

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description**  
**DAMAGE ASSESSMENT AND CONTROL OFFICER**

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_  
(Facility Logistics Chief)

**Mission:** Provide sufficient information regarding the operations status of the facility for the purpose of decision/policy making, including those regarding full or partial evacuation. Identify safe areas where patients and staff can be moved if needed. Manage fire suppression, search and rescue and damage mitigation activities.

**Immediate:** \_\_\_ Receive Job Description from Facility Logistics Chief.  
\_\_\_ Read Job Description and put on position tag.  
\_\_\_ Obtain briefing from Facility Logistics Chief.  
\_\_\_ Assign teams to check system components of entire facility and report back within 30 minutes.  
\_\_\_ Identify hazards, e.g. fire and assign staff to control and eliminate.  
\_\_\_ Receive initial assessment/damage reports and immediately relay information in a briefing to Emergency Commander, Facility Logistics Chief. Follow-up with written documentation.  
\_\_\_ Notify Safety/Security Officer of unsafe areas and other security/safety problems.

Intermediate \_\_\_ Assemble light-duty search/rescue team(s) to retrieve victims.

Notify Labor  
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Extended

Pool to provide four employees for Search/Rescue Team. Appoint a Team Leader for party.  
Have Team Leader review Search/Rescue procedures (see attached) with team. Notify Safety Office so they may provide team with protective equipment and tools.  
Search and rescue equipment is in hospital Power Plant in area where decon equipment is stored.  
\_\_\_ Notify Labor Pool of staffing needs.  
\_\_\_ Identify areas where immediate repair efforts should be directed to restore critical services.  
\_\_\_ Arrange to have structural engineer report and obtain more definitive assessment if indicated.

- \_\_\_ Inspect those areas of reported damage and photographically record.
- \_\_\_ Identify areas where immediate salvage efforts should be directed in order to save critical services and equipment.
- \_\_\_ Assign staff to salvage operations.
- \_\_\_ Assign staff to repair operations.
- \_\_\_ Brief Facility Logistics Chief routinely to provide current damage/recovery status.
  
- \_\_\_ Document all actions/decisions with a copy to Facility Logistics Chief.
- \_\_\_ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
- \_\_\_ Direct non-utilized staff to Labor Pool.