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 (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.