

## 6.09 TASK REGISTRATION

### 6.09.1 Policy

1. PEP will provide financial reimbursement, WCB coverage and liability insurance to both permanent and temporary registered volunteers at PEP training sessions, training exercises, seminars, workshops, and/or emergency taskings.

### 6.09.2 Conditions

1. To support the request for financial reimbursement, WCB coverage and liability insurance, a list of participants must be submitted.
2. Registered volunteers must obtain the necessary approval by either training task number or an emergency response task number before the appropriate reimbursements can be approved.

### 6.09.3 Procedures

1. The following are the instructions to complete the Task Registration Form. Numbers are referenced on the sample form attached.
  - (1) Task number as issued by PEP for emergency response through the Emergency Coordination Centre (ECC) in Victoria (1-800-663-3456) and for training through local PEP Regional Office. **Any registration form submitted without a task number will be returned.**
  - (2) Rescue Coordination Centre (RCC) number applies to air and off-shore marine searches in support of DND or Canadian Coast Guard. Other PEP Air activities are PEP initiated and funded. Air SAR training is funded nationally through CASARA.
  - (3) Municipality to which the task number has been issued. (This may not be your municipality e.g., mutual aid.)
  - (4) PEP Region to which the task number has been issued. (This may not be your Regional Office e.g, mutual aid.)
  - (5) Brief description of the task being undertaken.

- (6) For use should it be necessary to use more than one page.
- (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.

**Note:** - Items 7, 8, and 9 should be completed by ALL volunteers.

- (10) Every effort should be given to obtain signatures of volunteers attending a task. If the task coordinator is unable to obtain some signatures, he/she may place a check mark in this column and sign the bottom to signify attendance.
- (11) A Task Leader's signature is required to verify attendance of each volunteer.