Public Assistance Damage Survey Report Instructions

KyEM Form 501 is used to report damages to publicly-owned (including medical, custodial care, educational, emergency or utility private non-profit) facilities. This information will help determine the need for state and federal disaster assistance.

Incident Number:	For State EM use only.
City:	Enter the name of the city where damages occurred. City officials should not report any damages that are outside their jurisdiction.
County:	Enter the name of the county where damages occurred. County officials should not report any damages that are outside their jurisdiction.
Date:	Enter the date of the survey.
Type of Disaster:	Check the type of incident. If not listed, check block 4 (Other) and enter specific event.
Damage Survey Team:	Enter the names of the Damage Survey Team members.
Location	Enter the name or location of the damaged facility or site, such as City Hall or C.R. 33, 1.6 miles North of city limits. Be specific.
Description of Damage:	Describe damage to facility or site.
Map No.:	Mark location of facility on map.
Category:	Estimate disaster-related costs at each site for:
	 A - Debris Removal B - Protective Measures (warning signs, barricades, sandbags, etc.) C - Road Systems (streets, roads and bridges) D - Water Control (dams and levees) E - Public Buildings (libraries, schools, city halls, courthouses, fire stations, etc. and equipment) F - Public Utilities (sewer, water, gas and electrical utilities) G - Recreational Facilities (swimming pools, playgrounds, ballparks, bleachers, fences, scoreboards, etc.)
Insurance:	Estimate the portion of damages that will be covered by insurance.
TOTALS:	Add amounts in each column