

Coordination of Damage Assessment Resource Package

This document consists of a list of resources useful in the Coordination of Damage Assessment. The intended use of this document is as a reference for the Coordinator to follow in preparation for, or at the time that a damaging event occurs requiring building assessments. This document pairs with the Coordinator of Damage Assessment training course provided by BC Housing and is presented in sequential order following that course and the expected progression of an event.

The table below lists the document title, its intended purpose and a link directly to the document. These forms, checklist and guidelines and many more like this are also available for download from the PDBA resource website ([Post-Disaster Building Assessments Resources | BC Housing](#))

1. Damage Assessor Coordinator Position Description (Position Checklist)
2. Damage Assessment Incident Information Form
3. Staffing Needs Calculator
4. Decision Making Process – Request for DA
5. EMCR Resource Request
6. Kit Contents
7. Post-Disaster Building Assessment Orientation Checklist
8. When Damage Assessors (DA) show up – Orientation/Briefing Sample
9. Damage Assessor Position Description (Position Checklist)

DOCUMENT TITLE	PURPOSE	LINK
Damage Assessor Coordinator Position Description (Position Checklist)	Complete list of responsibilities for a Damage Assessor Coordinator.	Damage Assessor Coordinator Position Description (Position Checklist)

Damage Assessment Incident Information Form	Fill in the Damage Assessment Incident Information Form with the information that has been shared with you in the initial notification/scope of event.	Damage Assessment Incident Information Form
Coordination of Damage Assessment - Staffing Needs Calculator	The Staffing Needs Calculator provides a quick way of estimating staffing needs. Open the file in Excel and enter the required data to automatically estimate number of assessors and teams needed.	Coordination of Damage Assessment - Staffing Needs Calculator
Decision Making Process – Request for Damage Assessors	Refer to the Decision-Making Process Flowchart for information on the decision-making process when requesting additional damage assessors.	Decision Making Process - Request for Damage Assessors
EMCR Resource Request	Complete this form to request damage assessors when no local resources are available. (see the Decision-Making Process guide above).	EMCR Resource Request Form Link
Kit List (for 2 persons)	Kit List to ensure damage assessors are appropriately equipped.	Rapid Damage Assessment Kit (for 2 Persons)
Post-Disaster Building Assessment Orientation Checklist	To be used on Day One only - Guidelines to go over with the Damage Accessors (DA) at the staging or assembly area prior to deployment into the field.	Post-Disaster Building Assessment Orientation Checklist
Briefing Sample	This sample document includes suggested discussion items for a Daily Briefing with damage assessors.	Briefing Sample
Damage Assessor Position Description (Position Checklist)	Complete list of responsibilities for a Damage Assessor.	Damage Assessor Position Description (Position Checklist)