



## **City of Maple Valley Emergency Worker Policy**

Welcome to the City of Maple Valley Emergency Worker Program. The Emergency Worker program is provided for by State law (RCW 38.52) and administered by local jurisdictions. Our Emergency Workers provide valuable services to our communities 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 vital during emergencies or disasters and will be provided with orientation, training and others material as required. We ask for date of birth and driver's license numbers and proof of insurance so we may conduct a background investigation as provided for by State law (WAC 118-04-080). Attached you will find the application forms and the steps for processing the application.

### **Process**

1. The City of Maple Valley Emergency Management provides a prospective Emergency Worker the Maple Valley Emergency Worker application form (attached).
  2. The applicant completes and signs the 2-page application form, and attaches copies of a valid Washington State driver's license (or other government issued identification), Vehicle Insurance card (if applicable), and any special licenses (e.g. engineer, architect). A digital photo will be required to complete the ID badge.
  3. The applicant, or their organization (e.g. WASART, AIA, ARES, CERT), returns the application to the City of Maple Valley Emergency Management for processing and approval.
  4. The City of Maple Valley Emergency Management will review the applicant's credentials and background information. The application and associated documents will be maintained in a secured Emergency Worker file.
  5. An Emergency Worker ID card will be issued to the applicant by the City of Maple Valley Emergency Management.
- All volunteers will read RCW 38.52 and WAC 118.04 that contain information on Emergency Worker (Links to laws [www.wa.gov](http://www.wa.gov) go to search for RCW and WAC)
  - All volunteers will attend a required Maple Valley Emergency Worker Introduction training within one year of approval.

Please send your application to City of Maple Valley; Attn: City Clerk, Shaunna Lee-Rice, P.O. Box 320, Maple Valley, WA 98038 or fax it to 425-413-4282. If you have question regarding the application materials or status of your application you may contact Shaunna Lee-Rice at 425-413-8800 or [shaunna.leerice@maplevalleywa.gov](mailto:shaunna.leerice@maplevalleywa.gov).





<b><i>City of Maple Valley Emergency Worker/Inspector Application</i></b>						<b>Emergency Worker/ SAR Identification Card Number (For office use only.)</b> -	
<b>LEGAL NAME: (LAST) (FIRST) MIDDLE NAME</b>						<b>Organization/Unit:</b>	
<b>Address:</b>		<b>City</b>		<b>State</b>		<b>Zip Code +4</b>	
<b>Home Phone:</b>		<b>Cellular Phone:</b>		<b>Work Phone:</b>		<b>Pager:</b>	
<b>E-Mail Address:</b>		<b>Driver License Number:</b>			<b>State:</b>	<b>Date of Birth</b>	
<b>Employer:</b>		<b>Sex:</b>	<b>Race:</b>	<b>Height:</b>	<b>Weight:</b>	<b>Hair Color:</b>	<b>Eye Color:</b>
<b>Employer Address:</b>							
<p><b>I declare that this information is true and accurate. I grant the City of Maple Valley permission to conduct a criminal history background check, and obtain a copy of my driver's license abstract, using the above information as needed. I understand that my participation in this program is contingent upon the accuracy of the above information and my following all laws and all policies and procedures established by the City of Maple Valley, or its agents with regard to the Emergency Worker program and the activities of its volunteers.</b></p> <p>Signed: _____ Date _____</p>							
<b>Professional Training (Engineer/Architecture/Heavy Equipment Operator/CDL)</b>				<b>License # &amp; State:</b>		<b>Expiration Date:</b>	
<b>Specialized Training (i.e. ATC 20):</b>				<b>ICS training:</b>		<b>Date(s):</b>	
<b>First Aid /CPR:</b> (Need Copy of Card)		<b>Do you have transportation?</b>		<b>Availability post disaster: (e.g. immediately, 2 days ...)</b>			
<b>Other skills, limitations or prior commitments:</b>							
<b><i>Please supply a digital photo with this application (in some cases units may take the photo) for your ID card</i></b>							
<b>For Office use only:</b>							
<b>Application Received (City of Maple Valley staff Initials) :</b>		<b>Digital Photo:</b>		<b>Other Documentation:</b>		<b>Issued Emergency worker ID Card:</b>	



## **City of Maple Valley Emergency Worker Vehicle Certification**

As a City of Maple Valley Emergency Worker volunteer, or parent of an Emergency Worker volunteer, I may have occasion to drive my personal motor vehicle during the course of missions. I understand that the City of Maple Valley needs to be confident that any motor vehicle used to get to or from missions is in good working condition, and in compliance with all Washington State laws regarding motor vehicles. Accordingly, I hereby certify that:

“Any motor vehicle that I drive in the course of performing, or assisting others in performing, the City of Maple Valley Emergency Management missions will be in good working condition and will comply with all Washington State laws regarding motor vehicles.”

<b><u>Mandated Information:</u></b>
Do you have Car Insurance:
If Not Why:
Car Insurance Co. Name:
Policy #:
Expiration Date:

### **REFERENCES:**

*Please list two non-family references that we may contact:*

1. \_\_\_\_\_ Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. \_\_\_\_\_ Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

The information I have provided herein is complete and accurate to the best of my knowledge

Signed this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_  
Emergency Worker Volunteer



## **CITY OF MAPLE VALLEY EMERGENCY MANAGEMENT APPLICATION EMERGENCY WORKER GUIDELINES**

This document outlines basic responsibilities of emergency workers, managing units and City of Maple Valley government. It does not replace specific procedures nor is it intended to include all situations or circumstances.

### **PROGRAM ACCEPTANCE AND CONTINUATION**

1. A Criminal and Driver license background check and current drivers abstract are required on for all Emergency Worker applicants.
2. A Criminal and Driver license background check is required for all Emergency Worker card renewals.
3. Emergency workers may be dismissed at any time if their actions violate laws or negatively affect the integrity of the City of Maple Valley emergency worker program.
4. All emergency workers used or deployed by the City of Maple Valley will be registered in accordance with RCW 38.52 and WAC 118-04
5. Because Emergency Worker status applies from the time you begin traveling to your assignment and is complete upon your return to your normal activities, those who drive to assignments must carry vehicle insurance on all owned vehicles and provide vehicle Insurance information to City of Maple Valley.

### **EMERGENCY WORKER REQUIREMENTS**

1. All emergency workers will be associated with a recognized unit that reports to City of Maple Valley.
2. All members will follow guidelines established in WAC 118-04, RCW 38.52 and the City of Maple Valley policies established by the Volunteer Handbook.
3. All Emergency Workers will be skilled in their discipline and will work within their capabilities.
4. All Emergency Workers are volunteers and will work under the direction of their managing City of Maple Valley employee.

### **UNIT REQUIREMENTS**

1. A unit is defined as a managing group that provides a command structure for Emergency Workers. Management of the unit may be comprised of other Emergency Workers or in some cases City of Maple Valley employees. All units will utilize some type of command structure and will establish team leaders when appropriate.
2. All units will establish and maintain a point of contact (2 members deep) with the City of Maple Valley.
3. All units will maintain current rosters and training records of their members. Units will ensure that only registered Emergency Workers with appropriate skills are deployed when requested by their City of Maple Valley employee.
4. Units will ensure that documentation including rosters and log sheets are forwarded to the City of Maple Valley Emergency Management immediately following a deployment/assignment.
5. Appropriate state forms will be used and submitted to the lead City of Maple Valley employee for all Emergency Worker claims. These forms will include detailed invoices or receipts of replacement items, witness statements, sign-in sheets, and claim forms. All claims will be forwarded to the City of Maple Valley Emergency Management staff.



## **CITY OF MAPLE VALLEY RESPONSIBILITIES**

1. The City of Maple Valley will maintain a database of all registered Emergency Workers.
2. The City of Maple Valley will file all claims to Washington State Emergency Management in accordance with RCW 38.52 and WAC 118-04. City of Maple Valley staff must prepare documentation from their volunteer units.
3. The City of Maple Valley will insure that background checks are conducted on all Emergency Workers.
4. The City of Maple Valley may conduct or make available appropriate program training for Emergency Workers.
5. The City of Maple Valley will provide a copy of the Volunteer Handbook to all Emergency Workers.
6. The City of Maple Valley Emergency Management will obtain mission numbers from Washington State Emergency Management for authorized missions.
7. The City of Maple Valley will coordinate the use of Emergency Workers with other jurisdictions or organizations.