



Volunteer Handbook



Emergency Management

The Tulalip Tribes Office of Emergency (TTEM) provides a wide-range of services and programs to help tribal members and the residents of the Reservation prepare for and be able to recover from disasters such as earthquakes, landslides, hazardous materials spills and terrorism.

Our purpose is to provide:

- A leadership role in facilitating and coordinating a regional approach to emergency planning and response on the Tulalip Reservation and surrounding communities.
- Guidance and coordination in the planning, mitigation, response, and recovery efforts of the Tulalip Reservation before, during, and after an emergency or disaster.
- Acquire, allocate and coordinate the appropriate resources in response to emergencies of disasters.

Need For Volunteers

The Tulalip Tribes needs a core group of residents that are skilled and knowledgeable to take care of themselves and those around them during an emergency. Individuals who choose to volunteer and take the time to become trained and prepared are a major factor to the impact of a disaster. Tulalip Emergency Management appreciates your interest in becoming one of our volunteers.

Registration and Credentialing

Job Descriptions

Volunteer 1

This level can volunteer at parades, outdoor activities, CERT drills, etc.

To become a Level 1 Volunteer:

IS-100.c Introduction to Incident Command System, ICS-100

IS-700.b An Introduction to the National Incident Management System

Volunteer 2

This level is expected to understand all applicable functions necessary to perform volunteer emergency operations. This volunteer can be called on to work in the Emergency Operations Center (EOC). They may also be called for other duties such as communicating via HAM radio, operating a Volunteer Reception Center, conducting initial damage assessment, etc.

To become a Level 2 Volunteer:

IS-317.a Introduction to CERT

IS-315.a CERT and The Incident Command

IS-100.c Introduction to Incident Command System, ICS-100

IS-200.c Basic Incident Command System for Initial Response

IS-700.b An Introduction to the National Incident Management System

CERT certification

CPR/First Aid

Code of Conduct

All volunteers will adhere to a code of conduct that exemplifies professionalism, respect, and team work. Maintain confidentiality of records. Accept guidance and participate in required trainings. Shall not display identification for personal gain or to avoid the consequences of any illegal act. Shall not go beyond the scope of assignment. Be courteous and respectful at all times.

Insurance

Limited liability through the State of Washington when volunteers are formally activated by TTEM.

Background Check

The Tulalip Tribes will require background checks for all credentialed volunteers. The purpose of this is to identify individuals with previous criminal records which may increase the risk of placing the volunteer.

Training and Orientation

Certain events will require an orientation or training in order to participate as a volunteer. Volunteers will be contacted with training and orientation opportunities. Regular trainings will be offered to all volunteers on a first come, first served basis.

Activation and Response

As a volunteer, you will be contacted when an activation requires volunteers. Volunteers will be notified via phone, email, text, or emergency messaging. Once notification is received, volunteers should call their volunteer organization to communicate availability as well as receive any additional instructions.

ID Cards

Volunteers must display your identification card during any activation. Security is at a heightened level during a response and access will be denied to sensitive areas if the badge is not displayed.

Check in/Check out

Volunteers must check sign in and out of duty at either the EOC (Emergency Operations Center) or the VRC (Volunteer Reception Center). During an activation, it is critical to track all responders.

Personal Protective Equipment

Volunteers will bring or wear appropriate issued PPE: hard hat, vest, mask, goggles, flashlight, etc. when responding during an activation. Volunteers should have appropriate shoes, long pants, food, water, etc. to assist them in their volunteer role.

Resignation/Termination

Volunteers may resign from their position as a volunteer at any time. When possible, the Emergency Preparedness Manager should be notified and all equipment and badges should be returned. Tulalip Emergency Management may also terminate volunteer status at any time.

The Tulalip Tribes Emergency Management Responsibilities

The Tulalip Tribes Emergency Management department is responsible for providing fair and unbiased volunteer opportunities. As volunteer or training opportunities arise within Tulalip Tribes or local partners information will be shared out to our volunteer group. TTEM will provide regular trainings, at least one per year as budget allows and will provide feedback and guidance to volunteers.

RELEASE AND WAIVER OF LIABILITY FOR VOLUNTEER SERVICES

AS A VOLUNTEER:

- I WILL ONLY PERFORM THE ASSIGNED TASKS THAT ARE WITHIN MY PHYSICAL CAPABILITY AND WILL NOT UNDERTAKE ANY TASKS THAT ARE BEYOND MY PHYSICAL CAPABILITY OR ABILITY.
- I WILL NOT OPERATE OR USE VEHICLES, EQUIPMENT, OR TOOLS THAT I AM UNFAMILIAR WITH OR HAVE NOT BEEN TRAINED TO OPERATE PROPERLY AND SAFELY, AND HAVE NOT RECEIVED SPECIFIC AUTHORIZATION TO USE FROM MY SUPERVISOR.
- I WILL STRICTLY OBSERVE ALL SAFETY RULES AND USE CARE IN THE PERFORMANCE OF MY ASSIGNED TASKS.
- I WILL TREAT EVERYONE WITH RESPECT, PATIENCE, INTEGRITY, COURTESY, AND DIGNITY.
- WHILE VOLUNTEERING, I WILL NOT MAKE HUMILIATING, RIDICULING, THREATENING, OR DEGRADING STATEMENTS. I WILL REFRAIN FROM THE USE OF DRUGS OR ALCOHOL WHILE ON DUTY, AND WILL NOT REPORT FOR DUTY WHILE UNDER THE INFLUENCE OF ANY SUBSTANCE THAT COULD IMPAIR JUDGEMENT OR CREATE AN ENVIRONMENT THAT COULD POSE A DANGER TO THE VOLUNTEER OR OTHERS.

VOLUNTEER AND RELEASE AGREEMENT

I, _____, AM ASKING TO VOLUNTEER WITH THE TULALIP TRIBES IN RESPONDING, DURING A DISASTER IN MY NEIGHBORHOOD OR WHEN I AM CALLED ON.

I UNDERSTAND THE TULALIP TRIBES IS NOT OBLIGATED TO PROVIDE ME WITH A VOLUNTEER PLACEMENT. I ALSO UNDERSTAND THAT I AM NOT OBLIGATED TO ACCEPT VOLUNTEER POSITIONS OFFERED. I UNDERSTAND THAT THE TULALIP TRIBES RESERVES THE RIGHT TO TERMINATE MY VOLUNTEER STATUS AT ANY TIME AND THAT I MAY WITHDRAW AS A VOLUNTEER AT ANY TIME.

- I CONSENT TO THE TULALIP TRIBES PERFORMING A CRIMINAL HISTORY BACKGROUND CHECK.
- CONSENT FOR TREATMENT- BY APPLYING FOR, AND PARTICIPATING AS A VOLUNTEER, I HEREBY GIVE MY CONSENT TO BE TREATED BY EMERGENCY MEDICAL PERSONNEL, A PHYSICIAN, OR SURGEON, IN CASE OF SUDDEN ILLNESS OR INJURY WHILE PARTICIPATING IN THE TRAINING AND RESPONSE ACTIVITIES. IT IS UNDERSTOOD THAT THE TULALIP TRIBES PROVIDES NO MEDICAL INSURANCE FOR SUCH TREATMENT, AND THAT THE COST WILL BE AT MY EXPENSE.
- CONSENT FOR MEDIA RELEASE- THE TULALIP TRIBES MAY USE PHOTOS/VIDEOS TAKEN OF ME IN MY VOLUNTEER SERVICE FOR PUBLIC AWARENESS AND EDUCATIONAL PURPOSES.
- AS A VOLUNTEER- 1. I UNDERSTAND THAT WHILE RESPONDING OF MY OWN ACCORD TO ASSIST MY FAMILY AND OTHERS IN TIMES OF NEED, I AM ACTING AS AN UNAFFILIATED VOLUNTEER. 2. I UNDERSTAND THAT I BECOME AN OFFICIAL VOLUNTEER ONLY AT THE REQUEST OF THE TULALIP TRIBES EMERGENCY MANAGEMENT OR DESIGNEE.
- I UNDERSTAND AND AGREE THAT AS A VOLUNTEER, ALL WORK PERFORMED FOR THE TULALIP TRIBES SHALL BE KEPT CONFIDENTIAL AND SHALL BE THE PROPERTY OF THE TRIBES, AND ALL DOCUMENTS SHALL BE RETURNED TO THE TRIBES IMMEDIATELY UPON REQUESTS.
- I UNDERSTAND THAT AS A VOLUNTEER FOR THE TRIBE THAT I AM NOT AN EMPLOYEE, AGENT JOINT VENTURE OR PARTNER OF THE TRIBES. NOTHING IN THIS WAIVER SHALL BE INTERPRETED OR CONSTRUED AS CREATING OR ESTABLISHING AN EMPLOYMENT RELATIONSHIP OR AN INDEPENDENT CONTRACTOR RELATIONSHIP BETWEEN MYSELF AS THE VOLUNTEER AND THE TRIBES.

- I UNDERSTAND THAT THE TRIBES SHALL NOT BE RESPONSIBLE FOR LOSS OR THEFT OF PERSONAL PROPERTY, OR DAMAGE TO PERSONAL PROPERTY IN RELATION TO PARTICIPATING IN ANY CAPACITY.
- I UNDERSTAND THAT IN BEING ALLOWED TO PARTICIPATE IN RESPONDING, I PERSONALLY ASSUME ALL RISKS, WHETHER FORESEEN OR UNFORESEEN, IN CONNECTION WITH THE RESPONSE OF ANY HARM, INJURY, OR DAMAGE THAT MAY BEFALL ME AS A PARTICIPATION.
- I UNDERSTAND BY SIGNING THIS WAIVER THAT I AGREE TO ASSUME THE RISKS OF INJURY INHERENT IN THE VOLUNTEER ACTIVITY, AND ALSO RELEASE THE TRIBES FROM LIABILITY FROM ANY INJURIES THAT I MIGHT SUSTAIN WHILE WORKING AS A VOLUNTEER, AND FROM ALL ACTION, CLAIMS, OR DEMANDS I MAY HAVE RESULTING FROM PARTICIPATION AS A VOLUNTEER FOR THE TRIBES.
- THIS WAIVER SHALL NOT BE CONSIDERED A WAIVER OF THE TULALIP TRIBES' SOVEREIGN IMMUNITY.

SIGNATURE OF VOLUNTEER

DATE

SIGNATURE OF EM

DATE

SIGNATURE OF PARENT/GUARDIAN (IF VOLUNTEER IS A MINOR)

DATE

GENERAL APPLICANT INFORMATION

FULL NAME: _____ BIRTH DATE: _____

ADDRESS: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

EMAIL: _____

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

PHOTOCOPY OF DRIVER'S LICENSE OR GOVERNMENT ISSUED IDENTIFICATION

PLEASE INDICATE WHICH POSITION YOU WOULD LIKE TO APPLY FOR:

VOLUNTEER LEVEL 1

VOLUNTEER LEVEL 2

TRAINING/CERTIFICATION

CHECK ALL THAT APPLY:

IS-100.C INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100 (LEVEL 1 & 2)

IS-700.B AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM (LEVEL 1& 2)

CPR (LIST EXPIRATION DATE): _____ (LEVEL 2)

FIRST AID (LIST EXPIRATION DATE): _____ (LEVEL 2)

IS-200.C BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE (LEVEL 2)

IS-317.A INTRODUCTION TO CERT (LEVEL 2)

IS-315.A CERT AND THE INCIDENT COMMAND (LEVEL 2)

CERT CERTIFICATION (LEVEL 2)

HAM RADIO CALL SIGN: _____ (OPTIONAL)

EMERGENCY CONTACT INFORMATION:

PRIMARY EMERGENCY CONTACT NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

LIST OF ACCOMMODATIONS: _____
