

## **BAINBRIDGE ISLAND MEDICAL RESERVE CORPS CODE OF CONDUCT**

Bainbridge Island Medical Reserve Corps (MRC) Volunteers shall observe the following:

### **ETHICAL CONDUCT**

- For volunteers with medical training and experience, the scope of the volunteer's clinical work is determined by law. All MRC volunteers must remain within the scope of their training and capabilities. Volunteers must confine their actions to these guidelines and expectations. Some restrictions of this scope of practice may be changed in the event of a public health emergency, and volunteers will be notified and trained in the event that the scope of their work changes.
- All MRC volunteers must conduct themselves in a professional manner while representing the program. Volunteers must act appropriately and responsibly at all times.
- Do not indulge in obscene or uncivil language. Avoid altercations or untoward conduct which might cause an adverse public reaction or result in an injury to another.
- Treat fellow MRC volunteers, visitors, guests, and other program participants with respect and courtesy.
- No MRC volunteer is authorized to make **any** statement, at **any** time, regarding the nature or reason for a deployment on behalf of the City of Bainbridge Island, its partners or a primary agency managing an incident. All inquiries into incident details, missions, or requests for an official statement regarding activities must be requested from the Program Manager at 206.780.8629.
- Information obtained during a training, activation or mission is to be considered confidential. Improper use or disclosure of such information or media may result in disciplinary action. Volunteers agree that they will not post or share any information via any social media network, email, text or through social interaction, unless expressly authorized by the Emergency Management Coordinator, or authorized representative.
- The privacy of all team members and persons served by the MRC program is of utmost importance. Volunteers must hold in confidence all sensitive, private, and personal information.
- The Emergency Management Coordinator (or appropriate team lead) must be kept informed of any progress, concerns, or problems with tasks which you have been assigned.
- Use of alcohol during activation, pending activation, participating in any MRC activities, or while actively representing one of the City of Bainbridge Island's partners is strictly forbidden. Do not report for duty while under the influence of alcohol, illegal drugs, recreational drugs, or any intoxicating substances. Be cautious of the effects of your prescription medication. If your medication has physical restrictions, you must advise your team leader and remove yourself from deployment eligibility. **Use of any illegal substance at any time is immediate grounds for removal from the COBI EMVP program.**
- MRC volunteers are forbidden to carry guns, knives, handcuffs/restraining device, stun guns/tasers, or other weapons. Volunteers may possess multi- purpose tools, pliers, screwdrivers, wrenches, and specialized approved tools.

- ***Please note: If you are legally allowed to carry a weapon as an MRC volunteer you are not authorized to do so while performing these volunteer duties unless specifically authorized to do so MRC leadership.***
- MRC Volunteers shall not authorize and or promote the use of the name, emblem, endorsement, services or property of the City of Bainbridge Island, Bainbridge Island MRC or Bainbridge Prepares without the approval of the Emergency Management Coordinator or Bainbridge Prepares Executive Team representative.
- MRC Volunteers shall not accept, or seek, any monetary gain, gifts, and/or benefits, offered as a result of affiliation with the MRC program. Volunteers agree to abstain from lending their name as members of the program to any commercial or business enterprise, or approving and countenancing the use of the name of the program for any such purpose.
- MRC volunteers shall not use participation in the program to promote any partisan politics, religious matters or positions on any issue.
- MRC volunteers shall avoid inappropriate conduct, both on and off-duty, that would jeopardize program effectiveness or tarnish the reputation of the program. Such behavior includes, but is not limited to, the following:
  - Offensive interactions or postings through social media, email, written text.
  - Public criticism of a fellow Bainbridge Prepares or MRC volunteer, including members and leaders of other volunteer organizations.
  - Jeopardizing another MRC or Bainbridge Prepares volunteer's safety and welfare.
- Any participation in illegal activity, charge and/or conviction, is grounds for immediate dismissal from the MRC program. Such activities include driving while under the influence.
- COBI maintains a zero tolerance policy toward discrimination, harassment and retaliation, which means that corrective actions up to and including dismissal from the MRC program when policy violations occur, may be taken.
- Every member in the MRC program is responsible for ensuring that the workplace is free of discrimination, harassment, and retaliation, and is expected to avoid any behavior or conduct that could be interpreted as such. The Emergency Management Coordinator will strictly enforce this policy. All forms of discrimination based on any of the protected classes are illegal, unprofessional and disrespectful.
- The MRC program is committed to providing a work environment in which all individuals are treated with respect and professionalism. It is the policy of this program to provide equal opportunities to all members and applicants on the basis of merit and to prevent discrimination, harassment, and retaliation in the workplace. Thus, every MRC volunteer member is to treat one another in ways that mirror the respect we expect for ourselves. Each MRC volunteer is expected to monitor their own behavior and refrain from any action that will have a negative impact on others.

## **SAFETY**

- **DO NOT SELF-DEPLOY.** Under the core objectives of this program, you should address and tend to the needs of oneself, family/co-workers, home/business, and then neighbors/other colleagues. Deploying beyond your immediate neighborhood/place of business is considered self-deployment. The Emergency Management Coordinator will activate MRC volunteers through the following avenues:
  - Nixle Text Message
  - Email

- **EXCEPTION:** After a catastrophic event, MRC volunteers that have been pre-assigned roles at the designated Disaster Medical Clinic may be required to self-deploy. Only these volunteers may self-activate, and only after a catastrophic event. These volunteers agree to remain within their scope of training at all times.
  - NOTE: COBI Alert messaging of an incident via email, social media or radio etc. to the general public, **are not** official instructions or an authorization to activate.
- Before responding to an activation request, the level of physical conditioning must be appropriate for the mission assigned, and that the resources are available for a safe response. Such limitations may be determined by, but not limited to:
  - equipment available,
  - physical abilities,
  - knowledge,
  - authority and
  - hazards
- Volunteer safety is paramount, and volunteers are NOT expected to engage beyond their abilities.
- Respect and use all equipment appropriately.
- Follow all procedures to the best of your ability at all times.
- Promote healthy and safe work practices.
- Recognize and congratulate those volunteers who follow safe and caring practices.
- Take care of self and others.
- Report all injuries, illnesses and accidents immediately, or as soon as possible, to the appropriate staff member.
- Recognize that training is fundamental to everyone's safety.
- Report address, employment and licensure status changes to the BIMRC Coordinator and also update information in WASERV.
- Participation as a volunteer is limited to those persons age 18 and above.

## **RESPECT**

- Understand and accept the chain of command and respect each other regardless of position.
- Respect the cultures, beliefs, opinions and decisions of others, although you may not always agree.
- Treat each other with courtesy, sensitivity, tact, consideration and humility.

## **PHOTO CONSENT**

BIMRC frequently takes photographs of volunteers in action during trainings, exercises, and actual events. Photographs may be used on the website, in newsletters, Facebook, and other publications. Photo consent is at the end of this document. If you have chosen not to be photographed, please notify the MRC person-in-charge of your event.

## **RISK ACKNOWLEDGEMENT AND RELEASE**

I understand that participation in the WCMRCO may carry risks, including personal injury from natural or man-made hazards, environmental conditions, diseases and other conditions that have the potential to cause injury. Being fully aware of the potential risks involved, by signing below, I,

for myself and for my heirs, personal representatives and assigns, do hereby release and forever discharge Bainbridge Prepares and the City of Bainbridge Island (COBI), its elected officials, employees, officers, or agents from any and all claims, demands, damages, costs, expenses, loss of services, actions or causes of action arising out of or connected with my participation in the BIMRC program.

### **WORKER'S COMPENSATION**

This is a volunteer position. You are not considered to be an employee of Bainbridge Prepares or the City of Bainbridge Island (COBI). Therefore any personal injuries or exposures you may contract as a volunteer are not covered by Worker's Compensation Insurance, also known as Industrial Insurance. If you are injured while assisting in a response, exercise or event as an MRC volunteer, you will be treated and compensated per Federal and State regulations governing the MRC.

### **LIABILITY COVERAGE**

The State of Washington provide legal protection for MRC volunteers during activation. (see WA ESSB 5990: Uniform Emergency Volunteer Health Practitioners Act)

### **IN SUMMARY**

As a City of Bainbridge Island (COBI) MRC volunteer you represent the City of Bainbridge Island and its partners. However, it is expressly understood that you are not a City Employee. The continued viability of this program is predicated on the program volunteers exemplary performance, whose coordinated, timely action strengthens our community's resiliency. It is important to recognize that the MRC volunteer activities are a reflection of these values, to new members, the general public, and to those to whom we render our services.

The Bainbridge Island MRC Code of Conduct is a living document and can be updated or amended at any time with approval from the COBI Emergency Management Coordinator. In the event that discrepancies in policy arise or additional clarification is needed, the Emergency Management Coordinator shall be contacted, in writing, and provided with a detailed explanation of the subject issue.

All volunteers representing Bainbridge Island MRC shall abide by this Code of Conduct, along with applicable policies of the City of Bainbridge Island. All violations of this Code of Conduct and applicable policies under the City of Bainbridge Island will be thoroughly investigated. During the investigation process, involved members will be temporarily suspended from all volunteer activities, pending the outcome of the investigation. Discipline includes, but is not limited to:

- Verbal Warning
- Written Notice
- Restriction of Involvement with Bainbridge Island MRC activities
- Permanent removal from the Bainbridge Island MRC program

## **Bainbridge Island MRC Code of Conduct**

By signing this form for membership in the Bainbridge Island Medical Reserve Corps (BIMRC), I understand and agree to the following:

- I will only be required to provide or perform services authorized under the terms and conditions of my professional license.
- I am willing to volunteer for the purpose of providing healthcare services as directed by public health authorities in the event of an emergency and during public health preparedness exercises or initiatives.
- I am willing to be notified and activated when additional healthcare providers are needed to support the response to an emergency, a public health initiative or preparedness exercise. If I am unable to respond, it will not affect my standing as a volunteer.
- As a volunteer for Bainbridge Island MRC, I will be covered for medical liability protection under WA ESSB 5990 (Uniform Emergency Volunteer Health Practitioners Act) in an active deployment.
- I will participate in the required orientation and trainings.
- I will notify Bainbridge Island MRC via email if my contact information changes
- I will notify Bainbridge Island MRC via email if my medical/professional license is suspended, revoked or not renewed.

I hereby agree to the terms and conditions set forth above and certify that the information on this form is correct to my best knowledge and belief.

Legal Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Bainbridge Island MRC  
Photography Release Form**

I hereby grant permission to Bainbridge Island MRC to use photographs and/or video of me in publications, news releases, online, and in other communications related to the mission of Bainbridge Island MRC.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_