



# JEOC Checklists

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

### 2012 FADES Checklists

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

*Funding provided by:*



The Foreign Animal Disease Emergency Support Plan (federal/provincial agreement in BC), Checklists, and Annexes were made possible with funding from the Livestock Waste Tissue Initiative. This \$5 million program is administered by the Investment Agriculture Foundation of British Columbia with financial investments from the Province of British Columbia.

For more information about this project or other projects funded by Investment Agriculture Foundation of British Columbia through the Livestock Waste Tissue Initiative contact:

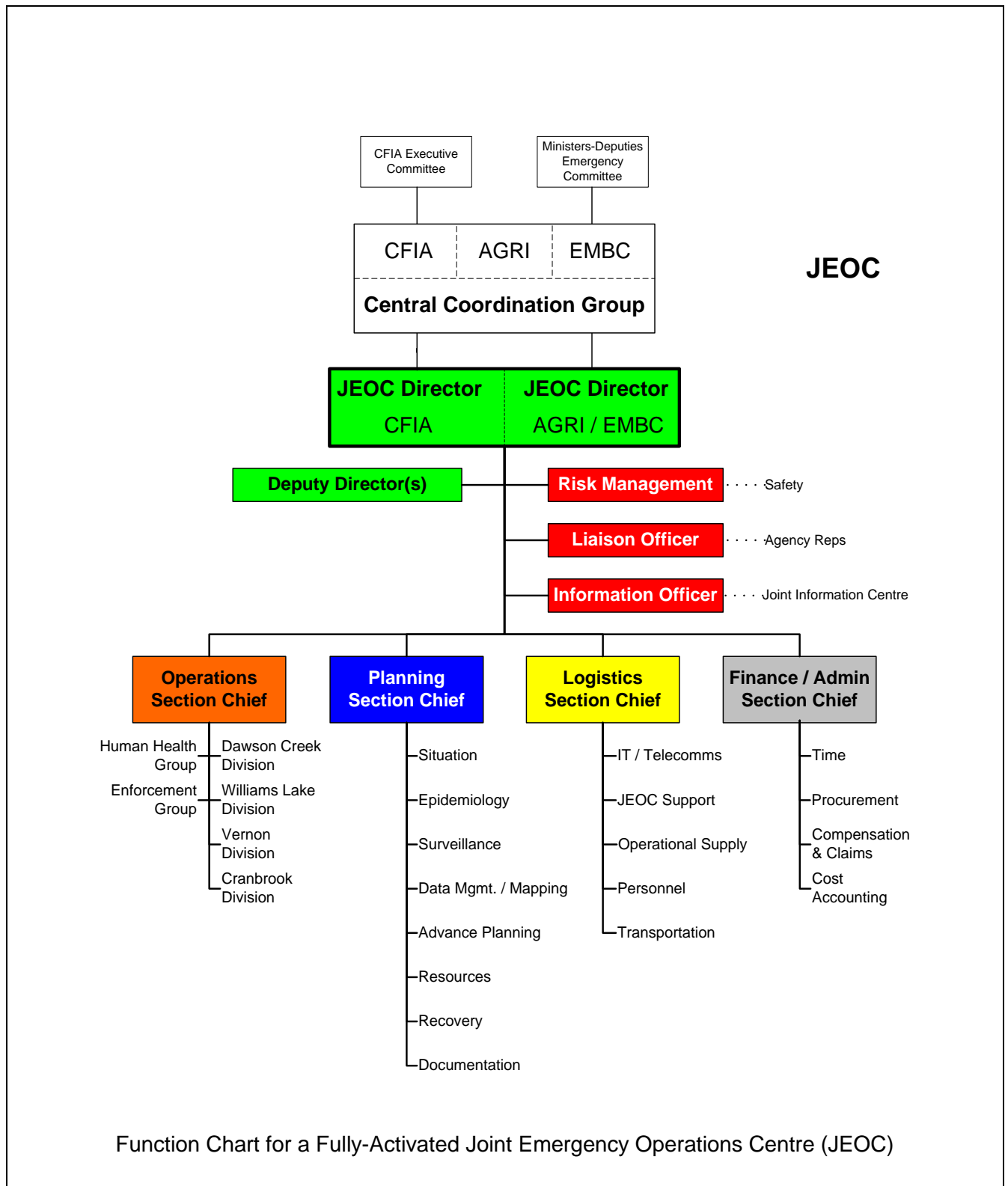
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The BC FADES Plan, Checklists, and Annexes for 2012 are available at  
[http://www.iafbc.ca/funding\\_available/programs/livestock/fades.htm](http://www.iafbc.ca/funding_available/programs/livestock/fades.htm)

**Generic JEOC Checklist – For All Functions**

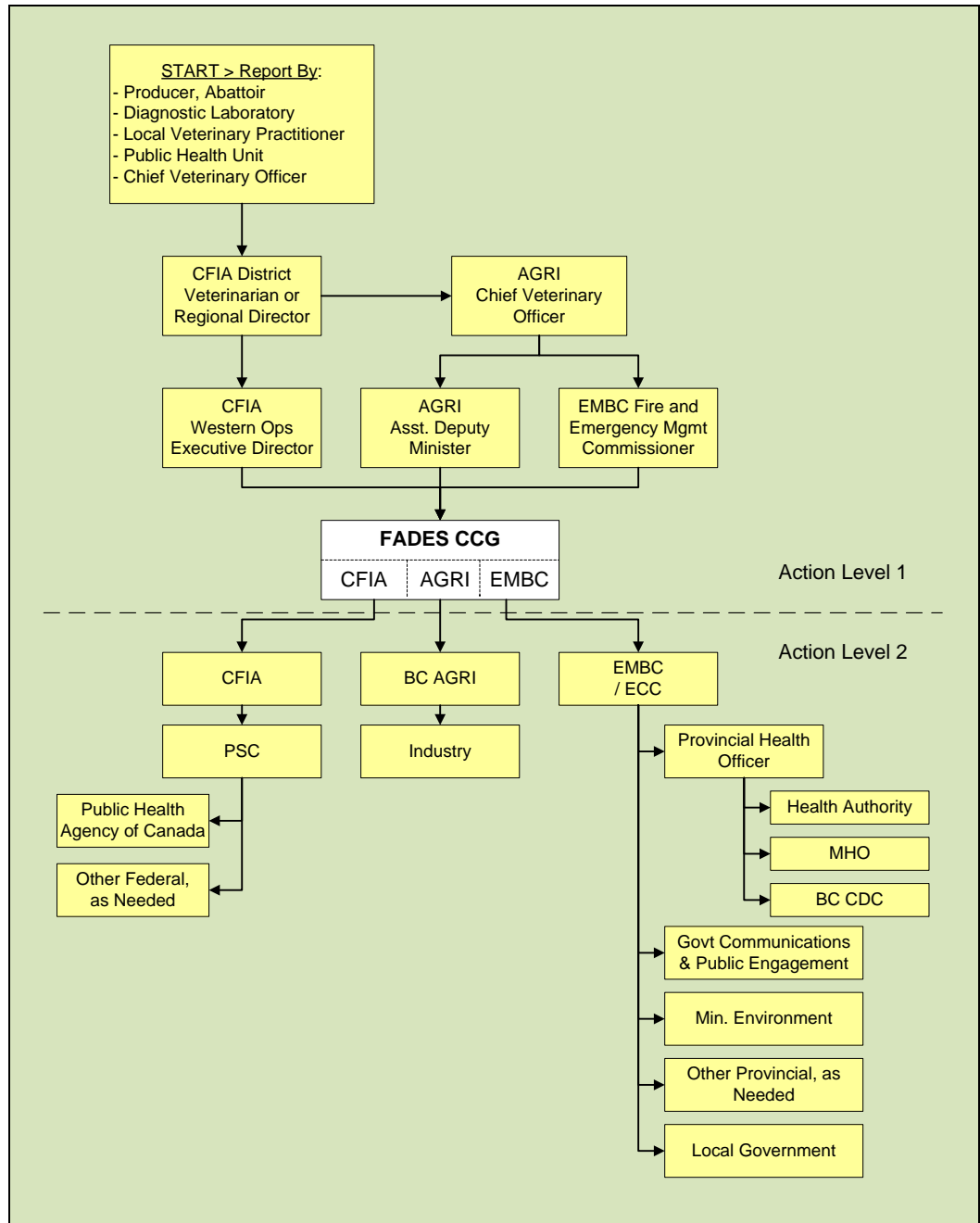
<p><b>Getting Started:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check in with a JEOC Director or Logistics Section Chief on arrival at the JEOC. Obtain an identification neck-label and vest, if available.</li> <li><input type="checkbox"/> If you represent an agency other than CFIA, BC Ministry of Agriculture, BC Ministry of Health, EMBC, or Public Safety Canada, register with the Liaison Officer.</li> <li><input type="checkbox"/> Complete the JEOC Registration Form (JEOC 512). Use the JEOC Check-In, Check-Out Form (JEOC 511) each time you enter or leave the JEOC facility. Both forms are managed by the Logistics Section.</li> <li><input type="checkbox"/> Participate in any facility and safety orientations offered through the Logistics Section, as required.</li> <li><input type="checkbox"/> Report to the JEOC Director, Section Chief, or other assigned supervisor, to obtain specific job responsibilities and to resolve any issues.</li> <li><input type="checkbox"/> Assess your assigned workstation and determine your resource needs, such as a computer, phone, stationery, or forms. Request resources through your supervisor.</li> <li><input type="checkbox"/> Set up your workstation and review your position checklist, forms and function aids.</li> <li><input type="checkbox"/> Establish and maintain a Position Log (Form JEOC 414) that chronologically describes the actions you take during your shift.</li> <li><input type="checkbox"/> Keep track of all working hours using a Time Sheet and submit a copy to your supervisor at the close of each day.</li> </ul>
<p><b>Before Leaving:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If another person is relieving you, brief them thoroughly before you leave your workstation and provide a copy of your position materials.</li> <li><input type="checkbox"/> Clean up your work area before you leave. Return any communications equipment or other equipment to the Logistics Section.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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 make copies of your Position Log to take with you.</li> <li><input type="checkbox"/> Return to Personnel Unit in the JEOC Logistics Section to sign out.</li> <li><input type="checkbox"/> Be prepared to participate in the JEOC After-Action Report and formal post-operational debriefs.</li> <li><input type="checkbox"/> Make use of JEOC stress counselling and debriefings, as needed.</li> </ul>

<b>Central Coordination Group (CCG)</b>		<b>CCG</b>
<b>1. Overview</b>	<p>The <b>Foreign Animal Disease Central Coordination Group (CCG)</b> is responsible for strategic guidance and policy interpretation in supporting joint response to a foreign animal disease (FAD) event. The CCG provides a forum for multi-agency collaboration in providing strategic directions to support the Directors of the Joint Emergency Operations Centre (JEOC).</p> <p>The CCG members, as senior officials from each represented agency, are also responsible for communicating the current status, pending action plans, and future resource needs to higher levels within government (e.g., CFIA President, BC Minister of Agriculture, and BC Minister of Justice).</p> <p>National or provincial policy groups, such as the Canadian Food Inspection Agency (CFIA) support group (the National Emergency Operations Centre), may offer strategic advice for the FAD response only through the CCG. These support groups do not direct the tactical actions of the response crews.</p> <p>The chart on the following page summarizes the overall organization of the JEOC in a major disease outbreak and the strategic role of the Central Coordination Group.</p> <p>The Directors of the Joint Emergency Operations Centre seek strategic direction from the CCG. The FADES CCG has no operational role, and relies on the Directors of the JEOC to manage all operational functions on its behalf.</p>	
<b>2. Responsibilities of the FAD CCG</b>	<p>The FAD Central Coordination Group is activated whenever a joint emergency response to a foreign animal disease is required. The members of the CCG may:</p> <ul style="list-style-type: none"> <li>• Assess the situation and advise on the level of activation.</li> <li>• Brief their respective senior government officials on the FAD event and seek their direction when appropriate.</li> <li>• Provide strategic policy direction and support to JEOC Directors.</li> <li>• Approve the JEOC Information Strategy and promote collaboration with respect to public, media, and internal information distribution.</li> <li>• Evaluate and approve requests for additional federal and provincial resources, i.e., military or international assistance.</li> <li>• Evaluate the need for and, when required, formally request a provincial declaration of a state of emergency. Assess declarations by local authorities of states of local emergency.</li> <li>• Evaluate the need for government action beyond response, such as plans for recovery and mitigation.</li> <li>• Authorize the deactivation of the joint emergency response structure.</li> </ul>	



### 3. CCG Activation

Any member of the CCG may call for the activation of the CCG during Action Level 1, a limited scope event, as summarized in the chart below. Early activation facilitates information sharing and allows individual stakeholders to prepare in advance for Action Level 2.



Notification in a FAD Event for Expanded Response

Action Level 1 denotes initial actions when a foreign animal disease is suspected on a premise, but has not been confirmed. CFIA considers the level of risk and actions needed for suspected cases, including placing response teams on alert or activating a District Command or JECC.

	<p><u>Action Level 2</u> commences if the disease has been confirmed. During this level, the CFIA authorizes the District Command level and activation of the JEOC, identifies the general location of the response facilities, and designates the CFIA Incident Commander and JEOC Director.</p> <p>Representatives of agencies participating in response, in turn, notify their respective federal and provincial support agencies.</p> <p>At least two members of the Central Coordination Group shall be accessible to the JEOC at all times for consultation during a FAD event.</p>
<p><b>4. CCG Structure and Composition</b></p>	<p>The core members of the Central Coordination Group include representatives of the Canadian Food Inspection Agency, the BC Ministry of Agriculture, and Emergency Management BC.</p> <p>The FADES CCG may be co-chaired by the Executive Director, CFIA Western Area or designate, the Assistant Deputy Minister Agriculture Operations of the BC Ministry of Agriculture or designate, and the Fire and Emergency Management Commissioner or designate. However, another chair or co-chair may be appointed depending on the nature of the event and participant responsibilities.</p> <p>Convening of the CCG will normally involve pre-arranged representatives of the following agencies:</p> <ul style="list-style-type: none"> <li>• Canadian Food Inspection Agency</li> <li>• Public Safety Canada</li> <li>• Agriculture and Agri-Food Canada</li> <li>• BC Ministry of Agriculture</li> <li>• Emergency Management BC</li> <li>• BC Ministry of Environment</li> <li>• BC Ministry of Health</li> <li>• BC Government Communications and Public Engagement</li> </ul> <p><i>Ex-officio</i> members may be invited to any specific Central Coordination Group meeting, if required, and may include (if and as required):</p> <ul style="list-style-type: none"> <li>• Industry representatives</li> <li>• Local authorities</li> <li>• Regional, provincial, and federal human health organizations</li> </ul>
<p><b>5. CCG Meetings</b></p>	<p>The CCG is essentially an executive committee and will meet under normal "conference rules," including designation of a chair and adoption of an agenda. Meetings may be held outside the JEOC, or via conference call.</p> <p>The Directors or Deputy Directors of the JEOC, accompanied by the Information Officer, may participate in CCG meetings. CCG conference calls are not expected to include representatives from local governments or the agricultural industry.</p> <p>Records of decisions and critical information shared will be documented and secured for subsequent incorporation into after-action reports. EMBC may</p>

	<p>provide secretarial and support services, including preparing Records of Decisions that document issues discussed, decisions, and action items.</p>
<p><b>6. Briefing Senior Government</b></p>	<p>The CCG members, or delegated representatives, are responsible for briefing their respective senior officials, such as the President of the CFIA, BC Ministers and/or Deputy Ministers, and the BC Ministers-Deputies Emergency Committee.</p> <p>Senior officials will be briefed about any FAD event that:</p> <ul style="list-style-type: none"> <li>• Involves a zoonotic disease (could cause illness in humans)</li> <li>• Has wide implications or involves both federal and provincial response</li> <li>• May result in significant public or media attention</li> <li>• Requires significant federal or provincial support, i.e., funding</li> <li>• May result in criticism of government</li> </ul> <p>The initial briefing should occur as expeditiously as possible to allow respective senior officials to respond to early questions from the news media. Regular follow-up briefings will occur as appropriate.</p> <p>The initial notification briefing for the CCG members will be verbal due to the need for timeliness. The verbal briefing will be followed by a situation or incident report. The standard briefing note format may be utilized when approval or direction is required. Notifications of senior officials among the CCG members may be coordinated by considering the following actions:</p> <ul style="list-style-type: none"> <li>• Discuss the type of information and level of detail to share with senior officials at all levels.</li> <li>• Schedule notifications to ensure near simultaneous alerts.</li> <li>• Share questions from any senior official and answers provided to all CCG members to ensure all statements are accurate and integrated.</li> </ul>
<p><b>7. Checklist</b></p>	<p>CCG members may engage in the following activities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Convene the CCG via conference call or meeting and confirm the “integrated response” concept of operations.</li> <li><input type="checkbox"/> Hold regular conference calls and/or meetings (daily).</li> <li><input type="checkbox"/> Receive JEOC Directors’ status reports and future action plans.</li> <li><input type="checkbox"/> Consult with JEOC Directors regarding extraordinary resources and/or outside assistance. Collaborate in making strategic decisions at the request of the JEOC Directors.</li> <li><input type="checkbox"/> Provide direction on specific issues in the form of written directives to the JEOC Directors.</li> <li><input type="checkbox"/> Discuss and agree to expenditure responsibilities specific to individual CCG member organizations.</li> <li><input type="checkbox"/> Where provincial government expenditures exceed the assigned vote, the CCG may seek spending approval from a provincial Ministers – Deputies Emergency Committee and/or Treasury Board.</li> <li><input type="checkbox"/> Approve public information action plan.</li> </ul>



Common Acronyms		
	AAFC	Agriculture and Agri-Food Canada
	AAND	Aboriginal Affairs and Northern Development Canada
	AEOC	Area Emergency Operations Centre (CFIA)
	AGRI	Ministry of Agriculture (BC)
	BCCDC	British Columbia Centre for Disease Control
	BCERMS	British Columbia Emergency Response Management System
	BCSPCA	British Columbia Society for the Prevention of Cruelty to Animals
	CCG	Central Coordination Group
	CFIA	Canadian Food Inspection Agency
	DC	District Command
	ECC	Emergency Coordination Centre (BC)
	EMBC	Emergency Management British Columbia
	EMIS	Emergency Management Information System
	EOC	Emergency Operations Centre
	FAD	Foreign Animal Disease
	FADES	Foreign Animal Disease Emergency Support
	FLNR	Ministry of Forests, Lands and Natural Resource Operations (BC)
	FNESS	First Nations' Emergency Services Society
	GCPE	Government Communications and Public Engagement (BC)
	GIS	Geographical Information System
	HC-FAD	Highly Contagious Foreign Animal Disease
	IC	Incident Commander
	ICP	Incident Command Post
	ICS	Incident Command System
	JEOC	Joint Emergency Operations Centre
	JIC	Joint Information Centre
	M-DEC	Ministers-Deputies Emergency Committee (BC)
	MOE	Ministry of Environment (BC)
	MOH	Ministry of Health (BC)
	MOTI	Ministry of Transportation and Infrastructure (BC)
	NEOC	National Emergency Operations Centre (CFIA)
	OIE	Office International des Epizooties
	PHAC	Public Health Agency of Canada
	PREOC	Provincial Regional Emergency Operations Centre (BC)
	PS	Public Safety Canada
	PWGSC	Public Works and Government Services Canada
	SC	Site Coordinator

<b>JEOC Director</b>	
<b>Responsibilities:</b>	<p>The JEOC Directors provide overall coordination of District Command activities to ensure an effective, well-managed, and cooperative response. The JEOC Director role may be shared under Unified Command by two or more representatives of agencies with jurisdiction. The JEOC Directors are appointed by the Executive Director, CFIA Western Area or designate, and/or the Deputy Minister, BC Ministry of Agriculture, and/or the BC Fire and Emergency Management Commissioner or designate.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess the situation</li> <li>2. Support District Command operations</li> <li>3. Develop / approve JEOC action plans</li> <li>4. Inform others</li> <li>5. Manage the JEOC group</li> </ol>
<b>Reports To:</b>	FAD Central Coordination Group
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where zoonotic diseases are involved, the JEOC Director should support Incident Commanders in ensuring all field staff members are immunized prior to attending potentially infected sites.</li> <li><input type="checkbox"/> Identify a recorder to take minutes of all significant meetings, including conference calls. JEOC Directors must ensure records are generated for all meetings and critical conversations.</li> <li><input type="checkbox"/> Once the CFIA President declares an emergency, inform the Finance / Administration Section Chief and all Incident Commanders of access to funds to support emergency response.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assess the Situation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Gather Information</u> – Collect information relevant to the FAD event from District Commands, as well as a range of other sources.</li> <li><input type="checkbox"/> <u>Assess Situation</u> – Continuously assess the magnitude and severity of current situation and potential for spread of the disease.</li> <li><input type="checkbox"/> <u>Assess JEOC Needs</u> – Perform an assessment of needs for specific JEOC functions based on the information at hand. While CFIA <u>may</u> compensate animal owners under the <i>Health of Animals Act</i>, compensation discussions fall outside the BC FADES Plan.</li> <li><input type="checkbox"/> <u>Select JEOC Operational Period</u> – Determine the initial JEOC operational period.</li> </ul> </li> <li><b>2. Support District Command Operations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Establish Communications</u> – Establish communications for regular contact with activated District Command organizations, especially with the Incident Commander and Operations Section. Consider</li> </ul> </li> </ol>

## JEOC Director

setting a regular schedule for contact with each District Command, such as every hour during initial set up and every two or three hours as response routines are established.

- Support Operations – Liaise with the JEOC Operations Section Chief to determine the demands of the emergency. Ensure that all actions are coordinated within the established priorities.
- Anticipate Site Needs – Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements.
- Approve Resource Requests – Approve requests for additional resources, including staff and equipment. Personnel are to complete form A-4 (CFIA purchases only) or JEOC Resource Request form (Form JEOC 514) and forward it to their supervisor for approval. Requests for use of the Veterinary Reserve should be confirmed by the CCG.

### 3. Develop / Approve JEOC Action Plans

- Develop Support Strategies – Consult JEOC Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas.
- Hold Action Planning Meeting – Hold at least one Action Planning Meeting in each operational period, and with significant changes in the situation or JEOC staff. Each meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs, and key agency representatives.
- Prepare and Approve JEOC Action Plans – When Action Plans are completed by the Planning Section, review, approve and authorize implementation. If one JEOC Director leaves (i.e., AGRI or EMBC), there is no need for that organization to approve documents.
- Monitor Needs – Monitor operations to anticipate problems with satisfying objectives. Re-assign initial personnel to new actions, if required.

### 4. Inform Others

- Notify Agencies – Ensure that all federal, provincial, and local agencies and local industry groups have been notified.
- Determine Frequency of Situation Reports – Considering the CCG members and their requirements, set the time and frequency of the JEOC Situation Reports and inform the Planning Section.
- Inform Central Coordination Group – Keep the FAD CCG informed on the incident status, priorities, and objectives by way of situation reports, and conference calls. Alert them to any policy issues.
- Inform JEOC Staff – Hold at least one briefing of all JEOC participants in each operational period. Briefings should not exceed 30 minutes.
- Notify RCMP if Terrorism Suspected – If an FAD may be related to tampering or terrorism, inform RCMP headquarters in BC.

## JEOC Director

- Inform Other Jurisdictions – Establish and maintain contact with emergency organizations in adjacent jurisdictions, if activated. For FAD events that have cross-border implications, invite USDA to attend the JEOC as Agency Representatives. Consider sending a JEOC representative to an activated FAD EOC in the US.
- Inform the Public – Keep the JEOC Information Officer up to date on new information. Review and approve media releases and other materials for public release. If operating within a Unified Command, ensure all JEOC Directors approve releases.

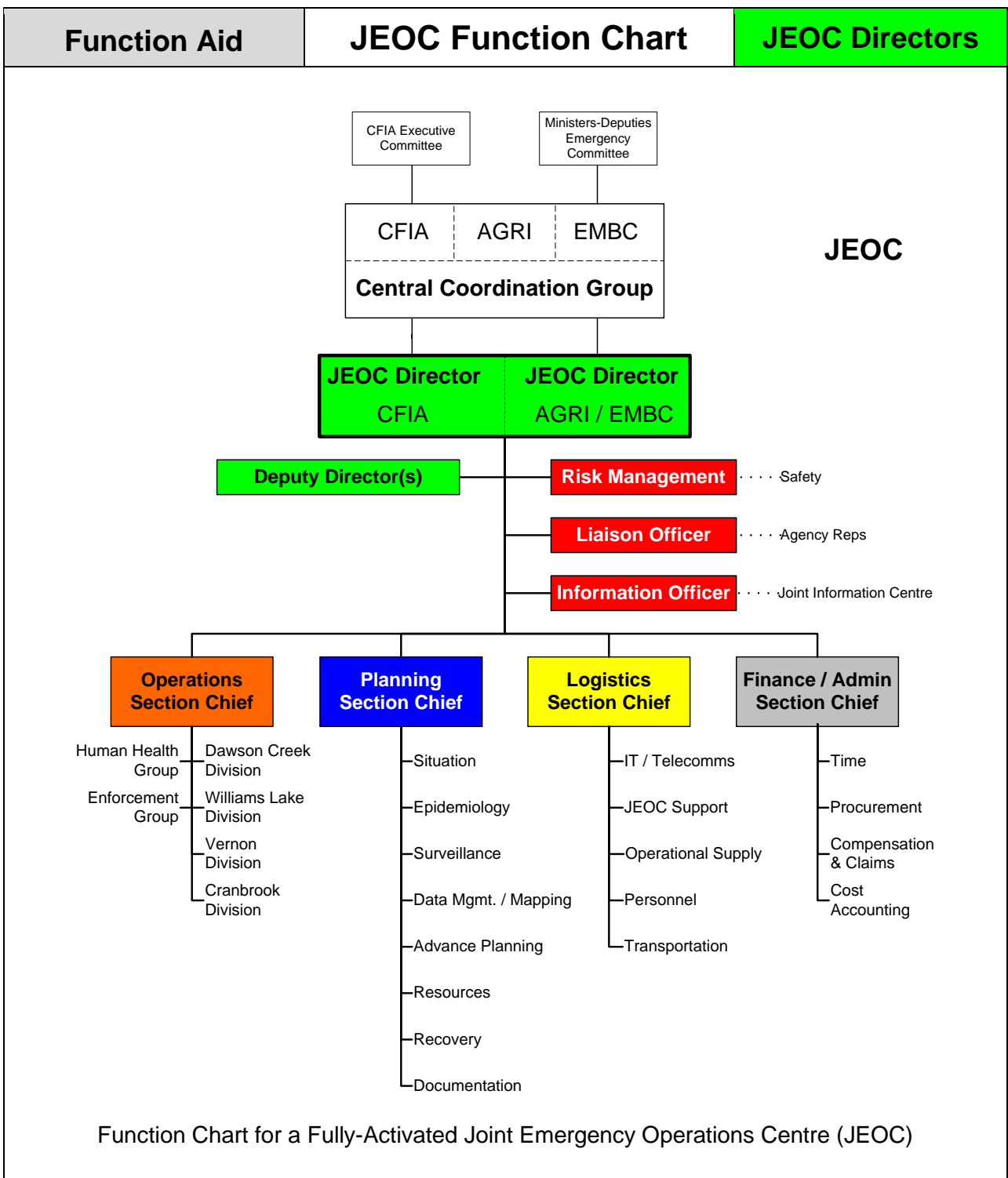
### 5. Manage the JEOC Group

- Assume Control of JEOC – Direct the overall FAD event coordination with other agencies with jurisdiction under Unified Command, where appropriate. Authorize a Deputy JEOC Director to act on your behalf when ever all JEOC Directors leave the main room of the JEOC.
- Select JEOC Functions – Determine which JEOC functions are needed to meet present and upcoming needs of the FAD event. Consider the need among several JEOC functions for clerical and administrative support services.
- Staff the JEOC – Identify all personnel for critical functions (such as Section Chiefs), selecting staff who are trained in ICS and the BC FADES Plan. Activation must include IT/Telecom Unit Leader and support staff. Request the Planning Section to post an organization charts at all facilities, including labs. Identify replacements for JEOC members for extended operations.
- Set Operational Periods – Designate the operational periods according to the situation and display in a prominent location. Establish a routine for each operational period, such as the following for a 24-hour period:
  - 08:00 Morning Briefing
  - 08:30 Call with District Commands
  - 09:00 CCG Call
  - 13:30 Afternoon Briefing
  - 14:00 Section Meetings
  - 15:00 Incident Action Planning Meeting
  - 16:00 Situation Report due for approval

Work with Incident Commanders and the CCG on coordinating the schedule, such as when to produce and provide the JEOC Situation Report.

- Advise Staff to Share Information – Inform all JEOC staff that they are encouraged to share information with each other for the purposes of emergency response. All must agree to secure personal and confidential information that requires protection.
- Limit Staff Working Hours – Advise all Management Staff and

<b>JEOC Director</b>	
	<p>Section Chiefs to monitor the number of hours and days each JEOC staff member is devoting to the effort. No JEOC staff member should work more than 12 hours in a single shift, or more than 14 consecutive days without a 4-day break.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Ensure JEOC Health and Safety</u> – Monitor the situation to manage the health and safety of all personnel. Implement a “buddy system” for JEOC personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</li> <li><input type="checkbox"/> <u>Monitor Effectiveness</u> – Continuously monitor management and general staff to ensure that all appropriate actions are being taken.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow Generic Activation Checklist.</li> <li><input type="checkbox"/> Prepare the JEOC After-Action Report.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Function Chart for a Fully-Activated JEOC</li> <li>• JEOC Staff Options(on CFIA drive)</li> <li>• Table of Authorities</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Management Team Briefing Agenda (Form JEOC 401)</li> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> </ul>



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 Situation Reports, Action Plans	Incident Commander	
13. Approve JEOC Situation Reports, Action Plans	JEOC Directors	
14. Approve Meals for Federal Personnel	Incident Commander at the District Command, JEOC Directors at the JEOC	
15. Approve Commitment of CFIA Resources	CFIA Incident Commander at District Command, CFIA JEOC Director at JEOC	
16. Approve Commitment of BC Provincial Resources	Provincial Co- or Deputy Incident Commander at District Command, Provincial JEOC Director at JEOC	
17. Approve Requests for Cross-Border Resources	CFIA National EOC, with federal Government Operations Centre (GOC)	

<b>Deputy JEOC Director</b>	
<b>Responsibilities:</b>	<p>One or more Deputy JEOC Director(s) may be assigned to assist in managing the JEOC group and responsibilities. Deputy Directors ensure the efficient and effective flow of information within the JEOC, and assist the JEOC Directors in organizing and supporting the JEOC staff, appropriate to the needs of the FAD event.</p> <p>A key responsibility of the Deputy Director is to assume the role and responsibilities of a JEOC Director if and when required.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assist information flow</li> <li>2. Support the JEOC organization</li> <li>3. Assist JEOC Director</li> <li>4. Assist with JEOC action planning</li> <li>5. Debrief JEOC personnel</li> </ol>
<b>Reports To:</b>	JEOC Directors
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow Generic Activation Checklist.</li> <li><input type="checkbox"/> Assist JEOC Directors in determining initial JEOC activation level and staffing.</li> <li><input type="checkbox"/> Help ensure that all federal, provincial, and local agencies and local industry groups impacted by the incident have been notified.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assist Information Flow</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assist JEOC Functions</u> – Help all activated JEOC functions obtain the information required.</li> <li><input type="checkbox"/> <u>Help Planning Section</u> – Assist Planning Section Chief and Information Officer in gathering critical information about the emergency situation.</li> <li><input type="checkbox"/> <u>Assist Liaison Officer</u> – Work directly with the Liaison Officer to ensure assisting and cooperating agencies receive the information they need to be effective in supporting the JEOC.</li> </ul> </li> <li><b>2. Support the JEOC Organization</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assist with JEOC Setup</u> – Supervise the set-up of the JEOC facilities for effective and efficient operations. Ensure that appropriate equipment and supplies are in place.</li> <li><input type="checkbox"/> <u>Assist with JEOC Shift Planning</u> – Facilitate shift change and staffing decisions with the JEOC Director. Coordinate additional JEOC staffing needs with Logistics Section, Personnel Unit Leader.</li> </ul> </li> </ol>



<b>Deputy JEOC Director</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Support Administrative Needs</u> – Ensure JEOC Management Staff has sufficient administrative support, including assigning a recorder to the JEOC Directors from the Documentation Unit.</li> <li><input type="checkbox"/> <u>Assess JEOC Staff Health</u> – Monitor the health and welfare of JEOC staff until a Risk Management Officer is fully functional. Mediate and resolve any personnel conflicts.</li> </ul> <p><b>3. Assist JEOC Director</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Communicate Objectives</u> – Assist JEOC Directors in communicating priorities, objectives, and decisions to all JEOC staff and agency representatives.</li> <li><input type="checkbox"/> <u>Perform Special Assignments</u> – Undertake special assignments at the request of the JEOC Director.</li> <li><input type="checkbox"/> <u>Identify Issues</u> – Report significant events and any issues of concern to the JEOC Director, and advise of your activities on a regular basis.</li> <li><input type="checkbox"/> <u>Fill Role of JEOC Director</u> – Assume the role of a JEOC Director in her/his absence.</li> </ul> <p><b>4. Assist with JEOC Action Planning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Help with Planning Meetings</u> – Assist the JEOC Planning Section Chief with preparations for JEOC Action Planning meetings.</li> <li><input type="checkbox"/> <u>Meet with Others in JEOC</u> – Participate in JEOC Action Planning and Management Staff meetings.</li> </ul> <p><b>5. Debrief JEOC Personnel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Hold Exit Interviews</u> – Conduct exit interviews with all key JEOC members before they leave, recording their observations and recommendations for improving JEOC operations.</li> <li><input type="checkbox"/> <u>Provide Stress Counselling</u> – Arrange for and facilitate critical incident stress debriefings for JEOC staff, as required.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist with the deactivation of the JEOC at the designated time, as appropriate.</li> <li><input type="checkbox"/> Assist with the design of the JEOC After-Action Report.</li> <li><input type="checkbox"/> Organize and coordinate staff recognition initiatives (i.e.: thank you letters) for JEOC staff.</li> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Management Team Briefing Agenda (Form JEOC 401)</li> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> </ul>

<b>Risk Management Officer</b>	
<b>Responsibilities:</b>	<p>The Risk Management Officer assesses hazardous situations related to all aspects of FAD response, working directly with Safety Officers at the District Command level, and develops measures for assuring responder health and safety. The Risk Management Officer carries emergency authority to halt unsafe acts if personnel are in imminent, life-threatening danger.</p> <p>The Risk Management Officer may have assistants as necessary, and the assistants may represent other agencies or jurisdictions, in collaboration with Labour Canada and WorkSafe BC.</p> <p>The Risk Management Officer also assesses the risks of the FAD response effort, including threats to security at the District Command and JEOC levels, and takes steps to protect participating organizations from unexpected losses. The Risk Management Officer may also assign a legal officer to undertake a regulatory review and offer advice relative to legal questions and risk issues involving response operations.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Ensure JEOC and field personnel health and safety</li> <li>2. Ensure Security at JEOC and other facilities</li> <li>3. Manage risks</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist.”</li> <li><input type="checkbox"/> Authorize a Risk Management Assistant to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Ensure JEOC and Field Personnel Health and Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Hazards</u> – Identify hazardous situations associated with the incident. Work with Safety Officers to review any hazardous conditions for responders within the Control Area. Consult the Human Health Group on the threat of zoonotic diseases to responders.</li> <li><input type="checkbox"/> <u>Work with District Command</u> – Support Safety Officers in correcting hazardous conditions on premises and at Incident Command Posts, including any staging areas.</li> <li><input type="checkbox"/> <u>Correct JEOC Hazards</u> – Ensure adequate sanitation and safety in food preparation. Take steps to ensure the removal of hazardous conditions at the JEOC facilities. When managing safety for personnel from mixed sources, such as from federal and provincial agencies, adopt the most stringent personnel protection standards</li> </ul>

## Risk Management Officer

that may apply, in consultation with Labour Canada and WorkSafe BC.

- Assist in Acquiring Safety Equipment – Ensure adequate levels of protective equipment are available and are being used by staff both at the site and within the JEOC. Assist JEOC Logistics Section Chief in obtaining any special safety equipment for personnel.
- Advise Personnel – Provide guidance to Safety Officers on actions to protect responder health and safety. If the event involves Avian Influenza, consider *Guiding Principles for Occupational Safety in Avian Influenza* prepared by the BC Centre for Disease Control.
- Manage Staff Stress – Through the Personnel Unit in Logistics, ensure orientation for incoming JEOC personnel includes the topic of stress, what symptoms to look for, and how staff members can help their families cope with staff absences and stress.

Work with Personnel Unit to ensure Employee Assistance Program (EAP) is activated and available, as needed.

Ensure measures are in place to debrief each JEOC 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.

- Support Personnel Injury Claim Investigation – Work with the JEOC Finance / Administration Section Chief on any responder personnel injury claims or records.

### 2. Ensure Security at JEOC and other Facilities

- Monitor JEOC Security – Establish security checkpoints and access for all JEOC facilities, including any public meetings. In cooperation with the JEOC Logistics Section Chief, arrange for staff sign-in and identification procedures. Consider contract security firms or Commissionaires to assist with JEOC security, as required.
- Improve Security, Where Needed – Address any security issues with the JEOC Director, recommending improvements where necessary.
- Secure Documentation – Advise Planning Section on the security measures to be taken to protect potentially sensitive JEOC documents. Arrange for locking file cabinets to secure sensitive documents, working with the Documentation Unit Leader.

### 3. Manage Risks

- Evaluate Liability Exposure – Evaluate situations and advise the JEOC Directors of any conditions and actions that might result in liability exposure for any of the participating agencies. Assess legal issues.
- Advise Assisting Agencies – Advise members of assisting agencies

<b>Risk Management Officer</b>	
	<p>regarding options for risk control during operational meetings and on request.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Promote Loss Prevention</u> – Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives.</li> <li><input type="checkbox"/> <u>Identify Claimants</u> – Identify potential claimants against the agencies and the scope of their needs and concerns. Collect financial loss information, working with the Planning Section Chief.</li> <li><input type="checkbox"/> <u>Collect Evidence</u> – Gather and organize evidence that may assist all JEOC organizations in managing legal claims, including documentation that may be more difficult to obtain later. Conduct interviews and take written or taped statements that address major risk management issues.</li> <li><input type="checkbox"/> <u>Assist Public Information</u> – Assist the JEOC Directors in reviewing press releases, public alerts and warnings, and public information materials.</li> <li><input type="checkbox"/> <u>Organize Records</u> – Organize and prepare records for final audit.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist the JEOC Directors in de-activation activities including:               <ul style="list-style-type: none"> <li>○ Collection of all relevant documents and electronic records, working with the Documentation Unit Leader</li> <li>○ Collection of all material necessary for an After-Action Report, working with the JEOC Deputy Director(s)</li> <li>○ Security of JEOC records</li> </ul> </li> <li><input type="checkbox"/> Follow the generic Demobilization Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Liaison Officer</b>	
<b>Responsibilities:</b>	<p>The Liaison Officer is the JEOC point of contact for representatives from assisting and cooperating agencies, and stakeholder groups. A prime responsibility of the Liaison Officer is to work with the District Command level Liaison Officer to proactively inform representatives of assisting agencies on the status of the situation and response objectives. The Liaison Officer may directly communicate with industry representatives at the provincial and national levels, such as the BC Poultry Association or the BC Cattlemen's Association. Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assist agency representatives</li> <li>2. Keep external agencies informed</li> <li>3. Advise JEOC Directors on JEOC staffing</li> <li>4. Advise on JEOC action plans</li> <li>5. Participate in VIP tours</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Follow-up on the initial notifications with a second alert to stakeholder agencies, including health authorities and MOE.</li> <li><input type="checkbox"/> Ensure that a JEOC check-in procedure is established immediately for use by all Agency Representatives (Form JEOC 511).</li> <li><input type="checkbox"/> Authorize a Liaison Assistant to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assist Agency Representatives</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Greet Agency Representatives</u> – Identify yourself as the principal point of contact for Agency Representatives arriving at the JEOC, and brief them on the situation and action plans.</li> <li><input type="checkbox"/> <u>Monitor Inter-organizational Challenges</u> – Monitor JEOC operations to identify and resolve potential inter-organizational problems.</li> </ul> </li> <li><b>2. Keep External Organizations Informed</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Agencies</u> – Consult the contact list in Annex B of the FADES Plan and use existing CFIA and AGRI contacts to find external agencies that should be kept informed about the event.</li> <li><input type="checkbox"/> <u>Work with District Command</u> – Coordinate agency contact with the District Command Liaison Officer and Assistants to avoid duplication and gaps in information.</li> <li><input type="checkbox"/> <u>Establish Communications</u> – Establish communications with appropriate external non-represented agencies (such as: Provincial agencies, utility companies, private sector, etc.).</li> </ul> </li> </ol>

## Liaison Officer

- Work With External Agencies – Liaise with provincial and federal organizations not represented in the JEOC. Keep cross-border neighbours informed, such as the US Department of Agriculture and the State of Washington. Provide the following information, as appropriate:
    - Situation Reports
    - Incident Action Plans
    - Approved News Releases
    - Maps of Control Area and key facilities
    - BC FADES Plan
  - 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.
  - Keep First Nations Informed – Identify any First Nations affected by the outbreak and advise the JEOC Director of potential contacts (e.g., INAC, FNESS). Invite agency representatives from INAC and FNESS to attend the JEOC.
- 3. Advise JEOC Directors on JEOC Staffing**
- Advise on JEOC Staff – Assist the JEOC Directors in determining appropriate staffing for the JEOC, making use of Agency Representatives.
- 4. Advise on JEOC Action Plans**
- Assist with Action Plans – Provide information on external and non-represented agencies to the Planning Section to assist in the development, updating and implementation of JEOC Action Plans.
  - Advise on External Agencies – Assist and serve as an advisor to the JEOC Directors and Planning Section Chief, providing information and guidance related to the external agencies.
  - Help Industry Groups Participate in Decisions – Facilitate industry advisors, as required, to ensure their suggestions and preferences are considered in JEOC Action Plans. Through an Industry Liaison Assistant, share information with the advisors to enhance their effectiveness and identify opportunities for collaboration.
  - Help Set Priorities – Assist the JEOC Directors in developing action priorities. Advise on the capabilities and willingness of external agencies to undertake cooperative actions.
- 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 JEOC facilities, and explain the functions within.

<b>Liaison Officer</b>	
<b>Before Leaving:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Notify external non-represented agencies in the JEOC of the planned demobilization, as appropriate.</li><li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li></ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"><li>• JEOC Position Objectives (Form JEOC 401A)</li><li>• Position Log (Form JEOC 414)</li><li>• Request for Resources or Assistance (Form JEOC 514)</li></ul>

<b>Information Officer</b>	
<b>Responsibilities:</b>	<p>The Information Officer supports the District Command level in coordinating public information, media relations, and internal information sources for the response effort. Early in the event, the JEOC Information Officer develops a broad-based information strategy for the approval of the CCG. The Information Officer manages staff at the JEOC to develop and provide public information at a provincial and national scale, and manages a Joint Information Centre, if established.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Gather information</li> <li>2. Keep the public informed</li> <li>3. Facilitate news media relations</li> <li>4. Provide internal information</li> <li>5. Manage the JEOC information function</li> </ol> <p>Members of the Information Section may include the CFIA Public Relations Officer, provincial information officers, industry representatives, and others selected by the JEOC Directors to assist in managing the flow of accurate information.</p>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Determine staffing requirements and request enough staff early in the event. Determine staffing requirements and request staff early in the event, even if the situation is poorly understood. Consider staff for: <ul style="list-style-type: none"> <li>▪ Information gathering</li> <li>▪ Research and writing</li> <li>▪ Audio-visual support</li> <li>▪ Media monitoring, including Social Media (e.g., Twitter)</li> <li>▪ Media response</li> <li>▪ Web-based information</li> <li>▪ Public meetings</li> <li>▪ Call centre</li> <li>▪ VIP tours</li> </ul> </li> <li><input type="checkbox"/> Note that Public Safety Canada has an “Emergency Press Conference Kit on Wheels,” complete with everything except a power source.</li> <li><input type="checkbox"/> Inform every JEOC member that all media contacts should be referred to the Information Officer, and provide your contact information.</li> <li><input type="checkbox"/> Identify potential spokespersons as soon as possible in order to prepare them prior to exposure to the news media. The CFIA</li> </ul>



<b>Information Officer</b>	
	<p>Executive Director for Western Area Operations will 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.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare and gain approval on initial messages for distribution as the JEOC comes together, perhaps for the first 48 hours.</li> <li><input type="checkbox"/> Authorize an Information Assistant to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Gather Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Communicate with District Command</u> – Identify and contact Information Officers at all activated District Command organizations. Continuously work with Information Officers at District Command to ensure consistent information.</li> <li><input type="checkbox"/> <u>Identify Information Sources</u> – Identify a range of other information sources, both internal and external to the JEOC. Coordinate with the Planning Section and identify methods for obtaining and verifying information.</li> <li><input type="checkbox"/> <u>Identify Information Needs</u> – Anticipate the type of information to collect and disseminate, appropriate to the disease at hand.</li> <li><input type="checkbox"/> <u>Collect Information</u> – Collect and verify relevant information on the FAD event. Contact CFIA in Ottawa for communications products, or refer to the CFIA website at <a href="http://www.inspection.gc.ca">www.inspection.gc.ca</a> for additional communication materials.</li> <li><input type="checkbox"/> <u>Prepare Information Strategy</u> – Develop a practical strategy for disseminating information appropriate to the District Command and JEOC levels, and seek the approval of the JEOC Directors and the Central Coordination Group. Reflect JEOC operational goals, values and concerns in the Information Strategy. Consider the “Draft BC Communications Plan” prepared by the H5N1 Planning Council in 2006, referenced in Annex E.</li> </ul> <p><b>2. Keep the Public Informed</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare Messages</u> – Work with District Command to develop messages to ensure the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information. All information released from the JEOC must be approved by the JEOC Director(s) prior to release.</li> <li><input type="checkbox"/> <u>Make Radio and TV Announcements</u> – As approved by the JEOC Director, issue timely and consistent advisories and instructions for public health for provincial and national audiences through the electronic news media.</li> </ul>

## Information Officer

- Establish a Website – Establish a FAD event website to facilitate public information in support of activated District Commands. Consult Logistics Section for protocols.

### 3. Facilitate News Media Relations

- Establish Media Contact – Establish contact with national media representatives, as appropriate. Determine point(s) 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.
- Establish Media Centre – Establish a Media Centre near but separate from the JEOC, as required, providing necessary space, materials, telephones and electrical power, working with the JEOC Supply Unit and the IT / Telecommunications Unit. Develop and publish a media briefing schedule, to include location, format, and distribution of handouts.
- Monitor the News – Monitor news media broadcasts and written articles for accuracy. Immediately contact media to correct erroneous or misleading information being provided to the public via the media.
- Coordinate With Others – Coordinate media releases with officials representing other responding agencies. Arrange for knowledgeable JEOC or agency staff to answer technical questions from the media.

### 4. Provide Internal Information

- Work with District Command – Keep Information Officers at District Command informed on news releases and other public information media pertaining to the outbreak and response.
- Keep JEOC Staff Informed – Advise the JEOC Directors on the media and public relations consequences of decisions as they are being made and before they are implemented. Develop information sheets to keep members of the JEOC informed on the status of the emergency and the news media response.
- Coordinate with Others – Work with the Liaison Officer to keep external agencies informed on the JEOC status.

### 5. Manage the JEOC Information Function

- Establish a Joint Information Centre (JIC) – If the number of agencies with information functions dictates, establish and manage a Joint Information Centre at the JEOC level. Work with the JEOC Logistics Section to establish and equip the JIC, and advise all JEOC staff of its location and function.
- Select Information Personnel – Appoint available Information staff to appropriate functions and identify replacements for extended

<b>Information Officer</b>	
	<p>operations. Conduct shift change briefings in detail, identifying in-progress activities and follow-up requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Monitor Effectiveness</u> – Supervise all staff assigned as Assistant Information Officers and their activities. Monitor the activities of the Information staff to ensure appropriate actions.</li> <li><input type="checkbox"/> <u>Document Activities</u> – Provide all news releases, bulletins, and summaries to JEOC Documentation Unit to be archived.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Operations Section Chief</b>	
<b>Responsibilities:</b>	<p>The JEOC Operations Section Chief coordinates the FAD response efforts at all District Commands within the province. The Operations Section Chief supervises activated District Command organizations in BC, and coordinates resource requests and resource allocations. The JEOC Operations Section Chief does not directly command activities at any site.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Maintain communications</li> <li>2. Participate in JEOC action planning meetings</li> <li>3. Coordinate response</li> <li>4. Coordinate resource requests</li> <li>5. Share operational information</li> <li>6. Manage the Operations Section</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Based on the situation, activate appropriate section elements and designate Branch Directors and Group Supervisors. The functions within the Operations Section may include: <ul style="list-style-type: none"> <li>▪ Geographic Division Supervisors</li> <li>▪ Enforcement Group</li> <li>▪ Human Health Group</li> <li>▪ Others dictated by the emergency</li> </ul> </li> <li><input type="checkbox"/> Authorize a Deputy Operations Section Chief to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Implement a “buddy system” for Operations Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Maintain Communications</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Communications Equipment</u> – Ensure adequate communications equipment and frequencies are available for the Operations Section, working with the JEOC Logistics Section Chief.</li> <li><input type="checkbox"/> <u>District Command(s)</u> – Establish and maintain communication links (e.g., cell phones, radios) with the Operations Section Chiefs at all active District Commands.</li> </ul> </li> <li><b>2. Participate in JEOC Action Planning Meetings</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Issues</u> – Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for each operational period.</li> <li><input type="checkbox"/> <u>Identify Needs</u> – Based on the known or forecasted situation, determine likely future needs of the Operations Section.</li> </ul> </li> </ol>

## Operations Section Chief

- Participate in Action Planning – Prepare for and participate in JEOC Action Planning meetings and other relevant JEOC Management Team meetings (See form JEOC 401A).
- 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 JEOC Action Plan. Work closely with Supervisors in the Operations Section to ensure implementation of all objectives defined in the current Action Plan. Require all personnel visiting the Control Area to report to the Incident Commander on arrival at the Incident Command Post.
- Oversee Responder Health and Safety – Ensure safe tactical operations in the field by providing appropriate health and safety protective measures. Work closely with the Risk Management Officer and Human Health Group, if activated, to determine requirements.

### 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 and Division 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 JEOC Directors for approval. **NOTE:** Personnel are to complete form A-4 (CFIA purchases only) or JEOC Resource Request form (Form JEOC 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 / Admin – Alert the Finance / Admin 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.

<b>Operations Section Chief</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Keep JEOC Directors Informed</u> – Brief the JEOC Directors and other JEOC Group members.</li> <li><input type="checkbox"/> <u>Keep Section Informed</u> – Brief Section Supervisors periodically on any updated information you may receive.</li> </ul> <p><b>6. Manage the Operations Section</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set Up Operations Work Area</u> – 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. Ensure that field staff remain physically separated from the JEOC offices, and that appropriate bio-security measures are in place to prevent contamination.</li> <li><input type="checkbox"/> <u>Plan Section Shifts</u> – Use the JEOC Shift Schedule (Form JEOC 503) to plan Operations Section personnel shifts for the coming week. Request additional personnel for the section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities. Coordinate with the Liaison Officer regarding the need for Agency Representatives from external organizations, including industry, in the Operations Section.</li> <li><input type="checkbox"/> <u>Support Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.</li> <li><input type="checkbox"/> <u>Hold Section Meetings</u> – In each Operational Period, meet with Branch Directors and 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 Operations Branch using the Position Objectives (Form JEOC 401A).</li> <li><input type="checkbox"/> <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 Operations Section at the Action Planning meetings.</li> <li><input type="checkbox"/> <u>Advise Staff to Share Information</u> – Encourage all Operations Section personnel to share information with others in the JEOC for the purposes of emergency response. All must agree to secure personal and confidential information that requires protection.</li> <li><input type="checkbox"/> <u>Manage Section Time and Expenditures</u> – Coordinate daily time sheets (using JEOC Form 532A) and emergency expenditures with the Finance/Administration Section.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deactivate groups and any other organizational elements when no longer required.</li> <li><input type="checkbox"/> Determine demobilization status of all operations and advise the JEOC Director.</li> </ul>

<b>Operations Section Chief</b>	
	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<b><u>Forms</u></b> <ul style="list-style-type: none"><li>• JEOC Position Objectives (Form JEOC 401A)</li><li>• Position Log (Form JEOC 414)</li><li>• JEOC Shift Schedule (Form JEOC 503)</li><li>• Request for Resources or Assistance (Form JEOC 514)</li><li>• Section Daily Time Sheet (Form JEOC 532A)</li></ul>

<b>Geographic Division Supervisors</b>	
<b>Responsibilities:</b>	<p>Geographic Division Supervisors may be assigned to ease span-of-control challenges for the Operations Section Chief where many District Command organizations are required in a FAD response. The Geographic Division Supervisor works directly with Operations Sections at District Commands to coordinate response within geographically defined areas, such as those served by CFIA district offices.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Understand the action plan</li> <li>2. Coordinate District Command operations</li> <li>3. Coordinate resource requests</li> <li>4. Keep the Operations Section Chief informed</li> <li>5. Keep records</li> </ol>
<b>Reports To:</b>	JEOC Operations Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm your assignment and tactical activities from the Operations Section Chief.</li> <li><input type="checkbox"/> Confirm the geographic boundaries of your assigned division.</li> <li><input type="checkbox"/> Ensure all Operations Group Supervisors understand your role and how to contact you.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Understand the Action Plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Participate in Operations Briefings</u> – Attend Operations briefing meetings and review the Incident Action Plan (IAP) for your Division and all functional groups.</li> <li><input type="checkbox"/> <u>Request Resources from Staging Area</u> – Access available resources directly from the Staging Area, and inform the Operations Section Chief.</li> <li><input type="checkbox"/> <u>Request Resources</u> – Determine need for additional resources and make request through the Operations Section Chief.</li> </ul> </li> <li><b>2. Coordinate District Command Operations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Communicate with Operations Section Chiefs</u> – Identify all District Command Operations Section Chiefs and their alternates. Establish communications with all Operations Sections and continuously assess communications needs. Use land telephone lines if possible to preserve confidentiality, or cellular phones with the caution that conversations may be overheard.</li> <li><input type="checkbox"/> <u>Coordinate District Command Operations</u> – Make sure District Command Operations Section Chiefs understand your role for the geographic area. Work with other Division Supervisors to create</li> </ul> </li> </ol>



<b>Geographic Division Supervisors</b>	
	<p>opportunities for sharing resources, eliminating duplication of response effort, and reducing gaps in support to responders.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assist with Plan Reviews</u> – Receive draft operational plans from District Commands for JEOC review and approval. Work with Operations Section Chiefs on all plans and advise on content, level of detail, and distribution. Facilitate the delivery of operational plans requiring approval by JEOC management and senior officials.</li> </ul> <p><b>3. Coordinate Resource Requests</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Facilitate Resource Needs</u> – Ensure that Operations Section Chiefs at the District Command level forward resource requests they cannot fill to the JEOC for attention. Coordinate all initial resource needs through the JEOC Logistics Section. In a large event (e.g., FMD), qualified veterinarians are likely to be in short supply. Advise DC Operations Section Chiefs to identify the firm requirements for veterinarians when requesting additional personnel.</li> </ul> <p><b>4. Keep the Operations Section Chief Informed</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Communicate with JEOC Operations Chief</u> – Submit regular situation and resource status information on your Division to the Operations Section Chief.</li> <li><input type="checkbox"/> <u>Report Events</u> – Report special occurrences or events, such as accidents or sickness, to the Operations Section Chief.</li> </ul> <p><b>5. Keep Records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Maintain a Record of District Command Activities</u> – Document all DC activity on your Position Log (Form JEOC 414).</li> <li><input type="checkbox"/> <u>Submit Documentation</u> – Forward a copy of all notes, with date and time, to the JEOC Documentation Unit after every shift.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Forward any input towards the JEOC After-Action Report to the Operations Section Chief.</li> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Human Health Group Supervisor</b>	
<b>Responsibilities:</b>	<p>The Human Health Group is activated at the JEOC whenever the identified FAD may be a zoonotic disease presenting risks to responders and local residents. Responsibilities for human health are differentiated between Occupational Health and Safety (OH&amp;S) and public health.</p> <p><u>CFIA</u> is responsible for zoonotic disease prevention services for federal workers, including their agents and contractors. These services are an OH&amp;S requirement and may be delivered by any federal agency or under contract by a health service provider.</p> <p><u>WorkSafe BC</u> 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.</p> <p>The <u>Medical Health Officer</u> (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.</p> <p>The <u>Public Health Agency of Canada</u> (PHAC) is responsible for the national public health services. They work with the BC Centre for Disease Control, Provincial Health Officer, and private physicians. If multiple health authorities are involved, the Provincial Health Officer and the BCCDC may assist with overall coordination through the JEOC Human Health Group. The Group Supervisor ensures these agencies work together to ensure the timely and efficient provision of prevention services.</p> <p>The Human Health Group Supervisor attends the JEOC to coordinate the actions of health professionals elsewhere, i.e., in District Command organizations and in regional health facilities.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess risks</li> <li>2. Develop provincial and national health awareness messages</li> <li>3. Advise on response activities</li> <li>4. Coordinate provincial mental health services</li> <li>5. Monitor public food safety</li> <li>6. Monitor health in province</li> <li>7. Manage the Human Health Group</li> </ol>
<b>Reports To:</b>	JEOC Operations Section Chief,
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Establish telephone and fax communications with the Public Health Agency of Canada, the Human Health Group at the District Command, and the regional health authority with jurisdiction.</li> </ul>

<b>Human Health Group Supervisor</b>	
	<p>Determine availability of resources to support health measures. The health authority is expected to send representatives to the District Command organization. Both PHAC and the health authority are expected to send agency representatives to the JEOC for coordination.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As a priority where zoonotic diseases are involved, the Human Health Group Supervisor works with their counterparts at District Command to ensure they have initiated <b>vaccination and other prophylaxis (such as Tamiflu) for federal and provincial field staff within 24 to 48 hours of potential exposure</b>. This is a critical factor in ensuring responders can safely access infected places.</li> <li><input type="checkbox"/> Establish communications with the Provincial Health Officer, BCCDC, and Provincial Health Services Authority to keep them informed on human health risks.</li> <li><input type="checkbox"/> If the event involves Avian Influenza, obtain a copy of <i>Guiding Principles for Occupational Safety in Avian Influenza</i> prepared by the BC Centre for Disease Control. Also see the document <i>Human Health Issues Related to Avian Influenza in Canada</i>, prepared by the Public Health Agency of Canada in 2005.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Assess Risks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Collect Information</u> – From the Operations Section Chief or District Command Human Health Group Supervisor, collect information on potential human health threats, including: <ul style="list-style-type: none"> <li>○ General location of suspect or infected places</li> <li>○ Results of laboratory testing, i.e., type of disease</li> <li>○ The number and location of District Command organizations expected to be activated for response.</li> </ul> </li> <li><input type="checkbox"/> <u>Assess Human Risks</u> – 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. Share assessment with the District Command Human Health Group.</li> <li><input type="checkbox"/> <u>Advise Others</u> – Inform the JEOC Operations Section Chief, the Risk Management Officer, and the JEOC Directors of any significant risks to human health. On request, advise the Central Coordination Group of any significant concerns.</li> </ul> <p><b>2. Develop Provincial and National Health Awareness Messages</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare Health Messages</u> – Working with the BCCDC and PHAC, develop health safety messages for delivery to all BC persons outside the Control Area. Collaborate with District Command Human Health Group Supervisors on common messages for delivery within the Control Area.</li> </ul>

## Human Health Group Supervisor

- Educate the General Public – Advise the District Command and the regional health authority on the delivery of health awareness messages to the general public, using brochures, meetings, telephone advisory lines (e.g., Nurse Line), and news articles.

### 3. Advise on Response Activities

- Advise District Command Human Health Group – Assess and advise on issues regarding the public health risks associated with infected animals and carcass disposal including burial, composting or incineration.
- Advise on Personal Protective Equipment – Assess the need for and help identify appropriate personal protective equipment (PPE) for responders, working with District Command.
- Educate Responders – Assist District Command in providing health awareness training for responders and other workers engaged in animal destruction and disposal activities.

### 4. Coordinate Provincial Mental Health Services

- Monitor Stress – Work with District Command Human Health to determine the need for specialized teams to deal with critical stress response.
- Manage Mental Health Services – Coordinate provincial 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 District Command.

### 5. Monitor Public Food Safety

- Evaluate Risks to Food Supplies – Work with the regional health authority to assess the potential safety effects of animal products on public food supplies.
- Inform Others about Food Safety – Assist District Commands in the development of 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 JEOC Information Officer.
- Monitor Reactions – Monitor human health in the province outside the Control Area following exposure to suspect food. Assist District Command in monitoring human health within the Control Area.

### 6. Monitor Health in Province

- Monitor FAD-Related Illness – Coordinate regional health authorities in tracking all illnesses, including influenza-like illnesses related to the FAD. Collaborate with PHAC, CFIA, EMBC, and regional health authorities to coordinate surveillance and investigation of human cases.
- Record Findings – Assist District Commands in monitoring health in

<b>Human Health Group Supervisor</b>	
	<p>the province by developing forms and a database to document the status of FAD-related illnesses.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Track Infected Persons</u> – Monitor persons located outside the Control Area 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.</li> <li><input type="checkbox"/> <u>Alert Medical Professionals</u> – Advise private physicians and acute care services (e.g., emergency rooms) outside the Control Area but within the province 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.</li> <li><input type="checkbox"/> <u>Monitor Risks to Human Health</u> – Continuously assess the potential for major human health concerns, and keep the District Command, PHAC, the chief Medical Health Officer, and the Provincial Health Officer informed. Recommend the activation of a human health emergency management structure, if required.</li> </ul> <p><b>7. Manage the Human Health Group</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set Objectives</u> – Prepare objectives for the Human Health Group for the coming operational period. Provide Group objectives, needs, and status report to the Operations Section Chief prior to the next JEOC Action Planning meeting.</li> <li><input type="checkbox"/> <u>Direct Human Health Activities</u> – Review assignments with subordinates, assign tasks and monitor work progress. Notify Operations Section Chief of expedient changes to tactical assignments. Coordinate activities with other Supervisors.</li> <li><input type="checkbox"/> <u>Track Resources</u> – Forward Human Health Group personnel status reports to the JEOC Resource Unit in the Planning Section. Advise all field personnel that they must check-in with the Incident Commander when active in the Control Area.</li> <li><input type="checkbox"/> <u>Coordinate with Finance / Admin</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</li> <li><input type="checkbox"/> <u>Keep Records</u> – Document all key decisions and activities and send copies to the JEOC Situation Unit.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Enforcement Group Supervisor</b>	
<b>Responsibilities:</b>	<p>The Enforcement Group Supervisor ensures that farmers/ranchers and other producers abide by the requirements of the Health of Animals Act for quarantine and movement control. The Enforcement Group would likely be activated when quarantine or movement controls are ordered for a large number of premises, as with a Security Zone.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Educate producers</li> <li>2. Resolve disputes</li> <li>3. Investigate alleged contraventions</li> <li>4. Secure enforcement records</li> <li>5. Manage the Enforcement Group</li> </ol> <p>Enforcement group members may be drawn from CFIA Enforcement and Investigation Service (EIS) staff.</p>
<b>Reports To:</b>	JEOC Control Branch Director or Operations Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Educate Producers</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <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.</li> <li><input type="checkbox"/> <u>Inform Farmers/Ranchers on Responsibilities</u> – Visit premises to review legal responsibilities with farmers/ranchers and to discuss what farmers can and cannot do during quarantine.</li> <li><input type="checkbox"/> <u>Help with Biosecurity Training</u> – Assist District Command field teams with the education of client farmers and producers on the value and need for biosecurity in site functions.</li> <li><input type="checkbox"/> <u>Work with Site Coordinator</u> – Advise the Site Coordinator of all enforcement activities planned or carried out at each place.</li> </ul> </li> <li><b>2. Resolve Disputes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assist with Control Measures</u> – Assist with dispute resolution regarding quarantine and control measures.</li> <li><input type="checkbox"/> <u>Work with Local Police</u> – Liaise with local police / RCMP as needed to deal with any threats of or actual violence.</li> </ul> </li> <li><b>3. Investigate Alleged Contraventions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Handle Incoming Calls</u> – Receive calls from general public regarding any suspicion of violation of quarantine.</li> <li><input type="checkbox"/> <u>Investigate Violations</u> – Investigate alleged violations or actions in contravention to the established quarantine or movement controls.</li> </ul> </li> </ol>

<b>Enforcement Group Supervisor</b>	
	<p><b>4. Secure Enforcement Records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Secure Records</u> – Arrange for the security of enforcement records, including the use of locking and fire-resistant file cabinets at the Incident Command Post or at the JEOC.</li> </ul> <p><b>5. Manage the Enforcement Group</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Direct Enforcement Operations</u> – Review assignments with subordinates and assign tasks. Monitor work progress and make changes, when necessary. Notify the JEOC Operations Section Chief of expedient changes to tactical assignments. Coordinate activities with other Supervisors. Instruct all personnel in site safety activities and use of equipment.</li> <li><input type="checkbox"/> <u>Set Objectives</u> – Prepare objectives for the Group for the coming operational period. Provide Group objectives, needs, and status report to the Operations Section Chief prior to the next JEOC Action Planning meeting.</li> <li><input type="checkbox"/> <u>Track Resources</u> – Forward Enforcement Group personnel status reports to the JEOC Resource Unit in the Planning Section. Advise all field personnel that they must check-in with the Incident Commander when active in the Control Area.</li> <li><input type="checkbox"/> <u>Coordinate with Finance / Admin</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any expenditures and daily time sheets).</li> <li><input type="checkbox"/> <u>Keep Records</u> – Document all key decisions and activities and send copies to the JEOC Situation Unit.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Forward any input towards the JEOC After-Action Report to the Operations Section Chief.</li> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Copy of Declaration Notices, sections of Health of Animals Act</li> <li>• Template Letter – Contravention of Health of Animals Act</li> <li>• Identification of Enforcement Group</li> <li>• Investigation Record Book</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>



<b>Planning Section Chief</b>	
<b>Responsibilities:</b>	<p>The Planning Section Chief at the JEOC works with activated District Command organizations to collect, evaluate and disseminate all information concerning the disease outbreak. The Planning Section Chief assesses the current situation on a regional or provincial scale, predicts further events and damages, and prepares JEOC action plans. Unless delegated to staff, the Section Chief is responsible for all functions.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess the situation</li> <li>2. Prepare JEOC action plans</li> <li>3. Track resources</li> <li>4. Keep records</li> <li>5. Plan for JEOC demobilization</li> <li>6. Coordinate technical specialists</li> <li>7. Manage the Planning Section</li> <li>8. Prepare After-Action report</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Generate an Initial Situation Report that summarizes the information available on your arrival. Share copies of this Initial Situation Report with the JEOC Directors, the Management Staff, and all Section Chiefs.</li> <li><input type="checkbox"/> Based on the situation, activate functions to include: <ul style="list-style-type: none"> <li>▪ Situation</li> <li>▪ Epidemiology</li> <li>▪ Surveillance</li> <li>▪ Data Management / Mapping</li> <li>▪ Advance Planning</li> <li>▪ Resources</li> <li>▪ Documentation</li> </ul> </li> <li><input type="checkbox"/> Authorize a Deputy Planning Section Chief to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Implement a “buddy system” for Planning Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</li> </ul>
<b>Main Checklist:</b>	<p>Refer to the Unit Leader checklists for more details on each function.</p> <p><b>1. Assess the Situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Collect Information</u> – Collect, analyze, and display situation information within the JEOC. Meet with Operations Section Chief;</li> </ul>



## Planning 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 the Operations Section.

- Prepare JEOC Situation Report – Produce a JEOC Situation Report within each operational period or as instructed by the JEOC Director. Advise District Command Planning Section Chiefs on the content of DC Situation Reports allow for roll-up and summary at the JEOC level. Obtain approval of JEOC Director(s) before sending the Situation Report to others. Distribute JEOC Situation Report to JEOC Sections, activated District Command organizations, CCG, and others identified by the JEOC Director(s) prior to the end of each operational period. Work with the JEOC Directors to coordinate the schedule for preparing the JEOC 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.

### 2. Prepare JEOC Action Plans

- Advise Section Chiefs – Ensure JEOC Section Chiefs provide their objectives prior to each Action Planning meeting, using Form JEOC 401A.
- Prepare Action Plan – Prepare a JEOC Action Plan for each operational period, based on objectives from each JEOC Section.
- Prepare for Action Planning Meeting – In preparation for the Action Planning meeting, ensure that all JEOC priorities and objectives are posted or distributed, and that the meeting room is set up.
- 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 (see JEOC 502) to the Documentation Unit for distribution prior to the next operational period.

### 3. Track Resources

- Track Resources Provided to District Commands – Track the type and status of resources assigned to activated District Commands through the JEOC.
- Track JEOC Resources – Track the type and status of resources assigned to the JEOC and related facilities.

### 4. Keep Records

- Document JEOC Records – Document and maintain files on all

<b>Planning Section Chief</b>	
	<p>JEOC activities.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Archive Files</u> – Maintain files on all JEOC activities and provide reproduction and archiving services for the JEOC, as required.</li> </ul> <p><b>5. Plan for JEOC Demobilization</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Determine Demobilization Requirements</u> – Determine de-briefing and check-out requirements of Finance / Administration, Communications, Supply, and other JEOC functions.</li> <li><input type="checkbox"/> <u>Prepare Demobilization Plan</u> – Develop a Demobilization Plan, and advise JEOC Directors. Ensure any open actions are assigned to appropriate JEOC staff for follow up.</li> </ul> <p><b>6. Coordinate Technical Specialists</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Manage Technical Specialists</u> – Provide and manage technical services, such as environmental advisors and other technical specialists to all JEOC sections, as required.</li> </ul> <p><b>7. Manage the Planning Section</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set Up Section</u> – Ensure the Planning Section area is set up properly and appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards.</li> <li><input type="checkbox"/> <u>Ensure Appropriate Personnel</u> – Use the JEOC Shift Schedule (Form JEOC 503) to plan Section personnel shifts for the coming week. Request additional personnel from the Logistics Section as necessary to maintain 24-hour staffing capabilities.</li> <li><input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their position logs and other paperwork as required.</li> <li><input type="checkbox"/> <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 JEOC 401A).</li> <li><input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets (using JEOC Form 532A) and emergency expenditures with the Finance / Administration Section.</li> </ul> <p><b>8. Prepare After-Action Report</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Develop After-Action Report</u> – In consultation with the JEOC Management Team, prepare the JEOC After-Action Report.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure Demobilization Plan for the JEOC is complete, approved by the JEOC Directors and distributed to all JEOC sections.</li> <li><input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit.</li> </ul>

<b>Planning Section Chief</b>	
	<ul style="list-style-type: none"><li><input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or JEOC staff as appropriate.</li><li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li></ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"><li>• JEOC Mgmt Team Briefing Agenda (Form JEOC 401)</li><li>• JEOC Position Objectives (Form JEOC 401A)</li><li>• Position Log (Form JEOC 414)</li><li>• JEOC Situation Report (Form JEOC 501)</li><li>• JEOC Action Plan (Form JEOC 502)</li><li>• JEOC Shift Schedule (Form JEOC 503)</li><li>• Request for Resources or Assistance (Form JEOC 514)</li><li>• Section Daily Time Sheet (Form JEOC 532A)</li></ul>

<b>Situation Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Situation Unit Leader collects and organizes information on the incident status, the geographic location and scope of the FAD event, all activated District Commands, and all response efforts. The Situation Unit is responsible for evaluating, analyzing, and displaying information for JEOC personnel, and oversees the analysis of information to prepare response strategies and tactics.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Collect information</li> <li>2. Assess losses</li> <li>3. Organize information</li> <li>4. Analyze information</li> <li>5. Distribute / display information</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Collect Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Liaise with Operations</u> – Request regular status reports from JEOC Operations. Consider providing posting Situation Unit personnel in the Operations Section to enhance information flow.</li> <li><input type="checkbox"/> <u>Collect JEOC Information</u> – Collect status information from each active JEOC Section and Management Staff on a regular basis.</li> </ul> </li> <li><b>2. Assess Losses</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Collect Summary Information on Affected Residents and Businesses</u> – Work with District Command Planning Sections to collect information on the number and location of affected agricultural producers within the Control Area, considering both direct and indirect impacts. Some information may be confidential.</li> <li><input type="checkbox"/> <u>Document Losses</u> – Evaluate the nature and extent of overall 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. Give copies to the JEOC Risk Management Officer, Compensation Unit, and Documentation Unit.</li> <li><input type="checkbox"/> <u>Assist Recovery Effort</u> – Provide information on affected farms and businesses to the Advance Planning Unit to anticipate recovery.</li> </ul> </li> <li><b>3. Organize Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Organize Collected Information</u> – Organize collected data to facilitate storage and retrieval of information. Sort data into</li> </ul> </li> </ol>

<b>Situation Unit Leader</b>	
	<p>required categories of information (i.e. geographic area, population, environmental values at risk, location of facilities, etc.).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Fill Data Gaps</u> – Review all data for completeness, accuracy, and relevancy prior to posting. Fill any gaps in information.</li> <li><input type="checkbox"/> <u>Archive Information</u> – Arrange for secure storage of information.</li> </ul> <p><b>4. Analyze Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Evaluate Information</u> – 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.</li> </ul> <p><b>5. Distribute / Display Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare JEOC Situation Reports</u> – Assemble relevant information to prepare at least one JEOC Situation Report for each operational period, or as instructed by the JEOC Director, using JEOC Situation Report Form 501. Consult the Planning Section Chief on the content and schedule for preparing the JEOC Situation Report.</li> <li><input type="checkbox"/> <u>Distribute Situation Reports</u> – Ensure that approved situation status reports are disseminated to JEOC staff and others identified by the Planning Section Chief. E-mail lists should include alternates for all functions (including industry) so they can remain informed.</li> <li><input type="checkbox"/> <u>Display Information</u> – Develop displays (weather reports, incident status summaries, etc.) in the JEOC, 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 an effective situation status board.</li> <li><input type="checkbox"/> <u>Support Information Release</u> – The Planning Section Chief may request up-to-date information at any time, in addition to regular Situation Reports. Also, meet with the JEOC Information Officer to ensure access to current information.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic Before Leaving Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Sample JEOC Situation Report (Form JEOC 501)</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• JEOC Situation Report (Form JEOC 501)</li> </ul>

<b>Function Aid</b>	<b>Sample JEOC Situation Report</b>	<b>Situation Unit</b>
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<b>Situation Summary</b>
<p><i>Location of JEOC:</i> The Joint EOC is located in Abbotsford, BC</p> <p><i>District Commands Reporting:</i> Three: Dawson Creek, Williams Lake, and Vernon</p>
<p><i>Summary for all District Commands Reporting:</i></p> <p style="padding-left: 40px;">122 Total number of Quarantines currently</p> <p style="padding-left: 40px;">36 Total number of Quarantines added since last Report</p> <p style="padding-left: 40px;">0 Total number of Quarantines removed since last Report</p>
<p><i>JEOC Actions for Next Operational Period (beginning at 0800, Nov 3, 2013):</i></p> <ul style="list-style-type: none"> <li>• Activate Canadian Vet Reserve</li> <li>• Prepare JEOC Staffing Plan</li> </ul>
<p><i>Current JEOC Resource Commitments:</i></p> <p style="padding-left: 40px;">35 JEOC staff</p> <p style="padding-left: 40px;">11 Laboratory</p> <p style="padding-left: 40px;">10 Other staff (e.g., external personnel)</p> <p style="padding-left: 40px;">56 Total Personnel under JEOC</p> <p style="padding-left: 40px;">256 Total Personnel for all response</p>
<p><i>Lead and Assisting Agencies at JEOC:</i></p> <ul style="list-style-type: none"> <li>• Agriculture and Agri Food Canada</li> <li>• Alberta Min. of Agriculture and Rural Development</li> <li>• BC Cattlemens' Association</li> <li>• BC Min. of Agriculture</li> <li>• BC Min. of Environment</li> <li>• Canada Border Services Agency</li> <li>• Canadian Food Inspection Agency</li> <li>• Canadian Veterinary Reserve</li> <li>• Emergency Management BC</li> <li>• Public Health Agency of Canada</li> </ul>
<p><i>JEOC Resource Requirements:</i></p> <p style="padding-left: 40px;">35 Replacement staff for JEOC</p> <p style="padding-left: 40px;">12 Mobile telephones</p>
<p><i>JEOC Schedule for Next Operational Period:</i></p> <p style="padding-left: 40px;">0900 Briefing by JEOC Directors</p> <p style="padding-left: 40px;">0930 Conference Call, CCG and NEOC</p> <p style="padding-left: 40px;">1500 Action Planning Meeting</p> <p style="padding-left: 40px;">1600 Provincial News Media Briefing, Abbotsford</p>
<p><i>List of Attachments:</i></p> <ul style="list-style-type: none"> <li>• Provincial Map of Control Area, District Command</li> <li>• JEOC Action Plan</li> </ul>

<b>Epidemiology Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Epidemiology Unit Leader supports efforts at the District Command level to determine what information is needed to guide management of the outbreak. The Epidemiology Unit Leader advises District Command Epidemiology Units on 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.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Determine information requirements</li> <li>2. Receive field and laboratory information</li> <li>3. Assess results and regional risks of FAD</li> <li>4. Report on findings</li> </ol> <p>The Epidemiology Unit may include CFIA epidemiologists and other veterinarians.</p>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Refer to the <i>Foreign Animal Disease Manual of Procedures</i> for epidemiology tasks specific to the disease at hand.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Determine Information Requirements</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Data Needs</u> – According to the situation at hand, determine what information is to be collected from various sources (labs, farms, other premises, etc.)</li> </ul> </li> <li><b>2. Receive Field and Laboratory Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Receive Field Data</u> – Work with the District Command Epidemiology Unit on the provision of field data summaries for collation at the regional level. Advise on necessary field investigations be carried out by the diagnostic teams through the District Command.</li> <li><input type="checkbox"/> <u>Receive Lab Data</u> – Work with laboratories to facilitate the receipt of timely results. Inform the Planning Section Chief if field or laboratory reports are not submitted properly with all the necessary information.</li> <li><input type="checkbox"/> <u>Collate Data</u> – Assemble a regional summary of the pertinent laboratory and field information in a useful manner.</li> </ul> </li> <li><b>3. Assess Results and Regional Risks of FAD</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Entry Point</u> – Work with District Command to determine the</li> </ul> </li> </ol>

<b>Epidemiology Unit Leader</b>	
	<p>period of entry of the FAD into the Control Area and into Canada.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Track the Disease</u> – Help the Epidemiology Unit in the District Command to identify the origin of the FAD outbreak and track the presence of the disease in the Control Area.</li> <li><input type="checkbox"/> <u>Assess Spread</u> – Determine the risk of the FAD spreading outside the Control Area.</li> </ul> <p><b>4. Report on Findings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Forward Epi Data</u> – Forward summary epidemiological information to the Data Management / Mapping Unit in JEOC Planning.</li> <li><input type="checkbox"/> <u>Keep Planning Chief Informed</u> – 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.</li> <li><input type="checkbox"/> <u>Share Information</u> – Epidemiological information may be shared with other functions with the approval of the Planning Section Chief and appropriate restrictions to protect confidentiality. Advise Advance Planning Unit in JEOC Planning Section on implications for future actions, such as recovery.</li> <li><input type="checkbox"/> <u>Keep Records</u> – Prepare the summary report following destruction and disposal. Submit periodic summaries to the JEOC Planning Section Chief and the CFIA Epidemiologist as required.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic Before Leaving Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>



<b>Surveillance Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Surveillance Unit at the JEOC works with activated District Commands to determine and monitor the location and boundaries of the infected animal species and disease-carrying vectors. The Surveillance Unit Leader advises on adequate surveillance at the District Command level to support information-based decisions and to regain “disease-free” status as soon as possible. The Surveillance Unit works closely with the Data Management / Mapping Unit in the JEOC Planning Section.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Collect summary surveillance data</li> <li>2. Assess information</li> <li>3. Report on findings</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Refer to the <i>Foreign Animal Disease Manual of Procedures</i> for surveillance tasks specific to the disease at hand. Confirm standards for inspection or establish revised standards.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Collect Summary Surveillance Data</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Review and Support Surveillance Plan</u> – Review plans prepared at the District Command level to guide surveillance tactics, based on the status of pathogenicity and an assessment of risk. Refer to <i>National Surveillance Plan</i> by CFIA. Advise that the number of samples should reflect the degree of risk.</li> <li><input type="checkbox"/> <u>Receive Data</u> – Work with the District Command Surveillance Unit on the provision of information needed to determine the size, location and movement of populations of susceptible animals and vectors within the Control Area.</li> <li><input type="checkbox"/> <u>Coordinate Surveillance Activities</u> – Work with activated District Commands on the collection of surveillance information. Consider the 2006 <i>Premises Identification Project</i> and the <i>Fed/Prov Traceability Study</i>, available through the BC Ministry of Agriculture.</li> <li><input type="checkbox"/> <u>Evaluate Wildlife</u> – Assess the potential for the FAD to spread to wildlife, working with the BC Min. of Environment. Advise the District Command Surveillance Unit of the potential for wildlife impacts and appropriate response actions. Consult the Veterinary Technical Committee.</li> <li><input type="checkbox"/> <u>Keep Records</u> – Maintain an ongoing record of surveillance summaries prepared to support District Command response and disease control efforts.</li> </ul>

<b>Surveillance Unit Leader</b>	
	<p><b>2. Assess Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assemble Regional Summary Data</u> – Assemble the pertinent surveillance information in summary form.</li> <li><input type="checkbox"/> <u>Evaluate Data</u> – Assess reports coming from the District Command Surveillance Unit concerning suspected premises. Work with the Epidemiology Unit Leader if appropriate to confirm the status of a disease.</li> </ul> <p><b>3. Report on Findings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Forward Data</u> – Arrange for the flow of all pertinent summary surveillance information to the Data Management / Mapping Unit in JEOC Planning.</li> <li><input type="checkbox"/> <u>Share Information</u> – Surveillance information may be shared with other functions with the approval of the JEOC Directors and appropriate restrictions to protect confidentiality. Provide regional summary surveillance information accompanied by evaluations, conclusions and recommendations.</li> <li><input type="checkbox"/> <u>Report to Planning Section Chief</u> – Submit periodic summaries to the JEOC Planning Section Chief as required. Advise the Planning Section Chief on changes to boundaries of Control Area and zones.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic Before Leaving Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Data Management / Mapping Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Data Management / Mapping Unit Leader at the JEOC assists with the collection and analysis of integrated information among activated District Commands needed to track and map the disease and control measures.</p> <p>The Unit Leader oversees 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.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Identify premises</li> <li>2. Establish database system</li> <li>3. Establish GIS mapping system</li> <li>4. Collect data</li> <li>5. Analyze and display information</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Contact GeoBC to arrange for their assistance.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Identify Premises</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Locate Premises within Region</u> – Collate information identifying all structures implicated as infected or high risk premises provided by District Command. Advise District Commands on the proper format and applications to use in mapping infected places, zones, and other features of the Control Area.</li> <li><input type="checkbox"/> <u>Confirm Identification</u> – Advise District Command on the use of permanent identifier signs on each barn.</li> </ul> </li> <li><b>2. Establish Database System</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Data to Manage</u> – Discuss with JEOC Operations and Planning Section Chiefs the type of data and analysis required to support FAD response decisions at the District Command level. Consider the <i>Premises Identification Project</i> available through the Ministry of Agriculture.</li> <li><input type="checkbox"/> <u>Advise on Database</u> – Select a database system for application during the FAD event and advise District Command Data Management / Mapping Units on implementation.</li> <li><input type="checkbox"/> <u>Identify How to Collect Data</u> – Design data collection systems to populate the database, working with the JEOC Epidemiology Unit,</li> </ul> </li> </ol>

<b>Data Management / Mapping Unit Leader</b>	
	<p>the Surveillance Unit, and District Command personnel.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Design Data Security Measures</u> – Protect the confidentiality of industry data both during the FAD event and following its conclusion, working with the Planning Section.</li> </ul> <p><b>3. Establish GIS Mapping System</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Choose Mapping System</u> – Identify a GIS-base mapping system and advise District Command Data Management / Mapping Units on implementation. Note that the ARC GIS software is available through GeoBC.</li> <li><input type="checkbox"/> <u>Create Data Layers</u> – Develop the required data layers to represent the information needed to support decisions.</li> <li><input type="checkbox"/> <u>Generate Maps</u> – Plot regional view maps of the Control Area and surveillance area boundaries, location of perimeters, facilities, access routes, etc., and display maps in the JEOC Planning area. Assist District Command with generating maps, on request.</li> </ul> <p><b>4. Collect Data</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Inform Others on Data Collection</u> – Advise District Command Planning Section staff in the collection of data for the FAD event, and provide forms to promote consistent data collection.</li> <li><input type="checkbox"/> <u>Work with Others to Collect Data</u> – Work with other response agencies to collect verifiable data. In particular, work with the BC Ministry of Agriculture to acquire available data on environmental resources in the area. Consult GeoBC to obtain available GIS information, such as land use and population distribution.</li> </ul> <p><b>5. Analyze and Display Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare Regional Summaries</u> – Apply database systems to analyze data and prepare summary tables, graphs, and maps for information useful in decision-making</li> <li><input type="checkbox"/> <u>Agree to Share Data</u> – Establish agreements among FADES agencies to share data and analysis among federal, provincial, and local agencies on a “need-to-know” basis.</li> <li><input type="checkbox"/> <u>Establish Website</u> – Consider the use of a password-protected website for posting essential information to support FAD response, intended for other JEOC and partner use.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic Before Leaving Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Advance Planning Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Advance Planning Unit Leader assesses available information to determine potential future impacts of the foreign animal disease outbreak, particularly issues that might influence overall District Command and JEOC priorities and objectives. Advance Planning also considers the potential impact to human health, and the long-term actions required for community recovery.</p> <p>The JEOC Advance Planning may assist with longer-range plans on request from District Command. Staff for the Advance Planning Unit may include available veterinarians and industry representatives.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Review available information</li> <li>2. Identify approaching issues</li> <li>3. Anticipate future events</li> <li>4. Plan for recovery</li> <li>5. Recommend JEOC objectives and prepare plans</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Review Available Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Review Information</u> – Review available situation reports, status reports, action plans, and other significant information.</li> <li><input type="checkbox"/> <u>Work with District Command</u> – Establish regular contact with the Planning Section Chief at the District Command organization and offer assistance with advance planning efforts.</li> <li><input type="checkbox"/> <u>Liaise with JEOC Staff</u> – Meet individually with the JEOC Management Staff and Section Chiefs to develop estimates of the future direction and potential spread of the FAD event.</li> </ul> </li> <li><b>2. Identify Approaching Issues</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Potential Future Implications</u> – Provide periodic predictions on the incident potential, such as disease spread to and by wildlife. Determine potential future impacts of the FAD event, particularly issues that might modify the District Command or overall JEOC priorities.</li> <li><input type="checkbox"/> <u>Identify Issues</u> – Identify potential response and recovery issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Advise on community recovery planning.</li> </ul> </li> <li><b>3. Anticipate Future Events</b></li> </ol>

<b>Advance Planning Unit Leader</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Consider Future Events</u> – Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the JEOC.</li> <li><input type="checkbox"/> <u>Prepare Plans</u> – Develop plans and report, as required.</li> </ul> <p><b>4. Plan for Recovery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assess Needs</u> – Assess the need for immediate and long-term recovery of industry and support services in the community.</li> <li><input type="checkbox"/> <u>Advise on Recovery Planning</u> – Advise impacted local communities on establishing recovery organizations.</li> </ul> <p><b>5. Recommend JEOC Objectives and Prepare Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Brief JEOC Members</u> – Provide periodic briefings to the JEOC Director, Management Staff, and General Staff on approaching issues.</li> <li><input type="checkbox"/> <u>Prepare Plans</u> – On request from the JEOC Planning Section Chief, prepare plans that guide response and recovery activities at the JEOC level.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Resources Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Resources Unit Leader prepares status information for resources assigned through the JEOC, 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 allocated by the JEOC. The Unit Leader is responsible for creating organizational schemes for collected resource information to facilitate sharing of status details.</p> <p><u>Note:</u> The JEOC Resources Unit only tracks resources; it does not obtain or supply them.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Collect resource information</li> <li>2. Organize resource information</li> <li>3. Distribute / display resource information</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Set up a Resource Tracking Board (see sample).</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Collect Resource Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Resources in Place</u> – Establish contact with incident information sources such as District Commands, JEOC Operations Section Chief, and Operational Supply Unit to determine what resources have been assigned through the JEOC to the FAD event, their status, and location.</li> <li><input type="checkbox"/> <u>Identify Critical Resources</u> – Work with the JEOC Directors and Operations Section Chief to identify resources that are critical in the region and prepare a list. Obtain copies of critical resource requests from the Logistics Section.</li> <li><input type="checkbox"/> <u>Liaise with Operations Section</u> – Coordinate with Operations Section to collect and centralize resource status information.</li> </ul> </li> <li><b>2. Organize Resource Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set up Resource Tracking System</u> – Establish and maintain resource tracking system. Maintain a summary of all resources at the FAD event, such as the :                             <ul style="list-style-type: none"> <li>▪ Total number of personnel assigned to the incident.</li> <li>▪ Total number of resources assigned to each District Command, by type and kind.</li> </ul> </li> </ul> </li> </ol>

<b>Resources Unit Leader</b>	
	<ul style="list-style-type: none"> <li>▪ Location of all human and material resources.</li> <li>❑ <u>Identify Resources</u> – Compile, maintain, and display summary resource status information on: 1) All tactical and support personnel and 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.</li> <li>❑ <u>Monitor Resource Requests</u> – As resource requests are received in Logistics, post the request on a status board and track the progress of the request until filled.</li> <li>❑ <u>Track Resources</u> – Track the progress of resource requests until filled. Coordinate closely with the JEOC Logistics Section units, particularly Operational Supply, Personnel, and Transportation.</li> </ul> <p><b>3. Distribute / Display Resource Information</b></p> <ul style="list-style-type: none"> <li>❑ <u>Create Status Board</u> – Develop and maintain summary resource status boards and/or other tracking display systems.</li> <li>❑ <u>Keep Requestors Informed</u> – Assist JEOC Operations and Logistics in notifying agencies of the status of their resource requests, especially where there may be delays.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li>❑ Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>



<b>Recovery Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Recovery Unit Leader for the JEOC advises District Command organizations on common recovery activities. The Leader identifies available government and non-government support programs that may affect recovery. In addition, the Recovery Unit Leader summarizes the total social and economic impacts of the outbreak in BC, and may work with the Information Officer to issue provincial or national media messages on recovery. Industry association members will likely play a lead role in recovery.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Assess the situation</li> <li>2. Identify recovery programs</li> <li>3. Coordinate public information about recovery</li> <li>4. Monitor social and economic impacts in the province</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic ICP Checklist” Checklist.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assess the Situation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Determine Scope of Recovery</u> – Consult with activated District Command organizations to estimate the number and location of affected agricultural producers in the province. Some information may be confidential.</li> <li><input type="checkbox"/> <u>Estimate Indirect Impacts</u> – For the province overall, determine the numbers of agricultural support operations by type affected by the event. Estimate the numbers of workers affected in BC. Summarize the magnitude of the FAD event, such as the geographic extent, number of households affected, number and type of businesses affected in the province.</li> <li><input type="checkbox"/> <u>Document Losses</u> – Prepare a written assessment of provincial impacts and ensure copies go to the JEOC Directors, Human Health Group, and Documentation Unit. Provide written information on overall impacts to the CCG.</li> </ul> </li> <li><b>2. Identify Recovery Programs</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Government Programs</u> – Consult with Agriculture and Agri-Food Canada, the BC Ministry of Agriculture, and other government agencies to identify programs that may support recovery efforts for the FAD event.</li> <li><input type="checkbox"/> <u>Communicate Programs</u> – Summarize and communicate findings to activated District Command Recovery Units.</li> </ul> </li> </ol>

<b>Recovery Unit Leader</b>	
	<p><b>3. Coordinate Public Information about Recovery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Coordinate Information about Recovery</u> – Work with the JEOC Information Officer to communicate recovery opportunities among participating agencies in the province to the public.</li> </ul> <p><b>4. Monitor Social and Economic Impacts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assess Ongoing Impacts</u> – Track the status of recovery throughout the province. Oversee an overview economic analysis of the FAD impact.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic “Before Leaving” Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Objectives (Form ICP 401A)</li> <li>• Position Log (Form ICP 414)</li> </ul>

<b>Documentation Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Documentation Unit Leader collects and maintains JEOC 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 JEOC. The Unit copies and distributes documentation, ensuring that confidentiality restrictions are observed.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Collect JEOC documents</li> <li>2. Take meeting minutes</li> <li>3. Copy and distribute reports and plans</li> <li>4. Organize and secure documents</li> </ol>
<b>Reports To:</b>	JEOC Planning Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from Planning Section Chief on the confidentiality of records.</li> <li><input type="checkbox"/> Set up and maintain document reproduction services for the JEOC.</li> <li><input type="checkbox"/> Obtain at least one camera, preferably one digital and one video camera.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Collect JEOC Documents</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Materials to Collect</u> – Meet with the Planning Section Chief to confirm what District Command and JEOC materials should be maintained as official records.</li> <li><input type="checkbox"/> <u>Advise District Command</u> – Advise the Documentation Unit Leader at each activated District Command on the types of information to collect, storage methods, and reporting procedures.</li> <li><input type="checkbox"/> <u>Collect Documents</u> – Collect records from each active JEOC function daily. Collect, organize and file all completed event or disaster related documents. Check the accuracy and completeness of records submitted for files.</li> <li><input type="checkbox"/> <u>Collect Position Logs</u> – Refer to JEOC Organization Chart to ensure that you receive position logs from each activated function. Remind JEOC members to mark appropriate documents with the date and time.</li> <li><input type="checkbox"/> <u>Observe Confidentiality</u> – Ensure that legal restrictions on confidential records are observed.</li> </ul> </li> <li><b>2. Take Meeting Minutes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Record Minutes</u> – Take minutes at all JEOC briefings and meetings, as directed by the Planning Section Chief. Offer note-</li> </ul> </li> </ol>

<b>Documentation Unit Leader</b>	
	<p>taking services to the JEOC Directors.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Photograph Important Information</u> – Photograph whiteboards (with time and date), and other important information generated at the JEOC.</li> </ul> <p><b>3. Copy and Distribute Plans and Reports</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Distribute JEOC Reports and Plans</u> – Reproduce and distribute approved Situation Reports and JEOC Action Plans internally. Keep extra copies of reports and Plans available for special distribution, as required.</li> <li><input type="checkbox"/> <u>Photocopy and Produce Documents</u> – Provide document reproduction services to JEOC staff, on request.</li> <li><input type="checkbox"/> <u>Support Recovery Efforts</u> – Work with Advance Planning Unit and community recovery leaders to determine what JEOC materials and documents could support recovery, and provide materials approved by the Planning Section Chief.</li> </ul> <p><b>4. Organize and Secure Documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Organize Information</u> – Establish and organize files for the FAD event. Initiate and maintain a roster and organization chart of all activated JEOC positions.</li> <li><input type="checkbox"/> <u>Archive Documents</u> – Maintain a permanent archive of all Situation Reports, JEOC Action Plans, and other information associated with the FAD event.</li> <li><input type="checkbox"/> <u>Store Documents</u> – Arrange for locking and fire-resistant file cabinets through the JEOC Support Unit. Prepare file folders to reflect contents.</li> <li><input type="checkbox"/> <u>Secure Documents</u> – Ensure security of JEOC records, working with Risk Management Officer.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> <li><input type="checkbox"/> Arrange to return photocopying equipment.</li> <li><input type="checkbox"/> Process all photographs and ensure they are properly labelled.</li> <li><input type="checkbox"/> Deliver all incident files to the Planning Section Chief.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Logistics Section Chief</b>	
<b>Responsibilities:</b>	<p>The Logistics Section Chief coordinates the provision of JEOC facilities, equipment, and material in support of District Command operations. The Logistics Section provides telecommunication services, information technology, and other support operations for responders. Logistics also coordinates all personnel requirements and arranges transportation.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Oversee information technology and telecommunication</li> <li>2. Support JEOC operations</li> <li>3. Supply equipment and material resources</li> <li>4. Coordinate personnel</li> <li>5. Arrange transportation</li> <li>6. Manage the Logistics Section</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> The functions within the Logistics Section may include: <ul style="list-style-type: none"> <li>▪ Information Technology / Telecommunications</li> <li>▪ JEOC Support</li> <li>▪ Operational Supply</li> <li>▪ Personnel</li> <li>▪ Transportation</li> </ul> </li> <li><input type="checkbox"/> Authorize a Deputy Operations Section Chief to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Implement a “buddy system” for Logistics Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Oversee Information Technology and Telecommunication</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Activate Information Technology Services</u> – Arrange for information technology support for District Command and the JEOC. Establish and maintain JEOC telephone, fax, and radio communications.</li> <li><input type="checkbox"/> <u>Support Telecommunications at all JEOC Facilities</u> – Establish telecommunications at JEOC and the media centre, working with the JEOC Information Officer.</li> </ul> </li> <li><b>2. Support JEOC Operations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Establish Systems to Supply JEOC Materials</u> – Arrange for the maintenance of JEOC facilities, including all utilities, food, water, and office supplies.</li> <li><input type="checkbox"/> <u>Coordinate JEOC Security</u> – Arrange for and manage JEOC security for all areas, working with the Risk Management Officer.</li> <li><input type="checkbox"/> <u>Provide Clerical Services</u> – Coordinate secretarial and clerical</li> </ul> </li> </ol>

## Logistics Section Chief

services for use in the JEOC.

### 3. Supply Equipment and Material Resources

- Determine Spending Authority – Meet with the Finance / Administration Section Chief and determine level of purchasing authority for the Logistics Section. Coordinate closely with the Procurement Unit in the Finance / Admin Section in following all required procedures.
- Receive Resource Requests – Coordinate all requests for resources from initiation to delivery to Operations Groups. Advise all Section Chiefs to complete form A-4 (CFIA purchases only) or JEOC Resource Request form (Form JEOC 514) and forward it to their supervisor for approval. Validate resource requests prior to acting on a request.
- Seek Approval for High-Cost or Critical Resources – Obtain JEOC Director 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.
- Establish Procedures to Fill Resource Requests – Work with Operational Supply on procedures to locate or acquire equipment, supplies, and facilities. Work with Operations Section Chief to establish priorities for resource allocation. Ensure critical resources are allocated according to JEOC Action Plan policy and priorities.
- Track Resources – Ensure that all resources are tracked and accounted for in cooperation with the Resources Unit in Planning.

### 4. Coordinate Personnel

- Set Procedures for Personnel Requests – Coordinate requests for District Command and JEOC personnel, and assign available personnel appropriate with their training and qualifications.
- Arrange to Fill Personnel Requests – Acquire and assign personnel with the appropriate qualifications. Support requests for personnel, accounting for priorities among operational functions.
- Orient Personnel – Check in all incoming JEOC personnel (See Form JEOC 511 and Form JEOC 512). Deliver “just-in-time” training on the operation of the JEOC to all personnel requiring new or updated information, using the materials in Annex G.
- Ensure Personnel Health and Safety – Work with Risk Management Officer and Human Health Group Supervisor to ensure all 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

<b>Logistics Section Chief</b>	
	<p>JEOC personnel who travel report their safe arrival; authorize followup investigations if personnel fail to report.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Obtain Confidentiality Commitments</u> – Ensure all personnel who are not federal or provincial employees sign a confidentiality agreement. See the Canadian Food Inspection Agency <i>Draft Memorandum of Understanding for the Sharing of Information Between the Canadian Food Inspection Agency AND BC, 2006.</i></li> <li><input type="checkbox"/> <u>Advise on Personnel Time</u> – Inform all Management Staff and Section Chiefs that no JEOC 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.</li> <li><input type="checkbox"/> <u>Manage Stress Counselling</u> – With the Risk Management Officer, determine the need for crisis counselling for all JEOC staff.</li> </ul> <p><b>5. Arrange Transportation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set up Procedures to Fill Transportation Requests</u> – Coordinate transportation requests in support of response operations.</li> </ul> <p><b>6. Manage the Logistics Section</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Ensure Appropriate Personnel</u> – Use the JEOC Shift Schedule (Form JEOC 503) to plan Logistics Section personnel shifts for the coming week. Request additional personnel for the section as necessary to maintain staffing capabilities.</li> <li><input type="checkbox"/> <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 Logistics Section or the District Command. Collect objectives from each activated Logistics Unit using the Position Objectives (Form JEOC 401A).</li> <li><input type="checkbox"/> <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.</li> <li><input type="checkbox"/> <u>Advise Staff to Share Information</u> – Inform all Logistics Section personnel that they are encouraged to share information with others in the JEOC for the purposes of emergency response, even those from other agencies. All must agree to secure personal and confidential information that requires protection.</li> <li><input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets (using JEOC Form 532A) and emergency expenditures with the Finance/Administration Section.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit.</li> <li><input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency</li> </ul>

<b>Logistics Section Chief</b>	
	and/or JEOC staff as appropriate. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<b><u>Forms</u></b> <ul style="list-style-type: none"><li>• JEOC Position Objectives (Form JEOC 401A)</li><li>• Position Log (Form JEOC 414)</li><li>• JEOC Shift Schedule (Form JEOC 503)</li><li>• JEOC Staff Food Plan (Form JEOC 508A)</li><li>• JEOC Check-in, Check-out (Form JEOC 511)</li><li>• Request for Resources or Assistance (Form JEOC 514)</li><li>• Section Daily Time Sheet (Form JEOC 532A)</li></ul>



<b>Information Technology / Telecommunications Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Information Technology / Telecommunications Unit establishes computer, printer, Internet access, and e-mail addresses for key JEOC functions, and provides support for related systems at the District Command level. Specialists within the Unit arrange for telephone, fax, radio, and other communication means. Such services extend to all JEOC and related facilities, including the Media Briefing Room and Joint Information Centre, if established.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Support use of information technology in response</li> <li>2. Establish and maintain JEOC telephone and fax systems</li> <li>3. Provide JEOC radio communications</li> <li>4. Establish telecommunications at media centre, Joint Information Centre (JIC)</li> </ol>
<b>Reports To:</b>	JEOC Logistics Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Ensure you understand procurement policies set out by the Finance / Administration Section Chief before acquiring resources.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Support Use of Information Technology in Response</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assess Computer Requirements</u> – Determine computer requirements for all activated District Command and JEOC functions, referring to <i>FADES Facility and Telecommunications</i> in Annex F and consulting with District Command and JEOC Section Chiefs.</li> <li><input type="checkbox"/> <u>Establish JEOC Computer Capabilities</u> – Establish computer, printer, Internet access, and e-mail systems for all functions, 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 JEOC functions.</li> <li><input type="checkbox"/> <u>Assist District Command System Capabilities</u> – Oversee and assist IT / Telecomms Unit Leaders in activated District Commands to ensure viable systems and IT support.</li> <li><input type="checkbox"/> <u>Train JEOC Users</u> – Inform all JEOC staff regarding the use of information technology.</li> <li><input type="checkbox"/> <u>Troubleshoot JEOC Systems</u> – Ensure that computer technical personnel are available for equipment and application program maintenance and repair.</li> <li><input type="checkbox"/> <u>Maintain Status Board</u> – Maintain an Information Technology</li> </ul>

<b>Information Technology / Telecommunications Unit Leader</b>	
	<p>resource status board working with the Resources Unit.</p> <p><b>2. Establish and Maintain JEOC Telephone and Fax Systems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assess Requirements</u> – Assess communications systems in use; advise on communications capabilities/limitations. Assess JEOC phone load and request additional lines as needed. Determine specific organizational elements to be assigned telephones.</li> <li><input type="checkbox"/> <u>Develop JEOC Telecommunications Plan</u> – Determine which phones and numbers should be used by what personnel and for what purpose. Include cellular phones and pagers in JEOC communications plan, if appropriate.</li> <li><input type="checkbox"/> <u>Supply JEOC Telephone and Fax Connections</u> – Request that Public Works and Government Services Canada (PWGSC) provide telephone and fax equipment and services to JEOC staff, as required, working with standard communications service providers.</li> <li><input type="checkbox"/> <u>Post Communications Status Board</u> – Create and maintain a telephone and radio communications status board, and assign telephone numbers to JEOC functions.</li> </ul> <p><b>3. Provide JEOC Radio Communications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set up JEOC Radio Communications</u> – Mobilize and coordinate amateur radio resources to augment primary communication systems with District Commands and other agencies, as required.</li> </ul> <p><b>4. Establish Telecommunications at Media Centre, JIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Support Media Communications</u> – Provide necessary telecommunications when Information Officer establishes a Media Centre or a Joint Information Centre (JIC).</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all expenditures and financial claims have been coordinated through the Finance / Admin Section.</li> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><u>Aids</u></p> <ul style="list-style-type: none"> <li>• FADES Facilities and Telecommunications (Annex F)</li> <li>• Sample Telephone / Email List for JEOC</li> </ul> <p><u>Forms</u></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Function Aid</b>	<b>Sample Telephone / Email List for JEOC</b>	<b>IT/Telecoms Unit</b>
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JEOC Function	Incoming Telephone	Email Address
JEOC Director (CFIA)	604-556-3101	BCJEOC_Director@gmail.com
JEOC Director (Prov)	604-556-3102	
Risk Management Officer	604-556-3103	BCJEOC_RMO@gmail.com
Liaison Officer	604-556-3104	BCJEOC_LO@gmail.com
Information Officer	604-556-3105	BCJEOC_IO@gmail.com
Information Assistant	604-556-3106	-
Information Incoming Fax	604-556-3107	-
Operations Section	604-556-3108	BCJEOC_Ops@gmail.com
Planning Section	604-556-3109	BCJEOC_Plan@gmail.com
Logistics Section	604-556-3110	BCJEOC_Log@gmail.com
Finance / Admin Section	604-556-3111	BCJEOC_Fin@gmail.com
JEOC General Reception	604-556-3112	-
JEOC Conference Call Line	604-556-3113 444555666#	-
JEOC Incoming Fax	604-556-3114	-
Etc.		

<b>JEOC Support Unit Leader</b>	
<b>Responsibilities:</b>	<p>The JEOC Support Unit Leader ensures that facilities are available for the response effort, including securing access to the JEOC facilities. The Unit provides staff, furniture, supplies, and materials necessary to configure the JEOC facilities in a manner adequate to accomplish the mission. The JEOC Support Unit Leader ensures adequate and nutritious food and refreshment is provided to JEOC and field staff when needed.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Manage JEOC facilities</li> <li>2. Acquire equipment and supplies</li> <li>3. Arrange for food / water for JEOC and site staff</li> <li>4. Manage JEOC security</li> <li>5. Provide JEOC clerical support</li> </ol>
<b>Reports To:</b>	JEOC Logistics Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from Logistics Section Chief: <ul style="list-style-type: none"> <li>▪ Determine JEOC and other facilities activated in support of the FAD event.</li> <li>▪ Determine resource ordering process.</li> <li>▪ Confirm personnel already requested for Unit.</li> </ul> </li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Manage JEOC Facilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify JEOC Facility Needs</u> – Determine facilities and furnishings required for effective operation of the JEOC and other related facilities (Media Centre, JIC), working with the JEOC Director. Refer to the <i>FADES Facility and Telecommunications</i> in Annex F. See also the Canadian Food Inspection Agency <i>Memorandum of Understanding</i> with Public Works and Government Services Canada regarding emergency support.</li> <li><input type="checkbox"/> <u>Acquire Access to Facilities</u> – Secure legal access and use of non-owned facilities through contract, working with the Procurement Unit and the Risk Management 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 JEOC layout by function at the entranceway, and show all emergency exits.</li> <li><input type="checkbox"/> <u>Manage JEOC Utilities and Maintenance</u> – Coordinate JEOC utilities, including provision of electricity, heat, water, and waste removal. Arrange for continuous maintenance of acquired JEOC facilities. Ensure all clocks and watches used in the JEOC are synchronized.</li> </ul>

<b>JEOC Support Unit Leader</b>	
	<p><b>2. Acquire Equipment and Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Furnish JEOC</u> – Provide furniture, supplies, and materials necessary to configure the JEOC facilities.</li> <li><input type="checkbox"/> <u>Maintain JEOC Inventory</u> – Maintain an inventory list of items used by the JEOC in response and recovery. Refer to <i>JEOC Inventory</i>.</li> <li><input type="checkbox"/> <u>Maintain JEOC Facilities Status Board</u> – Develop and maintain a status board that depicts the location of each facility.</li> </ul> <p><b>3. Arrange for Food / Water for JEOC and Site Staff</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Plan Meals</u> – Determine food service requirements for planned and expected operations, such as time of daily servings, meal types. Ensure that appropriate health and safety measures are taken for all food handling and coordinate with the Risk Management Officer.</li> <li><input type="checkbox"/> <u>Acquire Food and Water Services</u> – Arrange for and supervise food-catering services. Gain approval from the CFIA JEOC Director to supersede federal “hospitality” restrictions. Obtain food service bids (coordinate with Procurement Unit). Arrange for delivery of food to support requests from District Command.</li> <li><input type="checkbox"/> <u>Manage Meal Delivery</u> – Supervise administration of food service agreement, if applicable.</li> </ul> <p><b>4. Manage JEOC Security</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Support JEOC Safety</u> – Ensure all structures are safe for occupancy and that they comply with regulations and bylaws.</li> <li><input type="checkbox"/> <u>Support JEOC Security</u> – Secure access to JEOC facilities, in consultation with the Risk Management Officer.</li> </ul> <p><b>5. Provide JEOC Clerical Support</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Manage Clerical Support for JEOC</u> – Arrange for and supervise clerical staff for the JEOC.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As facilities are vacated during demobilization, coordinate with the facility manager to return the JEOC facility to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.</li> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• JEOC Staff Food Plan (Form JEOC 508A)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Operational Supply Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Operational Supply Unit Leader oversees the acquisition and allocation of supplies, equipment, and materials requested by District Command and not available through the Operations Section. The Unit Leader oversees the delivery of supplies and materials to District Command, and ensures all purchases follow procedures approved by the Finance / Administration Section Chief.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Identify needs for equipment and supplies</li> <li>2. Acquire resources</li> <li>3. Coordinate the delivery of resources</li> <li>4. Coordinate with Finance/Admin Section</li> </ol>
<b>Reports To:</b>	JEOC Logistics Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Determine ordering parameters, authorities and restrictions: <ul style="list-style-type: none"> <li>○ Establish clearly defined time when the Operational Supply Unit will assume responsibility for ordering.</li> <li>○ Confirm process for coordinating contract-related activities with the Procurement Unit.</li> <li>○ Confirm emergency purchasing with Finance / Admin Section.</li> </ul> </li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Identify Needs for Equipment and Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Orient Operations Staff to Resource Requests</u> – Inform all Operations personnel of the procedures for requesting resources. <ul style="list-style-type: none"> <li>○ Complete form A-4 (CFIA purchases only) or JEOC Resource Request form (Form JEOC 514) and forward it to their supervisor for approval.</li> <li>○ Operations Section Chief forwards all requests to the Logistics Section Chief, who may work with Procurement Unit in Finance / Admin to acquire resources.</li> <li>○ Operations personnel may receive resources at District Command Staging Areas.</li> </ul> </li> <li><input type="checkbox"/> <u>Receive Resource Requests</u> – Process incoming requests and identify the number and type of resources required, where they are needed, and the person that should receive the supplies.</li> <li><input type="checkbox"/> <u>Track Resource Requests</u> – 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.</li> </ul>

**Operational Supply Unit Leader**

	<p><b>2. Acquire Resources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Locate Resources</u> – Acquire equipment, supplies, and facilities. Determine if requested types and quantities of supplies and materials are available in inventory.</li> <li><input type="checkbox"/> <u>Determine Costs and Acceptability</u> – Determine the costs of each acquisition and work with the Procurement Unit in the JEOC Finance/Admin Section to confirm costs are acceptable.</li> <li><input type="checkbox"/> <u>Estimate Arrival Time</u> – Determine the estimated time of arrival of supplies, and inform requesting personnel. Advise requesting personnel of changes in arrival times. Advise immediately if order cannot be filled.</li> </ul> <p><b>3. Coordinate the Delivery of Resources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Arrange to Provide Supplies</u> – Supply material and equipment resources to requested location. Coordinate delivery of supplies and materiel as required.</li> <li><input type="checkbox"/> <u>Coordinate Delivery</u> – 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.</li> <li><input type="checkbox"/> <u>Maintain Status Board</u> – Maintain a status board or other reference depicting supply actions in progress and their current status (See Form JEOC 515). Refer to the Sample Resource Request Tracking Chart attached.</li> </ul> <p><b>4. Coordinate with Finance/Admin Section</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Follow Acquisition Policies</u> – Coordinate closely with the Procurement Unit in the Finance/Admin Section in following all required procedures.</li> <li><input type="checkbox"/> <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.</li> <li><input type="checkbox"/> <u>Control Costs</u> – Identify high-cost resources that could be demobilized early, and advise District Command Logistics.</li> <li><input type="checkbox"/> <u>Maintain Documentation</u> – Keep and submit copies of all orders and related documentation to the Documentation Unit.</li> </ul>
<p><b>Before Leaving:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>

**Operational Supply Unit Leader**

**Function Aids:**

**Aids**

- Sample Resource Request Status Chart

**Forms**

- CFIA Standard Request (CFIA Form A-4)
- JEOC Position Objectives (Form JEOC 401A)
- Position Log (Form JEOC 414)
- Request for Resources or Assistance (Form JEOC 514)



<b>Function Aid</b>	<b>Sample Resource Request Tracking Chart</b>	<b>Operational Supply Unit</b>
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Sample Resource Request Tracking Chart

RR#	Resource	Urgency	Requested By	Incoming	Pending	En Route	Closed
#1	Information Assistants	H	Information Officer	✓	✓	✓	✓
#2	Mobile Telephones	M	Log/Personnel	✓	✓	✓	
#3	Mapping Personnel	H	Plan/Map		Ken		
#4	Lunches	M	Log/EOC Supply	✓	Nick		
#5	Press Conference Room	L	Information Officer	✓			
#6	Etc.						

<b>Personnel Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Personnel Unit arranges for staff needed to support all response operations by identifying, recruiting, and registering agency personnel from a range of government agencies and affiliated organizations. The Personnel Unit Leader coordinates requests for responders, and assigns available personnel appropriate with their training and qualifications. This Unit also develops systems to manage convergent volunteers.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Support requests for operations personnel</li> <li>2. Support requests for JEOC personnel</li> <li>3. Receive and orient JEOC personnel</li> <li>4. Manage the demobilization plan for personnel</li> </ol>
<b>Reports To:</b>	JEOC Logistics Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Support Requests for Operations Personnel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Receive Requests for Personnel</u> – Process incoming requests for Operations personnel from District Command. Identify the number of personnel required, special qualifications or training, where they are needed and the location they should report to on arrival. Refer to the function aids for “Critical Skills Needed for Responder Resource” and “Responder Competencies &amp; Essential Skill Set.</li> <li><input type="checkbox"/> <u>Acquire Operations Personnel Resources</u> – Acquire personnel resources in support of Operations from: <ul style="list-style-type: none"> <li>o Federal, provincial, or local governments</li> <li>o Other assisting agencies</li> <li>o Industry associations</li> </ul> <p>For additional veterinary personnel, consider the Canadian Veterinary Reserve. Veterinary reserve agreements are in place between the CFIA and the USA, Australia, New Zealand, and the United Kingdom. All requests must be approved by the JEOC Director, and should be confirmed by CCG.</p> </li> <li><input type="checkbox"/> <u>Transport Personnel to District Command</u> – Coordinate with Transportation Unit to meet personnel requirements for transportation. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.</li> <li><input type="checkbox"/> <u>Maintain Personnel Status Board</u> – Work with the Resources Unit to keep track of incoming and assigned personnel resources.</li> </ul>

## Personnel Unit Leader

### 2. Support Requests for JEOC Personnel

- Plan to Staff JEOC – Prepare and maintain a long-term staffing plan for the JEOC that addresses the anticipated activation levels for the coming operational periods, working with the JEOC Directors.
- Receive Requests for JEOC Personnel – Coordinate all requests for additional JEOC personnel. Identify the number of personnel required, special qualifications or training, where they are needed and the person or unit they should report to on arrival.
- Acquire JEOC Personnel – Acquire JEOC personnel from participating agencies and industry associations. Note that no JEOC staff member should work more than 12 hours in a single shift, or more than 14 consecutive days without a 4-day break.
- Maintain JEOC Personnel Status Board – In conjunction with the Documentation Unit, develop a large poster-size JEOC organization chart depicting each activated function.

### 3. Receive and Orient JEOC Personnel

- Receive JEOC Personnel – Check in all incoming JEOC personnel (See Form JEOC 511 and JEOC Registration Form 512). Coordinate with the Risk Management Officer to ensure incoming personnel have JEOC badges, checklists, vests, and facility and safety orientations on check-in.
- Orient JEOC Personnel – Deliver “just-in-time” training on the operation of the JEOC to all personnel requiring new or updated information, using the JEOC Orientation and Training materials in Annex G. Inform incoming personnel on how to access email addresses and the common drive.
- 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 (Name of Province) of 2006.”
- Accommodate JEOC Personnel – Arrange accommodation for out-of-town personnel.
- Manage JEOC Stress Counselling – With the Risk Management Officer, determine the need for crisis counselling for all JEOC staff, including volunteers. Acquire mental health services, as needed.

### 4. Manage the Demobilization Plan for Personnel

- Determine Demobilization Requirements – Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
- Inform JEOC Staff – Post a notice at all facilities alerting staff to the demobilization steps they must follow.

<b>Personnel Unit Leader</b>	
	<input type="checkbox"/> <u>Issue Exit Surveys</u> – Request each outgoing staff member to complete an Exit Survey.
<b>Before Leaving:</b>	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Critical Skills Needed for Responder Resource</li> <li>• Responder Competencies &amp; Essential Skill Set</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Exit Survey Form</li> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• JEOC Shift Schedule (Form JEOC 503)</li> <li>• JEOC Check-in / Check-out List (Form JEOC 511)</li> <li>• JEOC Registration Form 512 (Form JEOC 512)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

Function Aid	<b>Critical Skills Needed for Responder Resource</b>	Personnel Unit
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*For personnel requests, complete this form and attach to Form 514 or Annex A-1-Request for Resources or Assistance.*

Event:	Date:	Request No.:
CFIA Event No.:	Time:	( <u>M</u> gt. <u>O</u> ps. <u>P</u> ln. <u>L</u> og. <u>F</u> in )
Precedence Level: <input type="checkbox"/> Emergency <input type="checkbox"/> Priority <input type="checkbox"/> Routine		
<input type="checkbox"/> Critical Resource Request		<input type="checkbox"/> Requires Incident Commander's Approval

**PERSONNEL REQUEST:**

Reason for Request:	
Location of Event/Job Assignment:	
Brief Description of Event:	
Job Assignment Identified for Responder:	
Number of Responders Requested:	
Date/time to be at Event: (allow one day of travel and one day of orientation expected prior to job assignment start time)	
Length of Deployment Period:	
Report to Whom (Name, Title, Agency):	
Name of Responder(s) Requested (if known) and Potential Substitute(s)	
Unit or Group Requesting:	
Contact Person's Name and Position:	
Telephone or Contact #:	

*Refer to the attached "Responder Competencies & Essential Skill Set" for guidance on the training and skills required.*

<b>Function Aid</b>	<b>Responder Competencies &amp; Essential Skill Set</b>	<b>Personnel Unit</b>
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Complete the following form in cases where responder competencies are not already defined for the requested position(s):

Responder Requirements		
<b>Training:</b>	<b>Mandatory for Job</b> (✓ if applicable)	<b>Need to Know for Orientation Preparation</b> (✓ if applicable)
1.		
2.		
3.		
4.		
5.		
<b>Certification:</b>	<b>Mandatory for Job</b>	<b>Need to Know for Orientation Preparation</b>
1.		
2.		
<b>Specialized Experience/Knowledge:</b>	<b>Mandatory for Job</b>	<b>Need to Know for Orientation Preparation</b>
1.		
2.		
<b>Education:</b>	<b>Mandatory for Job</b>	<b>Need to Know for Orientation Preparation</b>
1.		
<b>Other:</b>	<b>Mandatory for Job</b>	<b>Need to Know for Orientation Preparation</b>
1.		
2.		

<b>Transportation Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Transportation Unit arranges for required transportation resources in support of FAD District Command and the JEOC. The Transportation Unit Leader coordinates transportation needs, consults resource lists to identify potential transportation resources, and ensures transportation resources are delivered when and where needed.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Determine transportation needs</li> <li>2. Arrange transportation for response personnel</li> <li>3. Coordinate transportation services</li> </ol>
<b>Reports To:</b>	JEOC Logistics Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain a copy of the Resource Contact List.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Determine Transportation Needs</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Receive Transportation Requests</u> – Receive and log requests for transportation services, accounting for priorities among all operations. Work with Operational Supply Unit to identify transportation requirements for equipment and supplies.</li> </ul> </li> <li><b>2. Arrange Transportation for Response Personnel</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Resources</u> – Consult CFIA Fleet Manager to identify potential transportation resources (e.g., airlines, rental vehicle companies).</li> <li><input type="checkbox"/> <u>Acquire Transportation Resources</u> – Establish contact with local transportation agencies to arrange for transportation, which may include:                             <ul style="list-style-type: none"> <li>▪ Air Transportation – Scheduled flights to airport that is most convenient to the District Command or JEOC</li> <li>▪ Rental Vehicles – Consider car pool for each arriving team</li> <li>▪ Rental Vans – For field teams</li> <li>▪ Rental Trucks – For hauling equipment and supplies</li> </ul> </li> </ul> </li> <li><b>3. Coordinate Transportation Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Deliver Transportation</u> – Coordinate the delivery of transportation resources, e.g., vehicles, to requesting personnel. Ensure that the condition of rental equipment is documented prior to use, and coordinate with Procurement Unit.</li> <li><input type="checkbox"/> <u>Maintain Status Board</u> – Maintain a status board or other reference to track available and assigned transportation resources.</li> </ul> </li> </ol>

<b>Transportation Unit Leader</b>	
	<input type="checkbox"/> <u>Keep Records</u> – Maintain an inventory of support and transportation vehicles. Document mileage, fuel, and other costs.
<b>Before Leaving:</b>	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<b><u>Forms</u></b> <ul style="list-style-type: none"><li>• JEOC Position Objectives (Form JEOC 401A)</li><li>• Position Log (Form JEOC 414)</li><li>• Request for Resources or Assistance (Form JEOC 514)</li></ul>



<b>Finance / Administration Section Chief</b>	
<b>Responsibilities:</b>	<p>The Finance / Administration Section Chief provides overall administrative and financial services to the JEOC, including financial and cost analysis, billing, accounting, filing, and invoice preparation. In particular, the Section Chief controls acquisitions associated with FAD response, including purchase orders and contracts.</p> <p>The Section Chief manages all claims and compensation for response activities, other than any compensation that may be offered to animal owners under the Health of Animals Act, which falls outside the BC FADES Plan.</p> <p>Inasmuch as the majority of JEOC and site staff will likely consist of CFIA and other federal personnel, the CFIA should provide the Finance / Administration Section Chief. A Deputy from a provincial agency could be assigned to assist.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Record personnel time</li> <li>2. Coordinate purchasing</li> <li>3. Coordinate compensation and claims</li> <li>4. Record costs</li> <li>5. Manage the Finance / Administration Section</li> </ol>
<b>Reports To:</b>	JEOC Director
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from JEOC Director:</li> <li><input type="checkbox"/> Discuss procedures directly with the Logistics 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 Finance / Administer staff members.</li> <li><input type="checkbox"/> 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:             <ul style="list-style-type: none"> <li>▪ Time</li> <li>▪ Procurement</li> <li>▪ Compensation and Claims</li> <li>▪ Cost Accounting</li> </ul> </li> <li><input type="checkbox"/> Authorize a Deputy Finance / Administration Section Chief to act on your behalf when ever you leave the main room of the JEOC.</li> <li><input type="checkbox"/> Implement a “buddy system” for Finance / Administration Section personnel to monitor stress. Refer all needs for psycho-social care to the Human Health Group.</li> </ul>

## **Finance / Administration Section Chief**

### **Main Checklist:**

#### **1. Record Personnel Time**

- Record Time Sheets – Request all personnel working at the JEOC 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 JEOC personnel, including federal and provincial employees (using JEOC Form 532A).
- Collect District Command Information – Work with Finance / Admin Section Chiefs in each activated District Command to collect personnel timesheets and expenses, including vehicle use. Summarize collected information.
- Forward Time and Expenses for Processing – Forward timesheets and expense forms to the appropriate agencies for prompt processing.

#### **2. Coordinate Purchasing**

- Determine Spending Limits – In consultation with JEOC Directors determine spending limits in writing. Confirm the assignment of emergency purchasing or signing authorities among JEOC directors and managers.
- Enact Emergency Spending Procedures – Confirm with the JEOC Directors that emergency spending measures are in place to support the FAD response effort.
- Lead JEOC in Financial Procedures – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures.
- Advise District Command in Financial Procedures – Work with Finance / Admin staff at the District Command level to clarify financial requirements and procedures for purchases.
- Pay for Acquisitions – Organize and control any JEOC acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner.

#### **3. Coordinate Compensation and Claims**

- Process Injury Claims – Ensure that worker injury claims resulting from the FAD response are processed within a reasonable time. Advise District Command on the process.
- Document Potential Legal Claims – Document any claims or threats of claims from internal or external sources.

#### **4. Record Costs**

- Develop Cost Record System – Maintain all financial records throughout the FAD event.
- Inform JEOC Group on Response Costs – Keep the JEOC Director, Management Team, and Section Chiefs aware of the current fiscal situation and other related matters on an ongoing basis.

<b>Finance / Administration Section Chief</b>	
	<p><b>5. Manage the Finance / Admin Section</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.</li> <li><input type="checkbox"/> <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 Finance / Admin Unit using the Position Objectives (Form JEOC 401A).</li> <li><input type="checkbox"/> <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.</li> <li><input type="checkbox"/> <u>Advise Staff to Share Information</u> – Inform all Finance/Admin Section personnel that they are encouraged to share information with others in the JEOC for the purposes of emergency response, even those from other agencies. All must agree to secure personal and confidential information that requires protection.</li> <li><input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets (using JEOC Form 532A) and emergency expenditures with other JEOC Sections.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic Before Leaving Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> <li>• Section Daily Time Sheet (Form JEOC 532A)</li> <li>• Expenditures - Event Totals (Form JEOC 534)</li> </ul>

<b>Time Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Time Unit tracks, records, and reports all on-duty time for JEOC personnel, including hired and contracted individuals working during the FAD event. The Time Unit Leader develops procedures for recording JEOC personnel time, and ensures the submittal of personnel time records, travel expense claims and other related forms for employees to the Cost Accounting Unit.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Establish Time Unit procedures</li> <li>2. Collect time reports</li> <li>3. Submit time records to agencies</li> </ol>
<b>Reports To:</b>	JEOC Finance / Admin Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from Finance/Administration Section Chief: <ul style="list-style-type: none"> <li>o Determine incident requirements for time recording.</li> <li>o Determine required time-lines for reports.</li> <li>o Determine location of timekeeping activity.</li> <li>o Determine number of personnel for which time will be kept.</li> </ul> </li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Establish Time Unit Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Develop Time-Keeping Method</u> – Determine methods for recording JEOC 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 JEOC Check-in and Check-out (Form JEOC 511), remind all staff of the importance of signing in and out each day.</li> <li><input type="checkbox"/> <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 JEOC. Refer to completed Check-in Lists (See Form JEOC 511) from the Personnel Unit for the identity of all JEOC personnel.</li> <li><input type="checkbox"/> <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 JEOC Form 532A. Advise each Section Chief to remind their staff to complete these forms daily.</li> </ul>

<b>Time Unit Leader</b>	
	<p><b>2. Collect Time Reports</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Assemble Time Records</u> – Initiate, gather, or update time reports from all JEOC personnel, including federal and provincial employees assigned to each shift. Work with District Command Finance / Admin Sections to receive summaries of time records.</li> <li><input type="checkbox"/> <u>Verify Time Records</u> – Check time records to ensure they are accurate and prepared according to policy.</li> <li><input type="checkbox"/> <u>Track Overtime Costs</u> – Maintain a daily spreadsheet to estimate overtime for JEOC 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.</li> <li><input type="checkbox"/> <u>Collect Overtime Records</u> – Ensure all JEOC 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 JEOC 511) or obtain the staffing schedules from JEOC section chiefs.</li> <li><input type="checkbox"/> <u>Secure Records</u> – Provide for records security using fire-resistant, lockable file cabinets. Acquire any required resources through the JEOC Supply Unit.</li> </ul> <p><b>3. Submit Time Records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Forward to Cost Accounting</u> – 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.</li> <li><input type="checkbox"/> <u>Submit Staff Records for Payment</u> – Submit personnel time records, travel expense claims and other related forms for employees to their home agencies to facilitate payment.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> <li>• Section Daily Time Sheet (Form JEOC 532A)</li> </ul>

<b>Procurement Unit Leader</b>	
<b>Responsibilities:</b>	<p>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 and oversees all contracts for purchase, lease, or rent of acquired resources.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Establish procurement procedures</li> <li>2. Coordinate contracts</li> <li>3. Submit procurement records to Cost Accounting Unit</li> </ol>
<b>Reports To:</b>	JEOC Finance / Admin Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from Finance/Administration Section Chief: <ul style="list-style-type: none"> <li>○ Determine the charge code, and delegation of authority to commit federal and provincial funds.</li> <li>○ Determine status of the bid process and how to overcome potential impediments and speed the process.</li> <li>○ Determine current vendor list.</li> <li>○ Determine current blanket Purchase Order (PO) list.</li> <li>○ Determine time-lines established for reporting costs.</li> </ul> </li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Establish Procurement Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare for Procurement</u> – Determine or acquire the following: <ul style="list-style-type: none"> <li>○ Spending caps and persons with spending authority</li> <li>○ Necessary forms</li> <li>○ Process for obtaining approval to exceed caps</li> </ul> </li> <li><input type="checkbox"/> <u>Confirm Procurement Authorization</u> – Review emergency procurement procedures and policies of the federal and provincial agencies. Confirm the acceptability of costs prior to approving an order or committing the JEOC to a contract. Consider the rates published in the British Columbia “Blue Book - Equipment Rental Rate Guide,” available from: <a href="http://www.roadbuilders.bc.ca/bluebook.php">http://www.roadbuilders.bc.ca/bluebook.php</a></li> <li><input type="checkbox"/> <u>Advise JEOC Personnel on Procurement Procedures</u> – Ensure that all JEOC personnel know the approved processes for procurement, including contracting procedures and obtaining approval prior to committing to high cost items.</li> <li><input type="checkbox"/> <u>Advise District Command on Procurement Procedures</u> – Advise District Command Finance/Admin Sections on approved processes for procurement, including contracting procedures and obtaining approval prior to committing to high cost items.</li> </ul>

<b>Procurement Unit Leader</b>	
	<p><input type="checkbox"/> <u>Obtain Contact Forms</u> – Obtain approved contract forms for use in all JEOC procurement.</p> <p><b>2. Coordinate Contracts</b></p> <p><input type="checkbox"/> <u>Review Service Contracts</u> – Review all JEOC contracts to ensure they identify the scope of work, specific site locations, and any requirements for insurance.</p> <p><input type="checkbox"/> <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 Cost Unit.</p> <p><input type="checkbox"/> <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.</p> <p><input type="checkbox"/> <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.</p> <p><input type="checkbox"/> <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).</p> <p><input type="checkbox"/> <u>Resolve Contract Disputes</u> – Interpret contracts and agreements, and resolve claims or disputes within delegated authority.</p> <p><b>3. Submit Procurement Records to Cost Accounting Unit</b></p> <p><input type="checkbox"/> <u>Forward Contracts for Payment</u> – Forward costs and payment schedules to appropriate funding source for processing of all JEOC contracts.</p> <p><input type="checkbox"/> <u>Report Cost Data</u> – Provide cost data from rental agreements, contracts, etc., to Cost Accounting Unit Leader according to reporting time frames established for operational period.</p> <p><input type="checkbox"/> <u>Report Unethical Business Practices</u> – Report to the Finance/Admin 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.</p>
<b>Before Leaving:</b>	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>



<b>Compensation and Claims Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Compensation and Claims Unit coordinates the resolution of claims of equipment loss or damage due to all response activities, and investigates injury claims and forwards them to appropriate agencies within the required timeframe.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Manage equipment loss or damage claims</li> <li>2. Manage injury claims</li> <li>3. Submit claim summaries to Cost Accounting Unit</li> </ol>
<b>Reports To:</b>	JEOC Finance / Admin Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Determine the need for Compensation for Injury and Claims Specialists, and request additional personnel, as necessary.</li> <li><input type="checkbox"/> Contact the CFIA National Compensation Team for guidance.</li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Manage Equipment Loss or Damage Claims</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Receive Equipment Claim Information</u> – Receive and record claims of loss or damage to response equipment operating on behalf of a District Command or the JEOC. Consult with the Risk Management Officer on all claims of equipment loss or damage.</li> <li><input type="checkbox"/> <u>Gather Information</u> – Investigate equipment damage claims to determine cause and application under the contract, taking photographs where appropriate to document damage. Obtain copies of relevant contracts from the Procurement Unit Leader.</li> </ul> </li> <li><b>2. Manage Injury Claims</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Receive Illness or Injury Claims</u> – Receive and record all reports of injuries associated with the response effort. Establish a separate file for each reported incident. Work with the Risk Management Officer to determine trends of illnesses or accidents and provide an analysis.</li> <li><input type="checkbox"/> <u>Investigate Illness or Injury Claims</u> – Where illness or injury involves District Command or JEOC staff, regardless of agency, ensure all claims are investigated as soon as possible. Ensure all witness statements are reviewed for completeness.</li> <li><input type="checkbox"/> <u>Prepare Illness or Injury Forms</u> – Prepare appropriate forms for all verifiable injury claims and forward them to CFIA and WorkSafe BC within the required timeframe.</li> <li><input type="checkbox"/> <u>Track Illness or Injury Claims</u> – Maintain a chronological log of injuries and illnesses reported during the event. Keep informed and</li> </ul> </li> </ol>



<b>Compensation and Claims Unit Leader</b>	
	<p>report on status of hospitalized personnel.</p> <p><input type="checkbox"/> <u>Arrange to Notify Next of Kin</u> – Arrange for notification of next-of-kin for serious injuries, to be accomplished through the JEOC Director.</p> <p><b>3. Submit Claim Summaries to Cost Accounting Unit</b></p> <p><input type="checkbox"/> <u>Forward Claims</u> – Forward summary of claim estimates to Cost Accounting Unit for processing.</p>
<b>Before Leaving:</b>	<p><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> </ul>

<b>Cost Accounting Unit Leader</b>	
<b>Responsibilities:</b>	<p>The Cost Accounting Unit collects all cost data, develops cost estimates, performs cost effectiveness analyses, and makes cost-saving recommendations. The Cost Accounting Unit Leader prepares and maintains a cumulative cost report for the FAD event, accounting for all costs and losses incurred by all participating agencies.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Acquire cost data</li> <li>2. Create and maintain cost records</li> <li>3. Assist in cost savings</li> </ol>
<b>Reports To:</b>	JEOC Finance / Admin Section Chief
<b>Getting Started:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the “Generic JEOC Checklist” Checklist.</li> <li><input type="checkbox"/> Obtain briefing from Finance/Administration Section Chief: <ul style="list-style-type: none"> <li>o Determine reporting time-lines</li> <li>o Determine standard and special reports required</li> <li>o Determine desired report format</li> </ul> </li> <li><input type="checkbox"/> Plan to take frequent breaks and let your supervisor know of any unusual reactions to stress and the need for psycho-social care.</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Acquire Cost Data</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Advise JEOC Sections on Cost Records</u> – Ensure that each JEOC Section is documenting response cost information from the onset of the FAD event. Advise staff of the importance of documentation.</li> <li><input type="checkbox"/> <u>Advise District Command on Cost Records</u> – Advise each District Command Finance/Admin Section Chief on the process of documenting response cost information from the onset of the FAD event.</li> <li><input type="checkbox"/> <u>Assemble Cost Records</u> – Collect cost documentation daily at the end of each operational period. Assist supervisors in obtaining cumulative cost totals for the event on a daily basis. Obtain and record all cost data, including but not limited to: <ul style="list-style-type: none"> <li>o Equipment purchase costs</li> <li>o Contract costs for equipment rental or personnel</li> <li>o Facility rentals</li> <li>o Supplies for the JEOC or site operations</li> <li>o Food, water</li> <li>o Any damage to facilities, infrastructure, equipment or vehicles</li> </ul> </li> <li><input type="checkbox"/> <u>Summarize Costs</u> – Compute costs for use of equipment owned, rented, donated or obtained through aid, working with the Procurement Unit.</li> </ul> </li> </ol>

<b>Cost Accounting Unit Leader</b>	
	<p><b>2. Create and Maintain Cost Records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Prepare Daily Expense Reports</u> – Prepare and maintain a daily expense report for the FAD event, accounting for costs and losses incurred by all participants. Submit the completed Daily Expense Report to the Finance/Administration Section Chief.</li> <li><input type="checkbox"/> <u>Maintain Cumulate Costs</u> – Prepare and maintain a cost report to provide cumulative analyses, summaries, and total FAD emergency related expenditures for the participating agencies.</li> <li><input type="checkbox"/> <u>Assemble Cost Records</u> – Working with the JEOC Documentation Unit, organize and prepare cost records for submission to the Finance / Administration Section Chief.</li> </ul> <p><b>3. Assist in Cost Savings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Recommend Cost Savings</u> – Make recommendations on cost savings to JEOC Finance / Administration Section Chief. This must be coordinated with the Operations Sections and District Command; use of high-cost equipment may have justifications unknown to Finance / Administration.</li> </ul>
<b>Before Leaving:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• JEOC Position Objectives (Form JEOC 401A)</li> <li>• Position Log (Form JEOC 414)</li> <li>• Request for Resources or Assistance (Form JEOC 514)</li> <li>• JEOC Expenditures – Event Totals (Form JEOC 534)</li> </ul>