

## **JOB AID – Partner Organizations**

*Note: This job aid is to help Partner Organizations with processes and deployment issues. It is especially intended for the following situations:*

- *Training*
- *Large-scale deployment in California*
- *Deployment out of state*
- *Deployment to a jurisdiction lacking knowledge of or preparation for the Safety Assessment Program*

### **PLANNING FOR SAP DISASTER RESPONSE**

- Ability to hold SAP Evaluator training sessions
- Process registration forms and photos (name pictures last name, first name) and send to Cal OES for processing in timely manner
- Maintain call-down list of Evaluators. These can be downloaded from the Cal OES SAP website.
- Verify the list at least every 12 to 18 months
- Organization contact to receive correspondence and disseminate program information
- Disaster contacts; primary with at least one alternate
- Update organization contact information with Cal OES at least once a year
- SAP Steering Committee participation
- Serve as advocate for the Safety Assessment Program
- Organization must have at least 100 potential registered Evaluators, unless the organization has a unique resource not provided by existing organizations
- Provide Cal OES with upcoming class information to post on website

### **PRE-DISASTER RESPONSE**

- Prepare list of contact information for SAP Evaluators that are being deployed (cell phone, jurisdiction, SAP ID number, date and ETA of each evaluator, etc)
- Submit information to Cal OES Lead Statewide Coordinator or designee.

### **DURING RESPONSE**

- Keep in contact with Cal OES
- One primary disaster contact person per organization.

### **AFTER ACTION/LESSONS LEARNED**

- Participate in After Action Report preparation using notes from daily written log. Discuss with Cal OES Lead Statewide SAP Coordinator any unusual issues that came up during the Safety Assessment requiring a response, or any success stories or innovations that arose out of the local effort or that you became aware of.
- Participate in conference calls