

# Southern Baptist Disaster Relief



## Assessment Training Manual

Disaster Relief Office, South Carolina Baptist Convention

## Mission Statement:

Southern Baptist Disaster Relief is a Christ-centered partnership of national, state and associational ministries serving through the local church to bring **help**, **hope**, and **healing** to individuals affected by disasters.

## Vision Statement:

Southern Baptist Disaster Relief will be a well-defined, unified disaster response organization, demonstrating the love of Christ by providing physical and spiritual help to those affected by disasters.



<b>Table of Contents</b>	<b>Page</b>
Introduction	1
Bible Verses	1
Team Concept	1
Where Do We Begin	2
Identify Yourself	2
The Assessment	3
Assessment Forms	4
General Guidelines	4
Priorities	4
Chainsaw Priorities	5
Priority Rule	6
Getting Started	6
Chaplains	6
Assessing	7
Fire Recovery	8
Flood Recovery	8
Chainsaw	9
Temporary Roof	9
Finishing the Assessment	9
 <u>Appendix</u>	
Supplies	11
Assessment Form – Flood Recovery	13
Assessment Form – Fire Recovery	14
Assessment Form – Chainsaw	15
Assessment Form – Temporary Roof	16
Assessment Form – Property Area	17
Property Owner’s Request Form	18
Additional Notes	20

## **Introduction**

- Southern Baptist Disaster Relief (SBDR) is a Christ-centered partnership of national, state and associational ministries serving through the local church to bring help, healing and hope to individuals affected by disasters.
- SBDR began in 1967 and has grown to be one of the largest and most respected disaster organizations in the U.S. and around the world.
- Assessment is a vital component of the Disaster Relief Recovery Ministry.

## **Bible Verses**

Unless otherwise noted, all scriptures are taken from the Christian Standard Bible copyright 2017 by Holman Publishers (HCSB). Used by permission.

### **Galatians 6:9-10**

<sup>9</sup> So we must not get tired of doing good, for we will reap at the proper time if we don't give up.

<sup>10</sup> Therefore, as we have opportunity, we must work for the good of all, especially for those who belong to the household of faith.

### **Philippians 2:13**

<sup>13</sup> For it is God who is working in you, enabling you both to desire and to work out His good purpose

### **Matthew 25:40**

<sup>40</sup> "And the King will answer them, 'I assure you: Whatever you did for one of the least of these brothers of Mine, you did for Me.'

### **Ephesians 4:2**

<sup>2</sup> with all humility and gentleness, with patience, accepting<sup>[a]</sup> one another in love

## **Team Concept**

- Assessment is the front end of the Disaster Relief Recovery Ministry.
- All members of the Assessment Team should have had Assessment training. An exception to this might be the Chaplain, though it would be helpful if he/she has also been trained in assessment.
- Three (3) person teams are desired.
  - Lead Assessor – Asks most of the questions
  - Assessor Assistant – Responsible for filling out forms
  - Chaplain - Provide emotional and spiritual support
- The Lead Assessor and Assessor Assistant should be credentialed in the specialty reflecting the assessments (Chainsaw, Flood Recovery, Fire Recovery, or Temporary Roof) and have been deployed in a similar disaster.
- YOU SHOULD NEVER GO BY YOURSELF
- 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.

## **The Assessment**

- **DO NOT PROMISE** the property owner that we will work his/her property on any given date.
- Emphasize that as a volunteer organization with limited funds, we do our best to respond to every request in a timely way as resources and volunteers are available.
- Let the owner know we will attempt to contact them on the day before we begin work, especially if they request to be present.
- Inform the property owner that what you are doing is an assessment of work that might be needed.
- If the property owner does not keep the appointment, attempt to do as much of the assessment as possible.
- When permission is given, take one or more digital pictures of the area to be worked.
- Complete all appropriate Assessment Forms including a brief description and the address of the property to be worked on the Assessment-Property Area Form.
- At the end of the visit take a picture of the approach to the site.

- In some situations, assessors may have to seek out property owners on their own and offer them our ministry. If possible, get names and contact numbers of displaced families from Red Cross, Salvation Army, County government, local churches, or community service organization.
- Look for “The Person of Peace”, that individual in the community that can open doors and establish your credibility to the residents. When you have names, and contact information, first try to call and set up appointments.
- Your team may have to drive around the disaster area to stop and talk with people who are on their property. Even if they don’t request assistance, your visibility and story will begin to spread through the community and open doors for you.
- Always remember, you are representing **Jesus, our Lord**, and witnessing to **His** love for these wounded people. Even if they are suspicious or hostile, respond with **grace and love**.
- If Work Sites are off paved roads and have been occupied by persons who are very private, the Assessors will need to be cautious in their approach. Looters may have already violated their property. Some structures may not have been legally permitted. Be cautious if there is evidence of **illegal** drug or other activities. **Do Not Be Judgmental.** The presence of questionable activities should be noted on appropriate forms.
- If the activity presents a real physical danger, terminate the assessment and notify the appropriate authorities.

## **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.**

- Priority 1
  - No Insurance or Under-Insured
  - Primary Home
- Priority 2
  - No Insurance or Under-Insured
  - Secondary Home
- Priority 3
  - Fully Insured
  - Primary or Secondary Home
  - Rental Property
  - Out Building, Storage Building, Barn

**Sub Priorities – Any job can be moved up in Priority based on circumstances**

- Elderly, Living Alone
- Health Issues
- Can't care for themselves
- Wheelchair bound
- Single with Children
- Hearing or visually impaired
- Mentally Challenged
- First Responders
  - Police, Fire, Clergy, or other emergency personnel
- Church Buildings
  - Depending on available manpower
  - Do not focus entirely on church buildings to the exclusion of the neighborhood
- Other Circumstances

**Sub Priorities – Priorities may also be adjusted or work declined based on available manpower or equipment needed or other circumstances**

- Accessibility of Site
- Availability of Dumpsters
- Availability of Homeowner
- Power Lines, Standing Water, etc.
- Unsafe Structure or Situation

## **Chainsaw Priorities**

**Chainsaw Priorities – Priorities for chainsaw work may be adjusted based on the work required.**

- Priority 1
  - Anything that will expose the inside to weather (missing windows, doors, walls, or holes in roof) caused by falling trees.
  - A fallen tree that has pulled the power line down from the house connection to the pole. (Once the tree is removed, the power can be restored.) Make sure the power is off.
  - 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 override 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.
- 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.

## **Assessing**

Before beginning the Assessment, ensure that the “Property Owner’s Request for Assistance” form has been completed and signed by the homeowner.

- Ensure that the address and other information on the form is correct.
- **WRITE THE PROPERTY OWNER’S NAME, ADDRESS AND CONTACT INFORMATION on all Assessment Forms and other necessary Forms.**
- Introduce all the members of the team.
- Assessors should walk the property with the property owner, getting as much information as possible about the owner’s desires.
- Always ask permission to enter a home.
- Make sure they are the owner of the property.
- Ask if there were any toxic chemicals or products being stored anywhere on the property.

- Ask if poison ivy or poison oak is growing within the area to be worked.
- Are poisonous snakes or other hazards likely to be encountered?
- Are there missing pets?
- Have stray animals been sighted around the property?
- Ask the property owner if a hazardous waste inspection has taken place.
- Let the property owner know that he/she may be responsible for cost of the disposal of such waste if so ordered by the county.
- **If dangerous items, such as asbestos, is present, no work will be done until they are removed. Refer to the IMT for guidance.**
- Be sure to mark the location of any septic tank, gas, water & sewer lines or wellheads on the property and identify them on "Assessment – Property Area" form.
- Clearly mark any trees to be removed.
- Also mark suggested locations for debris bins and/or piles. These should include as needed: scrap metal, burned debris, ash, concrete blocks (cement, tiles, stucco removed from wire), hazardous or toxic items, trees and brush.
- Do not "over promise" – explain to the Property Owner
  - Work may not be completed.
  - There is no set schedule.
  - All work is based on availability of volunteers.
- The Unit Leader responsible for the work may find additional items that need to be completed.
- Ensure that ALL forms are completely filled out. Incomplete forms could delay the work and possibly require additional assessments.

## **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 survived the fire.
- Identify location for debris (or dumpster).
- Note all marked areas on the Assessment – Property Area
- Let the owner know that we do not normally break up slabs or down foundations.
- Standing walls can be demolished if equipment will be 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.



have  
form.  
knock  
available

## **Flood Recovery**

- Find out any special instructions from the property owner.
- Find out if there are particular salvage items on the property 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.
- Take pictures of particularly hazardous situations.



that the



## **Chainsaw**

- Determine location of trees to be removed.
- Determine location for stacking cut wood and brush.
- Note all marked areas on Assessment – Property Area form
- Determine what type of chainsaw unit will be required.
- Determine need for heavy equipment, or other specialized equipment (Skid Steer, Man Lift, Climbers).
- Ensure all Assessment forms are completely filled out including priority designation
- Map the site.



## **Temporary Roof**

- Determine extent of damage. Is structure safe
- Determine need for repair of decking.
- Estimate tarp size and amount of tarp material that will be needed.
- Note any need for other units (chainsaw, etc.)
- Include as much other helpful information as possible on the assessment forms
- Ensure all Assessment forms are completely filled out including priority designation.



## **Finishing the Assessment**

- Make sure all forms are filled out and there are clear directions for finding the property.
- A Map-Quest or Google Map print out to the address location might be obtained and attached. (If possible, obtain GPS coordinates/drop a pin and forward to the Incident Command Team.)
- Keep separate any assessment forms which do not have signed releases, but turn them into the Operations Officer separately.
- Upon completion, assign a Job Priority rating and submit the forms to the local IMT. The IMT will assign jobs to a Unit Leader and team.
- In the absence of a local IMT, forms will need to be submitted as required by the controlling state convention.

# Appendix

**Please Note:** The following pages contain samples of the forms needed for Recovery work. Please do not copy these pages, for they have been compressed to fit the format of this manual. For full-sized versions of the forms, go to [www.scbaptist.org/dr](http://www.scbaptist.org/dr), in the section “For Unit Leaders.”

## **Supplies**

### **Personal Items**

- DR shirt, hat, ID badge
- Long pants
- 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
- Rolling Distance Measuring Device (optional)

- Street map of area
- Cell Phone or other communication method compatible with Incident Command Team
- Stakes, Ribbons and Flags (red or orange)
- Measuring Tape

List of Important Phone Numbers including:

- Incident Management Team (IMT)
- County Officials
- Response Agency Personnel
- Debris Bin Provider
- Auto Recycle Company
- Local Contacts
- State DR Director

# **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			
<b>TYPE OF BUILDING</b>		<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	
<b>DAMAGE DESCRIPTION</b>			
Water Level (inches)	Basement	1 <sup>st</sup> Floor	Other
Mud/Debris Depth (Inches)	Basement	1 <sup>st</sup> Floor	Other
Mold Visible?	<input type="checkbox"/> Basement	<input type="checkbox"/> 1 <sup>st</sup> 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 <sup>st</sup> 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			
<b>WORK DESCRIPTION</b>			
<input type="checkbox"/> Tear Out	<input type="checkbox"/> Power Wash	<input type="checkbox"/> Disinfectant Spray	
<b>TO BE REMOVED</b>			
<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			
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			
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.



# **Assessment – Fire Recovery**

## **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			
<b>TYPE OF BUILDING</b>		<b>PROPERTY ACCESS</b>	
<input type="checkbox"/> Detached Home		<input type="checkbox"/> Dirt/Gravel	
<input type="checkbox"/> Mobile/Modular Home		<input type="checkbox"/> Paved	
<input type="checkbox"/> Out Building		<input type="checkbox"/> Steep	<input type="checkbox"/> Up Hill <input type="checkbox"/> Down Hill
<input type="checkbox"/> Attached Home/Apartments		<input type="checkbox"/> Level	
<input type="checkbox"/> Other		<input type="checkbox"/> Other	
<b>FOUNDATION</b>			
<input type="checkbox"/> Slab	<input type="checkbox"/> Basement	<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Stem Wall
<input type="checkbox"/> Other			
If Basement, Is there Heavy Equipment Access?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Basement Depth
<b>WORK DESCRIPTION</b>			
<input type="checkbox"/> Sifting	<input type="checkbox"/> Structure Demolition	<input type="checkbox"/> Debris Removal	
Note sifting area on "Property Area" form. Owner present during sifting? <input type="checkbox"/> Yes <input type="checkbox"/> NO			
<b>EQUIPMENT NEEDED</b>			
<input type="checkbox"/> Excavator/Back Hoe	<input type="checkbox"/> Metal Saw	<input type="checkbox"/> Cutting Torch/PPE	
<input type="checkbox"/> Heavy Duty Chains	<input type="checkbox"/> Water Buffalo	<input type="checkbox"/> Tractor/Skid Steer	
<input type="checkbox"/> Other Equipment			
Dumpsters Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpsters on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b><i>If Dumpster required, Homeowner is responsible for obtaining and payment.</i></b>			
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			
Will Ash and Debris need to be sprayed to control Dust?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, Is there a close by Water Source?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Location of Water Source			
<b>HAZARDS</b>			
Electrical			
Other			
Special Instructions (Notes)			

**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.

# **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	

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

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

<b>WORK DESCRIPTION</b>		
<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

# **ASSESSMENT - TEMPORARY ROOF**

## **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	

<b>TYPE OF BUILDING</b>			
<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/Modular Home	<input type="checkbox"/> Out Building	<input type="checkbox"/> Attached/Apartments
<input type="checkbox"/> Single Story	<input type="checkbox"/> Two Story	<input type="checkbox"/> Multi Level	<input type="checkbox"/> Other
<b>ROOF and DECK DESCRIPTION</b>			
<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Metal	<input type="checkbox"/> Composition	<input type="checkbox"/> Tile
<input type="checkbox"/> Roll Roofing	<input type="checkbox"/> Other		
<input type="checkbox"/> Steep (Tie off Required)	<input type="checkbox"/> Medium	<input type="checkbox"/> Low	<input type="checkbox"/> Flat
Percentage of Shingles Missing?			
Approximate Size of Roof to be covered?			
Is Roof Accessible? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, describe Issues			
Is Deck missing, Holes in Roof?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Trusses Damaged?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is Roof safe for Temporary Repair?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Roof Not Safe describe Issues			
Plywood Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	No. of Sheets?	
Window Damage?	<input type="checkbox"/> YES <input type="checkbox"/> NO	How many	
<b>HAZARDS</b>			
Electrical			
Other			
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 be debris stacked/separated?			
If YES, but dumpster unavailable, May debris be stacked at curb? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			

Assessors Comments (Notes)	
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**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.

# **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.**

Assessor	Assessor Phone # (      )	Job Priority 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Assessor: Check Work Needed / Unit Leader: Add Completion Date			
<input type="checkbox"/> Chainsaw	<input type="checkbox"/> Roof	<input type="checkbox"/> Flood	<input type="checkbox"/> Fire
Unit #	# in Team _____ X Hrs Worked _____ = Total Hrs _____	Grid #	Job #
UL Last Name			

## South Carolina Baptist Convention Disaster Relief Property Owner Request for Assistance

THIS IS NOT A CONTRACT



Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Occupant(s) (If Different) \_\_\_\_\_

House # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ County/Parrish \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 (\_\_\_\_\_) \_\_\_\_\_ Phone 2 (\_\_\_\_\_) \_\_\_\_\_

### Special Circumstances

Wheelchair ☐ Elderly ☐ Hearing Impaired ☐ Visually Impaired ☐ Mentally Impaired ☐ Responder ☐

Other ☐ (Explain) \_\_\_\_\_

Does property have... Homeowner's Insurance? Yes ☐ No ☐ Flood Insurance? Yes ☐ No ☐ N/A ☐

Is this your primary residence? Yes ☐ No ☐

Can work be done without the property owner present? Yes ☐ No ☐ \_\_\_\_\_ Initial

Permission granted for team to take photos of property and persons Yes ☐ No ☐ \_\_\_\_\_ Initial

Electricity is... On ☐ Off ☐

Water is ... On ☐ Off ☐

Gas is ... On ☐ Off ☐

Provide a brief description of the work that needs to be done:

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## Release, Waiver of Liability, and Indemnity Agreement

I certify that the above information is correct, that I have read and fully understood the Release, Waiver of Liability, and  
Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Witness

**Attach appropriate assessment forms to this document.**

**RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT**

**THIS FORM MUST BE SIGNED BY THE  
PROPERTY OWNER BEFORE WORK BEGINS**

I represent and warrant to the South Carolina Baptist Convention (the "SCBC") that I am the owner of the property described on the reverse side of this form. I have requested the assistance of the SCBC in addressing damages that my property sustained due to a recent natural disaster.

I understand that the work on my property will be provided by volunteers who wish to help in times of disaster for the glory of God and to demonstrate their faith in Christ.

In consideration for the work and other services being provided to me, I release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, the volunteers who will be working on my property, their host churches or other sponsoring organizations, and their respective affiliates, directors, officers, employees, servants, agents, heirs, successors, and assigns (collectively referred to as the "Released Parties"), from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, arising out of or in any way related to the work and other services being provided, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct. I further agree to defend, indemnify, and hold harmless the Released Parties from any and all claims, losses, injuries, and damages arising out of or in any way related to the work and other services being performed, including but not limited to claims by third parties and any claims submitted by me or on my behalf, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct.

In further consideration for the work and other services being provided, I authorize the SCBC to record my picture and voice, and pictures of my property, on photographs, films, audiotapes, and/or videotapes (collectively, the "Recordings") and to incorporate and use the Recordings in any manner of media whatsoever, including unrestricted use of the Recordings for purposes of education, publicity, research, marketing, and advertising. I grant and convey to the SCBC all of my right, title, and interest in all such Recordings.

I further understand and agree that there is no warranty, whether express, implied, written, or oral, for any work performed or other services provided on my property by or on behalf of the Released Parties. **ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, HABITABILITY, WORKMANLIKE PERFORMANCE, WORKMANSHIP, REPAIRS, AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED AND SHALL NOT APPLY.**

I understand that the SCBC is a non-profit organization that has limited volunteers and limited financial and material resources, and thus the SCBC makes no guarantee that any work or other services will be provided. I understand and agree that **THIS IS NOT A CONTRACT, AGREEMENT, OR OTHER COMMITMENT TO PROVIDE SERVICES!**

It is my expressed intent that this agreement shall also bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives, if I am deceased, and that it be enforced to the maximum extent permitted by law.

**I ACKNOWLEDGE AND REPRESENT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS, THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED, AND THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE BY ANY PARTY.**

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Print Witness Name

## **ADDITIONAL NOTES**

### **Final Words**

Be Prepared for the Unexpected – Be Flexible.  
Assessments are like a box of chocolates; you never know what  
you are going to get!



**SOUTH CAROLINA  
BAPTIST CONVENTION**

**Disaster Relief Office**

**190 Stoneridge Drive • Columbia, SC 29210**

**800.723.7242 or 803.227.6149**

**[www.scbaptist.org/dr](http://www.scbaptist.org/dr)**

***This SCBC resource is made possible through the Cooperative Program giving  
of South Carolina Baptist churches.***

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