

# Illinois Association for Floodplain and Stormwater Management (IAFSM)



## Rapid Assistance Flood Team (RAFT) Guidance March 2021

### Includes Information On:

- RAFT Information and Assistance Requests
- RAFT and Community expectations
- RAFT members waiver form
- Community request waiver form



**The Rapid Assistance Flood Team (RAFT)**

The purpose of creating the Illinois Association for Floodplain and Stormwater Management (IAFSM) Rapid Assistance Flood Team (RAFT) is to assist communities in times of flooding or other natural disasters. Every year, flooding occurs somewhere in Illinois. Often, the local floodplain manager will be overwhelmed following a flood. Illinois is blessed with some of the best floodplain managers in the entire nation. These experts can help communities following a flood.

With nearly 1,000 members, the Illinois Association for Floodplain and Stormwater Management (IAFSM) is the nation’s oldest and one of the largest professional floodplain management associations. IAFSM has become the voice of floodplain management within the State of Illinois.

Members of the RAFT are all active in the IAFSM. Members are all Certified Floodplain Managers. They represent local, state and federal government, the private sector, and other professional disciplines. RAFT members all have experience and training in post-flood responsibilities. RAFT members are all volunteers and have agreed to assist other communities in times of need.



### **RAFT Assistance Requests**

Local officials who need help with post flood damage assessments can request RAFT members through the IAFSM Floodplain Management Chair. A fill-in-the blank request letter is found in this document.



RAFT members are volunteers and can respond based on availability. RAFT volunteers will travel on a work-day basis. RAFT members are not reimbursed for hours, travel, or per diem. There is no charge to the community for travel or per diem and no overnight lodging is assumed. However, if there is overnight lodging, expenses will be a responsibility of the host community.

Requests for assistance should be made to the current IAFSM Chairman:

Steve Altman

[Steve.altman@illinois.gov](mailto:Steve.altman@illinois.gov)

217-747-9217

### **EXPECTATIONS**

## **Illinois Association for Floodplain and Stormwater Management (IAFSM)**

1. Acts as overall coordinator of RAFT volunteer activities.
2. Coordinates RAFT volunteers and ensures annual training needs are met.
3. Ensures RAFT member liability waiver forms are updated, signed annually, and maintained on file.
4. Coordinates logistics for deployment to host community.
5. Provides damage assessment packet and volunteer packet.
6. RAFT volunteers will use consistent, and industry accepted damage assessment methods developed by IAFSM to ensure equitability.

### **RAFT Volunteers**

1. Attend annual training to be prepared for damage assessment response.
2. Maintain IAFSM membership and Certified Floodplain Managers (CFMs) license
3. Provide equipment (digital camera, clip board, etc.) and clothing (boots, mask, etc.) necessary to conduct damage assessments.
4. Provides digital photos of damage assessments and digital files to be left with host community.
5. Provides a vehicle to get to the host community and conduct damage assessments.
6. Has a personal photo identification badge to wear during inspections.

### **Host Community**

1. Provides official ID tag or letter from Community leader.
2. If possible, provide a local host to accompany the RAFT volunteer while doing inspections.
3. Provides a local contact or cell phone number for RAFT volunteer in case of emergency (police or fire)
4. Provides a morning meeting location and afternoon wrap-up location.
5. Provides RAFT volunteer with digital or paper damage assessment worksheets and map with assigned addresses to inspect.
6. Maintains records of damage assessments.
7. Ensure follow up on damage assessments and compliance with floodplain regulations.
8. If the host community has the financial means or if disaster assistance funding is obtained, the host community will reimburse IAFSM for any expenses.

## **IAFSM Rapid Assessment Flood Team (RAFT) Membership Profile Questionnaire (Voluntary Agreement to Participate)**

Name: \_\_\_\_\_

Firm/Community/County \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Geographic Availability:    1) Chicago Metro    (\_\_\_\_\_)    2) Northeastern IL    (\_\_\_\_\_)  
    3) Northern IL        (\_\_\_\_\_)    5) Central IL         (\_\_\_\_\_)  
    3) Metro East        (\_\_\_\_\_)    6) Southern IL        (\_\_\_\_\_)

I am a Certified Floodplain Manager and my No. is \_\_\_\_\_

I have performed \_\_\_\_\_ number of damage assessments using FEMA's Substantial Damage Estimator Tool

I have \_\_\_\_\_ years of experience with conducting damage assessments for \_\_\_\_\_

I have participated in the annual IAFSM R.A.F.T. annual training in 20\_\_\_\_\_

**EXPERTISE TO BE PROVIDED RELATING TO DISASTER RESPONSES:**

(damage assessment & estimating, expedient design, building code inspections, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Phone Bus.: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Phone Cell: (\_\_\_\_\_) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Illinois Association for Floodplain and Stormwater Management (IAFSM)**  
**Rapid Assistance Flood Team (RAFT)**

## **Volunteer Waiver**

I \_\_\_\_\_ have volunteered as a member of the Illinois Association for Floodplain and Stormwater Management (IAFSM) Rapid Assistance Flood Team (RAFT).

As a volunteer, I agree to indemnify and hold harmless the IAFSM, its agents and assigns, and any persons who participate in Rapid Assistance Flood Team activities for any actions or inactions during the course of the disaster response.

Furthermore, I agree to indemnify and hold harmless the host community, its agents and assigns for any actions or inactions during the course of the disaster response.

I understand that IAFSM will not reimburse my travel cost and a daily per diem. Any other expenses are the responsibility of the volunteer or the volunteer's employer.

Signature of RAFT Volunteer: \_\_\_\_\_

Signature of Volunteer's Community CEO: \_\_\_\_\_

Please Return to:

Paul Osman  
P. Oz Consulting  
Pozfloods@gmail.com  
217-691-1102

## **RAFT Volunteer Equipment List**

RAFT Guidance Booklet with sample documents

Laptop with FEMA Substantial Damage Estimator (SDE) software loaded.

Clipboard

Pen/Pencil

Tape Measure (100 Foot)

Folding Ruler

Local identification badge

Flashlight

Boots

Rubber Gloves

Masks

Digital Camera

Cell phone

Bug spray

Sun Screen

Substantial Damage Field Worksheets (likely provided by Host Community)

Health insurance information card



## **SAMPLE COMMUNITY REQUEST LETTER**

(insert letterhead)

(insert date)

Illinois Association for Floodplain and Stormwater Management  
35W749 Bluff Drive  
St. Charles, IL 60175

Reference: Request for IAFSM RAFT Assistance

To Whom It May Concern:

On (insert date), the (insert community) suffered severe flooding. This letter serves to request the assistance of the IAFSM RAFT to assist local officials with damage assessment and other disaster response functions.

In making this request, the (insert community) agrees to indemnify and hold harmless the IAFSM, its agents and assigns, and any persons who participate in Rapid Assistance Flood Team activities for any actions or inactions during the course of the disaster response. Furthermore, the (insert community) agrees and declares that any actions taken by any of the above-referenced persons in the course of providing assistance are to be considered duly authorized actions of the (insert community).

The (insert community) has designated the following staff member as primary point of contact for the IAFSM RAFT Volunteer(s):

John Flood  
Floodplain Manager  
(XXX) XXX-XXXX  
[fpm@XXX.org](mailto:fpm@XXX.org)

Thank you for your assistance with our efforts to recover from this disaster.

Sincerely yours,

(Local Mayor or Manager)

**QUESTIONS and ANSWERS**

Q: What is the RAFT?

A: RAFT is the Rapid Assistance Flood Team. Members of the RAFT are all active in the IAFSM. Members are all Certified Floodplain Managers. They represent local, state and federal government, the private sector, and other professional disciplines. RAFT members all have experience and training in post-flood responsibilities. RAFT members are all volunteers and have agreed to assist other communities in times of need.

Q: What is the purpose of RAFT?

A: Often, local floodplain managers will be overwhelmed following a flood. Illinois is blessed with some of the best floodplain managers in the entire nation. The Illinois Association of Floodplain and Stormwater Managers has coordinated a program to provide these experts free-of-charge to local officials following a flood.

Q: Who can belong to RAFT?

A: RAFT volunteers must be pre-approved by IAFSM. They must be Certified Floodplain Managers and have the experience and training completed to assist the host community. Volunteers provide their own vehicle and equipment. RAFT volunteers must sign liability waiver forms annually.

Q: Will RAFT assistance cost my community?

A: No, RAFT members volunteer their time. Per diem and travel are not reimbursed by IAFSM.

Q: How does my community request RAFT assistance?

A: A formal request letter must be sent to the IAFSM Floodplain Management Chairman. This letter also serves as a release of liability.

Q: How long can I expect RAFT volunteers to help?

A: IAFSM estimates that in most cases, RAFT volunteers can complete damage assessments in a day or two. If overnight lodging is required, it must be provided by the host community.

