

## **Damage Assessment Team (DAT) – Duties and Responsibilities**

Damage Assessment Teams should include contingency planners, security personnel, building engineers, branch managers, custodians, and representatives from critical function areas within the credit union and building owners. Their first responsibility will be to assess damages and declare the level or severity of the incident and thereby the level of response needed to survive and recover.

Three **color coded levels** are recommended. Some consider level one the least and level three the most severe. Others reverse the order of severity making a level three the least and level one the most severe. This CUICS model considers one to be the least and three to be the most severe incident. For example:

**Level 1:** The incident is significant but only requires CUICS participants to be put on alert. That means they will be notified of the incident and told the damage assessments have been ordered. CUICS participants should prepare themselves to respond if the incident moves to level 2. Preparations should include freeing themselves of other duties and obligations and alerting family members to the possibility of a level 2 response. Preparation may also include assembling equipment, dressing accordingly and arranging transportation to the incident command center (ICC).

**Level 2:** The incident requires CUICS participants to physically report to the Incident Commander at the ICC and launch the Incident Command System. The goal is to be ready if and when the incident is elevated to Level 3. A level 2 response might include placing hospitals and EMTs on alert or establishing supply lines in case a staging area is established. For example, if the incident is a bomb threat, considering most are bogus, the incident might start at a one, move to a 2 when something suspicious is found and to a 3 when a bomb has been confirmed.

**Level 3:** The incident requires the Credit Union Incident Command System CUICS be launched according to plan. Refer to The Credit Union Incident Command System (CUICS) duties and responsibilities.

**Damage Assessment and Summary Forms:** The following forms should be color code so they'll be easily recognized by CUICS participants. They should also be numbered, dated and time specific so they'll not only assess the incident but also offer information that will track the recovery process. These forms should be customized by CUICS planners to meet their special needs. For example, where hazardous materials are suspected, special equipment might be needed to assess the situation.

## Damage/Loss Assessment Summary

**Date Completed:** \_\_\_\_\_

**Completed (include all involved):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Summarize all damage loss assessment received on a given day or during a designated time period such as past hour or between 6 a.m. and noon. The goal is to assist operations, planning, logistics and finance to prioritize their response!*

**Life Safety:**

How many victims were reported as trapped?

How many have been rescued?

How many have been moved to triage?      To hospitals?

Has a list of victims transported been turned over to authorities such as the Red Cross?

Are there any outstanding Life Safety or Health issues?      If so, what are they?

**Property Protection:**

Has all property effected by the incident been secured? If not, what needs to be accomplished?

**Transportation:**

Have all victims not included under Life Safety or housed-in-place been transported to safety? If not, describe what recovery assets are needed from the staging area:

**Facilities:**

Have "Planning" and "Operations been informed of all damage estimates and the need for alternative facilities and equipment? If not, describe:

**Damage/Loss Assessment #** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Contact Telephone #s** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Physical Location:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Deliver to Incident Commander at:**

**Address:**

**Telephone #:**

**Life Safety:** Provide known number of victims and give brief description of injuries: Describe the number and type of injuries:

Are people still trapped or unable to be evacuated?

Be specific as to location and recommended route to victims:

What recovery assets are needed from the staging area?

**Property Protection:** Has incident area been cordoned off and secured? If not, what recovery assets are needed from the staging area?

**Date received:**

**Processed by: :**

**Copied to:**

**Transportation:** Can victims be sheltered in place? If so, what immediate recovery assets are needed from the staging area?

Do victims need to be transported (other than injured covered under Life Safety)? If so, how many need to be transported to their home, shelters, triage, etc.:

**Relocation:** Will there be a need to relocate work stations? If so, how many stations will be needed. Estimate the type and amount of recovery assets needed from the staging area: