

## DA Report Example

- Follow proper radio procedures to contact the NCO, state if Priority 1 or 2
- Give Priority and Location, then wait for NCO to prompt you to continue
  - When giving the address (or any other number) say each digit individually. For example, 1632 would be reported as “one six three two”, not “sixteen thirty-two” and definitely not “one-thousand six-hundred and thirty-two”.
- Give the incident as category (FIRE, HAZARD, BUILDING DAMAGE...) followed by the string of numbers for the entries in each field of that category. Do not report categories that have no entries (ie. don't even mention a category where the fields would all be zero).

**CERT - DAMAGE ASSESSMENT FORM**

DATE: 5/8/21		EVENT:		PERSON RECORDING / ID#: DA-C												PAGE #: 1 of							
Incident #	Reported	Priority		BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	LIGHT	MODERATE	HEAVY	IMMEDIATE *	DELAYED	TRAPPED	DEAD	ACCESS	NO ACCESS	OTHER	ASSIGNED	COMPLETED		
#	TIME	By	LOCATION	FIRE	HAZARD	BUILDING Damage	PEOPLE	ROAD															COMMENTS
12	1021	C	1	283 Diablo Ave		1	1	0	0				0	0	2	0							trapped people are Immediate

For example, the figure above shows a portion of the DA form for DA-charlie. The radio traffic to call this in would be something like:

DA-C - “Net Control, D A charlie with priority 1 incident” <pause>

NCO “D A charlie, go ahead”

DA-C – “ location: two eight three Diablo Avenue” <pause>

NCO - “D A charlie, continue”

DA-C - “Hazard: one, one, zero, zero, People: zero, zero, two, zero” <pause>

NCO - “D A charlie go”

DA-C - “Comments: both trapped people also immediate, end of report” <pause>

NCO - “D A charlie, copy. Your incident number is twelve, figures one two”

<D A Charlie records incident number on their form.>