supply new information to county as it is received. Number each revised report consecutively. Enter the current date on each revised form.

Type of disaster and date of occurrence: Enter “flooding”, “hurricane”, “coastal storm”, “earthquake”, etc. and dates the event began, continued, and ended.

Jurisdiction: Enter name of town, city, or county.

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

Area Affected: Enter section of town, city or county damaged.

Information Provided by: List name, address, title, and day and night phone of the person from the jurisdiction to contact for further information.

Public Damage

Public damages are damages to **government-owned** properties and facilities, and damage to the facilities owned by Private Non-Profit Organizations (PNPs). They are based on the estimated cost of returning those properties to their **pre-disaster** condition. "Public damages" also includes out-of-pocket costs incurred by government in response to the disaster; PNPs are not eligible for out-of-pocket reimbursement. **Government damages listed in this section are to facilities or property owned by the jurisdiction filing the report. Do not include state or federally owned property.**

- 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 public property. Do **not** include estimated debris removal from private property, **unless** government would normally have a legal responsibility to do so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.
- B. **Emergency Protective Measures:** Protective measures can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat of public health and safety. In all cases, the disaster must be responsible for your extra costs.
- C. **Roads and Bridges:** Enter the actual or estimated cost to return the following public property which may have been damaged by the disaster to its **pre-disaster** condition: roads, streets, bridges, rights-of-way, culverts, curbs, gutters, sidewalks, etc. Do **not** include federal or state owned property.
- D. **Water Control Facilities:** Enter the actual or estimated cost to repair or replace to the pre-disaster levels the capabilities of flood control, drainage, and irrigation facilities owned, operated, controlled, or maintained by the unit of government covered in this report.
- E. **Buildings and Equipment:** Enter the estimated cost of repairs to any facility and/or equipment damaged by the disaster. This should include any equipment directly damaged by the disaster (**not** those damaged during response). Replacement of broken windows, damaged roofs, etc., is also included in this category.
- F. **Utilities (Publicly-owned):** Enter all costs as appropriate for damages to utilities and utility systems. These costs can be both for emergency repair and/or projected permanent replacement.
- G. **Parks, Recreation, and Other (Not in above):** Enter repair or replacement costs to public parks, recreational areas or facilities. The replacement of trees, shrubs, and other ground cover is not eligible for reimbursement.

Total Government Damage: Add figures from Categories **A** through **G**.

Private Non-Profit (PNP): Enter the estimated cost of repairs or replacement of any facility owned by a PNP. Operating costs are not eligible for reimbursement through the Public Assistance Program.

Public Damage- Grand Total: Add Figures from **Total Government Damage** and **Private NonProfits**.

Individual Damage

Individual damages are damages to homes, businesses, or working farms. Although the dollar figure for this damage may be much lower than for damage to public owned facilities, the effects are just as devastating. The number of people affected and the type of damages they have tells both MEMA and the Federal Emergency management Agency (FEMA) the amount of assistance and which programs are needed. *The number of affected people and the number of damaged homes are more important than the dollar figures* for early reports.

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

PEOPLE AFFECTED:

Deaths: If count is not confirmed, note as “estimated”.

Injuries: Enter number of those injured to the disaster.

Diseased: Enter number of those ill due to the disaster.

ASSISTANCE PROVIDED:

Persons Evacuated: Enter the number of those removed from their homes because of threatening disaster conditions.

Persons in Public Shelters: Enter the number of persons temporarily housed in public shelters.

RESIDENTIAL:

Primary homes are those used as reference for filing income taxes and voting. Homes may be considered “primary” which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable.

Destroyed: Total loss or not economically feasible to repair. Not habitable.

Major Damage: Heavy damage to structure. Can be livable with extensive repairs requiring a long period of time.

Minor Damage: Minor damage to structure and essential living areas.

Affected: Only minor damage to the essential living space or damage to areas that do not affect the essential living areas.

NOTE: The American Red Cross categorizes major/minor damage with slightly different definitions from the FEMA definitions. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use same categories of damage as **houses** above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants choose to move back in structural damage is very likely.

Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

BUSINESS:

Businesses affected: List number of businesses affected and the value of their losses.

Number Now Unemployed: Those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Estimated Duration of Unemployment: How long will businesses be closed or roads impassable, keeping employees from work?

Total Business: Enter dollar figure from **Businesses affected**, above.

AGRICULTURE:

Losses to **operating** farms. Therefore, damage to a rurally located “farmhouse” and/or outbuildings, which are not part of an operating farm, should be listed under Residential.

Farm Buildings and Equipment: Submit estimated dollar value of damage done to farmhouses, mobile farmhouses, service buildings and machinery/equipment.

Cropland: Submit estimated dollar value of damaged crops grown for food, fiber (except for trees), and specialty crops, such as aquaculture, floriculture, ornamental nursery, Christmas trees, turf for sod, industrial crops, and sees crops that have been significantly damaged by the disaster.

Livestock: Submit estimated dollar value of missing, injured, or dead livestock.

Total Agriculture: Total farm damage.

TOTAL INDIVIDUAL DAMAGE:

Add **Total Residential**, **Total Business**, and **Total Agriculture**.

GRAND TOTAL:

Add **Total Public Damage** and **Total Individual Damage**.