

Neighborhood Rapid Disaster Assessment Kit

Assembly Point Instructions

1. As people come to the designated assembly location to receive assignments, pair them up as teams, with at least two persons per team.
2. An appointed scribe should record the names of those comprising a team on the *Location / Team* form, and document the time the team went out to do their assessment. This form should be retained by the scribe at the assembly location for accountability purposes.
3. Give the team the packet(s) containing the map with their assigned location and the assessment sheets for each residence at that location.
4. Give the team a supply of door hangers or colored ribbons that can be attached to doorknobs or mailboxes, etc. to use to designate the assessment status of each residence (Red for Needs Help, Green for OK (no help needed), no door hanger or a yellow ribbon if no contact is made at the residence).
5. Provide a safety briefing and ensure they are properly dressed to enhance safety and send teams out.
6. After completing the individual assessment form for all residences in the location, team members will report back to the assembly place and give the completed packet(s) back to the scribe.
7. The scribe will record the time the team reported back in and note the assessed status of each residence on the *Location/Team* form.
8. CERT teams, other specialists and Emergency Responders can then be given the addresses where "Need Help" is indicated for follow-up assistance.

Team Instructions

1. Upon arrival at their assigned neighborhood location, team members should attempt to talk to the residents living at each home and do the following:
 - a. Confirm the names of those living at the residence.
 - b. Ask about or check for Life-Safety, Property Damage, or Utilities issues.
 - c. Check the appropriate Box (Need Help / No Response / OK).
 - d. Record obtained information on the forms. Use the Detailed Assessment Form in appropriate.
 - e. Make any additional comments.
 - f. Tie a colored ribbon or place a door hanger so it can be seen from the street, indicating the assessment status:
 - i. Red - Need Help
 - ii. Green – OK (No major damage or injuries)
 - iii. No door hanger or a yellow ribbon (No contact made)
 - g. Sign and date the Assessment form.
2. After completing the individual assessment form for all residences in the location, team members will report back to the assembly place and give the completed packet(s) back to the scribe.