

Individual Intake Form in an Emergency

Instructions

- If anyone in the household is injured or deceased, tell the caller to hang up and call 9-1-1.
- Please complete as much of the form as you can.
- Please print legibly.
- Please tell the caller the information below.
- Use the area marked "Other Notes" make other comments or notes.

Information for the Resident/Caller

This information is being collected for three reasons.

1. To compile data for a possible Individual Assistance program declaration from FEMA or a disaster declaration from Small Business Administration.
 2. To provide disaster recovery agencies with information on the scale of damage so they can plan for resource needs.
 3. To connect homeowners with community-based recovery agencies (such as the Agency of Human Services, the Red Cross, Community Action Programs, and VT 2-1-1) and resources to assist with their needs after a disaster.
- Voluntary Agencies and resources may be available to assist homeowners with their needs after a disaster. Collecting this information does not register you for any federal or state assistance program or any other program; however this information may be shared with state and community disaster recovery resources in order to provide assistance. Please pay attention to local media or the DEMHS website for information on various assistance and how to register in the future.
 - Important Note: if FEMA Individual Assistance is made available for individual homeowners, it will only be for repairs to the primary dwelling and no assistance will be provided for camp, vacation, or second homes. If an SBA declaration is received, low interest loans will be available to homeowners for uninsured losses.
 - **In the event of a Disaster Declaration, you will need to register with FEMA. Providing information today provides information to FEMA to help support a disaster declaration and/or provides awareness to the state and your town about where resources may be needed.**
 - **For the purposes of this form, mobile homes are classified as homes that are not on a foundation.**
 - **Thank you for providing this information.**

Date	Name of person completing form		
1. Resident/caller name			
2. Street address			
3. Town		4. County	
5. Best contact #		6. Alternate contact #	
7. How many people are in the household?		8. What are their ages?	
9. Is anyone injured, have an immediate medical need, or do any of the residents have chronic health conditions or mobility issues (such as respiratory, heart, cancer, arthritis, diabetes, etc.)?		<input type="radio"/> Yes → If so, please briefly describe the conditions: <input type="radio"/> No	
10. Do any of the residents need critical medications?		<input type="radio"/> Yes → If so, how long of a supply do they have in their possession (Number of days)? <input type="radio"/> No	
11. What type of home is it? (Please check all that apply.)		<input type="radio"/> Primary residence <input type="radio"/> Secondary residence	<input type="radio"/> Rental property <input type="radio"/> Mobile home <input type="radio"/> Other (please note):

12. Do you own or rent the residence?	<input type="radio"/> Own <input type="radio"/> Rent	13. Is it a multiple unit structure?	<input type="radio"/> Yes <input type="radio"/> No
14. What is the nature of the emergency?	<input type="radio"/> Fire <input type="radio"/> Flood	<input type="radio"/> Wind storm <input type="radio"/> Ice storm	<input type="radio"/> Other:
15. Do you have insurance which covers the damage?	<input type="radio"/> Yes <input type="radio"/> No		
16. Is there damage to your home?	<input type="radio"/> Yes → <input type="radio"/> No/Not sure	If so, please briefly describe the damage:	
17. Is the home habitable—meaning can you sleep there?	<input type="radio"/> Yes <input type="radio"/> No/not sure	If no, where are you currently sleeping?	
19. Are there trees down?	<input type="radio"/> Yes → <input type="radio"/> No/not sure	If so, are they on the house or endangering the house or power lines? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure	
20. Is/was there water in your basement?	<input type="radio"/> Yes → <input type="radio"/> No/Not sure	If so, how deep is/was it? If so, is/was it reaching your furnace? <input type="radio"/> Yes <input type="radio"/> No	
22. Is/was there water in your living area?	<input type="radio"/> Yes → <input type="radio"/> No/Not sure	If so, how deep is/was it on the first floor?	
22. Do you have heat?	<input type="radio"/> Yes <input type="radio"/> No/not sure	23. Is the home accessible via car, truck, etc.?	<input type="radio"/> Yes <input type="radio"/> No/not sure
24. Was the electricity disconnected for any period of time?	<input type="radio"/> Yes → <input type="radio"/> No/Not sure	Approximately how long was it off? Is it back on now? <input type="radio"/> Yes <input type="radio"/> No	
25. Do you have any household pets or animals?	<input type="radio"/> Yes → <input type="radio"/> No/Not sure	If so, what kind? If so, do they need shelter?	
26. Do you need shelter, food, water, clothes or other basic needs?	<input type="radio"/> Yes → <input type="radio"/> No	If so, what do you need immediately (in the next 24 hours)?	
27. Do you have any resources to share (such as ATVs, generators, snow mobiles, etc.)?	<input type="radio"/> Yes → <input type="radio"/> No	If so, please describe:	
28. Do you give permission to share your information with volunteers or case managers to get assistance?	<input type="radio"/> Yes <input type="radio"/> No		
Other notes:			

INTERNAL USE ONLY

Based on the information collected above provide an estimate of the extent of damage to this property.

- Affected:** No access, loss of power
- Minor:** Small amount of roofing or siding lost or windows broken, basement flooding in non-living space.
- Major:** Large amount of roofing or siding lost; some structural damage; basement flooding of living space. Structure habitable with short-term repairs.
- Destroyed:** Major structural damage, building not habitable without long-term repairs. Foundation damage.