



Incident Command System Position Manual

DAMAGE INSPECTION SPECIALIST (DINS)

DAMAGE INSPECTION MANAGER (DINM)

ICS 1910

February 2018

INTRODUCTION

This position manual was developed at the request of the FIRESCOPE Board of Directors based on the need conveyed by fire service agencies across the state. The intent of this manual is to provide a clear description of the role, responsibilities, training, experience, and equipment pertinent to the positions of the Damage Inspection Specialist (DINS) and Damage Inspection Manager (DINM). This manual was developed by the FIRESCOPE Damage Inspection Working Group that has broad representation from the California fire service.

The Damage inspection process is intended to be “All-Hazards” to meet incident reporting needs for any type of incident. Damage inspection personnel conduct a systematic survey of an incident, collecting and recording damage to property, infrastructure, environmental resources, and other items as needed. Damage inspection provides a clear understanding of the impact a disaster has had and provides information for loss analysis. The Authority Having Jurisdiction (AHJ) relies on timely and accurate damage inspection information from which to make appropriate response and recovery decisions.

The DINM functions within the Planning Section and reports to the Situation Unit Leader (SITL). The DINM will keep the SITL informed on the current damage inspection situation for the incident. The DINM will identify the number of DINS field teams needed and delineate logical inspection areas for each damage inspection team for field data collection. The DINM will supervise the field teams in the collection and reporting of damage inspection information. The DINM will supervise the documentation and validation of damage inspection data, and the completion of the Damage Inspection Report.

This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE. This document reflects the standards established by FIRESCOPE. Additional information and documentation about damage inspection can be obtained from the following source:

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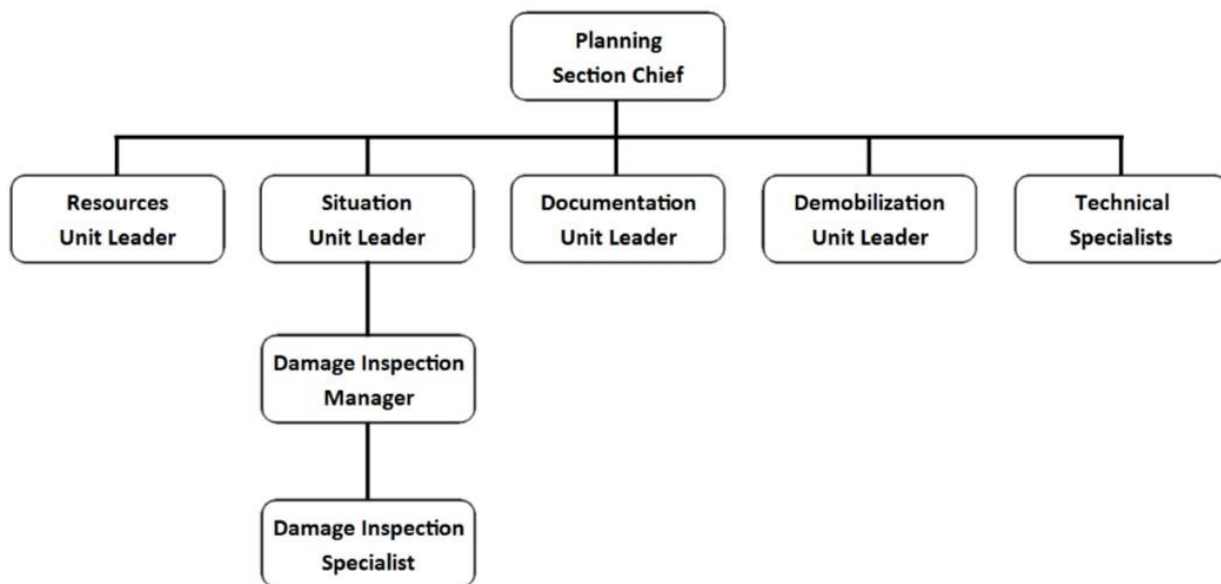
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ORGANIZATION, PERSONNEL, AND RESPONSIBILITIES

ORGANIZATION

- a. The DINM manages the systematic survey of an incident by collecting and recording damage to property, infrastructure, environmental resources, and other items as needed. Damage inspection provides a clear understanding of the impact a disaster has had and provides information for loss analysis. This analysis is used to determine the loss caused by the incident from which to make appropriate response and recovery decisions.
- b. The DINM functions within the Planning Section and normally reports to the SITL. If the SITL is not available, the DINM will report to the Planning Section Chief (PSC).

The DINS/DINM are assigned as illustrated below as an example:



PERSONNEL

The need for damage inspection shall be determined by the Incident Commander. Damage inspection personnel shall bring appropriate Personal Protective Equipment (PPE) and the equipment identified in Appendices A, B (as determined by the home agency).

Damage inspection personnel shall be assigned in teams to ensure safety and workload considerations. The damage inspection team members will balance the recommended workload between them and provide proper utilization of supplies and equipment carried by the team.

Damage inspection members are expected to be physically capable to perform the moderate nature of the assignment. Personnel may be affected by elevation and climate conditions when operating away from their normal working environment.

Damage inspection personnel must be qualified/trainee as a DINS or DINM. Damage inspection personnel shall provide proof of training and qualifications when appropriate.

DAMAGE INSPECTION SPECIALIST RESPONSIBILITIES

- a. Review Common Responsibilities (Chapter 1 of the FIRESCOPE ICS 420-1 Field Operations Guide (FOG))
- b. Receive assignment and assess current situation
- c. Check in and receive a briefing from the Damage Inspection Manager (DINM) or Situation Unit Leader (SITL) if the DINM is not available
- d. Set up work location designated by the DINM
- e. Attend daily incident Operational and Damage Inspection briefings
- f. Obtain a copy of the Incident Action Plan (IAP) for the current operational period
- g. Obtain all necessary equipment and supplies
- h. Secure/clone portable radio(s) with all incident frequencies consistent with the current Incident Radio Communications Plan (ICS-205). Identify appropriate radio designator for use on the incident.
- i. Establish communication with the appropriate Division/Group Supervisor
- j. Work as member of a damage inspection team
- k. Conduct a systematic search of assigned inspection area
- l. Collect information pertaining to incident caused losses to property, infrastructure, environmental resources, and other items as needed
- m. Complete required forms and documentation according to the AHJ specifications
 - a. Mark the property as determined by the DINM
 - b. Report information to the DINM by established procedure
- n. Immediately report and document any condition observed that may cause danger and/or a safety hazard to personnel
- o. After each operational period, provide for a debriefing, ensure submission of collected data, and complete data validation activities

- p. Resupply expended materials prior to next operational period
- q. Conduct self within agency policy, procedures and Incident Management Team (IMT) expectations
- r. Demobilize according to the Incident Demobilization Plan
- s. Maintain a Unit/Activity Log (ICS-214)

DAMAGE INSPECTION MANAGER RESPONSIBILITIES

- a. Review Common Responsibilities (Chapter 1 of the FIRESCOPE ICS 420-1 FOG)
- b. Review Unit Leader Responsibilities (Chapter 1 of the FIRESCOPE ICS 420-1 FOG)
- c. Receive assignment and assess current situation
- d. Check in and receive a briefing from the SITL or Planning Section Chief (PSC) if the SITL is not available
- e. Set up work location designated by the SITL
- f. Obtain all necessary equipment and supplies
- g. Attend daily incident Operational briefings
- h. Establish inspection areas for each team within the incident perimeter for field data collection
- i. Obtain and review a copy of the IAP for the current operational period
- j. Conduct a daily Damage Inspection briefing with DINS teams prior to deployment to the field
- k. Participate in Planning Section activities and attend Cooperator Meetings
- l. Establish communication with local government representatives through the Liaison Officer
- m. Provide for the safety and welfare of assigned personnel
- n. Always maintain communication with and accountability of assigned personnel
- o. Oversee the inspection and documentation of incident caused losses to property, infrastructure, environmental resources, and other items as needed
- p. Complete required forms and documentation according to AHJ specifications
- q. Report information to the SITL by established procedure

- r. After each operational period, provide for a debriefing and ensure submission of collected data and complete data validation analysis
- s. Resupply expended materials prior to the next operational period
- t. Respond to information requests in a timely manner
- u. Prepare final Damage Inspection Report for approval by the Incident Commander
- v. Exhibit model leadership values and principles
- w. Establish and maintain positive interpersonal and interagency working relationships
- x. Conduct self within agency policy, procedures and IMT expectations
- y. Complete ICS-225, Incident Personnel Performance Rating, for each assigned personnel
- z. Demobilize according to the Incident Demobilization Plan
- aa. Maintain a Unit/Activity Log (ICS-214)

EQUIPMENT

- a. Damage inspection personnel shall respond with the appropriate PPE for the assignment.
- b. It is recommended the DINS carry equipment as outlined in Appendix A, C and D.
- c. It is recommended the DINM carry equipment as outlined in Appendix A, B, C and D.
- d. Damage inspection personnel assigned to the fire line assignment shall have available a standard firefighting hand tool.

TRAINING AND EXPERIENCE REQUIREMENTS

DINS REQUIRED TRAINING

1. Introduction to Incident Command System (IS-100); **and**
2. ICS for Single Resource and Initial Action Incidents (IS-200.b); **and**
3. National Incident Management System (NIMS), An Introduction (IS-700.a); **and**
4. Basic Land Navigation (NWCG) (PMS-475); **and**
5. Damage Inspection Specialist (FIRESCOPE AH-221); **and**
6. Fire Fighter I; **or**
7. CAL FIRE Basic Fire Fighter (minimum of 67-hour course); **or**
8. Firefighter Training (NWCG) (S-130); **or**
9. Incident Safety Awareness for Hired Vendors, State Fire Training

DINS REQUIRED EXPERIENCE

Successful completion of the Damage Inspection Specialist (DINS) Position Task Book

OTHER ASSIGNMENTS THAT WILL MAINTAIN DINS CURRENCY

Damage Inspection Manager (DINM)
Field Observer (FOBS)
Geographic Information System Specialist (GISS)
Situation Unit Leader (SITL)
Planning Section Chief (PSC)

RECOMMENDED TRAINING WHICH SUPPORTS DEVELOPMENT OF DINS KNOWLEDGE AND SKILLS

Human Factors in the Wildland Fire Service (L-180)
Field Observer (S-244)

DINM REQUIRED TRAINING

1. Intermediate ICS for Expanding Incidents (I-300); **and**
2. National Response Framework, An Introduction (IS-800.b); **and**
3. Damage Inspection Manager (FIRESCOPE AH-321)

DINM REQUIRED EXPERIENCE

Qualified as a Damage Inspection Specialist (DINS); **and**
Successful completion of the Damage Inspection Manager (DINM) Position Task Book

OTHER ASSIGNMENTS THAT WILL MAINTAIN DINM CURRENCY

Situation Unit Leader (SITL)
Planning Section Chief (PSC)

RECOMMENDED TRAINING WHICH SUPPORTS DEVELOPMENT OF DINM KNOWLEDGE AND SKILLS

Human Factors in the Wildland Fire Service (L-180)
Field Observer (S-244)
Intermediate Wildland Fire Behavior (S-290)

DEFINITIONS

All-Hazards Incident – Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, public health or safety, and to minimize disruption of government, social, or economical activities.

Damage Assessment – A fast, limited detail survey to assess the amount and type of damage within the incident perimeter.

Damage Inspection – A systematic survey of an incident for collecting and recording damage to property, infrastructure, environmental resources, and other items as needed.

Damage Inspection Manager (DINM) – The lead damage inspection person responsible for the systematic survey of an incident to document damage to property, infrastructure, environmental resources, and other items as needed. The DINM functions within the Planning Section and normally reports to the SITL.

Damage Inspection Report – An account given of an emergency incident, in the form of an official document, created after thorough inspection and data collection.

Damage Inspection Specialist (DINS) – Works under the supervision of the DINM. The DINS is responsible for the field collection of data.

Data – Facts and statistics collected together for reference or analysis.

Geographic Information System Specialist (GISS) – an individual that works with geographic information systems (GIS) to solve problems, present data, and store information. The GISS works with the DINM and is tasked with gathering accurate information, creating maps, validating data, and effectively convey it via the damage inspection report.

Personal Protective Equipment (PPE) – That equipment and clothing required to shield and/or isolate personnel from thermal, chemical, radiological, physical, or biological hazards.

APPENDIX A Damage Inspection Specialist Kit Inventory

- Smart device with charging devices
- Handheld GPS
- Spare batteries
- Damage Inspection Worksheet (hard copy data inspection form as backup)
- Damage inspection property marking supplies
- Pens/Pencils
- Clipboard
- Cloneable portable radio (required – bring or obtain at incident)
- Laptop computer (optional)
- ICS-213
- ICS-214

APPENDIX B Damage Inspection Manager Kit Inventory

- Smart device with charging devices
- Handheld GPS
- Spare batteries
- Damage Inspection Worksheet (hard copy data inspection form as backup)
- Damage inspection field identification supplies
- General office supplies
- Clipboard
- Cloneable portable radio (required – bring or obtain at incident)
- Laptop computer
- Thumb drive
- Printer (optional)
- Damage Inspection Report template
- ICS-213
- ICS-214

APPENDIX C Personal Field Pack Inventory

- Cellular phone with charging devices
- Chap stick
- Toiletries
- Personal medications (Tylenol, etc.)
- Poison oak prophylaxis and treatment
- Moleskin
- Foot ware, specific to the incident type (required)
- Cold weather gear
- Food rations
- Sunglasses
- Sunscreen
- PPE, specific to the incident type, full (required)
- Clamshell with extra batteries
- Head lamp
- Glow stick (2)
- Ear plugs
- Mini-binoculars (optional)
- Multi-tool (optional)
- Signal mirror
- Whistle
- Topo maps (optional)

APPENDIX D Personal Travel Pack Inventory

- Long sleeve t-shirts
- Short sleeve t-shirts
- Uniform shirts
- Uniform pants
- Underwear
- Socks
- Sweat shirt
- Wrist watch
- Hat
- Beanie cap
- Belt
- Gloves (thermal)
- Personal toiletry bag: tooth brush, toothpaste, deodorant, razors, other hygiene items, shaving cream, soap, comb/brush
- Medications
- Shower sandals
- Towel
- Civilian clothes
- Flashlight
- Cellular phone with charging devices (bring at your own risk)
- Small paperback book for downtime
- Tent
- Sleeping bag
- Compression sack for sleeping bag
- Sleeping pad
- Cold weather gear
- Sun screen
- Small pocket knife or multi tool
- Money & credit card (\$50 minimum, but don't bring too much cash)