

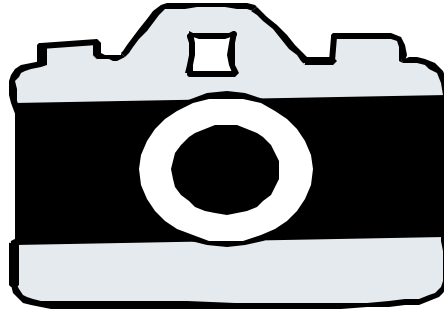
**DAMAGE SURVEY REPORT (DSR) REQUIREMENTS**

**ACTIVITIES GENERALLY ELIGIBLE FOR LABOR AND MATERIALS COST REIMBURSEMENT  
FOR LOCAL GOVERNMENTS INVOLVED IN STATE/FEDERALLY DECLARED DISASTERS**  
(Please also see forms for documenting costs, labor and services)

| <b>GENERALLY ELIGIBLE ACTIVITIES... ..</b>   | <b>AND/OR "IF"</b>  |
|--|---|
| <b>CATEGORY A: Debris Clearance</b>  | <b>NOTES</b>  |
| On public roads & streets including ROW,<br>Other public property,<br>Private Property (when undertaken by local<br>gov't forces),<br>Structure Demolition | From homes, if it presents a health threat.   |
| <b>CATEGORY B: Protective Measures</b>   | <b>NOTES</b>  |
| Life and safety,<br>Property,<br>Health,<br>Stream & drainage Channels   | Incl. Fire dept. cellar pumping, constable on<br>extra duty.  |
| <b>CATEGORY C: Road System</b>   | <b>NOTES</b>  |
| Roads, Streets,<br>Control Traffic,<br>Bridges, Culverts   |   |
| <b>CATEGORY D: Water Control Facilities</b>  | <b>NOTES</b>  |
| Levees & dams, drainage channels, natural<br>streams, seeding & sod  | Seeding & sod are only eligible when<br>necessary to stabilize slopes. USDA/NRCS<br>may have grant funding available.               |
| <b>CATEGORY E: Buildings &amp; Equipment</b>   | <b>NOTES</b>  |
| Buildings and equipment,<br>Supplies or Inventory,<br>Vehicles or other equipment  | Town garage, school, fire house, town clerk's,<br>library, town hall  |
| <b>CATEGORY F: Public Utility Systems</b>  | <b>NOTES</b>  |
| Water, Sewage System<br>Storm Drainage<br>Electrical   | Power-down, re-energize upon approval from<br>Fire Marshalls from Vt. Labor & Industry  |
| <b>CATEGORY G: Other</b>   | <b>NOTES</b>  |
| Recreational Facilities, Parks, etc.   | Grass, seeding and sod will not be eligible for<br>cosmetic reasons – only slope stabilization and<br>to minimize sediment run-off. |



**TO ALL CONTRACTORS**



If you have any single-use cameras (supplied to you by the Emergency Operations Center - EOC) in your possession, please return them as soon as possible so that they can be developed. Even if the film is not finished, we must get these developed as soon as possible for our reimbursement records for FEMA.

**Thank you for your cooperation.**

Emergency Operations Center  
Date issued: \_\_\_\_\_

## TO ALL CONTRACTORS

To comply with government regulations and effect the payment of your invoicing to Emergency Operations Center (EOC), we must have a copy of your liability and Worker's Compensation Insurance on file.

We would appreciate your forwarding the above to:

City/Town of: \_\_\_\_\_

ATTN: EMERGENCY OPERATIONS CENTER

P.O. BOX \_\_\_\_\_

\_\_\_\_\_, VT 05\_\_\_\_\_

Thank you for your cooperation.

Emergency Operations Center

DATE: \_\_\_\_\_

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## Key points/steps to include in a 'bid' package used to 'FAST TRACK' Requests for Proposals resulting from a disaster.

- ✍ 'Fast Track' requests for proposals allow work to commence within the **60 days** of a disaster or 'declared' emergency period.
- ✍ Invitations to submit bids are faxed to contractors (approx. 10) indicating the date, time and place to meet for the site showings. This also provides proof of ads/invitations.
- ✍ Additional participants may be: technical expert from Vermont Agency of Transportation, stream alteration engineer from Vermont Agency of Natural Resources, the town road foreman, a selectman, etc.
- ✍ Up to three (3) sites can be 'shown' all in one day and preliminary plans are available for all the contractors present. 'FAST TRACK' Requests for Proposals can be due in 14 days and the award made immediately after the opening of all bids. An award letter is mailed to the successful contractor.
- ✍ The contractors are asked to quote on all visited projects by identifying their proposals by number.
- ✍ Final payment (i.e., less 10% hold back) is 'pending' the final inspection by all authorities i.e., ANR, AOT, FEMA and the City/Town.
- ✍ Note: the scope of work cannot be changed unless written approval is obtained from AOT and FEMA. Otherwise, the additional expenditures become the responsibility of the City/Town directly - or - a project's funding may be jeopardized entirely.

CITY/TOWN OF \_\_\_\_\_

FEMA-\_\_\_\_-DR-VT  
(DATE OF DISASTER)

DSR (damage survey report) CLOSE-OUT CHECKLIST

DSR # \_\_\_\_\_ LOCATION (road name, #) \_\_\_\_\_  
DATE INSPECTED: \_\_\_\_\_ INSPECTOR INITIALS: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- ☒ FEMA field DSR (work done)
  - ☒ Supporting contractor/force account documents
- ☒ FEMA field DSR (work to be done, if appl.)
  - ☒ Supporting contractor/force account documents
- ☒ FEMA (District 1) DSR (work done)
  - ☒ Supporting contractor/force account documents
- ☒ FEMA (District 1) DSR (work to be done, if appl.)
  - ☒ Supporting contractor/force account documents
- ☒ FEMA \$ received: (\_\_\_\_/\_\_\_\_) (\_\_\_\_/\_\_\_\_)
 

|    |     |    |     |
|----|-----|----|-----|
| DT | AMT | DT | AMT |
|----|-----|----|-----|
- ☒ AOT Claim(s) made: (\_\_\_\_/\_\_\_\_) (\_\_\_\_/\_\_\_\_) (\_\_\_\_/\_\_\_\_)
 

|    |     |    |     |    |     |
|----|-----|----|-----|----|-----|
| DT | AMT | DT | AMT | DT | AMT |
|----|-----|----|-----|----|-----|
- ☒ AOT \$ received: \_\_\_\_\_
 

|    |    |    |
|----|----|----|
| DT | DT | DT |
|----|----|----|

To the best of my knowledge, 'scope of work' for the above mentioned DSR is complete as of this date.

\_\_\_\_\_  
Road Foreman Signature

\_\_\_\_\_  
(DATE)

To the best of my knowledge, the above mentioned DSR is considered CLOSED as of this date.

\_\_\_\_\_  
Applicant Agent' s Signature

\_\_\_\_\_  
(DATE)

COMMENTS, if necessary (Specials):

# ALERT

## DISPOSAL OF DEAD ANIMALS

It is very important that the bodies of dead animals be buried in a safe and secure manner.

PLEASE follow the steps listed below:

1. Burial site must be at least 100 feet from any water source.
2. The burial hole should have lime spread in it.
3. Place the dead animal on the lime.
4. Put more lime on top of the dead animal.  
Shovel several feet of dirt over the last layer of lime and fill the grave.

Following these steps will ensure that other animals will not disturb the site.

*THANK YOU !*

# Disaster Damaged Septic Systems

If your septic system or leach field area was **damaged by disaster, your system is contaminated** and will probably back-up soon. **Your immediate attention to this hazard is strongly recommended.**

In an attempt to assist in this process, contact has been made with a sewage pumping company and excavation contractor. Their services are available to you at a discounted price at a rate of \$ .00 per hour.

You are urged to put in your request for service **immediately** by: 1) telling the person(s) delivering this flyer –or- 2) by contacting the COMMUNITY OUTREACH CENTER to have your name placed on the service request list.

Please note that these services are to be performed at your own expense. The contractors will be billing you directly.

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**REMINDER FOR:**  
**City/Town of \_\_\_\_\_ DISASTER VICTIMS**

**Until the drinking water is considered safe, the National Guard will be re-filling/replacing the water in the ‘water buffaloes’ at each supply site on a daily or ‘as needed’ basis.**

- ✍ Please *remember* to bring your own plastic containers to fill up at these sites.**
- ✍ We are currently low on our supply of bottled water; however, you should be using the National Guard ‘water buffaloes’.**
- ✍ Please be assured that this water (in the water buffaloes) is *completely safe for drinking.***

**Issued by the Emergency Operating Center**  
**Date: \_\_\_\_\_**

City/Town of \_\_\_\_\_, VERMONT  
**TRAFFIC CONTROL PERSONNEL INSTRUCTIONS**  
 FOR DISASTER OF (DATE) \_\_\_\_\_

ISSUED BY THE EMERGENCY OPERATING CENTER: (Phone #) \_\_\_\_\_ - \_\_\_\_\_  
 ISSUED AS OF DATE: \_\_\_\_\_

**UNTIL FURTHER NOTICE**

**POLICY**

- ? For evening control, please wear a safety (orange) vest and carry a flashlight for your safety.
- ? Work in 2's: One (1) person to direct traffic; one (1) person to ask questions.

1. Ask the vehicle/passengers' purpose for entering town.
2. Ask for proof that the vehicle/passengers are current residents on the City/Town. (driver's license, registration, or other documentation).
3. THRU TRAFFIC IS ONLY FOR: deliveries, officials, emergency crews, and residents.

If uncertain about identity or compelling reason to pass, refer the vehicle/passengers to the following locations for a ROAD PASS:

- ? **Coming from** \_\_\_\_\_ Give directions to go to: \_\_\_\_\_ to obtain a signed ROAD PASS.
- ? **Coming from** \_\_\_\_\_ Give directions to go to: \_\_\_\_\_ to obtain a signed ROAD PASS.

**PRIORITY PASSAGE  
 MUST BE GIVEN TO  
 EMERGENCY AND CONSTRUCTION VEHICLES.**

# WARNING

If .....  
your heating appliance was water  
damaged....

## DO NOT USE IT

This includes:  
furnaces, boilers, hot water heaters,  
woodstoves, electric heaters.

DO NOT TURN ON LP GAS  
until it has been serviced by a qualified  
person.

DO NOT USE PORTABLE HEATERS  
without proper safeguards.

**PHONE:** \_\_\_\_\_ - \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS... ..

VERMONT STATE FIRE MARSHALL OFFICE,  
Date issued: \_\_\_\_\_

**\*IMPORTANT PUBLIC NOTICE \***

\*\*\*\*\*

**RESIDENTS MUST REPORT  
PERSONAL PROPERTY LOSS TO  
AMERICAN RED CROSS  
TO QUALIFY FOR  
DISASTER ASSISTANCE  
AT:**

|   |
|---|
| <b>WHERE:</b> _____ Emergency Operating Center (EOC)<br><b>ADDRESS:</b><br><br><b>DATE(S):</b><br><b>HOURS:</b> |
|---|

If you need transportation, PLEASE call the EOC at:

**PHONE** \_\_\_\_\_ - \_\_\_\_\_

~~/~~ ~~/~~ **PLEASE BRING PROOF OF RESIDENCY:** Driver's License, Tax Bill, Rent Receipt, or current Utility/Other Bill with your name and address.

~~/~~ ~~/~~ **PLEASE ALSO BRING ANY DOCUMENTATION OF DAMAGES YOU MAY HAVE AVAILABLE:** Estimates, Tax Assessments, Old Records & Receipts, Photos, etc.

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# **\*\* IMPORTANT NOTICE \*\***

**TO ALL CITIZENS OF THE  
CITY/TOWN OF \_\_\_\_\_**

**Once a Presidential Declaration has been approved, all citizens who have experienced damage are urged to report and register their losses with the .....**

**FEMA TELE-REGISTRATION NUMBER**

**1-800-462-9029  
(OPEN 24 HOURS DAILY)**

- ? No matter how minor the damage, you are requested to call this number to file a claim. FEMA will give you a **CLAIM NUMBER** when you call in.
- ? Collect any documentation - receipts, bills, and photographs of your losses. An appointment will be arranged for a FEMA representative to visit your home. The inspector will show an I.D. badge and will ask for your **CLAIM NUMBER**.
- ? The purpose of this damage documentation is to assist individual residents and the entire community. Even if you do not want financial assistance, your report may help open up assistance for Town, county or state-wide recovery programs.
- ? **THANK YOU FOR COOPERATING IN THIS EFFORT !!!**