Building Damage Assessment Briefing

Operational Phase:

☐ When Damage Assessors arrive at the staging area provide the following information as applicable:

- have them sign-in
- hand out Damage Assessor briefing packets (refer to Resources Required below)
- brief them on the nature and extent of the disaster, any hazards or other issues they should be aware of when traveling in the disaster area and when conducting building assessments, the emergency assembly area(s) for Assessors, and Assessor emergency/evacuation plans
- review kit list and ensure Assessors are appropriately equipped
- authorize them as representatives of your jurisdiction
- assign them into teams of at least two, preferably three plus ESS
- assign the teams their buildings/areas (map cards or lists of properties) for the day
- issue:
  - placards,
  - assessment forms,
  - FAQs,
  - maps,
  - RDA Field Manual
  - credentials, and
  - other supplies to Assessors
- confirm communications protocols (when to call in and to whom, if using a radio confirm the frequency being used)
- confirm transportation and parking arrangements in the field
- issue communications equipment if necessary (radios, with batteries, orient to use)
- if using a smartphone confirm availability of a charging cords and additional power supply
- identify who has first aid training & whereabouts of first aid kit(s)
- advise of food and refreshment arrangements
- instruct Assessors where to return for debriefings at the end of the day, otherwise, search and rescue teams may be deployed to find them
- provide orientation on the damage assessment app
- “just in time” training on assessments as needed
- send Damage Assessors into the field
Resources Required:

☐ Evaluator briefing packets include:
  o Phone number(s) for Reception/Resiliency Centre(s) to provide to occupants
  o Phone numbers, for assessors to deal with:
    • hazardous materials
    • media inquiries
    • road closures
    • local law enforcement
    • fire department
    • animal control
    • building official or other local authority in charge of Safety Assessment

☐ General map of local jurisdiction
☐ Shift Schedule