

CALBO

Safety Assessment Program (SAP) Mutual Aide Guide

Updated July 2018
by the
CALBO Emergency Preparedness Committee

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Preface

If a disaster has occurred and you need to quickly understand your immediate duties, you can read the first six pages of this document or go to the CALBO web site, under the “Resources” section, and download the “CALBO SAP Cue Card” PDF. It will give you only the key information needed to execute your immediate duties and understand the primary resources available to you.

The Safety Assessment Program (SAP) offered by the California Office of Emergency Services (Cal OES) is utilized during the disaster response and disaster recovery phases of a City or County’s emergency operations. Reading this will assist the Building Official in developing a more comprehensive understanding the management of SAP resources in response to an emergency or disaster.

Overview

In accordance with disaster acts and mutual aid agreements, City, County, and State emergency managers agree to support each other’s emergency operations by sharing resources when overwhelmed. One of the ways that emergency managers support each other is through the Emergency Managers Mutual Aid (EMMA) system. The EMMA system allocates valuable resources for emergency response and recovery services, such as Police, Fire, and SAP staff, via a progressive hierarchy of requests to emergency operations centers. That hierarchy of requests assures that the most pressing disaster response and recovery resource needs are met without double-allocating the available resources. Thus, using the EMMA system through your EOC (Emergency Operations Center) is essential and mandatory.

If you want to read more about the key State Acts, Mutual Aid Agreements, and EMMA Plan, those documents can be found in the Appendix of this guide.

The Safety Assessment Program

Safety Assessment Program (SAP) Goal

The goal of the SAP is to help local governments perform standardized, timely, and accurate safety assessments of structures. Making these standardized assessments allows communities to:

1. Mitigate additional disasters caused by people living and working in damaged and/or dangerous conditions and getting sick or hurt; and,
2. Confirm/minimize the demand for post-disaster shelters and shelter services.

The SAP is the evaluation of facilities following a disaster to determine the life-safety condition of buildings and infrastructure for occupancy. These assessments are not intended to estimate the cost of damage.

Participants

Building officials, plans examiners, and inspectors, as well as State licensed engineers and architects – all of whom must possess a valid Cal OES “SAP Evaluator” or “SAP Coordinator” card - are SAP resources.

Roles

Within the SAP call-out process, there are five key roles:

- Disaster Contact - Local Building Official
- County/Operational Area – Mutual Aide Coordinator
- Cal OES - Statewide SAP Coordinator
- Professional Organization Contacts (CALBO, AIA, SEAOC, ASCE, etc.)
- SAP Coordinators
- SAP Evaluators

Activation Process Steps

1. Understand the emergency, your role, and your immediate resources
 - a. Read the FEMA approved Emergency Plan defining how emergencies are managed.
 - i. Each City should have one.
 - ii. Every County/Operational Area in California will have one.
 - b. Check in with your Emergency Manager and explain your role as the building safety authority.
 - i. They may not give you much attention initially. Don't be discouraged.
 - ii. They may send you to the Operations unit or the Planning & Intelligence unit – depending on the stage of the disaster and their understanding of your role.
 1. You may be asked to send SAP staff to facilities that are essential to responding to the emergency.
 - a. Police and Fire Stations

- b. Private Schools, Auditoriums, Hospitals, etc.
 - 2. You may be asked to assist in grossly estimating the total dollar amount of building damage (for disaster declaration purposes). Account for the potential damage than you cannot see.
 - c. Start confirming your SAP resources.
 - i. Check in with all of your staff and neighboring Building Officials.
2. Estimate your resource needs for the next 72 hours, then the next 7, 14, 21, and 28 days
- a. SAP Evaluators
 - i. Expect each SAP Evaluator to complete 13 ATC-20 assessments/day.
 - b. SAP Coordinators
 - i. Ask for 1 SAP Coordinator early. If you empower them, they can take a huge load of the SAP work off of your shoulders.
 - ii. Have your SAP Coordinator deployment dates overlap your SAP evaluator deployment dates.
 - iii. 1:7 – If you begin to request SAP Evaluators, remember that you will need at least 1 SAP Coordinator for every 7 SAP Evaluators.
3. Request SAP resources and supporting services and supplies.
- a. Let your EOC Operations Unit Chief know how many SAP Evaluators and Coordinators you will need from Cal OES and that a request needs to be made through the County/Operational Area EOC's Mutual Aid Coordinator.
 - b. If you receive resistance or have trouble, contact your CALBO SAP Regional Coordinator for assistance.

It is essential for all SAP evaluators and coordinators **that are outside of the Operational Area** to be activated by the Cal OES - Statewide SAP Coordinator. If this process is not followed by the local community, the benefits provided by the State and FEMA may not be available to your community.

4. Prepare for SAP resource orientations and supervisions.
- a. Advise your City Clerk of the need to swear-in SAP staff.
 - b. Obtain the most recent copy of your EOC's Planning & Intelligence "Operational Period Briefing" or your Public Information Officer's most recent Disaster Summary. Your SAP Coordinator(s) will use this to brief incoming SAP staff on the disaster situation.
 - c. Confirm your supply of ATC-20 documents.
 - i. Field Guides
 - ii. Postings/Placards
 - d. Confirm your supply of SAP staff supplies.
 - i. "Caution/Danger" Marking Tape
 - ii. Duct Tape
 - iii. Large plastic "Baggies" for protecting posted placards during rainy weather
 - iv. Flashlights
 - v. Hardhats

- vi. Gloves
 - vii. Eye protection
 - viii. See the CALBO “Go Kit Checklist” at: <http://www.calbo.org/>
 - e. Once you receive confirmation of SAP resources being deployed by Cal OES, advise your EOC Operations Unit Chief and Planning & Intelligence Unit Chief of the scheduled arrival of SAP resources.
 - f. Confirm that your OEC Logistics unit has arranged for SAP resource support facilities.
 - i. Room and board
 - ii. Bottled water
 - g. Confirm that your EOC Finance unit is aware of the scheduled arrival of SAP resources and will have the FEMA forms ready for your incoming SAP resources to fill out so that your community can file for cost reimbursement from FEMA.
5. Receive and monitor SAP resource work product and efficiency.
- a. Require your SAP Coordinator(s) to:
 - i. Keep a record of all areas that have received an SAP evaluation.
 - ii. Keep a record of all SAP ATC forms completed.
 - iii. Randomly review SAP Evaluator completed ATC forms for completeness.
 - iv. Estimate the SAP resource needs for the next SAP resource request.
 - v. Provide you with a daily summary of the SAP statistics that you feel are important.
 - 1. Total SAP evaluations completed
 - 2. Total count of SAP evaluator hours worked
 - 3. SAP evaluations/SAP evaluator
 - 4. Maps
 - a. Areas that have received SAP evaluations
 - b. Areas that need SAP evaluations
 - 5. Coordinator Recommendations and Observations
 - b. As you receive SAP resources, make your request (step 3 above) for the next group of SAP resources. Remember to overlap the dates of your SAP Coordinators and Evaluators.
6. Demobilize SAP resources.
- a. SAP Coordinator(s) should:
 - i. De-brief SAP Evaluators.
 - 1. Ask if the community would benefit from future SAP deployment adjustments.
 - 2. Confirm that all FEMA forms have been completed by the SAP evaluators in order to receive reimbursement from FEMA.
 - 3. Confirm that all SAP Evaluators are in good condition to safely facilitate their departure and return home.
 - ii. Consult with incoming SAP Coordinator(s) on the local SAP operations

Common Abbreviations

ATC	Applied Technology Council
CALBO	California Building Officials
EMMA	Emergency Manager Mutual Aid
EOC	Emergency Operations Center
NIMS	National Incident Management System
OA	Operational Area
OES	State Office of Emergency Services
REOC	Regional Emergency Operation Center
SEMS	Standardized Emergency Management System

Definitions & Terminology

- DSW Volunteer** - Volunteer Engineers, Architects, and Building Inspectors
- DSW Local** - Building Inspectors, Engineers, and Architects Employed by Local Jurisdictions
- DSW State** - Engineers, Architects, and Building Inspectors Employed by State Agencies
- Full Commitment of Resources** - This does not require actual exhaustion of all resources, but it does anticipate full mobilization and commitment to the emergency.
- Operational Area** - One of the five levels of the SEMS. Generally, an Operational Area is composed of a county and all cities and special districts within that county.
- Regional Emergency Operations Center** - Operated and maintained by the State of California OES, Regional Emergency Operational Centers are facilities located within the three OES administrative regional areas. REOCs are located:
- Southern Region – Los Alamitos
 - Coastal Region – Oakland
 - Inland Region – Sacramento
- It is through these operations centers that the State provides support to the Operational Area, coordinates requests for statewide resources, and provides the communications link between local government and the State.
- SAP Regional Coordinator** – Your CALBO contact for SAP advice. CALBO divides the State into 6 Sections that match the California Office of Emergency Services' Operational Areas.

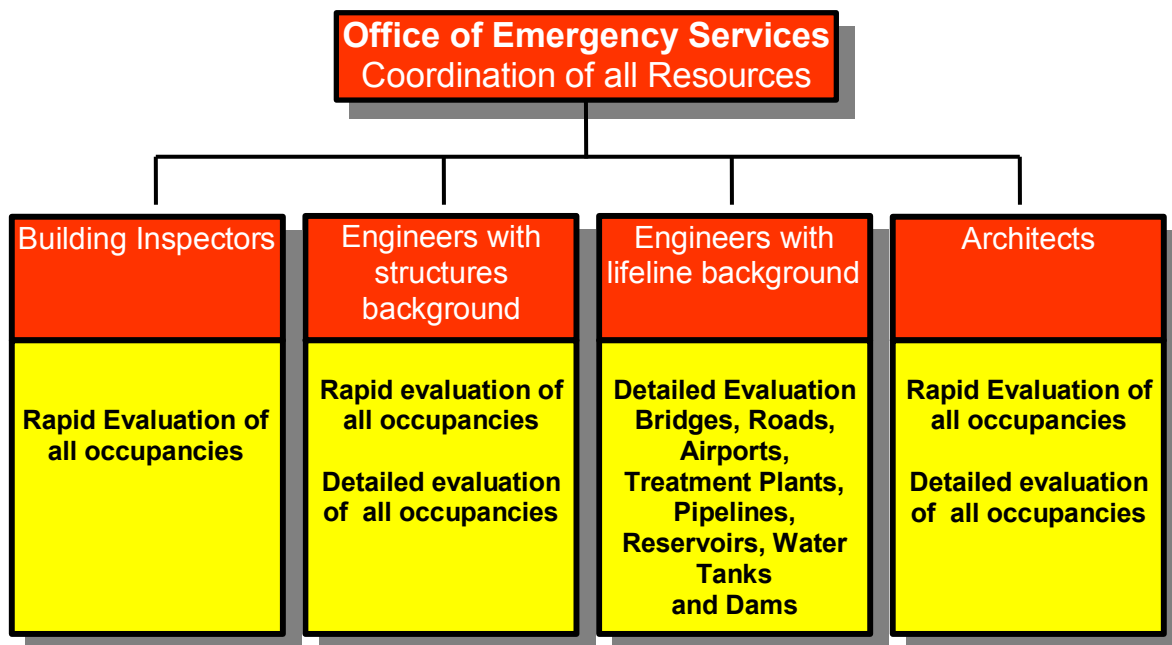
Resources & Pre-Event “To Do’s”

- Guidance in the development of an emergency plan is provided by the California Office of Emergency Services (OES), see OES web site: www.caloes.ca.gov/cal-oes-divisions
- To develop a working knowledge of the **Standardized Emergency Management System (SEMS)** see California OES web site: www.caloes.ca.gov/for-governments-tribal/plan-prepare/standardized-emergency-management-system
- To develop a working knowledge of the **Response Information Management System (RIMS)** see California OES web site: www.caloes.ca.gov/cal-oes-divisions/regional-operations/cal-eoc
- To develop a working knowledge of the **Emergency Managers Mutual Aid Plan (EMMA)**, see California OES web site: www.caloes.ca.gov/PlanningPreparednessSite/Documents/09%20EMMA%20Plan%20and%20Annexes,%20November%202012.pdf#search=Emergency%2520Managers%2520Mutual%2520Aid%2520Plan%2520%2528EMMA%2529
- Review your **Local Emergency Plan** and understand your local role in disaster response and recovery.
- Conduct local EOC, department emergency operations, and SAP Coordinator and Evaluator training for your staff.
- Adopt, by local ordinance:
 - Damaged Building Placarding System
 - Mutual Aid Agreement(s)
 - Post-Disaster Demolition Policies and Procedures
 - Post-Disaster Repair & Replacement Policies and ProceduresSee CALBO’s website for sample ordinances. <http://www.calbo.org/>

Responsibilities

To facilitate activation of the Safety Assessment Program and call-out of the appropriate individuals, the various disciplines have been assigned specific responsibilities. In this manner, OES will activate an organization based on the needs of the requesting jurisdiction.

This figure shows these responsibilities in the form of an organizational chart. This is the type of chart Cal OES will use to determine the appropriate disciplines to be activated based on the request for assistance.



This table is provided for guidance only, and is not intended to limit any individual or group to a specific type of evaluation. Such limitations come from the individual's experience, background and training.

For large events, individuals from within the disaster area will not be activated. Local government building inspectors will be inspecting buildings within their respective jurisdictions and will not be available. Private sector individuals will have their own clients who will require their assistance. Consequently, the program will be activated outside the disaster area.

For medium events, a combination of individuals within the disaster area or from the immediate surrounding area as well as outside the disaster area may be activated.

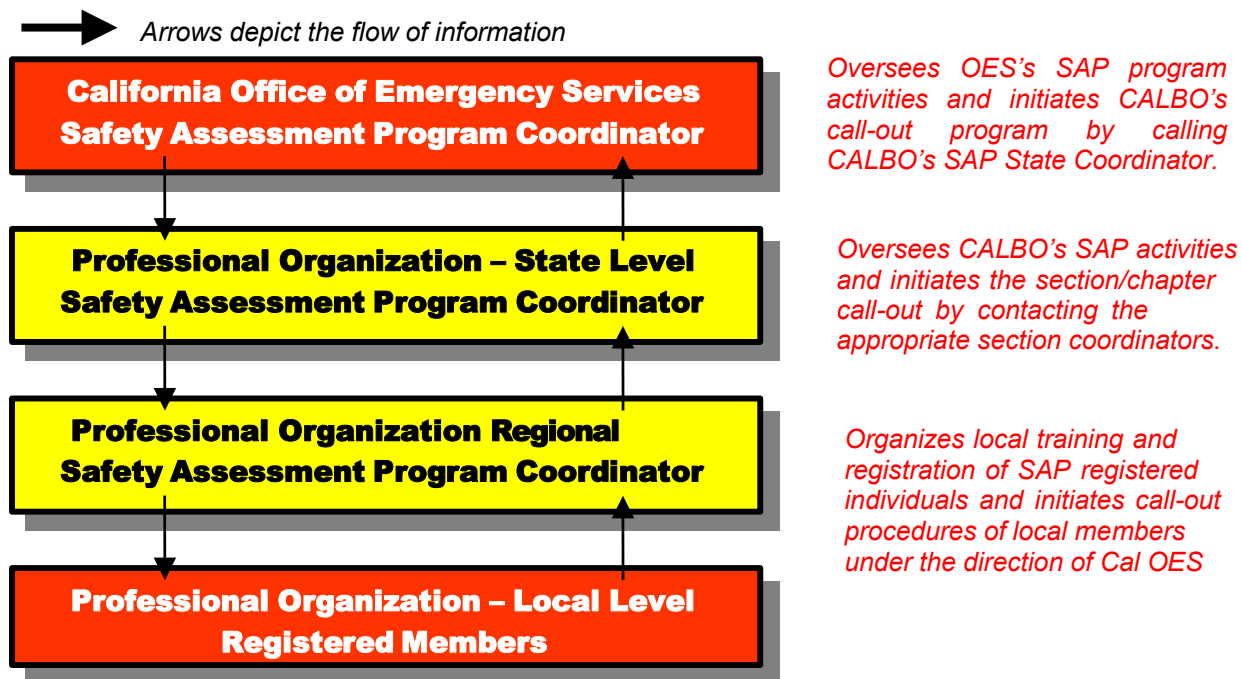
For small events, only those individuals within the disaster area or immediate surrounding the area will be activated. In this manner, they will not need housing and will be used on a limited basis.

For all events, Cal OES has a Statewide Safety Assessment Program Coordinator who oversees the overall Safety Assessment Program.

Each professional organization, including CALBO, has appointed a Statewide Safety Assessment Program Coordinator who oversees the safety assessment activities of the individual chapters or sections within the professional organization.

Each regional area has a CALBO Safety Assessment Program Coordinator who:

- establishes and initiates the call-out procedures with Cal OES;
- organizes and arranges training and registration programs with Cal OES; and



Appendix A

MEMORANDUM OF UNDERSTANDING

Between

The California Governor's Office of Emergency Services (Cal OES)

And

WHEREAS, the safety of the people of the State of California is of the utmost importance at all levels of state and local government;

WHEREAS, the State of California and the Federal Emergency Management Agency (FEMA) recognize the importance of written mutual aid agreements to facilitate response, recovery, and reimbursement;

WHEREAS, the Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster;

WHEREAS, SAP is intended to help local governments perform facility safety evaluations as quickly as possible;

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) and the above-titled Requesting Jurisdiction, hereinafter referred to as Parties, seek to enter into a Mutual Aid and Operational Agreement in order to use the Safety Assessment Program's (SAP) resources and personnel in the event of a local disaster or other emergency;

THEREFORE, the Parties agree as follows:

1. The Requesting Jurisdiction will be responsible for reasonable travel and per diem costs for meals not provided of the volunteer SAP personnel deployed by Cal OES in response to the disaster or emergency, if applicable.
2. The Requesting Jurisdiction will be responsible for the hourly wages and overtime of local government SAP personnel deployed by Cal OES in response to the disaster or emergency, in addition to their reasonable travel and per diem costs, if applicable.
3. Requesting Jurisdiction will not be required to reimburse State SAP personnel.
4. The Requesting Jurisdiction will provide Cal OES with the number of SAP evaluators it is requesting and their preferred expertise, such as the number of licensed civil, structural, or geotechnical engineers, licensed architects, or certified building inspectors being requested.
5. The Requesting Jurisdiction will provide Cal OES with the number of days the SAP personnel will be needed, the date and time of arrival, and reporting location.
6. The SAP personnel will be under the authority of the Requesting Jurisdiction once deputized by the Requesting Jurisdiction as deputy building inspectors, after which time

the SAP personnel will be permitted to post official placards under the authority of the local jurisdiction.

7. The Requesting Jurisdiction agrees to the following:
 - a. Utilize SAP personnel only to evaluate building and/or infrastructure viability;
 - b. Not use SAP personnel to estimate building damage repair costs;
 - c. Not use SAP personnel for possession retrieval from private homes or from public buildings; and
 - d. Maintain daily attendance rosters of all who are participating in the SAP deployment, including time of arrival and time of departure for the duration of the deployment.
 - e. Provide copies of the attendance rosters to the state and federal disaster recovery specialists upon request.
 - f. Track and document the SAP deployment costs.
 - g. Upon completion of the SAP mobilization, all SAP personnel will be safely demobilized in accord with standard emergency management best practices.
 - h. Upon completion of the SAP mobilization, pay all outstanding costs.
8. The Requesting Jurisdiction may choose to use the donated labor of SAP volunteers to offset their non-federal cost share. To do so, the Requesting Jurisdiction must keep records of the hours that the volunteers spent in the field, the normal hourly wage of each volunteer, and the volunteers' names.
9. To the extent permitted under California law, State SAP personnel and volunteers will be covered for worker's compensation by the State of California worker's compensation law, and local jurisdiction SAP personnel will be covered for worker's compensation through their own jurisdiction.
10. To the extent permitted by law, SAP personnel may have immunity from liability in accord with the California Emergency Services Act Section 8657(a), the California Business and Professions Code Sections 5536.27 and 6706. SAP personnel will also obtain immunity from liability by virtue of being deputized by the Requesting Jurisdiction. Nothing in this section shall provide immunity for intentional acts, gross negligence or willful misconduct, or any conduct outside the course and scope of official duties, or wherever else immunity is prohibited under California law.
11. Cal OES agrees to make reasonable efforts to provide SAP personnel to the Requesting Jurisdiction.
12. This Agreement will commence upon approval of the Parties and the binding signatures of the officials with authority for Cal OES and the Requesting Jurisdiction. This agreement will be in effect until such time as the Agreement is terminated by one or both Parties. Either Party may terminate this agreement by providing written notice of its intention to terminate no less than thirty calendar days prior to the effective termination date.
13. The Parties shall comply with all applicable federal, state, and local statutes, regulations, rules and ordinances.
14. Each Party has read, agreed to, and executed this Agreement on the date(s) indicated below.

(Requesting Jurisdiction)

(Signed)

(Printed name)

(Date signed)

California Governor's Office of Emergency Services

(Signed)

(Printed name)

(Date signed)

Appendix B – Emergency Managers Mutual Aid (EMMA) System

[\(Attached the latest EMMA document here\)](#)

Appendix C – Your Local Emergency Plan

(Insert your local Emergency Plan here for reference)