

Damage Assessment Coordinator

Responsibilities:

- Scheduling and identifying needs for Damage Assessors
- Deployment, safety and authority of Damage Assessors
- Flow of information (Situational Awareness) with Assessors, within EOC and between agencies
- Planning, collating and display of assessments and maps

Reports to:

- EOC Operations Chief

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.
- Complete the “PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging.”
- Await deployment instructions; Do not self-deploy.

Operational Phase:

- Sign-in and report to the operational lead at the EOC, PREOC or PECC.
- Start daily Position Log in chronological order describing events and actions taken during each shift.
- Complete the “DEPLOYMENT CHECKLIST – Building Damage Assessment.”
- Initiate a windshield/area assessment of the impact area as soon as safely possible.
- Estimate number of Damage Assessors and Coordinators needed based on windshield/area assessment and building typologies.
- Identify/Prepare staging area for arrival of Damage Assessors.
- Requisition/Deploy Damage Assessors and Coordinators through the Operational Area. Utilize Activation checklist above. Include requisition for accommodations and vehicles/drivers as needed. .

- Categorize Assessors based on the 3 categories of building typology: Complex, Not Complex and Very Complex.
- Arrange for payment of Damage Assessor accommodation and meal expenses, whether by direct billing or by travel expense claim form.
- When Damage Assessors arrive at the staging area:
 - 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, and any hazards or other issues they should be aware of when traveling in the disaster area and when conducting building assessments
 - authorize them as representatives of your jurisdiction
 - assign them into teams of at least two
 - assign the teams their buildings/areas (map cards or lists of properties) for the day
 - issue placards, forms, maps, credentials, and other supplies to Assessors
 - instruct Assessors to return for team debriefings at the end of the day, otherwise, search and rescue teams may be deployed to find them
 - send Damage Assessors into the field.
 - Provide “just in time” training on assessments as needed
- Report to Logistics any scheduled assessors who do not arrive, to ensure that Assessors whereabouts and safety are confirmed.
- Coordinate/respond to issues as they arise related to the assessment work.
- At the end of each work day, Damage Assessment Coordinators return to the staging area to:
 - gather fully completed Rapid Damage Assessment forms from each team
 - discuss any unusual issues that came up with the team, including safety related matters
 - use the information to improve local arrangements and/or processes
 - highlight each teams’ progress on a map
 - inform Assessors when they will need to report back
 - sign-out at the staging area.
- Provide all completed Rapid Damage Assessment forms to either Operations or Planning, to be recorded and distributed
- Demobilize Damage Assessors who complete their period of assignment, and request replacement Assessors in a timely fashion so as to continue the work smoothly.
- Attend scheduled EOC, PREOC and PECC briefings.

- Ensure the timely communications of mission critical information and issues to all levels of government and across public, private, non-profit organizations.
- Prepare for the transition to recovery through the PERRC if established.
- Monitor and plan for the demobilization of the Damage Assessment Branch and make return travel arrangements as appropriate.

Demobilization Phase:

- Demobilize the Assessors from their assigned tasks:
 - collect all unused supplies and equipment from them
 - discuss any final issues with them regarding their deployment
 - have them sign-out.
- Confirm end of Coordinator's deployment with the operational lead at the PREOC or PECC and sign-out
- Confirm safe return home of assessors, coordinators and self
- Forward the completed Damage Assessor daily sign-in/out sheets to the authority having jurisdiction.
- Receive invoices for Damage Assessor work from assisting local governments:
 - Submit the invoices for processing and for potential compensation through the authority having jurisdiction.
- Receive travel expense claims from Damage Assessors:
 - review claims for compliance with travel expense policy
 - approve/forward the eligible travel expense claims of the Assessors for payment
 - submit records of these claims/payments for reimbursement.
- Participate in After Action Review processes using notes from the daily written log.
- Restock forms and supplies in preparation for next deployment.

Resources Required:

- Self-Assessment: Prior to Disaster Assignment
- PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging
- BC Housing Personal Deployment List
- BC Housing's Building Assessor Registry Contact lists
- Addresses and contact information of EOC, PREOC, PECC/PERRC

- Safety Assessment Program Emergency Plan
- DEPLOYMENT CHECKLIST – Building Damage Assessment
- British Columbia Disaster Assessment Program for Buildings, January 5, 2016
- Damage Assessment Staging Area Criteria
- Damage Assessment Staging Area Kits
- Assessor Job Description 20151020
- Evaluator briefing packets include:
 - Phone numbers, for assessors to deal with:
 - hazardous materials
 - media inquiries
 - road closures
 - local law enforcement
 - fire department
 - hazardous material response
 - animal control
 - building official or other local authority in charge of Safety Assessment
- General map of local jurisdiction
- Shift Schedule
- Travel expense claim reimbursement forms