



Department of Emergency Management Skagit County Emergency Worker Volunteer Program

Registration Packet

The Skagit County Emergency Worker Program is provided for by State Law RCW 38.52 and administered by local jurisdictions in Washington State. Our Emergency Workers provide valuable services to our community through their training, knowledge, skills and dedication. They are often placed in situations that require good judgment and high levels of responsibility. Our Emergency Workers are crucial during emergencies or disasters and will be provided with orientation, training and other materials as required for specific volunteer needs. Emergency workers are provided liability, medical, and personal property coverage as well as reimbursement for some incidental expenses while deployed on state-approved incidents and training events.

Skagit County Emergency Workers are affiliated with one of the following volunteer groups. Please check which group you are interested in joining. Please note that each group has a different application and onboarding process.

- **Auxiliary Communications Service (ACS)**
- **Community Emergency Response Team (CERT)**
- **Department of Emergency Management (EOC, specific skills, outreach, etc.)**
- **Medical Reserve Corps (MRC)**
- **Support Officer Community Care (SOCC)**
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- **Skagit County Sheriff's Office Volunteer Search and Rescue Groups**
 - **East County Water Rescue (ECWR)**
 - **4 Rivers Search and Rescue (4Rivers) - ATV, ORV, 4x4, Snowmobile**
 - **Ground Search and Rescue (GSAR) - Training Academy begins in Sept/Oct.**
 - **Skagit Bay Search and Rescue (SBSAR)**
 - **Skagit County K9 Search and Rescue (SCK9SAR)**
 - **Skagit Mountain Rescue Unit (SMRU)**
 - **Skagit Technical Water Rescue (STWR) – Dive Team**

All Emergency Worker Volunteers should be familiar with:

WAC 118-04 - Emergency Worker Program (<https://apps.leg.wa.gov/WAC/default.aspx?cite=118-04>)

and

RCW 38.52 - Emergency Management (<https://apps.leg.wa.gov/RCW/default.aspx?cite=38.52>)

Skagit County Department of Emergency Management:
2911 E College Way, Ste B, Mount Vernon, WA 98273
Phone: 360-416-1850

If you have any questions regarding the Emergency Worker Program, application materials or status of your application, please contact Vanesa Ochoa, Volunteer Programs Coordinator at 360-416-1853 or vochoa@co.skagit.wa.us .



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WAC 118-04-200 Personal Responsibilities of Emergency Workers

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#). All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter [46.29](#) RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#).

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

I have read the above WAC (118-04-200) – Personal responsibilities of emergency workers.

I give permission for Skagit County DEM to share the information I enter on this application with volunteer unit leads for the purpose of internal communication.

Print Name

Signature

Date



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FEMA Course Requirements

All registered Emergency Worker volunteers are required to complete FEMA's ICS-100 and ICS-700 level trainings to gain an introductory understanding of the Incident Command System and National Incident Management Systems. These two systems are widely used to provide a coordinated and organized approach to emergency response.

Steps to complete FEMA Course Requirements:

- Obtain a FEMA Student Identification (SID) number to take the Final Exams
- Complete the required FEMA ICS-100 and ICS-700 courses

If you already have a FEMA SID number:

- Go to <https://cdp.dhs.gov/FEMASID/>
- Click on "Log in to FEMA SID" to update any of your profile information.
 - If you forgot your FEMA SID
 - Go to <https://cdp.dhs.gov/FEMASID/>
 - Click on the "Forgot your FEMA SID"
- You will be required to enter your SID number to take the final exam for each course.

If you do not have a FEMA SID number:

- Go to <https://cdp.dhs.gov/FEMASID/>
- Click on the "Register for a FEMA SID"
- Complete the information requested. FEMA will then send you your assigned SID number.
- You will be required to enter your SID number to take the final exam for each course.

FEMA Course Links:

ICS 100.c: Introduction to the Incident Command System (ICS)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

CS 700.b: An Introduction to the National Incident Management System (NIMS)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

Complete both courses and take their respective final exams. You can retake each exam as many times as you need in order to pass the course and get your certificate. If you need further assistance with retrieving FEMA ICS course certificates, please contact independent.study@fema.dsh.gov.

Please save a copy of your certificates and provide to DEM to document your completion of the required courses.

Thank you for your time and dedication in completing the above courses to learn the Incident Command System (ICS) and the National Incident Management System (NIMS), and know more of what to expect when you are asked to assist in a drill or real emergency.



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Background Check

Automatic Disqualifiers

DRIVING:

- One or more criminal traffic convictions within the last three years (DUI, physical control, reckless driving, etc.)
- Suspension of driver's license within the past year
- Five or more moving violations within the past two years
- Two or more at-fault accidents within the past two years (reviewed on a case by case basis)
- Other: A negligent driving conviction (reviewed on a case by case basis)

DRUG USE:

- Illegal drug/substance use or exposure within the past five years
- Illegal use of ANY controlled substance while employed in a criminal justice related capacity
- Other drug use outside these standards will be considered on a case by case basis
- Illegal sale of ANY drug, including marijuana or prescription medication
- Pattern of illegal or abusive use of prescription medication

CRIMINAL ACTIVITY:

- Any arrest, regardless of conviction or final disposition.
- Any felony conviction
- Any misdemeanor or felony conviction(s) while employed in a criminal justice capacity
- Adult misdemeanor convictions will be carefully reviewed
- Domestic Violence convictions
- Conviction for unlawful sexual activity

11. I have read and understand the automatic disqualifiers mentioned above. To the best of my knowledge and belief:

I have NOT been arrested or convicted of any crime. True False

I do NOT meet any of the disqualifiers mentioned above. True False

If you answered False, please explain. This will be reviewed by law enforcement on a case by case basis and may be followed up with a phone call to the number provided on this application.

The Skagit County Department of Emergency Management (DEM) and Sheriff's Office (SCSO) reserves the right to decline an applicant's request for admission into the Skagit County Emergency Worker Program and Search and Rescue Program.



Emergency Worker Registration				
Jurisdiction: Skagit County		All fields are required. Please fill out <u>completely</u> .		
Name (Last):		(First):		(Middle):
Email:				
Address:				
City:		State:		Zip Code:
Cell Phone:			Cell Provider:	
Driver's License No.:		Date of Birth:		
Sex (M/F):	Height:	Eye Color:	Hair Color:	
Physical Disabilities (if any):				
Additional Background Check Information				
Any other names you have been known by (if applicable):				
State/Country you were born in:				
US Citizen (Y/N):	Race: White Black Asian Native American			
	Ethnicity: Hispanic Non-Hispanic			
Emergency Contact Information				
Name:				
Phone Number (with area code):				
Relation to Emergency Worker:				

I give Skagit County Department of Emergency Management and Skagit County Sheriff's Office authorization to complete a criminal background check for the purpose of registering as a Skagit County Emergency Worker Volunteer under the Washington State Emergency Worker Program.

Signature _____ Date: _____

If you are under 18 years of age, please have your parent or guardian sign below:

By signing for my son or daughter, I understand he/she will be required to commit time to this program in Skagit County. I also understand a background check will be completed by the Skagit County Sheriff's Office.

Signature _____ Date: _____



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Background and Experience Questionnaire

Have you ever had an Emergency Worker Number in Skagit County? Yes, # _____ No

Due to the sudden nature of emergency response, reliable transportation is helpful in reducing response time. Do you have reliable transportation? Yes No

The minimum age to volunteer as an Emergency Worker in Skagit County is 16. Are you at least 16 years old? Yes No

Do you have other Volunteer experience? Yes No

Describe:

If you have any specialized training e.g. EMT, Paramedic, Law Enforcement, bilingual, etc.), please describe:

(SAR Applicants Only) Do you have previous Search and rescue experience? Yes No

Describe:



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Application Review



Before submitting this completed application packet, please remember to include:

- ICS 100.c Certificate
- ICS 700.b Certificate
- Digital photo for volunteer ID (clear photo of your face with non-distracting background)
- Any relevant certifications and/or licenses (ham radio license, EMT license, CPR/First Aid, etc...)

Next Steps:

1. Please save your application materials digitally and submit them in an email to Vanesa Ochoa, DEM Volunteer Programs Coordinator, vochoa@co.skagit.wa.us . If you prefer to hand-deliver the materials, please drop them off at the DEM office (Monday-Friday, 8am-4pm) at 2911 E. College Way, Suite B, Mount Vernon, Wa 98273.
2. Once the application is received, SAR applicants will be instructed to schedule a fingerprinting appointment at the Sheriff's Office in Mount Vernon. Fingerprints are required for SAR volunteers only.
3. A criminal background check and driver's check will be completed by the Sheriff's Office. Driver's checks are for SAR and ACS volunteers only as they may be required to operate a county vehicle.
4. The Skagit County Department of Emergency Management will review the applicant's credentials and background information. The application and associated documents will be maintained in a secured Emergency Worker personnel file.
5. Once approved, an Emergency Worker Card will be processed and issued to the applicant.
6. The Volunteer Programs Coordinator will contact the applicant to schedule a time to pick up their Emergency Worker Card.
7. All volunteers will notify the Skagit County DEM of any changes in their registration.