

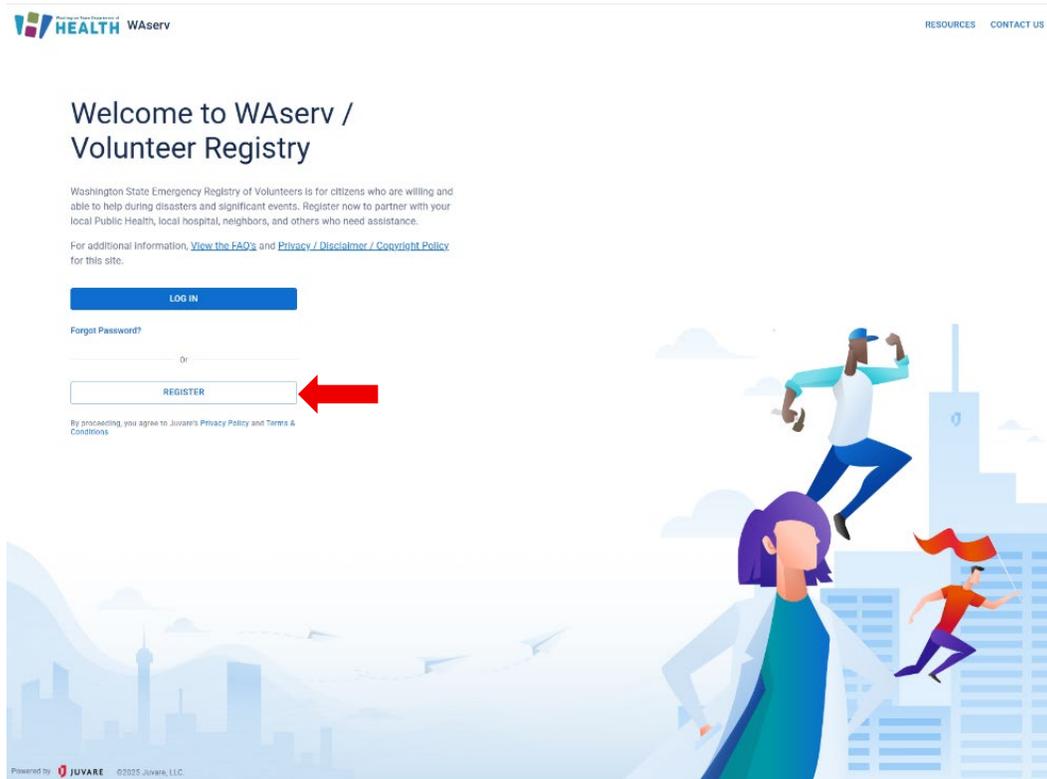
HOW TO ENROLL AS A WASAFE VOLUNTEER

OVERVIEW

WAsafe's purpose is to train, enroll, manage, and dispatch volunteer emergency workers to perform post-disaster building safety assessments. Volunteers enroll on the WAserv website.

WASAFE REGISTRATION

1. Navigate to <https://waserv.org>
2. Click **REGISTER**



3. PERSONAL INFORMATION

3.1. Name

3.1.1. First and Last Name

3.2. Address (We will mail your WAsafe ID Badge here)

3.2.1. Street including Suite or Apt # (If Applicable)

3.2.2. City

3.2.3. Zip Code

3.2.4. State

3.3. County or Tribe of Residence

3.3.1. Select County or Tribe radial button

3.3.2. In the **COUNTY** drop down menu select your county

3.3.3. In the **WORK STATE** drop down menu select the state you work in

3.4. Click NEXT to continue.

Registration form CANCEL

1 Personal Info 2 Identification 3 Contact Details 4 Occupations 5 Organizations 6 Consent

Personal Information

Name

Prefix

First Name *

Middle Name

Last Name *

Suffix

Address

Address Line 1 *

Address Line 2

City *

ZIP Code * State * Washington

County or Tribe of Residence

County Tribe

If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence.

County *



BACK NEXT 

4. IDENTIFICATION

4.1. Date of Birth

4.2. Click NEXT to continue

Registration form CANCEL

1 Personal Info 2 Identification 3 Contact Details 4 Occupations 5 Organizations 6 Consent

Identification

Date of Birth

Date *

Registration Feedback

How did you hear about the site?

Select

If other, please specify in the comments.

Comments



BACK NEXT 

5. CONTACT DETAILS

5.1. **EMAIL ADDRESS** (Primary Email (This will be your login))

5.2. Additional Contact Emails

5.2.1. Click + **ADD**

5.2.1.1. Recommend adding a personal email if you are using professional email as primary

5.3. **PHONE NUMBERS**

5.3.1. Click + **ADD PHONE NUMBER**

5.3.1.1. Recommend adding personal phone number if using professional phone number as primary

5.3.2. Select **METHOD** of communication (Ex. Voice and/or Text)

5.4. Click **NEXT** to continue

Registration form CANCEL

Personal Info Identification **Contact Details** Occupations Organizations Consent

Contact Details

Email Address

Primary Email*

Primary email is required
This is the email you will use to log in.

Confirm Primary Email*

Confirm Primary email is required

Additional Contact Emails

+ ADD

Phone Numbers

ⓘ Add your number below to receive emergency alerts via SMS on your mobile device. Once you add your number, you will receive a welcome message to the number provided. Reply START to complete the opt-in process. Message and data rates may apply. Message frequency varies. You can text STOP to cancel or HELP for more information. Please visit the [Terms and Conditions](#) and [Privacy Policy](#) for more information.

Phone*

Phone is required

Method

Voice Text Fax

Method is required

+ ADD PHONE NUMBER

Pager Numbers

+ ADD PAGER NUMBER



BACK NEXT

6. OCCUPATIONS

6.1. Select + ADD OCCUPATION

Registration form CANCEL

Personal Info Identification Contact Details **Occupations** Organizations Consent

Occupations

Enter up to 4 occupations that you have current or previous experience performing. If you have multiple occupations, indicate the priority in which you want them considered.

Occupations + ADD OCCUPATION

BACK NEXT

6.1.1. Box will pop up for **OCCUPATIONS**

6.1.1.1. Under **OCCUPATION GROUP**, select "Non-Medical/Support"

6.1.1.2. Under **OCCUPATION** from the drop-down menu select your primary occupation first, you will have the option to add current/previous occupations/experience before leaving **OCCUPATIONS** section. **NOTE:** WAsafe put numerous occupations on the list in ALL CAPS (e.g. "BUILDING OFFICIAL (CBO) – ICC").

6.1.1.3. Click **SAVE** to continue

Registration form CANCEL

Personal Info Identification Contact Details **Occupations** Organizations Consent

Occupations

Enter up to 4 occupations that you have current or previous experience performing. If you have multiple occupations, indicate the priority in which you want them considered.

Occupations + ADD OCCUPATION

Occupations

Occupation Group*
Non-Medical/Support

Occupation*
BUILDING OFFICIAL (CBO) - ICC

CANCEL **SAVE**

BACK NEXT

6.2. Select + ADD OCCUPATION (Optional)

6.2.1. Follow steps in 6.1 – Select + **ADD OCCUPATION** to add up to three (3) additional current/previous occupations/experience.

6.3. Click NEXT to continue

The screenshot shows the 'Occupations' step of a registration form. At the top, a progress bar indicates the following steps: Personal Info, Identification, Contact Details, Occupations (current step), Organizations, and Consent. Below the progress bar, the heading 'Occupations' is followed by the instruction: 'Enter up to 4 occupations that you have current or previous experience performing. If you have multiple occupations, indicate the priority in which you want them considered.' A box labeled 'Occupations' contains a '+ ADD OCCUPATION' button and a list of one occupation: 'BUILDING OFFICIAL (CBO) -ICC NON-MEDICAL/SUPPORT'. Below the form is a large illustration of a diverse group of six people (three men and three women) in various professional attire, standing in front of a city skyline with a paper airplane flying above them. At the bottom of the form, there are 'BACK' and 'NEXT' buttons, with a red arrow pointing to the 'NEXT' button.

7. ORGANIZATIONS

7.1. Select + ADD ORGANIZATIONS

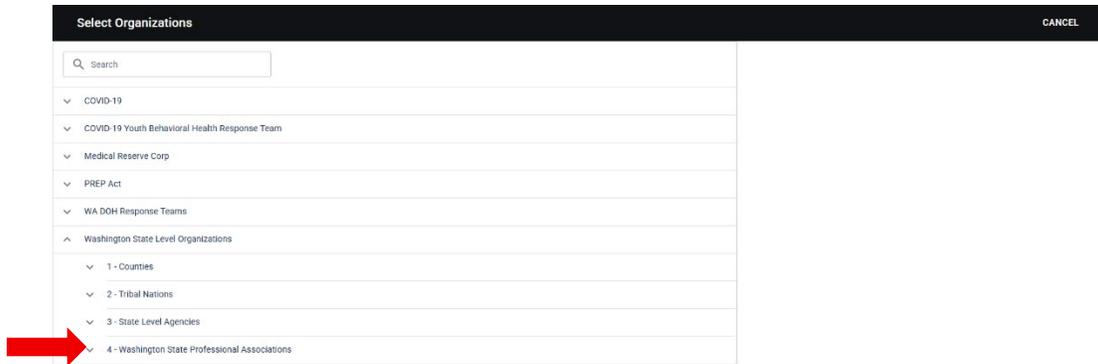
The screenshot shows the 'Organizations' step of a registration form. At the top, a progress bar indicates the following steps: Personal Info, Identification, Contact Details, Occupations, Organizations (current step), and Consent. Below the progress bar, the heading 'Organizations' is followed by the instruction: 'No organization selected.' A box labeled 'Organizations' contains a '+ ADD ORGANIZATIONS' button. Below the form is a large illustration of a diverse group of six people (three men and three women) in various professional attire, standing in front of a city skyline with a paper airplane flying above them. At the bottom of the form, there are 'BACK' and 'NEXT' buttons, with a red arrow pointing to the '+ ADD ORGANIZATIONS' button.

7.1.1. You will be redirected to the **SELECT ORGANIZATIONS** page

7.1.1.1. Click the down arrow next to **“WASHINGTON STATE LEVEL ORGANIZATIONS”** to expand.



7.1.1.2. Click the down arrow next to **“4 – WASHINGTON STATE PROFESSIONAL ASSOCIATIONS”** to expand.



7.1.1.3. Click the down arrow next to **“A – WASAFE”** to expand.



7.1.1.4. Click the arrow next to the organization you hold a membership with to expand. **NOTE:** If you do not have a membership with a listed organization then click the arrow next to “A5 – Other” to expand.

The screenshot shows a web interface titled "Select Organizations" with a "CANCEL" button in the top right. A search bar is located at the top left. The main content area is a list of organizations, categorized under "Washington State Level Organizations". The categories are: 1 - Counties, 2 - Tribal Nations, 3 - State Level Agencies, and 4 - Washington State Professional Associations. Under "4 - Washington State Professional Associations", there is a sub-category "A - WAsafe". Under "A - WAsafe", there are five items: "A1 - WA Association of Building Officials (WABO)", "A2 - Structural Engineers Association of WA (SEAW)", "A3 - American Institute of Architects (AIA)", "A4 - American Society of Civil Engineers (ASCE)", and "A5 - Other". Each item has a small downward-pointing arrow next to it. A red oval highlights the arrows next to "A2 - Structural Engineers Association of WA (SEAW)", "A3 - American Institute of Architects (AIA)", and "A4 - American Society of Civil Engineers (ASCE)".

7.1.1.5. Click **SELECT** next to the applicable Responder Type (**SELECT** will change to **DESELECT**). See next page for WAsafe BSE Types and Qualifications.

The screenshot shows the same "Select Organizations" interface as above, but with the "A1 - WA Association of Building Officials (WABO)" item expanded. Under "A1 - WA Association of Building Officials (WABO)", there are five responder types: "WABO Type 1", "WABO Type 2", "WABO Type 3", "WABO Type 4", and "WABO Type 5 - Other". To the right of each responder type is a blue button labeled "SELECT". A red oval highlights these five "SELECT" buttons.

WASAFE BSE TYPES AND QUALIFICATIONS

HOW TO USE THIS TABLE

- The anticipated duties and limitations for volunteers are intended as guidelines. Actual assignments may vary, depending on the event, personnel, and the needs of the Authority Having Jurisdiction (AHJ). The AHJ is usually the local building official.
- When enrolling in WAsafe, BSEs request a Type designation based on their minimum qualifications and their comfort level in performing the evaluations for the given Type. If you are not qualified for any of Types 1 through 4, enroll as “Type 5.”

BSE Type	Anticipated Duties / Limitations	Minimum Qualifications
1¹	Structural evaluation only: all buildings, including multi-family and commercial buildings over 5 stories and buildings with complex structural systems	<ul style="list-style-type: none"> • Registered structural engineer or civil engineer with structural specialty • WAsafe BSE training class⁵
2^{3, 4}	a. Non-structural evaluation ² : all single family residential, multi-family and commercial buildings b. Structural evaluation: single family residential, multi-family and commercial buildings up to 5 stories with non-complex structural systems	<ul style="list-style-type: none"> • Certified Building Plans Examiner, Commercial Building Inspector, or Building Official; Registered Architect or Registered Engineer • WAsafe BSE training class⁵
3	Wood-framed single family residential, multi-family and commercial buildings up to 3 stories	<ul style="list-style-type: none"> • Certified Residential Building Plans Examiner or Residential Building Inspector • WAsafe BSE training class⁵
4	Single family residential buildings and associated accessory structures	<ul style="list-style-type: none"> • Any ICC Certification • WAsafe BSE training class⁵
5	As assigned by Building Official or Incident Command	<ul style="list-style-type: none"> • EITs, unlicensed architects, permit technicians • Relevant experience • WAsafe BSE training class⁵

NOTES:

1. Type 1 BSEs can also perform structural evaluations for all Types, and non-structural evaluations for Types 3 and 4.
2. Type 2 includes non-structural evaluations such as habitability and egress.
3. Type 2 Engineers can only perform structural evaluations unless specifically qualified to perform complex non-structural evaluations.
4. Type 2 BSEs can also perform structural and non-structural evaluations for Types 3 and 4.
5. In lieu of a WAsafe BSE training class, Cal OES SAP Evaluator (2023 or earlier), OrSAP Evaluator, ATC 20, or a combined ATC 20/45 training will be accepted for first-time enrollment in WAsafe, provided the BSE also passes a WAsafe-specific training module. All trainings are valid for 5 years after the training date. Taking the WAsafe Refresher or WAsafe BSE training are required for renewing WAsafe registration.

7.1.1.6. Click **SELECT** to continue

Select Organizations CANCEL

Search

- COVID-19
 - COVID-19 Youth Behavioral Health Response Team
- Medical Reserve Corp
- PREP Act
- WA DOH Response Teams
- Washington State Level Organizations
 - 1 - Counties
 - 2 - Tribal Nations
 - 3 - State Level Agencies
 - 4 - Washington State Professional Associations
 - A - Wasafe
 - A1 - WA Association of Building Officials (WABO)
 - WABO Type 1 SELECT
 - WABO Type 2 DESELECT
 - WABO Type 3 SELECT
 - WABO Type 4 SELECT
 - WABO Type 5 - Other SELECT
 - A2 - Structural Engineers Association of WA (SEAW)
 - A3 - American Institute of Architects (AIA)
 - A4 - American Society of Civil Engineers (ASCE)
 - A5 - Other

SELECT 

7.2. Confirm Organization selection and click **NEXT** to continue.

Registration form CANCEL

Personal Info Identification Contact Details Occupations **Organizations** Consent

Organizations (1) + ADD ORGANIZATIONS

 WABO Type 2 REMOVE

Rows per page: 5 1-1 of 1 < >



BACK NEXT 

8. CONSENT

8.1. Terms of Service

8.2. Correct Information

8.3. I'm not a robot

8.4. Click **SUBMIT** to continue

The screenshot shows a registration form titled "Registration form" with a "CANCEL" link in the top right. A progress bar at the top indicates the following steps: Personal Info, Identification, Contact Details, Occupations, Organizations, and Consent (the current step). The "Consent" section contains two required checkboxes: "Terms of Service (Required)" and "Correct Information (Required)". Below these are two paragraphs of text explaining the consent process. A reCAPTCHA "I'm not a robot" checkbox is also present. At the bottom, there is a "BACK" button on the left and a "SUBMIT" button on the right, which is highlighted with a red arrow pointing to it.

9. REGISTRATION CONFIRMATION

9.1. Click **OK** to continue

The screenshot shows the registration confirmation page, which is a greyed-out version of the consent page. A white modal box is centered on the screen with the following text: "Your registration was submitted successfully. An email will be sent to you to activate your account. If your organization uses Single Sign On (SSO) to access Juvare solutions with one password, you do not need to activate your account." Below the text is an "OK" button, which is highlighted with a red arrow pointing to it. The "BACK" and "SUBMIT" buttons are visible at the bottom of the page.

10. WASAFE REGISTRATION (CONTINUED)

10.1. Navigate to your email used in **Section 5.1 – EMAIL ADDRESS** (Primary Email (This will be your login))

10.2. Find email from **no-reply@login.juvare.com** (Check SPAM/JUNK folder if not in INBOX)



10.3. Follow instructions in email to set password



A Juvare account has been created for you with the email address:

Applications Assigned: Juvare Ideas, WAserv Washington State Emergency Registry of Volunteers

To login to your account you must create a password in the password reset screen, please complete these steps:

[Click Here](#)

1. Click the "Click Here" button above.
2. On the "Sign in" screen, enter your email address, and click "Next".
3. On the "Verify with your password" screen, click "Forgot password?".
4. On the "Get a verification email" screen, click "Send me an email".
5. Check your email for the password reset link.
6. Follow the prompts to create and confirm your new password.

If you have questions about your account, contact your administrator. If you need assistance using the solution, contact Juvare Support.

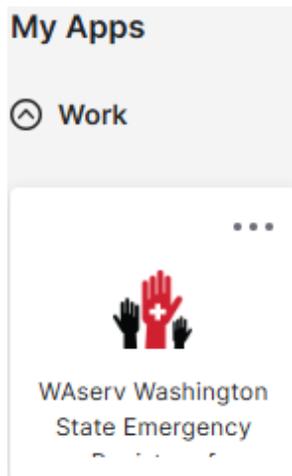
Juvare Support Center

Email: support@juvare.com

Phone: 877-771-0911

10.4. Once password process is complete log into WAserv

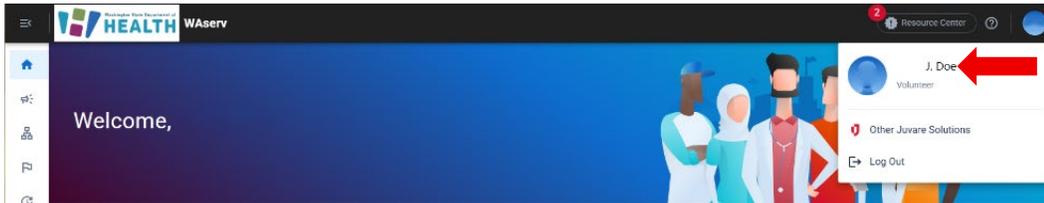
10.5. On the WAserv Dashboard click the Washington State Emergency Registry of Volunteers app under My Apps.



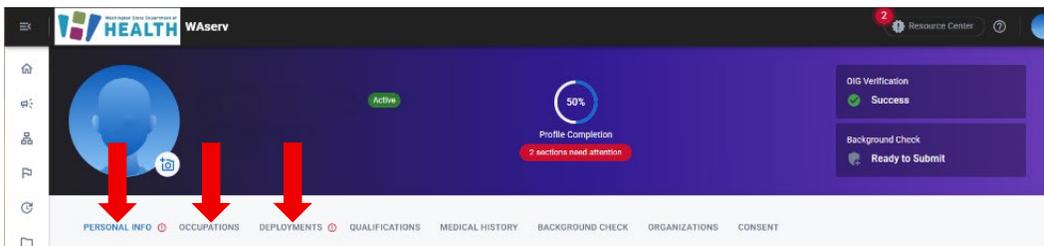
10.6. In the upper right-hand corner of the dashboard click the circle with your initials



10.7. In the popup window click on your name

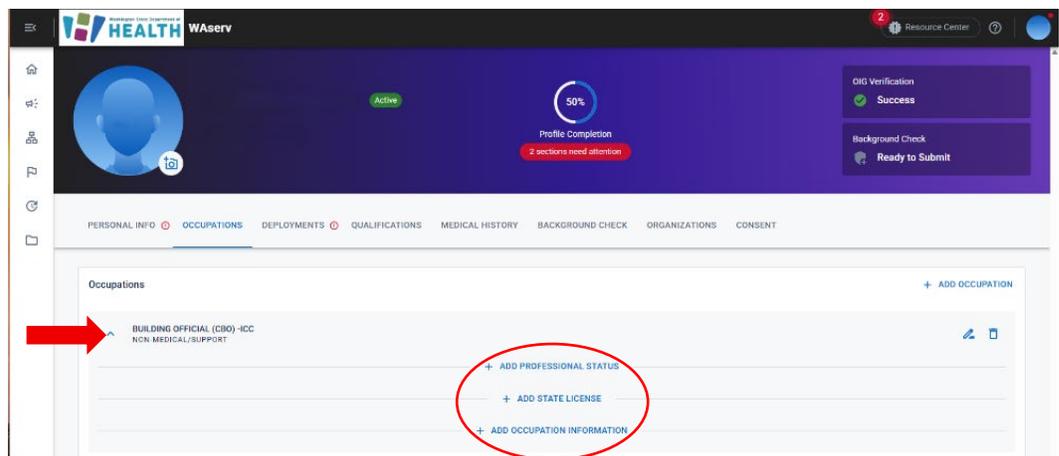


10.8. On the dashboard click the tabs and confirm your information is complete. The most important being the **PERSONAL INFO**, **OCCUPATIONS**, and **DEPLOYMENTS** tabs as the WAsafe Administration use this information for approving responders, issuing ID Badges, responder callouts, and responder communication. We recommend visiting this dashboard every six (6) months at minimum and when you have a change in information (ex: address, phone number, email, or employer).



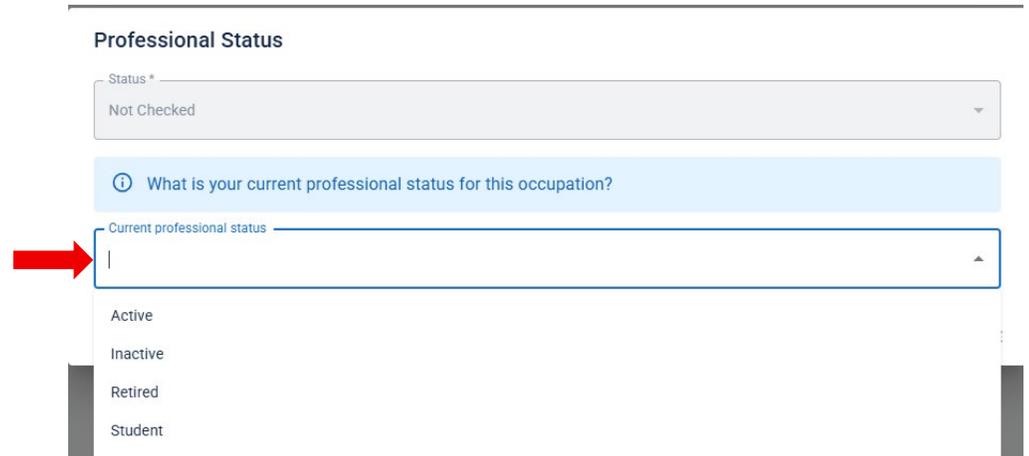
10.8.1. OCCUPATIONS

10.8.1.1. Expand the occupation you selected during the initial registration process (Reference **Section 6 – OCCUPATIONS**). Select each + link to add your specific details as this option was not available during the initial registration process.



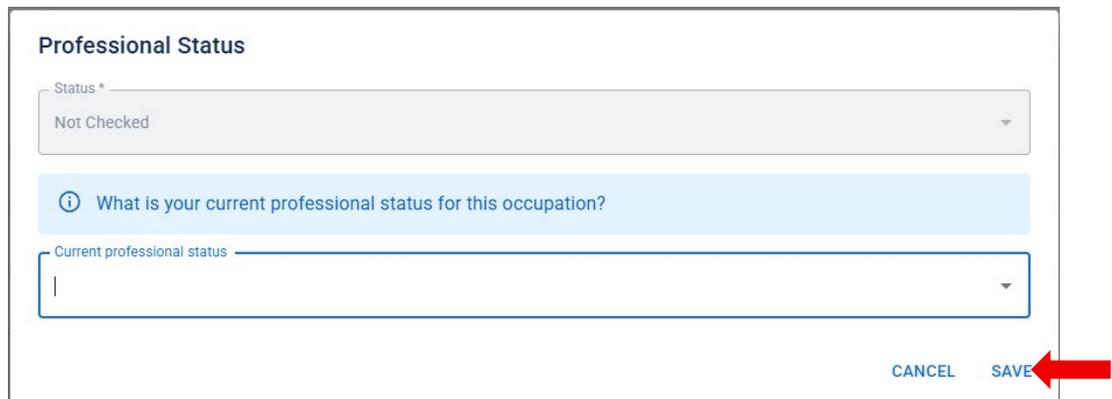
10.8.1.2. ADD PROFESSIONAL STATUS

10.8.1.2.1. Under **CURRENT PROFESSIONAL STATUS** from the drop-down menu select your current status (If you have multiple occupations listed do this for each).



The screenshot shows a form titled "Professional Status". At the top, there is a dropdown menu labeled "Status *" with the option "Not Checked" selected. Below this is a light blue informational banner with an information icon and the text "What is your current professional status for this occupation?". Underneath the banner is a dropdown menu labeled "Current professional status". A red arrow points to the dropdown arrow of this menu, which is open, showing a list of options: "Active", "Inactive", "Retired", and "Student".

10.8.1.2.2. Click **SAVE** to continue.



This screenshot shows the same "Professional Status" form as above, but with the "Current professional status" dropdown menu closed. At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". A red arrow points to the "SAVE" button.

10.8.1.3. ADD STATE LICENSE

The system requires some state licenses to contain eight digits (e.g. PE and SE). If yours does not, then add zeros to the beginning to create an eight-digit number. **NOTE:** If you are adding an ICC Certification and it does not have a number then you do not need to complete **ADD STATE LICENSE**. If you have licenses in multiple states repeat this process for each license.

10.8.1.3.1. Complete **ALL** sections **EXCEPT** License Type this is for medical professionals only.

10.8.1.3.2. Click **SAVE** to continue.

State License

Status *
Not Checked

i Enter the number listed on your license exactly as it appears on your license. If you have additional licenses for different occupations, please add a new occupation to your profile and enter the license number there.

Is the name on this license the same as the name you provided in your personal information:
 Yes No

Issuing State or Jurisd... State or jurisdiction in which this license was issued.	License Number * Professional License number, exactly as it appears on the license.	License Type This field is for the specific Medical License Type under which you practice and is only required for occupations that require Medical School training.	Expiration Date
---	--	---	-----------------

Is your license in good standing:
 Yes No

Is your license free of adverse actions and restrictions:
 Yes No

CANCEL SAVE 

10.8.1.4. ADD OCCUPATION INFORMATION

10.8.1.4.1. Complete all sections. If you have multiple occupations listed repeat the process for each.

10.8.1.4.2. Click **SAVE** to continue.

Occupation Information

Status *
Not Checked

Company Name	Your Title/Position	
Supervisor Name	Supervisor Number	
Address Line 1	Address Line 2	City
ZIP Code	State	

County or Tribe of Residence
 County Tribe
If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence

County

CANCEL SAVE 

10.8.2. DEPLOYMENTS

10.8.2.1. Click the pencil icon in the upper right corner in section **WILLINGNESS AND AVAILABILITY**.

Willingness and Availability 

Do you currently hold a valid US Passport? Info needed

In the event of a declared national emergency, would you consider volunteering to work under the authority of the Federal Government? Info needed

Where are you willing to travel for deployment?

How many days are you willing to be deployed?

Have you received the COVID-19 vaccine?

Do you have a medical or religious exemption?

Do you have any other commitments that might pose a conflict in the event of an emergency? Info needed

10.8.2.1.1. Answer all questions in the pop-up window.

10.8.2.1.2. Click **SAVE** to continue.

Willingness and Availability

Deployment preferences are to help match responders to potential emergency deployments.

Do you currently hold a valid US Passport?

Yes No

In the event of a declared national emergency, would you consider volunteering to work under the authority of the Federal Government?

Yes No

Selecting yes may result in your information being provided to the Federal Government upon request.

Where are you willing to travel for deployment?

Check all that apply.

Out-Of-State

In-State

Local

How many days are you willing to be deployed?

Up to days 

Have you received the COVID-19 vaccine?

Yes No

Do you have a medical or religious exemption?

Medical or Religious Exemption need to be verified.

Yes No

Please indicate any existing commitments to other emergency response agencies and organizations which may limit your ability to volunteer your services during a potential deployment.

Do you have any other commitments that might pose a conflict in the event of an emergency?

Selecting yes allows you to select from a list of organizations which you might have a commitment to during an emergency.

Yes No

Deployable?

Yes No

CANCEL **SAVE** 

10.8.2.2. Click + **ADD EXPERIENCE** (Optional) if you have previous responder deployments.

Prior Deployment Experience + ADD EXPERIENCE 

10.8.2.2.1. Add deployment information in pop-up window.

10.8.2.2.2. Click **SAVE** to continue.

Prior Deployment Experience

Deployment Event * Initial Deployment Date * Days of Deployment *

Description of Experience During Deployment

CANCEL SAVE 

10.8.2.3. Click the pencil icon in the upper right corner in section **RESPONDER ACTIVITY PREFERENCES**.

Responder Activity Preferences  

To improve your volunteer profile completion score, add at least 1 responder activity.

10.8.2.3.1. Under **DEPLOYMENT TYPE** from the drop-down menu check the box for **NATURAL DISASTER**.

Responder Activity Preferences

Deployment Type

- Agricultural
- Biological
- Chemical
- Contact Tracer
- Environmental
- Explosive
- Natural Disaster 
- Other
- Other HazMat

10.8.2.3.2. Click **SAVE** to continue.

Responder Activity Preferences

Deployment Type

CANCEL SAVE 

10.8.2.4. Click+ ADD EMERGENCY CONTACT

Emergency Contacts

+ ADD EMERGENCY CONTACT 

- 10.8.2.4.1. First and Last name
- 10.8.2.4.2. Relationship to you
- 10.8.2.4.3. Emergency Contact Email (Optional)
- 10.8.2.4.4. Phone number
- 10.8.2.4.5. Select **METHOD** of communication (Ex. Voice and/or Text)
- 10.8.2.4.6. Click **SAVE** to continue.

Emergency Contacts

<input type="text" value="Name *"/>	<input type="text" value="Relationship *"/>
-------------------------------------	---

Phone Numbers

Method

Voice Text Fax

+ ADD PHONE NUMBER

CANCEL SAVE 

11. PHOTO FOR ID BADGE

At some trainings, proper photos will be taken. Otherwise, wait for the request from a WAsafe Coordinator or Administrator for your photo. The request will include required photo details.

11.1. You must provide one photo to complete your application. The photo should look similar to a passport or driver's license photo – see the following for photo reference:

11.1.1. Your head must face the camera directly with full face in view.

11.1.2. You must have a neutral facial expression or a natural smile, with both eyes open.

11.1.3. Taken in clothing normally worn on a daily basis

11.1.4. Taken in the last 6 months

11.1.5. Use a plain white or off-white background

11.1.6. In color

11.1.7. You cannot wear a hat or head covering unless for medical or religious purposes.

11.1.8. You cannot wear headphones or wireless hands-free devices.

11.2. PHOTO EXAMPLE:

Acceptable— Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows.



12. WAsafe APPROVAL PROCESS

When you first enroll in the WAserv system, your status is PENDING. Your data will be reviewed and ACCEPTED by a WAsafe Administrator. A WAsafe Administrator will review the data you've entered, e.g., confirm your professional registration and/or review your ICC certification, if applicable. The WAsafe Administrator will enter your WAsafe training, or acceptable alternative training, data based on recent class rosters. The WAsafe Administrator will send the enrollee notification of acceptance or whether more information is needed to complete the review.

Organization	Status	Role	Actions
A2 - Structural Engineers Association of WA (SEAW)	Accepted	Base User	EDIT WITHDRAW
WABO Type 2	Pending		WITHDRAW

Please complete your WAsafe enrollment within 6 months. Enrollment data older than 6 months may be removed from the WAserv system. However, you are welcome to start a new WAsafe enrollment should this happen.

13. UPDATING WASAFE INFORMATION

13.1. PERSONAL INFO/OCCUPATIONS

We recommend responders visit their WAserv profile every six (6) months to update their contact information (phone/text numbers, email, address, employer, and professional licenses). See Section 10.8.

13.2. Change BSE Type and/or Organization

Contact your organization's WAsafe Administrator or use the [Contact Us](#) form on the WAsafe Coalition website to inform them of the change.

*Please **DO NOT** change the BSE Type yourself, because this type of change in the WAserv system requires a specific sequence of steps that are not obvious, and failure to follow this sequence can result in losing all the individual responder's data.*

EXAMPLE: You originally registered as a BSE Type 5 when you were an Engineer-in-Training. You recently passed the Professional Engineer's exam and registered as a Professional Engineer in your state. You are now eligible to be recognized as a BSE Type 1 or Type 2. Send a message that explains your new status. An Administrator will verify and update your BSE Type, notify you, and send you an updated WAsafe ID badge.