



# Emergency Management Planning Workbook for BC Dairy Producers

Growing Forward 2   
A federal-provincial-territorial initiative



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# INTRODUCTION

Preparing a dairy farm for an emergency is a simple process that provides a cost effective solution to help deal with unexpected incidents that could otherwise risk the viability of a dairy farm. There is no single best way to prepare, but the most important consideration is to get started and follow a logical process based on the specifics of the farm operation.

Ultimately planning starts with the individual farmer as they are responsible for the vast majority of activities that have to happen. The key is to be proactive and act in ways that enable you to leverage resources that are available in the time of need.

The purpose of this Emergency Planning Workbook is to help you prepare an Emergency Management Plan for your operation. Such a Plan is intended for any interruption to the 'business as usual' situation for the dairy sector in BC, whether it is caused by natural or man-made hazards.

**This Workbook will guide you through a process that will provide you with a template for:**

- Understanding your responsibilities in an emergency;
- Preparing you for activities expected of you in an emergency;
- Informing emergency responders about the location of hazardous materials, electrical breakers, water shutoffs and other important details about your farm; and
- Providing you with information you will need in an emergency.

**By completing the forms and maps you will be better prepared for any emergency situation on your farm, including:**

- Flood
- Tsunami
- Earthquake
- Volcano
- Wildfire
- Drought
- Disease
- Terrorism – re supply chain
- Escape of hazardous materials
- Long-term electrical grid failure
- Transportation disruption (e.g. road or rail)
- Contamination of milk, feed, water and/or air supply
- High Winds (e.g. tornado and ice storms)

It is important to anticipate the probable response activities for these various situations and plan accordingly. It is also important NOT to be overwhelmed by the prospect of building a plan. A little action in this area will provide significant payback in the case of an event.





## Additional Copies

Please contact the BCDA should you want to get additional copies of this document, and contact the following for further assistance and resources:

- Emergency Management for Agriculture - [www2.gov.bc.ca/gov/content/industry/agriculture-seafood/business-market-development/emergency-management](http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/business-market-development/emergency-management)
- Emergency Management BC (EMBC) - [www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc](http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc)

## Document Structure

The workbook has been designed using an outcome approach vs an event specific approach. This was done deliberately based on input from BC dairy producers who indicated that they were more concerned about the “what” (what are the options available and how do they decide between them) of an emergency than the “why” (regardless of what caused the event in the first place).

As a result, there are two categories of input that need to be considered:

- Information Requirements – the various types of information that the farmer and/or emergency provider would need in order to deal with the various issues that have to be addressed during an event;
- Activities – the action options that a farmer has to consider in order to deal with emergencies, regardless of what caused them.

## Information Requirements Include:

- A Farm Plan – a diagram of what and where it is located on the farm property
- An Emergency Liaison List – identifying the farm decision makers for emergency responders
- A Farm Profile – telling first responders what they need to know about your farm
- A Contact List – an operational list of who the farmer needs to be connected with during an event
- Specific Event Considerations – special considerations for wildfires, floods, and milk contamination

## Activities Include:

- Shelter-in-place
- Evacuation of livestock
- Additional alternatives
- Planning for recovery
- Some final considerations

Prior to getting too far into the specifics, it is critical that some basic considerations are addressed. These items help set the context for the rest of the workbook and may help frame the responses.

# ASSESSING YOUR PREPAREDNESS FOR AN EMERGENCY, AND HOW THIS WORKBOOK COULD HELP YOUR OPERATION

Planning for emergencies helps to ensure that you have a faster recovery to normal ‘day to day’ business operations. There are many different degrees of preparedness. The following quick assessment could help you to see how best to use the workbook to improve your level of preparedness.

Have you already identified the major hazards that might affect your farm, and considered what you might do about them? Review all information and activity areas to ensure consistency.

Do you have a relationship with someone in your local area government that is responsible for emergency management? Contact your BCDA representative for assistance in identifying them.

Have you prepared a farm plan, setting out critical elements of your operation? See Information Item #1 on page 8.

Have you designated an emergency liaison contact, to work with first responders in an emergency? See Information Item #2 on page 11.

Have you prepared a farm profile, setting out the key elements of inventory within your operation? See Information Item #3 on page 12.

Have you prepared a contact list, setting out the contacts you may need in an emergency? See information item #4 on page 17.

Have you prepared a shelter-in-place plan, to guide your activities if you continue to operate on site? See activity #1 on page 20.

Have you prepared an livestock evacuation plan, to guide activities when you decide to remove your animals? See Activity #2 on page 23.

Have you prepared a plan in the event ‘shelter-in-place’ and ‘evacuation’ are no longer viable? See activity #3 on page 26.

## SO YOU HAVE AN EMERGENCY

An emergency is defined to be an event, or imminent event, outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety and welfare of the people and animals involved, to limit the damage to property and the environment, and/or to mitigate the risk of contaminating food products that are to leave the farm. For the purposes of this Workbook, we are concerned with emergencies affecting BC’s dairy sector, or significant portions thereof. Notwithstanding the focus on widespread emergencies, completing the workbook will help to prepare producers for emergencies specific to their operation.



# WHO IS INVOLVED?

You will be working within an emergency response process that involves numerous groups from the public sector that may include, but not be limited to:

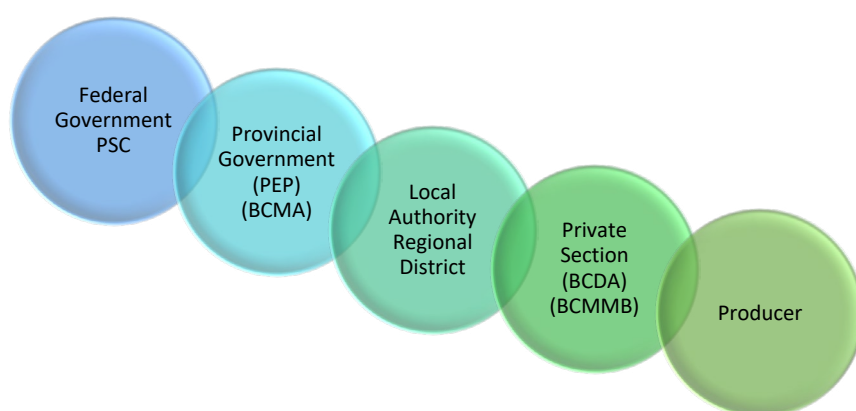
- Fire Departments
- Police Departments
- Local Government, e.g. Municipalities / Towns / Cities
- BC Ministry of Agriculture (AGRI)
- Emergency Management BC (EMBC)
- BC Ministry of Environment (MOE)
- The BC Dairy Association (BCDA)
- The BC Milk Marketing Board (BCMMB)
- Canadian Food Inspection Agency (CFIA)

Emergencies are typically managed from the ground up, initially relying upon local authorities until the capacities of these are overcome at which point provincial authorities are involved until they are overcome at which point federal authorities are involved. Specific organizations may have legislated authority from the outset, depending upon the emergency involved. The most well-known of these, is the Canadian Food Inspection Agency, or possibly the provincial Ministry of Agriculture, with responsibility for responding to certain reportable or notifiable diseases.

An overview of the general approach to emergencies can be seen in the following diagram:

## Integrated Response Model; Sharing the Responsibility

Source: EMBC, Provincial Emergency Program



# WHO IS RESPONSIBLE?

To manage a wide-spread emergency, responders apply a well-defined Incident Command System (ICS). While the organizations involved will vary according to the type of emergency, the nature and structure of the ICS provide a consistent approach to managing emergencies, so it is important that you obtain the decision criteria and obtain information on how various structures would be established, and what they mean to you.

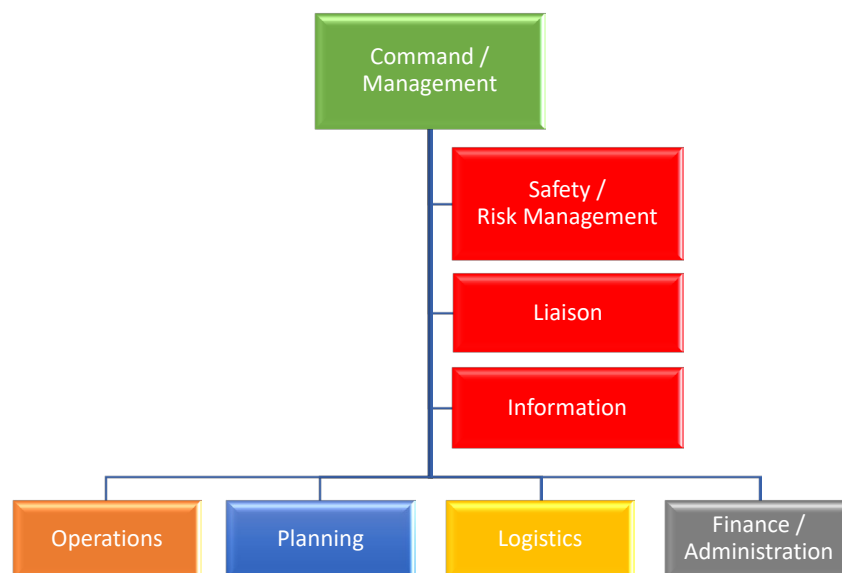
A lot of new people and organizations that you wouldn't normally deal with will become involved and play a role, in an emergency of the type considered in this workbook. To make decisions and allocate resources they'll be organized according to the structure set out in the diagram below, whether it's a fire or a flood or disease. This structure is familiar to them and they practice working within it.

While the many individuals and organizations assembled to manage the emergency may not be familiar with the local area, or the producers, or the industry, they can work together within this structure towards their primary objectives. Their objectives, in order of priority are to safeguard human life and health – responders and public, safeguard public infrastructure and property, safeguard the environment, and, then to reduce economic / social loss. They do not have the resources or the responsibility to safeguard your business and livestock in most cases.

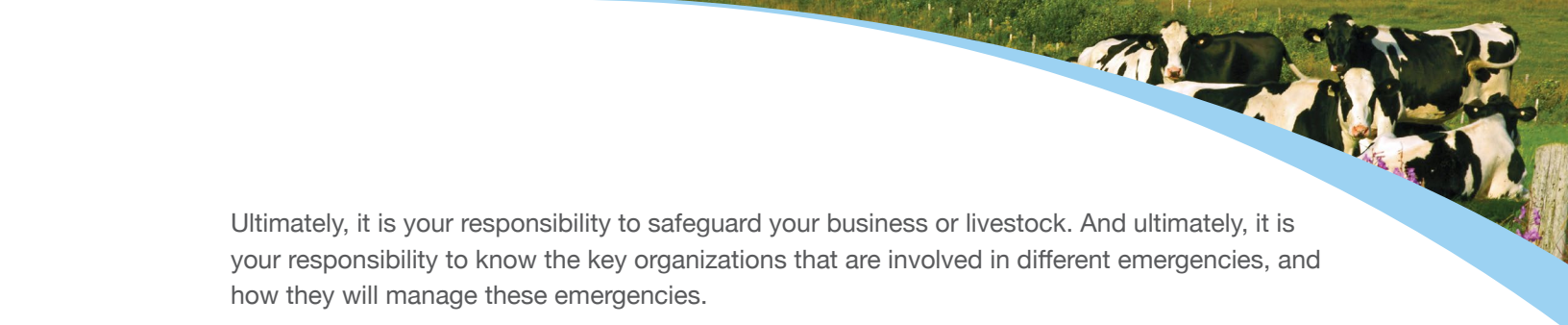
In an emergency your normal contact with local area government may change. You would likely take direction from someone in the Operations section of the organizational structure shown below.

## Response Organization Structure

Source: EMBC, Provincial Emergency Program







Ultimately, it is your responsibility to safeguard your business or livestock. And ultimately, it is your responsibility to know the key organizations that are involved in different emergencies, and how they will manage these emergencies.

This starts by ensuring that you have a close relationship with the BCDA and your local area government. You need to know who to contact, under what circumstances they can provide help, and what help they can provide.

More information on understanding the response to disease related emergencies can be found in BCDA's 'Preparing the BC Dairy Sector for Disease-Related Sector-Wide Emergencies: PRODUCER HANDBOOK'.

## WHAT GENERAL INFORMATION SHOULD YOU PREPARE?

Planning for an emergency is as much about helping others help you as it is about you helping yourself. Responders can be much more effective and efficient if you can provide them with some basic information up front.

In addition to preparing information for others, there is information that you and or your staff will need internally, in responding to an emergency.

There are five levels of basic information that will be essential in virtually every kind of emergency. The following process walks you through what you need to provide in order to have the necessary information for the development of:

- A farm plan
- An emergency liaison list
- A farm profile
- A contact list
- Specific event considerations

## Information Item #1

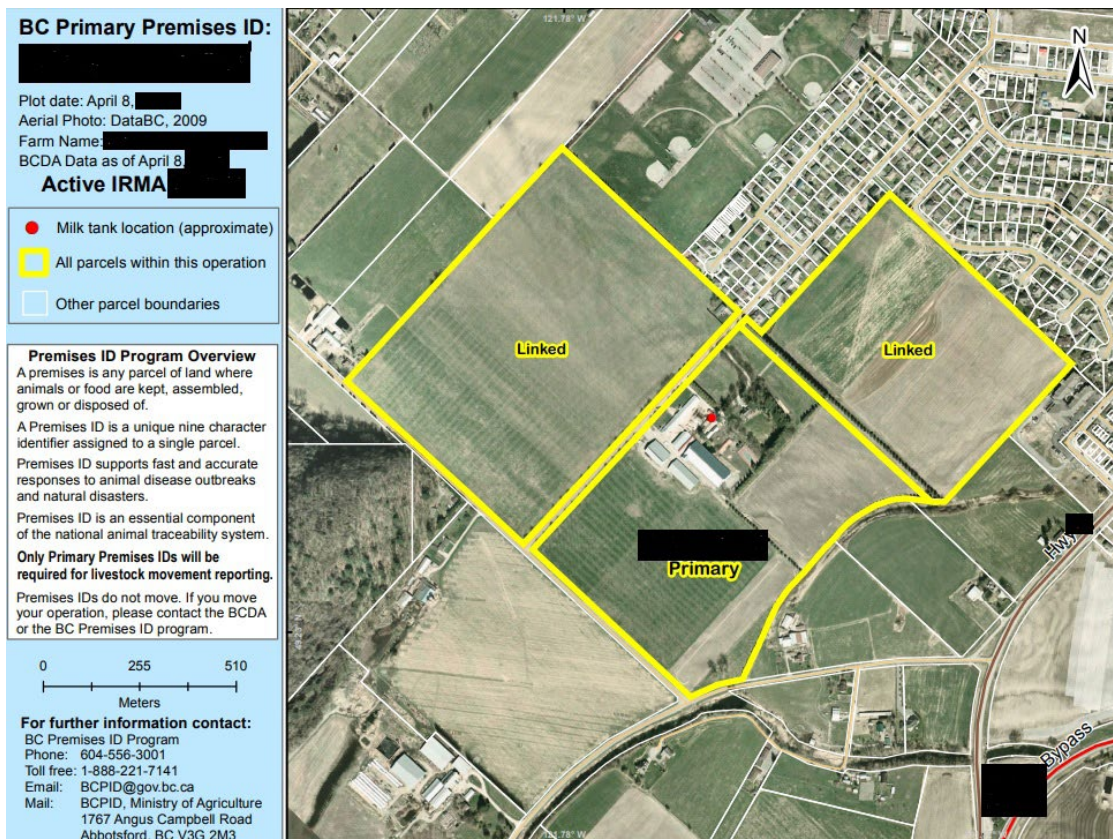
# A Farm Plan – A Sketch to Give First Responders the ‘Lay of the Land’

Draw a map of your farm on the blank grid (provided) or use the premise ID map provided to you by BCDA and AGRI for traceability purposes. An aerial photograph or Google map capture showing a view of the overall property and surrounding landscape also works. This process of mapping the various points of concern also provides you with an excellent opportunity to assess the risks that you face from a different perspective and may help you identify potential risk areas.

Locate key items of use to a responder on the map. You can use the sample as a guide. Important considerations when developing your map include:

- Select a suitable scale
- Use the symbols provided in the legend at the bottom of the page, they are widely recognized by responders
- Indicate the ‘North’ arrow
- See sample map for other ideas (e.g. slope)

## Sample Farm Map (Google)





You should include the following information on your map:

- The outline of all the buildings with a number for each corresponding to the building name you list on the legend
- The location of access routes and barriers (figure 1):
- The locations of all hazardous substances or those that can cause contamination – please note that you only need to use the symbols relevant to your operation (figure 2):

—●—●— Fences

—/— Gates

**G** Compressed Gas  
(eg., oxygen, acetylene,  
propane, air tanks  
anhydrous ammonia)

**F** Flammable Liquids

**O** Oxidizing Materials

**P** Poisonous Materials

**C** Corrosive Materials

**F** Fertilizer

**P** Pesticide

Septic System  
(Label on map)

Manure System  
(Label on map)

- The location of all fire protection considerations (figure 3):

**H** Water Source For Fire  
Fighting or Fire Hydrant

**G** Main Gas Shutoff

**E** Main Electrical Shutoff

**FT** Above Ground  
Fuel Tank

**FT** Below Ground  
Fuel Tank

**FA** First Aid

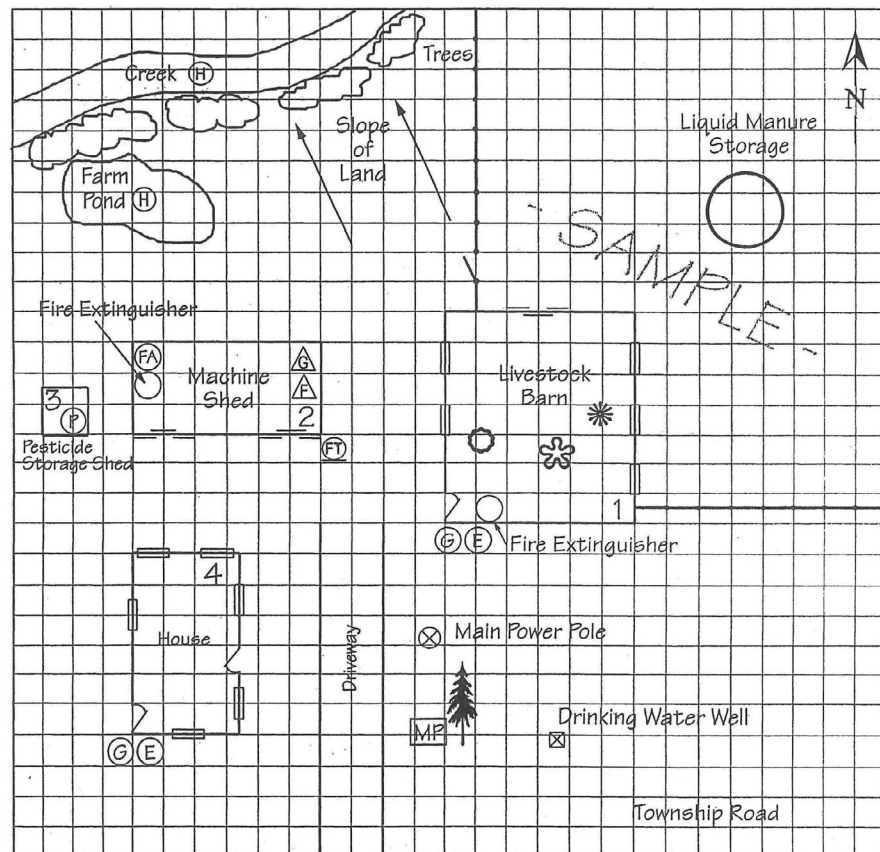
○ Fire Extinguisher

The location of a meeting place that is communicated to family members and employees (figure 5):

**MP** Meeting Place

## Sample Farmstead Plan

Source: Partners in  
Progressive  
Stewardship, 2008.

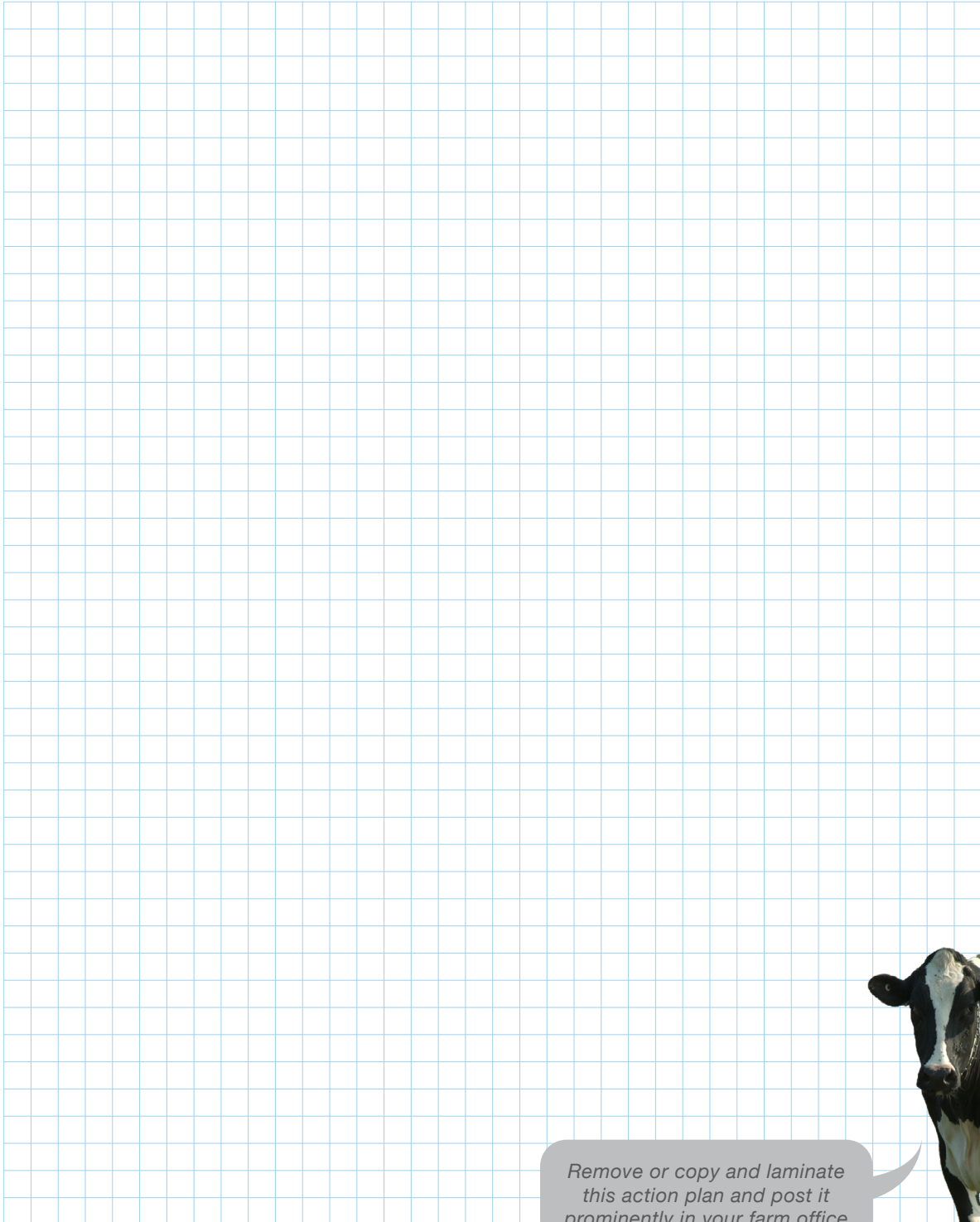


Approximate Scale: 1/4 in. = 10 ft.

## Farmstead Farm Plan

Date Prepared: \_\_\_\_\_ Approximate Scale: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



*Remove or copy and laminate  
this action plan and post it  
prominently in your farm office*







## Information Item #2

### An Emergency Liaison List - Who Needs to be Contacted

To facilitate the activities of first responders on your premises during an emergency, it is critical that they are able to contact you or someone in authority who is designated by you to be the principal liaison during an emergency. This is a critical element in coordinating the actions of responders and your own staff and ultimately helps to reduce the potential cost of the emergency to you.

Remember, the faster that first responders can make decisions, the sooner they can limit damages. While the owner of the operation will often be heavily involved in aspects of the emergency and at times unavailable, a liaison can and should be designated to stay in contact with first responders and assist their decision-making efforts as required.

*Note: This should be completed in pencil to allow for changes*

| IN CASE OF EMERGENCY         |                          |
|------------------------------|--------------------------|
| Primary Contact:             |                          |
| Farm Name:                   |                          |
| Land Phone:                  | Cell Phone:              |
| Legal Land Location:         |                          |
| Municipality:                | 911 Code (if available): |
| Directions to this Location: |                          |
| Secondary Contact #1:        |                          |
| Land Phone:                  | Cell Phone:              |
| Secondary Contact #2:        |                          |
| Land Phone:                  | Cell Phone:              |
| Out of Province Contact:     |                          |
| Land Phone:                  | Cell Phone:              |
| Notes:                       |                          |



## Information Item #3

# A Farm Profile - Telling First Responders What They Need to Know About Your Farm

While the exact nature of information required will likely change based on the type of emergency, there are some general things that you should have prepared on an ongoing basis. As mentioned previously, you will be in charge of your property. BUT it is critical that you leverage the skills of first responders when possible.

*Note: These should be completed in pencil to allow for changes*

## Step 3a: Information on People and Livestock

|                               |                                |
|-------------------------------|--------------------------------|
| Premises ID*:                 | Legal location:                |
| Number of people living here: | Number of people working here: |
| Number of disabled persons:   | Nature of disability:          |

From the farmstead site map, in order of priority, indicate any buildings or areas where livestock or other assets need to be removed or protected.

| Building Number | Name of Building | Product or Livestock to be Removed or Protected |
|-----------------|------------------|-------------------------------------------------|
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |
|                 |                  |                                                 |

\* Premises ID is a proAction requirement under Traceability. For more information and to register for Premises ID visit [www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/premises-id](http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/premises-id)



### Step 3b: Inventory of Hazardous Goods and Location of Emergency Water Supplies

Again, this should be identified on your map, however, providing a specific list is valuable.

**Hazardous Goods**

Include priority items that could present a significant risk to first responders, such as compressed gases, pesticides, fertilizers, petroleum fuel, and to a lesser extent lubricants, paints, thinners and solvents. Indicate building numbers on Farmstead Site Map.

| Name of Hazardous Goods | Quantity/Units | Location of Building on Map |
|-------------------------|----------------|-----------------------------|
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |
|                         |                |                             |

**Locations and Types of Emergency Water Supplies and Any Relevant Information (e.g. hydrants, ponds, watercourses, wells, etc.)**

### Step 3c: Location of Emergency Equipment and Supplies

|                                                       |
|-------------------------------------------------------|
| Personal Protection Equipment:                        |
| Fire Extinguishers:                                   |
| First Aid:                                            |
| Vacuum Tanker:                                        |
| Scrapers:                                             |
| Front-End Loaders:                                    |
| Backhoes:                                             |
| Portable Water Pumps:                                 |
| Absorbent Material (e.g., sawdust, peat, straw, etc.) |
| Sand Bags:                                            |
| Portable Generators:                                  |
| Other:                                                |



### Step 3d: Information for Employees/Workers

Provide contact information and primary role for all employees; include complete address if they live off site. (Use back of page if more space is required.). In the event of a disease related emergency, it is helpful to indicate whether the employees have livestock or other animals of their own.

There are two elements of this type of information. The first is to ensure that your workers / employees and even your family understand how they will be contacted and how they are to assemble in various situations.

Have you developed and discussed a communication process with your family and employees so that they are aware of what to expect in an emergency?

Yes      No

Does this include contingencies in the event that phone lines (land and/or cellular) are down – this should include the identification of a prescribed meeting place that is secure?

Yes      No

**Notes:**

In addition to preparing your contacts, it is critical that you have information about them as well. This should include:

| Name and Phone<br>(Address if Off-Farm) | Role | List Basic Details of Animal<br>Contact Off-Farm |
|-----------------------------------------|------|--------------------------------------------------|
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |
|                                         |      |                                                  |





## Information Item #4

### A Contact List - Critical Numbers and Information That You and Your Staff Will Need

While the people that you will need to contact will vary depending upon the emergency, you can in all likelihood identify most of the people and account information in advance that you might need.

Initial contact is ultimately your responsibility. The most likely resource for you as a farmer, other than fire and police, is your herd veterinarian in the event of an animal health emergency. In most other cases your BCDA contact is best suited to help you target your contacts, and at the same time play their role in coordinating the flow of consistent information from first responders to the many producers affected by a widespread emergency. If you are unavailable during an emergency, this information will be invaluable to those of your staff who are acting on your behalf.

*Note: This should be completed in pencil to allow for changes*

| Who                     | Name<br>(Organization &<br>Primary Contact) | Phone<br>(Main & Cell) | Email |
|-------------------------|---------------------------------------------|------------------------|-------|
| Police                  |                                             |                        |       |
| Fire                    |                                             |                        |       |
| Veterinarian            |                                             |                        |       |
| Emergency Management BC |                                             |                        |       |
| BC Dairy Association    |                                             |                        |       |
| BC Milk Marketing Board |                                             |                        |       |
| Fuel Supplier           |                                             |                        |       |
| Insurance               |                                             |                        |       |
| Livestock Transporter   |                                             |                        |       |
| Feed Supplier           |                                             |                        |       |
| Buddy Farm              |                                             |                        |       |
| Electrician             |                                             |                        |       |
| Neighbour               |                                             |                        |       |

### Specific Event Preparedness Considerations

While the options that a producer can take are generally fairly consistent regardless of emergency events, there are some questions related to wildfires, floods, and contamination issues that are somewhat specific and need to be considered in isolation. In many cases the ultimate actions will be those discussed later in the document. However, it is essential that you have a good idea of what constitutes a relative risk to you prior to it occurring.

#### Specific Conditions for Wildfires:

|                                                                                                                                                                                    |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Is there a history of wildfires in the area and do you know what conditions tend to be predictors? (e.g. moisture and wind conditions)                                             | Yes | No |
| Do you have a list of specific equipment that you could use in order to prepare a firebreak if a wildfire was approaching your farm? (e.g. landmover, bulldozer, scraper, shovels) | Yes | No |
| Have you arranged your dry goods (hay etc.) such that they are surrounded by an area that would not provide fuel to a wildfire?                                                    | Yes | No |
| Do you control the grass around farm buildings? (e.g. consistent mowing)                                                                                                           | Yes | No |
| Can you identify an irrigated pasture area where your animals can be turned out?                                                                                                   | Yes | No |

#### Specific Considerations for Floods:

|                                                                                                                                                                                                                |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Do you place equipment either on high ground or do you strap and anchor them in order to prevent them from floating away during a flood?                                                                       | Yes | No |
| Do you know what areas on your farm would be susceptible to a High Streamflow Advisory? (e.g. river levels are rising or expected to rise rapidly, but no major flooding is expected) would affect your lands) | Yes | No |
| Do you know if any areas of your farm would be susceptible to a Flood Watch? (e.g. river levels are rising and will approach or may exceed the bank with flooding of adjacent areas occurring)                 | Yes | No |
| Do you know if any areas of your farm would be susceptible to a Flood Warning? (e.g. river levels have exceeded the banks or will do so immediately and flooding of adjacent areas will result)                | Yes | No |



### Specific Considerations for Contamination:

|                                                                                                                                                                                                                                                   |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Are you aware of your responsibility for dealing with contaminated milk, feed, and/or water? (e.g. regulations regarding water and/or soil contamination, fisheries legislation etc.)                                                             | Yes | No |
| Have you discussed this potential with your BCDA representative?                                                                                                                                                                                  | Yes | No |
| Do you have the ability to dump contaminated products in a way that ensures it does not contaminate fresh water sources? (e.g. a concrete pit or container that can be isolated from sensitive areas – is trucking away from the site an option?) | Yes | No |
| Do you have a hazardous waste disposal contingency plan?                                                                                                                                                                                          | Yes | No |
| Do you have appropriate clothing to use in the event of having to handle contaminated products? (e.g. gloves, mask, coveralls, etc.)                                                                                                              | Yes | No |

### Priority Issues and Notes:

# ACTIVITIES THAT YOU SHOULD PLAN FOR

As an owner of dairy cattle, calves, heifers, steers and/or bulls, you are fully responsible for taking action to shelter and provide for all livestock under your care or control in an emergency. Municipal emergency providers, police, EMS personnel, the Red Cross, CFIA and EMBC, will provide services to assist in human life saving and sheltering, **BUT** usually cannot help with animal care.

**This is of critical importance to you since any actions you do take must take into account and consider the welfare of animals at risk. In cases of animal welfare contraventions during an emergency event, the BC SPCA has indicated that it would consider whether livestock producers had documented evacuation and shelter-in-place plans prepared and had followed them to the best of their ability. It is about demonstrating due diligence, and these plans will strengthen your position if there is any subsequent investigation.**

A large scale emergency will result in the need for you to adapt your operation for what could be an extended period of time. As outlined in the introduction, there are four activity areas that should be considered as part of the plan.

## Activity #1

### Being Self-Sufficient / Shelter-In-Place

**Description:** Animals and farm personnel / family all remain at farm before, during and after disaster event. Farm becomes self-contained for a short period of time, relying on its own water, power, food and heat.

#### Power:

The sudden loss of power can be devastating for a dairy operation unless precautions are taken. As a result, it is critical that you plan for a power outage (regardless of the cause) by considering the following.

Do you have adequate back-up power generation for:

Milking operations?

Feed and water equipment?

Manure management (scrapping)?

Ventilation?

Lighting?

Refrigeration? (as much to preserve drugs, vaccines, etc. as it is for preserving the milk)

Do you run the generators under load every couple of months? (e.g. are you sure your generators are working properly)



## Quarantine and/or Vaccination:

In the event of an animal disease outbreak, do you:

Have a self-quarantine plan developed? (e.g. both on/off the farm and between areas on the farm – heifer barns and milking area, etc.)

Discuss this plan with your herd veterinarian or CFIA?

Have a plan in place that would accommodate mass vaccination?

Have and maintain a vaccination SOP on farm? (i.e. SOP 12 under proAction biosecurity)?

Know what personal protective equipment (PPE) would be required? (e.g. for hands, feet, face, and body?)

Have a source and supply of PPE on the farm property?

## Animal Welfare and Husbandry Concerns:

Do you have effective access plans so that feed trucks can get on and off your farm in the event the farm is zoned as part of an animal disease outbreak? (e.g. a secondary access that is clear all year round)

Do you know how to contact your feed truck driver, and/or the bulk milk truck driver in order to inform them of activities on the farm?

Can you manage the movement of your livestock around the operation if specific access routes have been closed?

Have you discussed the procedures for closing roads with your municipal emergency management contact?

Do you have a secondary source of clean drinking water for your livestock?

Have you pre-arranged any agreement specifics about how producer re-entry is accomplished in the event that the people are evacuated but the livestock is not?

Have you discussed options on how to humanely euthanize animals with a BCDA representative?

Is your Euthanasia SOP (SOP 11 under proAction Animal Care) up-to-date and accessible to staff?

If euthanasia is required, do you keep record of the animals euthanized and retire their tags for traceability purposes? (ProAction Record 3 – On-farm Animal Disposal/Tag retirement)

Do you have an isolation and/or disposal plan for mortalities?

Are your animals dual tagged with approved dairy tags for easy identification?

After considering all aspects of carrying out a shelter-in-place strategy and discussing it with your family / staff / neighbours and local area government or BCDA staff, use the space provided to record the key points of your action plan for carrying out this strategy on your farm. Go one step further and laminate this action plan and post it prominently in your farm office.



The Shelter-In-Place action plan for my farm includes the following key elements:

1.

2.

3.

4.

5.

6.

*Remove or copy and laminate  
this action plan and post it  
prominently in your farm office*





## Activity #2

### Livestock Evacuation

A number of emergency events may require you to relocate – evacuate – livestock to safer areas on the farm grounds or nearby, such as turn-out pastures, alternate barns and temporary holding areas. It may be that the farm is temporarily abandoned by all but one to four personnel who will provide feed, shelter and safety to livestock periodically. Finally, it may also be that all livestock, pets and people evacuate the farm property to a designated site. Livestock are methodically transported and sheltered in alternate locations off-farm.

EMBC and the AGRI have developed a policy bulletin to support livestock evacuations under specific conditions. Agricultural business operators need to apply directly through their local authority Emergency Operations Centre (EOC). This process consists of:

- **Evacuation Alert:** Be ready to leave on short notice. If you leave before or during this alert, it's called a voluntary evacuation.
- **Evacuation Order:** You are at risk. Leave the area immediately. Local police or RCMP enforce evacuation orders.
- **Declaration of Local State of Emergency:** Declared by a local government when an emergency or disaster within its jurisdiction requires access to the extraordinary emergency powers of the Emergency Program Act.
- **Evacuation Rescinded:** All is currently safe. You can return home. Stay tuned for other possible evacuation orders or alerts.

**You as a producer are solely responsible for decisions to evacuate livestock and pets.**

It is critical that producers understand that people are a much higher priority than farm operations and livestock for the emergency responder. Accordingly, any decision to evacuate will need to be made so that the evacuation itself can proceed to a satisfactory conclusion without interfering in the movement of people and emergency services. This requires pre-planning and an early decision.

#### Making the Decision to Evacuate your Animals:

Have you read the material and do you understand how EMBC determines evacuation alerts, evacuation orders, and evacuation rescinds? ([www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc](http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc))

Are you aware of the differences between evacuation alerts and evacuation orders and how they would affect your farming operations?

Are you aware that CFIA has the responsibility for ensuring animal transport is done properly from an animal welfare perspective and of the minimum requirements?

Do you have the contact information for transporters and have you made arrangements for their engagement in the event of an emergency?

Have you prioritized which animals would be moved – together with their destination, which may differ by class of livestock – in the event of an evacuation?

What is the trigger for your decision to evacuate? (e.g. rely on EMBC warning levels, specific water levels at a point on the farm or near a watercourse, distance of fire from farm etc.)

### **Carrying out the Evacuation:**

Have you identified and recorded the access and egress routes for your livestock?

Have you determined how you would get your livestock loaded? How does this change if your staff had already been evacuated?

Have you checked with your herd veterinarian or BCDA representative to ensure this would be in compliance with CFIA rules regarding livestock movement?

Have you arranged transport for the evacuation, and alerted them as to the possibility?

Have you discussed your plan for evacuation with local government authorities, AGRI and others to ensure it will be viable in an emergency?

Have you arranged for veterinary care at the evacuation sites?

### **Selecting a Suitable Destination for the Evacuation:**

Have you made arrangements as to where you would transport your animals? (e.g. milking and non-milking)

Have you arranged with someone to have a 'buddy farm' with sufficient feed, water, milking capacity?

Have you discussed and negotiated details with your buddy farm such as separate or shared milk tanks and impacts on milk delivery and production levels for both operators?

Have you gone to the BCDA or AGRI for sample agreements under the buddy system that protects both parties and helps structure the agreement?

Contacts for more information on the 'buddy farm' system:

BC Dairy Association      604.294.3775

BC Milk Marketing Board      604.556.3444

BC Ministry of Agriculture      1.888.221.7141

After considering the different aspects of carrying out an evacuation strategy and discussing it with your family / staff / neighbours and local area government or BCDA staff, use the space provided to record the key points of your action plan for carrying out this strategy on your farm. Go one step further and laminate this action plan and post it prominently in your farm office.



The Livestock Evacuation action plan for my farm includes the following elements:

1.


2.

3.

4.

5.

6.



*Remove or copy and laminate this action plan and post it prominently in your farm office*

### Activity #3

## When Shelter-In-Place and Livestock Evacuation are Not Possible

In some situations you may need an alternative to shelter-in-place and/or evacuation. Some alternatives include turn out, depopulation or possibly being forced to leave the animals to die-in-place.

These are difficult and emotional decisions. Producers need to be prepared to make these decisions and in some cases may be left with no option but to depopulate their herd. As a producer, you need to know under what conditions each of these alternatives will be considered: what are the trigger levels for each action and how will you carry it out.

CFIA may provide assistance in depopulation for foreign animal disease outbreaks. And other organizations may be involved and assist in depopulating for other events. Regardless, you need to be prepared and to have thought through the circumstances and means by which this may need to be carried out. Refer to the *Producer Handbook for Preparing the BC Dairy Sector of Disease-related Sector-Wide Emergencies* ([www.animalhealth.ca](http://www.animalhealth.ca)).

In the event of a non-disease related emergency that could ultimately be fatal to contained animals (fire, flood), have you decided how you would deal with the threat to your livestock?

Do you have the option of turning livestock loose or moving them on hoof?

Have you decided under what conditions you might turn your animals loose vs leaving them in place?

If so, what specific regulations would you have to comply with and/or do you know who you would have to notify? (e.g. town/city, municipality legislation regarding personal liability; SPCA; etc.)

Have you contacted regional authorities to understand the potential implications to you if you chose to take this initiative? (e.g. EMBC, or BCDA contacts to help determine who these people are etc.)

Have you considered additional precautions that could be taken to minimize the risk to both the general public and your animals in the event that they are turned loose? (e.g. ensuring they could not get onto main roads; providing access to fenced areas, etc.)

Do you have a means to safely depopulate your herd in a humane way if you had to? (e.g. do you have, or have access to, a rifle and sufficient ammunition). See proAction Workbook Euthanasia SOP (SOP 11).

Have you identified a suitable livestock disposal site for a large scale issue?



Do you know if burial is an option for your farm?

Do you know if you can use in or out of barn Biological Heat Treatment (BHT) or composting as an option and under what conditions they would be feasible?

Do you have the necessary equipment to manage a large scale disposal?  
(e.g. a bulldozer, grader, or backhoe)

Are you aware of your responsibilities under animal welfare guidelines in your area when depopulating livestock?

Have you considered circumstances in which you would be forced to evacuate and would have to leave your animals in place at risk of death?

Have you discussed this with your commodity association, local government and AGRI in order to confirm that you have considered all possible alternatives and consequences?

After considering alternatives to shelter-in-place and livestock evacuation strategies with your family / staff / neighbours and local area government or BCDA staff, use the space provided to record the key points of your action plan for carrying out the alternative you propose to use on your farm. Go one step further and laminate this action plan and post it prominently in your farm office.

**When Shelter-In-Place or Livestock Evacuation are no longer possible, the alternative action plan for my farm includes the following key elements:**

1.

2.

3.

4.

5.

6.

*Remove or copy and laminate this action plan and post it prominently in your farm office*







## Activity #4

# Recovery Considerations

## Insurance Coverage and Limitations

You will need to ensure you have coverage that protects your financial well-being in the event of an emergency. You are responsible to ensure that your coverage is adequate for your needs. This coverage could include payments under the Health of Animals Act, disaster coverage through EMBC, and coverage for specified perils in your own commercial insurance plan.

Have you checked to ensure that your insurance is up to date?

Are you aware of the specific exclusions listed in your insurance coverage?

Have you assessed these restrictions against the activities listed above to see what you might not have coverage for?

Have you formally requested an opinion from your insurance broker on this?

Are you aware of what level of compensation is available under the *Health of Animals Act* and how it would be triggered?

Are your animals individually tagged and do you have an inventory of this information? See proAction Reference Manual section 3.2 Animal Identification.

Do you know what information you would have to provide CFIA in order to be eligible? (e.g. have you looked at the EPI Questionnaire that is available from CFIA)

Do you have up-to-date proAction traceability records? See proAction workbook or speak with your BCDA representative regarding required proAction traceability records.

Have you checked to see the availability of assistance under the disaster recovery plan offered by EMBC?

Have you completed a risk assessment related to actions and impacts in the context of insurance coverage? (e.g. have you asked your Insurance Broker very specific questions about how your policy covers you if you have to move your animals, or if you cannot move them and decide to depopulate them etc.)

Have you looked at the provincial resource information on what to look for in your insurance policy ([www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/bcems](http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/bcems))?

**Notes /Actions Required:**

## Activity #5

### Final Considerations

Once you have considered all of the questions in the document, you have essentially completed the necessary steps in building your initial emergency plan.

The bottom line is that you have addressed a number of difficult questions while working through this document.

You should feel better for having gone through this important step. An effective plan will help you to think through and establish necessary relationships for effective response to whatever emergency may arise.

Regardless of what you found, you are better prepared now, than you were. Ensure that the Information Items you completed and the Action Plans you prepared are maintained and kept up to date. As well, that they are readily available and shared with family and staff.

**A useful approach is to prepare copies of each, and place in a binder with other Standard Operating Procedures for your farm. Alternately or as well, you may laminate and post these in key locations such as the inside door of your farm office or staff room. Another approach is to provide a copy of some of the Information Items, to your local area government fire service.**

Emergency planning should not be done in isolation and you may also want to discuss your plan with others. Here are some suggestions as to who could provide further input to your plan:

- BCDA and/or BCMMB staff
- AGRI and/or CFIA staff, possibly in a workshop environment
- Family and staff members
- Neighbour farms and buddy farm who will be impacted by the same event
- Local government emergency management representatives, possibly in a workshop environment
- Certain service providers (e.g. veterinarian, transporters, etc.)



Now that you've considered an emergency management plan for your operation, including the Information Items and Activities...

Have you discussed your plans with your industry association representatives?  
(e.g. BCDA)

Have you discussed your plans with family and staff? (e.g. have you formally reviewed this document with them at regular intervals so they are aware of your needs and their responsibilities?)

Have you taken steps to make certain of the Information Items readily available to first responders?

Have you made a plan to maintain and update the plan over time? (e.g. while testing fire alarms, or while reviewing insurance coverage or in preparation for a proAction validation?)

After considering the above Final Considerations, take a few moments to document how you will maintain and appropriately share the Information Items and Action Plans you have set out in this workbook.

**The Emergency Management Planning materials prepared in this workbook will be maintained and shared as follows:**

- 1.
- 2.
- 3.

### Using an Emergency Tube

History is clear that an effective and efficient response by emergency responders can often limit the economic losses suffered during an emergency. As a precautionary practice, you may want to consider copying the information prepared in Information Items 1-5, and placing it in a location where first responders would have immediate access in the event of an emergency.

One option would be to use an 'Emergency Tube' that is fastened to a utility pole at the access to the property, or by the main door to the milking parlor.

Another approach is to provide the information with your local area government fire and emergency service. That way, in an emergency they can inform themselves about your operation as they are en route to your farm.

## More About the Emergency Tube

The emergency Tube is meant to be an easily accessible waterproof tube to store the written Rural Emergency Plan. A suggestion for building an Emergency Tube is included in the diagram below. Please be careful that it is placed where it can only be accessed by responders – be aware that it may be subject to theft.

Contact your local fire department and let them know that you have a Rural Emergency Plan and tell them where you have your Emergency Tube located.

Get your local fire department even more involved:

- They may be interested in building Emergency Tubes and making them available to farms and ranches.
- Building and selling Emergency Tubes could be a fund raising activity and an opportunity to make them more visible in the community.

## Suggestion for Building Waterproof Container (Tube)

Source: *Partners in Progressive Stewardship*, 2008.

