

## JOB AID – Safety Assessment Program (SAP) Trainer

This Job Aid is for certified SAP trainers to provide recommended actions before, during, and after a SAP training class.

### **BEFORE CLASS**

- Locate a reasonable site or web access for the training. If a classroom is used, it should have enough room for all the students and set up with tables and chairs so students can spread out their materials. The room should have a projector and screen setup. A microphone and sound system is recommended.
- Notify Cal OES regarding the date of class and potential number of students.
  - Notification is not required but requested, as a tracking mechanism.
  - If you wish, Cal OES can advertise the training class by posting on web page.
- Please share with all registered attendees the link for the appropriate SAP manual(s) which are available as a link on the Cal OES SAP webpage: <https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/technical-assistance/safety-assessment-program>
  - Evaluator (version 16)
  - Coordinator (version 9)
  - Train-the-Trainer (version 17)
- Ensure you have the current version of training presentation.
  - Please request the current presentation, manuals, and forms as a download from Cal OES via DropBox.
- **Ensure that you have an attendance roster that includes the person's first name, last name, email address, class details (date, location, type of training, and instructor's name), and checkbox for verifying their attendance. Sample available upon request**
- Either order ATC-20 Field Manuals (Post-earthquake) and ATC 45 (Winds, Storms, and Floods) and distribute to attendees, or have them order directly from ATC. These must be purchased from Applied Technology Council (ATC) with enough lead time, so the handbooks arrive before the class date. Cal OES is no longer able to supply instructors with these manuals.  
Order online from <https://store.atcouncil.org/>

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- It may be very helpful to have an assistant help with class registration and to take screenshots for online class, or photos if in person.
- In person classes- set up the classroom at least one hour before the class is to begin. Bring all class handouts and forms to the class. Have a table at the entrance to accommodate registration sign-in and the handing out of class materials.

**DURING CLASS**

- **REQUIRE all participants in an online training to keep camera on during the full class session!**
- Ensure students attendance by downloading participants (this option is available on Teams meeting format), or taking screen shots if web training; in person have them sign the roster at both the morning and afternoon portions of the training.
- If a fee is required for the class, and the student has not paid the fee already, collect the fee as the student signs in.
- Distribute, as necessary, the following items to student:
  - SAP Evaluator or Coordinator manual (electronically downloaded)
  - ATC-20-1 and/or ATC-45 handbook
- Tell them at the beginning of the class about the Continuing Education Unit (CEU) form. If they want credit for this class, ask them to fill out the information at the top of the form, sign the bottom, and forward the form to you so you can sign it off. Then they should complete the form and mail it to the California State University – Sacramento address that is on the form, along with the required fee.
- Be sure to speak clearly, with good enunciation, in a conversational tone.
- If students are unable to hear the training, take whatever steps are appropriate to make sure they can hear you. This may include moving them forward, using a microphone and sound system, and/or speaking up.
- In Person: When arranging the teams for the exercises, try to keep the groups smaller, with fewer than five students, if possible. This allows for better participation by the students. It helps if the classroom is already set up in such a way that groups are already created.
- Online: You can choose to use breakout rooms for exercises if you prefer, if not you can ask questions of the whole group when training.
- Make sure that the students all stay for the entire class! Sometimes, students will leave during the break and not return, or they will miss large segments of the class while attending to other matters. However, students must stay with the class in order to receive credit for the class. If some urgent matter makes them leave less than an hour early, they can receive credit if they substantially complete the course, meet with the instructor during a break, and assure they will read over the material that they will be missing. If an emergency takes them out of the class before late afternoon, they must complete the course another time. Their fee may or may not be partially refunded to them, depending on the policies of the instructor or the hosting organization.
- At the end of the class, take the students to the Cal OES SAP web page show them how to get there and where the resources are located: [Recovery Safety Assessment Program \(ca.gov\)](https://www.caloes.ca.gov/Recovery-Safety-Assessment-Program)
- If suggestions or questions come up during class, please email them to [SAP@caloes.ca.gov](mailto:SAP@caloes.ca.gov) .
- Near the end of the training, or after the training, provide the link for those who completed the training to apply for their SAP ID card or Certificate of Completion (if they don't hold accepted licensing/certifications). This link is provided in your materials in Dropbox along with a sample email template to send out if you prefer. Link: [SAP ID Registration Form](#)

- Advise that they will be required to attach a professional style headshot with their electronic registration form in order to be sent their ID card. Below are some recommendations you may want to mention (these instructions are also on the form):
  - Do not take the photograph in direct sunlight or directly under a light source, or against a window, this causes deep shadows.
  - Please take the photo against a PLAIN BACKGROUND. Do not stand in front of a bookcase, fire extinguisher, picture frame, or heavily patterned wallpaper.
  - Do not take the photo wearing sunglasses or a hat that covers eyes and hair (exceptions are made for religious practices).
  - Color photographs only.
  - It is VERY IMPORTANT to verify that the photograph is in focus and meets all the requirements.
- Decide if you want to require your attendees to also provide a photo ID attachment if you are not able to take a screenshot (the registration form mentions it may be a second attachment requested by trainer). This will be for you to verify their face to name, advise them whether you are requiring this from them. You will be able to see their attachments when the electronic request is emailed to you to verify that they attended the class.

#### **AFTER CLASS**

- Please remember to send a copy of the roster to [SAP@caloes.ca.gov](mailto:SAP@caloes.ca.gov) , whether you do online session or in person! This helps us match up students with their online registration forms and eliminates fraud.
- You will receive email notifications for each attendee as they do their online SAP registration forms, each email will also include their photo (and photo ID if you request it). Please verify that this student attended the full session by clicking YES, if they did NOT, please click NO. These emails will be from **Shirley Jake via Smartsheet <automation@app.smartsheet.com>**. This serves as your signature!!