Following any Disaster

What's the greatest need?

INFORMATION

What's happened?

Where did it happen?

Who is hurt?

How bad?

Who can help?

Rapid Disaster Assessment:

- Conducted <u>early</u> - a few hours after the onset of a disaster.

- Provides information on <u>needs</u> and <u>priorities</u> for assistance

Rapid Disaster Assessment:

- Not a detailed survey

- Involves the affected population

The Previous "Block Captain" Program

-Utilized pre-assigned "callings"

-Required pre-training and assignments

-Those assigned moved or forgot or were unable to follow-through

-Reporting procedures required pre-assignments that were difficult to maintain

-Use of radios could be advantageous, but for some it was complicated

-While the initial setup of the program may have been adequate, time took its toll on the program, and it had to be re-vitalized from time to time

✓Make a Plan ✓Get a Kit ✓Be Informed ✓Get Involved

Neighborhood Rapid Disaster Assessment Tool

- An optional method for quickly assessing post-disaster situations.

- Not to take the place of existing methods that are successfully being used.

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The Tool

- **No previous "calling" or block-captain assignment is required.**

- **Can be implemented with spontaneous volunteers.**

- **Can be managed by the first person at the designated meeting place, with no initial training.**

- **Does not require electric power, phones, or radios.**

- **Requires production of a notebook containing a neighborhood map and assessment forms for each household.**

- **Utilizes pre-determined group gathering locations.**

Pre-Determined
Group Gathering Locations
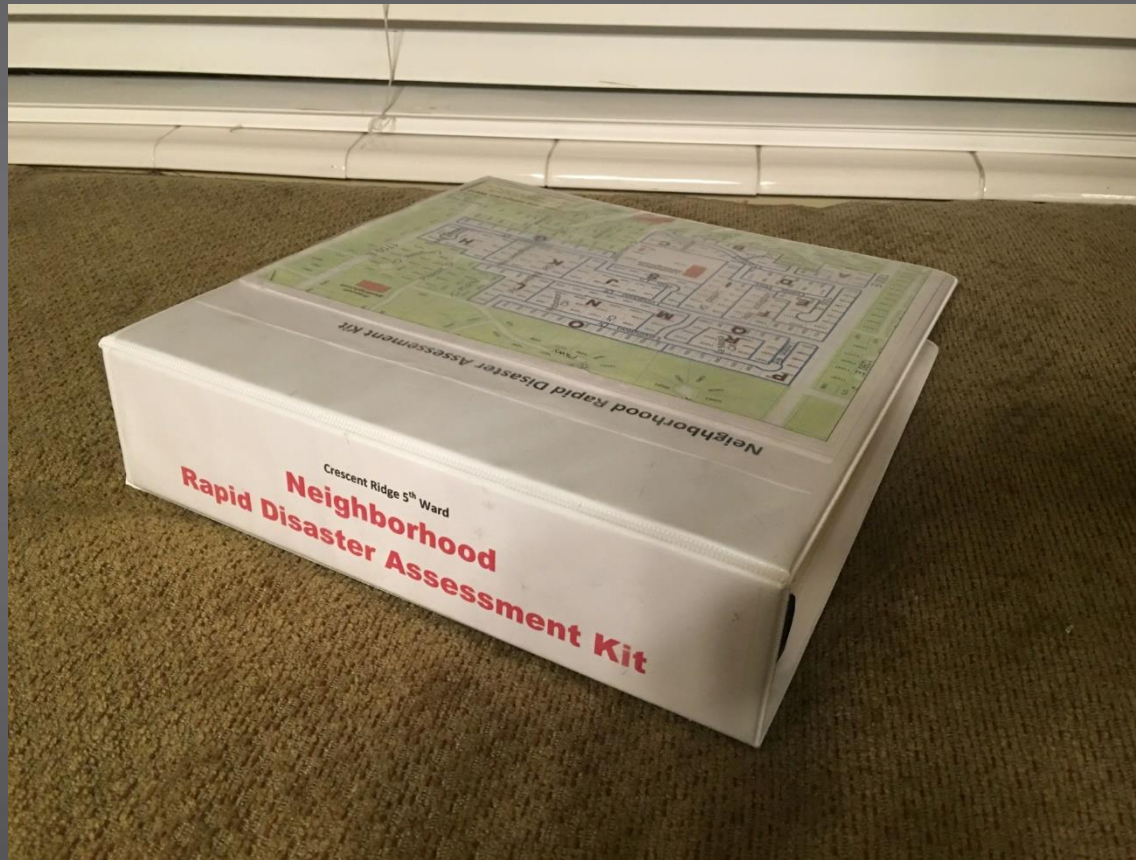
The Tool

Elements of the Tool

- ## A 3-Ring Binder containing:
  - ### A page of Instructions

  - ### Team Time-Out / Time-Back pages for tracking volunteers and summarizing assessments

  - ### Maps of the neighborhood divided into alpha sections

  - ### Assessment pages for each section of the neighborhood

  - ### Separate pages for families needing help with detailed information

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A

B

C

D

E

F

Instructions

1. Pair volunteers into teams of two.

2. Record the names of the team members and their Time Out

3. Give the team an alpha section packet containing a map and assessment pages

4. Explain how teams should record the info. on the Assessment Form

5. Give the team a roll of red tape for identifying homes needing assistance.

6. Upon each team's return, record their names and their Time Back

7. Note each home's status, based on the rapid assessment

8. Record details for those homes that Need Help on a separate page

9. CERT Teams and Emergency Responders can be given the addresses where "Need Help" is indicated.

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Neighborhood Rapid Disaster Assessment Summary Page
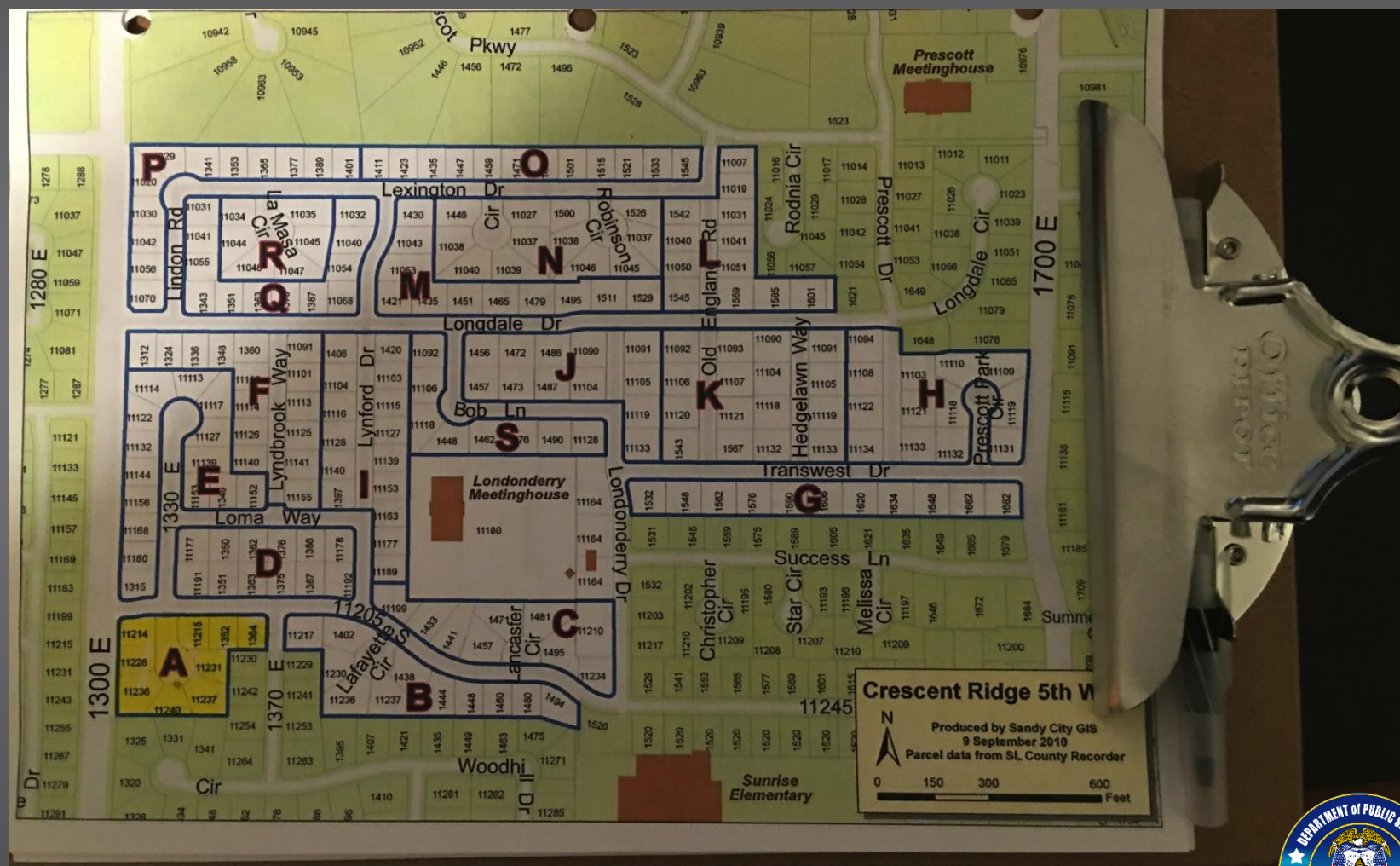**Team: TIME OUT / TIME BACK IN**
Neighborhood Section_____**A**_____

Name:_____ Phone:_____

Name:_____Phone:_____

Time Out:_____ Time Back In:_____

Addresses	OK	No Resp.	Need Help	Comments
11214 S. 1330 E.				
11228 S. 1330 E.				
11236 S. 1330 E.				
11240 S. 1330 E.				
11237 S. 1330 E.				
11231 S. 1330 E.				
11215 S. 1330 E.				
1352 E. 11205 S.				
1364 E. 11205 S.				

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Section A

Record Family Name, if available.
Check appropriate status box for each address: (OK / No Response / Need Help)
Note in Comments: Death, Severe Injury, Power Off, Water Off, Gas Off, Phone Off, Wall Collapse, Roof Damage,
Windows Broken, Chimney Damage, Flood Damage, Other Comments

Addresses:

11214 S. 1330 E.   Family Name:

OK	No Response	Need Help	Comments

11228 S. 1330 E.   Family Name:

OK	No Response	Need Help	Comments

Neighborhood Rapid Disaster Assessment Summary Page
Team: TIME OUT / TIME BACK IN
Neighborhood Section_____A_____

Name:_____ Phone:_____

Name:_____Phone:_____

Time Out:_____ Time Back In:_____

Addresses	OK	No Resp.	Need Help	Comments
11214 S. 1330 E.				
11228 S. 1330 E.				
11236 S. 1330 E.				
11240 S. 1330 E.				
11237 S. 1330 E.				
11231 S. 1330 E.				
11215 S. 1330 E.				
1352 E. 11205 S.				
1364 E. 11205 S.				

_____

Address

Assigned to Location / Team _____

Need Help

Family Name: _____

Occupants' Names

1	7
2	8
3	9
4	10
5	11
6	12

LIFE – SAFETY   (check)
Death _____
Severe Injury _____
Moderate Injury _____
No Death or Injury _____

UTILITIES   (check)
Power Off _____
Water Off _____
Gas Off _____
Phone Inoperable _____

PROPERTY DAMAGE   (check)
Wall Collapse _____
Roof Damage _____
Windows Broken _____
Chimney Damage _____
Flood Damage _____
_____ _____

Comments (Use back side too, if needed).
_____
_____
_____
_____

Reported by:

1._____ Date:_____

2._____ Time:_____

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BeReadyUtah.gov

Neighborhood Rapid Disaster Assessment
Section A

SAMPLE

Record Family Name, if available.

Check appropriate status box for each address: (OK / No Response / Need Help)

Note in Comments: Death, Injuries, Unattended Children, Power Off, Water Off, Gas Off, Phone Off, Wall Collapse, Roof Damage, Windows Broken, Chimney Damage, Flood Damage, Fire, Access Issues, Other Comments

Neighborhood Access Issues: _____

_____

_____

12345 Bellagio Way
House #: 1   Name:

OK	No Response	Need Help	Comments:

12346 Bellagio Way
House #: 2   Name:

OK	No Response	Need Help	Comments:

12347 Bellagio Way
House #: 3   Name:

OK	No Response	Need Help	Comments:

12348 Bellgaio Way
House #: 4   Name:

OK	No Response	Need Help	Comments:

12349 Bellagio Way
House #: 5   Name:

OK	No Response	Need Help	Comments:

12350 Bellagio Way
House #: 6   Name:

OK	No Response	Need Help	Comments:

12351 Bellagio Way
House #: 7   Name:

OK	No Response	Need Help	Comments:

12352 Bellagio Way
House #: 8   Name:

OK	No Response	Need Help	Comments:

Misc. Notes: _____

_____

_____

_____

_____

Reported by:
1 _____   Date: _____
2 _____   Time: _____

Make a Plan   Get a Kit   Be Informed   Get Involved

Detail Sheet

SAMPLE

Neighborhood Rapid Disaster Assessment

12352 Bellagio Way

Last Name:		Ward House #:	**8**
Occupants' Names:		Team:	**A**

Need Help

No Response

OK

Life Safety	(check)	**Property Damage**	(check)
Death		Wall Collapse	
Sever Injury		Roof Damage	
Moderate Injury		Windows Broken	
No Injury		Chimney Damage	
Unattended Children		Flood Damage	
		On Fire	

Utilities	(check)	**Access Issues**	(check)
Power Off		Road Flooded	
Gas Off		Road Blocked/Broken	
Water Off		Nearby Fire	
Phone Inoperable			

Comments

_____
_____
_____
_____
_____
_____

Reported by:

1 _____   Date: _____

2 _____   Time: _____

Coordinator: _____

TO BE PUBLICLY POSTED FOR INFORMATION PURPOSES

Adapted by Kathryn McMullin
Utah State Division of Emergency Management 2016

Sample Summary Form

Neighborhood Rapid Disaster Assessment
Team A

Name: _____   Time Out: _____

Name: _____   Time Back In: _____

Check Status:

House #:	Residence Address:	Last Name:	OK	No Response	Need Help	Access Issues
1	12345 Bellagio Way	_____	☐	☐	☐	☐
2	12346 Bellagio Way	_____	☐	☐	☐	☐
3	12347 Bellagio Way	_____	☐	☐	☐	☐
4	12348 Bellagio Way	_____	☐	☐	☐	☐
5	12349 Bellagio Way	_____	☐	☐	☐	☐
6	12350 Bellagio Way	_____	☐	☐	☐	☐
7	12351 Bellagio Way	_____	☐	☐	☐	☐
8	12352 Bellagio Way	_____	☐	☐	☐	☐

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QUICK CARD

REPORTING BINDER SET UP

Reporting Binder

Front

RDAP Instructions Overview
RDAP Instructions 3 Volunteers
RDAP Instructions Assessment Process
Area Map
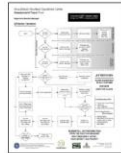
Set of Flow Charts for reference
Category Sticker Pack

Materials required:
- One 3-4" three ring binder
- One set of alphabetical tabbed dividers
- One package of red, yellow and green stickers
- *Front*: One copy of each of the listed pages
- *Each Section Tab*: One highlighted section map and a Detailed Assessment Form for each Section Address.

Each Section Tab

Section Map
Detail Property Assessment Form
One for each address in section

It is recommended to keep a spare set of blank forms (Summary, Section Assessment, Detailed Assessment) available in case something is needed.

QUICK CARD

CLIPBOARD SET UP

Section Clipboard

Back   *Front*
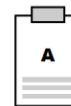
Section Identifier & Rules Page
Taped or Laminated to clipboard

Section Map
Taped or Laminated to clipboard

Section Assessment Form

Summary Form
Place on top

Materials required:
- One clipboard for each Section
- One set of forms listed above
- Clear tape or laminating sheets
- One pen or pencil for each clipboard

Volunteer Tracking Clipboard
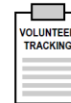
Volunteer Tracking Form

Materials required:
- One clipboard
- One set of tracking forms for
- One pen or pencil
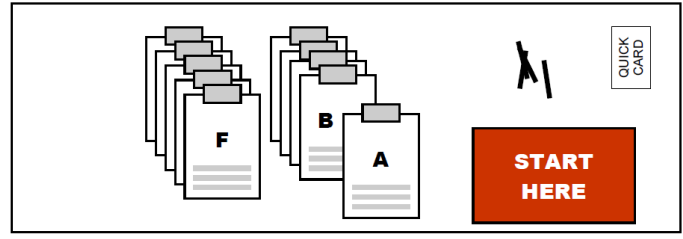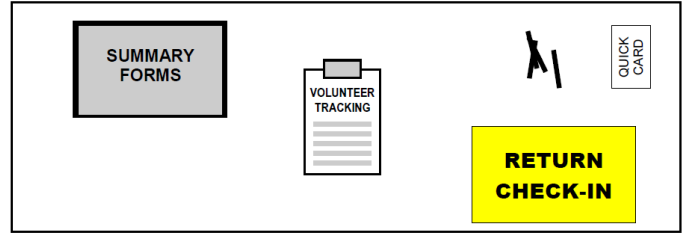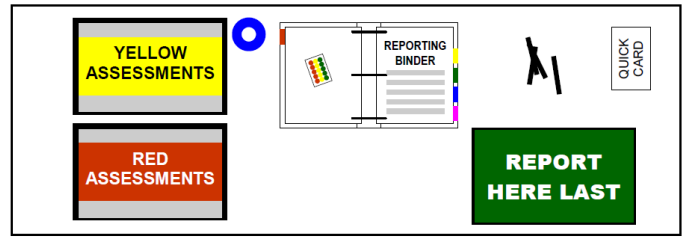
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QUICK CARD

VOLUNTEER 1
TITLE: SECTION MANAGER

rapid
rda
assessment
disaster

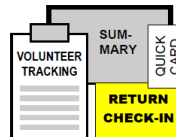|	
1st Objective:	Prepare Check-In Location
2nd Objective:	Instruct Volunteers 2 & 3 on duties
3rd Objective:	Delegate assignments to other volunteers as they arrive.

Put on RED lanyard, hat, or vest
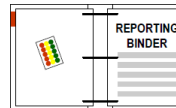
Objective 1   Set up three (3) tables in a row.

A

START HERE

First Table:
- Section Clipboards
- Pens / Pencils
- "Start Here" Table Sign

SUM-MARY

VOLUNTEER TRACKING

QUICK CARD

RETURN CHECK-IN

Second Table:
- Volunteer Check-In Clipboard
- Summary Form Tray
- "Return Check-In" Table Sign
- Volunteer 2 Quick Card

REPORTING BINDER

QUICK CARD

RED AS-

L

REPORT HERE

Third Table:
- Reporting Binder with Stickers
- Pens / Pencils
- Red & Yellow Assessment Trays
- Blue Tape
- "Report Here Last" Table Sign
- Volunteer 3 Quick Card
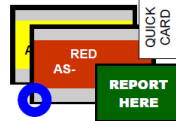
- Review the instructions on the first three (3) pages of the Reporting Binder.
- Remove Role Flow Charts from Reporting Binder and place them on their respective tables for reference guides.

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DIVISION of EMERGENCY MANAGEMENT
UTAH

QUICK CARD

VOLUNTEER 2
TITLE: SHIFT MANAGER

rapid
disaster
assessment
rda

1st Objective:	Record Assessment Team member names and time-out
2nd Objective:	Make sure Assessment Teams return in a timely manner (>90 mins)
3rd Objective:	Alert Section Manager of missing Team.

Put on YELLOW lanyard, hat, or vest

Objective 1   Record names and time-out.

The ***Shift Manager*** ensures Assessment Teams return in a timely manner.

VOLUNTEER TRACKING

SUMMARY FORMS

- When ***Section Manager*** sends a team out, a <u>Summary Form</u> with the names of the team members, and their time out will be handed to the ***Shift Manager***.
- ***Shift Manager*** will copy the team members names & time-out on the <u>Volunteer Tracking clipboard</u>.
- Place the <u>Summary Form</u> into the tray for Summary Forms, or at a specific place on the table for the forms.

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QUICK CARD

rda rapid disaster assessment
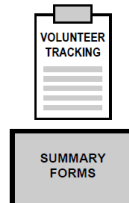
VOLUNTEER 3
TITLE: AREA INFORMATION OFFICER

1st Objective: Receive reports from Assessment Team
2nd Objective: Categorize Assessment Reports
3rd Objective: Maintain Public Information Board / Wall

Put on GREEN lanyard, hat, or vest

Objective 1   Receive reports from Assessment Team

When an Assessment Team is ready to provide it's report:
- Collect Summary Form. Team keeps their Section Clipboard
- Open Section in the Binder
- Review one (1) address at a time
- Ask additional "Find Out" questions to get as much detail as possible. *Example: If reported 'everything' is destroyed, ask more to find out what 'everything' means.*

Objective 2   Categorize Assessment Reports

After reviewing each address, categorize with stickers the status of that property:
- **"RED" Sticker**: Critical, or potentially critical life emergency
- **"YELLOW" Sticker**: No response from resident(s). Need to recheck soon.
- **"GREEN" Sticker**: All OK - No further action required.
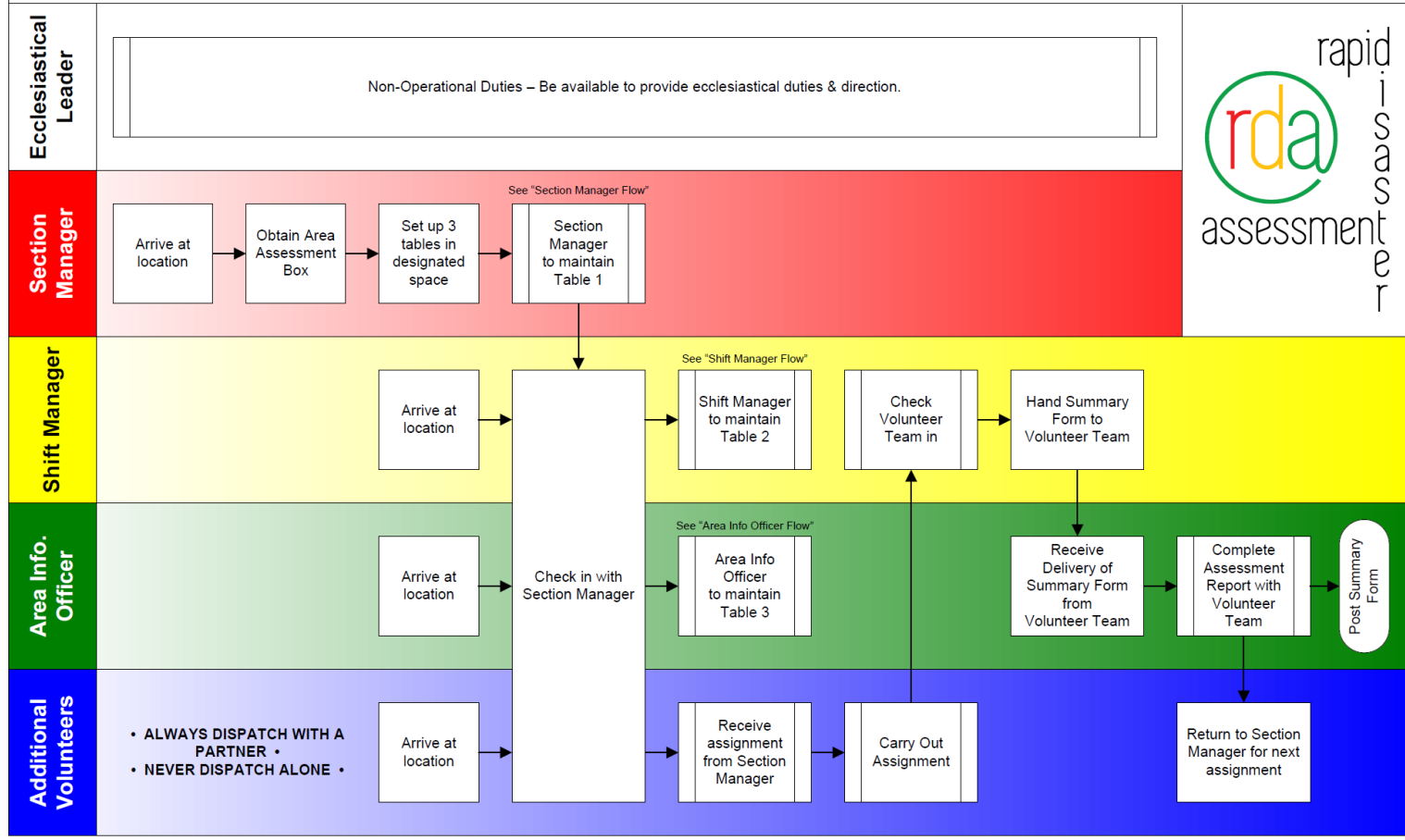
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Neighborhood Rapid Disaster Assessment Tool

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- Not to take the place of existing methods that are successfully being used.