



Maine Emergency Management Agency INDIVIDUALS & HOUSEHOLDS INITIAL DAMAGE ASSESSMENT

Revised 14 September 2023

Use this Individuals & Households form to document damages to personal property caused by natural hazards.

GENERAL INFORMATION	
Name:	Date and time of Report:
Phone number:	Date(s) of occurrence:
Email:	Title:
Is any member of the household affiliated with a federally recognized tribe? If so, please list their Tribal Entity:	Are there any <i>immediate</i> needs? If so, describe:
INCIDENT TYPE/PRIMARY PERIL	
☐ Flood ☐ Straight-line winds ☐ Winter Storm ☐ Snowstorm	☐ Severe Storm ☐ Hurricane/tropical storm ☐ Fire ☐ Drought
☐ Earthquake ☐ Explosion ☐ Landslide ☐ Mudslide	☐ Terrorism ☐ Tidal Wave ☐ Tornado ☐ Tsunami
LOCATION INFORMATION	
Street address/coordinates:	Description of location:
Town/City:	County:
EVALUATION FOR INDIVIDUAL ASSISTANCE PDA	
Choose type of dwelling: ☐ Single Family ☐ Multi-Family ☐ Manufactured Home <i>Report damages on page 2 based on dwelling type.</i>	Are these primary residences (occupied at least 6 months per year)?
Is there insurance for this peril? ☐ Yes, insurance coverage confirmed ☐ No, lack of insurance confirmed ☐ Unknown	Reported by owner or renter? ☐ Owner, confirmed ☐ Renter, confirmed ☐ Unknown
Are the utilities functional?	Does this assessment need review by a PDA Coordinator for Level of Damage?
Additional Comments:	

SINGLE FAMILY – LEVEL OF DAMAGE ASSESSED

Level of damage assessed:

- ☐ Affected ☐ Minor ☐ Major ☐ Destroyed ☐ Inaccessible ☐ Unaffected

For “Affected” Level of Damage, select the most relevant description:

- ☐ Minimal missing shingles or siding.
- ☐ Cosmetic damage, such as paint discoloration or loose siding.
- ☐ Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence.
- ☐ Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.

For “Minor” Level of Damage, select the most relevant description:

- ☐ Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight).
- ☐ Nonstructural damage to the interior wall components, to include drywall and insulation.
- ☐ Multiple small vertical cracks in the foundation
- ☐ Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence).
- ☐ Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.).
- ☐ Waterline at 1 to 3 inches in an essential living space.
- ☐ When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded.
- ☐ Damage or disaster-related contamination to a private well or septic system.
- ☐ Nonstructural damage to exterior components.
- ☐ Waterline in a finished basement

For “Major” Level of Damage, select the most relevant description:

- ☐ Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc.
- ☐ Failure or partial failure to structural elements of the walls, to include framing, etc.
- ☐ Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches.
- ☐ Waterline above 18 inches or the electrical outlets in an essential living space.
- ☐ Waterline on the first floor (regardless of depth) of a residence when basement is completely full.
- ☐ When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.

For “Destroyed” Level of Damage, select the most relevant description:

- ☐ Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).
- ☐ Only foundation remains
- ☐ The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).
- ☐ Waterline at the roofline or higher.

For “Inaccessible,” select the most relevant description:

- ☐ Impassable Road
- ☐ Destroyed Private Bridge

Please send photos of the damage to your County Emergency Management Agency.

County EMA contact information: www.maine.gov/mema/ema-community/county-local/county-emergency-management-agencies

There is no guarantee that FEMA will perform an on-site assessment.

Thank you for submitting this Public Infrastructure Damage Assessment Form. Your participation is crucial for compiling a comprehensive State Disaster Declaration Request. Please note that FEMA now requires coordinate location data, damage imagery, and other damage and response documentation listed in the tables above as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.

MULTI-FAMILY – LEVEL OF DAMAGE ASSESSED

Level of Damage assessed, count the number of dwellings for each Level of Damage reported:

- | | | |
|--|--|---|
| ☐ Affected # dwellings: _____ | ☐ Major # dwellings: _____ | ☐ Inaccessible # dwellings: _____ |
| ☐ Minor # dwellings: _____ | ☐ Destroyed # dwellings: _____ | ☐ Unaffected # dwellings: _____ |

For “Affected” Level of Damage, select the most relevant description:

- ☐ Minimal missing shingles or siding.
- ☐ Cosmetic damage, such as paint discoloration or loose siding.
- ☐ Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence.
- ☐ Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.

For “Minor” Level of Damage, select the most relevant description:

- ☐ Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight).
- ☐ Nonstructural damage to the interior wall components, to include drywall and insulation.
- ☐ Multiple small vertical cracks in the foundation
- ☐ Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence).
- ☐ Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.).
- ☐ Waterline at 1 to 3 inches in an essential living space.
- ☐ When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded.
- ☐ Damage or disaster-related contamination to a private well or septic system.
- ☐ Nonstructural damage to exterior components.
- ☐ Waterline in a finished basement

For “Major” Level of Damage, select the most relevant description:

- ☐ Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc.
- ☐ Failure or partial failure to structural elements of the walls, to include framing, etc.
- ☐ Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches.
- ☐ Waterline above 18 inches or the electrical outlets in an essential living space.
- ☐ Waterline on the first floor (regardless of depth) of a residence when basement is completely full.
- ☐ When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.

For “Destroyed” Level of Damage, select the most relevant description:

- ☐ Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).
- ☐ Only foundation remains
- ☐ The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).
- ☐ Waterline at the roofline or higher.

For “Inaccessible,” select the most relevant description:

- ☐ Impassable Road
- ☐ Destroyed Private Bridge

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MANUFACTURED HOME – LEVEL OF DAMAGE ASSESSED**Level of damage assessed:**

- ☐ Affected ☐ Minor ☐ Major ☐ Destroyed ☐ Inaccessible ☐ Unaffected

For “Affected” Level of Damage, select the most relevant description:

- ☐ No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).
☐ Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.

For “Minor” Level of Damage, select the most relevant description:

- ☐ There is no structural damage to the residence, and it has not been displaced from the foundation.
☐ When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include the following:
 *Bottom board, insulation, or ductwork in the floor system.
 *Heating, ventilating, and air conditioning (HVAC) is impacted.
☐ HVAC is impacted.
☐ Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hookup).

For “Major” Level of Damage, select the most relevant description:

- ☐ Water has covered the floor system and entered the living space of the unit but is still below the roofline.
☐ The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.
☐ Fifty percent or more of non-structural components (e.g., roof shingles, drywall, and utility hookups) have sustained significant damage.

For “Destroyed” Level of Damage, select the most relevant description:

- ☐ The residence's frame is bent, twisted, or otherwise compromised.
☐ The majority of the structural framing of the roof or walls has been compromised, exposing the interior.
☐ The residence is a total loss

For “Inaccessible,” select the most relevant description:

- ☐ Impassable Road
☐ Destroyed Private Bridge

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