Rapid Disaster Assessment Kit (RDAK)
Creation of RDAK & Location of Gathering Place
Start Up & Maintenance

What is a RDAK

A pre-assembled packet unique to a specific home or dwelling which contains known demographic information of the occupants.

What is the Purpose of a RDAK

A RDAK has **two functions**:

First, prior to an emergency it can be used by a volunteer to:

- Provide and distribute important emergency type information
- Assist in the collection of unknown demographic information on the occupants

Second, immediately after an emergency:

- Assess and record the status and wellbeing of the occupants
- Assess and record the structural status of the home or dwelling.
- Assess and record the neighborhood and surrounding areas for damage, blockage, dangers, etc.

RDAK contains the following:

1. A map of the area or subdivision with the specific home highlighted – including the address.
2. A form containing any known demographic information of the occupants
3. Space on the form for additional information to be added
4. Recording of special needs of the occupants, i.e. need for: auxiliary oxygen, electricity, transportation etc.
5. Availability and willingness of occupants to assist their neighbors in a time of crisis
6. Any special training or skills or equipment that the occupants may have – useful in an emergency

Gathering Place - Location

In each District or a combination of several Districts select a 'gathering place'. This location can be a clubhouse, school, library or other community/civic structure. It must be a building that provides shelter in case of inclement weather. Consider using the same structure that is used for the seminars. If the group size is small, consider using the home of the DL. Use of church buildings can be considered if there are not better suited locations. If possible, the location should be within walking distance of the homes in the District. All RDAK's are to be stored in a filing cabinet at the appropriate gathering place. A second copy should be stored at another offsite facility. Access to each gathering place should be granted to multiple individuals who live close by.

Neighborhood Volunteers Responding in an Emergency – Gathering Place

During the initial stages of a major emergency residents are to first secure their own safety and anyone in their house. (Much like the instructions on an airplane, "put your mask on first before attempting to put a mask on a child.") As soon as that is done they are encouraged to go to the 'gathering place'. This is not the command center. This is where residents will receive instructions on where to go next to help their neighbors in critical need. This is the essence of "Neighbors Helping Neighbors'. Volunteers will be given 6-12 **RDAK's** and sent back out. They are to return to file their report as soon as they have completed that assignment.

Who has Access to the Information Collected by the Volunteer?

It is imperative that the privacy of the individuals/occupants be maintained. At no time and in no way should this information be distributed to anyone outside the confines of those involved who collect and maintain this personal information.

The RDAK is to be returned to the filling cabinet once the volunteer neighbor has distributed the emergency information and recorded demographic information gathered from the occupants on the first visit. On a subsequent visit that coincides with an emergency event the same, or different volunteer will be given the assignment to go back out with the RDAK and collect new data based on the effects of the emergency event and the wellbeing of the occupants in the assigned homes.

Good Neighbors – RDAK Assessments – Emphasis on Safety

Good Neighbors should receive some training on:

- How to avoid hazards when responding and completing their assessments.
- Basic instructions on how to assess damage, risks, areas of concern, etc.
- Importance of working together and within the system to insure personal safety and incident coordination.

CERT – Community Emergency Response Team

The CERT program provides excellent training on how to assess damage, respond to the need of medical assistance, avoid personal injury and maintain safety when in the field.

RDAK Maintenance – at least yearly

Maintain privacy of the individuals - occupants

Review and update the demographics on each RDAK

Create a new RDAK for each new residence built since the last review

Realign block and district boundaries as necessary

Encourage everyone to be CERT trained

Disaster Drill

See separate instructions on disaster drills.