MEMORANDUM OF UNDERSTANDING
Between
AMERICAN INSTITUTE OF ARCHITECTS WASHINGTON COUNCIL
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON
WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
And
THE WASHINGTON STATE MILITARY DEPARTMENT —
EMERGENCY MANAGEMENT DIVISION

Mobilizing Volunteer Safety and Facility Assessment Evaluators for Structure Condition
Evaluation Surge

This Memorandum of Understanding (MOU) between the American Institute of Architects Washington Council (AIA-Washington), the Structural Engineers Association of Washington (SEAW), and the Washington Association of Building Officials (WABO), hereinafter referred to jointly as WAsafe, and the Washington State Military Department — Emergency Management Division (EMD) identifies the expectations and procedures of WAsafe and EMD for mobilizing WAsafe volunteers as Emergency Workers through the Emergency Support Function 3 (ESF-3) at the State Emergency Operations Center (SEOC) under direction of the SEOC Operations Section Chief.

Washington Safety Assessment and Facilities Evaluators (WAsafe), is a coalition formed by AIA-Washington, SEAW, and WABO for the purpose of training and organizing a group of volunteer safety assessment and facilities evaluators. For the purposes of this MOU, these volunteer evaluators are referred to as “WAsafe volunteers.”

Both WAsafe and EMD view local jurisdictions’ building permitting agencies as critical organizations for communities to effectively respond to and recover quickly from emergencies and disasters. Support of local building permitting organizations in disasters includes sufficient staffing to provide rapid structural condition evaluations for the community.

The specific issue addressed in this MOU is the mobilization of WAsafe volunteers as emergency workers to support a structure condition evaluation surge effort in response to a catastrophic incident. Over the past years WAsafe has worked with EMD to understand application of the Emergency Worker Program as authorized in RCW 38.52, the Emergency Management Act, and established under the Washington Administrative Code (WAC) 118-04-100. WAsafe’s function is to provide qualified emergency workers that can be mobilized to provide assistance during emergencies/disasters in Washington State.

The Emergency Worker Program allows for the SEOC to register and mobilize WAsafe volunteers as emergency workers when needed during large scale disasters. WAsafe volunteers are currently available from the following two sources in Washington State if it becomes necessary for them to be mobilized as emergency workers in response to a catastrophic incident:

(1) WAsafe volunteers who are currently registered as emergency workers with local jurisdictions outside the impacted area; and
(2) Other WAsafe volunteers not currently registered as emergency workers who can be identified and registered under the authority of The Adjutant General and the State EMD Director by the SEOC through ESF-3, and deployed where required through local emergency management agencies.

Both categories of WAsafe volunteers described above can currently be used to augment staffing of local jurisdictions' building permitting agencies impacted by a catastrophic incident. Further, in the extreme event of a disaster beyond local control, the Governor may assume direct operational control of local emergency management functions under RCW 38.52.050(1), in which case volunteer structure condition evaluators, including WAsafe volunteers, may be deployed under direct state control by the SEOC through the SEOC ESF-3.

EMD and WAsafe agree that WAsafe/ESF-3 representatives serving in the SEOC during emergencies can, under direction of the SEOC Operations Section Chief, mobilize and deploy WAsafe volunteers registered as emergency workers under a valid mission number issued by EMD to support a structure condition evaluation surge through local emergency management agencies if required by the incident.

Additionally, WAsafe will continue to maintain a set of volunteer emergency response coordinators in support of providing communities with WAsafe volunteers, and will continue to provide training for local building permitting agencies and WAsafe volunteers. Finally, WAsafe will maintain a database of qualified WAsafe volunteers through the Washington State Emergency Registry of Volunteers in cooperation with, and with the assistance of, the Washington State Department of Health.

EMD’s point of contact is the Response Section Manager.

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<td>The Adjutant General</td>
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30 March 2018

Date

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<th>Structural Engineers Association of Washington</th>
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3/16/2018

Date

March 2, 2018

Date
APPENDIX A – WASAFE/EMD POST-EVENT CONCEPT OF OPERATIONS

**POST-EVENT ACTIVITIES**

**WASafe Deployment**

Through Local Emergency Management Agency

1. EVENT OCCURS ➔ WASafe Preliminary Notification to Members on Potential Deployment

2. Resource Request (WebEOC, Call, Email) Local to State ➔ Operations Section (SEOC)

3. Volunteers Deployed with Mission # by SEOC ➔ ESF-3 (DES)

4. Volunteers Registered and Deployed to Perform WASafe Evaluations ➔ Lead WASafe Coordinator

5. WASafe Coordinator ➔ Fulfill Request

6. Confirms YES, WASafe Process Initiated ➔ Confirmation with List

**KEY**

Local IC Activities

WASafe Activities

EMD Activities

IC – Incident Command

**POST-EVENT ACTIVITIES**

**WASafe Process**

1. EVENT ➔ WASafe Preliminary Notification to Members on Potential Deployment

2. WASafe receives request for WASafe Volunteers from ESF-3 (DES)

3. Lead WASafe Coordinator

   - Access WebEOC to determine available evaluators to fill the resource request
   - Coordinate response from IC
   - Dispatch available evaluators to IC location or assigned staging area

4. WASafe Coordinators conduct an event WASafe Web Meeting

5. Evaluators Report to IC location

6. IC Receives Reporter of Resource (Evaluators)

7. WASafe Coordinates with IC to Track Resource Until Released by IC

**KEY**

Local IC Activities

WASafe Activities

EMD Activities

IC – Incident Command

**NOTE:**

WASafe Deployed Evaluators

Directs & Releases #?1 by Local IC
APPENDIX B – WASAFE PRE-EVENT ACTIVITIES
### APPENDIX C – WASAFE RESOURCE TYPES

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<th>TYPE</th>
<th>DUTIES/LIMITATIONS</th>
<th>MINIMUM QUALIFICATIONS</th>
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| 1    | Structural evaluation only: Multi-family and commercial structures over 5 stories and complex structures | Registered civil or structural engineer  
Cal OES SAP or WAsafe SAT or  
ATC-20/45 |
| 2    | Non-structural evaluation: all multi-family and commercial structures  
Structural evaluation: Multi-family and commercial structures up to 5 stories | Certified Building Plans Examiner,  
Commercial Building Inspector, Building Inspector, Registered Architect, or  
Certified Building Official  
Cal OES SAP or WAsafe SAT or  
ATC-20/45 |
| 3    | Wood-framed, multi-family and commercial structures up to 3 stories | Certified Residential Plans Examiner or  
Building Inspector  
Cal OES SAP or WAsafe SAT or  
ATC-20/45 |
| 4    | Single family residences  
Accessory structures | Any ICC Certification  
Cal OES SAP or WAsafe SAT or  
ATC-20/45 |
| 5    | As assigned by IC | EITs, Unlicensed Architects  
Relevant Experience  
Cal OES SAP or WAsafe SAT or  
ATC-20/45 |