



Guideline for “Lessons Learned from Emergency Response” Submittals

Contact Information:

(The individual(s) most knowledgeable about the Building Department’s experience and lessons learned from emergency response activities, e.g. flood, tornado, hurricane, etc. Name, Title, Department / Jurisdiction, Contact address, email, and phone.)

Emergency Event Description:

(Please provide a brief description of the emergency event, e.g. Name, Type of Event, Dates, Geographical Area Affected, Statistics, etc.)

Building Department’s Role:

(Briefly describe the Building Department’s role and responsibility during the emergency response, i.e. Damage Assessment, Unsafe Building Identification, Occupancy Recertification, Emergency Permitting, etc.)

Challenges:

(Summarize those items that prevented or limited the Building Department’s ability to fulfill its responsibilities regarding the emergency response, e.g. Inaccessible Terrain, Communications Failure, Lack of Trained Personnel, etc.)

Lessons Learned and Recommendations:

(List those suggestions that in the event you had to do it over again, you would want to make sure these recommendations were being addressed before, during and after the emergency event, e.g. Utilize High-Wheel Based Vehicles, Provide Alternative Forms of Communication, etc.)

Attached Documents:

(Please provide any reports, photos, presentations or documents supporting the foregoing discussion)

**Submit this form with any attachments, additional comments, or questions to mjc@iccsafe.org