JOB AID - Safety Assessment Program (SAP) Coordinator

PLANNING FOR SAP DISASTER RESPONSE

	Review Safety Assessment Program Emergency Plan.
	Confirm that all legal authorities exist locally for the Safety Assessment Program work to
	move forward if needed.
	Make sure that a formal mutual aid agreement , such as the Cal OES SAP Memorandum of
	Understanding, has been signed for providing SAP Evaluators.
	Determine method for per diem reimbursement for Evaluators , whether predetermined
	arrangements will be made with hotels and restaurants, or whether a travel expense claim
	form will be used.
	Make back-up plans in case hotels are not available post-disaster, such as tents, cots, food
	arrangements, or other alternative arrangements.
	Determine what sort of transportation arrangements will be made for the Evaluators in the
	field, e.g., local government vehicles w/drivers and radios or cell phones, their own personal
	vehicles, rented vehicles, etc. Include emergency arrangements for fuel and the methods for
	SAP Evaluators to obtain fuel, such as identification, credit cards, etc.
	Identify staging or reporting locations (Department Operations Centers) for Evaluators to
_	report to.
П	Determine what the local government policy will be on deputizing Evaluators and method
	for providing local identification if necessary.
П	Formal adoption of official placards, and other ordinances affecting this program.
	Arrange for multiple responsible individuals to have Coordinator training so adequate
_	coverage of this position occurs during a disaster.
П	Obtain the locations of buildings at risk.
	Plan for the use of SAP Evaluator strike teams , notably the types that may be needed in the
_	jurisdiction.
	Identify potential monitor buildings to assist with monitoring building stock after
_	aftershocks.
П	Identify essential buildings for early safety assessment.
	Make appropriate plans for shelter-in-place of affected populations.
	Plan for assistance to remove possessions from Unsafe structures .
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PR	EPARING FOR SAP DISASTER RESPONSE
	Prepare for the staging area the following items in a safe location (as with the other SAP
	supplies):
	☐ Laptop computer w/ wireless access to Internet.
	☐ Television set w/ video or DVD player.
	☐ White board or chalk board to post assignments.
	☐ Large map of jurisdiction that can be highlighted as the work progresses.
	Prepare mapped sections on cards of your jurisdiction (map cards) to send Evaluator teams
	into, preferably with addresses, such as from the Assessor's office or from GIS overlays. Try
	to keep the number of buildings to 100 or less per map card.

Ц	Plac	e in multiple locations the official placards, forms, and supplies (such as inspector's
		cles, and/or outbuilding storage, away from potentially collapsing buildings; or remote
	_	al storage of placards and forms, with an arrangement for remote printing in the event of
		ster.) Break these down into back packs or small bags for use in the field per the list in
		Coordinator manual.
	_	are a suitable number of Evaluator briefing packets , to include the following:
		Phone numbers , either a single contact (e.g, EOC), or a list of departments that deal with
		nazardous materials, media inquiries, road closures, local law enforcement, fire
		department, hazardous material response, animal control, and the Building Official or
		other local authority in charge of Safety Assessment.
		Travel expense claim reimbursement forms and instructions, if these are to be used
		nstead of direct billing.
		General map of local jurisdiction.
		kpiling of adequate Evaluator field supplies :
		Official green, yellow, and red placards (approx. 70:15:15 ratio for earthquakes, 15:70:15
		for inundation flooding; plan per the most likely disaster in your community). Consider
		acquiring placards printed on peel and stick paper. Rapid and Detailed Assessment forms (80:20 ratio).
		Rolls of caution tape.
		Ouct tape and/or staple guns w/staples to attach placards to buildings, if peel and stick
		blacards are not used.
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	Assign a local helper who knows the area to drive them, if this is your preferred
	arrangement.
	Assign the teams their evaluation assignments (map cards or lists of properties) for the
	day. Be sure there is enough work for a team to have a full day of work.
	☐ Issue Evaluator placards, forms, and other supplies to evaluators.
	☐ Walk the teams all together through an example of safety assessment so everyone has the
	same feel for how to do the work (grounding).
	☐ Instruct them to return for team debriefings at the end of the day, otherwise, search and
	rescue teams may be deployed to find them.
	☐ Send SAP Evaluators to the field.
	Report back to Cal OES the names of who signed in, so Cal OES knows which Evaluators
	made it safely to each jurisdiction.
	During the day, coordinate responses to issues as they arise related to the Safety Assessment
	work.
	At the end of the work day, Evaluators return to the staging area to:
	☐ Meet with each team to review Assessment Forms for completeness.
	☐ Discuss any unusual issues that came up with the team, including safety related matters.
	☐ Use the information to improve local arrangements and/or processes.
	☐ Gather fully completed forms from team.
	☐ Highlight teams' progress on a large map.
	☐ Inform them if they will need to report the next day.
	☐ Have them sign out at the staging area.
	Turn over completed Assessment forms to office staff for entering into spreadsheet forms
	(see Cal OES-provided forms).
	Repeat process of daily signing in Evaluators, issuing supplies, assigning map cards, and
	debriefing/signing out Evaluators at the end of day until work is complete.
	Dismiss Evaluators who complete their tour, and request replacement Evaluators in a timely
	fashion so as to continue the work smoothly.
<u>AF</u>	<u>TER THE DISASTER RESPONSE</u> (After Action / Lessons Learned)
_	
Ш	Dismiss the Evaluators:
	Collect all unused supplies and equipment from them.
	Discuss any final issues with them regarding their deployment.
_	Thank them for their assistance, and have them sign out.
Ч	Have the office staff update the SAP Information spreadsheet with final set of Assessment
_	Forms.
	Forward the completed SAP Information spreadsheet to the Cal OES SAP Coordinator via
_	email.
	Fax or email the completed Evaluator daily sign-in sheets to the Cal OES SAP Coordinator.
Ш	Receive bills for mutual aid Evaluator work from assisting local governments:
	Pay these, and retain the records for potential compensation through Cal OES via the
_	Project Worksheet or Damage Survey Report process.
	Receive travel expense claims from Evaluators:
	Review them for compliance with your local travel expense rules.
	Pay at once the eligible travel expenses of the Evaluators.
	☐ Retain records of these payments for reimbursement through Cal OES via the Project
	Worksheet or Damage Survey Report process.

Participate in After Action Report preparation using notes from daily written log. Discuss
with Cal OES SAP Coordinator any unusual issues that came up in 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.
Restock Evaluator placards, forms, and supplies in preparation for next disaster.