



Damage Assessment Tasks

Primary Responsibilities

- ▼ Conduct preliminary and then updated surveys of the damage the neighborhood has sustained, and report the results of these surveys to the Neighborhood Coordinator.
- ▼ Remind all neighbors of the importance of taking photos or videos of all valuables *now* and after the disaster as documentation for insurance claims.

Before the Disaster

- Complete a training course in damage assessment offered through Seattle Office of Emergency Management.
- Encourage your neighbors to file copies of important documents (tax records, insurance policies, journals, etc.) in a safe place, and to take photos or videos of all valuables as documentation for insurance claims.

After the Disaster

Priority #1: Take care of yourself, your family and your home

- Check yourself and your family members for injuries.
- Take care of your house by:
 - Putting out small fires using a portable fire extinguisher.
 - Turning off your natural gas at the valve outside the house, **only if you smell natural gas, hear or see a problem, or if you suspect a leak.**
 - Turn off your water at the main house valve and, if necessary, your electricity at the main electrical panel.
- Dress for safety and go to your meeting site:
 - Put your Help/OK sign in the window or on the door where it can be seen from the street.
 - Wear comfortable clothing, hardhat, safety glasses, gloves, sturdy shoes.
 - Bring a flashlight and your first aid kit.
 - Put your fire extinguisher at the end of the driveway for others to use if necessary.

Priority #2: Take Care of Others

- Meet up with your team members at the neighborhood Meeting Site. Always work in teams of two.
- Be prepared to help other teams who may need immediate assistance.
- As soon as possible, conduct a preliminary survey by *counting the number of the following items*. Do not enter the homes or structures; observe what you can from outside.

_____ # of extinguished fire	_____ # of broken gas mains
_____ # of power lines down	_____ # of broken water lines
_____ # of blocked roadways	_____ # of homes severely damaged or uninhabitable

- Within 36-48 hours, complete a detailed damage survey of the neighborhood using the form on the back of this sheet. This will keep information about the disaster consistent with the City.
- Listen to the AM/FM radio to find out where amateur radio operators are located. Be prepared to provide or deliver a detailed damage report to their location.
- Remind neighbors to take photos of the damage to their property and keep receipts of repair supplies for assistance applications and insurance claims.

