

ATTACHMENT D

Unit Damage Assessment

This document offers templates for assessing property damage within a particular unit. Once the disaster event is over the following actions will take place:

- 1) DPS will determine if the campus is safe.
- 2) Physical Plant Operations will determine if buildings are safe and complete damage assessment reports for each building.
- 3) Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (PPO, DPS, and others) will need to develop maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as: Special Unit Damage Recovery Response Plans)

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Initial Damage Assessment – Offices, Rooms, etc.

Building _____ Room _____ Inspected By _____ Date _____

Category	Inventory Tag No. *	Condition	Priority
Electrical Equip.			
Computers			
Printers			
Monitors			
Peripherals			
Copiers			
Calculators			
Other			
Communications			
Telephones			
Cellular Phones			
Two-way Radios			
Fax Machines			
Switchboard			
E-mail			
Other			
Supplies			
Paper			
Forms			
Other			
Furniture			
Chairs			
Desks			
Credenzas			
Tables			
Other			

* Some items may not contain inventory tags.

Special Unit Damage Recovery Response Plans

Required only for units that have extensive recovery steps (PPO, DPS, and others).
Identify specific personnel, procedures and a timetable to restore critical services.