

## **JOB AID – Safety Assessment Program Evaluator**

### **ACTIONS AFTER REGISTRATION WITH CAL OES, PRIOR TO DEPLOYMENT**

- Ensure that Cal OES and your professional organization has your correct contact information, including cell phone, email address, and mailing address. Your professional organization is identified on your SAP ID card.
- Be sure to have available your hard hat and safety shoes for the field.
- Prepare a go-kit; most items in the list below will be useful in all sorts of disasters, while some may not be necessary. For example, there may be hotels available to stay in, or the rooming arrangements might involve tents. Please use your good judgment.
- Contact your professional organization, or your State of California agency, if you hear about an event and wish to be deployed. You may also contact Cal OES directly by email. In any case, knowing there are willing persons ready and able to assist will be useful.

### **Go-kit items**

#### **Protection and safety items**

- Cell phone with charger
- NIOSH masks or respirator
- Earplugs
- Gloves
- Flashlight with extra batteries
- Hand sanitizer or hand wipes
- Hard hat
- Safety shoes
- Insect repellent
- Magnetic compass
- Rain gear and rubber boots (if rain and mud are issues)
- Safety glasses
- Safety whistle (wear around neck)
- Small first aid kit
- Sunscreen
- Water container or canteen
- Water purification tablets (only if there is a 'boil water' notice for potable water – do not try to purify flood water with these!)

#### **Field work items**

- Backpack with lock (most things can be put in this)
- Clipboard
- ATC-20-1 and ATC-45 field manuals (if you do not have these, they may be purchased from the Applied Technology Council, [www.atcouncil.org](http://www.atcouncil.org).)

- Paper or notebook
- Professional ID card
- SAP ID card with lanyard
- Waterproof marking pens
- Waterproof writing pens or pencils

### **Necessary personal items**

- Credit card, traveler's checks, and/or cash, include change for pay phones
- Extra clothing and towels
- Personal hygiene supplies
- Personal identification (driver's license is OK)
- Prescription medication for at least the length of stay plus two days
- Sleeping bag and inflatable mattress, depending on whether tents will be used or not.

### **Suggested items that may be considered**

- Binoculars (to observe conditions too high or remote to see easily)
- Global positioning system (GPS) unit with charger and/or batteries
- Knee pads
- Reading materials for after-hours
- Small battery-powered radio for after-hours
- Reflective safety vest
- Shower slippers, if in a tent or camping setting
- Swiss army knife or multi-tool
- Tape measure
- Waterproof paper or notebook

### **DURING DEPLOYMENT**

When you are contacted by a professional organization, or by your California state agency supervisor if you are a state employee, and you agree to be deployed:

- Provide your cell phone number and other means for you to be contacted.
- Write down the information on where you are going, when, and the contact person and their phone number.
- Obtain maps and other pertinent information on the area from the Internet or a library.
- Wear identifying safety vest or other clothing while deployed.
- Travel safely to destination. Be prepared to show your SAP identification card at all official road stops.
- Sign in at deployment center, check in with SAP Coordinator, and attend initial briefings.
- Become deputized, if local officials are deputizing SAP evaluators.
- Obtain field assignment with other SAP evaluators and/or local building inspectors.  
Never go into the field alone!
- Obtain official placards, Evaluation Forms, briefing packets, placard fasteners (might be staple guns, clear packing tape, etc.), caution tape, and other equipment from local officials.
- Obtain assignment for your SAP team.

- Travel to assignment.
- Review a structure together as a group, and discuss the issues and procedures in order to get everyone 'on the same page.'
- For each structure, follow the procedure for safety evaluation, and arrive at a team consensus on how the structure should be posted.
- Write all pertinent information on the placards and post the structure.
- Write the same information on the Assessment Form that is on the placard for each structure, and retain the form for the local jurisdiction's records.
- Upon completion of the assignment, return to the designated deployment center.
- Attend daily debriefing with SAP coordinator, review the Assessment Forms for completeness, and give them to the SAP coordinator.
- Sign out at the end of the work day.
- If you are needed the following day, proceed to your evening arrangements and return the next day to obtain your next assignment and more placards, Assessment Forms, etc. as needed.
- If you are no longer needed, proceed with demobilization.
  - Hand in all local government equipment and materials.
  - Complete any leftover issues at your final debriefing.
  - Round up all personal items and receipts.
  - Understand the procedure for travel and other extraordinary expense reimbursements.
  - Return home as safely as possible.

### **AFTER DEPLOYMENT**

- Submit to the local government the travel expense claim forms and receipts for unreimbursed meals and travel, using the form provided in the Briefing Packet or during demobilization.
- Respond to Cal OES requests for improvement suggestions or other After Action information.
- Examine your go-kit and re-stock any depleted items.
- Contact your professional organization's contact person to inform them of your deployment completion, and your redeployment availability in the aftermath of a large disaster event.
- Continue to ensure that your professional organization has your updated contact information at all times.