



EVR

Emergency Volunteer Registry

Emergency • Disaster • Pandemic

Peterborough City & County

For Office Use Only: Search Key _____ Date of Enrolment: _____
Year Month Day

General Information *(Please print legibly throughout—circle choices or check box.)*

Name: First _____ Middle _____ Last _____

Circle Preferred Title: Dr. | Prof. | Mr. | Mrs. | Ms. | Miss | None **Date of Birth:** _____ | _____ | _____
Year Month Day

Phone # Day: _____ **Evening:** _____

Best Time to Call:

Any Time After 7 PM 8 AM—4 PM See other instructions

Cell phone #: _____

Contact me on my cell phone any time Call my cell phone only in an emergency

I frequently check my email—I prefer that you contact me by email (address below).

I understand that in an emergency, telephone or cell phone may be the only way to make contact with me.

Volunteer's Addresses

Home Address: _____

Business Address: _____

Email Address: _____

Please send mail to: My email address My home address My business address

Availability

Immediate Disaster Response: 1-2 Days ONLY 1 Week ONLY 2—3 Weeks 3+ Weeks

Weekdays: Morning Afternoon Evening

Weekends: Morning Afternoon Evening

How Often? Daily Weekly Monthly Yearly On going



Skills

Specific skills will be discussed with you during your intake interview. To assist the interviewer, please circle all of the following skills groups you have competencies in:

Language | Disaster Response | Health Care | Equipment Operator | Skilled/Professional Trades
Special Needs/Vulnerable Populations | Food Handling | Emotional Support/Counselling

Emergency Response Experience

Do you have previous experience or training in disaster, emergency, or pandemic response? **Yes** **No**

Preferred Activities

Please circle any of the following activities that you would prefer as a volunteer placement:

Language | Disaster Response | Equipment Operation | Skilled/Professional Trades
Special Needs/Vulnerable Populations | Food Handling | Emotional Support/Counselling
Administrative | Volunteer Management | Animal Control | General

Transportation

Do you possess a valid Driver's License? **Yes** **No**

Do you have access to personal transportation? **Yes** **No**

Do you rely on public transportation? **Yes** **No**

Affirmation of Support

Do you have the support and consent of your family to volunteer in this capacity? **Yes** **No** **N/A**

If you are employed, do you also have the support and consent of your employer? **Yes** **No** **N/A**

If you are employed, explain the process and amount of time required to be released from work commitments:



Declaration:

I understand that by completing this application, I am agreeing to meet with a staff representative of United Way of Peterborough & District or an EVR Intake Volunteer Coordinator for further information exchange. I also understand that until I have met with a staff representative of United Way of Peterborough & District or an EVR Intake Volunteer Coordinator, I am not fully registered to be an Emergency Responder in the Emergency Volunteer Registry.

Signature: _____

Date: _____

Dear EVR Volunteer,

Thank you for your interest in becoming an Emergency Responder with the EVR. We fervently hope that we will never see a local pandemic or large-scale emergency or disaster. But if we do, with your help we are better prepared to respond quickly and effectively. Together, we can save lives, restore our community, and thrive!

Sincerely yours,

The Peterborough Interagency Pandemic Influenza Planning Team

For more information contact: **United Way of Peterborough & District**

277 Stewart Street, Peterborough, ON K9J 3M8

Phone 705-742-8839 Fax 705-742-9186 Email volunteer@uwpeterborough.ca

Security (For Office Use Only):

Police record check complete with sponsoring agency within the last six months.

Contact: _____ Verified date: _____ Verified by: _____
Year Month Day

Police record check submitted to United Way _____ Received by: _____
Year Month Day

Reference checking completed. Security checks completed.

References: 1) _____ Phone # _____

2) _____ Phone # _____

Photo: Attached Provided on Disk/CD E-Mailed To be provided later Re-Use Current Photo



Volunteer Name: _____

ADMINISTRATIVE SKILLS

- Clerical Skills
- Data Entry - Database Clerk
- Information Inquiries
- Media Relations
- Medical Terminology
- Other Administrative _____
- Reception
- Supervisory Skills
- Switchboard - Phone Management
- Word Processing

ANIMAL - PEST CONTROL SKILLS

- Experience in the Care of Domestic Pets
- Exterminator
- Other _____
- SPCA - Humane Society Experience
- Trapping and Removal of Nuisance Animals
- Veterinarian (Licensed)

DISASTER RESPONSE SKILLS

- Current CPR Certifications
- Current First Aid Certification
- Damage Assessment
- Disaster Clean-Up
- Fire Fighting
- Flood Control or Clean-Up
- Health Hazard Investigation
- Other _____
- Police Officer
- Search and Rescue
- Security Guard
- Shelter Worker

GENERAL SKILLS

- Cleaning Domestic
- Cleaning Industrial
- General Labourer
- Pick-Up and Delivery of Supplies

EQUIPMENT OPERATION - DRIVING LICENSES

- Certified Chain Saw Operator
- Construction Equipment Operator
- Experienced Chain Saw Operator
- Heavy Equipment Operator
- Large Passenger Van Driver
- Light Equipment Operator
- Other Equipment Operator _____
- Other Truck Driver _____
- Passenger Bus or Coach Driver
- School Bus Driver
- Tractor Trailer Driver

FOOD HANDLING SKILLS

- Current Safe Food Handling Certification
- Experience in a Community Food Program
- Experience in Food Warehouse - Food Bank
- Experience Preparing Large Quantities of Food
- Experience with Food Delivery Programs
- Experience Working in a Restaurant

EMOTIONAL SUPPORT/ COUNSELING

- General Counselling Skills
- Group Therapist
- Mediation Skills
- Other _____
- Psychologist (Licensed)
- Social Worker - Social Service Worker (Licensed)

VOLUNTEER MANAGEMENT

- Assign Volunteers
- Other _____
- Recruit Volunteers
- Supervise Volunteers
- Support Volunteers
- Train Volunteers

Do you have available and are willing to use as an emergency volunteer any of the following:

- All Terrain Vehicle
- Boat
- Bus (Coach)
- Farm Wagon
- Horse (Working)
- Other _____
- Pick-Up Truck
- School Bus
- Snowmobile
- Tractor (Farm)
- Tractor (Truck)
- Tractor Trailer
- Trailer
- Accessible Van
- Van



HEALTH CARE PROFESSIONALS/SKILLS

- Audiologist & Speech Language Pathologist
- Chiropodist (Licensed)
- Chiropractor (Licensed)
- Dental Hygienist (Licensed)
- Dental Surgeon (Licensed)
- Dentist
- Denturist (Licensed)
- Dietician (Licensed)
- Emergency Medical Technician - Paramedic
- Health Records - Terminology
- Infection Control
- Massage Therapist (Licensed)
- Medical Laboratory Technologist (Licensed)
- Medical Radiation Technologist (Licensed)
- Midwife (Licensed)
- Naturopath - Drugless Practitioner (Licensed)
- Nurse Practitioner
- Occupational Therapist (Licensed)
- Optician (Licensed)
- Optometrist (Licensed)
- Other Health Care _____
- Personal Support Worker
- Pharmacist (Licensed)
- Physician and Surgeon (Licensed)
- Physiotherapist (Licensed)
- Public Health Professional
- Registered Nurse (Licensed)
- Registered Practical Nurse
- Respiratory Therapist (Licensed)
- Triage - Emergency Medical Care

LANGUAGE SKILLS

- American Sign Language
- Chinese
- English
- French
- Japanese
- Korean
- Other _____
- Spanish

SKILLED AND PROFESSIONAL TRADES

- Agriologist (Licensed)
- Architect (Licensed)
- Building Inspector
- Certified General Accountant
- Chartered Accountant
- Construction
- Electrical Engineer
- Electrician
- Engineering Technician & Technologist (Certified)
- Forester (Licensed)
- Funeral Director (Licensed)
- Geoscientist (Licensed)
- Insurance Broker (Licensed)
- Land Surveyor (Licensed)
- Lawyer (Licensed)
- Management Accountant (Licensed)
- Other _____
- Plumber
- Professional Engineer (Licensed)
- Real Estate Agent (Licensed)
- Stationary Engineer
- Structural Engineer
- Teacher (Licensed)
- Welder

SPECIAL NEEDS - VULNERABLE POPULATIONS

- Developmental Social Worker
- ECE Training - Certification
- Educational Assistant
- Experience with Individuals with Cognitive Disabilities
- Experience with Individuals with Physical Disabilities
- Experience with Individuals with Hearing Loss
- Experience with Individuals with Vision Loss
- Experience Working with Seniors
- Nursing Home Administrator
- Other _____
- Youth Program Leader



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Volunteer References

Peterborough City & County

CONFIDENTIAL

I, (please print name) _____, give United Way of Peterborough & District permission to contact the references listed below to discuss my suitability as an emergency response volunteer. I further release and hold harmless both United Way of Peterborough & District and the individuals listed below from any liability that may potentially result from the release and/or use of such information. I understand that any information released will be held in strictest confidence, that it will be viewed only by those involved in the recruitment of emergency volunteers, and that neither I nor anyone else not so involved will have the right to see the information.

Signature: _____ Date: _____

Please list three persons who have knowledge of your qualifications. Your references should be people you know through different relationships and/or situations—for example: an employer, a friend and a volunteer supervisor. Ideally the three references that you provide should come from each of these categories. Please ensure that one of the references has known you for at least 2 years.

Name: _____ Relationship _____

Phone (Day): _____ (Evening): _____

Email: _____

Name: _____ Relationship _____

Phone (Day): _____ (Evening): _____

Email: _____

Name: _____ Relationship _____

Phone (Day): _____ (Evening): _____

Email: _____



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RELEASE OF INFORMATION FORM

I, (please print name) _____,

hereby authorize the release of any and all records and information pertaining to me for use by the Emergency Volunteer Registry managed and maintained by United Way of Peterborough & District in order to refer me as a Volunteer Emergency Responder in the event of an emergency, disaster, or pandemic affecting Peterborough City and/or County.

I specifically direct that said records and information be released to any organization or group registered with the EVR in the City of Peterborough and/or County of Peterborough, pursuant to the federal Personal Information Protection and Electronic Documents Act.

Signed : _____

Date : _____

Witness : _____



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EXPECTATIONS & STANDARDS OF CONDUCT FOR EMERGENCY VOLUNTEER RESPONDERS

EVR/United Way of Peterborough & District's Commitment to Emergency Response Volunteers

Staff and volunteers representing the Emergency Volunteer Registry/United Way of Peterborough & District will:

- Collect adequate Volunteer information and appropriately refer Emergency Response Volunteers to credible agencies who have clearly articulated Volunteer Job Descriptions, have agreed to structured Volunteer supervision, and have demonstrated due diligence in ensuring the safety and well-being of Volunteers;
- Promote an environment of mutual respect and dignity;
- Provide peer follow-up after Emergency Response deployment;
- Reinforce and promote Occupational Health and Safety according to the Occupational Health and Safety Act (Ontario 1990), particularly Section 43, excerpted in part:
 - "(3) A worker may refuse to work or do particular work where he or she has reason to believe that,
 - (a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
 - (b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
 - (c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43 (3)."

Volunteer Commitment to EVR/United Way

As representatives of the EVR, deployed Emergency Response Volunteers are expected to adhere to and perform their duties in accordance with the following Standards of Conduct:

1. To represent EVR and your assigned agency to the best of your ability, assuring the integrity of all parties;
2. To take personal responsibility for exercising caution and moderation at all times, bearing in mind the inherent risks associated with disaster response work;
3. To show respect and support for community emergency management personnel and other support organizations or disaster responders involved in the response;
4. Exercise appropriate self-care such as taking sufficient rest breaks, eating well, hydrating, getting exercise, and getting appropriate amounts of sleep;
5. To report to the agency contact person identified at the time of deployment, accept duties as assigned (within the scope of the referral), and take direction from the designated supervisor;

6. To keep your designated supervisor informed of your movements and not leave the area of your assignment or take leave of it without their knowledge;
7. To maintain appropriate care of any equipment and/or supplies entrusted to you and to return all borrowed equipment and/or unused supplies prior to departing from your assignment;
8. To refrain from speaking with or writing to the media, making public presentations, publishing articles or research findings resulting from your role as an EVR Emergency Responder without prior written permission from EVR staff;
9. To act in conformity with instruction and directives from your assigned agency supervisor while on assignment;
10. To observe the laws and regulations of the community during the response (NOTE—response workers can expect no support from EVR if they willingly contravene local laws and regulations);
11. To pay due respect to all social and cultural groups represented in the community and to honour all legislated human rights;
12. To refrain from making commitments on behalf of any local authority or government, either financially or in any other way, unless officially pre-authorized in writing to do so;
13. Not to use or possess an illegal weapon at any time;
14. To dress in an appropriate manner and refrain from wearing your EVR Identification Badge when not on official Emergency Response duty;
15. To abstain from undertaking any public, professional or commercial activities, other than those connected with your assignment, without written permission from EVR;
16. To avoid making references to political situations in official or private communications, including conversations, telephone calls, radio messages, emails, or letters;
17. To refuse any financial or material gifts, or promises of such gifts or other advantages, other than small tokens of appreciation that may be offered.
18. To report back to EVR/United Way upon completion of your assignment for follow-up and re-deployment.

Adapted from "LETTER OF EXPECTATIONS & STANDARDS OF CONDUCT AGREEMENT FOR EMERGENCY RESPONSE WORKERS ON OUT OF AREA ASSIGNMENT", Provincial Emergency Program, Emergency Management B.C., May 22, 2007

