

**Holbrook Emergency Management Agency**  
**781-630-2201 (Office) 781-767-4312 (Selectmen's Office)**

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March 31, 2010

**All Holbrook Homeowners and Businesses:**

**March 28-31 Flooding Preliminary Damage Assessment Underway**

The Town of Holbrook Emergency Management Agency is conducting a Preliminary Damage Assessment related to the March 28-31 flooding. This information will be used to determine if the town, its residents and its businesses will be eligible for a Presidential Disaster declaration and related assistance programs for this storm. Submission of information is **VOLUNTARY** and is not required. **Residents and businesses who were previously affected by the March 12-15 storm can report any NEW damage from this new storm and are encouraged to do so.**

We are looking for the following information:

1. Address:
2. Type of residence (single family home, multi-family home, business)
3. How many people live in the house:
4. Type of Damage :
5. Water in the basement? If yes, how much water
6. Was there any sewage backup involved?
7. Any Damage to the Utilities? (Heating system, water heater, electrical box)
8. If the utilities were damaged, do you use electric, gas, or oil?
9. Did the damage occur to a living area such as a finished basement or bedroom?
10. Do you have flood insurance for your loss?
11. **WOULD YOU BE WILLING TO SPEAK WITH A REPRESENTATIVE FROM FEMA AND/OR MASSACHUSETTS EMA?** (if you are willing to speak with the damage assessment teams, please leave your name, phone number, and best time to reach you)

Business owners also need to provide the name of the business, address, and contact information.

**Please respond to [holbrook\\_ema@yahoo.com](mailto:holbrook_ema@yahoo.com) as soon as possible. If you have any photos taken during the storm or after the storm, please feel free to forward them.**

**HOW TO APPLY FOR DISASTER ASSISTANCE**

All residents affected by the storm can begin the registration process for disaster assistance by going to <http://www.disasterassistance.gov/>. **You can also apply by phone at Phone:1 (800) 621-FEMA (3362).** Your registration for assistance for damage from this new storm will be processed **ONLY IF** a Presidential Disaster Declaration is made for this storm. *A presidential declaration of disaster is in effect for the March 12-15 storm and applications are being accepted and processed.* You can apply for the **March 12-15 storm AND** file a **second application** for this **NEW storm** if you were affected by **BOTH. They are separate events.** Please keep detailed records related to the flooding as it will help your chances of supporting your claims for assistance.

**⇒IMPORTANT NOTICE:** There have been reports of individuals claiming to work for the Federal Emergency Management Agency or as State Officials and who have been attempting to gain access to homes and businesses. At this time neither FEMA nor MEMA are entering any homes or businesses to conduct inspections. **DO NOT ALLOW ANYONE CLAIMING TO BE ASSESSING DAMAGE INTO YOUR HOUSE. CALL 9-1-1 AND REQUEST ASSISTANCE.**

I thank you for your time and assistance. Please feel free to forward to as many people as possible or otherwise post.

Richard Reuss, Director  
Holbrook Emergency Management Agency