



5.03 EVACUEE LIVING ASSISTANCE

5.03.1 RELATED DOCUMENTS

- 5.03 Evacuee Living Assistance Policy
- 5.03 Evacuee Living Assistance Guidelines

5.03.2 PROCEDURES

- (1) Emergency Program Coordinator (EPC), or designate, from the impacted local authority or First Nations ('community') reports the emergency incident to the Emergency Coordination Centre (ECC) at 1-800-663-3456 and obtains (or confirms) an EMBC operational task number.
- (2) The community EPC, or designate, will provide the activated Emergency Support Services (ESS) team with the task number to be used in processing evacuee registrations and referrals.
- (3) The local ESS team will provide evacuee living assistance as per the ESS Field Guide and the provided ESS training from the Province. ESS is authorized in accordance with the *Emergency Program Act*, Evacuee Living Assistance Policy and the ESS Field Guide.
- (4) Any requests for extensions to the authorized time period for the provision of ESS, clarifications of the ESS program parameters or requests for exceptions to current evacuee living assistance policy are to be directed to the EMBC Regional Duty Manager (RDM) via the ECC. The RDM may approve community requests if the situation warrants the approval and meets the parameters of the Province's Emergency Management mandate.
- (5) All approvals provided by RDM to any ESS referral exemption must be noted on the referral form and reported to the ECC Operations Officer for entry into the incident logs.
- (6) Suppliers of services (e.g. hotels and restaurants) will send invoices as described on the Supplier Consent form to EMBC for all eligible goods and services provided as per the current ESS Rate Sheet.
- (7) The Province may audit and adjust any submitted ESS invoice claims as per the Province's Core Policy, EMBC Financial Assistance Guidelines for Local Government and First Nations and the ESS Field Guide.
- (8) The Province then pays the audited supplier invoice directly.