***Section I: Basic Information***

**County** – Name of the county where the reported damages occurred.

**City** – Name of the city where the reported damages occurred.

**Incident Type** – Indicate the tornado, hurricane, flood, chemical spill, etc., which caused the need to file a report.

**Incident Period** – Time span beginning when the incident occurred and ending when there is no longer a threat to people or their property.

**Date of Survey** – Date the damage assessment was conducted.

**Assessment Team Leader** – Name of the person responsible for assembling the information.

 **Contact Information Phone** – Phone number of the Assessment Team Leader.

 **Contact Information Email** – Email address of the Assessment Team Leader.

***Section II: Name/Location***

Indicate the name of the damaged property as well as its physical. Use one line per facility (structure, bridge, road, etc.). If Global Positioning System coordinates are available, document here as well.

***Section III: Description of Damage***

A general description of the damage incurred.

***Section IV: Damage Categories***

**Category A/Debris Removal** – Estimate the total dollar cost to remove debris. The formula to calculate the estimated dollar cost is the number of cubic yards (CY) x $10.

 **Category B/Protective Measures** – Estimate the cost of expenses incurred for emergency protective measures. To include labor, equipment, and materials used in responding to the incident.

 **Category C/Roads, Signs, Bridges** – Estimate damages to the entity’s road systems to include: pavement, sub-grade, ditches, culverts, curbs, gutters, sidewalks, bridge abutments, wing walls, rip rap, signs, etc. Do not include any Federal Highway Authority roads.

 **Category D/Water Control** – Estimate damages to any flood control, drainage, and irrigation works including, but not limited to: dikes, levees, drainage channels, drops, checks, siphons, flumes, gabions, and catch basins.

 **Category E/Bldgs. & Equip.** – Estimate damages to any hospitals, public libraries, penal and public welfare institutions, public colleges and universities, police and fire stations, public office buildings and recreational buildings along with related equipment, furnishings, consumable supplies, etc.

 **Category F/Public Utilities** – Estimate damages incurred by City and County owned utilities to include electrical distribution systems, water and wastewater treatment facilities, sewage pump stations, wells, etc. Also, obtain estimates of damages incurred by private non-profit rural electric cooperatives, telephone companies, and other large private non-profit entities.

 **Category G/Parks, Rec. & Other** – Estimate damages to City and County owned mass transit systems, recreational areas and equipment to include tennis courts, ball parks, recreational parks, school stadiums (not school buildings), swimming facilities, soccer fields, performing arts centers and community centers, etc.

***Section V: Totals***

**Total Estimated Damages** – Indicate the amount of dollar damages or expenses incurred on each line.

**Totals –** Add all columns individually and record the sum of each column in the appropriate block.