

<i>Date Issued</i>	March 2001
<i>Issued By</i>	BCP Manager
<i>Revision Date</i>	05/13/2004
<i>Approved By</i>	Board of Directors

RP03 – Recovery Procedures Damage Assessment

This procedure has been developed to ensure a proper, timely assessment of personnel resources, assets, and propert(ies) in the event of an emergency/disaster.

Purpose & Objectives

Damage Assessment is necessary to collect accurate, reliable information for use by decision-makers in determining a course of action following an emergency/disaster. It serves to provide information on the nature of the disaster, extent of damage, and estimated recovery time so that management can make an informed decision on a course of action that will enable operations to return to normal as quickly and with as little interruption as possible. Specific objectives of damage assessment include:

- To determine the extent of damage and/or extent of operations capabilities (e.g. equipment, communications, utilities, facilities)
- To recommend a course of action (i.e. declare a disaster and activate the hot site)
- To determine an estimate of the time required to repair the old/reconstruct a new site
- To resume normal operations as quickly as possible given the magnitude of the disaster, extent of damage, resource and space availability, and available funds
- To prevent the costly, premature activation of hot site facilities

Assumptions & Constraints

Damage assessment activities and responsibilities are based upon the following set of assumptions.

1. The disaster renders most or all of the Operations Center inaccessible/unusable;
2. Pre-assigned, trained personnel required to perform the damage assessment are available, and;
3. Critical vendors and service providers, required for assistance in the damage assessment, will be available and perform to pre-defined arrangements.

Sequence of Events

Immediately upon notification of an emergency, the following sequence should be initiated.

1. The BCP MANAGER should obtain the necessary permissions to enter the building from the appropriate authorities (e.g. local police and fire departments), landlord, and/or building security.
2. The BCP MANAGER should notify team members required to conduct the “initial site walk-through”, instructing each on the time and place to meet.
3. Once assembled, the BCP MANAGER should (a) brief the team on the situation, (b) issue a copy of the “Damage Assessment Form”, (c) assign each team member an area(s) to evaluate, (d) review the evaluation guidelines described below (Go to → [Stage I – Initial Site Walk-Through](#)), and (e) set a time and place to meet following the assessment. Vendors, service providers, and other external should be requested to participate in the damage assessment, as necessary.
Supporting Documentation | RP03A-DamageAssessmentForm.doc
4. Immediately following the initial walk-through, the BCP MANAGER should present the BCP MANAGEMENT TEAM with a verbal report of the initial damage assessment, including an estimate of the time required to repair the old/reconstruct a new site as well as a recommendation as to whether to activate the hot site(s). (Go to → [Stage II – Verbal Report](#))
5. Within one (1) hour of the completion of the initial site walk-through, the BCP MANAGER should submit a written damage assessment to the BCP MANAGEMENT TEAM, SENIOR MANAGEMENT, and/or the BOARD. (Go to → [Stage III – Written Report](#))