

Damage Assessment Checklists

Structural Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Roof	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Ceiling	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Walls	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Foundation	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Windows	<input type="checkbox"/> Physical	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Sub Floor	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Mechanical Systems / Utilities / Building Services Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Heating	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Cooling	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Plumbing	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Power	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Sewer	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Fire Suppression	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Ventilation System	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Lighting	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Backup Power (UPS)	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Access Control	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Other	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Telecommunications Equipment Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Panel	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Cabling	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
PBX	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Other	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Office Area Equipment Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Furniture	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Forms	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Supplies	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Other	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

General Equipment Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Production	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Shipping / Receiving	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Sales / Marketing Customer Service	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Human Resources	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Information & Documentation	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Administrative Services	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Computer Equipment Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Servers	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
PCs	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Network Infrastructure <ul style="list-style-type: none"> ▪ Cables and Jacks from PC / printers ▪ Floor equip. to switches ▪ Switches ▪ Routers ▪ WAN Connections 	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Printers	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Copiers	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Computer Applications & Software Assessment

ITEM	TYPE OF DAMAGE	DEGREE OF DAMAGE	EXPLANATION (TO INCLUDE REPAIR TIME)
Operating System Software	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Communications System Software	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Application Systems	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Office Systems	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Imaging Systems	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	
Human Resources Systems	<input type="checkbox"/> Physical <input type="checkbox"/> Water <input type="checkbox"/> Fire	<input type="checkbox"/> None <input type="checkbox"/> Moderate – Usable <input type="checkbox"/> Extensive – Repairable <input type="checkbox"/> Destroyed	

Damage Assessment Situation Summary

The Damage Assessment Team Leader will prepare a report for Senior Leadership of the company which summarizes the incident and details the findings of the Damage Assessment Team. This summary report will include the date and description of the incident, the extent of damage and assessment to the business impact, and the business area (s) which were affected by the incident. Attached to this Situation Summary Report would be the completed individual Damage Assessment Checklists, and appropriate photos.

DESCRIPTION OF INCIDENT:

DATE OF INCIDENT:

DESCRIBE PROBLEM, EXTENT OF DAMAGE, AND ASSESSMENT OF BUSINESS IMPACT:

BUSINESS AREA (S) AFFECTED:

NAME AND SIGNATURE OF DISASTER ASSESSMENT TEAM LEADER