

DAMAGE ASSESSMENT FORM INSTRUCTIONS

Search Teams: Record incidents as you find them in your neighborhood.

- **Top Line:** Fill in the fields with your information.
- **Time/Street/Address:** Enter Time as you reach the location. If no Address, use street intersection, building name, or short description (“landscaping above baseball field” or “hillside behind 190 Quartermaster”) a stranger could use.
- **Fire, Hazard, Structures columns:** Enter a 1 (number 1) in any column that applies.
- **Condition of People:** Enter the appropriate number in each column that applies. For “zero,” leave the square blank.
- **Roads:** Enter a 1 under CLOSED for blocked or partially blocked roads. Enter a 1 under OPEN only if a fire truck+ladder could drive through it.
- **Notes:** Enter a brief description of the situation if necessary.
- **IC OK to TX and Assignment Complete:** Leave these blank for Incident Commander to fill in.

If structural damage is	Then your job is
Light: Broken windows. Fallen or cracked plaster. Minor damage to contents.	To locate, triage, and prioritize removal of victims to treatment areas by the medical operation teams.
Moderate: Decorative work damaged or fallen. Many visible cracks in plaster. Major damage to interior content. Still attached to the foundation.	To locate, stabilize, and immediately evacuate victims to a safe area while <u>minimizing the number of rescuers inside the building.</u>
Heavy: Tilting / Obvious instability. Heavy smoke or fire. Gas leaks. Not attached to the foundation. Do not enter under any circumstances!	To secure the building perimeter and warn others about the danger of entering the building.

Incident Command: Copy Search Team reports onto a master Damage Assessment Form (DA) for the area and report urgent items to Radio Control.

- **Top Line:** Fill in the fields with your information.
- **Bottom lines:** Fill in Person Reporting (your search team member) and Person Receiving (your ICP recorder) for each form. Fill in the time you took the report from your search team.
- **Time:** The person recording may use military time (e.g. 1400 is 2:00 PM); it is faster to write. Do not include the time in your radio calls.

Once all information is recorded, the Incident Commander decides which items should be transmitted to Radio Control and initials these items in the “Incident Command OK to Transmit” column at the right.

The person speaking to Radio Control should use these practices:

- **Street/Address:** Report street or other location information. Report addresses using each separate number: “One six five zero” (not “sixteen-fifty”).
- **Incident columns:** Read the lettered headings (Alfa, Bravo, Charlie, Delta, Echo) then the number filled in by the search team. Do not report zeros. When reporting the "People" section, remember that families may be listening and report the categories as numbers only.
- **Assignment/Complete:** If a team is assigned to one of your incidents, put a forward slash (/) in this column. When the team is finished, add a backward slash (\) to form an X.