

## **EMERGENCY SERVICE VOLUNTEERS**

### **GENERAL**

The following policy supersedes that contained in the PEP Policy and Procedures Manual dated July 15, 1998, as indicated below:

- Article 5.01 Emergency Service Volunteers
- Article 5.05 Enrolment
- Article 5.07 Identification (ID) Cards

### **INTRODUCTION**

The Emergency Program Act defines “volunteer” as a volunteer registered by a local authority or the Provincial Emergency Program. Volunteers undertake to train for and respond to an emergency or disaster on behalf of the provincial government, or a “local authority” as defined in the Act.

### **POLICY**

#### **Volunteer Components**

Emergency service volunteers may be categorized in the following two components:

- **Public Safety**
  - **Search and Rescue (SAR).** Volunteers called upon to assist and support the police or other authorized agency(s) in searching for lost persons or for rescuing persons in distress on land or inland waters.
  - **Emergency Social Services (ESS).** Volunteers who provide services that preserve the emotional and physical well being of survivors and response workers in an emergency situation. They include reception, food services, lodging, clothing, registration and inquiry, personal and financial services.
  - **PEP Air.** Volunteers whose interests lie in flying and who dedicate their time

and/or their aircraft to assist in the location of missing or distressed persons, aircraft or boats. There are national standards that must be attained to be certified as a pilot, navigator or spotter.

- **Provincial Emergency Radio Communications Service (PERCS).** Radio communications volunteers who provide emergency radio communication service during emergencies and exercises. Most volunteers in the radio communication service will be licenced amateur radio operators although other radio communication modes, such as citizen band (CB) radios, may be used. Although non-licenced volunteers are a valuable resource, their utilization in the communication service may be restricted in the operation of radio communication equipment.
- **Highway Rescue.** Volunteers called upon to assist and support the police or other authorized agency(s) in auto extrication.
- **General Service.** The general service component is comprised of all other volunteers who provide their services to either a local authority or the Provincial Emergency Program, including clerical staff, drivers, exercise facilitators, first aiders and manual workers. Volunteers who offer to perform short-term services in response to a specific emergency or disaster response task, will also be included in this component.

To the degree possible, dependent on the emergency/disaster situation, volunteers will only be engaged to perform tasks within the scope of their qualifications, training and/or experience.

Interested volunteers must be 16 years of age to register for PEP-approved operational or training tasks. For volunteers aged 16 to 18 years, parental/guardian consent is required.

## **Volunteer Benefits**

Volunteers may be eligible for PEP-funded training conducted by the Justice Institute of British Columbia (JIBC) Emergency Management Division - PEP Academy or other approved agency.

Volunteers may be provided the following when registered for volunteer work for either a local authority or the Provincial Emergency Program under an authorized PEP operational or training tasks number:

- Workers' Compensation Board (WCB) coverage;
- exemption from civil liability;
- reimbursement for out-of-pocket expenses for authorized operational tasks, for example meals, mileage, accommodations; and

- reimbursement for the repair/replacement of personal property or equipment lost or damaged on an operational task.

**NOTE: ELIGIBILITY FOR WCB COVERAGE, LIABILITY PROTECTION AND EXPENSE REIMBURSEMENT BENEFITS REQUIRES THAT ALL VOLUNTEERS BE REGISTERED<sup>1</sup> FOR THE SPECIFIC AUTHORIZED OPERATIONAL OR TRAINING TASK IN WHICH THEY ARE INVOLVED.**

## **Identification (ID) Cards**

An ID card, bearing a photograph of the individual and designating the individual's affiliation, may be issued to public safety component volunteers on request.

The ID card will identify an individual as being a member of a specific public safety discipline.

While ID cards are not a pass they may help establish an individual's authority to be in designated sites in an emergency, particularly areas that may not be accessible to the general public.

ID cards are the property of PEP. They must be renewed every five years and surrendered upon termination of volunteer status. Loss of an ID card should be immediately reported to the appropriate PEP Regional Manager or public safety group/team leader.

## **PROCEDURES**

### **Registration Procedure for Public Safety Volunteers**

Public safety volunteer registration forms are available through public safety group/team leaders and PEP Regional Offices.

To register with PEP as a public safety component volunteer, a registration information form must be completed and signed by the volunteer and returned to the applicable public safety group/team leader. The following is the procedure for completing the form (sample at Annex A):

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<sup>1</sup> PEP Policy and Procedures Manual Article 6.09 (July 15/99) - Task Registration.

## Completion of Registration Form

### Function

Original - New volunteer (first time applying).

Renewal - Volunteer status to be renewed every five years.

Edit - If wishing to update information previously supplied.

**Identification (ID) Card** - indicate if an ID card is requested and photo provided (Annex B).

**Public Safety Discipline** - indicate the discipline for which you have volunteered.

- Search and Rescue
- Emergency Social Services
- PEP Air
- Highway Rescue
- Provincial Emergency Radio Communications Service

**Group/Team Location** – indicate the name and location of your volunteer group/team, for example Hope Highway Rescue Society.

**PEP Region** – indicate the PEP region in which your group/team is located, Hope for example is located in the South West (SWE) region.

**Personal Identification** - self explanatory.

**Emergency Contact** - identify the individual(s) to be contacted should you become involved in a personal emergency.

**Volunteer** - signature confirms intent to register.

**Parent/Guardian** (as required) - signature confirms consent for registration of 16 - 18 year olds.

**Group/Team Leader** - signature is to confirm that volunteer is a member of a recognized group.

**Regional Manager** - signature is to confirm information completeness and accuracy.

### ***Processing of Completed Form***

The group/team leader will forward the completed form(s) intact (both copies) to the applicable PEP Regional Manager for verification and submission to PEP headquarters Volunteer Registration Clerk for processing.

Once received at PEP headquarters, the information will be entered in the PEP volunteer database and, where applicable, an ID card will be produced and returned to the applicant. The second copy of the registration form will be returned to the applicable PEP Regional Manager for retention.

**Attachments:**

Annex A - Volunteer Registration Form

Annex B - Sample ID Card and Photo Instructions

Mervin W.C. Harrower  
Director

May 24, 2000

WD/



# Emergency Management BC

## Public Safety Lifeline Volunteer Registration Form

Registration Number: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Notes: \_\_\_\_\_  
(PEP HQ use only)

October 2008

Identification (ID) Card	<input type="checkbox"/> Card Requested		<input type="checkbox"/> Registration Only (NO CARD REQUESTED)	
	<input type="checkbox"/> Original	<input type="checkbox"/> Renewal	<input type="checkbox"/> Replacement	<input type="checkbox"/> Edit Only (Information Changes)

**Photo**

<input type="checkbox"/> Reuse Current Photo	<input type="checkbox"/> Photo Attached <sup>1</sup>	<input type="checkbox"/> Photo Emailed
	<input type="checkbox"/> Photo on Disk / CD	<input type="checkbox"/> Photo (to be sent in later)

**Discipline**

<input type="checkbox"/> Emergency Social Services	<input type="checkbox"/> PEP Air
<input type="checkbox"/> Search and Rescue	<input type="checkbox"/> Highway Rescue
<input type="checkbox"/> General Service	<input type="checkbox"/> Emergency Radio Communications

**Group/Team Location:**

**PEP Region**

<input type="checkbox"/> North East	<input type="checkbox"/> Central	<input type="checkbox"/> Vancouver Island
<input type="checkbox"/> North West	<input type="checkbox"/> South East	<input type="checkbox"/> South West

Last Name:		Residence Phone #							
First Name		Business Phone #							
Address		Other# (cell/pager/fax)							
City	Postal Code	Home Email							
Emergency Contact Person / Relationship		Business Email							
Address		Driver's License #							
City	Postal Code	Driver's License Expiry Date	<table border="1"> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Year	Month	Day			
Year	Month	Day							
Residence Phone#	Business Phone #	Birth date	<table border="1"> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Year	Month	Day			
Year	Month	Day							

Volunteer Signature	Date
Parent/Guardian <sup>2</sup> Signature	Date
Group/Team Leader	
_____	_____
Name (print)	Signature
_____	_____
Name (print)	Date
_____	_____
Name (print)	Date

THE INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC EMERGENCY PROGRAM ACT, PART 2, SECTION 4 (2)(H) AND PEP POLICY. THE INFORMATION IS USED TO PRODUCE IDENTIFICATION CARDS AND MAY BE USED TO SUPPORT EMERGENCY OPERATIONS. QUESTIONS REGARDING THE COLLECTION USE OR DISCLOSURE OF THIS INFORMATION SHOULD BE DIRECTED TO THE MANAGER OF TRAINING EXERCISE AND VOLUNTEER PROGRAMS - 1 800 663 3456

1 Passport sized black and white or colour head and shoulders photograph  
2 Parent/guardian consent required for volunteers 16 – 18 years old.

## Sample Identification (ID) Card



### Photo Instructions

The following photo options are available to volunteers requesting a PEP ID card:

- Option 1 - A digital passport size head and shoulders photograph on disc in JPEG file interchange format. Groups submitting a number of photos on a single computer diskette must ensure that each individual is readily identified; or
- Option 2 - A passport sized head and shoulders black and white or colour print with volunteer's name printed on back.

**Note: Photographic costs are an individual/group/team responsibility.**