

POST-DISASTER BUILDING ASSESSMENT ORIENTATION CHECKLIST

The Damage Assessment Coordinator should review the following recommended actions prior to Damage Assessors (DA) arriving at the staging or assembly area. Cover each of these items prior to deployment into the field to ensure safe and effective response.

Please note that the Orientation is only needed on day one with new assessors. This will cover relevant topics about the event in more detail than other briefings. Use this time to provide an overview of the event status, describe the nature of the work to be performed and answer any questions the assessors may have.

Proceeding days can follow the Daily Briefing. A Technical Briefing should also be provided to discuss expected or potential building conditions. See the Technical Briefing sample document for more information and Damage Assessor Position Checklist for a complete list of responsibilities.

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

Steps:	Confirmation/Notes:
Have the Damage Assessors sign-in	
Hand out Damage Assessment Incident Information Form	
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 *see Briefing Sample	
Explain the scope of assistance being provided (Windshield, RDA, Detailed DA, Re-inspections, DFA recommendations)	
Review any Responder specific emergency/safety plans	

Steps:	Confirmation/Notes:
<p>Review kit list and ensure Assessors are appropriately equipped *see Rapid Damage Assessment Kit</p>	
<p>Discuss the process for submitting expense reimbursement for personal expenses and lost/damaged equipment (seek guidance from EOC Finance)</p>	
<p>Authorize them as representatives of your jurisdiction</p>	
<p>Assign them into teams of at least two, preferably three plus ESS or another member of the local community as a guide</p>	
<p>Confirm communications protocols (when to call in and to whom, inf using a radio confirm the frequency being used)</p>	
<p>Confirm transportation arrangements</p>	
<p>Issue communications equipment and provide demonstration if necessary (radios, with batteries)</p>	
<p>If using a smartphone confirm availability of charging cords and additional power supply</p>	
<p>Identify who has first aid training & whereabouts of first aid kit(s)</p>	

Steps:	Confirmation/Notes:
Advise of arrangements for food and refreshments	
Point out official sources of information and location(s) of reception centres and other support mechanism in place for those impacted	
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 RDA Portal	
Inform DAs of ownership of information and photographs gathered during deployment and permission to use (usually the Local Authority)	
Provide “Just in time” training on assessments as needed *see Technical Briefing	
Review the process for changing postings to reflect new damage, new information, or completed remediation work, if applicable	
Send Damage Accessors into the assigned areas	