

JOB AID – Safety Assessment Program (SAP) Trainer

This Job Aid is for certified SAP trainers to provide recommended actions before, during, and after, a SAP training class.

BEFORE CLASS

- Locate a reasonable site for the training. The classroom should have enough room for all the students, and should be set up with tables and chairs so students can spread out their materials. The room should have a projector and screen setup. A microphone and sound system is recommended.
- Notify Cal OES regarding the date of class and potential number of students.
 - Notification is not required but requested, as a tracking mechanism.
 - If you wish, Cal OES can advertise the training class by posting on web page.
- Order Student Manuals, either from Cal OES or printing by your hosting organization or make the manual available electronically to those who wish to download it ahead of time.
 - Evaluator (version 14)
 - Coordinator (version 8)
 - Train-the-Trainer (version 14)
- If you have printed the manuals in black and white, it is recommended that color copies of the Exercise pictures in Chapter 4 be used for the exercises. Color copies of the placards are also a good idea, though there are placards in the manual.
- Ensure you have the current version of training presentation.
 - Trainer CD (Version 14) is provided to all instructors after Train-the-Trainer class or was sent to you via mail in December 2016.
 - You may also request a download from Cal OES.
- Print sufficient number of the SAP Registration Forms (April 2018).
 - A change in the Loyalty Oath no longer requires an authorized witness. Both California residents and out-of-state residents may sign the oath. Please disregard the section on page 16 of the evaluator manual that speaks to California residents requiring a witness to the oath until we capture it in the next update.
- Ensure that you have a sign-in roster that includes the person's first name, last name, email address, class details (date, location, type of training, and instructor's name), and initial or signature showing attendance.
- Order ATC-20 Field Manuals (Postearthquake) and ATC 45 (Winds, Storms, and Floods). These must be purchased from Applied Technology Council (ATC) with enough lead time so the handbooks arrive before the class date. Cal OES is no longer able to supply instructors with these manuals. Order online from <https://store.atcouncil.org/>

Applied Technology Council
201 Redwood Shores Parkway, Suite 240
Redwood City, California 94065
(650) 595-1542

- Ensure you have a Digital Camera or cell phone for photographs. If you are using a digital camera, make sure that there are extra batteries and memory cards. If using your cell phone, you may wish to have a power cord available for emergency charging.
- If possible, try to maintain a ratio of one instructor to thirty students, per the Federal Department of Homeland Security grant guidelines.
- It may be very helpful to have an assistant help with class registration and photos.
- Set up the classroom at least one hour before the class is to begin. Bring all class handouts and forms to the class. Have a table at the entrance to accommodate registration sign-in and the handing out of class materials.

DURING CLASS

- Ensure students sign the roster at both the morning and afternoon portions of the training. This is important in case of need of a student's proof of attendance. Please remember to send a copy of the roster with your forms and photos.
- If a fee is required for the class, and the student has not paid the fee already, collect the fee as the student signs in.
- Hand out the following items to student:
 - SAP Evaluator or Coordinator manual (unless electronically downloaded)
 - ATC-20-1 and/or ATC-45 handbook
 - SAP registration form
- Complete the SAP registration form at the beginning of class, reviewing each field with the class so they understand how to complete it. Encourage them to print clearly on the form.
- Do not collect the forms until their photo is taken at the end of the class.
- Tell them at the beginning of the class about the Continuing Education Unit (CEU) form. If they want credit for this class, ask them to fill out the information at the top of the form, sign the bottom, and bring the form to you so you can sign it off sometime during the day. Then they should complete the form and mail it to the California State University – Sacramento address that is on the form, along with the required fee.
- Be sure to speak clearly, with good enunciation, in a conversational tone.
- If students are unable to hear the training, take whatever steps are appropriate to make sure they can hear you. This may include moving them forward, using a microphone and sound system, and/or speaking up.
- When arranging the teams for the exercises, try to keep the groups smaller, with fewer than five students, if possible. This allows for better participation by the students. It helps if the classroom is already set up in such a way that groups are already created.
- For the exercise in Unit 4, it is suggested that you pass out the colored photos from Unit 4 and the placards. Black and white photographs can make details difficult to see clearly.
- Pass out ATC 20 and ATC 45 rapid evaluation sheets for the teams to fill out during the exercise. One sheet per person in groups of four or five is sufficient.

- Make sure that the students all stay for the entire class! Sometimes, students will leave during the break and not return. Or, they will miss large segments of the class while attending to other matters. However, students must stay with the class in order to receive credit for the class. If some urgent matter makes them leave less than an hour early, they can receive credit if they substantially complete the course, meet with the instructor during a break, and assure they will read over the material that they will be missing. If an emergency takes them out of the class before late afternoon, they must complete the course another time. Their fee may or may not be partially refunded to them, depending on the policies of the instructor or the hosting organization.
- At the end of the class, take the students to the Cal OES SAP web page show them how to get there and where the resources are located. This assumes you will have internet connectivity. If you do not have connectivity, move on with completing the training.
- If suggestions or questions come up during class, please email them to the Cal OES Safety Assessment Statewide Coordinator contacts, located at the bottom of the SAP web page on the Cal OES web site (www.caloes.ca.gov).
- Check the registration forms for completion. Incomplete forms must be returned to the student for completion, after their photo is taken. The student must at least provide the type of license or certification if they can't remember their license number, and the state the license was issued from. The loyalty oath needs to be signed, and must be signed without alteration to the oath.
- Take photos of the students at the end of the day. Please remember that the photograph will be used on official identification for access to a disaster area and should be similar in style to passport photographs.
 - It is recommended that each person hold a sign with their first and last name clearly printed, no higher than upper chest level.
 - Do not take the photograph in direct sunlight or directly under a light source (this causes deep shadows), or against a window.
 - Please take the photo against a PLAIN BACKGROUND. Do not stand in front of a book case, fire extinguisher, picture frame, or heavily patterned wall paper.
 - Do not take the photo wearing sunglasses or a hat that covers eyes and hair (exceptions are made for religious practices).
 - Color photographs only.
 - It is VERY IMPORTANT to verify that the photograph is in focus and meets all the requirements before the student leaves, in case the photograph needs to be retaken.
- Check the registration forms against the sign-in sheet, to ensure that all students had their photos taken.

AFTER CLASS

- Sign the registration forms as the instructor for all the students who attended the course. Do not sign the form if the student left early, as described above; instead mark on the form and the roster that they left early.
- The correct naming convention for the photos are Last Name, First Name and Middle Initial of the student (example, for John C. Smith, name the file Smith John C.)

- Important! As the instructor, you should keep an electronic file copy of the photos and scanned completed forms, in case of lost forms, photos, or for future questions.
- The preferred method of sending the forms and photos is to send a link to Drop Box or to other secure file sharing cloud storage where you have uploaded the files. Ensure that you have given access for download capabilities.
- If sending through the mail, transfer all the photos and forms to a CD or flash drive. You can include the hard copy of the signed forms with the CD. Do not forget to include a copy of the class roster.
- The registration forms, roster, and photos (on CD or flash drive) should be mailed to:

California Governor's Office of Emergency Services
Attn: Safety Assessment Program, Recovery Section
3650 Schriever Avenue
Mather, CA 95655

- It is the responsibility of the instructor to ensure that the forms, photographs, and sign-in sheet have been received by Cal OES. An email notification of class being sent to the Cal OES Statewide SAP Coordinator is highly recommended. NEVER ASSUME that the class has been received by Cal OES.