



Emergency **Commercial Livestock** **Relocation Guide**

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**Please familiarize yourself with the information in this guide
and keep copies of it in easily accessible locations.**

**A pdf copy of this guide, and the sample forms, is available for download at:
www.slrd.bc.ca/emergency-program/commercial-livestock**

PURPOSE OF THIS GUIDE

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

The intent of moving commercial livestock is to support animal welfare while also minimising the potential of evacuation route congestion and reducing the potential for conflict with residential evacuee movements.

This guide outlines the roles, responsibilities and response procedures for commercial livestock relocation when a major emergency is occurring or imminent.

The SLRD Emergency Operations Centre (EOC) may be able to help producers during an evacuation with activities such as loading, trucking, and sheltering. **Producers who incur costs in moving their livestock off-site due to hazards, such as flooding or wildfire, may be eligible for financial support.** In recognition of the time and resources required to relocate livestock, provincial policy allows for the relocation of livestock for **eligible farm businesses** during an evacuation 'alert' stage. It also allows for the reimbursement of response costs incurred by the local authorities in order to relocate livestock.

All owners of farm animals should be familiar with this guide to understand whether they qualify for **Commercial Livestock Relocation Assistance**, and as part of their emergency preparedness planning.

Commercial livestock associations and animal care organizations should also be familiar with this guide as they may act as liaison during a major emergency.

SLRD DISASTER RESPONSE FRAMEWORK– QUICK GUIDE

The Regional District is at all times responsible for the direction and control of its emergency response, unless a Provincial emergency plan has been implemented and is in conflict with the SLRD emergency plan. Response operations are managed using the British Columbia Emergency Management System (BCEMS).

WHAT IS A MAJOR EMERGENCY?

A **major emergency** is any event which, usually with little or no warning, causes or threatens injury or death, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services. It requires the mobilisation of additional resources to ensure an effective and co-ordinated response.

The co-ordinated response will depend on the types of hazard as well as scope and scale of event.

In the communities of the SLRD the following could constitute a major emergency:

- Severe weather event
- Flooding
- Debris Flow
- Wildfire
- Earthquake
- Dam failure
- Transport accidents (air, sea, rail, road)

EMERGENCY OPERATIONS CENTRE (EOC)

The Regional District's response is coordinated through its EOC, which has representation from all operational departments and some external agencies as required.

The EOC's role is to:

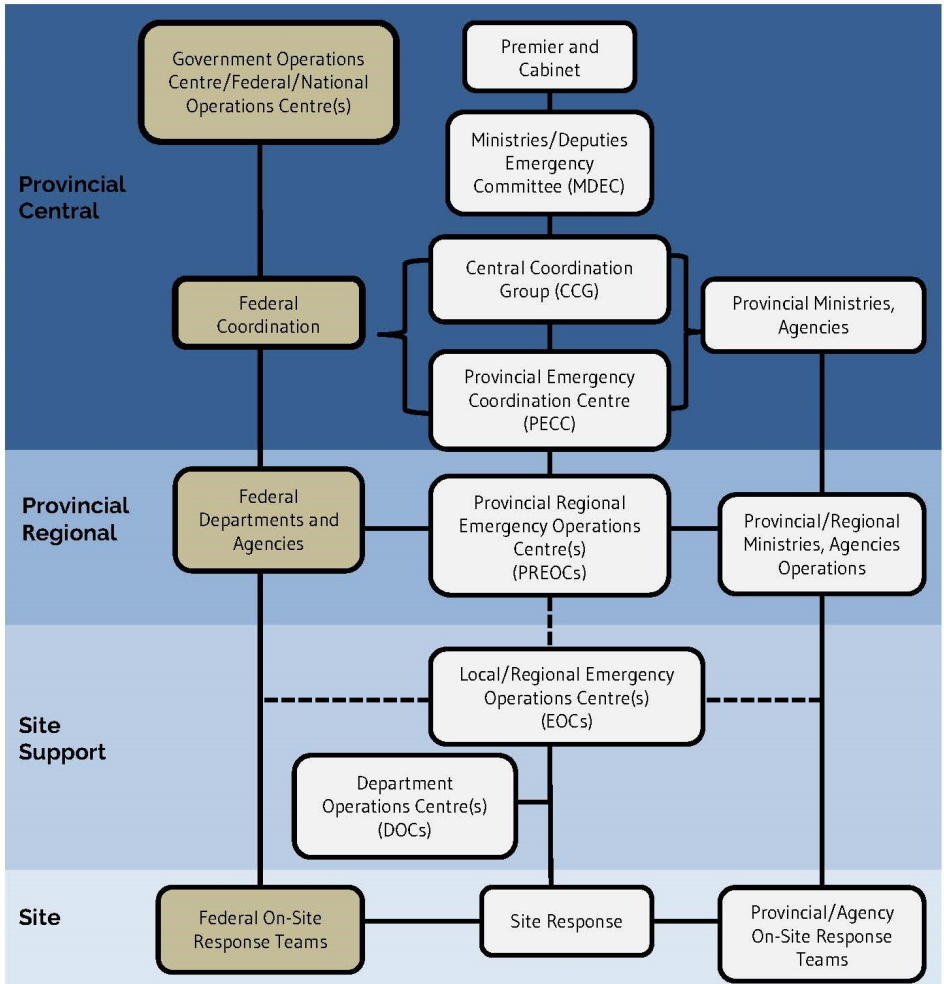
- Provide overall coordination and support (e.g. resource acquisition) to departments and staff in the field and conduct advance planning.
- Consolidate situational awareness information for dissemination to the Chair and Board, Membership Team, internal departments, external agencies, and the public/media.
- Implement policy as directed by the Policy Group.

INCIDENT COMMAND POSTS (ICP)

Typically, the ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP; an incident communications centre also would normally be established at this location. The ICP may perform local EOC-like functions in the context of smaller jurisdictions or less complex incident scenarios.

DISASTER RESPONSE FRAMEWORK

The SLRD Disaster Response Framework is based on the British Columbia Emergency Management System (BCEMS). BCEMS provides emergency management stakeholders with a common response management model based on the Incident Command System (ICS). This flexible, standardized system, a common approach, and shared understanding of functions and procedures enable stakeholders to work together more effectively. In addition, the model is applicable to any incident, regardless of the scope, scale or complexity.



Legend:

Required reporting _____
 Information sharing - - - - -

Federal Integration

Local/Regional Provincial Integration

BCEMS RESPONSE GOALS

The BCEMS response goals are listed below. These goals guide decision makers in prioritizing response activities. Although the goals are listed in order of priority, personnel take all available information into account when determining incident-specific priorities.

Response goal

What that means

1. Ensure the health and safety of responders

The wellbeing of responders must be effectively addressed or they may be unable to respond to the needs of those at risk.

2. Saves Lives

The importance of human life is paramount over all other considerations. When lives are at risk, all reasonable efforts must be made to eliminate the risk.

3. Reduce suffering

Physical and psychological injury can cause significant short- and long-term impact on individuals, families and communities. Response measures should take into consideration all reasonable measures to reduce or eliminate human suffering.

4. Protect public health

Public health measures essential to the wellbeing of communities should be maintained or implemented. Enhancing surveillance and detection, eliminating health hazards, minimizing exposure, and implementing programs such as widespread immunization may need to be considered.

5. Protect infrastructure

When necessary to sustain response efforts, maintain basic human needs, and support effective recovery, infrastructure that is critical to the livelihood of the community should be protected ahead of other property.

6. Protect property

Property can be essential to the livelihood of communities. When determining priorities, response personnel should evaluate the importance of protecting private and community property.

7. Protect the environment

The environment is essential to communities. When determining priorities, response personnel should evaluate the importance of protecting the environment and implement protective strategies that are in the best interest of the broader community.

WHO QUALIFIES FOR COMMERCIAL LIVESTOCK RELOCATION ASSISTANCE?

Those who operate a **farm business** qualify for Commercial Livestock Relocation Assistance.

Under the Farm Practices Protection (Right to Farm) Act, a **farm business** is defined as those farm businesses where a reasonable expectation of income, based on sales, is anticipated including, but not limited to, the rearing and keeping of livestock. **The farm cannot be a hobby farm.** It must be an owner-operated business and the owner-operator must be the day-to-day manager.

The keeping of pets such as dogs or cats, hobby farms or animals kept within the confines of a home **do not qualify.**

PLANNING FOR A DISASTER - ANIMAL WELFARE ESSENTIALS

Whether a farm businesses or a hobby farm, consider how you will support the welfare of your animals in an emergency.

- Where will you evacuate them to if you need to leave?
- How will you transport them? Do you have carriers or transport for each type of animal?
- Have you practiced transporting them, i.e. will they cooperate?
- Are there medications they will need?
- If you aren't evacuated, but are facing an extended power outage, or isolation due to a road closure, how much water and feed will they need, and how will you supply it?

LIVESTOCK RELOCATION: TIMING AND ELIGIBLE COSTS

Livestock relocation for eligible farm businesses can occur during the **evacuation alert stage** set by the Regional District.

Reimbursement rates including costs for the return of relocated livestock will only be considered for a **maximum of 96 hours (4 days)** following an “evacuation rescind”, unless a specific exception is approved by EMBC.

FINANCIAL REIMBURSEMENT OF RESPONSE COSTS

Emergency Management BC will reimburse local authorities and First Nations for response costs related to their support of livestock relocations during an emergency response. Livestock relocation that occurs in the evacuation alert phase will be reimbursed if relocation is deemed necessary when assessing the risk. Rates for reimbursement shall be based on the current Livestock Relocation Rate Card.

Response costs are considered eligible if:

- Services are provided to a farm business as defined in the provincial policy;
- The farm business has reasonable expectation of income, based on sales. Ministry of Agriculture staff are available to provide technical support if a farm business’s reasonable expectation of profit is in question;
- Services and rates are consistent with the approved Livestock Relocation Rate Card;
- The farm business operator has requested assistance through the local authority EOC; and
- Livestock relocation response costs are incurred by a third party service provider (not the farm business).

NOTE: Animals not claimed after the ‘*evacuation rescind*’ is issued **plus** 96 hours, shall be considered impounded at the relocation site. The impounded livestock shall be dealt with using the procedures of the *Pound District Regulation of the Livestock Act*.

SLRD EOC INVOICING REQUIREMENTS

For suppliers to receive payment, the Regional District requires the following information on submitted invoices:

- EOC purchase order number must appear on all invoices
- Emergency Management BC task number (provided by the EOC with the purchase order number)
- Name of person or company supplying the service
- Address, phone number and postal code
- Date
- Invoice number
- Description of services rendered or items supplied
- Breakdown of all costs for services or items
- If GST is being charged, the GST number must be provided
- Tax must be shown separately

All supplier invoices must be in the name of and mailed directly to the office of the Squamish-Lillooet Regional District within 30 days of the expenditure. A sample invoice has been provided as part of this package and a blank copy has also been included for Suppliers that do not have company printed invoices.

When the Regional District reimburses suppliers for costs associated with the relocation of commercial livestock during an emergency, the EOC will apply the rate limits as noted on the current EMBC/AGRI Livestock Relocation Card.

Forms are available for download at: <http://www.slrd.bc.ca/services/emergency-management/commercial-livestock>

EOC OPERATING PROCEDURE FOR EMERGENCY COMMERCIAL LIVESTOCK SUPPORT

DECISION CONDITIONS

The EOC procedures in this document will only be considered when the conditions listed below are met and a request is made for commercial livestock relocation support.

- The Regional District has issued an evacuation alert or evacuation order.
- The farm business operator has requested assistance through the EOC by submission of a Ministry of Agriculture Form 514.
- An EMBC task number has been issued for the emergency.
- A broad geographic assessment of risk has occurred and agreement is reached by the Regional District, Ministry of Agriculture and any other applicable provincial agencies, that there is significant risk to livestock and relocation is supported.
- Farm businesses will complete and submit to the Operations Section of the EOC an Application for Livestock Relocation Assistance - Form 514 available from the EOC or on the Ministry of Agriculture website.

RISK ASSESSMENT – CRITICAL INFORMATION REQUIREMENTS

The decision to relocate livestock under emergency conditions must take into consideration the risks involved to people, livestock and property. The EOC Directors' briefing, by the Operations Section Chief, should include the following critical information:

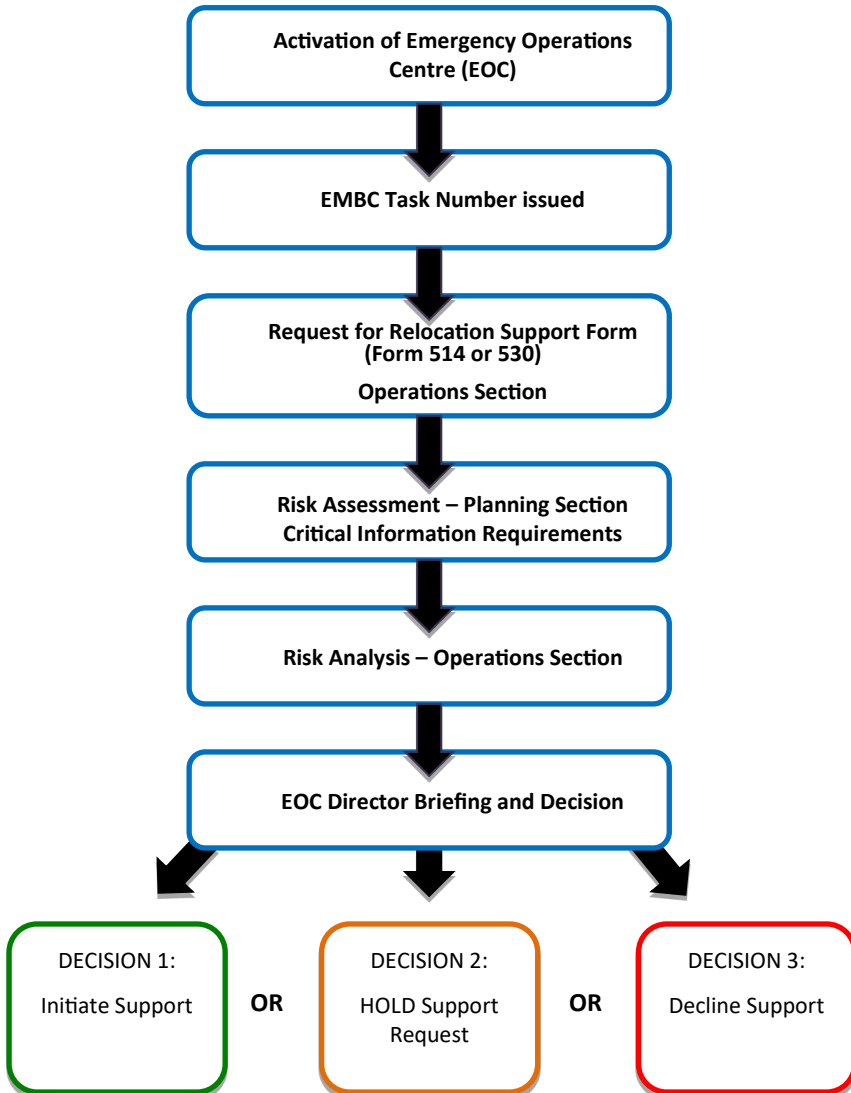
- hazard assessment (including weather and seasonal transportation issues)
- potential impacts to public access or egress
- risk to people and livestock should rescue be required
- tactics (shelter in place or evacuation)
- transport and lodging logistical requirements
- level of preparedness and capacity of farm business to safely undertake operational activities

The above critical information requirements should be contained in the broad geographic assessment of risk conducted with Ministry of Agricultural staff for the area of concern.

LOGISTICS

The use of contract resources to augment the EOC for the coordination and provision of support is eligible under *Financial Assistance for Emergency Response and Recovery Costs Guide (2008)*, Section 2 Assistance for Local Authority Response Costs, Figure 6 – Emergency Operations Center. Additional information can be found on the EMBC website.

EOC OPERATING PROCEDURE FOR EMERGENCY COMMERCIAL LIVESTOCK SUPPORT



SPECIFIC EOC FUNCTIONAL RESPONSIBILITIES FOR EMERGENCY COMMERCIAL LIVESTOCK SUPPORT

Director

- Maintain oversight on the coordination of support to commercial livestock operations.
- Activate a Livestock Operations Unit within the Operations Section, if required.
- Ensure decisions to relocate livestock are documented on *EOC Commercial Livestock Relocation Form 530* if Ministry of Agriculture– *BC Agricultural Livestock Relocation Application Form 514* has not been received from the farm business.

Liaison Officer

- Maintain general situational awareness of operational livestock support activities as they relate to partner and stakeholder plans and requirements.

Public Information Officer

- Initiate or maintain linkages with agency specific public and AGRI business sector information functions.

Emergency Services Coordinator

- Planning Section and Livestock Operations Unit with readiness and policy information on regional AGRI business groups, integrated plans between provincial agencies and federal programs.

Planning Section Chief

- Initiate a broad geographic assessment of risk and capacity related to the farm business, in direct consultation with Ministry of Agriculture and other provincial ministries and federal agencies.

Operations Section Chief

- Receive and assess the application for Livestock Relocation Form 514 or complete the EOC Commercial Livestock Relocation Form 530
- Assess the farm business's current and projected evacuation and support plan.
NOTE: If the farm business *does not* have a current plan or projected evacuation and support plan – refer farm business to Ministry of Agriculture or a contracted resource with subject matter expertise.)
- Assess the broad geographic assessment of risk and capacity related to the farm business, provincial policy eligibility and current hazard situational assessments from hazard specific provincial or federal lead agencies.
- Provide a briefing to the Director to inform potential approval of support.
- Assign an EOC purchase order number to the expenditure, if approved.
- Initiate response support activities deemed necessary to meet EOC operational objectives.
- If sufficient contract or resources are not readily available, initiate a Resource Request process to obtain support from Emergency Management BC Provincial Regional Emergency Operation Center.
- Monitor the progress of livestock support activities for inclusion in EOC situation report.

Logistics Section Chief

- Secure or contract sufficient resources to staff a Livestock Operations Unit within the EOC.
- Secure or contract sufficient resources to support operational livestock movement objectives as identified by Operations Section.

Finance Section Chief

- Ensures service and supply providers are aware of Regional District EOC invoicing requirements as noted in Section 3.
- Include the projected costs related to livestock relocation in the daily financial rollup that is submitted to the PREOC.

SAMPLE INVOICE- COMMERCIAL LIVESTOCK RELOCATION

INVOICE – Commercial livestock Relocation

Squamish-Lillooet Regional District Emergency Operations Centre (EOC)

Supplier Name:	Hummingbird Ranch	Incident: 152881
Mailing Address:	C/O Accounts Receivable	Task: 126803
	PO Box 223	EOC PO #: 12345
Postal Code:	V1K 1C0	Invoice Number: 001-22-2015
Phone Number:	604-967-1111 (office)	Invoice Date: 14 May 2015
Farm Premises ID/ Location of livestock:	12543 Carter Road	Mail completed packages to: PO Box 219 Pemberton, BC V0N 2L0
Name of livestock owner:	Frank and Sandy Oneway	Or Fax: 604-894-6526

Date Service Provided	Service Description	Quantity	Rate	Total
11 May 2015	Transportation – Live milking goats	15 head	Xxx	Xxx
11 May 2015	Transportation – Live llamas	35 head	Xxx	Xxx
	One way trailer load to XYZ Ag Grounds Mileage	63 km	Min 150 km change @ xx/km loaded	xxxxx
GST Number# 583947930583884			GST	Xxxx
			Total	xxxx

Supplier Signature: X

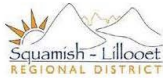
Contact Name: Dave Ranger (please print)	Contact Phone Number: 604-967-1212 (cell)
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Supporting Documentation and Instructions

- attach a copy of livestock manifests (Form 3s) for livestock arriving and departing
- company invoice if applicable
- km and hours to be calculated from haulers starting point and returning to that point
- please submit a separate invoice for each livestock owner
- total value of transportation or services not to exceed established BC Ministry of Agriculture maximum reimbursement rates

All supplier invoices must be in the name of and mailed directly to the office of the Squamish-Lillooet Regional District within 30 days of service being rendered. Incomplete invoices may result in payment delays.

SAMPLE—EOC EDAF FORM



Commercial Livestock Relocation EOC - Expenditure Decision and Authorization Form (EDAF)

Event: Spring Freshet – Lillooet River	EMBC Task #: 126803	PO#: 12345
Date: 5/11/2015	Time: 12:16 PM	
Evacuation Area Status: <input checked="" type="checkbox"/> ALERT <input type="checkbox"/> ORDER <input type="checkbox"/> RESCIND		
Incident Description: (ensure number of livestock relocated is included)		
Rising water on the Lillooet River threatens the life safety of commercial livestock located adjacent to the river. 15 head (live milking goats), 35 llamas (fiber producing) to be transported to Kamloops.		
Approval Rationale: (BCEMS Objective) Ministry of Agri form 514 has been completed and received by EOC Operations and recommends this livestock movement be undertaken, as soon as practical. BCEMS - Life and Safety of livestock, responders and reduction of economic losses.		
Supplier: Hummingbird Ranch		
Contact Number: 604-967-1111		
Amount Requested: \$ 2000.00		Expenditure Authorized "Not to Exceed": \$ 2500.00
Operation Chief Signature – P. George _____ 12:16 PM		Date 5/11/2015
Name		Date
Livestock Owner: Frank and Sandy Oneway _____		
Contact Number: 604-967-1212 _____		
Approved by EOC Director Signature _____ K. Planner _____		
Form 514 (AGRI) _____ K. Planner _____		Date 5/11/2015
Name		Date

AMENDMENTS TO ABOVE		
DATE	Amendment Description	Amendment Approvals
Click here to enter a date.		OPS Sig: DIR Sig:
Click here to enter a date.		OPS Sig: DIR Sig:

SLRD EMERGENCY PROGRAM

Emergency Manager	Cell: 604-698-6442
Emergency Management Analyst	Cell: 604-815-7011

AGRICULTURE INDUSTRY ORGANIZATIONS

Name	Website	Phone
BC Animal Care Council	www.bcfacc.ca	
Alpaca Canada	www.alpacainfo.ca	902-832-6132
BC Association of Cattle Feeders	www.bcacf.ca	
BC Bison Association	www.bcbuffalo.ca	250-785-4183
BC Cattlemen's Association	www.cattlemen.bc.ca	250-573-3611
BC Livestock Co-operative Producers Association	www.bclivestock.bc.ca	250-961-1970
BC Milk Producers Association	https://bcdairy.ca/milk	Toll free in BC. 1-800-242-6455
BC Pork Producers Association	www.bcpork.ca	604-287-4647
BC Broiler Chicken Hatching Egg Producers' Association	www.bcbhec.com	604-850-1854
BC Chicken Growers Association	http://bcchicken.ca	604-859-2868
BC Egg Producers Association	www.bcegg.com	604-556-3348
BC Turkey Growers Associations	www.bcturkey.com	604-534-5644
BC Sheep Federation	www.bcsheepfed.com	250-676-9234
Certified Organic Associations of BC	certifiedorganic.bc.ca	250 260-4429
Horse Council of BC	www.hcbc.ca	Toll free: 1-800-345-8055
BC Agriculture Council	https://www.bcac.bc.ca	Toll free: 1-866-522-3447
BC Llama and Alpaca Association	www.bclaa.com	250 804 2611

SUPPORTING AGENCIES AND ORGANIZATIONS

Agriculture & Agri-Food Canada	www.agr.gc.ca	Toll free: 1-855-773-0241
College of Veterinarians of BC	www.cvbc.ca	
Ministry of Agriculture & Lands	www2.gov.bc.ca	1-888-221-7141
UBC Animal Welfare Program	http://awp.landfood.ubc.ca	604-822-2040
Ownership Identification Inc. (OII)	www.ownershipid.ca	250-314-9686

LIVESTOCK RELOCATION QUESTIONS AND CONSIDERATIONS

Who is responsible for coming up with a livestock evacuation plan for my animals?

You are. The SLRD Emergency Operations Centre (EOC) may be able to help commercial livestock producers during an evacuation with activities such as loading, trucking, and sheltering, but producers are expected to plan in advance for the logistics of moving stock and safeguarding the welfare of animals during a major emergency.

If you are NOT a commercial livestock producer, you also need to have a plan for all the types of animals on your property. Consider how you would transport them off the property and to where you would relocate them, their feed requirements, medical needs and the potential costs associated with relocation.

Do I have to pay for livestock relocation during an emergency?

If you have a hobby farm or your livestock are not your primary source of income, then you do not qualify for livestock relocation assistance under Ministry of Agriculture rules and are responsible for all costs.

If you are a commercial livestock producer who has applied and been approved for Livestock Relocation Assistance, then costs to the approved limit for approved services will be covered. You are responsible for costs over this limit, and for goods and services not listed on the approval documents.

When should I consider livestock relocation?

When there is a threat to animal welfare. This may mean moving livestock to another part of the property, to a mutually agreed nearby property or a safe location outside the area. Livestock Relocation Assistance can only be applied for during emergencies where the SLRD EOC has been activated **and** an evacuation alert or order is in place.

What is a form 514?

The British Columbia Ministry of Agriculture Application for Livestock Relocation Assistance Form 514 provides the details needed to assess the request for assistance. The form is submitted to the SLRD Emergency Operations Centre, or to the Ministry of Agriculture if their EOC has been activated. All required forms are available for download at: www.slrd.bc.ca/services/emergency-management/commercial-livestock

NOTES
