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### LEGISLATION CONCERNING DISASTER ASSISTANCE

**Minnesota Statute 12.331** is an inter-local emergency assistance statute that applies to jurisdictions providing and/or receiving emergency assistance *when there is not a mutual aid agreement between them*. This statute provides specifics regarding responsibility for use of personnel, equipment and supplies when political subdivisions send or receive assistance (such as building inspectors or permit technicians) in an emergency. A copy of the statute may be obtained from the State of Minnesota Revisor's website [www.revisor.mn.gov](http://www.revisor.mn.gov).

**Providing Assistance in Emergencies (Coverage and Liability Issues)** is provided with permission from the League of Minnesota Cities. Please visit their website (<http://www.lmc.org/page/1/WC-Coverages.jsp>)

**National Incident Management Systems (NIMS)**  
<http://www.fema.gov/emergency/nims/>

Access the latest information.

**For more information or training go to the Homeland Security and Emergency Management Website: [www.hsem.state.mn.us](http://www.hsem.state.mn.us)**

# APPENDIX

**City of \_\_\_\_\_**  
**PUBLIC INFORMATION HANDOUT**  
**Date \_\_\_\_\_**

This handout is intended to inform property owners of what your building department will be doing to help make damaged homes and businesses functional again.

Damage assessment inspections:

- The building department will be sending out inspectors to inspect each home/structure suspected to have been damaged during the recent event.
- The purpose of these inspections is to identify which homes and businesses are safe to continue to occupy and to identify those structures which are unsafe. Inspectors will use a standard damage assessment inspection report form to identify the degree of damage to each structure. A copy of the report will be left at the building. The inspectors will also be ‘placarding’ each damaged structure to identify its occupancy worthiness. ‘Placards’ identify occupancy restrictions for the protection of the public and are posted on the front of each inspected building. It is anticipated all structures will be inspected by \_\_\_\_\_.
- If utilities (gas, water and electric) are not functional in your home or business and need to be reestablished:
  - If the structure has been placarded as ‘uninhabitable’ utilities will not be reestablished immediately.
  - If the structure has been placarded as ‘habitable’ utility companies must gain access to the structure in order to reestablish service. Please contact utility companies directly to coordinate. See phone numbers attached.
  - For reestablishing water/sewer service (if non-functional) please call \_\_\_\_\_.
- Structure repairs:
  - Closing in a structure to protect it from the elements does not require a building permit. Examples include minor roof or shingle repair, covering a building with a tarp, window/glass repair and garage door repair/replacement.
  - Permanent repairs and/or alterations in conjunction with repairs will require the issuance of a building permit. Examples include:
    - Roof replacement
    - Residing
    - Any structural repairs
    - Drywall replacement
    - Foundation repairs
    - Electrical work
    - Plumbing work
    - Mechanical work
    - Fire sprinkler/alarm work (on commercial buildings)

For questions as to if a permit is required for proposed work, please contact the building department at \_\_\_\_\_.

### How to obtain a permit:

- To obtain a building/mechanical permit an application must be submitted to the building department at City Hall. Some permits can be issued immediately to homeowners and contractors while others may require a plan review. No permit will be issued on a structure until it has received the initial damage assessment inspection and it has been recorded. Permits will be issued ‘over the counter’ for reroofs, residing, window replacements and other minor repairs. Not issued immediately will be permits for structural repairs, alterations, additions, demolitions, commercial work and other significant work. These will require a plan review – ask the permits clerk for an estimated time frame. There is a fee for most permits to cover inspection services, however, most permit fees are included in insurance company reimbursements.
- Beware - following disaster events the desire for immediate repairs should be tempered by a few precautions so that you do not fall victim to unscrupulous practices or scam artists.
  - Do not sign a contract until you have spoken with your insurance company.
  - Get contracts in writing.
  - Always use licensed contractors.
  - Exorbitant prices and some repairs may not be fully covered by insurance in spite of what some contractors may say. Show your estimate to your insurance agent before you sign a contract.
  - Watch for notifications and postings put out by the building department as frequent informational updates.
  - Obtaining building permits and using licensed contractors will provide the property owner additional protections and, is required by law.

### Reoccupying your home/business:

- If your home or business has been placard as ‘uninhabitable’ it means the structure can no longer be occupied for human habitation. In order for the home/business to be reclassified as ‘habitable’ the following steps are necessary:
  1. If repairs are not to be made by the property owner, any estimates or bid proposals should first be reviewed by your insurance agent to verify coverage.
  2. Obtain a building permit to repair those items listed on the Damage Assessment Report. Not all items in the report will affect habitability. Ask the building department which items must be repaired to gain occupancy. Note: some repairs, particularly to business properties will require architectural/engineering plans prior to permit issuance.
  3. Complete at least those repairs which affect habitability (if not by the property owner, by a licensed contractor).
  4. Schedule any necessary inspections listed on the permit(s) of the work in progress or completed work.
  5. Once that portion of the work affecting habitability has been approved by the building department, request they issue a conditional or temporary occupancy certificate which allows occupancy of the structure while other repairs are completed.

Miscellaneous:

- For information on inspections, placards, building permits, utility reconnections and other structure related issues please contact the building department at \_\_\_\_\_.  
Office hours are \_\_\_\_\_ Monday through Friday and \_\_\_\_\_  
\_\_\_\_\_ on the weekends.
- For other assistance issues information is available at \_\_\_\_\_ or please call  
the following:

Administration	_____
Public works	_____
Finance	_____
Gas service	_____
Electrical service	_____
Phone service	_____
American Red Cross	_____
Salvation Army	_____
Commerce Department	_____
Other	_____
	_____
	_____
	_____
	_____
	_____

Disaster Mitigation Committee  
AMBO/DLI

Damage Assessment Checklists

**The following (attached) checklists are intended for use by building departments when responding to disaster events requiring the inspection of damaged structures. They are intended to help speed the building department's response efforts and to ensure critical aspects of the response are not omitted. The checklists have been designed in conjunction with the MN Building Official's Disaster Preparedness Manual. They are basic and may not include all work required of the department if it's role and responsibilities are more inclusive than would be typical.**

**Document No. 1 - Setup and Preparation for the Response Phase:**

**Assists with identifying the role and responsibilities of the building department in the Damage Assessment Phase and also with designing how the response effort is intended to proceed. It will offer example goals and objectives based upon the past experience of other building departments.**

**Document No. 2 – Implementing and Monitoring the Response:**

**Assists with implementing goals and objectives in the Damage Assessment Phase and, by ensuring required work and reporting is being completed.**

**Document No. 3 – Preparation and Monitoring the Recovery Phase:**

**Assists by identifying critical building department functions of the Recovery Phase that will help assist the community quickly rebuild.**

**A much more thorough explanation of a building department's role and responsibilities in a disaster event is found in the MN Building Official's Disaster Preparedness Manual which is available on-line at [www.dli.mn.gov/CCLD/Disaster.asp](http://www.dli.mn.gov/CCLD/Disaster.asp) . It may be read on-line and/or downloaded at no charge.**

# Damage Assessment Checklist #1

For use by building departments initiating a disaster response following an event

Date:

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Jurisdiction:

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Building Official:

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## Set-up and Preparation

- Determine the Building Department's role and responsibilities:
  - **Review the local jurisdictions Emergency Management Plan and then identify the building department's role and responsibilities. Typically this will involve; completing a damage assessment report and placarding each damaged structure, creating a map of the damaged area, and then, reporting this information to the building official's supervisor and/or local emergency coordinator.**
  - **Verify the department's role and responsibilities with both the building official's supervisor and the local emergency coordinator.**
- Determine Scope of Damage:
  - **Conduct a quick 'windshield survey' – identify areas with damage to structures and determine which areas and which structures will require damage assessment inspections (include some structures beyond the area of obvious damage).**
  - **Estimate the number of damaged structures requiring inspection.**
  - **Identify if there are any high priority structures requiring inspection (those in danger of collapse, utilities, hospitals, nursing homes, schools, etc). Note: The state will inspect state funded facilities.**
- Design the Response:
  - Set goals for the department: (suggestions)
    1. **Complete a Damage Assessment Report and Placard each damaged structure within three days (one day is preferred, three days is typical, more if a large event).**
    2. **Compile and maintain a color coded map of all damaged structures (based upon the placarded color).**
    3. **Daily submit documentation of damage to supervisor and/or emergency coordinator.**
    4. **Maintain communications with emergency coordinator (through supervisor) to verify any potential additional responsibilities.**

5. **Open communications channels with the public regarding placarding, inspections and permits (provide the public with informational handouts when inspectors are conducting damage assessment inspections – samples in manual). Coordinate this with the local communications person.**

6. **Other:**

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- **Set Objectives: (these are suggestions for accomplishing each goal)**
  1. **Decide if outside assistance will be required to inspect/document damaged structures within specified time period (for both field inspections and office functions):**
    - **Identify number of volunteers needed in office. There will be an increase in phone calls, permits, documentation, etc.**
    - **Identify number of volunteers needed for field inspections (typically two inspectors per team and 30 minutes per inspection).**
  2. **Decide on files to be created in-order to document, monitor and report on activities:**
    - **A file for each damaged structure/property.**
    - **A file for volunteer documentation (to include: sign-in information, deputizing form, timecards and inspection slips – sample forms in manual).**
    - **A file for departmental expenses.**
    - **A file for the different forms to be created/utilized (see sample forms in manual appendix).**
    - **A file for the different handouts to be created/utilized (see sample handouts in manual appendix).**
    - **A file to document policies created (see #5 below).**
    - **Other** \_\_\_\_\_
  3. **Decide on maps to create, such as:**
    - **Create small maps displaying street names and individual addresses – for field inspection personnel.**
    - **Create a map (with address numbers) of the overall damage area, where the individual properties can be color coded, based upon the placard posted.**
    - **Other** \_\_\_\_\_
  4. **Decide on methods of delivering reports/documentation and maintaining upward communications, such as:**
    - **Daily - deliver a revised color-coded map and a summary report of damaged structures to supervisor and/or emergency coordinator.**
    - **Create a spreadsheet to document damaged structures and their progression through the permit process (sample in manual - disk available from DOLI).**

- Daily discuss progress, problems, decisions, staffing, and direction with staff and also with supervisor (morning briefings, evening de-briefings).
- Others \_\_\_\_\_

**5. Decide policy issues, such as:**

- Will extended office hours be implemented?
- Will building permits for repairs require be fee based or will they be issued at no charge?
- For what work will a permit be required (also: will these permits be issued over the counter or will a plan review be required – if so, specify a timeframe):
  - Roof repair.
  - Siding repair.
  - Electrical repair.
  - Mechanical systems repair.
  - Plumbing systems repair.
  - Fire sprinkler/alarm repair.
  - Structure repair.
  - Structure demolition.
  - Other \_\_\_\_\_

- How will contractor licensing be enforced (possibly the Commerce Division can assist with enforcement).
- Will dollar valuation of damage (per structure) be determined by the building inspector or will a percentage multiplier (per placard category) be used? The more common method is the percentage method (see manual for explanation) but building departments usually do not perform this task.
- What authority will be restricted from volunteer inspectors and/or office staff and be retained by the Building Official, such as:
  - Issuing a Stop Work order.
  - Ordering non-licensed contractors off a job.
  - Issuing Demolition Permits.
  - Issuing permits on non-conforming uses/buildings.
- Research and document (for inspectors and the public) the utility reconnection processes for:
  - Damaged/disconnected electrical service.
  - Damaged/disconnected gas/propane/oil service.
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Damage Assessment Checklist #2

For use by building departments initiating a disaster response following an event

Date:

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Jurisdiction:

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Building Official:

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## Implementing the Response

- Obtain Approval for Goals and Objectives:
  - **Discuss the overall response effort design (goals, objectives, policies, reporting, etc.) with the Building Official's supervisor (and possibly the Emergency Coordinator) and obtain approval.**
  - **Specifically discuss if volunteer assistance will be necessary for inspections and/or office functions, and, obtain approval (information regarding liability and insurance is in the manual).**
- Initiate the Damage Assessment response:
  - Obtaining volunteer assistance if necessary **(for both office and field functions):**
    - **Contact Regional Representative, DOLI, local Chapters, and/or AMBO Disaster Mitigation Committee to request volunteer inspectors and permit technicians.**
    - **Identify: numbers of inspectors and office staff required (in total as well as numbers required per day), when to arrive, where to arrive, who to see and what to bring (see manual for guidance).**
    - **If a very large event: assign assistants to coordinate/oversee; 1) assisting volunteers, 2) office functions and staff, 3) field inspections and staff, 4) supplies.**
  - Office functions to be completed **(assign an office coordinator if possible):**
    - **Create all files previously decided upon.**
    - **Find/modify/create all maps previously decided upon.**
    - **Create documents of each/all policies previously decided upon (distribute to all staff).**
    - **Create and post an organizational chart (sample in manual):**
      - **Identify on the chart who each position reports to, and, which positions are responsible for which tasks/responsibilities.**

- **Create a Public Informational Handout (see sample in the manual appendix).**
- **Create local identification badges for assisting volunteers if necessary (see sample in the manual appendix).**
- **Make enough copies of:**
  - **Damage Assessment Report forms (or obtain carbon-copy forms from the state).**
  - **Placards (of each color).**
  - **Structure damage/placarding guidelines.**
  - **Public Informational Handouts (to be distributed by inspectors).**
  - **Other forms and handouts:**
    - **Look through Manual Appendix for any other forms and handouts (such as Demolition Permit requirements or Property Owners Inspection Checklist) that may be useful or applicable, then modify for use.**
  
- **Obtain supplies for each inspection team, typically including:**
  - **Large flashlight, duct tape, permanent markers, pens, small first-aid kits.**
  - **Notebook or folder for each inspection team, including:**
    - ✓ **Damage Assessment Report forms (25), Placards (25 of each color/type), structure damage classification guidelines (1), address map of inspection area (1), any handouts intended to be given property owners (25), departmental policies governing the event (1), timecards (2).**
- **Assign a staff member the responsibility for submitting Damage Assessment Reports, spreadsheets and color-coded maps to supervisor and/or emergency coordinator.**
- **Field functions to initiate (assign a coordinator if possible):**
  - **Create a daily schedule for all staff and volunteer positions (for all days it is anticipated assistance will be needed).**
  - **Communicate with volunteers (inspectors and permit technicians) and inform them of which day(s) they are assigned and of what to bring (see list in manual).**
  - **Gather and prepare necessary information, equipment and supplies for inspection teams.**
  - **Give an orientation to all newly arrived volunteers (for suggestions see manual).**
  - **Assign inspection teams (2 inspectors on each team) to specific areas so as to complete all damage assessment inspections and placarding within a specified time frame. Document each team's assignment and inspection area.**
  - **Require/verify inspection teams check-in at noon (safety check).**
  - **At end of day verify all inspectors return, are debriefed, and that both reports and timecards are submitted. Pass reports and timecards on for processing.**





# Damage Assessment Checklist #3

For use by building departments initiating a disaster response following an event

Date:

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Jurisdiction:

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Building Official:

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## Preparing for and Monitoring the Recovery Phase

- The Recovery Phase (as it relates to the building departments role) is when a community repairs, rebuilds and reoccupies damaged structures following a disaster event. This phase will begin almost immediately after the event happens and must be dealt with in tandem with the Damage Assessment Phase. The Recovery Phase will often last for up to a year or more. The building department will likely be faced with a significant workload increase during this period, and, if a state or federal emergency is declared, additional work in the form of re-inspections and documentation. Also, as volunteer assistance leaves, paid assistance often becomes necessary. Therefore, decisions affecting the Recovery Phase should be made relatively quickly following an event and in conjunction with the Damage Assessment Phase.
- Set Goals and Objectives:
  - **Sample Goals (note: have goals approved by supervisor):**
    - Issue repair permits, perform inspections and complete repair documentation without delays to the public or the recovery process.
    - Assist the public through effective communication, handouts and publications.
    - Required records documentation.
  - **Sample Objectives:**
    - Obtain adequate paid staffing to achieve goals:
      - Inspectors.
      - Permit Technicians.
    - Create written policies to guide staff, such as:
      - What work will or will not require the issuance of a permit.
      - What work will require a plan review before issuance.
      - Under what conditions and timeframes must damaged buildings be boarded.



# Minnesota State Contractor License Law

## Notice to Homeowners: Be Sure Your Contractor is Licensed

### Know Your Rights

Minnesota recently adopted a statewide "*Contractor and Remodeler License Law*." This law is designed to protect the consumer by requiring that contractors be licensed. Contractors must apply for a license, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

### Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Labor and Industry. Homeowners can call DLI's Licensing Division at 1-800-DIAL-DLI, (651) 284-5069 or visit <http://www.dli.mn.gov> to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

### Exceptions to Being Licensed

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000. Also exempt are specialty contractors who perform only one specialty skill.

### Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to obtain legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

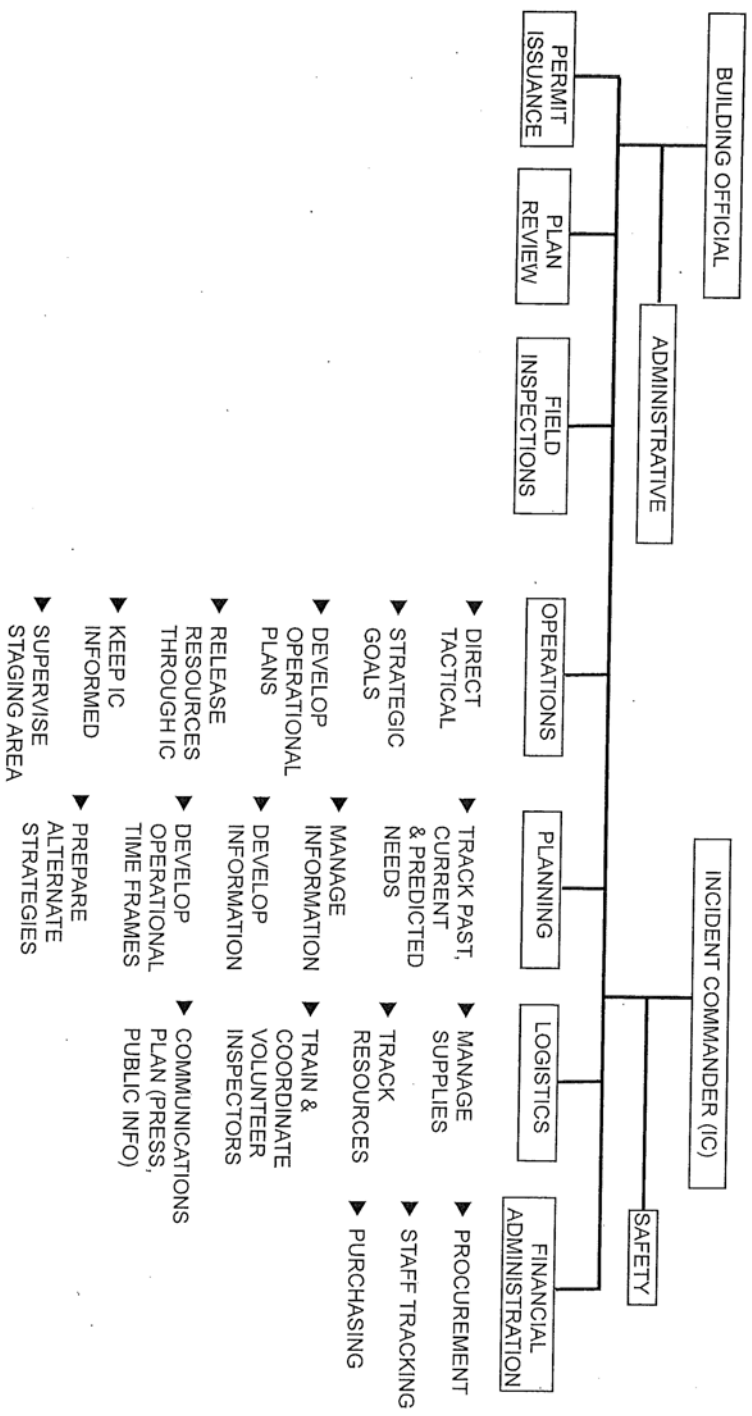
### Working on Your Own Home

You can obtain permits to do work on your own home. The License Law was written to ensure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the Minnesota Department of Labor and Industry at 800-DIAL-DLI or (651) 284-5069

**SAMPLE**

**BUILDING DEPARTMENT  
DISASTER ORGANIZATIONAL CHART**



# Authorization for appointment of a Deputy Building Inspector in the Municipality of

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(Municipality)

## Authority:

The following is authorized by Minnesota Statute Sections 16B.59 through 16B.75, incorporated by reference in Minnesota Rule Part 1300.0110 subp. 2:

## 1300.0110 DUTIES AND POWERS OF BUILDING OFFICIALS

Subpart 2. Deputies. According to the prescribed procedures of the municipality and with the concurrence of the appointing authority, the building official may designate a deputy building official and related technical officers, inspectors, plan examiners, and other employees. The employees have the powers delegated by the building official.

## Purpose:

In order to assist the building official of this community in carrying out the functions of the code enforcement agency including administering the Minnesota State Building Code, the undersigned is hereby appointed as a Deputy Building Inspector.

## Responsibilities:

The Deputy Building Inspector shall take all work direction from the Building Official or their designee. The Deputy Building Inspector shall have the authority to perform their assigned duties as granted by the Building Official of this municipality.

## Termination:

This appointment may be terminated at any time without advance notice by the Building Official of this municipality.

## Appointment:

\_\_\_\_\_ is hereby appointed as a Deputy Building Inspector for this municipality and agrees to serve at the will of the municipality as stated herein.

## Acknowledgements:

Deputy Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

City Administrator / City Manager \_\_\_\_\_ Date \_\_\_\_\_

## LOCAL IDENTIFICATION CARDS

Assisting inspectors should be given local identification cards authorizing their involvement. These should be worn visibly on their clothing. Below is a sample:

<p style="text-align: center;"><b>AUTHORIZED PASS</b> Damage Assessment Inspector</p> <p>Name _____</p> <p>Address _____</p> <p>Driver's License No. _____</p> <p>Bearer has permission to enter restricted area to perform inspections. Including:</p> <p>_____</p> <p style="text-align: center;">(Area, Zone, or Street Location)</p> <p>Effective:</p> <p>From _____</p> <p style="padding-left: 100px;">Date      Hour</p> <p>To _____</p> <p style="padding-left: 100px;">Date              Hour</p> <p>Bearer must wear tag at all times when in restricted area.</p> <p>_____</p> <p>Date of Issuance</p> <p>_____</p> <p>Issuing Authority</p>
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BCSD GI011

Note: In some disaster events an area may be closed by the National Guard and entry restricted to authorized personnel. To avoid delays getting inspections started, inspectors may need authorization cards similar to these to pass checkpoints. The local building official should obtain numerous passes immediately (for disbursement to assisting staff) to avoid inspectors having to wait in line with other volunteer workers to obtain passes.

# ASSISTING INSPECTION STAFF DAILY SIGN-IN AND TIME LOG

MUNICIPALITY: \_\_\_\_\_

NAME	TITLE	REPRESENTING
CELL PHONE	WORK PHONE	HOME PHONE
IN CASE OF EMERGENCY CONTACT	PHONE	RELATIONSHIP

DATE	START CHECK-IN TIME	NOON CHECK-IN TIME	CHECK-OUT TIME
COMMENTS:			

NAME	TITLE	REPRESENTING
CELL PHONE	WORK PHONE	HOME PHONE
IN CASE OF EMERGENCY CONTACT	PHONE	RELATIONSHIP

DATE	START CHECK-IN TIME	NOON CHECK-IN TIME	CHECK-OUT TIME
COMMENTS:			

NAME	TITLE	REPRESENTING
CELL PHONE	WORK PHONE	HOME PHONE
IN CASE OF EMERGENCY CONTACT	PHONE	RELATIONSHIP

DATE	START CHECK-IN TIME	NOON CHECK-IN TIME	CHECK-OUT TIME
COMMENTS:			

FORM MUST BE TURNED IN TO: \_\_\_\_\_ AT THE END OF THE DAY.

\* This form is a sample only – intended to be modified to specific circumstances.

## DAMAGE ASSESSMENT GUIDELINES

When assessing structural damage, it is important to evaluate every structure within the affected area, even if the structure is unaffected. This ensures that isolated undamaged homes are identified and recorded and that the damage assessment is thorough.

### EVIDENCE OF DAMAGE

The list below identifies each type of damage according to common observable evidence. This is not a comprehensive list; various kinds of evidence of damage can indicate that a dwelling is destroyed or has sustained major or minor damage.

<b>Unaffected</b> (blue)	<b>No damage observed</b>
<b>Affected, habitable, needs repairs</b> (green) A structure which received damage, but it useable for its intended purpose.	<ul style="list-style-type: none"> <li>• Structure may have intermittent shingle damage, broken windows, loose, missing, or damaged siding.</li> <li>• Water damage -               <ul style="list-style-type: none"> <li>&gt; single/multi-family: less than 1 foot in basement, minor access problem.</li> </ul> </li> </ul>
<b>Moderate damage, uninhabitable</b> (yellow) A structure which received such damage that it is no longer usable for its basic purpose, but can easily be repaired and made useable in a short time.	<ul style="list-style-type: none"> <li>• Structure may have one wall or section of roof damaged, missing windows, doors, or shingles that allow water penetration.</li> <li>• Structure may have broken waste lines, spilled fuel oil, etc.</li> <li>• Properties without life safety provisions (exiting obstructions, electricity, sprinklers, water, HVAC, etc.)</li> <li>• Water damage -               <ul style="list-style-type: none"> <li>&gt; single/multi family: less than 1 foot on first floor; no basement, or 1-8 feet in basement.</li> <li>&gt; Mobile/manufactured home: utilities flooded, piers shifted/washed out.</li> </ul> </li> </ul>
<b>Major damage, uninhabitable</b> (orange) <b>Unsafe structure, keep out</b> Structure has received substantial damage and will require considerable time to repair.	<ul style="list-style-type: none"> <li>• Not in immediate danger of collapse.</li> <li>• 2+ walls and roof substantially damaged.</li> <li>• Portion of roof missing; twisted, bowed, or cracked walls; forceful penetration of the structure by a large object such as a car or tree; foundation damage.</li> <li>• Utilities not functioning, i.e. electricity, gas, water.</li> <li>• Water damage -               <ul style="list-style-type: none"> <li>&gt; single/multi family: 1 foot or more on first floor; structural damage; collapsed basement walls.</li> <li>&gt; Mobile/manufactured home: water-soaked bottom board, shifted on piers.</li> </ul> </li> </ul>
<b>Destroyed, permanently uninhabitable</b> (red) <b>Dangerous, keep out</b>	<ul style="list-style-type: none"> <li>• Structure totally gone, only the foundation remains.</li> <li>• Major section of exterior walls missing or collapsed; structure shifted off foundation.</li> <li>• Utilities not functioning, i.e. electricity, gas, water.</li> <li>• Water damage -               <ul style="list-style-type: none"> <li>&gt; single/multi family: not economical to repair; home pushed off its foundation.</li> <li>&gt; Mobile/manufactured home: water above floor level or unit off foundation.</li> </ul> </li> </ul>
<b>Sorry we missed you</b> (white)	Used when interior inspection is necessary, but access is not achieved.

Many inspectors are concerned about their ability to make judgments about damage categories. Such workers should be advised to: 1) refer frequently to stated guidelines; 2) be consistent in assessments; 3) choose the more serious damage category in the structure appears to border between two categories; 4) always supplement their evaluation with comments, and 5) trust their judgment.

## DAMAGE ASSESSMENT GUIDELINES

When assessing structural damage, it is important to evaluate every structure within the affected area, even if the structure is unaffected. This ensures that isolated undamaged homes are identified and recorded and that the damage assessment is thorough.

### EVIDENCE OF DAMAGE

The list below identifies each type of damage according to common observable evidence. This is not a comprehensive list; various kinds of evidence of damage can indicate that a dwelling is destroyed or has sustained major or minor damage.

<p><b>Unaffected</b> <b>BLUE</b></p>	<p><b>No damage observed</b></p>
<p><b><u>Affected, habitable, needs repairs</u></b> <b>GREEN</b> A structure which received damage, but it useable for its intended purpose.</p>	<ul style="list-style-type: none"> <li>• Structure may have intermittent shingle damage, broken windows, loose, missing, or damaged siding.</li> <li>• Water damage -             <ul style="list-style-type: none"> <li>➢ single/multi-family: less than 1 foot in basement, minor access problem.</li> </ul> </li> </ul>
<p><b><u>Moderate damage, uninhabitable</u></b> <b>YELLOW</b> A structure which received such damage that it is no longer usable for its basic purpose, but can easily be repaired and made useable in a short time.</p>	<ul style="list-style-type: none"> <li>• Structure may have one wall or section of roof damaged, missing windows, doors, or shingles that allow water penetration.</li> <li>• Structure may have broken waste lines, spilled fuel oil, etc.</li> <li>• Properties without life safety provisions (exiting obstructions, electricity, sprinklers, water, HVAC, etc.)</li> <li>• Water damage -             <ul style="list-style-type: none"> <li>➢ single/multi family: less than 1 foot on first floor; no basement, or 1-8 feet in basement.</li> <li>➢ Mobile/manufactured home: utilities flooded, piers shifted/washed out.</li> </ul> </li> </ul>
<p><b>Major damage, uninhabitable</b> <b>ORANGE</b> <b><u>Unsafe structure, keep out</u></b> Structure has received substantial damage and will require considerable time to repair, but is economically feasible to repair.</p>	<ul style="list-style-type: none"> <li>• Not in immediate danger of collapse.</li> <li>• 2+ walls and roof substantially damaged.</li> <li>• Portion of roof missing; twisted, bowed, or cracked walls; forceful penetration of the structure by a large object such as a car or tree; foundation damage.</li> <li>• Utilities not functioning, i.e. electricity, gas, water.</li> <li>• Water damage -             <ul style="list-style-type: none"> <li>➢ single/multi family: 1 foot or more on first floor; structural damage; collapsed basement walls.</li> <li>➢ Mobile/manufactured home: water-soaked bottom board, shifted on piers.</li> </ul> </li> </ul>
<p><b>Destroyed, permanently uninhabitable</b>     <b>RED</b> <b><u>Dangerous, keep out</u></b></p>	<ul style="list-style-type: none"> <li>• Structure totally gone, only the foundation remains.</li> <li>• Major section of exterior walls missing or collapsed; structure shifted off foundation.</li> <li>• Repair not technically or economically feasible.</li> <li>• Utilities not functioning, i.e. electricity, gas, water.</li> <li>• Water damage -             <ul style="list-style-type: none"> <li>➢ single/multi family: not economical to repair; home pushed off its foundation.</li> <li>➢ Mobile/manufactured home: water above floor level or unit off foundation.</li> </ul> </li> </ul>
<p><b><u>Sorry we missed you</u></b> <b>WHITE</b></p>	<p><b>Used when interior inspection is necessary, but access is not achieved.</b></p>

Many inspectors are concerned about their ability to make judgments about damage categories. Such workers should be advised to: 1) refer frequently to stated guidelines; 2) be consistent in assessments; 3) choose the more serious damage category in the structure appears to border between two categories; 4) always supplement their evaluation with comments, and 5) trust their judgment.

# DAMAGE REPORT

## (Initial Damage Assessment Only)

SITE ADDRESS / DESCRIPTION \_\_\_\_\_

P.I.N. \_\_\_\_\_

OWNER/OCCUPANT \_\_\_\_\_

OWNER/OCCUPANT ON-SITE?  YES  NO      PHONE \_\_\_\_\_

INSURED:  YES  NO  UNKNOWN      STRUCTURAL EVALUATION REQUIRED:  YES  NO

TYPE OF BUILDING:     APARTMENT  DWELLING  MANUFACTURED HOME  SHED

ATTACHED GARAGE  DETACHED GARAGE  COMMERCIAL  INDUSTRIAL

OTHER: \_\_\_\_\_

SPECIFIED ITEMS:  Inspected Interior and Exterior     Inspected Exterior Only     Interior Inspection Not Required

EXTERIOR:	UN A P P A F F E C T E D	R E P A I R	R E P L A C E	INTERIOR:	UN A P P A F F E C T E D	R E P A I R	R E P L A C E	UTILITIES:	UN A P P A F F E C T E D	R E P A I R	R E P L A C E
ROOFING				CEILING STRUCTURE				PLUMBING			
ROOF STRUCTURE				INTERIOR				HEATING SYSTEM			
CHIMNEY				STAIRWAYS				WATER HEATER			
SIDING & TRIM				FLOOR SYSTEM				GAS SERVICE			
WALL STRUCTURE				BASEMENT				GAS PIPING			
WINDOWS				FOUNDATION				WIRING			
DOORS				ATTIC				ELECTRIC SERVICE			
								WATER SERVICE			
								SPRINKLER SYSTEM			
								ELEVATOR			

Barricades may be needed: \_\_\_\_\_

Comments: \_\_\_\_\_

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**PLACARDED FOR HABITABILITY**  
 Blue     Unaffected - No Damage Observed  
 Green    Habitable - Repairs Required  
 Yellow    Uninhabitable - Limited Entry  
 Orange    Unsafe Structure - Keep Out  
 Red     Dangerous Keep Out - Uninhabitable  
 White    Sorry - We Missed You, Contact Us

INSPECTOR \_\_\_\_\_  
 DATE \_\_\_\_\_

PICTURES TAKEN: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MARKET VALUE \$ \_\_\_\_\_ ESTIMATED LOSS \$ \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SAMPLE

# DAMAGE REPORT

(Initial Damage Assessment Only)

SITE ADDRESS / DESCRIPTION 121 MUNSON AVE.

P.I.N. \_\_\_\_\_

OWNER/OCCUPANT SCHOEPPNER, DICK + JANE

OWNER/OCCUPANT ON-SITE?  YES  NO PHONE 333-3300

INSURED:  YES  NO  UNKNOWN STRUCTURAL EVALUATION REQUIRED:  YES  NO

TYPE OF BUILDING:  APARTMENT  DWELLING  MANUFACTURED HOME  SHED

ATTACHED GARAGE  DETACHED GARAGE  COMMERCIAL  INDUSTRIAL

OTHER: \_\_\_\_\_

SPECIFIED ITEMS:  Inspected Interior and Exterior  Inspected Exterior Only  Interior Inspection Not Required

EXTERIOR:	UN AFFECTED	RE PAIR	RE PLACE
ROOFING		X	
ROOF STRUCTURE		X	
CHIMNEY		X	
SIDING & TRIM		X	
WALL STRUCTURE	X		
WINDOWS		X	
DOORS	X		

INTERIOR:	UN AFFECTED	RE PAIR	RE PLACE
CEILING STRUCTURE	X		
INTERIOR	X		
STAIRWAYS	X		
FLOOR SYSTEM	X		
BASEMENT	X		
FOUNDATION	X		
ATTIC		X	

UTILITIES:	UN AFFECTED	RE PAIR	RE PLACE
PLUMBING	X		
HEATING SYSTEM		X	
WATER HEATER		X	
GAS SERVICE	X		
GAS PIPING	X		
WIRING	X		
ELECTRIC SERVICE		X	
WATER SERVICE	X		
SPRINKLER SYSTEM			
ELEVATOR			

Barricades may be needed: N/A

Comments: NORTH END OF ROOF DAMAGED, SHEATHING, SHINGLES AND ATTIC INSULATION DAMAGED. FOUR WINDOWS BROKEN, FLUES FOR W/HEATER AND FURNACE DISLODGED. ELECTRIC SERVICE MOST DAMAGED.

PLACARDED FOR HABITABILITY

Blue  Unaffected - No Damage Observed

Green  Habitable - Repairs Required

Yellow  Uninhabitable - Limited Entry

Orange  Unsafe Structure - Keep Out

Red  Dangerous Keep Out - Uninhabitable

White  Sorry - We Missed You, Contact Us

INSPECTOR WHITE DEAN

DATE 3/12/04

PICTURES TAKEN: TWO

MARKET VALUE \$ \_\_\_\_\_ ESTIMATED LOSS \$ \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_



**Guidelines for Disposal of Private Property Pending  
Demolition of a Structure**

**MPCA/City of \_\_\_\_\_**

- Demolition permits must be obtained from city hall prior to removal of buildings.
- White goods or household appliances should be removed and kept separate at the curb.
- Food waste and other garbage must be removed prior to demolition.
- Other garbage, food, paper, clothing, dishes, TV's, radios, toys, plastics, etc. should be removed and placed in dumpsters or roll-off containers when available (these will be located at each intersection).
- Household hazardous waste includes thermostats, cleaners, paints, poisons, fuels, lawn and garden chemicals, batteries, smoke detectors, etc. These materials must be placed in white plastic pails marked "HHW" and left at the curb.
- Trees and brush should be kept separate and left at the curb.

**Structures that can be entered safely  
must be inspected by a city building  
inspector prior to demolition!**

\* This form is a sample only – intended to be modified to specific circumstances following consultation with jurisdiction's Emergency Management Coordinator.

# DEMOLITION COMPLETION REPORT

Date Demo Performed: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Begin Time: \_\_\_\_\_ Completion Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

**Truck Information:**

Truck #: \_\_\_\_\_ Driver: \_\_\_\_\_

Load Size: \_\_\_\_\_ Total Loads: \_\_\_\_\_

Truck #: \_\_\_\_\_ Driver: \_\_\_\_\_

Load Size: \_\_\_\_\_ Total Loads: \_\_\_\_\_

Truck #: \_\_\_\_\_ Driver: \_\_\_\_\_

Load Size: \_\_\_\_\_ Total Loads: \_\_\_\_\_

Truck #: \_\_\_\_\_ Driver: \_\_\_\_\_

Load Size: \_\_\_\_\_ Total Loads: \_\_\_\_\_

**TOTAL LOADS FOR SITE: \_\_\_\_\_**

Comments/Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **FEMA INFO for the**

## **Minnesota Building Official Disaster Preparedness Manual**

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FEDERAL EMERGENCY MANAGEMENT (FEMA)  
Disaster Process and Disaster Aid Programs  
(The Robert T. Stafford **Disaster Relief and Emergency Assistance Act**, Public Law 93-288)  
<http://www.fema.gov/rrr/>

### [Response and Recovery](#)

First **Response** to a disaster is the job of local government's emergency services with help from nearby municipalities, the state and volunteer agencies. In a catastrophic disaster, and if the governor requests, federal resources can be mobilized through the Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter and other basic human needs.

It is the long-term **Recovery** phase of disaster which places the most severe financial strain on a local or state government. Damage to public facilities and infrastructure, often not insured, can overwhelm even a large city.

A governor's request for a major disaster declaration could mean an infusion of federal funds, but the governor must also commit significant state funds and resources for recovery efforts.

**A Major Disaster** could result from a hurricane, earthquake, flood, tornado or major fire which the President determines warrants supplemental federal aid. The event must be clearly more than state or local governments can handle alone. If declared, funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.

**A Presidential Major Disaster Declaration** puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses and public entities.

**An Emergency Declaration** is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

### [The Major Disaster Process](#)

A Major Disaster Declaration usually follows these steps:

- **Local Government Responds**, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance;
- **The State Responds** with state resources, such as the National Guard and state agencies;
- **Damage Assessment** by local, state, federal, and volunteer organizations determines losses and recovery needs;
- **A Major Disaster Declaration** is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery;
- **FEMA Evaluates** the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;
- **The President approves** the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.

## **Disaster Aid Programs**

There are two major categories of disaster aid:

- Individual Assistance** - for damage to residences and businesses or personal property losses, and
- Public Assistance** - for repair of infrastructure, public facilities and debris removal.

### **Individual Assistance**

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number is published for use by affected residents and business owners in registering for assistance. Disaster Recovery Centers also are opened where disaster victims can meet with program representatives and obtain information about available aid and the recovery process. Disaster aid to individuals generally falls into the following categories:

**Disaster Housing** may be available for up to 18 months, using local resources, for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.

**Disaster Grants**, are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, and transportation, medical, dental and funeral expenses.

**Low-Interest Disaster Loans** are available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

**Other Disaster Aid Programs** include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits. Other state or local help may also be available.

**Assistance Process** -- After the application is taken, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the President's major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These federal program funds cannot duplicate assistance provided by other sources such as insurance.

After a major disaster, FEMA tries to notify all disaster victims about the available aid programs and urge them to apply. The news media are encouraged to visit a Disaster Recovery Center, meet with disaster officials, and help publicize the disaster aid programs and the toll-free teleregistration number.

### **Public Assistance**

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Generally, public assistance programs pay for 75 per cent of the approved project costs. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.

### **Mandatory Purchase Of Flood Insurance Guidelines**

Title V of the Riegle Community Development and Regulatory Improvement Act of 1994 (the Reform Act) substantially amends the National Flood Insurance Act of 1968 and the Flood Disaster Protection Act

of 1973. The Reform Act tightens the mandatory purchase provisions that originated with the Flood

Disaster Protection Act of 1973. Specifically, the Act imposes significant new obligations on lenders and their servicers.

**Hazard Mitigation**

Disaster victims and public entities are encouraged to avoid the life and property risks of future disasters. Examples include the elevation or relocation of chronically flood-damaged homes away from flood hazard areas, retrofitting buildings to make them resistant to earthquakes or strong winds, and adoption and enforcement of adequate codes and standards by local, state and federal government. FEMA encourages and helps fund damage mitigation measures when repairing disaster damaged structures.

Mitigation is the cornerstone of emergency management. It's the ongoing effort to lessen the impact disasters have on people's lives and property through damage prevention and flood insurance. Through measures such as, building safely within the floodplain or removing homes altogether; engineering buildings and infrastructures to withstand earthquakes; and creating and enforcing effective building codes to protect property from floods, hurricanes and other natural hazards, the impact on lives and communities is lessened.

The following flood cleanup information is from the State of Minnesota Department of Natural Resources. If you have access to the Internet access, we suggest you use the links below to go to their website, just in case they have added or updated information. We have provided the following information from their website as a resource during a disaster when Internet access is not possible.

The following flood cleanup information is from the  
State of Minnesota Department of Natural Resources:  
<http://www.dnr.state.mn.us/floodsafety/index.html>

## Flood cleanup

The flood waters have receded and it's time to get things cleaned up and back to normal. The first thing to do is establish your priorities for the required repair work. Your priorities list will generally depend on the seriousness and extent of the damages. Here are some suggested steps you can follow.

1. **Look at the structure of the building.** Check the foundations for settling, cracking or undermining. Look at the walls, floors, doors and windows to determine what repairs are necessary. Before entering the structure, make sure that all electric, gas and oil valves are turned off.
2. **If the basement is flooded, begin pumping the water in stages** -- about 1/3 of the water per day. Make sure that the level of the flood waters is below the level of the basement floor. If not, do not pump the basement all at once because the saturated soil could cause the basement walls to collapse.
3. **Get the electrical system back in operation.** Have the system checked by a qualified electrician. Take your electrical appliances to a serviceman before using.
4. **If the furnace was inundated by flood waters have inspected by qualified serviceperson.** Before operating, the system may need to be cleaned, dried and reconditioned. Make sure the chimney is cleaned of debris before using.
5. **Start up the heating system, if possible.** This can help in the drying process.
6. **Get the water system back in operation.** Clean drains, pipes, etc. Disinfect wells and the water system. A qualified plumber can provide the "how to" and methods to use.
7. **Shovel the mud and silt out before it dries.** Before the walls and floors dry, wash down with a hose, starting at the top of the wall and then working down. Scrub and disinfect walls and floors. Leave windows and doors open to speed up drying. A complete drying may take as long as a few months. Repair walls and floors that have buckled. Make sure that the underlying material is dry before installing new materials.
8. **Throw out all food which has spoiled or has been touched by flood-waters.** Do not refreeze any vegetables, fruits or meats which have thawed completely. If there is any question, throw it away.
9. **Clean and dry all household items which were affected by the flood waters.** This includes all furniture, carpets, clothing, dishes and bedding. Disinfect, if necessary. Treat household items for mildew, if necessary. Before you begin to salvage damaged items, you must decide which pieces are worth restoring. These decisions should be based on:
  - the extent of the damage
  - the cost of the article
  - the sentimental value
  - the cost of restoration

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Remember, consider each item individually.

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10. **Clean up the yard.** Trim and care for damaged trees and shrubs. Rake and possibly reseed the lawn.

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**Some basic cleaning supplies and equipment that you may need for home cleanup:**

**Cleaning supplies:**

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- low sudsing detergents
  - bleaches
  - disinfectants
  - ammonia
  - scouring powder
  - rubber gloves
- 

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**Equipment:**

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- buckets
  - small tools, (crowbar, hammer, screwdriver)
  - sponges and wiping cloths
  - scrub brush
  - broom or shovel
  - a mop that is easily squeezed out
  - throw away containers for garbage
  - water or garden hose
- 

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Cleaning and disinfectant products

Mildew-removing products

Other equipment to use with larger jobs may include wheelbarrows, dollies, wash tubs, etc.

Most common household cleaners will do the trick with clean-up. Powder or liquid cleaners are more economical to use than aerosol sprays. Household cleaners help remove the dirt and disinfectants will help stop the growth of disease-causing organisms carried in the floodwaters. All products are not suited for all uses. Remember, read the label for specific directions and precautions. Certain products may be harsh on your skin and may burn your eyes. Protect your hands and eyes with protective gear. Wash your skin immediately if you splash or spill any cleaner on yourself.

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**The following flood cleanup information is from the State of Minnesota Department of Health. If you have access to the Internet access, we suggest you use the links below to go to their website, just in case they have added or updated information. We have provided the following information from their website as a resource to use during a disaster when Internet access is not possible.**

**<http://www.health.state.mn.us/divs/eh/emergency/natural/floods/index.html>**

**If this link does not work, it may have changed. Go to their home page:**

**<http://www.health.state.mn.us>**

**Natural Disasters — Floods**

**Protecting Your Health During A Flood**

A few simple precautions can help you avoid possible health risks during a flood. This information answers some of the most important questions about floods and your health.

### ***Is my drinking water safe?***

Contaminated drinking water can be a significant health concern during a flood, but it depends on your situation.

If you use a community water supply:

If you use "city water," the risk of contamination is very low. City wells are generally well protected from flood water. All community water systems are also carefully monitored, by the water supply operator and the state. If your water supply does become contaminated, you will be notified promptly.

If you use a private well

You should assume your private well is contaminated if the well casing was submerged or the flood water came within 50 feet of the well. Water from the well should not be used for drinking or cooking until the well and distribution system have been flushed out, disinfected, and tested for contamination.

- Use bottled water for drinking and cooking until your well is safe to use again.
- For detailed instructions on disinfecting and testing your well, contact the nearest Minnesota Department of Health District Office.

### ***How can I protect my children?***

A few simple precautions will help keep your children safe.

- Don't let children play in or near flood water, or in areas that have been recently flooded.
- Wash your child's hands frequently, especially before meals.
- Disinfect toys that may be contaminated, using a solution of two ounces of bleach in one gallon of water.
- Discard any soft toys that may be contaminated with sewage. Young children may put these items into their mouths.

### ***Can contact with sewage or flood water make me sick?***

You should always assume that disease organisms may be present in flood water or backed-up sewage. But common sense, combined with basic hygiene, can help you keep the risk low. Skin contact with flood water, by itself, does not pose a health threat unless you have an open wound. The fecal material in sewage contains disease organisms, but it does not pose any risk unless you take it into your mouth. Follow these tips to keep your risks low.

- Always wash your hands thoroughly after working in a contaminated area.
- Always wear rubber gloves and boots to protect your hand and feet.
- Always take a shower after working in a contaminated area.
- Always assume that anything touched by flood water is contaminated.

### ***Do we need to get any shots?***

There is usually no increased risk of getting vaccine-preventable diseases - like diphtheria or tetanus - during a flood. However, you should always try to keep your immunizations up-to-date, as a matter of routine. A basic series of immunizations against diphtheria, tetanus, and pertussis is recommended for all children. Adolescents should get a booster for tetanus and diphtheria (Td) at the age of 11 or 12, and adults should get a Td booster every 10 years, throughout life.

If you get a puncture wound, and you haven't had a Td booster within the last five years, ask your doctor whether you should get a tetanus shot.

### ***What about private sewage treatment systems?***

If the top of your sewage treatment tank was under water, it must be pumped out - to remove all solids and liquids - before you can run sewage into it again. Pumping stations and drop boxes should also be pumped out.

### ***When can I move back in?***

After a flood, there may be structural, electrical, or other hazards in your home. Before moving back in check with local authorities for any special guidance, and survey the property for hazards such as those listed below.

- Check for loose power lines and gas leaks.
- Check for obvious structural damage.
- Turn off the gas and electricity.
- Turn off fuel valves for fuel oil or propane.

### ***What can I keep - and what should I throw away?***

As a general rule, anything you can't wash and disinfect should be thrown away. Although you may need to use special cleaning methods for items like carpeting and upholstered furniture, it may be possible to salvage them.

### ***What about garbage?***

Garbage attracts animals and insects, and rodent activity may increase in flooded areas as these animals seek food and shelter. Don't let garbage pile up. Dispose of all discarded items properly. There will usually be more frequent pick-ups after a flood.

### ***Is my food safe?***

Food is generally safe unless it has been in direct contact with flood water, or it hasn't been properly refrigerated, because of power failure. Here are a few simple food safety guidelines.

Clean any canned goods you intend to keep

- Commercially canned foods can be kept if you wash the can first with warm water and detergent, then disinfect the outside of the can, using a solution of two ounces of bleach in one gallon of water. Remove labels when cleaning the cans.

Discard foods that may be contaminated

- Items pre-packed in paper, boxes, glass jars, or other non-waterproof packages that may have been in contact with flood water.
- Frozen food that was thawed, and held at room temperature for more than two hours should be discarded.
- Any items with unusual color or odor.

Keep refrigerated food cold

- If your power goes off, your refrigerator will keep food cool for 4-6 hours if left unopened. Try to keep foods as close to 41° F. as possible.

Keep frozen food from thawing

- If your power goes off, your freezer will keep food frozen for one day if the freezer is half full. Up to two days, if the freezer is full and left unopened.

***And always remember -  
If in doubt, throw it out!***

For questions about this information, please contact the Department of Health,  
Environmental Health Division:  
e-mail address: [ehweb@health.state.mn.us](mailto:ehweb@health.state.mn.us) or website: [www.health.state.mn.us](http://www.health.state.mn.us)

The following flood cleanup information is from the State of Minnesota Pollution Control Agency. If you have access to the Internet access, we suggest you use the links below to go to their website, just in case they have added or updated information. We have provided the following information from their website as a resource to use during a disaster when Internet access is not possible.

State of Minnesota Pollution Control Agency:

Three links have been listed here in this manual. However, because links change, if a link isn't working go to: <http://www.pca.state.mn.us>

A. Information posted at: <http://www.pca.state.mn.us/cleanup/index.html>

## **Cleanup**

Sometimes accidents happen, and spills occur. Or we learn that commonly used materials are hazardous, such as asbestos. The Minnesota Pollution Control Agency (MPCA) identifies, regulates and cleans up spills, leaks and other hazardous materials that can affect our health and our environment.

## **Cleanup Topics**

- [Asbestos Program](#)
- [Brownfields](#)
- [Contaminated Sediments](#)
- [Emergency Response](#)
- [Karst in Minnesota](#)
- [Landfills/Dumps](#)
- [Natural Attenuation of Ground Water](#)
- [RCRA Corrective Action](#)
- [Remediation Sites](#)
- [Storage Tanks:](#)
  - [Aboveground Storage Tanks](#)
  - [Leaking Underground Storage Tanks](#)
  - [Storage Tank Compliance and Assistance Program](#)
  - [Underground Storage Tanks](#)
- [Superfund Program](#)
- [Voluntary Investigation and Cleanup \(VIC\) Program](#)
- [Voluntary Petroleum Investigation and Cleanup \(VPIC\) Program](#)
- [What's in My Neighborhood](#)

## **General Information**

- [Publications](#)
- [Public Involvement with Cleanup Programs](#)

## **Regulations**

## **Assistance**

B. Information posted at: <http://www.pca.state.mn.us/cleanup/ert.html>

## Emergency Response

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The Minnesota Pollution Control Agency's (MPCA) Emergency Response Team (ERT) members are responsible for organizing the MPCA's efforts for oil and hazardous material emergencies. Chemical fires, train derailments, pipeline breaks, tanker truck accidents and petroleum vapors in a sewer are examples of environmental and public health emergencies that the MPCA's ERT members respond to.

To request state assistance or to report a petroleum or hazardous materials spill, contact the Minnesota Duty Officer at:

- (800) 422-0798 or
- (651) 649-5451

These are 24-hours emergency response phone numbers.

The ERT works closely with local, county, state and federal public safety and environmental officials. On-call staff field over 2,000 spill calls annually for the entire state--24 hours a day, 365 days a year. Internal and external spill prevention and preparedness is an important part of the ERT's strategic plan and is carried-out through: pro-active community planning, fire department training, exercises and drills, and enforcement.

C. Information posted at: <http://www.pca.state.mn.us/hot/floods.html>

## Floods: Minimizing Pollution and Health Risks

### **For citizens:**

- [Hazardous household materials](#)
- [Preparing heating oil tanks for flooding](#)
- [Drinking water well contamination](#)
- [Asbestos](#)
- [Cleaning up after a flood](#)

### **For farms and businesses:**

- [Manure storage facilities](#)
- [Underground and above ground storage tanks](#)
- [Industrial hazardous wastes](#)
- [Wastewater treatment plants](#)

Floods can create environmental problems if precautions are not taken to minimize pollution and health risks. Use the links to the right to get information on what Minnesota residents can do to protect their businesses, homes and families from environmental problems caused by floods

If your home or business is flooded this year, be sure to read the recommendations for cleaning up after a flood.

Homeowners and businesses with other questions about preparing for floods or cleaning up afterward should contact the nearest MPCA office at the numbers listed below.

Detroit Lakes Office....218-847-1519  
Duluth Office.....218-723-4660  
Brainerd Office.....218-828-2492  
Mankato Office.....507-389-5235  
Marshall Office.....507-537-7146  
Rochester Office.....507-285-7343  
Saint Paul Office.....651-296-6300  
Willmar Office.....320-214-3786  
Toll-free.....1-800-657-3864

### ***Hazardous Household Materials***

Homeowners in areas that are likely to flood should move hazardous household materials to a safe area that is likely to remain dry throughout the flooding.

Hazardous household materials include such items as:

- drain cleaner
- furniture stripper
- motor-vehicle oil
- toilet-bowl cleaner
- antifreeze
- pesticides
- fertilizers

Items such as vehicle batteries and propane tanks should also be moved to higher ground because they pose a danger if their contents are released to the environment.

For more information on hazardous household products and wastes, call your county environmental offices or the Minnesota Office of Environmental Assistance at 651-296-3417 or toll free 800-657-3843 (in Minnesota only) and ask for the Household Hazardous Waste Program staff.

Read the "[Cleaning up after a flood](#)" section for information on disposing of household chemicals that have been damaged during flooding.

Visit the Minnesota Office of Environmental Assistance [household hazardous waste](#) page for more information about chemicals in the home.

### ***Cleaning Up After a Flood***

If your home falls victim to flooding this year, here are some recommendations to consider once waters recede and you begin cleanup. Because there may be large volumes of solid waste generated during flooding, the MPCA sometimes arranges for temporary, alternative disposal options. These disposal options differ from those normally available to you. Please read the fact sheet below for more details. Additional information about flood cleanup activities may be available from the [MPCA office nearest you](#).

### **Basement Cleaning**

Ventilate your basement before and during cleaning with chemical solutions, and if oil is present. When basements flood, there is usually some sewer backup as well. Therefore, after the water and/or sewage has been removed, it is important to disinfect the surfaces to eliminate odors and bacteria.

If your basement had oil spilled in it, use a detergent to clean oil off the surfaces. Sheetrock and paneling should be removed and properly disposed at a transfer facility, incinerator or sanitary landfill. Concrete walls, wood supports, ceiling structures, and beams will soak up oil like a sponge. Therefore, those surfaces will need to be sealed with an epoxy paint sealer once they have dried out.

### **Household Chemicals**

If you have chemicals that end up being flooded, keep all damaged household chemicals separate for later disposal. Place them in plastic bags and keep the product label with each bag. Call your County Solid Waste Officer for collection dates. Also, remember to keep chemicals out of reach of children and pets at all times.

Visit the website for additional information regarding:

Asbestos

Oil Cleanup

Oil or Sewage-soaked Debris

Fuel Oil Tanks

Septic Systems

Manure Storage Facilities

Underground and Above Ground Storage Tanks

Industrial hazardous Wastes

Wastewater Treatment Facilities



## Memorandum

To: All Building Officials and Interested Parties

From: Stephen P. Hernick, State Building Official

Subject: Disaster Assistance Volunteers

As we approach another severe weather season it's important to be prepared for the possibility of a weather-related event anywhere in our state. With this goal in mind, the Construction Codes and Licensing Division is again asking all interested code professionals and qualified assistants to consider participating as a Disaster Assistance Volunteer.

The list of Disaster Assistance Volunteers is used to link code officials and qualified assistants with state and county Emergency Management Officials and affected regional code officials. As a Disaster Assistance Volunteer, you will be asked to provide assistance with building evaluations and life safety habitability for structures affected by a disaster.

Others who have participated as a volunteer or received assistance from this program have found the experience to be very rewarding, both personally and professionally. As a volunteer, you will gain the very valuable, firsthand experience in what it takes to participate in an event as well as be a valued participant in assisting with the overwhelming needs following a disaster.

The Construction Codes and Licensing Division, Department of Labor and Industry continues to work cooperatively with the Association of Minnesota Building Officials to develop and improve the "Disaster Preparedness Manual for Building Officials." The Association of Minnesota Building Officials Disaster Mitigation Committee and building code representatives from CCLD meet regularly to review and evaluate the manual and strive to provide current guidance information for your disaster preparation. To view the manual, visit [www.dli.mn.gov/CCLD/Disaster.asp](http://www.dli.mn.gov/CCLD/Disaster.asp)

We are requesting code officials, inspectors and permit technicians to consider providing volunteer assistance to Minnesota communities affected by a disaster. There is a need for volunteers to participate in all regions of the state.

Please visit the Department of Labor and Industry's disaster preparedness Web site at [www.dli.mn.gov/CCLD/Disaster.asp](http://www.dli.mn.gov/CCLD/Disaster.asp) to obtain a "Disaster Assistance Volunteer Form."

In the case of a disaster, a list of regional code officials, inspectors and permit technicians will be made available to the municipality requesting assistance. To view other disaster preparedness documents, visit [www.dli.mn.gov/CCLD/Disaster.asp](http://www.dli.mn.gov/CCLD/Disaster.asp)

If you have any questions, need additional information or need assistance with an event, contact:

- Doug Nord, Supervisor, Regional Services, (651) 284-5838, [doug.nord@state.mn.us](mailto:doug.nord@state.mn.us)
- Mike Fricke, Building Code Representative Sr., (651) 284-5841, [mike.fricke@state.mn.us](mailto:mike.fricke@state.mn.us)
- Bill Mesaros, Building Code Representative, (651) 284-5870, [william.mesaros@state.mn.us](mailto:william.mesaros@state.mn.us)

Minnesota Department of Labor and Industry  
 Construction Codes and Licensing Division  
 Building Codes and Standards  
 443 Lafayette Road North  
 St. Paul, MN 55155  
 Phone: (651) 284-5068 Fax: (651) 284-5749  
 www.doli.state.mn.us/buildingcodes  
 TTY: (651) 297-4198



## Disaster Assistance Volunteer Form

PRINT IN INK or TYPE your responses.

The purpose of this form is to expedite volunteer inspection assistance available following a disaster.  
 NOTE: Submittal of this document does not obligate anyone to participate if contacted.

THE INDIVIDUALS LISTED BELOW HAVE BEEN AUTHORIZED TO REPRESENT:

NAME OF ORGANIZATION/COMPANY

ORGANIZATION/COMPANY MAIN PHONE

ADDRESS

CITY

STATE

ZIP CODE

SUBMITTED BY (PRINT NAME AND TITLE)

SIGNATURE

PHONE

E-MAIL



The organization/company is responsible for notifying each individual included on this list and providing appropriate information regarding their organization authorization policies and procedures. Please include this information in your Disaster Plan. Remember – the best way to prepare and train for a disaster is to assist with the aftermath of a disaster in another municipality.

NAME and EMAIL ADDRESS PRINT CLEARLY	PHONE WORK	PHONE HOME (optional)	PHONE MOBILE	AVAILABLE FOR THESE REGIONS (SEE MAP):	BUILDING OFFICIAL NO.	ELECT	PLUMB	HVAC	BLDG	CLERICAL
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mail to: Department of Labor and Industry, Construction Codes and Licensing Division, 443 Lafayette Road N., St. Paul, MN 55155.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



Building Department

JURISDICTION

PHONE

**SORRY WE MISSED YOU**

**A damage assessment inspection is required –  
including the structure’s interior.  
Please contact the Building Department  
to arrange for an inspection.**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

WHITE

# Building Department

JURISDICTION \_\_\_\_\_

PHONE \_\_\_\_\_

**Unaffected**  
**NO DAMAGE OBSERVED**  
THIS STRUCTURE IS  
**HABITABLE**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

**BLUE**

Building Department

JURISDICTION

PHONE

**LIMITED ENTRY**  
**ENTER AT YOUR OWN RISK**  
**THIS STRUCTURE IS**  
**UNINHABITABLE**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

YELLOW

# Building Department

\_\_\_\_\_  
JURISDICTION

\_\_\_\_\_  
PHONE

THIS STRUCTURE IS

**HABITABLE**  
**REPAIRS REQUIRED**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

\_\_\_\_\_  
**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

**GREEN**

Building Department

JURISDICTION

PHONE

**UNSAFE  
STRUCTURE  
KEEP OUT**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

**ORANGE**

Building Department

JURISDICTION

PHONE

**DANGEROUS  
KEEP OUT**

THIS STRUCTURE IS

**UNINHABITABLE**

ADDRESS \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OCCUPANCY CLASS AND DESCRIPTION \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH ANY WORK  
(SEE INSPECTION REPORT)**

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

RED

# Building Department

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JURISDICTION

---

PHONE

# APPROVED TO CONNECT

**Water**    **No**    **Yes**   **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Electric**    **No**    **Yes**   **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Gas**    **No**    **Yes**   **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**NOTES** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_