



## King County

### Office of Emergency Management

Department of Executive Services

3511 NE 2<sup>nd</sup> Street

Renton, Washington 98056

206-296-3830

# SHERIFF

## KING COUNTY

King County Sheriff's Office, Special Operations

Attn: SAR Coordinator

7300 Perimeter Road S, Room 143

Seattle, WA 98108

Tel: (206) 205-8226 Fax: (206) 205-8282

Susan L. Rahr

*Sheriff*

December 27, 2007

To: Prospective King County Emergency Workers

From: King County Office Emergency Management and King County Sheriff's Office  
Seattle King County Public Health, Department of Development and Environmental Services

Re: King County Emergency Worker Policy

Welcome to the King County Emergency Worker Program. The emergency worker program is provided for by state law 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 considered extensions of our staff during emergencies or disasters. Some groups will receive minimum training and others several hundred hours. We ask for social security numbers, dates of birth and driver's license numbers so we can conduct a thorough background investigation. Below are the steps to our process. We look forward to a long and mutually respectful relationship.

### Process

1. Emergency Worker applicant completes the King County Emergency Worker Application (attached).
2. Applicant returns all pages of the application, attaching copies of his/her valid driver's license, copy of vehicle insurance card, and any special licenses (medical, engineers).
3. Return application to Unit Training Director for unit approval. Unit Training Directors will submit approved application packets to the KCSO Search and Rescue Coordinator for further processing.
4. The KCSO SAR Coordinator will review each application package (be sure to include animal sheet for dog or horse units), and will conduct a criminal background and driver's license check.
5. Applicants will need to turn in certifications showing successful completion of the NIMS-100 and NIMS-700 courses before a DEM (Department of Emergency Management) number or ID card will be issued. These courses can be taken online at <http://training.fema.gov/EMIWeb/IS/crslist.asp>
6. Once all paperwork has been approved and the background check completed, the SAR Coordinator will contact applicant to arrange an appointment to issue an ID card with photograph and signature of applicant. This initial ID card will be a temporary, 'Novice' level card, and will expire 12 months from the date of issue.
7. ID cards will expire every two years, at which point each member will need to complete the renewal application and an updated background check.

### Other

- All members will read RCW 38.52 and WAC 118.04 that contain information on Emergency Worker / SAR program. (Links to laws [www.wa.gov](http://www.wa.gov) go to search for RCW and WAC)
- All members will attend a required King County Emergency Worker Introduction training within one year of approval.

**The King County Search and Rescue Coordinator is Deputy Kathleen Decker. Her contact information is: email: [kathleen.decker@kingcounty.gov](mailto:kathleen.decker@kingcounty.gov), phone: 206-205-8226.**

**KING COUNTY OFFICE OF EMERGENCY MANAGEMENT APPLICATION,  
EMERGENCY WORKER GUIDELINES**

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

**PROGRAM ACCEPTANCE AND CONTINUATION**

1. Criminal/Driver license background checks will be done on all candidates and on all card renewals.
2. Emergency workers may be dismissed at any time if their actions violate laws or negatively impact the integrity of the King County emergency worker/ SAR program.
3. All emergency workers used or deployed by King County government will be registered in accordance with RCW 38.52 and WAC 118-04.
4. 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 King County.

**EMERGENCY WORKER REQUIREMENTS**

1. All emergency workers will be associated with a recognized unit that reports to King County Office of Emergency Management (OEM), Seattle King County Public Health (SKCPH), Department of Development and Environmental Services (DDES) and/ or King County Sheriff's Office (KCSO).
2. All members will follow guidelines established in WAC 118-04, RCW 3 8.52 and the King County Office of Emergency Management and/or Sheriff's Office.
3. All members will be skilled in their discipline and will work within their capabilities.
4. All members will work under the direction of their managing King County agency.
5. All members participating in missions will be WAC certified.

**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 King County employees. All units will utilize incident command structure and will establish team leaders when appropriate.
2. All units will establish a point of contact (3 members deep) to King County Office of Emergency Management, the Sheriff's Office, or their King County SAR unit for activation of team members.
3. All units will maintain current rosters and training records of their members. Units will ensure that only registered emergency workers with current WAC certifications and with proper skills for the event are deployed when requested by their lead King County agency.
4. Units will ensure that documentation, including rosters and log sheets, are forwarded to the King County Sheriff's Office immediately following a deployment.
5. Appropriate state forms will be used and submitted to the King County SAR Coordinator for all emergency worker claims. These forms will include detailed invoices or receipts of replacement items, witness statements, sign-in sheets, and claim forms.
6. King County SAR units will conduct or make available appropriate program training for emergency workers.

**KING COUNTY RESPONSIBILITIES**

1. KCSO will maintain a data base of all registered emergency workers.
2. OEM & KCSO will file all claims to Washington State Emergency Management accordance with RCW 38.52 and WAC 118-04.
3. KCSO will insure that background checks are conducted on all emergency workers.
4. KCSO will conduct or make available appropriate program training for emergency workers.
5. OEM & KCSO will obtain mission numbers from Washington State Emergency Management for authorized missions.
6. OEM & KCSO will coordinate the use of King County emergency workers with other jurisdictions.



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**King County Emergency Worker Vehicle Certification**

As a King County 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 King County Office of Emergency Management needs to be confident that any motor vehicles used to get to or from missions are in good working condition, and in compliance with all Washington State laws regarding motor vehicles.

Note to motorcyclists: Although Washington state law does not require motorcyclists to have vehicle insurance, all King County Search and Rescue volunteers will be required to maintain current vehicle insurance.

I hereby certify that any motor vehicle that I drive in the course of performing, or assisting others in performing, Office of Emergency Management missions will be in good working condition and will comply with all Washington State laws regarding motor vehicles.

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**Mandated Information: Do you have Car Insurance:** \_\_\_\_\_. **If Not Why:** \_\_\_\_\_

Car Insurance Co. Name: \_\_\_\_\_

Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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Emergency Worker Volunteer

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Parent of Emergency Worker

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Date Signed

