



**EMERGENCY SOCIAL SERVICES  
TRAINING REQUEST FORM**

Complete one request form for each course

Host Community:	Request Date:
Contact Name:	e-mail:
Phone:	

Course Name:
Requested Date of Course:

Course Location:
Address:
Material to be delivered to:

Available Courses	Pre-requisites	Duration
Reception Centre	Introduction to ESS	7 hours
Group Lodging	Reception Centre (+Intro to ESS)	7 hours
Registration and Referrals	Reception Centre (+Intro to ESS)	7 hours
Resource Acquisition	Reception Centre (+Intro to ESS)	7 hours
Managing Walk In Volunteers	Reception Centre (+Intro to ESS)	7 hours
Documentation Unit	Reception Centre + Registration & Referrals (+Intro to ESS)	3 hours
ESS Site Management	Reception Centre (+Intro to ESS) Group Lodging Recommended	7 hours

**Important Information:**

- Courses must be confirmed by the host community no less than 30 days in advance
- Class lists must be submitted no less than 14 days in advance
- Host community must confirm availability of AV equipment (Over-head projector or LCD projector), TV/VCR/DVD, Flip Chart and Paper
- Host community must commit to promoting the course in the community and/or region
- Course venue must be available 60 minutes prior to the course and for 30 minutes following the course
- Host communities are responsible for facility rental, lunch and refreshments and any participant travel costs at their discretion.

The information collected on this request form is intended for use by the Emergency Social Services Association (ESSA) and the Provincial Emergency Program (PEP) for the purpose of establishing a list of local ESS contacts and information on course venues.

Please submit this request form by facsimile to 250-952-5831, Attn: Bob Kennedy or by e-mail to bob.kennedy@gov.bc.ca