

**Appendix I - Evaluation Deployment Playbook**



**WAsafe Building Safety Evaluation System**

**Evaluation  
Deployment  
Playbook**

**For Local and State Emergency Operations Plans**

**This Playbook serves as Appendix I to the WAsafe Operations Manual**



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## INTRODUCTION

The Washington State Safety Assessment Facility Evaluators Coalition (WAsafe) is an alliance of professional organizations whose primary mission is to assist local communities by performing visual evaluations for post-disaster building safety. Evaluations are performed in accordance with Applied Technology Council document ATC 20, *Procedures for Post-earthquake Safety Evaluation of Buildings*, or ATC-45, *Safety Evaluation of Buildings After Wind Storms and Floods*, as appropriate for the type of incident.

WAsafe Responders are qualified emergency volunteers as established in RCW 38.52, who will perform visual safety evaluation of buildings. WAsafe Responders will be deployed through the Washington State Emergency Operations Center (SEOC) and local emergency management departments, in the execution of their responsibilities with respect to the use of qualified volunteers.

WAsafe Responders work under the direction of the local Emergency Operations Center (LEOC) and Authority Having Jurisdiction for building safety (AHJ). In Washington State, the AHJ is usually the local building official. All WAsafe Responders are required to be registered as volunteers for the local jurisdiction or the Washington State Emergency Management Division (WA EMD) under the authority of WAC 118-04. Upon deployment to the local jurisdiction, WAsafe Responders must also be deputized by the AHJ to allow for official authorization to post building safety placards.

Based on visual evaluations, WAsafe Responders will complete an evaluation form and post buildings with placards indicating the level of safety as described in ATC-20/ATC-45. Additional posting requirements should be determined by the AHJ and included in the operational briefing provided by the AHJ. Placards posted by deputized WAsafe Responders carry the authority of the AHJ.

The scope of WAsafe Responders' work is limited to the safety evaluation of buildings under the direction of the AHJ. In the event of a disaster, there will be an obvious need to evaluate other types of structures, such as bridges and pipelines. Those having the responsibility for construction and maintenance of other types of structures are expected to perform their own safety evaluations.

This Playbook is intended as a resource for local, regional and State Emergency Operations Centers, (EOCs) and local Authorities having Jurisdiction for building safety. It describes the responsibilities of governmental agencies and WAsafe Responders when WAsafe resources are deployed on an incident.

## TERMINOLOGY

The following is intended to help explain words, phrases, and acronyms used in this Manual..

**Applied Technology Council 20 (ATC-20):** The procedures described in the report, *Procedures for Post-Earthquake Safety Evaluation of Buildings* (1989), an Addendum to that report, and *ATC 20-1 Field Manual: Postearthquake Safety Evaluation of Buildings, Second Edition* (2004), all published by the Applied Technology Council. Also used to refer to a formal training in post-earthquake building safety evaluations.

**Applied Technology Council 45 (ATC-45):** The procedures described in *Field Manual: Safety Evaluation of Buildings after Windstorms and Floods*, published by the Applied Technology Council (2005). Also used to refer to a formal training in safety evaluations of buildings following a windstorm or flood.

**Authority Having Jurisdiction (AHJ):** The local building official or other appropriate authority having jurisdiction over building safety.

**Building Safety Evaluation: (BSE)** The procedures used to determine building safety and resulting in posted placards on damaged buildings.

**Coordinator-in-Charge (CIC):** See WAsafe Coordinator(s)-in-Charge.

**Emergency Management Assistance Compact (EMAC):** Federal interstate Emergency Management Assistance Compact allowing for state-to-state disaster assistance.

**Emergency Worker:** Any person who is registered with a local emergency management organization or State Emergency Management Division (WA EMD) for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities. See WAC 118-04 and RCW 38.52.010(11).

**Emergency Support Function 3 – Public Works and Engineering (ESF-3):** An Emergency Support Function (ESF) is a functional group in Washington State’s Comprehensive Emergency Management Plan (CEMP). WAsafe operates inside the scope of ESF 3 – Public Works and Engineering. For additional details about the CEMP and ESFs, see the Emergency Management Division’s website: <https://mil.wa.gov/plans>

**Local Emergency Operations Center (LEOC):** Facility where emergency operations during an emergency are managed in any county, city or town. For the purposes of this manual the term LEOC includes the management and staff operating within the facility.

**Mutual Aid:** The sharing of resources between local jurisdictions within the State of Washington. Mutual aid agreements at the state and local level specify the terms and conditions under which agencies lend assistance across jurisdictional boundaries.

**National Incident Management System (NIMS):** Federal Emergency Management Agency (FEMA) systems and processes for how government, nongovernmental organizations and the private sector to work together in incident responses. For more information, see the NIMS website: <https://www.fema.gov/emergency-managers/nims>.

**Placard:** Notice posted on buildings by authorized evaluators that indicate the safety evaluation classification of the building, as well as other relevant information.

**Post:** The act of affixing a safety evaluation placard on a building following an incident.

**Revised Code of Washington (RCW):** The compilation of all permanent laws enacted by the Washington State Legislature, now in force in the State of Washington.

**State Emergency Operations Center (SEOC):** Facility where emergency operations during an emergency are managed by the State Emergency Management Division. For the purposes of this manual, the term SEOC includes the management and staff assigned to the facility.

**Volunteer Emergency Worker:** An emergency worker who is not receiving or expecting compensation from the state or any local government. See RCW 38.52.180(5)(a).

**Washington Administrative Code (WAC):** The codified regulations of the executive branch issued by authority of statutes and arranged by subject or agency.

**WAsafe Building Safety Evaluator (WAsafe BSE):** A WAsafe-enrolled volunteer emergency worker trained to conduct Rapid or Detailed Evaluations of buildings in incident areas, in accordance with ATC-20 and ATC-45 guidance.

**Washington Safety Assessment Facility Evaluators Coalition (WAsafe):** The coalition of professional organizations established to train, coordinate, and dispatch volunteers to perform building safety evaluations under the direction of the AHJ.

**WAsafe Coordinators:** WAsafe designated representatives providing coordination between the WAsafe BSEs, the LEOC, and SEOC. Coordination includes communications, mobilization, and dispatch of WAsafe Responders.

**WAsafe Coordinator(s)-in-Charge (CIC):** The Coordinator(s)-in-Charge manages the WAsafe response and acts as the single point(s) of contact for the SEOC or LEOC.

**WAsafe On-site Leader:** The WAsafe designated individual(s) providing on-site administrative and logistical support for Building Safety Evaluation Teams deployed in the field.

**WAsafe Responder:** A WAsafe BSE or WAsafe On-site Coordinator deployed by the SEOC or LEOC to assist in perform safety evaluations of buildings and posting placards under the direction of the AHJ.

**Washington State Emergency Management Division (WA EMD):** The Washington military department, emergency management division.

### **EMERGENCY RESPONSE AGENCY RESPONSIBILITIES**

**(For sequence of operations, see WAsafe Mobilization and Deployment Flowchart below)**

#### **Local Jurisdiction (see also Disaster Response Field Operations section below):**

1. Assess the extent and severity of damage and determine the need for qualified volunteers.
2. Obtain a mission number from SEOC.
3. Submit a resource request to SEOC detailing the assistance needed. See WAsafe BSE Types and Qualifications, below. The requests should include the number and types of building safety evaluators needed, and the estimated duration of deployment. Requests may include any other necessary information, such as number and types of buildings to be evaluated, and building construction types and materials.
4. Designate and provide directions to the location where WAsafe Responders are to report.
5. Onboard WAsafe Responders including:
  - a. Register WAsafe Responders as Volunteer Emergency Workers under the auspices of the AHJ, and assign them an Evaluator ID number.
  - b. Deputize WAsafe Responders to authorize evaluations and postings on behalf of the AHJ.
  - c. Conduct a briefing for WAsafe Responders to inform them of assignments and jurisdictional policies and procedures.
  - d. Coordinate WAsafe Responder food and lodging during deployment, if it is being provided.
6. Provide placards, forms and other supplies as needed by WAsafe Responders.
7. Provide other reasonable information and assistance as requested by the WAsafe Coordinator-in-Charge (CIC) or WAsafe On-site Leader

#### **WA Emergency Management Division (State Emergency Operations Center (SEOC) /ESF-3 Desk**

1. Serve as initial point of contact for local emergency operations center (LEOC) requests for WAsafe Building Safety Evaluation (WAsafe BSE) resources.
2. Contact any WAsafe Coordinator listed on the official WAsafe Coordinators List (Appendix III). Inform them that a request for building safety evaluators has been received, and provide the following information:
  - Type of event (earthquake, flood, fire, landslide, windstorm, etc.), and any associated hazards such as fire, landslide, seiche, or tsunami.
  - Location of event or requesting LEOC(s).
  - Number and type of WAsafe resources needed.
  - The approximate deployment duration.
3. Provide instructions on where to deploy them.
4. Coordinate with the WAsafe CIC on prioritizing assignments when multiple jurisdictions are requesting resources, or there are insufficient WAsafe Responders to meet the request.

5. Coordinate deployment of WAsafe Responders by informing the WAsafe CIC of the following:
  - Mission number, deployment location, check-in instructions, available surface transportation routes in the affected area, or alternate methods of transportation.
  - The requesting jurisdiction and names, locations, and contact information of officials to be contacted upon arrival at the local jurisdiction or LEOC.
  - Minimum duration of volunteers' mobilizations.

#### **WAsafe Coordinator Initial Contact:**

1. The WAsafe Coordinator initially contacted by the SEOC will convene a meeting of available WAsafe Coordinators to select one or two Coordinator(s)-in-Charge as determined appropriate for the event, and begin coordination activities. When possible, the Coordinator-in-Charge should be from an area unaffected by the event.

#### **WAsafe Coordinator-in-Charge (CIC)**

1. The WAsafe CIC manages the WAsafe response, and serves as the primary contact with the SEOC and LEOC.

#### **WAsafe Coordinators**

1. Upon formal request for resources from the SEOC, the WAsafe Coordinators will utilize the WAserve database (WA Dept. of Health) to request WAsafe BSE availability and identify appropriate personnel to fill the request.
2. Verify WAsafe BSEs who respond to the WAserv request of their availability for deployment.
3. Maintain records of contacts made and volunteers dispatched.
4. Notify dispatched WAsafe Responders of the mission number, deployment location or meeting place, and other pertinent information related to deployment logistics.
5. If requested by the AHJ or LEOC, designate WAsafe BSEs to be the On-Site Leader for each jurisdiction.
6. Coordinate as necessary, and communicate with the SEOC regarding dispatching WAsafe Responders, and updates on their status.
7. Coordinate with the AHJ on tracking the WAsafe Responders until they have returned to their home base.

#### **WAsafe On-site Leadership**

The AHJ or LEOC may request one or more WAsafe On-Site Leaders to provide on-site administrative and logistical support for BSE Teams. The BSE On-Site Leader may be able to:

1. Assist the AHJ with volunteer assignments consistent with BSE Evaluator Typing, professional qualifications, and physical capabilities.
2. Provide guidance on resource needs including placards, forms, communications, safety, etc.
3. Provide administrative support to BSE teams as requested by the AHJ

4. Assist with setting priorities for building safety evaluations
5. Manage staffing for BSE teams in coordination with the AHJ and LEOC
6. Assist the AHJ in making deployment decisions for BSE Teams
7. Coordinate BSE Team activities within the Incident Command Structure in the LEOC.

## **DISASTER RESPONSE FIELD OPERATIONS**

### **Registration and Deputization of WAsafe Responders by the AHJ or LEOC**

Upon arrival at an assigned jurisdiction, WAsafe Responders must be:

1. Registered as a Volunteer Emergency Workers with the LEOC under the mission number assigned by the SEOC.
2. Assigned an Evaluator ID number by the AHJ or LEOC. This number will be used by the WAsafe Responder on forms and placards instead of their name.
3. Deputized by the local AHJ (Building Official or other appropriate authority with jurisdiction over building safety) to give the WAsafe Responders the authority to post building safety evaluation placards under the authority of the AHJ.

### **Briefing of Volunteers by the AHJ**

Prior to beginning field work, WAsafe Responders shall be briefed by the local AHJ on:

1. Evaluation forms to be used, the jurisdictions posting policies, and where to obtain the forms.
2. Assignments of structures (or areas) to be evaluated, including location maps, building information, etc.
3. Safety precautions and potential or existing hazards to be aware of.
4. An information list from the jurisdiction for the use of the WAsafe Responders with the primary AHJ contact phone number, and phone numbers and locations of first aid stations, emergency shelters, police, fire, building department, and other information deemed important by the jurisdiction.
5. Instructions regarding media inquiries and jurisdictional policies.
6. Procedures for reporting at the beginning and end of each day.
7. Procedures for filing expense reports.
8. Housing accommodations and eating arrangements, if provided
9. Procurement of supplies, equipment, and PPE as well as directions for returning these resources to the jurisdiction at the end of the shift or incident as applicable.

### **Evaluation Assignments by the AHJ**

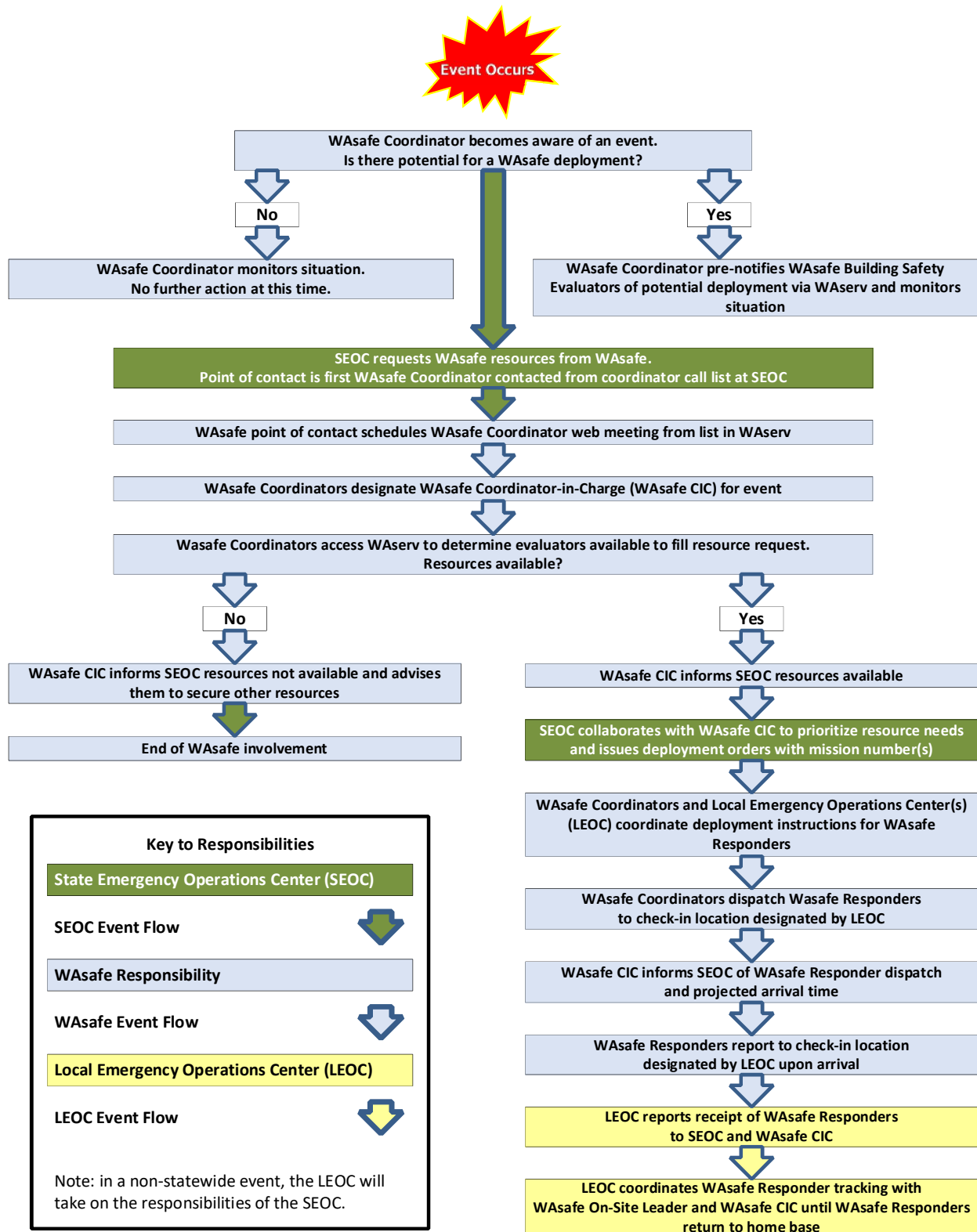
For safety reasons, evaluation teams must consist of two or more members and are assigned under the direction of the AHJ. The WAsafe On-Site Leader may assist the AHJ regarding assignment of personnel in accordance with WAsafe BSE Types and professional qualifications and physical capability. The WAsafe On-Site Leader and/or WAsafe Coordinator-in-Charge may also be available to assist the AHJ and/or LEOC with prioritizing safety evaluations, and other duties listed in the WAsafe Operations Manual.



### **Briefing the Authority Having Jurisdiction by WAsafe Responders**

Upon completion of the rapid evaluations of buildings, the WAsafe Responders may be asked to brief the AHJ or the WAsafe On-site Leader. Briefing topics may include structural and habitability conditions of evaluated buildings, and posting results and conditions. WAsafe Responders are not expected to offer opinions relating to whether or not a particular building should be demolished or repaired, although they can do so if asked by the AHJ. However, the evaluations performed may not provide sufficient information to justify such an opinion except for obvious conditions.

## WAsafe Mobilization and Deployment Flowchart



## WAsafe BSE Types and Qualifications

How to use this table:

- The duties and limitations for WAsafe Responders are intended as guidelines; actual assignments may vary, depending on the event and personnel, and the needs of the AHJ.
- When enrolling in WAsafe, volunteers will request a Type designation based on their minimum qualifications.

<b>Type</b>	<b>Anticipated Duties/Limitations</b>	<b>Minimum Qualifications</b>
<b>1</b>	Structural evaluation only: all buildings, including multi-family and commercial buildings over 5 stories and buildings with complex structural systems	<ul style="list-style-type: none"> <li>• Registered structural engineer or civil engineer with structural specialty</li> <li>• WAsafe BSE training class</li> </ul>
<b>2</b>	c. Non-structural evaluation: all single family residential, multi-family and commercial buildings d. Structural evaluation: single family residential, multi-family and commercial buildings up to 5 stories with non-complex structural systems	<ul style="list-style-type: none"> <li>• Certified Building Plans Examiner, Commercial Building Inspector, or Building Official; Registered Architect or Registered Engineer</li> <li>• WAsafe BSE training class</li> </ul>
<b>3</b>	Wood-framed single family residential, multi-family and commercial buildings up to 3 stories	<ul style="list-style-type: none"> <li>• Certified Residential Building Plans Examiner or Residential Building Inspector</li> <li>• WAsafe BSE training class</li> </ul>
<b>4</b>	Single family residential buildings and associated accessory structures	<ul style="list-style-type: none"> <li>• Any ICC Certification</li> <li>• WAsafe BSE training class</li> </ul>
<b>5</b>	As assigned by Building Official or Incident Command	<ul style="list-style-type: none"> <li>• EITs, unlicensed architects, permit technicians</li> <li>• Relevant experience</li> <li>• WAsafe BSE training class</li> </ul>

Notes:

- Type 1 WAsafe Responders can also perform structural evaluations for all Types, and non-structural evaluations for Types 3 and 4.
- Type 2 includes non-structural evaluations such as habitability and egress.
- Type 2 Engineers can only perform structural evaluations unless specifically qualified to perform complex non-structural evaluations.
- Type 2 evaluators can also perform structural and non-structural evaluations for Types 3 and 4.
- WAsafe Coordinators and WAsafe On-Site Leaders will be required to take additional training on this Manual. WAsafe Coordinators-in-Charge must take the WA EMD SIOC Foundations class. FEMA online trainings IS-100, -230, and -700 are prerequisites to taking the SIOC Foundations class.
- A NIMS Post-Disaster BSE Technical Supervisor has additional minimum requirements.
- In lieu of a WAsafe BSE training class, Cal OES SAP or ATC-20/45 training will be accepted for first-time enrollment in WAsafe, provided the BSE also passes a WAsafe-specific training module.