

Holyrood Damage Assessment (DA) Team 1 Guides

Rule one in an emergency is **Be Careful** – ***do not become part of the problem!***

The mission of the Holyrood *Damage Assessment Team 1* is to walk from the Holyrood Incident Command Center (ICC) to an assigned designation (Ascot Drive for drills/exercises) as quickly as possible, and report on what is found to the Holyrood ICC by two-way radio, by runner and/or in writing, using a *Preliminary Damage Assessment Form*, depending on the critical nature of what is found.

It is **not** your primary job to address the situations you encounter. Informing the Holyrood ICC of the overall situations found is of first importance. Do not try to solve any problems you find unless directed to by the Holyrood ICC. Due to lack of available people you may be asked to perform some duties of the **Hazard Reduction (HR) Team**, shown on a separate page.

Specifically, as a Damage Assessment Team look for and report the following:

- F = Fire
- G = Damaged gas lines or the smell of leaking gas.
- P = Downed power lines
- W = Broken water pipes
- R = Major cracks in the pavement
- S = Structural damage
 - Houses off their foundations
 - Collapsed roofs or walls
 - Damaged or fallen chimneys
- V = Trapped or injured victims
- T = Fallen trees
- O = Obstruction in the street that would stop emergency vehicles
- D = Deceased victims

Report all hazards or damage to the Holyrood ICC by two-way radio or by runner. Don't rely on the letters to describe the situations; use clear concise descriptions.

Use the *Preliminary Damage Assessment* form to record all hazards or damage, even though you have transmitted the information by radio or runner. Return this document to the Holyrood ICC when you complete your sweep of the street. It helps the Holyrood ICC to have a complete record of all situations found.

When you get to your designation (Ascot Drive for drills/exercises), place the **Command Center Location** sign in a visible spot.

Two-way Radio Operation

Your radio Call Sign is **“Holyrood Damage Assessment Team 1”** You should have your radio set on Channel 8 with no privacy code/secondary channel (those should be set on 0 [zero] or - - - depending on your brand of radio).

When you call the Holyrood ICC, use the following format:

“Holyrood ICC this is Holyrood Damage Assessment Team 1. Over”

The Holyrood ICC will respond:

“Holyrood Damage Assessment Team 1, this is Holyrood ICC. Over.”

Report as follows:

“Holyrood ICC, this is Holyrood Damage Assessment Team 1.” Then state your message. Finish your report with *“Over.”*

Note: If this is a drill/exercise (not a real emergency) you MUST add the words, “this is a drill” or “this is an exercise” to any message you send that might include situations that would alarm anyone listening in on our channel. For example, “Holyrood ICC, this is Holyrood Damage Assessment Team 1 reporting a (gas leak/fire/injured victims/etc.) at 2020 Holyrood Drive. This is an exercise. Over.”

The Holyrood ICC will acknowledge your message and say *“Out.”*

Remember to wait for the channel to be clear and then press the transmit button for a half second before beginning to speak. Speak clearly, slowly and as succinctly as possible. If the radio will not work, use a runner to communicate critical situations with the Holyrood ICC. You may ask any neighbor you meet to act as a runner.

Equipment You Should Have:

Item	Quantity	
	DA	HR
Clipboard	1	1
Paper pad & pen	1 ea	1 ea
Preliminary Damage Assessment form	1	
Status Cards		10
Utility Map	1	1
Two-way Radio	1	1
Red Vest	1/individual	1/individual
Gas Shut-off Wrench		1
Water Valve Turnkey		1
Caution Tape (roll)	1	1
Flashlight (if at night)	1/individual	1/individual
Command Center Location sign	1	

When you return to the Holyrood ICC, please return your equipment and turn in your *Preliminary Damage Assessment* form. If you are able, there will probably be additional tasks for you to do. **Thanks again for helping!**