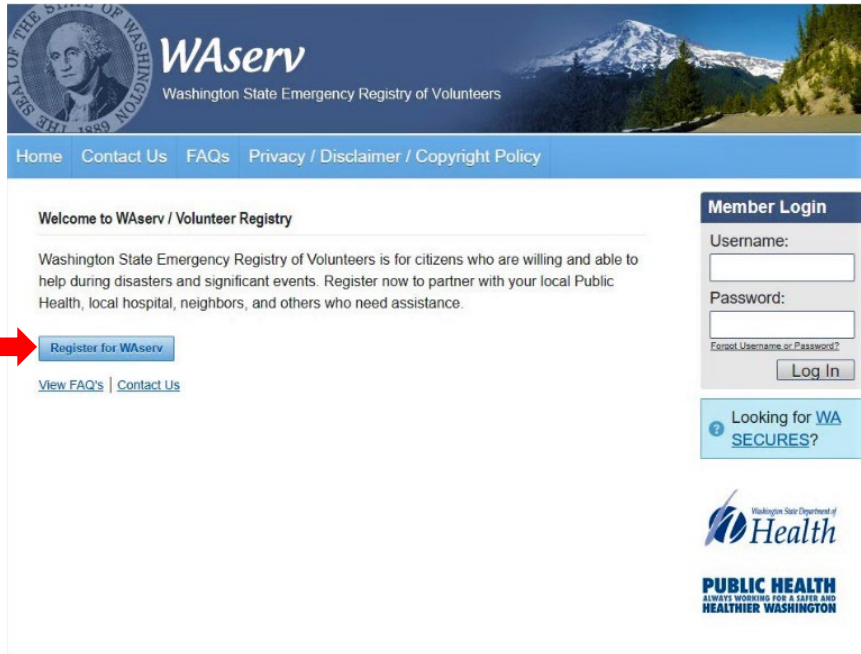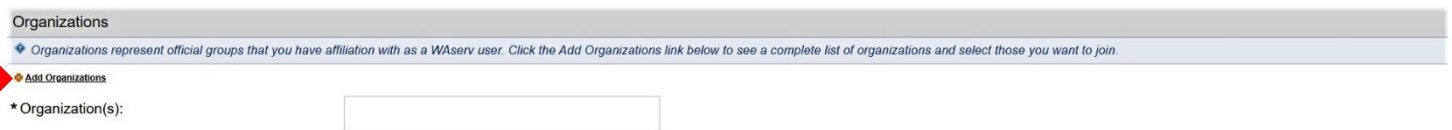# How to Enroll as a WAsafe Volunteer

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 Steps:

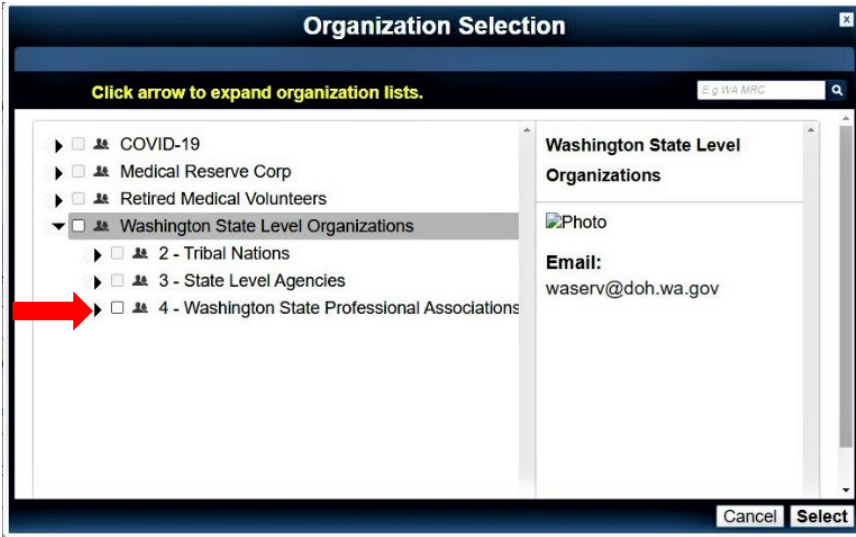1. Navigate to https://waserv.org
2. Click "Register for WAserv":
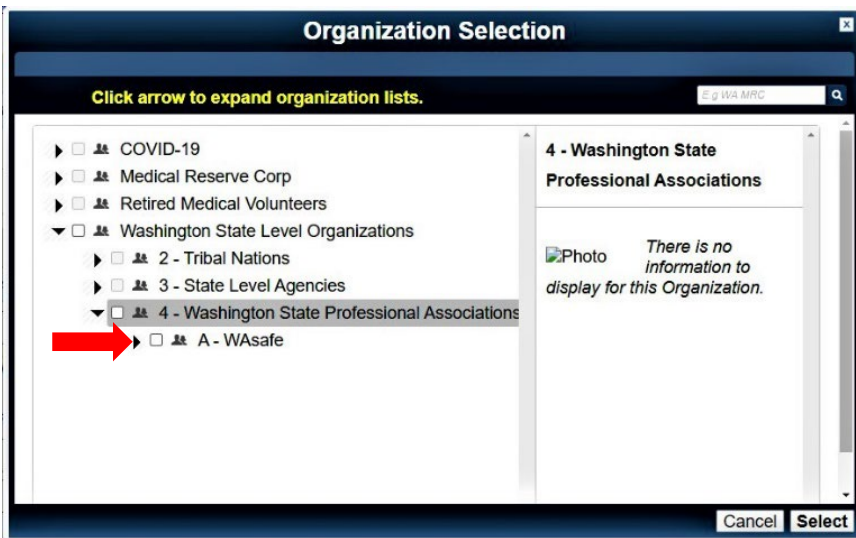

3. Select the link "Add Organizations"

   A. Box will pop up for "Organization Selection" click the arrow next to "Washington State Level Organizations" (DO NOT select the box in this step)

B. Click the arrow next to "4 – Washington State Professional Associations" (DO NOT select the box in this step)


C. Click the arrow next to "A – WAsafe" (DO NOT select the box in this step)

D. Click the arrow next to the organization you hold a membership with. **NOTE:** If you do not have a membership with a listed organization then click the arrow next to "A5 – Other" (DO NOT select the box in this step)
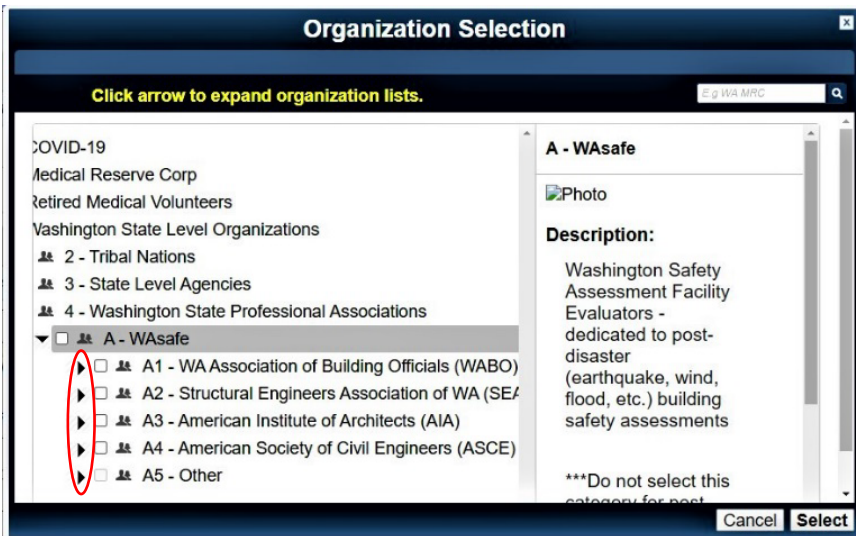
E. Select the Box next to the applicable Responder Type (check the box to read descriptions). See also next page for descriptions. **NOTE:** Each membership organization will have the same responder types. Then click "Select" to continue.
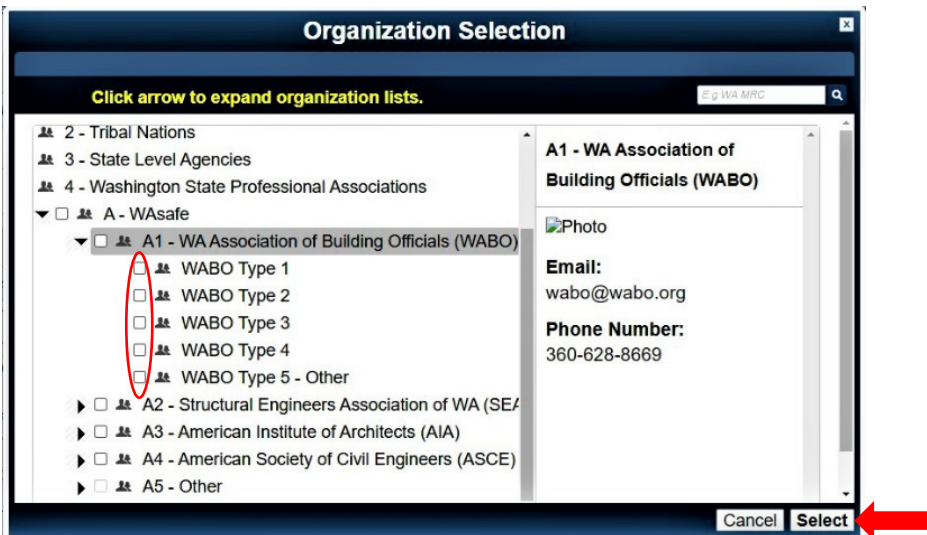
WAsafe BSE Types and Qualifications

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 TypeI If you are not qualified for any of Types 1 through 4, enroll as "Type 5."

BSE Type	Anticipated Duties / Limitations	Minimum Qualifications
1[1]	Structural evaluation only: all buildings, including multi-family and commercial buildings over 5 stories and buildings with complex structural systems	• Registered structural engineer or civil engineer with structural specialty • WAsafe BSE training class[5]
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	• Certified Building Plans Examiner, Commercial Building Inspector, or Building Official; Registered Architect or Registered Engineer • WAsafe BSE training class[5]
3	Wood-framed single family residential, multi-family and commercial buildings up to 3 stories	• Certified Residential Building Plans Examiner or Residential Building Inspector • WAsafe BSE training class[5]
4	Single family residential buildings and associated accessory structures	• Any ICC Certification • WAsafe BSE training class[5]
5	As assigned by Building Official or Incident Command	• EITs, unlicensed architects, permit technicians • Relevant experience • WAsafe BSE training class[5]

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.

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WAsafe Registration Steps (Continued):

4. Complete:

    A. Account Information
    B. Terms of Service and Privacy Policy
    C. Name and Address (Note: Address is also where your ID badge will be mailed)
    D. Identifying Information

5. Under "Contact Information", please provide multiple methods to contact you (e.g. multiple email addresses and phone numbers) in the event of a disaster.

6. Under "Occupation Information", select "Non-Medical/Support" and then select your occupation from the drop-down menu. **NOTE:** WAsafe put numerous occupations on the list in ALL CAPS (e.g. "BUILDING OFFICIAL (CBO) – ICC"). Select your primary occupation first then when your profile is complete you can go back and add more.

7. Once the "Occupation Information" is complete another section opens to complete "Professional License" information. **NOTE:** If you are adding an ICC Certification and it does not have a number then type "NA" in "License Number" field. 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.

8. Select "Next" in the lower right corner to continue.
9. Training: When you go to the "Training" tab, you will not find WAsafe BSE, Cal OES SAP, or ATC 20/45. These will only appear after a WAsafe coordinator has reviewed and "Accepted" your registration.

Photos for ID Badges:

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.

EXAMPLE: The photo should look like a passport or driver's license photo - see the following for photo reference:

You must provide one photo to complete your application.

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- In color
- You cannot wear a hat or head covering unless for medical or religious purposes.
- You cannot wear headphones or wireless hands-free devices.

PHOTO EXAMPLE:

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

Although it may appear possible to upload your photo to the WAserv website, you can no longer do so.

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.

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.

Updating Your WAsafe Data:

Contact Information: We recommend that responders visit their WAserv profile every 6 months to update their contact information (phone/text numbers, employer, addresses).

To Change Your BSE Type and/or Organization: Contact your organization's WAsafe Administrator or use the Contact Us form on the wasafecoalition 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 per above. An Administrator will verify and update your BSE Type, notify you, and send you an updated WAsafe ID card.