

# Membership Application Package

2014

## Westcoast Inland Search & Rescue (WISAR)

This is your application package - contents are listed below.

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**You will be required to complete and send the following forms to WISAR  
PO Box 978, Tofino, BC, V0R 2Z0 by Nov.14, 2014**

- **Confidentiality Form**
- **Membership Application Form**
- **First Aid Certification (if certified to a valid level of first aid training)**

All applicants for membership to WISAR will be reviewed and screened by the board of directors. The newly accepted applicants will then be required to submit a **Criminal Record Check** (obtained at the local RCMP detachment).

The new applicants will be given MIT status and will be expected to participate in regular training to evaluate commitment. Those that are showing commitment will be invited to proceed with GSAR training. Applicants failing to show commitment or failing the screening process will be informed in writing.



# Westcoast Inland Search & Rescue

## Membership Guidelines

Oct.2014

### **Membership Categories:**

All Members play a crucial role in the operation, administration and viability of WISAR. Through their involvement with WISAR, volunteers receive basic training, advanced skill sets, professional recognition and personal development.

#### **1. Active Member**

Every active member shall be equally entitled to take part in and vote at general meetings of the society. Active Members are those applicants who meet the qualifications below:

- Has completed the requirements of the GSAR Training standard or its equivalent as recognized by the Emergency Management BC (EMBC).
- Possess a valid First Aid Certificate from a recognized certifying body.
- Possess suitable wilderness equipment and have demonstrated proficiency in search and rescue techniques and survival skills.
- Maintain active participation in accordance with policies as set by the Board of Directors.
- Be at least 19 years of age.

#### **2. Member in Training (MIT)**

A person must first receive the approval of the directors before attaining MIT status. Members in Training may participate but cannot vote at general meetings of the society.

To be granted member in training status a person must show an aptitude for teamwork and be able to commit the time to become an Active Member, or a Support Member and acquire the necessary personal gear for SAR tasks.

**Training Expectations: Members in Training must maintain active participation in accordance with policies as set by the Board of Directors.**

- **Must make the commitment to an attendance level to training of a minimum of 60% of team training as laid out by the training staff.**
- **Maintain an attendance level to training of a minimum of 80% during the GSAR training for certification, missed training will have to be made up in order to be GSAR certified.**

#### **3. Support Member**

This membership category is for persons approved by the directors to perform support roles for the society. These members may not wish to or may not be physically capable of GSAR certification but their skills and training would be an asset to the society. They may provide a service that is not operational in nature but is a benefit to the society or perform support roles during an operation.

### **Code of Conduct:**

A code of conduct is an ethical standard establishing the way WISAR members must conduct themselves while representing the group. Failure to follow these expectations may result in disciplinary proceedings.

Members shall:

- Represent themselves in a professional, respectful and courteous manner at all times while representing WISAR, including off duty wearing of group name or insignia.
- Respect the chain of command.
- Ensure the safety of themselves, the team, bystanders and the subject at all times.
- Familiarize themselves with the Constitution, By-laws, policies and guidelines of WISAR and EMBC.
- Assist in the functions, fund raising and committees of WISAR so as to not over burden their fellow teammates.
- Obey all laws of the land when responding and while on duty.
- Not engage in public discussion regarding personal details or confidential information regarding tasks.
- Not engage the media without approval of the board or Search manager.
- Not publicly criticize fellow volunteers, WISAR, Officials or subjects.
- Not respond for duty while under the influence of alcohol or drugs.
- Not knowingly and willingly commit an unsafe or illegal act during any WISAR activity.
- Respect the dignity of others; behavior that constitutes harassment, abuse, prejudice, racism, etc. will not be tolerated.
- Ensure WISAR has current contact information at all times.

### **Attendance:**

It is expected that all members of WISAR maintain an attendance level that:

- Shows commitment to their responsibilities.
- Maintains their training and skills to a professional level.
- Maintains a good working relationship with the team.
- General attendance will be reviewed in January of each year to determine recruiting and membership status for the following year. Members in Training (MIT) attendance shall be continuously monitored by their instructors and mentors. All decisions regarding membership and training will be made in the best interest of the group and its mission.

Failure to meet the expected attendance levels may result in:

- Loss or change of membership status.
- Loss of training certification.
- Loss of opportunity to outside training functions.

### **Reimbursement & Costs:**

**Call Out:** For Emergency Management of BC (EMBC), assigned tasks members will receive reimbursement for expenses according to EMBC policies, and are provided with WCB coverage while on an Operation (Task) or authorized Training event.

**Training:** much but not all of the required tuition for training is funded and provided by WISAR or EMBC. Note that all travel, accommodations and damage to personal equipment during training is at the students expense.

**Personal equipment:** In general, everything as listed in the appendix and other specialty gear is a direct cost to volunteers and reimbursement should not be expected. There is a tax credit available for members who perform more than 200 hours of service per year. However some equipment may be supplied to the member by the group, these benefits are subject to the financial situation of the group at the time of issue and is mainly just for active members.

Requests may be made to the board in writing at any time for financial assistance towards tuition, travel or equipment; given an appropriate amount of lead time. The request should contain the extraordinary reasons for requiring assistance, accurate cost estimates and the date required.

### **Representation:**

Members shall always represent West Coast Search and Rescue and the EMBC in a positive manner and promote the vision and objectives of the group. Members shall not contact organizations or individuals on behalf of WISAR unless they are given explicit direction to do so by the board of directors or designate. Prior to any action or statement that might significantly affect or obligate WISAR volunteers should seek prior consultation and approval from the appropriate authority. These actions may include, but are not limited to, social media, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or financial obligations.

## **Training Outline:**

GSAR certification requires completion of the GSAR100 course - our WISAR instructors run the 74-hour course usually over a 3-4 month time period. This course is run every few years based on the need for new members and instructor availability, but wherever possible it will be run within 12 months of when an announcement and a new batch of admissions is accepted. New applications will be accepted and assessed within the time leading up to the GSAR100 course as well.

The following subjects are required for GSAR certification and are incorporated into our bi-monthly training schedule. MIT's are expected to attend training along with active members of the WISAR team.

- SAR in BC.
- Initiating a Search
- Search Progression
- Search Termination
- Maps & Compass
- Survival
- Communications
- Rope Management
- Tracking
- Helicopter Safety
- Avalanche Orientation • Evacuation
- Initial Response
- Sweep Searching
- Grid Searching
- Shoreline Searching

## **Personal Equipment:**

Each member is responsible for most of the equipment they require. A list of personal equipment is listed here - some items are **mandatory** and are in bold but most are suggestions.

Failure to have sufficient equipment or adequate clothing may result in being denied access to training or task. Failure to have the proper equipment may make you less effective or put you, your, team and the subject at risk.

### **24-Hour Pack:**

- **Good pack** (30 liters), with water proof cover
- **Whistle**
- **Clear Eye protection (safety glasses)**
- **Gloves** (leather is best)
- **Water minimum 1 L**, water container and some way to purify the water (tablets etc)
- **Food** (24hr minimum) Power Bars etc
- **Declination adjustable compass**
- **Headlamp (extra bulb and batteries)**
- **Pad and pencil**
- Plastic tarp or shelter (3 m x 4 m)
- Knife
- Flagging tape (will be provided)
- Map
- Toilet paper
- Insect repellent
- Sunscreen
- Watch
- Sunglasses
- Folding saw
- Emergency blankets
- Duct Tape
- 2 orange garbage bags
- Fire starter (matches, lighter and candle, Vaseline and lint)
- Pot with lid
- Rope (15 m light nylon)
- Light weight stove (optional)
- 2 flares (optional)
- Spare Clothing: Socks, gloves, shirt, pants
- **Personal First Aid** (see below)
- **Clothing** (see below)

## **First Aid Kit: (Recommended minimum basic supplies)**

### **Organization & Guidelines**

- 10 cm x 5 cm pressure bandage
- (6) 10 cm x 10 cm gauze pads
- 7.5 x 5 m. “Kling” gauze roller bandage
- 2.5 cm adhesive tape
- (6) Elastoplast (recommended) bandages
- Latex gloves
- Triangular bandage
- Moleskin or equivalent product
- A piece of drinking straw and thread for tick removal. A small container for taking the tick to the local health unit.
- Pocket mask for artificial respiration or CPR
- Any other items that you might want to add to your kit (i.e., allergy medication anti-bee sting)
- Refer to your level of first aid training.

### **Clothing:**

- Good Hiking Boot with vibram soles
- Polyesters and polypropylene for under layers (NEVER COTTON)
- Polyester fleece is a good insulator for an outer layer.
- Gaiters
- Waterproof pants, coat. (Gortex is good but costly)
- Toque
- Mitts, and gloves
- Pants (NEVER COTTON)
- Additional clothing for subject



## Westcoast Inland Search & Rescue Confidentiality Form

I understand that as a volunteer with West Coast Search and Rescue Society that from time to time I may be privy to sensitive and private information both during training and while on task.

I also understand that this information is not to be discussed or shared with any person or agency which is not directly involved with West Coast Search and Rescue.

If I am found to be disclosing sensitive or private information I will have a disciplinary review which may result in my release from the group.

West Coast Search and Rescue Society will keep my personal information on file for a period of 7 years.

The use of member email addresses is not to be abused. Communications should not be forwarded or shared without the consent of the originator.

I also grant West Coast Search and Rescue the authority to share my contact information with the membership.

Any pertinent medical information may be shared with the medical staff and with SAR managers.

The photos taken during training and tasks may be used for public relations either in the news/newspaper or on the group website.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_





## Westcoast Inland Search and Rescue Society Membership Application Form

### Section A: Applicant Information

First Name:	Last Name:	Middle Initial (s):	DOB (y/m/d):
Mailing Address:		City/Town:	Postal Code
Street Address:			
Phone:	Home: ( ) ___-___	Work: ( ) ___-___	Cell: ( ) ___-___
Fax: ( ) ___-___			
Email:	Occupation and Place of Work (business name or "self")		
*Important: You will be notified by email of the status of your application via email			
Do you consent to the completion of a background Criminal Records Check by the RCMP and to having it reviewed by the WISAR Executive? (Yes or No):			

### Section B: Training and Certificates *Check off any courses you have completed, indicate level and the approximate date of completion, and include any other relevant training experience.*

Training/Certificate	Name of Training/Course, Level, Completion Date, and Expiry Date
<input type="checkbox"/> Ground Search and Rescue	
<input type="checkbox"/> Swift Water Rescue	
<input type="checkbox"/> Rope Rescue	
<input type="checkbox"/> First Aid ( <i>indicate level and expiry date</i> )	
<input type="checkbox"/> Leadership Training	
<input type="checkbox"/> Emergency Services or Management	
<input type="checkbox"/> Incident Command Systems	
<input type="checkbox"/> Small Vessel Operators Proficiency or Pleasure Craft Operators	
<input type="checkbox"/> Restricted Marine Radio Operator	
<input type="checkbox"/> Tracking	
<input type="checkbox"/> Avalanche Training ( <i>indicate level and when completed</i> )	
<input type="checkbox"/> Wilderness Survival	
<input type="checkbox"/> Outdoor Recreation	
<input type="checkbox"/> Other (Please provide course/cert. names and brief details as noted above.)	

### Section C: Availability *(Please circle Yes or No where applicable and provide further details if necessary)*

Do you have any medical conditions that restrict or limit your ability or that search managers and fellow searchers should be aware of? (e.g. Back problems, other injuries, allergies, Diabetes, Heart Condition, etc.)	Yes No
Would your employer/job allow you to leave work on short notice to participate in a SAR operation?	Yes No
If no, indicate your availability?	

### Section D: Experience *(Please circle Yes or No where applicable and provide further details if necessary)*

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**What physical fitness/recreational activities do you participate in? (Indicate how often)**

**Describe your level and knowledge of the local area.**  
*Include how you gained this knowledge (e.g. hiking, mushroom picking, etc.), how often, season, how recent, etc.*

**Have you ever worked as part of a team and/or had any leadership roles? Describe.**

**Do you have any past emergency services or SAR related experience? Describe.**

**Describe your comfort level and limitations working in exposed environments – e.g. near cliffs, fast moving water or surf, at night, in remote wilderness, etc.**

**Do you volunteer for any other organizations currently or otherwise? If yes, which organizations, what roles do/did you play and how often?**

**Beyond the above, please briefly describe;**

- any other skills and/or experience you feel you have to contribute to the WISAR Society.
- Your goals or reasons for interest in volunteering with WISAR.

*(Please use single extra page if required.)*

**What roles are you particularly interested in supporting/participating in within the WISAR Society? Indicate 3 MAXIMUM.**

	1.
	2.
	3.
	Other

**(See Page 3 for list of roles within WISAR.)**

**Section E: Applicant Signature**

**IMPORTANT**

Please ensure this application is complete and includes as much detail as you wish to provide in order to describe yourself and your background. Do not assume the review panel knows anything about you or your experience. If you require more space, attach an extra sheet or page but **please keep it brief as the review panel will have many applications to screen.** Applications are to be forwarded to WISAR prior to the application deadline as described on the course announcement. All the information in this application will be held in confidence with the WISAR Board of Directors. Due to limited class size and the possibility of an oversubscribed course, the WISAR Board of Directors will assess all applications in relation to the groups needs and decide on allocation of successful candidates. All candidates will be notified by email of the status of their application.

<b>Applicant Name (Print):</b>	<b>Applicant Signature:</b>	<b>Date:</b>

Westcoast Inland Search and Rescue Society is a not for profit society based in Tofino/Ucluelet whose primary role is to provide Search and Rescue services to our local community and the province of British Columbia under EMBC. WISAR is a small but growing team of dedicated volunteer professionals and we are seeking motivated individuals who wish to support the local emergency services program by investing their time to Search and Rescue activities coordinated by the society. Our society has many functions beyond providing ground support and we are looking for new local members with a wide array of experience. The following are examples of various roles WISAR is seeking to support;

<ul style="list-style-type: none"> <li><input type="checkbox"/> Asset Management</li> <li><input type="checkbox"/> Finances</li> <li><input type="checkbox"/> Equipment Maintenance</li> <li><input type="checkbox"/> Vehicle Maintenance</li> <li><input type="checkbox"/> Technical Rescue (e.g. rope rescue, swift water rescue, first aid/first responders)</li> <li><input type="checkbox"/> Fund raising/Community Outreach</li> <li><input type="checkbox"/> Technology (GIS, Mapping, Web design, etc.)</li> <li><input type="checkbox"/> Occupational Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public Education</li> <li><input type="checkbox"/> Group Training and Education</li> <li><input type="checkbox"/> WISAR Board Members</li> <li><input type="checkbox"/> Communications</li> <li><input type="checkbox"/> Search/Emergency Management</li> <li><input type="checkbox"/> Ground Search and Rescue personnel</li> <li><input type="checkbox"/> Records Keeping (Training, etc.)</li> <li><input type="checkbox"/> Search and Rescue/Emergency Planning</li> </ul>
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Please use **this single page** below if you require more space to complete your answers.

