

## Damage Assessment Unit Leader

### Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

### Functional Checklist

Organization	Operations Section
Primary	Construction Services Director
Potential Alternate(s)	Construction Services Manager Realty Specialist
Supervisor	Operations Section Chief
Overview	<ul style="list-style-type: none"><li>● The Damage Assessment Unit assesses, records, and reports damage to infrastructure and facilities</li><li>● Coordinates with supporting ESFs and other activated Units in the Operations Section</li><li>● Identifies damage to essential utilities with the Public Works and Utilities Unit and ESFs; ESF-1 Transportation, ESF-3 Public Works, ESF-12 Utilities and Water, and ESF-14 Long-term Recovery</li><li>● Coordinates completion of Initial Damage Estimates, Preliminary Damage Assessments, and Project Worksheets</li></ul>
Description	The Damage Assessment Unit Leader coordinates damage assessment activities.
Responsibilities	<ol style="list-style-type: none"><li>1. Briefs and updates the Operations Chief.</li><li>2. Collect initial damage/safety assessment information from the Rapid Damage Assessment Team and determine what damage assessment activities need to be completed. Coordinate this with the Situation Status Unit of the Planning Section.</li><li>3. Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates.</li><li>4. Maintain detailed records on damaged facilities, infrastructure, areas, and structures.</li><li>5. Initiate requests for engineers to inspect structures and/or facilities</li><li>6. Implement the objectives of the EOC Action Plan assigned to the unit.</li></ol>
Forms and Job Aids	<ul style="list-style-type: none"><li>○ Rapid Damage Assessment Annex</li><li>○ Damage Assessment Forms</li></ul>

## Damage Assessment Unit Leader

Checklist - Activation Phase	<ul style="list-style-type: none"><li>○ Upon arrival at the EOC check in at the designated check in location.</li><li>○ Report to the Operations Section Chief, or other assigned Supervisor.</li><li>○ Identify yourself as Damage Assessment Unit Leader (Yellow Vest).</li><li>○ Set up your workstation and review this checklist, the Rapid Damage Assessment Plan and Damage Assessment worksheets.</li><li>○ Establish and maintain a position log that chronologically describes your actions taken during your shift.</li><li>○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.</li><li>○ Work with Morongo ESFs and other units in the Operations Section and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.</li><li>○ Provide an initial situation report to the Operations Section Chief and coordinate with the Situations Status Unit Leader of the Planning Section.</li><li>○ Based on the initial EOC strategic objectives prepare objectives for the Damage Assessment Unit and provide them to the Operations Section Chief prior to planning meetings.</li></ul>
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## Damage Assessment Unit Leader

Checklist - Operational Phase	<ul style="list-style-type: none"><li>○ Ensure that time card, position logs, and other necessary files are maintained.</li><li>○ Maintain current status on all damage assessment activities being conducted.</li><li>○ Support the Situation Status Unit in the Planning Section with field information.</li><li>○ Ensure that damage and safety assessments are being carried out for both tribal and private facilities.</li><li>○ Determine need for mutual aid and assistance and request from other Tribes and existing agreements.</li><li>○ Determine and document the status of transportation routes into and within affected areas. Coordinate this with ESF-1 Transportation.</li><li>○ Coordinate with the Public Works Unit Leader, debris removal services as required.</li><li>○ Provide the Operations Section Chief and the Planning Section with an overall summary of Damage Assessment Unit activities periodically during the operational period or as requested.</li><li>○ Refer all contacts with the media to the Public Information Officer.</li><li>○ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</li><li>○ Prepare objectives for the Damage Assessment Unit for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next planning meeting.</li></ul>
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## Damage Assessment Unit Leader

Checklist - Demobilization Phase	<ul style="list-style-type: none"><li>○ Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.</li><li>○ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.</li><li>○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.</li><li>○ Be prepared to provide input to the hot-wash after-action report.</li><li>○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.</li><li>○ Clean around your work area before you leave.</li><li>○ Leave your contact information.</li></ul>
Checklist - Recovery Phase	<ul style="list-style-type: none"><li>○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.</li></ul>