

Annexes

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

2010 FADES Annexes

The following Annexes are to be used
in conjunction with the
BC Foreign Animal Disease Emergency Support Plan
(FADES) 2010

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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Web: www.iafbc.ca

The BC FADES Plan, Checklists, and Annexes for 2010 are available at
http://www.iafbc.ca/funding_available/programs/livestock/fades.htm

FADES Annexes – Table of Contents

Annex	Page
Annex A	Forms / TemplatesA-1
Annex B	Contacts.....B-1
Annex C	Legal AuthoritiesC-1
Annex D	Organization RolesD-1
Annex E	References.....E-1
Annex F	JEOC Facilities / Telecommunications F-1
Annex G	JEOC Orientation and Training.....G-1
Annex H	Annotated Index.....H-1

Annex A Forms / Templates

Numerical Listing:

JEOC 401	JEOC Management Team Briefing Agenda
JEOC 401A	JEOC Briefing Format
JEOC 414	Position Log
JEOC 501	JEOC Situation Report
JEOC 502	JEOC Action Plan
JEOC 503	JEOC Shift Schedule
JEOC 508A	JEOC Staff Food Plan
JEOC 511	JEOC Check-in, Check-out List
JEOC 512	JEOC Registration Form
JEOC 514	Request for Resources or Assistance
JEOC 532A	Section Daily Time Sheet
JEOC 534	JEOC Expenditures – Event Totals
JEOC EXIT	Exit Survey Form

AI JEOC Situation Report		Update # _____
Date:	Time: PST	Event:
Operational Period #:	EMBC / PEP Task #:	Function: Planning (Situation Unit)
Operational Time:	General Event Location:	

Event Overview

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Summary of Quarantines

	Quarantines issued for the 3K Radius around initial Infected Premises
Quarantines Added Outside Initial 3K Radius	
	High risk contact added (description, date)
	Moderate risk contact added (description, date)
	High risk contacts added (description, date)
Quarantines Added Within Initial 3K Radius	
	High risk contact added (description, date)
	Moderate risk contact added (description, date)
	High risk contacts added (description, date)
Quarantines Removed	
	Premises inside the initial 3 km radius (description, date)
	Premises outside the initial 3 km radius (description, date)
Total Quarantines Remaining in Place	

Additional Information

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Attachments

(Title of attachments)

Situation Report Prepared By:

Phone Number at JEOC:	Fax Number at JEOC:	Email at JEOC: _____
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Approved by CFIA JEOC Director:	Approved by AGRI JEOC Director:
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Date Approved:	Time Approved:
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Instructions for JEOC Situation Report (Form JEOC 501)

Situation Reports perform a vital function of the JEOC in keeping responders and assisting agencies informed on the situation at a point in time. Situation Reports enable all responders to work cooperatively and anticipate the needs of the event. A Situation Report also proactively informs senior managers and directors (e.g., FAD CCG) with up-to-date status information, identifying the need for additional resources and highlighting issues of concern.

The JEOC submits periodic Situation Reports to appropriate stakeholders whenever emergency operations are undertaken.

Format and Content

The first Situation Report may be incomplete because a full situation assessment takes time. Send available information as soon as possible and forward updates as more information becomes known.

- Information should be concise and easily understood (e.g., simple language, no acronyms, abbreviations, or jargon).
- It should include the facts available at the time information is assembled. Situation Reports should not be delayed while waiting for information to arrive.
- Situation Reports should include new incidents that have occurred since the last report and the status of ongoing incidents. Only report unchanged or new information. Limit the repetition of previously reported information.
- Information should be unclassified. Consult with JEOC Director prior to submission of sensitive or confidential information by separate report.

Responsibility and Steps

The Situation Unit Leader in the JEOC Planning Section is responsible for developing Situation Reports on an ongoing basis. The basic steps include:

1. Collect situation data from a number of sources, including the Operations, Logistics, Finance / Administration sections and the JEOC management staff.
2. Using the form in the FADES Plan Annex A, prepare a draft Situation Report for informal consultation with others to check facts and assumptions.
3. Prepare a final Situation Report and request the JEOC Directors to review and approve the Situation Report before transmittal.
4. Distribute the Situation Report after approval using a range of methods. The Situation Unit Leader sends each Situation Report by email, fax, telephone, radio or other means to appropriate receivers, and records recipients in log book. **Note: For all e-mail distributions, copy and paste the Situation Report directly into the e-mail message, not as an attachment.** This will allow recipients with Blackberries and other smartphones to easily view the report.
5. JEOC Situation Reports are normally distributed internally through the Management Staff and Section Chiefs. A copy of each Situation Report should be posted in an easily accessible location in the JEOC, the Staging Area, and at each Site Coordination Office.
6. Generally, JEOC Situation Reports should be submitted at least once per Operational Period, and more frequently when the situation changes rapidly.

<i>Event:</i>	<i>Implementation Start Date:</i>
<i>Event No.:</i>	<i>Implementation Start Time:</i>

Situation Summary:	_____

General Response Goals (Check if Applicable)				
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		

JEOC Objectives for Next Operational Period	Responsible Function	Completion Time:	
		Estimated	Actual

Attachments (Check if Attached):			
<input type="checkbox"/>	Organization Chart	<input type="checkbox"/>	C&D Plan
<input type="checkbox"/>	Section Assignment List	<input type="checkbox"/>	Transportation Plan
<input type="checkbox"/>	Public Information	<input type="checkbox"/>	Destruction Plan
<input type="checkbox"/>	Map	<input type="checkbox"/>	Disposal Plan
<input type="checkbox"/>		<input type="checkbox"/>	Surveillance Plan
<input type="checkbox"/>		<input type="checkbox"/>	Information Plan
<input type="checkbox"/>		<input type="checkbox"/>	Medical Plan
<input type="checkbox"/>		<input type="checkbox"/>	Other

NOTE: Action Plan to be distributed to all JEOC Section Chiefs.	
Approved by Planning Section Chief:	Approved by JEOC Director:

Organization/Agency: _____

For Week Of: _____

Function	Sun –	Mon –	Tues –	Wed –	Thurs –	Fri –	Sat –
JEOC Director							
Risk Management							
Liaison							
Information							
Operations							
Planning							
Logistics							
Finance / Adm							
Prepared By (Name):	Function:			Date:		Page __ of __	

() = Service from Head Office

Event: Event No.	This JEOC Food Plan is for: Sun M T W Th F Sat Date:
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Meal No.	Meal Type (B/L/D/S)	Meal Date	Meal Time	Menu	Qty	Supplier	Meal Prepared By	Delivered or Pick-Up
1								
2								
3								
4								
5								

B = Breakfast
 L = Lunch
 D = Dinner
 S = Snack

Prepared by (JEOC Support Unit Leader):	Approved by (Logistics Section Chief):
Time Approved:	Date Approved:

Event:	Date:	Request No.:
Event No.:	Time:	(<u>Mgt.</u> <u>Ops.</u> <u>Pln.</u> <u>Log.</u> <u>Fin</u>)
Precedence Level: <input type="checkbox"/> Emergency <input type="checkbox"/> Priority <input type="checkbox"/> Routine		

Staff/Agency Requesting:	
Contact Person's Name and Position:	
Telephone or Contact #:	
Brief description of problem or task to be accomplished:	
Specific Resource Requested and Number Required:	
Potential Substitute:	
Capacity (Size, Voltage, etc.):	
Supporting Equipment, Fuel, Water, Etc.:	
Personnel Required to Operate/Support:	
Transportation Required:	
How Long is Resource Needed:	
Where to Deliver or Report:	
Report to Whom (Name, Title, Agency):	

Resource Request completed by (Name and Position):	
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Resource Request Approved by JEOC Section Chief:	Priority Resource Request Approved by JEOC Director:
_____	_____
<i>Name and Signature</i>	<i>Name and Signature</i>
_____	_____
<i>Time and Date</i>	<i>Time and Date</i>

Distribution List:
<input type="checkbox"/> JEOC Director <input type="checkbox"/> Logistics Section <input type="checkbox"/> Operations Section <input type="checkbox"/> Finance and Administration Section <input type="checkbox"/> Planning Section <input type="checkbox"/> PREOC <input type="checkbox"/> Other _____

Response to Resource Request (Completed by Logistics – Supply Unit)			
Resource Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Resources Deployed:	
Request filled by:	_____	Time of Deployment	
	<i>(Name and Signature)</i>		
Requestor Advised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Time of Arrival	

Event:	Date:	
Event No.:	Location:	

Name:	Home Agency:
Work Phone:	E-mail:
Response Position:	Date Work Commenced:
Response Location: <input type="checkbox"/> Site <input type="checkbox"/> JEOC <input type="checkbox"/> Laboratory <input type="checkbox"/> Other:	

Performance Categories	Rating S = Satisfactory SE = Satisfactory with Minor Errors U = Unsatisfactory	Comments
Personal Safety		
Leadership of Group or Unit		
Clarity of Communication		
Organization of Response		
Suitable Knowledge for the Position You Held		
Cost Effective Use of Resources in Your Control		
Ability to Plan for / Resolve Urgent Situations		
Overall Response		

Explanation of Performance Categories

Personal Safety – Did you have the training and equipment necessary to safely perform your duties? Did your work unit implement necessary measure to ensure safe work procedures and promote a safety-conscious environment?

Leadership of Unit – Assess the performance of your unit and your supervisor as a team. Did your supervisor provide the necessary directions and set a good example? Did the unit perform well as a team?

Clarity of Communication – Was communication to and within the unit clear and timely?

Organization of Response – From your perspective, was the overall organization of the response clear and effective?

Suitable Knowledge for the Position You Held – Did you have the required knowledge to function safely and effectively in the position you held?

Cost Effective Use of Resources in your Control – Were resources in your control utilized in an appropriate and cost-effective manner?

Ability to Plan for and Resolve Urgent Situations – Were you and your unit able to foresee urgent situations and establish contingency plans? Were you able to react safely and effectively to rapidly changing circumstances?

Overall Response – From your perspective, how do you evaluate the effectiveness of the overall response?

Please continue on Page 2

Demobilization Steps:

1. If you have been on a farm during this event, have you been cleared by the Human Health Branch?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Has all equipment assigned to you been turned over to your replacement ore returned to Logistics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Have all expenditures been given to Finance / Admin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Has all you time worked been given to Finance / Admin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Have you signed out on the Check-In / Check – out Form:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Observations, Comments, or Suggestions:

Please return this completed form to the Personnel Unit Leader.

Annex B Contacts

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
Federal Canadian Food Inspection Agency	Head Office 1400 Merivale Road Ottawa, Ontario K1A 0Y9	Debbie Cunningham Director, Office of Emergency Management	Office: 613-773-5336 Fax: 613-613-773-5389 debbie.cunningham@inspection.gc.ca	Nov '10
		John Lynch Executive Director Food Safety and Consumer Protection Directorate	Office: 613-773-6045 Fax : 613-773-5603 john.lynch@inspection.gc.ca	Nov '10
		Bruce Craig Geomatics Technician, Office of Emergency Management	Office: 613-773-5339 Fax : 613-773-5389 bruce.craig@inspection.gc.ca	Nov '10
	CFIA Western Area 1115-57th Avenue NE Calgary, Alberta T2E 9B2	Kathryn Emmett Executive Director Western Area	Office: 403-292-5717 Fax: 403-292-5707 kathryn.emmett@inspection.gc.ca	Nov '10
		Jessica Simpson Executive Assistant	Office: 403-292-4364 Fax: 403-292-5707 jessica.simpson@inspection.gc.ca	Nov '10
		Connie Argue Associate Executive Director	Office: 403-292-4934 Fax : 403-292-5707 Connie.Argue@inspection.gc.ca	Nov '10
		Susan Turner Communications Manager	Office: 403-292-6532 Fax: 403-292-5996 susan.turner@inspection.gc.ca	Nov '10
	BC Mainland / Interior Region 4321 Still Creek Drive Floor 4, Room 400 Burnaby, BC V5C 6S7	Susan Schenkeveld Regional Director BC Mainland/Interior	Office: 604-666-2847 Fax: 604-666-9814 susan.schenkeveld@inspection.gc.ca	Nov '10
		Bob Jackson Regional Operations Coordinator	Office: 604-666-1626 Fax: 604-666-9814 bob.jackson@inspection.gc.ca	Nov '10
		Mark Clarke Communications Officer Western Area	Office: 604-666-1357 Fax: 604-666-9814 mark.clarke@inspection.gc.ca	Nov '10
	BC Coastal Region 4321 Still Creek Drive Floor 4, Room 400 Burnaby, BC V5C 6S7	Paul Littlewood Regional Director BC Coastal Region	Office: 604-666-3337 Fax: 604-666-5617 paul.littlewood@inspection.gc.ca	Nov '10
		Andrea Dropko Inspection Manager Abbotsford District Office	Office: 604-557-4500 Fax: 604-557-4502 andrea.dropko@inspection.gc.ca	Nov '10
Jim McClendon Regional Veterinary Officer Abbotsford District Office		Office: 604-557-4507 Fax : 604-557-4502 jim.mcclendon@inspection.gc.ca	Nov '10	

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
Federal Environment Canada Pacific & Yukon Environmental Protection Operations	201 - 401 Burrard Street Vancouver, BC V6C 3C5	Fred Beech Manager, Environmental Emergencies Section	Emerg: 604-666-6100 Office: 604-666-0373 Fax: 604-666-1140 fred.beech@ec.gc.ca	Nov '10
Federal Environment Canada, Meteorological Services of Canada	BC Region 1251 12th Street Kamloops, British Columbia V2B 3C8 www.ec.gc.ca/envhome.html	Jim Steele	24/7: 604-664-9385 Office: 250-376-4867 Or: 250-371-0314 Fax: 250-376-3428 jim.steele@ec.gc.ca	Nov '10
Federal Indian and Northern Affairs Canada	BC Region 1138 Melville Street, Suite 600, Vancouver, BC V6E 4S3	George Arcand Regional Director General	Office: 604-666-5201 Fax: 604-775-7149 arcandg@inac.gc.ca	Nov '10
Federal Public Health Agency of Canada	Emergency Preparedness and Response 1230 Government Street Victoria, BC V8W 3Y2	Betsy Mackenzie Regional Coordinator Emergency Preparedness and Response	Office: 250-363-3113 Fax: 250-363-0179 Betsy_Mackenzie@phac- aspc.gc.ca	Nov '10
Federal Public Safety Canada	BC Region Suite 490 - 877 Expo Boulevard Vancouver, B.C. V6B 1K9	Surinder Grewal Regional Director	Office: 604-666-7408 Fax: 604-666-0328 surinder.grewal@ps-sp.gc.ca	Nov '10
		Wayne Hirlehey Sr. Regional Operations Officer	Office: 250-363-3621 wayne.hirlehey@ps-sp.gc.ca	Nov '10
		Robin Barcham Regional Operations Officer	Office: 604-666-8981 robin.barcham@ps-sp.gc.ca	Nov '10
Federal Public Works and Government Services Canada	BC Region 641-800 Burrard Street Vancouver, BC V6Z 2V8	Susan Kennard Accommodation Manager	Office: 604-775-9309 Fax: 604-775-6888 susan.kennard@pwgsc.gc.ca	Nov '10
Provincial BC Min. Agriculture	Agriculture Operations	Lindsay Kislock Asst. Deputy Minister	Office: 250-356-1815 lindsay.kislock@gov.bc.ca	Nov '10
	Animal Health Branch	Dr. Paul Kitching Director BC Chief Veterinary Officer	Office: 604-556-3038 paul.kitching@gov.bc.ca	Nov '10
	Sustainable Agriculture Management	Ken Nickel Director	Office: 604-556-3103 ken.nickel@gov.bc.ca	Nov '10
		Orlando Schmidt Environmental Soil Specialist	Office: 604-556-3101 orlando.schmidt@gov.bc.ca	Nov '10
		Geoff Hughes-Games Provincial Soils Specialist	Office: 604-556-3102 geoff.hughesgames@gov.bc.ca	Nov '10
		Leslie MacDonald Asst. Director	Office: 604-556-3074 leslie.macdonald@gov.bc.ca	Nov '10
	Public Affairs Bureau	Rena Kendall Craden AGRI Communications Director	Office: 250-356-9869 rena.kendallcraden@gov.bc.ca	Nov '10

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
		Caroline McAndrews Communications Manager	Office: 250-356-1674 Fax: 250-387-9105 caroline.mcandrews@gov.bc.ca	Nov '10
Provincial BC Min. Environment	Environmental Protection Division	Jim Standen Assistant Deputy Minister	Office: 250-387-1288	Nov '10
		Jack Bryden Section Head, Municipal Solid & Liquid Waste	Office: 250-387-9985 jack.bryden@gov.bc.ca	Nov '10
		Margaret Crowley Agriculture Waste Specialist	Office: 250-387-6018 margaret.crowley@gov.bc.ca	Nov '10
	Environmental Management Branch	Jim Hofweber Director	Office: 250-387-9971 jim.hofweber@gov.bc.ca	Nov '10
	Environmental Sustainability Division	Helen Schwantje Wildlife Veterinarian	Office: 250-953-4285 helen.schwantje@gov.bc.ca	Nov '10
		Doug Jury Wildlife Biologist	Office: 250-371-6264 doug.jury@gov.bc.ca	Nov '10
Provincial BC Min. Natural Resource Operations Wildfire Management	Wildfire Management Branch 2nd Floor 2957 Jutland Road Victoria, BC V8W 9C1 www.for.gov.bc.ca/protect/	Lyle Gawalko Manager, Fire Management	Office: 250-387-5782 Fax: 250-387-5685 lyle.gawalko@gov.bc.ca	Nov '10
	Integrated Land Management Bureau Victoria, BC http://ilmbwww.gov.bc.ca/contact-us	General Enquiries	Enquiry BC: 1-800-663-7867 FrontCounter : 1-877-855-3222 GeoBC Service: 1-866-952-6801 General Office: 250-387-1772 Fax: 250 387-3291	Nov '10
Provincial BC Min. Health Services	Provincial Health Officer 1515 Blanshard St. Victoria, BC, V8W3C8	Dr. Perry Kendall BC Provincial Health Officer	Office: 250-952-1330 perry.kendall@gov.bc.ca	Nov '10
	Population and Public Health	Fortune Sithole Epidemiologist Strategic Policy	Office: 250-952-2332 fortune.sithole@gov.bc.ca	Nov '10
	Communications Division	Jeff Rud Communications Director	Office: 250-952-2387 jeff.rud@gov.bc.ca	Nov '10
		Gillian Rhodes Communications Manager	Office: 250-952-1902 gillian.rhodes@gov.bc.ca	Nov '10
	BC Centre for Disease Control 655 12th Ave West Vancouver, BC V5Z 4R4 www.bccdc.org/	Lynn Wilcott Food Safety Specialist	Office: 604-707-2455 Fax: 604-707-2441 lynn.wilcott@bccdc.ca	Nov '10
		Eleni Galanis Physician Epidemiologist	Office: 604-707-2558 Fax: 604-707-2516 eleni.galanis@bccdc.ca	Nov '10
		Brian Radke Public Health Veterinarian	Office: 604-707-2453 Fax: 604-707-2441 brian.radke@bccdc.ca	Nov '10

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
Provincial BC Min. Public Safety and Solicitor General EMBC / PEP	Emergency Coordination Centre Block A - Suite 200 2261 Keating Cross Road Saanichton, BC V8M 2A5 http://www.pep.bc.ca/index.html	Duty Officer	Office: 1-800-663-3456	Nov '10
	EMBC / PEP Reception	Head Office	Office: 250-952-4913 Fax: 250-952-4888	Nov '10
	Executive	Becky Denlinger Fire and Emergency Management Commissioner	Office: 250-953-4083 becky.denlinger@gov.bc.ca	Nov '10
	Operations	Chris Duffy Director	Office: 250-952-4544 chris.duffy@gov.bc.ca	Nov '10
	Integrated Planning	Aja Norgaard Director	Office: 250-952-4854 Aja.Norgaard@gov.bc.ca	Nov '10
	Recovery and Funding Programs	Johanna Morrow Manager, Recovery and Funding Programs	Office: 250-952-4912 johanna.morrow@gov.bc.ca	Nov '10
	North West Region 1B 3215 Eby Street Terrace, BC, V8G 2X8	Maurie Hurst Regional Manager	Office: 250-615-4800 Fax: 250-615-4817 maurie.hurst@gov.bc.ca	Nov '10
	North East Region 3235 Westwood Drive Prince George, BC V2N 1S4	Peter Prendergast A/Senior Regional Manager	Office: 250-612-4172 peter.prendergast@gov.bc.ca	Nov '10
		Michael Higgins Regional Manager	Office: 250-612-4172 michael.higgins@gov.bc.ca	Nov '10
	South East Region Nelson 403 Vernon Street Nelson, BC, V1L 4E6	Peter Prendergast A/Senior Regional Manager	Office: 250-731-5241 peter.prendergast@gov.bc.ca	Nov '10
		Gundula Brigl Regional Manager	Office: 250-354-5904 gundula.brigl@gov.bc.ca	Nov '10
		Sue Saunders Regional Manager	Office: 250-371-5253 sue.saunders@gov.bc.ca	Nov '10
	Central Region 1255-D Dalhousie Drive Kamloops, B.C. V2C 5Z5	Peter Prendergast A/Senior Regional Manager	Office: 250-371-5240 peter.prendergast@gov.bc.ca	Nov '10
		Sue Saunders Regional Manager	Office: 250-371-5253 sue.saunders@gov.bc.ca	Nov '10
	South West Region 14275 - 96th Avenue Surrey, B.C. V3V 7Z2	Reception	Tel: 604-586-4390 Fax: 604-586-4334	Nov '10
		Ian Cunnings A/ Senior Regional Manager	Office: 604-785-7669 ian.cunnings@goc.bc.ca	Nov '10
		Mike Andrews Regional Manager	Office: 604-586-4373 Mike.Andrews@gov.bc.ca	Nov '10
Greg Kanya Regional Manager		Office: 604-586-4380 greg.kanya@goc.bc.ca	Nov '10	
Vancouver Island Region Block A - Suite 200 2261 Keating Cross Road	Christine Ritson Regional Office Administrator	Tel: 250-952-5848 Fax: 250-952-4304 christine.ritson@gov.bc.ca	Nov '10	

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
	Saanichton BC V8M 2A5	Ian Cunnings A/ Senior Regional Manager	Office: 604-785-7669 ian.cunnings@goc.bc.ca	Nov '10
		Clare Fletcher Vancouver Island Regional Manager	Office: 250-952-4904 clare.fletcher@gov.bc.ca	Nov '10
Provincial RCMP (contract with BC Min. Public Safety and Solicitor General)	Integrated National Security Enforcement Team (INSET)	Duty Officer	Office: 604-598-4040	Nov '10
Provincial WorkSafe BC (aka Workers' Compensation Board of BC)	Corporate Office 6951 Westminster Highway Richmond, BC www.worksafebc.com	Prevention	Office: 604-276-3100 Toll-Free: 1 888-621-7233	Nov '10
Regional Fraser Health Authority	Corporate Office 300, 10334 - 152A Street Surrey BC V3R 7P8 www.fraserhealth.ca/	Dr. Roland Guasparini Chief Medical Health Officer	Office: 1-877-935-5669 or 604-587-4600 Fax: 604-587-4666 roland.guasparini@fraserhealth.ca	Nov '10
Regional Interior Health Authority	Administrative Offices 220-1815 Kirschner Road Kelowna, BC V1Y 4N7 www.interiorhealth.ca	Dr. Andrew Larder Senior Medical Health Officer	Office: 250-868-7867 andrew.larder@interiorhealth.ca	Nov '10
Regional Northern Health Authority	Corporate Office Suite 600, 299 Victoria St. Prince Geo., BC V2L 5B8 www.northernhealth.ca	Dr. David Bowring Chief Medical Health Officer	Office: 250-565-7424 Fax: 250-565-2640 david.bowring@nothernhealth.ca	Nov '10
Regional Vancouver Coastal Health Authority	VCH Corporate Office 11th Floor, 601 West Broadway Vancouver, BC V5Z 4C2 www.vch.ca	Dr. Patricia Daly Chief Medical Health Officer	Office: 604-675-3924 patty.daly@vch.ca	Nov '10
Regional Vancouver Island Health Authority	VIHA Executive Office 1952 Bay Street Victoria, BC V8R 1J8 www.viha.ca	Dr. Richard Stanwick Chief Medical Health Officer	Office: 250-519-3406 richard.stanwick@viha.ca	Nov '10
Local Government	Various	For the Emergency Program Coordinator in any local government in BC, contact the Emergency Coordination Centre at EMBC / PEP	24/7: 1-800-663-3456	Nov '10
	City of Chilliwack 45950 Cheam Avenue Chilliwack, BC V2P 1N6	James MacDonald Assistant Fire Chief	Office: 604-792-8713 Fax: 604-702-5087 macdonald@chilliwack.com	Nov '10

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
	Peace River Regional District Box 810 1981 Alaska Avenue Dawson Creek, BC V1G 4H8	Trish Morgan Manager Community Services	Office: 250-784-3200 trish.morgan@prrd.bc.ca	Nov '10
Industry BC Broiler Hatching Egg Commission	#180 - 32160 South Fraser Way, Abbotsford, BC V2T 1W5 www.bcbhec.com	Dave Cherniwchan General Manager	Office: 604-854-4488 dave@bcbhec.com	Nov '10
		Lori Gress Administration	Office: 604-850-1854 Fax: 604-850-1683 lori@bcbhec.com	Nov '10
Industry BC Cattleman's Association	#4-10145 Dallas Drive Kamloops, BC V2C 6T4 www.cattlemen.bc.ca	Kevin Boon General Manager	Office: 250-573-3611 Fax: 250-573-5155 bccattle@kamloops.net	Nov '10
		Becky Everett Administrative Assistant	Office: 250-573-3611 Fax: 250-573-5155 bccattle@kamloops.net	Nov '10
Industry BC Chicken Marketing Board	Suite 101 32450 Simon Avenue Abbotsford, BC V2T 4J2 www.bcchicken.ca	Office	Office: 604-859-2868 Fax: 604-859-2811 E-mail info@bcchicken.ca	Nov '10
		Bill Vanderspek General Manager	Office: 604-835-3529 Fax: 604-859-2811 billvanderspek@bcchicken.ca	Nov '10
Industry BC Egg Marketing Board	#150 32160 South Fraser Way Abbotsford, BC V2T 1W5 www.bcegg.com	Al Sakalaskas Executive Director	Office: 604-556-3348 Fax: 604-556-3410 als@bcegg.com	Nov '10
Industry BC Milk Producers Association	3236 Beta Avenue Burnaby, BC, V5G 4K4 www.bcmilkproducers.ca	Robin Smith Executive Director	Office: 604-294-3737 Fax: 604-294-8199 rsmith@bcmilkproducers.ca	Nov '10
Industry BC Pork Producers' Assoc.	PO Box 8000-280 Abbotsford BC V2S 6H1 www.bcpork.ca	Jack Wessel Staff	Office: 604-302-1046 jackwessel@me.com bcpork@bcpork.ca	Nov '10
		Dianne	Office: 604-897-9252 Fax: 604-677-6058 dianned@bcpork.ca	Nov '10
Industry BC Poultry Association	1839 Mt. Lehman Road Abbotsford, BC V2T 6H6	Ray Nickel President	Office: 604-625-6400 Fax: 604-625-6401 rnickel@shaw.ca	Nov '10
Industry BC Poultry Veterinarians	32160 South Fraser Way, Abbotsford, BC V2T 1W5	Allen James Chair, Poultry Industry Advisory Management Committee	Office: 604-795-7656 allenjames@telus.net	Nov '10
Industry BC Specialty Bird Association	32351 Huntingdon Road Abbotsford, BC V2T 5Y8 www.bcsba.com	Ken Falk	Office: 604-854-6776 Fax: 604-854-1992 ken@twinmaple.com	Nov '10

Service / Organization	Location / Address / Website	Office / Person	Tel / Fax / E-mail	As Of (Mo/Yr)
Industry BC Turkey Association	Unit 106 19329 Enterprise Way Surrey, BC V3S 6J8 www.bcturkey.com	Michel Benoit General Manager	Office: 604-534-5644 Fax: 604-534-3651 mbenoit@bcturkey.com	Nov '10
Service Organizations BC Society for Prevention of Cruelty to Animals (BCSPCA)	Provincial Office 1245 East 7th Avenue Vancouver, BC V5T 1R1 www.spca.bc.ca/	Craig Daniell CEO	Office: 604-681-7271 Fax: 604-681-7022 cdaniell@spca.bc.ca	Nov '10
		Dr. James Lawson Chief Animal Health Officer	Office: 604-681-7271 Fax: 604-681-7022 jlawson@spca.bc.ca	Nov '10
Service Organizations College of Veterinarians of BC	Suite 107 828 Harbourside Drive North Vancouver, BC V7P 3R9 www.cvbc.ca	Valerie Osborne Registrar and CEO	Office: 604-929-7090 Toll Free in BC: 1-800-463-5399 Fax: 1-604-929-7095 reception@cvbc.ca	Nov '10
Service Organization First Nations Emergency Services Society of BC	Head Office 102 – 70 Orwell Street North Vancouver, BC V7J 3R5 www.fness.bc.ca	Duty Officer	Office: 604-669-7305 Fax: 604-669-9832 info@fness.bc.ca	Nov '10
Service Organizations Investment Agriculture Foundation of BC	Livestock Waste Tissue Initiative 34943 Orion Place, Abbotsford, BC V2S 7R4 www.iafbc.ca	Rick Van Kleeck, P.Eng. LWTI Coordinator	Office: 604-556-0128 Fax: 604-556-3099 rvankleeck@iafbc.ca	Nov '10

Annex C Legal Authorities

Federal – Canada

Health of Animals Act – An Act and regulations respecting the control of diseases and toxic substances that may affect animals or that may be transmitted by animals to persons, and respects the protection of animals.

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

Emergencies Act – Enables the Government of Canada to assume fully safeguarded and appropriately limited exceptional powers to deal with four types of national emergencies. It ensures that the exceptional powers granted by Parliament will be no more than what is need for the specific emergency at hand.

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

Emergency Management Act – Establishes a government-wide mandate for all federal departments and agencies to develop and coordinate programs to deal with unforeseen and potentially disastrous events.

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

Provincial – British Columbia

Emergency Program Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96111_01

Emergency Program Management Regulation

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_477_94

Environmental Management Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03053_00

Food Safety Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_380_95

Hazardous Waste Regulation

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/63_88_00

Interpretation Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96238_01

Local Authority Emergency Management Regulation

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_380_95

Milk Industry Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96289_01

Police Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96367_01

Public Health Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_08028_01

R.C.M.P. Municipal Policing Agreement

www.rcmp-grc.gc.ca/ccaps-spcca/contract-eng.pdf

Transportation Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04044_01

Transport of Dangerous Goods Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96458_01

Veterinarians Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_10015_01

Wildlife Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96488_01

Local

Local Emergency Management Bylaws

Annex D Organization Roles

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

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

Federal Agencies

Agriculture and Agri-Food Canada (AAFC)

The minister may declare the control area in consultation with CFIA. AAFC may:

1. Notify appropriate contacts that would be needed to support a response.
2. Prepare to participate at the operation centre(s) as required.
3. Provide personnel and equipment to assist in the response effort where necessary.
4. Assess financial resource needs, as required, to facilitate the recovery of the industry.
5. Provide support for traceability programs used in disease eradication.

Canada Border Services Agency (CBSA)

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

CBSA, an agency of Canada Customs and Revenue Agency, may:

1. Process commercial goods, travellers, and conveyances, and identify and interdict high-risk individuals and goods
2. Work with law enforcement agencies to maintain border integrity and ensure national security
3. Engage in enforcement activities, including investigations and detentions
4. Conduct compliance audit reviews and dumping and subsidy investigations.
5. Notify appropriate contacts that would be needed to support a response.
6. Implement movement control restrictions at international border points.
7. Provide support to the JEOC and/or the POC as required.

Canadian Food Inspection Agency

CFIA is the primary federal agency for a foreign animal disease (FAD) response. They have lead responsibility for control and eradication of a FAD. The Area Executive Director may notify appropriate federal contacts that would be needed to support a response and may ensure that all veterinarians in the area have been notified of the presence of a FAD. CFIA may:

1. Activate the Area Emergency Response Team (AERT); the National Emergency Response Team (NERT) to prepare to coordinate with the province to launch a response.

2. Provide immediate notification to the Minister of Agriculture and Agri-Food Canada of a presumptive positive FAD diagnosis in the Province of British Columbia.
3. Take all actions possible to receive laboratory confirmation in a timely manner.
4. Arrange for staff occupational and safety services under direction of Corporate Office.
5. Activate CFIA's communications plan and coordinate with appropriate provincial counterparts, e.g. a Joint Information Center (JIC), as well as to provide international and national communication on the status of the FAD outbreak.
6. Notify other governmental organizations and agricultural stakeholders of a presumptive positive FAD.
7. CFIA, in cooperation with other federal, provincial and local agencies, may utilize the Incident Command System and a unified command structure to communicate strategic and operational decisions between local, provincial and federal governments.
8. Implement the emergency prohibition on the movement of all susceptible animals and animal products and other items identified as posing a high risk of transmission.
9. In conjunction with the appropriate provincial representatives determine when and where to establish a Joint Emergency Operations Centre.
10. Conduct epidemiological investigations to determine the source and possible spread of the disease.
11. Assume site command and quarantine and coordinate depopulation and disposal of infected and/or susceptible animals. This could include coordinating slaughter of unaffected animals for humane reasons.
12. Determine appropriate disposal and biosecurity procedures with equipment needed by on-scene personnel.
13. Determine and implement procedures necessary for movement control in the infected zone.
14. Issue quarantines and oversee the implementation and enforcement of the orders in the control area with the assistance of other federal, provincial and local supporting agencies/organizations.
15. Implement vector control measures.
16. Collect, collate, analyze and disseminate technical and logistical information as well as maintain and update databases and GIS mapping.
17. Recommend to the Minister of Agriculture and Agri-Food Canada the issuance of the declaration of a Control Area in consultation with appropriate local and provincial officials to define its boundaries.
18. Continue surveillance and investigation of all premises within the control area as per the CFIA disease strategy.
19. Prepare information for response partners, the public, media and private stakeholders.
20. Determine potential wildlife impacts and if necessary provide advice on methods to reduce the risk to wildlife and initiate steps to prevent disease spread from farmed animals to susceptible wildlife.
21. Work closely with federal and provincial counterparts to determine public health risks.
22. Allocate funding mechanisms for CFIA compensation, as necessary under the *Health of Animals Act* relating to animals ordered destroyed (including disposal and cleaning of vehicles).
23. Identify a source and start evaluating a process for acquiring an effective vaccine, if such a vaccine exists.
24. Initiate vaccination programs, if warranted, to help control the spread of the disease.

25. Notify all parties on termination of emergency status and conduct animal population surveys to determine disease freedom.
26. Direct and coordinate recovery programs and actions to mitigate future disasters.

Environment Canada

In an environmental incident, Environment Canada provides timely scientific advice and technical support to the lead agency and other support agencies engaged in an incident response. This advice is provided in an effort to limit the effects on wildlife, ecosystems, and water quality, and determine expedient methods of environmental cleanup.

Environment Canada's Wildlife Services Branch is responsible for the health of wildlife in national parks and migratory species. They are also the coordinators of Canada's National Wildlife Disease Strategy. To address various matters related to environmental incidents, Environment Canada also plays a lead role in promoting and maintaining multi-stakeholder voluntary groups and organizations that include other federal government departments, provincial, territorial, and local governments, industry, and non-governmental organizations (NGOs).

Environment Canada may:

1. Notify appropriate contacts that would be needed for a response.
2. Atmospheric Environment Services (AES) may provide special local area forecasts or micro climatic monitoring as required.
3. Environmental Protection Services (EPS)/Canada Wildlife Service(CWS) may:
 - o Assist in emergency laboratory services for biological analysis.
 - o Provide environmental advice where the infected area or disposal sites involve federal lands.

Public Health Agency of Canada

FAD outbreaks may involve partnerships with the Public Health Agency of Canada (PHAC). PHAC is responsible for:

1. Decreasing transmission of infectious diseases through surveillance and epidemiology, risk management, research including laboratory science; and
2. Monitoring outbreaks and global disease events, assessing public health risks during emergencies, keeping Canada's health and emergency policies in line with threats to public health security, and general security.
3. Provide public health technical advice and support to CFIA.
4. Coordinate emergency preparedness and response for PHAC and Health Canada and act as the Federal Health Portfolio primary point of contact in a FAD event.
5. Collaborate with and provide support to the BC Ministry of Health Services on: human health risk assessments; collection, transportation, testing and reporting of human laboratory specimens; and communications/public affairs.
6. Provide Federal Health Portfolio staff to the JEOC as liaison and subject matter experts, as required.

Public Safety Canada (PS)

Public Safety Canada may:

1. Activate the Federal Emergency Response Plan.

2. Provide support to the Joint Emergency Operations Centre (JEOC) in their emergency response strategy and emergency communications.
3. Coordinate assistance that can be provided by federal organizations in support of the JEOC action plans.
4. Assist in the coordination of emergency related information to the general public through the Joint Information Centre.
5. Increase the response level of the Government Operations Center (GOC).
6. Provide situational awareness of the event to the Pacific Federal Council (federal regional agencies).
7. Coordinate provincial requests for federal assistance.
8. Notify contiguous regions (including the US FEMA and US Department of Homeland Security).
9. Evaluate the need for a federal request for a national emergency declaration.

Public Works and Government Services Canada (PWGSC)

CFIA has a Memorandum of Understanding with PWGSC for the provision of extra office space during a FAD emergency for the creation of a JEOC.

1. When the need for a JEOC becomes evident, CFIA will request that Public Works and Government Services Canada (PWGSC) set up the physical JEOC facility, in accordance with the current JEOC Facility Standards. The JEOC Directors will determine location of the JEOC, considering hazards, working with the PWGSC.
2. PWGSC provides the facilities and, if requested by the CFIA accommodations officer, will provide furniture and telecommunications utilizing standard communications service providers.
3. PWGSC and the CFIA may establish an inter-operable telecommunications system that allows suitable access by all agencies within the JEOC to databases, e-mail, and internet.

Provincial Agencies

BC Ministry of Agriculture (AGRI)

AGRI may:

1. Participate with CFIA's FAD emergency response requirements through unified command in a Joint Emergency Operations Centre.
2. Provide leadership in specific components of the JEOC structure, such as data management, carcass disposal, laboratory services, local government communication, and Industry coordination. Use other existing legal authorities when appropriate to implement risk management options. Proactively identify other areas of concern (i.e., animal welfare, emergency feed, welfare slaughter, stress/financial counselling) and help implement actions approved by the JEOC.
3. Provide available resources as required by JEOC command, including personnel, technical resources (e.g., data from Geographic Information Systems), and laboratory capacity, to assist in the FAD response operations. Provide ministry representative(s) to participate in site coordination and the Joint Emergency Operations Center. Assist in other operational logistics.
4. Coordinate the involvement of agricultural and food organizations in ongoing animal and agriculture surveillance in order to rapidly identify and address disease-related problems, and advise JEOC command of possible issues.

5. Assist JEOC with coordinating the collection and submission of appropriate samples for definitive diagnosis of suspected FAD, and work with JEOC to ensure that they are effectively processed.
6. Provide technical advice as required for disposal options and agri-engineering challenges. Coordinate development and completion of inter-agency protocols for JEOC command as to the most appropriate method(s) for disposal of affected animal carcasses or other contaminated things in order to minimize the adverse environmental effects on air, land and water. Coordinate inter-agency protocols for incineration and burial, and develop recommendations regarding the selection of potential disposal sites.
7. Provide technical advice as required in the assessment of compensation. Allocate funding mechanisms for Provincial compensation or support programs, as necessary.
8. Maintain effective information flow with provincial animal and agriculture industry stakeholders potentially affected (e.g. renderers, feed mill operators, transportation company representatives, livestock and poultry producers, processing plant management, livestock market operators, private veterinarians, and other related industry groups).
9. Provide applicable media and emergency information support for ongoing FAD operations. Assist with a telephone hotline service in support of the JEOC, if required.

BC Ministry of Environment (MOE)

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

Under the BC *Environmental Management Act*, the Minister of the Environment is authorized to manage and control disposal of such wastes as animal carcasses and related material. The Minister is authorized under the Act and the Hazardous Waste Regulation to exempt certain wastes from regulation when dealt with according to adopted protocols or methods.

The ADM for the Environmental Protection Division will be notified of all major animal disease outbreaks by EMBC / PEP according to the Notification procedures outlines in Section 6.0 of the FADES Plan.

When notified, MOE may:

1. Participate in the Central Coordination Group meetings as an ex-officio member on invitation.
2. May serve as Disposal Group Supervisor, or participate in a multi-agency team under the direction of the Supervisor.
3. Develop event-specific disposal plans, including transportation of wastes.
4. Manage the approval process for disposal protocols and methods.
5. Determine appropriate permits and exemptions for selected materials and protocols.
6. Attend disposal sites and areas to monitor implementation of approved and permitted disposal activities.
7. Advise on other issues of environmental protection, such as disposal of contaminated equipment and personal protective clothing, to ensure procedures meet provincial regulations.
8. If the FAD has an unknown potential to affect wildlife, initiate an assessment of risks and a surveillance and monitoring program in the immediate vicinity of the outbreak and determine if the disease has spread to wildlife. Provide advice on risks to wildlife and response methods to mitigate these risks.
9. Assist with locating critical resources, such as curtain burners for disposal.

10. If requested, may provide technical personnel, such as Conservation Officers (trained peace officers) to assist with enforcement and other professionals to assess impacts to natural resources.
11. Assist with environmental assessment of risks associated with biosecurity measures, cleaning and disinfection, and other FAD control and response tactics.
12. Provide access to GIS database resources to assist with disease assessment and control activities. Provide expertise and data showing geographical mapping information on soils, surface water, ground water, and species and their habitat types.
13. Initiate steps to prevent the spread of the disease to protect wildlife health. Initiate control procedures if necessary to reduce infected or potentially exposed wildlife populations.
14. Review vector control plans to ensure environmental protection.
15. Establish prohibitions on wild game, bird and fish species and products in controlled areas, when required.
16. Provide recommendations to CFIA and AGRI as to the most appropriate method(s) for disposal of affected animal carcasses or other contaminated items in order to minimize the adverse environmental effects on air, land and water.
17. If requested by CFIA, visit each disposal site to monitor the implementation of the on-site disposal, removal plan or the off-site disposal plan to evaluate whether it is working as expected to minimize adverse environmental effects of the disposal on air, land and water. MOE personnel may be qualified to make environmental assessments.
18. If approvals or exemptions are required to deal with extraordinary disposal issues, MOE may identify the cases and issue the required approvals or exemptions subject to statutory procedural requirements.
19. If incineration is used, make recommendations as to what fuels and procedures may be used to minimize the adverse environmental effects on air, land and water.
20. For burial, make recommendations regarding the selection of potential disposal sites based on technical considerations to minimize adverse environmental effects of the disposal on air, land and water.

BC Ministry of Health Services (MOHS)

MOHS and the Provincial Health Officer may:

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

BC Ministry of Natural Resource Operations (MNRO)

MNRO may:

1. The Wildfire Management Branch of the MNRO may provide resources to assist the FAD response, particularly in the JEOC Logistics Section.
2. Arrange for and coordinate Protection fire crews to support response operations.
3. Provide assistance in coordinating provincial resources.

BC Ministry of Transportation and Infrastructure (MOTI)

MOTI may:

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

Emergency Management BC / Provincial Emergency Program (EMBC / PEP)

EMBC / PEP may:

1. Activate the BC emergency management structure.
2. Provide support to the Joint Emergency Operations Centre, including CFIA, in their emergency response strategy.
3. Provide coordination among provincial ministries in the implementation of JEOC action plans.
4. Assist the JEOC by coordinating the integration of supporting agencies.
5. Provide coordination and support to affected local governments and health authorities.
6. Assist in the coordination of disaster/emergency related information to the general public through the Joint Information Centre.
7. Provide coordination of all ministries including acquisition of resources.
8. Deploy TEAMS members (provincial employees), as required.
9. Facilitate emergency declaration (local and/or provincial), if required.
10. Facilitate, in consultation with PS, the integration of federal response resources.

Other Provincial Agencies

BC Society for the Prevention of Cruelty to Animals (SPCA)

The provincial *Prevention of Cruelty to Animals Act* guides the activities of the BC Society for the Prevention of Animals, and is administered through the Ministry of Agriculture. The BC SPCA has 32 Branches in BC, with 59 Special Provincial Constables situated across the province. In the event of a FAD outbreak outside of the Lower Mainland, the BC SPCA would need funding to cover travel expenses.

The BC SPCA may:

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

BC Veterinary Medical Association

Members of the BC Veterinary Medical Association may:

1. Inform the Canadian Food Inspection Agency (CFIA) of the location and contact information of its own Emergency Operations Centre (EOC) that will serve as a link with the CFIA Emergency Operations Centre (EOC).
2. Provide a list (hard-copy or electronic) of the members located in the various zones as well as their type of practice.
3. Prepare a list (hard-copy or electronic) of retired members who could assist in field operations and provide this list to the CFIA on request.
4. Ensure that the veterinarians working in the field are licensed to practise in the province.
5. Issue on an urgent basis special licences to practise for veterinarians from outside BC, either from other provinces or from foreign countries.
6. Distribute the information issued by the CFIA on the progress of the disease.
7. Distribute to the veterinarians CFIA-issued guidelines on the procedures to be followed in the course of their day-to-day activities.
8. Authorize the emergency vaccination of animals by CFIA technicians, under the supervision of CFIA veterinarians.

WorkSafe BC

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

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

Local Organizations

Local Government

Local governments are expected to develop and maintain emergency response plans that include animal issues resulting from disasters and disease outbreak.

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

Local government may provide assistance in the following areas:

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

Local Police / RCMP

The JEOC may request local police resource to:

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

Industry Organizations

Private enterprises such as producers, producer organizations, auction markets, slaughtering establishments, renderers and livestock transport companies may be notified by CFIA and /or Ministry of Agriculture when an animal disease emergency exists. They may be encouraged to actively participate in

an emergency response as their assistance and expertise may be indispensable in disease control and eradication efforts.

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

Industry organisations may:

1. Inform the Canadian Food Inspection Agency (CFIA) of the location and contact information of its own Emergency Operations Centre (EOC) that may serve as a link with the Joint Emergency Operations Centre (JEOC).
2. Designate a representative at the JEOC.
3. Keep producers informed, including members and non-members.
4. Provide the CFIA with a list of the representatives of the various producer federations that may be contacted by the JEOC.
5. Provide a list of the animal transporters in the zones.
6. Advise the CFIA on the designation of zone boundaries.
7. Inform the CFIA about the economic impacts of eradication decisions.
8. Provide a list of individuals qualified to perform assessments of farm animals, feed and equipment.
9. Ensure the collaboration of its members in eradication measures.
10. Keep the federations informed of the situation as it evolves.
11. Obtain from the federations lists of producers based on the needs determined by the CFIA.
12. Provide information on collection routes for animal products such as milk, table eggs and hatching eggs.

Annex E References

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Source: CFIA

Canadian Food Inspection Agency. 2006. **Compensation Guidelines.** CFIA has a two-phase approach to compensation. In the first Phase, farmers are informed of the maximum compensation amounts. In Phase 2, farms that are severely impacted by a FAD event may apply for financial assistance.
Source: National Compensation Team leader

Canadian Food Inspection Agency. 2006. **Draft Memorandum of Understanding for the Sharing of Information Between the Canadian Food Inspection Agency AND (Name of Province).**
Source: CFIA Ottawa, Office of the President.

Canadian Food Inspection Agency. 2006. **Memorandum of Understanding with Public Works and Government Services Canada Regarding Emergency Support.**
Source: CFIA

Canadian Food Inspection Agency. 2006. **Operational Manuals.** Operational manuals that provide detailed disposal procedures.
Source: CFIA

Canadian Food Inspection Agency. 2006. **Overview of Avian Influenza Prevention, Preparedness and Response.** June 19.
Source: www.inspection.gc.ca/english/anima/heasan/disemala/avflu/bacdoc/prepsume.shtml

Environment Canada. 2006. **Recommendations for Safe Practices When Handling Wild Birds.** These guidelines will be updated and modified as necessary should conditions change. Check website for updates.
Source: www.influenza.gc.ca/index_e.html

H5N1 Planning Council. 2006. **Draft BC Communications Plan.**
Source: BCAGRI

Public Health Agency of Canada. 2005. **Human Health Issues Related to Avian Influenza in Canada.**
Source: http://www.phac-aspc.gc.ca/publicat/daio-enia/pdf/nat-ai-guide-2005_e.pdf.

Annex F JEOC Facilities / Telecommunications

Background	<p>Adequate facilities for a Joint Emergency Operations Centre (JEOC) are essential for the effective direction, control, and coordination of response to a foreign animal disease.</p> <p>The JEOC Director will consider the appropriate JEOC functions to activate, based on available risk information. The physical facilities to house the selected functions must be available and ready for immediate occupation when needed for any operational level. There is an MOU between CFIA and Public Works and Government Services Canada (PWGSC) for the provision of office space during an emergency for a JEOC.</p>
Principles	<p>Standards for the JEOC facility are based on the following principles:</p> <ul style="list-style-type: none"> • <u>Flexibility</u> – Response to a FAD is labour intensive. Experience has shown it is more efficient and cost-effective to “get big fast” and down-size as the situation permits. In addition, it is very difficult to move JEOC operations in the middle of an event if the original space proves to be inadequate. <p style="margin-left: 40px;">The JEOC facility must have sufficient space, equipment, furniture, telecommunications, computer support, and administrative supplies to satisfy a range of activation levels.</p> • <u>Sustainability</u> – The selected facility must be able to support JEOC operations for 24 hours a day/seven days a week without interruption for at least 6 months. • <u>Interoperability</u> – To ensure the success of joint operations, the JEOC must be able to exchange routine and time-sensitive information with other centres, agencies, and organizations working both in the JEOC and in external facilities world wide. Such organizations include federal, provincial, and local governments working cooperatively in the JEOC. • <u>Security</u> – JEOC design should protect operations from the unauthorized disclosure of sensitive information, e.g., have sufficient security and structural integrity to protect the facility, its occupants, and communications equipment and systems from relevant security threats. • <u>Support for JEOC Personnel</u> – The JEOC staff may be required to work long hours under stressful conditions. Requiring staff to leave the JEOC for meals is inefficient. Staff should not be expected to eat at their work stations or skip meals. In addition, JEOC staff must be able to rest occasionally throughout each operational period away from main work areas.

<p>JEOC Size</p>	<p>The JEOC must be sized to handle the maximum anticipated staff that would be called in a major FAD event. A minimum of 5 square metres per person is required (7 sq m preferred) including restrooms, etc. The optimum size of a JEOC facility will be able to accommodate <u>100</u> plus staff, or at least <u>700</u> sq m, preferably <u>900</u> sq m.</p>																																													
<p>JEOC Location</p>	<p>The JEOC location should allow easy access by CFIA personnel and other agency representatives. The following table summarizes the mass of agricultural animals by location in BC:</p> <table border="1" data-bbox="516 506 1430 800"> <thead> <tr> <th>Potential JEOC Location</th> <th>Poultry</th> <th>Cattle</th> <th>Pork</th> <th>Sheep</th> </tr> </thead> <tbody> <tr> <td>Nanaimo</td> <td>Low</td> <td></td> <td></td> <td>Low</td> </tr> <tr> <td>Abbotsford</td> <td>Moderate</td> <td>High</td> <td>Low</td> <td></td> </tr> <tr> <td>Kamloops</td> <td></td> <td>Moderate</td> <td></td> <td>Low</td> </tr> <tr> <td>Prince George</td> <td></td> <td>Moderate</td> <td></td> <td></td> </tr> <tr> <td>Williams Lake</td> <td></td> <td>Low</td> <td></td> <td></td> </tr> <tr> <td>Dawson Creek</td> <td></td> <td>Low</td> <td></td> <td></td> </tr> <tr> <td>Creston</td> <td></td> <td>Low</td> <td></td> <td></td> </tr> <tr> <td>Cranbrook</td> <td></td> <td>Low</td> <td></td> <td></td> </tr> </tbody> </table> <p>However, the location should also account for facilities that may be declared infected premises. The JEOC should not be positioned, for example, immediately adjacent to a major animal producer.</p> <p>The JEOC must be located at a site that will minimize the effects of known local hazards. For example, the JEOC should not be located in high-risk areas for floods, hazardous materials, or electro-magnetic emissions that may disrupt radio-based communications.</p>	Potential JEOC Location	Poultry	Cattle	Pork	Sheep	Nanaimo	Low			Low	Abbotsford	Moderate	High	Low		Kamloops		Moderate		Low	Prince George		Moderate			Williams Lake		Low			Dawson Creek		Low			Creston		Low			Cranbrook		Low		
Potential JEOC Location	Poultry	Cattle	Pork	Sheep																																										
Nanaimo	Low			Low																																										
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Creston		Low																																												
Cranbrook		Low																																												
<p>JEOC Design Criteria and Building Services</p>	<p>The selected facility must have been designed and built to comply with the National Building Code of Canada. This code addresses local hazards, high winds, snow loads, accessibility requirements, etc.</p> <p>Furnishings and Equipment – Refer to the following JEOC Equipment Inventory. Heating, ventilation, and air conditioning (HVAC) systems should be available and controllable 24-hours a day, seven days a week.</p> <p>An emergency electrical power generator must be provided that is large enough to power the JEOC and all facilities (HVAC, radios, elevator, computer systems, etc.), and is permanently wired with automatic start and transfer. It should be located so that noise or exhaust do not interfere with the JEOC and include a self-contained fuel system with a minimum four-day reserve.</p> <p>When a JEOC is operational 24/7 the janitorial and kitchen services must be available 24/7. Parking should be adequate to accommodate the expected number of JEOC staff, about <u>60</u> vehicles in a fully-activated centre. In addition, a parking area may accommodate temporary trailers if the JEOC facility must expand.</p>																																													

<p>JEOC Rooms and Space</p>	<p>The JEOC must contain the following spaces to provide adequate working room:</p> <ul style="list-style-type: none"> • Day-to-day office space for 2 JEOC Directors, 2 Deputy Directors, 1 Risk Management Officer, 1 Liaison Officer and support staff, including 2 secretary if applicable, total of 8 workstations; doors on offices • Information Officer room, 6 workstations • Agency room for representatives, 12 workstations • Operations room for emergency coordination, 20 workstations • Planning room, 8 workstations • Logistics room, 7 workstations • Finance / Admin room, 5 workstations • Reception, 1 workstation • Executive meeting room to accommodate at least 12 persons • Conference room to accommodate at least 50 persons, physically separated from the operations area • Break-out rooms to accommodate small meetings • Call Centre room, 4 workstations • Communications room for fax/telephone and support equipment • Wash rooms, showers • Kitchen / break areas • First aid room • Rest area that can accommodate 10 or more persons • Storage area for supplies, document library, maps, etc.
<p>JEOC Security</p>	<p>The JEOC building must be configured to facilitate security. Access controls, barriers, secure areas, and surveillance devices are required. Appropriate staff should have 24-hours access to the facility.</p>
<p>Telecommunications and Information Technology Equipment</p>	<p>Telephones – There must be one phone at each workstation. In addition, the executive meeting room and the conference room should each have conference call telephones and lines.</p> <p>A fully activated JEOC will require at least <u>200</u> telephone lines and handsets. A large capacity switch board will be needed.</p> <p>Poor cell phone reception can be remedied by placing a booster station on the roof. This can be accomplished by TELUS in as little as one day. Negotiate pre-event priority service agreements with TELUS.</p> <p>Fax Machines – The number of facsimile machines, secure and non-secure, will depend on facility layout. While anyone working in the JEOC may have a need to use facsimile, the following functions must have ready access to separate incoming and outgoing fax machines:</p> <ul style="list-style-type: none"> • JEOC Directors

- Information Officer
- Liaison Officer
- Planning Section Chief
- Finance/Admin Section Chief

The JEOC facility will be a temporary facility; therefore it is important that pre-event priority service agreements be negotiated with the local phone service provider. A pre-event agreement will shorten the time necessary to install phone services from weeks to a few days.

Computers – All workstations must have access to a computer. Requirements for computers in a fully-activated JEOC include the following:

- JEOC Directors and Management Staff – 8
- Operations Section – 10
- Planning Section – 8
- Logistics Section – 8
- Finance / Administration Section – 6
- Total: 40

Computer minimum specifications include the following:

- 1.0 GHz CPU with 256K or higher internal cache
- 2.0 GB RAM
- 40 GB Hard Drive
- 4 USB ports, 2.0
- 16 MB min. video card
- 56K Baud Fax/Data Modem or 10/100 MB Ethernet Card
- CD-ROM Drive (48x)
- SVGA 15" Graphics Monitor
- Printers (each JEOC section requires a separate printer)

Many agency representatives will bring their own laptops and will simply need a work station equipped with data base access cable and an internet cable or wireless access.

These guidelines are subject to change due to the ever-changing computer industry.

Computer Lines – The facility must be wired to accommodate high-speed internet access at all workstations. In addition, a few analog phone lines should be available for representatives from outside agencies for computer modems.

Data Access – All JEOC staff must have access to a central database that holds documents specific to the incident, such as Situation Reports, media releases, and resource status records.

Internet Access – All JEOC staff, regardless of their home agency, must have access to the Internet, to the JEOC e-mail system, and to their own business e-mail system.

<p>Operations Facility</p>	<p>In addition to the JEOC main facility, a separate facility is required to house the operational teams, their equipment, supplies, and vehicles.</p> <p>Such an Operations Facility must be physically separated from the JEOC offices because contaminated persons and equipment may return from the field. Although the facility may be adjacent to the JEOC building, there should be barriers and other fixed biosecurity measures to ensure separation.</p> <p>The optimum size of an Operations facility will be able to accommodate <u>50</u> plus staff, or at least <u>350</u> sq m, preferably <u>450</u> sq m.</p> <p>This Operations facility will likely house field teams for the following response functions:</p> <ul style="list-style-type: none"> • Quarantine and Movement Control • Biosecurity • Sampling / Testing • Field Data • Enforcement • Destruction • Disposal • Clean & Disinfect • Human Health <p>Facility space should anticipate the need for:</p> <ul style="list-style-type: none"> • Break areas • Change rooms • Desks and chairs • Equipment staging • First aid room • Kitchen / break areas • Laboratory work (e.g., field kits prep, samples for transport) • Lockers • Rest area that can accommodate 10 or more persons • Storage of equipment and supplies • Telephone use • Vehicle parking • Wash rooms, showers
<p>JEOC Furnishings and Equipment</p>	<p>Minimum requirements for furnishings and equipment for the JEOC include:</p> <ul style="list-style-type: none"> • Bulletin boards (2) • Calculators (10) • Chairs (at least 50) • Coffee making equipment • Digital Cameras • Digital Projector • Facsimile machines (2, incoming and outgoing) • Flip charts (4) • Map of outbreak / control area with plastic overlay • Overhead Projector, Screen

	<ul style="list-style-type: none"> • Photocopiers (2) • Stationery • Tables (at least 25, assuming 2 persons at each) • Telephone books, local and regional • Telephone lines (50) • White boards (10)
<p>Media Centre</p>	<p>A Media Centre is required in order to hold press conferences. However, the Media Centre should not be located within the JEOC for security reasons. It can be located nearby in another building. The Media Centre may require specialized telecommunications equipment, such as telephones and Internet access.</p> <p>Equipment for Media Centre:</p> <ul style="list-style-type: none"> • Chairs (at least 30) • Coffee making equipment • Digital Projector • Duct tape • Facsimile machine (1) • Flip charts (2) • Map of outbreak / control area with plastic overlay • Overhead Projector, Screen • Plugs, radio feeds • Stationery • Tables (at least 2) • Telephone books, local and regional • Telephone lines (10)
<p>Joint Information Centre</p>	<p>Under the discretion of the JEOC Information Officer and with the approval of the JEOC Director, the JEOC may establish a Joint Information Centre where multiple agencies can gather to coordinate efforts to inform the public and coordinate media requests. This facility is not usually open to access by the news media or public (see Media Briefing Room). The JIC may be located within the JEOC, if space permits, or in a nearby facility.</p> <p>The Information Officer will specify requirements at the time of need. About 10 to 20 workspaces may be required, with full Information Technology support. The design, space and location standards for the JEOC apply also to the JIC.</p> <p>Equipment for Joint Information Centre</p> <ul style="list-style-type: none"> • Audio-Visual equipment <ul style="list-style-type: none"> ○ Cable ○ Cassettes ○ Digital Cameras ○ Digital Projector ○ Films ○ Modem, terminals ○ Overhead Projector, Screen ○ Pagers

	<ul style="list-style-type: none">○ Radio○ Tapes○ TV / VCR○ Word Processing computers and software● Bulletin boards● Chairs (at least 20)● Coffee making equipment● Facsimile machines (2)● Flip charts● Map of outbreak / control area wit plastic overlay● Photocopier● Plugs, radio feeds● Stationery● Tables (at least 2)● Telephone books, local and regional● Telephone lines (20), data lines● White boards
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Annex G JEOC Orientation and Training

Target Audience

Personnel from multiple organizations who are likely to serve in an integrated FAD response in British Columbia.

Proposed Formal Training Curriculum

Justice Institute of BC

1. Introduction to Emergency Management in BC – EM110 (on-line self study)
2. ICS 100 - Intro to Incident Command System – CDM 112 (on-line self study)
3. ICS 200 - Incident Command System – CDM 120 (2 days)
4. ICS 300 - Incident Command System – CDM 130 (2 days)
5. ICS 400 - Incident Command System – CDM 140 (3 days)
6. Emergency Operations Centre – Level 1 – EM 710 (on-line self study)
7. Emergency Operations Centre – Essentials EM 120 - 2 days
8. Emergency Operations Centre – Level 3
 - a. Operations Function – EM712 (1 day)
 - b. Planning Function – EM713 (1 day)
 - c. Logistics Function – EM714 (1 day)

Additional Learning Opportunities

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

Disease Specific Training

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

Training by JEOC Function

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

Annex G – JEOC Orientation and Training

JIBC Course	INTRO TO EMERGENCY MGMT. (online)	ICS 100 (online)	ICS 200 (2 days)	ICS 300 (2 days)	ICS 400 (3 days)	EOC, LEVEL 1 (online)	EOC, ESSENTIALS (2 days)	EOC, LEVEL 3 OPERATIONS (1 day)	EOC, LEVEL 3 PLANNING (1 day)	EOC, LEVEL 3 LOGISTICS (1 day)
JEOC Function										
JEOC Director(s)	S	✓	S	S	S	✓	✓	S		
Deputy Director(s)	S	✓	S	S	S	✓	✓	S		
Risk Management Officer	S	✓				✓	S			
Liaison Officer	S	✓				✓	S			
Information Officer	S	✓				✓	S			
Operations Section Chief	S	✓	S			✓	✓	✓		
Staging Area Manager	S	✓	S			✓	S			
Site Coordinator(s)	S	✓	S			✓	S			
Geographic Division Supervisor(s)	S	✓	S			✓	S			
Control Branch Director	S	✓	S			✓	✓	✓		
Quarantine / Movement Group Spv	S	✓				✓	S			
Biosecurity Group Supervisor	S	✓				✓	S			
Sampling and Testing Group Spv	S	✓				✓	S			
Field Data Group Supervisor	S	✓				✓	S			
Enforcement Group Supervisor	S	✓				✓	S			
Response Branch Director	S	✓	S			✓	✓	✓		
Destruction Group Supervisor	S	✓				✓	S			
Disposal Group Supervisor	S	✓				✓	S			
Cleaning & Disinfection Group Spv.	S	✓				✓	S			
Human Health Branch Director	S	✓	S			✓	S			
Planning Section Chief	S	✓				✓	✓		✓	
Situation Unit Leader	S	✓				✓	S			
Epidemiology Unit Leader	S	✓				✓	S			
Surveillance Unit Leader	S	✓				✓	S			
Data Mgmt / Mapping Unit Leader	S	✓				✓	S			
Advance Planning Unit Leader	S	✓				✓	S			
Resources Unit Leader	S	✓				✓	S			
Documentation Unit Leader	S	✓				✓	S			
Logistics Section Chief	S	✓				✓	✓			✓
Info Tech / Telecomms Unit Leader	S	✓				✓	S			
JEOC Support Unit Leader	S	✓				✓	S			
Operational Supply Unit Leader	S	✓				✓	S			
Personnel Unit Leader	S	✓				✓	S			
Transportation Unit Leader	S	✓				✓	S			
Finance / Admin Section Chief	S	✓				✓	✓			
Time Unit Leader	S	✓				✓	S			
Procurement Unit Leader	S	✓				✓	S			
Compensation & Claims Unit Ldr	S	✓				✓	S			
Cost Accounting Unit Leader	S	✓				✓	S			

✓ = Required

S = Suggested

<p>BC FADES Plan</p>	<p>Orientation to the BC FADES Joint Emergency Operations Centre</p>
<p>1. Introduction</p>	<p>Welcome to the Joint Emergency Operations Centre (JEOC), a feature of the federal-provincial agreement for response to foreign animal diseases in British Columbia.</p> <p>This handout contains important information you need to know. Also see the Generic JEOC Checklist for reminders of steps to take as you get started and before you leave the JEOC.</p> <p>The first thing to note about the JEOC is the truly “joint” nature of the operations. You will be working side-by-side with representatives from the federal, provincial, and local governments, health authorities, animal industry, and other organizations. Although CFIA brings the federal legislative authority for response to animal emergencies, the Foreign Animal Disease Emergency Support (FADES) Plan in BC recognizes the need for support from multiple organizations.</p> <p>Note: The FADES Plan in British Columbia may differ from animal disease response plans applied in other provinces and territories.</p>
<p>2. Operating Principles</p>	<p>Coordinated response to foreign animal diseases in BC uses the Incident Command System (ICS). This provides a ready-made organization structure and set of working principles that help the different organizations work as one.</p> <p>JEOC Functions – The Joint EOC organization adopts the following primary functions:</p> <ul style="list-style-type: none"> • Command • Operations • Logistics • Planning • Finance/Administration <p>The individuals designated as JEOC Directors in an Emergency Operations Centre have responsibility for all functions. They may elect to perform all activities, or delegate authority to perform functions to other people in the organization. Delegation does not, however, relieve the JEOC Directors from overall responsibility.</p> <p>Management by Objectives – This principle draws a direct link between policies and actions. Management by objectives calls for four basic steps:</p> <ol style="list-style-type: none"> 1. Understand agency policy and direction 2. Establish incident objectives 3. Select appropriate strategy 4. Perform tactical direction, such as applying tactics appropriate to the strategy, assigning the right resources, and monitoring performance.

BC FADES Plan	Orientation to the BC FADES Joint Emergency Operations Centre
	<p>You will be expected to identify the strategies and actions that directly support the objectives set by the JEOC, and these objectives will likely be reviewed daily.</p> <p>Every individual has one designated supervisor. This "Chain of Command" means that there is an orderly line of authority within the organization.</p> <p>Operational Periods – Action Plans are always prepared around a timeframe called an "operational period." The length of an operational period, selected by the JEOC Directors, will be based on the needs of the incident, and thus can change over the course of an incident.</p> <p>Action Plans – Every incident must have oral or written action plans that provide all incident supervisory personnel with direction for future actions. The JEOC will prepare an "Action Plan" for each Operational Period. Action plans should include the measurable or observable tasks to be performed.</p> <p>Unified Command – The principle of Unified Command is an important feature of BCERMS. Unified Command allows all agencies who have jurisdictional or functional responsibility for an incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or giving up agency authority, responsibility, or accountability. All incidents where Unified Command is applied function under a single, coordinated Action Plan.</p>
<p>3. The JEOC Organization</p>	<p>Management – JEOC management is responsible for overall emergency coordination and command, public information and media relations, agency liaison, and proper risk management procedures through the joint efforts of member agencies and private organizations.</p> <p>Operations – Operations staff are responsible for organizing and supervising all response activities in support of the response through implementation of the JEOC Action Plan.</p> <p>Planning – The Planning Section is responsible for collecting, evaluating, and disseminating information; developing the JEOC Action Plan and Situational Reports in coordination with other functions, and maintaining all JEOC documentation.</p> <p>Logistics – These JEOC staff members are responsible for providing facilities, services, personnel, equipment and materials to support the response effort.</p> <p>Finance / Administration – This section leads financial activities and oversees other administrative support aspects for the JEOC.</p>

BC FADES Plan	<h2 style="text-align: center;">Orientation to the BC FADES Joint Emergency Operations Centre</h2>
<p>4. JEOC Organization Chart</p>	<p>The JEOC structure for a fully developed response organization is shown below.</p> <p style="text-align: center;"><i>Function Chart for a Fully-Activated Joint Emergency Operations Centre (JEOC)</i></p> <p>It is important to remember that not every JEOC function will be filled in every disease outbreak or emergency event. The situation at hand will dictate the functions to be activated.</p>
<p>5. Registration</p>	<p>Before beginning work at the JEOC, be sure to first register using the JEOC Registration Form (JEOC Form 512), available at the Logistics Section.</p>
<p>6. Daily Sign In</p>	<p>The JEOC Directors are responsible for the location of all active JEOC members, including site personnel. Be sure to sign in to and out of the JEOC each time you enter or leave the building using the Check-in, Check-out List (JEOC Form 511), maintained by the Logistics Section.</p>

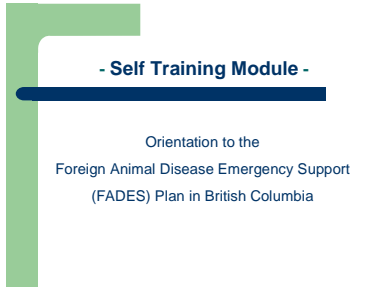
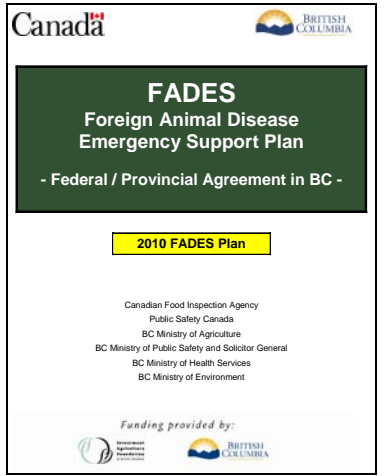

BC FADES Plan	Orientation to the BC FADES Joint Emergency Operations Centre
7. Facility Orientation	<p>You should receive an orientation to the Joint Emergency Operations Centre building and other facilities where you may be working through the Personnel Unit in Logistics or, if you are representing an outside agency and will not join the staff of the JEOC, through the Liaison Officer.</p> <p>Refer to the attached map showing the location of the JEOC and Control Area from a regional perspective.</p>
8. JEOC Identification	<p>Obtain an identification badge from the Logistics Section and a function coloured vest from your Section Chief.</p>
9. Your Function Checklist	<p>As a member of the JEOC, you will fulfill a specific function. The FADES Plan contains a Checklist that summarizes your responsibility and action items for consideration. You may have to adapt these actions to fit the demands of the situation at hand. Obtain the Checklist from your Supervisor.</p> <p>It is important that you concentrate fully on the set of activities designed for that function and to avoid straying into responsibility areas of others. This will help reduce duplication and confusion. If you see something that needs doing, advise your supervisor.</p> <p>At times, you may be asked to fill two or more functions in the JEOC. While it may be tempting to combine these functions under a new title, this can lead to confusion and make it difficult to hand one or more functions to new personnel who may relieve you.</p>
10. Supervision	<p>Every person working within the JEOC structure reports to one and only one supervisor. Find your function on the JEOC organization chart and make sure you introduce yourself to your supervisor. Meet with your supervisor to confirm your duties and expectations.</p>
11. Authority	<p>While you hold a position within the Joint Emergency Operations Centre, you act on behalf of the integrated response organization of federal, provincial, and local government agencies with legal responsibility for foreign animal disease events in British Columbia.</p>
12. Safety	<p>Your health and safety should be your first priorities. While the JEOC should contain no unusual hazards, pay attention to possible threats. You cannot assist those affected by the emergency if you are ill or injured.</p> <p>Take these precautions:</p> <ul style="list-style-type: none"> • Do not hurry through tasks. Think them through. • Take breaks at regular intervals throughout the day.

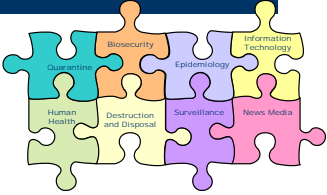
BC FADES Plan	Orientation to the BC FADES Joint Emergency Operations Centre
	<ul style="list-style-type: none"> • Frequent hand-washing will reduce the chance of contracting and transmitting diseases. • Watch your stress level. Make use of JEOC stress counselling and debriefings that may be offered. Arrange with another JEOC member to monitor each other for stress. <p>Smoking is not allowed in the JEOC building or other response facilities. Outdoor areas will be designated for smoking.</p>
<p>13. Work Hours and Timesheets</p>	<p>The demands of the FAD event may require the JEOC to operate 24 hours a day, 7 days a week for an extended period. However, you will not be expected to work more than 12 hours during each 24-hour period. If you feel uncomfortable with your work hours at any time, discuss your concerns with your supervisor.</p> <p>You will be expected to keep a timesheet that documents your daily activities throughout your assigned period. Check with your supervisor on the correct timesheet to use.</p>
<p>14. Confidentiality</p>	<p>While you are working at the JEOC on behalf of the CFIA, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to share information with others in the JEOC for the purposes of emergency response, even those from other agencies, and prevent the release of information to unauthorized persons outside the JEOC, unless approved by your supervisor. Discuss any confidentiality concerns you may have with your supervisor.</p>

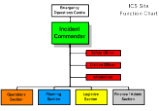
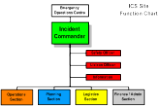
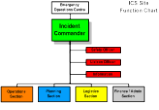

NOTE: Attach a map of the region, showing the location of the:


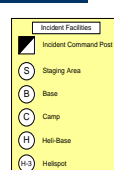
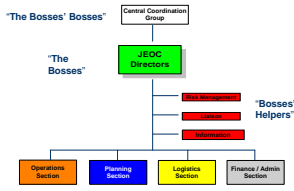
- JEOC
- Control Area
- Airports
- Major roadways
- Hotels used for JEOC staff accommodation

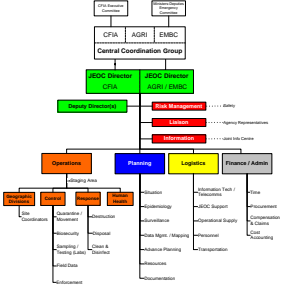
Training in the BC FADES Plan – The following slide presentation summarizes the operational requirements for response to a foreign animal disease in British Columbia.

<p align="center">BC FADES Plan</p>	<p align="center">Training in the BC FADES Plan</p>
	<p>1. This session is designed for representatives from any organization assigned to work within the response organization for foreign animal diseases in British Columbia. The complete session requires about 30 minutes.</p> <p>The purpose of this training is to prepare you to serve effectively in the integrated response organization.</p>
	<p>2. The material presented in this session can also be found in the FADES Plan for BC. This is an agreement between the Federal Government and the Province of BC on the collaboration needed in managing a foreign animal disease outbreak in British Columbia. Copies of the FADES Plan should be available at the Joint Emergency Operations Centre (JEOC).</p> <p>The BC FADES Plan has been approved by the following agencies:</p> <ul style="list-style-type: none"> • Canadian Food Inspection Agency • Public Safety Canada • BC Ministry of Agriculture • Emergency Management BC / Provincial Emergency Program • BC Ministry of Health Services • BC Ministry of Environment <p>The FADES Plan for British Columbia may differ from similar plans in other provinces and territories.</p>
	<p>3. One of the most important principles of the BC FADES Plan is that many organizations are expected to work together as one. Among the federal agencies that may be involved, including those listed in this slide, the Canadian Food Inspection Agency plays the largest role.</p> <p>The <i>Health of Animals Act</i> authorizes the CFIA to prevent the spread of foreign animal diseases, and the responsibility for implementing this mandate in British Columbia rests with the Executive Director, Western Area. Public Safety Canada (PS) also plays a large support role, coordinating all federal agencies in assistance to the CFIA.</p>

<p>BC FADES Plan</p>	<p>Training in the BC FADES Plan</p>
<p>Provincial – British Columbia</p> <ul style="list-style-type: none"> • Min. Agriculture • EMBC Provincial Emergency Program • Min. Environment • Min. Health Services • Min. Natural Resource Operations • British Columbia Centre for Disease Control • Min. Transportation and Infrastructure • BC SPCA 	<p>4. On the provincial side, the principal agency engaged in foreign animal disease response is the Ministry of Agriculture (AGRI). AGRI supports the CFIA in response to foreign animal diseases by assisting with specific response actions, such as disposal of animal carcasses and debris, and in providing local knowledge, contacts, and information. As the slide indicates, many other provincial agencies may be involved in supporting the federal response.</p> <p>The EMBC Provincial Emergency Program typically supports all emergency operations in the province, including the coordination of provincial resources. The Ministry of Health Services may play an important role in controlling the spread of communicable animal diseases to the general public, as is possible with the avian influenza virus.</p>
<p>Local and Regional</p> <ul style="list-style-type: none"> • Municipalities and Regional Districts • Health Authorities • Industry Associations • Individual Farmers and Ranchers • Farm Support Organizations • Regional Economic Development Commissions 	<p>5. In addition, a large number of regional and local organizations engage in emergency response in disease outbreaks. Municipalities and regional districts may provide resources and become directly involved in some carcass disposal operations. Health authorities will look after the health concerns of the general public. Various industry associations, farm support organizations, and individual farmers and/or ranchers may join the other organizations in the response effort.</p>
<p>Collaborative Response</p> 	<p>6. The important thing to know and remember while working with the Joint Emergency Operations Centre is that it is an integrated and shared effort. While CFIA may lead the response organization, individuals from the different organizations noted above work together to meet the same set of objectives.</p> <p>This means you should share information with other JEOC staff members even though they may come from other agencies, while a declared emergency is in effect. We are all on the same team, working towards the same set of objectives.</p>
<p>Concept of Operations Guiding Principles</p> <ul style="list-style-type: none"> • Apply the Incident Command System • BCERMS - Functions • Use One Response Organization and Facility • Staff from Multiple Sources • Unified Command through Common Objectives • Management by Objectives - Written Action Plans • Resource Management • Integrated Communications 	<p>7. Response to a foreign animal disease outbreak in British Columbia is guided by the same set of principles applied to all emergencies. The BC Emergency Response Management System (BCERMS) adopts the Incident Command System (ICS), and sets out the relationships among the responding agencies.</p> <p>All agencies and responders are expected to follow these principles, as summarized in the slides that follow.</p>

<p>BC FADES Plan</p>	<p>Training in the BC FADES Plan</p>
<p>One Response Organization</p> <ul style="list-style-type: none"> Agencies agree to collaborate Single organization for expanded operations One <u>Joint</u> Emergency Operations Centre 	<p>8. One of the unique aspects of FAD response in British Columbia is the integration of public and private organizations in one structure.</p> <p>In the BC FADES Plan, all participating agencies agree to collaborate through a single joint organization, called the Joint Emergency Operations Centre, or JEOC.</p>
<p>Staff From Multiple Sources</p> <ul style="list-style-type: none"> Share human resources in staffing initial and expanded response Use personnel from local government or industry based on qualifications and need 	<p>9. Collaboration among all the government and private organizations means that the personnel for the Joint Emergency Operations Centre may come from multiple sources.</p> <p>Most JEOC staff will come from the CFIA, with substantial support from the BC Ministry of Agriculture. Other federal and provincial agencies may also supply personnel.</p>
<p>Unified Command</p> <ul style="list-style-type: none"> Two or more organizations can develop objectives Organizations retain their identities One Action Plan One Operations Section Chief 	<p>10. Jurisdiction for response to foreign animal diseases in British Columbia is shared between the federal and provincial governments. The Canadian Food Inspection Agency has responsibility for controlling the disease, whereas BC has authority over disposing of animal carcasses and contaminated materials.</p> <p>The BC FADES Plan applies the concept of “Unified Command” to accommodate these related responsibilities. Federal and provincial representatives develop a joint list of objectives, expressed in a joint JEOC Action Plan and implemented through one key position, the Operations Section Chief.</p>
<p>Management by Objectives - Action Plans -</p> <ul style="list-style-type: none"> Understand policies and direction Establish objectives for Next Operational Period Select appropriate strategies Direct tactics (actions at site) 	<p>11. The process of identifying and working to a set of objectives is an important feature of the Joint EOC. At regular times throughout the response period, such as once a day, you will be expected to think about the overall policies and direction of the response organization, develop objectives and strategies for your position, and implement the actions needed to meet these objectives.</p> <p>This is “Management by Objectives,” a cycle of observe-think-act that keeps everyone focussed on the essential actions required for success.</p>
<p>Decision Making</p> <ul style="list-style-type: none"> <u>Incident Commander</u> has authority for all tactical operations. Incident Commander transfers command to the <u>JEOC Directors</u>, who are then responsible for control of site activities. The <u>Central Coordination Group</u> is responsible for strategic guidance and policy interpretation to support the JEOC Directors. The <u>CFIA National Emergency Response Team</u> offers strategic direction through the Central Coordination Group. 	<p>12. Under CFIA policy, there is one person in charge of the entire animal disease response effort, including all personnel. In the early days of a suspected infected premise, an “Incident Commander” has legal authority to direct the control and response operations. Once a Joint EOC is operational, the Incident Commander transfers this authority to the JEOC Director for CFIA.</p> <p>In BC, a “Central Coordination Group,” usually composed of senior federal and provincial officials, offer policy interpretation to the JEOC Directors. In addition, CFIA’s National Emergency Response Team in Ottawa may provide strategic direction.</p>

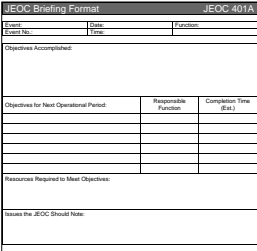
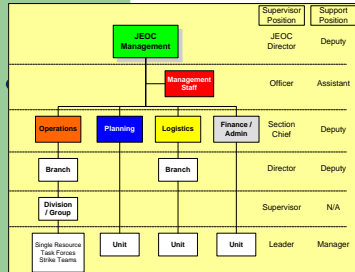
<p>BC FADES Plan</p>	<p>Training in the BC FADES Plan</p>
<p>Site Operations</p> <ol style="list-style-type: none"> 1. CFIA Case Officer investigates as "Incident Commander." 2. If disease confirmed, enhanced response: <ul style="list-style-type: none"> - Collecting Field Data - Enforcement - Destruction - Disposal - Cleaning and Disinfection 3. If needed, IC and CFIA Regional Director advises activation of a Joint Emergency Operations Centre (JEOC). 4. IC transfers command to JEOC. 	<p>13. The geographic area containing any suspected or infected premises is known as the “site” or the “field.” Operations at the site, controlled by the Incident Commander, may include initial investigations, collecting field data, biosecurity measures, quarantine, enforcement, and a wide range of other activities.</p> <p>A Joint Emergency Operations Centre is only activated if it is needed to coordinate site operations.</p>
<p>Site Facilities</p> <ul style="list-style-type: none"> • Site Coordination Office – Trailer or a fixed facility located near the infected premise • Staging Areas – Where resources are kept while awaiting incident assignment • Disposal Areas – Locations where animal carcasses are safely disposed 	<p>14. A number of temporary facilities may be located at the site level. Most common is a “Site Coordination Office,” which is situated in the Control Area to support the functions of a “Site Coordinator.”</p> <p>The Office serves as a central point of contact for responders, farm personnel, and assisting agencies, and may include a personnel change room, storage area for critical materials (e.g., bio-suits), first-aid supplies, voice and data communications, and sample preparation area. More than one Site Coordination Office may be required.</p>
<p>A JEOC is a Central Place for...</p> <ul style="list-style-type: none"> • Decision-making in selecting operational objectives, actions and tactics • Coordination of all emergency operations • Information gathering and dissemination • Coordination among agencies with jurisdiction and with industry 	<p>15. The Joint EOC serves a critical role in a coordinated response to a FAD outbreak. The JEOC is a facility that serves to centralize information gathering and decision making about the response to the disease. This is where the strategies are translated into tactics — actions that reduce the consequences and chance of spreading the disease.</p> <p>The functions performed at the JEOC provide the main mechanisms for coordinating the many agencies and organizations that may be active in a FAD event.</p>
<p>A Structure for Collaboration</p> 	<p>16. The BC FADES Plan adopts an organization structure for the Joint EOC drawn from the Incident Command System. A simple way of describing the organization uses “functions.” The most critical function is the Operations, shown in the orange box and labelled as the “Doers.” The Operations Section is composed of people who work directly to gather samples, control the disease spread, and destroy and dispose of infected animals, where required. The Planning, Logistics, and Finance / Administration Sections support the operations.</p> <p>As with any organization, the JEOC has a Boss, or a shared Boss function in the case of Unified Command, the JEOC Directors. The Boss may have helpers in the fields of Risk Management, Liaison, and Public Information. The Central Coordination Group provides overall policy direction as the “Bosses’ Bosses.”</p>

BC FADES Plan	Training in the BC FADES Plan
	<p>17. The nine functions described in Slide 16 can be further refined to show more specific functions, as shown in this slide for a fully activated JEOC. The activity in the Operations Section is represented by a number of Branches and Groups, all under the supervision of one Operations Section Chief. A similar breakout is shown for the Planning, Logistics, and Finance / Administration Sections.</p> <p>The following slides describe each of these functions in more details. The point to remember is that everyone has a specific job to do, and everyone reports to one – and only one – supervisor.</p>
<p>Central Coordination Group</p> <ul style="list-style-type: none"> • Consists of CFIA, AGRI, and EMBC/PEP strategic decision-making body • Interprets and develops policies • Formally requests provincial or federal assistance • Provides direction and financial control at both federal and provincial levels • Keeps federal and provincial officials informed 	<p>18. The Central Coordination Group (CCG) is a feature of the BC emergency management system. The CCG consists of the senior level government officials with responsibility for the response effort, and usually includes the Western Area Executive Director for CFIA, the Associate Deputy Minister for the BC Ministry of Agriculture, and the BC Fire and Emergency Management Commissioner for EMBC. Where a disease poses a significant public health hazard, the CCG may include the BC Provincial Health Officer.</p> <p>Collectively, they guide the Joint Emergency Operations Centre in interpreting a wide range of policies related to the response effort.</p>
<p>JEOC Directors</p> <ul style="list-style-type: none"> • Assess the Situation • Support Site Operations • Develop / Approve Action Plans • Inform Others • Manage the JEOC group 	<p>19. Leading the Joint Emergency Operations Centre are two Directors, one representing the CFIA and one representing the BC Ministry of Agriculture. They collaborate in supporting the emergency response organization that is needed to deal with the demands of the situation. They assess and approve the Action Plans that are developed for the JEOC, and generally manage the JEOC staff. They are ultimately accountable to the Central Coordination Group, and have legal authority to authorize expenditures related to the emergency.</p>
<p>Deputy Directors</p> <ul style="list-style-type: none"> • Assist Information Flow • Support the JEOC Organization • Assist JEOC Director • Assist with JEOC Action Planning • Debrief JEOC Personnel 	<p>20. The Directors may have one or more Deputies to assist with running the Joint EOC. The Deputies may come from any organization, as long as they have the training and experience to perform the job. Deputy Directors must be prepared to assume the role of JEOC Director on request, such as when a Director must leave the JEOC for a senior level meeting.</p> <p>Deputy Directors also play a key role in debriefing JEOC personnel before they leave their functions, including holding exit interviews or providing guidance on completing an Exit Survey.</p>

BC FADES Plan	Training in the BC FADES Plan
<p>Risk Management Officer</p> <ul style="list-style-type: none"> ■ Ensure JEOC and Site Personnel Health and Safety ■ Ensure Security at JEOC and other Facilities ■ Manage Risks 	<p>21. One of the three management positions supporting the JEOC Directors looks after the risks associated with a FAD response. This is the Risk Management Officer, who is responsible for ensuring the health and safety of all members of the response organization. This includes personnel working in the Control Area, and at all facilities managed by the JEOC.</p> <p>The Risk Management Officer also manages the security aspects of the operation, as well as assesses a wide range of risk situations. The Risk Management Officer may have Assistants to help with safety, legal advice, or other requirements of the position.</p>
<p>Liaison Officer</p> <ul style="list-style-type: none"> ■ Assist Agency Representatives ■ Keep External Agencies Informed ■ Advise JEOC Director on JEOC Staffing ■ Advise on JEOC Action Plans ■ Participate in VIP Tours 	<p>22. The Liaison Officer is the single point of contact in the Joint EOC for representatives of assisting and cooperating agencies. The Liaison Officer keeps the many partner and stakeholder organizations informed on the status of the FAD emergency and how they can assist. Any Agency Representatives present at the JEOC report to the Liaison Officer for coordination.</p> <p>The Liaison Officer may have Liaison Assistants to help keep industry and local government representatives informed on a regular basis.</p>
<p>Information Officer</p> <ul style="list-style-type: none"> ■ Gather Information ■ Keep the Public Informed ■ Facilitate News Media Relations ■ Provide Internal Information ■ Manage the JEOC Information Function 	<p>23. Keeping the public and news media informed on the FAD event and status of response is a vital element of success. This role falls to the JEOC Information Officer, who assembles and shares accurate information regarding the FAD event with a wide range of audiences.</p> <p>Information Assistants may help with such actions as holding news media briefings, conducting public meetings, and establishing and maintaining a website devoted to the FAD response and related information.</p> <p>Note: All requests for public information should be referred to the JEOC Information Officer so we can provide a consistent message.</p>
<p>Operations Section</p> <ul style="list-style-type: none"> ● Operations Section Chief <ul style="list-style-type: none"> - Staging Area Manager - Site Coordinators ● Control Branch Director <ul style="list-style-type: none"> - Quarantine and Movement Control - Biosecurity - Sampling and Testing - Field Data - Enforcement ● Response Branch Director <ul style="list-style-type: none"> - Destruction - Disposal - Cleaning & Disinfection ● Human Health 	<p>24. The Operations Section is where actions are taken to control the disease and reduce the chance of it spreading. This may be the largest group in the JEOC and it includes the personnel working in the Control Area.</p> <p>The Operations Section Chief implements the JEOC Action Plan related to site activities, including quarantine, biosecurity, destruction and disposal. The organization of the Operations Section is designed to support these activities, including a Staging Area where supplies and equipment are available for use, Site Coordinators that provide a one-stop link with affected farmers or ranchers, and three Branch Directors for Control, Response, and Human Health.</p>

BC FADES Plan	Training in the BC FADES Plan
<p>Planning Section</p> <ul style="list-style-type: none"> • Planning Section Chief • Situation Unit • Epidemiology Unit • Surveillance Unit • Data Management / Mapping Unit • Advance Planning Unit • Resources Unit • Documentation Unit 	<p>25. The Planning Section in the JEOC is responsible for collecting, analyzing, and displaying information related to the FAD response. In particular, the Planning Section supports operations through the Epidemiology and Surveillance Units, as well as assisting with data and maps.</p> <p>Planning personnel often work closely with Operations staff in collecting and sharing information, and in developing forward-thinking plans that help responders get ahead of the emergency demands.</p>
<p>Logistics Section</p> <ul style="list-style-type: none"> • Logistics Section Chief • Information Technology / Telecomms Unit • JEOC Support Unit • Operational Supply Unit • Personnel Unit • Transportation Unit 	<p>26. Response to a foreign animal disease requires resources, such as personnel, equipment, supplies, and vehicles. The Logistics Section takes on the big job of acquiring the required resources and making them available for immediate use both within the Control Area and for the Joint EOC itself.</p> <p>Lead by the Logistics Section Chief, this element of the JEOC arranges for the computers, Internet access, and e-mail addresses required for effective operation. They ensure the communications systems are operating both in the Control Area and at the JEOC. Logistics staff members arrange for replacement personnel and manage the transportation needs of staff.</p>
<p>Finance / Admin Section</p> <ul style="list-style-type: none"> • Finance / Admin Section Chief • Time Unit Leader • Procurement Unit Leader • Compensation & Claims Unit Leader • Cost Accounting Unit Leader 	<p>27. A specific section of the JEOC organization has been assigned to track the costs of emergency response for a FAD event. This is the Finance / Administration Section, which collects staff time information, records the costs of purchases and contracts, and documents overall expenditures.</p> <p>In particular, the Finance / Administration Section Chief controls acquisitions associated with FAD response, including purchase orders and contracts. Any incidents that may result in a claim or request for compensation, such as a worker injury, require documentation through the Finance / Administration Section. Note that while CFIA <u>may</u> compensate animal owners under the <i>Health of Animals Act</i>, it is recognized that compensation discussions fall outside the JEOC.</p>
	<p>28. In addition to the site personnel active in the Control Area and the staff members of the Joint EOC, several other agencies support response operations through separate facilities. The CFIA Lab in Winnipeg is joined by the certified Lab managed by the BC Ministry of Agriculture (AGRI) in Abbotsford. The BC Ministry of Environment assists with decisions about disposal of animal carcasses and related materials.</p> <p>On the human health side, support agencies may include Emergency Operations Centres at the regional health authority, the BC Centre for Disease Control, or the Ministry of Health Services. The AGRI offices in Abbotsford also provide direct support in data management and mapping to the JEOC.</p>

<p>BC FADES Plan</p>	<p>Training in the BC FADES Plan</p>
<p>Individual Functions, But Teamwork</p> <ul style="list-style-type: none"> • Each position tries to stay within their functional area to avoid duplication. • However, sharing ideas and information with others is encouraged. • Each Section works as a team to support the overall effort. • The Directors, Deputy Directors, and Officers work together as a team. 	<p>29. Each of the functions in a Joint EOC is assigned to an individual. This helps avoid duplication of effort and misunderstanding about roles.</p> <p>However, there should also be many opportunities for collaboration. Sharing information, observations, and ideas among JEOC staff members helps all to work more effectively. In particular, look for ways to help others in your sections with their tasks, either by exchanging information or lending support when you have the time.</p>
<p>JEOC Meetings</p> <ul style="list-style-type: none"> • JEOC Briefings – Give all a chance to hear up-to-date reports • JEOC Management Meetings –JEOC Directors and Deputy Directors only • JEOC Action Planning Meetings – Allow JEOC Management Staff and Section Chiefs to develop an Incident Action Plan • JEOC Section Meetings – Help Section Chiefs develop objectives for the next operational period 	<p>30. In addition to working together in sections, the JEOC Directors will identify specific times for briefings and meetings among JEOC staff. These meetings are designed to share information needed by all to perform their functions.</p> <p>The four most common types of meetings include the JEOC Briefings, Management Meetings, Action Planning Meetings, and Section Meetings. Please know what meetings you are expected to attend and come prepared to participate.</p>
<p>Action Planning</p> <ul style="list-style-type: none"> • Operational Periods <ul style="list-style-type: none"> - 8,12, 24 hours - Depends on situation • Briefing for All Functions • Officers and Section Chiefs Set Objectives • Action Planning Meeting 	<p>31. The JEOC Action Planning meetings provide an important opportunity for keeping all the players on the same page. It usually occurs once in each “Operational Period,” which is a set amount of time in which management activities occur. The most common Operational Period for a FAD event is 24 hours, calling for a JEOC Briefing and Action Planning meeting at least once every day.</p> <p>The Action Planning meeting identifies the objectives for the <u>next</u> Operational Period (e.g., the next day) and therefore typically occurs in the afternoon.</p>
<p>Each Position has a Checklist</p>	<p>32. There is a Checklist for your position in the JEOC, available from your supervisor and found in the FADES Plan. Checklists contain the lessons learned from past events. People who have served in your position on other emergencies have taken the time to record their tips and tricks in one place.</p> <p>Take the time to read the Checklist for the function you have been assigned and refer to it often. Although no checklist can anticipate all the challenges and nuances you may encounter, it should help you identify the objectives and action items that are unique to your position.</p>
<p>Position Log JEOC 414</p>	<p>33. There are a few forms that will help you perform your functions in the JEOC. You should use the Position Log (form JEOC 414) to record the major activities you undertake and decisions you make. This is a running record of what you experience in the JEOC, but it need not be detailed. Just record in point form the major events, decisions, and actions you take.</p> <p>The Position Log may be shared with the person who takes over your function when you leave the JEOC, so write clearly to make it useful.</p>

BC FADES Plan	Training in the BC FADES Plan												
	<p>34. Another important form for your attention is the JEOC Briefing form (JEOC 401A). This form provides an opportunity for you to address four points in each Operational Period.</p> <ol style="list-style-type: none"> 1. What objectives did you accomplish in the current Operational Period? 2. What are your objectives for the next Operational Period? 3. What resources do you require to meet those objectives? 4. Are there any issues the JEOC should note? <p>When you complete the 401A, share it with your Supervisor. Keep a copy for your own records and direction.</p>												
<p>JEOC Facility, Equipment and Set-Up</p> <ul style="list-style-type: none"> • Designed for multi-agency collaboration (not just for CFIA personnel) • Designed for 24/7 operations • Equipped with communications • Adequate space for each function/staff • Anticipate need for biosecurity, health of JEOC members 	<p>35. Your supervisor or the Personnel Unit in Logistics should arrange for a tour of the JEOC facility so you understand how it is set up and where key equipment may be located.</p> <p>There may be special provisions in place to enhance safety and security, such as evacuation plans in case of a fire, and you should understand these measures.</p> <p>An important point to remember is that the Joint EOC is organized for use by multiple agencies, not just for CFIA personnel.</p>												
	<p>36. To avoid confusion, note that every function in the JEOC has a specific title. This slide shows the naming convention under the Incident Command System. Consider this chart when you are identifying the right level and function to exchange information with.</p> <p>Note that most functional positions can have support personnel, such as Deputy Section Chiefs.</p>												
<p>Colour Codes in the JEOC</p> <table border="1" data-bbox="207 1409 553 1598"> <tbody> <tr> <td>Green</td> <td>Director and Deputy</td> </tr> <tr> <td>Red</td> <td>Management Staff</td> </tr> <tr> <td>Orange</td> <td>Operations</td> </tr> <tr> <td>Blue</td> <td>Planning</td> </tr> <tr> <td>Yellow</td> <td>Logistics</td> </tr> <tr> <td>Grey</td> <td>Finance / Administration</td> </tr> </tbody> </table>	Green	Director and Deputy	Red	Management Staff	Orange	Operations	Blue	Planning	Yellow	Logistics	Grey	Finance / Administration	<p>37. The BC FADES Plan adopts a specific colour code system to identify the different groups of functions. It is a simple way of keeping organized.</p> <p>You will see JEOC personnel wearing vests and carrying file folders with these colours. Use these colours to identify your work in various ways.</p>
Green	Director and Deputy												
Red	Management Staff												
Orange	Operations												
Blue	Planning												
Yellow	Logistics												
Grey	Finance / Administration												

Annex H Annotated Index

A

Acronyms

AAFC	Agriculture and Agri-Food Canada
AERT	Area Emergency Response Team (CFIA)
AGRI	Ministry of Agriculture (BC)
AI	Avian Influenza
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
BSE	Bovine Spongiform Encephalopathy
C&D	Cleaning and Decontamination
CCG	Central Coordination Group
CFIA	Canadian Food Inspection Agency
ECC	Emergency Coordination Centre
EMBC / PEP	Emergency Management BC / Provincial Emergency Program
EMIS	Emergency Management Information System
EOC	Emergency Operations Centre
FAD	Foreign Animal Disease
FADES	Foreign Animal Disease Emergency Support
FNESS	First Nations' Emergency Services Society
GIS	Geographical Information System
HC-FAD	Highly Contagious Foreign Animal Diseases
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
INAC	Indian and Northern Affairs Canada
IP	Infected Premises
JEOC	Joint Emergency Operations Centre
JIC	Joint Information Centre
LO	Liaison Officer
M-DEC	Ministers-Deputies Emergency Committee (BC)
MNRO	Ministry of Natural Resource Operations (BC)
MOE	Ministry of Environment (BC)
MOHS	Ministry of Health Services (BC)
MOTI	Ministry of Transportation and Infrastructure (BC)
NAI	Notifiable Avian Influenza
NERT	National Emergency Response Team (CFIA)
OIE	Office International des Epizooties
PAB	Public Affairs Bureau (BC)
PHAC	Public Health Agency of Canada

PPE	Personal Protective Equipment
PREOC	Provincial Regional Emergency Operations Centre (BC)
PS	Public Safety Canada
PST	Pacific Standard Time
PWGSC	Public Works and Government Services Canada
RMO	Risk Management Officer
SC	Site Coordinator
VIP	Very Important Person

Action Plans

The response organization in a FADES event should specify the actions required to meet certain response objectives, set out by the Incident Commander or JEOC Directors.

Response activities can best be managed by preparing, in writing, a list of the objectives to be achieved and actions to be undertaken. This is the role of the Action Plan. The Action Plan contains objectives reflecting the overall response strategy and specific tactical actions and supporting information for the next operational period. The Action Plan may have a number of forms or sub-plans as attachments (e.g., communication strategy, depopulation plan, or C&D plan). See *Action Plan Form JEOC 502* intended for use by the JEOC.

After-Action Report

On the completion of response activities, and when personnel are rested, the Central Coordination Group should convene and facilitate a “debriefing” and prepare an “After-Action Report.” The primary purpose of the session and report is to document the lessons learned from the experience.

Core questions addressed in a typical debrief and After-Action Report include:

- What went right
- What went wrong
- How can we improve

The intent of this step is not to find fault, but to uncover opportunities for improving plans, procedures, equipment, and personnel training for all contributing agencies.

Agency

An agency is a division of government with a specific function, or a non-governmental organization (e.g., industry, private contractor, business, etc.) that offers a particular kind of assistance. In the Incident Command System, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Agency Representative

An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer in the JEOC, and may be assigned to any emergency response function for which they are qualified.

Area Command

Area Command is an organization established to oversee the management of a very large FAD outbreak that has multiple Incident Management Teams assigned to it. Area Command is used when there are a number of infected premises in the same geographic area that may be vying for

the same resources. As with the Joint EOC, a Unified Area Command may be established to allow federal and provincial jurisdictions to have representation in the Area Command.

Assignments

Tasks given to resources to perform within a given operational period, based on tactical objectives in the JEOC Action Plan.

B

Biological Heat Treatment (BHT)

A method of virus eradication in positive materials using heat generated by aerobic biological activity, specifically micro-organisms in the presence of carbon source, such as wood products.

British Columbia Response Management System (BCERMS)

The British Columbia Response Management System is a comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of the BCERMS includes: Operations and control management, qualifications, technology, training and publications.

See the *BCERMS Overview* available through the EMBC / PEP website.

C

Canadian Veterinary Reserve

In November 2006, the Minister of Agriculture and Agri-Food and Minister for the Canadian Wheat Board and the President of the Canadian Veterinary Medical Association (CVMA), announced that a pool of private sector veterinarians would be established to assist governments in responding to animal health emergencies such as disease outbreaks or natural disasters.

The Canadian Veterinary Reserve (CVR) supplements existing response capabilities of federal and provincial governments and provides Canada with additional flexibility to increase its support for international animal disease control efforts.

The CVR program provides a roster of private sector veterinarians who could be called on to assist the CFIA on an as-needed basis to provide short term support in defined emergency situations, such as Avian Influenza, anywhere in Canada. Close to 230 CVR members have been trained by the CFIA in foreign animal disease response at the Agency's National Centre for Foreign Animal Disease in Winnipeg, Manitoba.

Check-In Protocol

The process whereby resources first report to an incident. Check-in locations include: Incident Command Post, Staging Areas, and Division/Group Supervisors in the JEOC Operations Section (for direct line assignments). In the JEOC, the check-in location is located in the Personnel Unit of the JEOC Logistics Section.

Control Area

Legally defined under Section 27 (1) of the *Health of Animals Act*, and referred to in the Ministerial declaration which incorporates all infected places and within which movement restrictions and emergency eradication measures are authorized. It may be subdivided into designated zones as per Section 80 of Health of Animals Regulations and FAD strategy

documents. The *Health of Animals Act* control area corresponds to an infected zone defined by the OIE Terrestrial Animal Health Code 2005 as a clearly defined territory within a country in which a disease has been diagnosed. This area must be clearly defined in accordance with the environment, the different ecological and geographical factors as well as epidemiological factors and the type of animal husbandry being practiced.

Critical Resource

Material, personnel and finances that are in short supply and are needed by more than one incident management team, or are needed for high priority assignments.

D

Declaration

A declaration is a signed document issued by the Ministry of Agriculture and Agri-Food Canada, under the authority of the *Health of Animals Act*, identifying the disease, prescribing the limits of the control area and making regulations accordingly.

Disposal Protocols

The Resource Management Branch of the BC Ministry of Agriculture has developed several protocols that can be used to create situation-specific action plans for disposal. AGRI personnel can query the AGRI Q drive for the latest approved disposal protocols.

The latest disposal protocols approved through the FADES Central Coordination Group include:

- Protocol #1 – Protocol for On-Farm and Centralized Burial of Infected and Non-Infected Poultry and Livestock
- Protocol #2 – On-Farm, In-Barn Biological Heat Treatment of Materials Potentially Infected with Avian Influenza
- Protocol #3 - Protocol for On-Farm, Out-of-Barn Biological Heat Treatment of Material Potentially Infected with Avian Influenza
- Protocol #4 – Transportation of Infected and Non-Infected Poultry or Livestock and Associated Wastes (under development)

Other protocols are in draft stage, and these documents could provide useful references in designing disposal plans.

E

Emergency Coordination Centre (ECC)

Nationally, the Emergency Coordination Centre is the national operations centre of the Canadian Food Inspection Agency, in Ottawa, where the National Emergency Response Team is located.

In British Columbia, the Emergency Coordination Centre refers to the 24-hour reporting, dispatch and incident tracking centre of the Provincial Emergency Program.

Emergency Management BC / Provincial Emergency Program (EMBC / PEP)

The EMBC Provincial Emergency Program maintains the BC emergency management structure for implementation among provincial agencies. EMBC / PEP manages a provincial integrated

response to pandemic, focused on consequence management, in support of health authorities and local governments.

EMBC / PEP is responsible for:

- Establishing and coordinating staffing of the PECC and PREOC(s), and providing support.
- Coordinating the preparation of provincial response directives.
- Providing overall direction for finance at the PECC and PREOC level.

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

For more information, see the EMBC / PEP website at:

<http://www.pep.bc.ca/index.html>

F

FADES Plan

The purpose of the Foreign Animal Disease Emergency Support (FADES) Plan is to provide an agreement whereby federal and provincial agencies accept responsibilities for collaborative response to a foreign animal disease event in British Columbia.

Signatories to the FADES Plan include:

- Canadian Food Inspection Agency
- Public Safety Canada
- BC Ministry of Agriculture
- Provincial Emergency Program, BC Ministry of Public Safety and Solicitor General
- BC Ministry of Health Services
- BC Ministry of Environment

The scope of the FADES Plan includes all federally-reportable foreign animal diseases listed by the Office International des Epizooties as transmissible diseases that have the potential for very serious socio-economic or public health consequences, and are of major importance in the international trade of animals and animal products. Federally-reportable diseases include:

- | | | |
|--------------------------|-------------------------------------|------------------------------|
| • African Horse Sickness | • Contagious Bovine Pleuropneumonia | • Newcastle Disease |
| • African Swine Fever | • Foot and Mouth Disease | • Peste des Petits Ruminants |
| • Bluetongue | • Highly Pathogenic Avian Influenza | • Rift Valley Fever |
| • Classical Swine Fever | • Lumpy Skin Disease | • Rinderpest |
| | | • Sheep Pox and Goat Pox |
| | | • Swine Vesicular Disease |
| | | • Vesicular Stomatitis |

Federal Emergency Response Plan

The purpose of the Federal Emergency Response Plan (FERP) is to guide a comprehensive and harmonized federal response, in conjunction with the response efforts of Provinces/Territories, non-governmental organizations and the private sector, to emergencies that require an integrated Government of Canada approach.

First Nations

First Nations in BC qualify for federal assistance for emergency response, including eligible costs for animal services. The Province of BC and the Government of Canada have agreed to work together in assisting First Nations in providing financial assistance.

The Ministry is not responsible for paying for costs incurred by First Nations, even if they share emergency operations. If a First Nation cannot pay directly for essential agricultural response services, the PREOC will arrange for the appropriate resources.

First Nations in BC can also access assistance with emergency planning for agricultural emergencies through the First Nations' Emergency Services Society (FNESS). FNESS provides assistance to BC First Nations' communities to develop emergency plans. Emergency preparedness planning helps to identify possible hazards, assigns responsibilities for various aspects of an emergency response, and outlines procedures for the community to follow before and during an emergency event. Refer to the following website for more information:

www.fness.bc.ca/

Foreign Animal Disease (FAD)

Is a reportable disease under the Health of Animal's Act/Regulation, Schedule 2, or an immediately notifiable disease that does not exist in Canada for which CFIA has a strategy or another disease which after due consideration, is added by the Minister and fulfills the above requirements.

Foreign Animal Disease Emergency (FADE)

This term refers to an outbreak of foreign animal disease requiring immediate action to contain, control and eradicate the disease including: Slaughtering of infected animals, birds, disposal of carcasses or infected products, cleaning and disinfecting of infected premises and transport, limiting the spread of disease and tracing the origin of the disease.

G

Geographic Information System (GIS)

GIS refers to a system comprised of hardware, software, people and data, capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

H

Highly-Contagious Foreign Animal Disease (HC-FAD)

Rapid spread from animal to animal as well as from herd to herd. Transmission can occur via direct and indirect modes. An HC-FAD may be recognized by above-normal rates of morbidity/mortality over time, where morbidity could be characterized as a loss of production.

Highly-Contagious Foreign Animal Diseases include:

- African Swine Fever
- Classical Swine Fever (formerly Hog Cholera)
- Foot and Mouth Disease
- Highly Pathogenic Avian Influenza (Fowl Plague)
- Newcastle Disease
- Swine Vesicular Disease
- Vesicular Stomatitis

I

Incident Commander (IC)

The individual responsible for the management of initial operations at the FAD event site.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be co-located or shared with the incident base, staging area, or other incident facilities.

Incident Command System (ICS)

A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Objectives

Statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been assigned. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Indian and Northern Affairs Canada (INAC)

The federal department that has primary responsibility for meeting the federal government's constitutional, treaty, political and legal responsibilities to First Nations, Inuit and Northerners.

Infected Place

Legal term for a place that has been declared an infected place by an inspector (under section 22 of the *Health of Animals Act*) and consequently restrictions have been imposed by section 25 of the Act limiting the movement of animals, animal products and by-products, things, etc.

A declared infected place may be an infected premise, an exposed premise, a contact premise, or more simply a premise that is declared infected because of its close proximity to an infected premise. An infected place is suspected, but not necessarily confirmed, to have infection.

Information Officer

A member of the Command or Management Staff in the Incident Command System who is responsible for interfacing with the public, responders, and media requiring information directly from the incident. There is only one Information Officer for the JEOC. The Information Officer may have assistants.

J

Joint Emergency Operations Centre

A designated facility established by multiple agencies or jurisdictions to coordinate overall response and support to an emergency response involving a foreign animal disease.

Joint Information Centre

An element of the Joint Emergency Operations Centre where agencies may collaborate in the planning and disseminating information during an emergency.

K

L

Liaison Officer

A member of the Command Staff in an Incident Command Post (or the Management Staff in the Joint Emergency Operations Centre) responsible for coordinating with representatives from cooperating and assisting agencies.

Livestock

In British Columbia, "livestock" is defined as per the *Farm Practices Protection Act* and Minister's Standards to include:

- Alpacas
- Aquaculture animals
- Cattle
- Donkeys
- Fur Farmed Animals
- Game Farmed Animals
- Goats
- Horses
- Llamas
- Mules
- Musk oxen
- Poultry raised for eggs, feathers, skin or meat
- Rabbits
- Sheep
- Swine
- Other exotic livestock prescribed by the Minister

Local Authority

Local authorities are defined by the BC Emergency Program Act to include:

- For a municipality, the municipal council
- For an electoral area in a regional district, the board of the regional district

M

Management by Objectives (MBO)

In the Incident Command System, this is a top-down management activity that involves a three-step process to achieve the goals. The steps are 1) Establishing the incident objectives, 2) Selecting the appropriate strategy(s) to achieve the objectives, and 3) Implementing the strategy through action plans.

Ministry of Health Services (MOHS)

Under the Public Health Act, the British Columbia Ministry of Health Services is responsible for determining the provincial government response to communicable human diseases. The Ministry supports both mental and physical health protection, disease prevention, health assessment and disease surveillance. The Ministry of Health Services creates and maintains the legislative and policy framework that is enforced by health authorities through the Public Health Act, the Food Safety Act, and the Community Care and Assisted Living Act.

The BC Ministry of Health Services should be consulted whenever there is a potential threat to human health associated with a FAD emergency.

Mitigation

Mitigation includes activities taken to eliminate or reduce the probability of an emergency event, or to reduce its severity or consequences prior to a disaster or emergency.

Movement Control

The primary process of reducing the spread of foreign animal diseases (FAD). Most FADs spread by contact with infected or contaminated animals, animal products, by-products, feeds and things used to feed and care for animals. The movement of all pertinent animals or things within the infected area / control area / province (depending on the area officially declared) is tracked, monitored and controlled through a effective permit system that is strictly enforced.

N

National Centre for Foreign Animal Disease (NC-FAD)

This is the national centre of expertise in Canada relating to the research and diagnostics of foreign animal diseases in Canada. This laboratory is part of the Canadian Food Inspection Laboratories Directorate and is listed as: CFIA Winnipeg Laboratory - NC-FAD.

The laboratory is the national reference laboratory in Canada for all foreign animal diseases. The laboratory provides services in virology, bacteriology, histopathology, serology, pathology and molecular biology. The laboratory is an active partner in the North American Foot and Mouth Disease Vaccine Bank (NAFMDVB). The laboratory is located at 1015 Arlington St., Winnipeg Manitoba, R3E 3M4.

National Emergency Management Centre

The national operations center of Canadian Food Inspection Agency, located in Ottawa, is responsible for national direction of eradication operations.

National Emergency Response Team (NERT)

The National Emergency Response Team is the Canadian Food Inspection Agency Team at the Emergency Coordination Centre in Ottawa. This team is responsible for national direction and management of eradication operations response to support the Area Emergency Team(s) involved.

O

Office International des Epizooties (OIE)

The Office International des Epizooties is an intergovernmental organization created by the International Agreement of 25 January 1924, signed by 28 countries. Each member country

undertakes to report the animal diseases that it detects on its territory. The OIE then disseminates the information to other countries, which can take the necessary preventive action.

Operational Period

The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational periods can be of various lengths, although usually not more than 24 hours.

P

Planning Meeting

A meeting held in the Incident Command Post (for initial response) or in the Joint Emergency Operations Centre (for expanded response) as needed throughout the duration of an incident to select specific strategies and tactics for response operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the JEOC Action Plan.

Protocols

The BC Ministry of Agriculture has drafted some protocols of interest in a FAD event. For example, disposal protocols for infected (positive) and non-infected (negative) birds. Draft protocols are available on the AGRI Q drive.

Provincial Emergency Coordination Centre (PECC)

Provincial Emergency Coordination Centre may be established to manage activities at the provincial level in British Columbia. The five functions provided by the PECC are 1) Management, 2) Operations Coordination, 3) Planning, 4) Logistics, and 5) Finance/Administration. The PECC follows the same basic organizational support levels of the Incident Command System.

Provincial Regional Emergency Operations Centre (PREOC)

A Provincial Regional Operations Centre manages activities at the provincial regional coordination level and coordinates the joint efforts of government and non-government agencies in a region.

Public Safety Canada (PS)

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

During a FAD emergency, PS Canada may provide support at Joint Emergency Operations Centre on request from the Canadian Food Inspection Agency.

See the PS Canada website for more information at:
<http://www.publicsafety.gc.ca/index-eng.aspx>

Q

R

Recovery

Recovery efforts embrace the needs of the local and regional animal industry and local governments to return operations to normal as quickly as possible.

The JEOC may not lead recovery, but may assist in initiating the process and scoping the effort, working with a local authority, industry representatives, and others in a “Recovery Task Force.” Some possible recovery activities for JEOC involvement include:

- Facilitate individual recovery efforts on request and through the coordination of a local authority recovery organization.
- Identify any and all funds that may be available to assist disaster victims with animal or crop recovery, such as crop insurance.
- Offer advice to those affected by disaster by attending a “one-stop disaster service centre,” arranged through the local authority.
- Advise industry on finding resources needed to effect their own recovery.
- Participate in a Community Recovery Task Force.
- Help build capacity within the affected industry to deal with emergencies.

Rendering

The breaking down of animal tissues into constituent fat and protein elements by the application of heat, pressure or other means.

Reportable Diseases

Diseases identified by the OIE in their List A, including transmissible diseases that have the potential for very serious and rapid spread, irrespective of national borders, have serious socio-economic or public health consequences and are of major importance in the international trade of animals and animal products.

Highly-Contagious Foreign Animal Diseases

- African Swine Fever
- Classical Swine Fever (formerly Hog Cholera)
- Foot and Mouth Disease
- Highly Pathogenic Avian Influenza (Fowl Plague)
- Newcastle Disease
- Swine Vesicular Disease
- Vesicular Stomatitis

Zoonotic Diseases

- Highly Pathogenic Avian Influenza (Fowl Plague)
- Newcastle Disease
- Rift Valley Fever
- Vesicular Stomatitis

Other List A Diseases

- African Horse Sickness
- Bluetongue
- Contagious Bovine Pleuropneumonia
- Lumpy Skin Disease
- Peste des Petits Ruminants

- Rinderpest
- Sheep Pox and Goat Pox

There are two provincially reported animal diseases:

- Infectious laryngotracheitis, and
- Mycoplasma gallisepticum of turkeys

Resources

Personnel and equipment available, or potentially available, for assignment to incident(s). Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or management capacities at an incident(s).

S

Section 53 Exemption Letter

Section 53 of the BC Hazardous Waste Regulation allows for an exemption for hazardous wastes that do not pose a threat to human health or the environment when handled in accordance with protocols approved by the BC Ministry of Environment.

Wastes that contain or may contain infectious disease agents are Class 6 goods under the federal *Transportation of Dangerous Goods Act*. All such waste will therefore be subject to the Hazardous Waste Regulation under the provincial *Environmental Management Act*. Therefore, a site-specific and protocol-specific exemption from the hazardous waste classification issued by the Ministry of Environment must be acquired prior to disposal of infectious wastes.

The exemption takes the form of a letter to the property owner.

The process for applying for an exemption under Section 53 in times of emergency may be summarized as follows:

1. Disposal Group Supervisor of the incident management team identifies the legal property to be considered for disposal by burial and names the property owner.
2. Disposal Group Supervisor prepares the *Application for a Section 53 Exemption under the Hazardous Waste Regulation* (available from MOE), and submits the completed form via e-mail or facsimile to the local Environmental Protection Officer with the BC Minister of Environment.
3. When and if satisfied with the information provided in the submitted form, the Ministry of Environment issues a separate exemption letter to each property owner.

The issuance of an exemption makes it legally binding to follow the Protocol on which the specific exemption is based.

Site Coordination Office

A Site Coordination Office may consist of a truck, trailer, RV, or tent located at or near the site of an infected premise. Uses of the Site Coordination Office include:

- The principle site communication link to the JECC.
- Provide a place where farmers and family members can leave or collect hand-written messages, or review scheduled activities on their premises.
- Donning and removing personal protective equipment (PPE) by field workers. This may include fit-testing for respirators.
- First aid room to support employees who may be injured in the field.

- All personnel would check-in to ensure full identification of responders potentially exposed to disease.
- Field staff can gather to receive instructions, such as bio-safety briefings.
- Serving meals to field personnel, which saves time and re-energizes responders.
- Serve as a rest area for staff, and as a place to complete reports.
- Secure storage of equipment and supplies, including portable virkon sprayers.
- Security on site to ensure only approved persons gain access to the site.

Site Support Level

A coordination level within the BC Emergency Response Management System that is activated to provide policy direction and resources support to site operations.

Staging Area

Temporary locations to store site-level resources while awaiting assignment, and should have the capability to store large amounts of equipment, supplies, materials, and vehicles. Each Staging Area has a Manager, who reports to the Operations Section Chief.

T

Technical Specialists

Personnel with special skills that can be used where required within a response organization. Technical Specialists may be needed in the areas of weather, water resources, environmental concerns, resource use and training. Technical Specialist report initially to the Planning Section but may be assigned anywhere within the JEOC structure as needed, including at field sites.

U

Unified Command

In the Incident Command System, Unified Command is a joint team effort that allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to establish a common set of incident objectives, strategies and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

V, W, X, Y, Z