SITE INSPECTION TEAM LEADER

Position initially assumed by any available maintenance and operations staff member; ideally assumed by pre-designated custodial or campus security staff.

RESPONSIBILITIES:

▶ Provide for safety of staff and students.
▶ Assess area for personal safety before proceeding.
▶ Collect initial damage/safety assessment information from other units within the Operations Section.
▶ If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the site.
▶ Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
▶ Maintain detailed records on damaged areas and structures.
▶ Initiate requests for assistance from the District EOC to inspect structures and/or facilities as needed.
▶ Supervise the Site Inspection Team.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
▶ Check in with Operations Chief for situation/safety briefing.

OPERATIONAL STAGE:

▶ Establish and maintain a position log and other necessary files.
▶ Obtain initial damage/safety assessment information from inspection teams, utilities unit and other teams/units as necessary.
▶ Coordinate with the District EOC for additional damage/safety assessment information.
▶ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
Clearly label each structure and/or facility inspected in accordance with District policy.

Maintain a list of structures and facilities requiring additional immediate inspection or engineering assessment.

Initiate all requests for engineers and building inspectors through the District EOC.

Keep the District EOC informed of the inspection and engineering assessment status.

Refer all contacts with the media to the Site Information Officer or the District EOC Public Information Officer.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- Building Inspection Check-off List
- Clipboard
- District identification badge, clearly visible
- Guidelines for Inspection
- Hard hat
- Report forms
- Pencils
- Permanent Sharpie Marker
- Site map
- Team Assignment List
- Two-way radio
- Vest (Employees wear green; runners/volunteers wear orange)