

JOB AID - Safety Assessment Program Coordinator

PLANNING FOR SAP DISASTER RESPONSE

- Review of Safety Assessment Program **Emergency Plan**.
- Confirm that **all legal authorities exist** locally for the Safety Assessment Program work to move forward if needed.
- 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** for Evaluators to report to.
- Determine what the local government policy will be on **deputizing Evaluators** and method for providing local identification if necessary.
- 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.

PREPARING 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.
- Place in multiple locations the official placards, forms, and supplies** (such as inspector’s vehicles, and/or outbuilding storage, away from potentially collapsing buildings; or remote digital storage of placards and forms, with an arrangement for remote printing in the event of disaster.)
- Prepare 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 hazardous 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 instead of direct billing.

- General **map** of local jurisdiction.
- Stockpiling 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.
 - Duct tape and/or staple guns w/staples to attach placards to buildings, if peel and stick placards are not used.

DURING DISASTER RESPONSE

- Start daily **written log** of events.
- Perform windshield survey** of jurisdiction as soon as safely possible, counting the total number of buildings obviously likely to be damaged.
- Estimate number of SAP Evaluators needed** based on windshield survey: for example, in an earthquake, if 1000 buildings look damaged (likely to be red or yellow tagged), then the likely estimate of total buildings to be evaluated is $1000/0.3 = 3,333$. Then, the Evaluators can look at 13 buildings per day, and a common period for completion is 12 days, so $3,333/13/12 = 22$ Evaluators, or 11 two-person teams. However, in an inundation flood, the ratios could change to 15% green, 70% yellow, and 15% red, so in that case count just the heavily damaged buildings (red tag) and divide that by 0.15 to arrive at the total buildings to be evaluated.) ($1000/0.15 = 6,667$) Use 40 buildings per inspector per day, and to complete work in 12 days, $6,667/40/12 = 14$, or 7 two-person teams.
- Request SAP Evaluators from CA OES** through the Operational Area (County) Emergency Operations Center, or State Regional Emergency Operations Center, identifying the staging area they are to report to.
- Concurrent with request to CA OES for assistance through SEMS, **begin using local inspectors to evaluate your essential facilities** (those facilities needed most to respond to and recover from the disaster), then the community at large, using the map cards.
- Prepare the staging area for the incoming Evaluators.**
- Obtain in response from CA OES the **names** of the individuals responding to your request, their cell phone numbers, and when they will arrive.
- Make **final arrangements** for covering SAP Evaluator room and board expenses, whether by direct billing or by travel expense claim form.
- When Evaluators arrive:**
 - Have them sign in at the staging area.
 - Hand out briefing packets.
 - Brief them on the nature and extent of the disaster, and any hazards or other issues they should be aware of.
 - Show them the SAP Evaluator refresher video or DVD.
 - Deputize them as representatives of your jurisdiction.
 - Assign them into teams of at least two, usually one building inspector and at least one architect or engineer.
 - Assign a 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.

- 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 CA OES the names of who signed in, so CA 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.
 - 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 CA 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.

AFTER THE DISASTER RESPONSE (After Action / Lessons Learned)

- 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.
- Have the office staff update the SAP Information spreadsheet with final set of Assessment Forms.
- Forward the completed SAP Information spreadsheet to the CA OES SAP Coordinator via email.
- Fax or email the completed Evaluator daily sign-in sheets to the CA OES SAP Coordinator.
- Receive bills for mutual aid Evaluator work from assisting local governments:
 - Pay these, and retain the records for potential compensation through 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 OES via the Project Worksheet or Damage Survey Report process.
- Participate in After Action Report preparation using notes from daily written log. Discuss with 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.