

6.11 TASK REPORT

6.11.1 Policy

1. A Task Report will be completed for all PEP authorized activities for which a Task Number has been issued. The Task Report will provide substantiation for a volunteer's request for reimbursement of personal expenses incurred while engaged in an emergency response or training activity.

6.11.2 Conditions

1. Registered volunteers must obtain the necessary approval by either a training Task Number or an emergency response Task Number before the appropriate reimbursements can be approved.
2. The Task Report Form provides task statistics and details. In addition, the report must be completed for equipment repair, replacement and/or write-off.

6.11.3 Procedures

1. The following are the instructions for completion of the Task Report Form. Numbers are referenced on the sample form attached.
 - (1) Task Number is used in one of two ways:
 - a. For training tasks; by PEP through the local Regional office upon receipt of an approved Application for Training Task Number.
 - b. For emergency tasks; by the PEP Emergency Coordination Centre (ECC), Victoria, (1-800-663-3456) upon request by authorized PEP staff and/or an authorized PEP volunteer. **Invoices submitted without Task Numbers will be returned.**
 - (2) RCC number is issued by the Rescue Coordination Centre (RCC), Victoria, for air searches in support of DND or marine searches in support of DND and/or Canada Coast Guard. Other PEP Air activities are CASARA initiated and funded.
 - (3) PEP Region to which the Task Number has been issued.

- (4) Municipality to which the Task Number has been issued. Area numbers can be obtained through the Regional Manager. This may not be your municipality e.g., mutual aid.
 - (5) See back of Task Report.
 - (6) Date commenced.
 - (7) Time first PEP volunteer involvement started.
 - (8) Date completed
 - (9) Time tasking or training was completed. This includes clean-up of equipment, return to group headquarters, and completion of initial administration and time devoted to debriefing.
 - (10) Include all PEP volunteers, both permanent and temporary.
 - (11) "Number of Person Hours" is for statistics and is to be calculated, e.g., five volunteers for four hours equals twenty person hours.
 - (12) "Other Response Personnel" includes, but is not limited to, police, fire crews, ambulance crews, DND personnel, Coast Guard and provincial and federal government employees.
 - (13) "Number of Person Hours" is for statistics and is to be calculated, e.g., five response personnel for four hours equals twenty person hours.
 - (14) Total number of victims.
 - (15) Number of persons injured.
 - (16) Number of persons deceased.
 - (17) Numbers of persons still lost and unaccounted for.
- Note:** - Numbers at (15), (16) and (17) must equal number shown at (14).
- (18) This section is for details of the training or emergency incident. Search logs, maps and such material can be attached where appropriate. This

information is also used to verify claims submitted for reimbursement of lost/damaged equipment and WCB claims. The Task Leader must ensure all details are accurate and that equipment lost and/or damaged is included.

- (19) Items listed in this area must show the type of equipment that was used on the task and the supporting documentation for repair or replacement of damaged/lost equipment.
- (20) By signing this section the Task Leader is certifying the accuracy of the information supplied in the report; the name of the Task Leader must be printed under signature. This signature section can refer to signing authorities such as; Regional Air Chief, Regional Radio Chief, Regional SAR representative and other responding provincial ministries. The report should be forwarded to the Emergency Program Coordinator who will sign and forward the completed package to the PEP Regional Manager.
- (21) On review, the PEP Regional Manager will add such comments/recommendations as required, and sign the report.
- (22) Any equipment lost or damaged on the task should be listed here with details as shown. Details must also be provided describing how/why the equipment was lost or damaged.
- (23) When the task report is received by the PEP Regional Manager, the equipment request will be reviewed. If the Regional Manager does not approve the request, a copy of the task report will be returned. If only clarification is required, the request should be resubmitted. If the request is approved, the Regional Manager will sign, return a copy to the Emergency Program coordinator and forward the original to PEP Headquarters for processing. The equipment should then be purchased and receipts submitted to the applicable PEP Regional Manager for reimbursement on an Expense Reimbursement Request within 60 days.

INTERNAL REFERENCES

BC Government Financial Administration Operating Procedures (FAOP 9.1.2.2).