

## 14 Instructions for Using the Property Damage Reports

This Excel spreadsheet consists of 4 nearly identical spreadsheets that assist in tallying and tracking damage levels and estimated dollar losses to a) owner occupied homes, b) tenant occupied rental homes and apartments, c) business and commercial properties, and d) public and non-profit agency properties. It is not set up for roads or utility infrastructure. Except for the different classes of buildings, the worksheets are identical.

These worksheets provide a more detailed level of reporting than is available from the data collected in 3 Damage and Needs Assessment Summary report, which does not provide for a breakdown in the levels of damage, nor the estimated dollar losses.

These spreadsheets can be expanded easily if necessary to tally numerically more extensive damage by simply adding rows in between any two rows after row 25. Adding rows after row 25 will automatically include all the programming in the columns.

For columns B, D through H and J, the default answer is a blank, only enter a "Y" from the drop-down menu if a condition exists regarding damage, habitability or accessibility.

Do not enter "Y" in more than one of the three columns marked "Destroyed," "Major Damage," or "Minor Damage." If a "Y" is entered into two or more columns, the "Red Check" cells will indicate multiple entries for the same question.

Some homes may have damage and also be unliveable and or inaccessible, so entering a "Y" in either or both of the columns marked "Affected" or "inaccessible" is OK.

### **Data Entry:**

Name: Enter the property owners, agency or business' name

Update on prior report: Enter a "Y" from the drop-down menu only if this is an update on a previous report.

Address: Enter the property street address.

Destroyed: Enter a "Y" from the drop-down menu if the property is reported as destroyed.

Major Damage: Enter a "Y" from the drop-down menu if the property is reported as having major damage

Minor Damage: Enter a "Y" from the drop-down menu if the property is reported as

having minor damage

Affected: Enter a “Y” from the drop-down menu if the property is reported as being affected. This includes undamaged, but unliveable due to a loss of some or all utilities, even if the building was not damaged.

Inaccessible: Enter a “Y” from the drop-down menu if the property is reported as being inaccessible due to a road closure.

Estimated Loss: Enter the dollar amount reported. If unknown, leave this column blank.

Specific Hazard Insurance: Enter a “Y” from the drop-down menu if the property owner reports that they have insurance. If unknown, leave this column blank.

Direct Cause of Loss: Enter the primary cause of the loss. If the property was initially damaged by an earthquake or flood, and then further damaged by fire, list “Fire” as the primary cause.