

# Kirkland Emergency Communications Team (KECT) Membership Process

Persons interested in joining KECT are encouraged to attend KECT membership meetings and, if they hold an active FCC Amateur Radio License, check in to the KECT Sunday Night Net as a visitor.

## KECT Membership Prerequisites

Before applying to be a member of KECT, applicants must:

- Hold an active FCC Amateur Radio License. Licensing information can be found at [www.arrl.org/licensing-education-training](http://www.arrl.org/licensing-education-training).
- Complete IS-100: Introduction to the Incident Command System.
  - The class and exam can be found at [training.fema.gov/is/courseoverview.aspx?code=IS-100.c](http://training.fema.gov/is/courseoverview.aspx?code=IS-100.c)
- Complete IS-700: An Introduction to the National Incident Management System.
  - The class and exam can be found at [training.fema.gov/is/courseoverview.aspx?code=IS-700.b](http://training.fema.gov/is/courseoverview.aspx?code=IS-700.b)

## Applying to KECT

Application to become a KECT member is made by:

1. Attending at least one monthly KECT meeting to meet other members and discuss interest with KECT leadership; then
2. Sending an email to [KirklandEM@kirklandwa.gov](mailto:KirklandEM@kirklandwa.gov) requesting KECT membership. Attachments to this email should include:
  - The applicant's completed copy of the [KECT Membership Application Form](#)
  - Copies of IS-100 and IS-700 course completion certificates
  - Copy of the applicant's FCC Amateur Radio License
3. The Office of Emergency Management (OEM) staff will schedule an interview with the applicant, and the City Volunteer Coordinator. The purpose of this interview is to learn more about the applicant, and determine if they are a good fit for KECT.
4. The applicant will need to complete the City's volunteer onboarding process, including passing a national background check. Then, the applicant will complete the Emergency Worker Form and return it to [KirklandEM@kirklandwa.gov](mailto:KirklandEM@kirklandwa.gov).
5. After the volunteer onboarding process is complete, the applicant will be issued an ID badge, and accepted as a KECT volunteer.

