



Help, Hope & Healing

SBDR

ASSESSMENT

MANUAL

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SBDR ASSESSMENT MANUAL

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- All team members should wear the appropriate safety equipment when entering a disaster site.
- After several assessments, the Lead Assessor may trade roles with the Assessor Assistant.

Where Do We Begin

- Upon arrival at the disaster area, report to the Baptist Command Post where the Incident Management Team (IMT) is located
- If no IMT has been established, contact local church pastors, associational missionaries or Director of Missions. You may have to go to the police, sheriff, local fire department or local emergency management to find out where the most critical damage is located.
- The IMT, local county offices, emergency services (e.g. fire department, 911 dispatch), or a local realtor may be able to provide you with maps.
- These maps should show streets, and prominent landmarks. Street signs and house numbers may have been destroyed in the disaster. It could be helpful to have a hand compass for orienting the map in unfamiliar areas.
- It may be helpful if copies of maps of the affected area, especially those parts in which homes were damaged, can be laminated.
- The laminated maps will also be of great help to the Unit Leaders when they begin their work.
- When multiple assessment teams are used, a master map should be marked off in grids showing the assignment of the various teams.
- In many areas, a GPS device may be used. This will generally give turn-by-turn directions to the property address. Keep in mind that in remote areas the device may not have all the roads in its system and may not work at all in steep canyons or other similar terrain. There also may be magnetic properties in the area that affect the GPS.
- In some situations, when properties are scattered over great distances, a local guide or driver might be helpful.

Identify Yourself

- Assessors should wear DR shirts, caps, and badges.
- Assessors should print business cards with DR logo and assessor's name and contact information to give to the property owner.
 - Avery 28371, 8879, 28669 or similar products may be used to print business cards.
- It could also be helpful to carry DR door hangers to leave when the home owner is not present.
- Assessor flags or signs could be posted in the yard next to the road for quick recognition by Recovery Teams.

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- Temporary Roof

Assessment Forms

- Flood Recovery
 - Property Owner's Request for Assistance
 - Assessment – Flood Recovery
 - Assessment – Property Area
- Fire Recovery
 - Property Owner's Request for Assistance
 - Assessment – Fire Recovery
 - Assessment – Property Area
- Chainsaw
 - Property Owner's Request for Assistance
 - Assessment – Chainsaw
 - Assessment – Property Area
- Temporary Roof
 - Property Owner's Request for Assistance
 - Assessment – Temp Roof
 - Assessment – Property Area

Assessors should be prepared to complete one or all Assessment forms for each property.

General Guidelines

- Qualifications for Assistance
 - Anyone that needs our help qualifies for our assistance.
 - We will look at all damaged homes and buildings.
 - **REMEMBER THAT WE HAVE BEEN SENT TO MINISTER TO ALL. WE HOPE THAT WHAT WE DO WILL LEAD SOMEONE TO CHRIST**
- Mobile Homes
 - Check Floors for Safety
- Modular Homes
 - Check Floors for Safety
- Commercial Property
 - SBDR generally does not work on Commercial property unless some extenuating circumstances exist. Refer to the IMT for guidance.
- Church Buildings
 - Based on available man power and resources, churches are High Priority
- Rental Property
 - SBDR generally does not work on Rental Property unless extenuating circumstances exist. Refer to the IMT for guidance.

Priorities

Priority is generally based on the people and circumstance and not the work.

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- Blocked driveway
- Priority 2
 - Trees in yard that hit a well house or storage building
 - Smaller trees on house/building (no holes in roof)
 - Large trees in yard; these jobs need expertise to cut trees up correctly
- Priority 3
 - Small trees in yard that did not hit anything and are not blocking anything
 - Jobs that require people with minimal chainsaw experience
 - Small limbs and brush removal required

Priority Rule

Let common sense prevail. We are here to minister to hurting people which sometimes will over ride all other priority issues.

Getting Started

- Begin assessment work by making an appointment (usually the day before) to meet with the Property Owner(s) who have filled out the "Property Owner's Request for Assistance" form.
- These may have been distributed at a government Local Assistance Center (LAC), Community Information meetings or at a Red Cross Assistance Center.
- Set a mutually agreed time to meet and be sure to be at the site at that agreed time.
- It is best not to schedule appointments too close together. Ample time should be allowed for finding addresses in areas in which it is often easy to get disoriented.
- Also, time should be allowed for the team to minister to the property owner(s) and for the Chaplain to do his/her work.
- Before beginning assessments, obtain information regarding state and local regulations and ordinances that could impact the work. This information should be available from the IMT or local governmental officials.
 - Debris disposal
 - Hazardous waste



Chaplains

The Chaplain should assess the emotional and spiritual status of the owner and family.

- The Chaplain should ask permission to pray for the displaced family before ending the assessment.
- A copy of the Chaplain's comments should be attached to the "Property Owner's Request for Assistance" being careful not to violate confidentiality.
- The Chaplain should have a Bible, and appropriate tracts available. Be sensitive to opportunities to minister and give witness.

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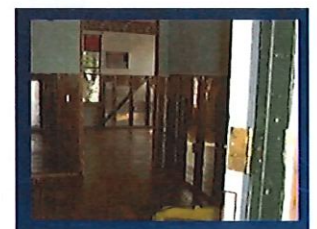
Fire Recovery

- Find out any special instructions from the property owner.
- Find out if there are particular salvage items on the property that the owner does not want on the debris piles.
- Ensure Assessment Forms are completely filled out including priority designation.
- Identify with stakes and tape the areas that are to be sifted.
- Identify a potential location away from the building site and the debris piles or bins where any found items will be placed.
- This location will be used for keepsake salvage items that have survived the fire.
- Identify location for debris (or dumpster).
- Note all marked areas on the Assessment – Property Area form.
- Let the owner know that we do not normally break up slabs or knock down foundations.
- Standing walls can be demolished if equipment will be available to safely handle the task.
- If such walls are unstable, volunteers will not be able to work around them until they are demolished.
- Map the site.



Flood Recovery

- Find out any special instructions from the property owner.
- Find out if there are particular salvage items on the property that the owner does not want on the debris piles.
- Ensure all Assessment forms are completely filled out including priority designation.
- Locate appropriate location for debris (or dumpster) – not on the water meter.
- Note all marked areas on the Assessment – Property Area form
- Determine depth of water and degree of damage.
- Determine if power wash will be required.
- Determine with home owner disposition of damaged furniture, clothes, etc.
- Note on the Assessment form any needs for heavy equipment, chainsaw work, chop saw work, or other specialized equipment
- Include as much other helpful information as possible on the assessment forms. Use back of the form for any additional information or attach additional sheets.
- Map the site.



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- Sunglasses
- Flashlight
- Hard sole shoes or appropriate boots (no tennis shoes)
- Insect repellent
- Sunscreen
- Lip balm
- Compass
- Anticipated Safety Equipment
 - Hardhat
 - Mask - N95 or equivalent
 - Safety glasses
 - Gloves
 - Hand Sanitizer
- Small personal first aid kit
- Lunch provision
- Snack food
- Bottled water
- Wide brim hat (for hot sunny days)
- Personal medications

If spending the night

- Sleeping bag & air mattress (single size) + pump or cot
- Pillow
- Flashlight
- Changes of clothing
- Laundry bag
- Personal health & hygiene needs
- Towel & wash cloth

Task Related

- Clipboard or portfolio
- Notepad
- Pens
- Digital Camera (may be on phone)
- GPS Device (optional)
- Black Permanent Marker
- Disaster Relief Business Cards
- DR Door Hangers
- Copies of Required Forms
- Signs to Identify Properties we are working – DR Logo, place for Owner Name & Address
- Plastic sheet protectors for signs
- Heavy Duty Stapler – or hammer and tacks
- Roll of yellow caution tape

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ASSESSMENT – FLOOD RECOVERY SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office)	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date			

ATTACH THIS FORM TO "PROPERTY OWNER REQUEST FOR ASSISTANCE"

Property Owner			
Work Location			
TYPE OF BUILDING		<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/modular Home
<input type="checkbox"/> Out Building		<input type="checkbox"/> Attached Home/Apartments	<input type="checkbox"/> Other
DAMAGE DESCRIPTION			
Water Level (inches)	Basement	1 st Floor	Other
Mud/Debris Depth (Inches)	Basement	1 st Floor	Other
Mold Visible?	<input type="checkbox"/> Basement	<input type="checkbox"/> 1 st Floor	<input type="checkbox"/> Other
Damaged Area	<input type="checkbox"/> Foundation	<input type="checkbox"/> Exterior Walls	<input type="checkbox"/> Interior Walls <input type="checkbox"/> Floors
Number of rooms?	Basement:	1 st Floor:	
Water	<input type="checkbox"/> ON <input type="checkbox"/> OFF	Electricity	<input type="checkbox"/> ON <input type="checkbox"/> OFF
If Water OFF, Is water available from nearby source?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Location of Water Source			
Hazards			
WORK DESCRIPTION			
<input type="checkbox"/> Tear Out	<input type="checkbox"/> Power Wash	<input type="checkbox"/> Disinfectant Spray	
TO BE REMOVED			
<input type="checkbox"/> Bathroom Appliances	<input type="checkbox"/> Bathroom Cabinets	<input type="checkbox"/> Contents (Clothing/Personal)	
<input type="checkbox"/> Debris, Mud, Silt	<input type="checkbox"/> Drywall	<input type="checkbox"/> Flooring (Basement)	
<input type="checkbox"/> Flooring (First Floor)	<input type="checkbox"/> Furnace	<input type="checkbox"/> Furniture	
<input type="checkbox"/> Insulation	<input type="checkbox"/> Kitchen Appliances	<input type="checkbox"/> Kitchen Cabinets	
<input type="checkbox"/> Paneling	<input type="checkbox"/> Water Heater	<input type="checkbox"/>	
Exceptions:			
Location for Salvaged Items			
Dumpster Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpster on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, where will debris be Stacked/Separated?			
If YES, but dumpster unavailable, May debris be Stacked at curb? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If Dumpster required, Homeowner is responsible for obtaining and payment.			
Assessor's Comments (Notes)			
Continue on back of form as needed			

Assessor Instructions:

1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete "Assessment – Property Area" and attach to Assessment form.

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ASSESSMENT - CHAINSAW

SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office Use)	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date			

ATTACH THIS FORM TO "PROPERTY OWNER REQUEST FOR ASSISTANCE"

Property Owner	
Work Location	

TEAM SKILLS REQUIRED			
Ground Only <input type="checkbox"/>	Climbers <input type="checkbox"/>	Roofs & Ladders <input type="checkbox"/>	Rigging <input type="checkbox"/>
Other			
HEAVY EQUIPMENT NEEDED			
Skid Steer <input type="checkbox"/>	Man Lift <input type="checkbox"/>	Other	

HAZARDS (Describe here and note location on Assessment – Property Area Form)	
Electrical	
Other	

WORK DESCRIPTION		
<input type="checkbox"/> Downed trees that prevent the reestablishment of power to the home?		
<input type="checkbox"/> Trees/limbs blocking entrance to the house or driveway?		
<input type="checkbox"/> Trees on House?	<input type="checkbox"/> Roof Punctured	
<input type="checkbox"/> Damaged trees that should be taken down	No.	Max Diameter:
<input type="checkbox"/> Trees/limbs near house, preventing necessary repairs	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs on Out Buildings	No.	Max Diameter:
<input type="checkbox"/> Large trees in yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs in front yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs in back/side yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Hangers (Unable to access from ground)		
Location to stack cut trees and brush		
Special Instructions/Assessor's Comments (Notes)		
Continue on back of form as needed		

- Assessor Instructions:**
1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document)
 2. Complete "Assessment - Property Area" and attach to Assessment Form

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ASSESSMENT - PROPERTY AREA SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office Use)	
Phone #		Date Assessed	

ATTACH THIS FORM TO APPROPRIATE ASSESSMENT FORM

Property Owner	
Work Location	

In the space below sketch an outline of the property and indicating dimensions. Indicate slope of land by arrows. Locate and outline the house, garage and other buildings on property, giving dimensions as appropriate. Draw and label (by name if possible) frontage roads (streets) adjoining property, driveway(s) & fences. Locate and identify septic tank and drain lines. Locate and identify water source, well, cistern water lines, water meter, gas meter, sewer cleanouts, and sprinkler heads. Locate propane tank and line or natural gas lines. Locate and identify areas to be sifted. Identify significant trees to be saved and those to be cut down. Suggest location for saved salvage, debris bins, hazardous waste, cut logs, brush debris. Locate Power Poles and Power Lines. Indicate **North** direction of property on drawing with arrow and letter.

Use back or attach additional sheets as needed.

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ADDITIONAL NOTES