



February 23, 2023

DAMAGE ASSESSMENT TEAM and PROCEDURES

In an emergency/disaster, the Damage Assessment Team is responsible for assessing damage to residences, structures, streets and paths, recommending appropriate resources/responses and maintaining EPC equipment.

A. Pursuant to *THE VILLAGES GOLF and COUNTRY CLUB EMERGENCY OPERATIONS/RESPONSE PLAN*, Section iv,4,i, the **Director of Damage Assessment (& team members)** are to:

1. Respond to calls concerning any damage to residences, structures, streets or paths that could affect the safety of any personnel; (utilize hazardous fumes sensors)
2. Assess the damage to any of the above-stated properties and report their findings to the Incident Commander (IC);
3. Take any action--if it is safe to do so—that would enhance the safety of others, like turning off electricity, gas and water to damaged buildings/structures; (training, fume sensors)
4. Collaborate with Maintenance staff as necessary;
5. Recommend appropriate remedial actions or resources to the IC, management and residents (e.g., backup measures for damaged oxygenators); and
6. In the event of power outage/shutdown at the Emergency Operations Center, maintain and deploy emergency generators as needed. Care will be taken to ensure that the exhaust fumes do not enter any nearby buildings. (training)

B. Duties of the Director of the Damage Assessment Team:

1. Participate in all meetings/trainings of the EPC Directors.
2. Conduct training sessions for Damage Assessment Team members as necessary.
3. Participate in the annual Drill and ensure that as many members of the Team as possible participate in the Drill as well.
4. Work with the EPC Director of Recruiting to recruit new members for the Team.
5. Maintain the list of the members of the Team.
6. Coordinate the Team's response during an emergency and report results of assessments to the Incident Commander.
7. Ensure that the emergency generators are tested on a regular basis so that they will be functional during any emergency and for the annual Drill.
8. Ensure that the needed materials are in place and stored properly.
9. Update these procedures and the contents of the Damage Assessment Team *Emergency Action Manual* binder as necessary.

C. Emergency Responsibilities/Procedures:

1. The first response in an emergency is to ensure that one's own household is OK. When safe to proceed, Team members are to then report to the VEOC and await further instructions

- by the Damage Assessment Team Director, Communications Team or Incident Commander.
2. In an emergency, Team members may be directed to places in The Villages that sustained any damage. The Team member(s) are to do a general assessment of any property and/or structural damage and report such to the Team Director who will relay the information in a timely basis to the Incident Commander. The latter will include this information in the After-Action Report on the emergency event.
 3. Fill out the *VEOC Action Message Form* to document all actions taken.
 4. In an emergency, Team members reporting to the VEOC can pick up a radio to be used to communicate to the Director and/or the Communication Team volunteers. Team members are advised to attend all radio training sessions as announced.
 5. In an emergency and no one from the Team is available to start the generator(s), the Security Team is instructed/trained to help. Detailed instructions for starting the generators for safe utilization are attached to the generators.

D. Maintenance of EPC Emergency Equipment:

1. The emergency generators are stored in the VEOC Supply Shed located behind the Cribari Auditorium. (**Combination of lock: 1930**) These generators are to be tested on a regular basis—determined by the Director. The fuel tanks in the generators should be full at all times. Mechanical repairs to the generators will be facilitated by the Director with the help of the Villages Maintenance staff. Also, there is a dedicated generator stored in a shed attached to the Amateur Radio Facility.
2. Public Safety has and maintains its own portable generator that provides power to the Gate House.
3. There is a large self-starting diesel unit that provides emergency backup power to Building A. This unit is serviced by The Villages Maintenance staff.

E. Additional Responsibility:

Damage Assessment Team members are advised to keep their *Emergency Action Manual* binder up-to-date by inserting EPC materials as they are forwarded by the Damage Assessment Director or EPC chairpersons. Dated materials should be removed. Review the *Emergency Action Manual* binder periodically and please forward any informational items that may be of interest to EPC and to the Damage Assessment Team Director for review.

Needed Actions/Materials:

- ❖ Appropriate training on:
 - **doing damage assessments; using the equipment involved; acting in confined spaces; using EPC radios; using hazardous materials absorbent; responding to presence of hazardous materials (oil, gas, chemicals)
- ❖ Hazardous Fume Sensors
- ❖ Generators
- ❖ Battery Charger
- ❖ Personal Protective Equipment (PPE)
- ❖ Safety signs in appropriate places
- ❖ Hardhats, gloves, safety glasses, HEPA masks, proper shoes
- ❖ VEOC Action Message Forms and Safety Data sheets