

County/City RA Assessment Procedures

I. Purpose

The purpose of this procedure is to provide a means for collecting rapid assessment information for damage incurred in a city/county following a significant event in Kitsap County. Several forms are provided with this procedure, and may be used at the discretion of the EOC Incident Manager to collect and assess damage.

II. Situation

During a major disaster in Kitsap County, designated personnel will conduct a rapid assessment of life safety and facility damage during the first three (3) hours of the event. In accordance with the City/County EOCs, personnel will be assigned to collect data received from the field, which will then be assessed and prioritized in support of response activities by emergency workers.

III. Organization and Responsibilities

Once activated, the City/County EOC will assign personnel to receive reports from emergency observers, Ham Operators, and facility personnel on the status of life safety and damage in the area. Although it is up to the EOC Manager to decide who will collect damage, in the County EOC responsibility lies with the Damage Assessment Unit assigned in the Plans Section. The Unit will mobilize and upon reporting to the EOC, collect information, develop status reports, and support Operations.

IV. Concept of Operations

Immediately upon reporting, the Plans Chief will manage EOC personnel who are collecting information from the field on life safety and damage. The Plans Chief will standup the Damage Assessment Unit and assign a unit leader, if not himself. The forms provided in this document, as well as the use of the County Priority Facility List and associated maps, will be used to document and assess life safety and damage caused by the event.

V. Implementation

This procedure is implemented upon activation of the Damage Assessment Plan and the Emergency Operations Center (EOC). As the situation warrants, the activation of the Plan will transition to long term damage assessment of buildings and infrastructure.

EOC Rapid and Damage Assessment Checklist
Damage Assessment Unit Leader
Plans Section

- When assigned, receive a turnover from the Plans Section Chief.
- Assess the event and call volume into the EOC. If necessary, request assistance from the Plans Chief for additional unit personnel
- If not yet completed, call agencies/organization assigned to conduct rapid assessment to activate the plan
- Assign personnel to phones and radios at the Plans table.
- Using the Facility Excel listing, receive information from field Emergency Observers and Facility emergency personnel on the status of sector and facility damage. Annotate the facility listing with confirmation of sector reports and noted issues. Depending on the information received conduct the following:
 - If immediate life safety is threatened, notify 9-1-1.
 - For significant damage to a facility or serious loss of infrastructure, log onto the status board, and notify the Plans Chief via voice or message form.
 - When available, log information in WebEOC. Be sure to include sector number or facility report and event information.
- Maintain a status on the white boards of significant damage reported or life safety issues
- If reports are not received in an appropriate amount of time, conduct a survey of city EOCs and other major critical facilities of the status of their areas.
- Provide information to the GIS Unit for mapping.
- If directed, transition to a Damage Assessment Call Center for long term collection of building and infrastructure damage in the County.
- Attached are documentation that may be used to support data collection and assessment of damage in the cities or county.

**SECTOR LIFE SAFETY AND LIFELINE STATUS CHECKLIST
(FRONT)**

INSTRUCTIONS: The Sector Life and Safety and Lifeline Status Checklist allows EOC personnel to provide updates at specific intervals on the health and well being of residents in each sector of a community and to make determinations on resource allocation. To complete the form, enter numbers in the first five fields. Mark “O” (operational) or “N” (non-operational) next to categories under “Status of Lifelines” on the front of the form and next to those under “Transportation Systems” on the back. Provide a complete description for “Evacuations in Progress” and route names or numbers under “Evacuation Routes Used.” Planners may alter the form to meet their communities’ needs, but should ensure that all sectors use the same form.

Information for Sector _____	Report 1 30 minutes	Report 2 1 Hour	Report 4 2 Hours
Number of people affected			
Search and rescue operations			
Sectors			
Deaths			
Injuries			
Number displaced			
<i>Status of lifelines:</i>	O N	O N	O N
■ Electric	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
■ Gas	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
■ Water	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
■ Sewage	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
■ Telephone	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Key: O = Operational; N = Nonoperational

**SECTOR LIFE SAFETY AND LIFELINE STATUS CHECKLIST
(BACK)**

Information for Sector _____	Report 1 30 minutes	Report 2 1 Hour	Report 4 2 Hours
<i>Transportation Systems:</i>	O N	O N	O N
Mass transit systems (bus, rail, etc.)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Port Facilities	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Railroads	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Airports	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Bridges, tunnels, and overpasses	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Major roadways	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Major access points	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Evacuation routes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Evacuations in progress:</i>			
<i>Evacuation Routes Used:</i>			

Key: O = Operational; N = Non-Operational

***FACILITIES AND IMMINENT HAZARDS
SECTOR STATUS WORKSHEET***

INSTRUCTIONS: The Facilities and Imminent Hazards Sector Status Worksheet is a form for recording information on the status of essential facilities and potential hazards in each sector at regular intervals. Complete the form when the EOC is activated and at the predetermined intervals by marking O (operational) or N (non-operational) next to each facility and writing a brief description next to applicable imminent hazard categories.

Information for Sector _____	Report 1 30 minutes	Report 2 1 Hour	Report 4 2 Hours
<i>Facilities Status</i>	O N	O N	O N
Fire Stations (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Police Stations (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Local government	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
EOC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Public works/utility yards	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
911 center/other dispatch centers	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Television and radio stations (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Hospitals and other major medical facilities (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Mass care facilities (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Schools (List)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Key: *O = Operational; N = Non-operational*

***FACILITIES AND IMMINENT HAZARDS
SECTOR STATUS WORKSHEET*** (Continued)

Information for Sector _____	Report 1 30 minutes	Report 2 1 Hour	Report 4 2 Hours
<i>Imminent Hazards</i>			
Weather Conditions affecting operations			
Current or potential long-term health hazards (List)			
Refinery/bulk storage/pipeline facilities (List)			
Dams and levees			
Hazardous materials facilities			

Key: *O = Operational; N = Non-operational*

KEY PERSONNEL CALL-UP LIST

INSTRUCTIONS: The Key Personnel Call-Up List is a list of key personnel at each agency in your community. Because these personnel are responsible for alerting their agencies' rapid assessment teams as soon as the rapid assessment plan is activated, it is critical that you have all information needed to contact them. Use the form below, or design one that meets your community's needs.

KEY PERSONNEL CALL-UP LIST							
<i>Sector</i>	<i>Primary Contact</i>	<i>Telephone Number</i>		<i>Secondary Contact</i>	<i>Telephone Number</i>		<i>Time Contacted</i>
		<i>Number</i>	<i>Pager Number</i>		<i>Number</i>	<i>Pager Number</i>	

City/county Rapid Assessment Collection and Intelligence Form

City/County: _____ Date/Time _____

Event/Mission No. _____ Plans Chief _____

A. *Life safety operations (search and rescue, deaths, injuries, evacuation)*

- _____ 1. Number of people potentially affected, by location.
- _____ 2. Number of people dead.
- _____ 3. Number of people injured.
- _____ 4. Rough estimates of displaced persons.
- _____ 5. Collapsed buildings requiring search and rescue.
- _____ 6. Evacuation concerns (i.e., food, water, shelter).

B. *Status of lifelines (transportation system, communication system, gas, electric, water, sewer)*

- _____ 1. Status of transportation system:
 - _____ Access points to the disaster area.
 - _____ Mass transit systems—bus, rail, underground.
 - _____ Port facilities.
 - _____ Railroads (Navy Only)
 - _____ Airports.
 - _____ Bridges
 - _____ Roadways—State, county, local.
 - _____ Designated evacuation routes.
- _____ 2. Status of communication system:
 - _____ Local phone systems.
 - _____ Internet (email/Text messaging)
 - _____ Cellular phone system.
 - _____ Cable television.
 - _____ Radio.

RAPID ASSESSMENT INTELLIGENCE CATEGORIES

(Continued)

_____ 3. Status of other systems.

- _____ Gas
- _____ Electric.
- _____ Water.
- _____ Sewer.

C. Status of Facilities

_____ 1. Status of operating facilities (survivable crisis management):

- _____ Fire Stations.
- _____ Police stations.
- _____ City hall.
- _____ EOC.
- _____ Public Works/utilities yards.
- _____ 911 Center; other dispatch centers.

_____ 2. Status of television and radio stations.

_____ 3. Status of hospitals and other major medical facilities.

_____ 4. Status of mass care facilities.

_____ 5. Status of schools.

_____ 6. Military Installations

D. Status of imminent hazards

_____ 1. Local weather conditions affecting operations.

_____ 2. Current or potential long-term health hazards.

_____ 3. Areas within the impacted area that can support response efforts.

_____ 4. Refinery/bulk storage facilities

_____ 5. Dams and levees.

RAPID ASSESSMENT INTELLIGENCE CATEGORIES
(Continued)

E. Descriptions of major problems by sector

- _____ 1. Hazard-specific information.
- _____ 2. Uncontrolled fires.
- _____ 3. Waterborne Hazmat Spills

F. Resource utilization and requests for assistance

- _____ 1. Resource shortfalls (government).
- _____ 2. Status of local personnel and equipment.
- _____ 3. Mutual Aid resource availability.

FOR COUNTY USE ONLY

Reporting Jurisdictions/Agencies

- | | |
|-------------------------------------|----------------------------------|
| _____ Poulsbo | _____ Bremerton |
| _____ Port Orchard | _____ Bainbridge Island |
| _____ Poulsbo Fire | _____ North Kitsap Fire & Rescue |
| _____ Central Kitsap Fire & Rescue | _____ Bremerton Fire |
| _____ Bainbridge Fire | _____ South Kitsap Fire & Rescue |
| _____ Harrison Hospital | _____ Kitsap Transit |
| _____ Kitsap County Sheriffs Office | _____ Bremerton Airport |
| _____ Navy Region Northwest | _____ Naval Hospital |
| _____ Kitsap County Public Works | _____ Kitsap County DCD |
| _____ American Red Cross | _____ Kitsap Mental Health |