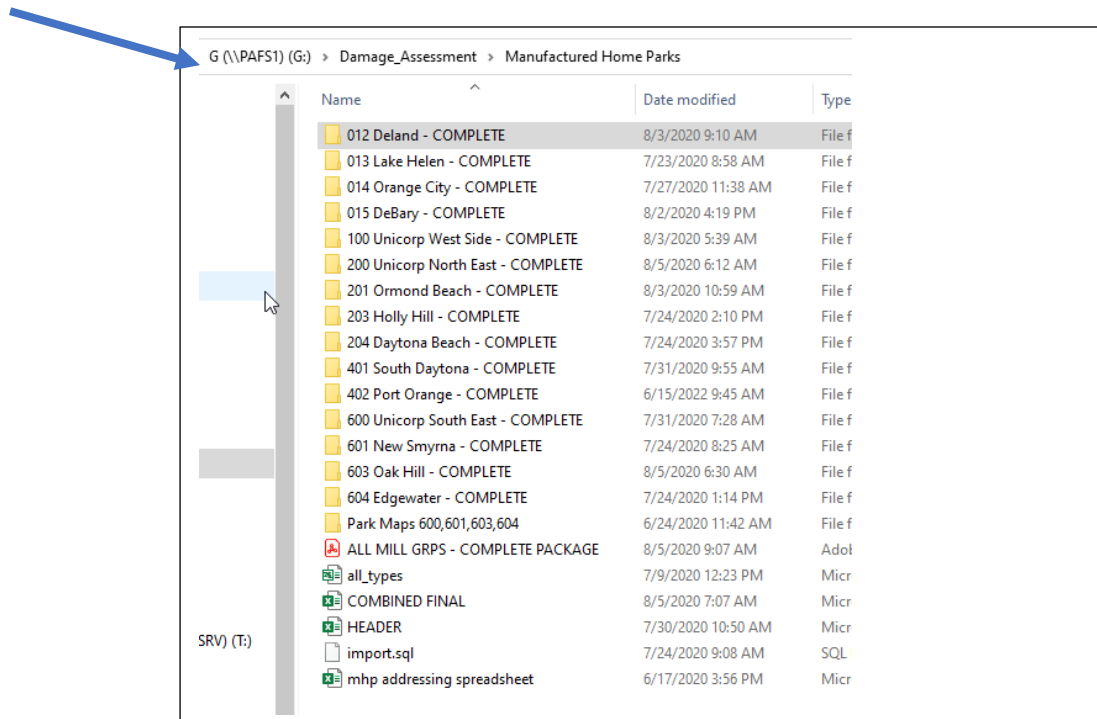


Mobile Home Park Damage Procedures

The IDAM database cannot handle individual damages to mobile homes within a mobile home park. Therefore, we have created set procedures to follow for these situations.

Individual mobile homes within a mobile home park (MHP) will have separate Field Forms that must be used to capture individual damage estimates. These can also be found under G://Damage_Assessment/Manufactured Home Parks/...



At the pre-briefing, each team will be given a packet for each MHP within their zones that will include the following:

- a Parcel map of the MHP
- an Aerial view with street names
- a Site map from the park showing the situs address and unit/lot number (where available)
- a Field Form which will list each individual address within the MHP and what type of manufactured home is on the lot (vacant, single-wide, double-wide, etc.).

You must ride through each MHP and record any damages you find for each of the addresses on your field form. If there are any coded as MAJOR or DESTROYED, be sure to get a picture of the damages and save it by using the street address/lot# of the location. Make sure to note on the field form the location of the pictures. These will be uploaded to IDAM later.

IF NO DAMAGES ARE FOUND IN THE MHP, INDICATE 'NO DAMAGES' ON YOUR FIELD FORM.

Turn in ALL completed MHP Field Forms whether there are damages or not, to the IDAM Team Leader or the IDAM Coordinator at the end of each day.