

## I. Appendix B – Instructions for PDA Field Forms

### INSTRUCTIONS FOR COMPLETING PDA FORMS AND MICROSOFT EXCEL SPREADSHEET

There are four (4) official FEMA PDA forms:

- A. Detailed Street Sheet** – To be used during a windshield/foot PDA when the inspectors have the capability of capturing addresses and surveying the damage on the ground.
- B. Summary Sheet** – To be used in conjunction with the Street Sheet to add multiple pages into one total result.
- C. Tick Sheet** – To be used during an aerial PDA or when the volume of homes is such that the street sheet is unnecessarily time consuming.
- D. Narrative Report** – To be used during the briefing with the State, Tribal, and local officials to capture information that paints the full picture of the disaster. This form is just as important as recording the hard count numbers.

#### A. Detailed Street Sheet

Step One: Record all information in the header of the form. Be sure to include names and contact numbers for all PDA team members.

Step Two: Write down the street number and name (where possible) of the dwelling under the Address column.

Step Three: Assess the damage in order to determine under which category the dwelling falls. You will need to determine the following:

- **Damage Level:** Whether the dwelling is “Affected Habitable,” “Minor,” “Major,” or “Destroyed.” See Section III-D-4 for a description of the damage levels.
- **Structure Type:** Whether the dwelling is “Single Family,” “Multi-Family,” or “Manufactured Home.” See Appendix A for definitions.
- **Occupancy Type:** Whether the individuals living in the dwelling are owners or renters. “Owner” indicates that the owner claims this home as their primary. “Renter” indicates someone other than the owner claims this home as their primary residence. See Step Six if the dwelling is not the occupant’s primary residence.

Once you have assessed the dwelling, mark the appropriate box that describes the damaged dwelling.

If you are unable to assess the damaged dwelling because it is inaccessible, reference Step Seven.

Step Four: Determine whether the assessed damaged dwelling is low income. To determine whether a home is low income, the following factors should be considered: input from the local representative, general state of the home, and neighborhood. Mark the “Low Income” box if appropriate.

Step Five: Determine whether the assessed damaged dwelling is insured. Remember to assess the type of insurance that accords with the cause of damage. Do not select “insured” for a flooding disaster if the occupant only has homeowners’ insurance. The local representative should be able to help answer this question as well. Mark the “Insured” box if appropriate.

Step Six: If the assessed damaged dwelling is not the occupant’s primary residence, then mark the “Not Primary” box.

Step Seven: If the damaged dwelling is inaccessible, then mark the “Inaccessible” box. Mark it if you are unable to see the home or otherwise determine the damage level. Also mark as inaccessible if the home did not sustain physical damage but the occupant(s) are unable to reasonably reach the residence and live there due to the disaster. **Remember:** If you mark a damage level, DO NOT mark “Inaccessible.”

Step Eight: If the damaged home or group of homes is inaccessible due to the only access point being a private road or bridge that is damaged, then mark the “Bridge” box. Private indicates that which is not owned or maintained by a government body.

Step Nine: If the assessed damaged dwelling has a loss of essential utilities such as electric, gas, or water, then mark the “Utilities Out” box.

Step Ten: If the assessed damaged dwelling is flooded, record the water depth in inches and/or feet in the “Basement” and/or “Living Area” boxes. To be used during flooding disasters only.

Step Eleven: The “Other” box may be used to record a disaster or Region specific element. Do not use unless directed to by the PDA Coordinator who will advise you what information is to be recorded in this field.

Step Twelve: If imputed into the excel version of the spreadsheet, the totals for each column will be computed for you. If not, add up each column and record at the bottom of the page (water depths do not need to be totaled). These totals should then be transferred to the summary sheet.

## **B. Summary Sheet**

The fields on the summary sheet match exactly with those on the detailed Street Sheet. The purpose of the summary sheet is to add multiple pages or counties together to come up with a

total. Remember to record all information in the header of the form. Be sure to include names and contact numbers for all PDA team members.

### **C. Tick Sheet**

Step One: Record all information in the header of the form. Be sure to include names and contact numbers for all PDA team members.

Step Two: Record homes as either hash marks or total numbers in the appropriate damage level box.

Step Three: Add each row together and record the total number of homes at all damage levels in the appropriate "Total Damaged" section.

Step Four: Record how many of the total homes have insurance and how many do not. At the top, place the percentage of insured homes by dividing the number of insured homes by the total number of homes surveyed.

Step Five: Record the number of homes with low-income households. To determine whether a household is low income, the following factors should be considered: input from the local representative, general state of the home, and neighborhood. At the top, place the percentage of low income homes by dividing the number of low income homes by the total number of homes surveyed.

### **D. Narrative Report**

Record all information in the header of the form.

1. Event type and description of damage trends observed: Describe the event type and the damage trends observed, e.g., water contamination, of the impact area. Explain what types of damages have been reported (e.g., trees down, basement flooding, sewage backup, etc.).
2. Identify issues related to sewer back up: Explain the level of sewer back up, i.e., normal, above normal, etc., and what types of sewer-related issues and/or damages that have arose due to the disaster.
3. Identify areas with utilities out: Describe impacted areas and include a projected date of restoration.
4. Identify areas of concentrated damages: List neighborhoods or towns that were highly impacted.
5. Identify remote areas: Explain if there are impacted areas that may be hard to reach.
6. Identify major inaccessible areas and reason: Explain and describe areas the teams could not access. Details include how many and what types of homes are in the area, what is blocking the access, and how long the area is expected to be inaccessible.
7. Describe types of structures surveyed (i.e., brick, wood frame, foundation, basements, etc.): Explain if there are a lot of apartment buildings, etc. in the area surveyed.

8. Describe prevalence of damage to mobile homes or mobile home parks: Explain if there are a lot of damages to mobile homes and/or mobile home parks in the area surveyed.
9. Number of businesses impacted: Explain if these businesses are small businesses or large area employers. Also determine how many employees are impacted and how long they may be out of work.
10. Names of major employers impacted: For the impacted large area providers, please provide the company's name.
11. Other factors that impact tax-base: Pre-existing factors such as high unemployment, etc. can impact a community's ability to recover. Other disaster-related factors that can impact a community's ability to recover, such as vacation and tourism properties damaged, permanent exodus of population from disaster area, loss of use of commercial areas, loss of production base, should be noted as well.
12. Describe agricultural impact, if applicable: Detail any farms or crops that may be impacted.
13. Are there currently shelters open: Provide the maximum and current number of shelters and the population.
14. Estimated number of displaced households and where they are staying: Find out where impacted citizens are currently staying (e.g., with friends/family, shelters, hotels, etc.).
15. Are there sufficient housing and rental resources to meet the needs of the displaced: Describe current housing situation of displaced residents and available housing resources. If there are no resources available, include where the nearest available resources are located.
16. Describe local and VOAD activities, and agency resources available: Describe the agencies present and the services being provided. Agencies may be local or national.
17. Is there a significant need for counseling services: Describe the emotional needs of survivors.
18. Describe impact on special populations: Document the presence of any special population, i.e., access and functional needs, people with language barriers, seniors, children, etc., along with anticipated needs they may have.
19. List Tribal nations impacted: List Tribal nations that were impacted by the disaster. Describe any disaster related needs.
20. List storm related fatalities and injuries: Provide, at a minimum, how many deaths and injuries have been officially recorded. Where possible, provide names and addresses of the deceased in order to aid FEMA inspectors should there be a declaration.
21. Any other factors affecting the area not listed above: Detail any special factors not listed above that may further impede a community's ability to recover or any special circumstance that makes the situation unique. Examples of information to include in this section are evacuations, mobile homes moved, schools as shelters, secondary homes, concern of local contact, etc.