

Amendment Record for Reception Centre Operational Guidelines

- Changes on individual pages are noted by shading of any word or section changed in the guide.
- Amendment date will also be noted in the page footer.

Footer Date	Guide Page Numbers	Context
September 2004	1-4	Addition of paragraph of colour code identification in BCERMS
	2-55	Correction of Reports to position title
	3-2, 3-5, 3-17, 3-36, 3-38, 3-46, 3-126, 3-127	Correction from District Office to Employment and Assistance Centre
	3-20	Changes to ESS Support Organizations
	3-133, 3-134	Volunteer registration form updated to meet BCERMS
March 2006	Title Page	Adding PEP logo
	1-7	Reception in place of word Organization
	1-8	Activation Levels revised
	2-25 to 2-30	Registration Unit – both checklists
	2- 31 to 2-36	Referrals Unit – both checklists
	2-37 & 2-38	Inquiry Unit
	2-59 to 2-61	Search & Reply Unit – both checklists
	2-82	Documentation Unit – record storage guidance
	2-89	Recovery Transition
	2-127 to 2-129	Security Unit
	Section 3 Table of Contents	
	3-2 , 3-3	Change of Information form instructions
	3-19, 3-20	ESS Key Messages
	3-23 to 3-30	ESS File – Registration and Services Record – Instruction Guide

Footer Date	Guide Page Numbers	Context
	3-31, 3-32	ESS File – Restricted Registrations Guide
	3-33	ESS File Kit Contents
	3-36 to end of Section 3 3-152	Any reference to MHR or ESS Program Office; insertion of ESS Incident Record has amended all page numbers; revised ESS forms and guides from ESS Field Guide
	Section 4 entirely	All pages - remove and replace
August 2009	1-2	Add BCERMS Response Objectives and paragraph on Worker Safety
	1-8	Change Activation Level from 4 to 3
	1-9	Change “PDA” to Level 1 Remove organization chart
	1-10	Remove reference to Department Operation Centre (DOC)
	2-3	Change “Reports to....” to “ESS Branch Coordinator at EOC” Remove reference to DOC Change “ESSD at EOC” to “ESS Branch Coordinator at EOC”
	2-4	Remove reference to DOC Add “Ensure the facility is inspected.....” to Activation Checklist
	2-5	Remove ESS Program Office Add PREOC
	2-7	Change “WCB” to “WorkSafeBC”
	2-8	Add “Provide status report information....” to Operational Phase Add Status Report to Function Aids Change WCB to WorkSafeBC
	2-9	Add “Provide status report information....” to Operational Phase
	2-10	Add Status Report to Function Aids
	2-11	Add “Ensure safety of all workers....” to Responsibilities
	2-12	Add “Provide status report information....” to Operational Phase
	2-13	Add Status Report to Function Aids
	2-16	Add “Provide status report information....” to Operational Phase

Footer Date	Guide Page Numbers	Context
	2-17	Add Status Report to Function Aids
	2-19	Add "Provide status report information...." to Operational Phase
	2-20	Add Status Report to Function Aids
	Section 3 – Function Aids	
	3-17	Documentation Unit set up
	3-23	Changes to contact information for ESS staff
	3-33	Changes to contact information for ESS staff
	3-37	"WCB" changed to "WorkSafeBC"
	3-43	New ESS Rate Sheet
	3-45	RC/GL SitRep "To" field changed
	3-48	Changes to contact information for ESS staff
	3-55	New Referral Form Record
	3-56	New Referral Form Record Instruction Guide
	3-73	New Billeting Invoice
	3-83	New PEP Reimbursement Request
	3-95	New "Animal Intake Information"
	3-97	New "Animal Intake Information" Guide
	3-109	Remove reference to MHR
	3-127	New Status Report Form
	3-132	Changes to contact information for ESS staff
	Section 4	All updated