



RDPO
REGIONAL DISASTER
PREPAREDNESS ORGANIZATION



RDPO Building Safety Evaluator SWAG

Standard Operating Procedures (SOP)

March 2025

I. Purpose, Background, and Scope

- A. SWAG Purpose:** The purpose of the Building Safety Evaluators Stranded Worker Intergovernmental Agreement (SWAG) is to authorize, facilitate and establish conditions and provisions for the sharing of qualified Building Safety Evaluators (BSEs) and other building-related staff amongst the jurisdictions within the Regional Disaster Preparedness Organization (RDPO) and RDPO-adjacent counties in Oregon during a building safety emergency where transportation routes are severely disrupted, or other hazards exist, and stranded workers are unable to report to their normal work locations or duty stations.
- B. SWAG Scope:** Jurisdictions eligible to sign into the BSE SWAG include counties and cities, local agencies, regional governments, and special districts in the RDPO (i.e., Clackamas, Columbia, Multnomah, and Washington counties in Oregon and Clark County in Washington) region as well as RDPO-adjacent Oregon counties that employ BSEs and other building-related staff.
- C. Background:** The BSE SWAG was initiated by the Regional Building Damage Assessment Project (RBDAP / 2020-2023) which was funded by the Department of Homeland Security's Urban Area Security Initiative (UASI) 2020 funds and administered by RDPO. It was reviewed and approved by representatives from the RDPO counties.
- D. SOP Purpose and Scope:** This SOP outlines how the BSE SWAG will be activated, implemented, and maintained. The SOP is relevant to all the signatories as well as the RDPO staff who will maintain the agreement.

II. Key Documents & Retention

- A. BSE SWAG:**
 - i. Each agency should maintain their own copy of the BSE SWAG agreement and [signature page \(Appendix A\)](#).
 - ii. RDPO will keep the BSE SWAG available on its website.
- B. BSE SWAG signatories list:**
 - i. The list of signatories will be held and updated by RDPO.
 - ii. RDPO will make the signatory list available on its website.
- C. Standard Operating Procedures (SOP):** this document

- i. Each agency should retain their own copy of this SOP.
 - ii. RDPO will keep the BSE SWAG SOP available on its website
- D. BSE SWAG Frequently Asked Questions (FAQ):** ([Appendix B](#))
- E. Time Tracking Forms**
 - i. If an agency doesn't have their own time forms, they should use ICS Form 214 - Activity Log: ([Appendix C](#))
- F. Related Agreement:** RDPO's Stranded Worker IGA for Emergency Operations Center (EOC) Staff¹

III. BSE SWAG Definitions

- A. Stranded Workers** are Building Safety Evaluators and other building-related staff who cannot report to their normal work location.
- B. Building Safety Evaluators (BSEs)** – includes building inspectors, plans examiners, architects, and engineers employed by local government that are credentialed, trained, and registered to work with a building safety evaluation program such as CalOES SAP, OrSAP, or WAsafe.
- C. Other Building-related Staff** – includes administrative permitting staff, permitting software support, and facility maintenance technicians.
- D. Emergency Assistance** is when a Stranded Worker self-deploys to offer mutual aid during a catastrophic emergency to a Receiving Agency to assist in the response, relief and/or recovery efforts.
- E. A Responding Agency** provides Emergency Assistance in the form of Stranded Workers.
- F. A Receiving Agency** accepts Emergency Assistance from a Responding Agency in the form of Stranded Workers.

IV. Before the BSE SWAG is activated, BSE SWAG Signatories Should:

- A. Establish a relationship with neighboring BSE SWAG signatories. You likely share workers with neighboring cities and counties, so knowing ahead of time where your workers live, who lives in your jurisdiction, and where neighboring EOCs are located will be useful. You can build relationships and develop your own SOPs in advance.
- B. Prepare intake forms or a checklist (as the Receiving Agency) in advance for receiving Stranded Workers. Include information about where and to whom incoming workers would report and how they will track their time².
- C. Establish expectations and alternatives for how your stranded workers will communicate with you (the Responding Agency) if/when communication lines are restored. Set the expectation that the Stranded Worker will attempt to contact you, their employer, daily until they are successful and you have an agreement about their work situation.

V. BSE SWAG Activation

- A. The BSE SWAG is in force and available to be activated when at least two jurisdictions have signed it. It came into force on May 16, 2023.
- B. Conditions to activate the BSE SWAG: Staff can only deploy after a major building safety emergency (such as a Cascadia Subduction Zone earthquake [CSZ]) earthquake or major, large scale flooding) where major transportation routes are severely disrupted, bridges damaged, communication systems are down, or other

¹ RDPO's Regional Stranded/Shared Workers Agreement: rdpo.net/shared-worker-agreements

² Time tracking is mandatory for FEMA reimbursement. Use ICS 214 Activity Log if needed.

hazards exist and where a worker is stranded and prevented from safely reporting to their normal work location or duty station.

- C. When BSE SWAG activation conditions exist (Section V. point B. above), and building-related staff of a SWAG-signing jurisdiction (i.e., Responding Agency) show up to work at an EOC of a Receiving Agency, the SWAG will be activated.
- D. Refer to the BSE SWAG for guidance for the ensuing administrative, legal, and financial arrangements.
- E. If there are multiple IGA agreements in effect during a disaster, be clear under which agreement you are operating.

VI. BSE SWAG Implementation

- A. Stranded Workers should only self-deploy if the emergency extends beyond 3 days, if it is safe to deploy, and if the Receiving Agency has activated their EOC and are ready to receive staff.
- B. When a Stranded Worker shows up at the Receiving Agency's Emergency Operations Center (EOC) or Bureau Incident Command Post (ICP), someone with authority at the EOC or ICP should:
 - i. Obtain the Stranded Worker's identification.³
 - ii. Learn what their professional qualifications are.⁴
 - iii. Determine whether the Receiving Agency has a job that they are qualified to do.
- C. If i-iii above are satisfactory:
- D. Discuss the assignment and, if accepted, have the Stranded Worker sign any required documents.⁵
- E. Review your own agency policies, etc.
- F. Submit a resource request to the Stranded Worker's Responding Agency as soon as practical.⁶
- G. Make every effort to contact the Stranded Worker's Responding Agency EOC.
- H. Record the Stranded Worker's time on a shift-by-shift basis, and provide the documentation to the Responding Agency.
 - i. Use ICS 214 Activity Log ([Appendix C](#)) if Receiving Agency doesn't have a different time tracking form
- I. Determine any additional steps as the Receiving Agency.

VII. BSE SWAG & SOP Maintenance

- A. RDPO serves as the administrator of the BSE SWAG.
- B. This SOP is maintained and archived by RDPO staff.
- C. Annually in January, RDPO staff will contact the BSE SWAG signatories to update the main administrative contact.
 - i. Draft Email Template for Annual Maintenance:

Hello,

³ Work ID and/or personal ID if there is any question about the person's identity.

⁴ E.g., engineer/architect's license, building inspector certifications, facility technician certification, IT skills, etc.

⁵ For instance: CRESA has an intake form that they use based on lessons learned from Oso landslide

⁶ The resource request is required for the formal paper trail. It may also support any issues with liability in a declared emergency. It also may be required for FEMA reimbursement.

I am emailing you as a signatory to the Building Safety Evaluators (BSE) Stranded Worker Intergovernmental Agreement (SWAG). The [BSE SWAG](#) was made to allow for the sharing of qualified BSEs and other building-related staff within the region during a building safety emergency where stranded workers are unable to report to their normal work locations. The RDPO is reaching out to confirm contact information for all signatories.

By DEADLINE, please review the attached signatory page for your agency and let me know if you have any updates to your points of contact.

Please let me know if you have questions.

Thank you,
(signature)

- D. Annually in February, RDPO staff will upload an updated list of signatories and contacts to the RDPO website.
- E. After the SWAG has been activated, RDPO will ensure SWAG use is included in After-Action discussions to capture and share lessons learned with other RDPO members. If needed, RDPO will update this SOP and/or the BSE SWAG signatories' document. If no After Action process is already occurring, RDPO may lead one.
 - i. SOP Change History

Date	Person/Role making change	Description of Change
3/11/25	Angela Carkner, RDPO Regional Program Coordinator	Added email template for contact signatories annually. Need to reconsider where contact info is located in future updates.

Appendix B: Frequently Asked Questions

BSE SWAG FAQ

1. *What conditions would activate the BSE SWAG?*

Staff can only deploy after a major building safety emergency (such as a CSZ earthquake or major, large scale flooding) where major transportation routes are severely disrupted, bridges damaged, communication systems are down, or other hazards exist and where a worker is stranded and prevented from safely reporting to their normal work location or duty station.

2. *Which employees are eligible to self-deploy?*

The BSE SWAG defines building-related stranded workers as Building Safety Evaluators (BSEs) and other building-related staff⁷ who are employees of an Agency that has signed on to the BSE SWAG, have skills needed by the Receiving Agency, and are unable to get to their normal work location.

Building Safety Evaluators (BSEs) are licensed architects, engineers, or employed building inspectors who have received training in ATC 20 (WaSAFE, OrSAP, or CalOES SAP).

3. *What is the expected timeframe for stranded staff to deploy to a new location?*

Only self-deploy if the emergency extends beyond 3 days, if the people around you are cared for, if it is safe to deploy, and if the Receiving Agency has activated their EOC and are ready to receive staff.

4. *What type of work can stranded workers perform and what qualifications are needed to perform the work?*

Stranded Workers that qualify can work as a Building Safety Evaluator (BSE) for the receiving jurisdiction. Others may have skills that would support the building safety evaluation process in the Emergency Operations Center (EOC). The need for additional types of workers will be determined by the Receiving Agency.

5. *Can a jurisdiction leave the BSE SWAG once signed?*

Yes (but why would you?). To terminate your participation in the building-related BSE SWAG agreement, refer to Section X, Termination, of the BSE SWAG agreement and notify RDPO via email: RDPO@portlandoregon.gov.

⁷ SWAG definitions III.C in this document.

Appendix C: ICS Form 214 - Activity Log

Use the ICS-214 for time tracking if the Receiving Agency doesn't have a different time form to use.

See the most up-to-date ICS forms on FEMA's website; these links pulled 11/3/2023:

- [ICS 214 Activity Log v3.1](#)
- [All ICS Forms in PDF Form](#)