

TABLE OF CONTENTS

	PAGE
INTRODUCTION TO PROCEDURES HANDBOOK	1
REQUEST FOR ASSISTANCE	2
EMERGENCY TELEPHONE NUMBERS	3
EMERGENCY ACTIVITIES CHECKLIST	4
SITUATION REPORTS	5
Sample Situation Report	6
Blank Situation Report Form	7
LOCAL DECLARATION	9
Sample Declaration	10
Blank Declaration that can be used	11
RECORD KEEPING GUIDANCE	13
Contract Work (Hired)	14
Force Account Work (Your own Resources)	14
BLANK FORMS FOR RECORD KEEPING	
Force Account Labor Record (Payroll)	15
Force Account Equipment (Owned by Entity)	17
Rented Equipment (Hired)	19
Materials Record (Supplies)	21
DAMAGE ASSESSMENT	23
RESTORATION AND RECOVERY CHECKLIST	24
BLANK FORMS FOR DAMAGE ASSESSMENT	
Private Residences	25
<input type="checkbox"/> Per Dwelling Report for Major or Destroyed Property	27
Private Business	29
Private Non-Profit Facilities	31
Debris	33
Public Road System (Non-FAS)	35
Public Road System (FAS)	37
Public Water Resource Projects	39
Public Utilities	41
Public Buildings and Equipment	43
Public (Other)	45

NORTH DAKOTA DISASTER PROCEDURES

These procedures have been developed from guidelines established by the North Dakota Division of Emergency Management and outlined fully in their Disaster Procedures Handbook I for Counties. This handbook provides a similar step-by-step guide of the actions necessary for city governments and townships to follow for requesting emergency or disaster assistance, including financial reimbursements.

It is imperative that these procedures be followed in order to obtain county, state or federal assistance in a timely and effective manner. State and Federal requirements mandate that cities and townships work through their County Emergency Management Agency when requesting outside assistance from State and Federal Emergency Management Officials. This prevents duplication of requests and provides the State and Federal Government a central point of contact at the local level.

LOCAL RESPONSIBILITIES

N.D.C.C. Chapter 37-17.1 requires that every county government must have a program for emergency and disaster mitigation, preparedness, response and recovery. City Governments must also have their own emergency or disaster program, or participate in their county effort.

ASSESSMENT OF THE SITUATION

Local government officials must continuously assess the situation to determine the necessary courses of action to take to mitigate the emergency or disaster situation.

The assessment should focus on the number one priority:

To Save Lives and Protect Property.

To properly assess the situation:

- A. Determine what needs to be done; and
- B. Determine the local government=s capabilities and deficiencies in meeting those needs.

REQUESTS FOR ASSISTANCE

If the local government determines the situation is beyond their capability to save lives and protect property, then it is time to request assistance from the next highest level of government, (**Cass County**).

A request for County/State/Federal assistance must be made through Cass Fargo Emergency Management (701) 4764068. Once a request is made through Cass County, the County will evaluate it to determine their capability to respond. If it is determined that Cass County does not have adequate resources to respond, the County will request State/Federal assistance. State and Federal capabilities will then be evaluated to determine which agencies can provide appropriate life and property saving assistance. The North Dakota Division of Emergency Management will provide the coordination with those agencies to ensure that available assistance is provided.

A situation report, page 7 and a local emergency or disaster declaration, page 11 detailing the emergency condition, should accompany all requests for outside assistance by cities. The declaration and situation reports may be verbal with written documentation to follow. Mail the written documentation to:

Cass Fargo Emergency Management
4630 15 Ave N - Fargo, North Dakota 58102
Phone: (701) 4764068 Fax: (701) 476-4020
Cell Phone: (701) 793-0605
Emergency or no luck with above numbers call:
Red River Regional Dispatch at:
701-451-7660

Reports from the cities should not be submitted directly to the State Division of Emergency Management or the North Dakota Governors Office as they will be returned to the County Emergency Management Office for verification and recommendation, only slowing the process.

When to Request -

Whenever outside assistance is necessary for local government to save lives and protect property.

Who Makes the Request -

The head of the local governing board or his designated agent. If an agent or department is to act as the cities/township's point of contact; provide name and 24hr means to contact in your first situation report.

Information to Submit - Situation Report

Specific needs
Contact person(s) and how to contact

TELEPHONE NUMBERS

Police/Fire/Medical		9-1-1
Cass County Commission		701-241-5609
Cass Fargo Emergency Management		701-4764068 701-793-0605 701-451-7660
ND Division of Emergency Management (24hr Emergency Number)		701-328-8100 800-472-2121
Cass County Highway Department (<u>New Number</u>)		701-298-2370
ND Department of Transportation (DOT)	Local Bismarck	701-239-8900 701-524-2005
Fargo-Cass Public Health & Environmental Services		701-241-1360
ND Health Department & Environmental Services		701-328-5166
ND Fire Marshall		701-328-5390
ND Highway Patrol		800-472-2121
ND Water Commission	Local	701-282-2318
ND Water Commission (Flood Insurance Info)	Bismarck	701-328-2750
US Corps of Engineers		701-232-1894
Red Cross, American		218-233-8040
Salvation Army		701-232-5565
<u>*Red River Regional Dispatch</u> (when in doubt call this #)		<u>701-451-7660</u>

Emergency Activities Checklist

Public Needs

Restore Power
Communications
Transportation
Secure Area
Debris Clearance
Drinking Water
Sanitary Sewers, etc.
Fire Fighting
Dike Building
Sandbagging
Pumps
Lift Stations
Other Needs:

Individual Needs

Search and Rescue
Evacuation
Food
Shelter
Clothing
Medical
Victim Identification
Mortuary Services
Other Needs

Administrative Needs

Record Keeping and
Documentation

Photograph Damage Sites

- Use the above checklist to help prepare your initial situation report, which documents and justifies your need for outside assistance.

SITUATION REPORTS

During any emergency or disaster, it is essential that reports be made to the County Emergency Manager for submission to the State Division of Emergency Management as the situation develops. The situation reports serve to alert the state that a situation has occurred that may be beyond the capability of local government response. Situation reports should be as detailed as possible. County, State and Federal agencies need these reports to provide timely and effective assistance to affected areas. County/State/Federal agencies depend on these reports to give them a clear picture of what is occurring on the scene so they are better able to respond when assistance is requested.

The following guidelines provide a standardized report format to be used for all situation reports throughout Cass County:

A. **When to Issue:** Immediately after the emergency or disaster has occurred or has become apparently imminent and at least daily thereafter until the disaster or emergency has ended.

B. **Whom to Contact:** Cass Fargo Emergency Management

C. **Method of Communications:**

Telephone	(701) 476-4068 (Work) (701) 793-0605 (Cellular) (701) 452-7660 (Dispatch)
FAX	(701) 241-5717 (Fax)

Mail or deliver to:	Cass County Emergency Manager 4630 15 Ave N Fargo, North Dakota 58102
---------------------	---

D. **Information to Transmit:**

The next two pages provide a sample and a blank copy that can be copied and used to submit your situation reports

Information given in one situation report need not be repeated in subsequent situation reports.

Use a **No Change** unless additional information is available.
Use a **N/A** If the topic does not apply.

SITUATION REPORT

TO: Cass Fargo Emergency Management

FROM: Person and Agency Making the Report

DATE/TIME: a.m./p.m.

INFORMATION BEING TRANSMITTED:

1. NATURE OF DISASTER/EMERGENCY:

Type/location of the emergency

2. DEATH & INJURIES:

Total deaths/injuries to date and include locations where practical.

3. DAMAGE:

Type, extent and impact of property damage, especially how this directly affects **people** -- e.g., damage to housing, food supplies, medical resources, water and sewage service. Also include special damage problems which may impact on vital services, such as damage to key utilities, communications facilities, medical resources, major military, or transportation facilities, e.g., major highways, bridges, rail routes, airports. Indicate any additional damage potential as a result of the emergency.

4. LOCAL RESOURCES COMMITTED:

List local and private resources committed. This includes how many personnel are being used, local supplies and equipment.

5. VOLUNTEER ACTIONS:

Indicate actions taken by the Red Cross, Salvation Army, Mennonites, church groups, etc. List numbers of meals served, individuals sheltered or other general assistance provided.

6. MAJOR ACTIONS:

Major local actions such as local declarations, requests for assistance, how equipment is being used, public announcements or instructions, evacuations or rescues.

7. ASSISTANCE NEEDED IF KNOWN:

Requests for assistance should be specific, not just a request stating "Send all available help." The name and position of the person making the request should also be included.

8. OUTSIDE HELP ON SCENE:

Name all state and federal agencies providing assistance within the area.

9. OTHER INFORMATION:

Other data and remarks not covered above.

SITUATION REPORT

TO: Cass Fargo Emergency Management Agency
4630 15 Ave N
Fargo, North Dakota 58102
Fax: (701) 476-4020

FROM:

DATE/TIME: _____ **a.m./p.m.**

INFORMATION BEING TRANSMITTED:

1. **NATURE OF DISASTER/EMERGENCY:** _____

2. **DEATHS:** _____ **TOTAL DEATHS TO DATE** _____
INJURIES: _____ **TOTAL INJURIES TO DATE** _____

3. **DAMAGE: (General Description of Damage and estimated dollar losses)**

Homes Damaged	_____	Estimated Dollar Loss \$	_____
Homes Destroyed	_____	Estimated Dollar Loss \$	_____
Businesses Damaged	_____	Estimated Dollar Loss \$	_____
Businesses Destroyed	_____	Estimated Dollar Loss \$	_____
Roads Damaged in Miles	_____	Estimated Dollar Loss \$	_____
_____	_____	Estimated Dollar Loss \$	_____

4. **LOCAL RESOURCES COMMITTED:** _____

5. **VOLUNTEER ACTIONS:** _____

6. **MAJOR ACTIONS: (Declaration by City Yes No)**

7. **ASSISTANCE NEEDED IF KNOWN:**

8. **OUTSIDE HELP ON SCENE:** _____

9. **OTHER INFORMATION:** _____

(Use additional pages if necessary)

LOCAL DECLARATION

When local government responds to an emergency or disaster situation, an official part of this response must include a local emergency or disaster declaration.

A local declaration is not necessarily a request for outside assistance but it does document the fact that local government is aware of its situation and is taking the necessary steps to mitigate a serious condition. In addition, it helps to justify local response actions and expenditures. It is not necessary for township boards to issue a declaration, as they will fall under the county declaration.

When to Issue

The **local declaration** may be issued any time after it is determined that a disaster/emergency condition exists, however, it

Must be issued before requesting outside assistance.

Who will Initiate the Declaration?

The governing body of the political subdivision during a regular or special meeting.

Signed by Mayor

Townships are included with any County Declaration and need not make a separate declaration for their township to qualify for outside assistance.

Who will receive Copies?

Cass Fargo Emergency Management who will submit copies to the State Division of Emergency Management Office which will then forward information to the Governor's Office.

Sample Declaration

Sample Declaration and one that can be used by filling in the blanks with the requested information can be found on the next two pages.

If time permits, Cass Fargo Emergency Management will often provide a completed sample declaration for your use.

EMERGENCY DECLARATION

WHEREAS, the City of Any town has been severely impacted by: excessive runoff caused by the early spring thaw accompanied at times by heavy rainfall and warm temperatures throughout the City of Any town; and

WHEREAS, the impact of this thaw and spring rainfall threatens the health, well-being and public safety of the residents of Any town; and

WHEREAS, the cost of response and recovery is in excess of available normal city resources.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Any town, Cass County, North Dakota declares a disaster/emergency currently exists in the City of Any town, Cass County, North Dakota

DATED at Any town, North Dakota, this _____ day of _____ 19____.

Mayor

City of _____

ATTEST:

City Auditor

EMERGENCY DECLARATION

WHEREAS, the City of _____ has been severely impacted by: _____

_____ throughout the City of _____; and

WHEREAS, the impact of this incident threatens the health, well-being and public safety of the residents of _____; and

WHEREAS, the cost of response and recovery is in excess of available normal city resources.

NOW, THEREFORE, BE IT RESOLVED that the City Council of _____, Cass County, North Dakota declares a disaster/emergency currently exists in the City of _____, Cass County, North Dakota

DATED at _____, North Dakota, this ____ day of _____ 19____.

Mayor
City of _____

ATTEST:

CITY AUDITOR

RECORD KEEPING

It is extremely difficult to accurately and properly complete necessary record keeping after emergency or disaster work has been completed and time has elapsed. Therefore, the importance of timely record keeping cannot be overemphasized.

Local governments must preplan. They must know what records to keep and how to keep them. They also must have someone capable of initiating and maintaining records as soon as any response and recovery work begins.

Proper documentation will be needed to verify local expenditures for which reimbursement will be requested if the situation develops into a major disaster declaration. This is especially true for costs incurred in completing measures designed to protect life and property. If claims for reimbursement cannot be verified because of improper or incomplete record keeping, local governments may lose considerable sums of money. Accurate documentation also will be needed to verify expenditures for which no reimbursement will be requested.

Documentation Requirements

When repair work starts, establish a separate folder for each job site as the work is authorized and determined. Wait no longer than the second day after work begins on a particular job. **Pictures should be taken of each site prior to beginning any work projects.** This will provide additional documentation that damages did occur.

If you have damage at five locations that must be repaired right away, **do not** combine all jobs into one folder; use a separate folder for each job. Make sure you get a separate bill from each contractor for each of the sites or at a minimum, that each site is itemized separately on the bill.

There are **two ways to complete work** at job sites:

1. Contract - hiring a private contractor to do the work; and
2. Force Account - use of your own personnel, equipment and supplies.

A. Contract Work:

If work is completed on a lump sum contract, in addition to damage pictures, an invoice and copy of the contract are needed. If a cost type contract is used, the contractor must furnish an invoice, copy of the contract, and a detailed breakdown of all costs including equipment used, dates used, location of work, hourly rates, and total time used. The requirement to furnish this detailed breakdown must be included in the contract.

For either type of contract, local government must show on each invoice the dates, amounts paid, and check or warrant number or other evidence of cost payment. Evidence of contract advertisement, bidders, and selection of the low bid contractor must be retained. Cost-plus contracts are not reimbursable.

B. Force Account Work:

Documentation for this type of work is quite involved. Immediately after an emergency or disaster, someone, preferably the auditor or clerk must start keeping proper records. This person has to be designated and trained in advance. If a major disaster is declared, this individual must be included in the briefing for applicants conducted by the State Division of Emergency Management or the County Emergency Management Agency.

If resources from another county or city are used, the documentation required is the same as if the resources were your own. An invoice is required indicating the county/city has been paid. This invoice must show the date, amount paid, and check or warrant number or evidence of cash payment.

The following pages describe the records necessary to be retained and how to fill out the required forms and documentation.

Force Account Payroll:

As a minimum, the payroll must show the pay period, name, job classification, number of hours worked each day, total hours worked for the pay period, rate of pay (regular and overtime), total earnings, and paycheck number. Records also must indicate which job site the employee was working on each day. They also must indicate each hour if an employee worked on more than one job site in a single day.

The Payroll Record Form shows who did what, when and for how long on each job site. It is important to know what each permanent, temporary, and part-time employee does on each emergency or disaster-related job and for how long. This information may be turned in daily by each employee or by the foreman. Any type of daily work report form may be used if it shows the date, hours worked, job classification, and job site worked on. If an employee works on two or more job sites in a single day, he should turn in a separate work report for each.

FORCE ACCOUNT LABOR RECORD

APPLICANT: _____ PA ID: _____ DSR # _____ DISASTER NUMBER _____
 LOCATION/SITE: _____ CATEGORY: _____ PERIOD COVERING _____
 DESCRIPTION OF WORK PERFORMED _____

NAME	DATES AND HOURS WORKED EACH DAY							COSTS				
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE	TOTAL HOURLY RATE	TOTAL COSTS
	REG.											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
	REG											
	O.T.											
Total												

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS, OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY _____ TITLE _____ DATE _____

Force Account Equipment: (Owned by Applicant)

Both applicant owned and rented equipment must be fully documented for each job site on which it is used. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each, and total cost for all equipment used.

If the equipment is rented, the date, amount paid, and check number or evidence of cash payment also must be shown. The rental agreement must specifically state who must pay for all repairs. A copy of this agreement must be kept in the job site file.

Rates * used on applicant owned equipment must be no more than those approved on the current federal schedule of applicant owned equipment rates. A current copy of these rates may be obtained through the Cass Fargo Emergency Management Office.

Local governments must use the Equipment Record Forms to document the above information for each piece of equipment used on each job site. An Equipment Record Form should be placed in each job folder immediately upon starting work. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. Local government may use daily written (form) reports or daily oral reports from foreman to record equipment usage.

*** Rates do not include operator time. Operator time should be indicated on Force Account Labor Record.**

FORCE ACCOUNT EQUIPMENT RECORD

PAGE _____ OF _____

APPLICANT: _____ PA ID: _____ DSR # _____ DISASTER NUMBER _____
 LOCATION/SITE: _____ CATEGORY: _____ PERIOD COVERING _____
 DESCRIPTION OF WORK PERFORMED _____

TYPE OF EQUIPMENT		DATE AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NO.	DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COSTS
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
GRAND TOTALS											

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY _____ TITLE _____ DATE _____

Force Account Equipment: (Rented/Hired)

Both applicant owned and rented equipment must be fully documented for each job site on which it is used. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each, and total cost for all equipment used.

If the equipment is rented, the date, amount paid, and check number or evidence of cash payment also must be shown. The rental agreement must specifically state who must pay for all repairs. A copy of this agreement must be kept in the job site file.

Rates could include the operator, but if it does not and you are only renting the equipment and providing your own operator, the **Operator time must be indicated on Force Account Labor Record.**

Local governments must use the Rented Equipment Record Forms to document the above information for each piece of equipment used on each job site. A Rented Equipment Record Form should be placed in each job folder immediately upon starting work. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. Local government may use daily written reports or daily oral reports from foreman to record equipment usage.

RENTED EQUIPMENT RECORD

APPLICANT: _____ PA ID: _____ DSR # _____ DISASTER NUMBER _____
 LOCATION/SITE: _____ CATEGORY: _____ PERIOD COVERING _____
 DESCRIPTION OF WORK PERFORMED _____

TYPE OF EQUIPMENT <small>INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE</small>	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OP	W/OUT OPR					
GRAND TOTAL								

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS, INVOICES OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY _____ TITLE _____ DATE _____

Materials and Supplies:

Materials and supplies used on each job site must be fully documented whether they are purchased or in stock. Specifically, the documentation must show unit price (which may be averaged from stock cards), total cost, quantity, description, date purchased, date used, job used on, date paid for, and amount of check or evidence of cash payment. Use the Material Record Form to document the above information on a daily basis.

Place a Material Record Form in the folder when establishing a file for each job site. Any time materials are used on the job, record the information on the form.

Vendor invoices for materials that are being used, or that will be used on job sites, should be kept in a file separate from job folders. This will allow you to easily find information about materials used when recording on the Material Record Form. If the invoice for materials used has not yet arrived, confirm necessary information from the vendor, and create a claim voucher for the vendor invoice file. Local Government may use daily written reports or oral reports from foreman to record expenditures of materials.

DAMAGE ASSESSMENT

Damage assessment is a very critical emergency or disaster function. It must begin when damage first occurs and continue until damage stops

The purpose of a Damage Assessment Report is to develop information as to the severity, magnitude and over-all impact of the emergency or disaster. Damage assessment reports, along with situation reports, provide the information essential in making a request for outside assistance.

It is extremely important that local damage assessment information be accurate and not over or understated as this report may be required to withstand the scrutiny of a combined federal/state/county preliminary damage assessment prior to any requests for a Presidential Declaration.

When to Complete --

When damage first occurs and when local government requests outside assistance.

Who shall Complete the Report --

A local representative(s) of the affected area who is:

- 1) familiar with the importance of damage assessment in relation to effective management of an emergency or disaster; and
- 2) knowledgeable as to the actual cost needed to repair damaged facilities.

Who Shall Receive the Report --

Cass Fargo Emergency Management

What Shall Be Included in the Report --

Completed applicable damage assessment forms, photos of each damaged site and a complete description of actual location, (address, section, range and township).

Restoration and Recovery Checklist

This checklist provides a general guideline of areas that may have been damaged during the disaster or have resulted from the disaster and which may now need to be considered, repaired or provided for. Most are eligible for federal financial assistance during a Presidential Disaster Declaration.

Public Damage:

Debris	Water Supply
Roads, Streets & Culverts	Sewer Systems
Bridges	Water Resource Projects
Public Buildings	Communications Systems
Equipment and Vehicles	Parks & Recreation Areas
Materials and Supplies	Nonprofit Facilities
Utilities	

Individual Needs:

Food	Clothing
Temporary Housing	Assistance for Homeowners
Assistance for Businesses	Assistance for Farmers
Assistance to Private Non-Profit Facilities	Replacement of Personal Property
Unemployment Assistance	Debris Removal
Crisis Counseling	Health and Sanitation
Security	Other _____

Private Residences

Instruction:

1. Indicate county, political subdivision.
2. Indicate the appropriate average value per unit for each group of homes or dwelling units affected by the disaster.
3. As each unit is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “tally mark” in the appropriate box. Place a “tally mark” for each unit of a multiple dwelling.

Example: an eight-unit apartment building would receive eight “tally mark” a duplex two.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer useable and that restoration to use it is not technically or economically feasible.

In the UNINHABITABLE* box, indicate those dwellings which sustained no physical damage but which are without utilities or access.

4. Total the “tally marks” in each box and then total each column.
5. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

NORTH DAKOTA DAMAGE ASSESSMENT REPORT <i>Private Residences</i>		APPROXIMATE VALUE PER UNIT	DAMAGE			
			UNINHABITABLE	MINOR	MAJOR	DESTROYED
COUNTY:						
POLITICAL SUBDIVISION:						
LOW COST HOMES						
MEDIUM COST HOMES						
HIGH COST HOMES						
MOBILE HOMES						
MULTIPLE DWELLING UNITS (APARTMENT)						
*DWELLINGS WITHOUT UTILITIES OR ACCESS, EVEN THOUGH PHYSICAL DAMAGE SUSTAINED.						
		TOTALS:				
SURVEYED BY:	TITLE:	PHONE:		DATE:		

Private Business

Instruction:

1. Indicate county, political subdivision.
2. As each business is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “tally mark” in the appropriate box according to the type of business. Most businesses will be classified as “commercial”

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

3. Total the “tally marks” in each box and then total each column.
4. Estimate the dollar value of damage for each classification of business and then total the column.
5. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

NORTH DAKOTA DAMAGE ASSESSMENT REPORT <i>Private Business</i>		DAMAGE			ESTIMATED DOLLAR VALUE DAMAGE
		MINOR	MAJOR	DESTROYED	
COUNTY:					
POLITICAL SUBDIVISION:					
COMMERCIAL					
CUSTODIAL CARE					
U T I L I T Y	GAS				
	POWER				
	TELEPHONE				
CLINIC					
OTHER (EXPLAIN)					
TOTALS:					
CERTIFIED BY:		TITLE:		PHONE:	DATE:

Private Nonprofit Facilities

Instructions:

1. Indicate county, political subdivision.
2. Write a description of the damage.
3. Check the type of facility affected.
4. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

5. Write the estimated total value of damage for each site.
6. Total each column.
7. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PRIVATE NONPROFIT FACILITIES

		TYPE T						DAMAGE T			Estimated Dollar Value of Damage		
County	Political Subdivision	1	2	3	4	5	6	7	8	9		10	11
		Educational	Custodial	Emergency	Water Control	Utilities	Medical	Religious		Minor	Major	Destroyed	
Description of Damage: Function, Location, Damage to Structure or Equipment, Etc.													
TOTALS													
Certified By	Title	Phone			Date			Page			Of		

Debris

Instruction:

1. Indicate county, political subdivision.
2. Write a description of the location and type of facility affected.
3. Prepare a map which numbers the site affected by debris. Use a map with a scale of 2 inch equals one mile, such as a State Highway Planning Map.
4. Next to the description of the affected area, write the corresponding site number.
5. Enclose photos of each site affected by debris, numbered to correspond with the above-mentioned map and this form.
6. “Check” the amount, property affected and type of debris.
7. Write in the total cleanup costs per site.
8. Total each column.
9. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC ROAD SYSTEM (NON-FAS)

Instruction:

1. Indicate county, political subdivision.
2. Write a detailed description of the damage: Road, bridge or culvert dimensions; type of construction, extend of damage, etc., (ten sites per sheet only).
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
5. Next to the description of damage, write the corresponding site number.
6. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

7. Write in the estimated total value of damage for each site.
8. Total each column.
9. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC ROADS (NON-FAS)

Site Number	County	Political Subdivision	SITE T					DAMAGE T			Estimated Dollar Value of Damage
	Description of Damage: Dimensions, Type of Construction, etc.		1 Road way	2 Bridg e	3 Culve rt	4 Drian age	5	6 Minor	7 Major	8 Destr oyed	
COMMENTS			TOTALS								
Cetified By		Title	Phone			Date		Page	Of		

PUBLIC ROAD SYSTEM (FAS)

Instruction:

1. Indicate county, political subdivision.
2. Write a detailed description of the damage: Road, bridge or culvert dimensions; type of construction, extent of damage, etc. (Eight sites per sheet only).
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
5. Next to the description of damage, write the corresponding site number.
6. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

7. Write in the estimated total value of damage for each site.
8. Total each column.
9. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC WATER RESOURCE PROJECTS

Instruction:

1. Indicate county, political subdivision.
2. Write a detailed description of the damage: type of construction, use, etc.
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Next to the description of damage, write the corresponding site number.
5. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
6. “Check” the type of facility affected.
7. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: may still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

8. Write in the total estimated value of damage for each site.
9. Total each column.
10. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC UTILITIES

Instruction:

1. Indicate county, political subdivision.
2. Write a description of the damage: use, dimensions, etc.
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Next to the description of damage, write the corresponding site number.
5. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
6. “Check” the type of utility affected.
7. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

8. Write in the total estimated value of damage for each site.
9. Total each column.
10. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC BUILDINGS & EQUIPMENT

Instruction:

1. Indicate county, political subdivision.
2. Write a detailed description of the damage: size and type of construction; amount/kind of supplies; year/make of equipment; uses of each; etc.
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Next to the description of damage, write the corresponding site number.
5. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
6. “Check” the type of facility affected.
7. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

8. Write in the total estimated value of damage for each site, group of supplies, or each piece of equipment.
9. Total each column.
10. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

PUBLIC OTHER

Instruction:

1. Indicate county, political subdivision.
2. Write a detailed description of the damage: type, use, construction type, dimensions, etc.
3. Prepare a map which numbers the damaged site. Use a map with a scale of 2 inch equals one mile.
4. Next to the description of damage, write the corresponding site number.
5. Enclose photos of each damage site, numbered to correspond with the above-mentioned map and this form.
6. “Check” the type of facility affected.
7. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

Minor: May still be used for its intended purposes or may be restored to service with minimal repairs.

Major: Cannot be used or may be used under limited conditions or reduced levels of service or may be restored to use with extensive repairs.

Destroyed: No longer exists or is damaged to the extent that it is no longer usable and that restoration to use it is not technically or economically feasible.

8. Write in the total estimated value of damage for each site.
9. Total each column.
10. Sign, date, and forward to the Cass Fargo Emergency Management Agency at 4630 15 Ave N, Fargo, North Dakota 58102.

