

## **POST INCIDENT DAMAGE ASSESSMENT GUIDELINE**

### **HOW TO DO A BASIC DAMAGE ASSESSMENT?**

It is essential to complete a Basic Damage Assessment (BDA) following an adverse event to help ensure the safety of building occupants as well as prevent additional losses from occurring and in advance of reactivation of services at a potentially damaged facility. A checklist has been developed to guide personnel on assessing damage immediately following adverse events like fire, flood, severe weather, acts of violence or any other incident that may potentially damage a facility or program location.

Before a BDA can be completed, it is essential to ensure that conditions within a building are safe. At no time shall a BDA be performed when it is determined that conditions at the damaged location are unsafe. The safety of the facility's employees must be considered first and foremost.

It is also essential to ensure that clean-up and removal of damaged items is not initiated until the BDA has been completed and all appropriate authorities including the Facility's Management, law enforcement, fire department, insurance adjusters as well as all other applicable authorities have given approval to proceed with recovery procedures. Photographs of damaged areas may also need to be taken before clean up and recovery procedures begin.

### **BASIC DAMAGE ASSESSMENT GUIDELINES**

The BDA should be completed by a person(s) who has a general understanding of building construction and associated systems (electrical, plumbing, utilities, technology, etc.).

Care should be taken not to disturb damaged areas until the BDA has been completed and appropriate pictures and/or video of damaged areas have been obtained.

All fields on the BDA checklist should be reviewed and completed where required.

#### **A systematic approach to conducting the BDA is recommended in the following sequence:**

1. Exterior of Property
2. Exterior of Building / Facility
3. Interior of Building / Facility

#### **The main components of the BDA are as follows:**

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| <ul style="list-style-type: none"> <li>• Location Information</li> <li>• Type of Incident</li> <li>• Exterior Property Assessment</li> </ul> | <ul style="list-style-type: none"> <li>• Exterior Building Assessment</li> <li>• Interior Building Assessment</li> <li>• Evidence of Theft or Missing Items</li> </ul> |
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A rough draft of the BDA should be completed in the field with hand-written notes and prepared as a first draft. A final / official version of the BDA should be typed on the BDA computer form and maintained on file as evidence of performance.

