I want to:

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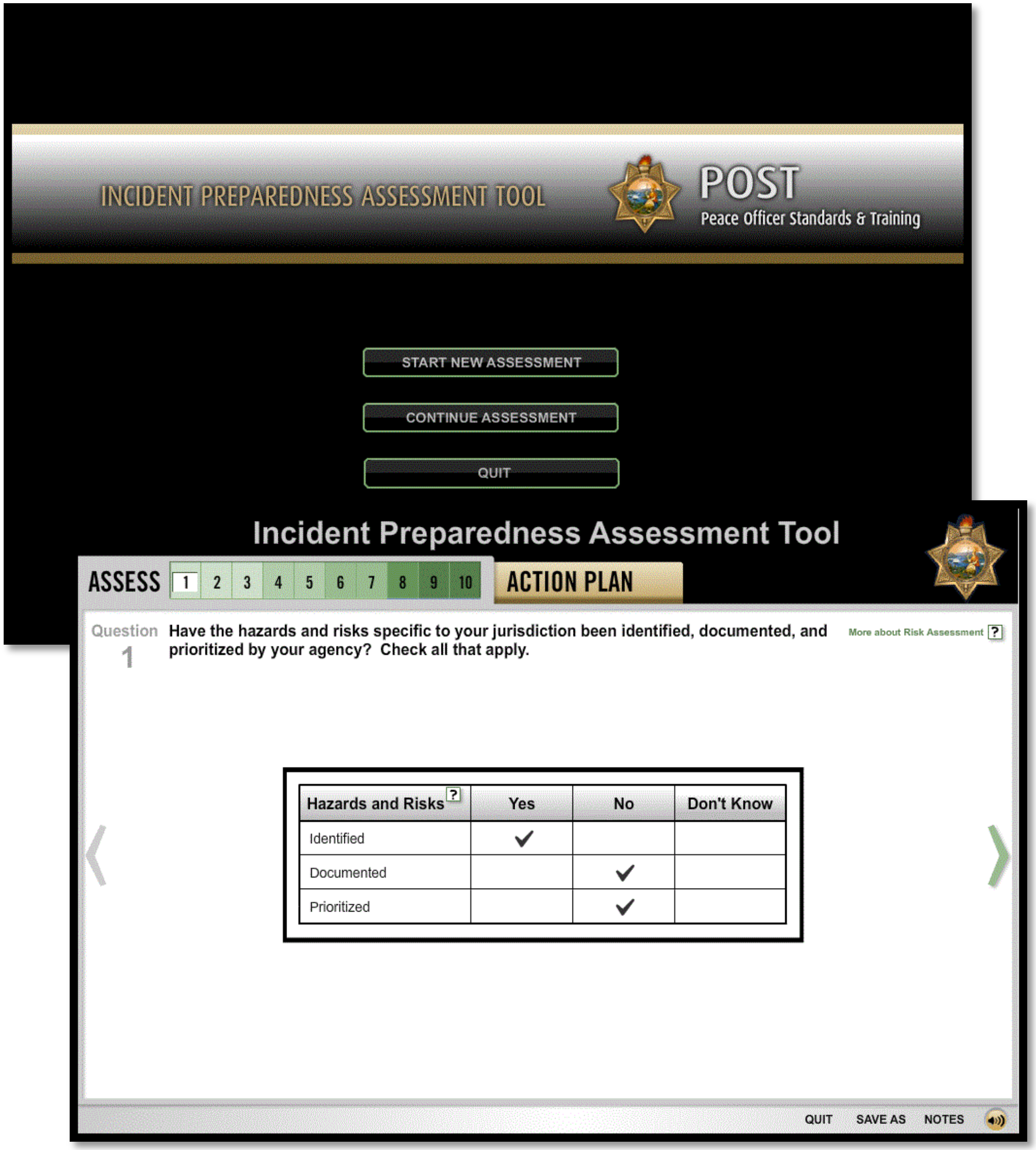
Start an Assessment

1. Login or create an account on the POST Learning Portal http://www.lp.post.ca.gov.
2. Navigate to the **Tools** category and click the **Incident Preparedness Assessment Tool** icon.
3. Click **Start**.
4. The Introduction will play.
5. Click **Start New Assessment**. A brief video showing highlights of the tool's interface will play.
6. Proceed through the questions.



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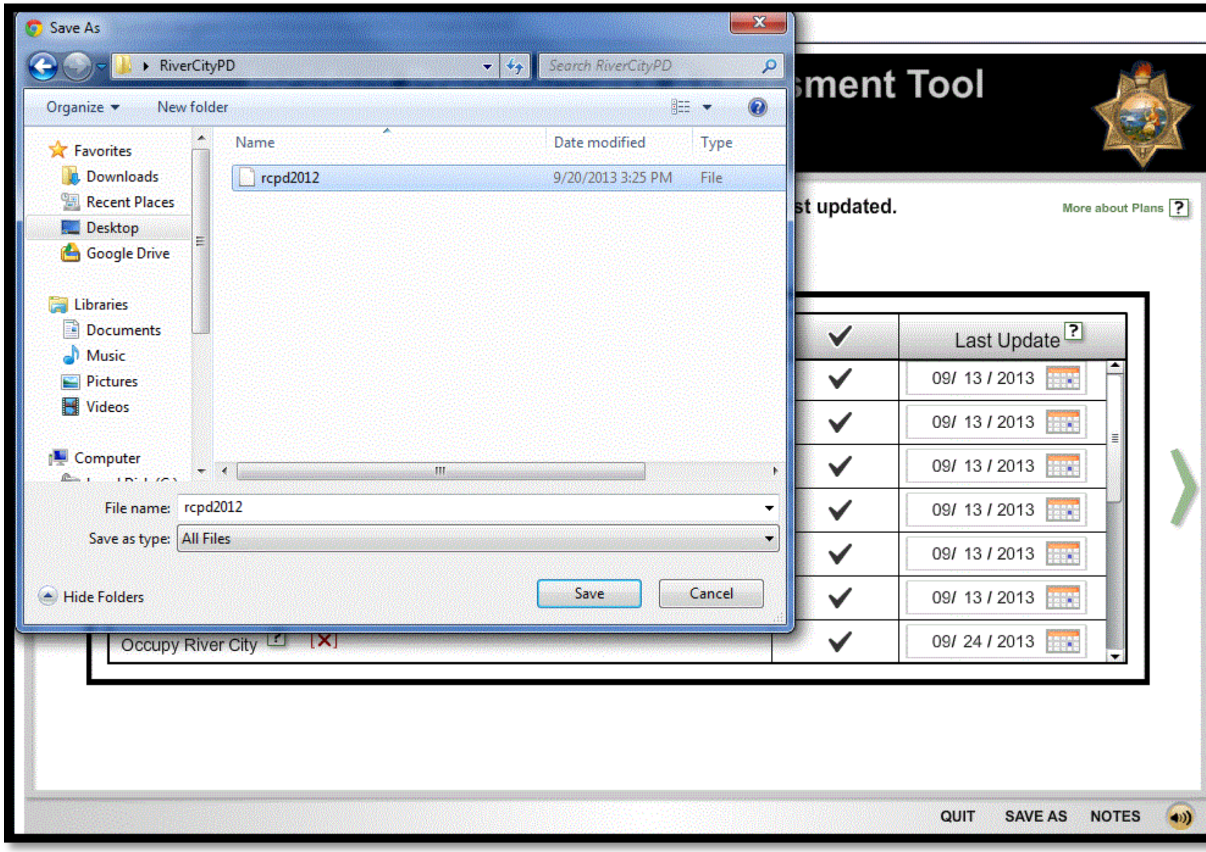
Save an Assessment

1. Click **Quit** or **Save As**.
2. Navigate to the local drive or location on your network.
3. Name the file.
4. Click **Save**.

   Note: If the file is saved on a network, multiple users may access and update the assessment; however they can only open the file after logging on to their Learning Portal account and launching the tool.



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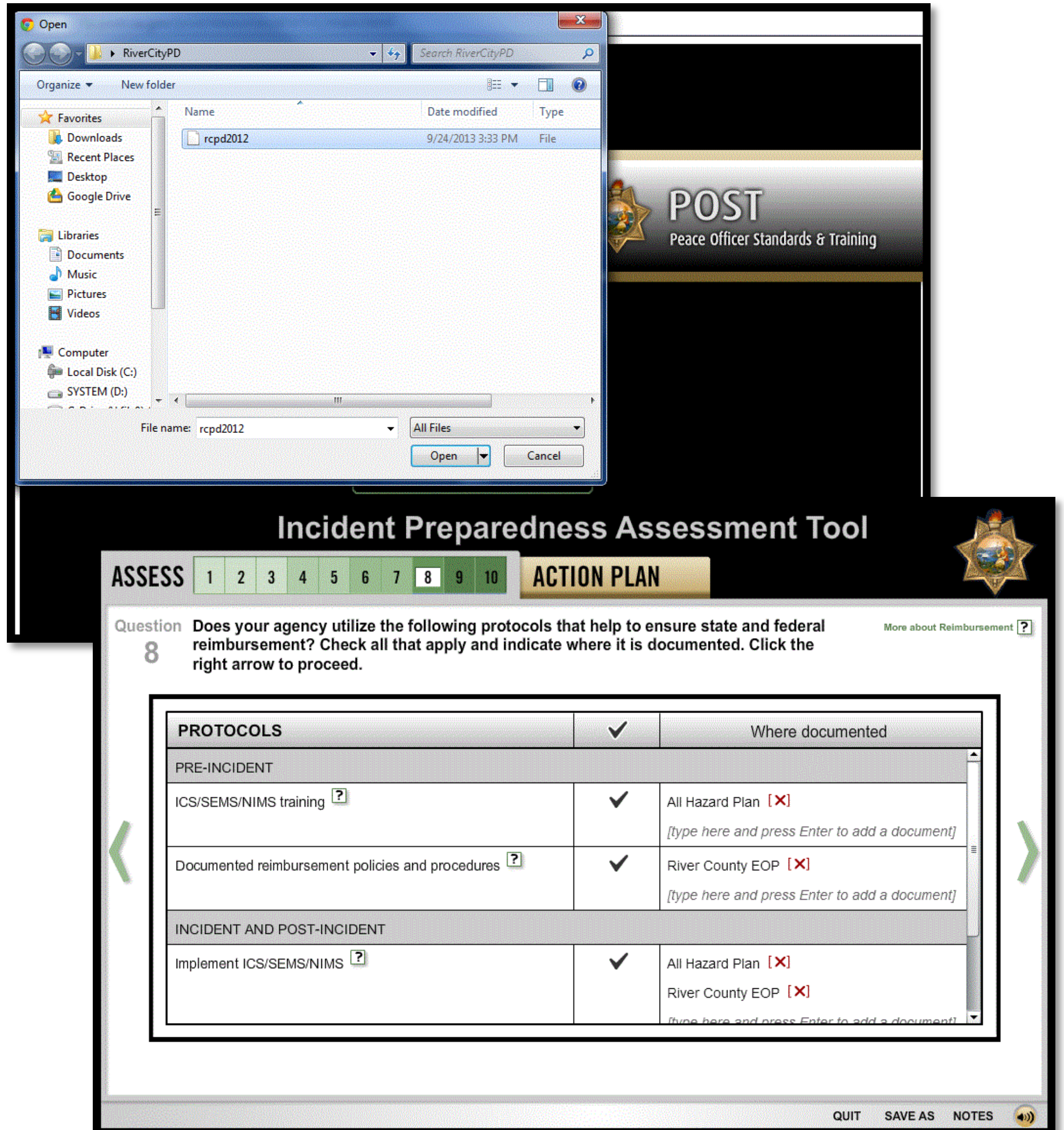
Continue an Assessment

1. Login or create an account on the POST Learning Portal http://www.lp.post.ca.gov.
2. Navigate to the **Tools** category and click the **Incident Preparedness Assessment Tool** icon.
3. Click **Start**.
4. The Introduction will play.
5. Select **Continue Assessment**.
6. Find the saved assessment file on the network or local drive and select.
7. Your assessment will open with your previous entries saved.



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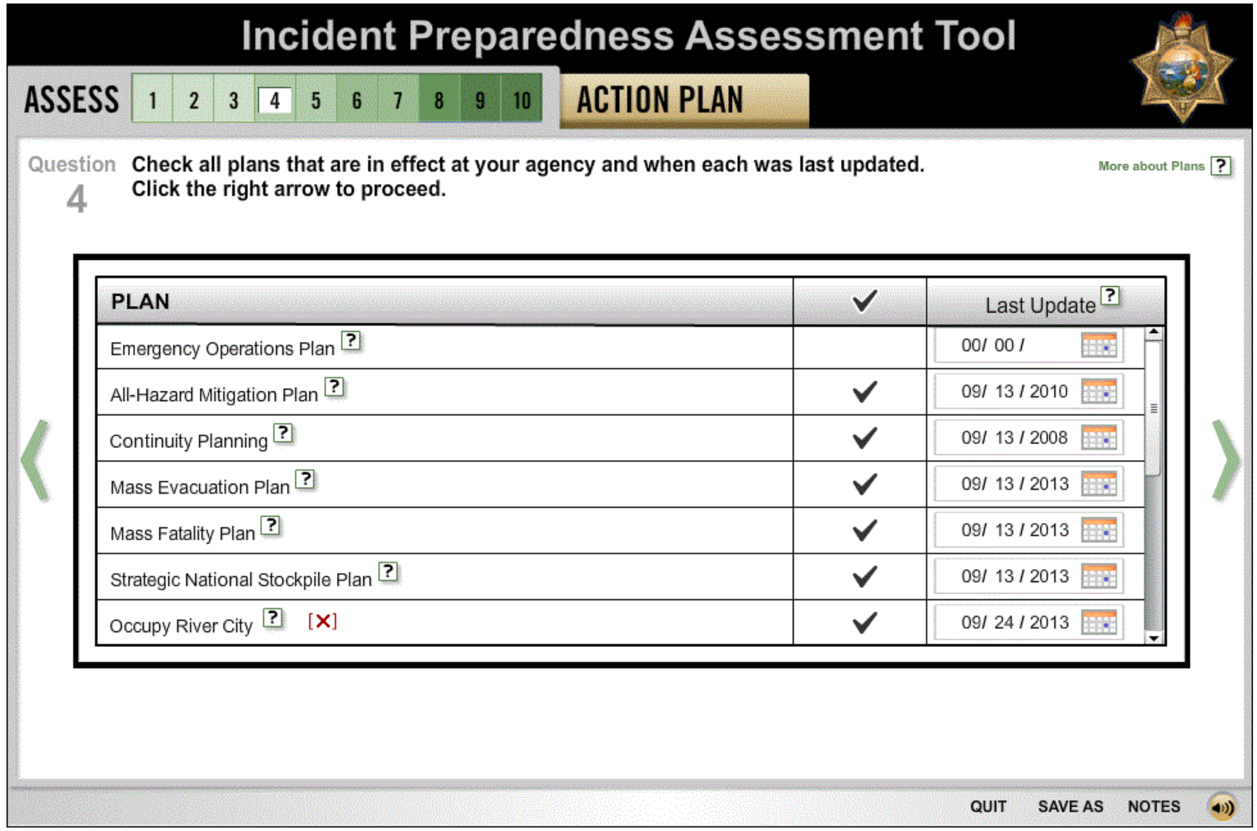
Update or Change an Assessment

1. Open an existing assessment (see Continue an Assessment).
2. Select the question or Action Plan item you want to update or change.
   - **Delete an entry**: Click the red **[X]** mark next to the entry. For check marks, click the checked field to remove the check mark.
   - **Edit a text entry**: Place your cursor in the field and edit the text.
   - **Change a date**: type in or use the date picker to select a new date.
3. Save the updated assessment.



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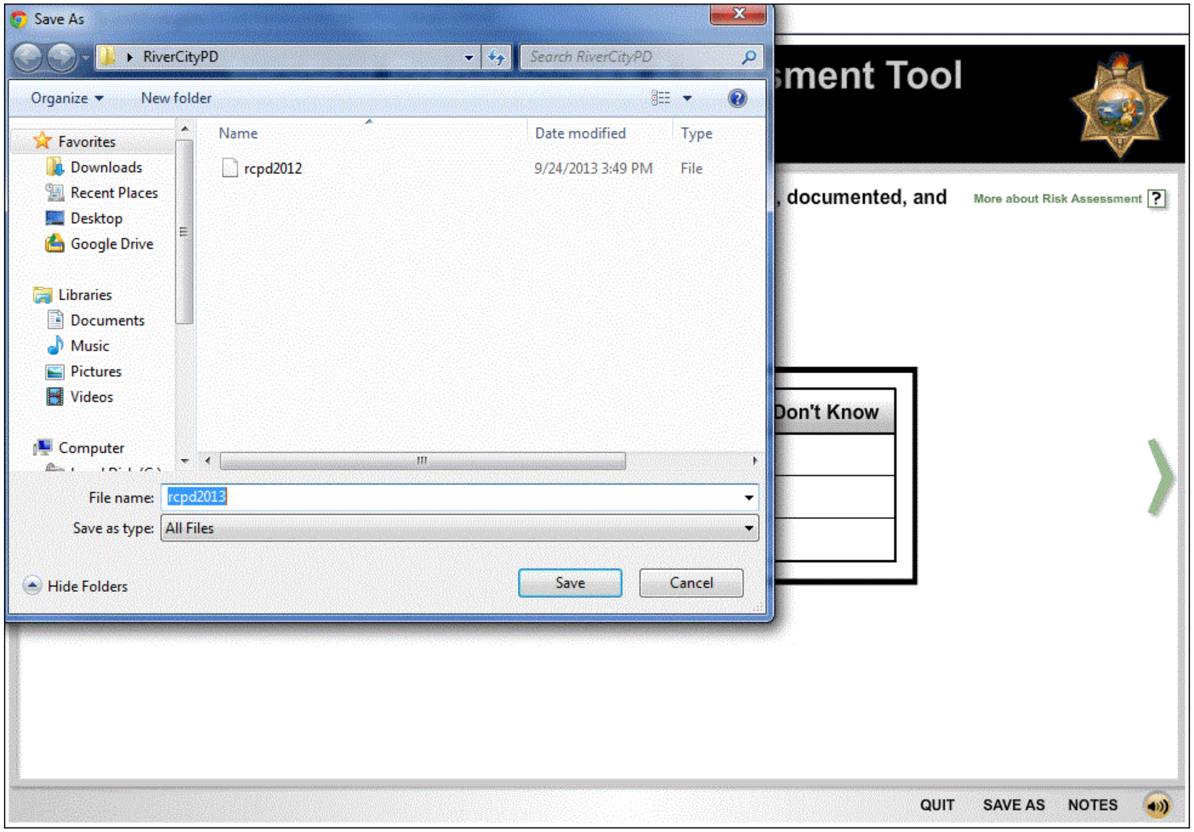
Create Multiple Assessments

1. Start a new assessment (see Start an Assessment)
2. Click **Save As**.
3. Save the assessment with a different file name to your local drive or network.
4. Proceed through the questions.

   Note: Multiple assessments may be needed if you wish to track preparedness in different time periods or if you wish to assess new plans.



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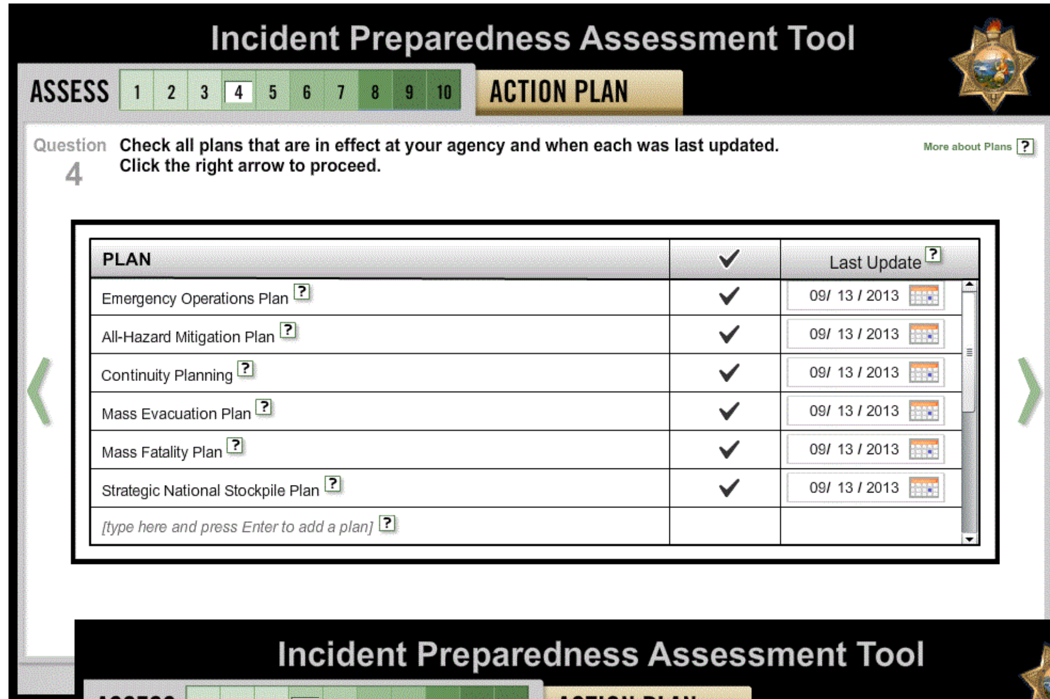
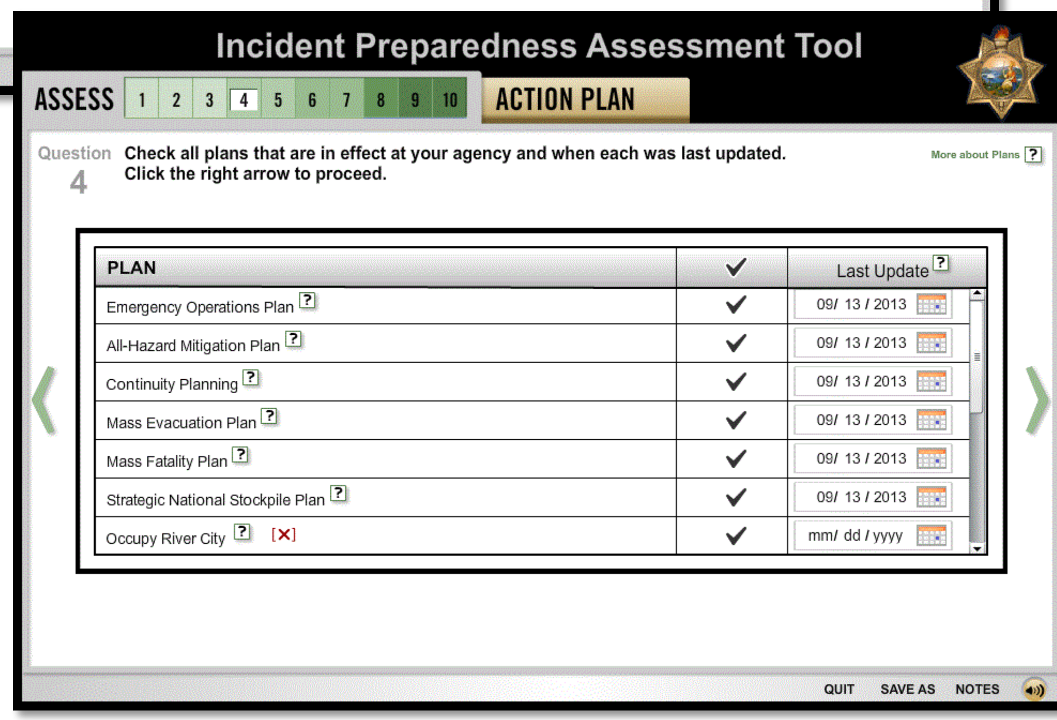
Add a Plan

1. Start a new assessment or open an existing assessment.
2. Go to Question 4.
3. Type the name of your plan on the last line, click in the checkmark field, and type or select the last update.





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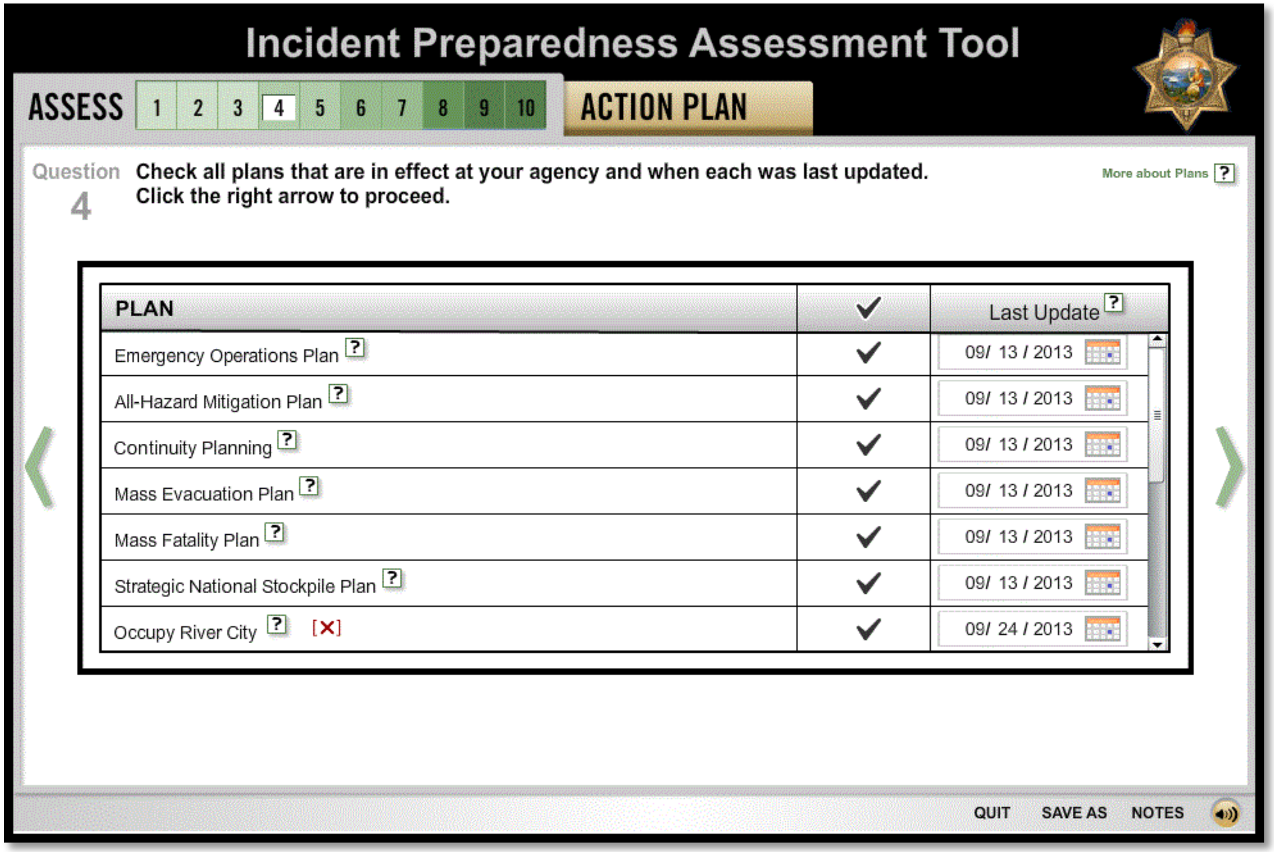
Assess Just My Own Plan

1. Start a new assessment.
2. At Question 4, select all the default plans in the table and enter the current date.
3. Add your plan and its last update.
4. Proceed through the questions.

   Note: You may want to use the tool to assess a new plan, such as a plan for a dignitary's visit or a public event. Because the tool includes default plans, be sure to check them off so they do not impact your assessment score.



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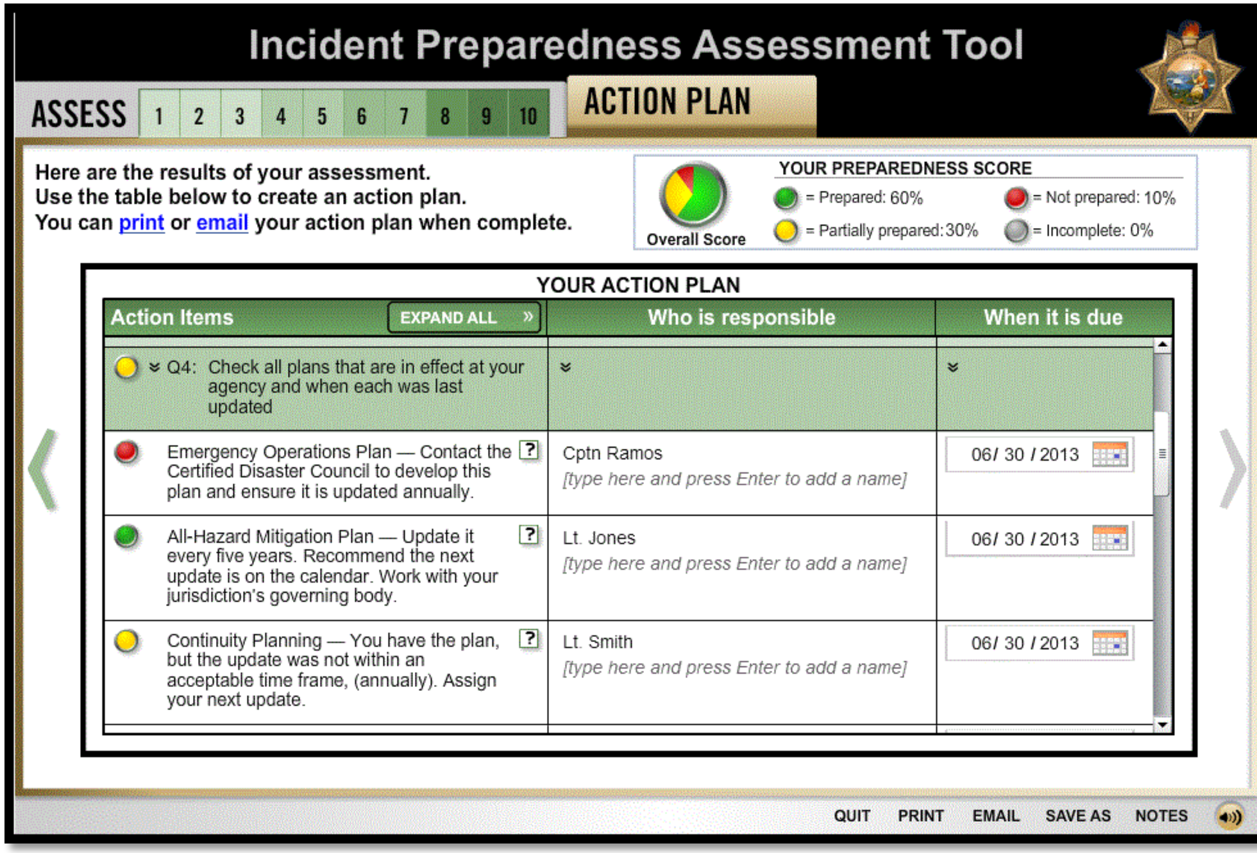
Delegate Tasks

1. Start a new assessment or open an existing assessment.
2. On the Action Plan page, expand the task(s) you will delegate.
3. Type the name(s) of the responsible staff.
4. Type or select a due date for the task.
5. Repeat for all tasks that will be delegated.



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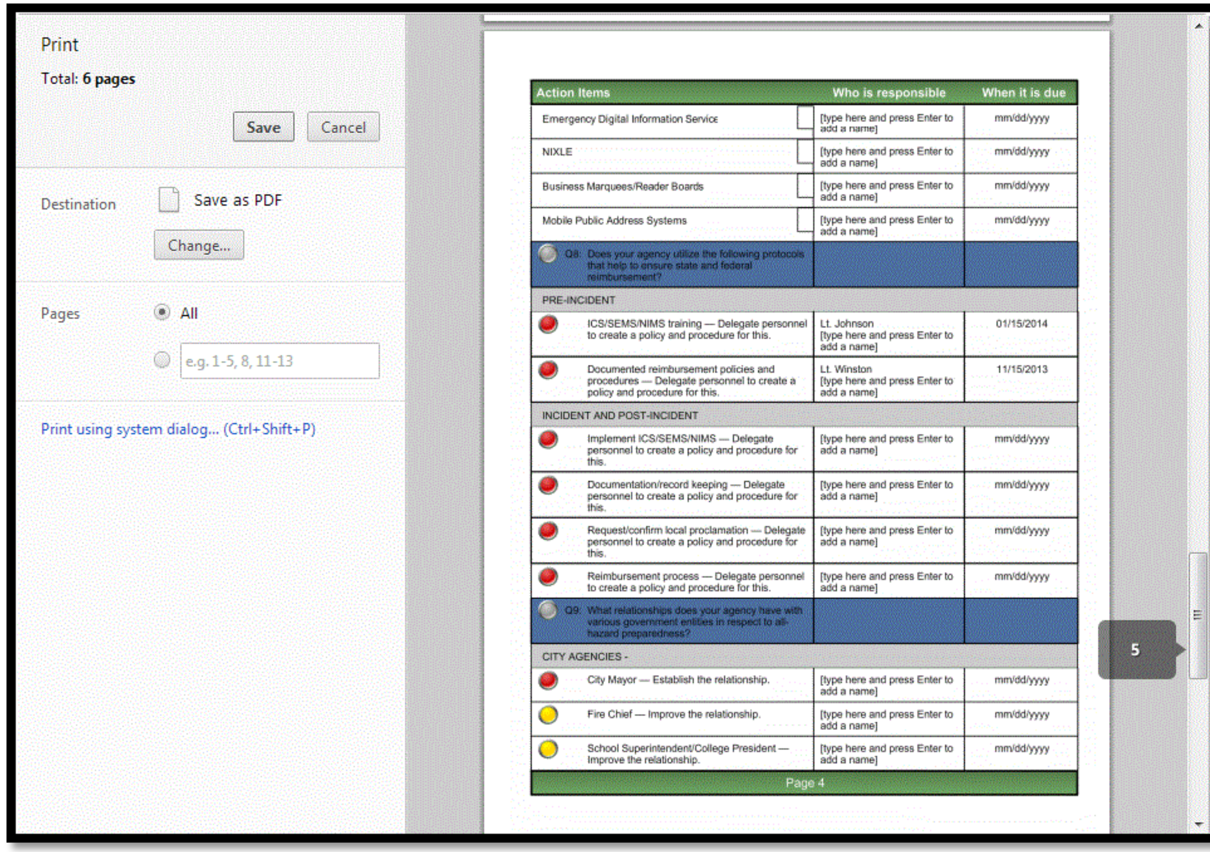
Print Action Plan

1. On the Action Plan page, click **Print**.
2. Select your printer destination.
3. Follow onscreen instructions for your printer.

   Note: depending on your settings you may either print a hard copy or save to PDF format. This way, your action plan is available outside of the Learning Portal; however, updates to the assessment must be made through the Learning Portal.



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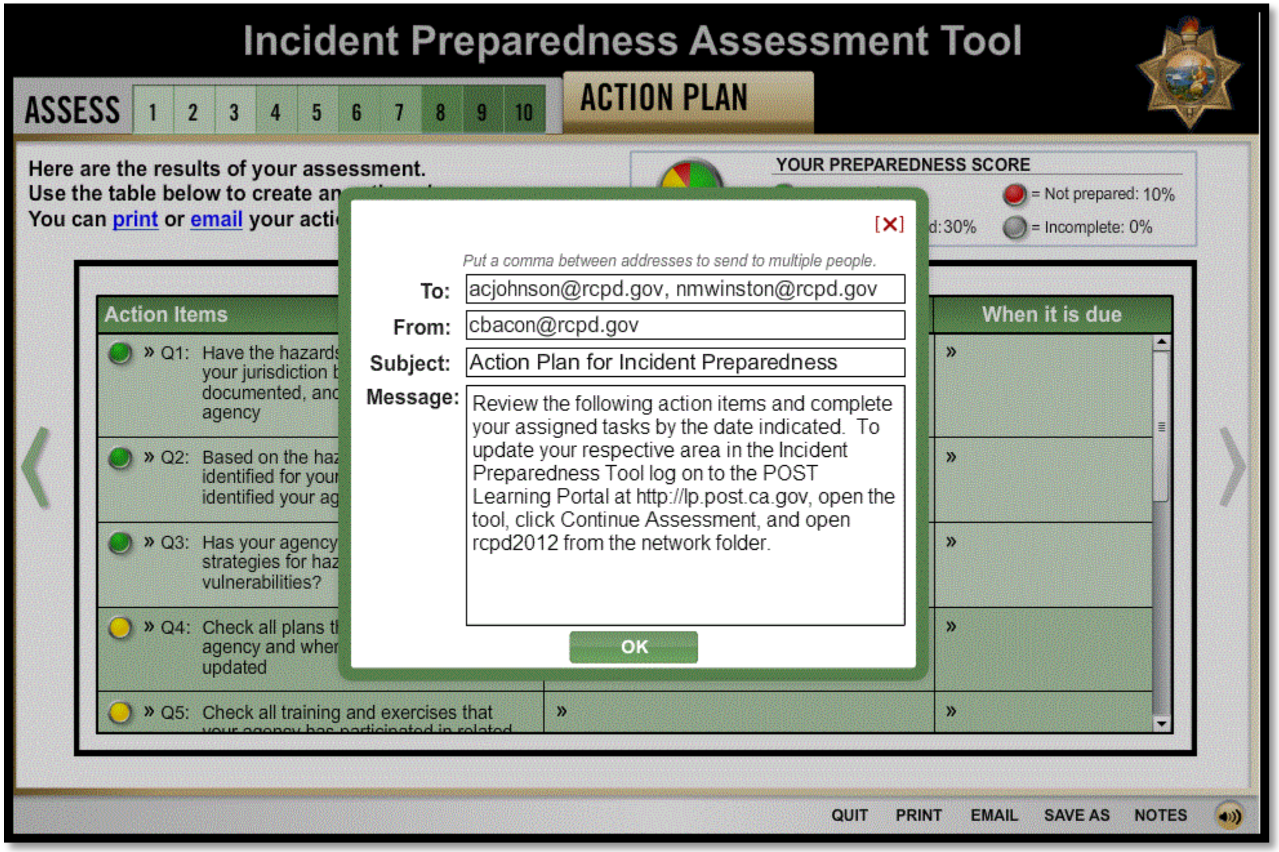
Email Action Plan

1. On the Action Plan page, click **Email**.
2. On the **To:** line, type the email addresses separated by a comma.
3. On the **From:** line, type your own email address
4. Type an email message describing what you would like the recipients to do with the information and click **OK**.

   Note: Email is a good way to notify staff of their assignments and the location of the assessment file so that they can make updates as they complete their tasks.



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