

# **APPENDIX 1**

## **RAPID ASSESSMENT PROCEDURES**

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## **RAPID ASSESSMENT PROCEDURES**

### **I. PURPOSE**

The attached addendums define procedures and forms to be used during the initial phase of determining the extent of life safety and damage to critical facilities as defined in the basic Plan. These procedures and forms are critical to a systematic survey, documentation, and reporting of life saving measures and damage to facilities deemed critical for response to major emergencies in Kitsap County.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation:**

During major disasters in Kitsap County, most likely an earthquake, designated personnel will conduct a rapid assessment of life safety and facility damage during the first 3 hours so Emergency Operation Centers (EOCs) can prioritize response by county emergency responders.

#### **B. Assumption:**

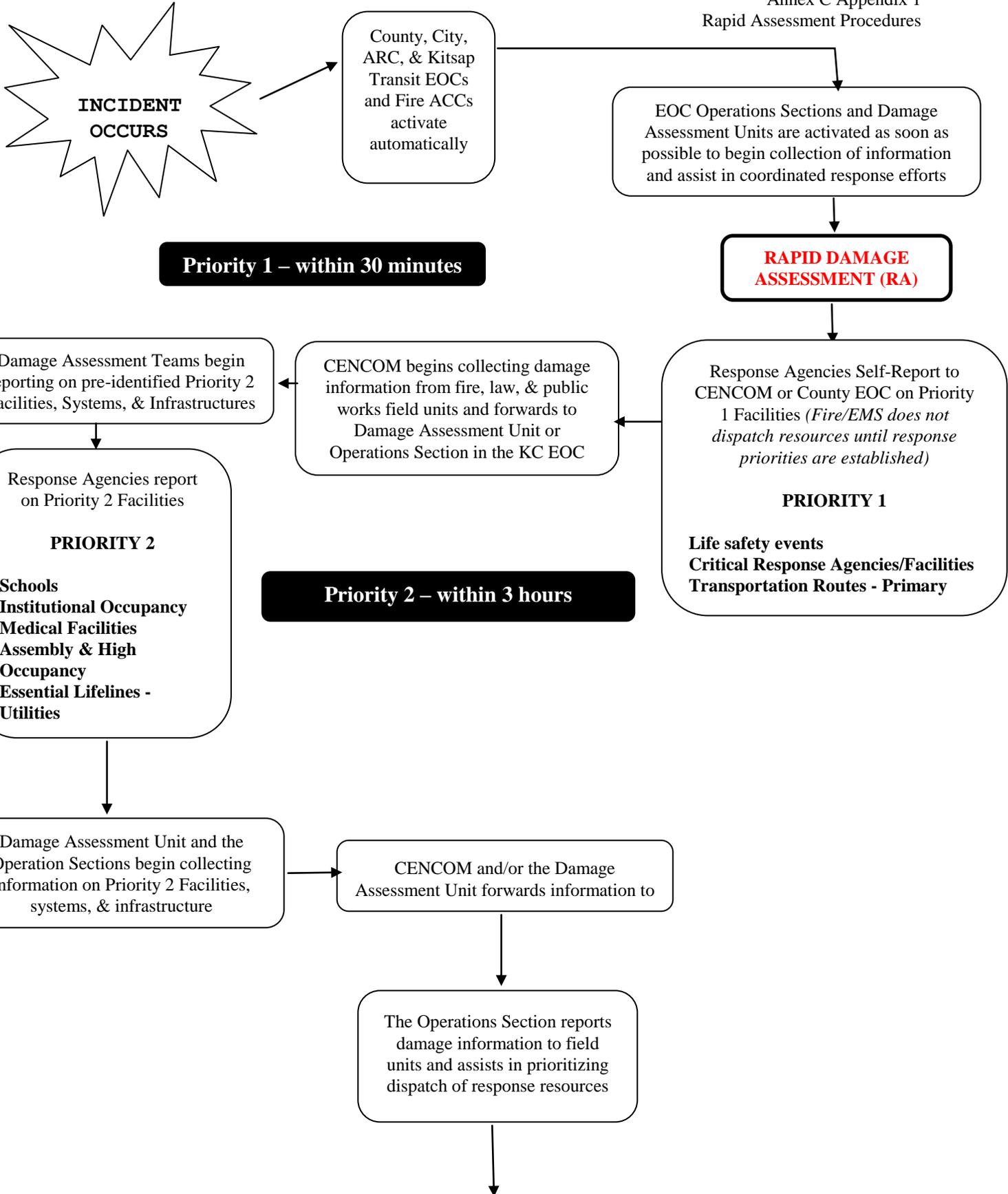
Using a standard response procedure and designating sectors in the county, personnel assigned to these areas can rapidly conduct “windshield surveys” and report to their perspective City/County EOCs on their observations.

### **III. ORGANIZATION AND RESPONSIBILITIES**

Jurisdictions and agencies assigned by the basic Plan are tasked with the responsibility of assigning and training personnel in the conduct of rapid assessment. The attached procedures and forms will be made available as well as necessary tools to conduct a day or night observation of damage. Individuals will be instructed on safety precautions, reporting requirements and the concept that rapid assessment is a priority and takes precedence over other responses with the exception of life-threatening calls.

### **IV. CONCEPT OF OPERATIONS**

After a major earthquake where significant life safety is threatened and damage to facilities expected, a rapid assessment by assigned emergency responders is essential in collecting information and reporting to County/City EOCs for resources prioritization and allocation. Figure 1 shows the flow of response as the incident occurs.



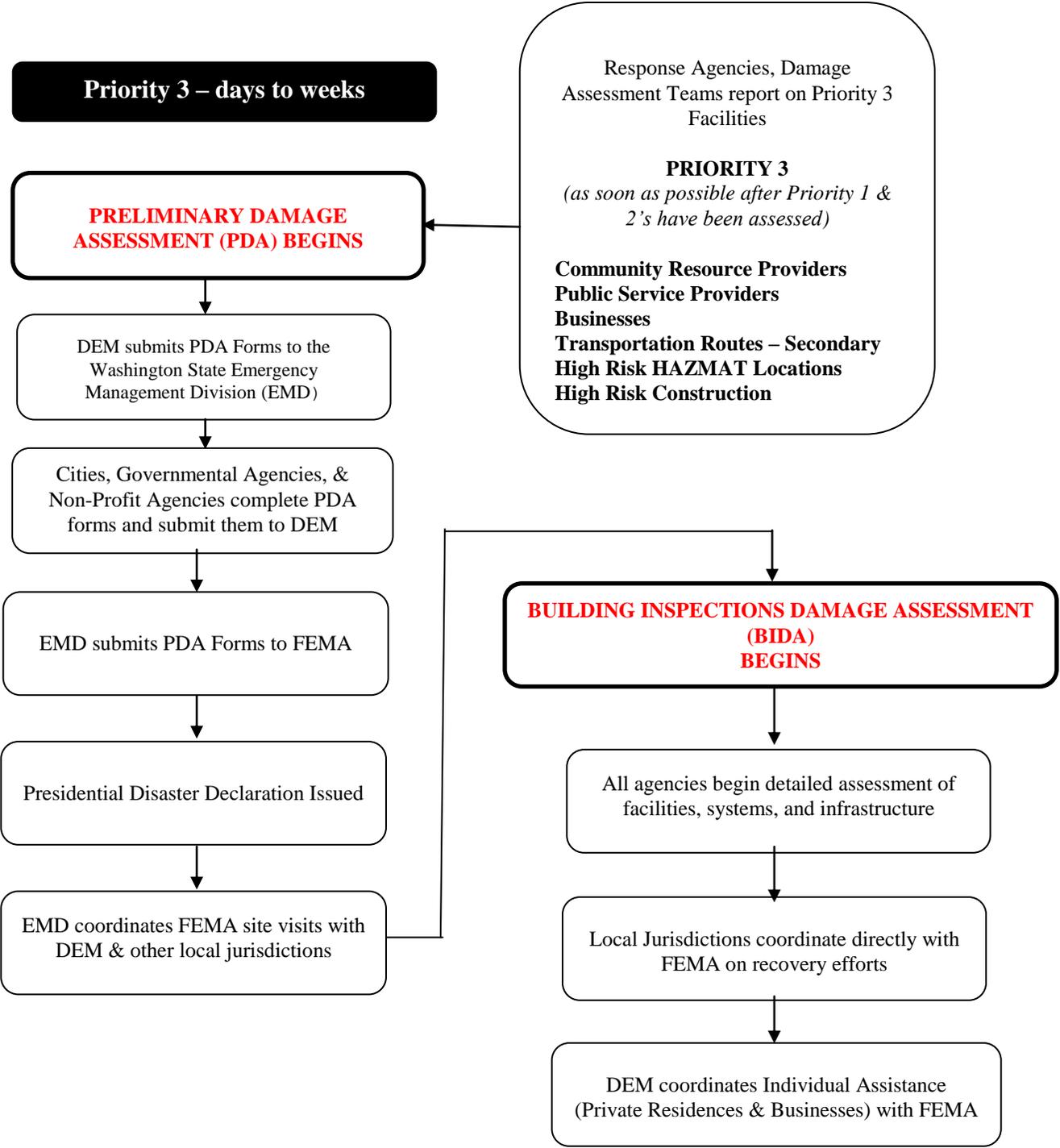


Figure 1: Damage Assessment Flow Chart

## **Field Rapid Assessment**

In order to insure that all areas in the county are surveyed, the rapid assessment plan defines areas in the county and assigns them to city or county agencies. These designated areas and sector assignments are defined in this appendix. Personnel are either designated to respond or respond during normal work and conduct a survey in a designated sector. In either case, These Emergency Observers (EO) would immediately concentrate their efforts on rapid assessment, gathering and documenting observations, and forwarding information to their respective EOCs.

Rapid assessment involves windshield surveys of defined priority 1 and 2 critical facilities and infrastructure. Individual assigned will use the forms provided in this appendix. In order to perform these surveys quickly, the Emergency Observer must have the tools outlined in the “Logistics and Administration” Section to perform their surveys.

During their assessment, Emergency Observers should document as much information as possible. Documentation of observations is imperative to the ongoing damage assessment for continued response and recovery operations. Although observers are given a list of critical facilities to examine, they should not ignore other observed significant damage and report to the EOCs. Such observations include:

- Collapse of a major non-critical structure
- Significant damage to residential areas
- Major road blockage
- Serious infrastructure damage
- Looting
- Large groups of stranded or uninhabited citizens

Regardless, life safety or threatening events should be reported immediately to the 911 center by any expeditious means of communication. Emergency Observers should use their own judgment of what should be reported to the EOC.

## **EOC Rapid Assessment**

In the EOCs, personnel assigned to Damage Assessment Units and the 911 dispatch center will be collecting information through a variety of communication systems and collaborating with emergency responders for prioritization of issues and assignment of emergency resources. In most cases, the CENCOM 911 Dispatch Center will tone out priority 1 life threatening calls while non-threatening reports (building and infrastructure) damage will be assessed in EOCs. This appendix provides procedures and forms for use by personnel in the 911 dispatch and EOCs to support collection of information from the field.

## V. LOGISTICS AND ADMINISTRATION

In most cases, a major event will take place when city/county personnel are conducting normal business days or nights and will revert to rapid assessment immediately after the event. City and County agencies involved in rapid assessment must ensure Emergency Observers have transportation to conduct a rapid assessment either assigned or available.

Additionally, Emergency Observers must have appropriate equipment for safety and protection from the elements. As a minimum they must be able to quickly:

- Transit to the assigned Priority 1 and 2 facilities to assess and record their observations
- Be safe during their assessment
- Report their findings

As a minimum, Emergency Observers must have the following:

- Means of communications; two-way radio and cell phone
- Assessment forms
- List of priority 1 and 2 facilities and infrastructure
- Sector Maps
- Flashlight
- Clipboard

Other essentials:

- Proper clothing including hard hat
- First Aid Kit
- Emergency Preparedness Kit

## IV. COMMUNICATIONS

Communications is essential in responding to life-saving issues during a catastrophic event in Kitsap County. Emergency Observers must be able to communicate directly to the 911 dispatch center or area EOCs without delay. During a major event like an earthquake, communications may be disrupted severely where normal phone communications will be unavailable and lives may be in danger. Thus, one of the primary purposes of rapid assessment is put “eyes” on what is happening in the county and report using uninterrupted communication systems like two-way radios and satellite communications.

The RA procedure provides a communication plan that will become effective when the RA is activated throughout the county. During the RA Phase, phone numbers and radio frequencies are restricted for rapid assessment reports. This communication plan will be activated by 911 Dispatch when the Damage Assessment Plan is activated. Emergency Observers and County/City EOCs will utilize this plan during rapid assessment until the RA is complete and

order given to return to normal communication protocols.

## V. IMPLEMENTATION

The rapid assessment procedure will be used upon activation of the damage assessment plan or immediately after a catastrophic earthquake when significant damage is observed by emergency responders on duty.

The 911 Dispatch Supervisor will take appropriate actions to activate and tone out to Fire, Law, and Public works, and other agencies assigned to rapid assessment, that the rapid assessment plan has been activated and reports should be called using the assigned frequencies or phone numbers designated in the plan.

### **List of Addendums**

- C1-1 Damage Assessment Unit Leader Instructions
- C1-2 Emergency Response Checklist
- C1-3 Life Safety and Lifeline Status
- C1-4 Facilities and Imminent Hazards
- C1-5 Rapid Assessment Collection and Intelligence Form
- C1-6 Critical Facility Rapid Assessment Instructions
- C1-7 Critical Facility Rapid Assessment Checklist
- C1-8 Damage Assessment Communications Plan
- C1-9 Resource Allocation Status Report
- C1-10 Situation Report Form
- C1-11 Key Personnel Call Up List
- C1-12 Rapid Assessment “Windshield” Procedures
- C1-13 List of Sectors
- C1-14 Sector Maps for Unincorporated Kitsap County and Cities

### **Additional Documentation Not in This Plan**

Excel Damage Assessment Priority List for Facilities and Infrastructure