

Deployment Job Aid

Safety Assessment Program Evaluator

ACTIONS AFTER REGISTRATION BY CA OES - PRIOR TO DEPLOYMENT

- Ensure that your professional organization has your correct phone numbers, mailing address, and email address. Your professional organization is identified on your SAP ID card. It is helpful if State OES has this information also.
- Prepare go-kit

DURING DEPLOYMENT

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

- Provide cell phone number and other means for you to be contacted.
- Write down the information: date, time, location, and contact person.
- Obtain maps and other pertinent information about the area from the Internet or a library.
- Check Deployment Updates link at SAP website at www.oes.ca.gov for ongoing updates and recommendations.
- Wear identifying clothing while on deployment.
- Travel safely to location. Be prepared to show your SAP identification at 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 team assignment with other Evaluators and/or local building inspectors. Do not go into the field alone!
- Obtain official placards, Assessment Forms, Briefing Packet, placard fasteners, caution tape, and other equipment from local officials.
- Obtain assignment for your team.
- Travel to assignment. Do 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 of how the structure should be posted.
- Write all pertinent information on the placards and post the structure at each door.
- Write the identical information on the Assessment Form 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 debriefing with other team members and local officials, review the Assessment Forms for completeness, and give them to local government officials.
- Sign out at the end of your work day.
- If you are needed the following day, proceed to your evening arrangements and return the next day to obtain your assignments and more materials 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 safety permits.

AFTER DEPLOYMENT

- Submit to the local government the travel expense paperwork for unreimbursed meals and travel, using the form provided in the Briefing Packet and/or during demobilization.
- Respond to 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, if necessary, in the aftermath of a large disaster event.
- Continue to ensure that your professional organization has your updated contact information at all times.