

## **Instructions for Applying to Join Washington Explorer Search and Rescue, Kitsap Unit**

1. **Application:** You must fill out an application through the Department of Emergency Management (DEM). Applications can be found at: <http://www.kitsapdem.org/pdfs/2017application.pdf>. As a new applicant, you should fill out the New Volunteer Application.

Please fill out the application in full. It is a very busy application, so read it carefully to make sure you don't miss anything. All applicants, including youth (14-17 years old), will be required to undergo a background check performed by the Kitsap County Sheriff's Office, so this section of the application must be filled out by everyone. Please note: all prior arrests must be disclosed, even if charges were never filed, dropped, or you were ultimately cleared.

2. **Code of Conduct:** DEM requires all search and rescue volunteers to read, sign, and abide by a Code of Conduct. This is also available at: <http://www.kitsapdem.org/pdfs/Volunteer%20Code%20of%20Conduct%20Revised%2008-16.docx>.
3. **Photo:** Send a head shot photo of yourself against a plain background to [membership@kitsapesar.com](mailto:membership@kitsapesar.com). At the completion of your training, you will be issued a DEM identification card and we need your picture for this card.
4. **ICS Courses:** State law requires all search and rescue personnel to take several Incident Command System (ICS) classes, available online through FEMA. These should be completed within one month of starting training. Further information about the classes required and how to take them online is available at: <https://kitsapesar.com/join/apply/>.

5. **Training Fees:**

Starting training in October: \$60 training fee. This will cover your first aid/CPR card and books and other training aids, but does not include the cost of our summer SAR Academy, which you will not be required to attend. This fee needs to be paid at the start of training in October.

Starting training in May: \$100 training fee. This will cover your first aid/CPR card and books and other training aids. This also includes the cost of our summer SAR Academy, where meals are provided (unlike during our regular training season). The fee needs to be paid at start of training in May.

6. **Financial or Equipment Aid:** If there is a financial problem with fees or equipment that you will need, please let us know when you apply by emailing [membership@kitsapesar.com](mailto:membership@kitsapesar.com). We may be able to help. Training fees can also be adjusted if you have current first aid card/CPR already.
  
7. **Turning in Applications:** All materials should be scanned and emailed to [membership@kitsapesar.com](mailto:membership@kitsapesar.com) or brought in hard copy to a monthly meeting. Details about when monthly meetings are held can be found at: <https://kitsapesar.com/join/meetings/>.

To start the application process, you need to turn in the following:

- Application
- Code of Conduct

As soon as you have them, you should also turn in the following:

- Take your ICS classes online, attach copy of cert to application
- If you have one, a copy of your up-to-date First Aid Card

**Please email any questions to [membership@kitsapesar.com](mailto:membership@kitsapesar.com).**

If you have questions specifically about training (not about the application process), please email [training@kitsapesar.com](mailto:training@kitsapesar.com).