

How to Register 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”:

Under “Organization(s)”, navigate to “Washington State Responders”. Then 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)
- ⇒ Select applicable Responder Type (check the box to read descriptions). Also see the next page of this document for BSE Types, qualifications, and anticipated duties.

The image displays three sequential screenshots from the WAserv website's registration process:

- Organizations:** Shows a search box for "Organization(s)" and a link to "Add Organizations". A red arrow points from this link to the next screenshot.
- Organization Selection:** A dialog box showing a tree view of organizations. "A - WAsafe" is selected. A red arrow points from this selection to the next screenshot.
- SEAW Type 1 Details:** A detailed view of the "SEAW Type 1" organization. It includes a description: "Washington Safety Assessment Facility Evaluators" and "Minimum Qualifications: - Registered civil or structural engineer - CalOES SAP, WAsafe SAP, ATC 20 or 45".

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).
- When enrolling in WAsafe, use the “Minimum Qualifications” to determine your “BSE Type”. Select one BSE 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	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 class
2	a. Non-structural evaluation: 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 class
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 class
4	Single family residential buildings and associated accessory structures	<ul style="list-style-type: none"> • Any ICC Certification • WAsafe BSE training class
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 class

Notes:

- Type 1 BSEs can also perform structural evaluations for all Types, and non-structural evaluations for Types 3 and 4.
- Type 2 includes non-structural evaluations such as habitability and egress.
- Type 2 Engineers can only perform structural evaluations unless specifically qualified to perform complex non-structural evaluations.
- Type 2 BSEs can also perform structural and non-structural evaluations for Types 3 and 4.
- In lieu of a WAsafe BSE training class, Cal OES SAP or ATC-20/45 training will be accepted for first-time enrollment in WAsafe, provided the BSE also passes a WAsafe-specific training module.

WAsafe Registration Steps (continued):

3. Click the "Save" or "Save Changes" button on the page (usually near the bottom right)
4. Continue filling out required fields.
 - A. In each field click the "Edit Information" button to start.
 - B. Under "Contact Information", provide multiple methods to contact you (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.

The screenshot shows two sections of the registration form. The top section is titled "Primary Email Address" and contains two input fields: "Email Address:" and "Confirm Email Address:". Below these fields is a small text block: "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](#)". To the right of the "Confirm Email Address" field is a blue button with a plus sign and the text "Add Email Address", which is circled in red. The bottom section is titled "Contact Method 1" and contains a dropdown menu labeled "Select" and a field for "Number to Attempt" with a multiplier "x". To the right of this section is a blue button with a plus sign and the text "Add Another Contact Method", also circled in red.

- C. Under "Occupation Information", select "Non-Medical/Support" and then select your occupation.
 - **TIP:** WAsafe put numerous relevant occupations on the list in ALL CAPS (e.g., "STRUCTURAL ENGINEER"). These entries include license number fields to fill in which a WAsafe reviewer will confirm. 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" section of the form. It contains three dropdown menus. The first is labeled "* What is your occupation type?" and is set to "Non-Medical/Support". The second is labeled "* Occupation:" and is set to "STRUCTURAL ENGINEER". Below this dropdown is a small text block: "If your occupation does not appear in the list, please select Other.". The third dropdown is labeled "* What is your current professional status for this occupation?" and is set to "Active".

- **TIP:** Add a second occupation to add a second ICC certification. Note that there is no license number for ICC Certifications. WABO will verify ICC Certifications.
- D. **Training:** When you go to the "Training" tab, you will not find WAsafe BSA or CalOES SAP training in the dropdown menu of trainings. Please do not get creative and try to fill in something for WAsafe 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 "Accepted" status by the WAsafe Administrator, you can verify your training has been uploaded into your profile. *The WAsafe enrollment 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. (Note that WAsafe Building Safety Evaluator Training is called "WAsafe SAP" in WAserv.)*

E. 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.

