

Area Damage Assessment Form Instructions

Use a Buddy System. Never Endanger Yourself.
Never Enter a Building Alone. Wear Light or Reflective Clothing at Night

KEEP CALM AND USE COMMON SENSE

During an Emergency, Disaster or Drill, the Area Representative fills in Date, Area Rep Name, Sector Chief Name, Start and Finish Times.

While checking addresses in the area, the Area Representative marks an **X** in the appropriate boxes (see below).

SIGN Section

OK SIGN PRESENT – Mark an **X** in this box if there is an *OK Sign* displayed at this address.

RESIDENT STATUS Section (Place an X in appropriate Box for each address)

UNKNOWN	Address has not or cannot be inspected and status of resident(s) are unknown.
NO HELP NEEDED Green	Address has been checked and either everyone has no or minor injuries or Address has been checked and it is known no one is home, or All occupants are deceased.
NON-LIFE THREATENING Yellow	One or more residents have moderate but non-life-threatening injuries.
IMMEDIATE HELP Red	One or more residents have serious life-threatening injuries. SEND SOMEONE FOR HELP IMMEDIATELY!
PERSON(S) DECEASED	Address has been checked and one or more residents are deceased

Examples:

1. OK Sign is not present. You get no response after knocking at the door, you enter the home, and all the residents are deceased. Mark **X** in PERSON(S) DECEASED. List number of deceased in COMMENTS Section. Forced entry may only be considered after an earthquake disaster when fire, police, and Villages Public Safety officers are overwhelmed, and no other help is seemingly available. Forced entry is never authorized in any other type of emergency or disaster.
2. OK Sign is not present. Knocking on door is answered by resident who tells you he is fine. Mark **X** in NO HELP NEEDED.
3. OK Sign is not present. Neighbors tell you residents are out of town on vacation or some other reason for their absence. Mark **X** in NO HELP NEEDED and write 'Out of town' in comments.
4. OK Sign is not present. There is no answer to knocking. Door is locked. No one knows if the residents are out of town or not. Dog is barking inside but you do not see anyone in the residence. Mark **X** in the UNKNOWN column and write your findings in the comments.

5. Same as example 4 except you see someone face down on the bed through a window. You try yelling but there is no response. Mark an **X** in the IMMEDIATE HELP box, **SEND FOR HELP IMMEDIATELY** and list what you saw in the comments.
6. OK Sign is not present. You discover that some residents are OK or have minor bumps and scrapes, one is deceased, and one resident has a broken arm. However, the injury is not life threatening. Mark an **X** in the NON-LIFE-THREATENING Box, and an **X** in PERSON(S) DECEASED box. List the number and types of injuries and the number of deceased residents in the comments.
7. OK Sign is not present. You discover someone not breathing, going into shock, bleeding profusely, or shows some other life-threatening condition. **SEND FOR HELP IMMEDIATELY**. Mark an **X** in the IMMEDIATE HELP box, Write your findings in the comments.

FIRE Section (Place only one X in appropriate Box for each address if needed)

BURNING – Mark an **X** in this box if there is a fire currently burning at this address.

OUT – Mark an **X** in this box if there was a fire at this address but is now extinguished (out).

HAZARDS Section (Place X in appropriate Boxes for each address)

GAS LEAK – Mark an **X** in this box if there is a gas leak.

WATER LEAK – Mark an **X** in this box if there is a water leak and you cannot shut off the water.

ELECTRICAL – Mark an **X** in this box if there is an electrical hazard and you cannot shut off the electricity.

CHEMICAL – Mark an **X** in this box if there is a chemical hazard of any kind.

STRUCTURE Section (Place only one X in appropriate Box for each address if needed)

DAMAGED – Mark an **X** in this box if the structure is damaged. **Note: This box only applies to the structure of the address, not to the contents.**

COLLAPSED - Mark an **X** in this box if the structure has collapsed.

OTHER Section (Place X in appropriate Boxes for each address)

PEOPLE TRAPPED – Mark an **X** in this box if there are people trapped at the address. Explain in the Comments Section. **SEND FOR HELP IMMEDIATELY**

ROAD – NO ACCESS – Mark an **X** in this box if there is no way to reach the address by any road.

Remember to fill out this form entirely and ADD UP your X's at the bottom of each column.