

5.03 EVACUEE LIVING ASSISTANCE

5.03.1 RELATED DOCUMENTS

- [5.03 Evacuee Living Assistance Policy](#)
- [5.03 Evacuee Living Assistance Guidelines](#)
- [Emergency Social Services Field Guide, Jan 2010](#)

5.03.2 PROCEDURES

- (1) Emergency Program Coordinator (or designate) reports the incident to the ECC at 1-800-663-3456 and obtains (or confirms) an EMBC task number.
- (2) The local authority Emergency Program Coordinator (or designate) will provide the ESS Team with the task number to be used in processing invoices.
- (3) The local ESS team will organize living assistance. Living assistance will be provided in accordance with Evacuee Living Assistance Policy, Evacuee Living Assistance Guidelines, and the ESS Field Guide.
- (4) The EMBC Regional Duty Manager (RDM) can approve requests for an extension of living assistance.
- (5) Suppliers of services (e.g. hotels and restaurants) will send invoices with a copy of the referral to the ESS Office at EMBC for all goods and services provided.
- (6) A provincial employee must certify that the goods and services were received.