

JOB AID – Partner Organizations

Note: This job aid is to help Partner Organizations with processes and deployment issues. It is especially intended for the following situations:

- *Training*
- *Large-scale deployment in California*
- *Deployment out of state*
- *Deployment to a jurisdiction lacking knowledge of or preparation for the Safety Assessment Program*

PLANNING FOR SAP DISASTER RESPONSE

- Ability to hold SAP Evaluator training sessions
- Process registration forms and photos (name pictures last name, first name) and send to CA OES for processing in timely manner
- Maintain call-down list of Evaluators
- Verify the list at least every 12 to 18 months
- Organization contact to receive correspondence and disseminate program information
- Disaster contacts; primary with at least one alternate
- Update organization contact information with CA OES at least once a year
- SAP Steering Committee participation
- Serve as advocate for the Safety Assessment Program
- At least 100 potential registered Evaluators, unless the organization has a unique resource not provided by existing organizations
- Provide OES with class information to post on website

PRE-DISASTER RESPONSE

- Prepare list of contact information for SAP Evaluators that are being deployed (cell phone, jurisdiction, SAP ID number etc)
- Submit information to CA OES

DURING RESPONSE

- Keep in contact with CA OES
- One primary disaster contact person

AFTER ACTION/LESSONS LEARNED

- Participate in After Action Report preparation using notes from daily written log. Discuss with CA OES Statewide SAP Coordinator any unusual issues that came up during 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.
- Participate in conference calls