JOB DESCRIPTION
Safety Assessment Program Evaluator

PRE-DEPLOYMENT

- Ensure that your professional organization has your correct phone numbers, mailing address, and email address. Your professional organization is identified on your ID card.
- After you hear about an event, contact your professional organization to let them know you are available for deployment.
- Prepare go-kit.

DEPLOYMENT

- 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 on the area from the Internet or a library.
- Travel safely to location. Be prepared to show your identification at official road stops.
- Sign in at deployment center, check in with Coordinator, and attend initial briefings.
- Become designated/authorized, if local officials are authorizing 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 forms 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.

DEMOBILIZATION

- 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 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.