



May 9, 2007

Dear Volunteer Applicant,

Emergency Social Services is currently recruiting for a variety of assignments in preparation for the potential flooding that is threatening our communities. Volunteers are needed for two stages: the pre-planning and the activation.

If you have an interest in providing support, please fill out the on-line application form at www.mapleridge.ca or www.pittmeadows.bc.ca or pick up a **Volunteer Registration Package** and complete the enclosed application forms. Packages can be picked up at the Maple Ridge Leisure Centre, Pitt Meadows Family Recreation Centre, Maple Ridge Municipal Hall and Pitt Meadows City Hall.

Some positions in ESS will be working with vulnerable people and in positions of trust. If you choose to work in one of these areas you will be required to complete a criminal record check before hand. The two forms can be dropped off in person at the RCMP detachment in Maple Ridge or the Community Policing Office in Pitt Meadows. There is no cost for this screening step. These forms can be downloaded from www.mapleridge.ca or can be found in the Volunteer Registration Package.

If you have any questions please contact Barbara Morgan, Emergency Program Assistant at 604-467-7301 or email bmorgan@mapleridge.ca.

Please remit both the application form and criminal record check to any of the four locations listed above. For more information please visit www.mapleridge.ca and www.pittmeadows.bc.ca

Thank you.



ESS Volunteer Application Form

(Please print clearly) Personal Information

Last Name:		Given Name(s):		Name(s) You Go By:		[Mr] [Ms] [Miss] [Mrs]	
Street Address:				City:		Postal Code:	
Mailing Address (if different):				City:		Postal Code:	
Home Phone ()		Home Fax: ()		Cell/Pager: ()			
Email Address:							

Employment Information (optional)

Place of Employment:							
Work Address:				City:		Postal Code:	
Work Phone: ()		Work Fax:		Cell/Pager:			
Occupation:				Work Email Address:			

In case of emergency notify:

Last Name:		First Name:		Relationship:			
Address:		Cell phone:		Home Phone:		Work Phone:	

Out of Area Contact:

In the event of a disaster in the Lower Mainland, it will be very difficult to make telephone calls using either landline or cell phones. As long distance calling lines will be more available than local calling lines, you should choose someone (preferably out of province or east of Kamloops) to act as an information link, so that family members can call and check in, both providing to and receiving information from your contact.

Name	Home Phone	Work Phone	Cell Phone
Address		City, Province/Country	

Medical Information:

	Yes	No	Please Specify
Do you suffer from any serious medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any life threatening allergies?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear a Medic Alert Tag?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you carry medication with you at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
Service limitations (i.e. physical – no heavy lifting)	<input type="checkbox"/>	<input type="checkbox"/>	
		DATE OF BIRTH (mm dd year):	

Fluency Level of English:

Speak Only Read Only Fluent

Languages other than English (specify):

Speak Only Read Only Fluent Willing to provide translation service Yes No

Experience: Please indicate if you have any of the following skills or training? (indicate with a check mark)

<input type="checkbox"/> Amateur Radio Call Sign: _____	<input type="checkbox"/> Food Safe Certificate	<input type="checkbox"/> Pet Care
<input type="checkbox"/> Child Care (qualified/certified)	<input type="checkbox"/> BC Games Society – Northern, Winter, Summer, Seniors, or Disability Games	<input type="checkbox"/> Recreation Instructor
<input type="checkbox"/> Clothing Services/Retail	<input type="checkbox"/> Homemaker Services	<input type="checkbox"/> Search and Rescue _____
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Interviewing	<input type="checkbox"/> Security
<input type="checkbox"/> Counselling Services	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Teacher
<input type="checkbox"/> Editor/Writer	<input type="checkbox"/> Lodging Services	<input type="checkbox"/> Tourism & Hospitality
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Managerial Services	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> First Aid (current certification)	<input type="checkbox"/> Medical Services (please specify) _____	<input type="checkbox"/> Volunteer Services
<input type="checkbox"/> Food Services		<input type="checkbox"/> Other (please specify) _____

Do you have a valid BC Driver's Licence? Yes No Class _____

Do you have Personal Transportation? Yes No Driver Licence No & Expiry date: _____

If needed are you willing to travel outside your community? Yes No

Are you an active member of: ESS Team Canadian Red Cross St John Ambulance
The Salvation Army Other: _____

List any previous ESS training or emergency/disaster related experience: _____

Volunteers are needed for the following duties. Please select the areas that you would be willing to work in and indicate your preferences by numbering them 1-? (with 1 being your first choice).

Willing to work anywhere needed? Yes No

Meet & Greet – welcome evacuees and direct them to the appropriate service area.	Child Care – provide therapeutic play for children (criminal record check required).
Initial Response Team – (PDA) or Level 1 - assist people or families who are forced to leave their home because of fire, floods or other emergencies.	Pet Care – register, feed, exercise and care for domestic pets.
Resource Acquisition – acquire and manage sources of food, clothing and lodging.	Registration, Inquiry & Referrals Worker – registers evacuees, take inquiries about friends and family members and provide referrals for services required.
Emotional Support Services – provide emotional support for evacuees and ESS Workers.	First Aid – specify certification.
Special Needs – assist people with special needs, e.g. frail elderly, people with disabilities.	Information Technology – computer technical skills, amateur radio.
Food Services – provide refreshments for evacuees.	Recreation – provide activities for all ages and special needs groups.
Volunteer Services – recruit, train, assign and support volunteers.	Runner – pick up and deliver supplies from one station to another.
Administrative Services - clerical support including data entry.	Transportation – assist with driving if licensed and insured.

Availability: (Please state preferences of days and times) _____

Signature of Applicant

Date

Parent or Guardian (if applicant is under 18 years of age)

Date

The personal information requested on this form is necessary for the operation of the Maple Ridge/Pitt Meadows Emergency Program. Pursuant to the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165 this personal information will only be used for the purpose of this program or a directly related or consistent program. If you have any questions about the collection or use of your personal information, please contact the Program Coordinator for further information.

Form 1 - CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

*(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the **Criminal Records Act** and has been pardoned.)*

Identification of the Applicant

Full name:

Sex:

Date of birth:

Place of birth:

Address:

Previous addresses (if any) within the last 5 years:

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position:

The name of the person or organization is: District of Maple Ridge

Provide details regarding the children or vulnerable persons:

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature

Date

Contact Person: _____ Dept: _____



Royal Canadian Mounted Police

Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. no. (incl. area code)	
Address (no., street, apt.)			City		Province		Postal code		
Date of birth (yyyy-mm-d)		Place of birth		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Previous address if less than 5 years at current address									
Address (no., street, apt.)			City		Province		Postal code		

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name: Dee Nagra		Title: Human Resources Clerk		Name of organization: District of Maple Ridge	
Address (no., street, apt.) 11995 Haney Place		City: Maple Ridge		Province: B.C. Postal code: V2X 6A9	

PART 3

WAIVER AND RELEASE: (Volunteer - No Payment Required)
 I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.
 Signed this _____ day of _____ Signature of applicant _____

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
 CANADIAN CRIMINAL RECORD INFORMATION SERVICES
 1200 Vanier Parkway
 OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS and CPIC. In view of the general nature of this information confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date
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LIABILITY INSURANCE

1. *What kind of liability protection is provided to Provincial Emergency Program (PEP) volunteers?*

Registered PEP volunteers have three levels of liability protection:

Emergency Program Act:

Section 18 of the *Emergency Program Act*, RSBC Chap. 111, 1996, provides exemption from civil liability (unless grossly negligent) for all measures relating to emergencies or disasters. This exemption from civil liability is provided to:

- volunteers
- members of a local authority, as defined in the act
- any business or public institution authorized by the local authority or by PEP under a contract or PEP task number.

\$2 million provincial liability insurance:

The government maintains a comprehensive general liability insurance policy with a limit of \$2 million covering all provincial volunteers. The policy includes legal representation provided by the provincial government.

It is very unlikely that any registered PEP volunteer would require this coverage as they are provided exemption from civil liability in the *Emergency Program Act*.

Coverage for \$2 million is considered adequate based on a government risk assessment.

Good Samaritan Act:

Under the *Good Samaritan Act*, a volunteer providing emergency aid to someone is not liable for injury or death (unless grossly negligent).

2. *Who pays the legal costs if a lawsuit, covered by the \$2 million policy, is instituted?*

The liability insurer (the government) provides a legal defence on behalf of the person named in an action.

3. *Does the liability protection cover persons with professional credentials such as doctors and engineers?*

Yes They have the same coverage as any other volunteer. However, the liability insurance policy purchased by the government does not cover professional errors and omissions liability or medical malpractice liability.

Professionals who perform a function for which they are certified or licensed by a professional standards association have a duty of care with respect to their profession. Therefore, they would be held accountable by their respective governing bodies for failure to meet their duty of care, regardless of whether or not they were acting as a volunteer. Acting as a volunteer does not absolve them of their professional responsibilities.

4. *What types of events does the liability insurance provide coverage for?*

Liability insurance covers authorized training and operational tasks only; it does not cover fundraising, social activities or public education activities such as mall displays.

5. *What liability do instructors bear when they certify that a volunteer is competent in a certain field?*

Instructors and students are included in the liability coverage. However, instructors are provided with course standards to which a person must qualify, and instructors must ensure these standards are not compromised when certifying students.

6. *What is the liability of search managers who are allocating personnel in the field?*

Search managers are included in the liability coverage. However, they must act in good faith, knowing the skills and abilities of the searcher.

7. *Are the assets of a society at risk from a civil suit in a negligence suit?*

Section 18 of the *Emergency Program Act* provides exemption from civil liability when a society is carrying out authorized emergency measures.

8. *Does the liability policy cover the directors and officers of a society?*

The provincially-funded liability insurance program does not cover the directors and officers of a society while they are acting in that capacity; it only covers authorized operational and training tasks.

WORKERS' COMPENSATION BOARD (WCB) COVERAGE

9. *When does WCB cover a volunteer?*

Emergency service volunteers are covered under the *Workers' Compensation Act*. For the purposes of WCB coverage, volunteer activities are divided into four categories:

Operational tasks:

PEP volunteers are considered to be "on operational call"; therefore they receive coverage for the travel portion of their response (portal to portal) as well as for the operational tasks.

Training tasks:

Travel related to training tasks is not subject to the same level of urgency, therefore the travel portion is not covered by WCB. However, the training exercise itself is covered by WCB.

Demonstrations and competitions

Demonstrations or competitions where there is a significant risk of injury are viewed as an opportunity to test the level and quality of training. A PEP training task number should be requested. Once assigned a task number, the participating volunteers qualify for WCB coverage for the demonstration/competition, but not for travel to these activities.

Public education and displays:

Public education activities, such as mall displays or parades, are not covered by WCB.

10. *What does WCB pay for if I'm injured?*

WCB only applies where there is a **loss of wages**. WCB pays partial wage replacement based on a percentage of your earnings. For those who work sporadically, the partial wage replacement is based on a percentage of a number of years' average salary. Wage replacement does not apply to persons whose present income is not affected by the injury. WCB also pays applicable medical and rehabilitation expenses.

The maximum WCB benefit is based on the average industrial wage which is currently \$59,600. The \$59,600 maximum applies to all BC workers who receive WCB coverage in the province and is not specific to PEP volunteers.

11. *What does WCB pay if someone is killed while on a task?*

Funeral expenses, a one-time-only lump sum payment which is over and above the pension amount, and a pension based on a number of variables such as the age of the surviving spouse, the number of dependents and, most significantly, the volunteer's average yearly earnings at the time of the death.

12. *Will WCB cover volunteers if the accident was their fault?*

Yes, WCB is “no fault” and volunteers would be covered.

13. *What conditions are there for WCB coverage?*

Volunteers are covered whenever they are registered for an authorized operational or training task (see categories explained in question 9 above).

14. *If a PEP volunteer is injured and lifted out of a site by the 442 Search and Rescue Squadron, does WCB still apply?*

Yes, WCB still applies.

15. *Are air crew (spotters) covered for WCB while flying in a private aircraft? How does WCB respond in relation to aircraft insurance?*

Yes, they are covered. WCB coverage is primary; meaning no other insurance policy that may be in force at the time of the injury will pay compensation of any kind as long as WCB coverage is applicable.

VEHICLE INSURANCE

16. *Are volunteers covered for WCB while traveling in a vehicle? How does WCB pay in relation to ICBC insurance?*

Assuming volunteers are travelling to a task after being issued a task number, WCB coverage would apply. WCB would recover payments from ICBC.

17. *If I use my vehicle as a volunteer for PEP tasks, how should my vehicle be rated for insurance?*

The vehicle should be rated for its normal use; volunteer work with the vehicle does not affect the insurance rating.

EQUIPMENT INSURANCE

18. *How should the group equipment be insured?*

PEP does not provide coverage for equipment. The municipality or group should insure their own equipment, particularly any vehicles, boats or aircraft.

19. *Does PEP fund the repair or replacement of privately-owned or group-owned equipment used on an authorized operational task?*

Minor Personal/Group Equipment and Property:

PEP will reimburse the full cost to repair or replace, whichever is less, when equipment and property are lost or damaged on an authorized operational task for which the owner was not reimbursed for the equipment or property use.

Major Equipment (personal vehicles, boats, generators, etc.):

PEP will reimburse the lesser of the actual repair cost or the cost of the deductible portion of insurance coverage to a maximum of \$500, or if not insured, the maximum sum of \$500.

AGE FOR VOLUNTEERS

20. *For WCB and liability insurance purposes, what are the minimum and maximum ages for volunteers to enrol with PEP?*

The minimum age is 16; volunteers between 16 and 18 years of age require signed consent from their parent or guardian. There is no maximum age.

FOR FURTHER INFORMATION ABOUT PEP OR EMERGENCY PREPAREDNESS:

- PEP web site at: <http://www.pep.bc.ca/>
- Toll-free message line: 1-888-811-6233
- or contact any of the following offices:

PEP Headquarters
PO Box 9201 Stn Prov Govt
Victoria, BC V8W 9J1
Tel: (250) 952-4913
Fax: (250) 952-4888

Vancouver Island Region
PO Box 9201 Stn Prov Govt
Victoria, BC V8W 9J1
Tel: (250) 952-5848
Fax: (250) 952-4983

South West Region
9800- 140th Street
Surrey, BC V5K 5J3
Tel: (604) 586-2665
Fax: (604) 586-4334

Central Region
1255-D Dalhousie Drive
Kamloops, BC V2C 5Z5
Tel: (250) 371-5240
Fax: (250) 371-5246

South East Region
403 Vernon Street
Nelson, BC V1L 4E6
Tel: (250) 354-6395
Fax: (250) 354-6561

North East Region
1541 South Ogilvie Street
Prince George, BC V2N 1W7
Tel: (250) 612-4172
Fax: (250) 612-4171

North West Region
2914 Eby Street
Terrace, BC V8G 2X5
Tel: (250) 638-2151
Fax: (250) 638-2152



WCB, Insurance and Liability Protection for PEP Volunteers

