



**Emergency Management**

# THURSTON COUNTY EMERGENCY MANAGEMENT

VOLUNTEER HANDBOOK

THURSTON COUNTY EMERGENCY MANAGEMENT

9521 TILLEY ROAD SW, OLYMPIA, WA 98512

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## MISSION

*The mission of the Thurston County is to create a community that promotes health, commerce, and environmental protection with transparency and accountability.*

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## HISTORY

The Thurston County Disaster Assistance Response Team (TCDART) was formed to bring community volunteers together to provide needed services to the people of Thurston County before, during and after times of emergencies and/or disasters.

Thurston County Equine Outreach (TCEO) is a volunteer organization that transitioned in 2017 from Thurston County Sheriff's Office (Mounted Patrol) to Thurston County Emergency Management (Equine Outreach). This transition occurred due to the changing needs of our community.

Our area has experienced wildfires, earthquakes, floods and snowstorms in the recent past. Our volunteers have learned valuable lessons relative to evacuation and emergency response to natural disasters.



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## PURPOSE OF EMERGENCY MANAGEMENT VOLUNTEERS

When major disasters occur, local communities are quick to offer aid and assistance to their fellow citizens. Uncoordinated response and the urgent needs to civilian volunteers can overwhelm and clog rescue efforts, resulting in an increased risk to everyone. Emergency Management Units are in the position to assist without this burden on rescue efforts since they are pre-credentialed and trained volunteers.

There are many other ways that Emergency Management may be called on to help in the community as part of a disaster or emergency response; some more common than others. Training and preparation to handle possible scenarios by remaining flexible and utilizing problem-solving skills is critical to success.

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## BENEFITS TO THE COMMUNITY

Major local emergencies can overwhelm the capability of first responders, especially during the first 72 hours. Having citizens who are prepared to take care of themselves, their families, and others during



times of crisis will allow first-responders to focus their efforts on the most critical, life-threatening situations. An organized, well trained Emergency Management Unit means that volunteers can effectively respond to an emergency, are familiar with their community's response plan, know what materials are available for use, know who their partners in response are, and know where their skills can be utilized to their best advantage.

The Emergency Management program enhances Thurston County's ability to respond to either a natural hazard or a terrorism event and be the designated volunteer corps utilized to provide surge capacity during public health emergencies. Example responses include mass immunization or alternate care and/or triage facilities, sheltering. With pre-planning, pre-identified, certified, and trained volunteers, a safe, rapid, and effective response will be available in a major emergency or disaster.

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## WHAT IS EMERGENCY MANAGEMENT?

You will hear the term emergency management often as an Emergency Management volunteer, so it is important to understand the basics about what emergency management is. Thurston County Emergency Management volunteers operate under Thurston County Emergency Management, therefore, the trainings, events, and responses that we participate in are all related to emergency management in some way.

Overall, emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

Emergency Management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters.

Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Emergency Management must be comprehensive, progressive, risk-driven, integrated, collaborative, coordinated, flexible and professional.

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## VOLUNTEER MEMBERSHIP PROCESS

Each prospective volunteer member of Thurston County Emergency Management must complete a verification and credentialing process before being considered an active member. Attendance at all meetings, drills, trainings, and deployments is documented.

### MEMBERSHIP ELIGIBILITY CRITERIA

- Must be at least 18 years of age
- Able to pass a criminal background check
- Work well in stressful situations
- Have good customer service skills
- Work well in a team

### MEMBERSHIP APPLICATION PROCESS

- Once an online application is submitted a background check will be completed within 30 days.
- Once background check is completed, the new volunteer member will be required to complete the core training competencies.
- Once core competencies are complete, you will be contacted to schedule your Emergency Management Orientation training.
  - Volunteer Handbook Acknowledgement & Agreement
- Complete Area of Interest Form

### CORE TRAINING COMPETENCIES – COMPLETED RIGHT AWAY

Before registering for the Core Competencies listed below, you will need to apply for a FEMA Student Identification Number. The FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals. Register here <https://cdp.dhs.gov/FEMASID/#faq>

- FEMA [IS 100](#) online training
- FEMA [IS 200](#) online training
- FEMA [IS 700](#) online training
- Attend Welcome to Emergency Management Orientation Training.
- Prepare your Personal Preparedness Plan.

Once these competencies are completed, and your background check has been approved, you will be issued an Emergency Worker Number are able to participate in Emergency Management events but are not a fully active volunteer and not yet eligible to be deployed in response to an emergency situation.

### **CORE COMPETENCIES – COMPLETED WITHIN 12 MONTHS**

- CPR/First-Aid certification
- CERT Training
- Shelter Training
- Sandbag/Flood Response training (TCDART Volunteers)
- ECC Orientation Training

Upon completion of these additional trainings, you are now a fully active volunteer and able to attend events as well as eligible to be deployed.

### **MAINTAINING MEMBERSHIP**

- Complete the “Annual Refresher” and return required paperwork
- Attend scheduled meetings and trainings as required under organizations by-laws
- Keep trainings/certifications current

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## **VOLUNTEER GROUPS**

Emergency Management volunteers have a variety of roles that they could be asked to fill in the event of an emergency.

### **THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM (TCDART)**

The Thurston County Disaster Assistance Team (TCDART) brings together community volunteers who provide needed services to the people of Thurston County before, during and after times of emergencies and/or other disasters.

TCDART’s goal is to have knowledgeable members trained in Community Emergency Response Team (CERT), disaster preparedness, basic disaster response, fire extinguisher use, emergency radio communications, sandbagging, basic first aid, AED, safety assessment, shelter care, etc.

The first response to disaster is a local response. There are not enough first responders and full-time staff to respond during a large-scale disaster. TCDART will assist Thurston County and local emergency response partners by providing a group of readily trained and available resources to help our community in time of need

### **THURSTON COUNTY EQUINE OUTREACH**

Thurston County Equine Outreach (TCEO) is a volunteer organization that transitioned in 2017 from Thurston County Sheriff’s Office Mounted Patrol to Thurston County Emergency Management. This transition occurred due to the changing needs of our community. The primary purpose of TCEO is to assist individual horse/mule owners, private and commercial stables, barns, arenas and training facilities with information to plan for and respond to natural disasters. The goals of TCEO is to support Thurston County Emergency Management’s efforts in response to natural disasters that result in riders and/or their mounts requiring assistance.

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## VOLUNTEER SAFETY & PREPAREDNESS

Safety of our volunteers is our number one concern. Personal preparedness and well as maintaining readiness to respond to an event is something that Thurston County reviews and reiterates often.




Safety training that is appropriate to the volunteer assignment is given before each event or deployment assignment, referred to as Just-in-Time training. This is done for both events and response to incidents. At any time that a volunteer does not feel comfortable or safe performing a function they have been asked to do, they are to notify the appropriate person in charge.

### PERSONAL PREPAREDNESS

A personal preparedness plan is something put in place before any event occurs so that our volunteers and their family, friends, and pets are safe in the event of an emergency. It is expected that each volunteer will develop a personal preparedness plan. Preparedness is each individual's responsibility. Ensuring you are prepared at home and at work will allow you to be safe in the event of an emergency and improves the ability for you ready to respond when you are needed.

The Thurston County Emergency Management Department has information on their [website](#) that can help you prepare for all hazards. The Federal Management Agency (FEMA) also has a website with helpful preparedness information at [www.ready.gov](http://www.ready.gov).

#### 3 Steps to Preparedness

-  Get a Kit
-  Make a Plan
-  Be Informed

### MAINTAINING READINESS

Training exercises are an essential element for ensuring readiness. Being ready to respond in an emergency does not just happen – it requires planning, organization, and practice. To meet this critical need, Thurston County Emergency Management has regular meetings, trainings, and planned events. Emergency Management volunteers are required to complete the required trainings/core competencies, keep their credentials and trainings updated, and attend at least one event per year to keep themselves ready and trained.

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## FUNDING/COMPENSATION

Volunteer time as part of the Emergency Management is not compensated and travel to and from trainings/planned events is not reimbursed. However, Emergency Management is responsible for supplies and other support during a disaster, which may include:

- Education and training
- Personal Protective Equipment (PPE)
- Supplies (gloves, syringes, splints, etc.)
- Shelter
- Communication equipment (radio, cell phones, computers, etc.)

If you are activated to participate in a deployment and incur costs directly related to the deployment, such as fuel, tolls, etc. keep all receipts and contact the Emergency Management Coordinator for the appropriate reimbursement forms.

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## COUNTY LOGO

The Thurston County logo plays an important role in enhancing the image of county government by creating cohesiveness among the myriad of services and providing an easily recognizable visual representation of the county to residents. There are guidelines that include color, placement, font and size. Before using or distributing anything with the Thurston County Logo, check with your local Emergency Management Coordinator.



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## COMMUNICATION

Notifications of deployments in the event of an emergency are sent through email or the TC Alert System.

It is important to keep this information updated so that your current information and preferences are always known and available. Methods such as the radio may also be used in the event of a large-scale incident where no other method of communication is available.

## WEBSITE

[Thurston County Emergency Management](#) has a webpage that includes information on what we do and becoming a volunteer member.

## SOCIAL MEDIA

Like [Thurston County Emergency Management on Facebook](#) for information on events, opportunities, community happenings, public health and safety information, and more. We are also on Instagram and Twitter. If you have an idea for a posting, share with your Emergency Management Coordinator – we appreciate our volunteer ideas!

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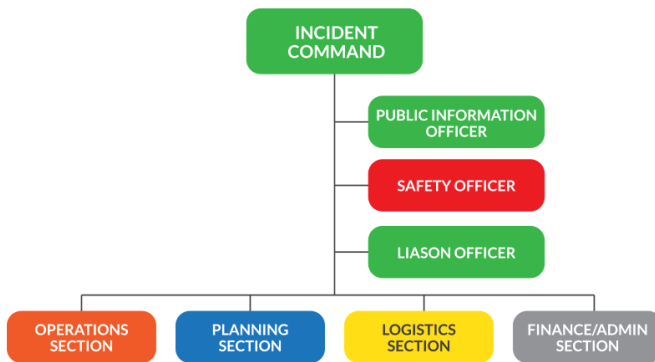
## INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The ICS system was developed by the Federal Emergency Management Agency (FEMA) and is used nationwide by first responders,

hospitals, governmental entities and many private businesses.

Emergency Management Units being trained in the understanding of this systems allows for a Unit from one county to go and assist another county, or state, and still have an understanding of the management system being used.

Training on ICS is a core capability that all Emergency Management volunteers are required to complete.

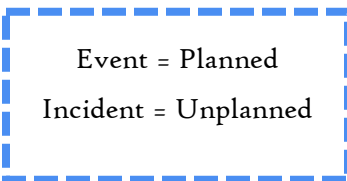


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## PARTICIPATION IN NON-EMERGENCY EVENTS

Emergency management volunteers may be notified, in advance, when there are community events that require volunteers. Examples of events that may require volunteers are vaccination clinics,

fundraising/awareness walks, Senior Games, Seattle to Portland Bike Ride, etc., Thurston County Emergency Management has served multiple roles during these types of events. Volunteers have the opportunity to participate in as many or as few of these events as they are able as long as they meet the one event per year minimum.



These events provide a way for Emergency Management volunteers to train, learn, practice, and retain valuable skills that will be used during an emergency.



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## PARTICIPATION IN ACTIVATION/DEPLOYMENT

Activation of the Emergency Management Unit for deployment in the event of an emergency shall be approved and/or directed by the Director of Emergency Management. This can be due to an emergency event in Thurston County or a neighboring county or state that has requested assistance. When this happens, the Emergency Management Coordinator will start the process of an activation/deployment request

Activation Criteria:

- Assist with emergency/urgent issues presenting a concern/threat to the community.

The Emergency Management is comprised of volunteers and participation in an activation is not required or mandated. Because of this, a request for activation does not guarantee that there will be a deployment. This is dependent on the volunteer response and if there are an adequate number of volunteers available to send a response team.



For extended operations, multiple shifts may be required. Volunteers may be asked to choose a shift and then will be relieved or provided a break prior to starting any additional shift. When communications are sent out, information will be made available about where to arrive (staging area) and any special information regarding the incident, safety precautions, or preparedness reminders.

### STAGING AREA

Each incident will have a staging area assigned, which is where volunteers will initially report for their assignment. The location will depend on the incident and the areas impacted by the events. The staging area serves as a central location for all Emergency Management volunteers to:

- Assemble and sign-in
- Be briefed on incident/deployment activities
- Receive assignments
- Receive “Just in Time” training related to the incident/assignment
- Receive equipment, supplies, etc.
- Assemble post-event or post-shift to debrief and sign-out

### DEMOBILIZATION

Emergency Management personnel will assist in emergency operations for the duration of an incident or as long as their assistance is required. It is possible that some Unit personnel and resources are demobilized before others as their assignments are complete. When demobilizing, Unit personnel should ensure all assigned activities are completed, account for unit equipment and clean-up any debris and/or trash associated with unit assignments. Each Emergency Management Unit member must then return to the staging area that they started their assignment at, participate in the debriefing, and sign-out.





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## LIABILITY – WASHINGTON STATE EMERGENCY WORKER PROGRAM

A comprehensive liability insurance policy covers Emergency Management volunteers while working under the supervision and direction of Thurston County's Department of Emergency Management. Volunteers are insured against personal or bodily injury and/or property damage.

### RESPONSIBILITIES OF EMERGENCY WORKERS

*See Exhibit A*

While there are protections in place for emergency workers, there are also personal responsibilities that volunteers are expected to follow, as outlined in the Washington Administrative Code [WAC 118-04-200](#) and Exhibit B of this handbook.

### THE VOLUNTEER PROTECTION ACT

[The Volunteer Protection Act of 1977](#) (VPA) provides qualified immunity from liability for volunteers and, subject to exemptions, preempts inconsistent state laws on the subject for those that provide protections that are stronger than those contained in the VPA. Under this act, a volunteer is defined as "an individual performing services for a nonprofit organization or governmental entity which does not receive compensation" (other than reasonable reimbursement or allowance for expenses actually incurred); or any other thing of value in lieu of compensation, in excess of \$500 per year..."

Under this act, a volunteer is immune from liability for harm caused by an act or omission of the volunteer on behalf of the organization or entity if: (1) the act or omission was within the scope of the volunteer's responsibilities in the organization or entity; (2) if required, the volunteer was properly licensed, certified, or authorized by the appropriate state authorities for the activities or practice giving rise to the claim; (3) the harm was not caused by "willful or criminal misconduct, gross negligence, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; (4) the harm was not caused by the volunteer's operation of a motor vehicle, vessel, aircraft, or other vehicle for which the state required the operator to possess a license or maintain insurance.

### OTHER LIABILITY

Emergency Management volunteers may be subject to liability for acts not related to their professional activities, such as negligent motor vehicle operation during the course of responding to an emergency or acting outside the scope of their credentialed work. This liability is not covered under your Emergency Worker liability.

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## **VOLUNTEER CODE OF CONDUCT**

### ***See Exhibit B***

All Thurston County Emergency Management volunteers must meet follow the code of conduct when representing the Emergency Management during deployments, events, trainings, meetings, and any other activities where they are representing the Emergency Management. Following a respectful and professional code of conduct limits liability potential in the events/incidents that Emergency Management participates in as well as keeping all volunteers, staff, and community members safe and comfortable.

### **CONFLICT OF INTEREST**

Thurston County Emergency Management volunteers shall not accept or seek any financial advantage or gain as a result of their affiliation with Emergency Management for themselves or any other person.

In the event that the volunteer's obligation to operate in the best interest of Thurston County Emergency Management conflicts with the interests of any organization in which the individual has a financial interest or affiliation, the individual shall disclose such conflict to the Emergency Management Coordinator upon becoming aware of the situation. The volunteer shall then absent themselves during any deliberations on the matter and shall refrain from participating in any decisions or voting in connection with the matter.

### **CORRECTIVE ACTION**

If there is an issue or concern with a volunteer's performance the first course of action is to communicate the concern directly to the volunteer. If a resolution is unable to be reached between the two parties, the Emergency Management Coordinator will assist in resolving the matter. If further issues or concerns continue, a discussion will take place and the volunteer will review the Code of Conduct and County Policies and Personnel Rules. Upon any further issues or concerns the volunteer will be removed from their position with the Thurston County Emergency Management. In some cases, immediate removal may be required and all corrective action steps may not be taken; depending on the severity of the issue.

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## **CONFIDENTIALITY PLEDGE**

All Thurston County Emergency Management volunteers are required to maintain confidentiality of any files, case records, missions, conversations, etc. that they may acquire through their work with the Emergency Management. All information is to be kept confidential and not discussed or revealed to anyone that is not authorized to have the information.

By signing the Volunteer Handbook Agreement at the end of this handbook, you are agreeing that you understand the above statement and agree to keep any and all information confidential.

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## RELEASE FOR PUBLICATION OF PHOTOGRAPH AND/OR VIDEO RECORDING

Photos and videos of Emergency Management activities are important to publicize the work of the program and for the recruitment of new volunteers and are a normal part of each activity.

Thurston County Emergency Management volunteers grant Thurston County the right to edit, duplicate, exhibit, broadcast, copyright, use and publish photographs and/or video recordings of themselves (or that they may be included in) for any purpose and in any manner or medium. Compensation from Thurston County for any photographs or video recording will not be given in any circumstance.

By signing the Volunteer Handbook Agreement at the end of this handbook, you are agreeing that you understand the above statement and agree to waive and release Thurston County, its officials, officers, agents, and employees from any and all rights, claims and liability that may be related to photographs or video recordings.

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## THURSTON COUNTY POLICIES & PERSONNEL RULES

### *See Exhibit C*

As a Thurston County Emergency Management volunteer, you are an extension of the Thurston County staff and are expected to follow the same policies while at any deployment, event, training, meeting, etc., and at any time that you may be representing the Emergency Management. Review these policies in their entirety under Exhibit D of this manual:

- Drug-Free Workplace Policy
- Tobacco Use & Smoking Policy
- Ethics & Conflict of Interest Policy
- Workplace Violence Prevention Policy
- Internal Discrimination Complaint Policy

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## ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

This handbook and the included exhibits are intended to outline the mission, goals, and processes of Emergency Management as well as the expectations and policies that volunteer members are expected to follow. Once you have completed reading the handbook and the included exhibits, sign and date the Acknowledgement of Receipt and Understanding and return to the Emergency Management Coordinator along with any other required materials/paperwork to become a new Emergency Management volunteer or renew your volunteer status.

Having a strong core of volunteers that are credentialed, trained, and ready to serve is our goal. Volunteers are instrumental in making our communities a safer place to live and play. Your dedication and willingness to serve is appreciated – we look forward to working with you in this important community effort.

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## EXHIBIT A – PERSONAL RESPONSIBILITIES OF EMERGENCY WORKERS

### WAC 118-04-200 - Personal Responsibilities of Emergency Workers

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with [RCW 38.52.180](#). All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter [46.29 RCW](#) is prohibited unless specifically directed otherwise by an authorized official in accordance with [RCW 38.52.180](#).

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

View this WAC online at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=118-04-200>

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## EXHIBIT B – CODE OF CONDUCT

All volunteers of the Thurston County Emergency Management shall meet the standards of conduct as outlined in the Volunteer Handbook and below.

### **Ethical Conduct**

*As an EMERGENCY MANAGEMENT Volunteer, I shall:*

- Maintain and abide by the standards of my profession, including licensure, certification and/or training requirements to support my Emergency Management role.
- Not act in the capacity of an Emergency Management responder, nor represent myself as a Emergency Management volunteer, at given site without prior authorization/deployment from Thurston County Emergency Management.
- Avoid profane and abusive language and disruptive behavior, including behavior that is dangerous to self and others including acts of violence, physical or sexual abuse, or harassment.
- Understand that I am prohibited from using county/Emergency Management equipment and/or resources for personal use.
- Understand the use of audio or video recording equipment is prohibited unless preauthorized.
- Respect the cultures, beliefs, opinions, and decisions of others and treat others with courtesy, sensitivity, tact, consideration, and humility.
- Follow the chain of command and respect others regardless of their position.
- Put safety first in all volunteer activities, respect and use all equipment appropriately, and report injury, illnesses and accidents to the appropriate staff member as soon as possible.

*As an Emergency Management Volunteer, I shall not:*

- Comment, answer questions, or speak on behalf of the Emergency Management or Thurston County to the media or in any capacity.
- Accept or seek on behalf of myself or any other person, any financial advantage or gain as a result of my volunteer affiliation with the Thurston County Emergency Management.
- Publicly use any Emergency Management affiliation in connection with promotion of partisan politics, religious matters, or positions on any issue.
- Disclose or use any confidential information that is available solely as a result of my volunteer affiliation with the Emergency Management to any person I have not been authorized to give information to.
- Operate or act in any manner that is contrary to the best interests of the Emergency Management.

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## EXHIBIT C: ESSENTIAL EXCERPTS FROM COUNTY POLICIES AND PERSONNEL RULES

Thurston County Emergency Management volunteers are required to be familiar with and to follow the rules, procedures, and policies as determined by the Board of County Commissioners. The following documents are specific policies you are expected to know and agree to.

### THURSTON COUNTY DRUG-FREE WORKPLACE POLICY

Policy 17.3, Revised August 5, 1994

1. **PURPOSE**

The County recognizes that the maintenance of a drug-free workplace is essential to the safety and welfare of its employees. This policy establishes County programs and practices that promote and support a drug-free working environment in accordance with the Drug-Free Workplace Act of 1988. The County wishes to educate its employees as to the dangers of drug abuse in the workplace, the County's commitment to a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the County's commitment of support for employees undergoing treatment and rehabilitation of chemical dependencies.

Thurston County expects all employees to assist in maintaining a work environment free from the effects of drugs. For purposes of this policy, the term "drugs" includes alcohol and other intoxicants unless the context clearly provides otherwise. Compliance with this policy is a condition of employment.

2. **CONTROLLED SUBSTANCE**

A. The County prohibits employees from the manufacture, possession, use, distribution, or purchase of illegal controlled substances, alcohol and other intoxicants on County premises or in a county vehicle and from being under the influence of an illegal controlled substance, alcohol or other intoxicants while on duty as a county employee.

B. Any employee who is convicted of a violation of a criminal drug or alcohol statute (including misdemeanors) for a violation occurring on Thurston County property, in a county vehicle or while on duty as a county employee shall notify his or her supervisor within five (5) days of the date of conviction. A conviction includes any finding or pleas of guilt (including a deferral) and/or any imposition of a fine, jail sentence, or other penalty.

3. **PRESCRIPTION AND/OR OVER-THE-COUNTER DRUGS**

Employees who are taking any prescription drug (whether or not the employee has a current valid prescription) or over the counter drug which may impair job performance and/or safety shall inform their supervisor of the fact that they are taking the medication and provide information concerning the potential work related side effects. For prescription drugs a doctor's release for work may be required. The supervisor and the employee should work together to determine the employee's fitness for duty or light duty if available, but if no agreement can be reached, the determination shall be made by the supervisor.

4. **VIOLATIONS**

Any violation of this policy shall result in discipline, up to and including discharge.

5. **EMPLOYEE ASSISTANCE PROGRAM**

Employees who have an alcohol or drug abuse problem are strongly encouraged to seek assistance through the Employee Assistance Program or through any programs offered through the County's health carriers. When work performance is impaired, however, use of any assistance program does not preclude appropriate action by the County. The County retains full and final discretion on

whether, when, and under what conditions an employee may be reemployed after an instance of substance abuse.

6. **DRUG ABUSE EDUCATION PROGRAM**

Through its wellness and training programs, the County will utilize available County and community resources to provide information that will educate employees on the dangers of drug abuse.

## **TOBACCO USE & SMOKING POLICY**

Issued May 7, 2013

1. **Purpose**

In an effort to protect employees, contactors, vendors, visitors, and volunteers from the known dangers of secondhand smoke; to prevent initiation of tobacco use; and to save limited healthcare dollars, Thurston County maintains a tobacco-free campus.

2. **Policy**

Smoking, the use of tobacco products, and the use of e-cigarettes are prohibited on County property where any building is located that is a public place or place of employment as defined in ch. 70.160 RCW, except for designated outdoor smoking/tobacco use areas. This policy applies to all County-owned and wholly leased property.

Smoking, the use of tobacco products, and the use of e-cigarettes are prohibited in all County-owned and leased vehicles and while operating all county equipment and machinery, except where allowed by a current collective bargaining agreement.

Smoking or tobacco use may be prohibited in other locations by ordinance.

Use of marijuana is prohibited in designated tobacco use/smoking areas and in all locations where smoking is prohibited.

3. **Employees**

Employees shall communicate the requirements of this policy to fellow employees and the general public in a respectful manner.

Employees may obtain information on cessation resources from Human Resources.

4. **General Public / Non-Employees**

Non-employees and the general public (e.g. contractors, vendors, visitors, and volunteers) who fail to comply with this policy should be respectfully reminded that Thurston County maintains a smoking and tobacco-free campus and directed to a designated smoking/tobacco use area or location off County property in order to smoke or use tobacco products or e-cigarettes.

5. **Communications and Signs**

Signs will be posted at entrances to County property and other appropriate locations regarding the tobacco and smoke-free requirements.

Human Resources will communicate the requirements of this policy in job announcements and employee orientation.

6. **Designated Tobacco Use / Smoking Areas**

Designated outdoor smoking/tobacco use areas will be provided on some County properties where safe off-site areas are not accessible, upon approval of the County Manager. The County Manager may only approve siting a smoking/tobacco use area on a property in limited circumstances, based on needs such as safety, or operational needs where individuals cannot leave the property.

To request the establishment of a designated tobacco use/smoking area, employees must make a written request to their appointing authority. If the appointing authority concurs with the



request, he or she must submit a written request to the Director of Central Services. The Director of Central Services will solicit input from the elected officials or department directors whose offices or departments have work sites at the property, evaluate the site, and then transmit the request and information to the County Manager for a decision.

The list of the designated smoking/tobacco use areas will be maintained on the County intranet by the Thurston County Central Services Department.

Smoking/tobacco use areas will be designated at each of the following properties. Smoking and tobacco use are prohibited except in the designated area of each property.

- The Courthouse Complex will have two designated areas in the vicinity of buildings #2 and #3: one for jurors only, and one for witnesses only.
- Tilley Road Facility
- Waste and Recovery Center
- Fairgrounds
- Jail and Corrections Options Annex

## Internal Discrimination Complaint Policy

Policy 16.1, Revised May 22, 2006

### 1. PURPOSE

Thurston County is committed to maintaining a workplace that is free from discrimination, harassment and retaliation.

### 2. SCOPE

This policy applies to all elected officials, employees, and volunteers of Thurston County.

### 3. POLICY

The County takes complaints of discrimination, harassment, and retaliation seriously and will investigate and resolve such complaints in a timely manner.

- a. **Discrimination.** Thurston County is committed to a workplace that is free from unlawful discrimination and that reflects its commitment to a diverse workforce. The County prohibits discrimination against elected officials, employees, and volunteers based on race, color, creed, religion, national origin, ethnicity, age, sex, marital status, veteran status, sexual orientation and disability, known or perceived. Employees who engage in discrimination will be subject to discipline, up to and including termination of employment.
- b. **Harassment.** Thurston County prohibits harassment and is committed to providing a workplace that is free from such harassment. Harassment is a form of discrimination that is unwelcome verbal or physical conduct directed toward or relating to a person on the basis of the person's race, color, creed, religion, national origin, ethnicity, age, sex, marital status, veteran status, sexual orientation or disability, known or perceived, where the conduct is sufficiently pervasive or severe as to alter the terms or conditions of employment. Such conduct can take many forms including unwelcome slurs, comments, jokes, touching, innuendo, gestures, display or transmission of materials, and other similar conduct. Employees who engage in harassment will be subject to discipline, up to and including termination of employment.
- c. **Sexual harassment.** Thurston County specifically prohibits sexual harassment, which is a type of harassment that consists of unwelcome verbal or physical conduct directed toward or relating to a person because of his or her gender that is sufficiently pervasive or severe as to alter the terms or conditions of employment. Such conduct can take many forms including unwelcome slurs, comments, jokes, touching, innuendo, repeated requests for dates, display or transmission of materials, gestures, compliments, and other similar conduct. Sexual harassment also includes unwelcome conduct based on an individual's gender where submission to the conduct or rejection of the conduct is used as a basis for employment decisions regarding the individual. Employees who engage in sexual harassment will be subject to discipline, up to and including termination of employment.
- d. **Retaliation.** Thurston County prohibits any adverse employment action against employee volunteers for complaining in good faith of discrimination, harassment or retaliation, or for assisting or participating in an investigation of such complaints. Employees who engage in retaliation will be subject to discipline, up to and including termination of employment.
- e. **Disability discrimination.** Thurston County will reasonably accommodate elected officials, employees, and volunteers with disabilities as required by state and federal law. Thurston County will not discriminate against employees who make such requests.
- f. **Nondiscrimination in contracting.** All contracts and grant agreements are required to include nondiscrimination requirements consistent with this policy.

#### 4. RESPONSIBILITIES

- a. All Thurston County elected officials, directors, managers, supervisors, employees and volunteers are responsible for complying with this policy to maintain a workplace free from any form of discrimination, harassment or retaliation, including setting an example of proper behavior and reporting discriminatory behavior that they observe.
- b. The Board of County Commissioners delegates authority to the Human Resources Director to develop forms and procedures to implement the provisions of this policy. Human Resources will review this policy annually.

#### 5. COMPLAINT PROCESS

- a. **Written complaints.** Complaints of discrimination must be reported in accordance with this complaint process. Any employee or volunteer who feels discriminated against may file a written complaint with Human Resources. Complaint forms are available from Human Resources and on the Thurston County Intranet.
- b. **Alternate Filing Location.** If the complaint is about Human Resources or from within Human Resources, the complaint should be filed with the Chief Civil Deputy Prosecuting Attorney.
- c. **Time Limit for Filing.** All complaints under this policy are required to be filed within 180 days of the alleged policy violation.
- d. **Election of Remedies.** When a grievance and an Internal Discrimination Complaint are filed regarding the same acts or incidences, the investigation and processing of one shall be suspended until the other is completed.

# Workplace Violence Prevention

## Policy Number: 15.2

<b>Effective Date:</b> June 12, 2000 <b>Revision Dates:</b>
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### 1. PURPOSE

This policy is designed to reduce the risk from workplace violence and to promote a safe and healthy work environment.

### 2. DEFINITIONS

- a. **Supervisor.** For the purposes of this policy, supervisor shall mean appointing authority, manager or supervisor.
- b. **Workplace Violence.** Incidents of workplace violence include the following acts or behaviors occurring in the work place:
  - 1. Physical assault and any infliction of harm to persons or property punishable as a criminal act under the Revised Code of Washington. Examples include, but are not limited to, hitting, pushing, kicking, biting, holding, impeding, spitting, or blocking movement of another person, unless in performance of job duties;
  - 2. Threats, including:
    - a. Any direct or indirect communication to another, conduct, gesture or other behavior, which is reasonably perceived to communicate an intent to intimidate, endanger the safety of, or do or cause harm to persons or property; or
    - b. Any other communication defined to be a threat pursuant to Washington Criminal Code (RCW Title 9A.04.110 (2.5) & RCW Title 9A.46.110 ).
  - 3. Stalking; or
  - 4. Attempts to threaten or cause harm to persons or property.
- c. **Workplace.** Any building or work area, including any associated parking area, constituting the place where work is performed or assigned, including common areas and private or personal work areas. Also included is any area where the employee is engaged in official business, including field locations, vehicles, either employer-owned or privately owned, when used for business purposes.

### 3. POLICY

- a. Thurston County is committed to employee safety and health. Workplace violence, including threats of violence by or against a County employee, is not tolerated. Committing an act of workplace violence will subject an employee to disciplinary action, up to and including termination. Reasonable efforts will be taken to prevent threats and violent incidents from occurring by implementing training and procedures.
- b. Behavior that is reasonably perceived by others as threatening, frightening or intimidating is unacceptable behavior that will not be tolerated. Prompt and accurate reporting of all threatening or violent incidents is required whether or not any physical injury has occurred.
- c. The County provides training and intervention measures to heighten employees' awareness of situations that might lead to workplace violence, and enhance the safety and protection of employees to the greatest extent practical.
- d. All County employees are responsible for using safe work practices; for following all directives, policies and procedures; and for assisting in maintaining a safe and secure work environment.

#### **4. RESPONSIBILITIES**

##### **a. HUMAN RESOURCES IS RESPONSIBLE FOR:**

1. Administration and broad oversight of the County's Workplace Violence Prevention policy;
2. Coordinating and conducting training about Workplace Violence Prevention;
3. Maintaining appropriate files and records;
4. Assisting departments and offices in the development of audits or surveys and specific procedures needed to implement this policy;
5. Reviewing reported incidences of violence;
6. Assuring confidentiality of complaints and concerns to the extent allowed by law; and
7. Assuring employees will not be discriminated or retaliated against for filing appropriate workplace violence complaints.

##### **b. APPOINTING AUTHORITY AND MANAGERS ARE RESPONSIBLE FOR:**

1. Knowing and complying with the provisions of this policy;
2. Providing for periodic evaluation of potential for incident of workplace violence.
3. Providing the opportunity for employees to receive training about workplace violence prevention;
4. Addressing employee personal safety concerns;
5. Developing and maintaining field procedures to avoid or appropriately deal with situations where violent acts can be anticipated;
6. Consulting with Human Resources for HR and others as appropriate; and
8. Obtaining appropriate pre-employment references prior to making hiring decisions.

##### **c. EMPLOYEES ARE RESPONSIBLE FOR:**

1. Knowing and complying with provisions of this policy;
2. Participating in training about workplace violence prevention;
3. Contacting the 911 emergency center or following the approved office procedure if they believe a violent incident is imminent;
4. Reporting concerns for personal safety while conducting County business to their supervisors;
5. Immediately reporting situations where there is a fear that physical retaliation may take place or where someone has made verbal threats of physical violence;
6. Documenting reports of workplace violence on the *Incident Report Form*; or approved agency form, and
7. Refraining from any behavior that is threatening, frightening or intimidating, and any physical violence.

#### **5. WORKING WITH THE PUBLIC**

- a. If the potential for violence is imminent, employees should immediately retreat and then contact 911 (giving your name and location) and alert a supervisor or other available management staff.
- b. If the threat of violence does not appear imminent, employees shall still retreat and then request intervention from a supervisor or other available management staff.



## **6. OFF THE JOB THREATS AND DOMESTIC VIOLENCE**

- a. If the potential for violence is imminent, contact the 911 emergency center, or follow the approved office procedure if at work, providing your name and location.
- b. Employees are encouraged to notify their supervisors of incidents of domestic violence and or other off-the-job threats or violence. Employees shall immediately report any acts of domestic violence that occur in the workplace, or have the potential for occurring in the workplace, or affecting other employees.
- c. If an employee requests a court order restraining any person from harassing or approaching him or her, the employee is encouraged to:
  - 1. Inform his or her supervisor about the issuance of the order,
  - 2. Provide a description and photograph (if possible) of the individual cited in the order, and
  - 3. Provide a copy of the order; Employees are also encouraged to include the work site in the restraining order.

## **7. WORKPLACE HAZARD CONTROL AND PREVENTION**

- a. Measures that may be taken to reduce the risk of workplace violence include but are not limited to:
  - 1. Limiting visitor access to personal work areas;
  - 2. Wearing of photo identification by employees;
  - 3. Prohibiting access to work areas by persons who appear to be under the influence of or affected by intoxicants or drugs;
  - 4. Identifying unknown individuals attempting to enter employee areas and inquiring as to their business;
  - 5. Designing work areas to protect employees from possible threats;
  - 6. When a work assignment is necessary involving a known hostile individual, the employee and supervisor consult to formulate a plan so that the employee will not be contacting the hostile person alone.

## **8. RESPONDING TO INCIDENTS**

- a. Immediately after a serious incident of workplace violence, supervisors must first focus on providing any necessary medical treatment or emotional support of affected persons. Other immediate steps include:
  - 1. Reporting the incident to law enforcement;
  - 2. Securing the work area where the disturbance occurred;
  - 3. Accounting for all employees and others, and ensuring the physical safety of those remaining in the area as soon as possible;
  - 4. Providing for site security;
  - 5. Providing for critical incident debriefing to victims, witnesses and other affected employees;
  - 6. Providing for accurate communication to outside agencies, media and law enforcement;
  - 7. Returning to normal operations as soon as possible.

## **9. INCIDENT REPORTING**

- a. All workplace violence incidents shall be reported to management/supervisory personnel immediately. Written reports are to be submitted to the appointing authority within 24 hours of occurrence using *The Incident Report Form* or approved agency form. This procedure applies to all types of violent incidents, whether or not physical injury was inflicted. (i.e. verbal abuse, threats of violence, menacing, etc.) A copy of the report is also sent to Human Resources for further evaluation.
- b. Human Resources and the appropriate appointing authority will review incidents involving employees and/or the public.
- c. If it appears that a criminal violation has occurred as a result of the incident, the matter will be referred to the local law enforcement agency with jurisdiction in the matter.
- d. Human Resources will evaluate each reported incident. HR will discuss causes of the incident with affected employees, and develop recommendations to prevent similar incidents from occurring in the future.

## **10. PROCEDURES AND FORMS**

- a. Human Resources shall adopt procedures and forms to implement this policy. Procedures and forms are located in the *Thurston County Safety Manual*, and may include the following:
  1. Responding to a Threat of Violence;
  2. Security Audits;
  3. Security Measures for Preventing Workplace Violence;
  4. Security Measures in the Field;
  5. Reporting Violence in the Workplace;
  6. Post Emergency Response Plan.

Revised 10/04/2012



# Ethics and Conflict of Interest Policy

## Policy Number: 15.5

Effective Date: June 11, 2007 Revised Date:
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### 1. Preamble

The citizens of Thurston County are entitled to a responsible, fair and honest county government. The principles that guide county employees to ensure these standards are met include:

- **Trust and Fairness.** A responsibility of county government is to serve the public interest. County employees and elected officials must carry out their responsibilities in a professional and fair manner, ensuring that official duties are conducted in a way that does not allow personal interests to conflict with the duty to serve the public.
- **Objectivity and Impartiality.** County decisions are to be fair and objective and based on the merits of the issues.
- **Stewardship and Accountability.** Paramount to public service is a strong commitment to stewardship and accountability to ensure prudent and appropriate use of public resources.
- **Leadership and Excellence.** Responsible and ethical leadership sets a good example and builds credibility, trust and an effective work environment.

### 2. Applicability

This policy applies to all county employees, except where in conflict with other law. For purposes of this policy, the term "county employee" is intended to include:

- Any individual employed by the County
- The Board of County Commissioners
- County elected officials
- Appointed directors
- Volunteers
- Interns.

### **3. Policy**

"County employees" will perform their public responsibilities in accordance with the highest ethical standards and conduct business only in a manner that strengthens the public's confidence in the integrity of Thurston County government. To earn and maintain the public's full trust and confidence, individuals subject to this policy are required to avoid any action that creates an appearance that they are:

- Using their authority as "county employees" for private or personal gain or benefit.
- Engaging in any action or conduct that conflicts or appears to conflict with the performance of their duties.
- Giving improper advantage or treatment to any person or entity.
- Failing to properly carry out their duties.

### **4. Ethics Concerns, Complaints and Questions**

Every "county employee" has a responsibility to report suspected violations of this policy. "County employees" may obtain advice regarding potential conflicts of interest or ethics issues from or report a suspected violation to their immediate supervisor, manager, appointing authority or the Human Resources Director.

Retaliation against "county employees" who report ethics concerns is not allowed and will not be tolerated. Any "county employee" who believes he or she is the subject of retaliatory actions must report the retaliation in writing to his or her immediate supervisor, manager, appointing authority or the Human Resources Director.

### **5. Noncompliance with Policy**

The purpose of this policy is to provide "county employees" with information and guidance regarding ethical conduct. Reported violations of this policy will be thoroughly and impartially investigated. A "county employee" found to have violated this policy may be subject to disciplinary action. A "county employee" who knowingly makes a misleading or false claim of unethical behavior against another employee may also be subject to disciplinary action.

revised 06/11/2007

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## APPENDIX D: TCDART BY-LAWS

### **BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON**

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# **BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON**

## **ARTICLE I – NAME**

The Thurston County Disaster Assistance Response Team, hereinafter referred to as TCDART, was established in 2013, and became a 501(c) (3) in January 2019 under the direction of The Thurston County Department of Emergency Management, TCDART is a volunteer community citizens group that incorporates official training programs developed through the Federal Emergency Management Agency and local emergency management.

### **SECTION I      Fiscal Year**

The fiscal year for this organization shall begin on January 1 and end on December 31.

### **SECTION II     Principal Office**

The principal office for the transaction of the business of the organization will be at the Thurston County Emergency Coordination Center. In the event the location must change it can be established any place or places within the County of Thurston, State of Washington, by resolution of the board.

## **ARTICLE II – OBJECTIVE**

The objective of TCDART is to provide trained volunteers to assist in emergencies and/or disasters by educating citizens to be better prepared to take care of themselves, family, friends, and neighbors in the event of a disaster of any type until trained emergency responders can arrive. Disaster Assistance Response Team/Community Emergency Response Teams are emergency management resources and volunteer pools from which to draw help during an emergency, and to perform projects that improve the community's preparedness and safety.

## **ARTICLE III – MEMBERS**

### **SECTION I      Membership**

The membership of TCDART shall be volunteers of the local community who have successfully completed the required training and final drills as determined by the Coordinator of Thurston County Emergency Management/President/Board of Trustees.

### **SECTION II     Terms of Membership**

Thurston County members shall remain members, once trained; until they voluntarily resign or are asked to resign for conduct unbecoming (an activity that would bring discredit to the organization or its members) inability to perform assigned tasks or illegal activities, as voted on by a qualified quorum of members at a regularly scheduled meeting, or as deemed appropriate by the Coordinator of Thurston County Department of Emergency Management/President/Board of Trustees. Further definitions refer to DART Handbook and Signed documents from orientation.

## BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

### SECTION III Levels of Membership

TCDART shall consist of three levels of membership, which are determined by intention, service, and participation in community events per calendar year beginning January 1 and ending December 31 the minimum of a Level I is required to have member voting rights. If trainings are not offered in the calendar year due to extenuating circumstances an extension can be granted and approved by the elected board members.

*Level I:* Level I membership shall be the beginning level upon completion of the required TCDART training. If Level I members intend to maintain their "active" status, they must complete IS 100, 200 and 700 courses, AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

*Level II:* Level II membership will be attained by volunteering a total of 10 documented hours of community events and participation in one emergency drill and/or training session per year. *Only 3 hours of the required documented hours may be accrued from online training.* In addition, all Level II members will need to complete IS 100, 200 and 700 courses AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

*Level III:* Level III membership will be attained by volunteering a total of 20 documented hours of community events and participation in one emergency drill and/or training session per year. *Only 6 hours of the required documented hours may be accrued from online training.* In addition, all Level III members will need to complete IS 100, 200 and 700 courses, AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

### SECTION IV Membership Renewal

TCDART Level I membership shall be for a period of one year, renewable upon annual contact with the Thurston County Department of Emergency Management. The annual contact shall consist of an email or telephone call to update contact information. If this requirement is not met, membership will be terminated. If the member should request reinstatement, TCDART officers will conduct an interview with the member to determine if the member should be reinstated.



**BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE  
RESPONSE TEAM OF THURSTON COUNTY WASHINGTON**

SECTION V     Membership Age Restrictions

No one under the age of 18 will be able to participate in real live events unless approved by Thurston County DEM or TCDART leadership. Persons under 18 may participate in trainings with appropriately signed waiver.

**ARTICLE IV – OFFICERS**

SECTION I     Officers

The elected officers of TCDART shall be the President, Vice- President, Secretary, Treasurer, Trustee 3yr, Trustee 2yr, and Trustee 1yr. Appointed officers will be the Training, Outreach, Fundraising and Media Officer. Each of the respective officers can, in-turn appoint an assistant. The line of succession shall follow that order in the event an officer is unable to carry out his/her duties.

SECTION II    Qualifications

All elected TCDART officers must be and maintain a Level III status. If they are unable to do so, a special election must take place within 30 days to elect a new officer.

SECTION III   Elections and Term of Office

The election of officers shall take place at the regularly held monthly meeting in September of each odd numbered year. The officers shall hold office for a term of two (2) years. There will be no term limits. Special circumstances will be addressed by the Leadership Board for medical or emergency leave and will adjust accordingly. Nominations will begin at the June membership meeting, second nominations at the July membership meeting, and final vote will be the August Membership Meeting of the election year.

SECTION IV    Vacancies

A vacancy in any office of the group may be filled for the un-expired term by an election at the next monthly meeting of the group. Termination of membership of TCDART shall result in the automatic vacating of any office the member may hold.

## BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

### SECTION V Duties

The President and Vice-President shall have such powers and duties as may be prescribed by custom or parliamentary rules for office. The President and Vice-president shall also perform additional duties as set by the group. The President shall set the agenda for each monthly meeting and distribute it to the membership at least five (5) days before the scheduled meeting.

The Secretary shall record and distribute minutes of each meeting to the membership a minimum of five (5) days before the scheduled meeting. Attend all meetings unless excused and be linked to the bank account. The Treasurer shall obtain and maintain all required documents and procedures for the position, sign the bank registry for the checking account, keep a treasury log, and report to the group at each regularly scheduled meeting. The Trustee 3<sup>rd</sup> Year along with the Trustee 2<sup>nd</sup> Year, and the Trustee 1<sup>st</sup> Year, will be responsible for yearly audits of the finances, disciplinary of membership, and overall decision-making processes with the President and Vice President.

The Training Officer, in conjunction with the TCDART President, plans the training agenda for the year. The officer will provide appropriate training or arrange for a DART/CERT or skills specific certified instructors to provide the scheduled training. The Outreach Coordinator shall be responsible for scheduling and maintaining records associated with Outreach and any other tasks as needed. The Fundraising Coordinator shall be the lead in all planning, organization, and decision making of prescribed fund-raising activities as requested by the group. The Media Officer shall be responsible for social media, member communications, and other duties deemed essential by the TCDART members.

## ARTICLE V – SUBCOMMITTEES

### SECTION I Subcommittee

The President of TCDART or the Trustees may appoint subcommittees as needed to investigate, research, prepare or analyze information and data relative to the group. A designated member of TCDART shall chair subcommittees, although non-members may serve as subcommittee members or resource persons.

## ARTICLE VI - MEETINGS

### SECTION I Quorum

A minimum of three (3) elected board members and six (6) general members present at the scheduled meeting shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion. Members constituting a Quorum for a vote will be a minimum Level 1 qualified for voting qualification. Meetings will be in person with the virtual option in times when in person meetings are not possible or permitted.



## **BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON**

- SECTION II     *Rescheduling Meetings*  
In the event a meeting must be cancelled, the President or a member of the leadership team will reschedule the meeting. Members are to be notified no later than five (5) days in advance of the cancellation and the rescheduled date. In case of an emergency, notification will be given as soon as possible via telephone and email communication.
- SECTION III    *Open Meetings*  
All meetings of TCDART shall be open to the public. To facilitate the order of the meetings there shall be an item on each agenda to provide interested citizens an opportunity to address comments or proposals.
- SECTION IV    *Special Meetings*  
The President can establish a special meeting when necessary. Notification of the meeting will be sent out in the normal matter (via email or by phone) to the membership at least ten (10) days prior to the special meeting date.

### **ARTICLE VII – NONPROFIT ORGANIZATION**

- SECTION I     *History*  
TCDART was created by Thurston County Department of Emergency Management to assist with public outreach and disaster response.
- TCDART members voted in October 2016 to form a 501(c) (3) nonprofit organization in order to become a standalone entity from Thurston County Department of Emergency Management. The nonprofit is called Thurston County Disaster Assistance Response Team. The by-laws were signed into effect in November 2018.

### **ARTICLE VIII – BYLAW AMENDMENTS**

- SECTION I     *Amendment of Bylaws*  
A copy of all proposed amendments to these bylaws will be viewed by the membership two meetings prior to the vote, (unless emergency circumstances require a timelier vote, the issue can be voted on by the leadership board) shall be distributed to each TCDART member no later than 10 days prior to the meeting date at which the action is to be taken on the amendment.
- SECTION II    *Amendment Vote*  
An affirmative vote of a quorum of qualified voting members present at a regularly scheduled meeting shall be required to adopt new articles or to amend the bylaws.

**BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE  
RESPONSE TEAM OF THURSTON COUNTY WASHINGTON**

**ARTICLE IX – DISSOLUTION**

**SECTION I      Dissolution of TCDART**

If for any reason TCDART and the 501 (c) 3 is dissolved all properties and monies will be transferred to Thurston County Department of Emergency Management.

<i>Draft</i>	<i>Created August 2018</i>
<i>Draft</i>	<i>Edited September 2018</i>
<i>Final Draft</i>	<i>Edited November 2018</i>
<i>Approval</i>	<i>November 2018</i>
<i>Draft Changes</i>	<i>Created July 2022</i>
<i>Final Draft</i>	<i>Edited September 2022</i>
<i>Approval</i>	<i>October 27, 2022</i>

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## APPENDIX E: EQUINE OUTREACH BY-LAWS

### **Thurston County Equine Outreach Bylaws**

These bylaws have been adopted to establish rules and guidance for Thurston County Equine Outreach (TCEO), a non-profit volunteer organization in support of Thurston County Emergency Management.

#### **Article I: Purpose**

The purpose of the TCEO is to provide trained volunteers to assist in the following:

- A. Support the mission of Thurston County Emergency Management under the Emergency Worker Program (Chapter 118-04 WAC).
- B. Respond as an Emergency Worker for emergencies, disasters, and related incidents, involving equines and owners.
- C. Provide education, training, support, and awareness relative to safety, specific to equine activities and evacuation in case of an emergency in Thurston County.
- D. Provide other assistance as deemed necessary by Thurston County Emergency Management.

#### **Article II: Membership**

- A. Volunteer applicants must be at least 18 years of age, U.S. Citizen, and pass a Thurston County Emergency Management background investigation.
- B. Volunteers must complete all required training.
- C. When providing mounted volunteer work, applicants must be capable riders equal to TCEO Bronze Level Training Standards
- D. Certification will be every three years for each equine.
- E. Volunteer applicants must provide their own mount and transportation.
- F. Membership is open to non-riding members who are required to comply with items A and B.
- G. Members meeting the above requirements will be provided reimbursement to cover the cost of required training fees annually.

#### **Article III: Officers and Duties**

The elected officers of TCEO will be the President, Vice-President, Secretary, and Treasurer. Each officer shall act as representatives of TCEO. The term of office shall be one year.

##### **A. Duties of the President:**

- 1. Preside over all meetings.

2. Approve meeting materials.
3. Establish committees, as necessary.
4. Call for special meetings and emergency votes, as necessary.
5. Make monetary decisions in collaboration with the Treasurer and Vice President as necessary with approval by membership in the subsequent monthly meeting. If monetary decision is not approved, funds must be reimbursed to treasury.

**B. Duties of the Vice President:**

1. Act on behalf of the President in the event of the President's absence.
2. Assume the office of the President for the remainder of the term in the event the President is unable to complete the term of office.

**C. Duties of the Secretary:**

1. Take minutes at all meetings.
2. Answer correspondence and provide welcome packet to new members.
3. Distribute minutes of the meetings for review prior to the next meeting.
4. Remind members of meetings when minutes are distributed.
5. Maintain current membership roster and phone tree.

**D. Duties of the Treasurer:**

1. Keep appropriate records of the finances of TCEO.
2. Provide a financial report at each meeting.
3. Document receipts and disbursements between meetings with the approval of the President.
4. Ensure the accounts are audited each year or when there is a change in Treasurer.
5. Ensure that the IRS 990 forms for non-profits are properly filed.
6. Keep business license renewal current.
7. The fiscal year shall be January 1 through December 31.
8. The audit will be completed by the end of February. A committee of not less than two (2), none of whom are officers, will report results to the membership.
9. In the event of the dissolution of TCEO, the Treasurer is directed to pay all outstanding debts.

**Article IV: Meetings**

All regular meetings will be held the fourth Tuesday of each month.

1. A quorum shall consist of 50% plus one person of the membership.
2. The President is authorized to change or cancel meetings when necessary.
3. Requests for Leave of Absence shall be approved by the Executive Board.
4. Robert's Rules of Order shall prevail, unless otherwise specified in these Bylaws.
5. Voting by email is allowed on issues that are time sensitive. Results must be the majority of votes cast.

#### **Article V: Uniforms**

When performing TCEO duties, each member shall be in proper uniform consisting of:

1. Member provided:
  - a. Pants and boots
  - b. First Aid Kits
  - c. Saddle and tack
2. TCEO provided:
  - a. Reflective outer wear
  - b. Uniform shirt (1)

#### **Article VI: Elections**

Elections are held on an annual basis for President, Vice President, Treasurer, and Secretary.

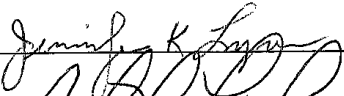
1. Elections shall be held during the November meeting with the new officers' term starting January 1st. Nominations will be handled per the "nominations from the floor" process set forth in Robert's Rules of Order and will officially open at the October meeting.
2. Members may volunteer for office or be nominated by other members.
3. Each office holds a one-year term with the opportunity to run for a second term through the nomination and election process.
4. Elections are by written ballot if more than one person is running for office. Members must be at the meeting to vote. The person receiving the majority of the votes will be selected. If only one person is running for a position, the membership can choose to vote verbally with the majority vote selecting the new officer.
5. Officers may be removed by an affirmative vote of two thirds of the membership. Notification of action to remove an officer must be made at the preceding meeting that the action is to take place. Such action would result from inattention to duties and/or responsibilities, failure to attend three or more consecutive meetings without excusable cause, or conduct that may adversely reflect on the integrity of TCEO.


6. Officers shall serve without compensation.

**Article VIII: Adoption of Bylaws**

These bylaws as adopted on this 27 day of July, 2021 hereby supersede all previous bylaws of Thurston County Equine Outreach (TCEO).

In witness whereof, the undersigned, as per the resolution duly passed by the membership (or Board of Officers) in the TCEO general meeting, do hereby adopt and ratify these bylaws.

1.  Signature

2.  Signature

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## VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

### **Thurston County EMERGENCY MANAGEMENT Volunteer Handbook Acknowledgement and Agreement**

The Thurston County Emergency Management Volunteer Handbook and its included Exhibits are intended to outline the mission and goals of Emergency Management as well as the expectations and policies that Emergency Management volunteer members agree to follow and abide by. Keep a copy of this handbook for your reference. If you are unsure of the policies outlined and/or have any questions, discuss them with the Emergency Management Coordinator.

I have read and understand the following:

- ☐ Thurston County EMERGENCY MANAGEMENT Volunteer Handbook
  - Thurston County EMERGENCY MANAGEMENT Program Information
  - Preparedness Plan Expectations
  - Confidentiality Pledge
  - Photo and Video Release
- ☐ Exhibit A – Personal Responsibilities of Emergency Workers
- ☐ Exhibit B – Code of Conduct
- ☐ Exhibit C – Essential Excerpts from County Policies and Personnel Rules
  - Drug-Free Workplace Policy
  - Tobacco Use & Smoking Policy
  - Internal Discrimination Complaint Policy
  - Workplace Violence Prevention
  - Conflict of Interest Policy
- ☐ Exhibit D – TC DART Bylaws
- ☐ Exhibit E- Equine Outreach Bylaws

I, \_\_\_\_\_, have read, understand, and agree to comply with all expectations and policies set forth in the Thurston County Emergency Management Volunteer Handbook. If there is an issue at any time with my ability to follow these expectations, I will contact the Emergency Management Coordinator and address them immediately.

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Signature

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Date

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Volunteer Coordinator Name

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Volunteer Coordinator Signature

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Date

Return this acknowledgment to the Emergency Management Volunteer Coordinator.