



Damage Assessment Team Checklist

Do Not attempt to go to the office until safe to do so

- Make sure you have the proper credentials to gain entry into evacuated areas.
- Dress Appropriately
 - o Work Gloves, Boots, Safety Glasses
 - o Rain Jackets
 - o Hard Hat and Safety Vest
 - o GPS Unit
 - o Camera (Documentation only. **Do not post any pictures on social media**)
 - o Bring a cooler of food, water, and any personal medications you need.
- Check all equipment before you leave
- Check in with your Damage Assessment Team Leader (SE or NE Division Manager) before you leave, when you are onsite, when you leave the site and when you are secure out of the area.
- Be aware of the “Big” picture by observing overall damage (e.g. trees down, powerlines down, road blocked, etc)
- Slowly approach and be aware of your environment.
- If you smell Gas:
 - o Immediately extinguish all open flames and turn off machinery
 - o Prohibit smoking
 - o DO NOT operate electrical switches
 - o Avoid any action that could cause a spark
 - o Report to Damage Assessment Team Leader

SCOPE of Work

- Assess condition of roads to the office. Can we access the office?
- Photograph and document any damage
- Observe and confirm the following
 - o Flooding- Any flood damage at facility
 - o Facility Damage- Identify any type of wind damage to facility
 - o Equipment Damage- Any damage to the equipment? Everything ready to go.
 - o Power- Do we have power?
 - o Debris- Do we need to remove any debris?
 - o Overall assessment needed- Is the office able to be utilized or what do we need to do to get it up and running. (Generators, Pumps, do we need to stage an office trailer)

ALL CLEAR Determination

- Once the office is considered ALL CLEAR based on the assessment of the Damage Assessment Team and MER Operations, a local communications will go out to the local team.
- This will help us get back ramped up to support our clients.