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| **SAP Reporting Checklist** |
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|   |  | When contacted by CALBO/Jurisdiction requesting Mutual Aid report to the designated location at the appointed time. |
|   |  | If you are not familiar with the appointed area, be sure to ask for directions. |
|   |  | Dress appropriately for the field and weather.  |
|   |   |  | Work clothes  |
|   |   |  | Boots or appropriate footwear ( Steel toed boots are best…generally tennis shoes or similar footwear are not appropriate...there may be nails or other debris that can easily penetrate soft sole footwear) |
|   |   |  | Rain jacket or other appropriate identifying jacket |
|   |   |  | Gloves |
|   |   |  | Hard hat (may not have enough at reporting area but could be issued at briefing) |
|   |   |  | Safety vest (if not to be issued at briefing) |
|   |   |  | Bring food, water, glasses, personal medications or other items you deem necessary to support you. |
|   |  | Paper and pens / pencils. |
|  |  | Electronic devices: cell phone, IPad, Surface, Tablets, chargers, etc |
|   |  | Tell your immediate family where you are going and (if known) the expected time of your return. |
|   |  | Attend the briefing that will be conducted by the requesting jurisdiction. Take notes and/or gather instructions/handouts, maps. |
|   |  | Be familiar with the damage assessment report (ATC 45 forms issued to you and/or the computer database). |
|   |  | Meet your driver or transportation provider. |
|   |  | Ensure you have all the supplies you will need for the duration of your assignment. |
|   |  | Receive your assigned area and maps of your area.  |
|   |  | Familiarize yourself with the area assigned and address any concerns with your assigned coordinator during the open briefing. |
|   |  | Understand your route and exactly what you are supposed to do. |
|   |  | Begin your route or assignment. |
|   |  |  | **Safety is first!** |
|   |   |  |  As you enter your assigned area, get the "big" picture by observing overall damages (i.e. trees blown over, downed power lines, roads blocked, emergency crews working in the area, etc.). |
|   |   |  |  When you observe a home or business that has obviously sustained damage, **Stop**! Get out of the vehicle slowly, taking your forms with you.

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|  | On the form record the address of the location (if known). |
|  | On the form record the name of the owner if it can be determined. |
|  | If the owner or occupant is available, speak to them. Identify yourself as Damage Assessment. Ask if anyone is/was injured, if so how badly? Is immediate emergency medical attention needed?  If so, call 911. |
|  | Ask the owner or occupant their opinion of the amount (in dollars) of their loss. *Do not argue*, simply record the figure on the form. |
|  | Ask if the owner or occupant has home owners insurance. Ask if they have contacted their agent. Record the answers on your form. |
|  | If the owner or occupant is not available, estimate the total *structural* damage and record it on your form. |
|  | If you are speaking with the owner or occupant, do *not* give information you do not have. If they need information (i.e. location of shelters) get an answer by contacting the Coordinator assigned you or their Damage Assessment Officer or Public Information Officer at the [Emergency Operations Center](http://www.eplanonline.com/webver/EOCSOP.htm) or Disaster Relief center(DRC). |
|  | Be polite and professional, but expedite gathering the information necessary to assess the damage. |
|  | Ensure you have all necessary information available before you leave that location and move on to the next. Write it down! |

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|   |   |  |  Move to the next home or business and follow the same process as above until your assigned area has been covered. |
|   |  | Return to the designated "debriefing" area at the appointed time. |
|   |  | Gather from the vehicle all paper, computers and other issued supplies. |
|   |  | Report to the Coordinator assigned you or their Damage Assessment Officer (DAO). |
|   |  | Present your written reports/forms to the Coordinator/DAO. |
|   |  | Advise the Coordinator/ DAO of any relevant information and your observations. |
|   |  | During the debriefing turn in all issued equipment, paper, forms and supplies to the Coordinator/DAO. |
|   |  | Turn in all mileage and time reports to the Coordinator/DAO. |
|   |  | Be prepared to accept a new assignment or return for a new assignment at an appointed time and location. |
|   |  | If you have questions, comments or suggestions that would be beneficial to other damage assessment teams present that information to the Coordinator/DAO during debriefing. |