

DAMAGE ASSESSMENT TEAM



Primary Responsibilities

The Damage Assessment Team has two primary functions. The **preliminary responsibility** of this team is to gather and relay information about the extent of damage in your neighborhood, such as:

- ◆ Fire, flooding, landslides
- ◆ Damage to utilities (gas, electrical and water lines)
- ◆ Structural damage (e.g., homes off their foundations, structures that are unsafe and uninhabitable due to damaged chimneys, broken windows, jammed front doors, etc.)
- ◆ Location of trapped victims
- ◆ Other hazards (e.g., downed trees, power lines, fractures in streets)

The Assistant Incident Commander at the ICC will collect the damage assessment reports, review them with the Incident Commander and help determine what response actions need to take place. The information gathered will:

- ◆ Determine what responses and actions will be initiated by the Incident Commander
- ◆ Alert neighbors to structural problems in homes and potentially dangerous neighborhood situations
- ◆ Determine whether an evacuation is needed

Neighbors who assist with the preliminary damage assessment will primarily **gather** information. **Only in situations of imminent danger**, such as the smell of gas, **is any actual action taken by this team** as it is more important to quickly determine the scope of the disaster and the appropriate response.

The **second responsibility** of this team entails gathering detailed, post-disaster information to be used by the City's Emergency Operations Center to evaluate the severity of damage and to strategize its response and recovery efforts.



Preparedness Checklist

Lists and Forms

Have copies of these lists and forms attached to your clipboard.

- CORE Family Roster (A-79)*
- Neighborhood Utilities Map (A-89)*
- Preliminary Damage Assessment (A-101)*

This form is used immediately after a disaster to record damage within the neighborhood. The information should be relayed to the ICC as soon as possible. This form can also serve as a record for Oakland's Emergency Operations Center.

- Status Cards (A-99)*

These cards hold vital information about the condition of utilities and victims, and whether or not a house has been searched. You need **two** copies of these cards for each house because they will be used in duplicate. One copy is attached to the front door and the duplicate is sent to the ICC.



- Quick Field Team Reminders (A-91)*

Should the number of responders be limited, this list highlights important reminders that combine the needs and responsibilities of all of the “field” teams (Damage Assessment, Hazard Reduction/Utilities, Search & Rescue). This sheet should be kept on your clipboard in your emergency backpack.

- Disaster Information Summary:
Property Damage/Injuries & Deaths (A-103, A-105)*

This document is put together **after** emergency rescue operations have slowed down. There are two parts to this summary: property and injury. The summary of property damage will be put together using information from the *Preliminary Damage Assessment* form described above. The summary of injuries/deaths form will be filled in using information from the *Search & Rescue: Victims Log (107)*. All of the information should be sent to Oakland's Emergency Operations Center.

Supplies

- Clipboard, paper, pencil/pen
- Masking tape
- Gas wrench, rope, water valve turnkey (While the primary responsibility of this team is not to reduce hazards, it is always helpful to have a few basic tools with you to reduce or eliminate an imminent danger.)
- Flashlight, batteries
- CORE vest/hat
- Protective clothing: sturdy shoes, long pants, long sleeve shirt, heavy work gloves, mask, eye protection

Many of the field teams' supplies overlap and should already be part of your emergency backpack (29).

Damage Assessment Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- Everyone who reports to the ICC will have damage assessment information that should be given to the individual recording information on the Status Board.
- The Incident Commander and Assistant Incident Commander will send out teams in groups of at least 2-3 people to conduct a **preliminary damage assessment** of the neighborhood.
- While sizing-up the neighborhood, these teams should fill out the *Preliminary Damage Assessment* form (A-101) and relay that information back to the ICC by two-way radios or runners. The information should include:
 - Deceased victims
 - Fire
 - Gas odor, damaged gas valve
 - Power line down
 - Road damage
 - Structural damage
 - Tree down
 - Uninhabitable
 - Victim trapped/injured
 - Water line broken
 - Other





CORE Family Roster



Street	Family Name	Children's Names (Ages)	School	Phone Number	Emergency Housing*	Pets
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Updated: _____

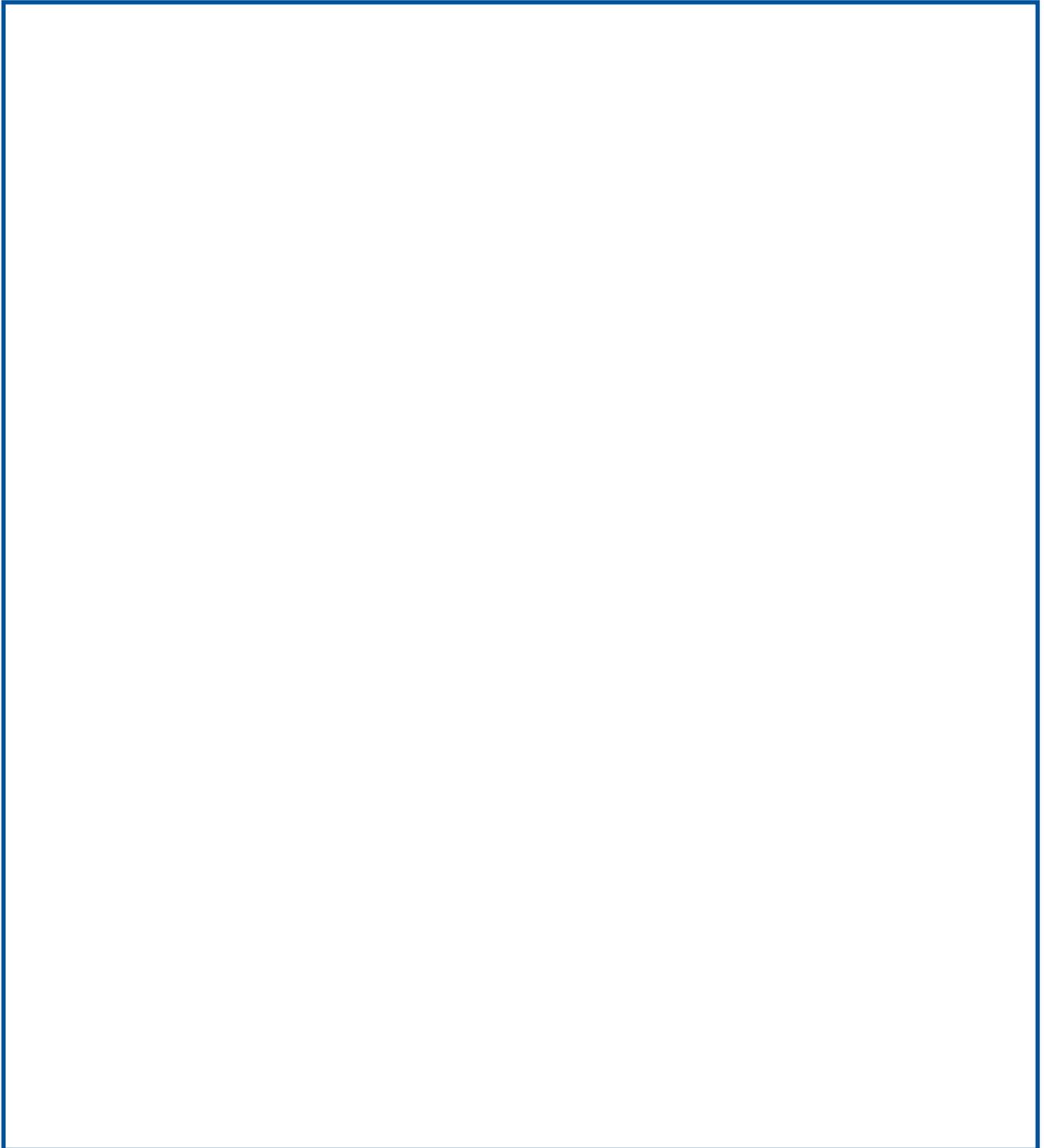
*how many people you could accommodate in your home
(d) = dog
(c) = cat



Neighborhood Utilities Map

Review guidelines on pages 8 and 9 and see Neighborhood Utilities Map Sample on page 21.

Updated: _____





Quick Field Team Reminders



This list is to be kept on the clipboard in your emergency backpack. Use it after completing your Individual Response Checklist (29). The following reminders combine the needs and responsibilities of the field teams in case the number of responders is limited.

SUPPLIES

- Protective clothing
- Small tools/supplies: wrenches, rope, caution tape
- Emergency backpack
- Clipboard: forms and maps attached

HAZARD REDUCTION/UTILITIES

- Extinguish small fires
- Turn off damaged utilities (gas, water, electric)
- Clear debris from street and sidewalks
- Rope off hazardous areas
- Confine loose pets
- Locate neighborhood water sources

SEARCH & RESCUE

- Check the door jamb and walls around the door for serious cracks and other indications that the building may not be safe to enter.
- Put a bold, readily visible piece of masking tape across the door upon entering [\]. Make a second slash [/], forming an “X” upon leaving.

Gas:

- Before entering a building, **smell** the air for possible gas leaks.
- If you **smell** or hear **gas** leaking, **do not enter** the building before turning off the gas main.
- Ventilate** the building by opening as many doors and windows as possible.
- Wait** until the smell of gas is gone before entering or attempting a search or rescue.

Fire:

- Check the door** with the **back** of your hand to see if it is hot. If it is, DO NOT open it. Alert the ICC. If the door is cool, open it cautiously.
- Stay low.**

Victims:

- When in the building, **call out** “it’s your neighbor” and give your name. **Stop. Shout-tap-listen** for any cries or moans. Keep talking as you move through the building.
- Evaluate the building and the victims’ conditions to determine whether or not they can be **moved safely**.
- If you need to leave, place a **table over them** to protect them from falling objects. Reassure them that someone will come back for them.
- Report to the ICC if you need additional help.

STATUS CARD



STATUS CARD



Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
Water: OK Turned Off
Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
Water: OK Turned Off
Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Tape this form visibly on the front of the house.

Return this form to the Incident Command Center ASAP.

Disaster Information Summary: Property Damage



This information is gathered after emergency rescue operations have slowed down. Send it to Oakland's Emergency Operations Center (EOC). The Preliminary Damage Assessment form may be used to help compile this information.

Date:

Addresses	Addresses	Total
No Visible Damage		
Minor Damage		
Major Damage		
Destroyed		