

## **Damage Assessor**

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### **Responsibilities:**

- Conduct Damage Assessments (DA) in a safe manner as assigned by the Damage Assessment Coordinator (DA Coordinator)
- Communicate with Damage Assessor team members and with DA Coordinator

### **Reports to:**

- Damage Assessment Coordinator

### **Activation Phase:**

- Confirm status and availability for deployment.
- Review the “Self-Assessment: Prior to Disaster Assignment.”
- Advise family of your possible deployment.
- Ensure personal and family safety.
- Ensure that your professional organization has your correct phone numbers, mailing address, and email address. Your professional organization is identified on your ID card.
- After you hear about an event, contact your professional organization to let them know you are available for deployment.
- Complete the “PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging.”
- Prepare go-kit.
- Await deployment instructions; Do not self-deploy.

### **Operational Phase:**

- Provide cell phone number and other means for you to be contacted.
- Write down the information: date, time, location, and contact person at deployment centre.
- Obtain maps and other pertinent information on the area.
- Travel safely to location. Be prepared to show your identification at official road stops.
- Sign in at deployment centre, check in with DA Coordinator, and attend initial briefings.

**Position Checklist**

- Become designated/authorized, if local officials are authorizing Damage Assessors.
- Obtain team assignment with other Damage Assessors and/or local building inspectors. Do not go into the field alone!
- Obtain official placards, Assessment Forms, Briefing Packet, placard fasteners, caution tape, and other equipment from local officials.
- If an RDA app is being used, download it onto your smart device(s) and activate it.
- Obtain assignment for your team.
- Travel to assignment.
- Ensure the structure/building typology is appropriate for the team based on the 3 categories of building typology: Non-Complex, Complex, or Very Complex
- Assess a structure together as a group and discuss the issues and procedures in order to get everyone “on the same page”.
- For each structure, follow the procedure for safety evaluation, and arrive at a team consensus of how the structure should be posted.
- Write all pertinent information on the placards and post the structure at each door.
- Write the identical information on the Assessment Form for each structure and retain the form for the local jurisdiction’s records.
- Upon completion of the assignment, return to the designated deployment centre.
- Attend debriefing with other team members and local officials, review the Assessment Forms for completeness, and give forms to local government officials.
- Sign out at the end of your work day.
- If you are needed the following day, proceed to your evening arrangements and return the next day to obtain your assignments and more materials as needed.
- If you are no longer needed, proceed with demobilization:
  - Hand in all local government equipment and materials.
  - Complete any leftover issues at your final debriefing.
  - Collect all personal items and receipts.
  - Understand the procedure for travel and other extraordinary expense reimbursements.
  - Return home as safety permits.

**Demobilization Phase:**

- Submit to the local government the travel expense paperwork for reimbursement of pre-approved expenses such as meals and travel, using the form provided in the Briefing Packet and/or during demobilization.
- Respond to requests for improvement suggestions or other After-Action information.
- Examine your go-kit and re-stock any depleted items.
- Contact your professional organization's contact person to inform them of your deployment completion, and your redeployment availability, if necessary, in the aftermath of a large disaster event.
- Continue to ensure that your professional organization always has your updated contact information .