District Command Checklists

Foreign Animal Disease Emergency Support Plan
- Federal / Provincial Agreement in BC -

2012 Checklists

The following Checklists are to be used
in conjunction with the
BC Foreign Animal Disease Emergency Support Plan
(FADES) 2012

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FADES Plan, Checklists, and Annexes for 2012 are available at
http://www.iafbc.ca/funding_available/programs/livestock/fades.htm

Generic ICP Checklist – For All Functions	
Getting Started:	❑ Check in with the Incident Commander or Logistics Section Chief on arrival at the Incident Command Post (ICP). Obtain an identification neck-label and vest, if available. ❑ If you represent an agency other than CFIA, BC Ministry of Agriculture, BC Ministry of Health, Emergency Management BC, or Public Safety Canada, register with the Liaison Officer. ❑ Complete the ICP Registration Form (ICP 512). Use the ICP Check-In, Check-Out Form (ICP 511) each time you enter or leave the District Command facility. Both forms are managed by the Logistics Section. ❑ Participate in any facility and safety orientations offered through the Logistics Section, as required. ❑ Review the ICP Orientation and Training package available from the Logistics Section. ❑ Report to the Incident Commander, Section Chief, or other assigned supervisor, to obtain specific job responsibilities and to resolve any issues. ❑ Assess your assigned workstation and determine your resource needs, such as a computer, phone, stationery, or forms. Request resources through your supervisor. ❑ Set up your workstation and review your position checklist, forms and function aids. ❑ Establish and maintain a Position Log (Form ICP 414) that chronologically describes the actions you take during your shift. ❑ Keep track of all working hours using a Time Sheet and submit a copy to your supervisor at the close of each day.
Before Leaving:	❑ If another person is relieving you, brief them thoroughly before you leave your workstation and provide a copy of your position materials. ❑ Clean up your work area before you leave. Return any communications equipment or other equipment to the Logistics Section. ❑ Complete all other required forms and reports and submit all paper and electronic documents to the Documentation Unit in the Planning Section prior to your departure. ❑ Complete and submit a copy of your Position Log to the Documentation Unit, and leave a phone number where you can be reached. You may want to take copies of your Position Log with you. ❑ Return to the Logistics Section to sign out. ❑ Be prepared to participate in the District Command After-Action Report and formal post-operational debriefs. ❑ Make use of stress counselling and debriefings, as needed.

Incident Commander	
Responsibilities:	The Incident Commander provides overall management of expanded site activities to ensure an effective, coordinated, and cooperative response. The Incident Commander is appointed by the CFIA Regional Director. A representative of the BC Ministry of Agriculture may serve as a Co- or Deputy Incident Commander under Unified Command. Responsibilities include: 1. Assess the situation 2. Command and control site operations 3. Develop / approve action plans 4. Inform others 5. Manage the Incident Management Team
Reports To:	CFIA Regional Director, or JEOC Director if activated
Getting Started:	❑ Select a name for the District Command organization that reflects the nearest CFIA District Office, or location of the Incident Command Post, such as "Dawson Command." ❑ Where zoonotic diseases are involved, activate occupational health and safety services immediately so site personnel are vaccinated 24-48 hours prior to contact. ❑ Greet and orient arriving District Command members until the Logistics Section can be established to assume this function. ❑ Identify a recorder to take minutes of all significant meetings, including conference calls. Note: Ensure records are generated for all meetings and critical conversations. ❑ When notified that the CFIA President has declared an emergency, inform the Finance / Administration Section Chief of access to funds to support emergency response.
Main Checklist:	**1. Assess the Situation** ❑ Gather Information – Collect information relevant to the FAD event from a range of sources. ❑ Assess Situation – Continuously assess the magnitude and severity of current situation and potential for spread of the disease. ❑ Assess District Command Needs – Assess the needs for specific District Command functions based on the information at hand. ❑ Select Operational Period – Determine the initial District Command Operational Period. **2. Command and Control Site Operations** ❑ Establish Communications – Establish communications with Field Team personnel, such as Site Coordinators. ❑ Support Operations – Work with the Operations Section Chief to

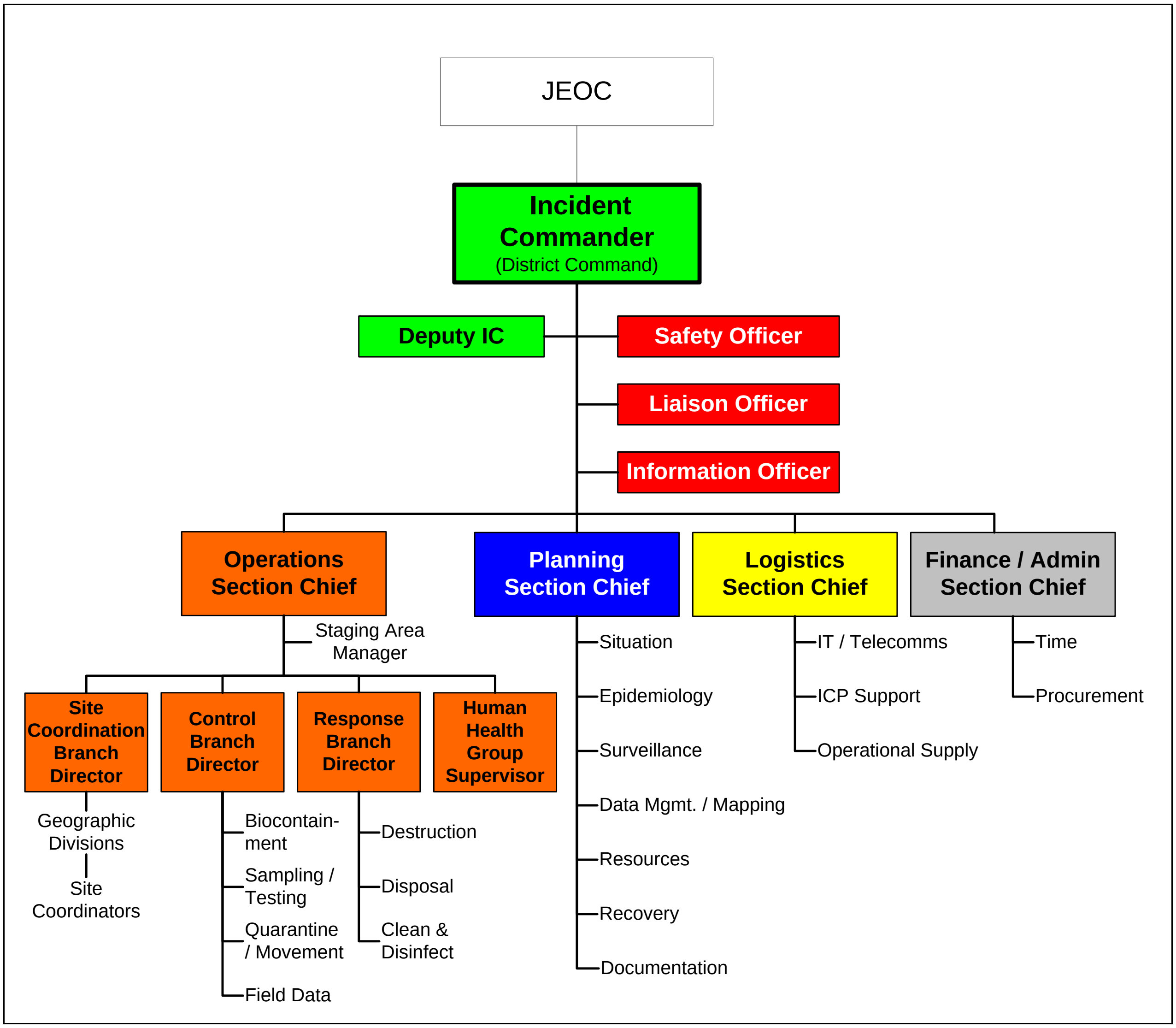
Incident Commander	
	determine the demands of the emergency. ❑ Approve Resource Requests – Approve requests for additional resources, including staff and equipment. NOTE: Personnel are to complete Form A-4 (CFIA purchases only) or ICP Resource Request (Form ICP 514) and forward it to their supervisor for approval. Ensure the Planning Section tracks resources. ❑ Release Resources – Coordinate with the Operations Section Chief to release resources from duty, when appropriate. **3. Develop / Approve Action Plans** ❑ Develop Support Strategies – Consult District Command Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas. ❑ Schedule Action Planning Meetings – Ensure at least one Incident Action Planning Meeting in each operational period, and whenever the situation or District Command staff changes significantly. ❑ Prepare and Approve Incident Action Plans – Prepare an initial Incident Action Plan using the Form ICP 502. Review and approve additional Action Plans prepared by the Planning Section. ❑ Review and Approve Site Plans – Working with the Operations Section, review and give final approval to site-level plans, including biosecurity, sampling, destruction, and disposal. **4. Inform Others** ❑ Inform JEOC – Keep the JEOC informed on the incident status, priorities, and objectives by way of frequent and continuous situation reports, briefings, action plans, and conference calls. Consult the JEOC Directors whenever clarity is needed on policies, procedures, or the coordination of assisting and contributing agencies. Consider setting a regular schedule for contact with the JEOC, such as every hour during initial set up and every two or three hours as response routines are settled. ❑ Notify Agencies – Ensure that all federal, provincial, and local agencies and local industry groups impacted by the incident in the region have been notified. If a FAD may be related to tampering or terrorism, immediately notify the police with jurisdiction. ❑ Determine Frequency of Situation Reports – Set the frequency of the Situation Reports and inform the Planning Section. ❑ Inform District Command Staff – Hold at least one briefing of all District Command participants in each operational period to keep them informed of the status. ❑ Inform Other Jurisdictions – Establish and maintain contact with adjacent jurisdictions. For FAD events that have cross-border implications, invite agencies to attend the District Command as Agency Representatives, and notify the JEOC. ❑ Inform the Public – Keep the Information Officer up to date on new

Incident Commander	
	information. Review and approve media releases and other materials for public distribution. Work with the JEOC to manage public announcements that require senior executive approval. **5. Manage the District Command Team** ❑ <u>Assume Control of the District Command Organization</u> – Direct the overall FAD response tactics, in cooperation with other agencies with jurisdiction. Authorize a Co- or Deputy Incident Commander to act on your behalf when ever you leave the main room of the Incident Command Post. ❑ <u>Select District Command Functions</u> – Determine which District Command functions are needed to meet the present and upcoming needs of the FAD event. Ensure critical functions (such as Management Staff and Section Chiefs) are staffed with personnel who are trained in ICS and the BC FADES Plan. ❑ <u>Staff the District Command Organization</u> – Appoint District Command members to appropriate functions and request the Planning Section to post an organization chart at the ICP. Consider the need among several District Command functions for clerical and administrative support services. Identify replacements for District Command members for extended operations and ensure there are enough personnel to rotate staff. ❑ <u>Set Operational Periods</u> – 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: ○ 08:00 Morning Briefing ○ 08:30 Call with JEOC ○ 13:30 Afternoon Briefing ○ 14:00 Section Meetings ○ 15:00 Incident Action Planning Meeting ○ 16:00 Situation Report due for approval Work with the JEOC Directors on coordinating the schedule, such as when to produce and provide the DC Situation Report. ❑ <u>Advise Staff to Share Information</u> – Inform all District Command staff that they are encouraged to share information with each other for the purposes of emergency response. All must agree to secure personal and confidential information that requires protection. ❑ <u>Limit Staff Working Hours</u> – Advise all Management Staff and Section Chiefs to monitor the number of hours and days each District Command staff member is devoting to the effort, and to arrange for staff shifts that give workers adequate breaks. No staff member should work more than 12 hours in a single shift, or more than 14 consecutive days without a 4-day break. ❑ <u>Ensure Responder Health and Safety</u> – Monitor the situation to manage the health and safety of all response personnel.

Incident Commander	
	Implement a "buddy system" for both field and District Command personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.
Before Leaving:	❑ Follow Generic Activation Checklist. ❑ Deactivate the District Command organization. ❑ Prepare the District Command After-Action Report.
Function Aids:	**Aids** • First Hour Guide • District Command Function Chart • Table of Authorities **Forms** • Management Team Briefing Agenda (Form ICP 401) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414)

Function Aid	First Hour Guide	Incident Commander
General	This Guide addresses the activities of the Incident Commander in the initial hour of a FAD emergency.	
1. Assess the Situation	❑ Obtain a briefing from the previous Incident Commander or other person who can offer complete background information, if available. ❑ Assess the initial magnitude and severity of the current situation and potential for future threat. ❑ Select a name for the event, such as "AI 2013" or "FMD 2013." Keep it short but descriptive.	
2. Identify Incident Command Post Location	❑ CFIA may utilize a District Office for a start-up Incident Command Post, and may make use of local government EOCs and PREOCs if needed. All requests for access to a PREOC should be referred to directly to the Fire and Emergency Management Commissioner, followed by either e-mail or letter. ❑ Determine location of the Incident Command Post, considering hazards and working with Public Works and Government Services Canada (PWGSC). ❑ Communicate the ICP location to others.	
3. Develop Action Plan	❑ Prepare an initial Incident Action Plan using the Action Plan Form ICP 502. This can be simple to begin the process, but it should be recorded.	
4. Select Initial Functions	❑ Consider filling the following functions early in mobilization of a District Command organization: • Incident Commander and Deputy • Safety Officer • Liaison Officer • Information Officer • Human Health Group Supervisor (if staff immunization needed) • Planning Section Chief • Scribes in Documentation Unit of Planning Section • IT/Telecomms Unit Leader and support staff • Finance / Administration Section Chief	
5. Mobilize Personnel	❑ Contact the CFIA Regional Director to mobilize appropriate personnel for the initial activation of the District Command. ❑ Request administrative staff to attend the District Command to support technical operations.	
6. Inform Others	❑ Request a Task Number through EMBC (24/7: 1-800-663-3456). ❑ Establish initial contact with the affected and adjacent local government jurisdictions, and with the EMBC Regional Office.	

Function Aid	**District Command Function Chart**	**Incident Commander**



Function Chart for a Fully-Activated District Command Organization

Function Aid	Table of Authorities	Incident Commander
Purpose	To foster coordination among the different support levels engaged in FAD response, this Table of Authorities identifies the point of decision-making for critical issues.	
1. Setting Control Area	Federal Minister of Agriculture and Agri-Food, with advice from JEOC Directors, CFIA National EOC.	
2. Declare Federal Emergency	President of the Canadian Food Inspection Agency, with advice from JEOC Directors, CFIA National EOC.	
3. Declare Provincial Emergency	The BC Minister of Justice or the Lieutenant Governor in Council, with advice from the Central Coordination Group.	
4. Declare Emergency Under BC Public Health Act	Local Medical Health Officer, Provincial Health Officer	
5. Halt Operations Due to Safety	Site Coordinator, Safety Officer, Safety Assistant, Field Team Leader	
6. Approve Destruction Plans	Incident Commander	
7. Approve Disposal Plans	Incident Commander	
8. Approve Section 53 Exemption	Regional Director of the BC Ministry of Agriculture (may be located at the JEOC)	
9. Approve Public Information about District Command	Incident Commander	
10. Approve Public Information about JEOC	JEOC Directors	
11. Approve Information on Infected Places, International Status	CFIA National EOC	
12. Approve District Command Information Strategy	JEOC Directors	
13. Approve District Command Situation Reports, Action Plans	Incident Commander	
14. Approve JEOC Situation Reports, Action Plans	JEOC Directors	
15. Approve Meals for Federal Personnel	Incident Commander at the District Command, JEOC Directors at the JEOC	
16. Approve Commitment of CFIA Resources	CFIA Incident Commander at District Command, CFIA JEOC Director at JEOC	
17. Approve Commitment of BC Provincial Resources	Provincial Co- or Deputy Incident Commander at District Command, Provincial JEOC Director at JEOC	
18. Approve Requests for Cross-Border Resources	CFIA National EOC, with federal Government Operations Centre (GOC)	

Deputy Incident Commander	
Responsibilities:	One or more Deputy Incident Commander(s) may be assigned to assist in managing the District Command group responsibilities. The Deputy Incident Commander ensures the efficient and effective flow of information within the organization, and assists the Incident Commander in organizing and supporting the District Command staff. A key responsibility of the Deputy Incident Commander is to assume the role and responsibilities of an Incident Commander if and when required. Responsibilities include: 1. Assist information flow 2. Support the District Command organization 3. Assist Incident Commander 4. Assist with incident action planning 5. Debrief District Command personnel
Reports To:	Incident Commander
Getting Started:	❑ Follow Generic Activation Checklist. ❑ Assist Incident Commander in determining initial District Command activation level and staffing. ❑ Help ensure that all federal, provincial, and local agencies and local industry groups impacted by the incident have been notified. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assist Information Flow** ❑ <u>Assist District Command Functions</u> – Help all activated District Command functions obtain the information required. ❑ <u>Help Planning Section</u> – Assist Planning Section Chief and Information Officer in gathering critical information about the emergency situation. ❑ <u>Assist Liaison Officer</u> – Work directly with the Liaison Officer to ensure assisting and cooperating agencies receive the information they need to effectively support the District Command. **2. Support the District Command Organization** ❑ <u>Assist with ICP Setup</u> – Supervise the set-up of the Incident Command Post (ICP) facilities for effective and efficient operations. Ensure that appropriate equipment and supplies are in place. ❑ <u>Assist with District Command Shift Planning</u> – Facilitate shift change and staffing decisions with the Incident Commander. Coordinate additional District Command staffing needs with Logistics Section Chief. ❑ <u>Support Administrative Needs</u> – Ensure Management Staff members have sufficient administrative support, including

Deputy Incident Commander	
	assigning a recorder to the Incident Commander from the Documentation Unit. ❑ Assess District Command Staff Health – Monitor the health and welfare of District Command staff until a Safety Officer is fully functional. Mediate and resolve any personnel conflicts. **3. Assist Incident Commander** ❑ Communicate Objectives – Assist Incident Commander in communicating priorities, objectives, and decisions to all staff and agency representatives. ❑ Perform Special Assignments – Undertake special assignments at the request of the Incident Commander. ❑ Identify Issues – Report significant events and any issues of concern to the Incident Commander, and advise her/him of your activities on a regular basis. ❑ Fill Role of Incident Commander – Assume the role of the Incident Commander in her/his absence. **4. Assist with Incident Action Planning** ❑ Help with Planning Meetings – Assist the Planning Section Chief with preparations for Incident Action Planning meetings. If the Incident Commander leaves the facility, the Deputy Incident Commander may approve Incident Action Plans. ❑ Meet with Others in District Command – Participate in Incident Action Planning and Management Staff meetings. **5. Debrief District Command Personnel** ❑ Hold Exit Interviews – Conduct exit interviews with District Command members before they leave, recording their observations and recommendations for improving operations. ❑ Provide Stress Counselling – Arrange for and facilitate critical incident stress debriefings for District Command staff, as required.
Before Leaving:	❑ Assist with the deactivation of the District Command and ICP at the designated time, as appropriate. ❑ Assist with the design of the After-Action Report. ❑ Organize and coordinate staff recognition initiatives (i.e.: “Thank You” letters) for District Command staff. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Exit Survey Form • Management Team Briefing Agenda (Form ICP 401) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414)

Safety Officer	
Responsibilities:	The Safety Officer assesses hazardous situations related to all aspects of FAD response, and develops measures for assuring responder health and safety. The Safety Officer carries emergency authority to directly stop unsafe acts if personnel are in imminent, life-threatening danger. The Safety Officer may have assistants as necessary, and the assistants may represent other agencies or jurisdictions, in collaboration with Labour Canada and WorkSafe BC. Responsibilities include: 1. Ensure Personnel Health and Safety 2. Ensure Security at ICP and other Facilities
Reports To:	Incident Commander
Getting Started:	❑ Follow the “Generic ICP Checklist.” ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care. ❑ Authorize a Safety Assistant to act on your behalf when ever you leave the main room of the Incident Command Post.
Main Checklist:	**1. Ensure Personnel Health and Safety** ❑ <u>Consider Assistants</u> – Where multiple agencies at different levels are involved, consider the use of Safety Assistants from each level (federal, provincial, local). Safety Assistants may attend sites in the Control Area and at disposal operations to observe, identify and correct potentially unsafe acts. Note that a federal Occupational Health and Safety specialist is available through CFIA to advise on field safety. Safety Assistants advise and work with Field Team Leaders to ensure all site operations can be completed safely. Safety Assistants report to the Safety Officer. ❑ <u>Identify Hazards</u> – Identify hazardous situations associated with the incident. Review any hazardous conditions at accessible sites and District Command facilities with the Operations Section Chief. Consult the Human Health Group on the threat of zoonotic diseases to responders. Determine any special dietary needs among the responders and notify the Site Coordinator and the DC Logistics Section Chief as soon as possible. Inform the local police of the use of firearms in animal destruction. ❑ <u>Correct Hazards</u> – Take steps to ensure the removal of hazardous conditions at all sites and District Command facilities, including any Staging Areas. Ensure adequate sanitation and safety in food preparation. When managing safety for personnel from mixed sources, such as from federal and provincial agencies, adopt the most stringent personnel protection standards that may apply, in consultation with a federal Occupational Health and Safety specialist and WorkSafe BC.

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<tr><th colspan="2">Safety Officer</th></tr>
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❑ <u>Assist in Acquiring Safety Equipment</u> – Ensure adequate levels of protective equipment are available and are being used by staff both in the field and within the ICP. Assist the Logistics Section Chief in obtaining any special safety equipment for field teams and District Command personnel. Assess the need for one or more industrial ambulances to support field personnel.
❑ <u>Advise Personnel</u> – Provide guidance to responders regarding actions to protect their health and safety. Identify the nearest emergency care facilities, such as hospital or clinic, and communicate this location to the Operations Section Chief. If the event involves Avian Influenza, consider Guiding Principles for Occupational Safety in Avian Influenza prepared by the BC Centre for Disease Control.
❑ <u>Manage Staff Stress</u> – Through the Logistics Section Chief, ensure orientation for incoming District Command personnel includes the topic of stress, what symptoms to look for, and how staff members can help their families cope with absences and stress.

Working with the Human Health Group, arrange for training of Management Staff, Section Chiefs, and other supervisors to recognize the signs of unusual stress in staff.

Ensure measures are in place to debrief each District Command member using a standard format before they leave the organization, with emphasis on stress evaluation and monitoring. Debriefing should be mandatory, and should be conducted in private.
❑ <u>Support Personnel Injury Claim Investigation</u> – Work with the Finance / Administration Section Chief on any responder personnel injury claims or records.

2. Ensure Security at ICP and other Facilities
❑ <u>Monitor ICP Security</u> – Establish security checkpoints and access for all ICP facilities, including the Incident Command Post, any activated Staging Areas, and all public meeting places. In cooperation with the Logistics Section Chief, arrange for staff sign-in and identification procedures. Consider contracting security firms or Commissionaires to assist with ICP security, as required.
❑ <u>Improve Security</u> – Address any security issues with the Incident Commander, recommending improvements where necessary.
❑ <u>Secure Documentation</u> – Advise Planning Section on the security measures to be taken to protect potentially sensitive District Command documents. Arrange for locking file cabinets to secure sensitive documents, working with the Documentation Unit Leader.
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<tr><td>Before Leaving:</td><td>
❑ Assist the Incident Commander in de-activation activities including:
○ Collection of all relevant documents and electronic records,
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Safety Officer	
	working with the Documentation Unit Leader ○ Collection of all material necessary for an After-Action Report, working with the Deputy Incident Commander ○ Security of District Command records ❑ Follow the generic Demobilization Checklist.
Function Aids:	**<u>Forms</u>** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Liaison Officer	
Responsibilities:	The Liaison Officer is the District Command point of contact for representatives from assisting and cooperating agencies, and responds to requests or concerns from stakeholder groups. The Liaison Officer may assign assistants with specific responsibility for informing industry, local government, or other category of assisting or cooperating organization. In some situations, the Liaison Officer may link with industry group representatives, including Industry Liaison Assistants who represent a broad spectrum of stakeholders, to ensure their suggestions and preferences are considered in Incident Action Plans. Responsibilities include: 1. Assist agency representatives 2. Keep external organizations informed 3. Advise Incident Commander on District Command staffing 4. Advise on Incident Action Plans 5. Participate in VIP tours
Reports To:	Incident Commander
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Determine whether support organizations are assisting (have assigned tactical equipment and/or personnel), or cooperating (operating in a support mode outside the District Command). ❑ Follow-up on the initial notifications with a second alert to stakeholder agencies, including health authorities and MOE. ❑ Ensure that an ICP check-in procedure is established immediately for use by all Agency Representatives (Form ICP 511). ❑ Assign a local industry representative as an Industry Liaison Assistant to help with liaison. Refer to the Industry Liaison Guidelines, attached. ❑ Assign a local government representative as a Local Government Liaison Assistant to help with liaison. Refer to the Local Government Liaison Guidelines, attached. ❑ Authorize a Liaison Assistant to act on your behalf when ever you leave the main room of the Incident Command Post. ❑ Establish workspaces and telecommunications for Agency Representatives, working with the ICP Support Unit. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assist Agency Representatives** ❑ <u>Greet Agency Representatives</u> – Identify yourself as the principal point of contact for Agency Representatives arriving at the ICP, and brief them on the situation and action plans.

Liaison Officer	
	❑ Advise on District Command Functions – Working with the Incident Commander, assist Agency Representatives in filling their respective roles and responsibilities within the ICP. ❑ Determine Assistance Available – Interview Agency Representatives concerning their agency's resources, capabilities, and restrictions, and provide this information at planning meetings. ❑ Monitor Inter-organizational Challenges – Monitor FAD operations to identify potential inter-organizational problems. Bring complaints to the attention of the Incident Commander. **2. Keep External Organizations Informed** ❑ Identify Agencies – Consult the contact list in Annex B of the BC FADES Plan and update the information, as required. Use existing local government, CFIA and AGRI contacts to identify external agencies and organizations that should be kept informed about the FAD event. Consult EMBC for current local government and other Ministry contacts. Industry specialists may be able to supply industry group contacts. ❑ Establish Communications – Ensure that communications with appropriate external non-represented agencies (such as: Provincial agencies, utility companies, volunteer organizations, private sector, etc.) are operational. ❑ Work With External Agencies – Liaise with local authorities, provincial and federal organizations, and other organizations not represented in the ICP. Provide the following information, as appropriate: o Situation Reports o Incident Action Plans o Approved News Releases o Maps of Control Area and key facilities ❑ Liaise with RCMP if Criminal Activity is Suspected – Contact RCMP headquarters in Vancouver and ask for the Integrated National Security Enforcement Team (INSET) duty officer in the event of suspected criminal activity related to the outbreak of a foreign animal disease. Police assume the responsibility for law enforcement and criminal investigation. ❑ Advise Industry – Meet with industry representatives at industry offices (outside ICP) to keep them informed. ❑ Keep First Nations Informed – Identify any First Nations affected by the outbreak and advise the Incident Commander of potential contacts (e.g., INAC, FNESS). Invite agency representatives any affected First Nations to attend the ICP. ❑ Advise the Incident Commander – Let the Incident Commander know of any critical information and requests that come to light in working with external agencies.

Liaison Officer	
	3. Advise Incident Commander on District Command Staffing ❑ Advise on District Command Staff – Assist the Incident Commander in determining appropriate staffing for the District Command organization, making use of Agency Representatives. **4. Advise on Incident Action Plans** ❑ Assist with Action Plans – Provide information on external agencies to the Planning Section to assist in the development, updating, and implementation of Incident Action Plans. ❑ Advise on External Agencies – Advise on the capabilities and willingness of external agencies to undertake cooperative actions. ❑ Help Industry Groups Participate in Decisions – The Liaison Officer is encouraged to facilitate industry advisory groups, as required, to ensure their suggestions and preferences are considered in Incident Action Plans. Through an Industry Liaison Assistant, share information with the advisory group to enhance their effectiveness and to identify opportunities for collaboration. **5. Participate in VIP Tours** ❑ Assist Information Officer with VIP Tours – Working with the Information Officer and on request, conduct VIP and visitor tours of the ICP facilities, and explain the functions within.
Before Leaving:	❑ Notify external agencies not represented in the District Command organization of the planned demobilization, as appropriate. ❑ Assist with the deactivation of the ICP, as appropriate. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Agency Representatives in the District Command Organization • Industry Liaison Guidelines • Local Government Liaison Guidelines • See Contact List in Annex B **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Agency Representatives in the District Command Organization	Liaison Officer

Introduction	In responding to foreign animal diseases, representatives from a number of federal, provincial or local government agencies may be assigned to the District Command to coordinate the tactical resources that can assist the response effort. These are called “Agency Representatives.” All Agency Representatives report to the Liaison Officer at the Incident Command Post or, if this function is not activated, to the Incident Commander. If you are new to the District Command, this bulletin contains important information. See also the *Generic ICP Checklist* for reminders of steps to get started and before you leave the Incident Command Post.
Decision Authority	Agency Representatives must be able to make decisions for their agencies and to commit their organizations to action. A lack of authority can delay implementing actions for that agency on a FAD event. Each Agency Representative works with the District Command management team to coordinate the actions and resources of their agency. On some FAD events, a single agency may provide both a designated Agency Representative and a more senior person from the same agency involved in another assignment in the District Command. The respective roles of these individuals need to be clarified.
Assisting vs. Cooperating Agencies	An Agency Representative may represent either an assisting agency or a cooperating agency. The distinction may be minor in some cases, but should be understood. <u>Assisting Agencies</u> – An agency that is assisting in response to a FAD event is directly contributing tactical resources to the District Command. Federal departments, provincial ministries, and local government departments that provide personnel and equipment for use in FAD response would be considered assisting agencies. <u>Cooperating Agencies</u> – An agency that provides indirect support to the FAD response or supplies assistance other than tactical resources would be considered a cooperating agency. Examples include the local economic development officers, industry associations, and social service agencies that engage in recovery operations outside the District Command, but nevertheless must coordinate actions.

ICP Orientation	When you first arrive at the ICP, you should receive an orientation to the Incident Command Post through the Liaison Officer. Be sure to provide your temporary and permanent contact information to the Liaison Officer, including all cell phone and pager numbers for emergency contact.
Daily Sign In	The Incident Commander is responsible for the whereabouts of all active District Command members. Make sure you sign into and out of the ICP each time you enter or leave the building, using the **Check-in, Check-out List** (Form ICP 511), maintained by the Logistics Section.
Checklist	Major responsibilities of the Agency Representative include: ❑ On arrival, obtain a briefing from the Liaison Officer or Incident Commander. ❑ Report to your agency dispatch or headquarters on a regular schedule. ❑ Cooperate fully with the Operations Section Chief and the Management Staff on the agency's involvement. ❑ Oversee the well-being and safety of your agency personnel assigned to field response activities. ❑ Advise the Liaison Officer of any special agency needs, requirements or agency restrictions. ❑ Attend briefing and action planning meetings as required. ❑ Provide input to the planning process on the use of agency resources, and commit your agency to action where appropriate. ❑ Ensure that all agency personnel and equipment are properly accounted for and released prior to departure at the end of service. ❑ Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
Confidentiality	While you are working at the District Command on behalf of the participating agencies, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to **prevent the release of information** to unauthorized persons outside the District Command, unless approved by the Liaison Officer or Incident Commander. Discuss any confidentiality concerns you may have with the Liaison Officer.

Function Aid	Industry Liaison Guidelines	Liaison Officer

Introduction	The Liaison Officer may assign an **Industry Liaison Assistant** to help with keeping producers and related businesses informed on the status of the FAD response. The Industry Liaison Assistant serves as the District Command point of contact for representatives of the local affected industry, and proactively informs them on the status of the situation and response objectives.
Main Checklist	❑ Assist the District Command by making your local knowledge and information available, including support for all functions. ❑ Coordinate access to local industry resources, working with Logistics Section. ❑ Facilitate the active involvement of industry representatives in decision-making. One approach would be for an Industry Liaison Assistant to form an industry group that advises the District Command management team. ❑ Represent their interests, capabilities, and recommendations at Incident Action Planning meetings." ❑ Ensure that all industry contacts are aware of your role, availability, and contact information. ❑ Obtain copies of all approved Situation Reports for the District Command and forward to industry representatives. ❑ Obtain industry information pertaining to the outbreak and share with appropriate functions in the District Command, working with the Planning Section. ❑ If another person is relieving you as the Industry Liaison Assistant, brief them thoroughly before you leave and provide a copy of your position materials. ❑ On demobilization, prepare an Exit Survey and provide a copy to the Liaison Officer.
Confidentiality	While you are working at the District Command on behalf of the participating agencies, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to **prevent the release of information** to unauthorized persons outside the District Command, unless approved by the Liaison Officer or Incident Commander. Discuss any confidentiality concerns you may have with the Liaison Officer.

Function Aid	Local Government Liaison Guidelines	Liaison Officer

Introduction	The Liaison Officer may assign a **Local Government Liaison Assistant** to assist with keeping local authorities and departments informed on the status of the FAD response. The Local Government Liaison Assistant serves as the District Command point of contact for representatives of the local authorities, and proactively informs them on the status of the situation and response objectives.
Main Checklist	❑ Assist the District Command operations by making your local knowledge and information about the local community available, including support for all functions. ❑ Coordinate access to local government resources, working with Logistics Section. ❑ Ensure that all local government contacts are aware of your role, availability, and contact information. ❑ Obtain copies of all approved Situation Reports and forward to local government representatives, including any active Emergency Operations Centres. ❑ Obtain local government information pertaining to the outbreak and share with appropriate functions in the District Command, working with the Planning Section. ❑ If another person is relieving you as the Local Government Liaison Assistant, brief them thoroughly before you leave and provide a copy of your position materials. ❑ On demobilization, prepare an Exit Survey and provide a copy to the Liaison Officer.
Confidentiality	While you are working at the District Command on behalf of the participating agencies, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to **prevent the release of information** to unauthorized persons outside the District Command, unless approved by the Liaison Officer or Incident Commander. Discuss any confidentiality concerns you may have with the Liaison Officer.

Information Officer	
Responsibilities:	The Information Officer provides overall coordination of public information, media relations, and internal information sources for the District Command, in support of the Incident Commander. Early in the event, the Information Officer develops a broad-based information strategy for the approval of the JEOC. The Information Officer develops accurate and complete information regarding foreign animal disease event, including the geographic extent, current situation, resource commitments, and other matters of general interest. The Information Officer coordinates and provides a forum for coordinating and managing all information released to the public in the district. Responsibilities include: 1. Gather information 2. Keep the public informed 3. Facilitate news media relations 4. Provide internal information 5. Manage the District Command information function Members of the Information Section may include the CFIA Public Relations Officer, provincial information officers, industry representatives, and others selected by the Incident Commander to assist in managing the flow of accurate information.
Reports To:	Incident Commander
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Determine staffing requirements and request staff early in the event, even if the situation is poorly understood. Consider the function aid for “Staffing a Joint Information Centre (JIC). ❑ Appoint an Industry Information Assistant, identified by the affected industry association. ❑ Appoint a Local Government Information Assistant, identified by the affected local government. ❑ Authorize an Information Assistant to act on your behalf when ever you leave the main room of the Incident Command Post. ❑ Arrange for necessary work space, materials, and telephones working with the ICP Support Unit in Logistics for: ▪ Information Assistants ▪ Media briefing room ❑ Inform every District Command member that all media contacts should be referred to the Information Officer, and provide your contact information. ❑ Identify potential spokespersons as soon as possible in order to prepare them prior to exposure to the news media. The CFIA

Information Officer	
	Regional Director or JEOC Director may serve as the lead federal spokesperson or will identify a delegate. The Provincial Chief Veterinarian acts as the lead spokesperson for the Province or will identify a delegate. A medical health officer may speak for the Ministry of Health or regional health authorities. ❑ Prepare and gain approval on holding lines (initial messages) for distribution for the first 48 hours. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Gather Information** ❑ Identify Information Needs – Anticipate the type of information to collect and disseminate, appropriate to the disease at hand. ❑ Identify Information Sources – Identify a range of information sources, both internal and external to the District Command. Coordinate with the Planning Section and identify methods for obtaining and verifying information. ❑ Collect Information – Collect and verify relevant information on the FAD event. Contact the JEOC for communications products, or refer to the CFIA website at www.inspection.gc.ca for additional communication materials. ❑ Collaborate with Others – Identify and contact communication colleagues at the local government level and other stakeholders. Coordinate all information collection with the Planning Section Chief to ensure consistent information. ❑ Prepare Information Strategy – Develop the Information Strategy for approval by the Incident Commander and JEOC Directors. Incorporate District Command operational goals, values and concerns in the Information Strategy. **2. Keep the Public Informed** ❑ Inform Industry – Provide information services to the Agency Representatives in the District Command and the animal industry. ❑ Prepare Messages – Develop messages to ensure the public receives complete, accurate, and consistent information about safety procedures, public health advisories, relief and assistance programs, and other vital information. Work with the Human Health Group in Operations, if activated. All information releases must be approved by the Incident Commander prior to release. ❑ Establish Call Centre – Request assistance from Information Technology / Telecommunications Unit in Logistics to develop a public information toll-free telephone call centre. Provide call takers with timely and accurate message sheets so they offer only confirmed and approved information. ❑ Set up Community Information Boards – Maintain up-to-date status boards and other references at one or more public information

Information Officer

centres, such as at community halls.

- ❑ Make Radio and TV Announcements – As approved by the Incident Commander, issue timely and consistent advisories and instructions for public health through the electronic news media.
- ❑ Facilitate Community Meetings – Schedule and manage public and client group meetings, working with the Liaison Officer, to inform participants on the FAD disease risks and control measures.

3. Facilitate News Media Relations

- ❑ Establish Media Contact – Establish contact with local and regional media representatives, as appropriate. Determine points of contact for media personnel to call. Record all interviews and copy all news releases.
- ❑ Provide Information on the FAD Event – Provide accurate and up-to-date information to the news media regarding all aspects of the FAD risks, and response and recovery efforts.
- ❑ Facilitate Site Visits – Ensure that adequate staff members are available at properties in the Control Area to coordinate and conduct media tours, when appropriate and allowed by the Incident Commander. Organize activities of photographers and film crew.
- ❑ Establish Media Centre – Establish a Media Centre near but separate from the ICP, as required, providing necessary space, materials, telephones and electrical power, working with the Information Technology / Telecommunications Unit. Develop the format for press briefings working with the Incident Commander. Develop and publish a media briefing schedule, to include location, format, and distribution of handouts.
- ❑ Monitor the News – Monitor news media broadcasts, written articles, and Social Media for accuracy. Immediately contact media to correct erroneous or misleading information being provided to the public via the media. Develop follow-up news releases for rumour control. Keep the Incident Commander advised of all major media comments.
- ❑ Coordinate With Others – Coordinate media releases with officials representing other responding agencies. Arrange for knowledgeable District Command or agency staff to answer technical questions from the media.

4. Provide Internal Information

- ❑ Keep Incident Commander Informed – Advise the Incident Commander on the media and public relations consequences of decisions as they are being made and before they are implemented.
- ❑ Keep Responders Informed – Develop information sheets to keep members of the District Command organization and other agencies informed on the status of the emergency and the response objectives. Utilize electronic mail for agency updates.

Information Officer	
	❑ Facilitate ICP and Site Tours – In consultation with Incident Commander and with the support of the Liaison Officer, coordinate VIP and visitor tours of the sites and ICP facilities, including visits by Ministers and other elected officials. ❑ Coordinate with Others – Work with the Liaison Officer to keep external agencies informed on the status of response. **5. Manage the District Command Information Function** ❑ Develop Strategies and Actions – Develop information strategies and plans and monitor, evaluate and revise them as necessary. ❑ Select Information Personnel – Appoint available Information staff to appropriate functions and identify replacements for extended operations. Conduct shift change briefings in detail to clarify in-progress activities and follow-up requirements. ❑ Monitor Effectiveness – Supervise all staff assigned as Information Assistants and their activities. Monitor the activities of the Information staff to ensure appropriate actions. ❑ Assume Control of the Information Function – Direct the overall collection and dissemination of information, working with other relevant agencies and jurisdictions as required. Advise District Command members on information security so that no information is released without approval or before it is official. ❑ Document Activities – Provide all news releases, bulletins, and summaries to the Documentation Unit to be archived.
Before Leaving:	❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories. ❑ Assist Incident Commander with demobilization procedures and contribute to the recovery planning effort. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Sample Information Strategy • Sample Early Media Messages • Staffing a Joint Information Centre (JIC) **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Sample Information Strategy	Information Officer

Senior Information Officer	"Information" is one of the three command staff positions that directly support the Incident Commander at District Command operations. The Incident Commander has appointed a senior CFIA representative as the Information Officer, who may establish a series of specific functions to ensure the pro-active distribution of information in collaboration with all levels of government and industry. Appointed Information Officer Name:________________________ Appointed Alternate Name: ________________________ Approved ________________________ (*Incident Commander*) ______________ (*Date*)
Concept of Operations	The District Command Information Section under the leadership of CFIA will function as a multi-agency integrated unit. The Information Section will apply the following **principles of collaboration:** 1. Stakeholders will only make public pronouncements with respect to their individual subject matter expertise and legislative responsibilities. 2. Speaking points and media releases will be shared prior to distribution. 3. When possible, joint media releases or press briefings will occur. 4. Industry associations can assist in distributing information to farm families, e.g., by providing an Industry Information Assistant
Participating Agencies	This Information Strategy applies to the following organizations: - BC Ministry of Agriculture - BC Government Communications and Public Engagement - CFIA - Emergency Management BC - Public Health Agency of Canada - Public Safety Canada - Appropriate Industry Association
Agency Media Spokespersons	1. CFIA (Animal Disease Expert) Name: ________________________ 2. AGRI (Provincial Chief Vet) Name: ________________________ 3. Medical Health Officer Name: ________________________ 4. Local Govt. Elected Officials Name: ________________________ 5. Industry Spokesperson: Name:________________________ 6. Other federal and/or provincial agencies may name spokespersons as deemed necessary.
Internal Communications	The Information Officer will ensure that all press releases, questions, and messaging statements are posted and distributed to all District Command sections. This will ensure that internal staff members are kept fully informed.

Media Briefing Room	When required, the Information Officer will establish and equip a media briefing room separate from the Incident Command Post. Media Briefing Room Location: ________________________ Daily press briefings will be held at ________ (time) or more often when deemed necessary.
Media Contact List and Media Calls	All agency representatives engaged in the Information function will collaborate in the establishment of a comprehensive national/provincial and local media contact list. The Information Officer has assigned responsibility to one or more staff for the maintenance of contact and the answering of media enquires. Dedicated phone and facsimile lines will be assigned for use by the media.
Media Monitoring and Rumour Control	The CFIA and BC Government Communications and Public Engagement normal news monitoring facilities will be engaged to monitor all media activity related to the FAD event. A copy of all media information will be provided to Information staff on a continuing basis.
Ministers Speaking Notes	Each agency will be responsible for drafting speaking notes for their respective senior officials. Whenever possible, the speaking notes will be shared with the Information Officer prior to delivery.
Media Site Visits	An Information Assistant will be assigned to accompany all members of the media who attend a site (e.g., farm, ranch, auction mart) location.
Languages	All public educational information, safety advisories and alerts and warnings will be distributed in the languages most prevalent within the impacted jurisdiction.
Public Information Phones Services	CFIA public information phone services will be utilized initially. Call volume will depend on the nature and extent of the event, and it may be necessary to establish a stand-alone call center under the supervision of the Information Officer. Establishment of a stand-alone call center will be coordinated with the Incident Commander, and Logistics and Finance / Administration Sections.
Prepared by Information Officer	Name: ____ (please print) Signature: ________________________________ Date: ______________
Approved, Incident Commander	Name: ____ (please print) Signature: ________________________________ Date: ______________
Approved, JEOC Directors	Name: ____ (please print) Signature: ________________________________ Date: ______________ Name: ____ (please print) Signature: ________________________________ Date: ______________

Function Aid	Sample Early Media Messages	Information Officer

Rationale	News media demand for information about the outbreak of a foreign animal disease may be greatest as the District Command is setting up and collecting the facts. The intent of this Function Aid is to suggest some accurate and relevant messages that can be offered early in the incident.
Sample Message	The following are samples only, and should be adapted to suit the situation. • On Tuesday, February 26 at 12:30 pm, PST, the Canadian Food Inspection Agency confirmed the presence of ________(disease) ____ in the central region of British Columbia. • The disease has been confirmed by CFIA's National Centre for Foreign Animal Disease in Winnipeg, Manitoba. • The CFIA has established an Incident Command Post for joint use by cooperating federal, provincial, and local agencies in ____(city or region) ____. All industry stakeholders are working collaboratively on the investigation. • Coordinated response is guided by the BC Foreign Animal Disease Emergency Support Plan, or FADES Plan, developed over the last few years for events such as this. • Livestock producers in the region are asked to contact their provincial associations. • Members of the public are asked to observe and obey any road blocks intended to limit the spread of the disease. • Information on the outbreak will be posted on the following website: ____ • A toll-free telephone number will be available after 9:00 AM tomorrow morning, and will be posted on the website and communicated to all news outlets. • The next news briefing will be held at: _________________(time, date and location)____________.

Function Aid	Staffing a Joint Information Centre (JIC)	Information Officer

Overview

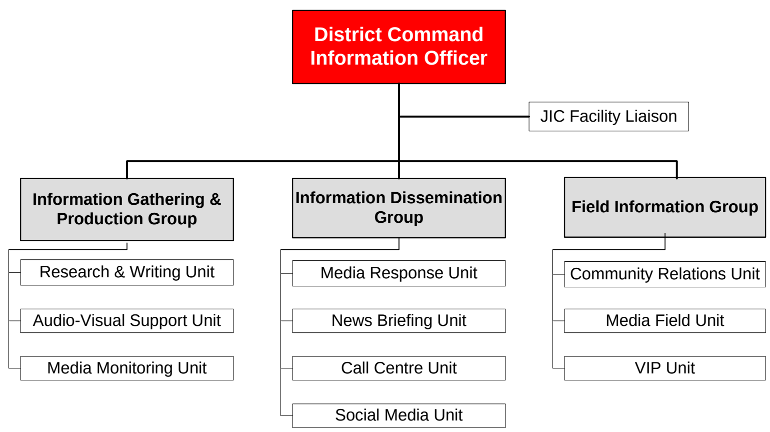
Some large FAD responses may require the Information Officer to perform a great number of concurrent activities. Gathering and checking information, preparing messages, monitoring the news and social media, all take time and cannot be delayed or overlooked. In addition, multiple agencies engaged in response will want to get their messages out, as well.

In such cases, the Information Officer may create a “Joint Information Centre” (JIC) at the Incident Command Post with the appropriate support personnel.

JIC Organization Structure

The JIC structure follows the principles of the Incident Command System. It identifies “functions” that can be selected as needed, and is designed to be flexible enough to meet the demands of each situation involving animal disease.

The sample JIC organization chart shown below identifies the core functions to be performed in a fully-staffed JIC.



The JIC chart recognizes the ICS principle of “chain of command” within the organization to minimize confusion and enhance information flow. As with other elements of the FADES Plan, one person may perform several functions concurrently, and one function may be staffed by a few personnel. Each of the functions identified in the JIC chart is briefly described below.

JIC Functions

District Command Information Officer – CFIA provides the lead Information Officer for the District Command. The Information Officer has the authority to establish, direct and oversee all activities relating to public information. The Information Officer may have Assistants to help with specific functions. Information Assistants may be drawn from any of the agencies and organizations with a stake in the public information process.

JIC Facility Liaison – The Facility Unit is responsible for the operational aspects of the JIC. This includes managing requests for people or equipment and relaying them to the District Command Logistics Section. Responsibilities may include ensuring all JIC equipment is operational, coordinating JIC security, assigning staff to copy and distribute materials to JIC staff, and ensuring adequate documentation.

Information Gathering and Production Group – Information Gathering and Production must collect, analyze and collate information. This group is responsible for the research and development of all written, print, photographic, audio, video and web-based material for use by the JIC. Functions include:

Function Aid	Staffing a Joint Information Centre (JIC)	Information Officer

- **Research & Writing Unit** is assigned to the District Command Situation Unit with the task of gathering and sending relevant information to the Information Gathering & Production Group. The Unit develops written material on assigned topics. Work may include development of short Twitter messages, news media statements, call-centre information, or longer web messages.
- **Audio-Visual Support Unit** provides personnel for the collection of sound clips, images and videos to assist the Information Officer with news conference visuals and handouts, as well as web material.
- **Media Monitoring Unit** coordinates and analyzes information from monitoring news media coverage and other sources. Unit leader is responsible for identifying media story misinformation and rumors.

Information Dissemination Group – The Information Dissemination Group provides written, oral, and video information to the news media, public and other organizations. Functions under Information Dissemination include:

- **Media Response Unit** responds to media needs, including requests for information, tours, interviews, photographs, or other visual material. The Unit forwards requests to the appropriate agency. Media response may take many forms, such as a news release, a call to a reporter, or a live interview with news media at the JIC.
- **News Briefing Unit** is responsible for preparing and conducting regular news conferences and briefings.
- **Call Centre Unit** answers calls from the public. Call Centre personnel are kept informed on the most up-to-date information through the Research & Writing Unit.
- **Social Media Unit** is responsible for creating web pages; posting messages, data, images and video to web sites; responding to e-mail; monitoring web server traffic, and responding to social media threads, including Twitter and Facebook. It is important that servers can handle the expected surge in traffic.

The **Field Operations Group** has face-to-face contact with the public, special interest groups, political leaders and other VIPs, and provides interviews and other assistance to the media at selected field locations.

- **Community Relations Unit** works with aspects of the affected communities that include special interest groups, public meetings, posted information, neighbourhood centres, etc.
- **Media Field Unit** works with news media representatives who seek access to affected farms and ranches for interviews, photographs, and videos. This Unit may work with the Site Coordinators in the field to handle media requests.
- **VIP Unit** works closely with VIPs, providing the latest information and sending information back to the JIC about VIP issues, activities, and concerns. This Unit helps brief and prepare VIPs prior to interviews and coordinates with VIP support staff.

<table>
<tr><th colspan="2">Operations Section Chief</th></tr>
<tr><td>Responsibilities:</td><td>The Operations Section Chief directs the FAD response efforts at all locations within the CFIA District boundaries. The Operations Section Chief supervises the Site Coordinator(s) and field teams at infected places and other locations, and coordinates resource requests and resource allocations. The Operations Section Chief may command activities at any site either directly or through a Site Coordinator.

Responsibilities include:
1. Maintain communications
2. Participate in incident action planning meetings
3. Coordinate response
4. Coordinate resource requests
5. Share operational information
6. Manage the Operations Section</td></tr>
<tr><td>Reports To:</td><td>Incident Commander</td></tr>
<tr><td>Getting Started:</td><td>❑ Follow the “Generic ICP Checklist” Checklist.
❑ Identify a Deputy Operations Section Chief to assist with initial duties, if required.
❑ Based on the situation, activate appropriate section elements and designate Branch Directors and Group Supervisors, as necessary. The functions within the Operations Section may include:
▪ Staging Area Manager(s)
▪ Site Coordination Branch
    ▪ Geographic Divisions
        ▪ Site Coordinators
▪ Control Branch
    ▪ Biocontainment Group
    ▪ Sampling / Testing Group
    ▪ Quarantine / Movement Group
    ▪ Field Data Group
▪ Response Branch
    ▪ Destruction Group
    ▪ Disposal Group
    ▪ Clean and Disinfect Group
▪ Human Health Group
▪ Others dictated by the emergency at the discretion of the Operations Section Chief or Incident Commander.
❑ Authorize a Deputy Operations Section Chief to act on your behalf whenever you leave the main room of the Incident Command Post.
❑ Implement a “buddy system” for both field and Operations Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</td></tr>
</table>

Operations Section Chief	
Main Checklist:	**1. Maintain Communications** ❑ Communications Equipment – Ensure there are adequate communications available for the Operations Section, working with the Logistics Section. ❑ Site Coordinator(s) – Establish and maintain communication links (e.g., cell phones, radios) with the Site Coordinator(s) and with Field Teams from Operations Branches and Groups. ❑ Staging Area Manager(s) – Establish and maintain communication links (e.g., cell phones, radios) with the Staging Area Manager(s) assigned to support response and control tactics. **2. Participate in Incident Action Planning Meetings** ❑ Identify Issues – Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for each operational period. ❑ Identify Needs – Determine likely future needs of the Operations Section, based on the known or forecasted situation. ❑ Participate in Action Planning – Prepare for and participate in Incident Action Planning meetings and other relevant District Command Management Team meetings (See Form ICP 401A for Position Objectives). ❑ Identify Strategies – Detail the strategies required for carrying out the objectives of the Operations Section. **3. Coordinate Response** ❑ Implement Objectives – Supervise the execution of the operations portion of the Incident Action Plan. Inform all teams that the role of Site Coordinators includes direct liaison with farmers to reduce the number of responders that farmers must deal with. Ensure all teams report to the Site Coordinator on arrival. ❑ Review Site Plans – Working with the appropriate branch directors, review plans prepared at the field level for biocontainment, sampling, destruction, disposal and other site activities. Coordinate the approval process with the Incident Commander. ❑ Oversee Responder Health and Safety – Ensure safe tactical operations in the field by providing appropriate health and safety protective measures. Work closely with the Safety Officer and Human Health Group, if activated, to determine requirements. If the event involves Avian Influenza, consider *Guiding Principles for Occupational Safety in Avian Influenza* prepared by the BC Centre for Disease Control. ❑ Provide Responder Identification – Ensure all operations staff have identification to permit access to infected places. Work with the ICP Support Unit in Logistics to prepare identification cards, if needed.

Operations Section Chief	
	4. Coordinate Resource Requests ❑ Facilitate Resource Needs – Ensure that Operations Section supervisors coordinate all initial resource needs through the Logistics Section. In a large event (e.g., FMD), qualified veterinarians are likely to be in short supply. Advise Group Supervisors to identify the firm requirements for veterinarians when requesting additional personnel. ❑ Approve Resource Requests – Authorize external resource requests and forward extraordinary and critical resource requests to the Incident Commander for approval. NOTE: Personnel are to complete Form A-4 (CFIA purchases only) or Resource Request form (Form ICP 514) and forward it to their supervisor for approval. Use a separate form for each resource type. Ensure the proper codes are noted on the Resource Request Form and on all invoices to support funding. ❑ Inform Finance / Administration – Alert the Finance / Administration Section Chief of the request to track costs. ❑ Approve the Release of Resources – Approve release of resources from active assignment. **5. Share Operational Information** ❑ Provide Information – Ensure that situation and resource information is provided to the Planning Section as the situation requires, including Operations Section status reports and new incoming incident reports. Discuss with the Planning Section Chief methods for enhancing the flow of information between the two sections, such as posting a Planning Section representative to the Operations Section. ❑ Keep Incident Commander Informed – Brief the Incident Commander and other Management Group members. ❑ Keep Section Informed – Brief Branch Directors and Section staff periodically on any updated information. **6. Manage the Operations Section** ❑ Set Up Operations Work Area – Ensure that the Operations Section working area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ Plan Section Shifts – Use the District Command Shift Schedule (Form ICP 503) to plan Operations Section personnel shifts for the coming week. ❑ Support Documentation – Ensure that all section personnel maintain their individual position logs and other paperwork as required. ❑ Hold Section Meetings – In each Operational Period, meet with Branch Directors and Unit Leaders to address the objectives

Operations Section Chief	
	accomplished to date, tentative objectives for the next operational period, resource requirements, and any issues of interest to others in the Operations Section or the District Command. Collect objectives from each activated Operations Branch using the Position Objectives (Form ICP 401A). ❑ Participate in Incident Action Planning Meetings – Summarize and share the overall objectives accomplished, objectives for the next operational period, resource requirements, and issues from the Operations Section at the Action Planning meetings. ❑ Advise Staff to Share Information – Inform all Operations Section personnel that they are encouraged to share information with others in the District Command for the purposes of emergency response, including other agencies. All must agree to secure personal and confidential information that requires protection. ❑ Manage Section Time and Expenditures – Coordinate daily time sheets (Form ICP 532A) and emergency expenditures with the Finance / Administration Section.
Before Leaving:	❑ Deactivate branches, groups and any other organizational elements when no longer required. ❑ Determine demobilization status of all operations and advise the Incident Commander. ❑ Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit in the Planning Section. ❑ Ensure that any open actions are assigned to appropriate agency and/or District Command staff as appropriate. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Shift Schedule (Form ICP 503) • Request for Resources or Assistance (Form ICP 514) • Section Daily Time Sheet (Form ICP 532A)

Staging Area Manager	
Responsibilities:	The Staging Area Manager manages the collection of all supplies, materials, equipment, vehicles, and other resources required to support site operations. The Staging Area Manager also arranges for the facility to be used in training field personnel in the use of equipment, including PPE. Requests for additional resources (e.g., food, sampling equipment, biocontainment supplies) are directed to Logistics at District Command. Responsibilities include: 1. Understand the Action Plan 2. Establish Staging Area 3. Manage the Flow of Resources 4. Manage Inventory Control 5. Keep Records
Reports To:	Operations Section Chief
Getting Started:	❑ Obtain a briefing from Operations Section Chief. ❑ Confirm the process for requesting additional resources for Staging. ❑ Confirm process for reporting status changes. ❑ Proceed to Staging Area; establish Staging Area layout. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Understand the Action Plan** ❑ Participate in Operations Briefings – Attend Operations briefing meetings and review the Incident Action Plan for elements that affect the Staging Area. ❑ Request Resources – Determine need for additional resources for the Staging Area and make request through the Operations Section Chief. **2. Establish Staging Area** ❑ Select the Staging Area – Identify the optimum location for the Staging Area considering transportation needs of field teams and suppliers. The nearest CFIA District Office may serve as a suitable Staging Area. ❑ Identify Needs – Determine the general types and numbers of resources to be maintained in Staging. Establish voice and data communications with the Operations Section at District Command. ❑ Design Layout – Ensure a "first in, first out" flow of supplies, materials, and vehicles. ❑ Identify Control Points – Post signs in areas at the Staging Area for

Staging Area Manager	
	check-in, check-out, and traffic control. ❑ Maintain Staging Area – Maintain Staging Area in orderly condition. ❑ Demobilize Staging Area – Return equipment, vehicles, and stores in accordance with directions from Operations Section Chief. **3. Manage the Flow of Resources** ❑ Establish Resource Tracking – Ensure efficient check-in and check-out procedures. Obtain and issue receipts for critical equipment and supplies distributed and received at the Staging Area. The Staging Area Manager may appoint a “Storeskeeper” assistant to manage receipt, distribution, and recovery of supplies. ❑ Dispatch Resources – Respond to requests for resources from Operations. ❑ Communicate with Operations Chief – Submit regular situation and resource status information to the Operations Section Chief. ❑ Communicate Status with Planning Section – Develop communications with the Resources Unit in the District Command Planning Section to ensure regular updates of resource status. **4. Manage Inventory Control** ❑ Track Resources – Identify and track resources assigned to staging; report resource status changes to Resources Unit. ❑ Request Resources – Determine any tactical needs for equipment, feeding, sanitation and security; and prepare Resource Requests (Form ICP 514) through Logistics. **5. Keep Records** ❑ Maintain a Record of Staging Area Activities – Document all site activity on Position Log (Form ICP 414). ❑ Submit Documentation – Forward a copy of all notes, with date and time, to the Documentation Unit after every shift.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Site Coordination Branch Director	
Responsibilities:	A Site Coordination Branch Director may be assigned to ease span-of-control challenges for the Operations Section Chief where many Site Coordinators are required in a FAD response. The Site Coordination Branch Director may manage Site Coordinators directly, or insert geographic divisions when the number of Site Coordinators exceeds span-of-control. Responsibilities include: 1. Understand the action plan 2. Monitor Site Coordinators or assign Division Supervisors 3. Coordinate with other branches 4. Keep the Operations Section Chief informed 5. Keep records
Reports To:	Operations Section Chief
Getting Started:	❑ Confirm assignment and tactical activities from the Operations Section Chief. ❑ Confirm the geographic boundaries of the Control Area. ❑ Ensure all Operations Branch Directors understand your role and how to contact you. ❑ Receive a safety briefing from the Operations Section Chief or delegate. Obtain and use any personal protective equipment (PPE) appropriate to the disease at hand and to the sites of coordination. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Understand the Action Plan** ❑ Participate in Operations Briefings – Attend Operations briefing meetings and review the Incident Action Plan (IAP) for the Branch and all functional groups. ❑ Request Resources from Staging Area – Forward requests for resources directly to the Staging Area, and inform the Operations Section Chief. ❑ Request Resources – Determine need for additional resources and make requests through the Operations Section Chief. **2. Monitor Site Coordinators or Assign Division Supervisors** ❑ Communicate with Site Coordinators – Identify all Site Coordinators and their alternates, and determine means of communication. Establish communications with all Site Coordinators and continuously assess communications needs. Use land telephone lines if possible to preserve confidentiality, or use cellular phones or radios with the caution that conversations may be overheard.

Site Coordination Branch Director	
	❑ Supervise Site Coordinators – Make sure Site Coordinators understand your role as Branch Director. Review assignments and incident activities with Site Coordinators, and assign tasks. ❑ Assist Site Coordinators – Ensure Site Coordinators observe required safety precautions. Resolve logistical problems within the Division and/or Group: Help Site Coordinators and all site staff obtain adequate food, liquids, and rehabilitation for field teams. Remind Site Coordinators to determine any special dietary needs among the responders and notify the DC Logistics Section Chief. ❑ Create Divisions to Manage Span-of-Control – Multiple sites may be divided into geographic divisions, with several Division Supervisors managing geographically defined areas, such as north, south, east and west quadrants, and supervising multiple Site Coordinators. **3. Coordinate with Other Branches** ❑ Identify Other Branches – Confirm the location and function of Branches and Groups operating within the Control Area, and identify Branch Directors. ❑ Establish and Maintain Contact – Where combined divisions and groups are used, establish and maintain close communications. **4. Keep the Operations Section Chief Informed** ❑ Communicate with Operations Chief – Submit regular situation and resource status information on the Branch to the Operations Section Chief. ❑ Report Events – Report special occurrences or events, such as accidents or sickness, to the Operations Section Chief. **5. Keep Records** ❑ Maintain a Record of Site Activities – Document all site activity on Position Log (Form ICP 414). ❑ Submit Documentation – Forward a copy of all notes, with date and time, to the Documentation Unit after every shift.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Site Coordinator	
Responsibilities:	The Site Coordinator in a FAD response establishes direct communication with the owner of animals and assigned premises to ensure a consistent flow of information. The Site Coordinator oversees and coordinates response activities of Field Teams through their respective Group Supervisors, and ensures that all personnel observe appropriate safety procedures. A single Site Coordinator may serve multiple sites, depending on the level of activity at each location. Site Coordinators are authorized at any time to inform their supervisor (Site Coordination Branch Director or Geographic Division Supervisor) if assigned duties exceed their span of control. Responsibilities include: 1. Maintain communication with owners 2. Coordinate site activities 3. Receive deliveries of site supplies 4. Keep the Site Coordination Branch informed 5. Keep records
Reports To:	Site Coordination Branch Director, or Geographic Division Supervisor (if activated)
Getting Started:	❑ Confirm your assignment and tactical activities from the Site Coordination Branch Director. ❑ Confirm the geographic boundaries of your assigned area. ❑ Ensure all Field Team Leaders understand your role and how to contact you. ❑ Receive a safety briefing from the Site Coordination Branch Director or delegate. Obtain and use any personal protective equipment (PPE) appropriate to the disease at hand. ❑ Request and establish a Site Coordination Office near the places under control to serve as a central point of contact for responders, affected farm personnel, and assisting agencies. The Site Coordination Office should include: ○ Check-in and Check-out form (remind all field team members of the importance of signing in and out each day) ○ A personnel change room ○ Storage area for critical materials (e.g., bio-suits) ○ First-aid supplies ○ Voice and data communications ○ Sample preparation area ○ Display board for field team information ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.

Site Coordinator

Main Checklist:

1. Maintain Communication with Owners

- ❑ Contact Owners – Establish contact with owners or their delegates and provide means for 24/7 communication.
- ❑ Confirm Owner Information – Identify any contact information for owners of animals or premises to complete the Premises Investigation Questionnaire (PIQ). Confirm and map each property and all structures to clearly define the perimeters of each site.
- ❑ Keep Owners Informed – Keep the owners of the animals and the premises informed on all scheduled response activities that may affect their property or operations. Inform each Infected Place owner of the schedule for activities, such as using the following sample schedule:

Activity	Start	End
Quarantine	Nov 1	Nov 10
Biocon	Nov 1	Nov 10
Sampling	Nov 1	Nov 2
Destruction	Nov 3	Nov 5
Disposal	Nov 3	Nov 7
C&D	Nov 7	Nov10
Compensation meetings	Nov 7	Nov 14

- ❑ Monitor Stress on Farm – Observe any unusual behaviour that indicates severe and potentially dangerous levels of stress among owners, farm personnel and their families. Report observations to the Site Coordination Branch Director. Suggest that farm residents may wish to temporarily relocate during the slaughter and disposal process.

2. Coordinate Site Activities

- ❑ Understand Operations – Confirm location and function of each Field Team operating within the premises. Review assignments and incident activities with Field Team Leaders to understand their assigned tasks and schedule.
- ❑ Coordinate the Timing of Site Visits – Inform Field Team Leaders of scheduled events on each property to help coordinate site visits.
- ❑ Oversee Personal Safety – Ensure all field personnel observe required safety precautions, and are aware of the process for emergency medical assistance.
- ❑ Assist with Communications – Monitor site communications and assist Field Teams, if required.
- ❑ Support Site Teams – Determine any special dietary needs among field team members and notify the Safety Officer and DC Logistics Section Chief as soon as possible. Coordinate the delivery of adequate food and liquids to field personnel, as required. Arrangements for hot meals and refreshments can be made

<table>
<tr><th colspan="2">Site Coordinator</th></tr>
<tr><td></td><td>
through the ICP Support Unit in Logistics. Arrange for shower facilities through the Staging Area Manager, considering resources available, such as through the local fire department or Min. of Forests, Lands, and Natural Resource Operations.

3. Receive Deliveries of Site Supplies
❑ <u>Receive Stores</u> – Receive supplies and materials from Staging Area and other sources.
❑ <u>Record Inventory</u> – Maintain inventory of supplies at Site Coordination Office.
❑ <u>Request Resources</u> – Request additional supplies through the Staging Area Manager.

4. Keep the Site Coordination Branch Director Informed
❑ <u>Communicate with Branch Director</u> – Submit regular situation and resource status information to the Site Coordination Branch Director.
❑ <u>Report Events</u> – Report special occurrences or events, such as accident or illness, to the Branch Director and the Safety Officer.

5. Keep Records
❑ <u>Assist with Field Data</u> – Collect any field data on infected places as requested by the Field Data Group in Operations.
❑ <u>Maintain a Record of Site Activities</u> – Document all site activity on Position Log (Form ICP 414). At briefings with Field Teams, remind all personnel to sign in and out using the appropriate form.
❑ <u>Submit Documentation</u> – Forward a copy of all notes, with date and time, to the Documentation Unit after every shift.
</td></tr>
<tr><td>Before Leaving:</td><td>
❑ Forward any input towards the After-Action Report to the Operations Section Chief.
❑ Follow the Generic "Before Leaving" Checklist.
</td></tr>
<tr><td>Function Aids:</td><td>
<u>Aids</u>
• Sample Display for Site Coordination Office
<u>Forms</u>
• Position Objectives (Form ICP 401A)
• Position Log (Form ICP 414)
• Request for Resources or Assistance (Form ICP 514)
</td></tr>
</table>

Function Aid	Sample Display for Site Coordination Office	Site Coordinator

Today's Date:	CFIA Event No.	EMBC Task No.

Site Organization:

Position	Name	Phone
Site Coordinator		
Biocon Team Leader		
Member		
Sampling Team Leader		
Member		
Destruction Team Leader		
Member		
Disposal Team Leader		
Member		
C&D Team Leader		
Member		

Contacts:

Position	Name	Phone
Animal owner, home		
Animal owner, mobile		
Staging Area Manager		
DC Ops Chief		
DC Biocon Grp		
DC Sampling Grp		
DC Destruction Grp		
DC Disposal Grp		
DC Clean & Disinfect Grp		
DC Human Health Grp		
Fire, Police, Ambulance		9-1-1

Today's Schedule: November 5, Monday

Time	Activity
0800	Meeting with Farmer
0830	Begin Destruction Planning
1100	VIP tour of Site Coordination Office, external
1200	Lunch delivery
1600	Team Leaders meet
1700	Lock up and post security

Schedule of IP Activities

Action	Start	End
Biocon	Nov 1	Dec 15
Destruction	Nov 5	Nov 7
Disposal	Nov 5	Nov 10
Clean & Disinfect	Nov 7	Nov 15

Map of Infected Place:

- Property boundaries
- Roads and access routes
- Gates and other vehicle entrances onto property
- House, barns, and other buildings
- Surface water courses
- North arrow and scale
- Etc.

Safety and Biocon Reminders:

- Nearest emergency care facilities
- Use the buddy system
- Test radios before entering hazard areas
- Inform your supervisor of all injuries, concerns
- Monitor your stress levels and use available counselling
- Etc.

In addition, the Site Coordinator should provide:

1. Daily check-in and check-out sheet for all site personnel and visitors
2. Instructions for use of computer, printer, fax, etc., passwords, etc.
3. Premises Investigation Questionnaire (PIQ)
4. Inventory of supplies
5. Blank forms (e.g., timesheets, resource requests, injury or illness report)

Control Branch Director	
Responsibilities:	This function is activated by the Operations Section Chief if required to relieve span-of-control concerns. The Control Branch Director coordinates FAD response operations at District Command aimed at controlling the potential spread of the disease. The Branch tracks, monitors, and controls the movement of infected animals or items that are prohibited within the infected area or Control Area through an effective permit system that is strictly enforced. Responsibilities include: 1. Coordinate efforts to control the disease 2. Coordinate resource requests 3. Share operational information 4. Manage the Control Branch
Reports To:	Operations Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Evaluate the need for coordination among the groups within the Control Branch: ▪ Biocontainment Group ▪ Sampling / Testing Group ▪ Quarantine /Movement Group ▪ Field Data Group ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Coordinate Efforts to Control the Disease** ❑ Identify Strategies – Detail the strategies required for carrying out the objectives of the Control Branch. Consider the CFIA Foreign Animal Disease Manual of Procedures (FAD-MOP). In dealing with Avian Influenza, see the CFIA hazard-specific plan for Notifiable Avian Influenza available at: www.inspection.gc.ca/english/anima/heasan/disemala/avflu/avflue.shtml For Foot and Mouth Disease Response, see the CFIA hazard-specific Plan at: www.inspection.gc.ca/english/anima/heasan/disemala/fmdfie/inf_e.shtml ❑ Identify Needs – Based on the known or forecasted situation, determine the likely future requirements of the Control Branch to meet objectives. ❑ Implement Objectives – Work closely with activated Group Supervisors in the Control Branch to ensure implementation of all objectives defined in the current Incident Action Plan. ❑ Provide Status Information – Coordinate overall response, resources and event status information for the Control Branch.

Control Branch Director	
	2. Coordinate Resource Requests ❑ Request Resources from Staging Area – Access available resources directly from the Staging Area. ❑ Authorize Resource Requests – Approve resource requests from Group Supervisors and forward extraordinary and critical resource requests to the Operations Section Chief for approval. ❑ Keep Finance / Administration Informed – Alert the Finance / Administration Section Chief of any unusual cost items. **3. Share Operational Information** ❑ Provide Information – Ensure that situation and resource information is provided to the Planning Section. ❑ Keep Operations Section Chief Informed – Brief the Operations Section Chief and other section staff on any updated information. **4. Manage the Control Branch** ❑ Set Objectives – Prepare objectives for the Control Branch for the coming operational period. Provide Branch objectives, needs, and status report to the Operations Section Chief prior to the next Incident Action Planning meeting. ❑ Track Resources – Forward Control Branch personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section. ❑ Keep Records – Document all key decisions and activities, and send copies to the Situation Unit. Ensure that all Branch personnel maintain their individual position logs and other documentation as required.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Biocontainment Group Supervisor	
Responsibilities:	The Biocontainment Group is activated if there is confirmation of disease or if there are multiple sites. The Biocontainment Group Supervisor oversees Field Team efforts to prevent the spread of disease from one premise to another. There may be a number of Biocon Field Teams working under the control of the Biocon Group Supervisor, depending on the extent of disease spread. Responsibilities include: 1. Orient / train Field Teams 2. Protect personnel 3. Manage field team assignments 4. Manage the Biocontainment Group Biocontainment Field Team members may be drawn from CFIA staff.
Reports To:	Control Branch Director or Operations Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Orient / Train Field Teams** ❑ Provide Staff Orientation – Orient and train all tactical response personnel on correct biocontainment procedures. Such training may take place at the CFIA district office. Consider the Function Aid entitled *Biocon Field Team Guide*. **All personnel are subject to biocontainment orientation and controls, including VIPs.** ❑ Advise on Biocontainment Activities in Control Area – Advise the Quarantine / Movement Control Group on disinfection methods to allow the safe movement of livestock, poultry, and animal products and by-products. **2. Protect Personnel** ❑ Train in PPE – Instruct staff and farm/ranch workers in proper use of personal protective equipment (PPE). Consult the Safety Officer on potential hazards and safety standards that apply, considering the requirements of Labour Canada and WorkSafe BC. ❑ Coordinate Medications – Work with the Human Health Group Supervisor and Safety Officer to determine the need for and administration of appropriate medical products, such as vaccines, for all responders who cross premises boundaries. **3. Manage Field Team Assignments** ❑ Identify Priority Places – Work with the Epidemiology Unit to determine the number and location of suspect or infected places. Select priority places for deploying the Biocon Field Teams in consultation with the Control Branch Director.

Biocontainment Group Supervisor	
	❑ Control Field Teams – Instruct Field Team Leaders in their next assignment, based on priorities. ❑ Support Group Personnel – Prepare plans for the next operational period, including the requirement for additional personnel and equipment. Consult with JEOC Advance Planning to assist with longer-range plans. ❑ Obtain Biocontainment Resources – Obtain equipment and supplies from the Staging Area or District Command Logistics. Consider the *BC Poultry Association Industry Biosecurity Manual*, updated 2005. ❑ Direct Biocontainment Operations – Review assignments with Field Team Leaders. Monitor work progress and make changes, when necessary, and notify the Control Branch Director. Coordinate activities with other Group Supervisors. Instruct all personnel in site safety activities and use of equipment. **4. Manage the Biocontainment Group** ❑ Set Objectives – Prepare objectives for the Biocon Group for the coming operational period. Provide Group objectives, needs, and status report to the Control Branch Director prior to the next Incident Action Planning meeting. ❑ Track Resources – Forward Biocontainment Group personnel status reports to the Resource Unit in the Planning Section. Advise all Biocon Field Team personnel that they must check-in at the Site Coordination Office when attending an Infected Place. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section. ❑ Keep Records – Document all key decisions and activities and send copies to the District Command Situation Unit.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Biocon Field Team Guide **Forms** • ICP Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Biocon Field Team Guide	Biocon Group

Purpose	Biocon Field Teams provide direct action within the Infected Zone to control the spread of disease.
Field Team Leader	The Biocon Group Supervisor identifies and authorizes one or more Field Team Leaders to implement tactical biosecurity and biocontainment at specific premises.
Control the Premises	Take immediate control of the premise by meeting with the operator/owner. Depending on the results of testing, declare places infected to allow access to powers under the Health of Animals Act. Other "significant properties" (based on contact with IP) may be identified for quarantine.
Quarantine the Premises	Select the level of quarantine, whether animals only, entire premise, or multiple premises. If required, seek assistance through local municipality or regional district for signs and barriers.
Control Access to IP	Restrict access to Infected Places. Set up barriers and road blocks to control vehicle access to the premises to enhance biocontainment, personnel safety, and public safety.
Secure Premises	Ensure proper procedures are followed for accessing and leaving infected places to control the potential spread of the disease. Ensure requirements are met for the movement of items on and off the site. Post security personnel for 24/7 at each infected place (not high-risk facilities). Coordinate the security at each infected place, including supervision of security personnel (Inspectors).
Supervise Activities	Provide on-site supervision of disease control and response activities for infected places, and other sites if needed. Establish biocontainment procedures, appropriate to the disease, for all Field Teams members, and ensure use of appropriate personal protective equipment (PPE). Audit the biocontainment procedures of all teams to ensure compliance with established procedures.
Control Vectors	Consult vector specialists in coordinating control measures relating to vectors on the premises, including rodents and wildlife, as required.
Obtain Biocontainment Resources	Obtain equipment and supplies from the Staging Area, when needed. Keep the Biocon Group Supervisor informed on the location and status of all critical resources.
Next Assignment	Prior to leaving a premise where biocontainment activities have been completed, the Field Team Leader contacts the Biocon Group Supervisor at the District Command for the next assignment.

Sampling / Testing Group Supervisor	
Responsibilities:	The Sampling / Testing Group Supervisor oversees the collection of samples for testing of infected places and high risk premises to determine the scope of the disease. This Group participates in designing and implementing a Diagnostic Plan that determines what to test, how to gather samples, and the number of samples to collect. Responsibilities include: 1. Advise on diagnostic plan 2. Prepare for sampling 3. Sample premises 4. Submit samples to laboratory 5. Perform laboratory tests 6. Manage the Sampling / Testing Group Members of the Sampling / Testing Group could include local veterinarians and animal health technicians from CFIA.
Reports To:	Control Branch Director or Operations Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Notify laboratories of the potential need for priority services so they can arrange for the required personnel and equipment. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Advise on Diagnostic Plan** ❑ Assist with Diagnostic Plan – Work with Operations Section Chief, Control Branch Director, Epidemiology Unit and Surveillance Unit on a Diagnostic Plan, based on (in order of priority): ▪ Disease Control Strategies in Manual of Procedures (CFIA) ▪ Diagnostic coordination from NCFAP (Winnipeg) ▪ Instructions from the Control Branch Director ▪ Epidemiology Unit or Surveillance Unit Consider that the number of samples should reflect the degree of risk. ❑ Consult Labs – Consult laboratories (CFIA in Winnipeg and AGRI in Abbotsford) for advice on Diagnostic Plan to ensure appropriate information is collected in the field with each sample. Address requirements for reporting of lab results. ❑ Obtain Incident Commander Approval – Seek approval of the Diagnostic Plan from the Incident Commander prior to implementation. **2. Prepare for Sampling** ❑ Prepare Field Kits – Prepare field test kits (containing equipment

Sampling / Testing Group Supervisor

needed for sampling) at the CFIA District Office. Obtain equipment as needed according to the Disease Control Strategy.

- ❑ Schedule Field Visits – Coordinate with lab the test schedule of field components and lab reports. Set up schedule of sample submissions to labs, and determine what samples go where.

3. Sample Premises

- ❑ Collect Samples – Coordinate sampling teams to collect samples according to the Diagnostic Plan.
- ❑ Observe Biocontainment in Sampling – Consult with Biocontainment Team to ensure all team members follow appropriate cleaning protocols.
- ❑ Support Movement Control Efforts – Respond to requests from Quarantine & Movement Control Group to sample animals before the Q&M Control Group issues a license to move.

4. Submit Samples to Laboratory

- ❑ Prepare Samples for Transport – Package and label samples. Samples should be labelled as “dangerous goods” for shipping to laboratories.
- ❑ Submit Sample to Lab – Complete lab submissions, including forms. Coordinate data between labs.

5. Perform Laboratory Tests (CFIA Winnipeg and AGRI in Abbotsford)

- ❑ Receive and Manage Samples – Ensure all received samples come with identifying information.
- ❑ Test Samples – Coordinate the testing of samples in laboratory, confirming compliance with Diagnostic Plan.
- ❑ Enter Results – Work directly with the Data Mgmt / Mapping Unit on the design of a database in which lab results are to be entered.
- ❑ Forward Results – Ensure lab results are sent to Data Mgmt / Mapping Unit for sharing with Epidemiology Unit and others. Seek direction from the Incident Commander on simultaneous transmittal of lab results to District Command, JEOC, Winnipeg lab, CFIA Headquarters, and AGRI Laboratory.

6. Manage the Sampling / Testing Group

- ❑ Direct Sampling/Testing Operations – Review assignments with subordinates and assign tasks. Monitor work progress and make changes, and notify Branch Director of changes to tactical assignments. Coordinate activities with other Group Supervisors. Instruct all personnel in site safety activities and use of equipment.
- ❑ Set Objectives – Prepare objectives for the Group for the coming operational period. Provide Group objectives, needs, and status report to the Control Branch Director prior to the next Incident Action Planning meeting. Where possible, include a representative

Sampling / Testing Group Supervisor	
	from participating laboratories in all ICP briefings and meetings. ❑ <u>Track Resources</u> – Forward Sampling / Testing Group personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active on an Infected Place. ❑ <u>Coordinate with Finance / Administration</u>– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any expenditures and daily time sheets). ❑ <u>Keep Records</u> – Document all key decisions and activities and send copies to the Situation Unit.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**<u>Aids</u>** • FAD Manual of Procedures (see CFIA) **<u>Forms</u>** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Quarantine / Movement Group Supervisor	
Responsibilities:	The Quarantine / Movement Group Supervisor at District Command oversees the implementation and enforcement of quarantine orders in the Infected Zone with the assistance of other government and industry organizations. The Group Supervisor coordinates movement control operations to stop the spread of disease, including vehicles entering or leaving the Infected Zone and the Control Area. The Quarantine / Movement Group Supervisor works closely with the Biocontainment Group to coordinate efforts to control the disease. Responsibilities include: 1. Assess the situation 2. Initiate voluntary quarantine and movement control 3. Control movement of animals and products 4. License movement off farm or ranch 5. Manage the Quarantine / Movement Group
Reports To:	Control Branch Director or Operations Section Chief at the ICP
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assess the Situation** ❑ <u>Determine Infected Zone and Control Area</u> – Obtain a description and a map of the tentative Infected Zone and the Control Area. ❑ <u>Identify Control Points</u> – Locate on a map the major roads that lead from the Infected Zone and Control Area. **2. Initiate Voluntary Quarantine and Movement Control** ❑ <u>Immediate Quarantine</u> – Communicate the expectation to producers within the Infected Zone that they will self-quarantine. ❑ <u>Inform Producers of Movement Control Measures</u> – Working with producer associations, educate farmers on the need for halting all movement until disinfection wash stations can be put in place. ❑ <u>Notify Support Agencies</u> – Notify all agencies that may assist with Movement Control. This is an alert stage so they may gather personnel and equipment to assist. **3. Control Movement of Animals and Products** ❑ <u>Prepare Movement Control Plan</u> – Complete the Template attached as a Function Aid. Seek the approval of the Operations Section Chief and Incident Commander. ❑ <u>Request Resources for Movement Control</u> – Use the approved Movement Control Plan to prepare resource requests (Form ICP 514) and seek approval from the Operations Section Chief before forwarding to Logistics.

Quarantine / Movement Group Supervisor

	❑ Oversee the deployment of equipment and personnel resources to accomplish Movement Control. ❑ Establish communications with each Check Point, Wash Station, and Holding Area. **4. License Movement Off Farm or Ranch** ❑ Issue Licences – License the movement of items off infected places, based on the type of disease. Use license form for the removal of animals and items from infected places. ❑ Inform Public about Licences – Work with the Information Officer to communicate quarantine requirements to farmers, residents, and businesses within the Control Area. **5. Manage the Quarantine / Movement Group** ❑ Set Objectives – Prepare objectives for the Group for the coming operational period. Provide Group objectives, needs, and status report to the Control Branch Director prior to the next Incident Action Planning meeting. Consult with BC SPCA regarding any issues affecting animal welfare. ❑ Direct Quarantine/Movement Operations – Review assignments with subordinates and assign tasks. Notify Control Branch Director of expedient changes to tactical assignments and coordinate activities with other Group Supervisors. Instruct all personnel in personal safety activities and use of equipment. ❑ Track Resources – Forward Quarantine / Movement Group personnel status reports to the Resource Unit in Planning. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section. ❑ Keep Records – Document all key decisions and activities and send copies to the District Command Situation Unit.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • FAD Manual of Procedures (see CFIA) **Forms** • License Form (CFIA) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Field Data Group Supervisor	
Responsibilities:	The Field Data Group Supervisor manages the collection of data on number of animals affected, samples taken, and destruction results within the Control Area. With a Data Collection Plan, the Field Data Group gathers the information that essential for epidemiology, surveillance, and disease control activities. Collected data are forwarded to the Data Management / Mapping Unit for analysis. Responsibilities include: 1. Design data collection 2. Collect data 3. Assemble and share data 4. Manage the Field Data Group Members of the Field Data Group could include local veterinarians and animal health technicians from CFIA.
Reports To:	Control Branch Director or Operations Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Design Data Collection** ❑ <u>Prepare Tactical Plans</u> – Group personnel prepare plans for the next operational period. Consult with JEOC Advance Planning to assist with longer-range plans. ❑ <u>Determine Data to Collect</u> – Work with the Data Mgmt / Mapping Unit, Epidemiology Unit and Surveillance Unit to design a "Data Collection Plan" that will guide the types of field information to collect. Consider identifying the geographic coordinates (latitude and longitude) of individual barns in addition to street addresses. ❑ <u>Address Specialty Animals and Backyard Operations</u> – Consider the need to address the locations of special herds or flocks and backyard farms in designing data collection procedures. **2. Collect Data** ❑ <u>Prepare Field Teams</u> – Identify and instruct field teams in proper data collection methods, personal safety, and biocontainment. Consult Safety Officer on safety standards that apply, considering the requirements of Labour Canada and WorkSafe BC. ❑ <u>Schedule Field Visits</u> – Work with the Site Coordinator(s) to schedule any field visits to collect data. ❑ <u>Collect Information</u> – Using standard forms, collect the data indicated in the Data Collection Plan. Consider the use of GPS and aerial photography to confirm locations of all barns. Site Coordinators may be able to collect some farm/ranch information,

Field Data Group Supervisor	
	thereby reducing the number of visits to infected places. ❑ Ensure Confidentiality – Take measures to ensure the confidentiality of all collected and assembled data. **3. Assemble and Share Data** ❑ Collate Data – On receipt of field data, compile results using a database specified by the Data Mgmt. / Mapping Unit Leader. ❑ Forward Data – Provide all collected field data to the Data Mgmt. / Mapping Unit Leader. ❑ Coordinate with CFIA Ottawa – Work with the Incident Commander to determine protocols for sharing field data with CFIA HQs. **4. Manage the Field Data Group** ❑ Direct Field Data Operations – Review assignments with subordinates and assign tasks. Monitor work progress and make changes, when necessary. Notify Control Branch Director of expedient changes to tactical assignments. Coordinate activities with other Group Supervisors. Instruct all personnel in site safety activities and use of equipment. ❑ Set Objectives – Prepare objectives for the Field Data Group for the coming operational period. Provide Group objectives, needs, and status report to the Control Branch Director prior to the next Incident Action Planning meeting. ❑ Track Resources – Forward Sampling / Testing Group personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active in the Control Area. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any expenditures and daily time sheets). ❑ Keep Records – Document all key decisions and activities and send copies to the Situation Unit.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Field Data Form (CFIA) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Response Branch Director	
Responsibilities:	The Response Branch Director identifies animal populations to be destroyed and coordinates corresponding disposal requirements. Working with industry representatives, the Branch Director helps plan and implement effective cleaning and disinfection protocols. The Response Branch Director is activated by the Operations Section Chief if required to relieve span-of-control concerns. Responsibilities include: 1. Coordinate efforts to control the disease 2. Coordinate resource requests 3. Share operational information 4. Manage the Response Branch
Reports To:	Operations Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Evaluate the need for coordination among the groups within the Response Branch: ▪ Destruction ▪ Disposal ▪ Clean & Disinfect ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Coordinate Efforts to Control the Disease** ❑ Identify Strategies – Detail the strategies required for carrying out the objectives of the Response Branch. ❑ Identify Needs – Based on the known or forecasted situation, determine the likely future requirements of the Response Branch to meet objectives. ❑ Implement Objectives – Work closely with activated Group Supervisors in the Response Branch to ensure implementation of all objectives defined in the current Incident Action Plan. ❑ Provide Status Information – Coordinate overall response, resources and event status information for the Response Branch. **2. Coordinate Resource Requests** ❑ Request Resources from Staging Area – Access available resources directly from the Staging Area, and inform the Operations Section Chief. ❑ Resource Requests – Authorize resource requests from Group Supervisors and forward extraordinary and critical resource requests to the Operations Section Chief for approval. NOTE: Personnel are to complete Form A-4 (CFIA purchases only) or

Response Branch Director	
	Resource Request (ICP 514) and forward it to their supervisor for approval. Ensure the proper codes are noted on the Resource Request Form and on all invoices to support funding. ❑ Keep Finance / Administration Informed – Alert the Finance / Administration Section Chief of any unusual cost items. **3. Share Operational Information** ❑ Provide Information – Ensure that situation and resource information is provided to the Planning Section as the event develops, including Response Branch status reports and new incoming incident reports. ❑ Keep Operations Section Chief Informed – Brief the Operations Section Chief and other section staff periodically on any updated information. **4. Manage the Response Branch** ❑ Set Objectives – Prepare objectives for the Response Branch for the coming operational period. Provide Branch objectives, needs, and status report to the Operations Section Chief prior to the next Incident Action Planning meeting. ❑ Track Resources – Forward Response Branch personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active in the Control Area. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section, such as notification of any emergency expenditures and daily time sheets. ❑ Keep Records – Document all key decisions and activities, and send copies to the Situation Unit. Ensure that all Branch personnel maintain their individual position logs and other documentation as required.
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

<table>
<tr><th colspan="2">Destruction Group Supervisor</th></tr>
<tr><td>Responsibilities:</td><td>The Destruction Group Supervisor directs Field Teams in the destruction of animals to control the spread of the foreign animal disease. Given information about the disease, animal type, location of infected places, and disposal methods, the Destruction Group Supervisor oversees the preparation of plans for destroying all animals that are known or suspected to be infected in an attempt to eradicate the disease.

Responsibilities include:
1. Evaluate animals and materials
2. Lead destruction planning
3. Prepare for destruction
4. Coordinate destruction of animals
5. Manage the Destruction Group</td></tr>
<tr><td>Reports To:</td><td>Response Branch Director or Operations Section Chief</td></tr>
<tr><td>Getting Started:</td><td>❑ Follow the “Generic ICP Checklist” Checklist.
❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</td></tr>
<tr><td>Main Checklist:</td><td>1. Evaluate Animals and Materials
❑ <u>Arrange Evaluations</u> – As soon as the decision to depopulate has been made, contact the owner to arrange for an animal evaluation, working closely with the separate CIFA compensation effort. Animal owners are responsible for animal destruction. If they request assistance, they must sign over power of attorney to CFIA using the “Power of Attorney” form.
❑ <u>Inform Owners of Evaluation</u> – Ensure that each owner receives a copy of CFIA Form AGR 1612 used for evaluation of his or her animals and property <u>before</u> destruction.

2. Lead Destruction Planning
❑ <u>Assign Destruction Teams</u> – Appoint members of a Destruction Team to plan animal destruction for each animal owner, to include all sections or parcels that contain animals to be destroyed. Planning teams should consist of at least two CFIA personnel, and one must be a veterinarian. The Destruction Team Leader will develop a Destruction Plan and submit it to the District Command Destruction Group Supervisor for approval.
❑ <u>Involve Others in Destruction Plans</u> – Consult Epidemiology Unit, Sampling / Testing Group, and others in Operations on the optional destruction procedures. Include the Provincial Chief Veterinary Officer in decisions about depopulation. Consult representatives from private industry supplying destruction equipment and supplies in the design of policies and general procedures. Involve the BCSPCA in planning animal depopulation.</td></tr>
</table>

Destruction Group Supervisor

- ❑ Review and Approve Destruction Plans – Receive and review draft Destruction Plans prepared by Team Leaders. Seek approval of Plans by the Operations Section Chief and Incident Commander. Inform Destruction Team Leaders of approvals to confirm animals to be destroyed and methods.
- ❑ Schedule Destruction – Coordinate destruction scheduling with the Disposal Group Supervisor so that wastes can be disposed as soon as possible after evaluation. A Destruction Team may move from site to site. Note that destruction may be an important method of controlling spread for some diseases, such as Foot-And-Mouth virus, and may proceed before plans for disposal have been finalized.

3. Prepare for Destruction

- ❑ Train Field Staff – Train all personnel required for destruction. Ensure all personnel understand the appropriate safety precautions, including methods of destruction and use of personal protective equipment (PPE). Seek assistance from equipment suppliers in training and use of PPE.
- ❑ Obtain Equipment – Obtain equipment needed for destruction through District Command Logistics, including PPE.
- ❑ Confirm Schedule – Coordinate destruction schedules with the Disposal Group Supervisor. Inform Destruction Team Leaders of the next priority premise assignment.

4. Coordinate Destruction of Animals

- ❑ Coordinate Field Activities – Maintain regular contact with all Destruction Team Leaders to provide assistance, advice, and direction.
- ❑ Keep Others Informed – Inform the Operations Section Chief of destruction operations and provide a schedule of expected and actual operations. Keep the Situation Unit informed on the status of destruction for Situation Reports.
- ❑ Share Destruction Records – Prepare a summary of destruction activities for each premise and transmit the information to the Data Management / Mapping Unit and the Situation Unit.

5. Manage the Destruction Group

- ❑ Set Objectives – Prepare objectives for the Destruction Group for the coming operational period. Provide Group objectives, needs, and status report to the Response Branch Director prior to the next Incident Action Planning meeting.
- ❑ Direct Destruction Operations – Review assignments with Team Leaders and assign tasks. Monitor work progress and make changes, when necessary. Notify the Response Branch Director of expedient changes to tactical assignments. Coordinate activities

Destruction Group Supervisor	
	with the Disposal and the Biocon Group Supervisors. ❑ <u>Keep Records</u> – Document all key destruction decisions and activities and send copies to the Situation Unit. ❑ <u>Track Resources</u> – Forward Destruction Group personnel status reports to the Resource Unit in the Planning Section. If additional personnel are needed for destroying animals, consider local or regional slaughter plant personnel. Advise all field personnel that they must check-in at the Site Coordination Office when active on a premise. ❑ <u>Coordinate with Finance / Administration</u>– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any expenditures and daily time sheets).
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**<u>Aids</u>** • Destruction Codes of Practice (see CFIA) **<u>Forms</u>** • AGR 1612 Evaluation • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Disposal Group Supervisor	
Responsibilities:	The Disposal Group Supervisor directs Field Teams in the disposal of carcasses and waste materials associated with destruction ordered in the FAD response, using approved protocols. The Disposal Group designs a disposal plan for each premise that prevents spread of the pathogen and poses a negligible public health or environmental risk. The Disposal Group Supervisor works closely with the Destruction and Biocontainment Groups to coordinate disposal efforts. Legal authority for disposal of carcasses and other related waste materials rests with the Environmental Protection Division of the BC Ministry of Environment and local governments. CFIA disposal activities must coordinate with provincial and local authorities. Responsibilities include: 1. Assess situation and identify needs 2. Lead disposal planning 3. Review and approve disposal plans 4. Coordinate disposal resources 5. Manage disposal operations 6. Integrate C&D and biocontainment into disposal activities 7. Manage the Disposal Group
Reports To:	Response Branch Director or Operations Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assess Situation and Identify Needs** ❑ <u>Assess Scope</u> – Determine the need for and scope of general disposal through information received from the Operations Section Chief. Identify the type of disease, types of materials requiring disposal and approximate volumes, animal types affected, geographic area, and other relevant facts. Assign Disposal Team Leaders to visit the premises to be depopulated, if required, with the approval of the Biocontainment Group Supervisor. ❑ <u>Evaluate Disposal Needs</u> – Instruct Disposal Team Leaders to inform animal owners that they are responsible for animal waste disposal. If they request assistance from the response organization, they must assign power of attorney to CFIA using the “Power of Attorney” form. ❑ <u>Set Priorities</u> – Determine the priority of carcass and material disposal required in consultation with others in the Operations Section. Include the BC Ministry of Environment in setting priorities for disposal locations.

Disposal Group Supervisor	
	2. Lead Disposal Planning ❑ Assign Disposal Teams – Appoint members of a Disposal Team to identify available options for handling, transporting, and disposing of carcasses and materials, given the type and scope of disease. The Disposal Team should include representatives of the CFIA, AGRI, MOE, and local government waste management staff, as well as the animal and property owners. The Disposal Team Leader will develop a Disposal Plan for submittal to the District Command Disposal Group Supervisor for approval. ❑ Consider Disposal Guidelines in BC – Consider the latest disposal protocols approved through the FADES Central Coordination Group. See also the approved protocols for disposal, including: ○ Protocol #1 – Protocol for On-Farm and Centralized Burial of Infected and Non-Infected Poultry and Livestock ○ Protocol #2 – On-Farm, In-Barn Biological Heat Treatment of Materials Potentially Infected with Avian Influenza ○ Protocol #3 – Protocol for On-Farm, Out-of-Barn Biological Heat Treatment of Material Potentially Infected with Avian Influenza ○ Protocol #4 – Transportation of Infected and Non-Infected Poultry or Livestock and Associated Wastes (under development) AGRI personnel can access the AGRI Q Drive for the latest approved disposal protocols. Other protocols are in draft stage, and these documents could provide useful references in designing disposal plans. Also consider the CFIA Disposal Guidelines prepared by the CFIA National Disposal Group. ❑ Review and Approve Disposal Plans – Receive and review draft Disposal Plans prepared by Team Leaders. Seek approval of Plans by the Operations Section Chief and Incident Commander. Inform Disposal Team Leaders of approvals to confirm disposal methods, locations, and timing. ❑ Apply for Section 53 Exemptions – The Disposal Group Supervisor processes formal documents requesting BC Hazardous Waste Act Exemption Letters under Section 53, signed by the Minister of Environment. Exemptions for burial or composting are site-specific. ❑ Schedule Disposal – Coordinate disposal schedule with the Destruction Group Supervisor so wastes can be disposed as soon as possible after destruction. **3. Review and Approve Disposal Plans** ❑ Review Disposal Plans – Review draft Disposal Plans submitted by Disposal Field Team Leaders, working with the BC Ministry of Environment and local government. Advise on the methods of handling, transporting, and disposing, given the disposal protocols. Disposal plans affecting First Nations land should be approved by

Disposal Group Supervisor

agencies with responsibility for First Nations communities.

- ❑ Prepare Section 53 Exemption Applications – Prepare applications for Section 53 Exemptions under the Hazardous Waste Regulation (available from MOE), and submit the completed form via e-mail or facsimile to the local Environmental Protection Officer with the BC Minister of Environment. See Annex H of BC FADES Plan for more information under "Section 53 Exemption Letter."
- ❑ Inform Others Regarding Plans – Keep the Operations Section Chief, Situation Unit, and Information Officer informed on disposal methods under consideration and selected.
- ❑ Obtain Approvals – Following review by the Operations Section Chief, obtain approval for Disposal Plans from the Incident Commander. Inform Disposal Team Leaders of approvals.

4. Coordinate Disposal Resources

- ❑ Acquire Disposal Resources – Acquire resources as needed by Field Teams, such as ag-bags for on-farm composting, using the *Request for Resources or Assistance* (Form ICP 514).
- ❑ Arrange Contracts – Arrange for the supply of equipment and operators through contract with private companies, working with the Logistics Section and the Procurement Unit in Finance / Admin.

5. Manage Disposal Operations

- ❑ Oversee Transportation – Transport carcasses, products, by-products and other materials to the disposal site(s) if off-farm.
- ❑ Train Disposal Personnel – Train personnel in protocol requirements where they are engaged in handling, transporting, and disposing of carcasses and materials.
- ❑ Ensure Site Safety – Ensure all workers, including staff, contractors, and farm workers, meet safety standards unique to the disease, such as vaccinations and personnel protective equipment, working with the Safety Officer.
- ❑ Supervise Disposal – Dispose of carcasses, products, by-products and other materials by the accepted method. Oversee operations to ensure the complete and safe disposal of all materials.
- ❑ Report Non-Compliance – Identify situations of non-compliance and advise the Operations Section Chief to inform the Enforcement Group at the JEOC.

6. Integrate C&D and Biocontainment into Disposal Activities

- ❑ Oversee Biocon of Disposal Crews – Coordinate cleaning and disinfection for equipment, vehicles and personnel during disposal operations, working with the Biocon Group Supervisor at the District Command, to prevent the spread of the disease agent.
- ❑ Set up C&D Station – Establish cleaning and disinfection stations and follow C&D procedures in the appropriate protocol for all

Disposal Group Supervisor	
	vehicles and personnel entering and leaving each premise. Coordinate all disposal activities with the Biocontainment Group in the Control Branch of Operations. **7. Manage the Disposal Group** ❑ Direct Site Operations – Review assignments with subordinates and assign tasks. Monitor work progress and make changes, when necessary. Notify the Response Branch Director of expedient changes to tactical assignments. Coordinate activities with other Group Supervisors. Instruct all personnel in site safety activities and use of equipment. ❑ Develop Objectives – Prepare objectives for the Group for the coming operational period. Provide Group objectives, needs, and status report to the Response Branch Director prior to the next Incident Action Planning meeting. ❑ Monitor Resources – Forward Disposal Group personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active in the Control Area. ❑ Keep Records – Document all key disposal decisions and activities and send copies to the Situation Unit. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any expenditures and daily time sheets).
Before Leaving:	❑ Forward any input towards the After-Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Approved Disposal Protocols (see AGRI Q drive) • Draft On-Farm, Off-Farm Disposal Worksheet and Template Plan • District Disposal Record Template **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Clean and Disinfect Group Supervisor	
Responsibilities:	Cleaning and disinfecting any infected place is the responsibility of the farm owner. The Clean and Disinfect Group ensures this effort meets standards suitable to prevent the re-infection when animals are returned to the premises. If required, this Group coordinates the cleaning and disinfection of any personnel or equipment, as well as any premises or buildings where infected animals have been maintained. Responsibilities include: 1. Communicate expectations 2. Assess procedures 3. Monitor cleaning and disinfection 4. Control vectors 5. Manage the C&D Group Personnel may be contractors or CFIA staff trained in C&D procedures.
Reports To:	Response Branch Director or Operations Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Communicate Expectations** ❑ <u>Meet with Farm Owners</u> – Working with the Site Coordinator, meet with farm owners to review the criteria used to assess the success of C&D. All producers are expected to have adequate procedures and equipment on hand. If the animal owner requires assistance, the local industry group may coordinate such actions. **2. Assess Procedures** ❑ <u>Evaluate C&D Plans</u> – Review plans for cleaning and disinfection and suggest improvements, if required. Assess the planned use of any chemicals and the potential effects on the environment. ❑ <u>Prepare Tactical Plans</u> – Group personnel prepare plans for the next operational period. Consult with JEOC Advance Planning to assist with longer-range plans. **3. Monitor Cleaning and Disinfection** ❑ <u>Observe C&D Operations</u> – Observe C&D efforts at each premise and facility. ❑ <u>Keep Farm Owner Informed</u> – Immediately inform the farm owner of any concerns regarding the quality of the effort and implications. ❑ <u>Support Safety Concerns</u> – Inform personnel of the safety precautions required for chemicals and equipment, and the location and contact of the nearest hospital and poison control centre. ❑ <u>Support Environmental Protection</u> – Disinfectants are toxic to the

<table>
<tr><th colspan="2">Clean and Disinfect Group Supervisor</th></tr>
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environment. Ensure operators take all reasonable steps to confine use and limit the transport of disinfectants off-farm, including surface water flows during rain events. Ensure C&D procedures address control of wildlife (e.g., birds) to prevent injuries from chemicals, control of vectors, and the control of domestic animals.
❑ <u>Keep a Record</u> – Record your observations of C&D operations at each location and submit a copy to the Documentation Unit.
❑ <u>Test for Disease</u> – A sentinel herd or flock may be used to confirm the absence of the disease.

4. Control Vectors
❑ <u>Identify Options</u> – Determine the methods and timeframes of any vector control measures. Refer to the CFIA regional and district contingency plans for vector control firms and agencies. Where appropriate, notify appropriate commercial firms and agencies.
❑ <u>Seek Approvals</u> – Ensure that the proposed vector control actions have the approval of the BC Ministry of Environment.
❑ <u>Coordinate Scheduling</u> – Confirm scheduling of vector control activities with the Response Branch Director to coordinate with other FAD destruction activities.

5. Manage the C&D Group
❑ <u>Monitor C&D Operations</u> – Monitor work progress and suggest changes, when necessary.
❑ <u>Keep Records</u> – Document all key decisions and activities and send copies to the Situation Unit.
❑ <u>Set Objectives</u> – Prepare objectives for the Group for the coming operational period. Provide Group objectives, needs, and status report to the Response Branch Director prior to the next Incident Action Planning meeting.
❑ <u>Track Resources</u> – Forward C&D Group personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active in the Control Area.
❑ <u>Coordinate with Finance / Administration</u>– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section.
</td></tr>
<tr><td>Before Leaving:</td><td>
❑ Forward any input towards the After-Action Report to the Operations Section Chief.
❑ Follow the Generic "Before Leaving" Checklist.
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<tr><td>Function Aids:</td><td>
<u>Forms</u>
• Position Objectives (Form ICP 401A)
• Position Log (Form ICP 414)
• Request for Resources or Assistance (Form ICP 514)
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Human Health Group Supervisor	
Responsibilities:	The Human Health Group is activated at the District Command level whenever the identified FAD may be a zoonotic disease presenting risks to responders and local residents, or when other health threats are evident. Responsibilities for human health are differentiated between Occupational Health and Safety (OH&S) and public health. CFIA is responsible for zoonotic disease prevention services for federal workers, including their agents and contractors. These services are an OH&S requirement and may be delivered by any federal agency or under contract by a health service provider. WorkSafe BC requires employers in BC to provide appropriate occupational health and safety protection for their employees, and this includes provincial organizations such as the Ministry of Agriculture. The Medical Health Officer (MHO) for the regional health authority with jurisdiction is responsible for zoonotic disease prevention services for citizens not addressed under federal or provincial worker protection, including the general population of BC as deemed necessary. **As a priority where zoonotic diseases are involved, the Human Health Group Supervisor works with their counterparts at District Command to ensure all field staff are immunized 24-48 hrs prior to commencing work at any potentially infected site.** The Human Health Group Supervisor at the District Command level coordinates the actions of health professionals elsewhere, i.e., within the CFIA district. Responsibilities include: 1. Assess risks 2. Develop health awareness messages 3. Provide preventative care 4. Advise on response activities 5. Coordinate mental health services 6. Monitor public food safety 7. Monitor health in District Command area 8. Manage the Human Health Group
Reports To:	Operations Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Establish telephone and fax communications with the regional health authority with jurisdiction. Determine availability of resources to support health measures. ❑ Ensure that both CFIA and active BC ministries have initiated vaccination and other prophylaxis (such as Tamiflu) for federal and

Human Health Group Supervisor	
	provincial field staff within 24 to 48 hours of potential exposure. This is a critical factor in ensuring responders can safely access infected places. ❑ If the event involves Avian Influenza, obtain a copy of *Guiding Principles for Occupational Safety in Avian Influenza* prepared by the BC Centre for Disease Control. Also see *Human Health Issues Related to Avian Influenza in Canada,* prepared by the Public Health Agency of Canada in 2005. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assess Risks** ❑ Collect Information – From the Operations Section Chief, or Incident Commander (e.g., CFIA District Vet), collect information on potential human health threats, including: ○ Location of the premise(s) ○ Species and number of animals on the premises ○ Results of laboratory testing ○ Likely or possible control operations (e.g., quarantine, destruction) ○ Likely or possible methods of carcass disposal, if required ○ Number of humans living and working on the premise(s) and the number potentially exposed to infection ○ The number of responders expected on the premises and recommended personal protective measures ❑ Assess Human Risks – Assess the implications of the FAD for human health issues in terms of risks to responders and others from direct exposure to animals, and the risk of transmission from one person to another. ❑ Identify Need for Protective Measures – Assess the need to isolate, quarantine, or sequester response staff, working with the Safety Officer. ❑ Prepare Tactical Plans – Branch personnel prepare plans for the next operational period. Consult with JEOC Advance Planning to assist with longer-range plans. ❑ Advise Others – Inform the Operations Section Chief, the Safety Officer, and the Incident Commander of any significant risks to human health. Advise the CFIA and EMBC of significant concerns. **2. Develop Health Awareness Messages** ❑ Prepare Health Messages – Working with the regional health authority, develop health safety messages for delivery to all persons entering or working within the Control Area. Collaborate with CFIA for federal workers and with WorkSafe BC for provincial and industry workers. ❑ Educate Responders – Inform responders on the risks associated

Human Health Group Supervisor	
	with the FAD and ways to protect themselves, in consultation with Site Coordinators, the Safety Officer, and WorkSafe BC. ❑ Educate On-Farm Personnel – Coordinate in-person delivery of safety messages to on-farm personnel and their suppliers. Coordinate all visits within the Control Area with the Site Coordinator to ensure biocontainment and safety. For Avian diseases, see Environment Canada's *Recommendations for Safe Practices When Handling Wild Birds*. ❑ Educate the General Public – Advise regional health authority on the delivery of health awareness messages to the general public, using brochures, meetings, telephone advisory lines (e.g., BC Nurse Line), and news articles. **3. Provide Preventative Care** ❑ Develop Appropriate Care – Coordinate the Human Health Group in the design of preventative and care procedures based on the characteristics of the FAD and the implications for human health. ❑ Acquire Resources for Preventative Care – Obtain biological supplies from BC Centre for Disease Control or other source. ❑ Dispense Medical Products – Coordinate the dispensation of antibiotics, antiviral medications and vaccines by CFIA and Public Health Nurses to responders under the authority of a physician (e.g., the Medical Health Officer), as appropriate. For prolonged events, medication procedures may have to be repeated. ❑ Ensure Patients are Informed – On distribution of medications, ensure CFIA and Public Health nurses: 1) Inform each patient about the product, 2) Screen the patient to determine suitability, 3) Refer the patient to a physician if screening indicates, and 4) Advise the patient to watch for and report side effects. ❑ Monitor Results – Track adverse reactions to medications and report results to the Medical Health Officer. **4. Advise on Response Activities** ❑ Advise Operational Staff – Assess and advise on issues regarding the public health risks associated with infected animals and carcass disposal including burial, composting or incineration. Review and approve destruction, disposal and cleaning/disinfection protocols from the perspective of protecting human health. ❑ Advise on Personal Protective Equipment – Assess the need for and identify appropriate personal protective equipment (PPE) for responders. ❑ Educate Responders – Provide health awareness training for responders and other workers engaged in animal handling, working with Site Coordinators and the Safety Officer. **5. Coordinate Mental Health Services**

Human Health Group Supervisor	
	❑ Monitor Stress – Work with regional health authority to assess the situation regularly to determine the need for specialized teams to deal with critical stress response. Note that some FAD events may significantly disrupt the social structure of farm communities, adding to the stress of farmers, farm workers, and their families. Consider measures to address public health and wellness issues that may result. ❑ Manage Mental Health Services – Coordinate regional mental health and psycho-social support services to responders, farmers, suppliers, and residents in the affected region, including a telephone crisis line in cooperation with the local government or other agency. **6. Monitor Public Food Safety** ❑ Evaluate Risks to Food Supplies – The regional health authority assesses the potential for animal products to affect the safety of public food supplies. ❑ Inform Others about Food Safety – Develop information on FAD implications on human health and food safety for dissemination through the news media, to industry associations, and to the general public, working with the Information Officer. ❑ Monitor Reactions – Monitor human health following exposure to suspect food. **7. Monitor Health in District Command Area** ❑ Monitor FAD-Related Illness – Coordinate the tracking within the DC area of all illnesses related to the FAD. Collaborate with PHAC, CFIA, EMBC and the regional health authority to coordinate surveillance and investigation of human cases. ❑ Record Findings – Develop forms and a database to document the status of FAD-related illnesses. ❑ Track Infected Persons – Monitor persons identified with FAD-related illness, including federal and provincial employees, and inform PHAC and Provincial Health Officer. Coordinate human epidemiological investigations and collaborate with animal health investigators and collaborate with animal health investigators. ❑ Alert Medical Professionals – Advise private physicians and acute care services (e.g., emergency rooms) in the region of the FAD outbreak, human symptoms associated with the disease, steps to take if an ill person presents, including interview questions, tests, medications, and notification. ❑ Monitor Risks to Human Health – Continuously assess the potential for major human health concerns within the DC area, and keep the Chief Medical Health Officer in the region informed. Recommend a human health emergency management structure, if required.

Human Health Group Supervisor	
	8. Manage the Human Health Group ❑ Set Objectives – Prepare objectives for the Human Health Group for the coming operational period. Provide Branch objectives, needs, and status report to the Operations Section Chief prior to the next Incident Action Planning meeting. ❑ Direct Human Health Activities – Review assignments with subordinates and assign tasks. Monitor work progress and make changes, when necessary. Notify Operations Section Chief of expedient changes to tactical assignments. Coordinate activities with other Branch Directors. Instruct all personnel in site safety activities and use of equipment. ❑ Keep Health Authorities Informed – Liaise with the health authority with jurisdiction for coordination of regional resources, as required. ❑ Track Resources – Forward Human Health Group personnel status reports to the Resource Unit in the Planning Section. Advise all field personnel that they must check-in at Site Coordination Office when active in the Control Area. ❑ Coordinate with Finance / Administration– Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any emergency expenditures and daily time sheets). ❑ Keep Records – Document all key decisions and activities and send copies to the Situation Unit.
Before Leaving:	❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Draft Guiding Principles for Avian Influenza **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Draft Guiding Principles for Occupational and Public Health Measures Related to Avian Influenza (AI) Outbreaks	Human Health Branch
Application	These principles were designed to provide context to human health activities regarding avian influenza (AI), not just specific to occupational exposures to AI. Designation of AI as highly pathogenic (HPAI) or low pathogenic (LPAI) reflects virulence in poultry and cannot be extrapolated to an estimate of current or potential transmissibility or virulence in humans.	
Risk Factors	Exposure setting and intensity is a greater determinant of risk to humans than pathogenicity testing in birds. In that sense, concerns related to AI in confined settings that house thousands of birds is the emphasized risk (Scenarios 2 and 4), and management would be the same whether LPAI or HPAI is being addressed. Less critical are exposures in the open air and sunlight to occasional wild birds (Scenarios 1 and 3) for which basic measures such as avoiding handling, or if handling must occur, wearing gloves and washing hands should be sufficient along with reinforcement of biocontainment to prevent introduction into commercial poultry barns.	
Genetic Modification	AI viruses flourish in the setting of exquisitely-susceptible and genetically-monotonous poultry housed by the tens of thousands in commercial barns. Accelerated evolution of the virus is thought to occur in that setting through abundant error-prone replication and recombination events, facilitating the chance emergence of new variants with enhanced infectivity and virulence.	
Human Adaptation	When workers enter that confined setting and acquire AI infection, the remote possibility of human adaptation is also increased based on the sheer number of mutating viruses and opportunities for genetic assortment with human influenza strains. In this context, all AI viruses in domestic poultry, whether HPAI or LPAI, may evolve to cause severe illness in workers and have presumed pandemic potential.	
Risks of Low Pathogenic AI	All pandemics of the previous century had their origins not in HPAI, but rather in LPAI, that adapted to humans either directly (1918) or indirectly through genetic reassortment (1957, 1968). Current emphasis on the special global risks associated with HPAI-H5N1 should not detract from the concern associated with other AI-subtypes, including those that may initially present as LPAI.	

Function Aid	Draft Guiding Principles for Occupational and Public Health Measures Related to Avian Influenza (AI) Outbreaks	Human Health Branch
Protection for Humans	Exposed farmers and cullers constitute a potential interface between novel AI viruses and the communities to which they return. To prevent further spread between barns and to protect individual workers and their communities, rigorous attention to biocontainment, occupational and public health measures is important during all poultry AI outbreaks. Full protection (vaccine, antivirals, PPE) is required despite initially mild or infrequent infection in poultry because of the proclivity for influenza viruses to change rapidly. Severe variants and those with pandemic potential may arise in that setting. Given what is at stake, this is a risk worth mitigating. Based on AI outbreak experience in BC and the Netherlands, a combination of both *oseltamivir* and PPE is warranted in protecting persons having direct contact with poultry (handling or sharing the same confined airspace). This is true during outbreaks due to LPAI or HPAI because of the proclivity for influenza viruses to change rapidly in the setting of commercial poultry farm outbreaks and because compliance with any one measure, particularly goggles, is unreliable. In the Netherlands, use of *oseltamivir* was associated with protection from infection, whereas the protective effect of masks and goggles, less consistently used, could not be shown.	
Source	The BC Centre for Disease Control prepared these guiding set of principles for the management of occupational exposures during an AI event. For updates and additional information, contact: Jastej Dhaliwal, BCCDC	

Planning Section Chief	
Responsibilities:	The Planning Section Chief provides overall collection, evaluation and dissemination of all information concerning the disease outbreak. The Planning Section Chief oversees efforts to understand the current situation, predicts further events and damages, and prepares Incident Action Plans. Unless delegated to staff, the Section Chief is responsible for all planning functions. Responsibilities include: 1. Assess the situation 2. Prepare Incident Action Plans 3. Plan for Demobilization 4. Coordinate technical specialists 5. Manage the Planning Section 6. Prepare After-Action Report
Reports To:	Incident Commander
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Generate an Initial Situation Report that summarizes the information available on your arrival. Share copies of this Initial Situation Report with the Incident Commander, the Management Staff, and all Section Chiefs. ❑ Based on the situation, activate units within the Planning section as needed and designate Leaders for each unit. The functions within the Planning Section may include: ▪ Situation ▪ Epidemiology ▪ Surveillance ▪ Data Management / Mapping ▪ Resources ▪ Recovery ▪ Documentation ❑ Authorize a Deputy Planning Section Chief to act on your behalf when you leave the main room of the Incident Command Post. ❑ Implement a “buddy system” for Planning Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.
Main Checklist:	Refer to the Unit Leader checklists for more details on each function. **1. Assess the Situation** ❑ <u>Collect Information</u> – Collect, analyze, and display situation information. Meet with Operations Section Chief; obtain and review any major incident reports. Discuss with the Operations Section Chief methods for enhancing the flow of information between the two sections, such as posting a Planning Section representative to

Planning Section Chief	
	the Operations Section. ❑ Prepare District Command Situation Report – Produce a Situation Report within each operational period or as instructed by the Incident Commander. Consult with the JEOC Planning Section to confirm the content of Situation Reports allow for roll-up and summary at the JEOC level. Obtain approval of the Incident Commander before distributing the Situation Report to District Command Sections, the JEOC, and others identified by the Incident Commander before the end of each operational period. Work with the Incident Commander to coordinate the schedule for preparing the DC Situation Report. ❑ Display Information – Ensure that all status boards and other displays are kept current and that posted information is neat and legible. Obtain and develop FAD event maps. Ensure that the Information Officer has immediate and unlimited access to all status reports and displays. **2. Prepare Incident Action Plans** ❑ Advise Section Chiefs – Ensure Section Chiefs provide their objectives prior to each Incident Action Planning meeting (Form ICP 401A). ❑ Prepare Action Plan – Prepare an Incident Action Plan for each operational period, based on objectives developed by each Section. ❑ Prepare for Action Planning Meeting – In preparation for the Action Planning meeting, ensure that all District Command priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (e.g., easels, markers, Situation Reports). ❑ Chair Action Planning Meetings – Chair the Incident Action Planning meetings approximately two hours before the end of each operational period. Share the overall objectives accomplished, objectives for the next operational period, resource requirements, and issues from the Planning Section at the Action Planning meetings. Consider using a scribe to record meeting minutes. ❑ Document Meetings – Following the meeting, send approved Action Plan (ICP 502) to the Documentation Unit for distribution prior to the next operational period. **3. Plan for Demobilization** ❑ Determine Demobilization Requirements – Determine de-briefing requirements and check-out requirements of Finance / Administration, Communications, Supply, and other District Command functions. Meet with Section Chiefs to determine formal demobilization requirements, personnel rest and safety needs, and coordination procedures with cooperating-assisting agencies. ❑ Identify Logistics for Demobilization – Determine logistical support

Planning Section Chief	
	needs of released resources (e.g., personnel transportation, vehicle replacement, etc.). ❑ <u>Prepare Demobilization Plan</u> – Develop a Demobilization Plan, considering the sample offered as a Function Aid. ❑ <u>Initiate the Demobilization Plan</u> – Determine demobilization status of the response organization Unit and advise the Incident Commander. Ensure any open actions are assigned to appropriate staff for follow up. **4. Coordinate Technical Specialists** ❑ <u>Manage Technical Specialists</u> – Provide and manage technical services, such as environmental advisors and other technical specialists to all District Command sections, as required. **5. Manage the Planning Section** ❑ <u>Set Up Section</u> – Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ <u>Ensure Appropriate Personnel</u> – Use the District Command Shift Schedule (Form ICP 503) to prepare Planning Section personnel shifts for the coming week. Request additional personnel for the section from the Logistics Section as necessary to maintain 24-hour staffing capabilities. ❑ <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. ❑ <u>Hold Section Meetings</u> – In each Operational Period, meet with Unit Leaders to address the objectives accomplished to date, tentative objectives for the next operational period, resource requirements, and any issues of interest to others in the Section or the District Command. Collect objectives from each activated Planning Unit using the Position Objectives (Form ICP 401A). ❑ <u>Advise Staff to Share Information</u> – Inform all Planning Section personnel that they are encouraged to share information with others in the District Command for the purposes of emergency response, including other agencies. All must agree to secure personal and confidential information that requires protection. ❑ <u>Support Financial Objectives</u> – Coordinate daily time sheets (Form ICP 532A) and emergency expenditures with the Finance / Administration Section. **6. Prepare After-Action Report** ❑ <u>Develop After-Action Report</u> – In consultation with District Command Section Chiefs and Management Team, prepare the After-Action Report.

Planning Section Chief	
Before Leaving:	❑ Ensure Demobilization Plan for the District Command is complete, approved by the Incident Commander and distributed to all sections. ❑ Deactivate Planning Units when no longer required. ❑ Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit. ❑ Ensure that any open actions are assigned to appropriate agency and/or staff as appropriate. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Mgmt Team Briefing Agenda (Form ICP 401) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Situation Report (Form ICP 501) • Incident Action Plan (Form ICP 502) • Shift Schedule (Form ICP 503) • Request for Resources or Assistance (Form ICP 514) • Section Daily Time Sheet (Form ICP 532A)

Situation Unit Leader	
Responsibilities:	The Situation Unit Leader collects and organizes information on the incident status, the geographic location and scope of the FAD event, and all response efforts. The Situation Unit is responsible for evaluating and displaying information for District Command personnel, and oversees the analysis of information to prepare response strategies and tactics. Responsibilities include: 1. Collect information 2. Assess losses 3. Organize information 4. Analyze information 5. Distribute / display information
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Collect Information** ❑ Liaise with Operations – Request regular situation reports from Operations. Consider posting personnel in the Operations Section to enhance information flow. ❑ Collect District Command Information – Collect status information from each active District Command Section and Management Staff on a regular basis. ❑ Collect Weather Data – Establish a weather data collection system, when necessary. ❑ Collect Photographs – Photographic services may be used to document FAD operations, such as biocontainment and disposal activities. Issue disposable or digital cameras to the Field Data Group and other Operations personnel (e.g., Site Coordinators). **2. Assess Losses** ❑ Collect Information on Affected Residents and Businesses – 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 local and regional governments to identify those affected. ❑ Document Losses – Evaluate the nature and extent of losses caused by the FAD outbreak. Identify the type of primary and secondary losses from the event. Prepare a written assessment and keep it up to date. Ensure copies go to Safety Officer, Compensation Unit, and Documentation Unit. ❑ Assist Recovery Effort – Provide information on affected farms and businesses to the JEOC Recovery Unit to anticipate recovery.

Situation Unit Leader	
	3. Organize Information ❑ Organize Collected Information – Organize collected data to facilitate storage and retrieval of information. Sort data into required categories of information (i.e., geographic area). ❑ Fill Data Gaps – Review all data for completeness, accuracy, and relevancy prior to posting. Fill any gaps in information. ❑ Archive Information – Arrange for secure storage of information. **4. Analyze Information** ❑ Evaluate Information – Determine or estimate essential data that summarizes the magnitude and importance of the FAD event, such as the geographic extent, illnesses, any injuries, number of households affected, number and type of businesses affected, and other interpretations of collected information. **5. Distribute / Display Information** ❑ Prepare Situation Reports – Assemble relevant information to prepare at least one Situation Report for each operational period, or as instructed by the Incident Commander, using Situation Report Form ICP 501. Consult the Planning Section Chief on the content and the schedule for preparing the DC Situation Report. ❑ Distribute Situation Reports – Ensure that approved situation status reports are disseminated to District Command staff and others identified by the Planning Section Chief. E-mail lists should include alternates for all functions so they can remain informed. ❑ Display Information – Develop displays (weather reports, incident status summaries, etc.) in the ICP, as necessary. Display maps (working with Data Mgmt / Mapping Unit), status boards, and other displays that contain current and accurate information. A digital projector and screen may serve as a situation status board. ❑ Support Information Release – The Planning Section Chief may request up-to-date information at any time, in addition to regular Situation Reports. Also meet with the Information Officer to ensure access to current information.
Before Leaving:	❑ Follow the Generic “Before Leaving” Checklist.
Function Aids:	**Aids** • Sample DC Situation Report (Form ICP 501) **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Situation Report (Form ICP 501)

Function Aid	Sample District Command Situation Report	Situation Unit

Situation Summary

Description of CFIA District:

Dawson Creek District, includes communities from Dawson Creek, BC, north to Williston Lake and Yukon Territories.

Summary for District Command:

40	Quarantines issued for Infected Places
12	Quarantines added since last Report
0	Quarantines removed since last Report

Actions for Next Operational Period (beginning at 0800, Nov 3, 2013):

- Complete sampling at 2 IPs
- Coordinate destruction at 4 farms
- Coordinate disposal at central landfill
- Implement Movement Control Plan
- Ongoing liaison with industry

Current Resource Commitments:

45	Field Team members
30	District Command staff
18	Other staff (e.g., Staging Area)
93	Total Personnel under District Command

Lead and Assisting Agencies:

- BC Cattlemens' Association
- BC Min. of Agriculture
- BC Min. of Environment
- Canadian Food Inspection Agency
- City of Dawson Creek
- Northern Health Authority
- Peace River Regional District

Resource Requirements:

4	Lined trucks to assist disposal
140	Biosuits
200	Litres disinfectant to assist C&D
4	Trailers for Site Coordination Offices
30	Replacement staff for District Command

Schedule for Next Operational Period:

0800	Briefing by Incident Commander
1000	Local News Media Briefing
1500	Action Planning Meeting
1900	Public Meeting at Dawson Creek

List of Attachments:

- Maps of IPs, movement control stations
- District Command Action Plan

Epidemiology Unit Leader	
Responsibilities:	The Epidemiology Unit Leader determines what information is to be collected to guide management of the outbreak. The Epidemiology Unit Leader oversees the collection and evaluation of information on the FAD and infected places to determine the origin of the disease, when it entered the infected places, and the risk of spreading to other farms. Epidemiology addresses the need to quickly and accurately identify FAD cases, provide the resources necessary to locate other animals that may potentially be infected, and investigate the source of the outbreak. Responsibilities include: 1. Determine information requirements 2. Collect field and laboratory information 3. Assess results and risks of FAD 4. Report on findings The Epidemiology Unit may include CFIA epidemiologists and other veterinarians.
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Establish a working area in the ICP containing: ▪ Topographical maps of Control Area ▪ Two computers and two data lines ▪ A printer ▪ Two telephones and lines ▪ Files ❑ Refer to the *Foreign Animal Disease Manual of Procedures* for epidemiology tasks specific to the disease at hand. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Determine Information Requirements** ❑ Identify Data Needs – According to the situation at hand, determine what information is to be collected from various sources (labs, farms, other premises, etc.) **2. Collect Field and Laboratory Information** ❑ Receive Field Data – Work with the Data Mgmt / Mapping Unit on the timely receipt of field data. Request that the necessary field investigations be carried out by the diagnostic teams in the Field Data Group of Operations. Note that commercial premise identification is available for poultry operations in the Fraser Valley, and work has begun on cattle, hogs, and sheep.

Epidemiology Unit Leader	
	❑ Receive Lab Data – Work with Sampling / Testing Group to facilitate the receipt of timely laboratory results. Inform the Planning Section Chief if field or laboratory reports are not submitted properly with all the necessary information. ❑ Collate Data – Assemble the pertinent laboratory and field information in a useful manner. **3. Assess Results and Risks of FAD** ❑ Identify Entry Point – Determine the period of entry of the FAD onto the infected places and into the Control Area. ❑ Track the Disease – Identify the origin of the FAD outbreak. Track the presence of the disease in the Control Area. ❑ Assess Spread – Determine the risk of the FAD having spread to premises other than those already declared infected either before or after they became infected. **4. Report on Findings** ❑ Forward Epi Data – Arrange for the flow of all pertinent epidemiological information to the Data Management / Mapping Unit in Planning. ❑ Keep Planning Chief Informed – Provide useful, up-to-date information accompanied by evaluations, conclusions and recommendations for action to the Planning Section Chief, as appropriate. Provide guidance to the Planning Section Chief on the nature and likely means of disease transmission. ❑ Share Information – Epidemiological information may be shared with other functions with the approval of the Planning Section Chief and appropriate restrictions to protect confidentiality. Example: Let feed delivery firms know which sites to avoid. Advise the JEOC Advance Planning Unit on implications for future actions. ❑ Keep Records – Prepare the summary report following destruction and disposal. Submit periodic summaries to the Planning Section Chief and the CFIA Epidemiologist as required.
Before Leaving:	❑ Follow the Generic “Before Leaving” Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Surveillance Unit Leader	
Responsibilities:	The Surveillance Unit determines and monitors the location and boundaries of the infected animal species and disease carrying vectors in order to detect new outbreaks and prevent the dissemination of the infectious agent. The Surveillance Unit Leader ensures adequate surveillance to support information-based decisions and to regain "disease-free" status as soon as possible. In all aspects, the Surveillance Unit works closely with the Field Data Group in Operations and the Data Management / Mapping Unit in Planning. Responsibilities include: 1. Collect surveillance data 2. Assess information 3. Support requests for movement licences 4. Report on findings
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Obtain topographical maps for the Control Area. ❑ Refer to the *Foreign Animal Disease Manual of Procedures* for surveillance tasks specific to the disease at hand. Confirm standards for inspection or establish revised standards. ❑ Ensure all surveillance staff know and observe biocontainment protocols. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Collect Surveillance Data** ❑ <u>Prepare Surveillance Plan</u> – Develop protocols to guide surveillance tactics, based on the status of pathogenicity and risk. Refer to *National Surveillance Plan* by CFIA. Consider that the number of samples should reflect the degree of risk. ❑ <u>Collect Data</u> – Obtain sufficient information from district offices and support agencies to determine the size, location and movement of populations of susceptible animals and vectors, considering the Control Area. Identify each premise tested and the number of animals by species. ❑ <u>Consider Backyard Animals</u> – Consider the need to collect information on backyard animals. ❑ <u>Inform Producers about Surveillance</u> – Educate producers on the value of cooperation with surveillance, and develop instructions appropriate to the animal and disease. ❑ <u>Direct Surveillance Activities</u> – Work with the Field Data Group Supervisor to help oversee surveillance teams in the collection of surveillance information. Prioritize and direct premise visits and

Surveillance Unit Leader	
	inspections for surveillance teams. Consider the 2006 *Premises Identification Project* and the *Fed/Prov Traceability Study*, available through the BC Min. of Agriculture. ❑ Evaluate Wildlife – Assess the potential for the FAD to spread to wildlife, working with the BC Min. of Environment. If the suspected disease has potential wildlife impacts, determine the appropriate response to wildlife. Conduct surveillance activities of wildlife species to determine their disease state in cooperation with the BC Min. of Agriculture. ❑ Keep Records – Ensure surveillance teams report daily on 1) Premises visited (using codes), 2) Animal species present, 3) Vectors present, and 4) Results of any animal examinations. **2. Assess Information** ❑ Assemble Data – Assemble the pertinent surveillance information in a useful manner. Organize collected information and prepare an action plan for premise visits and inspections. ❑ Evaluate Data – Assess reports coming from the Operations Section, animal owners, private veterinary practitioners, and support agencies concerning suspected premises. Work with the Epidemiology Unit Leader to confirm the status of a disease. **3. Support Requests for Movement Licences** ❑ Inspect On Request – Arrange for the Quarantine/Movement Group to inspect animals or commodities for movement licences if requested by individual owners, producers and transporters. Issue licenses when specific standards have been met. **4. Report on Findings** ❑ Forward Data – Arrange for the flow of all pertinent surveillance information to the Data Management / Mapping Unit in Planning. ❑ Share Information – Surveillance information may be shared with other functions with the approval of the Incident Commander and appropriate restrictions to protect confidentiality. ❑ Report to Planning Section Chief – Submit summaries to the Planning Section Chief as required. Advise the Planning Section Chief on changes to boundaries of Control Area and zones.
Before Leaving:	❑ Follow the Generic “Before Leaving” Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Data Management / Mapping Unit Leader	
Responsibilities:	The Data Management / Mapping Unit Leader oversees the collection and analysis of integrated information needed to track and map the disease and control measures. The Unit Leader supervises the design of the database system to ensure essential information is available to decision-makers in a timely manner. This Unit also collects and analyses data to produce summary tables, graphs and maps. Responsibilities include: 1. Identify premises 2. Establish database system 3. Establish GIS mapping system 4. Collect data 5. Analyze and display information
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Contact GeoBC (http://geobc.gov.bc.ca/) to arrange for their assistance. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Identify Premises** ❑ <u>Locate Premises</u> – Identify all structures implicated as infected or high risk premises. Consider the use of aerial photography and GPS, and the need to locate specific barns, and other structures, in addition to street addresses. ❑ <u>Assign Identifiers</u> – Ensure each farm and barn receives a unique identifier in the database, considering GPS location. ❑ <u>Confirm Identification</u> – Work with local industry representatives in identifying premises. Promote the use of permanent identifier signs on each barn. **2. Establish Database System** ❑ <u>Identify Data to Manage</u> – Discuss with Operations and Planning Section Chiefs the type of data and analysis required to support FAD response decisions. Consider the *Premises Identification Project* available through the BC Min. of Agriculture. ❑ <u>Choose Database</u> – Select a database system for application during the FAD event and acquire the needed hardware and software. ❑ <u>Identify How to Collect Data</u> – Design data collection systems to populate the database, working with the Epidemiology Unit, the Surveillance Unit, and the Operations Section. ❑ <u>Design Data Security Measures</u> – Ensure security measures are in place to protect the confidentiality of industry data both during and

<table>
<tr><th colspan="2">Data Management / Mapping Unit Leader</th></tr>
<tr><td></td><td>after the FAD event, and following its conclusion.

3. Establish GIS Mapping System
❑ <u>Choose Mapping System</u> – Identify the GIS-base mapping system to be used and acquire the needed hardware and software. Note that the ARC GIS software is available through the BC Min. of Agriculture to aid in planning emergency response.
❑ <u>Create Data Layers</u> – Develop the required data layers to represent the information needed to support decisions.
❑ <u>Generate Maps</u> – Plot Control Area and surveillance area boundaries, location of perimeters, facilities, access routes, etc., and display maps in the ICP.

4. Collect Data
❑ <u>Inform Others on Data Collection</u> – Guide Operations and Planning Section staff in the collection of data for the FAD event, and provide forms to promote consistent data collection.
❑ <u>Work with Others to Collect Data</u> – Work with other response agencies to collect verifiable data. In particular, work with the BC Min. of Agriculture to acquire maps of environmental resources in the area. Consult local and regional governments to obtain GIS information, such as land use and population.

5. Analyze and Display Information
❑ <u>Prepare Data Summaries</u> – Apply database systems to analyze data and prepare summary tables, graphs, and maps for information useful in decision-making, such as:
▪ Number of infected and high risk premises
▪ Map of all infected and high risk premises
▪ Geographic advance of the disease over time
▪ Locations of specialty animals and backyard farms
❑ <u>Agree to Share Data</u> – Establish agreements among agencies participating in District Command to share data and analysis among federal, provincial, and local agencies.
❑ <u>Establish Website</u> – Consider the use of a password-protected website for posting essential information to support FAD response, intended for other District Command and partner use.</td></tr>
<tr><td>Before Leaving:</td><td>❑ Follow the Generic “Before Leaving” Checklist.</td></tr>
<tr><td>Function Aids:</td><td><u>Forms</u>
• Position Objectives (Form ICP 401A)
• Position Log (Form ICP 414)
• Request for Resources or Assistance (Form ICP 514)</td></tr>
</table>

Resources Unit Leader	
Responsibilities:	The Resources Unit Leader prepares resource status information, charts the current status and location of resources, and maintains displays of resource information. The Resources Unit works directly with the Operations Section and the Logistics Section to track all human and material resources. The Unit Leader is responsible for creating organizational schemes for collected resource information to facilitate sharing of status details. Responsibilities include: 1. Collect resource information 2. Organize resource information 3. Distribute / display resource information
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Set up a Resource Tracking Board (see sample). ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Collect Resource Information** ❑ Identify Resources in Place – Establish contact with incident information sources such as Site Coordinator, Operations Section Chief, and Operational Supply Unit to determine what resources have been assigned to the FAD event, their status, and location. ❑ Identify Critical Resources – Work with the Incident Commander and Operations Section Chief to identify critical resources and to prepare a list. Obtain copies of critical resource requests from the Logistics Section. ❑ Liaise with Operations Section – Coordinate with Operations Section to collect and centralize resource status information. Note: The Resources Unit only tracks resources; it does not obtain or supply them. **2. Organize Resource Information** ❑ Set up Resource Tracking System – Establish and maintain resource tracking system. Maintain master roster of all resources at the FAD event, such as: ▪ Total number of personnel assigned to the incident. ▪ Total number of resources assigned to each Section and/or Unit, by type and kind. ▪ Location of all human and material resources. ❑ Identify Resources – Compile, maintain, and display resource status information on: 1) All tactical and support personnel and

Resources Unit Leader	
	equipment (including owned by a participating agency or hired), and 2) Transportation and support vehicles. Identify resource kind and type, and whether they are: Available, Assigned, or Out-of-Service. ❑ Monitor Resource Requests – As resource requests are received in Logistics, post the request on a status board and track the progress of the request until filled. ❑ Track Resources – Track the progress of resource requests until filled. Coordinate closely with the Operation Section branches and Logistics Section units, particularly Supply. **3. Distribute / Display Resource Information** ❑ Create Status Board – Develop and maintain resource status boards and/or other tracking display systems. See Resource Status Board sample. ❑ Keep Requestors Informed – Assist Operations and Logistics in notifying agencies of the status of their resource requests, especially where there may be delays.
Before Leaving:	❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Recovery Unit Leader	
Responsibilities:	The Recovery Unit Leader assesses the need for community recovery activities based on the type and extent of loss associated with the FAD event. In addition, the Recovery Unit Leader may take initial steps in recovery, such as working with the Information Officer to issue media messages that help manage community donations. Industry associations will likely play a lead role in recovery for both member and non-member producers. Responsibilities include: 1. Assess the situation 2. Assist industry recovery 3. Assist community recovery 4. Coordinate public information about recovery 5. Monitor social and economic impacts
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Assess the Situation** ❑ Determine Scope of Recovery – Estimate the requirements for and scope of recovery support for those who have suffered direct and secondary impacts from the FAD event, such as members of the agricultural industry. ❑ Estimate Direct Impacts – 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 local and regional governments to identify those affected. ❑ Estimate Indirect Impacts – Determine the numbers of agricultural support operations by type 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. ❑ Document Losses – Prepare a written assessment and ensure copies go to the Incident Commander, Human Health Group, and Documentation Unit. Provide written information on affected farms and businesses to the JEOC Recovery Unit to coordinate recovery. **2. Assist Industry Recovery** ❑ Oversee Start-up and Biosecurity – Coordinate government and industry representatives in developing a start-up schedule,

Recovery Unit Leader	
	restocking, and preparing biosecurity measures. ❑ Communicate Recovery Schedule – Identify the schedule for recovery activities in the affected communities to facilitate discussion and coordination. ❑ Encourage Mitigation – Reduce the likelihood of a repeat occurrence through prevention and mitigation activities during recovery. **3. Assist Community Recovery** ❑ Coordinate Support Programs – Coordinate support programs for impacted retail operations and tourism by sharing information among stakeholders to enhance success. ❑ Match Needs and Resources – 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. ❑ Fill Unmet Needs – Identify unmet needs and recommend ways to pursue additional resources. **4. Coordinate Public Information about Recovery** ❑ Coordinate Information about Recovery – Coordinate efforts to communicate recovery opportunities among participating agencies to the public, through the news media, social media, handouts, and public meetings. ❑ Advise the Information Officer on Recovery Issues – Meet with the Information Officer to coordinate access to current information. **5. Monitor Social and Economic Impacts** ❑ Assess Ongoing Impacts – Track the status of recovery, and update task lists and timelines. Oversee an economic analysis of the FAD impact.
Before Leaving:	❑ Follow the Generic “Before Leaving” Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414)

Documentation Unit Leader	
Responsibilities:	The Documentation Unit Leader collects and maintains complete files on the foreign animal disease event, and stores both paper and electronic files for legal, analytical, and archival purposes. The Documentation Unit takes minutes at all significant meetings, and records significant events in the ICP. The Unit copies and distributes documentation, ensuring that confidentiality restrictions are observed. Responsibilities include: 1. Collect documents 2. Take meeting minutes 3. Copy and distribute reports and plans 4. Organize and secure documents
Reports To:	Planning Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Obtain briefing from Planning Section Chief on the confidentiality of records. ❑ Set up and maintain document reproduction services for the District Command organization. ❑ Obtain at least one camera, preferably one digital and one video camera. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Collect Documents** ❑ <u>Identify Materials to Collect</u> – Meet with the Planning Section Chief to confirm what materials should be maintained as official records. ❑ <u>Collect Documents</u> – Collect records from each active District Command function daily. Collect, organize and file all completed event or disaster related documents. Check the accuracy and completeness of records submitted for files. ❑ <u>Collect Position Logs</u> – Refer to the District Command organization chart to ensure that you receive position logs from each activated function. Remind District Command members to mark appropriate documents with the date and time. ❑ <u>Observe Confidentiality</u> – Ensure that legal restrictions on confidential records are observed. **2. Take Meeting Minutes** ❑ <u>Record Minutes</u> – Take minutes at all District Command briefings and meetings, as directed by the Planning Section Chief. Offer note-taking services to the Incident Commander. ❑ <u>Photograph Important Information</u> – Photograph whiteboards (with time and date), and other important information generated at the

Documentation Unit Leader	
	ICP. **3. Copy and Distribute Plans and Reports** ❑ Distribute District Command Reports and Plans – Reproduce and distribute approved Situation Reports and Incident Action Plans internally. Keep extra copies of reports and plans available for special distribution, as required. ❑ Photocopy and Produce Documents – Provide document reproduction services to District Command staff, on request. ❑ Support Recovery Efforts – Work with the Recovery Unit and community recovery leaders to determine what materials and documents could support recovery, and provide materials approved by the Planning Section Chief. **4. Organize and Secure Documents** ❑ Organize Information – Establish and organize files for the FAD event. Initiate and maintain a roster and organization chart of all activated District Command positions. ❑ Archive Documents – Maintain a permanent archive of all Situation Reports, Incident Action Plans, and other information associated with the FAD event. ❑ Store Documents – Arrange for locking and fire-resistant file cabinets through the ICP Support Unit. Prepare file folders to reflect contents. ❑ Secure Documents – Ensure security of District Command records.
Before Leaving:	❑ Follow the Generic "Before Leaving" Checklist. ❑ Arrange to return photocopying equipment. ❑ Process all photographs and ensure they are properly labelled. ❑ Deliver all incident files to the Planning Section Chief.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Logistics Section Chief	
Responsibilities:	The Logistics Section Chief coordinates the provision of facilities, equipment, and material in support of the District Command and operations in the field. The Logistics Section provides telecommunication services, information technology, and other support operations for the District Command and field staff. Logistics also coordinates all personnel requirements and arranges transportation. Responsibilities include: 1. Fill Requests for Personnel 2. Receive and Orient Personnel 3. Oversee Resource Requests 4. Manage the Logistics Section
Reports To:	Incident Commander
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Based on the situation, activate units within the section as needed and designate Unit Leaders for each element: ❑ Discuss procedures directly with the Finance / Administration Section Chief to confirm your respective functions: Logistics identifies and locates resources and Finance / Administration confirms acceptability and arranges for payment. Explain these roles to all Logistics Section staff members. ❑ The functions within the Logistics Section may include: ▪ Information Technology / Telecommunications ▪ ICP Support ▪ Operational Supply ❑ Authorize a Deputy Logistics Section Chief to act on your behalf when ever you leave the main room of the Incident Command Post. ❑ Implement a "buddy system" for Logistics Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.
Main Checklist:	**1. Fill Requests for Personnel** ❑ Receive Personnel Requests – Coordinate requests for District Command personnel, and assign available personnel appropriate with their training and qualifications. ❑ Fill Personnel Requests – Acquire and assign personnel with the appropriate qualifications. Support requests for personnel, accounting for priorities among operational functions, working with the Logistics Section at the JEOC. ❑ Maintain Personnel Status Board – Work with the Resources Unit to maintain a status board or other reference to keep track of incoming and assigned personnel resources.

Logistics Section Chief

2. Receive and Orient Personnel

- ❑ Orient Personnel – Check in all incoming personnel (See Form ICP 511 and Form ICP 512). Deliver "just-in-time" training on the operation of the District Command to all personnel requiring new or updated information, using the materials in Annex G. Inform incoming personnel on how to access email addresses and the common drive.
- ❑ Ensure Personnel Health and Safety – Work with Safety Officer and Human Health Group Supervisor to ensure all Operations personnel with potential exposure in the area have appropriate immunizations and prophylaxis medications. Ensure showers are available for staff. Institute a call-in system to ensure District Command personnel who travel report their safe arrival; authorize followup investigations if personnel fail to report.
- ❑ Obtain Confidentiality Commitments – Ensure all personnel who are not federal or provincial employees sign a confidentiality agreement. See the Canadian Food Inspection Agency *Draft Memorandum of Understanding for the Sharing of Information Between the Canadian Food Inspection Agency AND BC*, 2006.
- ❑ Advise on Personnel Time – Inform all Management Staff and Section Chiefs that no District Command staff member is permitted to work more than 12 hours in a single shift, or more than 14 consecutive days without a 4-day break.
- ❑ Manage Stress Counselling – With the Safety Officer, determine the need for crisis counselling for all District Command staff.

3. Oversee Resource Requests

- ❑ Inform all DC Staff on the Process – Ensure that all District Command Staff understand the process for creating and forwarding resource requests. Consult with the Finance/Admin Section Chief on procurement procedures.
- ❑ Manage Resource Requests – Oversee the process of requesting resources to identify potential gaps or duplication. Advise the Operational Supply Unit on tracking resource requests and reporting the status of requests.
- ❑ Seek Approval for High-Cost or Critical Resources – Obtain Incident Commander signature of approval on resource requests that 1) Exceed the spending limit authority of the Logistics Section Chief, or 2) Represent a "critical resource." This term refers to personnel, vehicles, equipment, supplies, and other resources that are in short supply and are needed by more than one incident management team, or are needed for high priority assignments. "Critical resources" may change over time according to competition for specific items or services.

4. Manage the Logistics Section

Logistics Section Chief	
	❑ <u>Set Up Section</u> – Ensure that the Logistics Section area is set up and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ <u>Ensure Appropriate Personnel</u> – Use the Shift Schedule (Form ICP 503) to plan Logistics Section personnel shifts for the coming week. Request additional personnel for the section as necessary to maintain staffing capabilities. ❑ <u>Hold Section Meetings</u> – In each Operational Period, meet with Unit Leaders to address the objectives accomplished to date, tentative objectives for the next operational period, resource requirements, and any issues of interest to others in the Section or the District Command. Collect objectives from each activated Logistics Unit using the Position Objectives (Form ICP 401A). ❑ <u>Participate in Incident Action Planning Meetings</u> – Share the overall objectives accomplished, objectives for the next operational period, resource requirements, and issues from the Logistics Section at the Action Planning meetings. ❑ <u>Advise Staff to Share Information</u> – Inform all Logistics Section personnel that they are encouraged to share information with others in the District Command for the purposes of response, including other agencies. All must agree to secure personal and confidential information that requires protection.
Before Leaving:	❑ Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**<u>Forms</u>** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Shift Schedule (Form ICP 503) • Check-in, Check-out (Form ICP 511) • Request for Resources or Assistance (Form ICP 514)

Information Technology / Telecommunications Unit Leader	
Responsibilities:	The Information Technology / Telecommunications Unit establishes computer, printer, Internet access, and e-mail addresses for key District Command functions. Specialists within the Unit arrange for telephone, fax, radio, and other communication means. Such services extend to all ICP and related facilities, including the Media Briefing Room and Joint Information Centre, if established. Responsibilities include: 1. Support use of information technology in ICP 2. Establish and maintain telephone and fax systems 3. Provide ICP radio communications 4. Establish telecommunications at media centre, Joint Information Centre (JIC)
Reports To:	Logistics Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Prepare objectives for the Information Technology / Telecommunications Unit; provide them to the Logistics Section Chief prior to the initial Action Planning meeting. ❑ Ensure you understand procurement policies set out by the Finance / Administration Section Chief before acquiring resources. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Support Use of Information Technology in ICP** ❑ <u>Assess Computer Needs</u> – Determine computer requirements for all activated District Command functions, including Field Team. Refer to *FADES Facility and Telecommunications* in Annex F and consult with the Logistics Section Chief. ❑ <u>Establish ICP Computer Capabilities</u> – Establish computer, printer, Internet access, and e-mail systems for all functions at the ICP, or as directed by Logistics Section Chief. Note the requirement by agency representatives (including local government and industry) to connect with their Virtual Private Networks (VPNs) to assist District Command functions. ❑ <u>Train District Command Users</u> – Inform all District Command staff regarding the use of information technology. ❑ <u>Troubleshoot Systems</u> – Ensure that computer technical personnel are available for equipment and application program maintenance and repair. ❑ <u>Track Expenses</u> – Request authorization from the Finance / Administration Section Chief to purchase or lease any computer equipment.

Information Technology / Telecommunications Unit Leader	
	❑ Maintain Status Board – Maintain an Information Technology resource status board working with the Resources Unit. **2. Establish and Maintain Telephone and Fax Systems** ❑ Assess Requirements - Assess communications systems / frequencies in use; advise on communications capabilities/limitations. Assess ICP phone load and request additional lines as needed. ❑ Develop ICP Telecommunications Plan – Determine which phones/numbers should be used by what personnel and for what purpose. Include cellular phones and pagers, if appropriate. **Do not publicize OUTGOING call lines**. ❑ Supply ICP Telephone and Fax Connections – Request that Public Works and Government Services Canada (PWGSC) provide telephone and fax equipment and services to District Command staff at the ICP, as required, working with standard communications service providers. Consider bulk leasing of regional cell phones or "Push-to-Talk" units as a cost-effective means of site communications. ❑ Support Call Centre – Provide necessary telephone equipment and services if and when the Information Officer establishes a toll-free Public Information Line or Call Centre in support of the FAD event. ❑ Post Communications Status Board – Create and maintain a telephone and radio communications status board, and assign telephone numbers to District Command functions. **3. Provide ICP Radio Communications** ❑ Set up ICP Radio Communications – Mobilize and coordinate amateur radio resources to augment communication systems. **4. Establish Telecommunications at Media Centre, JIC** ❑ Support Media Communications – Provide necessary telecommunications when Information Officer establishes a Media Centre or a Joint Information Centre (JIC).
Before Leaving:	❑ Ensure that all expenditures and financial claims have been coordinated through the Finance / Administration Section. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Aids** • Sample Telephone / Email List for District Command **Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Sample Telephone / Email List for District Command	IT/Telecoms Unit

District Command Function	Incoming Telephone	Email Address
Incident Commander	250-784-4801	BCICP_Director@gmail.com
Safety Officer	250-784-4802	BCICP_Dawson_SO@gmail.com
Liaison Officer	250-784-4803	BCICP_Dawson_LO@gmail.com
Information Officer	250-784-4804	BCICP_Dawson_IO@gmail.com
Information Assistant	250-784-4805	-
DC Call Centre	250-784-4806	-
Information Incoming Fax	250-784-4807	-
Operations Section	250-784-4808	BCICP_Dawson_Ops@gmail.com
Staging Area	250-784-4809	BCICP_Dawson_SA@gmail.com
Site Coordinator #1	250-784-4810	BCICP_Dawson_SC1@gmail.com
Site Coordinator #2	250-784-4811	BCICP_Dawson_SC2@gmail.com
Site Coordinator #3	250-784-4812	BCICP_Dawson_SC3@gmail.com
Planning Section	250-784-4813	BCICP_Dawson_Plan@gmail.com
Logistics Section	250-784-4814	BCICP_Dawson_Log@gmail.com
Finance / Admin Section	250-784-4815	BCICP_Dawson_Fin@gmail.com
DC General Reception	250-784-4816	-
DC Conference Call Line	250-784-4817 111222333#	-
DC Incoming Fax	250-784-4818	-
Etc.		

ICP Support Unit Leader	
Responsibilities:	The ICP Support Unit Leader ensures that facilities are available for the response effort, including securing access to the ICP facilities. The Unit provides staff, furniture, supplies, and materials necessary to configure the ICP facilities in a manner adequate to accomplish the mission. The ICP Support Unit Leader ensures adequate and nutritious food and refreshment is provided to District Command and field staff when needed. Responsibilities include: 1. Manage ICP facilities 2. Acquire equipment and supplies 3. Arrange for food / water for staff 4. Manage ICP security 5. Provide District Command clerical support
Reports To:	Logistics Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Obtain briefing from Logistics Section Chief: ▪ Determine ICP and other facilities activated in support of the FAD event. ▪ Determine resource ordering process. ▪ Confirm personnel already requested for Unit. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Manage ICP Facilities** ❑ Identify ICP Facility Needs – Determine facilities and furnishings required for effective operation of the District Command and other related facilities (Media Centre, JIC), working with the Incident Commander. Refer to the *FADES Facility and Telecommunications* in Annex F. See also the Canadian Food Inspection Agency *Memorandum of Understanding* with Public Works and Government Services Canada regarding emergency support. ❑ Identify Requirements – Determine requirements for each facility to be established, considering such factors as: ○ Communications ○ Food ○ Lighting ○ Medical support ○ Parking ○ Sanitation ○ Security needs ○ Rest cots at the facility

ICP Support Unit Leader	
	○ Supply area ❑ Acquire Access to Facilities – Secure legal access and use of non-owned facilities through contract, working with the Procurement Unit and the Safety Officer. Video or photograph rented facilities prior to taking occupancy. Provide necessary facilities when Information Officer calls for a Media Centre or a Joint Information Centre (JIC). Post a map of the ICP layout by function at the entranceway, and show all emergency exits. ❑ Manage ICP Utilities and Maintenance – Coordinate ICP utilities, including provision of electricity, heat, water, and waste removal. Arrange for continuous maintenance of acquired ICP facilities. Ensure all clocks and watches used in the ICP are synchronized. ❑ Clean and Repair ICP Facilities Prior to Return – Ensure all buildings, floors, and workspaces are returned to their original state when no longer needed. **2. Acquire Equipment and Supplies** ❑ Furnish ICP – Provide furniture, supplies, and materials necessary to configure the ICP facilities in a manner adequate to accomplish the mission. ❑ Maintain ICP Inventory – Maintain an inventory list of items used by the ICP in response and recovery. Have a supply of waterproof paper and pens, as well as waterproof camera cases. Refer to *ICP Inventory*. ❑ Maintain ICP Facilities Status Board – Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment in the field; hours of operation, and the name and phone number of the Facility Manager. **3. Arrange for Food / Water for Staff** ❑ Plan Meals – Determine food service requirements for planned and expected operations, such as time of daily servings and meal types. Ensure that appropriate health and safety measures are taken for all food handling and coordinate activity with the Safety Officer. Determine any special dietary needs among the responders and ensure appropriate meals are delivered. ❑ Acquire Food and Water Services – Arrange for and supervise food-catering services. Gain approval from the CFIA JEOC Director to supersede federal “hospitality” restrictions. Obtain food service bids if required (coordinate with Procurement Unit). ❑ Manage Meal Delivery – Supervise administration of food service agreement, if applicable. Coordinate transportation of hot, nutritious food and drinks to sites with Site Coordinator(s) and Operations Section Chief, considering special dietary needs. Provide copies of receipts, bills to Finance / Administration Section. Brief the Logistics Chief on any unusual situations.

ICP Support Unit Leader	
	4. Manage ICP Security ❑ Support ICP Safety – Ensure all structures are safe for occupancy and that they comply with appropriate regulations and bylaws. ❑ Support ICP Security – Secure access to ICP facilities in consultation with the Safety Officer. Ensure adequate measures are taken to secure all ICP facilities from access by un-authorized persons. Manage facility keys to allow off-hours access to essential District Command personnel. **5. Provide District Command Clerical Support** ❑ Manage Clerical Support – Arrange for and supervise clerical staff for the District Command.
Before Leaving:	❑ As facilities are vacated during demobilization, coordinate with the facility manager to return the ICP facility to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • District Command Staff Food Plan (Form ICP 508A) • Request for Resources or Assistance (Form ICP 514)

Operational Supply Unit Leader	
Responsibilities:	The Operational Supply Unit Leader oversees the acquisition and allocation of supplies, equipment, and materials not available through the Operations Section. The Unit Leader oversees the delivery of supplies and materials to operations, and ensures all purchases follow procedures approved by the Finance / Administration Section Chief. Responsibilities include: 1. Identify needs for equipment and supplies 2. Acquire resources 3. Coordinate the delivery of resources 4. Coordinate with Finance / Administration Section
Reports To:	Logistics Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Obtain briefing from Logistics Section Chief: o Determine charge code and EMBC Task Number for incident. o Confirm ordering process. o Assess need for 24-hour staffing. o Determine scope of supply process. ❑ Determine ordering parameters, authorities and restrictions: o Establish clearly defined time when the Operational Supply Unit will assume responsibility for ordering, in coordination with Operations staff. o Confirm process for coordinating contract-related activities with the Procurement Unit. o Confirm process for emergency purchasing with Finance / Administration Section. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Identify Needs for Equipment and Supplies** ❑ <u>Orient Operations Staff to Resource Requests</u> – Inform all Operations Section personnel of the proper procedures for requesting resources. o Operations personnel are to complete Form A-4 (CFIA purchases only) or the Resource Request form (Form ICP 514) and forward it to their supervisor for approval. o Operations Section Chief forwards all requests to the Logistics Section Chief, who may work with Procurement Unit in Finance / Administration to acquire resources. o Operations personnel may receive resources at sites or

Operational Supply Unit Leader

pick up resources at the Staging Area.

- ❑ Receive Resource Requests – Process incoming requests (Form A-4 for CFIA purchases only or Resource Request Form ICP 514 for all others) and forward to supervisor for approval. For equipment and supplies, identify the number and type of resources required, where they are needed, and the person or function that should receive the supplies.
- ❑ Track Resource Requests – Number each incoming Resource Request sequentially as they arrive. Sort Resource Request forms by category, accounting for: 1) New requests, 2) Pending (actions have been taken but further steps or information is required), and 3) Closed. Share the status of all Resource Requests with the requesting party periodically. Share copies of Resource Requests with cost implications with the Finance / Administration Section Chief.
- ❑ Identify Priorities – Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.

2. Acquire Resources

- ❑ Locate Resources – Acquire equipment, supplies, and facilities. Determine if requested types and quantities of supplies and materials are available in inventory. Consider supplies in the Staging Area and the warehouse of the CFIA district office.
- ❑ Determine Costs and Acceptability – Determine the costs of each acquisition and work with the Procurement Unit in the Finance / Administration Section to confirm costs are acceptable prior to placing an order or committing to a contract. Consider the rates published in the British Columbia "Blue Book - Equipment Rental Rate Guide," available from: http://www.roadbuilders.bc.ca/bluebook_index.htm
- ❑ Estimate Arrival Time – Determine the estimated time of arrival of supplies, and inform requesting personnel.
- ❑ Advise of Status – Advise requesting personnel of changes in arrival times. Advise immediately if order cannot be filled.
- ❑ Maintain Inventory – Maintain inventory of supplies and equipment. Service re-usable equipment.

3. Coordinate the Delivery of Resources

- ❑ Arrange to Provide Supplies – Supply material and equipment resources to requesting person. Coordinate delivery of supplies and material as required.
- ❑ Coordinate Delivery – Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- ❑ Maintain Status Board – Maintain a status board or other reference depicting supply actions in progress and their current status. Refer to the Sample Resource Request Tracking Chart attached.

Operational Supply Unit Leader	
	4. Coordinate with Finance / Administration Section ❑ <u>Follow Acquisition Policies</u> – Coordinate closely with the Procurement Unit in the Finance / Administration Section in following all required procedures. Seek approval from the Finance / Administration Section Chief for all orders. ❑ <u>Facilitate Contracts</u> – If vendor contracts are required for specific resources or services, refer the request to the Procurement Unit for development of necessary contracts. ❑ <u>Control Costs</u> – Identify high-cost resources that could be demobilized early, and advise other Section Chiefs. ❑ <u>Maintain Documentation</u> – Keep and submit copies of all orders and related documentation to the Documentation Unit.
Before Leaving:	❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**<u>Aids</u>** • Sample Resource Request Tracking Chart **<u>Forms</u>** • CFIA Standard Request (CFIA Form A-4) • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514)

Function Aid	Sample Resource Request Tracking Chart	Operational Supply Unit

Sample Resource Request Tracking Chart

RR#	Resource	Urgency	Requested By	Incoming	Pending	En Route	Closed
#1	Generators	H	Ops/Dest	✓	✓	✓	✓
#2	Flood Lights	M	Ops/Dest	✓	✓	✓	
#3	Mapping Personnel	H	Plan/Map		Larry		
#4	Biosuits	M	Ops/Biocon	✓	Mike		
#5	Public Meeting Hall	L	IO	✓			
#6	Etc.						

Finance / Administration Section Chief	
Responsibilities:	The Finance / Administration Section Chief provides limited administrative and financial services to the District Command, including the tracking of staff time and procurement activities. In particular, the Finance / Administration Section Chief controls local acquisitions associated with FAD response, including purchase orders and contracts. The JEOC provides support for accounting, filing, and invoice preparation. Because the majority of District Command staff will likely consist of CFIA and other federal personnel, the CFIA should provide the Finance / Administration Section Chief at the ICP. A Deputy from another agency could be assigned to assist. Responsibilities include: 1. Record personnel time 2. Coordinate purchasing 3. Manage the Finance / Administration Section
Reports To:	Incident Commander
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Obtain briefing from Incident Commander: o FAD response objectives o Participating/coordinating agencies o Anticipated duration/complexity of incident o Determine any political considerations o Possibility of cost sharing o Work / rest / refreshment guidelines ❑ Discuss procedures directly with the Logistics Section Chief to confirm your functions: Logistics identifies and locates resources and Finance / Administration confirms acceptability and arranges for payment. Explain these roles to all Finance / Administration staff members. ❑ Ensure that the Finance / Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place. ❑ Based on the situation, activate units within Section as needed, and designate Unit Leaders for each element. If activated, the units within the Finance / Administration Section may include: o Time o Procurement ❑ Authorize a Deputy Finance / Administration Section Chief to act on your behalf when ever you leave the main room of the Incident Command Post.

Finance / Administration Section Chief	
	❑ Implement a "buddy system" for Finance / Administration Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.
Main Checklist:	**1. Record Personnel Time** ❑ Record Time Sheets – Request all personnel working in the field and at the ICP to forward their timesheets and expenses, including vehicle use, to their supervisor regardless of their home organization. Collect and record on-duty time for all Incident Commander District Command personnel, including federal and provincial employees (Form ICP 532A). ❑ Forward Time and Expenses for Processing – Forward timesheets and expense forms to the appropriate agencies for prompt processing. **2. Coordinate Purchasing** ❑ Determine Spending Limits – Request spending authority from Incident Commander, and determine spending limits in writing. Confirm the assignment of emergency purchasing or signing authorities among District Command directors and managers. ❑ Enact Emergency Spending Procedures – Confirm with the Incident Commander that emergency spending measures are in place to support the FAD response effort. ❑ Lead District Command in Financial Procedures – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures. ❑ Confirm Authorization – To confirm assumptions about spending authority, consult Incident Commander. ❑ Pay for Acquisitions – Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner. **3. Manage the Finance / Administration Section** ❑ Set Up Section – Ensure that the Finance / Administration Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ Ensure Appropriate Personnel – Use the Shift Schedule (Form ICP 503) to plan Finance / Administration Section personnel shifts for the coming week. Request additional personnel for the section as necessary to maintain staffing capabilities. ❑ Ensure Documentation – Ensure that all section personnel maintain their individual position logs and other paperwork as required. ❑ Hold Section Meetings – In each Operational Period, meet with

Finance / Administration Section Chief	
	Unit Leaders to address the objectives accomplished to date, tentative objectives for the next operational period, resource requirements, and any issues of interest to others in the Section or the District Command. Collect objectives from each activated Finance / Admin Unit using the Position Objectives (Form ICP 401A). ❑ <u>Participate in Incident Action Planning Meetings</u> – Share the overall objectives accomplished, objectives for the next operational period, resource requirements, and issues from the Finance/Admin Section at the Action Planning meetings. Provide financial and cost-analysis input, financial summary on labour, materials, and services, and prepare forecasts on costs to complete operations. ❑ <u>Advise Staff to Share Information</u> – Inform all Finance / Administration Section personnel that they are encouraged to share information with others in the District Command for the purposes of emergency response, including other agencies. All must agree to secure personal and confidential information that requires protection. ❑ <u>Support Financial Objectives</u> – Coordinate daily time sheets (Form ICP 532A) and emergency expenditures with other District Command Sections.
Before Leaving:	❑ Follow the Generic “Before Leaving” Checklist.
Function Aids:	**<u>Forms</u>** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514) • Section Daily Time Sheet (Form ICP 532A) • Expenditures - Event Totals (Form ICP 534)

Time Unit Leader	
Responsibilities:	The Time Unit tracks, records, and reports all on-duty time for District Command personnel, including hired and contracted individuals working during the FAD event. The Time Unit Leader develops procedures for recording District Command personnel time, and ensures the submittal of personnel time records, travel expense claims and other related forms for employees to the JEOC Cost Accounting Unit. Responsibilities include: 1. Establish Time Unit procedures 2. Collect time reports 3. Submit time records to agencies
Reports To:	Finance / Administration Section Chief
Getting Started:	❑ Follow the "Generic ICP Checklist" Checklist. ❑ Obtain briefing from Finance / Administration Section Chief: o Determine incident requirements for time recording. o Determine required time-lines for reports. o Determine location of timekeeping activity. o Determine number of personnel for which timesheets will be collected. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Establish Time Unit Procedures** ❑ <u>Develop Time-Keeping Method</u> – Determine methods for recording District Command personnel time, working with the Finance / Administration Section Chief. Use the regular payroll time sheets for each agency, where possible. Work with each represented agency to ensure consistency of time information collected in each operational period. If time records rely on the Check-in and Check-out (Form ICP 511), remind all staff of the importance of signing in and out each day. ❑ <u>Create Employee Records</u> – Establish a file for each employee, agency representative, or volunteer to maintain a time record for as long as the person is assigned to the District Command. Refer to completed Check-in Lists (See Form ICP 511) from the Logistics Section for the identity of all District Command personnel. ❑ <u>Advise Supervisors about Personnel Records</u> – Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them. Use Form ICP 532A. Advise each Section Chief to remind their staff to complete these forms daily.

Time Unit Leader	
	2. Collect Time Reports ❑ Assemble Time Records – Initiate, gather, or update time reports from all District Command personnel, including federal and provincial employees assigned to each shift. ❑ Verify Time Records – Check time records to ensure they are accurate and prepared according to policy. ❑ Track Overtime Costs – Maintain a daily overtime spreadsheet to estimate overtime for District Command staff. Log the information (i.e., casual or full-time employee, pay rate, type of work, regular hours per day, days per week) into a daily overtime master spreadsheet so that overtime is evident. ❑ Collect Overtime Records – Ensure all District Command staff daily complete a timesheet called the "daily salary spreadsheet." Submit the completed timesheet for each shift, or staff members may submit individual timesheets at the end of their shifts. For missing timesheet information, consult the "Check In/Check Out Sheet" (Form ICP 511) or obtain the staffing schedules from District Command Section Chiefs. ❑ Secure Records – Use fire-resistant, lockable file cabinets to enhance records security. Acquire any required resources through the ICP Support Unit. **3. Submit Time Records to Agencies** ❑ Forward to Cost Accounting – Submit personnel time records, travel expense claims and other related forms for employees to the Cost Accounting Unit. Include a field that identifies each person's organization. ❑ Submit Staff Records for Payment – Submit personnel time records, travel expense claims and other related forms for employees to their home agencies to facilitate payment.
Before Leaving:	❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	**Forms** • Position Objectives (Form ICP 401A) • Position Log (Form ICP 414) • Request for Resources or Assistance (Form ICP 514) • Section Daily Time Sheet (Form ICP 532A)

Procurement Unit Leader	
Responsibilities:	The Procurement Unit provides administrative services pertaining to all matters involving the purchase, hire, contract, rental and leases of resources for FAD response through the JEOC. The Procurement Unit Leader determines procurement policies and procedures for the District Command and oversees all contracts for purchase, lease, or rent of acquired resources. Responsibilities include: 1. Establish procurement procedures 2. Coordinate contracts 3. Submit procurement records to JEOC Cost Accounting Unit
Reports To:	Finance / Administration Section Chief
Getting Started:	❑ Follow the “Generic ICP Checklist” Checklist. ❑ Obtain briefing from Finance / Administration Section Chief: ○ Determine the charge code, and delegation of authority to commit federal and provincial funds. ○ Determine status of the bid process and how to overcome potential impediments and speed the process. ○ Determine current vendor list. ○ Determine current blanket Purchase Order (PO) list. ○ Determine time-lines established for reporting costs. ❑ Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.
Main Checklist:	**1. Establish Procurement Procedures** ❑ Prepare for Procurement – Determine or acquire the following: ○ Spending caps and persons with spending authority ○ Necessary forms ○ Process for obtaining approval to exceed caps ❑ Confirm Procurement Authorization – Review emergency procurement procedures of the federal and provincial agencies, including the identity of personnel authorized to commit response agencies to a contract. Confirm the acceptability of costs prior to approving an order. Consider the rates published in the British Columbia “Blue Book - Equipment Rental Rate Guide,” available from: http://www.roadbuilders.bc.ca/bluebook_index.htm ❑ Advise District Command Personnel on Procurement Procedures – Ensure that all District Command personnel know the approved processes for procurement, including contracting procedures and obtaining approval prior to committing to high cost items. ❑ Obtain Contact Forms – Obtain approved contract forms for use in all District Command procurement.

Procurement Unit Leader

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2. Coordinate Contracts

- ❑ <u>Review Service Contracts</u> – Review all District Command contracts to ensure they identify the scope of work, specific site locations, and any requirements for insurance.
- ❑ <u>Review Equipment Rental Agreements</u> – Review agreements for equipment rental and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to the Cost Accounting Unit in the JEOC.
- ❑ <u>Verify Contract Rates</u> – Verify contract costs with pre-established vendor contracts and/or agreements, or consult the British Columbia "Blue Book" for accepted provincial rates for equipment.
- ❑ <u>Negotiate Contracts</u> – Negotiate rental and lease rates not already established, or purchase price with vendors as required. Coordinate with Supply Unit and Operations Section on all matters involving the need to purchase, hire, contract, rent or lease. Obtain approval of contract from the Finance / Administration Section Chief.
- ❑ <u>Sign Contracts and Agreements</u> – Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary. Draft Memorandums of Understanding as needed (obtain legal review and CFIA JEOC Director's signature prior to implementation, as required).
- ❑ <u>Resolve Contract Disputes</u> – Interpret contracts and agreements, and resolve claims or disputes within delegated authority.

3. Submit Procurement Records to JEOC Cost Accounting Unit

- ❑ <u>Forward Contracts for Payment</u> – Forward costs and payment schedules to the JEOC for processing of all contracts.
- ❑ <u>Report Cost Data</u> – Provide cost data from rental agreements, contracts, etc., to the JEOC Cost Accounting Unit Leader according to reporting times established for operational period.
- ❑ <u>Report Unethical Business Practices</u> – Report to the Finance / Administration Section Chief any vendors engaged in unethical business practices, such as inflated prices or rental rates for their merchandise or equipment during the FAD event.

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Before Leaving:

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- ❑ Follow the Generic "Before Leaving" Checklist.

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Function Aids:

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<u>Forms</u>

- Position Objectives (Form ICP 401A)
- Position Log (Form ICP 414)
- Request for Resources or Assistance (Form ICP 514)

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