

# 2019 BC FADES Annexes

For use with the Foreign Animal  
Disease Emergency Support Plan

Federal/Provincial Agreement in BC



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For more information about Investment Agriculture Foundation of British Columbia:

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For Acronyms/Initialisms, see the main BC FADES Plan.

## ANNEX A. ORGANIZATION ROLES

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Response to a foreign animal disease (FAD) event requires coordination of many organizations at several levels. This Annex outlines the general activities that may be undertaken by federal, provincial, local, Indigenous governments and industry organizations in response to a FAD.

Note that all organizations are expected to collaborate through the decision-making authority of the Joint Incident Command Post(s) and Joint Emergency Operations Centre (JEOC).

### 1.0 FEDERAL AGENCIES

#### 1.1 Agriculture and Agri-Food Canada (AAFC)

AAFC is involved in facilitating industry preparedness activities and works collaboratively with CFIA to engage the poultry, livestock and aquaculture industries in developing procedures for responding to significant disease events through initiatives such as the livestock market interruption strategy (LMIS).

During a FAD response, AAFC will be involved in international engagement to work towards regaining markets. AAFC may have a lead role in the recovery phase by providing programs aimed to offset losses experienced by producers affected by the disease.

#### 1.2 Canada Border Services Agency (CBSA)

The Canadian Border Services Agency (CBSA) administers laws that govern international trade, travel, and management of Canada's borders. The CBSA protects Canadians from threats to health, safety, and security while maintaining the flow of legitimate goods and travellers across the border.

#### 1.3 Canadian Food Inspection Agency (CFIA)

The Canadian Food Inspection Agency's (CFIA) mandate includes protecting Canadians from preventable health risks related to food and zoonotic diseases and supporting economic prosperity of the Canadian agriculture and forestry sectors. That relies on a healthy and sustainable animal and plant resource base. The CFIA designs and delivers programs in the animal health and plant resource areas that minimize and manage risks. In an effort to protect the natural environment from invasive animal and plant diseases and plant pests, the CFIA also performs extensive work related to the protection of environmental biodiversity.

The CFIA is mandated to respond to incidents of CFIA controlled animal diseases in Canada, including Reportable and Immediately Notifiable diseases. The CFIA plays a critical role in re-establishing animal health as well as availability of domestic and international markets to Canadian industries. The scope includes domestic, emerging and foreign diseases of terrestrial animals.

The Animal Health Functional Plan (AHFP) is designed for use across Canada and focuses on managing the response to a FAD. When a FAD is detected, CFIA may conduct the following steps as required by the situation:

1. Assess situation and determine what steps are required to eradicate the disease.
2. Communicate and coordinate response with the BC Ministry of Agriculture (AGRI).
3. Mobilize the Emergency Response Team and activate the Joint Incident Command Post (ICP) to prepare to coordinate with the province to launch a response.
4. Implement field response activities, based upon Hazard Specific Plans.
5. Determine need to activate JEOC
6. Determine the need to activate the National Emergency Operations Centre.
7. Determine the need to declare an Emergency.
8. Coordinate field teams to deliver tactical disease control and response activities at the incident site(s).
9. Determine the need for a Primary Control Zone
10. Maintain communications
11. Demobilize and conduct after action reporting.

## 1.4 Environment and Climate Change Canada

As mandated by federal legislation, this agency provides advice on potential environmental impacts of disease response activities conducted by the CFIA and will participate as a responding department if the disease impacts wild terrestrial and aquatic animals under its jurisdiction (National Wildlife Areas, Migratory Bird Sanctuaries, and Wildlife Conservation Areas).

## 1.5 Indigenous Services Canada (ISC)

Indigenous Services Canada (ISC) works collaboratively with partners to improve access to high quality services for First Nations, Inuit and Métis.

## 1.6 Parks Canada

Parks Canada, as mandated by federal legislation, participates as a responding agency if the disease impacts wild terrestrial and aquatic animals under its jurisdiction (National Parks and National Marine Conservation Areas).

## 1.7 Public Health Agency of Canada and Health Canada

These agencies will be involved when animal health incidents present potential human health implications, such as food safety or zoonotic concerns.

## 1.8 Public Safety Canada

Public Safety Canada is Canada's federal agency with responsibility for emergency response coordination. They provide national leadership in protecting Canada's critical infrastructure, and in ensuring national civil emergency preparedness.

During a FAD emergency, Public Safety Canada coordinates federal support to the response activities via the Government Operations Centre and/or Regional Operations Centres when the incident is of such a scope that it requires cooperative efforts of multiple departments/agencies.

## 1.9 Public Service and Procurement Canada (PSPC)

When required, PSPC establishes and approves federal government contracts required for CFIA disease response activities.

## 2.0 PROVINCIAL GROUPS/MINISTRIES (BRITISH COLUMBIA)

### 2.1 Assistant Deputy Ministers' Committee on Emergency Management (ADMCEM)

The ADMCEM is responsible for a whole-of-government, strategic, and integrated approach to emergency preparedness, prevention/mitigation, response and recovery efforts for all hazards. During major emergency events, the ADMCEM operationalizes to the Assistant Deputy Ministers' Emergency Council (ADM-EC).

### 2.2 Assistant Deputy Ministers' Emergency Council (ADM-EC)

The ADM-EC, previously the Central Coordination Group (CCG), is composed of the ADMs that would normally form the ADMCEM, to support the Ministers'-Deputies' Emergency Council (M-DEC) and to ensure integration with the provincial response structure during an emergency response. Depending on the emergency event, additional ADM representatives may be added. The composition of the group varies depending on the event hazard and identified consequences or potential consequences of the emergency or disaster.

### 2.3 BC Ministry of Agriculture (AGRI)

AGRI is responsible for the production, marketing, processing and merchandising of agriculture and seafood products; the institution and carrying out of advisory, research, promotional, sustainability and adaptation, food safety or plant and animal health programs, projects or undertakings relating to agriculture and seafood; and the collection of information and preparation and dissemination of statistics relating to agriculture and seafood.



In a FAD event, AGRI may:

1. Participate with CFIA's FAD emergency response requirements through unified command in a Joint Incident Command Post (ICP) and/or a Joint Emergency Operations Centre (JEOC).
2. Provide leadership in specific components of the Joint ICP or JEOC structure, such as mapping, carcass disposal, local authority communication, and Industry coordination. Use other existing legal authorities when appropriate to implement risk management options. Proactively identify other areas of concern (i.e., animal welfare, emergency feed, welfare slaughter, stress/financial counselling) and help implement actions approved by the Joint ICP or JEOC.
3. Provide laboratory services from the accredited full-service veterinary laboratory, the Animal Health Centre, which is part of the Canadian Animal Health Surveillance Network.
4. Provide available resources as required by Joint ICP or JEOC command, including personnel, technical resources (e.g., data from Geographic Information Systems), and laboratory capacity, to assist in the FAD response operations. Provide ministry representative(s) to participate in site coordination and the JEOC. Assist in other operational logistics.
5. In a major FAD event, the AGRI ADM, Business Development Division, will act as Co-Chair of the ADM-EC.
6. Coordinate the involvement of provincial agricultural and food organizations in ongoing animal and agriculture surveillance in order to rapidly identify and address disease-related problems, and advise JEOC command of possible issues.
7. Assist the Joint ICP or JEOC with coordinating the collection and submission of appropriate samples for definitive diagnosis of a suspected FAD, and work with the JEOC to ensure that they are effectively processed.
8. Provide technical advice as required for disposal options and agri-engineering challenges. Coordinate development and completion of inter-agency protocols for Joint ICP or JEOC command as to the most appropriate method(s) for disposal of affected animal carcasses or other contaminated things in order to minimize the adverse environmental effects on air, land and water. Coordinate inter-agency disposal protocols, and develop recommendations regarding the selection of potential disposal sites.
9. Provide technical advice as required in the assessment of compensation. Allocate funding mechanisms for Provincial compensation or recovery support programs, as necessary.
10. Maintain effective information flow with provincial animal and agriculture industry stakeholders potentially affected (e.g. renderers, feed mill operators, transportation company representatives, livestock and poultry producers, processing plant management, livestock market operators, private veterinarians, and other related industry groups).
11. Provide applicable media and emergency information support for ongoing FAD operations. Assist with a telephone hotline service in support of the Joint ICP or JEOC, if required.



12. The Animal Health Center manages game farm licenses, and associated contact lists, which are required for operations with bison, fallow deer and reindeer.

## 2.4 BC Ministry of Environment (ENV)

An outbreak of a FAD, such as Avian Influenza or Foot and Mouth Disease, in the province will likely result in the depopulation of animals in large numbers. The CFIA is authorized under federal legislation to halt the spread of these diseases by eradication of flock and herds. Disposing of potentially tens of thousands of animal carcasses represents a significant challenge to environmental protection.

Under the BC *Environmental Management Act*, the Minister of the Environment is authorized to manage and control disposal of such wastes as animal carcasses and related material. The Minister is authorized under the Act and the Hazardous Waste Regulation to exempt certain wastes from regulation when dealt with according to adopted protocols or methods. In addition, the Agricultural Waste Control Regulations and Organic Matter Recycling Regulations may also guide how the carcasses are dealt with.

The ADM for the Environmental Protection Division will be notified of all major animal disease outbreaks by EMBC according to the Notification procedures outlined in Section 3.3 of the BC FADES Plan. The ADM of the Resource Stewardship Division will also be notified if wildlife is affected by the FAD.

When notified, ENV may:

1. Participate in ADM-EC meetings.
2. Participate in a multi-agency team in the Disposal Group.
3. Provide recommendations to CFIA and AGRI as to the most appropriate method(s) for disposal of affected animal carcasses or other contaminated items in order to minimize the adverse environmental effects on air, land and water.
4. Develop event-specific disposal plans, including transportation of wastes.
5. Manage the approval process for disposal protocols and methods.
6. Determine appropriate permits and exemptions for selected materials and protocols.
7. Attend disposal sites and areas to monitor implementation of approved and permitted disposal activities.
8. Advise on other issues of environmental protection, such as disposal of contaminated equipment and personal protective clothing, to ensure procedures meet provincial regulations.
9. Assist with environmental assessment of risks associated with biosecurity measures, cleaning and disinfection, and other FAD control and response tactics
10. Initiate steps to prevent the spread of the disease to protect wildlife health. Initiate control procedures if necessary, to reduce infected or potentially exposed wildlife populations.

11. Establish prohibitions on wild game, bird and fish species and products in controlled areas, when required.
12. If the FAD has an unknown potential to affect wildlife, initiate an assessment of risks and a surveillance and monitoring program in the immediate vicinity of the outbreak and determine if the disease has spread to wildlife. Provide advice on risks to wildlife and response methods to mitigate these risks.
13. Assist with locating critical resources.
14. If requested, may provide technical personnel, such as Conservation Officers (trained peace officers) to assist with enforcement, and other professionals to assess impacts to natural resources.
15. Provide access to GIS database resources to assist with disease assessment and control activities. Provide expertise and data showing geographical mapping information on soils, surface water, ground water, and species and their habitat types.
16. Review vector control plans to ensure environmental protection.
17. If approvals or exemptions are required to deal with extraordinary disposal issues, ENV may identify the cases and issue the required approvals or exemptions subject to statutory procedural requirements.
18. If incineration is used, make recommendations as to what fuels and procedures may be used to minimize the adverse environmental effects on air, land and water.
19. For burial, make recommendations regarding the selection of potential disposal sites based on technical considerations to minimize adverse environmental effects of the disposal on air, land and water.

## 2.5 BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR)

FLNR is responsible for stewardship of Provincial Crown land and natural resources, and protection of B.C.'s archaeological and heritage resources.

The Range Program manages the use of the Crown range resource through tenures issued under both the *Range Act* and *Land Act*. These tenures are administered by FLNR Range staff in districts throughout the Province. Staff have contact information for producers with tenures and are aware of the location of livestock on range land, especially cattle and some sheep.

Feral bison and wildlife are the jurisdiction of the FLNR Resource Stewardship Division, Wildlife Management.

In addition, the Wildfire Management Branch of FLNR may provide resources to assist the FAD response and/or assist in coordinating provincial resources.

## 2.6 BC Ministry of Health (HLTH)

Under the *Public Health Act*, HLTH is responsible for determining the provincial government response to communicable human diseases. The Ministry supports both mental and physical

health protection, disease prevention, health assessment and disease surveillance. HLTH creates and maintains the legislative and policy framework that is enforced by health authorities through the *Public Health Act*, the *Food Safety Act*, and the *Community Care and Assisted Living Act*.

HLTH should be consulted whenever there is a potential threat to human health associated with a FAD emergency. HLTH works together with the Provincial Health Services Authority (PHSA), five regional health authorities, and the First Nations Health Authority to provide high quality, appropriate and timely health services to British Columbians. The Minister of Health is responsible for the regional health authorities and PHSA.

The Provincial Health Officer can be instrumental in providing authoritative information and context to the public and other stakeholders, particularly in the early stages when there may be many questions and concerns related to public health.

HLTH and the Provincial Health Officer may:

1. On being informed that a suspected FAD has been detected, determine the public health risk and impact, if any, and advise CFIA, AGRI, EMBC, and the regional health authority accordingly.
2. If the FAD is zoonotic, collaborate with the Public Health Agency of Canada (PHAC), CFIA, EMBC and the regional health authority to coordinate surveillance and investigation of human cases.
3. Working within the Joint ICP and JEOC, ensure that prevention and control measures to protect human health are consistently implemented.
4. Assess and advise on issues regarding the public health risks associated with infected animals and carcass disposal including burial, composting or incineration.
5. Assess and advise on destruction, disposal and cleaning/disinfection protocols from the perspective of protecting human health.
6. Ensure that appropriate surveillance mechanisms are implemented to monitor potential human health impacts.
7. Coordinate human epidemiological investigations.
8. Activate the human health emergency response structure, when warranted.

## 2.7 BC Ministry of Indigenous Relations and Reconciliation

The Ministry of Indigenous Relations and Reconciliation (MIRR) works toward reconciliation with Indigenous peoples in BC and includes understanding and supporting the opportunities and identified needs of Indigenous peoples.

MIRR may:

1. Provide coordination with and support of Indigenous peoples that may be affected by the foreign animal disease.

## 2.8 BC Ministry of Transportation and Infrastructure (TRAN)

TRAN may:

1. Coordinate in conjunction with the Joint ICP or the JEOC, TRAN district offices, and local commissioners to determine which roads, if any, could be closed around the periphery of the quarantine zones in biosecurity and traffic and access control.
2. Provide assistance, where possible, to affected road authorities in arranging of traffic control devices (e.g. signs, barricades, etc.) to assist with traffic control, road closure and agricultural inspections. This assistance can be in the form of granting access to Truck Inspection Stations or other TRAN facilities.
3. Provide assistance in coordinating the transportation of soil, carcasses or debris by issuing of special permit(s) as necessary. A permit issued is subject to such terms and conditions as TRAN considers appropriate and are contained in the permit.
4. If the materials are transported to an off-site location make, recommendations regarding specific transportation requirements. (All disposal recommendations will consider biosecurity standards established by CFIA).
5. Assist in identifying sites, in conjunction with ENV for possible decontamination of vehicles.

## 2.9 Emergency Management BC (EMBC)

EMBC maintains the emergency management structure for implementation among provincial agencies. EMBC manages a provincial integrated response to pandemics, focused on consequence management, in support of health authorities and communities.

EMBC is responsible for coordinating all of the provincial government FAD response support outside of AGRI:

The Assistant Deputy Minister (ADM) for EMBC is the Chair of the ADMCEM. During a major FAD event, the ADMCEM operationalizes to the ADM-EC (former CCG) with Co-Chairs from EMBC and AGRI.

EMBC also manages the provincial Emergency Coordination Centre (ECC), located at the headquarters in Victoria. The ECC receives and disseminates information from multiple sources regarding emergency situations. The 24-hour Emergency Coordination Centre also serves as the 'incident message centre' for the PECC when it is activated.

For more information, see the EMBC website at:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery>

EMBC may:

1. Activate the BC emergency management structure.
2. Notify the Provincial Health Officer, Government Communications and Public Engagement agency, the ADM for the Environmental Protection Division (ENV), the ADM of the

Resource Stewardship Division (ENV) if wildlife is affected by the FAD, other provincial ministries as required, local authorities and Indigenous governments.

3. Provide support to the Joint ICP and/or JEOC, including CFIA, in their emergency response strategy.
4. In a major event, EMBC will activate the ADM-EC.
5. Assist the Joint ICP and/or JEOC by coordinating the integration of supporting agencies most likely in the Liaison role.
6. Provide coordination among provincial ministries in the implementation of the Joint ICP and/or JEOC action plans including acquisition of resources.
7. Provide coordination and support to affected local authorities, Indigenous governments, health authorities and the First Nation Health Authority.
8. Assist in the coordination of disaster/emergency related information to the general public through the Joint Information Centre.
9. Deploy TEAMS members (provincial government employees), as required.
10. Support local authorities and Indigenous governments in the issuance of Declarations of State of Local Emergency, if required.
11. Facilitate a provincial Declaration of a State of Emergency, if required.
12. Facilitate the integration of federal response resources, in consultation with Public Safety Canada.
13. Compile provincial response costs and coordinate access to federal compensation as appropriate.

## 2.10 Government Communications & Public Engagement (GCPE)

A Central Agency of the BC government, GCPE's role is to inform the public about government programs, services, policies and priorities. Each ministry is assigned a communications officer by GCPE that provides support and services including strategic communications advice and planning, media relations, issues management and news releases. They would engage as the Information Officer position within the Joint ICP and/or JEOC to communicate information during a FAD.

## 3.0 OTHER PROVINCIAL AGENCIES

### 3.1 BC Centre for Disease Control (BCCDC)

The BCCDC investigates and evaluates the occurrence of communicable diseases in BC and are the provincial reporting centre for reportable cases and categories of communicable diseases. The Public Health Emergency Management Program anticipates and coordinates the provincial response to public health aspects of a major emergency that might affect several health authorities.

### 3.2 BC Society for the Prevention of Cruelty to Animals (BCSPCA)

The provincial *Prevention of Cruelty to Animals Act* guides the activities of the BCSPCA, and is administered through AGRI. The BCSPCA has 44 locations in BC, with Special Provincial Constables situated across the province.

The BCSPCA may:

1. Advise on animal welfare issues.
2. Monitor the humane destruction of animals under the control of the Joint ICP.
3. Monitor quarantines and movement to ensure animal needs are met.
4. Under the *Prevention of Cruelty to Animals Act*, an authorized agent of the SPCA may enter premises with a warrant where there may be animals in distress, or without a warrant if animals may be in critical distress.
5. Under the Act, the SPCA may authorize euthanasia of animals.

### 3.3 College of Veterinarians of BC (CVBC)

The CVBC is the statutory body created to serve the interests of the public and animals through the regulation and advancement of the veterinary profession in BC. All veterinarians practising in the province must be registered and governed by the CVBC as the statutory body created by the *Veterinarians Act* to oversee, in the public interest, the practice of veterinary medicine in BC.

Members of the CVBC may:

1. Provide a list (hard-copy or electronic) of the members located in the various regions as well as their type of practice.
2. Prepare a list (hard-copy or electronic) of retired members who could assist in field operations and provide this list to the CFIA on request.
3. Issue on an urgent basis special licences to practise for veterinarians from outside BC, either from other provinces or from foreign countries.
4. Distribute the information issued by the CFIA on the progress of the disease.
5. Distribute to the veterinarians CFIA-issued guidelines on the procedures to be followed in the course of their day-to-day activities.
6. Authorize the emergency vaccination of animals by CFIA technicians, under the supervision of CFIA veterinarians.

### 3.4 First Nations Health Authority (FNHA)

The FNHA is a province-wide health authority that serves BC First Nations individuals and communities. It is responsible for planning, management, service delivery and funding of health programs, in partnership with First Nations communities in BC. They work with BC's Ministry of

Health and health authorities to address service gaps and improve health outcomes for BC First Nations.

### 3.5 Health Emergency Management BC (HEMBC)

A program of the Provincial Health Services Authority that provides emergency management leadership and support to the health authorities in BC.

### 3.6 WorkSafe BC

WorkSafe BC requires employers in BC to provide appropriate occupational health and safety protection for their employees, and this includes provincial ministries. WorkSafe BC provides oversight, ensuring that BC employers follow workplace safety regulations. In doing so, WorkSafe inspectors may visit the field and the Joint ICP and/or JEOC to check that a proper risk assessment has been completed, employees have access to respiratory equipment, workers receive the training they need to do their jobs safely, and employers have taken other regulated actions. WorkSafe BC safety or hygiene officers may direct that employers undertake certain measures, and may offer their services as consultants to improve safety, but they do not engage in direct delivery of worker safety actions. WorkSafe BC may:

1. Provide comprehensive on-site safety and health guidance for all personnel.
2. Provide guidance for personnel using decontamination chemicals that require the wearing of protective clothing and respiratory devices.
3. Monitor on-site personnel to measure exposure levels to ensure worker safety is maintained.
4. Provide information on safe practices for handling toxic substances.
5. Activate appropriate intervention to assist persons affected by the outbreak.

Note: Federal workers are governed by the Canada Labour Code Part II and the sites they work at must comply with that Code.

## 4.0 INDIGENOUS GOVERNMENTS

In April of 2017, EMBC signed a 10-year, bi-lateral agreement (the Agreement) with the federal government, which took effect on April 1, 2017, to enhance emergency management support for First Nation communities. With the agreement in place, EMBC will provide Indigenous communities with the full range of emergency management services that local authorities receive including: preparedness, mitigation/prevention, response and recovery.

Indigenous governments will track incidents and costs with an EMBC Task Number. Through EMBC, Indigenous Services Canada will reimburse eligible response and recovery costs for First Nations on reserve including eligible costs for animal services. Chief and Council are responsible for the actions taken on reserve and are encouraged to consult and coordinate with Emergency Management BC (EMBC) during an event. If Chief and Council agree the situation warrants further



action, they are requested to issue a Band Council Resolution (BCR) declaring a State of Local Emergency.

First Nation authorities may be notified by provincial authorities, via the Joint ICP or JEOC, if a quarantine of a suspected FAD is in effect within their boundaries. Communications with regard to First Nation's response capabilities is crucial. Operations may take place through existing emergency management infrastructures and with the coordination of the Joint ICP or JEOC. While protecting the provincial and national interest, CFIA respects and depends on this infrastructure when containing a FAD.

First Nation authorities may provide assistance in the following areas:

1. Supporting the enforcement of holds and quarantines through community law enforcement agencies.
2. Supporting the implementation of movement controls and maintaining adherence to decontamination protocols.
3. Identifying needed response and recovery resources (personnel and equipment).
4. Responding to local public concerns and questions.
5. Identifying destruction and disposal sites and assisting with logistical support to implement destruction and disposal strategies.
6. Barricade roads to assist with quarantine and movement controls.

## 5.0 REGIONAL/LOCAL ENTITIES

### 5.1 Health Authorities

The five regional health authorities are Crown agencies that govern, plan and deliver health-care services within their geographic areas (*see Annex C for contact info*). The Provincial Health Services Authority, directly accountable to the BC Ministry of Health, works with the province's health authorities, and oversees the co-ordination and delivery of provincial programs and highly specialized health-care services.

### 5.2 Local Authorities

Local authorities (regional districts and municipalities) are expected to develop and maintain emergency response plans that include animal issues resulting from disasters and disease outbreaks.

Local authorities may be notified by provincial authorities, via the Joint ICP or JEOC, if a quarantine of a suspected FAD is in effect within local boundaries. Communications with regard to the local authority's response capabilities is crucial. Operations may take place through existing local emergency management infrastructures and with the coordination of the Joint ICP or JEOC. While protecting the provincial and national interest, CFIA respects and depends on this local infrastructure when containing a FAD.

Local authorities may provide assistance in the following areas:

1. Supporting the enforcement of holds and quarantines through municipal law enforcement agencies.
2. Implementing movement controls and maintaining adherence to decontamination protocols.
3. Identifying needed response and recovery resources (personnel and equipment).
4. Responding to local public concerns and questions.
5. Identifying destruction and disposal sites and assisting with logistical support to implement destruction and disposal strategies.
6. Barricade roads to assist with quarantine and movement controls.

### 5.3 Local Police/Royal Canadian Mounted Police (RCMP)

The Joint ICP or JEOC may request local police resources to:

1. Secure the areas and affected facilities, provide law enforcement support for road closures, traffic and access control, and restrict movement in and around the disease control areas and animal depopulation actions to prevent the movement of animals and animal related products in an effort to contain the disease.
2. Coordinate with local law enforcement throughout response operations.
3. If the event is related to terrorism, the RCMP may coordinate with appropriate federal and local agencies for law enforcement support.
4. Assist as peace officers in cases of non-compliance.

A position within the RCMP is the Provincial Livestock Corporal who has specific knowledge of working with livestock and can be the key contact within the RCMP through whom the RCMP members assisting could be coordinated and/or provided additional livestock training.

## 6.0 INDUSTRY ORGANIZATIONS

Private enterprises such as producers, producer organizations, auction markets, slaughtering establishments, renderers and livestock transport companies may be notified by the CFIA and /or AGRI when an animal disease emergency exists. They may be encouraged to actively participate in an emergency response as their assistance and expertise may be indispensable in disease control and eradication efforts.

CFIA and the Province of BC expect local stakeholders to participate in their individual FAD outbreak preparedness and response efforts to the best of their abilities. Members of industry organizations may be asked to participate directly in Joint ICP and/or JEOC functions, and may hold positions under the direction of the Incident Commanders or JEOC Directors.

Industry organizations may:

1. Inform the Joint ICP and/or JEOC of the location and contact information of its own EOC, contact information for its Industry Emergency Management Committee or contacts for other industry Association members that may serve as a link with the Joint ICP or JEOC.
2. Designate a representative at the Joint ICP and/or JEOC.
3. Keep producers informed, including members and non-members.
4. Gather information from producers relevant to the response and provide to the Joint ICP and/or JEOC.
5. Provide information to Allied Trades.
6. Assist with response mapping.
7. Provide the CFIA with a list of the representatives of the various producer federations that may be contacted by the Joint ICP and/or JEOC.
8. Provide a list of the animal transporters in the zones.
9. Provide input to the CFIA on the designation of zone boundaries.
10. Inform the CFIA about the economic impacts of eradication decisions.
11. Promote the collaboration of its members in eradication measures.
12. Keep the federations informed of the situation as it evolves.
13. Obtain from the federations lists of producers based on the needs determined by the CFIA.
14. Provide information on collection routes for animal products such as milk, table eggs and hatching eggs.
15. Assist with the licencing and permitting process (movement control).
16. Provide links between Livestock Industries.
17. Assist with evaluation procedures for CFIA compensation.
18. Provide psychosocial support to producers.
19. Respond to environmental emergencies if they arise
20. Ensure the health and welfare of animals in their care.
21. Assist with recovery.

*See Annex C for contact information of industry organizations.*

## 6.1 4-H British Columbia

The 4-H program has over 2,300 youth members and over 600 volunteer leaders across the province who participate in hands-on education, leadership and career training opportunities. Many youth members are involved with livestock. Through AGRI's Youth Development Program, 4-H BC can spread information to youth with livestock in the event of a foreign animal disease outbreak. They can also work to enhance further awareness among youth about foreign animal diseases through a variety of educational platforms.

## 6.2 AgSafe BC

AgSafe is an independent association, governed by a Board of Directors whose members represent BC farm employer and worker organisations. AgSafe provides health and safety materials and services to British Columbia farm employers and farm workers. They can support Joint ICPs and the JEOC.

## 6.3 BC Agriculture Council (BCAC)

As a 'Council of Associations', BC Agriculture Council (BCAC) represents nearly 30 farm associations that in turn generate 96% of provincial farm gate sales in BC. BCAC plays a key role in facilitating communication and collaboration amongst all B.C. agriculture stakeholders. During a foreign animal disease event, BCAC can have a communications role and/or act as a liaison with Joint ICPs and/or the JEOC and BC agriculture industries either directly or indirectly affected. For a catastrophic foreign animal disease event in BC, BCAC could play a more significant role to be determined by the nature of the event.

## 6.4 Canadian Animal Health Coalition (CAHC)

The CAHC includes most national livestock associations. Their mission is to represent the interests of members and provide a common and collaborative forum for stakeholder development and implementation of policies and initiatives related to animal health across Canada.

## 6.5 Canadian Cattle Identification Agency (CCIA)

CCIA is the responsible administrator of the animal identification program and traceability initiatives for beef and dairy cattle, bison, sheep and goats. CCIA wholly owns and manages the Canadian Livestock Tracking System (CLTS) database.

## 6.6 Ownership Identification Inc. (OII)

A company, designated by AGRI in 1997 to administer a brand registration and livestock inspection program in BC. The program protects cattle, horse and bison owners against loss of animals by theft, straying or misappropriation. It consists of the registration of livestock brands and the inspection of cattle and horses for lawful possession prior to transportation, sale or slaughter and can be a major partner in implementing movement controls. It is owned by the BC Cattlemen's Assoc., BC Breeder and Feeder Assoc., BC Assoc. of Cattle Feeders, Horse Council of BC, and the Mountain Auction Markets Assoc.

The *BC Livestock Identification Act* and Regulations specify when cattle and horse ownership inspections are required. A Livestock Manifest (Form 3) must accompany cattle being transported, except in the non-prescribed Lower Mainland area. 'Prescribed area' means the portion of the Province east of the Cascade Mountains.

<b>BRAND INSPECTION AREAS</b>		
	<b>DISTRICT</b>	<b>BOUNDARIES</b>
1	Peace River	The Regional District of Peace River - Laird
2	Central-Interior	The Regional Districts of Fraser – Fort George, Bulkley-Nechako and that part of Kitimat-Stikine situated east of the Cascade Mountains
3	Cariboo	That part of the Regional District of Cariboo situated east of the east of the Cascade Mountains
4	Kamloops-Okanagan	
	South boundary	United States-Canada International boundary
	West boundary	Cascade Mountains
	North boundary	The southern boundaries of the Regional Districts of Cariboo and Fraser-Fort George
	East boundary	The western boundary of the Columbia River, Nelson Creston and Rossland-Trail Electoral Districts
5	Kootenay	The Kootenay, Columbia River, Nelson-Creston and Rossland-Trail Electoral Districts

## 6.7 PigTrace Canada

The Canadian Pork Council and provincial pork organizations developed an identification and traceability system, PigTrace, for the Canadian hog industry as a proactive measure to safeguard their industry from a FAD, protect domestic and export market access and uphold food safety quality. Mandatory requirements for PigTrace Canada took effect on July 1, 2014.

## ANNEX B. LEGAL AUTHORITIES

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### 1.0 FEDERAL – CANADA

*Health of Animals Act*

<http://laws.justice.gc.ca/PDF/Statute/H/H-3.3.pdf>

*Emergencies Act*

<http://laws.justice.gc.ca/PDF/Statute/E/E-4.5.pdf>

*Emergency Management Act*

<http://laws.justice.gc.ca/PDF/Statute/E/E-4.56.pdf>

### 2.0 PROVINCIAL – BRITISH COLUMBIA

*Animal Health Act*

<http://www.bclaws.ca/civix/document/id/lc/statreg/14016>

*Emergency Program Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96111\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96111_01)

*Emergency Program Management Regulation*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/11\\_477\\_94](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_477_94)

*Environmental Management Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/03053\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03053_00)

*Food Safety Act*

[http://www.bclaws.ca/Recon/document/ID/freeside/00\\_02028\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_02028_01)

*Game Farm Act*

[http://www.bclaws.ca/civix/document/id/consol2/consol2/96168\\_01](http://www.bclaws.ca/civix/document/id/consol2/consol2/96168_01)

*Hazardous Waste Regulation (Environmental Management Act)*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/63\\_88\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/63_88_00)

*Interpretation Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96238\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96238_01)

*Livestock Identification Act and Regulations*

[http://www.bclaws.ca/civix/document/id/complete/statreg/96271\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96271_01)

Local Authority Emergency Management Regulation

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/12\\_380\\_95](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_380_95)

*Milk Industry Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96289\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96289_01)

*Police Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96367\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96367_01)

*Public Health Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_08028\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_08028_01)

R.C.M.P. Municipal Policing Agreement

<http://www.rcmp-grc.gc.ca/ccaps-spcca/contract-eng.htm>

*Transportation Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_04044\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04044_01)

*Transport of Dangerous Goods Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96458\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96458_01)

*Veterinarians Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_10015\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_10015_01)

*Wildlife Act*

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96488\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96488_01)

### 3.0 OTHER LEVELS

Band Council Resolutions and Bylaws

Local Emergency Management Bylaws



## ANNEX C. CONTACTS

Service / Organization	Location	Telephone
<b>Federal</b>		
Agriculture and Agri-Food Canada	<b>BC Regional Office</b> 4321 Still Creek Drive Suite 420 Burnaby, BC V5C 6S7	Office: 604-292-5858
Canadian Food Inspection Agency	<b>BC Regional Office</b> 4321 Still Creek Drive Suite #400 Burnaby, BC V5C6S7	Office: 604-292-5700
<b>Royal Canadian Mounted Police</b> Livestock Section	CPL. Cory LEPINE <b>Livestock Section</b> Tk'emlups Rural Detachment Kamloops BC Email: cory.lepine@rcmp-grc.gc.ca	Office: 250-314-1800 Cell: 250-299-7462
<b>Provincial</b>		
BC Ministry of Agriculture	<b>Animal Health Centre</b> 1767 Angus Campbell Rd. Abbotsford, BC V3G 2M3	Office: 604-556-3003
BC Ministry of Health	<b>Office of the Provincial Health Officer</b> Victoria, BC	Office: 250-952-1330
	<b>BC Centre for Disease Control Public Health Emergency Management</b> 655 12th Ave West Vancouver, BC V5Z 4R4	Office: 604-707-2400
BC Ministry of Public Safety and Solicitor General Emergency Management BC	<b>Emergency Coordination Centre Provincial Duty Manager</b> Saanichton, BC	Office: 1-800-663-3456 (24/7)
	<b>North West Region</b> 1B-3215 Eby Street Terrace, BC, V8G 2X8	Office: 250-615-4800
	<b>North East Region</b> 3235 Westwood Drive Prince George, BC V2N 1S4	Office: 250-612-4172
	<b>South East Region</b> 403 Vernon Street Nelson, BC, V1L 4E6	Office: 250-354-5904
	<b>Central Region</b> 1255-D Dalhousie Drive Kamloops, BC V2C 5Z5	Office: 250-371-5240
	<b>South West Region</b> 14292 Green Timbers Way Surrey, BC V3T 0J4	Office: 604-586-4390

Service / Organization	Location	Telephone
	<b>Vancouver Island Region</b> Block A - Suite 200 2261 Keating Cross Road Saanichton BC V8M 2A5	Office: 250-952-5848
First Nation Health Authority (FNHA)	501 100 Park Royal South West Vancouver, BC V7T 1A2	Office: 604.693.6500 www.fnha.ca
Health Emergency Management BC (HEMBC)	<b>Corporate Office</b> 700-1380 Burrard St Vancouver, BC V6Z 2H3	Office: 604-675-7400
WorkSafe BC	<b>Head Office</b> 6951 Westminster Highway Richmond, BC	Office: 604-276-3100 Toll-Free: 1-888-621-7233
<b>Regional</b>		
Fraser Health Authority	<b>Corporate Office</b> Chief Medical Health Officer Suite 400, Central City Tower 13450 – 102nd Avenue Surrey, BC V3T 0H1	Office: 1-877-935-5669 Toll Free: 604-587-4600
Interior Health Authority	<b>Corporate Office</b> Chief Medical Health Officer 220-1815 Kirschner Road Kelowna, BC V1Y 4N7	Office: 250-862-4200
Northern Health Authority	<b>Corporate Office</b> Chief Medical Health Officer Suite 600, 299 Victoria St. Prince George, BC V2L 5B8	Office: 250-565-2649
Vancouver Coastal Health Authority	<b>Corporate Office</b> Chief Medical Health Officer 11th Floor 601 West Broadway Vancouver, BC V5Z 4C2	Office: 1-866-884-0888 Toll Free: 604-736-2033
Island Health Authority	<b>Corporate Office</b> Chief Medical Health Officer 1952 Bay Street Victoria, BC V8R 1J8 www.viha.ca	Office: 250-370-8699
<b>Local Authorities</b>	For the <b>Emergency Program Coordinator</b> in a local authority or First Nation in BC, contact the Emergency Coordination Centre at EMBC	ECC: 1-800-663-3456 (24/7)
<b>Industry</b> :		
4-H British Columbia	<b>Contact through:</b> Youth Development Team Lead BC Ministry of Agriculture	Office: 604-556-3067 Toll Free: 1-888-221-7141
AgSafe BC	Suite 311, 9440 – 202 St., Langley, BC Canada, V1M 4A6 http://agsafebc.ca	Toll Free: 1-877-533-1789

Service / Organization	Location	Telephone
Canadian Animal Health Coalition	56 Ontario Street North – Box 1314, Grand Bend, ON N0M 1T0	(519) 955-7725 Email: <a href="mailto:info@animalhealth.ca">info@animalhealth.ca</a>
Canadian Cattle Identification Agency	7646 – 8 Street, NE Calgary, AB T2E 8X4 <a href="http://www.canadaid.ca">http://www.canadaid.ca</a>	Office: 403-275-2083 Toll Free: 1-877-909-2333
OII Ownership Identification Inc.	102 1402 McGill Rd., Kamloops, BC V2C 1L3 <a href="http://www.ownershipid.ca">www.ownershipid.ca</a>	250-314-9686
Livestock Identification Services Ltd.	<b>Calgary Head Office</b> <a href="http://www.lis-alberta.com">www.lis-alberta.com</a>	403-509-2098 Toll Free: 1-866-509-2088
PigTRACE Canada	28 Terracon Place, Winnipeg MB R2J 4G7 <a href="http://PigTrace.ca">PigTrace.ca</a>	Toll Free: 1-866-300-1825
<b>Industry Associations</b>		
BC Agriculture Council	Executive Director 230-32160 South Fraser Way Abbotsford, BC <a href="https://bcac.ca">https://bcac.ca</a>	Office: 604-854-4483 Toll Free: 1-866-522-3447
BC Association of Abattoirs	Executive Director P.O. Box 130 6200 Highway 97 Falkland, BC, V0E 1W0 <a href="https://bcabattoirs.org">https://bcabattoirs.org</a>	<a href="mailto:nova.woodbury@bcmeats.ca">nova.woodbury@bcmeats.ca</a>
BC Association of Cattle Feeders	Executive Director 4744 Back Road Westwold, BC V0E 3B1 <a href="http://bcacf.ca">http://bcacf.ca</a>	250-371-7756 <a href="mailto:info@bcacf.ca">info@bcacf.ca</a>
BC Bison Association	President <a href="mailto:conschiebel@gmail.com">conschiebel@gmail.com</a> <a href="http://www.bcbuffalo.ca">http://www.bcbuffalo.ca</a>	Cell: 587-336-3537
BC Breeder and Feeder Association	Manager 308 St. Laurent Avenue Quesnel, BC V2J 5A3 <a href="https://bcbfa.ca">https://bcbfa.ca</a>	Office: 250-992-8483
BC Broiler Hatching Egg Commission/BC Broiler Hatching Egg Producers' Association	Executive Director #180 - 32160 South Fraser Way, Abbotsford, BC V2T 1W5 <a href="https://bcbhec.com">https://bcbhec.com</a>	Office: 604-850-1854
BC Cattlemen's Association	General Manager #4-10145 Dallas Drive Kamloops, BC V2C 6T4 <a href="https://www.cattlemen.bc.ca">https://www.cattlemen.bc.ca</a>	Office: 250-573-3611
BC Chicken Growers Association/BC Chicken Marketing Board	President P.O. Box 581 Abbotsford, BC V2T 6Z8  Executive Director 101 - 32450 Simon Avenue Abbotsford, BC V2T 4J2 <a href="http://bcchicken.ca">http://bcchicken.ca</a>	Office: 604-859-9332  Office: 604-859-2868

Service / Organization	Location	Telephone
BC Dairy Association	General Manager 3236 Beta Avenue Burnaby, BC, V5G 4K4 <a href="https://bcdairy.ca">https://bcdairy.ca</a>	Office: 604-294-3775
BC Egg Marketing Board	Executive Director #250-32160 South Fraser Way Abbotsford, BC V2T 1W5 <a href="https://www.bcegg.com">https://www.bcegg.com</a>	Office: 604-556-3348
BC Goat Association	<a href="mailto:bccoat@telus.net">bccoat@telus.net</a>	Cell: 604-613-4818
BC Pork Producers Association	General Manager PO Box 8000 – 280 Abbotsford, BC V2S 6H1 <a href="http://www.bcpork.ca">http://www.bcpork.ca</a>	Office: 604-287-4647
BC Poultry Association	Manager <a href="mailto:koch.c@telus.net">koch.c@telus.net</a>	Office: 604-866-7600
BC Sheep Federation	President <a href="mailto:info@bcsheepfed.com">info@bcsheepfed.com</a> <a href="https://www.bcsheepfed.com">https://www.bcsheepfed.com</a>	Office: 604-856-3365
BC Turkey Association/ BC Turkey Marketing Board	General Manager #106 - 19329 Enterprise Way Surrey, BC V3S 6J8 <a href="http://www.bcturkey.com">www.bcturkey.com</a>	Office: 604-534-5644
Horse Council BC	Executive Director 27336 Fraser Hwy Aldergrove BC, V4W 3N5 <a href="https://www.hcbbc.ca">https://www.hcbbc.ca</a>	Toll Free: 1-800-345-8055
<b>Service Organizations</b>		
BC Society for Prevention of Cruelty to Animals (BCSPCA)	CEO Senior Manager of Animal Health <b>Provincial Office</b> 1245 East 7th Avenue Vancouver, BC V5T 1R1 <a href="http://www.sPCA.bc.ca">www.sPCA.bc.ca</a>	Office: 604-681-7271 1-800-665-1868
College of Veterinarians of BC	Registrar & CEO Airport Executive Park (Building 7) 10991 Shellbridge Way, Suite 210 Richmond, BC V6X 3C6 <a href="http://www.cvbc.ca">www.cvbc.ca</a>	Office: 604-929-7090 Toll Free in BC: 1-800-463-5399 <a href="mailto:reception@cvbc.ca">reception@cvbc.ca</a>
Canadian Veterinary Medical Association	CEO <b>National Office</b> 339 Booth Street Ottawa, ON K1R 7K1 <a href="http://www.canadianveterinarians.net">www.canadianveterinarians.net</a>	Office 613-236-1162

## ANNEX D. REFERENCES

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### 1.0 INTERNATIONAL

**World Organisation for Animal Health - Office International des Epizooties (OIE)**

Source: <http://www.oie.int/>

### 2.0 NATIONAL

**Animal Health Compensation - What to expect when an animal is ordered destroyed. (CFIA)**

Source: <http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/compensation/eng/1313712524829/1313712773700>

**Animal Health Functional Plan (AHFP). (CFIA)**

Source: CFIA

**Emergency Management Framework for Agriculture in Canada (2016)**

Source: <http://www.agr.gc.ca/eng/industry-markets-and-trade/agriculture-emergency-management/emergency-management-framework-for-agriculture-in-canada/?id=1471644257525>

**Guidance on Precautions for the Handling of Wild Birds (Public Health Agency of Canada)**

Source: <https://www.canada.ca/en/public-health/services/flu-influenza/fact-sheet-guidance-on-precautions-handling-wild-birds.html>

***Human Health Issues Related to Avian Influenza in Canada.* 2006. Public Health Agency of Canada.**

Source: [http://www.phac-aspc.gc.ca/publicat/daio-enia/pdf/nat-ai-guide-2006\\_e.pdf](http://www.phac-aspc.gc.ca/publicat/daio-enia/pdf/nat-ai-guide-2006_e.pdf)

**Livestock Identification and Traceability (CFIA)**

Source: <http://www.inspection.gc.ca/animals/terrestrial-animals/traceability/eng/1300461751002/1300461804752>

**Livestock Market Interruption Strategy (LMIS)**

Source: [http://www.agr.gc.ca/resources/prod/doc/pdf/LMIS\\_final\\_report-en.pdf](http://www.agr.gc.ca/resources/prod/doc/pdf/LMIS_final_report-en.pdf)

**National Avian On-Farm Biosecurity Standard (second edition). (CFIA).**

Source: <http://inspection.gc.ca/animals/terrestrial-animals/biosecurity/standards-and-principles/national-avian-on-farm-biosecurity-standard/eng/1528732756921/1528732872665?chap=0>

**Overview of Avian Influenza Prevention, Preparedness and Response. (CFIA)**

Source: <http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/ai/prevention-preparedness-and-response/eng/1375982718329/1375982719875>

**Plant and Animal Health Strategy (PAHS)**

Source: <http://inspection.gc.ca/about-the-cfia/accountability/consultations-and-engagement/pahs/draft-for-consultation-purposes/eng/1490390513931/1490390586446?chap=0#s1c2>

**Reportable Terrestrial Animal Disease Fact Sheets and Disease Hazard Specific Plans (CFIA)**

Source: <http://inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/eng/1303768471142/1303768544412>

**Waste Management Facilities: Requirements for Disposing of Cattle Material (CFIA)**

Source: <http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/bse/srm/waste-management/eng/1356652085646/1356652189499>

### 3.0 PROVINCIAL

**Animal Health Centre (AGRI).** Ministry of Agriculture accredited full-service veterinary laboratory.

Source: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/animal-health/animal-health-centre>

**BC Emergency Management System (BCEMS) 2016.** EMBC.

Source: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/bcems/bcems\\_guide\\_2016\\_final\\_fillable.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/bcems/bcems_guide_2016_final_fillable.pdf)

**BC Ministries of Agriculture, Health and Environment 2015. Protocol #1 –Protocol for On-Farm and Centralized Burial of Infected and Non-Infected Poultry and Livestock**

Source: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-5\\_protocol\\_1\\_on-farm\\_and\\_centralized\\_burial.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-5_protocol_1_on-farm_and_centralized_burial.pdf)

**BC Ministries of Environment and Health and CFIA 2009. Protocol #2 – On-Farm, In-Barn Biological Heat Treatment of Materials Potentially Infected with Avian Influenza**

Source: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-6\\_protocol\\_2\\_onfarm\\_in-barn\\_bht.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-6_protocol_2_onfarm_in-barn_bht.pdf)

**BC Ministries of Environment and Health and CFIA 2009. Protocol #3 - Protocol for On-Farm, Out-of-Barn Biological Heat Treatment of Material Potentially Infected with Avian Influenza**

Source: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/waste-management/carcass-disposal/protocol3\\_on-farm\\_out-of-barn\\_biological\\_heat\\_treatment1.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/waste-management/carcass-disposal/protocol3_on-farm_out-of-barn_biological_heat_treatment1.pdf)

**Blue Book - Equipment Rental Rate Guide. BC Road Builders & Heavy Construction Association in partnership with the provincial Ministry of Transportation.**

Source: <http://www.roadbuilders.bc.ca/bluebook.php>

**Communicable Disease Control Reportable Zoonoses Guideline. September 2015. BC Center for Disease Control.**

Source: <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/CompleteReportableZoonosesGuidelineFinalVers.pdf>

**Emergency Management Guides (for small mixed farms, pork, beef, dairy, poultry). AGRI**

Source: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/business-market-development/emergency-preparedness>

**Health & Safety Avian Flu. WorkSafeBC**

Source: <https://www.worksafebc.com/en/health-safety/injuries-diseases/infectious-diseases/types/avian-flu>

**Local Authorities and First Nations Recovery Toolkit. 2018. EMBC**

Source: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/local-authorities-and-first-nations-recovery-toolkit\\_march\\_2018.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/local-authorities-and-first-nations-recovery-toolkit_march_2018.pdf)

**Premises ID (AGRI)**

Source: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/premises-id>

**Traceability (AGRI)**

Source: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/traceability>

## 4.0 INDUSTRY

### BC Association of Cattle Feeders

FEEDLOT GUIDELINES AND TOOLS - Preparing the British Columbia Feedlot Sector for Disease Related Sector-Wide Emergencies (BCACF)

BCACF PLAN - Preparing the British Columbia Feedlot Sector for Disease Related Sector-Wide Emergencies

### BC Cattlemen's Association

PRODUCER HANDBOOK - Preparing the BC Beef Sector for Disease-Related Sector-Wide Emergencies (BCCA)

Source: [http://www.animalhealth.ca/aspx/public/program\\_id.aspx?languageid=eng&groupid=1](http://www.animalhealth.ca/aspx/public/program_id.aspx?languageid=eng&groupid=1)

BCCA PLAN Preparing the BC Beef Sector for Disease-Related Sector-Wide Emergencies



### **BC Dairy Association**

PRODUCER HANDBOOK Preparing the BC Dairy Sector for Disease-Related Sector-Wide Emergencies (BCDA)

Source: [http://www.animalhealth.ca/aspx/public/program\\_id.aspx?languageid=eng&groupid=1](http://www.animalhealth.ca/aspx/public/program_id.aspx?languageid=eng&groupid=1)

BCDA PLAN - Preparing the BC Dairy Sector for Disease-Related Sector-Wide Emergencies

### **BC Poultry Association**

*BC Poultry Biosecurity Reference Guide.* BC Poultry Association.

For the most recent version please contact the BC Poultry Association.

BC Poultry Association. 2006. *Draft BC Poultry Association Emergency Plan.*

Source: BC Poultry Association

## ANNEX E. TRAINING

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### **Proposed Formal Training Curriculum for BC FADES Personnel:**

EMBC has a contract with the Justice Institute of BC to provide Emergency Management training in BC and therefore their courses are listed here. It is recognized that other training providers provide equivalent courses.

#### Justice Institute of BC ([www.jibc.ca](http://www.jibc.ca))

1. Introduction to Emergency Management in BC – EMRG-1100 (on-line)
2. ICS 100 - Intro to Incident Command System – EMRG-1200 (on-line or 1 day)
3. ICS 200 - Incident Command System – EMRG-1220 (online or 2 days)
4. ICS 300 - Incident Command System – EMRG-1230 (online or 2 days)
5. ICS 400 - Incident Command System – EMRG-1240 (3 days)
6. Introduction to Emergency Operations Centres – EMRG-1300 (on-line)
7. Emergency Operations Centre Essentials – EMRG-1320 (2 days)
8. Communicating in a Crisis: Media Training for Emergency Spokespersons – (2 days)
9. Emergency Operations Centre Function Specific Training
  - a. Operations Function – EMRG1330 (1 day)
  - b. Planning Function – EMRG-1331 (1 day)
  - c. Logistics Function – EMRG-1332 (1 day)
  - d. Finance Function – EMRG-1333 (1 day)

### **Additional Learning Opportunities**

- Experience-based learning (i.e. drills, exercises, simulations and/or 'real' emergencies);
- Relationship-based learning and knowledge transfer (i.e., formal mentoring)
- Individual and team projects related to the Region/Area's emergency preparedness and response.

### **Disease Specific Training**

The Canadian Food Inspection Agency offers fact sheets, disease prevention guidelines, and response procedures for a number of FADs. However, there are no formal training courses that target emergency response policies and procedures.

### **Training by ICP / JEOC Function**

The following table summarizes the formal training recommendations for all personnel who may serve in an ICP or JEOC organization. In addition to these courses, all staff members who may be expected to serve in either an ICP or JEOC should receive basic training in the BC FADES Plan, either before attending an incident or shortly after arrival.

## ICP Recommended and Suggested Courses

JIBC Course	INTRO TO EMERGENCY MGMT. (online)	ICS 100 (online)	ICS 200 (2 days)	ICS 300 (2 days)	ICS 400 (3 days)	Communicating in Crisis (2 days)	Intro to EOCs (online)
ICP Function							
<b>Incident Commander</b>	<b>S</b>	✓	✓	<b>S</b>	<b>S</b>	<b>S</b>	✓
Deputy Director(s)	<b>S</b>	✓	✓	<b>S</b>	<b>S</b>		<b>S</b>
Safety Officer	<b>S</b>	✓	<b>S</b>				<b>S</b>
Liaison Officer	<b>S</b>	✓	<b>S</b>				<b>S</b>
Information Officer	<b>S</b>	✓	<b>S</b>			✓	
<b>Operations Section Chief</b>	<b>S</b>	✓	✓				<b>S</b>
Biosecurity Branch Director	<b>S</b>	✓	<b>S</b>				
Control Branch Director	<b>S</b>	✓	<b>S</b>				
Response Branch Director	<b>S</b>	✓	<b>S</b>				
Other Section Staff	<b>S</b>	✓					
<b>Planning Section Chief</b>	<b>S</b>	✓	✓				<b>S</b>
Section Staff	<b>S</b>	✓					
<b>Logistics Section Chief</b>	<b>S</b>	✓	✓				<b>S</b>
Section Staff	<b>S</b>	✓					
<b>Finance / Admin Section Chief</b>	<b>S</b>	✓	✓				<b>S</b>
Section Staff	<b>S</b>	✓					

✓ = Recommended

**S** = Suggested

## JEOC Recommended and Suggested Courses

JIBC Course	INTRO TO EMERGENCY MGMT. (online)	ICS 100 (online)	Intro to EOCs (online)	EOC, Essentials (2 days)	Communicating in Crisis (2 days)	EOC Operations (1 day)	EOC Planning (1 day)	EOC Logistics (1 day)	EOC Finance (1 day)
JEOC Function									
<b>JEOC Director</b>	<b>S</b>	✓	✓	✓	<b>S</b>	✓	✓	✓	✓
Deputy Director(s)	<b>S</b>	✓	✓	✓		<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Risk Management Officer	<b>S</b>	<b>S</b>	✓	✓					
Liaison Officer	<b>S</b>	<b>S</b>	✓	✓					
Information Officer	<b>S</b>	<b>S</b>	✓	✓	✓				
<b>Operations Section Chief</b>	<b>S</b>	<b>S</b>	✓	✓		✓			
Geographic Division Supervisors			✓	✓		<b>S</b>			
Other Section Staff	<b>S</b>		✓	✓		<b>S</b>			
<b>Planning Section Chief</b>	<b>S</b>	<b>S</b>	✓	✓			✓		
Section Staff	<b>S</b>		✓	✓			<b>S</b>		
<b>Logistics Section Chief</b>	<b>S</b>	<b>S</b>	✓	✓				✓	
Section Staff	<b>S</b>		✓	✓				<b>S</b>	
<b>Finance / Admin Section Chief</b>	<b>S</b>	<b>S</b>	✓	✓					✓
Section Staff	<b>S</b>		✓	✓					<b>S</b>

✓ = Recommended

**S** = Suggested

## ANNEX F. BC FADES ORIENTATION

### JOINT INCIDENT COMMAND POST

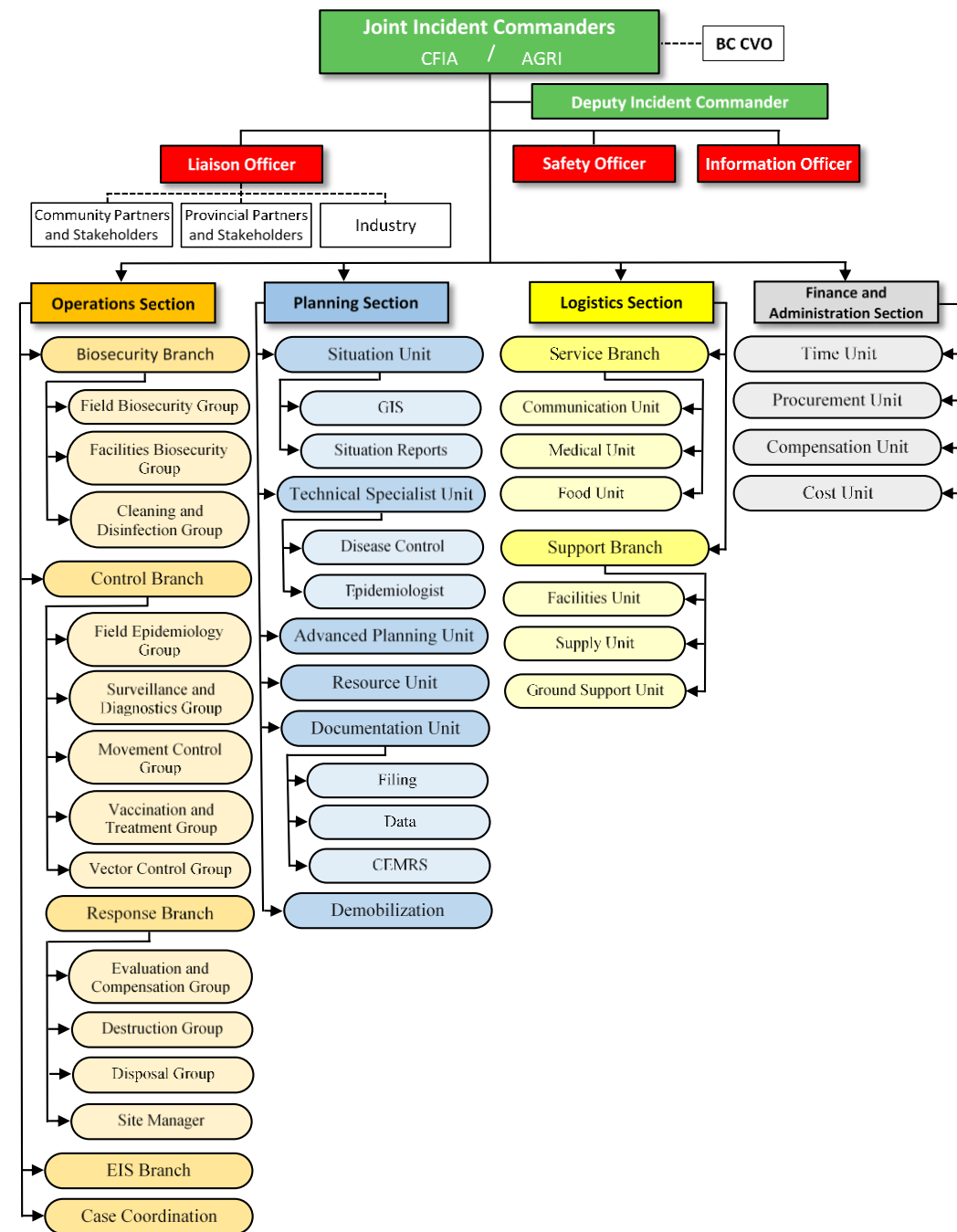
2019 BC FADES Plan	<b>Joint Incident Command Post Orientation to the BC FADES Plan</b>
<b>1. Introduction</b>	<p>Welcome to the Joint Incident Command Post (ICP), for response to foreign animal diseases (FAD) in British Columbia. The response approach is guided by the BC Foreign Animal Disease Emergency Support (FADES) Plan, a federal-provincial agreement.</p> <p>The Canadian government considers FADs as threats to national security and, through the Canadian Food Inspection Agency (CFIA), which has the federal legislative authority for response to animal emergencies, leads response efforts to control the disease with appropriate urgency.</p> <p>It is therefore the intent of the Federal Government and the Government of BC to establish a response plan that encourages all levels of government to join forces, involves members of the local livestock and poultry industries and private citizens in controlling and eradicating the disease, and anticipates the need for economic and social recovery.</p> <p>The purpose of the FADES Plan is to identify the arrangements whereby stakeholders at all levels are able to collaborate in achieving individual and collective objectives in managing a FAD outbreak in BC. Sections of this plan may be utilized to effectively prepare responders for animal disease events outside the scope of this plan as well. <b>The BC FADES Plan is consistent with the CFIA Animal Health Function Plan (AHFP) while providing a BC specific approach.</b></p> <p>The Joint Incident Command Post (ICP) refers to the organization of people collected to manage the tactical response to the disease outbreak. The terms and concepts come from the Incident Command System (ICS). The ICP reports to and receives support from the Joint Emergency Operations Centre (JEOC).</p> <p>This handout contains important information you need to know for working at the ICP. Also see the Generic ICP Job Action Sheet (Function Checklist) for reminders of steps to take as you get started and before you leave the ICP.</p> <p>The first thing to note about the ICP is the multi-agency nature of the operations. You may be working side-by-side with representatives from federal, provincial, local</p>

2019 BC FADES Plan	<b>Joint Incident Command Post Orientation to the BC FADES Plan</b>
	and Indigenous governments, health authorities, animal industry, and other organizations.
<b>2. Operating Principles</b>	<p>Applying the ICS to FADs in BC provides a ready-made organization structure and set of working principles that help the different organizations work as one. The ICP has the following primary functions:</p> <ul style="list-style-type: none"> <li>• Command</li> <li>• Operations</li> <li>• Logistics</li> <li>• Planning</li> <li>• Finance/Administration</li> </ul> <p>The individuals authorized as the Joint Incident Commanders have responsibility for all functions. They may elect to perform all activities, or delegate authority to perform functions to other people in the organization. Delegation does not, however, relieve the Incident Commander from overall responsibility.</p> <p><b>Management by Objectives</b> – This principle draws a direct link between policies and actions. Management by objectives calls for four basic steps:</p> <ol style="list-style-type: none"> <li>1. Understand agency policy and direction</li> <li>2. Establish incident objectives</li> <li>3. Select appropriate strategy</li> <li>4. Perform tactical direction, such as applying tactics appropriate to the strategy, assigning the right resources, and monitoring performance.</li> </ol> <p>You will be expected to identify the strategies and actions that directly support the objectives set by the Incident Commander, and these objectives will likely be reviewed daily.</p> <p>Every individual has one designated supervisor. This ‘Chain of Command’ means that there is an orderly line of authority within the organization.</p> <p><b>Operational Periods</b> – Incident Action Plans are always prepared around a timeframe called an ‘operational period.’ The length of an operational period, selected by the Incident Commander, will be based on the needs of the incident, and thus can change over the course of an incident.</p> <p><b>Incident Action Plans</b> – Every incident must have written action plans that provide all incident supervisory personnel with direction for future actions. The ICP will prepare an ‘Incident Action Plan’ for each</p>

2019 BC FADES Plan	<b>Joint Incident Command Post Orientation to the BC FADES Plan</b>
	<p>Operational Period. Action plans should include the measurable or observable tasks to be performed.</p> <p><b>Unified Command</b> – The principle of Unified Command is an important feature of ICS. Unified Command allows all agencies who have jurisdictional or functional responsibility for an incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or giving up agency authority, responsibility, or accountability. All incidents where Unified Command is applied function under a single coordinated Incident Action Plan.</p>
<b>3. The Organization</b>	<p><b>Command</b> – Incident Command management is responsible for overall emergency command and control, public information and media relations, agency liaison, and proper safety procedures through the joint efforts of member agencies and private organizations.</p> <p><b>Operations</b> – Operations staff are responsible for organizing and supervising tactical response activities through implementation of the Incident Action Plan. Operational activities carried out in an animal disease response include: biosecurity, surveillance and diagnostics, field epidemiology, movement control, vaccination, evaluation, destruction, disposal, and cleaning and disinfection.</p> <p><b>Planning</b> – The Planning Section is responsible for collecting, evaluating, processing, displaying and disseminating information. They develop the Incident Action Plan and Situation Reports in coordination with other functions, and maintain all ICP documentation.</p> <p><b>Logistics</b> – These staff members are responsible for providing facilities, services, personnel, equipment and materials to support the response effort.</p> <p><b>Finance/Administration</b> – This section leads financial activities and oversees other administrative support aspects.</p>

#### 4. Organization Chart

The Incident Command structure for a fully developed response organization is shown below.



*Function Chart for a Fully-Activated Joint Incident Command Post (ICP)*

It is important to remember that not every ICP function will be filled in every disease outbreak or emergency event. The situation at hand will dictate the functions to be activated.



2019 BC FADES Plan	<b>Joint Incident Command Post Orientation to the BC FADES Plan</b>
<b>5. Registration</b>	Before beginning work at the ICP, be sure to first register using the <b>Registration Form</b> , available at the Logistics Section.
<b>6. Daily Sign In</b>	The Incident Commander is responsible for the location of all active ICP members, including site personnel. Be sure to sign in to and out of the ICP each time you enter or leave the building using the <b>Check-in, Check-out List</b> , maintained by the Logistics Section.
<b>7. Facility and Situation Orientation</b>	<p>You should receive an orientation to the ICP building and other facilities where you may be working through Logistics or, if you are representing an outside agency, through the Liaison Officer.</p> <p>As part of your ICP orientation you should also receive an overview of the situation which would include reviewing the map showing all response locations and any zones that have been established.</p>
<b>8. ICP Identification</b>	You may be provided an identification badge from the Logistics Section and a function coloured vest from your Section Chief.
<b>9. Your Job Action Sheet (Function Checklist)</b>	<p>As a member of the ICP, you will fulfill a specific function. Job Action Sheets (function checklists) are located with the CFIA Animal Health Functional Plan and BC Specific checklists are in the BC FADES Annex G. The Job Action Sheet summarizes your responsibility and action items for consideration. You may have to adapt these actions to fit the demands of the situation at hand. Obtain the Job Action Sheet from your Supervisor.</p> <p>It is important that you concentrate fully on the set of activities designed for that function and to avoid straying into responsibility areas of others. This will help reduce duplication and confusion. If you see something that needs doing, advise your supervisor.</p> <p>At times, you may be asked to fill two or more functions in the ICP. While it may be tempting to combine these functions under a new title, this can lead to confusion and make it difficult to hand one or more functions to new personnel who may relieve you.</p>
<b>10. Supervision</b>	Every person working within the ICP structure reports to <b>one and only one supervisor</b> . Find your function on the ICP organization chart and make sure you introduce yourself to your supervisor. Meet with your supervisor to confirm your duties and expectations.

2019 BC FADES Plan	<b>Joint Incident Command Post Orientation to the BC FADES Plan</b>
<b>11. Authority</b>	<p>While you hold a position within the ICP, you act on behalf of the integrated response organization of federal, provincial, and local government agencies with legal responsibility for FAD events in British Columbia.</p> <p>Please note that certain response tasks require a written delegated authority from a Federal Minister or designated delegate. For example, these could include the powers to inspect, detain, or destroy as well as financial and human resource authority. You should ensure you have the powers to carry out the task. If you are unsure ask your supervisor.</p>
<b>12. Safety</b>	<p>Your health and safety should be your first priorities. While the ICP should contain no unusual hazards, pay attention to possible threats. You cannot assist those affected by the emergency if you are ill or injured.</p> <p><b>Take these precautions:</b></p> <ul style="list-style-type: none"> <li>• Do not hurry through tasks. Think them through.</li> <li>• Take breaks at regular intervals throughout the day.</li> <li>• Frequent hand-washing will reduce the chance of contracting and transmitting diseases.</li> <li>• Watch your stress level. Make use of ICP stress counselling and debriefings that may be offered. Arrange with another ICP member to monitor each other for stress. Plan to take breaks, and let your supervisor know of any unusual reactions to stress.</li> </ul> <p><b>Smoking is not allowed</b> in the ICP building or other response facilities. Outdoor areas will be designated for smoking.</p>
<b>13. Work Hours and Timesheets</b>	<p>The demands of the FAD event may require the ICP to operate 24 hours a day, 7 days a week for an extended period. However, generally you will not be expected to work more than <b>12 hours during each 24-hour period</b>. If you feel uncomfortable with your work hours at any time, discuss your concerns with your supervisor.</p> <p>You will be expected to keep a timesheet that documents your daily activities throughout your assigned period. Check with your supervisor on the correct timesheet to use.</p>
<b>14. Preserving Confidentiality</b>	<p>While you are working at the ICP on behalf of the CFIA and other agencies with jurisdiction, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to <b>share information with others</b> in the ICP for the purposes of emergency response, even those from other agencies, <b>and prevent the release of information to unauthorized persons outside the ICP</b>, unless approved by your supervisor. Discuss any confidentiality concerns you may have with your supervisor.</p>

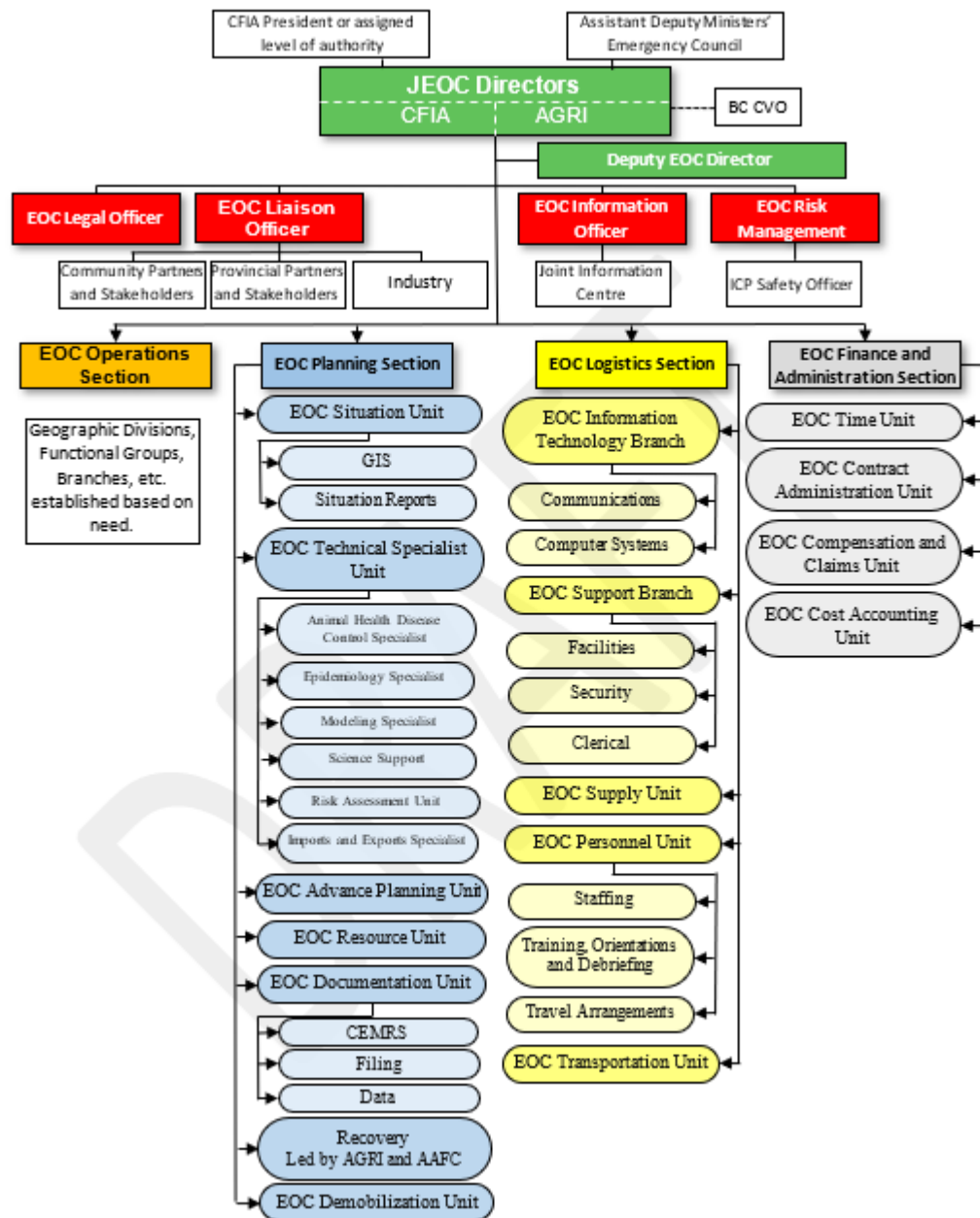
## JOINT EMERGENCY OPERATIONS CENTRE

BC FADES Plan	Joint Emergency Operations Centre Orientation to the BC FADES
<b>1. Introduction</b>	<p>Welcome to the Joint Emergency Operations Centre (JEOC), for response to foreign animal diseases (FAD)s in British Columbia. The response approach is guided by the BC Foreign Animal Disease Emergency Support (FADES) Plan, a federal-provincial agreement.</p> <p>The Canadian government considers FADs as threats to national security and, through the Canadian Food Inspection Agency (CFIA), which has the federal legislative authority for response to animal emergencies, leads response efforts to control the disease with appropriate urgency.</p> <p>It is therefore the intent of the Federal Government and the Government of BC to establish a response plan that encourages all levels of government to join forces, involves members of the local livestock and poultry industries and private citizens in controlling and eradicating the disease, and anticipates the need for economic and social recovery.</p> <p>The purpose of the BC FADES Plan is to identify the arrangements whereby stakeholders at all levels are able to collaborate in achieving individual and collective objectives in managing a FAD outbreak in BC. Sections of this plan may be utilized to effectively prepare responders for animal disease events outside the scope of this plan as well. <b>The BC FADES Plan is consistent with the CFIA Animal Health Function Plan (AHFP) while providing a BC specific approach.</b></p> <p>The JEOC supports one or more response organizations at the Incident Command Post (ICP) level that control tactical operations. The Incident Commander is responsible for the ICP.</p> <p>This handout contains important information you need to know. Also see the Generic JEOC Job Action Sheet (Checklist) for reminders of steps to take as you get started and before you leave the JEOC.</p> <p>The first thing to note about the JEOC is the truly 'joint' nature of the operations. You may be working side-by-side with representatives from federal, provincial, local and Indigenous governments, health authorities, animal industry, and other organizations. Although CFIA brings the federal legislative authority for response to animal emergencies, the Foreign Animal Disease Emergency Support (FADES) Plan in BC recognizes the need for support from multiple organizations.</p>
<b>2. Operating Principles</b>	<p>Applying the Incident Command System to FADs in BC provides a ready-made organization structure and set of working principles that help the different</p>

BC FADES Plan	<b>Joint Emergency Operations Centre Orientation to the BC FADES</b>
	<p>organizations work as one. The JEOC organization adopts the following primary functions:</p> <ul style="list-style-type: none"> <li>• Management</li> <li>• Operations</li> <li>• Logistics</li> <li>• Planning</li> <li>• Finance/Administration</li> </ul> <p>The individuals designated as JEOC Directors in an Emergency Operations Centre have responsibility for all functions. They may elect to perform all activities, or delegate authority to perform functions to other people in the organization. Delegation does not, however, relieve the JEOC Directors from overall responsibility.</p> <p><b>Management by Objectives</b> – This principle draws a direct link between policies and actions. Management by objectives calls for four basic steps:</p> <ol style="list-style-type: none"> <li>1. Understand agency policy and direction</li> <li>2. Establish incident objectives</li> <li>3. Select appropriate strategy</li> <li>4. Perform support direction, such as taking action appropriate to the strategy, assigning the right resources, and monitoring performance.</li> </ol> <p>You will be expected to identify the strategies and actions that directly support the objectives set by the JEOC, and these objectives will likely be reviewed daily.</p> <p>Every individual has one designated supervisor. This ‘Chain of Command’ means that there is an orderly line of authority within the organization.</p> <p><b>Operational Periods</b> – Incident Action Plans are always prepared around a timeframe called an ‘operational period.’ The length of an operational period, selected by the JEOC Directors, will be based on the needs of the incident, and thus can change over the course of an incident.</p> <p><b>Incident Action Plans</b> – Every incident must have written action plans that provide all incident supervisory personnel with direction for future actions. The JEOC will prepare a ‘JEOC Action Plan’ for each Operational Period. Action plans should include the measurable or observable tasks to be performed.</p> <p><b>Unified Command</b> – The principle of Unified Command is an important feature of the Incident Command System. Unified Command allows all agencies who have jurisdictional or functional responsibility for an incident to jointly develop a common set of incident objectives and strategies. This is accomplished without</p>

BC FADES Plan	Joint Emergency Operations Centre Orientation to the BC FADES
	<p>losing or giving up agency authority, responsibility, or accountability. All incidents where Unified Command is applied function under a single coordinated Incident Action Plan.</p>
3. The JEOC Organization	<p><b>Management</b> – The JEOC Directors are responsible for the overall strategic management, coordination, and support, for a rapid resolution of an incident, and return to normal operation. JEOC management is responsible for overall emergency coordination and command, public information and media relations, agency liaison, and proper risk management procedures through the joint efforts of member agencies and private organizations.</p> <p><b>Operations</b> – The JEOC Operations Section serves as the primary information/reporting conduit between the Joint EOC and the Joint ICP, forwarding the incoming information to the appropriate function in the JEOC.</p> <p>When there is a single Joint ICP, the JEOC Operation Section may be small (one or a few people). However, with multiple Joint ICPs activated there may be one person (or several people) in contact with each Joint ICP. The JEOC Operations Section may be divided by geographic divisions (e.g. Fraser Valley, Cariboo, Northwest BC, etc.). In large events where the Joint ICPs require lots of support from the JEOC, the JEOC Operations Section could also be set up as branches or functional groups if required.</p> <p><b>Planning</b> – The JEOC Planning Section conducts the same activities as the ICP Planning Section – collects, evaluates, processes, displays, and disseminates information, including documentation. When a single Joint ICP is activated, the Joint ICP Planning Section may be able to perform most of this work. However, when there are multiple Joint ICPs, the JEOC Planning Section collates all the information from all the Joint ICPs so that overall situational awareness is maintained and planning can be done on a wider scale.</p> <p>Advance Planning and Recovery activities are often handled at the JEOC level. The Recovery focus is led by AGRI and AAFC, and in large events may transition out of the JEOC into a Recovery EOC, Recovery Steering Committee or other entity.</p> <p><b>Logistics</b> – The Logistics Section manages the incident support needs including equipment, supplies, facilities, services, personnel and other resources both for running the JEOC as well as filling any resource requests coming from the Joint ICP to the JEOC.</p> <p><b>Finance/Administration</b> – The Finance and Administration Section is responsible for managing all financial and administrative issues critical for tracking emergency costs and reimbursement accounting, and providing expert</p>

<b>BC FADES Plan</b>	<b>Joint Emergency Operations Centre Orientation to the BC FADES</b>
	<p>advice on staffing, contracting, hours of work, leave, standby, relocation and overtime.</p> <p>If there is a single Joint ICP, this work may be managed by the Joint ICP Finance and Administration section. However, with multiple Joint ICPs, this section would roll up and manage all the emergency costs for the event.</p>
<b>4. JEOC Organization Chart</b>	The JEOC structure for a fully developed response organization is shown on the next page.

BC FADES  
PlanJoint Emergency Operations Centre  
Orientation to the BC FADES

*Function Chart for a Fully-Activated Joint Emergency Operations Centre (JEOC)*

It is important to remember that not every JEOC function will be filled in every disease outbreak or emergency event. The situation at hand will dictate the functions to be activated.



BC FADES Plan	Joint Emergency Operations Centre Orientation to the BC FADES
5. Registration	Before beginning work at the JEOC, be sure to first register using the <b>JEOC Registration Form</b> , available at the Logistics Section.
6. Daily Sign In	The JEOC Directors are responsible for the location of all active JEOC members. Be sure to sign in to and out of the JEOC each time you enter or leave the building using the <b>Check-in, Check-out List</b> , maintained by the Logistics Section.
7. Facility and Situation Orientation	<p>You should receive an orientation to the JEOC building and other facilities where you may be working through the Personnel Unit in Logistics or, if you are representing an outside agency, through the Liaison Officer.</p> <p>As part of your JEOC orientation you should also receive an overview of the situation which would include reviewing the map showing all response locations and any zones that have been established.</p>
8. JEOC Identification	You may be provided an identification badge from the Logistics Section and a function coloured vest from your Section Chief.
9. Your Function Job Action Sheet (Function Checklist)	<p>As a member of the JEOC, you will fulfill a specific function. Job Action Sheets (function checklists) are located with the CFIA Animal Health Functional Plan and BC Specific checklists are in the BC FADES Annex G. The Job Action Sheet summarizes your responsibility and action items for consideration. You may have to adapt these actions to fit the demands of the situation at hand. Obtain the Job Action Sheet from your Supervisor.</p> <p>It is important that you concentrate fully on the set of activities designed for that function and to avoid straying into responsibility areas of others. This will help reduce duplication and confusion. If you see something that needs doing, advise your supervisor.</p> <p>At times, you may be asked to fill two or more functions in the JEOC. While it may be tempting to combine these functions under a new title, this can lead to confusion and make it difficult to hand one or more functions to new personnel who may relieve you.</p>
10. Supervision	Every person working within the JEOC structure reports to <b>one and only one supervisor</b> . Find your function on the JEOC organization chart and make sure you introduce yourself to your supervisor. Meet with your supervisor to confirm your duties and expectations.



BC FADES Plan	Joint Emergency Operations Centre Orientation to the BC FADES
11. Authority	<p>While you hold a position within the JEOC, you act on behalf of the integrated response organization of federal, provincial, and local government agencies with legal responsibility for FAD events in British Columbia.</p> <p>Please note that certain response tasks require a written delegated authority from a Federal Minister or designated delegate. For example, these could include the powers to inspect, detain, or destroy as well as financial and human resource authority. You should ensure you have the powers to carry out the task. If you are unsure ask your supervisor.</p>
12. Safety	<p>Your health and safety should be your first priorities. While the JEOC should contain no unusual hazards, pay attention to possible threats. You cannot assist those affected by the emergency if you are ill or injured.</p> <p><b>Take these precautions:</b></p> <ul style="list-style-type: none"> <li>• Do not hurry through tasks. Think them through.</li> <li>• Take breaks at regular intervals throughout the day.</li> <li>• Frequent hand-washing will reduce the chance of contracting and transmitting diseases.</li> <li>• Watch your stress level. Make use of JEOC stress counselling and debriefings that may be offered. Arrange with another JEOC member to monitor each other for stress. Plan to take breaks, and let your supervisor know of any unusual reactions to stress.</li> </ul> <p><b>Smoking is not allowed</b> in the JEOC building or other response facilities. Outdoor areas will be designated for smoking.</p>
13. Work Hours and Timesheets	<p>The demands of the FAD event may require the JEOC to operate 24 hours a day, 7 days a week for an extended period. However, generally you will not be expected to work more than <b>12 hours during each 24-hour period</b>. If you feel uncomfortable with your work hours at any time, discuss your concerns with your supervisor.</p> <p>You will be expected to keep a timesheet that documents your daily activities throughout your assigned period. Check with your supervisor on the correct timesheet to use.</p>
14. Preserving Confidentiality	<p>While you are working at the JEOC on behalf of the CFIA and other agencies with jurisdiction, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to <b>share information with others</b> in the JEOC for the purposes of emergency response, even those from other agencies, <b>and prevent the release of information to unauthorized</b></p>

<b>BC FADES Plan</b>	<b>Joint Emergency Operations Centre Orientation to the BC FADES</b>
	<b>persons outside the JEOC</b> , unless approved by your supervisor. Discuss any confidentiality concerns you may have with your supervisor.

## ANNEX G. BC SPECIFIC JOB ACTION SHEETS

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BC Specific Job Action Sheets in this Annex:

1. Assistant Deputy Ministers' – Emergency Council
2. AGRI Assistant Deputy Minister, Business Development Division
3. AGRI Chief Veterinary Officer
4. AGRI Joint EOC Director
5. AGRI JEOC Deputy Director
6. AGRI Joint Incident Commander
7. AGRI/ENV Component of Disposal Group
8. JEOC Recovery Unit Lead

For the Liaison Officer Job Action Sheet, see the CFIA Animal Health Function Plan.

## 1.0 ASSISTANT DEPUTY MINISTERS' – EMERGENCY COUNCIL

<b>Assistant Deputy Ministers' Emergency Council</b>	
<b>Responsibilities</b>	<p>The Foreign Animal Disease Assistant Deputy Minister's - Emergency Council (Former CCG) is responsible for strategic guidance and policy interpretation in supporting joint response to a foreign animal disease (FAD) event. The Assistant Deputy Minister's - Emergency Council (ADM-EC) may be required to:</p> <ul style="list-style-type: none"> <li>• Provide executive level policy decisions, strategic direction and support to the Directors of the Joint Emergency Operations Centre (JEOC).</li> <li>• Ensure the full support of all provincial ministries, Crown corporations and agencies to the integrated government response</li> <li>• Communicate the current status, pending action plans, and future resource needs to higher levels within government (Ministers'-Deputies' Emergency Council (M-DEC) or Deputy Ministers' Committee on Emergency Management (DMCEM) and Ministers).</li> <li>• Support the BC government communication strategy via the Government Communications and Public Engagement Branch in implementing the provincial public information strategy.</li> </ul> <p>The Canadian Food Inspection Agency (CFIA) National Headquarters will provide support to the CFIA EOC Director. These support groups do not direct the tactical actions of the response crews and rely on the Directors of the JEOC to coordinate overall response and provide site support, and the Joint Incident Commanders at the ICP to direct tactical actions.</p> <p>See Figure 2.1 in the 2019 BC FADES Plan for a summary of the overall organization of the response structure in a major disease outbreak and the role of the ADM-EC.</p>
<b>Structure and Composition</b>	<p>The FADES ADM-EC may be co-chaired by the ADM Emergency Management BC (EMBC) or designate and the BC Ministry of Agriculture (AGRI) Assistant Deputy Minister, Business Development Division or designate. However, another chair or co-chair may be appointed depending on the nature of the event and participant responsibilities.</p> <p>EMBC's Provincial Duty Manager sets up the ADM-EC call for all Ministries and the BC Centre for Disease Control (BCCDC).</p> <p>The AGRI and CFIA JEOC Directors (or Deputies) attend to provide the response overview (see draft agenda below)</p> <p>The FADES ADM-EC will normally consist of representatives of the following agencies:</p> <ul style="list-style-type: none"> <li>• BC Ministry of Agriculture</li> <li>• Emergency Management BC</li> <li>• BC Ministry of Environment and Climate Change Strategy</li> <li>• BC Ministry of Health</li> <li>• BC Ministry of Transportation and Infrastructure</li> </ul>

<b>Assistant Deputy Ministers' Emergency Council</b>	
	<ul style="list-style-type: none"> <li>• BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development</li> <li>• BC Government Communications and Public Engagement</li> </ul> <p>Ex-officio members may be invited to any specific ADM-EC meeting, if required, and may include (if and as required):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Industry representatives</li> <li><input type="checkbox"/> Local authorities and Indigenous governments</li> <li><input type="checkbox"/> Regional, provincial, and federal organizations</li> </ul>
<b>ADM-EC Meetings</b>	<p>The ADM-EC is an executive committee with current terms of reference. Meetings may be held outside the JEOC or via conference call. The Directors or Deputy Directors of the JEOC, accompanied by the BC CVO and Information Officer, may participate in ADM-EC meetings. ADM-EC conference calls are not expected to include representatives from local authorities, Indigenous governments or the agricultural industry unless required.</p> <p>EMBC may provide secretarial and support services, including preparing Records of Decisions that document issues discussed, decisions, and action items.</p> <p>Representative agencies are expected to implement decisions and action items relating to their agency arising from ADM-EC meetings. Records of Decisions and critical information shared will be documented and secured for subsequent incorporation into after-action reports.</p>
<b>Initial Briefing and Draft Agenda</b>	<p>Senior officials will be briefed about any FAD event that:</p> <ul style="list-style-type: none"> <li>• Involves a zoonotic disease (could cause illness in humans)</li> <li>• Has wide implications or involves both federal and provincial response</li> <li>• May result in significant public or media attention</li> <li>• Requires significant federal or provincial support, i.e., funding</li> <li>• May result in criticism of government</li> </ul> <p>The initial briefing should occur as expeditiously as possible to allow respective senior officials to respond to early questions from the news media. Regular follow-up briefings will occur as appropriate.</p> <p><b>Draft Initial Briefing Agenda</b></p> <ul style="list-style-type: none"> <li>• Introductions and Roll Call (ADM-EC Chair)</li> <li>• Situation Update <ul style="list-style-type: none"> <li>○ Foreign Animal Disease status, context and implications (BC Chief Veterinary Officer)</li> <li>○ Public Health Implications (Provincial Health Officer)</li> </ul> </li> </ul>

**Assistant Deputy Ministers' Emergency Council**

	<ul style="list-style-type: none"> <li>○ Current/planned response activities/priorities, challenges, issues and potential resource needs (AGRI JEOC Director or AGRI IC)</li> <li>○ Communication plans (GCPE)</li> <li>• Discussion and Questions</li> <li>• Next Steps</li> <li>• Next ADM-EC Meeting</li> </ul>
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## 2.0 AGRI ASSISTANT DEPUTY MINISTER, BUSINESS DEVELOPMENT DIVISION

AGRI Assistant Deputy Minister (ADM), Business Development Division	
<b>Responsibilities</b>	<p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Ensuring ministry resources are committed to, trained and support emergency preparedness.</li> <li>2. Notifying the ADM, Emergency Management BC of the foreign animal disease.</li> <li>3. Working with the AGRI Deputy Minister to appoint the AGRI Incident Commander and AGRI JEOC Director in a Foreign Animal Disease event.</li> <li>4. Keep AGRI Minister, Deputy Minister and ADM, Agriculture Science and Policy informed of response status.</li> <li>5. Participate on Assistant Deputy Minister's - Emergency Council (ADM-EC), likely as a co-Chair, to provide executive level policy decisions, strategic direction, and support to the M-DEC.</li> <li>6. Maintain communication with the AGRI JEOC Director/Deputy Director or AGRI Incident Commander if no JEOC is activated.</li> <li>7. Maintain communication with the CFIA Western Director General to enhance co-ordination and resolve issues that may arise.</li> <li>8. Assist with recovery activities to ensure coordination and optimization of available resources.</li> </ol>
<b>References</b>	<p><b>Aids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC <i>Animal Health Act</i></li> <li><input type="checkbox"/> <i>Health of Animals Act (Federal)</i></li> <li><input type="checkbox"/> BC FADES Plan</li> <li><input type="checkbox"/> CFIA Animal Health Functional Plan</li> <li><input type="checkbox"/> ADM-EC Terms of Reference</li> <li><input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to</li> </ul>

### 3.0 AGRI CHIEF VETERINARY OFFICER

AGRI Chief Veterinary Officer	
<b>Responsibilities</b>	<p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Hold and maintain the updated master copies of the BC FADES Plan and all annexes. Arrange annual reviews of agreements, MOUs, readiness and notification process.</li> <li>2. Participate in FAD response training.</li> <li>3. Ensure Animal Health Centre maintains status with the Canadian Animal Health Surveillance Network</li> <li>4. Inform CFIA Animal Health Veterinary Officer if a FAD is diagnosed or suspected.</li> <li>5. In consultation with the CFIA Incident Commander, ensure disease notifications are sent to industry.</li> <li>6. May be involved in the decision to activate a Joint Incident Command Post or multiple Incident Command Posts and a JEOC.</li> <li>7. Act as spokesperson or assign designate.</li> <li>8. Brief Joint Incident Commanders and JEOC Directors.</li> <li>9. Provide updates on ADM-EC calls as required.</li> <li>10. Provide updates on M-DEC calls as required.</li> <li>11. Maintain contact with AGRI JEOC Director or AGRI Incident Commander if no JEOC.</li> <li>12. Provide laboratory services from the accredited full-service veterinary laboratory, the Animal Health Centre to support surveillance and movement control.</li> <li>13. Inform ICP on ability of provincial lab services to meet demand.</li> <li>14. Provide technical staff to the ICP/JEOC.</li> <li>15. Access powers of <i>Animal Health Act</i> when required.</li> </ol>
<b>References</b>	<p><b>Aids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC <i>Animal Health Act</i></li> <li><input type="checkbox"/> <i>Health of Animals Act (Federal)</i></li> <li><input type="checkbox"/> BC FADES Plan</li> <li><input type="checkbox"/> CFIA Animal Health Functional Plan</li> <li><input type="checkbox"/> ADM-EC and M-DEC Terms of Reference</li> <li><input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to</li> <li><input type="checkbox"/> CFIA Job Action Checklists</li> </ul>



## 4.0 AGRI JEOC DIRECTOR

AGRI JEOC Director	
<b>Responsibilities</b>	<p>The AGRI JEOC Director, in unified command with the CFIA JEOC Director, provides overall coordination of and support to the Incident Command Post (ICP) activities to ensure an effective, well-managed, and cooperative response.</p> <p>The AGRI JEOC Director is appointed by the appropriate AGRI Deputy Minister.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess the situation</li> <li>2. Support ICP operations</li> <li>3. Provide overall coordination of response including coordination of multiple ICPs if multiple ICPs activated</li> <li>4. Develop / approve JEOC action plans</li> <li>5. Inform others (approve Sit Reps, attend ADM-EC calls, etc.)</li> <li>6. Manage the JEOC</li> <li>7. Link with the CVO, and ensure they receive the Sit Rep</li> </ol>
<b>Reports To</b>	Appropriate AGRI Assistant Deputy Minister
<b>Getting Started</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow CFIA Generic EOC Job Action Sheet checklist.</li> <li><input type="checkbox"/> <b>Ensure an EMBC Task number has been obtained by the AGRI IC from the Emergency Coordination Centre (ECC) - 1 800 663 3456</b> in order to track provincial expenses that potentially can be claimed back from CFIA if pre-approved by CFIA. <ul style="list-style-type: none"> <li>The ECC may want the following information: <ul style="list-style-type: none"> <li>○ Activation Level of ICP (1 if small, 2 if medium and 3 if large)</li> <li>○ Brief description of event (including areas impacted)</li> <li>○ Person who authorized the response activation</li> <li>○ Estimated cost allocation (0\$ if not known)</li> <li>○ Have local authorities and First Nations been advised</li> <li>○ Any other particulars associated with the who, what, where, when and why, if known</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Assess situation – with CFIA JEOC Director obtain briefing from AGRI/CFIA Incident Commander.</li> <li><input type="checkbox"/> Ensure you have the latest version of the CFIA Animal Health Functional Plan, BC FADES Plan and CFIA Job Action Sheets.</li> <li><input type="checkbox"/> With CFIA JEOC Director: <ul style="list-style-type: none"> <li>○ Assess the initial magnitude and severity of the current situation and potential for future threat.</li> <li>○ Determine what name the ICs have selected for the event and ensure that name is used on all paperwork.</li> <li>○ Identify EOC location considering hazard and working with Public Works and Government Services Canada (PWGSC), communicate location to others.</li> </ul> </li> </ul>

**AGRI JEOC Director**

- Prepare an initial JEOC Action Plan using EOC Action Plan form. This can be simple to begin the process, but it should be recorded.
- Determine initial functions required (the initial JEOC level of activation), consider filling the following functions early:
  - CFIA EOC Director
  - AGRI EOC Director
  - Deputy EOC Director(s)
  - Liaison Officer
  - Information Officer
  - Ops Section Chief
  - Planning Section Chief
  - Scribes in Documentation Unit of Planning Section
  - Logistics Section Chief
  - Staffing Unit (Logistics)
  - Finance/Admin Section Chief
- Determine initial Operational Period for the JEOC.
- In conjunction with the ICs consider if technical experts from other countries are required and if needed, CFIA will coordinate assistance from other International Governments.
- Identify a recorder to take minutes of all significant meetings, including conference calls. JEOC Directors must ensure records are generated for all meetings and critical conversations.
- Determine if a call is needed with the Assistant Deputy Minister's - Emergency Council (ADM-EC). Arrange with EMBC staff to set up initial call.
- Determine what funds are available to support emergency response and inform the Finance/Administration Section Chief and all Incident Commanders.
- ☐ Brief AGRI ADM and obtain their advice.
- ☐ Confer with BC Chief Veterinary Officer to obtain their advice.
- ☐ Notify RCMP if Terrorism Suspected – If a FAD may be related to tampering or terrorism, inform RCMP headquarters in BC.
- ☐ Call out AGRI staff to attend JEOC.
- ☐ Work with ICP to establish initial contact with EMBC, HTLH, ENV, FLNR (Range Branch, Wildlife Management), MIRR, local authorities, Indigenous governments, Health Authorities, First Nations Health Authority and industry (including BCAC). Determine how information will flow to these other organization (from ICP or from EOC).
- ☐ Where zoonotic diseases are involved, the JEOC Director should support Incident Commanders in ensuring all field staff members are immunized prior to attending potentially infected sites.

AGRI JEOC Director	
Main Checklist	<ol style="list-style-type: none"> <li>1. <b>Assess the Situation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Gather Information</u> – Collect information relevant to the FAD event from Incident Command, as well as a range of other sources.</li> <li><input type="checkbox"/> <u>Assess Situation</u> – Continuously assess the magnitude and severity of current situation and potential for spread of the disease.</li> <li><input type="checkbox"/> <u>Assess JEOC Needs</u> – Perform an assessment of needs for specific JEOC functions based on the information at hand.</li> </ul> </li> <li>2. <b>Support ICP Operations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Establish Communications</u> – Establish communications for regular contact with activated ICPs, especially with the Incident Commander and Operations Section. Consider setting a regular schedule for contact with each ICP, such as every hour during initial set up and every two or three hours as response routines are established.</li> <li><input type="checkbox"/> <u>Support Operations</u> – Liaise with the JEOC Operations Section Chief to determine the demands of the emergency. Ensure that all actions are coordinated within the established priorities.</li> <li><input type="checkbox"/> <u>Anticipate Site Needs</u> – Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements.</li> <li><input type="checkbox"/> <u>Approve Resource Requests</u> – Approve requests for additional resources, including staff and equipment. Ensure appropriate resource request forms are utilized.</li> </ul> </li> <li>3. <b>Develop / Approve JEOC Action Plans</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Develop Support Strategies</u> – Consult JEOC Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas.</li> <li><input type="checkbox"/> <u>Hold Action Planning Meeting</u> – Hold at least one Action Planning Meeting in each operational period, and with significant changes in the situation or JEOC staff. Each meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs, and key agency representatives.</li> <li><input type="checkbox"/> <u>Prepare and Approve JEOC Action Plans</u> – When Action Plans are completed by the Planning Section, review, approve and authorize implementation.</li> <li><input type="checkbox"/> <u>Monitor Needs</u> – Monitor operations to anticipate problems with satisfying objectives. Re-assign initial personnel to new actions, if required. Contact FLNR Wildfire Management Branch if further resources are required to assist the FAD response and/or coordinate provincial resources.</li> </ul> </li> <li>4. <b>Inform Others</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Notify Agencies</u> – Ensure that all federal, provincial, and local agencies and local industry groups have been notified.</li> <li><input type="checkbox"/> <u>Determine Frequency of Situation Reports</u> – Considering the ADM - EC requirements, set the time and frequency of the JEOC Situation Reports and inform the Planning Section.</li> </ul> </li> </ol>

**AGRI JEOC Director**

- ☐ Inform ADM-EC – Keep the ADM-EC informed on the incident status, priorities, and objectives by way of situation reports, and conference calls. Alert them to any policy issues.
- ☐ Inform JEOC Staff – Hold at least one briefing of all JEOC participants in each operational period. Briefings should not exceed 30 minutes.
- ☐ Inform Other Jurisdictions – Establish and maintain contact with emergency organizations in adjacent jurisdictions, if activated. For FAD events that have cross-border implications, the CFIA may invite USDA to attend the JEOC as Agency Representatives. CFIA may consider sending a JEOC representative to an activated FAD EOC in the US.
- ☐ Inform the Public – Keep the JEOC Information Officer up to date on new information. Review and approve media releases and other materials for public release. If operating within a Unified Command, ensure all JEOC Directors approve releases.

**5. Manage the JEOC Group**

- ☐ Assume Control of JEOC – Direct the overall FAD event coordination with other agencies with jurisdiction under Unified Command, where appropriate. Authorize a Deputy JEOC Director to act on your behalf. There always needs to be at least one green vest in the main room of the JEOC.
- ☐ Select JEOC Functions – Determine which JEOC functions are needed to meet present and upcoming needs of the FAD event. Consider the need among several JEOC functions for clerical and administrative support services.
- ☐ Staff the JEOC – Identify all personnel for critical functions (such as Section Chiefs), selecting staff who are trained in ICS and the BC FADES Plan. Activation must include EOC Information Technology Branch Director and support staff. Request the Logistics Section to post an organization charts at all facilities, including labs. Identify replacements for JEOC members for extended operations.
- ☐ Set Operational Periods – Designate the operational periods according to the situation and display in a prominent location. Establish a routine for each operational period, such as the following for a 24-hour period:
  - o 0800 Morning Briefing
  - o 0830 Call with ICPs
  - o 0900 ADM-EC Call
  - o 1330 Afternoon Briefing
  - o 1400 Section Meetings
  - o 1500 Incident Action Planning Meeting
  - o 1600 Situation Report due for approval

Work with Incident Commanders and the ADM-EC on coordinating the schedule, such as when to produce and provide the JEOC Situation Report.
- ☐ Advise Staff to Share Information – Inform all JEOC staff that they are encouraged to share information with each other for the purposes

AGRI JEOC Director	
	<p>of emergency response. All must agree to secure personal and confidential information that requires protection.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Limit Staff Working Hours</u> – Advise all Management Staff and Section Chiefs to monitor the number of hours and days each JEOC staff member is devoting to the effort. No JEOC staff member should work more than 12 hours in a single shift, or more than 10 consecutive days without a 2-day break.</li> <li><input type="checkbox"/> <u>Ensure JEOC Health and Safety</u> – Monitor the situation to manage the health and safety of all personnel. Implement a ‘buddy system’ for JEOC personnel to monitor stress. Be prepared to send people home (not back to the office) for stress relief.</li> <li><input type="checkbox"/> <u>Monitor Effectiveness</u> – Continuously monitor management and general staff to ensure that all appropriate actions are being taken. Continuously monitor the ICP organizational effectiveness through completion of objectives within the Incident Action Plan.</li> </ul>
<b>Before Leaving</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow Generic Activation Checklist.</li> <li><input type="checkbox"/> Deactivate the EOC.</li> <li><input type="checkbox"/> Ensure all EOC staff have a chance to provide feedback on the response.</li> <li><input type="checkbox"/> Ensure all EOC staff have information on and access to resources for psychosocial stress management.</li> <li><input type="checkbox"/> In conjunction with the CFIA JEOC Director prepare the EOC After Action Report.</li> </ul>
<b>References and Forms</b>	<p><u>Reference folders:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Area ICS Response Repository (RDIMS #5255203 from CFIA)</li> <li><input type="checkbox"/> Actual event documentation repository (see documentation unit or information provided during Orientation)</li> </ul> <p><u>Forms (available from CFIA):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICP Team Briefing (Section/Function Status Report) (RDIMS#5899420) <ul style="list-style-type: none"> <li>o EOC Management Team Briefing Agenda</li> <li>o EOC Briefing Format</li> </ul> </li> <li><input type="checkbox"/> Position Log (RDIMS #5929494)</li> <li><input type="checkbox"/> Request for Resources or Assistance (RDIMS# 11190139)</li> </ul> <p><u>Aids</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC FADES Plan</li> <li><input type="checkbox"/> CFIA Animal Health Functional Plan</li> <li><input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to</li> <li><input type="checkbox"/> CFIA Job Action Checklists</li> <li><input type="checkbox"/> PECC/PREOC Deployment Support Annex</li> </ul> <p><a href="https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf">https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf</a></p>

## 5.0 AGRI JEOC DEPUTY DIRECTOR

AGRI JEOC Deputy Director	
<b>Responsibilities</b>	<p>One or more Deputy JEOC Director(s) may be assigned to assist in managing the JEOC group and responsibilities. Deputy Directors ensure the efficient and effective flow of information within the JEOC, and assist the JEOC Directors in organizing and supporting the JEOC staff, appropriate to the needs of the FAD event.</p> <p>A key responsibility of the Deputy Director is to assume the role and responsibilities of a JEOC Director if and when required. Note that there must always be a green vest in the main room of the JEOC.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assist information flow</li> <li>2. Support the JEOC organization</li> <li>3. Assist JEOC Director</li> <li>4. Assist with JEOC action planning</li> <li>5. Monitor overall worker safety and health</li> <li>6. Debrief JEOC personnel</li> </ol>
<b>Reports To</b>	JEOC Director
<b>Getting Started</b>	<input type="checkbox"/> Follow CFIA Generic EOC Job Action Sheet checklist. <input type="checkbox"/> Ensure you have the latest version of the CFIA Animal Health Functional Plan, BC FADES Plan and CFIA Job Action Sheets. <input type="checkbox"/> Assist JEOC Directors in determining initial JEOC activation level and staffing. <input type="checkbox"/> See AGRI JEOC Director Job Action Sheet for areas to provide potential support.
<b>Main Checklist</b>	<input type="checkbox"/> Assume the role of a JEOC Director in her/his absence. <input type="checkbox"/> The Deputy Director must remain up-to-date on the event to assume the role and responsibilities in a seamless manner. <input type="checkbox"/> The Deputy Director may have a role in maintaining effective communications with the AGRI Executive to answer questions and keep them apprised of progress, including the drafting of briefing notes etc. <input type="checkbox"/> Ensure risk management principles and procedures are applied to all JEOC activities through the Risk Management Officer. <input type="checkbox"/> Maintain open communication with section chiefs regarding staffing and determining shift lengths. If shifts are required beyond the policy allowance, the Director authorizes the exemption(s). <input type="checkbox"/> Perform Special Assignments – Undertake special assignments at the request of the JEOC Director. <input type="checkbox"/> Identify Issues – Report significant events and any issues of concern to the JEOC Director, and advise of your activities on a regular basis.
<b>Before Leaving</b>	<input type="checkbox"/> Follow Generic Activation Checklist. <input type="checkbox"/> Assist with deactivation of the EOC.

AGRI JEOC Deputy Director	
	<input type="checkbox"/> Hold Exit Interviews – Conduct exit interviews with all provincial JEOC members before they leave, recording their observations and recommendations for improving JEOC operations. <input type="checkbox"/> Ensure all EOC staff have a chance to provide feedback on the response. <input type="checkbox"/> Provide Stress Counselling – Arrange for and facilitate critical incident stress debriefings for JEOC staff, as required. <input type="checkbox"/> Organize and coordinate staff recognition initiatives for JEOC staff.
<b>References and Forms</b>	<p><u>Reference folders:</u></p> <input type="checkbox"/> Area ICS Response Repository (RDIMS #5255203 from CFIA) <input type="checkbox"/> Actual event documentation repository (see documentation unit or information provided during Orientation) <p><u>Forms (available from CFIA):</u></p> <input type="checkbox"/> EOC Team Briefing (Section/Function Status Report) <ul style="list-style-type: none"> <li>○ EOC Management Team Briefing Agenda</li> <li>○ EOC Briefing Format</li> </ul> <input type="checkbox"/> Position Log (RDIMS #5929494) <input type="checkbox"/> Request for Resources or Assistance (RDIMS# 11190139) <p><u>Aids</u></p> <input type="checkbox"/> BC FADES Plan <input type="checkbox"/> CFIA Animal Health Functional Plan <input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to <input type="checkbox"/> CFIA Job Action Checklists <input type="checkbox"/> PECC/PREOC Deployment Support Annex <a href="https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf">https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf</a>

## 6.0 AGRI JOINT INCIDENT COMMANDER

AGRI Joint Incident Commander	
<b>Responsibilities</b>	<p>The AGRI Incident Commander, in unified command with the CFIA Incident Commander, provides overall management of expanded site activities to ensure an effective, coordinated, and cooperative response.</p> <p>The AGRI Incident Commander is appointed by the AGRI Deputy Minister.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess the situation</li> <li>2. Support site operations</li> <li>3. Develop/approve action plans</li> <li>4. Inform others</li> <li>5. Manage the ICP</li> <li>6. Link with the CVO, and ensure they receive the Sit Rep</li> </ol>
<b>Reports To</b>	Appropriate AGRI Assistant Deputy Minister
<b>Getting Started</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow CFIA Generic Job Action Sheet checklist.</li> <li><input type="checkbox"/> <b>Obtain EMBC Task number from the Emergency Coordination Centre (ECC) - 1 800 663 3456</b> in order to track provincial expenses that may be claimed back from CFIA if pre-approved by CFIA. Note that a separate EMBC Task Number will be required for ICPs in different EMBC regions (Southwest, Interior, etc.). <ul style="list-style-type: none"> <li>The ECC may want the following information: <ul style="list-style-type: none"> <li>○ Activation Level of ICP/JEOC (1 if small, 2 if medium and 3 if large)</li> <li>○ Brief description of event (including areas impacted)</li> <li>○ Person who authorized the response activation</li> <li>○ Estimated cost allocation (0\$ if not known)</li> <li>○ Have local authorities and First Nations been advised</li> <li>○ Any other particulars associated with the who, what, where, when and why, if known</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Assess situation – obtain briefing from CFIA Incident Commander, BC Chief Veterinary Officer, and/or other person who can offer complete background information.</li> <li><input type="checkbox"/> Ensure you have the latest version of the CFIA Animal Health Functional Plan, BC FADES Plan and CFIA Job Action Sheets.</li> <li><input type="checkbox"/> With CFIA IC: <ul style="list-style-type: none"> <li>○ Assess the initial magnitude and severity of the current situation and potential for future threat.</li> <li>○ Select a name for the event, such as ‘NAI 2011’ or ‘Newcastle 2012.’ Keep it short but descriptive.</li> <li>○ Identify ICP location considering hazard and working with Public Works and Government Services Canada (PWGSC); communicate location to others.</li> </ul> </li> </ul>



AGRI Joint Incident Commander	
	<ul style="list-style-type: none"> <li>○ Prepare an initial Action Plan using ICP Action Plan Form. This can be simple to begin the process, but it should be recorded.</li> <li>○ Determine initial functions required (the initial ICP level of activation), consider filling the following functions early <ul style="list-style-type: none"> <li>▪ CFIA Incident Commander</li> <li>▪ AGRI Incident Commander</li> <li>▪ Deputy Incident Commander (s)</li> <li>▪ Liaison Officer</li> <li>▪ Information Officer</li> <li>▪ Medical services unit (if immunization of staff will be needed)</li> <li>▪ Planning Section Chief</li> <li>▪ Scribes in Documentation Unit of Planning Section</li> <li>▪ Logistics Section Chief</li> <li>▪ Staffing Unit (Logistics)</li> <li>▪ Finance/Admin Section Chief</li> </ul> </li> <li>○ Determine initial operational period of ICP.</li> <li>○ Determine where best to access vaccination services to allow site personnel to be vaccinated 48 hours prior to contact if required.</li> <li>○ In conjunction with the Directors, consider if technical experts from other countries are required and if needed, CFIA will coordinate assistance from other International Governments.</li> <li>○ Identify a recorder to take minutes of all significant meetings, including conference calls, (source from the Documentation Unit). <u>Note</u>: Because of the potential for public enquiry and legal action, it is imperative that Incident Commanders ensure records are generated for all meetings and critical conversations.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confer with BC Chief Veterinary Officer to obtain their advice.</li> <li><input type="checkbox"/> Call out AGRI staff to attend Joint ICP.</li> <li><input type="checkbox"/> Ensure AGRI GIS staff are starting to create response maps.</li> <li><input type="checkbox"/> Establish initial contact with EMBC, HLTH, ENV, MIRR, local authorities, Indigenous governments, health authorities, First Nations Health Authority and industry (including BCAC).</li> <li><input type="checkbox"/> Where zoonotic diseases are involved, the Incident Commander should ensure all field staff are protected prior to commencing work at any potentially infected site (24-48 hrs).</li> <li><input type="checkbox"/> Select a workstation that allows you to be accessible.</li> <li><input type="checkbox"/> Greet and orient arriving ICP members until the Logistics Section can be established to assume this function.</li> </ul>
<b>Main Checklist</b>	<p>1) <b>Assess the Situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Gather Information</u>– Collect information relevant to the event from a range of sources.</li> <li><input type="checkbox"/> <u>Assess Situation</u>– Continuously assess the magnitude and severity of current situation and potential for spread of the disease.</li> </ul>

AGRI Joint Incident Commander	
	<p><input type="checkbox"/> <u>Assess ICP Needs</u> – Perform an assessment of needs for specific ICP functions based on the information at hand.</p> <p>2) <b>Support Site Operations</b></p> <p><input type="checkbox"/> <u>Establish Communications</u>– Establish communications for regular contact among site personnel, such as with responders.</p> <p><input type="checkbox"/> <u>Support Operations</u>– Liaise with the Operations Section Chief to determine the demands of the emergency. Provide support to operations and agencies, and ensure that all actions are coordinated within the established priorities.</p> <p><input type="checkbox"/> <u>Anticipate Site Needs</u>– Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements.</p> <p><input type="checkbox"/> <u>Approve Resource Requests</u>– Approve requests for additional resources, including staff and equipment. NOTE: Personnel are to complete form A-4 (CFIA purchases only) or Resource Request form (Form EOC 514) and forward it to their supervisor for approval. Requests for use of the Canadian Veterinary Reserve should be confirmed by the highest activated level of EOC (up to NEOC). Ensure resources are being tracked in the Planning Section.</p> <p><input type="checkbox"/> <u>Release Resources</u> – Coordinate with the Operations Section Chief to release resources, when appropriate.</p>
Main Checklist cont.	<p>3) <b>Develop / Approve Action Plans</b></p> <p><input type="checkbox"/> <u>Develop Support Strategies</u>– Consult Command Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas.</p> <p><input type="checkbox"/> <u>Hold Action Planning Meeting</u>– Call at least one Action Planning Meeting in each operational period, and whenever the situation or ICP staff changes significantly. Each meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs, and key agency representatives.</p> <p><input type="checkbox"/> <u>Prepare and Approve Incident Action Plans</u>– Prepare an initial Action Plan using the Incident Action Plan form. Once additional Action Plans are completed by the Planning Section, review, approve and authorize implementation.</p> <p><input type="checkbox"/> <u>Monitor Needs</u> – Monitor operations to anticipate problems with meeting objectives. Re-assign initial EOC personnel to new actions, as appropriate.</p> <p>4) <b>Inform Others</b></p> <p><input type="checkbox"/> <u>AGRI JEOC Director</u> – Maintain daily contact.</p> <p><input type="checkbox"/> <u>BC CVO</u> – Maintain daily contact.</p> <p><input type="checkbox"/> <u>Notify Agencies</u> – Ensure that all federal, provincial, and local agencies and local industry groups impacted by the incident have been notified. Refer to AHFP and to the BC FADES Plan for notification guidance. <b>Note:</b> Occupational health and safety services should be activated immediately to allow site personnel to be vaccinated 24-48 hours prior to contact in Avian Influenza outbreaks.</p> <p><input type="checkbox"/> <u>Determine Frequency of Situation Reports</u>– Considering the requirements of the JEOC or the ADM-EC and in conjunction with the CFIA Incident Commander, set the time and frequency of the Situation Reports and inform the Planning Section Chief. Work with</p>

**AGRI Joint Incident Commander**

GSCPE and CFIA to manage public announcements that require senior executive approval.

- ☐ Inform ADM-EC – Keep the JEOC or the ADM-EC informed on the incident status, priorities, and objectives by way of situation reports, briefings, action plans, and conference calls. Alert them to any policy issues that may arise.
- ☐ Inform ICP Staff– Hold at least one briefing of all ICP participants in each operational period to keep them informed on status. This briefing should not be longer than 30 minutes, and may include a summary by the Operations Section Chief or delegate.
- ☐ Notify local police if terrorism/crime is suspected– If an event may be related to tampering or terrorism, immediately notify the police with jurisdiction. The response will continue to be carried out in collaboration with appropriate law enforcement authorities, with information exchange through the Liaison Officer.
- ☐ Inform Other Jurisdictions– Establish and maintain contact with adjacent jurisdictions, if established. For events that have cross-border implications, the CFIA may invite USDA to attend ICP or JEOC if activated as Agency Representatives. CFIA may consider sending an ICP/EOC rep to an activated FAD ICP/EOC in the US.
- ☐ Inform the Public – Keep the Communications Officer up to date on new information. Review and approve media releases and other materials for public release. Ensure all Incident Commanders approve release.

5) **Manage the ICP**

- ☐ Assume Control of ICP– Direct the overall event coordination with the CFIA Incident Commander under Unified Command. Authorize a Deputy Commander to act on your behalf. There always needs to be at least one green vest in the main room of the ICP.
- ☐ Select ICP Functions– Determine which ICP functions are needed to meet the present and upcoming needs of the event. Ensure critical functions (such as Section Chiefs) are staffed with personnel who are trained in ICS.
- ☐ Staff the ICP – Appoint ICP members to appropriate functions and request the Planning Section to post a chart for arriving ICP members at all facilities, including labs. Identify replacements for ICP members for extended operations and ensure there are enough personnel to rotate staff. NOTE: The Incident Commanders and Section Chiefs must perform all required functions that are not staffed.
- ☐ Set Operational Periods – Designate the operational periods according to the situation and display in a prominent location. Establish a routine for each operational period, such as the following for a 24-hour period:
  - 0800 Morning Briefing
  - 1330 Afternoon Briefing
  - 1400 Section Meetings
  - 1500 Incident Action Planning Meeting
  - 1600 Situation Report due for approval

AGRI Joint Incident Commander	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Advise Staff to Share Information</u>– Inform all ICP staff that they are encouraged to share information with each other for the purposes of emergency response, even those from other agencies. All must agree to secure personal and confidential information that requires protection. Ensure that the staff understands the information that needs to be protected.</li> <li><input type="checkbox"/> <u>Limit Staff Working Hours</u>– Advise all Management Staff and Section Chiefs to monitor the number of hours and days each ICP staff member is devoting to the effort, and to arrange for staff shifts that give workers adequate breaks. No ICP staff member should work more than 12 hours in a single shift, or more than 10 consecutive days without a 2-day break.</li> <li><input type="checkbox"/> <u>Ensure ICP Health and Safety</u>– Monitor the situation to manage the health and safety of all personnel. Implement a ‘buddy system’ for ICP personnel to monitor stress. Be prepared to send people home (not back to the office) for stress relief.</li> <li><input type="checkbox"/> <u>Monitor Effectiveness</u> – Monitor management staff and general staff activities to ensure that all appropriate actions are being taken. Continuously monitor the ICP organizational effectiveness.</li> </ul>
<b>Before Leaving</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow Generic Activation Checklist.</li> <li><input type="checkbox"/> Deactivate the ICP.</li> <li><input type="checkbox"/> Ensure all ICP staff have a chance to provide feedback on the response</li> <li><input type="checkbox"/> Ensure all ICP staff have information on and access to resources for psychosocial stress management.</li> <li><input type="checkbox"/> In conjunction with the CFIA IC prepare the ICP After Action Report.</li> </ul>
<b>References and Forms</b>	<p><b><u>Reference folders:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Area ICS Response Repository (RDIMS #5255203 from CFIA)</li> <li><input type="checkbox"/> Actual event documentation repository (see documentation unit or information provided during Orientation)</li> </ul> <p><b><u>Forms (available from CFIA):</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICP Team Briefing (Section/Function Status Report) (RDIMS#5899420) <ul style="list-style-type: none"> <li>o EOC Management Team Briefing Agenda</li> <li>o EOC Briefing Format</li> </ul> </li> <li><input type="checkbox"/> Position Log (RDIMS #5929494)</li> <li><input type="checkbox"/> Request for Resources or Assistance (RDIMS# 11190139)</li> </ul> <p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC FADES Plan</li> <li><input type="checkbox"/> CFIA Animal Health Functional Plan</li> <li><input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to</li> <li><input type="checkbox"/> CFIA Job Action Checklists</li> <li><input type="checkbox"/> PECC/PREOC Deployment Support Annex  <a href="https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf">https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pecc-preoc-deployment_annex.pdf</a> </li> </ul>

## 7.0 AGRI/ENV COMPONENT OF DISPOSAL GROUP

*This BC Specific Job Action Sheet is to be used in conjunction with the CFIA Disposal Group Job Action Sheet.*

<b>Disposal – Ministry of Agriculture (AGRI) and Environment (ENV) Specific Components</b>	
<b>Disposal Group Responsibilities Overview</b>	<p>Carcasses, animal products, and animal by-products must be disposed of in an accepted manner (e.g. burial, bio-heat treatment, rendering, incineration). Disposing of infected and suspect livestock is a sensitive sociopolitical aspect of significant animal disease eradication.</p> <p>The Disposal Group disposes of carcasses and regulated materials associated with destruction ordered in the response, using the latest approved protocols. The Disposal Group designs a Disposal Plan that prevents spread of the pathogen and poses negligible public health or environmental risk.</p> <p>Legal authority for disposal of carcasses and other materials is controlled by federal and provincial legislation. Joint ICP disposal activities must coordinate with federal, provincial and local authorities.</p> <p>Responsibilities of the Disposal Group include:</p> <ol style="list-style-type: none"> <li>1. Assess Situation and Identify Needs and Develop Strategy</li> <li>2. Prepare for Disposal</li> <li>3. Manage Disposal Operations</li> <li>4. Integrate C&amp;D and Biosecurity into Disposal Activities</li> <li>5. Manage the Disposal Group</li> </ol>
<b>ENV and AGRI Responsibilities within the Disposal Group</b>	<p>As a number of BC Regulations apply for disposal of the carcasses, animal products and animal by-products it is critical that Ministry of Environment (ENV) and Ministry of Agriculture (AGRI) staff be part of the Joint ICP Disposal Group.</p> <p>Specific Responsibilities for ENV/AGRI staff within the Disposal Group:</p> <ol style="list-style-type: none"> <li>1. Participate as a member of the Disposal Group.</li> <li>2. Assist with assessing the situation.</li> <li>3. Assist with developing disposal strategy/plan: <ul style="list-style-type: none"> <li>• identify and utilize existing BC specific disposal protocols where possible</li> <li>• develop new protocols for situations not covered by existing protocols</li> <li>• identify disposal locations.</li> </ul> </li> <li>4. Review disposal strategy/plan to ensure compliance with BC Regulations.</li> <li>5. Facilitate Section 53 Exemptions under the BC Hazardous Waste Act.</li> <li>6. Provide guidance when unusual situations arise.</li> <li>7. Revise BC disposal protocols after a response.</li> </ol>
<b>Reports To</b>	Disposal Group Supervisor
<b>Getting Started</b>	<input type="checkbox"/> Follow the CFIA “Generic Job Action Sheet” Checklist. <input type="checkbox"/> Review the CFIA Disposal Group Job Action Checklist. <input type="checkbox"/> Review procedures listed in the reference below to ensure you have the latest version.

Disposal – Ministry of Agriculture (AGRI) and Environment (ENV) Specific Components	
<b>Main Checklist</b>	<p>1) <b>Participate as a Member of the Disposal Team</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Get briefing</u>– Get briefing on situation from Disposal Group Supervisor and clarify your role on the Disposal Group.</li> <li><input type="checkbox"/> <u>Obtain CFIA Materials</u>– Get copies of the Disposal Group Job Action Checklist, Forms and any disposal procedures that they have for the specific disease event and review.</li> <li><input type="checkbox"/> <u>Obtain the latest BC Specific Disposal Protocols</u> – Review and provide to rest of the Disposal Group.</li> <li><input type="checkbox"/> <u>Provide Input</u> – Providing input on how disposal strategies are impacted by the BC Regulations that apply to disposal will be a key role for ENV and AGRI staff. The BC regulations that apply are: <ul style="list-style-type: none"> <li>• BC Agriculture Waste Control Regulations</li> <li>• BC Organic Matter Recycling Regulations</li> <li>• BC Hazardous Waste Regulation</li> </ul> </li> </ul> <p>2) <b>Assist with Assessing Situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assess Scope</u>– The scope of disposal is determined by gathering the following information: the type of disease, types of materials requiring disposal and volumes, livestock affected, geographic area, and other relevant facts. ENV and AGRI staff can specifically provide information on how the geographic areas impact disposal options (i.e. suitability for burial, outdoor composting requirements, etc.).</li> </ul> <p>3) <b>Assist with Developing Disposal Strategy</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Disposal Strategies</u> – The Disposal Group will be identifying available options for handling, transporting, and disposing of carcasses and materials, given the type and scope of disease, and with preference to on-site disposal, where feasible.</li> <li><input type="checkbox"/> <u>Determine which and how regulations apply to the specific FAD being dealt with:</u> <ol style="list-style-type: none"> <li>1. Section 53 Exemptions from the BC Hazardous Regulations are required for disposal of hazardous wastes that do not pose a threat to human health or the environment when handled in accordance with protocols approved by ENV. In order to meet the Section 53 Exemption, the Disposal Group will identify these site-specific disposal protocols to be used and put them forward to ENV for approval before disposal of FAD material. (see Part 5 within this main checklist for protocols).</li> <li>2. The Agriculture Waste Control Regulations apply to the disposal of material on the IP's land or leased land</li> <li>3. The Organic Matter Waste Regulations apply to the material if the material goes to another operator.</li> </ol> </li> <li><input type="checkbox"/> <u>Identify and utilize existing BC Specific Protocols</u> – Consider the latest BC disposal protocols for use in developing the disposal strategy. The current protocols are <ul style="list-style-type: none"> <li>• Protocol #1 – Protocol for On-Farm and Centralized Burial of Infected and Non-Infected Poultry and Livestock</li> <li>• Protocol #2 – On-Farm, In -Barn Biological Heat Treatment of Materials Potentially Infected with Avian Influenza</li> </ul> </li> </ul>



Disposal – Ministry of Agriculture (AGRI) and Environment (ENV) Specific Components	
	<ul style="list-style-type: none"> <li>• Protocol #3 – Protocol for On-Farm, Out-of-Barn Biological Heat Treatment of Material Potentially Infected with Avian Influenza</li> <li>• Protocol #4 – Transportation of Infected and Non-Infected Poultry or Livestock and Associated Wastes (under development)</li> </ul> <p><input type="checkbox"/> <u>Develop New Disposal Protocols</u>– If the current disposal protocols do not apply for disposal of the materials for a specific FAD outbreak then new protocols will have to be developed.</p> <p><input type="checkbox"/> <u>Identify disposal sites</u>– Ideally on-site (on the IP) disposal will be utilized as this is the preferred method. If that is not possible (e.g. lack of land base for spreading finished compost, not trafficable, not suitable for burial, etc.) then other disposal sites will have to be identified taking into account environmental protection, site capacity, costs, bio-security, transport available, etc.). The Disposal Group will need to work with local authorities and Indigenous governments when determining off-site disposal sites. Engage with the Information Officer to identify and address potential public concerns.</p> <p>4) <b>Review Disposal Strategy and Plan</b></p> <p><input type="checkbox"/> <u>Review Plan</u> – ideally ENV and AGRI staff have been involved with the development of the disposal plan and therefore the plan will meet BC Regulations that apply to disposal. If BC staff have not been involved then the plan needs to be reviewed by ENV and AGRI staff. Disposal Plans that affect local authorities and Indigenous governments should be reviewed by representatives of those organizations.</p> <p>5) <b>Manage Section 53 Exemptions, if required</b></p> <p><input type="checkbox"/> <u>If required, assist with the preparation of Section 53 Exemptions.</u> The Section 53 Exemption takes the form of a letter to the property owner. The process for applying for a Section 53 Exemption in times of an emergency can be summarized as follows:</p> <ol style="list-style-type: none"> <li>1. Disposal Group at the Joint ICP identifies the legal property to be considered for disposal by burial and names the property owner. The Disposal Group ensures the property owner is aware of the disposal plan and Section 53 Exemption.</li> <li>2. Disposal Group prepares the Application for a Section 53 Exemption (available from ENV), and submits the completed form via e-mail or facsimile to the local ENV Environmental Protection Officer.</li> <li>3. If and when satisfied with the information provided in the submitted form, ENV issues a separate Section 53 Exemption letter to each property owner</li> </ol> <p>The issuance of an exemption makes it legally binding to follow the Protocol on which the specific exemption is based.</p> <p>6) <b>Provide Guidance when Unusual Situations Occur</b></p> <p><input type="checkbox"/> <u>Provide Guidance</u> - If unusual situations arise in disposal operation provide input into developing solutions in a timely manner.</p>

<b>Disposal – Ministry of Agriculture (AGRI) and Environment (ENV) Specific Components</b>	
	<p>7) <b>Revise BC Disposal Protocols</b></p> <p><input type="checkbox"/> Revise Protocols – After a response, if something new in terms of disposal was learned, revise the BC Protocols to reflect the new processes.</p>
<b>Before Leaving</b>	<p><input type="checkbox"/> Forward any input towards the After Action Report to the Disposal Group Supervisor.</p> <p><input type="checkbox"/> Follow the CFIA Generic Job Action Sheet "Before Leaving" Checklist.</p>
<b>References and Forms</b>	<p><u>Reference folders:</u></p> <p><input type="checkbox"/> Area ICS Response Repository (through CFIA)</p> <p>    ○ Operations Section sub-folder: (through CFIA)</p> <p><input type="checkbox"/> Actual event documentation repository (see documentation unit or information provided during Orientation)</p> <p><u>Procedures:</u></p> <p><input type="checkbox"/> CFIA FAD Common Procedures Manual (from CFIA)</p> <p><input type="checkbox"/> Protocol #1 – Protocol for On-Farm and Centralized Burial of Infected and Non-Infected Poultry and Livestock</p> <p>    ○ <a href="https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-5_protocol_1_on-farm_and_centralized_burial.pdf">https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-5_protocol_1_on-farm_and_centralized_burial.pdf</a></p> <p><input type="checkbox"/> Protocol #2 – On-Farm, In -Barn Biological Heat Treatment of Materials Potentially Infected with Avian Influenza</p> <p>    ○ <a href="https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-6_protocol_2_onfarm_in-barn_bht.pdf">https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/structures-and-mechanization/300-series/384300-6_protocol_2_onfarm_in-barn_bht.pdf</a></p> <p><input type="checkbox"/> Protocol #3 – Protocol for On-Farm, Out-of-Barn Biological Heat Treatment of Material Potentially Infected with Avian Influenza</p> <p>    ○ <a href="https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/waste-management/carcass-disposal/protocol3_on-farm_out-of-barn_biological_heat_treatment1.pdf">https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/waste-management/carcass-disposal/protocol3_on-farm_out-of-barn_biological_heat_treatment1.pdf</a></p> <p><input type="checkbox"/> Protocol #4 – Transportation of Infected and Non-Infected Poultry or Livestock and Associated Wastes (under development)</p> <p><input type="checkbox"/> CFIA FAD Common Procedures Manual (from CFIA)</p> <p><input type="checkbox"/> CFIA Hazard-specific Plan for Notifiable Avian Influenza</p> <p><input type="checkbox"/> CFIA Foot and Mouth Disease Response Hazard-specific Plan</p> <p><input type="checkbox"/> ICS SOP Briefing Meetings (CFIA)</p> <p><input type="checkbox"/> ICS Status reports Guidelines (CFIA)</p> <p><input type="checkbox"/> Decision Document Process ICS AH (CFIA)</p> <p><u>Forms (from CFIA):</u></p> <p><input type="checkbox"/> ICP Team Briefing (Section/Function Status Report) (RDIMS#5899420)</p> <p><input type="checkbox"/> Position Log (RDIMS #5929494)</p> <p><input type="checkbox"/> Request for Resources or Assistance (RDIMS# 11190139)</p>



## 8.0 JEOC RECOVERY UNIT LEAD

JEOC Recovery Unit Lead	
<b>Responsibilities</b>	<p>The Recovery Unit Leader coordinates recovery efforts within the JEOC's area of jurisdiction to enhance collaboration. This function may be staffed by a combination of AGRI or other provincial ministry staff (EMBC, FLNR, JTT, TAC etc.), AAFC, local government and/or industry representatives. The Recovery Unit Leader will develop a Recovery Plan to initiate and manage short-term recovery activities.</p> <p>Accurate data describing what happened, who was affected, and specific impacts may be needed to establish eligibility for various programs and desired activities. The JEOC Recovery Unit has responsibility for initially estimating the requirements for and scope of recovery. By obtaining information from all active Joint ICPs, affected communities, the agriculture industry, and other groups that were affected, the Recovery Unit obtains the context needed to inform the Recovery Plan.</p> <p>The JEOC Recovery Unit Leader seeks policy direction from higher levels of the federal or provincial government and coordinates initial recovery information and action plans throughout the province.</p> <p>Depending on the scope and scale of the FAD, the Recovery Unit in cooperation with affected communities and industry associations, will support the transition to appropriate entities (e.g. Recovery Steering Committee, Community Recovery Managers) that will develop medium to long term support programs for farmers, allied trades, communities, tourism, regional retail businesses, etc. The new entity may also oversee an assessment of economic, environment and social impacts in specific communities.</p> <p>Some short-term Recovery Plan Objectives can include:</p> <ol style="list-style-type: none"> <li>1. Assessing organization/community recovery requirements.</li> <li>2. Networking with key agencies/organizations.</li> <li>3. Identifying available assistance/support programs for producers and the industry for recovery through insurance, AgriStability, AgriRecovery or AgriInvest, etc.</li> <li>4. Working with the Information Officer to issue provincial or national media messages on recovery.</li> <li>5. Arrange for psychosocial support as required.</li> <li>6. Advising industry associations on finding resources needed for their own recovery.</li> <li>7. Determining and addressing any regulated marketing impacts.</li> <li>8. Establish plans and support transition to medium/long term entities (e.g. Recovery Steering Committee, Community Recovery Managers).</li> </ol>

<b>Reports To</b>	JEOC Planning Section Chief
<b>Getting Started</b>	<input type="checkbox"/> Follow the 'Generic Job Action Sheet' Checklist.
<b>Main Checklist</b>	<p><b>1. Initial Assessment of the Situation</b></p> <p><input type="checkbox"/> <u>Determine Scope of Recovery</u> – Estimate the requirements for and scope of recovery support for those who have suffered and are expected to suffer direct and secondary impacts from the FAD event.</p> <p><b>2. Engage Key Contacts</b></p> <p><input type="checkbox"/> <u>Identify Impacted Groups</u> – Develop a contact list for all impacted groups and support agencies. Consider which may be needed to directly participate in the JEOC Recovery Unit.</p> <p><input type="checkbox"/> <u>Establish Regular Communication</u> – Set up Coordination Calls with impacted groups and support agencies for updating and identifying needs, as well as forming a network.</p> <p><input type="checkbox"/> <u>Assess need for LMIS</u> – Determine if the Livestock Market Interruption Strategy Steering Committee needs to be engaged.</p> <p><b>3. Collect Information on Impacts</b></p> <p><input type="checkbox"/> <u>Estimate Direct Impacts</u> – Oversee the collection of information on the number and location of affected agricultural producers, considering both direct and indirect impacts. Some information may be confidential. Work with industry associations and local, regional and provincial governments to identify those affected.</p> <p><input type="checkbox"/> <u>Estimate Indirect Impacts</u> – Determine the numbers of agricultural allied trade operations, tourist operations, and other businesses affected by the event. Estimate the numbers of workers affected. Summarize the magnitude and importance of the FAD event, such as the geographic extent, number of households affected, number and type of businesses affected, and other interpretations of collected information. Note social, economic and environmental impacts.</p> <p><input type="checkbox"/> <u>Document Losses</u> – Prepare an initial written assessment and ensure copies go to the JEOC Director and Documentation Unit.</p> <p><b>3. Identify Recovery Programs</b></p> <p><input type="checkbox"/> <u>Identify Government Programs</u> – Consult with Agriculture and Agri-Foods Canada, AGRI, EMBC and other government agencies to identify programs that may support recovery efforts for the FAD event.</p> <p><input type="checkbox"/> <u>Communicate Programs</u> – Summarize and communicate findings to producers, industry associations, Local Authorities and Indigenous governments.</p> <p><b>4. Consider Psychosocial Needs</b></p> <p><input type="checkbox"/> <u>Assess Psychosocial Needs</u> – Assess the need for disaster psychosocial services for those impacted (including responders) and work with Health Emergency Management BC to arrange delivery of services.</p> <p><b>5. Coordinate Public Information about Recovery</b></p> <p><input type="checkbox"/> <u>Coordinate Information about Recovery</u> – Coordinate efforts to communicate recovery opportunities among participating agencies to the public, through the news media, social media, handouts, and public Town Hall meetings. Discuss with EMBC re: eligible response costs for community meetings.</p>

	<p><input type="checkbox"/> <u>Advise the Information Officer on Recovery Issues</u> – Meet with the Information Officer to coordinate access to current information.</p> <p><b>6. Address Immediate Needs</b></p> <p><input type="checkbox"/> Identify if there are any regulated marketing impacts.</p> <p><input type="checkbox"/> Facilitate individual recovery efforts on request.</p> <p><b>7. Transition to Medium/Long Term Recovery Entities</b></p> <p><input type="checkbox"/> <u>Clarify Funding</u> – Work with EMBC to clarify eligible response costs for recovery managers, recovery plans, resilience centres etc.</p> <p><input type="checkbox"/> <u>Establish Plans and Support Transition</u> – In discussion with key agencies, communities and industry associations, develop plans and work to transition the JEOC Recovery Unit to a Recovery Steering Committee, Community Recovery Managers and/or other suitable entities.</p> <p><b>8. Some medium to long term recovery activities by Medium/Long Term Recovery Entities could include:</b></p> <ul style="list-style-type: none"> <li>• Offering advice to those affected by the disaster by creating a one-stop resilience centre arranged through the local authority, First Nation or livestock industry.</li> <li>• Work with AAFC, the livestock industry and possibly the LMIS Steering Committee to: <ul style="list-style-type: none"> <li>○ Determine numbers of animals required for restocking that is linked to market demand.</li> <li>○ Find suppliers of replacement animals.</li> <li>○ Determine a distribution system to provide animals fairly to all producers.</li> <li>○ Ensure feed supplies are available for anticipated numbers.</li> <li>○ Link restocking numbers to processing plant capacities etc.</li> </ul> </li> <li>• Assisting in developing post disease marketing plans to rebuild markets.</li> <li>• Re-establishing the movement of goods and services, and resuming business and economic functions.</li> <li>• Coordinate support programs for impacted retail operations and tourism.</li> <li>• Match needs with available resources from a number of organizations, such as industry associations, various government programs at all levels, service providers, and community donations.</li> <li>• Identify unmet needs and recommend ways to pursue additional resources.</li> <li>• Helping build capacity through prevention and mitigation activities within the affected industries to deal with future emergencies.</li> <li>• Track the status of recovery, and update Recovery Plans and timelines.</li> <li>• Summarizing social, economic and environmental impacts of the outbreak.</li> </ul>
<b>Before Leaving</b>	<p><input type="checkbox"/> Follow CFIA Generic EOC Job Action Sheet checklist.</p>

<b>References and Forms</b>	<p><b><u>Reference folders:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Area ICS Response Repository (RDIMS #5255203 from CFIA) <ul style="list-style-type: none"> <li>○ Planning sub-folder (RDIMS # 5257113)</li> </ul> </li> <li><input type="checkbox"/> Actual event documentation repository (see documentation unit or information provided during Orientation)</li> </ul> <p><b><u>Forms (available from CFIA):</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EOC Team Briefing (Section/Function Status Report)</li> <li><input type="checkbox"/> Position Log (RDIMS #5929494)</li> <li><input type="checkbox"/> Request for Resources or Assistance (RDIMS# 11190139)</li> </ul> <p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC FADES Plan</li> <li><input type="checkbox"/> CFIA Animal Health Functional Plan</li> <li><input type="checkbox"/> CFIA Hazard Specific Plan for the FAD being responded to</li> <li><input type="checkbox"/> CFIA Job Action Checklists</li> </ul>
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## ANNEX H. BC SPECIFIC FORMS/TEMPLATES

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- Provincial Government staff deployed to support the foreign animal disease response need to track their hours. Use the form on the next page. Specific details to fill in the form are on the second (back) page of the form.
- At the end of an event that has an EMBC Task No., AGRI submits staff time sheets for reimbursement of direct overtime wages and benefits for BCGEU staff.
- Where Meritorious Service has been identified, AGRI submits staff time sheets for reimbursement of eligible wages and benefits for PEA and excluded staff.
- AGRI submits documentation to EMBC who collects all eligible and related provincial expenditures and submits them to CFIA for reimbursement.

## Provincial Government BCGEU Staff Timesheet

EMPLOYEE NAME										SUBMISSION DATE				
										DAY	MONTH	YEAR		
MINISTRY/DIVISION/WORK UNIT					POSITION CLASSIFICATION /HOURLY WAGE			TASK NUMBER		SECTION				
1	2			3	4		5		6	7				
DAY OF WEEK	DATE WORKED			DOR	REGULAR SHIFT (use 24 hour clock)		OVERTIME IN EXCESS OF REGULAR HOURS (use 24 hour clock)		NUMBER OF OVERTIME HOURS	DETAILS SPECIFIC TO OVERTIME WORKWHERE/WHAT/WHY?				
	DAY	MONTH	YEAR		START	FINISH	START	FINISH						
Sun				<input type="checkbox"/>										
Mon				<input type="checkbox"/>										
Tues				<input type="checkbox"/>										
Wed				<input type="checkbox"/>										
Thurs				<input type="checkbox"/>										
Fri				<input type="checkbox"/>										
Sat				<input type="checkbox"/>										
Total OT Hours for the Week									0					

## CONFIRMATION SECTION

I \_\_\_\_\_ (please print)  
 Confirm that I did work the number of regular hours in order to meet the criteria required to claim the above worked overtime hours.

		SUPERVISOR'S NAME (please print)	
EMPLOYEE SIGNATURE		SUPERVISOR'S SIGNATURE	

**How to Complete the Timesheet:**

**General:**

- Employees and Supervisors (Joint ICP/Joint EOC Supervisor OR Ministry Supervisor if working from base position/home ministry) must sign timesheets.

**Making Entries:**

- Column 1: Day of Week (Sunday - Saturday) is prepopulated, do not change. Please start your entries on the appropriate line.
- Column 2: Date Worked (day/month/year).
- Column 3: Indicate if it is a day of rest (DOR) by ticking the box, typically this is Saturday and Sunday.
- Column 4: Enter your regular start and finish times using 24-hour clock (e.g.0830-1630,0900-1700).
- Column 5: Overtime hours in Excess of Regular Hours.
- Column 6: Enter the number of overtime hours worked each day.
- Column 7: Provide a brief description of work activity (e.g. served in JEOC, ICP, In Field, Mapping etc.).
- Insert EMBC task number in box above 6.

## Provincial Government PEA and Excluded Staff Timesheet

EMPLOYEE NAME										SUBMISSION DATE				
										DAY	MONTH	YEAR		
MINISTRY/DIVISION/WORK UNIT					POSITION CLASSIFICATION /HOURLY WAGE			TASK NUMBER		SECTION				
1	2			3	4		5	6						
DAY OF WEEK	DATE WORKED			DOR	START FINISH (use 24 hour clock)		EXTRA HOURS WORKED	DETAILS SPECIFIC TO WORK WHERE/WHAT/WHY?						
	DAY	MONTH	YEAR											
Sun				<input type="checkbox"/>										
Mon				<input type="checkbox"/>										
Tues				<input type="checkbox"/>										
Wed				<input type="checkbox"/>										
Thurs				<input type="checkbox"/>										
Fri				<input type="checkbox"/>										
Sat				<input type="checkbox"/>										
Total Extra Hours for the Week							0							

## CONFIRMATION SECTION

I \_\_\_\_\_ (please print)  
 Confirm that I did work these hours for the Foreign Animal Disease response.

		SUPERVISOR'S NAME (please print)	
EMPLOYEE SIGNATURE		SUPERVISOR'S SIGNATURE	



**How to Complete the Timesheet:****General:**

- Employees and Supervisors (Joint ICP/Joint EOC Supervisor OR Ministry Supervisor if working from base position/home ministry) must sign timesheets.

**Making Entries:**

- Column 1: Day of Week (Sunday - Saturday) is prepopulated, do not change. Please start your entries on the appropriate line.
- Column 2: Date Worked (day/month/year).
- Column 3: Indicate if it is a day of rest (DOR) by ticking the box, typically this is Saturday and Sunday.
- Column 4: Enter the times you started and finished work, using 24-hour clock (e.g.0830-1630,0900-1700).
- Column 5: Insert extra hours worked in this column.
- Column 6: Provide a brief description of work activity (e.g. served in JEOC, ICP, In Field, Mapping, etc.).
- If Meritorious Service is identified, PEA and Excluded Staff will need to fill in the specific Meritorious Service forms provided by EMBC.