



5.01 TASK REGISTRATION

5.01.1 RELATED DOCUMENTS

- 5.01 Task Registration Policy
- 5.01 Task Registration Form

5.01.2 PROCEDURES

The following are the instructions for completion the Task Registration Form.

- (1) A task number may be issued by EMBC for emergency response through the ECC in Victoria (1-800-663-3456) and for training through the EMBC Regional Office. Any registration form submitted without a task number will be returned.
- (2) The Joint Rescue Coordination Centre (RCC) number applies to air and offshore marine searches in support of DND or Canadian Coast Guard. RCMP/BCAS numbers are provided by RCMP/BCAS.
- (3) Municipality/Regional District to which the task number has been issued.
- (4) EMBC Region to which the task number has been issued.
- (5) Brief description of the task being undertaken.
- (6) Use additional pages as necessary.
- (7) Volunteer's name to be legibly printed or typed.
- (8) Residential address of volunteer.
- (9) The person a volunteer would like contacted in case of emergency and their telephone number.
- (10) Every effort should be made to obtain signatures of volunteers attending a task. The Task Leader may place a check mark in this column and sign the bottom to signify attendance if a signature cannot be obtained.
- (11) A Task Leader's signature is required to verify attendance of each volunteer.

Note: ALL volunteers should complete Items 7, 8, 9 and 10.



5.01 PROCEDURES

Created: 1998 JUL 15
Revised: 2016 AUG 04



TASK REGISTRATION FORM

Task Number: 1 RCC/RCMP/BCAS File Number: 2 Municipality/Regional District: 3

Region: 4 Task Description: 5 Date: _____

Name	Address	Emergency Contact Name & Telephone number	Time In	Time Out	Signature
7	8	9			10

I certify that the people listed above attended this task

Task Leader Name: 11 Signature: _____ Date: _____ Page: 6 of

March 2013