

How to Become a Designated Reception Centre Guide



In order to be eligible to receive funding from the Reception Centre Resiliency Fund from the Community Revitalization Funding Stream of the Rural Growth Initiative program, applicants must become a Designated Reception Centre.

Interested applicants must also meet the requirements as laid out in the Rural Growth Initiative Program to be eligible for the Reception Centre Resiliency Fund program. See here for these guidelines (links to Government of PEI website and is also available from a Community Development Officer in your area).

Why is it important to become a designated reception centre?

Going through the designation process ensures that your organization's space is adequately equipped and prepared to properly accommodate people during a time of emergency.

Minimum requirements for becoming a designated reception centre:

Applicants must demonstrate to the PEI Emergency Measures Organization (PEI EMO) that their organization meets or has the capacity to meet the below criteria.

Facility Requirements

- Sufficient parking space
- Facility capacity of 50 people minimum
- Publicly available internet/Wifi for capacity
- Table and Chairs for capacity
- Emergency lighting
- Heating equipment
- Ventilation or air conditioning operation
- Washroom facilities
- Sufficient electrical outlets to allow for device charging – including extension cords
- Maintain a social media platform or alternate means to advise residents of services
- Appropriate outdoor signage identifying facility as a reception centre
- Documentation procedures to track attendees
- First aid supplies
- Required garbage disposal, cleaning supplies and washroom supplies (i.e. toilet paper and towels)
- Meet all fire code requirements
- Ability to ensure safe source of drinking water
- Develop a generator maintenance program with a designated individual to maintain.
- Snow removal plan

Staffing/Volunteer Plan:

- Have a list of staff and or volunteers able to open and oversee reception centre operations
- If serving food, have a designated individual with the Safe Food Handling certificate to oversee and manage food services

What if our organization does not have the minimum requirements already in place?

Interested applicants should continue to reach out to PEI EMO to understand what is needed to become a designated reception centre. In some cases, applicants may be eligible to receive Reception Centre Resiliency Funding if required needs can be met through funding. This will be assessed on a case-by-case basis.

Who do I contact for more information?

If you have any questions about **becoming a designated reception centre**, please contact

Emergency Measures Organization - Public Safety Division

Phone: 902-894-0385

Email: emo@gov.pe.ca

If you have any questions about the Reception Centre Resiliency Fund, please contact your local Community Development Officer:

Location	Officer	Phone Number	E-mail
West Prince	Ellen Rennie	902-853-0104	emrennie@gov.pe.ca
East Prince/Central Queens	Kellie Mulligan	902-887-3975	kamulligan@gov.pe.ca
Evangeline	Giselle Bernard (bilingual)	902-854-3680	gbbarnard@gov.pe.ca
Southern Kings/Queens	Sonia Dixon	902-838-0618	SDDixon@gov.pe.ca
Eastern Kings	Chris Blaisdell	902-208-0032	cwblaisdell@gov.pe.ca