

Checklist 1 - Pre/Post Disaster Planning

Need	Complete	Item	Notes:
Items 1-12 may all be completed prior to a disaster occurring. Do not attempt items 13 - 19 without first completing items 1 - 12.			
1.	_____	Brief all elected officials as soon as possible after the event regarding the NFIP requirements for Substantial Damage determinations. <i>Source: FEMA P-758, Substantial Improvement/Substantial Damage Desk Reference, Chapter 7 (May 2010)</i>	
2.	_____	Select an SDE Manager. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 7.1 (August 2017)</i>	
3.	_____	Review NFIP requirements for Substantial Damage and Substantial Improvement. <i>Sources: NFIP Regulations; FEMA P-758, Substantial Improvement/Substantial Damage Desk Reference (May 2010); FEMA 213, Answers to Questions About Substantially Damaged Buildings (May 1991)</i>	
4.	_____	Review SDE tool and User Manual to understand the SDE data requirements. <i>Sources: FEMA P-784, SDE User Manual and Workbook, Sections 3 and 4 (August 2017); FEMA SDE Best Practices (August 2017); FEMA Substantial Damage Estimator Tool Frequently Asked Questions</i>	
5.	_____	Identify Flood Insurance Rate Maps (FIRMs) or other floodplain maps to review the boundaries of the SFHA. Data may include FIRMs, FBFMs, FIS reports, community maps showing previously flooded areas, and flood studies by State or other Federal agencies. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 8.1 (August 2017); Community NFIP coordinator</i>	
6.	_____	Identify type, location, and community contacts for tax or GIS data for structures within the SDE inventory area that are potentially Substantially Damaged. Any or all of the following data will be useful: owner name, building address, type of house, non-residential building use, year of construction, square footage, number of stories, adjusted building values, number of years since last tax adjustment, and dates of additions or renovations. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 8.1 (August 2017)</i>	
7.	_____	Identify community street, address, or tax maps for delineating the boundaries of the SFHA. This will help delineate the maximum limits of the SDE inventory area while also showing addresses or lot locations. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 7 (August 2017)</i>	
8.	_____	Transfer SFHA boundaries from floodplain map to a base map that includes streets, addresses, or a tax map. Using the effective FIRM for the community, transfer the SFHA boundaries to a base map with named streets and either addresses or lot boundary lines. This will delineate the maximum limits of the SDE inventory to narrow the focus of the inspections while avoiding areas outside the SFHA. <i>Source: FEMA P-784, SDE User Manual and Workbook, Sections 8.1 and 9.3 (August 2017)</i>	

Checklist 1 - Pre/Post Disaster Planning Cont.

Need	Complete	Item	Notes:
9. _____	_____	Pre-load available property data into the SDE tool. These data must be cross-referenced to a FIRM, address, or tax map so that the inspectors know which structure and property record are being inspected. Once the data are uploaded into the SDE tool, it will create property records. After the inspection is complete and the field data are entered, the records become SDE assessments. <i>Sources: FEMA P-784, SDE User Manual and Workbook, Sections 3.7, 7.5, and 8.1 (August 2017)</i>	
10. _____	_____	Prepare a list of local contacts for all project personnel and local agencies. This list should include, as a minimum, the SDE Manager, a responsible community official, inspectors, office staff, and the police, fire, and emergency management contacts. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 8.1 (August 2017)</i>	
11. _____	_____	Research, obtain, or develop base costs for determining reasonable structure values for residential and non-residential structures in the community. Resources include industry-accepted cost-estimating guides, building permit data, discussions with local contractors or realtors, adjusted tax data, guidance from adjacent communities, or personal experience with residential and non-residential cost estimating. <i>Sources: FEMA P-784, SDE User Manual and Workbook, Sections 3.11, 8.1, and 8.4 (August 2017)</i>	
12. _____	_____	Prepare a Letter of Introduction on community letterhead. The letter will be handed to occupants by the inspectors as they prepare to enter a new property. This should include, as a minimum, a brief discussion of the intent and scope of the SDE inspections, the normal work hours and days, the option of the structure owner or resident to refuse entry to the property or the structure, and the name, telephone number, and e-mail address of the SDE Manager or local official in charge of the SDE inventory. <i>Source: FEMA P-784, SDE User Manual and Workbook, Appendix C (August 2017)</i>	
Items 1-12 may all be completed prior to a disaster occurring. Do not progress on items 13 - 19 below without first completing items 1 - 12 above.			
13. _____	_____	Perform a curbside review of structures within the SDE inventory area. This helps the SDE Manager understand the scope and extent of the inventory area as well as the initial construction quality, size, and type of structures that will require inspections. <i>Source: FEMA P-784, SDE User Manual and Workbook, Sections 7.3 and 9.5 (August 2017)</i>	

Checklist 1 - Pre/Post Disaster Planning Cont.

Need	Complete	Item	Notes:
14.	☐ ☐	Identify the property and structure access procedures for locked or unoccupied structures. These procedures should be written and well defined; the elected officials and community legal counsel should then review and approve them to ensure that the procedures are legal and defensible. As a minimum, these procedures should include guidance on owner/resident interaction, and requirements for entering open property and structures when owners/residents are not present or when occupants are present but refuse entry to the structure or property. In addition, inspectors with permission to enter a structure need to verify that the structure is structurally stable and safe to enter. <i>Source: FEMA P-784, SDE User Manual and Workbook, Sections 8.2 and 9.1 (August 2017)</i>	
15.	☐ ☐	Identify the number and names of inspectors required for the inventory and form the inspection teams. The number of inspectors and inspection teams will determine the potential daily rate of completed inspections and a target completion date. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 8.2 (August 2017)</i>	
16.	☐ ☐	Identify inspection areas that may require permission or special access. Industrial parks, factories, private or gated subdivisions, islands, airports, school campuses, and other areas may require permission or other advance coordination to gain access to the property and structures.	
17.	☐ ☐	Identify the proposed sequence of SDE inspections. Decide which subdivisions, neighborhoods, or areas will be inspected first, then next, and so on. The sequence will depend on the number of inspectors, their availability during the inspection process, the number of structures to inspect, and the proposed completion date of the inspections. The sequence may be revised as issues arise due to other post-disaster activities that may restrict or limit the inspection teams. <i>Source: FEMA P-784, SDE User Manual and Workbook, Section 8.2 (August 2017)</i>	
18.	☐ ☐	Make Substantial Damage determinations for structures located in the SFHA. <i>Sources: FEMA P-784, SDE User Manual and Workbook, Sections 3.11 and 9 (August 2017)</i>	
19.	☐ ☐	After Substantial Damage determinations are complete, issue permits for repair and reconstruction. <i>Source: FEMA P-758, Substantial Improvement/Substantial Damage Desk Reference, Chapter 7 (May 2010)</i>	