

REQUESTING WASAFE BUILDING SAFETY EVALUATORS
Checklist for Local Emergency Managers and Building Officials

Planning and preparation prior to an event:

	Description	Playbook Location		
		Section	Item #	Page #
<input type="checkbox"/>	Procure necessary placards, forms, and supplies	Local Jurisdiction	6	6
<input type="checkbox"/>	Prepare WAsafe Responder onboarding procedures <ul style="list-style-type: none"> • Volunteer Emergency Worker registration • Method of assigning Evaluator ID numbers • Deputization statements • Policies and information to be included in WAsafe Responder briefing 	Local Jurisdiction See also sections on Registration & Deputization, and Briefing of Volunteers	5	6 9

Immediately following an event, prior to WAsafe Responder arrival:

	Description	Playbook Location		
		Section	Item #	Page #
<input type="checkbox"/>	Determine need for WAsafe Responders	Local Jurisdiction	1	6
<input type="checkbox"/>	Obtain mission number from State EOC	Local Jurisdiction	2	6
<input type="checkbox"/>	Determine number and WAsafe Types of BSEs needed	Local Jurisdiction	3	6
<input type="checkbox"/>	Determine need for WAsafe On-site Leaders	WAsafe On-Site Leadership	1-7	8
<input type="checkbox"/>	Determine estimated duration of deployment	Local Jurisdiction	3	6
<input type="checkbox"/>	Determine WAsafe Responder check-in location	Local Jurisdiction	4	6
<input type="checkbox"/>	Determine food and housing arrangements for WAsafe Responders (if any)	Local Jurisdiction	5d	6
<input type="checkbox"/>	Submit request for WAsafe Responders to Local EOC or State EOC	Local Jurisdiction	3	6
<input type="checkbox"/>	Make adjustments to onboarding procedures including additional policies and information for briefing, as necessary	Briefing of Volunteers by AHJ	1-9	9

When WAsafe Responders arrive:

	Description	Playbook Location		
		Section	Item #	Page #
<input type="checkbox"/>	Register WAsafe Responders as Volunteer Emergency Workers	Registration & Deputization	1	9
<input type="checkbox"/>	Assign an Evaluator ID number to each WAsafe Responder	Registration & Deputization	2	9
<input type="checkbox"/>	Deputize WAsafe Responders	Registration & Deputization	3	9
<input type="checkbox"/>	Assign WAsafe Responders to teams	Evaluation Assignments		9
<input type="checkbox"/>	Conduct briefing for WAsafe Responders	Briefing of Volunteers	1-9	9
<input type="checkbox"/>	Provide supplies (placards, forms, PPE if providing)	Local Jurisdiction	6	6
<input type="checkbox"/>	Have WAsafe Responders brief AHJ, if necessary	Briefing AHJ		10