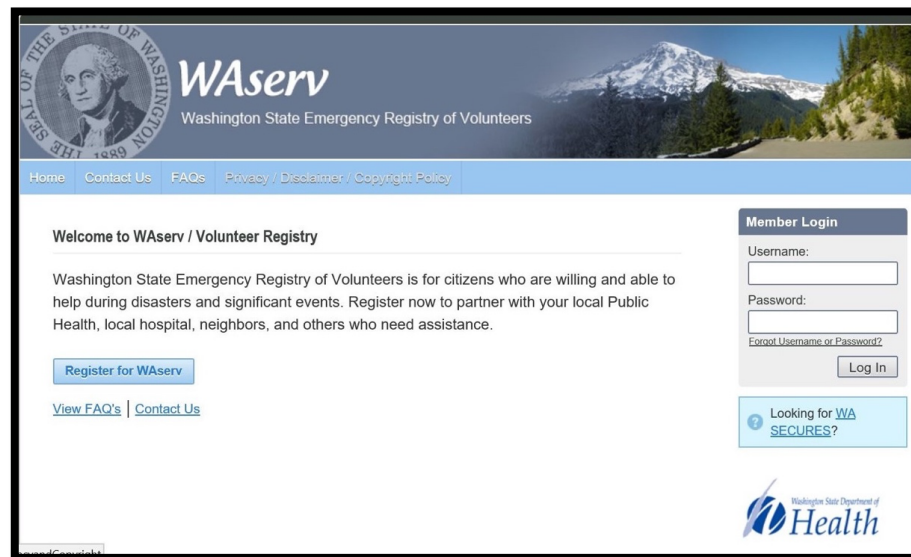


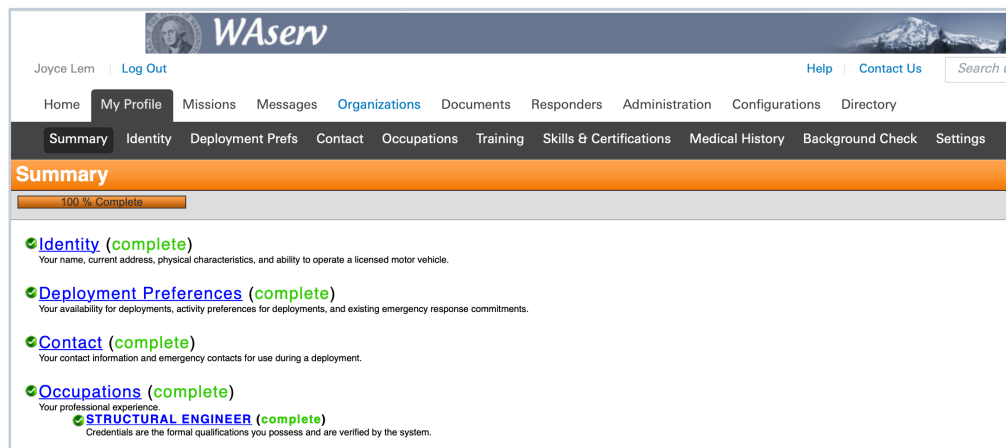
How to Register as a WAsafe Volunteer

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, shown here:



If you're new to WAserv, click on "Register for WAserv on the WAserv." Otherwise, log in with your Username and Password.

Next, complete the sections under "My Profile" and "Organizations" tabs.



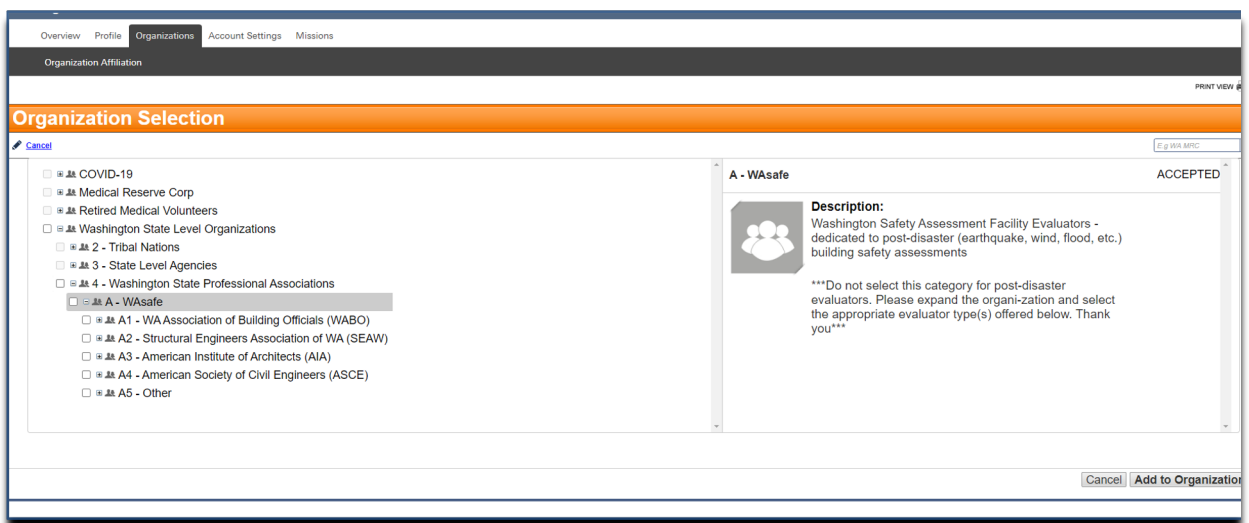
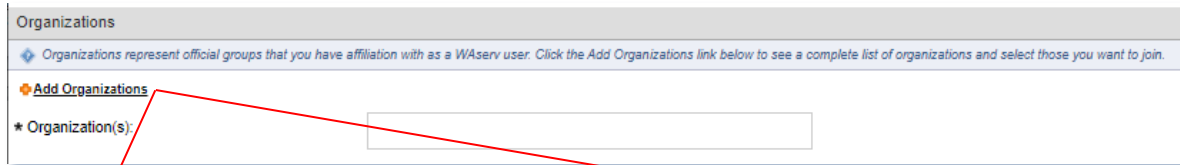
Above is a partial screenshot of the "My Profile" tab. In this example, the Identity, Deployment Preferences, Contact info, etc. are shown as "(complete)," meaning the information has been entered. The "Organizations" tab (to the right of the My Profile tab) is where you select the Building Safety Evaluator (BSE) Type.

The following pages contain tips for entering your data in the "My Profile" and "Organizations" tabs. Note that some of the webpages may have been revised since the screenshots used in this document were published. Also, the WAserv website is sponsored by the Washington Department of Health, so you'll see a lot of medical and health-related options in the dropdown menus.

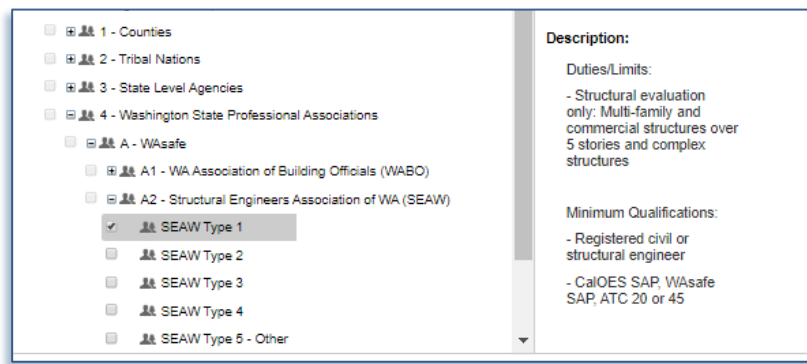
“Organizations” Tab

Under the “Organization” tab, navigate to “Washington State Level Organizations.” Then expand and select:

- ⇒ “4 – Washington State Professional Associations”
- ⇒ “A – WAsafe”
- ⇒ Select applicable organization to which you belong. (If you do not belong to AIA, WABO, SEAW or ASCE, select Other)



Next, select applicable Building Safety Evaluator Type (see the box at the right of the webpage to read descriptions). Also refer to the next page of this document for BSE Types, qualifications, and anticipated duties. Each organization has the 5 BSE Types. Here’s a list of the five BSE Types under the Structural Engineers Association of Washington:



Click the "Save" or "Save Changes" button on the page (usually near the bottom right - scroll down).

WAsafe BSE Types and Qualifications

How to use this table:

- The 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
1 ¹	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 class²
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.

Profile Tab

Under the "Profile" tab, fill out required fields.

In each field click the "Edit Information" button to start. Click on "Save" or "Save Changes," usually a button on the right or bottom right of the page.

Under "**Profile / Contact Information**", provide multiple Contact Methods (e.g., multiple email addresses and phone numbers) in the event of a disaster. We recommend using a personal email and phone number for "Contact Method 1" rather than a work email in case you change jobs and for when you're away from work. Also, if your mobile phone accepts text messages, please include "SMS/Text Msg" as a Contact Method.

The screenshot shows two sections of a form. The top section, titled "Primary Email Address", has a close button (X) in the top right. It contains an "Email Address:" label followed by a text input field. Below this is a small block of text: "If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#)." Below the text is a "Confirm Email Address:" label followed by another text input field. In the bottom right corner of this section is a blue link "+ Add Email Address" circled in red. The bottom section, titled "Contact Method 1", also has a close button (X) in the top right. It contains a "* Contact Method 1:" label followed by a dropdown menu currently showing "Select". Below this is a "* Number to Attempt:" label followed by three small input fields and a multiplication sign. In the bottom right corner of this section is a blue link "+ Add Another Contact Method" circled in red.

Under "**Occupation Information**", select "Non-Medical/Support" and then select your occupation from the dropdown menu.

- **TIP:** In the dropdown menu, WAsafe included numerous relevant occupations in ALL CAPS (e.g., "STRUCTURAL ENGINEER"). These entries include license number fields for you to fill in. For some licenses, such as a Washington PE or SE, an 8-digit license may be required. *Use leading zeroes to create an 8-digit license number.*

The screenshot shows the "Occupation Information" form. It has three main fields. The first is "* What is your occupation type?" with a dropdown menu showing "Non-Medical/Support". The second is "* Occupation:" with a dropdown menu showing "STRUCTURAL ENGINEER". Below this dropdown is a small note: "If your occupation does not appear in the list, please select Other." The third field is "* What is your current professional status for this occupation?" with a dropdown menu showing "Active".

- **TIP:** Add a second occupation to add a second certification. Note: For ICC certifications that do not have a number, type "NA" in the "License Number" field. A WABO Administrator will verify ICC Certifications.

Under "**Profile / Training**": When you go to the "Training" tab, you should not find WAsafe BSE or CalOES SAP training in the dropdown menu of trainings. Please do not get creative and try to fill in something else for WAsafe BSE or CalOES SAP Evaluator Training. Typically, the WAsafe Administrator who reviews your enrollment will have a roster for the WAsafe or CalOES SAP training that you took and will enter your training during their review of your enrollment data. When the WAsafe Administrator contacts you about the status of your enrollment (e.g., Accepted, Rejected, or Need Additional Information), this notification should explain that your training has been entered. After you are assigned the "Accepted" status by a WAsafe Administrator, you can verify your training has been uploaded into your profile.

Enrollment in WAsafe can be a clunky process. If, for some reason your training isn't entered by the WAsafe Administrator, you will be notified to provide additional information or proof of training.

Under “**Profile / Settings**”, go to the “Your Photo” section. Take a headshot for your WAsafe ID card using a webcam as described on the WAserv website or upload a photo of yourself. (See screen shots below.) Photos need to be head-and shoulders, like a driver’s license or passport photo, in JPG format. Photo requirements:

- Facing the camera directly with full face in view
- 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, with accurate skin tones, properly exposed with no shadows
- No hat or head covering unless for medical or religious purposes
- No headphones or wireless hands-free devices
- Photo size on ID card is approximately 1.6” x 1.6”, so provide a minimum of 150 dpi.

The screenshot shows the WAserv user interface. At the top, the user is logged in as Joyce Lem. The navigation bar includes links for Home, My Profile, Missions, Messages (1), Organizations, Documents, Responders, and Administration. Below this, there are tabs for Configurations and Directory. The 'Settings' tab is selected, and a red arrow points to it from the 'My Profile' tab. The 'Settings' page has a sub-header 'Account Status' and a section titled 'Do you want your account to be active or inactive:'. This section has two options: 'Active' (selected) and 'Inactive'. The 'Active' option is described as being available to authorized system administrators and eligible for emergency deployments. The 'Inactive' option is described as not being considered for emergency activations and deployments. A 'Change' button is at the bottom right of this section. Below the 'Account Status' section is the 'Your Photo' section, which is circled in red. This section shows the 'Current Photo' as a placeholder and an 'Update Photo' section. The 'Update Photo' section has a 'Take Photo' button and a 'Choose File' button. Below these buttons, there are instructions: 'A webcam and Flash are required.', 'OR', 'Choose File | No file chosen', 'The photo must be of type GIF or JPEG and may be no larger than 2 MB in size.', and 'Uploaded images should have an aspect ratio of 3:4. Uploading a photo with a different height to width ratio will result in a distorted image.'

WAsafe Approval Process

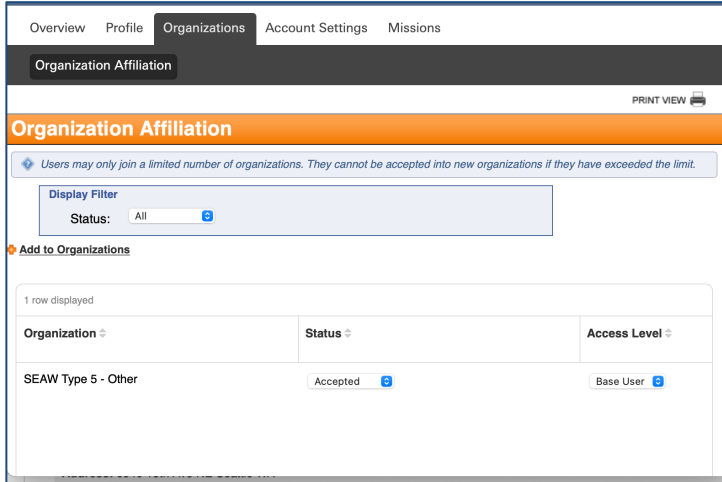
When you first enroll in the WAserv system, your status is “Pending.” Your data will be reviewed and “Accepted” by a WAsafe Administrator. The WAserv system automatically sends a message to the WAsafe Administrators notifying the set of Administrators that you’ve enrolled. A WAsafe Administrator will review the data you’ve entered, e.g., confirm your professional registration and/or review your ICC certification, if applicable. The WAsafe Administrator should enter your Training data from any recent class rosters. The WAsafe Administrator will send the enrollee notification of acceptance (Yay!) 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 Registration

Please keep your registration information up to date by logging in to WAserv and revising your data. Some updated data will require verification by a WAsafe Administrator. For example, your BSE Type may change. Say, as an Engineer-in-Training, you originally registered as a BSE Type 5. You recently passed the Professional Engineer’s exam, registered as a P.E. So now you are eligible to be recognized as a Type 1 or Type 2. To revise your BSE Type, log in to WAserv and edit your status in the Organizations tab as shown in the screenshot here:

1. Select “Add to Organizations”



The screenshot shows the 'Organizations' tab in the WAserv system. At the top, there are navigation links: Overview, Profile, Organizations (selected), Account Settings, and Missions. Below this is a sub-header 'Organization Affiliation' with a 'PRINT VIEW' button. A message states: 'Users may only join a limited number of organizations. They cannot be accepted into new organizations if they have exceeded the limit.' Below this is a 'Display Filter' section with a 'Status' dropdown set to 'All'. The 'Add to Organizations' button is highlighted with an arrow from the instruction. Below the button is a table with 1 row displayed. The table has columns for Organization, Status, and Access Level. The row shows 'SEAW Type 5 - Other' with a status of 'Accepted' and an 'Access Level' of 'Base User'.

Organization	Status	Access Level
SEAW Type 5 - Other	Accepted	Base User

2. Go through the process of expanding the Organizations list and selecting your Organization and BSE Type – in this example, probably SEAW Type 2. See page 2 of this document for more detail about the steps, i.e., select:

Washington State Professional Organizations
A – WAsafe
A2 - Structural Engineers Association of WA

Then select your BSE Type. ← **DO THIS BEFORE YOU WITHDRAW FROM THE “TYPE 5”!!**

Next, use the dropdown menu for the “Type 5” and select “Withdraw.”

Your enrollment will return to the “Pending” status. The WAserv system will automatically send the WAsafe Administrators a message that you’ve changed your status. An Administrator will verify your updated status and revise your status to Accepted. The Administrator will notify you about the status of your enrollment.