

Rapid Disaster Assessment Program (RDAP)

Overview

1. This program was observed by Ken Kraudy while deployed to Hurricane Charlie near the town of Punta Gorda, Florida as part of a disaster assessment team. It has been adapted for use by Kathryn McMullin.
2. Previous “Block Captain” programs for this community had not been successful and local leaders wanted something that could provide a rapid neighborhood post-disaster assessment that did not require advance assignments or extensive training.
3. While no advance assignments or extensive training is required for this program, the production of two notebooks containing maps and checklists is a time-consuming project that must be done in advance. Once completed, this tool and the spontaneous volunteers that work the tool are all that is needed to acquire a rapid post-disaster neighborhood assessment.
4. BASIC GUIDELINES:
 - a. Residents are instructed to first take care of themselves and their families following an event, and then, if able, to go to the pre-designated assembly points where the notebooks are stored for conducting the assessment.
 - b. As spontaneous volunteers arrive at the assembly point:
 - i. They are paired as teams of two.
 - ii. A Section Manager **CHECKS** them **OUT** by recording their names, the alphabetical section of the neighborhood they are assigned to and the time out on **BOTH** the Summary Sheet **AND** the Volunteer Tracking Form.
 - iii. They are given the assigned packet or clipboard containing the map showing the highlighted section of the neighborhood and the Assessment form for those homes.
 - c. The teams go to each home on the checklist. They record the family name and indicate if the family is OK, or if there is no response, or if help is needed, and any additional comments on the checklist.
 - d. After checking all the homes on their list, they return to the assembly point, **CHECK IN** with the Shift Manager and return the gathered information to an Information Officer.
 - e. The Information Officer indicates the status of each home on the Summary Sheet for that section. A Detailed Assessment Form is filled out for each address indicating their status. The forms are then sorted into stacks of Reds and Yellows. The green forms are put in the binder and the Summary Sheet is posted for public viewing.
 - f. First Responders and CERT teams are notified of the homes that need help.



Submitted by
Ken Kraudy
Utah Div. of Emergency Management
Community Outreach Specialist
kkraudy@utah.gov

Adapted by:
Kathryn McMullin
Utah Div. of Emergency Management
Critical Infrastructure Specialist
kathrynmcmullin@utah.gov

Expanded, Edited and reformatted by
Lane B Smith
Syracuse UT CERT
801-896-3414
lane@ditsystems.net

[THIS PAGE INTENTIONALLY LEFT BLANK]



Submitted by
Ken Kraudy
Utah Div. of Emergency Management
Community Outreach Specialist
kkraudy@utah.gov

Adapted by:
Kathryn McMullin
Utah Div. of Emergency Management
Critical Infrastructure Specialist
kathrynmcmullin@utah.gov

Expanded, Edited and reformatted by
Lane B Smith
Syracuse UT CERT
801-896-3414
lane@ditssystem.net

Rapid Disaster Assessment Program

As Adapted By Kathryn McMullin

Three people are needed in order to coordinate the Rapid Neighborhood Assessment Program (RDAP). Once all three people are in place, the assessment process may begin.

Ideally, the Ecclesiastical Leader(s) should not be one of the three. They will be needed to support the people coming to the church.

Additionally, the Area / Zone / District Coordinator(s) should also not be part of the three, if they are taking on Incident Command duties. Although the operation of the RDAP falls under their oversight, the roles below should be delegated to the next three volunteers.

The three people you will need are the following:

The Section Manager

The first person to arrive will be the Section Manager. They will get the Assessment Box out of storage and set up 3 tables in the cultural hall. They will sit at the first table with the Assessment Box and assign sections to volunteers as they arrive.

The Shift Manager

The second person to arrive will be the Shift Manager. They will sit at the second table and they will hold a clipboard with the Volunteer Tracking Sheet on it. They will have a box titled 'Summary Forms Checked Out' on their table. They will be responsible to make sure all volunteers are accounted for.

The Information Officer

The third person to arrive will be the Information Officer. They will sit at the third table with the binder, a box titled 'Red Assessments' and a box titled 'Yellow Assessments'. They will interview the volunteers as they return from their assessments using the Detail Forms.

Once these three roles are in place, the Assessment Process can begin when additional volunteers arrive.

TURN PAGE OVER FOR INSTRUCTIONS ON THE ASSESSMENT PROCESS



Submitted by
Ken Kraudy
Utah Div. of Emergency Management
Community Outreach Specialist
kkraudy@utah.gov

Adapted by:
Kathryn McMullin
Utah Div. of Emergency Management
Critical Infrastructure Specialist
kathrynmcmullin@utah.gov

Expanded, Edited and reformatted by
Lane B Smith
Syracuse UT CERT
801-896-3414
lane@ditssystems.net

The Assessment Process:

Step 1

When two volunteers are available, the Section Manager (Red Table) assigns them the first section (section A).

The Section Manager pulls the "A" clipboard from the box and write both their names and the time on the Summary Form. The Section Manager removes the Summary Form from the clipboard and hands it to the Shift Manager (Yellow Table).

The Section Manager explains the rules to the two volunteers and shows them the rules on the back of the clipboard, then shows them their assigned section on the map taped to the clipboard.

The Section Manager gives them an overview of what is needed on the form, and makes sure they understand they are only to do the section they have been assigned and that they are to return promptly after completing their section. When they return, they are to report to the Shift Manager.

Step 2

When the Section Manager gives the Shift Manager the Summary Form, the Shift Manager will record the Names and Time Out on the Volunteer Tracking Sheet on their clipboard.

They will then put the Summary Form in the box on their table for **CHECKED OUT SUMMARY FORMS**. The Shift Manager will then watch to make sure that there are no missing volunteers.

When Volunteers return, the Shift Manager will record the Time Back In on the Volunteer Tracking Sheet. They will then find the appropriate Summary Form in the box and record the Time Back In on that form as well.

The Volunteers will then take their Summary Form and their clipboard and report to the Area Information Officer (Green Table).

Step 3

The volunteers will sit down at the third table (Green Table) with the Area Information Officer and review their assessments. While Information Officer is with the volunteers, the Information Officer will ask thorough questions and fill out a detail sheet for every home in the section. On each Detail Form, he will put a sticker. Red for 'Need Help', Yellow for 'No Response' and Green for 'OK'.

After meeting with the volunteers, the Information officer will complete filling out the Summary form. He will then sort the detail forms. Red stickered forms in the Red Assessment Box, yellow in the Yellow Assessment Box and the green stickered forms stay in the binder.

The Information Officer will then tape the Summary Forms up to the Public Information Board.

Continued Action:

- ☐ When the Volunteers have finished a section, they will need to get water and rest, but they can then take another section if they choose.
- ☐ As you continue to have volunteers arrive, the Yellow Assessment Forms will need to be re-checked.
- ☐ It is important that any one leaving with an assignment **MUST** have a partner. **NO EXCEPTIONS.**
- ☐ The Red Assessment forms will be given to first responders, if available. If they are not available, you can distribute the red forms to nurses/doctors or CERT team members that are available.



Submitted by
Ken Kraudy
Utah Div. of Emergency Management
Community Outreach Specialist
kkraudy@utah.gov

Adapted by:
Kathryn McMullin
Utah Div. of Emergency Management
Critical Infrastructure Specialist
kathrynmcmullin@utah.gov

Expanded, Edited and reformatted by
Lane B Smith
Syracuse UT CERT
801-896-3414
lane@ditystems.net