

Sunnyvale CERT Damage Assessment Survey v.211101

Form Instructions

Top of Form

Date	Date the survey was performed
Event	Event name (if there's more than one event on the same date)
Activation No.	CERT activation number
Page	Form page number
Team	Name of CERT team performing survey
Scribe	Name of person filling out form
Area Surveyed	Description of area surveyed (e.g., "200 block Rose Ave.") Use a different form for each street so Location only needs the address number

Damage Lines (one per place surveyed, including places with no issues)

Location	Location of place surveyed (address number, apartment number, etc.)
Time	Time that the place was surveyed
Priority	1 = life threatening or growing threat 2 = delayed injuries, major damage, and hazards 3 = any other issues 4 = no issues found
Fire	Write a "1" in each column that applies. Leave the other columns blank.
Hazard	Write a "1" in each column that applies. Leave the other columns blank.
Building Damage	Write a "1" in each column that applies. Leave the other columns blank.
People	Write a "1" in each column that applies. Leave the other columns blank.
Road Access	Write a "1" in each column that applies. Leave the other columns blank.
Other	Write a "1" for an issue not covered by the other columns. Explain in Comments.
Comments	Explain issues very briefly if necessary.
Assigned	Write a "/" when a CERT team has been assigned to address the issue(s). Close it to an "X" when the CERT team has completed and returned.
Reported	Write an "X" when issue(s) have been reported to the EOC.

At the bottom, add a "TOTALS" row and add up the totals in the Fire, Hazard, Building Damage, People, Road Access, and Other columns.

For Updates: if assessments of any places change, strike out the rows for those places and the TOTALS row. Add new rows at the bottom with the new assessments, plus a new TOTALS row. If assessments of new places are added, strike out the old TOTALS row and add a new one.

Sunnyvale CERT Damage Assessment Survey

Instructions for ARES/RACES Radio Transmission

v.211101

1. This form should be transmitted using SCCo ARES/RACES Message Handling Procedures.
2. This form does not contain radio routing fields, so an SCCo ARES/RACES Radio Routing Slip should be used. The topic on the Routing Slip should be the contents of the "Area Surveyed" column.
3. If the form contains any lines with priority 1, the recommended handling order is Immediate. Otherwise, if the form contains any lines with priority 2, the recommended handling order is Priority. Otherwise, the recommended handling order is Routine.
4. The recommended destination is ICS Position "Operations," location "Sunnyvale EOC".
5. Identify the form type as "CERT Damage Assessment Survey."
6. In response to the form type, the recipient may request that sender send only part of the form.
e.g. "Send only the totals line."
e.g. "Send only the priority 1 lines."
The sender should follow any such request. The form header and the totals line are always sent. In the absence of such a request, the sender should send the entire form. Send lines in the order written (do not re-order them based on priority).
7. The first transmission for the form contents should include the date, event, team, and area surveyed fields. There is no need to transmit activation number or scribe. Do not send page numbers; treat multiple pages as if they were one large page.
8. Each table line is sent as follows:
 - a. Location, time, and priority fields, each prefixed by field name.
Time, and priority are assumed to be numbers and do not need "figures" proword.
 - b. If there is anything written in either of the "Fire" columns, say "Fire" and then two numbers, one for each of the "Fire" columns. Blank columns should be read as "zero". If there is nothing written in either of the "Fire" columns, do not send the "Fire" column group at all.

Use of prowords: If all columns have single digits (the usual case), do not use the "figure" proword (e.g., "Fire zero one"). However, if any columns have multiple digits, use the "figure" or "figures" proword for all columns in the group (e.g., "Fire figure seven figures one one").
 - c. Repeat (b) for each of the "Hazard", "Building Damage", "People", "Road Access", and "Other" groups.
 - d. If there is anything written in the "Comments" column, say "Comments" and then send the comments.
 - e. Do not transmit the "Assigned" or "Reported" columns.
9. After receipt of the message is confirmed, the sender should put an "X" in the "Reported" column of each line that was sent.

Example Transmission

CERT Sunnyvale EOC, this is CERT Alpha with one immediate message.
EOC CERT Alpha, go ahead.
CERT Message type is CERT Damage Assessment Survey with Routing Slip.
EOC Send priority 1 and 2 lines only. Ready to copy.
CERT Message number charlie tango alpha dash zero zero three. Date zero eight, three zero, two zero two one. Time two three zero two. Handling immediate.
EOC Go.
CERT To Position Operations, Location Sunnyvale initials echo oscar charlie. From Position CERT Team Alpha, I spell alpha lima papa hotel alpha, Leader, Location Heron, I spell hotel echo romeo oscar november, Avenue.
EOC Go.
CERT Form Type CERT Damage Assessment Survey, topic figures one seven zero zero block Heron Avenue.
EOC Go.
CERT Form Contents. Date zero eight slash three zero slash two zero two one. Team Alpha, I spell alpha lima papa hotel alpha. Area surveyed, figures one seven zero zero block Heron, I spell hotel echo romeo oscar november, initials alpha victor echo.
EOC Go.
CERT Location figures one seven zero eight, time two two four one, priority one. Fire one one. Hazard one zero zero zero.
EOC Go.
CERT Location figures one seven two niner, time two two four eight, priority one. People two zero one one. Other one. Comment shots fired.
EOC Go.
CERT Totals, fire one fife, hazard one four zero zero, building figures two seven figure eight figure four, people two seven four two, other one. End of message.
EOC My message number is sierra november yankee dash four fife zero. W6XRL4.
CERT K6QRZ.

Resending with Lower Priority

If the recipient requested that you only send high priority lines, they may later ask you to send the rest. If so, send them the entire form, as a new message with a new message number.

Handling Form Updates

The form may be updated after it is sent, and those updates may need to be transmitted. Do so as follows:

1. Send as a new message with a new message number.
2. Identify the message type as "Update to Damage Assessment in Message CTA-003".
3. Re-send the entire form header.
Then send only the new or updated lines (including the updated totals line).