



Baton Rouge, Louisiana

Baptist Association of Greater Baton Rouge

Disaster Relief Assessment Manual

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MISSION STATEMENT

To provide physical, emotional, and spiritual help to victims of natural and man-made disasters, including floods, earthquakes, hurricanes, tornadoes, fires, and terrorist attacks, in North America and overseas

- Our primary goal is to provide assistance to anyone that is in distress because of a disaster.
- At every opportunity we must insure that the gospel is made known to each person that we have contact with.

TEAM CONCEPT

- Two – to three person teams are the best. Never go alone; you will go to many homes where the ladies are home alone. This is a good ministry for married couples to work together.
- A local person can save you a lot of time (pastors, lay people, retired people) since they know the area well.
- Know who is in charge of the disaster area. When you arrive at the disaster area, report to the person in charge in order to find out where the most critical damage is located. It is possible that you may have to go to the police, sheriff, or local emergency management.
- See if you can get some maps of the disaster area. One of the emergency services can help.
- Grid off maps and number the grids so other teams do not go over the same area twice.

Notes:

Make a zip lock bag of goodies for the kids.

QUALIFICATIONS FOR RECEIVING SOUTHERN BAPTIST ASSISTANCE

- Anyone who needs our help qualifies for our assistance. We will look at all damaged homes and buildings.
- Remember that we have been sent to minister to everyone. What we do might lead someone to Christ.

SETTING JOB PRIORITY

Priority 1

- Tree in house/building
- Tree on the roof
- Holes in roof.
- Anything that will expose the inside to weather. (missing windows, doors, or walls).
- If a tree has fallen and pulled the power line down from the house connection to the pole. Once the tree is removed, the power can be restored. **Make sure the power is off.**
- Blocked driveway
- Persons with special needs. (diabetes, oxygen, disability, etc.).
- Trees blocking the road
- Emergency operations personnel (police, fire, rescue, etc.).

Priority 2

- Trees in yard that hit a well-house or storage building.
- Smaller trees on house/building (no holes in roof).
- Large trees in yard; these jobs need expertise to cut trees up correctly.

Priority 3

- Small trees in yard that did not hit anything and are not blocking anything.
- Jobs that require people with minimal chainsaw experience.
- Small limbs and brush removal required.

AIDES FOR ASSESSORS

GPS	Camera	Forms	Cell Phone
Local Map	Business Band Radio	Bibles	Tracks
Vehicle Signs	Flash Light	Tape Measure	Stapler

GENERAL INFORMATION

- Bring all jobs into the command center and go over them with the person who is assigning the crews.
- Make sure the Southern Baptist Disasters Relief Property Owners Request for Volunteer Assistance Form has been completed and signed by the property owner. Remember, we can't send out a crew to do the work if the release form has not been signed.
- When filling the form out:
 - Make sure to get a street or highway directions if there is not street address.
 - Print all information
 - Get a subdivision along with the street address
- Get as much information on the proper form as possible.
- Note on the form if you need a professional, a bucket truck or crane.
- Where applicable, make a decision how much area needs to be cleared and note it on the form. Go over your results with the property owner.
- Dogs need to be relocated before the crew goes to the site.
- Interfaith and other religious groups will have people to help.
- Use the door hang tags as a means to let people know that you have been there.
- Use the assessed by tags to stick on the road in front of a place that has been assessed, this will help the crews to make sure that they are in the correct place.
- Get the contact numbers for the local Fire Department, Gas and Water Company, and Police Department or insure that there is a 911 service.
- Get the location of the local Post Office.

**Southern Baptist Disaster Relief
Baptist Association of Greater Baton Rouge
Property Owner Request for Volunteer Assistance**

Property Owner's Name: _____ Date: _____
Address: _____ Subdivision: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
May we take pictures? Yes No.
Are there dogs present? Yes No, Are they contained Yes No. (No work will be done with loose dogs)
Can work be done if owner not present: Yes No (Never do a mudout job if the owner is not present).
Special circumstances _____
Description of job _____

RELEASE (Must be signed before work begins)

I, _____ hereby release from liability and agree to hold harmless the volunteers for any damage or injury that may occur on my property, to any of my property or to my person, which may occur during the cleanup operation. I also understand that I will be held harmless for any injury that may occur to a volunteer. I further understand and agree that there is no warranty, implied, written or oral, for any work performed on my property by said volunteers. **I understand that the Southern Baptist Disaster relief teams are a volunteer organization that has limited volunteers, limited financial and material resources, and makes no guarantee that said service will be provided.** Additionally, I further understand that **THIS IS NOT A CONTRACT TO PROVIDE SERVICES, AND VOLUNTEERS MAY NOT BE ABLE TO HELP ME.**

Property Owners Signature _____ Date: _____, 20____.
Assessed By: _____ Date: _____

Unit Assigned _____ Date: _____
Work Completed _____ Work Incomplete (*list remaining items on back*) _____

Unit Director or Blue Cap signature: _____

Time spent to complete job: _____ hrs _____ min.

Volunteer's signature: (Use back of form if necessary)

Flood / Mudout Assessment

Resident's Name: _____

Type of structure: Frame Home: _____ Mobile Home: _____

Building Size: Width _____ Length _____ Stories _____

Basement: Yes _____ No _____

Standing Water: Basement _____ (depth) Crawl Space _____ (depth)

Water depth at highest: Living Space _____ Basement _____

Assessor: _____

Phone: _____

Date: _____

Location: _____

Basement

Finished: Yes _____ No _____

Floor covering _____

Number of Rooms _____

Mold Visible: Yes _____ No _____

Seepage Present: Yes _____ No _____

Type of Wall _____

Mud/Silt/Debris Depth _____

Main Level

Number of Rooms: _____

Mold Visible: Yes _____ No _____

Floor covering _____

Mud/Silt/Debris Depth _____

Type of Wall _____

Work Needed

Dewatering _____

Pressure Wash _____

Appliance Removal _____

Sanitize _____

Wall covering removal _____

Remove drywall _____

Remove debris _____

Remove insulation _____

Remove belongings _____

Can debris be stacked at curb? Yes _____ No _____

Dumpster required? Yes _____ No _____

If dumpster is required, the homeowner is responsible to contract for the dumpster.

Degree of Damage

Destroyed _____ Major _____ Minor _____ Affected _____

Mud and Land Slide Assessment

Resident's Name: _____

Equipment Needed

Bobcat with bucket and grabber _____
Trailer to haul bobcat _____
Dump truck(s) _____
Plastic sheeting _____
Sandbags and sand _____
Blockade material _____
Straw rolls _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Assessments

Type of building: Home _____ Mobile Home _____ Outbuilding _____
Type of foundation: Slab _____ Stem Wall _____ Basement _____
Type of construction: Wood frame _____ Brick _____ Other _____
Siding: Wood _____ Metal _____ Stucco, brick, or rock _____
Right of way to property: Up hill _____ Down hill _____ Level _____
Distance of building to right of way: _____
Driveway: Paved _____ Up hill _____ Steep _____ Down hill _____ Steep _____
Distance for dumping mud: On property _____ Off property _____
Property owner's written permission _____ State or county permission _____
Hillside mud slides or earth slides:
Need professional help _____ Can do _____ Can not do _____
Temporary stability of the slide:
Can do _____ Can not do _____ Requires plastic sheeting to cover slide area _____
Requires sandbagging _____ Requires straw rolls to divert water flow _____
Needs blockade at lower end of slide _____ Needs to be reseeded to stabilize _____

Comments or suggestions: _____

Fire Cleanup Assessment

Resident's Name: _____

Equipment Needed

- Bobcat with bucket and grabber _____
- Trailer to haul equipment _____
- Flatbed to haul equipment _____
- Excavator _____
- Heavy duty chains _____
- Gas-driven metal saw _____
- Heavy duty cutting torch with extra tanks _____
- Heavy duty wood chipper _____

Assessments

- Type of building: Home _____ Mobile Home _____ Outbuilding _____
- Type of foundation: Slab _____ Stem Wall _____ Basement _____
- Type of construction: Wood frame _____ Brick _____ Other _____
- Siding: Wood _____ Metal _____ Stucco, brick, or rock _____
- Right of way to property: Up hill _____ Down hill _____ Level _____
- Distance of building to right of way: _____
- Driveway: Paved _____ Up hill _____ Steep _____ Down hill _____ Steep _____

Burned tree and brush removal

- Trees 10 in. _____ Trees 20 in. or greater _____
- Logs can be used for blockade material to stabilize side of hill _____
- Trees can be cut up into: Firewood size _____ Lumber logging size _____ Chipped _____
- Brush can be: Cut six inches above ground level _____ Leave root system in _____ Chipped _____

Wood chips

- Blown 1 1/2 inches over ground for ground cover _____
- Blown into pile for future use as mulch _____
- Haul off to dump _____

Comments or suggestions: _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Chainsaw – Wind Storm – Roof Assessment

Resident's Name: _____

NOT RECOMMENDED Reason: _____

Describe electrical hazards: _____

- ___ Tree(s) on house/roof with hole(s)
- ___ Tree(s) on house/roof with no holes.
- ___ Tree(s) blocking entrance to house or driveway.
- ___ Tree(s) down preventing reestablishment of power to home.
- ___ Tree(s) and limbs down near house preventing necessary repairs.
- ___ Tree(s) and limbs down that do not affect access or power to home.
- ___ we **cannot** lift trees off structure, but can help to cover and prevent further damage.

Type of roof: Shingle ___ Roll roofing ___ Metal ___ Tile ___

Is any decking missing? Yes ___ No ___ Amount of plywood needed _____

Are trusses damaged: Yes ___ No ___ Can we repair without requiring engineering? Yes ___ No ___

Percentage of shingles missing ___ % Tabs missing _____

Whole shingles missing ___ Decking visible ___

Materials needed

Tarp(s) needed on roof? Yes ___ No ___ How many? _____ Approximate size _____

Furring strip bundles _____ Metal Flashing rolls _____ Rubber Flashing _____

Shingle bundles _____ Tarp rolls _____

2x4 lengths _____ 2x6 lengths _____

30 lb felt rolls _____ Roll roofing rolls _____

Roofing cement tubes _____

Comments _____

Work needed

Number of trees needed to be cut: _____ Approximate size of trees: under 6" - 12" - 18" - 24" - 32" - Larger

Limbs only Yes ___ No ___

Good access to tree(s) for cutting? Yes ___ No ___

Good access for removal? Yes ___ No ___

Good access to street for debris removal? Yes ___ No ___

Limited access to street for debris removal? Yes ___ No ___

Enough space on road for debris? Yes ___ No ___ Other _____

Distance from trees/debris to street. _____

Saw size _____ Pole saw _____ Push pole _____

Special requirements: Tree Climbers ___ Bobcat or Tractor ___ 4-wheeler & Trailer ___ other _____

Crew size _____

Comments: _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Damage Assessment – Frame Home

Resident's Name: _____

System Damage (indicate percent)

Foundation _____ Interior Walls _____
Floor/Frame _____ Plumbing _____
Exterior walls _____ HVAC _____
Roof _____ Electrical _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Observable Damage Defined

Foundation: If the foundation is undermined, partly missing, sagging or shifted, it is damaged. If these conditions are present, there's a good chance of damage to the floor, plumbing, electrical, HVAC, and wall systems.

Floor: If it is shifted, sagging, or been submerged in water it is damaged. If these conditions are present, there's a good chance of damage to the electrical, HVAC, finish and wall systems.

Exterior walls: If they are missing, shifted, sagging, distorted, or cracked, they are damaged. If these systems are present, there's a good chance of damage to the roof, electrical, plumbing and HVAC systems.

Roof: If it is missing, sagging, collapsed, or submerged, it is damaged. If these conditions are present, there's a good chance of damage to wall and electrical systems. If the roof is flood damaged, all systems are damaged.

Non – Observable Damage Defined

Plumbing: If water supply or waste water items are broken or contaminated, it is damaged.

Electrical: If submerged, interior distribution system missing, or disconnected, it is damaged.

HVAC: If submerged, fuel source missing, or disconnected, it is damaged.

Interior Walls and Finish: If missing, sagging, collapsed or submerged (fully or partially), it is damaged.

Damage Categories Defined

Destroyed: All systems damaged or destroyed, habitation not possible.

Major: Four or more systems are damaged or destroyed. Damage exceeds 45% total damage.

Minor: One of three systems are damaged or destroyed.

Affected: Some damage to structure; habitation is possible with no repairs.

Comments or suggestions: _____

Damage Assessment – Mobile Home

Resident's Name: _____

System Damage (indicate percent)

Foundation _____ Interior Walls _____
Floor/Frame _____ Plumbing _____
Exterior walls _____ HVAC _____
Roof _____ Electrical _____

Assessor: _____
Phone: _____
Date: _____
Location: _____

Observable Damage Defined

Frame: If it is twisted, buckled or broken it is damaged. If these conditions are present there is likely damage to the wall and roof systems. If it has moved off the foundation (fully or partially), it is uninhabitable as all mechanical systems are disrupted and there is a safety factor.

Exterior walls: If they are missing, shifted, sagging, distorted, or cracked, they are damaged. If these systems are present, there's a good chance of damage to the roof and interior wall systems.

Roof: If it is missing, sagging, torn or punctured, it is damaged. If these conditions are present, there's a good chance of damage to wall systems

Interior walls: If missing, sagging, collapsed, or submerged (fully or partially), they are damaged. This usually involves damage to the other three systems.

Damage Categories Defined

Destroyed: All systems damaged or destroyed, habitation not possible.

Major: Four or more systems are damaged or destroyed. Damage exceeds 45% total damage.

Minor: One of three systems are damaged or destroyed.

Affected: Some damage to structure; habitation is possible with no repairs.

Comments or suggestions: _____

Temporary Roof Repair Form

Resident's Name: _____

Are there any electrical or other hazards? Yes ____ No ____

If yes, describe: _____

Assessor: _____
Phone: _____
Date: _____

Trees on house

____ Trees and limbs are near home, preventing necessary repairs.

____ Trees can be removed by team

____ We can not lift trees off the structure, but we can help to cover and prevent further damage.

Roof

Type of roof: Shingle ____ Roll roofing ____ Metal ____ Tile ____

Is any decking missing? Yes ____ No ____ Amount of plywood needed _____

Are trusses damaged? Yes ____ No ____

Can trusses be repaired without requiring engineering? Yes ____ No ____

Percentage of shingles missing ____ Percentage of tabs missing ____

Whole shingles missing ____ Decking visible ____

Materials needed

Shingle bundles ____

Tarp rolls ____

2 x 4 lengths ____

Furring strip bundles ____

2 x 6 lengths ____

Roofing cement tubes ____

30 lb. felt rolls ____

Flashing rolls ____

Roll roofing rolls ____

Size of crew needed for the job: _____

Will owner be present? Yes ____ No ____

If owner will not be present, should work be done? Yes ____ No ____

If not recommended, why? _____

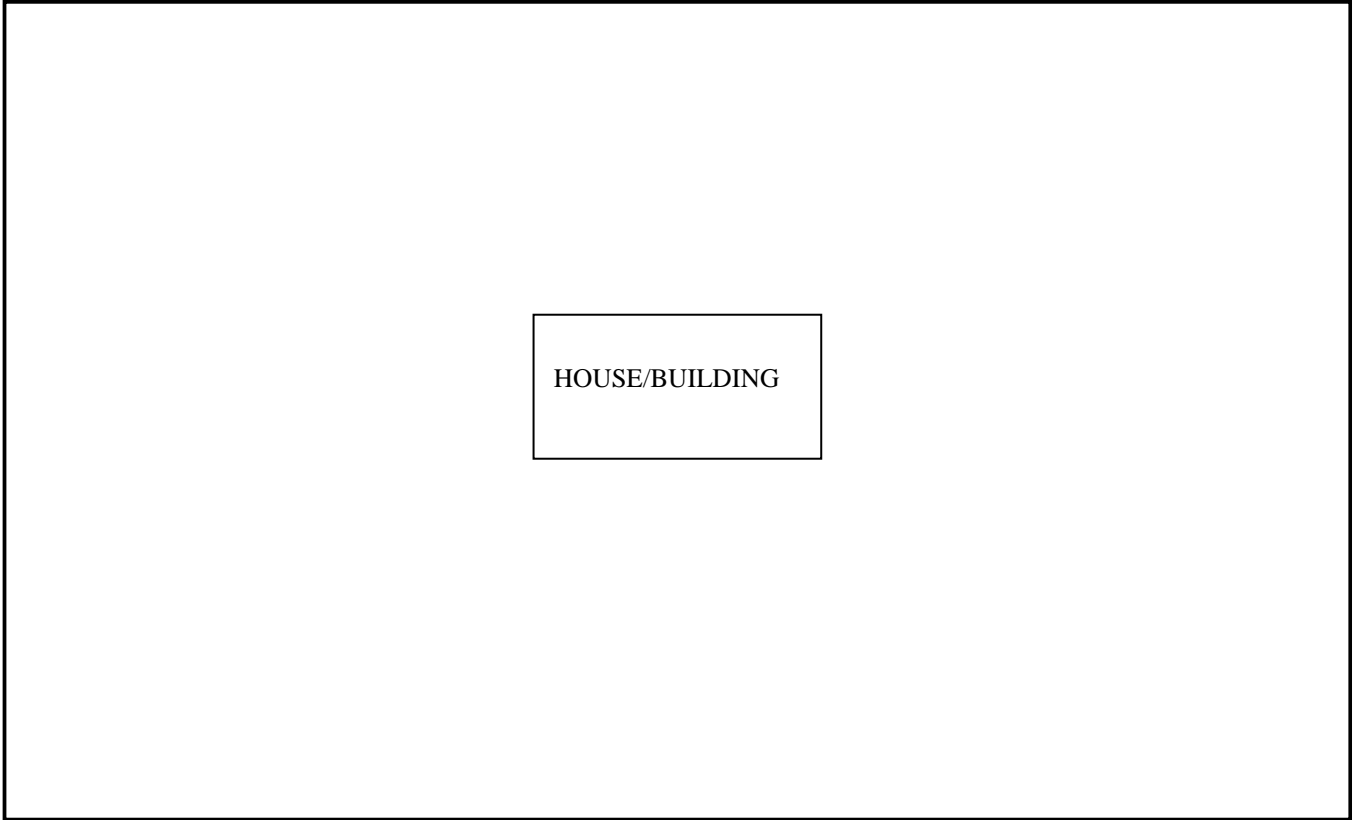
Comments or suggestions: _____

HOUSE LOCATED ON LOT

Resident's Name: _____

PL

PL



PL

PL

LOCATE AND MARK THE FOLLOWING	USE THESE SYMBOLS
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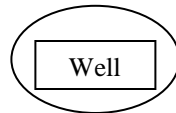
1. Property Lines

PL

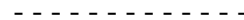
2. Septic tank and drain lines



3. Well and water lines



4. Gas tank and lines



5. Location of brush, debris





Home Damage Assessed

By _____

**SORRY WE MISSED
YOU**

WE CAME BY TO HELP WITH YOUR
REQUEST FOR ASSISTANCE, SORRY
WE MISSED YOU. PLEASE CONTACT
US AT THE LOCATION BELOW OR
CALL US AT

_____.

LOCATION:

Date: _____

Time: _____

Crew Chief/Assessor

**SORRY WE MISSED
YOU**

WE CAME BY TO HELP WITH YOUR
REQUEST FOR ASSISTANCE, SORRY
WE MISSED YOU. PLEASE CONTACT
US AT THE LOCATION BELOW OR
CALL US AT

_____.

LOCATION:

Date: _____

Time: _____

Crew Chief/Assessor

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REQUEST FOR ASSISTANCE, SORRY
WE MISSED YOU. PLEASE CONTACT
US AT THE LOCATION BELOW OR
CALL US AT

_____.

LOCATION:

Date: _____

Time: _____

Crew Chief/Assessor

