

Sample Letter to Employer from ESS Director

DATE

NAME

POSITION

ORGANIZATION

ADDRESS

Dear NAME:

I am writing to you as the Emergency Social Services (ESS) Director for the LOCAL AUTHORITY OR COMMUNITY to introduce our program and seek your support for NAME OF VOLUNTEER, should they be called on to assist us in a disaster response.

ESS is the part of our community's emergency management program that provides emergency food, clothing and lodging services, and other basic necessities to people affected by a disaster or major emergency. Communities are responsible for the provision of ESS, with the support of both the provincial and federal governments. The services are organized and delivered by trained volunteers, municipal, and provincial staff.

It is very important that our volunteers make prior arrangements with their employers in case they are called on to assist in a disaster response. Should a disaster strike this community, the ESS team would be contacted by the ESS Director/Emergency Program Coordinator to establish reception centres to care for evacuees and assist in reuniting families and friends. In such a circumstance, I would call on all our trained ESS volunteers, including NAME OF VOLUNTEER. This could involve time off from work for up to three working days. It is our hope that your firm and others in LOCAL AUTHORITY OR COMMUNITY would support any employees who are ESS volunteers by allowing them to take volunteer time off with pay. Disasters requiring ESS are very infrequent in any community. The last time ESS was activated in LOCAL AUTHORITY OR COMMUNITY was the DATE AND DISASTER.

I have enclosed a brochure about ESS that explains in more detail its purpose and mandate.

In closing, I would like to thank you in advance for any arrangements you may make to support NAME OF VOLUNTEER in their ESS volunteer role.

Sincerely,

NAME OF DIRECTOR

ESS Director

LOCAL AUTHORITY OR COMMUNITY

Figure 1-2: Sample Letter to Employer from ESS Director