



# Template Agriculture Appendix for BC Local Authority Emergency Plans



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## **Disclaimer**

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## Executive Summary

Agriculture producers are ultimately responsible for protecting their farm operations from major emergencies, such as floods and wildfires. However, in some events, producers may lack ready access to trucks and other resources needed to protect their livestock.

The (local authority) may be able to help in such situations. Through our Emergency Operation Centre (EOC), we already coordinate emergencies within the region. The EOC is practiced at locating and contracting with local suppliers to meet emergency demands.

### Purpose of Agriculture Plan

This Plan contains guiding policies, procedures, and forms for EOC personnel, and suggests that agriculture specialists can assist in an EOC setting.

The Province of BC can also help. For example, the BC Ministry of Agriculture can assist with information and guidance. BC legislation allows the province to reimburse local authorities for costs of relocating and feeding livestock in an emergency.

While acknowledging the broad impacts of major emergencies, this Plan focuses on livestock relocation as a critical opportunity for agriculture protection.

### Livestock Policies and Procedures

The Ministry of Agriculture and Emergency Management BC (EMBC) have jointly developed four provincial documents that support local authority assistance to livestock owners:

- Policy
- Procedure
- Rate Cards
- FAQs

All of the above are accessible at:  
<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/policies>

The policy allows for the reimbursement of response costs incurred by local authorities engaged in relocating livestock from “qualifying farm businesses” during an evacuation alert, or during an evacuation order if safe to do so.

### Agriculture Specialists

This Plan anticipates that the (local authority) EOC will include one or more agriculture specialists from a range of sources, such as the BC Ministry of Agriculture, the Ministry of Forests, Lands & Natural Resource Operations (FLNRO), agriculture associations, veterinarians, and contractors.

The (local authority) EOC will also receive ongoing advice and support through the Provincial Regional Emergency Operations Centre (PREOC).

### Agriculture in the EOC

The Plan offers checklists and materials for three agriculture-specific EOC functions:

- *Agriculture Liaison Assistant* keeps farm owners and related agriculture businesses informed on the status of the emergency.
- *Agriculture Branch Coordinator* works with private farm and animal owners in protecting livestock and responders.
- *Agriculture Planning Manager* determines potential future impacts on agricultural resources.

The EOC Director may assign other agriculture functions, depending on need at the time of the event.

EOC contacts for assistance with agriculture in emergency response:

EMBC Reg. Office: \_\_\_\_\_  
Ministry of Agriculture: 1-888-221-7141

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# Template Agriculture Appendix for BC Local Authority Emergency Plans

## 1. Agriculture Considerations in Emergency Response

With agriculture operations throughout the region, emergencies will inevitably impact farm operators and livestock. The (local authority) often considers agriculture in emergency response.

Helping local agriculture producers during an emergency enhances the care of people. Farm owners have often invested a great deal in their livestock operations, and may be reluctant to leave them when an evacuation is ordered. There are also psychological benefits for producers who know they are taking every possible effort to protect their livelihoods.

Like other major industrial sectors, farm businesses contribute to the local economy and tax base. The (local authority) and electoral areas have invested in building and supporting agricultural operations, with the expectation of long-term community benefits.

In some circumstances, farm businesses may need assistance with relocating livestock to safety. This is especially true when animal transportation resources may be limited, or beyond the ability of a producer to procure. For example, a livestock owner may experience limited availability of transport trucks during a widespread flooding event.

At such times, the (local authority) Emergency Operations Centre may coordinate tactical assistance to farm operators, based on formal requests. Such assistance may include and not be limited to:

- Livestock transportation to relocate animals out of harm's way;
- Transportation to return livestock when the hazard has abated.

(Local authority) assistance is not intended to replace or dissuade response by farm operators who can manage. It is only intended as a backup measure when farm operators are overwhelmed.

The (local authority) voluntarily aids agriculture operations, and provincial policy allows for the reimbursement of eligible response costs related to livestock relocation, including transportation.

The current provincial policy relating to livestock relocation is shown on the following page.

# Provincial Policy

	<h2>POLICY 2.01</h2> <p>Created: 2011 MAR 24 Revised: 2016 AUG 04</p>
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PROPOSED FOR REVISION – FEB 2017

## 2.01 PROVINCIAL SUPPORT FOR LIVESTOCK RELOCATION DURING AN EMERGENCY

### 2.01.1 GENERAL

Farm businesses are an important source of livelihood in many communities across British Columbia. During emergencies, high levels of logistics and time are required to relocate agricultural livestock and this process is ideally initiated as soon as a potential threat is identified.

Agriculture producers are ultimately responsible for protecting their livestock and operations from major emergencies, such as floods and wildfires. However, in some events, producers may lack ready access to the resources needed to protect their assets.

In recognition of the time and resources required to relocate livestock, this policy allows for the reimbursement of eligible response costs incurred by local authorities engaged in relocating livestock from “qualifying farm businesses” during an evacuation alert, or during an evacuation order, if safe to do so.

### 2.01.2 DEFINITIONS

“Qualifying farm businesses” – Livestock operations that have “farm” classification under the BC Assessment Act, Classification of Land as a Farm Regulation.

“Livestock” – The Livestock Act defines livestock as “cattle, goats, horses, sheep and game and includes any other animal designated by regulation.” Local authorities will not be reimbursed for relocating hobby farms, horses not raised for sale, exotic animals, or pets, such as *Canus*, *Felis*, or other animals kept within the confines of a home.

“Game” – Although there is some ambiguity among provincial agencies as to what constitutes game, the term generally refers to fallow deer, bison, and reindeer.

### 2.01.3 POLICY STATEMENT

- (1) EMBC will reimburse local authorities and First Nations for response costs related to their support of livestock relocations during an emergency response.
- (2) Livestock relocation that occurs in the evacuation alert or order phases will be reimbursed if relocation is deemed necessary when assessing the risk.
- (3) Rates for reimbursement shall be based on Livestock Relocation Rate Cards negotiated between Ministry of Agriculture and Emergency Management BC prior to the time of event.

### 2.01.4 CONDITIONS/RESPONSIBILITIES

- (1) This procedure will only be considered when the listed conditions are met.
  - a. An EMBC task number has been issued for the emergency.
  - b. The Local Authority has issued an evacuation alert or evacuation order.

- c. The farm business operator has requested assistance through the local authority EOC.
  - d. The farm business property receiving assistance is classed as a "farm" by the BC Assessment Authority.
- (2) Reimbursement, including costs for the return of relocated livestock, will only be considered for a maximum of 96 hours (4 days) following a cancelled alert or an evacuation rescind, unless a specific exception is approved by EMBC.
- (3) Animals not claimed after the evacuation rescind is issued plus 96 hours (4 days) shall be considered impounded at the relocation site and dealt with using the procedures of the Pound District Regulation of the Livestock Act.

## 2. Provincial Legislation

Elements of BC provincial legislation pertain to (local authority) management of agricultural resources in an emergency within our jurisdiction. The *BC Emergency Program Act* states that, following a Declaration of State of Local Emergency, the (local authority) may:

Section 10(1)(h) "...cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property..."

Under the *BC Local Authority Emergency Management Regulation*, the (local authority) must:

Section 3 (e) "...establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster..."

(Local authority) response actions that may be eligible for financial assistance from the province include transportation of livestock.

## Definitions

The following definitions are important in managing agriculture emergency response.

"Qualifying farm businesses" – Livestock operations that have "farm" classification under the BC Assessment Act, Classification of Land as a Farm Regulation. The PREOC may apply some exceptions, such as for including livestock located on grazing leases, community pastures, and FLNRO tenures at the time of the emergency.

"Livestock" – Includes cattle, goats, horses, sheep, swine, poultry, game and any other animal designated by regulation. The local authority may be reimbursed for relocating horses that are for sale, including horse breeding and raising operations, if the property has "farm" status with the BC Assessment Authority (as determined when the EOC receives a request for farm assistance). The local authority will not be reimbursed for relocating horses used in boarding, training, rental, showing, or racing operations.

"Poultry" – Includes domesticated chickens, turkeys, ducks, geese, guinea fowl, ratites, squab and pheasants.

"Game" – Although there is some ambiguity among provincial agencies as to what constitutes game, the term generally refers to fallow deer, bison, and reindeer. If game animals are on a property that is designated as a "farm" by BC Assessment Authority,

the local authority would be able to claim reimbursement for eligible expenses. The PREOC may consider caribou as game, on request.

“Hobby Farm Animals” – Animals maintained by the resident for personal use. Local authority assistance to hobby farms typically is not eligible for provincial reimbursement.

“Pets” – Members of the genus *Canus*, *Felis* or animals kept within the confines of a home. Local authority costs of pet rescue or relocation are not eligible for financial assistance. The local authority may be reimbursed for temporarily housing domestic pets while evacuees are at a Reception Centre.

### 3. Roles and Responsibilities in Agriculture Emergencies

When an emergency of any type or magnitude threatens agriculture resources in the region, several organizations may work together to support farm operators, ranging from hazard mitigation and emergency response, to disaster recovery.

This section summarizes the private and public entities that may be active in emergency preparedness and response. The roles reflect the BC Emergency Management System (BCEMS).

Organization	Roles and Responsibilities
<p><b>Farm Producer or Livestock Owner</b></p>	<ul style="list-style-type: none"> <li>• The primary responsibility for animal protection lies with individual producers and livestock owners.</li> <li>• Arrange for appropriate insurance or other coverage for unexpected loss.</li> <li>• Prepare for emergencies by arranging for a safe place to relocate animals, including a “buddy” farm that may be able to hold and service relocated livestock when a hazard threatens.</li> <li>• Plan to protect livestock and poultry from hazards. At times, the responsible action by a farm operator facing an imminent threat to livestock premises may be to relocate the livestock.</li> <li>• Consider the welfare of animals at risk, i.e., suffering that would be incurred by abandoned animals. In cases of animal welfare contraventions, the BC SPCA will consider whether livestock producers had documented protection plans in place and had followed them to the best of their ability.</li> <li>• Farm operators may contract individually with livestock relocation services and pay either directly or indirectly. However, such costs are not eligible for reimbursement from the province or the (local authority).</li> </ul>



Organization	Roles and Responsibilities
<b>Agriculture Associations</b>	<ul style="list-style-type: none"> <li>• Share information with association members during an emergency.</li> <li>• If requested, send Agriculture Technical Specialists to the (local authority) EOC, if appropriate and able to do so.</li> <li>• In some large events, if requested, provide Agriculture Technical Specialists to the Provincial Regional Emergency Operations Centre to assist multiple local authority EOCs.</li> </ul>
<b>Local Authority</b> (local authority)	<ul style="list-style-type: none"> <li>• Advise farm operators of threats and ongoing status of emergency. Personnel from the Ministry of Agriculture or the relevant agriculture associations may assist with this activity.</li> <li>• May coordinate transportation logistics needed to relocate livestock and poultry to safety. <b>Note:</b> The (local authority) may not establish or manage centralized livestock relocation sites or provide associated support services. Refer to the current (local authority) policy on livestock relocation.</li> </ul>
<b>BC Ministry of Agriculture</b>	<ul style="list-style-type: none"> <li>• If requested, send Agency Representatives to a local authority Emergency Operations Centre, or to a Provincial Regional Emergency Operations Centre. A Ministry EOC may be established in some large-scale events.</li> <li>• Provide advice to farmers on the protection of livestock, including plans for relocating livestock and poultry from hazardous areas, and returning them when the threat has subsided.</li> <li>• Coordinate the emergency evacuation and care of poultry and livestock.</li> <li>• Provide general information related to specific planning for and responding to specific hazards that can affect the agricultural sector through the Ministry of Agriculture website.</li> <li>• Keep agriculture association representatives informed regarding the status of the emergency and response tactics.</li> <li>• Coordinate business risk management programs and claims.</li> </ul>
<b>BC Ministry of Forests, Land, and Natural Resource Operations</b>	<ul style="list-style-type: none"> <li>• If requested, send Agency Representative(s) to the (local authority) Emergency Operations Centre, or to a Provincial Regional Emergency Operations Centre.</li> <li>• Work with the (local authority), agricultural business owners and applicable associations to seek the most effective livestock relocation plans in the case of a wildfire or flood.</li> </ul>

Organization	Roles and Responsibilities
<b>Emergency Management BC</b>	<p>Activate a Provincial Regional Emergency Operations Centre to:</p> <ul style="list-style-type: none"> <li>• Coordinate regional information on risks to agriculture; share with local Emergency Operations Centres.</li> <li>• Liaise on regional selection of transportation routes designated for livestock relocation and return of livestock.</li> <li>• Respond to requests for resources or assistance from local Emergency Operations Centres. In a wide-spread event affecting many local authorities, the Provincial Regional Emergency Operations Centre would coordinate support for logistics, such as calling technical specialists and transport trucks into the region.</li> </ul> <p>Emergency Management BC Headquarters will</p> <ul style="list-style-type: none"> <li>• Inform the (local authority) of eligibility requirements for financial assistance with response costs and the process for submitting a claim to Emergency Management BC.</li> <li>• Emergency Management BC will review and reimburse the (local authority) for eligible response costs related to their support of livestock relocation during emergency response.</li> </ul>
<b>BC Ministry of Health</b>	<ul style="list-style-type: none"> <li>• If requested, send Agency Representative(s) to the Provincial Emergency Coordination Centre, (local authority) Emergency Operations Centre, or to a Provincial Regional Emergency Operations Centre.</li> <li>• Assess potential agriculture impacts on public health, such as: <ul style="list-style-type: none"> <li>○ Contamination of potable water sources due to agriculture, e.g., manure spills, pesticide releases, increased turbidity, decomposition of carcasses and other livestock waste.</li> <li>○ Air pollution and health risks from agriculture structure fires involving pesticides and other toxic materials.</li> </ul> </li> <li>• Potential spread of zoonotic diseases, such as Avian Influenza, to farm workers, families, or the public.</li> </ul>
<b>Canadian Food Inspection Agency</b>	<ul style="list-style-type: none"> <li>• If requested, send Agency Representative(s) to the (local authority) Emergency Operations Centre, or to a Provincial Regional Emergency Operations Centre.</li> <li>• May be available to provide oversight from an animal welfare perspective during the loading of livestock for relocation.</li> </ul>

## 4. Agriculture Technical Specialists in an EOC

BCEMS allows the (local authority) EOC Director to include agriculture specialists within the EOC organization. Figure 1 suggests optional agriculture specialists in three added EOC positions, although others are possible at the EOC Director's discretion.

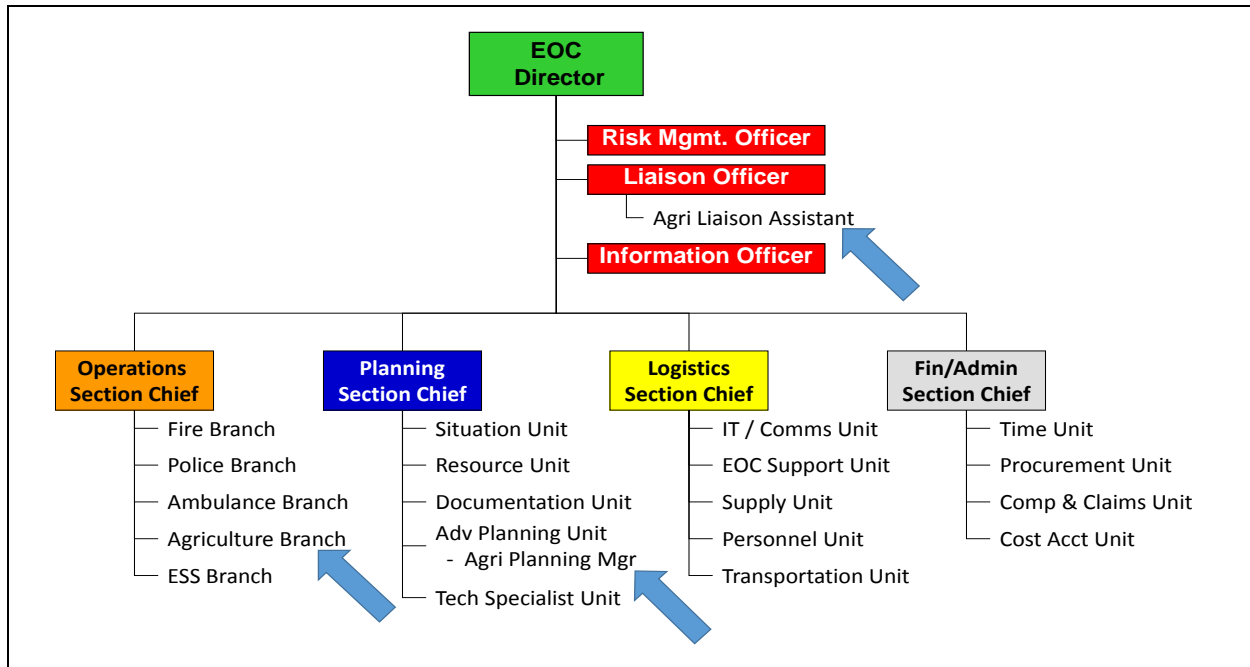


Figure 1. Potential Agriculture Functions in an EOC

The EOC Director may include agriculture functions in the Emergency Operations Centre at any time. As with all EOC positions, these functions may be performed by one or more persons.

### Criteria for Agriculture Technical Specialists

Technical Specialists added to the EOC must possess adequate skills and knowledge. Criteria that should be considered in selecting agriculture Technical Specialists include:

- Expertise as a farm operator, or completion of agriculture education programs
- Knowledge of livestock needs
- ICS training to Level 300 or EOC Level 3

Industry-specific Technical Specialists may be needed, such as for beef, dairy, pork, and poultry, depending on the emergency. Potential sources of agriculture Technical Specialists include:

- BC Ministry of Agriculture staff
- BC Ministry of Forests, Lands and Natural Resource Operations, Range staff
- Association representatives from different commodity groups (e.g., cattle, dairy, swine)
- Professional veterinarians
- Contractors

The Ministry of Agriculture may be able to help identify Technical Specialists in advance of an emergency.

## Activating the Livestock Relocation Plan

As with any feature of the Emergency Operations Centre, the EOC Director may activate all or any part of this plan at her or his discretion. The EOC Director should assign at least one Agriculture Technical Specialist in any of the following conditions:

1. Threat or existence of an emergency within the region that may affect commercial farm operations with livestock.
2. An emergency that may ultimately affect an area that includes livestock, and where relocation may enhance animal safety.
3. Request for assistance with livestock relocation from a farm operator or livestock owner.

## Agriculture Liaison Assistant

In situations where a significant number of farms may be affected by an emergency, the EOC Director may wish to add an “Agriculture Liaison Assistant” to work with the Liaison Officer. The checklist that follows should be considered when including an Agriculture Liaison Assistant in the (local authority) EOC.

### *Checklist and Function Aids for Agriculture Liaison Assistant*

<b>Agriculture Liaison Assistant</b>	
<b>Responsibilities:</b>	<p>The Agriculture Liaison Assistant helps the Liaison Officer with keeping the agriculture community and associations informed on the status of the emergency. The Assistant proactively informs representatives of the local affected agriculture industry on the status of the situation and response objectives.</p> <ol style="list-style-type: none"> <li>1. <b>Liase with Agriculture Stakeholders</b> – Serve as the principal point of contact for representatives with the agriculture community affected by the emergency.</li> <li>2. <b>Keep Stakeholders Informed</b> – Liase with individuals and organizations not represented in the EOC.</li> <li>3. <b>Engage Stakeholders in Decisions</b> – Work with stakeholder groups to include their concerns, objectives and capabilities in EOC Action Plans.</li> </ol>
<b>Report To:</b>	EOC Liaison Officer
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li>1. <b>Liase with Agriculture Stakeholders</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Agriculture Agencies and Organizations</u> – Consult the attached “Provincial Agriculture Contacts” and use existing Ministry of Agriculture and CFIA contacts to identify external organizations with an agricultural interest in the emergency.</li> <li><input type="checkbox"/> <u>Contact Agriculture Industry</u> – Establish connections with the relevant agriculture industry representatives. <u>Note:</u> The BC Ministry of Agriculture should be engaged in these connections, as they have established long-term relationships with many associations on a regional and provincial level.</li> <li><input type="checkbox"/> <u>Establish Communications</u> – Ensure that communications with appropriate external agencies are operational.</li> </ul> </li> </ol>

## Agriculture Liaison Assistant

	<p><b>2. Keep Stakeholders Informed</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Share Information</u> – Assist the EOC by making your local knowledge and information available, including support for all functions. Forward copies of all approved EOC Situation Reports to government and industry representatives.</li><li><input type="checkbox"/> <u>Assist Agency Representatives</u> – Support agency representatives attending the EOC from assisting First Nations, federal, provincial, local organizations.</li></ul> <p><b>3. Engage Stakeholders in Decisions</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Help Agriculture Industry Participate in EOC Decisions</u> – Facilitate agriculture industry advisory groups and individuals, as required, to ensure their suggestions and preferences are considered in EOC Action Plans.</li></ul>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"><li>• Provincial Agriculture Contacts</li></ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"><li>• Contact Log (EOC Form 410)</li></ul>

Provincial Agriculture Contacts

Agriculture  
Liaison  
Assistant

***Instructions: Select the appropriate contacts for your region among the following. Verify and update the contact information at least annually.***

<p><b>AgSafe</b> (formerly FARSHA) Suite 311, 9440 – 202 Street Langley, BC V1M 4A6 Toll Free: 1-877-533-1789 <a href="http://www.agsafebc.ca/">www.agsafebc.ca/</a></p>	<p><b>BC Angus Association</b> 1035 Douglas Street Kamloops, BC V2C 3E1 250-562-5200 <a href="http://www.bcangus.ca">www.bcangus.ca</a></p>
<p><b>BC Association of Cattle Feeders</b> 800 - 15355 24th Ave., Suite 495 White Rock, BC V4A 2H9 604-608-3454 <a href="http://www.bcacf.ca">www.bcacf.ca</a></p>	<p><b>BC Bison Association</b> RR 1 Site 1 Comp 1 Fort St John, BC V1J 4M6 250-785-4183 <a href="http://www.bcbuffalo.ca">www.bcbuffalo.ca</a></p>
<p><b>BC Broiler Hatching Egg Producers Assn</b> 464 Riverside Road Abbotsford, BC V2S 7M1 604-850-1854 <a href="http://www.bcbhec.com/">www.bcbhec.com/</a></p>	<p><b>BC Cattlemen's Association</b> #4-10145 Dallas Dr. Kamloops, BC V2C 6T4 250-573-3611 <a href="http://www.cattlemen.bc.ca/">www.cattlemen.bc.ca/</a></p>
<p><b>BC Charolais Association</b> RR-2 Lumby, BC V0E 2G0 250-547-9979 <a href="http://charolais.com/">http://charolais.com/</a></p>	<p><b>BC Chicken Growers' Association</b> #180 - 32160 South Fraser Way Abbotsford, BC V2T 1W5 <a href="http://bcchicken.ca/">http://bcchicken.ca/</a></p>
<p><b>BC Chicken Marketing Board</b> 101 – 32450 Simon Avenue Abbotsford, BC V2T 4J2 604-859-2868 <a href="http://bcchicken.ca/">http://bcchicken.ca/</a></p>	<p><b>BC Cutting Horse Association</b> 6501 Barnhartvale Road Kamloops, BC V2C 6V7 250-573-2541 <a href="http://www.bccha.ca/">www.bccha.ca/</a></p>
<p><b>BC Dairy Council</b> 207 - 288 West 8th Avenue Vancouver, BC V5Y 1N5 604-675-7163 <a href="http://www.bcdairycouncil.ca/">www.bcdairycouncil.ca/</a></p>	<p><b>BC Egg Marketing Board</b> 150 – 32160 South Fraser Way Abbotsford, BC V2T 1W5 604-556-3410 <a href="http://www.bcegg.com/">www.bcegg.com/</a></p>
<p><b>BC Goat Milk Producers Association</b> 3072 Keith Wilson Road Chilliwack, BC V2R 4B4 604-823-0186</p>	<p><b>BC Llama and Alpaca Association</b> Tocino Alpacas Salmon Arm, BC 250-804-2611 <a href="http://www.bclaa.com/">www.bclaa.com/</a></p>
<p><b>BC Milk Marketing Board</b> 200 - 32160 South Fraser Way Abbotsford, BC V2T 1W5 Kelly Harris, Transportation Coordinator 604-854-4479 kharris@milk-bc.co</p>	<p><b>BC Milk Producers Association</b> 3236 Beta Avenue Burnaby, BC V5G 4K4 604-294-3737 <a href="http://bcdairy.ca">http://bcdairy.ca</a></p>
<p><b>BC Percheron Breeders Association</b> Box 2854 Dawson Creek, BC V1G 5A1 250-219-9272 <a href="http://www.bcpercherons.com/">www.bcpercherons.com/</a></p>	<p><b>BC Pork Producers' Association</b> PO Box 8000 – 280 Abbotsford, BC V2S 6H1 604-287-4647 <a href="http://bcpork.ca">http://bcpork.ca</a></p>

<i>Provincial Agriculture Contacts</i>		Agriculture Liaison Assistant
<b>BC Poultry Association</b> 230 - 32160 South Fraser Way Abbotsford, BC V2T 1W5 604-854-4454	<b>BC Sheep Federation</b> 250-629-3817 or 250-676-9234 <a href="http://www.bcsheepfed.com/">www.bcsheepfed.com/</a>	
<b>BC Turkey Growers Association</b> 106 - 19329 Enterprise Way Surrey, BC V3S 6J8 604-534-5644 <a href="http://www.bcturkey.com/">www.bcturkey.com/</a>	<b>Canadian Food Inspection Agency</b> BC Coastal 4321 Still Creek Drive, Suite 400 Burnaby, BC V5C 6S7 604-292-5700	
<b>First Nations Agricultural Association</b> 7410 Dallas Drive Kamloops, BC V2C 6X2 778-469-5040	<b>Horse Council of BC</b> 27336 Fraser Highway Aldergrove, BC V4W 3N5 604-856-4304 <a href="http://www.hcbc.ca">www.hcbc.ca</a>	
<b>Livestock Producers Cooperative Assn</b> BC Livestock operates four stockyards, located in Kamloops, Williams Lake, Okanagan Falls and Vanderhoof, BC 250-961-1970 <a href="http://www.bclivestock.bc.ca">www.bclivestock.bc.ca</a>		

<b>Emergency Management Regional Offices in BC</b>		
Location	Address	Telephone
South West Region	14292 Green Timbers Way, Surrey, BC	604-586-4390
Central Region	1255-D Dalhousie Drive, Kamloops, BC	250-371-5240
South East Region	403 Vernon Street, Nelson, BC	250-354-5904
North East Region	3235 Westwood Drive, Prince George, BC	250-612-4172
North West Region	Suite 1B - 3215 Eby Street, Terrace, BC	250-615-4800
Vancouver Island Region	Block A - Suite 200, 2261 Keating Cross Road, Saanichton, BC	250-952-5848

<b>Ministry of Agriculture Offices in BC</b>		
Location	Address	Telephone
Abbotsford	1767 Angus Campbell Rd, Abbotsford, BC	604-556-3001
Courtenay	2500 Cliffe Avenue, Courtenay, BC	250-897-7540
Cranbrook / Invermere	635 - 4th Street, Invermere, BC	250-342-4219
Dawson Creek	1201 103rd Avenue, Dawson Creek, BC	250-784-2601
Duncan	Service BC Building, 5785 Duncan St., Duncan, BC	250-746-1210
Fort St. John	10043 100th St. Fort St John, BC	250-787-3240
Kamloops	441 Columbia Street, Kamloops, BC	250-828-4510

Kelowna	Room 200 - 1690 Powick Rd, Kelowna, BC	250-861-7211
Kelowna	Unit 200 -1500 Hardy Street (Hardy Place), Kelowna, BC	250-712-3797
Oliver	#201 – 583 Fairview Road, Oliver, BC	250-498-5250
Prince George	2000 South Ospika Blvd, Prince George, BC	250-614-7438
Smithers	Skeena-Stikine Resource Building, 3333 Tatlow Rd, Smithers, BC	250-847-6379
Vernon	2501 – 14th Avenue, Vernon, BC	250-260-4610
Victoria	808 Douglas Street, Victoria, BC	250-387-5121
Williams Lake	300 - 640 Borland St., Williams Lake, BC	250-398-4500

<b>District Operations</b>	<b>Range Branch, Ministry of Forests, Lands &amp; Natural Resource Operations</b>	
<b>Location</b>	<b>Title</b>	<b>Telephone</b>
100 Mile House	Range Officer	250-395-7815
Cariboo/Chilcotin	District Agrologist	250-394-4706
Cariboo/Chilcotin	Range Technician	250-394-4700
Cascades	Range Officer	250 378-8477
Central Cariboo	Range Officer	250-398-4362
Chilliwack	See Cascades	
Fort Nelson	Resource Forester	250-774-5518
Kamloops	Range Officer	250-371-6585
Nadina	Range Officer	250-692-2238
Okanagan-Shuswap	Range Officer	250-558-1768
Okanagan-Shuswap	District Agrologist	250-260-4605
Peace	Range Officer	250-784-1264
Prince George	District Range Officer	250-614-7420
Quesnel	Range Agrologist	250-992-4415
Rocky Mountain	Range Officer	250-426-1700
Selkirk	Range Agrologist	250-442-4377
Skeena-Stikine	Range Officer	250-847-6329
Vanderhoof	Range Officer	250-567-6318



## Agriculture Branch Coordinator

In an emergency that involves the agriculture community, the EOC Director may establish an Agriculture Branch Coordinator who reports to the Operations Section Chief. This level of coordination is equivalent to the Police Branch, where public evacuations are managed.

The Agriculture Branch Coordinator function may be filled by a (local authority) staff member, a representative of the Ministry of Agriculture, a representative of an involved agriculture association, or a local contractor. The person filling the role of Agriculture Branch Coordinator in the EOC would benefit from considering the following checklist.

### *Checklist and Function Aids for Agriculture Branch Coordinator*

<b>Agriculture Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Agriculture Branch Coordinator assists private farm and animal owners in the community in the protection of livestock.</p> <ol style="list-style-type: none"> <li>1. <b>Determine Need for Agriculture Support</b> – Determine status of emergency and assess the level of agriculture coordination needed with EOC Director.</li> <li>2. <b>Communicate with Livestock Producers</b> – Assist producers in assessing risks. Receive and document requests for assistance from farm producers.</li> <li>3. <b>Coordinate Livestock Transportation for Relocation</b> – Notify any agriculture volunteers active in the jurisdiction of the need for assistance. Prepare Resource Requests, as required.</li> <li>4. <b>Coordinate Temporary Access to Evacuated Farm Land</b> – Coordinate temporary access to farms during evacuation orders.</li> <li>5. <b>Manage the Agriculture Branch</b> – Oversee the development of branch objectives, status reports, and daily expenditures.</li> </ol>
<b>Report To:</b>	EOC Operations Section Chief
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li>1. <b>Determine Need for Agriculture Support</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Identify Emergency Management BC Task Number</u> – Note the EMBC Task Number and record it on all documents.</li> <li><input type="checkbox"/> <u>Determine Agriculture Needs</u> – Determine status of the emergency and assess the level of agriculture support that may be needed, e.g., transportation of livestock to safety.</li> <li><input type="checkbox"/> <u>Identify Safe Areas and Routes</u> – Determine the status of Evacuation Alerts and Orders in the area. Consult the Incident Commander to determine safe transport routes for removing livestock from the affected area.</li> </ul> </li> <li>2. <b>Communicate with Livestock Producers</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine an EOC telephone number and email address that farm producers can use to reach you, and share it with the Information Officer for publication.</li> <li><input type="checkbox"/> <u>Receive Calls from Producers for Information</u> – Through telephone, email and other methods, help producers understand the risks of the emergency and the appropriate actions for livestock protection, considering:</li> </ul> </li> </ol>

## Agriculture Branch Coordinator

- Onset of hazards and time available
- Number and type of animals to be relocated
- If animals would suffer more by moving them
- Potential problems and priorities for resolving them
- Potential relocation sites and routes
- Available resources

Provide a copy of the Function Aid entitled "*Livestock Relocation Decision Guide for Producers*" by way of photocopy, fax, email, or through the (local authority) website.

Record Resource Requests – Document producer requests for assistance with livestock transportation, using the EOC Resource Request form (EOC 514). Refer to the sample Resource Request attached to this checklist. Resource requests may include:

- Trucks and drivers
- Ramps, chutes
- Personnel to load animals
- Feed, water at relocation site

Prepare one Resource Request for each kind of resource for each farm, considering the following:

- Note 1: Confirm that the property is classified as a "farm" by the BC Assessment Authority. The land classification appears on the individual's Property Assessment Notice. Farmers may also provide their Farmer ID Card number. If in doubt, request assistance through the Ministry of Agriculture or PREOC.
- Note 2: Producers should confirm that trucks of a certain size can access the site where animals will be picked up (liners may not be able to negotiate farm access roads).
- Note 3: Ensure the Resource Request identifies the exact location for animal pickup, including road address, Premises Identification (PID), and/or GPS coordinates, if available.
- Note 4: All loading personnel must be at least 18 years old, experienced with handling the animals to be loaded, and registered with the EOC as a contractor or emergency volunteer to ensure WorkSafe BC coverage.

### 3. Coordinate Livestock Transportation for Relocation

Alert Agriculture Organizations – Notify appropriate specialists in agriculture associations of producer requests.

Match Needs with Community Resources – Work with the EOC Information Officer to create a Webpage or Facebook page that connects farmers in need of support with community members willing to volunteer their assistance.

Forward Resource Requests to Logistics – Deliver each Resource Request to the Operations Section Chief for approval. If livestock transporters are in short supply, the PREOC will likely categorize trucks as a "critical resource" and set regional priorities.

### 4. Coordinate Temporary Access to Evacuated Farm Land

Determine Need for Access – Assess the need for temporary producer access to farm properties within evacuated areas.

## Agriculture Branch Coordinator

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set Criteria for Access</u> – Working with the Operations Section Chief and Incident Commander, determine the criteria for safe temporary re-entry, e.g., time of day, need for escort with radio, time limitations, need for permit using personal identification, etc.</li> <li><input type="checkbox"/> <u>Prepare a Notice of Access</u> – Develop a written notice of producer re-entry, working with the Operations Section Chief for review and approval by the EOC Director.</li> <li><input type="checkbox"/> <u>Publicize Access Procedures</u> – If approved, work with the EOC Information Officer to publicize access procedures.</li> <li><input type="checkbox"/> <u>Monitor Access</u> – Track the number of farm owners seeking access and evaluate any comments on the procedure.</li> </ul> <p><b>5. Manage the Agriculture Branch</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Agriculture Branch for the coming operational period. Provide Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</li> <li><input type="checkbox"/> <u>Report on Status</u> – Forward Agriculture Branch status reports to the EOC Planning Section.</li> <li><input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section, including notification of any emergency expenditures and daily time sheets.</li> </ul>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Local Authority Reimbursement of Livestock Relocation Costs</li> <li>• Livestock Relocation Decision Guide for Producers</li> <li>• Livestock Relocation Plan for Producers</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Request for Resources or Assistance (EOC Form 514)</li> </ul>

## Local Authority Reimbursement of Livestock Relocation Costs

Agriculture Branch  
Coordinator

<b>Introduction</b>	The (local authority) will be reimbursed by the Province for response costs of assisting producers under certain conditions, identified below.
<b>Eligibility Criteria</b>	<p>The (local authority) will be reimbursed for eligible costs of assisting farm operators with the relocation of livestock <u>if all the following conditions</u> are met:</p> <ol style="list-style-type: none"> <li>1. An Emergency Management BC task number has been issued for the emergency.</li> <li>2. The (local authority) has issued an evacuation alert or evacuation order.</li> <li>3. The farm business operator has requested assistance through the (local authority) EOC.</li> <li>4. The farm business property receiving assistance is classed as a "farm" by the BC Assessment Authority.</li> </ol> <p>When a farm contacts the EOC to request assistance, the call-taker should ask the requestor to confirm that the property is classified as a "farm" by the BC Assessment Authority. The land classification appears on the individual's <i>Property Assessment Notice</i>. Farmers may also prove farm status by providing their Farmer ID Card number. If in doubt, request assistance through the Ministry of Agriculture or PREOC.</p>
<b>Actions of Farm Operators</b>	<p>To receive the noted support with livestock relocation, farm operators must:</p> <ol style="list-style-type: none"> <li>1. Request assistance from the (local authority) through the designated EOC contact.</li> <li>2. Confirm that the property has been classed by BC Assessment as a "farm" in the Property Assessment Notice.</li> <li>3. Provide appropriate information for the EOC to prepare a resource request form (Form 514).</li> <li>4. The Farm Operator may also contact and make pickup arrangements with a suitable service provider. The farmer would inform the provider of the Rate Card limits, and provide the telephone number for an EOC contact in Logistics to arrange a contract.</li> </ol>
<b>Suppliers of Service</b>	<p>Suppliers of services will obtain authorization from the EOC prior to provision of the service. Authorization will likely take the form of a Purchase Order or contract, organized through the EOC Logistics Section.</p> <p>Suppliers of services will send invoices to the (local authority) for all goods and services that have been approved and provided. The (local authority) must certify that the goods and services were received prior to payment, and include proof of payment with claims for reimbursement.</p>

# Livestock Relocation Decision Guide for Producers

Agriculture Branch  
Coordinator

## Introduction

Provide the following guidelines to producers who may request help with deciding how best to protect their livestock. Share the following information by photocopy, fax or email.

Options for Livestock Protection	Date
<b>Option 1: Shelter-in-place.</b>	Keeping my animals on-site is the best option because: <ul style="list-style-type: none"> <li><input type="checkbox"/> My animals are contained in a building that provides sufficient protection.</li> <li><input type="checkbox"/> I have further protected the structures that shelter my animals from the hazard, such as putting berms in place.</li> </ul>
<b>Option 2: Move animals to a safe on-farm location.</b>	Moving my animals to a safe on-site location is best because: <ul style="list-style-type: none"> <li><input type="checkbox"/> I have a site on my farm where the animals will be safely away from the hazard (i.e., high ground).</li> <li><input type="checkbox"/> Animals have access to food sources, clean water, and ample living space.</li> <li><input type="checkbox"/> I have sufficient time, personnel, and equipment to round up and relocate my animals to this area.</li> </ul>
<b>Option 3: Relocate my animals to off-farm locations.</b>	Relocation off-site is the best option because: <ul style="list-style-type: none"> <li><input type="checkbox"/> I have located and prearranged an off-farm site for my livestock.</li> <li><input type="checkbox"/> I can determine safe routes to these locations, considering alternate routes.</li> <li><input type="checkbox"/> I can arrange for trucks, trailers, drivers, and handlers.</li> <li><input type="checkbox"/> I can arrange for feed, water, and care at the site.</li> </ul>
<b>Option 4: Free my animals.</b>	Freeing my animals is the best option because: <ul style="list-style-type: none"> <li><input type="checkbox"/> I cannot move livestock into a safer area. I will open gates and/or cut fences to allow my animals to avoid the hazard.</li> <li><input type="checkbox"/> I determine that there is no danger to people or vehicular traffic from freeing my animals.</li> <li><input type="checkbox"/> I am contacting the (local authority) about my decision to free my livestock and am aware that emergency responders may further open gates and cut fences.</li> </ul>

# Livestock Relocation Plan for Producers

Agriculture Branch  
Coordinator

## Introduction

To help producers plan for relocating their livestock, share the following form with them by photocopy, fax or email.

Livestock Relocation Plan		Date	
Originator Farm		Destination Site	
Farm name:		Facility name:	
Farm Address:		Facility Address:	
Farm Status in BC:		Facility Owner:	
Farm contact person's name and position:		Destination contact person's name and position:	
Telephone no.:		Telephone no.:	
Fax no.:		Fax no.:	
Mobile phone no.:		Mobile phone no.:	
E-mail address:		E-mail address:	
Current livestock location (if off farm):		Destination location (if other than facility address):	
Type of Livestock	Number	Type of Livestock	Number
Non-lactating dairy		Horses	
Lactating dairy		Sheep	
Cattle		Game	
Goats			
Transportation			
Organization	Contact Name	Phone	E-mail
<input type="checkbox"/> Yes <input type="checkbox"/> No   I need a ramp / chute to load livestock		<input type="checkbox"/> Yes <input type="checkbox"/> No   I need a ramp to unload livestock	
<b>Information that should accompany each animal group:</b> <input type="checkbox"/> Medications <input type="checkbox"/> Feed <input type="checkbox"/> Animal Identification <input type="checkbox"/> Owner information			
<b>Prepared by:</b> _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(name)</span> <span>(signature)</span> </div>			

## Agriculture Planning Manager

The EOC Director may designate an Agriculture Planning Manager, who would report to the Advance Planning Unit Coordinator. The Agriculture Planning Manager could consider the action items in the following checklist.

### Checklist and Function Aids for Agriculture Planning Manager

<b>Agriculture Planning Manager</b>	
<b>Responsibilities:</b>	<p>The Agriculture Planning Manager looks forward in time to determine potential future impacts on agricultural resources.</p> <ol style="list-style-type: none"> <li>1. <b>Identify Approaching EOC Issues</b> – Review current plans and available information to identify potential agriculture response and recovery issues likely to occur within the next 2 to 5 days.</li> <li>2. <b>Recommend EOC Objectives</b> – Recommend agriculture response objectives and strategies for the Advanced Plan.</li> <li>3. <b>Plan for Livestock Relocation and Return</b> – Forecast the need for livestock relocation, and develop a <i>Livestock Relocation Plan</i> that identifies needed resources.</li> <li>4. <b>Plan for Livestock Return</b> – Anticipate the return of livestock to original farms after the event.</li> </ol>
<b>Report To:</b>	EOC Advance Planning Unit Coordinator
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li>1. <b>Identify Approaching EOC Issues</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 documents relevant to agriculture impacts and protection. Determine the effect of weather forecasts on the need for agriculture response.</li> <li><input type="checkbox"/> <u>Review Available Maps</u> – Consult the EOC Mapping Unit, Ministry of Agriculture, and FLNRO for elevation maps and other forecasting dike information. Identify areas and farm locations likely to be affected in the coming week.</li> <li><input type="checkbox"/> <u>Identify Potential Future Implications</u> – Identify potential response and recovery related issues likely to occur beyond the next operational period, generally within the coming 2 to 5 days.</li> </ul> </li> <li>2. <b>Recommend EOC Objectives</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Brief Advance Planning Unit Coordinator</u> – Provide periodic briefings to the Advance Planning Unit Coordinator on approaching issues that may affect agricultural interests.</li> </ul> </li> <li>3. <b>Plan for Livestock Relocation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Forecast the Future Need for Livestock Relocation</u> – Identify which farms may need assistance and may be under threat based on probable future scenarios. Estimate the number of livestock at risk by geographic location.</li> <li><input type="checkbox"/> <u>Determine if Livestock Relocation is Possible</u> – Determine if livestock relocation would be a viable future option, assessing:               <ul style="list-style-type: none"> <li>- Onset of hazards and time available</li> <li>- What farm operators want to do</li> <li>- If animals would suffer more by moving them</li> </ul> </li> </ul> </li> </ol>

## Agriculture Planning Manager

- Potential problems and priorities for resolving them
- Number and type of animals to be relocated
- Livestock relocation sites and routes
- Availability and source of transportation
- Priorities for relocation

Estimate the resources required to assist producers in the coming days, and mobilize them ahead of time for rapid deployment. Resources may include:

- o Trucks and other road vehicles for hauling livestock
- o Location of portable milking facilities
- o Personnel to assist with livestock loading

#### 4. Plan for Livestock Return

Develop a Livestock Return Plan – Identify resources needed to support the return of livestock. The contents of the Livestock Return Plan may include:

- o Livestock transportation service providers
- o Potential hazards on the farm property caused by the emergency, such as chemical contamination resulting from flooding
- o Carcass collection and disposal
- o Cleaning barns
- o Replacing lost feed crops

Advise on Agriculture Recovery – Working with the Recovery Unit Coordinator, recommend an agriculture transition strategy to the Advance Planning Unit Coordinator when EOC activity shifts from response to recovery.



## 5. Additional EOC Checklist Items for Agriculture

The following checklist items should be considered in addition to the checklists for EOC functions contained in the (local authority) Emergency Response Plan.

### EOC Director

- Advise the Policy Group that the EOC is addressing threats to the agriculture industry in the jurisdiction. Let Policy Group members know of any public meetings that may include farm or livestock owners.
- If required by the situation, establish new positions in the EOC Operations Section in consultation with the Operations Section Chief:
  - Agriculture Liaison Assistant to help the Liaison Officer
  - Agriculture Branch Coordinator, in the Operations Section
  - Agriculture Planning Manager in the Advance Planning Unit, Planning Section
- The Agriculture Branch in Operations should serve as a central point for all agriculture efforts in the EOC. Any EOC staff member engaged in supporting agricultural interests should check with the Agriculture Branch if there are any questions.
- Activate the agriculture positions in the EOC early in the emergency so staff can plan for agriculture needs.
- Invite agriculture association representatives to the Incident Debrief.

### Risk Management Officer

- Consider the following agriculture-specific notes:
  - Attempts to capture and load livestock are potentially dangerous operations; no one should be allowed to work with a species with which they are unfamiliar.
  - Ensure that all field staff, contracted personnel, and volunteers are at least 18 years old. Volunteers must register with the (local authority) Emergency Program to receive WorkSafe BC coverage.
  - All field teams should have an Incident Commander and a Safety Officer, as well as appropriate safety equipment and training.
- Work with the Finance / Admin Section Chief on the procedures needed to ensure (local authority) is reimbursed for eligible costs related to livestock relocation.

### Liaison Officer

- Assign a local agriculture representative as an Agriculture Liaison Assistant to help with liaison. Refer to the Checklist in this Appendix.
- Ensure the new Agriculture Liaison Assistant receives basic EOC training and orientation.
- Contact the EOCs of member municipalities within the (local authority) to coordinate information exchange concerning livestock relocation.

### Information Officer

- Work with an Agriculture Specialist to develop messages targeted to the agricultural community regarding the emergency.

- Identify a local representative of the agriculture industry or Ministry of Agriculture who may serve as a Spokesperson for the EOC in public meetings.
- Determine and publish a phone number for the EOC where producers can call if they want to consult with an Agriculture Specialist. Consult the Agriculture Branch Coordinator.
- Instruct Call Centre staff to refer farm owners to the agriculture associations operating within the jurisdiction. Refer to the list entitled, "Provincial Agriculture Contacts" in this Appendix.
- Work with the Agriculture Branch Coordinator to develop a needs-matching website that connects farmers in need of support with community members willing to volunteer their assistance.

### **Operations Section Chief**

- Determine the need for an Agriculture Branch and agriculture technical specialists.
- Ensure the new Agriculture Branch Coordinator receives basic EOC training and orientation.
- Identify the primary contacts with the Incident Command team that may assist the Agriculture Branch Coordinator in understanding and communicating risks to producers.
- The Operations Section can support livestock relocation by arranging for traffic control (i.e., flaggers) at potential bottlenecks.
- Operations can support producers by blocking news media at key points into the affected area, and restricting air space over farm operations.
- Coordinate temporary permits that allow farmers to briefly return to their properties to tend to animals, working with the Incident Command team.

### **Planning Section Chief**

- Advise Planning Section personnel on the need for agriculture specific information and evaluation.

### **Situation Unit Coordinator**

- Indicate in each Situation Report the number of farm operations directly affected by the hazard, including those with relocated livestock.

### **Advanced Planning Unit Coordinator**

- Designate an Agriculture Planning Manager to assist with planning future elements of operations.
- Work with the Agriculture Branch Coordinator to anticipate the need for livestock transportation and other services in the coming days.

### **Mapping Unit Coordinator**

- Consult with Ministry of Agriculture on their Land Use Inventory and Premises ID Program maps for the jurisdiction. Use these data to help estimate the number of farms and animals at risk.
- Create simple maps to help producers and haulers identify and use safe routes for livestock transport.

## Logistics Section Chief

- ❑ Consult the Finance / Admin Section Chief on the procedures for engaging suppliers in relocating livestock under an Evacuation Alert or Order before committing funds.
- ❑ Identify Agriculture Specialists willing to come into the EOC, and arrange for just-in-time EOC training.

## Supply Unit Coordinator

- ❑ Ensure contracts with transporters require drivers to have WorkSafeBC coverage, valid drivers licence, and vehicle insurance.
- ❑ Require a manifest for every shipment. The hauler should be able to prepare a manifest (must be carried in truck) and send an electronic copy to the EOC. The manifest should match the original Resource Request.
- ❑ Consider the use of gooseneck trailers and other smaller vehicles in lieu of cattle liners. Liners are difficult to maneuver on some farms, and need chutes for loading and unloading, which not all farms have. Trailers and other smaller vehicles that can move 8-to-10 animals at a time are more maneuverable on the farms, accessible to most livestock producers, and do not require a chute.
- ❑ Instruct all service providers to send invoices to the (local authority) for payment. Advise the Finance / Admin Section of the EOC, who may then include such invoices in a response cost claim to Emergency Management BC.
- ❑ If the EOC is unable to fill the resource request, consult the Logistics Section Chief about forwarding Resource Requests (EOC 514) to the Provincial Regional Emergency Operations Centre (PREOC).

## Finance / Admin Section Chief

- ❑ As instructed by the EOC Director, prepare an Expenditure Authorization Form (EAF - EOC 530) for delivery to the PREOC for decision. Refer to the attached sample. An initial EAF may be submitted early for later amendment as information arrives.
- ❑ Include estimations of livestock relocation costs in daily financial roll-up that is submitted to the PREOC.
- ❑ Refer to the current Rate Card at: <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/policies>

## 6. EOC Forms for Use in Agriculture Emergencies

### Sample Resource Request (EOC 514)

**Date of Request:**       **Time of Request:**       **Request No.:**

**Priority:**     **High** (Emergency)     **Medium** (Priority)     **Low** (Routine)      **Task No.:**

**Requested by:**    **Name**       **Dept/Agency/Function**       **Contact Number**

**What is being Requested?**

**Resource Type/Kind:**       **Quantity:**

**Units of Measure:**       **When Required:**

**Mission**  
(Purpose of Resource)

**Resource must come with:**

**Fuel**       **Meals**       **Operators**       **Water**       **Maintenance**       **Lodging**       **Power**

**Other:**    ramps, chutes, panels

**Special Instructions** (e.g., Safety messages, ingress/egress routes...)

**Destination:** 10789 N. Deroche Road  
Take route west to Dewdney, then east on Hawkins Pickle Rd to destination farm.

**Forward Request To:** (Organization/Agency/Vendor who ultimately obtains resource – use required fields only)

<b>Name / Position:</b>	<input type="text" value="Fred Able, Owner"/>	<b>Organization/ Agency/Vendor:</b>	<input type="text" value="BC Livestock Transport"/>
<b>Contact No.:</b>	<input type="text" value="250-987-6543"/>	<b>Estimated Cost:</b>	<input type="text" value="\$4,000"/>

**Actions Taken:**

**Delivery/Assigned Location** (use required fields only)

<b>Location/Site Name:</b>	<input type="text" value="Circle K Dairy for livestock pickup"/>	<b>Street Address:</b>	<input type="text" value="39039 Nicomen Island Trunk Road"/>
<b>City, Province:</b>	<input type="text" value="(local authority) Electoral Area G, BC"/>	<b>Report To:</b>	<input type="text" value="Greg Farmer"/> <b>Contact Number:</b> <input type="text" value="604-567-8910"/>
<b>Intersection Street 1:</b>	<input type="text" value="Lougheed Highway"/>	<b>Intersection Street 2:</b>	<input type="text" value="Nicomen Island Trunk Road"/>

**Completed by:**    **Name**       **Function/Title**       **Date & Time**       Entered

**Financial Approval**

**Spending Authority:**    **Name**       **Function/Title**       **Signature**

**Distribution**    **Operations**     **Planning**     **Logistics**     **Finance**     **Other:** \_\_\_\_\_

## Sample Expenditure Authorization Form (EOC 530)

<b>Event:</b> Fraser River Flooding	<b>Date:</b> 6 Jun 2017	
<b>EMBC Task#:</b> 20170606	<b>Time:</b> 1100 hrs	

<b>Requesting Organization/Community:</b> (local authority) EOC		
<b>Authorized Representative:</b>	<b>Name:</b> Kathryn H., EOC Finance & Admin Section Chief	<b>Location:</b> (local authority) EOC, Chilliwack, BC
<b>Telephone:</b> 604-555-6666	<b>Fax:</b> N/A	<b>Email:</b> FinAdminChief@EOC.ca

<p><b>Description of Expenditure:</b> (include nature of goods and/or services being acquired/provided, desired outcome, location, date/time planned...)</p> <p>The (local authority) EOC has issued an Evacuation Alert, and intends to assist dairy producers with the relocation of livestock.</p> <p>This Expenditure Authorization Form refers to the costs of transporting about 950 dairy cows from four Nicomen Island farms to buddy farms in the Deroche area for temporary relocation during the flood hazard period.</p> <p>Cost estimates include trucks, drivers, handlers, ramps, and chutes.</p> <p>Truck / driver services: 12 trucks x 8 hours/truck = 96 truck-hours              Truck estimate: 96 truck-hours x \$140/hour = \$13,500</p> <p>Site personnel: 2 teams x 6 persons/team x 8 hours/person = 96 person-hours              Personnel estimate: 96 person-hours @ \$25/hour = \$2,400</p> <p>Equipment use: 2 ramps, 2 chutes, = 4 items x 8 hours = 32 item-hours              Equipment rental estimate: 32 item-hours @ \$20/hr = \$640</p> <p><u>Total: \$16,540</u></p>
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<b>Amount Requested:</b>	\$17,000	<b>Expenditure Not to Exceed:</b>	\$25,000
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<b>EOC Approvals</b>	<b>Approved for Processing by:</b> Kathryn H.	<b>Expenditure Request Approved by:</b> Janice M.
	<b>Position:</b> Finance & Admin Chief	<b>Position:</b> EOC Director (or designate)
	<b>Date/Time:</b> 1200 hrs	<b>Date/Time:</b> 06 Jun 2017
<b>PREOC Approvals</b>	<b>Approved for Processing by:</b> <input type="checkbox"/> Not Approved	<b>Expenditure Authorized by:</b>
	<b>Position:</b> Operations Section Chief	<b>Position:</b> PREOC Director (or designate)
	<b>Date/Time:</b>	<b>Date/Time:</b>

<b>Distribution:</b>	<input type="checkbox"/> EOC Director <input type="checkbox"/> EOC Operations Section <input type="checkbox"/> EOC Planning Section <input type="checkbox"/> EOC Logistics Section <input checked="" type="checkbox"/> EOC Finance & Admin Section <input type="checkbox"/> Other	<input type="checkbox"/> PREOC Director <input type="checkbox"/> PREOC Operations Section <input type="checkbox"/> PREOC Planning Section <input type="checkbox"/> PREOC Logistics Section <input checked="" type="checkbox"/> PREOC Finance & Admin Section <input type="checkbox"/> Other
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<p><b>Comments:</b> EAF may be amended as operations proceed.</p>
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## 7. Provincial Policy and Bulletins

### Policy

The BC Ministry of Agriculture and Emergency Management British Columbia have jointly developed four documents that explain and support provincial policy around livestock relocation.

- Policy – Provincial Support for Livestock Relocation during an Emergency (3 pgs)
- Procedure – Procedure for Reimbursement (2 pgs)
- Livestock Relocation Rate Card (3 pgs)
- Frequently Asked Questions (4 pgs)

To access these documents, follow this link:

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

### Bulletins Related to Agriculture Emergencies

The Ministry of Agriculture offers several bulletins designed for agriculture producers.

- Emergency Preparedness Tips (4 pgs)  
[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/900\\_200-3\\_emergency\\_preparedness.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/900_200-3_emergency_preparedness.pdf)
- Emergency Management Guidebooks for Producers
  - Beef (50 pgs) - [http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/beef\\_emergency\\_management\\_guide.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/beef_emergency_management_guide.pdf)
  - Dairy (34 pgs) - [http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/dairy\\_emergency\\_management\\_guide.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/dairy_emergency_management_guide.pdf)
  - Pork (68 pgs) - [http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/bc\\_pork\\_emergency\\_management\\_guide\\_march2015.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/bc_pork_emergency_management_guide_march2015.pdf)
- Business Insurance and Risk Management Tools for Agriculture (3 pgs)  
[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/900500-1\\_business\\_insurance\\_and\\_risk\\_management\\_tools\\_for\\_agriculture\\_2015.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/900500-1_business_insurance_and_risk_management_tools_for_agriculture_2015.pdf)
- Planning for Livestock Relocation During an Emergency – Factsheet (2 pgs)  
[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/91\\_900400-1\\_planning\\_for\\_livestock\\_relocation\\_during\\_an\\_emergency\\_july\\_2016.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/factsheets/91_900400-1_planning_for_livestock_relocation_during_an_emergency_july_2016.pdf)
- Agriculture Sector Flood Preparedness (1 pg)  
<http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/farm-management/emergency-preparedness/flood-preparedness>