*Insert farm logo here,  
 if available*

(Template)

Emergency Plan

for

\_\_\_\_\_\_\_\_\_\_\_\_\_ Farm

Preparing for and Responding to Emergencies

|  |
| --- |
| *Photo of the Farm* |

Plan Last Revised: .

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# Part A: Before an Emergency

## 1. List of Hazards

The events that are most likely to threaten your farm livestock and assets include:

❑ Animal Disease

❑ Earthquake

❑ Flooding

❑ Hazardous Material Spill

❑ Forest Fire

❑ Prolonged Power Interruption

❑ Severe Wind Storm

❑ Structure Fire

❑ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Farm Information

Key information about the farm includes the following:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Farm name* | | | | | | |
| *Land classification on Property Assessment Notice:* | | | | *Farmer ID card number:* | | |
| *Farm physical address* | | | | | | |
| *Directions (nearest crossroad)* | | | | | | |
| *Owner name(s)* | | | | | | |
| *Owner mailing address (if different than above)* | | | | | | |
| *Landline phone number* | *Mobile phone number* | | *Email address* | | | | |
| *Number of individuals normally on the farm:* | | *Family* | | | *Staff* | *Tenants* | |
| *Other information* | | | | | | |

## 3. Emergency Contacts

|  |  |  |
| --- | --- | --- |
| **Name / Organization** | **Telephone** | **Email / Website** |
| **Farm Personnel** | | |
| *Farm Manager (other than owner)* |  |  |
| *Farm Staff* |  |  |
| *Tenant on the Farm* |  |  |
| *Off-Island Contact* |  |  |
| **Local Resources** | | |
| *Electrician* |  |  |
| *Feed Supplier* |  |  |
| *Fuel Dealer* |  |  |
| *Plumber* |  |  |
| *Veterinarian* |  |  |
| **Relocation Resources** | | |
| *Trucker / Hauler* |  |  |
| Agriculture Association |  |  |
| *Farm that may receive relocated livestock* |  |  |
| *Friend / Neighbour* |  |  |
| *Friend / Neighbour* |  |  |

|  |  |  |
| --- | --- | --- |
| **Support Resources** | | |
| *Cowichan Valley Regional District*  **Emergency Management Information** | 250-746-2560  or  1-800-665-3955 | [ep@cvrd.bc.ca](mailto:ep@cvrd.bc.ca)  <https://www.cvrdep.bc.ca> |
| *Ministry of Agriculture*  **Derek Masselink**  **Regional Agrologist** | T: 250-746-1212  M: 250-701-3466  Toll-free:  1-888-221-7141 | [Derek.masselink@gov.bc.ca](mailto:Derek.masselink@gov.bc.ca)  [www.gov.bc.ca/agriservicebc](http://www.gov.bc.ca/agriservicebc) |
| *Faith-Based Organization* |  |  |
|  |  |  |
| **Risk Management** | | |
| Insurance Agent |  |  |
| **Other** | | |
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## 4. Farm Maps

The following maps support the emergency plan for the farm.

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## 5. Livestock Inventory

Farm operations currently include the following animal types and numbers, with a range shown for livestock numbers that vary throughout the year.

|  |  |
| --- | --- |
| **Livestock Type** | **Number on Farm**  **(range)** |
| Dairy, Lactating |  |
| Dairy, Non-lactating |  |
| Young Dairy Stock |  |
| Bulls |  |
| Cattle, Water Buffalo |  |
| Horses, Donkeys |  |
| Sheep |  |
| Goats |  |
| Swine |  |
| Llamas and Alpacas |  |
| Poultry |  |
| Pets |  |

Refer to the attached list of animals by name, gender, and registration number.

## 6. Farm Vehicles and Response Equipment

The following vehicles and equipment are available for use during an emergency.

|  |  |  |
| --- | --- | --- |
| **Vehicle / Equipment Type** | **Number on Farm**  (location) | **Number Available  Nearby** (location) |
| Tractor or Front-end Loader |  |  |
| Plow or other Implements |  |  |
| Livestock Trailer |  |  |
| Passenger Car |  |  |
| Pickup Truck |  |  |
| Fire Hose (m or ft) |  |  |
| Irrigation Sprinkler Gun |  |  |
| Generator |  |  |
| Fire Equipment (e.g., extinguishers) |  |  |
| First Aid Kit |  |  |

## 7. Risk Reduction

**List recommended actions here and check them off as they are completed.**

*7-1 Reduce Combustible Materials*

These actions should be taken before a forest fire threatens the farm.

|  |  |
| --- | --- |
| ❑ | 1. . |
| ❑ | 2. . |
| ❑ | 3. . |

*7-2 Use Fire Resistant Materials*

These actions should be taken to increase fire resistant construction for farm sheds and barns.

|  |  |
| --- | --- |
| ❑ | 1. . |
| ❑ | 2. . |
| ❑ | 3. . |

*7-3 Plan for Sprinkler Protection*

A sprinkler system can help protect the farm. Take the following steps to set up your system:

|  |  |  |
| --- | --- | --- |
| ❑ | 1. Priority farm structures to protect with sprinklers are:  .  .  . | |
| ❑ | 2. Sprinkler equipment that is available for prepositioning includes:  .  .  . | |
| ❑ | 3. Gather equipment & set sprinkler system up to test coverage and identify problems. | |
|  | Structure | Sprinkler Coverage |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| ❑ | 4. Mount the sprinklers in appropriate locations and connect to a water source.  If the roof is made of combustible material, such as wood, direct the sprinkler spray onto the roof. If the roof is metal, mount the sprinklers on a high point (such as the ridge) to create a high humidity zone around the building. When sprinklers remain on the ground, position them so their reach just wets the sides of the structure. |
| ❑ | 5. Test the system for 2-3 hours, if possible. The sprinklers should create a humid environment around the structure without allowing water to enter buildings. |
| ❑ | 6. Secure the water source, protect it against radiant heat, and remove nearby combustible materials. |
| ❑ | 7. Create simple instructions on how to set up and activate the sprinkler system in *Section 17. Checklist to Deploy Sprinklers*.  Prepare a simple map showing how to lay out the sprinkler equipment and water delivery system in an emergency. Attach the map to the Farm Emergency Plan. The instructions and map will allow others to help with farm protection. |

*7-4 Secure Large Items*

These actions should be taken to reduce earthquake damage in farm structures.

|  |  |
| --- | --- |
| ❑ | 1. Secure hot water tanks and water structures to ensure they do not fall over as water is a critical resource and wells/community water systems may not work. |
| ❑ | 2. Identify and secure large items to studs that could fall over and injure people or animals in a major earthquake.  Items to secure: |
| ❑ | 3. Ensure that sharp implements and chemicals, fertilizers, etc. are stored properly so that they will not become hazards for workers or animals.  Items to secure: |
| ❑ | 4. Upgrade farm structures to increase likelihood that they will remain standing following major earthquakes.  Priority structures to upgrade: |

*7-5 Reduce Outdoor Hazards*

These actions should be taken to reduce severe windstorm damage around farm structures.

|  |  |
| --- | --- |
| ❑ | 1. Identify trees that are not healthy and have them felled before they fall. |
| ❑ | 2. Ensure that roofs, gutters and overhangs are properly maintained to withstand major storms. |

## 8. Commercial Insurance

Insurance coverage is an important step in managing risk before an emergency. Producers should ensure that they have appropriate coverage for their assets, such as livestock, buildings, equipment, fences, and crops. In general, federal and provincial disaster financial assistance programs will only cover perils for which private coverage cannot be obtained.

|  |  |  |
| --- | --- | --- |
| ❑ | 1. I meet with my insurance agent or broker at least annually to review my coverage and discuss risk reduction options. | |
|  | **Risk Reduction Options** | **Potential Benefits** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| ❑ | 2. I understand my policy and am aware of what is included and what is excluded. | |
|  | **Included** | **Excluded** |
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## 9. Backup Power

Some actions may be required before an emergency to ensure backup power supply can keep critical equipment working in a prolonged power outage.

Note: Protect yourself and the community around you by ensuring that any generator backup systems are properly installed to prevent feed-back into the power grid. Electrical systems must be wired to switch from grid power to generator power to avoid electrical shocks.

|  |  |
| --- | --- |
| ❑ | 1. Identify the critical farm operations that depend on electrical power by priority.   1. . 2. . 3. . |
| ❑ | 2. Gather or acquire the power equipment needed to provide backup power, including electrical cords, fuel, lubrication, and filters for generators. |
| ❑ | 3. Set the backup generators in place and connect to the critical equipment that requires power.  Confirm that the generator is disconnected from the power grid, to avoid back-feed. |
| ❑ | 4. Start the generator(s) to test the system for at least 1 hour, if possible. Confirm that the power loads are sufficient to operate the priority equipment. Note the fuel use rate and estimate how long system can provide power without service or refueling. |
| ❑ | 5. Create instructions on how to set up the backup power system in *Section* *18. Checklist for Operating Backup Generator*. Prepare a diagram to show how and where the equipment should be laid out and connected in an emergency. Attach the map to the Farm Emergency Plan. |
| ❑ | 6. Create instructions on how to maintain generators and consider annual addition of fuel stabilizers as recommended by manufacturers if the generators do not get used on a regular basis. |

# Part B: During an Emergency

## 10. Information Sources in an Emergency

|  |  |  |
| --- | --- | --- |
| ❑ | 1. Learn about the hazardous situation. | |
|  | Local Radio News Media | * JUICE FM – 89.7 * CICV Radio Cowichan FM – 97.5 * CFAX 1070 AM |
|  | CVRD Emergency Alert | <https://www.cvrd.bc.ca/2276/Emergency-Alert-Registration> |
|  | CVRD Website | <https://www.cvrd.bc.ca/emergency> |
|  | CVRD Facebook | [facebook.com/mycvrd](http://www.facebook.com/mycvrd) |
|  | CVRD Twitter | @mycvrd |
|  | CVRD Emergency Call Centre | 250-746-2552 (Only activated in a major emergency) |
|  | BC Hydro | 1-888-769-3766  [www.bchydro.com](http://www.bchydro.com) |
|  | BC Wildfire Service Website | <http://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation> |
|  | BC Wildfire Service Facebook | [facebook.com/BCForestFireInfo/](https://www.facebook.com/BCForestFireInfo/) |
|  | DriveBC | [www.drivebc.ca](http://www.drivebc.ca) |
|  | Environment Canada | <https://weather.gc.ca/warnings/index_e.html?prov=bc> |
| ❑ | 2. Learn about the evacuation status. There are three phases of an evacuation:  ***Evacuation Alert*** – Moving livestock to safety is encouraged during the Evacuation Alert phase when time is available. This is also a good time to move children and the elderly to safety.  ***Evacuation Order*** – During an Evacuation Order, the local police of jurisdiction may strictly enforce traffic flows that move residents to safety.  ***Evacuation Rescind*** – An Evacuation Order is rescinded when it is determined to be safe for residents and livestock to return home.  The RCMP is responsible for implementing evacuation notification. They may use a variety of local resources to notify people of an evacuation. | |

## 11. Decision Guide for Livestock Protection

The farm is prepared for the following response actions. Different animals may require unique response actions, depending on the situation, to achieve the lowest overall risk.

CHECK THE APPROPRIATE OPTIONS AT THE TIME OF EMERGENCY.

|  |  |
| --- | --- |
| ❑ | **Option 1: Shelter livestock in barn. (see *Section 12*)**  Shelter-in-place is best for animals because:   * There is a barn on the farm where the animals will be safely removed from the danger (i.e., barn is protected by sprinklers). * It would require the least amount of time. |
| ❑ | **Option 2: Move livestock to on-farm outdoor location. (see *Section 13*)**  Moving animals to an outdoor location is best for animals because:   * There is a pasture on the farm where the animals will be safely removed from the danger (i.e., large field with food and water). * We have sufficient time, personnel, and equipment to round up and move our animals to this area. |
| ❑ | **Option 3: Relocate livestock off the farm. (see *Section 14*)**  Relocating the is the best option because:   * We have located and prearranged an off-farm relocation site. * We can gather the animals into a safe location to be evacuated. * We have or can arrange for trucks, trailers, drivers, and handlers, if necessary. * We can arrange for feed, water, and veterinary care at the relocation site. |
| ❑ | **Option 4: Open gates and/or cut fences to free the animals IF SAFE TO DO SO. (see *Section 15*)**  Freeing the animals is only considered if:   * Livestock cannot be moved to a safer area. * There is no danger to people or vehicular traffic from freeing the animals. * We have the time and personnel to open gates and/or cut fences to allow the animals to avoid the wildfire. * We will inform emergency responders of our decision to free the livestock. |

Refer to the following checklists for instructions on each appropriate action.

## 12. Checklist for Sheltering Livestock in Barn

The following steps should be taken if sheltering livestock in barn is selected.

|  |  |
| --- | --- |
| ❑ | 1. Ensure there is sufficient time, personnel, and equipment to move livestock to a protected barn. Ask family members, neighbours, and others for help. |
| ❑ | 2. Move animals to one or more protected barns or other structures on the farm where the animals will be safe. A protected barn is one where:   * Combustible materials have been removed around the structure * Fire resistant materials have been used in its construction * Sprinklers can offer protection from forest fire hazards * Water pumps for the sprinkler system have backup power |
| ❑ | 3. Ensure animals have access to food sources, clean water, and ample living space, and that support systems are connected to backup power. |

## 13. Checklist for Moving Livestock to On-Farm Outdoor Location

The following steps should be taken if moving animals to an outdoor location is selected.

|  |  |
| --- | --- |
| ❑ | 1. Ensure there is sufficient time, personnel, and equipment to move livestock to a safe outdoor location on-farm. pasture or other irrigated or heavily-grazed open area. |
| ❑ | 2. Move livestock to one or more open areas on the farm where the animals will be safely away from the hazard. A safe outdoor area is one where:   * The field has been recently irrigated * Fire breaks have been constructed * The field has been heavily grazed * Fencing is in place |
| ❑ | 3. Ensure animals have access to food sources, clean water, and ample living space. |

## 14. Checklist for Relocating Livestock

Consider the actions below for relocating livestock during an emergency. Livestock should not be moved during an Evacuation Order to keep roads clear for people and responders.

|  |  |
| --- | --- |
| ❑ | 1. If time is short, the priority animals for livestock relocation off-farm are:   1. . 2. . 3. . |
| ❑ | 2. Notify the primary site selected for receiving relocated livestock.   * Name: . * Physical address: . * Phone number: . * Email address: . |
| ❑ | 3. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc. |
| ❑ | 4. Consult the Evacuation Notification Team to determine routes that are safe to use. Record primary and alternate routes below.   * Livestock pick-up location on the farm: . * Primary route: . * Alternate route: . |
| ❑ | 5. Identify livestock haulers.   * Hauler name: . * Hauler phone number: . * Email address: . |
| ❑ | 6. Identify any special challenges with assembling and loading your animals.  .  .  . |

**Livestock Relocation Plan for Producers**

Use the *Livestock Relocation Plan for Producers* to assist you in providing the critical information to haulers and destination farms.

If a broad geographic assessment of significant risk to livestock has been determined and relocation during the evacuation alert phase is supported by the Province, evacuation notification will indicate that relocation is recommended. Please complete the *British Columbia Ministry of Agriculture Application for Livestock Relocation Assistance Form 514A* **only if relocation assistance is required**. Fax to 250-746-2563.

|  |  |
| --- | --- |
| **Livestock Relocation Plan for Producers** | |
| **Introduction** | Use this form to plan for relocating farm animals, share the completed form with haulers and destination farms by photocopy, fax or email. |

| **Livestock Relocation Plan** | | | **Date** | | |
| --- | --- | --- | --- | --- | --- |
| **Originator Farm** | | | **Destination Site** | | |
| **Farm name:** | | | **Facility name:** | | |
| **Farm Address:** | | | **Facility Address:** | | |
| **Farm Status in BC:** | | | **Facility Owner:** | | |
| **Farm contact person’s name and position:** | | | **Destination contact person’s name and position:** | | |
| **Telephone no.:** | | | **Telephone no.:** | | |
| **Fax no.:** | | | **Fax no.:** | | |
| **Mobile phone no.:** | | | **Mobile phone no.:** | | |
| **E-mail address:** | | | **E-mail address:** | | |
| **Current livestock location (if off farm):** | | | **Destination location (if other than facility address):** | | |
| **Type of Livestock** | **Number** | | **Type of Livestock** | **Number** | |
| Non-lactating dairy |  | | Horses |  | |
| Lactating dairy |  | | Sheep |  | |
| Cattle |  | | Game |  | |
| Goats |  | | Other |  | |
| **Transportation Haulers** | | | | | |
| **Agency** | | **Contact** | | | **Phone** |
|  | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
| **Information that should accompany each animal group:**  ❑ Medications ❑ Feed ❑ Animal Identification ❑ Owner information | | | | | |
| **Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(name) (signature)* | | | | | |

**British Columbia Ministry of Agriculture**

**Application for Livestock Relocation Assistance Form 514A**

|  |  |  |
| --- | --- | --- |
| **Event:** | **Date:** | **File No.:**  ***(Admin only)*** |
| **EMBC Task No.:** | **Time:** |
| **Incident No.:** | **Specific Area:** | |
| **Local Authority EOC:** |  | |

|  |  |
| --- | --- |
| **Originator Farm** | **Destination Farm/Site** |
| **Farm name:** | **Farm name/Site:** |
| **Contact person’s name and position:** | **Contact person’s name and position:** |
| **Contact telephone no.:** | **Contact telephone no.:** |
| **Contact fax no.:** | **Contact fax no.:** |
| **Contact cell phone no.:** | **Contact cell phone no.:** |
| **Contact e-mail address:** | **Contact e-mail address:** |
| **Farm address:** | **Farm address:** |
| **Livestock location address: (if different from above)** | **Livestock location address: (if different from above)** |
| **Do you have a farm of destination outside of the high risk area?**  **□ Yes □ No** | **Do you have agreements with the destination farm? (i.e., Animal Health, Vaccination, Breeding, Mortalities, etc.)**  **□ Yes □ No** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Livestock information:** | | | | | | |
| **Type of Livestock** | **Number** | **Date to be Transported (if known)** |  | **Type of Livestock** | **Number** | **Date to be Transported (if known)** |
| **Lactating Dairy** |  |  | **Hogs** |  |  |
| **Non lactating Dairy** |  |  | **Poultry** |  |  |
| **Beef (cow/calf)** |  |  |  |  |  |
| **Horse** |  |  | **Identification Marks/Tags:** | | |
| **Sheep/goats** |  |  |

|  |
| --- |
| **Evacuation Planning:** |
| * **Yes □ No I have arranged transportation. The service provider who will submit invoices for payment**   ***OR***   * **Yes □ No I need assistance to arrange transportation** |
| **I need a chute to load □ Yes □ No I need a chute to unload □ Yes □ No I need portable panels □ Yes □ No** |
| **Description of evacuation route : Map Attached □ Yes □ No** |
| **Public Access /Egress Impacted by livestock removal □ Yes □ No** |
| **Livestock Owner has a return plan? □ Yes □ No**  **Estimated return time after Rescind order?** |

**Terms and Declaration**

1. Eligibility:
   * The Provincial Support for Agricultural Businesses procedure has been activated by the Province. It defines the level of risk to agricultural businesses and the specific actions required to address the threat.
   * Call the Ministry of Agriculture toll free line at 1-888-221-7141 to confirm eligibility if necessary.
2. Conditions:
3. Eligible expenses will be paid as per the Livestock Rate Card.
4. Eligibility begins from the time an Evacuation Alert is issued and continues until 4 days after a “rescind order” is declared by the local government for that farm, unless a specific exception is approved by Emergency Management BC (EMBC). Note that an approved Form 514A is required.
5. The Province and/or the Local Authority is not liable for any loss, including any loss from injury, sickness, death or reduced production incurred by the source animal owner or the host farm or any personal injury liability.
6. Claims may be audited.
7. The information collected will be used for administering and evaluating the Livestock Relocation for this event. Confidential or personal information is subject to provisions of the *Freedom of Information and Protection of Privacy Act.*
8. As part of their normal operations, livestock care and transportation may be monitored by the Canadian Food Inspection Agency and/or animal care authorities.

**Application completed by: (livestock owner)**

I, agree to the terms of the Livestock Relocation.

*Signature Date*

*Submit this form to:*

*Local authority Emergency Operations Centre (EOC) fax 250-746-2563,*

***OR*** *if activated to the Ministry of Agriculture EOC fax: 604-556-3030.*

*The Ministry of Agriculture toll free line is 1-888-221-7141.*

|  |  |
| --- | --- |
| ***(Admin only*)**  Eligible for Agri- Business Assistance □ Yes □ No Level of Threat : □ High □ Medium □ Low  Trigger point to move livestock:  \_ | Total Estimated Feed Cost per day  Total Estimated Transportation Costs Total Cost |
| **Application approved by AGRI:**    *Name and Signature*    *Position*    *Time and Date* | **EOC/PREOC Approval:**    *Name and Signature*    *Position*    *Time and Date* |

|  |  |  |
| --- | --- | --- |
| **Distribute completed form to:**   * **EOC Director** * **Operations Section** | * **Planning Section** * **Logistics Section** * **Finance / Admin. Section** | * **PREOC Operations Section** |

## 15. Checklist for Opening Gates, Cutting Fences to Free Animals

If animals are to be freed, consider the steps outlined below.

|  |  |
| --- | --- |
| ❑ | 1. Carefully consider the risk to motorists on nearby roadways and other persons who may be harmed by freeing animals. It is possible to open fences in a way that directs animals away from roadways and populated areas.  Protecting livestock is important, but public safety takes precedence. No animal is worth a human life. |
| ❑ | 2. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc. |
| ❑ | 3. Open the gates indicated on the Farm Map, especially noting:   1. . 2. . 3. . |
| ❑ | 4. Cut or open fences at the following locations to allow animals to avoid fire:   1. . 2. . 3. . |
| ❑ | 5. Notify the Evacuation Notification Team (usually led by RCMP) of the decision to free the farm livestock when evacuating. |

## 16. Checklist to Create a Fire Break

If time allows creation of a fire break to protect farm structures, follow the instructions below.

|  |  |
| --- | --- |
| ❑ | 1. The priorities for plowed or wetted fire breaks to protect farm structures are:   1. . 2. . 3. . |
| ❑ | 2. Consult the map showing which areas should be plowed or wetted down to create fire breaks. |

## 17. Checklist to Deploy Sprinklers

If sprinklers are to be used to protect farm structures, follow the instructions below.

|  |  |
| --- | --- |
| ❑ | 1. The priorities for deploying sprinklers to protect farm structures are:   1. . 2. . 3. . |
| ❑ | 2. Consult the map showing how to lay out the sprinkler equipment and water delivery system. |
| ❑ | 3. Secure the water source, protect it against radiant heat, and remove nearby combustible materials. |
| ❑ | 4. Activate pre-positioned irrigation systems and sprinklers on the farm to help protect structures.  *Note: The Office of the Fire Commissioner recommends a wetting time of two hours prior to fire reaching the property for the full saturation and effectiveness. Turn on sprinklers only as necessary to conserve water for fire suppression.* |

## 18. Checklist for Operating Backup Generator

When electrical equipment needs backup support, follow the steps below.

|  |  |
| --- | --- |
| ❑ | 1. The priorities for providing equipment with backup generator are:   1. . 2. . 3. . 4. . |
| ❑ | 2. Consult the instructions and map showing how to set out the generator and connections. |
| ❑ | 3. Ensure there is enough fuel to operate the generator for 3 days. |
| ❑ | 4. Secure the generator and fuel; protect them from radiant heat from possible fire sources. Remove nearby combustible materials. |
| ❑ | 5. Ensure backup generator systems are on automatic switch that turns off regular electric power when the generator system is on. |

## 19. Checklist for Personal Evacuation

|  |  |
| --- | --- |
| ❑ | 1. In addition to a Grab ‘n Go Kit (a collection of essential personal items – see below), take the following items when evacuating:   1. Identification that includes a photo and address, such as a driver’s licence. This will help farmers obtain a permit if they are allowed to temporarily return to the farm to care for livestock. 2. A copy of the Farm Emergency Plan, including the livestock inventory. 3. . |
| ❑ | 2. Evacuate all personnel.   * If an Evacuation Order is issued, ensure all personnel move to safety. * Family and farm staff can check with others by texting or emailing:  Cell  Email:  **.** |
| ❑ | 3. I have assembled a Grab ‘n Go Kit and know its location. (see below) |

**Suggested Personal Grab ‘n Go Kit**

(Personalize for your needs & keep with you at all times).

|  |  |
| --- | --- |
| * Bottled water | * Flashlight/radio |
| * Nutritious foods (dried fruits, granola bars, nuts or beef jerky) | * Whistle |
| * Personal medications | * Emergency blanket and garbage bags |
| * Personal toiletries | * Extra pair of eye glasses |
| * Dust masks and gloves | * Extra money, coins, phone cards |
| * Family photos (recent) | * Book and/or game |
| * Personal papers (copies of insurance, emergency contacts, prescriptions & identification) | |

**Suggested Car Kit**

(Keep up car maintenance and fuel so you don’t run out.)

|  |  |
| --- | --- |
| * Bottled water | * First aid kit & manual |
| * Nutritious foods (dried fruits, granola bars, nuts or beef jerky) | * Fire extinguisher |
| * Comfortable, sturdy walking shoes | * Flashlight (extra batteries) |
| * Warm blanket | * Flares, candles w/matches & jar |
| * Heavy-duty work gloves (leather) | * Ziploc bags, toilet tissue |
| * Dust masks and gloves | * Hardhat |
| * Change of clothing | * Large, sturdy backpack |
| * Road map & compass | * Deck of cards, good book |
| * Shovel & sand, kitty litter or other traction aids | * Ice scraper and brush |
| * Duct tape and garbage bags | * Booster Cables |

# Part C: After an Emergency

## 20. Checklist for Damage Assessment

Once the evacuation order has been lifted and if damage is observed on the farm, consider these steps to limit further damage.

|  |  |
| --- | --- |
| ❑ | 1. Check livestock that sheltered-in-place at the earliest possible opportunity, and provide for their needs with water, feed, and safety. |
| ❑ | 2. Inspect farm for hazards and damage. Take care to avoid hazards, such as smoldering tree roots underground, hazardous materials spills, or unstable ground after an earthquake. |
| ❑ | 3. Contact insurance agent (refer to *Section 21. Insurance Information*). |
| ❑ | 4. Document any loss of livestock, farm buildings, fences, or equipment in writing, using the inventory to verify losses. Document salvaged items. |
| ❑ | 5. Take photographs and video of any damage following a disaster to document the loss (ideally before and after taking any recovery action. |
| ❑ | 6. Secure the site. |

## 21. Insurance Information

Record the essential information on commercial farm insurance in the spaces below.

|  |  |
| --- | --- |
| *Policy Number* |  |
| *Date of Purchase / Last Renewal* |  |
| *Insurance Provider* |  |
| *Agent Name, Organization* |  |
| *Telephone Number, 24/7 Claims* |  |
| *Key Coverages and Exclusions* | * . * . * . |

## 22. Checklist for Recovery

The following steps should be taken to continue the disaster recovery process.

|  |  |  |
| --- | --- | --- |
| ❑ | 1. Work with neighbours to locate and identify loose animals in the area, and to return livestock that escaped or were freed. | |
| ❑ | 2. Prioritize recovery efforts to maximize your ability to operate.  a)  b)  c) | |
| ❑ | 3. Seek assistance from agriculture associations active in the Cowichan region (refer to Contact List). | |
| ❑ | 4. Work with neighbours to get the farm and community operational as soon as possible. | |
| ❑ | 5. Neighbours that have agreed to assist if able to do so: | |
|  | **Neighbour** | **Type of Assistance Provided** |
|  |  |  |
|  |  |  |
|  |  |  |
| ❑ | 6. Neighbours I have agreed to assist if able to do so: | |
|  | **Neighbour** | **Type of Assistance I Can Provide** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| ❑ | 7. Attend community recovery information sessions to find out about provincial measures that may assist the farm with disaster recovery. | |
|  | **Agency** | **Type of Assistance They Can Provide** |
|  |  |  |
|  |  |  |
|  |  |  |
| ❑ | 8. If eligible, apply for Provincial Disaster Financial Assistance through Emergency Management BC. Website: <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance> | |