

Port McNeill Emergency Support Services (ESS) Volunteer Application Form



Personal Information

Last Name:		Given Name(s):	
Address:		Town:	Postal Code:
Primary Phone #:		Alternate Phone #:	Other Contact:
Date of Birth (yyyy-mm-dd)		Email Address	

Employment Information (Optional)

Place of Employment:		Occupation:	
Primary Work Phone #:	Alternate Work Phone #:	Work Email:	

In case of emergency, notify:

Last Name:		Given Name(s):		Relationship:	
Address:		Town:		Phone:	

Yes

No

Do you have a valid Driver's License?

Class DL License # Expiry Date

Are you willing to travel outside your community? Yes

No

Do you have personal transportation?

Yes

No

English Fluency Fluent

Speak Only

Read Only

Knowledge of other languages (specify)?

Fluent

Speak Only

Read Only

Willing to translate

Do you have any health problems or restrictions that may affect your ability to volunteer? Yes No

If yes, please specify: _____

Availability (Preferences, Days, Times, Etc.) _____

Experience: Please indicate if you have any of the following skills of training by checking the box below:

Amateur Radio	Food Safe Certificate	Search and Rescue
Child Care (Qualified/Certified)	Languages/Interpreter	Security
Clothing Services/Retail	Homemaker Services	Teacher
Computer Skills	Interviewing	Tourism/Hospitality
Counselling Services	Lodging Services	Traffic Control
Editor/Writer	Managerial Services	Volunteer Services
Financial Services	Medical Services	Other (Specify)
First Aid (Level & Expiry Date)	Pet Care	Other (Specify)
Food Services	Recreation Instructor	Other (Specify)

List any previous Emergency Support Services training or emergency/disaster experience:

Are you an active member of volunteer of any other organization:

- Canadian Red Cross
 St. John Ambulance
 Salvation Army
 Volunteer Fire Department
 Other

Possible Assignment:

Volunteers are needed for the following duties. Please indicate your preferences by numbering them (with 1 being your first choice). Please indicate if there is an area you **DO NOT** wish to be placed (ex. Pet Care if you have allergies.)

Meet & Greet		Childcare	
Registration & Referrals		Pet Care	
Resource Acquisition		Transportation	
Search & Inquiry		First Aid	
Emotional Support		Communications (Amateur Radio)	
Food Distribution		Recreation & Leisure	
Volunteer/Staff Management		Runner	
Documentation		Other (Specify)	

Signature of Applicant

Date of Application (yyyy-mm-dd)

Character References

Please provide the names and contact information of three people who can speak to your suitability for being an ESS Volunteer.

<i>Name:</i>	<i>Organization:</i>
<i>Email:</i>	<i>Phone:</i>
<i>Relationship to Applicant:</i>	

<i>Name:</i>	<i>Organization:</i>
<i>Email:</i>	<i>Phone:</i>
<i>Relationship to Applicant:</i>	

<i>Name:</i>	<i>Organization:</i>
<i>Email:</i>	<i>Phone:</i>
<i>Relationship to Applicant:</i>	

Photography Release Form



Please Read Carefully

I hereby grant the Town of Port McNeill the right to reproduce, use, exhibit, display, distribute and create derivative works of the photographed images of me, for use in connection with the activities of the Town or for promoting, publicizing, or explaining the Town or its activities.

This photo release form includes, without limitations, the right to publish such images in the Town, print and promotional materials, such as, but not limited to marketing admissions, publications, advertisements, fundraising materials, and any other Town related publications.

These images may appear in any of the wide variety of formats and media now available to the Town of Port McNeill and that may be available in the future, including, but limited to, print, broadcast, video, and digital/online media.

Name:

Signature:

Date of Agreement:

Guardian (*if applicable*):

ESS Standards of Conduct



Responsibilities of ESS Volunteers:

- **Commitment:** ESS Volunteer shall have a commitment to serve their community and the ESS mission to the best of their abilities, assuring the integrity of the program.
- **Confidentiality:** ESS Volunteers shall respect the confidentiality of information received during training or during an emergency response to anyone other than authorized emergency workers. If necessary, clarification should be sought from the appropriate authority. Confidential information must not be used for personal gains.
- **Quality of Service:** ESS Volunteers shall provide services to individuals affected by disaster in a manner that is courteous, caring and professional, while respecting the dignity of people receiving services.
- **Behaviour:** ESS Volunteers shall:
 - » Conduct themselves in a manner that meets acceptable social standards and contribute to an environment of mutual respect and dignity, free from discrimination or harassment;
 - » Follow operational guidelines and established reporting structures;
 - » Exercise discretion with comments made in public about an incident, people or other organizations involved.
- **Self-care:** ESS Volunteers shall:
 - » Take care of their own physical and emotional health and support team members to do the same;
 - » Report unsafe conditions to their supervisor, ensuring that safety of themselves and others.
- **Media Awareness:** ESS Volunteers shall direct all enquiries from the media to the designated Information Officer.

Rights of the ESS Volunteers:

- Orientation and Training: ESS Volunteers shall have access to the appropriate training to ensure efficient and effective performance of duties.
- Forum for Input: ESS Volunteers shall be made aware of and have access to the proper chain of command for handling suggestions and complaints.
- Support: ESS Volunteers shall receive support from the Town of Port McNeill via the Emergency Program Coordinator.
- Safe Conditions: ESS Volunteers shall have a safe working environment, understanding that there is some inherent risk in responding to disasters.
- Supplies and Equipment: ESS Volunteers shall be equipped to perform their functions.

ESS Volunteer Agreement



The intent of this agreement is to assure you of our appreciation for your services and to indicate our commitment to do the very best we can to make sure your volunteer experience is a productive and rewarding one.

- A. The Town of Port McNeill, Emergency Support Services department agrees to:
 - Provide adequate information, training and assistance for each volunteer to be able to meet the responsibilities of their assigned position;
 - Ensure supervisory assistance to the volunteer and provide feedback on performance;
 - Respect the skills, dignity and individual needs of the volunteer and do our best to adjust to these individuals requirements;
 - Be receptive to any comments from each volunteer regarding ways in which we might mutually better accomplish our respective tasks;
 - Treat each volunteer as a valued member of the ESS Volunteer Network.
- B. The ESS Volunteer agrees to:
 - Adhere to the ESS Standards of Conduct;
 - Perform duties to the best of his/her ability;
 - Attend all required training and remain current to the best of his/her abilities;
 - Meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made;
 - Adhere to the organization policies and procedures, including record-keeping and confidentiality of the ESS Network and evacuee information.

This agreement will be reviewed every two years and renewed with the agreement of both parties or may be terminated, in writing, by either party.

ESS Volunteer Name:	Signature:	Date:
Emergency Program Coordinator:	Signature:	Date: