

Individual Assistance Damage Survey Report Instructions

Purpose

The KyEM-551 is used to gather data regarding individual assistance (housing businesses and agriculture) resulting from a significant incident. The data is one of the sources used to determine if a major disaster declaration request will be made.

General Procedure

The KyEM-551 is completed in original only by the person conducting the survey. Completed copies are filed.

Detailed Procedure

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- City:** Enter the name of the city of the area surveyed.
- County:** Enter the name of the county of the area surveyed.
- Date:** Enter the date of the survey.
- Type of Disaster:** Check the type of incident. If other than a tornado, flood or earthquake, enter incident type in space provided.
- Damage Survey Team:** Enter the names of the Damage Survey Team members.
- Address:** Enter street or road name, name of apartment building, mobile home park, etc. Be specific as possible, using house numbers if available/feasible.
- Name of Family:** Enter the family's name, if available.
- Home:** Is it the primary residence (residence is the main home most of the year) or secondary residence (residence is one used by the family for recreation on weekends, vacations, etc.)?
- Type:** Is it a single-family (SF) or multi-family (MF) dwelling or mobile home (MH)?
- Status:** Is the home owned or rented by the occupants?
- Damage:** Using the guidelines shown on the bottom of the form, estimate if damage is Affected Habitable, Minor, Major or Destroyed.
- Water Depth:** Enter depth of water in feet or inches.
- Estimated Income:** Low, Medium or High. Check estimated income of family.
- Insurance:** If possible, determine if the dwelling is covered by flood insurance, windstorm, or homeowners insurance.