Download as a Word doc at https://asfpm-library.s3.us-west-2.amazonaws.com/Website/DART/DART_Response_Step-by-Step.docx

DART Logistics. A Unified Step-by-Step Process for DART Response.

State DARTs should be administered both pre-event and post-event with consistency. This will ensure a seamless operation should national deployment occur after a catastrophic event. The process listed below has been developed based on the successful operation plan of existing DARTs.

Pre-Deployment Organization and Outreach

1. When a disaster is imminent (such as a hurricane or flood), the state chapter DART Coordinator should contact the State NFIP Coordinator to determine needs.
2. The state chapter DART Coordinator and/or the NFIP State Coordinator (together or individually) should contact impacted local official(s) and explain the DART process and offer assistance. The state chapter DART Coordinator and the Local Floodplain Manager can discuss potential needs and logistics.
3. At this time, the state chapter DART Coordinator should also alert DART volunteers to provide notice and determine availability.
4. The state chapter DART Coordinator should make sure DART Volunteers have signed the hold-harmless waiver to participate with the team.
5. The state chapter DART Coordinator and NFIP State Coordinator determine the number of DART volunteers or field teams are needed.
6. The state chapter DART Coordinator prepares a preliminary schedule for the volunteers in the event of a deployment.

Deployment Logistics with the Requesting Community

1. Communities which have disaster needs beyond their capability can request DART assistance through the state chapter DART Coordinator or the NFIP State Coordinator. The DART Coordinator and NFIP State Coordinator should inform each other on community requests.
2. The DART Coordinator (or State NFIP Coordinator) determines the extent of damage and estimated number of damage assessments needed by the requesting community.
3. The requesting community(s) should be provided with the necessary formal request template or application and waiver of liability to sign and return to the DART Coordinator. A fill-in-the blank request template is found in Appendix XX.
4. The requesting community provides the signed formal request and waiver of liability back to the DART Coordinator.
5. Once the signed request is received, the DART coordinator should immediately start working with the requesting community to establish a deployment date. The DART

Coordinator and community official should also determine the type of assistance needed (field inspections, high water marks, SDEs, etc.) and specific DART skills needed.

6. The DART Coordinator will then determine the number of DART Volunteers needed and the number of field teams needed for the deployment.

7. A deployment location and meeting time for the DART should be established with the requesting community.

8. At this time, the state chapter DART Coordinator should alert DART volunteers to provide notice and determine availability. The chapter should have a contact list of DART volunteers. The state chapter DART Coordinator should (again) make sure DART Volunteers have signed the hold-harmless waiver to participate with the team. All DART members should have signed the waiver prior to deployment. Remember, DART members are volunteers and can respond based on availability.

9. The state chapter DART Coordinator should also remind DART volunteers to have their field equipment (see appendix for equipment list) and laptops (loaded with the SDE) available for deployment.

10. It is recommended that the state chapter DART Coordinator and/or NFIP State Coordinator travel to the host community the day prior to the DART deployment to coordinate team logistics. The DART Coordinator or NFIP State Coordinator may have to arrange for overnight accommodations. The DART Coordinator and local host should:
    a. Make sure local law enforcement and local EMAs are aware of the DART deployment,
    b. Compile maps and identify areas of focus for each field team,
    c. Establish the appropriate number of field teams and assign a Field Team Leader for each team,
    d. Develop a list of addresses for each field team to inspect,
    e. Have the proper number of SDE field data sheets (or tablets) available for each field team,
    f. Make sure a local host is available to accompany each field team,
    g. Obtain a community letter of validation (or ID) for each Field Team Leader,
    h. Ensure data needed to populate the FEMA Substantial Damage Estimator tool (square footage, assessed valuations, construction cost references, etc.) is available for the team. Note - this could be online access to the Supervisor of Assessment website or a spreadsheet from the Assessor.
    i. Ensure a cost estimate reference is available for the SDE input (Marshall Swift, Means, or local cost estimate).
    j. Confirm the team check-in location, specific assignments, and communication instructions,
    k. Confirm and inspect the venue for the team to work on SDEs. Make sure there are restrooms and access to electric and wifi (if needed).
    l. Make sure water and food (if needed) are available for DART members.
    m. Determine any special travel arrangements (if needed).

Download as a Word doc at https://asfpm-library.s3.us-west-2.amazonaws.com/Website/DART/DART_Response_Step-by-Step.docx

DART Deployment and Damage Assessments at the Host Community

1. Upon arrival in the requesting community, the volunteers are under the direction of the Local floodplain official and the Chapter DART Coordinator.

2. DART Coordinator meets with the local host and DART Field Team Leaders at the identified deployment location.

3. DART field teams are assigned their section of the community and provided with maps and field data worksheets.

4. DART Coordinator conducts pre-inspection briefing with all DART volunteers to explain DART expectations (see handout), DART logistics, and timeframe.

5. DART volunteers should be reminded that contact with residents should be minimal. Residents should interact only with the local host assigned to the DART field team.

6. DART volunteers travel to their assigned sections and walk door-to-door to take photos and gather field worksheet data needed for Substantial Damage Estimates.

7. Upon completion of field work, Field Teams return to the pre-determined venue to perform substantial damage estimates on the structures in their assigned areas.

8. Each Field Team should have one experienced SDE entry person, one person to provide structural data, one person to provide cost information, and one person to maintain records of damage assessments.

9. After completion of SDEs, all SDE results, field inspection sheets, and all photo documentation are left with the host community and local floodplain manager.

Post-Deployment

1. The DART Coordinator and NFIP State Coordinator should contact the local floodplain manager to ensure damage assessment data is being used and compliance actions are taking place.

2. The State Hazard Mitigation Officer and NFIP State Coordinator should also discuss mitigation strategies and options with the local floodplain manager. The NFIP State Coordinator should offer to host a public meeting to explain substantial damage process and mitigation alternatives.

3. An after-action report should be written by the DART Coordinator and any logistical or management issues with the DART should be addressed.