CALBO

Safety **A**ssessment **P**rogram **(SAP)** Mutual Aide Guide

Updated November 2016
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 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.
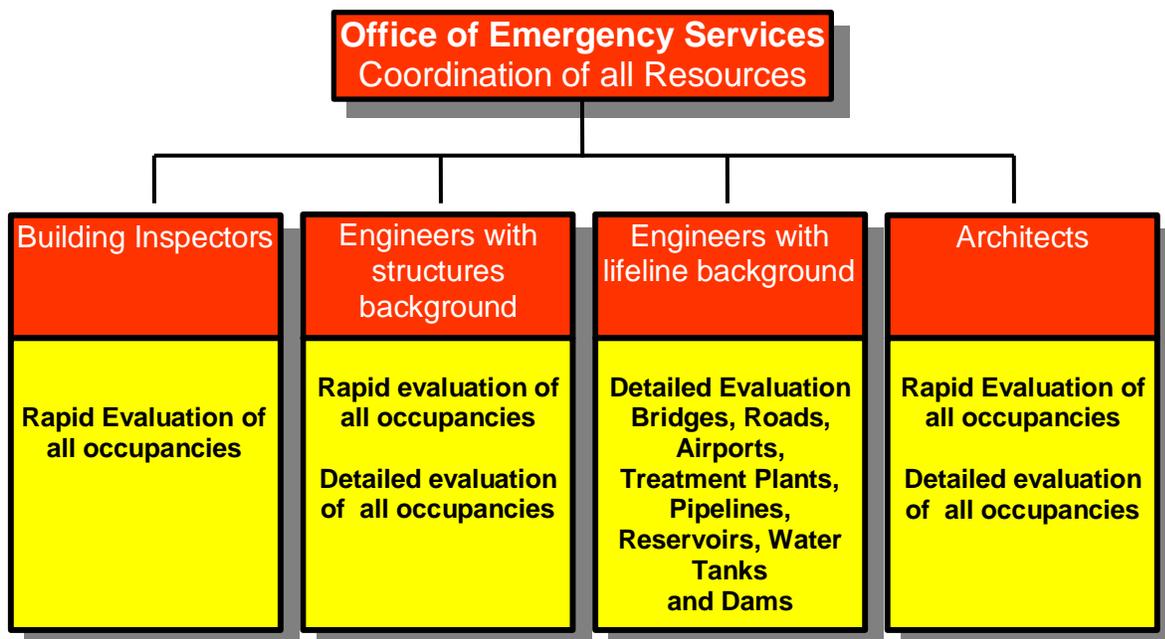
Resources & Pre-Event "To Do's"

- 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:
  - o Damaged Building Placarding System
  - o Mutual Aid Agreement(s)
  - o Post-Disaster Demolition Policies and Procedures
  - o Post-Disaster Repair & Replacement Policies and Procedures

  See 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.

Office of Emergency Services Coordination of all Resources			
Building Inspectors	Engineers with structures background	Engineers with lifeline background	Architects
Rapid Evaluation of all occupancies	**Rapid evaluation of all occupancies** **Detailed evaluation of all occupancies**	**Detailed Evaluation Bridges, Roads, Airports, Treatment Plants, Pipelines, Reservoirs, Water Tanks and Dams**	**Rapid Evaluation of all occupancies** **Detailed evaluation of all occupancies**

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.

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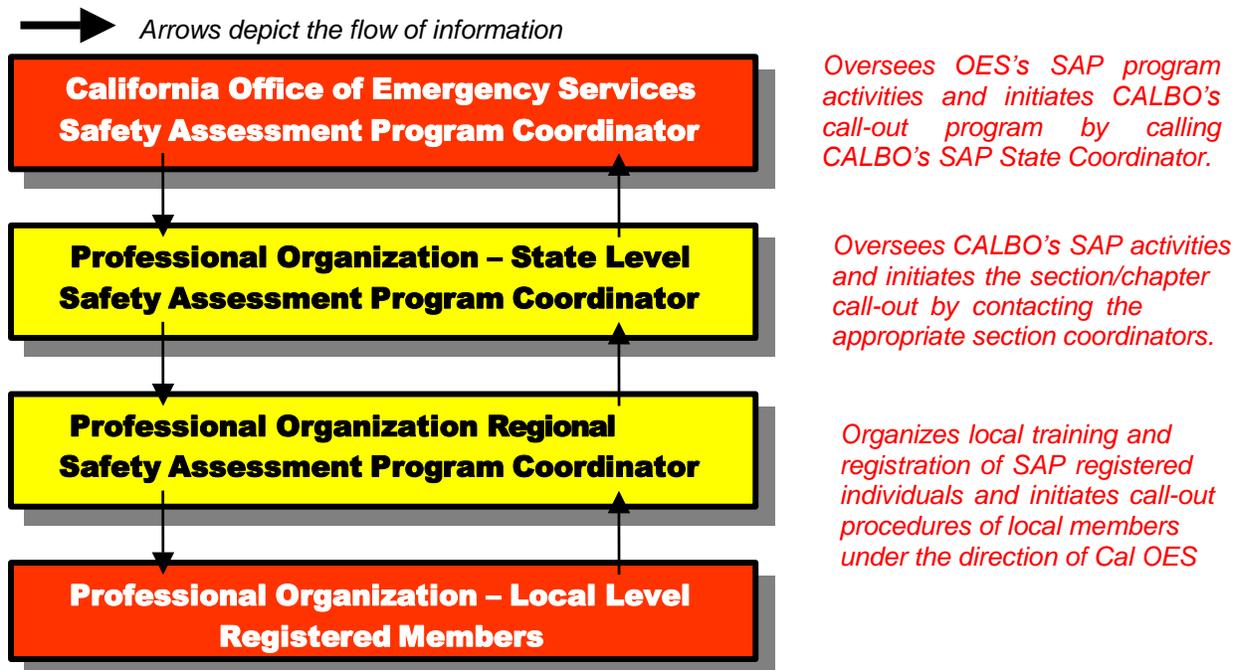
For small events, only those individuals within the disaster area or immediate surrounding the area will be activated. In this manner, they will not need housing and will be used on a limited basis.

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

Arrows depict the flow of information

California Office of Emergency Services Safety Assessment Program Coordinator

Oversees OES's SAP program activities and initiates CALBO's call-out program by calling CALBO's SAP State Coordinator.

Professional Organization – State Level Safety Assessment Program Coordinator

Oversees CALBO's SAP activities and initiates the section/chapter call-out by contacting the appropriate section coordinators.

Professional Organization Regional Safety Assessment Program Coordinator

Organizes local training and registration of SAP registered individuals and initiates call-out procedures of local members under the direction of Cal OES

Professional Organization – Local Level Registered Members

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Appendix A – California Master Mutual Aide Agreement

MUTUAL AID & ASSISTANCE AGREEMENT

Between

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

And

City of Beaumont ("Requesting Jurisdiction")

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

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; and

WHEREAS, pursuant to Section 10 of Article 5 of the Constitution of the State of California and the California Disaster and Civil Defense Master Mutual Aid Agreement (1950), jurisdictions are permitted to enter into mutual aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, personnel, and services during a natural or human-caused disaster or other emergency; and

WHEREAS, Cal OES and the Requesting Jurisdiction, hereinafter collectively referred to as Parties or singularly as Party, seek to enter into this Mutual Aid and Assistance Agreement ("Agreement") in order to facilitate the authorization, mobilization, deployment, and demobilization of Safety Assessment Program ("SAP") resources and personnel in the event of a local disaster or other emergency.

NOW THEREFORE, the Parties to this Agreement mutually agree as follows:

1. <u>Requesting Jurisdiction's Request for Assistance</u>. The City Manager of the Requesting Jurisdiction or his/her designee may request assistance from the Cal OES coordinator through the Operational Area's mutual aide coordinator during a natural or human-caused disaster or other emergency.

   a. The Requesting Jurisdiction shall provide the Operational Area's mutual aide coordinator with the number of SAP evaluators and coordinators requested and the areas of expertise sought.

   b. The Requesting Jurisdiction shall provide the Operational Area's mutual aide coordinator with the estimated number of days the SAP personnel and volunteers will be needed, the date and time of arrival, and reporting location.

c.	The Requesting Jurisdiction shall specify the number of licensed civil, structural, or geotechnical engineers, licensed architects, or certified building inspectors requested.

2.	Cal OES' Response to Request for Assistance. Cal OES agrees to make reasonable efforts to provide SAP personnel and volunteers to the Requesting Jurisdiction through the Operational Area's mutual aide coordinator. The Cal OES coordinator shall determine if SAP personnel and volunteers are available to respond to the Requesting Jurisdiction's request for assistance. The Cal OES coordinator shall provide the Requesting Jurisdiction with information regarding the number and type of SAP personnel available to respond and an estimated time of their arrival.

3.	SAP Personnel and Volunteer Duties.

a.	SAP personnel and volunteers shall only perform duties for which they are licensed, trained and/or equipped.

b.	SAP personnel and volunteers shall only be engaged in evaluating building and/or infrastructure viability or organizing the effective conduct of such work.

c.	SAP personnel and volunteers shall not be assigned the duty of estimating building damage repair costs.

d.	SAP personnel and volunteers shall not be assigned the duty of retrieving property from private homes or from public buildings.

e.	For the purposes of the disaster or emergency response, the SAP personnel and volunteers shall be under the authority of the Requesting Jurisdiction. If SAP personnel are deputized by the Requesting Jurisdiction as deputy building inspectors, such personnel shall be permitted to post official placards under the authority of the Requesting Jurisdiction.

f.	For the duration of the deployment, Requesting Jurisdiction shall maintain and keep a daily sign-in/sign-out roster of all personnel and volunteers who are participating in the SAP deployment for, among other things, safety, coordination, and reimbursement reasons. Copies of these rosters shall be provided to state and federal disaster recovery specialists upon request.

4.	Deployment Costs.

a.	Total Deployment Costs.	Total SAP deployment costs for the Requesting Jurisdiction shall not exceed $100,000 per disaster per requesting jurisdiction. SAP deployment costs shall include but not be limited lodging, meals and mileage for SAP personnel and volunteers. Requesting Jurisdiction shall be responsible for tracking the SAP deployment costs.

b.	Lodging, Meals & Mileage. The cost of deployment shall include lodging provided by Requesting Jurisdiction. SAP personnel shall be entitled to daily breakfast and dinner per diems at current Requesting Jurisdiction per diem rates. SAP volunteers shall

be entitled to daily breakfast and dinner per diems at current Requesting Jurisdiction per diem rates if such meals are not provided by the Requesting Jurisdiction. Field lunches shall be provided by the Requesting Jurisdiction. Requesting Jurisdiction shall reimburse SAP personnel and volunteers for the actual cost of travel to and from the reporting location upon submission of valid receipt(s) by SAP personnel and volunteers to Requesting Jurisdiction. SAP personnel and volunteers shall be responsible for submitting travel receipts and requests for per diems in a manner as directed by the Requesting Jurisdiction.

        c.   <u>Local Government SAP Personnel Wages</u>. The Requesting Jurisdiction shall be responsible for the hourly wages and overtime of local government SAP personnel deployed by Cal OES in response to the disaster or emergency.

        d.   <u>State Agency SAP Personnel Wages</u>. The Requesting Jurisdiction shall not be responsible for the hourly wages of state agency SAP personnel deployed by Cal OES in response to the disaster or emergency.

        e.   The Parties stipulate that charges may be assessed without regard to the reimbursement availability of state or federal government funds.

5.   <u>Worker's Compensation</u>. State Agency SAP personnel and volunteers shall have worker's compensation insurance provided by the State of California. Local government SAP personnel shall have worker's compensation insurance provided by through their own jurisdiction(s).

6.   <u>Insurance</u>. The Requesting Jurisdiction agrees to provide evidence to Cal OES that insurance coverage exists for SAP volunteers assisting the Requesting Jurisdiction in deployment operations and activities. This insurance coverage shall remain in force for the duration of the SAP volunteers' deployment services provided under this Agreement. This insurance coverage shall be comparable to the coverage provided Requesting Jurisdiction's employees.

7.   <u>Term of Agreement</u>. This Agreement shall be in effect from the date executed and shall continue in effect until modified or terminated. This Agreement shall only be modified with mutual and written consent of both Parties. Either Party may terminate this Agreement with written notice of at least ten (10) days to the other Party. The Parties agree that this Agreement shall be reviewed at least every two years.

8.   <u>Governing Law</u>.The Parties shall comply with all applicable federal, state, and local statutes, regulations, rules and ordinances. This Agreement shall be interpreted under and governed by the laws in the State of California.

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[Signature on following page.]
Signature Page to
MUTUAL AID & ASSISTANCE AGREEMENT
(City of Beaumont)

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IN WITNESS WHEREOF, the Parties have read, agreed to, and executed this Agreement on the date(s) indicated below.

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"CAL OES"

CALIFORNIA GOVERNOR'S OFFICE OF
EMERGENCY SERVICES

By:_____
    Printed Name

Date: _____

"CITY"

CITY OF BEAUMONT

By:_____
    Mike Lara, Mayor

Date: _____

ATTEST:

By:_____
    Julio Martinez, City Clerk

APPROVED AS TO FORM:

By:_____
    John O. Pinkney, City Attorney

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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)

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