

## Instructions for Rapid Needs Assessment (RNA) Form

1. ***Assure the safety of your home and family.***
2. Gather appropriate forms for your assignment.
3. The addresses may be preprinted on your forms. If not, fill them in by hand as you do the survey. Blank lines at the bottom are for addresses found but not listed, or to re-do a line with errors.
4. Fill in headings as requested.
5. Assessments Type: Quick Assessment and Life Safety Assessment.  
**Quick Assessment:** The goal is to do a rapid visual assessment of a neighborhood identifying major problems. Your team should not stop to offer assistance except help, but you must keep moving to complete your assessment as quickly as possible.  
**Life Safety Assessment:** The goal is to thoroughly check the neighborhood for situations involving life safety. Examples are: individuals trapped in rubble, injuries and severity, fires, gas leaks, etc. This is a slower, more detailed assessment. Your team may also be attempting to contact residents and/or look in more detail at each residence. Unless you have been instructed otherwise, you should still not get involved in helping to solve the problems you find. Your job is to get the assessment done. There will most likely be other teams assigned help resolve the problems you identify.
6. Go to listed address and record the time.
7. Place a check mark if address is located.
8. Place a check mark if residents are contacted.
9. Check for hazards and place a check mark for hazards identified.
10. Check for structural damage (see below) and place check mark in appropriate box.
11. Check the status of the occupants. Indicate the number of people: who fall under each of the four triage levels (see below), those trapped, and those needing shelter.
12. Place a check mark in the attached notes check-box if you have made notes on a separate paper and attach that paper to form.
13. Return completed form as instructed.

### **Structural Damage**

**Affected: minimal damage to structure. Habitable without repairs.**

**Minor: damaged, uninhabitable, but habitable quickly with repairs**

**Major: uninhabitable, needs extensive repairs, failure of structural elements.**

**Destroyed: damaged beyond repair, complete failure of structure.**