Canadian Food Inspection Agency | Agence canadienne d'inspection des aliments

Aquatic Animal Health Functional Plan

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Aquatic Animal Health Division
Canadian Food Inspection Agency

Canada

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1. About this Document

1.1 Introduction

The Canadian Food Inspection Agency (CFIA or "Agency") is mandated by the Minister of Agriculture and Agri-Food Canada (AAFC) to respond to incursions of Reportable and Immediately Notifiable disease in cultured or wild aquatic animals in Canada. Fisheries and Oceans Canada (DFO) is a partner in this mandate as they provide diagnostic laboratory services and coordination of wild aquatic animal sampling for CFIA.

Outbreaks of the most serious of these diseases could cost Canada's aquatic animal industries billions of dollars in lost production, the loss of international markets through export embargoes, collateral damage, and the costs of control and response activities. Being prepared for aquatic animal health incidents is an important aspect of CFIA's emergency response program. Therefore, all participants in any aquatic animal Emergency Response Team (ERT) should be aware of and carry out their preparedness and contingency planning well in advance of a possible event. This planning may take different forms, from establishing and updating contacts with outside participating agencies to the mobilization of the ERT(s) in a simulation exercise.

To be truly effective, emergency response involves collaboration with other federal, provincial, and territorial departments/agencies, municipalities, stakeholders, international agencies, and the general public.

Appendix A includes a glossary of NAAHP definitions, and should be consulted to ensure the correct interpretation of technical terminology relating to this functional plan.

1.2 Incident Command System in the CFIA

CFIA's emergency response team structures are based on the principles of the Incident Command System (ICS). ICS is the combination of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure and is designed to assist with the overall emergency response. Its objective is to maximize team efficiency and minimize disruption to normal operating policies and procedures and can be described as a "function"-oriented approach to an emergency.

ICS can be used for a wide range of emergencies, both mandated and non-mandated, from small to complex incidents, and is capable of expanding or contracting to meet the dynamic needs of any situation. ICS training is required to ensure that all who may become involved in an incident are familiar with the principles of ICS.

Several federal, provincial/territorial, and industry organizations, including Public Safety Canada (PS), have developed emergency response systems, based on the principles of ICS (e.g. Federal Emergency Response Plan [FERP]).***

1.3 Purpose

The objectives of the Aquatic Animal Health Functional Plan (AAHFP) are to outline the national aquatic animal disease emergency response program and describe the process for all phases of the incident. This includes defining the responsibilities for preparedness for managers and responders, and defining the structure and responsibilities of the various units within the CFIA during an aquatic animal disease incident.

The AAHFP describes the roles and responsibilities among the Field (District), Region, Area, and National levels of CFIA to prepare for and respond to aquatic animal health incidents. Although the AAHFP is based, in principle, on the Agency's *Animal Health Functional Plan* (AHFP), it differs in the perspective that it will primarily focus on the management of emergencies for all diseases, whether exotic or endemic, affecting the aquatic animal species.

The AAHFP also describes the roles and responsibilities of DFO, including the National Aquatic Animal Laboratory System (NAAHLS).

1.4 Applicability and Scope

The AAHFP is intended for CFIA staff members who are responsible for responding to aquatic animal disease incidents. This includes CFIA inspectors, field staff, and managers.

For planning purposes, the AAHFP is a guide. The recommendations may be used and adapted as appropriate. This document is not the sole authority for an aquatic animal disease incident response. It is based on the *CFIA Emergency Response Plan* and part of an integrated emergency planning approach used in the Agency. Therefore, it should be used in conjunction with the appropriate hazard specific plan (HSP), if applicable, as well as other manuals, plans, and procedures.

CFIA staff must carry out contingency planning in their own areas of accountability and must be aware of existing operating procedures.

1.5 Assumptions

Depending on the severity and scope of the incident, as well as the impact on individual sites, Field, Region, Area, and Headquarters Emergency Operations Centres (EOCs) and associated response teams may or may not be activated and may be partially or fully activated, as deemed necessary by the appropriate Emergency Director.

Area authorities maintain operational control and responsibility within their jurisdictions, unless they are superseded by another authority.

Until an incident affecting aquatic animals is linked to a Reportable or Immediately Notifiable disease, the completion of the disease outbreak investigation resides with DFO and/or provincial/territorial authorities.

In this document, the following definitions apply:

- **Cultured Aquatic Animals** – aquatic animals that are spending part or all of their life cycle within a premises (i.e. they are being kept).
- **Wild Aquatic Animal** – aquatic animal living in natural water bodies (e.g. lakes or oceans) or drainage channels (e.g. drains created under the *Drainage Act* (ON)) that are not considered a part of a premises (i.e. they are not being kept).
- **Listed Diseases** – those prescribed by the Minister of Agriculture and Agri-Foods Canada as Reportable under the *Health of Animals* Act. Three categories of listed diseases will be identified under the NAAHP: Reportable, Immediately Notifiable, and Annually Notifiable.

No disease control activities are undertaken for an Annually Notifiable disease. The reporting of isolations of an Annually Notifiable disease by laboratories will be used to support export activities of the Aquatic Animal Health Division (AAHD).

The CFIA will take action when a Reportable disease is found. The response may range from management of a national emergency to a much more localized response, depending upon the disease and circumstances. Where an enzootic disease occurs in an Infected Area and when there is no evidence of range extension, species extension, or unusual presentation of the disease, the response may be limited to ongoing surveillance and monitoring.

All Immediately Notifiable diseases identified under the NAAHP are exotic and should be controlled if found in Canada.

Under the NAAHP, managing of an emergency could take place as follows:

- When the disease outbreak affects cultured aquatic animals only, the CFIA would be responsible for the management of the emergency, including surveillance, monitoring, and disease control.

- When the disease outbreak affects wild aquatic animals only, the initial disease outbreak inspection would be completed by the federal and/or the provincial/ territorial authorities that currently do this work (e.g. DFO).

The CFIA would become involved if there is a suspicion of a Reportable or Immediately Notifiable disease or if a Reportable or Immediately Notifiable disease has been identified.

DFO would be responsible for further sampling of wild aquatic animals, and the CFIA would be responsible for surveillance and monitoring planning and disease control measures.

- When the disease outbreak affects both cultured and wild aquatic animals, the outbreak would be managed by the CFIA with the assistance of DFO. DFO would be responsible for sampling of wild aquatic animals, whereas the CFIA would be responsible for surveillance and monitoring planning and disease control measures.

- Laboratory confirmation of diseases for which control actions may be taken is the responsibility of DFO.

At the time of an outbreak, this document will be considered as policy to be followed by responders.

1.6 Amendments and Revision

The AAHD of the CFIA is the custodian of this document. To ensure the information remains current, the AAHD and related program divisions will review the AAHFP annually or following a major incident. The annual review should be completed by the end of each fiscal year.

1.7 Distribution

A copy of this plan is to be retained within the EOCs at each CFIA response level. This plan is also available on Merlin.

1.8 Activation of this Plan

The CFIA has adopted the government of Canada's definition of an emergency[1]: The *CFIA Emergency Response Plan* is activated in the event of a mandated and a non-mandated emergency. When the appropriate emergency response team (ERT) is in place, the Incident Commander (IC) will decide which plan(s) will be activated for the response.

[1] An emergency is an abnormal situation, which to limit damage to persons, property or the environment, requires prompt action beyond normal procedures.

- In a *mandated emergency*, the CFIA has the lead role in responding to food safety, animal health and plant health emergencies or any other emergency that falls within its mandate.

- In a *non-mandated emergency*, the CFIA provides support to the provinces/territories and other federal departments in responding to natural disasters (e.g. severe storm, tornado. or flood) or other public welfare emergencies.

On an ongoing basis, the CFIA manages issues that involve emergency management principles on a smaller scale.

1.9 Overview of Content

Chapter 1: About this Document

- Provides an overview of the Aquatic Animal Health Functional Plan

Chapter 2: Operational Framework

- Describes how the Agency coordinates aquatic animal health emergencies with its partners in a CFIA-mandated emergency and in a non-mandated emergency involving other federal governmental departments (OGDs) and provincial/territorial requests for assistance requiring a coordinated Government of Canada approach.

Chapter 3: Emergency Preparedness

- Outlines the CFIA process for responding to an aquatic animal health emergency.

Chapter 4: Emergency Management

- Describes the organizational structure of the CFIA in an aquatic animal health emergency, as well as the structure of the emergency response teams and the roles of the members of the teams.

Chapter 5: Response to a Disease Outbreak, Detection, or Suspicion in Cultured Aquatic Animals

- Outlines the suspect, inspection, decision, action, recovery and demobilization phases of disease response to be conducted by the CFIA for cultured aquatic animals.

Chapter 6: Response to a Disease Outbreak, Detection, or Suspicion in Wild Aquatic Animals

- Outlines the disease response to be conducted by the CFIA for disease detections or outbreaks in wild aquatic animals.

  The initial investigation of a wild aquatic animal mortality event will be the responsibility of DFO, EC and/or appropriate provincial/territorial ministry.

  Events with disease detections will be reported to CFIA. CFIA will then conduct the tracing function to identify suspect premises with cultured aquatic animals that require further inspection as per Chapter 5.
- Any disease control activities on wild aquatic animals will be evaluated on a case by case basis by CFIA and the appropriate federal and provincial/territorial partners.

Appendices

- The Appendices contain a glossary of terms and acronyms, descriptions of the Agency's functional emergency plans and legislative authorities, Process flows, Policies and Procedures. It also provides templates for use in an emergency response.

1.10 Authority

Authority for disease response is under the *Health of Animals Act* (http://laws.justice.gc.ca/PDF/Statute/H/H-3.3.pdf) and the *Health of Animals Regulations* (http://laws.justice.gc.ca/en/C.R.C.-C.296/FullText.html).

The definition of "animal" includes aquatic animals.

The reportable diseases are listed in the Reportable Diseases Regulations

CONTROL OF DISEASES AND TOXIC SUBSTANCES
Notification and Samples

Notification by owner, etc.

5. (1) A person who owns or has the possession, care or control of an animal shall notify the nearest veterinary inspector of the presence of a reportable disease or toxic substance, or any fact indicating its presence, in or around the animal, immediately after the person becomes aware of the presence or fact.

Notification by veterinarian, etc.

(2) Immediately after a person who is a veterinarian or who analyses animal specimens suspects that an animal is affected or contaminated by a reportable disease or toxic substance, the person shall so notify a veterinary inspector.

Samples of animals or other things

6. (2) A person who owns or has the possession, care or control of an animal or of any other thing that is capable of being affected or contaminated by a disease or toxic substance shall supply in the prescribed manner such samples from the animal or other thing as the Minister may request.

Notice forbidding entry

7. (1) Where

(*a*) there exists in an area a disease or toxic substance that is capable of affecting animals, and

(*b*) reasonable steps have been taken by the Minister to

(i) bring the existence of the disease or toxic substance to the attention of persons having the possession, care or control of animals in the area, and

(ii) make those persons aware of the requirements of this subsection,

every person in that area who owns or has the possession, care or control of an animal shall affix at the entrance to the building or other enclosed place in which the animal is kept a notice forbidding entry without the person's permission.

Notice forbidding entry without permission

(2) A person who owns or has the possession, care or control of an animal shall affix at the entrance to the building or other enclosed place in which the animal is kept a notice forbidding entry without the permission of an inspector or officer where there exists in the area a disease or toxic substance that is capable of affecting the animal and the inspector or officer requires such a notice to be so affixed.

Prohibition

(3) No person shall knowingly enter a building or other enclosed place in contravention of a notice affixed under this section, unless the person has a right of entry or way into the building or place or any part thereof or an inspector or officer has authorized the entry.

Prohibitions

Concealment

8. No person shall conceal the existence of a reportable disease or toxic substance among animals.

Keeping diseased animals

9. No person shall turn out, keep or graze on any undivided or unenclosed land any animal that the person knows is affected or contaminated by, or has been exposed to, any reportable disease or toxic substance.

Bringing diseased animals to market

10. No person shall, without a licence issued by an inspector or officer, bring into any market, fair or other place any animal that is known by the person to be affected or contaminated by, or has been exposed to, any reportable disease or toxic substance.

Selling or disposing of diseased animals

11. No person shall, without a licence issued by an inspector or officer, sell or offer or expose for sale or otherwise transfer the ownership of

(*a*) any animal or any part of an animal that the person knows is affected or contaminated by, or has been exposed to, any reportable disease or toxic substance, or

(*b*) any animal product or animal by-product that the person knows was obtained from an animal that was affected or contaminated by, or was exposed to, any reportable disease or toxic substance at the time of its death,

whether or not the person is the owner of the animal, animal product or animal by-product.

Throwing carcasses into water

12. No person shall throw or place in any body of water the carcass or any part of an animal that at the time of its death was to the person's knowledge affected or contaminated by, or was exposed to, any disease or toxic substance, or that was destroyed because it was, or was suspected of being, affected or contaminated by a disease or toxic substance.

Digging up carcasses

13. (1) No person shall, without lawful authority or excuse, dig up all or any part of the buried carcass of an animal that died or is suspected of having died as a result of being affected or contaminated by a disease or toxic substance, or that was destroyed because it was, or was suspected of being, affected or contaminated by a disease or toxic substance.

Experimentation and examination

(2) The Minister may

(*a*) reserve for experimentation an animal required to be destroyed under this Act or the carcass of an animal destroyed under this Act; and

(*b*) authorize an inspector or officer to perform a *post mortem* examination of the carcass of an animal that has died or is suspected of having died from a disease or toxic substance and, if the carcass is buried, to dig it up for the purpose of the examination.

INFECTED PLACES AND CONTROL AREAS

Declaration of infected place

22. (1) Where an inspector or officer suspects or determines that a disease or toxic substance exists in a place and is of the opinion that it could spread or that animals or things entering the place could become affected or contaminated by it, the inspector or officer may in writing declare that the place is infected and identify the disease or toxic substance that is believed to exist there, and such a declaration may subsequently be amended by the inspector or officer.

Delivery of declaration

(2) When the declaration is delivered to the occupier or owner of the place to which it relates, the place, together with all contiguous lands, buildings and other places occupied or owned by the occupier or owner, constitutes an infected place.

Further declaration

23. (1) For the purpose of preventing the spread of a disease or toxic substance, an inspector or officer may in writing declare that any land, building or other place, any part of which lies within five kilometres of the limits of a place declared to be infected under section 22, is infected and identify the disease or toxic substance that could spread there.

Delivery of declaration

(2) When the declaration has been delivered to the occupier or owner of any land, building or other place mentioned in subsection (1), the land, building or other place, together with all contiguous lands, buildings and other places occupied or owned by the same occupier or owner, constitutes an infected place.

Where occupier or owner not found

24. Where an inspector or officer cannot, after the exercise of due diligence, find the occupier or owner of any land, building or other place, delivery of a declaration may be effected by posting it on the building or on any building or conspicuous object on the land or at the place.

Animals and things not to be removed from or taken into infected places

25. (1) Subject to any regulations made under paragraph 64(1)(*k*), no person shall, without a licence issued by an inspector or officer, remove from or take into an infected place any animal or thing.

Return

(2) Where an inspector or officer believes on reasonable grounds that any animal or thing has been removed from or taken into an infected place in contravention of subsection (1), the inspector or officer may, whether or not the animal or thing is seized,

(*a*) return it to or remove it from the infected place, or move it to any other place; or

(*b*) require its owner or the person having the possession, care or control of it to return it to or remove it from the infected place, or move it to any other place.

Notice

(3) A requirement under paragraph (2)(*b*) shall be communicated by personal delivery of a notice to the owner or person having the possession, care or control of the animal or thing or by sending the notice to the owner or person, and the notice may specify the period within which and the manner in which the animal or thing is to be returned or removed.

Declaration that a place is no longer infected

26. A place, or any part of a place, that has been constituted to be an infected place by the delivery of a declaration under section 22 or 23 ceases to be an infected place when an inspector or officer declares in writing that the disease or toxic substance described in the declaration

(*a*) does not exist in, or will not spread from, the place or the part of the place; or

(*b*) is not injurious to the health of persons or animals.

Control areas

27. (1) Where the Minister believes that a disease or toxic substance exists in an area, the Minister may declare the area to be a control area, describe the area and identify the disease or toxic substance that is believed to exist there.

Measures

(2) The Minister may take all reasonable measures consistent with public safety to remedy any dangerous condition or mitigate any danger to life, health, property or the environment that results, or may reasonably be expected to result, from the existence of a disease or toxic substance in a control area.

Regulations

(3) The Minister may make regulations for the purposes of controlling or eliminating diseases or toxic substances in a control area and of preventing their spread, including regulations

(*a*) prohibiting or regulating the movement of persons, animals or things, including conveyances, within, into or out of a control area;

(*b*) providing for the establishment of zones within a control area and varying measures of control for each zone; and

(*c*) authorizing the disposal or treatment of animals or other things that are or have been in a control area.

Return

(4) Where an inspector or officer believes on reasonable grounds that any animal or thing has been removed from, moved within or taken into a control area in contravention of a regulation made under subsection (3), the inspector or officer may, whether or not the animal or thing is seized,

(*a*) return it to or remove it from the control area, or move it to any other place; or

(*b*) require its owner or the person having the possession, care or control of it to return it to or remove it from the control area, or move it to any other place.

Notice

(5) A requirement under paragraph (4)(*b*) shall be communicated by personal delivery of a notice to the owner or person having the possession, care or control of the animal or thing, or by sending the notice to the owner or person, and the notice may specify the period within which and the manner in which the animal or thing is to be returned or removed.

Not a statutory instrument

28. For greater certainty, a declaration under section 22, 23, 26 or 27 is not a statutory instrument for the purposes of the *Statutory Instruments Act*, but the Minister shall take such steps as may be practicable in the circumstances to bring any declaration under section 27 to the notice of persons likely to be affected by it.

ADMINISTRATION
Facilities

Operation of services and facilities

29. The Minister may operate, provide or approve any diagnostic, research, laboratory or other services or facilities required for the purposes of this Act or any regulations.

Designation of facilities

30. The Minister may designate areas, offices, laboratories or other facilities inside or outside Canada for a specified purpose or generally for the administration of this Act or the regulations and may at any time amend, cancel or reinstate any such designation.

Inspectors and Officers

Designation

32. (1) The President of the Canadian Food Inspection Agency may designate under section 13 of the *Canadian Food Inspection Agency Act* analysts, inspectors, veterinary inspectors and officers for the purposes of this Act.

Designation

(1.1) The President of the Canada Border Services Agency may designate inspectors under paragraph 9(2)(*b*) of the *Canada Border Services Agency Act* for the purposes of enforcing this Act.

Certificate to be produced

(2) Inspectors, officers and veterinary inspectors shall be given certificates in a form established by the President of the Canadian Food Inspection Agency or the President of the Canada Border Services Agency, as the case may be, attesting to their designation and, on entering any place under this Act, an inspector, officer or veterinary inspector shall show the certificate to the person in charge of the place if the person requests proof of the designation.
1990, c. 21, s. 32; 1997, c. 6, s. 68; 2005, c. 38, s. 117.

Inspectors and officers may exercise Minister's powers

33. An inspector or officer may, subject to any restrictions or limitations specified by the Minister, exercise any of the powers and perform any of the duties or functions of the Minister under this Act, except the powers mentioned in section 27.

Agreements

34. For the purposes of this Act, the Minister may enter into an agreement with any qualified person to perform such duties or functions as the Minister may specify, on such terms and conditions as the Minister may specify.

Impeding analyst, inspector or officer

35. (1) No person shall obstruct or hinder or make any false or misleading statement either orally or in writing to an analyst, inspector or officer who is performing duties or functions under this Act or the regulations.

Assistance to inspectors and officers

(2) The owner or the person in charge of a place entered by an inspector or officer under section 38 and every person found in the place shall

(*a*) give the inspector or officer all reasonable assistance in the owner's or person's power to enable the inspector or officer to perform duties and functions under this Act or the regulations; and

(*b*) furnish the inspector or officer with such information relevant to the administration of this Act or the regulations as the inspector or officer may reasonably require.

Assistance of peace officer

(3) A peace officer shall provide such assistance as an inspector or officer may request for the purpose of enforcing this Act or the regulations.

Power of arrest

36. For the purpose of ensuring compliance with this Act and the regulations, an inspector or officer may exercise the power of arrest conferred on a peace officer under subsection 495(2) of the *Criminal Code* if the requirements of that subsection are complied with and, where the power is exercised, the inspector or officer is entitled to the benefit of subsection 495(3) of that Act.

Seals

Broken seal

37. (1) Where a seal or other identifying device authorized by the regulations has been affixed to a conveyance, container or other thing and the seal or device is broken, altered, tampered with or removed in contravention of the regulations, an inspector or officer may require that the conveyance, container or other thing, or any animal or thing contained in it, be placed in quarantine, disposed of or returned to its place of origin or to such other place as the inspector or officer may direct.

Notice

(2) A requirement under subsection (1) shall be communicated by personal delivery of a notice to the owner or person having the possession, care or control of the conveyance, container or other thing or by sending the notice to the owner or person, and the notice may specify the period within which and the manner in which it is to be quarantined, disposed of or returned.

Inspection

Inspection

38. (1) For the purpose of detecting diseases or toxic substances or ensuring compliance with this Act and the regulations, an inspector or officer may

(*a*) subject to section 39, at any reasonable time, enter and inspect any place, or stop any conveyance, in which the inspector or officer believes on reasonable grounds there is any animal or thing in respect of which this Act or the regulations apply;

(*b*) open any receptacle, baggage, package, cage or other thing that the inspector or officer believes on reasonable grounds contains any animal or thing in respect of which this Act or the regulations apply;

(*c*) require any person to present any animal or thing for inspection in such manner and under such conditions as the inspector considers necessary to carry out the inspection;

(*d*) examine any animal or thing in respect of which this Act or the regulations apply and take samples of it;

(*e*) require any person to produce for inspection or copying, in whole or in part, any record or document that the inspector or officer believes on reasonable grounds contains any information relevant to the administration of this Act or the regulations; and

(*f*) conduct any tests or analyses or take any measurements.

Operation of data processing systems and copying equipment

(2) In carrying out an inspection at any place under this section, an inspector or officer may

(*a*) use or cause to be used any data processing system at the place to examine any data contained in or available to the system;

(*b*) reproduce any record or cause it to be reproduced from the data in the form of a print-out or other intelligible output and take the print-out or other output for examination or copying; and

(*c*) use or cause to be used any copying equipment at the place to make copies of any record or other document.

Warrant required to enter dwelling-place

39. (1) An inspector or officer may not enter a dwelling-place except with the consent of the occupant of the dwelling-place or under the authority of a warrant.

Authority to issue warrant

(2) Where on *ex parte* application a justice is satisfied by information on oath that

(*a*) the conditions for entry described in section 38 exist in relation to a dwelling-place,

(*b*) entry to the dwelling-place is necessary for any purpose relating to the administration of this Act or the regulations, and

(*c*) entry to the dwelling-place has been refused or there are reasonable grounds to believe that entry will be refused, the justice may at any time sign and issue a warrant authorizing the inspector or officer named in the warrant to enter the dwelling-place, subject to any conditions that may be specified in the warrant.

Use of force

(3) The inspector or officer who executes a warrant shall not use force unless the inspector or officer is accompanied by a peace officer and the use of force is specifically authorized in the warrant.

Seizure

40. Where an inspector or officer believes on reasonable grounds that a violation, or an offence under this Act, has been committed, the inspector or officer may seize and detain any animal or thing

(*a*) by means of or in relation to which the inspector or officer believes on reasonable grounds the violation or offence was committed; or

(*b*) that the inspector or officer believes on reasonable grounds will afford evidence in respect of the commission of a violation, or of an offence under this Act.

1990, c. 21, s. 40; 1995, c. 40, s. 55.

Search

Warrant

41. (1) Where on *ex parte* application a justice is satisfied by information on oath that there are reasonable grounds to believe that there is in any place any animal or thing

(*a*) by means of or in relation to which a violation, or an offence under this Act, has been committed or is suspected of having been committed, or

(*b*) that there are reasonable grounds to believe will afford evidence in respect of the commission of a violation, or an offence under this Act,
the justice may at any time sign and issue a warrant authorizing an inspector or officer to enter and search the place for the animal or thing and, subject to any conditions that may be specified in the warrant, to seize and detain it.

Search and seizure powers

(2) The inspector or officer who executes a warrant may exercise the powers described in section 38 and may seize and detain, in addition to any animal or thing mentioned in the warrant, any animal or thing

(*a*) by means of or in relation to which the inspector or officer believes on reasonable grounds a violation, or an offence under this Act, has been committed; or

(*b*) that the inspector or officer believes on reasonable grounds will afford evidence in respect of the commission of a violation, or an offence under this Act.

Execution of search warrant

(3) A warrant shall be executed by day unless the justice authorizes its execution by night.

Where warrant not necessary

(4) An inspector or officer may exercise any of the powers mentioned in subsections (1) and (2) without a warrant if the conditions for obtaining a warrant exist but, by reason of exigent circumstances, it would not be practical to obtain a warrant.
1990, c. 21, s. 41; 1995, c. 40, s. 56.

Disposition of Animals and Things Seized

Notice of reason for seizure

42. An inspector or officer who seizes and detains an animal or thing under this Act shall, as soon as is practicable, advise its owner or the person having the possession, care or control of it at the time of its seizure of the reason for the seizure.

Storage and removal

43. (1) An inspector or officer who seizes and detains an animal or thing under this Act, or any person designated by the inspector or officer, may

(*a*) store it at the place where it was seized or remove it to any other place for storage; or

(*b*) require its owner or the person having the possession, care or control of it at the time of the seizure to remove it to any other place and to store it.

Notice

(2) A requirement under paragraph (1)(*b*) shall be communicated by personal delivery of a notice to the owner or person having the possession, care or control of the thing or by sending a notice to the owner or person, and the notice may specify the period within which and the manner in which the animal or thing is to be removed and stored.

Proceeds

(3) An inspector or officer who seizes and detains an animal or a perishable thing under this Act may dispose of it and any proceeds realized from its disposition shall be paid to the Receiver General.

Interference with seized animals or things

44. Except as authorized in writing by an inspector or officer, no person shall remove, alter or interfere in any way with an animal or thing seized and detained under this Act.

Detention

45. (1) An animal or thing seized and detained under this Act, or any proceeds realized from its disposition, shall not be detained after

(*a*) a determination by an inspector or officer that the animal or thing is in conformity with the provisions of this Act and the regulations, or

(*b*) the expiration of one hundred and eighty days after the day of seizure, or such longer period as may be prescribed,

unless before that time proceedings are instituted in relation to the animal or thing, in which case it, or the proceeds from its disposition, may be detained until the proceedings are finally concluded.

Application for return

(2) Where proceedings are instituted in accordance with subsection (1) in respect of the animal or thing and it has not been disposed of or forfeited under this Act, the owner of the animal or thing or the person having the possession, care or control of it at the time of its seizure may apply

(*a*) in the case of a violation, to the Tribunal, or

(*b*) in the case of an offence, to the court before which the proceedings are being held, for an order that it be returned.

Order

(3) The Tribunal or court, as the case may be, may order that the animal or thing be returned to the applicant, subject to such conditions as the Tribunal or court may impose to ensure that it is preserved for any purpose for which it may subsequently be required, where the Tribunal or court is satisfied that sufficient evidence exists or may reasonably be obtained without detaining the animal or thing and that it is not, or is not suspected of being, affected or contaminated by a disease or toxic substance.

1990, c. 21, s. 45; 1995, c. 40, s. 57.

Forfeiture

46. (1) Where the Tribunal decides that a person has committed a violation, or a person is convicted of an offence under this Act, the Tribunal or the convicting court, as the case may be, may, on its own motion or at the request of any party to the proceedings, in addition to any penalty or punishment imposed, order that any animal or thing by means of or in relation to which the violation or offence was committed, or any proceeds realized from its disposition, be forfeited to Her Majesty in right of Canada.

Forfeiture without conviction

(2) Where the owner of an animal or thing seized and detained under this Act consents to its forfeiture, it is thereupon forfeited to Her Majesty in right of Canada and shall be disposed of as the Minister may direct.

1990, c. 21, s. 46; 1995, c. 40, s. 58.

Disposal of forfeited animals and things

47. (1) Where proceedings mentioned in subsection 45(1) are instituted within the time provided in that subsection and, at the final conclusion of those proceedings, the Tribunal, in the case of a violation, or the court, in the case of an offence, orders the forfeiture of an animal or thing that was seized and detained, it shall be disposed of as the Minister may direct.

Return of seized animals and things where no forfeiture ordered

(2) Where the Tribunal or court, as the case may be, does not order the forfeiture of an animal or thing, it or any proceeds realized from its disposition shall be returned to the owner of the animal or thing or the person having the possession, care or control of it at the time of its seizure.

Exception

(3) Where the Tribunal decides that the owner of an animal or thing or the person having the possession, care or control of it at the time of its seizure has committed a violation, or the owner of an animal or thing or the person having the possession, care or control of it at the time of its seizure is convicted of an offence under this Act, and a penalty or fine, as the case may be, is imposed,

(*a*) the animal or thing may be detained until the penalty or fine is paid;
(*b*) the animal or thing may be sold under execution in satisfaction of the penalty or fine; or
(*c*) any proceeds realized from its disposition under paragraph (*b*) or section 43 may be applied in payment of the penalty or fine.
1990, c. 21, s. 47; 1995, c. 40, s. 59.

DISPOSAL AND TREATMENT

Disposal of affected or contaminated animals and things

48. (1) The Minister may dispose of an animal or thing, or require its owner or any person having the possession, care or control of it to dispose of it, where the animal or thing

(*a*) is, or is suspected of being, affected or contaminated by a disease or toxic substance;
(*b*) has been in contact with or in close proximity to another animal or thing that was, or is suspected of having been, affected or contaminated by a disease or toxic substance at the time of contact or close proximity; or
(*c*) is, or is suspected of being, a vector, the causative agent of a disease or a toxic substance.

Treatment

(2) The Minister may treat any animal or thing described in subsection (1), or require its owner or the person having the possession, care or control of it to treat it or to have it treated, where the Minister considers that the treatment will be effective in eliminating or preventing the spread of the disease or toxic substance.

Notice

(3) A requirement under this section shall be communicated by personal delivery of a notice to the owner or person having the possession, care or control of the thing or by sending a notice to the owner or person, and the notice may specify the period within which and the manner in which the requirement is to be met.

SAMPLES

Disposition of samples

49. A sample taken under this Act or the regulations may be disposed of in such manner as the Minister considers appropriate.

LIMITATION ON LIABILITY

Her Majesty not liable

50. Where a person must, by or under this Act or the regulations, do anything, including provide and maintain any area, office, laboratory or other facility under section 31, or permit an inspector or officer to do anything, Her Majesty is not liable

(*a*) for any costs, loss or damage resulting from the compliance; or
(*b*) to pay any fee, rent or other charge for what is done, provided, maintained or permitted.

COMPENSATION

Compensation to owners of animals

51. (1) The Minister may order compensation to be paid from the Consolidated Revenue Fund to the owner of an animal that is

(*a*) destroyed under this Act or is required by an inspector or officer to be destroyed under this Act and dies after the requirement is imposed but before being destroyed;
(*b*) injured in the course of being tested, treated or identified under this Act by an inspector or officer and dies, or is required to be destroyed, as a result of the injury; or
(*c*) reserved for experimentation under paragraph 13(2)(*a*).

Amount of compensation

(2) Subject to subsections (3) and (4), the amount of compensation shall be

(*a*) the market value, as determined by the Minister, that the animal would have had at the time of its evaluation by the Minister if it had not been required to be destroyed minus
(*b*) the value of its carcass, as determined by the Minister.

Maximum value

(3) The value mentioned in paragraph (2)(*a*) shall not exceed any maximum amount established with respect to the animal by or under the regulations.

Additional compensation

(4) In addition to the amount calculated under subsection (2), compensation may include such costs related to the disposal of the animal as are permitted by the regulations.
1990, c. 21, s. 51; 1997, c. 6, s. 69.

Compensation to owners of things

52. The Minister may order compensation to be paid from the Consolidated Revenue Fund to the owner of a thing that is destroyed under this Act and the amount of compensation shall be the market value, as determined by the Minister, that the thing would have had at the time of its evaluation if it had not been required to be destroyed, up to a prescribed amount, less any amount received in respect of it.
1990, c. 21, s. 52; 1997, c. 6, s. 70.

Compensation for costs of treatment

53. The Minister may order compensation to be paid from the Consolidated Revenue Fund to a person for costs incurred with respect to treatment required under subsection 48(2) and the amount of compensation shall be the costs reasonably incurred by the person, as determined by the Minister.
1990, c. 21, s. 53; 1997, c. 6, s. 70.

Compensation withheld

54. (1) Compensation may be withheld in whole or in part where, in the opinion of the Minister,

(*a*) the owner of, or the person having the possession, care or control of, the animal or thing in respect of which compensation is claimed has committed a violation, or an offence under this Act, by means of or in relation to that thing;

(*b*) the animal or thing, at the time it was imported into Canada, was affected or contaminated by a disease or toxic substance; or

(*c*) the animal or thing was a vector, the causative agent of a disease or a toxic substance.

Compensation forfeited

(2) A person who contravenes section 16 or a regulation made under section 14 or 16, or who breaks, alters, tampers with or removes a seal or other identifying device in contravention of the regulations, forfeits any claim to compensation in respect of an animal or thing by means of or in relation to which the contravention occurred.
1990, c. 21, s. 54; 1995, c. 40, s. 60.

Appeal

56. (1) A person who claims compensation and is dissatisfied with the Minister's disposition of the claim may bring an appeal to the Assessor, but the only grounds of appeal are that the failure to award compensation was unreasonable or that the amount awarded was unreasonable.

Time limit for bringing appeal

(2) An appeal shall be brought within three months after the claimant receives notification of the Minister's disposition of the claim, or within such longer period as the Assessor may in any case for special reasons allow.

Powers of Assessor

57. (1) On hearing an appeal, the Assessor may confirm or vary the Minister's disposition of the claim or refer the matter back to the Minister for such further action as the Assessor may direct.

Costs

(2) Costs may be awarded to or against the Minister in an appeal.

Decisions final

(3) The decision of the Assessor on an appeal is final and conclusive and not subject to appeal to or review by any court.

Sittings and hearings

58. (1) The Assessor may sit and hear appeals at any place or places and shall arrange for sittings and hearings as may be required.

Travel allowances

(2) The Assessor is entitled to be paid such travel allowances as are payable for the attendances of a judge of the Federal Court under the *Judges Act*.

Procedure

59. (1) Subject to the approval of the Governor in Council, the Assessor may make rules respecting the conduct of appeals and the procedure for the bringing of appeals.

Transitional

(2) Subject to any rules made under subsection (1), all rules respecting the conduct of appeals and the procedure for bringing appeals to the Assessor made under section 18 of the *Pesticide Residue Compensation Act* that are in force at the time this section comes into force shall, to the extent that they are not inconsistent with sections 56 to 58, apply in respect of appeals brought under section 56.

Registrar

(3) The functions of the registrar of appeals and any other person necessary to carry out the purposes of sections 56 to 58 shall be carried out by the persons who carry out similar functions under Part II of the *Pesticide Residue Compensation Act*.
1990, c. 21, s. 59; 2001, c. 4, s. 173(F).

FEES, CHARGES AND COSTS

Fees, charges and costs for inspections, etc.

60. (1) Her Majesty, and any person who has entered into an agreement with the Minister under section 34, may recover from any person referred to in subsection (2) any prescribed fees or charges and any costs incurred by Her Majesty or the other person, as the case may be, in relation to anything required or authorized under this Act or the regulations, including, without restricting the generality of the foregoing,

(*a*) the inspection, treatment, segregation, quarantine, testing or analysis of a place, animal or thing, as the case may be, or the identification, storage, removal, disposal or return of an animal or thing, required or authorized under this Act or the regulations; and

(*b*) the forfeiture, disposal, seizure or detention of an animal or thing under this Act or the regulations.

Persons liable

(2) The fees, charges and costs are recoverable jointly and severally from the owner or occupier of the place or the owner of the animal or thing and from the person having the possession, care or control of it immediately before its inspection, treatment, segregation, detention, forfeiture, quarantine, testing, analysis, identification, storage, removal, return or disposal or, in the case of an animal or thing seized under this Act, immediately before its seizure.

Fees, charges and costs related to control areas

61. (1) Her Majesty may recover from any person mentioned in subsection (2) any prescribed fees or charges and any costs incurred by Her Majesty in relation to taking any measures under section 27 in respect of a control area.

Persons liable

(2) The fees, charges and costs are recoverable from any persons who through their fault or negligence, or that of others for whom in law they are responsible, caused or contributed to the causation of the existence or spread of the disease or toxic substance in respect of which the control area was declared.

Fees, charges, and costs for requested services

62. Her Majesty may recover from any person who requests a service or the issue, renewal or amendment of a licence, permit, approval, certificate or other document under this Act or the regulations any prescribed fee or charge and any costs incurred by Her Majesty in relation to rendering the service or issuing, renewing or amending the document.

Unpaid fees, charges or costs

63. Any fees, charges or costs that are recoverable by Her Majesty under this Act or the regulations may be recovered as a debt due to Her Majesty.
1990, c. 21, s. 63; 1993, c. 34, s. 75.

OFFENCES AND PUNISHMENT

General offence

65. (1) Every person who contravenes any provision of this Act, other than section 15, or the regulations or who refuses or neglects to perform any duty imposed by or under the Act or the regulations is guilty of

(*a*) an offence punishable on summary conviction and liable to a fine not exceeding fifty thousand dollars or to imprisonment for a term not exceeding six months, or to both; or

(*b*) an indictable offence and liable to a fine not exceeding two hundred and fifty thousand dollars or to imprisonment for a term not exceeding two years, or to both.

Failure to comply with notices

66. Every person who fails to comply with a notice delivered to the person under section 18, 25, 27, 37, 43 or 48 or the regulations is guilty of

(*a*) an offence punishable on summary conviction and liable to a fine not exceeding fifty thousand dollars or to imprisonment for a term not exceeding six months, or to both; or

(*b*) an indictable offence and liable to a fine not exceeding two hundred and fifty thousand dollars or to imprisonment for a term not exceeding two years, or to both. 1990, c. 21, s. 66; 1995, c. 40, s. 62.

Limitation period

68. (1) Proceedings by way of summary conviction in respect of an offence under this Act may be instituted at any time within, but not later than, two years after the time when the Minister became aware of the subject-matter of the proceedings.

Minister's certificate

(2) A document purporting to have been issued by the Minister, certifying the day on which the Minister became aware of the subject-matter of any proceedings, is admissible in evidence without proof of the signature or official character of the person appearing to have signed the document and, in the absence of any evidence to the contrary, is proof of the matter asserted in it.

Ticket offences

69. The Governor in Council may make regulations designating the contravention of any provision of this Act or the regulations as an offence with respect to which, notwithstanding the provisions of the *Criminal Code*,

(*a*) an inspector or officer may lay an information and issue and serve a summons by completing a ticket in the prescribed form, affixing the inspector's or officer's signature thereto and delivering the ticket to the person alleged to have committed the offence specified therein at the time the offence is alleged to have been committed, or

(*b*) the summons may be served on an accused by mailing the summons to the accused at the accused's latest known address,

and any regulations made under this section shall establish a procedure for voluntarily entering a plea of guilty and paying a fine in respect of each offence to which the regulations relate and shall prescribe the amount of the fine to be paid in respect of each offence.

Recovery of fines

70. Where a person is convicted of an offence under this Act and a fine that is imposed as punishment is not paid when required, the prosecutor may, by filing the conviction, enter as a judgment the amount of the fine and costs, if any, in the superior court of the province in which the trial was held, and the judgment is enforceable against the convicted person in the same manner as if it were a judgment obtained by Her Majesty in right of Canada against the person in that court in civil proceedings.

Officers, etc., of corporations

71. Where a corporation commits an offence under this Act, any officer, director or agent of the corporation who directed, authorized, assented to or acquiesced or participated in the commission of the offence is a party to and guilty of the offence and is liable on conviction to the punishment provided for the offence, whether or not the corporation has been prosecuted or convicted.

Offences by employees or agents

72. In any prosecution for an offence under this Act, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that

(*a*) the offence was committed without the knowledge or consent of the accused; and

(*b*) the accused exercised all due diligence to prevent the commission of the offence.

Place of trial

73. A prosecution for an offence under this Act may be instituted, heard and determined in the place where

(*a*) the offence was committed or the subject-matter of the prosecution arose;

(*b*) the accused was apprehended; or

(*c*) the accused happens to be, or is carrying on business.

EVIDENCE

Certificates and reports

74. (1) In any proceedings for a violation, or for an offence under this Act, a declaration, certificate, report or other document of the Minister or an analyst, inspector or officer, purporting to have been signed by the Minister or the analyst, inspector or officer, is admissible in evidence without proof of the signature or official character of the person appearing to have signed it and, in the absence of evidence to the contrary, is proof of the matters asserted in it.

Copies of documents

(2) In any proceedings for a violation, or for an offence under this Act, a copy of or an extract from any record or other document that is made by the Minister or an analyst, inspector or officer under this Act or the regulations and that appears to have been certified under the signature of the Minister or the analyst, inspector or officer as a true copy or extract is admissible in evidence without proof of the signature or official character of the person appearing to have signed it and, in the absence of evidence to the contrary, has the same probative force as the original would have if it were proved in the ordinary way.

Presumed date of issue

(3) Any document referred to in subsection (1) or (2) shall, in the absence of evidence to the contrary, be deemed to have been issued on the date that it bears.

Notice

(4) No declaration, certificate, report, copy, extract or other document referred to in this section shall be received in evidence unless the party intending to produce it has, before the trial, served on the party against whom it is intended to be produced reasonable notice of that intention, together with a duplicate of the declaration, certificate, report, copy or extract.

1990, c. 21, s. 74; 1995, c. 40, s. 63.

Health of Animals Regulations
(http://laws.justice.gc.ca/en/C.R.C.-C.296/FullText.html)

PART I
SEGREGATION AND INSPECTION OF ANIMALS
[SOR/79-839, s. 2]

Segregation and Confinement

3. (1) Where an animal

(*a*) is affected or suspected of being affected with a communicable disease,

(*b*) has been in contact with an animal so affected or suspected of being so affected,

(*c*) is in an eradication area, or

(*d*) is imported or tendered for import into Canada,

an inspector may order the person having the possession, care or custody of the animal to keep separate the animal in a place and manner suitable for inspection and testing within the period of time specified by the inspector.

(2) Every person who receives an order referred to in subsection (1) shall comply with the order.

SOR/78-69, s. 2(F); SOR/79-839, s. 3.

Inspection

4. An inspector may inspect any animal in Canada that

(*a*) is affected or suspected of being affected with a communicable disease;

(*b*) has been in contact with an animal so affected or suspected of being so affected;

(*c*) is in an eradication area; or

(*d*) is imported or tendered for import into Canada.

SOR/78-69, s. 4(F); SOR/79-839, s. 4.

5. (1) Where an animal is affected or suspected of being affected with a communicable disease or has been in contact with an animal so affected or suspected of being so affected, a veterinary inspector may order the person having the possession, care or custody of the animal,

(*a*) to quarantine, keep separate or treat the animal,

(*b*) to destroy the animal, or

(*c*) to destroy the animal and dispose of its carcass

in such a manner, at such a place or places, under such conditions and within such period of time as are necessary to prevent the spread of the communicable disease, which manner, place or places, conditions and time shall be specified in the order.

(2) Every person who receives an order referred to in subsection (1) shall comply with the order.

(3) Where an order referred to in subsection (1) requiring an animal to be destroyed or destroyed and disposed of is not complied with within the time specified therein, a veterinary inspector may have the animal

(*a*) removed to and destroyed at an establishment registered under the *Meat Inspection Act*; or

(*b*) destroyed at a time and place determined by him, and have its carcass disposed of as determined by him.

SOR/79-839, s. 4; SOR/81-348, s. 1.

6. Where an inspector finds or suspects that

(*a*) a thing is a disease agent,

(*b*) an animal or thing is affected by or contaminated with a communicable disease, or

(*c*) any record or document required by or under the Act and these Regulations to prevent the spread of any disease within Canada, or to any other country from Canada, by an animal or thing is not produced for inspection by an inspector, the inspector may order the person who owns or has possession, care or control of the animal or thing, to quarantine the animal or thing, and the provisions of section 91.4 apply.
SOR/97-85, s. 2.

PART IX
ERADICATION OF DISEASES

General

78.26 Where, under this Part, a permit, certificate or other document is required for the removal or transportation of an animal, the person having the care or custody of the animal shall, when requested to do so by an inspector or peace officer appointed under the Act, produce the permit, certificate or other document.
SOR/78-205, s. 4; SOR/78-597, s. 8.
78.27 Where, in the opinion of the Minister, an animal is moved into an area or region in violation of this Part, the Minister may order that the animal be forthwith taken back to the area or region from which it was moved or to an area or region of equal or lesser health status.
SOR/78-205, s. 4.

Serious Outbreaks of Communicable Diseases

80. (1) Subject to subsection (3), where the Minister has declared a control area pursuant to subsection 27(1) of the Act, the Minister may designate the animals or things likely to be infected or contaminated by the disease and, from the time the Minister makes the designation, no person shall, without the permission of an inspector or such other person as the Minister may designate, move

(*a*) any designated animal or thing

(i) into the designated area,

(ii) out of the designated area, or

(iii) from a place in the designated area except to a contiguous place in the designated area occupied by the same person; or

(*b*) any flesh, hides, hoofs, horns or other parts of animals designated in the order, or, in the case of poultry, the eggs thereof, or any hay, straw, fodder, cereal grain or other things used for feeding or caring for such animals

(i) out of the designated area, or

(ii) from a place in the designated area except to a contiguous place in the designated area occupied by the same person.

(2) Any permission to move an animal or any other thing referred to in subsection (1) given by an inspector or such other person designated by the Minister may be general or particular.
(3) Subsection (1) does not apply in respect of the movement out of the designated area of anything that is in an elevator, as defined in the *Canadian Wheat Board Act*, on the date the Minister's order comes into force.
SOR/97-85, s. 58.

PART X
GENERAL PROVISIONS
Notices

91.1 The Minister may give notice to any person, by any means of communication, of the appearance of any disease among animals.
SOR/79-839, s. 27.
91.2 (1) Every laboratory that diagnoses or suspects the appearance in an animal or thing of a disease set out in Schedule VII shall notify the Minister immediately of the diagnosis or suspicion.

(2) Along with that notification, the laboratory shall include

(*a*) the name, address and telephone number of the person who owns or has the possession, care or control of the animal or thing;

(*b*) the location of the animal or thing; and

(*c*) all other information that the laboratory has in relation to the animal or thing.

(3) Every laboratory that diagnoses or suspects the appearance in an animal or thing of a disease set out in Schedule VIII shall notify the Minister of the diagnosis or suspicion immediately after the end of the calendar year in which the appearance of the disease is diagnosed or suspected.
SOR/2003-155, s. 1.

Records

91.3 Every person required to keep a record under these Regulations shall, unless it is otherwise stated,

(*a*) keep the record for a period of two years from the date the requirement arose;

(*b*) on request by an inspector, during the period for which the record is to be retained under these Regulations, provide the inspector with the record for the purpose of examining it, taking extracts from it or making copies of it; and

(*c*) on receipt of a written request by an inspector, provide the inspector, in a form approved by the Minister, with the information contained in the record.
SOR/82-590, s. 4; SOR/2006-147, s. 18.

Quarantine

91.4 (1) Where an inspector orders a quarantine of a disease agent, animal or thing, the notice of quarantine shall be communicated by personal delivery to the person who owns or has possession, care or control of the disease agent, animal or thing and the notice may specify the manner, condition, place or places and time of quarantine, necessary to prevent the spread of the communicable disease.
(2) In respect of a disease agent, animal or thing quarantined pursuant to these Regulations, no person shall do or permit to be done any of the following actions, without the authorization of an inspector:

(*a*) remove the disease agent, animal or thing from the place of quarantine;

(*b*) allow the disease agent, animal or thing to come into contact with an animal that is not quarantined under the same quarantine order;

(*c*) destroy the disease agent, animal or thing; or

(*d*) treat or test the disease agent, animal or thing for a communicable disease.

(3) Every person who owns or has the possession, care or control of an animal quarantined pursuant to these Regulations shall immediately notify a veterinary inspector of any quarantined animal that appears sick.

(4) In respect of a disease agent or thing quarantined pursuant to these Regulations, no person shall do or permit to be done any of the following actions, without the authorization of an inspector:

(*a*) move the disease agent or thing;

(*b*) alter the appearance of the disease agent or thing;

(*c*) remove any tag, sign or other notice that the disease agent or thing is under quarantine; or

(*d*) open any container or remove any wrapping or cover around the disease agent or thing.

(5) No person shall transport or cause to be transported a disease agent, animal or thing quarantined pursuant to these Regulations unless

(*a*) a licence for its transportation has been issued by an inspector;

(*b*) a copy of the licence issued pursuant to paragraph (*a*) has been provided to the person in charge of the conveyance transporting the disease agent, animal or thing; and

(*c*) the disease agent, animal or thing is transported directly to the location stated in the licence.

(6) Every person who receives a notice referred to in subsection (1) shall comply with the notice.

SOR/97-85, s. 62.

Seals

102. An inspector may affix seals or other devices to a conveyance, container or other thing, for the purposes of the Act and these Regulations.

SOR/97-85, s. 65.

103. No person shall, without the authorization of an inspector, break, alter, tamper with, or remove any seal or other device affixed to a conveyance, container or other thing pursuant to section 102.

SOR/97-85, s. 65.

Disinfection

104. (1) When a veterinary inspector finds or suspects that an animal is affected with or died from a communicable disease he may

(*a*) order

(i) the owner or occupier of any outhouse, stable, yard or other place affected or suspected of being affected with a communicable disease, or

(ii) the owner or operator of any aircraft, railway car, vehicle or vessel affected or suspected of being affected with a communicable disease,

to clean and disinfect such outhouse, stable, yard or other place or such aircraft, railway car, vehicle or vessel; or

(*b*) order any person entering or leaving any outhouse, stable, yard or other place affected or suspected of being affected with a communicable disease to clean and disinfect any footwear, clothing or other thing worn or carried by him.

(2) Where an animal is required to be destroyed pursuant to section 37 or 48 of the Act, every person in charge of a conveyance in which the animal is thereafter carried shall, immediately after the animal is unloaded from the conveyance, clean and disinfect the conveyance under the supervision of an inspector, at the nearest place where facilities for that purpose are available.

SOR/92-585, s. 2.

108. Every place or thing required to be cleaned and disinfected pursuant to sections 104 to 106 shall be cleaned and disinfected

(*a*) where applicable, by removing all animal matter, manure, litter and refuse therefrom; and

(*b*) by applying a disinfectant under the supervision or to the satisfaction of an inspector.

Disposal of Diseased Carcasses

114. A veterinary inspector may order a person who owns or has the possession, care or control of an animal that dies of, or is suspected of having died of, a communicable disease or that is destroyed pursuant to section 37 or 48 of the Act to dispose of the carcass in any manner that the veterinary inspector may specify.
SOR/92-585, s. 2; SOR/95-475, s. 4(E).

PART XII
TRANSPORTATION OF ANIMALS

Application

136. This Part applies to the transportation of animals entering or leaving Canada or within Canada.

Animals Subject to Inspection

137. Every animal transported by railway car, motor vehicle, aircraft or vessel shall be subject to inspection at all times by an inspector.

Sick, Pregnant and Unfit Animals

138. (1) No air carrier or sea carrier shall take on board for exportation out of Canada an animal affected with or suffering from a communicable disease.

(2) Subject to subsection (3), no person shall load or cause to be loaded on any railway car, motor vehicle, aircraft or vessel and no one shall transport or cause to be transported an animal

(*a*) that by reason of infirmity, illness, injury, fatigue or any other cause cannot be transported without undue suffering during the expected journey;

(*b*) that has not been fed and watered within five hours before being loaded, if the expected duration of the animal's confinement is longer than 24 hours from the time of loading; or

(*c*) if it is probable that the animal will give birth during the journey.

(2.1) For the purpose of paragraph (2)(*a*), a non-ambulatory animal is an animal that cannot be transported without undue suffering during the expected journey.
(2.2) Despite paragraph (2)(*a*), a non-ambulatory animal may be transported for veterinary treatment or diagnosis on the advice of a veterinarian.
(4) No railway company or motor carrier shall continue to transport an animal that is injured or becomes ill or otherwise unfit for transport during a journey beyond the nearest suitable place at which it can receive proper care and attention.
SOR/97-85, s. 76; SOR/2005-181, s. 2.

Loading and Unloading Equipment

139. (1) No person shall beat an animal being loaded or unloaded in a way likely to cause injury or undue suffering to it.

(2) No person shall load or unload, or cause to be loaded or unloaded, an animal in a way likely to cause injury or undue suffering to it.

(3) Every ramp, gangway, chute, box or other apparatus used by a carrier in loading or unloading animals shall be so maintained and used as not to cause injury or undue suffering to animals and where livestock is loaded or unloaded by a ramp, gangway, chute or other apparatus, the slope shall not be greater than 45 degrees.

(4) Every ramp and gangway used by a carrier in loading or unloading animals shall have sides of sufficient strength and height to prevent animals from falling off the ramp or gangway.

(5) Every ramp used by a carrier in loading or unloading animals shall be so placed that no unprotected gap exists between the ramp or either side thereof and the railway car, motor vehicle, vessel or aircraft.

(6) Subject to subsection (7), every motor vehicle and aircraft in which livestock is transported shall be provided by the carrier with a loading gate or chute that is

(*a*) fitted with safe and secure footholds; and

(*b*) suitable for the loading and unloading of livestock.

(7) Subsection (6) does not apply to an aircraft equipped for the loading of livestock in containers.

SOR/97-85, s. 77.

Prohibition of Overcrowding

140. (1) No person shall load or cause to be loaded any animal in any railway car, motor vehicle, aircraft, vessel, crate or container if, by so loading, that railway car, motor vehicle, aircraft, vessel, crate or container is crowded to such an extent as to be likely to cause injury or undue suffering to any animal therein.

(2) No person shall transport or cause to be transported any animal in any railway car, motor vehicle, aircraft, vessel, crate or container that is crowded to such an extent as to be likely to cause injury or undue suffering to any animal therein.

SOR/82-590, s. 11; SOR/97-85, s. 78.

Segregation

141. (1) Subject to this section, no person shall load on any railway car, motor vehicle, aircraft or vessel and no carrier shall transport animals of different species or of substantially different weight or age unless those animals are segregated.

(4) Animals of the same species that are incompatible by nature shall be segregated during transport.

SOR/80-428, s. 12.

Protection of Animals from Injury or Sickness

143. (1) No person shall transport or cause to be transported any animal in a railway car, motor vehicle, aircraft, vessel, crate or container if injury or undue suffering is likely to be caused to the animal by reason of

(*a*) inadequate construction of the railway car, motor vehicle, aircraft, vessel, container or any part thereof;

(*b*) insecure fittings, the presence of bolt-heads, angles or other projections;

(*c*) the fittings or other parts of the railway car, motor vehicle, aircraft, vessel or container being inadequately padded, fenced off or otherwise obstructed;

(*d*) undue exposure to the weather; or

(*e*) inadequate ventilation.

SOR/97-85, s. 80.

Containers

144. (1) No person shall load or transport or cause to be loaded or transported a container used in the transportation of animals unless the container is constructed and maintained so that

(*a*) animals therein may, where required, be fed and watered without being removed therefrom;

(*b*) animals therein may be readily inspected; and

(*c*) the escape of any liquid or solid waste therefrom is prevented.

(2) Subject to subsection (4), no person shall load or transport or cause to be loaded or transported a container used in the transportation of animals unless the container is equipped with a sign or symbol indicating

(*a*) the presence of live animals therein; and

(*b*) the upright position of the container.

(3) Every container used in the transportation of animals shall be so secured to the railway car, motor vehicle, aircraft or vessel in which it is carried as to prevent it from being displaced during transportation.

(4) Subsection (2) does not apply to a container if all animals therein are readily visible from outside.

SOR/97-85, s. 81.

Protective Facilities

145. Every carrier shall, at every place where animals are loaded or unloaded for food, water and rest, maintain or have access to facilities at which such animals may be fed, watered and cared for and that provide protection from extremes of weather.

Ventilation of Aircraft

146. Every air carrier shall provide every aircraft cabin in which animals are transported with means of ventilation that will provide a change of air not less than once every five minutes when the aircraft is on the ground and not less than once every four minutes when the aircraft is in flight.

Ventilation of Vessel

147. Every sea carrier shall provide separate ventilation for each enclosed compartment in which animals are transported and, in addition to any ventilation obtained by means of the hatchways, shall, for each such compartment, provide mechanical means of ventilation of sufficient capacity to change the air entirely once every five minutes, except in the case of a compartment on the main or superstructure deck where natural ventilation may be used.

Food and Water for Animals in Transit

148. (6) Every sea carrier shall

(*a*) provide a sufficient amount of suitable food and water for animals carried on a vessel, having regard to the expected duration of the voyage;

(*b*) provide, in addition to the requirements of paragraph (*a*), two days supply of food and water for each estimated eight days of the voyage;

(*c*) store such food and water in a sanitary manner and in a place not unduly exposed to the weather; and

(*d*) provide sufficient water pipes and taps on the vessel for watering the animals.

(7) Subsection (1) does not apply to animals if

(*a*) the railway car, motor vehicle, aircraft or vessel is suitably equipped to feed, water and rest the animals; and

(*b*) the animals are fed, watered and rested at intervals of not more than 48 hours in the case of ruminants and not more than 36 hours in the case of monogastric animals. SOR/97-85, s. 82.

Reports of Injured Animals

150. Every air carrier and sea carrier shall, on the completion of a voyage or flight, make a report to the veterinary inspector at the port of embarkation respecting every animal that has died or was killed or seriously injured during the flight or voyage, stating in each case the cause of the death or injury.

Records

151. (1) Every railway company and motor carrier engaged in the extra-provincial or international transportation of livestock for hire and every air carrier engaged in the extra-provincial or international transportation of animals for hire shall keep a record of every railway car, motor vehicle or aircraft in which animals are transported extra-provincially or internationally showing, with respect to each shipment of livestock carried by rail or motor vehicle and with respect to each shipment of animals carried by air,

(*a*) the name and address of the shipper;

(*b*) the name and address of the consignee;

(*c*) the number, description and gross weight of the livestock or other animals;

(*d*) the identifying number of the railway car or registration number of the motor vehicle;

(*d.1*) the number of square metres or square feet of floor area in the railway car, motor vehicle or aircraft that is being used to transport the livestock or other animals;

(*e*) the time when, date on which and place where the livestock or other animals came into the carrier's custody;

(*f*) the time when, date on which and place where the livestock or other animals were fed, watered and rested while in the carrier's custody;

(*g*) the time when, date on which and place where the livestock or other animals were unloaded at destination;

(*h*) the name and address of the driver of the motor vehicle in which the livestock or other animals were transported; and

(*i*) the date on which and place where the motor vehicle was last cleaned and disinfected.

(2) A copy of the record referred to in subsection (1) shall accompany every shipment of livestock or other animals and shall be produced to an inspector on his request by the carrier or person in charge of the shipment.

(3) Every person to whom subsection (1) applies shall

(*a*) keep the record referred to in subsection (1) for a period of two years from the date on which the animals, for which the record is being kept, are shipped;

(*b*) provide to an inspector at all reasonable times during the period referred to in paragraph (*a*) the record referred to in subsection (1) for examination, the taking of extracts therefrom and the making of copies thereof; and

(*c*) upon receipt of a written request by an inspector, provide to the inspector, in a form approved by the Minister, the information contained in the record referred to in subsection (1) relating to the shipment of animals specified in the request.

(4) [Repealed, SOR/93-159, s. 16]

SOR/78-597, s. 15; SOR/79-839, s. 33; SOR/80-516, s. 13; SOR/82-590, s. 12; SOR/93-159, s. 16.

Attendants and Inspectors

152. (2) Every sea carrier or air carrier shall, when requested to do so in writing by the Minister, have a veterinary inspector on a vessel or aircraft transporting animals.
(3) Every sea carrier shall notify a veterinary inspector of the time of departure of a vessel transporting animals and shall, not less than six hours before such time, supply him with the names of the foreman, assistant foreman and attendants provided to care for animals on board the vessel.
(4) The foreman, assistant foreman and attendants caring for animals on board a vessel shall report to a veterinary inspector at least six hours before the time of departure of the vessel.

Protection of Animals on Board a Vessel

153. (1) No person shall transport or cause to be transported animals aboard a vessel
(*a*) on more than three decks, unless any additional deck is specially fitted for the transportation of animals;
(*b*) on a deck exposed to the weather, except in a container or in an enclosure forming part of the structure of the vessel;
(*c*) on a deck structure not suited for the transportation of animals;
(*d*) in a part of the vessel where their presence would interfere with the management, ventilation, operation or safety of the vessel;
(*e*) on a hatch above a compartment containing other animals; or
(*f*) on a hatch, if there is no other access to the space below.
(2) Every sea carrier shall ensure that
(*a*) no freight or feed for animals is loaded on a hatch above a compartment containing animals;
(*b*) a space of not less than 12.96 square metres (144 square feet) is kept free and clear at all times on a hatch on which animals are transported; and
(*c*) passageways are provided to permit the care and feeding of animals in holds and compartments.
SOR/78-69, s. 36; SOR/97-85, s. 83; SOR/98-409, s. 14(F).

Lighting

156. Every sea carrier shall provide adequate lighting on a vessel to permit animals on board to be fed, watered and properly cared for.

Insulation

157. No person shall transport or cause to be transported animals near the engine or boiler room casing of a vessel unless such casings are covered by
(*a*) 25 millimetre (one inch) tongued and grooved lumber with a 75 millimetre (three inch) air space between the lumber and the casings; or
(*b*) some other adequate means of insulation.
SOR/78-69, s. 38; SOR/97-85, s. 84.

Veterinary Drugs to be Carried

159. Every sea carrier shall provide every vessel in which animals are transported with a sufficient quantity of veterinary drugs suitable for the treatment of the animals on board.

PART XIII
PERMITS AND LICENCES

Form and Conditions

160. (1) Any application for a permit or licence required under these Regulations shall be in a form approved by the Minister.

(1.1) The Minister may, subject to paragraph 37(1)(*b*) of the *Canadian Environmental Assessment Act*, issue a permit or licence required under these Regulations if the Minister is satisfied that, to the best of the Minister's knowledge and belief, the activity for which the permit or licence is issued would not, or would not be likely to, result in the introduction into Canada, the introduction into another country from Canada or the spread within Canada, of a vector, disease or toxic substance.

(2) Any permit or licence required under these Regulations shall

(*a*) be in a form approved by the Minister; and

(*b*) contain such conditions as the Minister considers advisable to prevent the introduction of communicable disease into Canada or into any other country from Canada and the spread of communicable disease within Canada.

(3) The Minister may cancel or suspend a permit or licence issued under these Regulations if he has reason to believe that,

(*a*) any condition under which the permit or licence was issued or any condition contained in the permit or licence has not been complied with;

(*b*) any provision of the Act or these Regulations has not been complied with; or

(*c*) failure to do so could result in the introduction into Canada, the introduction into another country from Canada or the spread within Canada, of a vector, disease or toxic substance.

SOR/79-839, s. 34; SOR/92-23, s. 3; SOR/92-650, s. 4; SOR/93-159, s. 17; SOR/95-475, s. 4(F); SOR/2004-80, s. 17; SOR/2006-147, s. 19.

160.1 Every person to whom a permit or licence is issued under these Regulations shall comply with the conditions contained in the permit or licence.
SOR/93-159, s. 18.

Issue of Licences by an Inspector

161. (1) An inspector may issue a licence authorizing the marketing, selling, disposing, exposing for sale or transporting of animals or things affected with or suffering from or suspected of being affected with or suffering from infectious or contagious disease.

(2) A licence issued pursuant to subsection (1) may state how, when and where animals or things affected with or suffering from or suspected of being affected with or suffering from infectious or contagious disease may be marketed, sold, disposed of, exposed for sale or transported.

(3) A licence issued pursuant to subsection (1) is valid only when used by the person to whom it is issued.

(4) No person shall sell or transfer a licence issued pursuant to subsection (1) to any other person.

SOR/78-597, s. 16.

PART XVI
AQUATIC ANIMALS

This section is undergoing legal review and will be added with the publication of *Gazette 2*.

2. Operational Framework

This section outlines how the Agency coordinates emergencies with its emergency response partners in a CFIA-mandated emergency and in a non-mandated emergency involving federal, provincial, and territorial partners.

2.1 Emergency Management in Canada

Please refer to the CFIA Emergency Response Plan.

2.2 Government Operations Centre's Concept of Operations

Please refer to the CFIA Emergency Response Plan.

2.3 CFIA Mandated Emergencies

Please refer to the CFIA Emergency Response Plan.

2.4 Non - Mandated Emergencies (i.e. Public Welfare Emergencies)

Please refer to the CFIA Emergency Response Plan.

2.5 Communications

Please refer to the CFIA Emergency Response Plan.

2.6 Coordination with External Parties

The National Aquatic Animal Health Program (NAAHP) is co-delivered by collaboration between Canada's veterinary services and fisheries and aquaculture authorities, in accordance with a Memorandum of Understanding (MOU) between the CFIA and Fisheries and Oceans Canada (DFO), signed in 2006.

Federal departments that would likely provide support to a CFIA-led emergency response include Agriculture and Agri-Food Canada (AAFC), DFO, Public Safety Canada, Canada Border Services Agency, the Department of Foreign Affairs and International Trade, Industry Canada, Natural Resources Canada, Public Works and Government Services Canada, Environment Canada, and the Department of National Defence. Health Canada and the Public Health Agency of Canada would likely also provide support if, in the future, an aquatic disease with potential human health impacts were to emerge.
The implementation of the NAAHP is guided by input from the Aquatic Animal Health Committee (AAHC) on matters relating to its development and implementation. AAHC members include, but are not limited to, the Canadian Aquaculture Industry Alliance, the Fisheries Council of Canada, the Aboriginal Aquaculture Association, the Canadian Veterinary Medical Association (CVMA), Maritime Aboriginal Peoples Council, Congress of Aboriginal Peoples, provincial representatives, academia, DFO, and the CFIA.

2.6.1 Fisheries and Oceans Canada

DFO is the CFIA's major partner in the implementation of the NAAHP. This collaboration between Canada's veterinary services and fisheries and aquaculture authority facilitates Canada's capacity to meet international obligations for aquatic animal health management.
The Minister of AAFC, who is responsible for the CFIA, and the Minister of DFO are jointly implementing the federal responsibilities for the NAAHP as follows:
The CFIA provides the overall program lead and is responsible for regulations governing import and export, and domestic disease control (long term and emergency response); disease surveillance and/or monitoring protocols; and risk assessment.
DFO is responsible for the delivery of the aquatic science component of the NAAHP, as well as for the National Aquatic Animal Health Laboratory System (NAAHLS), which provides diagnostic support and research that is targeted at regulatory requirements. DFO also provides resources for sampling of wild aquatic animals.
During the management of an aquatic animal disease outbreak in which the Agency is involved, the CFIA will maintain linkages with DFO concerning laboratory results and scientific advice.

The CFIA may consider this advice before making a final decision on disease control, surveillance, and monitoring. Likewise, the CFIA will maintain linkages with DFO regarding other authorities that could be called upon to assist under the *Fisheries Act* and associated Regulations.

2.6.2 Provinces and Territories

Provincial and territorial governments take lead roles in investigations of aquatic animal disease outbreaks that affect wild animals in freshwater within their boundaries.
Managing the wild and aquaculture industries is a shared responsibility in Canada, and thus the NAAHP is designed to respect federal, provincial, and territorial jurisdictions.

Expertise and collaboration from provinces and territories, and industry is sought to minimize duplication or gaps in an effort to ensure that all aquatic animal diseases are well managed by government and industry.
Provincial veterinarians, in their respective ministries of fisheries and/or aquaculture, generally coordinate the activities of their aquatic animal health network at the provincial level in close cooperation with the CFIA and industry associations.
There are also provincial emergency measures' organizations that are responsible for incident response within their provincial jurisdictions for a broad range of natural, man-made, and human or animal health disasters. They work closely with provincial ministries and industries in planning for and responding to incidents.

2.6.3 Stakeholders

The CFIA works with all stakeholders (e.g. aquatics' industries, veterinary associations, and academia) that are involved in an aquatic animal outbreak.
The CFIA may look to industry for technical assistance, cooperation in response measures, advice, and support during an incident response.
During a Reportable disease outbreak, the Agency closely monitors the status of security measures at border points of entry and shares new information with stakeholders as it becomes available.
The provinces, industry, First Nations, and academia play a role on many levels, primarily in the detection and reporting of animal disease at the earliest possible moment.
Academia and industry have a key role in educating stakeholders and the next generation of veterinarians and biologists who are required to monitor and maintain the health of aquaculture stock and wild resources.
The CVMA, in collaboration with the CFIA, has established the Canadian Veterinary Reserve, which may provide a pool of veterinarians to assist in the event of an emergency.

2.6.4 International Agencies

During an aquatic animal disease outbreak, interaction between the CFIA and international agencies may need to be considered. Section 21 of the *Health of Animals Act* provides the authority for international assistance, if required. Interaction could include the exchange of information related to aquatic animal disease emergencies with the World Organisation for Animal Health (OIE) and the mobilization of the International Animal Health Emergency Reserve.

3. Emergency Preparedness

This chapter identifies some of the preparedness planning required prior to a disease incident. To be successful, an aquatic animal disease response requires speed and effective organization. Preparing in advance of any incident mitigates delays and confusion that can occur during the actual emergency operation. This contingency planning must be done at every level (i.e., Field, Regional, and Area offices, National Headquarters, and at processing plants).

Effective contingency planning requires:

- each responder having a 48- to 72-hour plan in order to function without support in the initial phase of the incident;
- knowing the time required to gather all relevant equipment, supplies, forms, and so on;
- having a plan that identifies locations to set up one or more Emergency Operations Centres (EOCs);
- designating responsibilities and training team members in incident procedures;
- having a registry of specialized staff, together with their qualifications and expertise or experience with key emergency diseases;
- having a resource plan containing an inventory (e.g., equipment and other physical resources) of existing resources and a list of all the resources that will be needed to respond to a moderate-sized outbreak of each of the high-priority diseases; and,
- having contingency plans that, once prepared, are recognized as living rather than static documents, and that are regularly reviewed and updated as warranted by changing circumstances.

Note: More detailed information on emergency preparedness and the Incident Command System (ICS) can also be found in the CFIA Emergency Response Plan.

3.1 Local Office

The District Veterinarian (DV) is responsible for maintaining detailed knowledge of the resources available in the Field. The DV will establish local contacts to obtain collaboration from stakeholders for control and response activities. The DV will ensure that all staff under his/her supervision receive emergency response training and, once trained, maintain their skill sets.

3.1.1 Field (District) Office Contingency Planning

Each Field is responsible for developing and maintaining a Field contingency plan, which includes a written record of logistical information, locations of interest, including processing plants, and contact lists. It is updated at least annually. The format of the Field plan should conform to instructions provided by the Area Aquatic Animal Health Program Specialist. The plan must be distributed to the appropriate Area and Regional staff and directory "common" drive, as instructed by the Area Aquatic Animal Health Program Specialist. Area operational staff will audit the Field contingency plan on a regular basis. The audit will evaluate the content of the plan and identify areas for improvement.

Examples of resources listed in the plan are:

- Field resources that can provide logistical support during the first few days of the response including motel-type accommodation that can accommodate 25 persons or more;
    - public buildings with suitable space, and Public Works and Government Services Canada contact.
- Disposal sites (e.g., landfills, dumps, incinerators, composting)—consult with the local environmental officer for suitability.
- Supplies and equipment—specify suppliers' name, address, telephone number (plus off-hours contact), type of equipment, and quantity available (or time needed to obtain). A few examples are:
    - work clothes and safety equipment;
    - contractors for equipment and operators for handling dead aquatic animals and other waste;
    - cremation material (e.g., heavy timbers, straw);
    - commercial laundry facilities;
    - cleaning and disinfection (C&D) equipment and services contractors;
    - boats, nets, grapples, operators
    - water haulage;
    - approved disinfectants;
    - portable generators;
    - portable showers, heaters, tents;
    - commercial pest control (vector control) firms; and,
    - access to 1:50,000 scale topographical maps, GIS mapping and GPS coordinates.
    - The contents of the emergency aquatic animal specimen submission kit (Go Kit) should be checked twice a year. The kit is required by all Field offices, as determined by the Regional Director. (See Appendix F).

Other contingency planning tasks for the Field include:

- maintaining Field expertise by developing and updating knowledge about regulated aquatic animal diseases, using available audiovisual material, books, periodicals, seminars, web-based, and formal training as proposed by the Area Aquatic Animal Health Program Specialist, in conjunction with the National training specialists and Aquatic Animal Health Divison;
- establishing public education and maintain public awareness of emergency disease response through periodic contacts with individuals and aquatic organizations at the Field level;
- ensuring that Veterinary Inspectors and Inspectors who are or could be shipping aquatic animal specimens have current training. A valid card, *Form CFIA/ACIA 4595 – Transportation of Dangerous Goods Certificate of Training*, may be required to ship aquatic animal specimens in the future, but is not required at this time;
- conducting an aquatic animal disease inspection initial response deployment exercise at least once a year for field staff (vary between finfish, mollusc and crustacean); and,
- maintaining a separate file on regulated aquatic animal diseases that includes:
    - reference Material: CFIA procedures including but not limited to the *Aquatic Animal Health Functional Plan* (AAHFP) and hazard specific plans (HSPs), with knowledge of how to locate reference documents on Merlin;
    - Regional Emergency Response Team (RERT) and Area Emergency Response Team (AERT) organization charts, with addresses and phone numbers;
    - Local Office contingency plan;
    - Premises Inspection Questionnaire for aquatic species (AquaPIQ);
    - access to list of aquatic animal disease tests and Department of Fisheries and Oceans Canada (DFO) laboratories
    - list of local veterinarians who are part of the Canadian Veterinary Reserve; and,
    - list of home and/or cellular telephone numbers for Field Office staff, Inspection Manager, Regional Coordinator, and Area Aquatic Animal Health Program Specialist.

3.1.2 Field Special Premises

The Field Office is responsible for ensuring that planning is done for handling special premises that may become contaminated during an outbreak. This should include discussions with industry stakeholders, aqua business and DFO, on detailed plans to minimize spread through aquatic animals, products, people, vehicles, or disposal, as well as consultations with the local police department regarding its ability to assist.

Plans should include a schematic diagram of the farms and facilities, noting how to control access in and out points.

In each case, the Local Office should list the owner/occupier/operator name, address, telephone numbers, location of business, and approximate size of operation, and have a copy of the special premises regulated aquatic animal disease response plan as part of the Local contingency plan file.

Special premises include:

- processing plants
- biologics and pharmaceutical manufacturers
- trucking companies for all sectors of aqua business
    - feed delivery companies
    - mortality removal services
- research facilities
- federal/provincial/ territorial fish hatcheries
- private aquaculture facilities
- depuration facilities
- fish transportation services
- live haul boats
- public aquariums and zoos
- ornamental shows
- other publicly accessible aquaria (e.g., may be associated with a restaurant, retail outlet, warehouse or pet store)
- “U” fish ponds
- tropical fish wholesalers
- rendering plants
- composting facilities
- feed mills
- other types of manufacturing plants, such as for dead bait production
- bait retail stores

3.1.2.1 Special Premises:

The DV should meet with managers to review contingency planning requirements and discuss the possibility, and short and long term consequences of an outbreak at the premises.

At minimum, a special premises contingency plan should specify days of operation, species of aquatic animals sold at sale, and the approximate geographic area served. The plan should include a schematic diagram of the facility, noting how to control access in and out, details of water flow if present (influent and effluent), and to consult with local police regarding their ability to assist if required.

3.1.3 Field Lists of Other Local Agencies

Each Field Office should have the name, address, and telephone number of a local contact for the following agencies and organizations;

Federal Government Agencies

- Fisheries and Oceans Canada (DFO)
- Transport Canada
- Agriculture and Agri-Food Canada
- Canada Border Services Agency
- Public Safety Canada (PSC)
- Environment Canada
- Public Health Agency of Canada
- Health Canada
- Citizenship and Immigration Canada
- Royal Canadian Mounted Police
- Federal elected representatives for the Field

Provincial Government Agencies

- Provincial Fisheries and Aquaculture Authority
- Emergency Measures Organizations (EMO)
- Agriculture (i.e., veterinary service, provincial veterinary laboratories)
- Environment
- Health
- Transport
- Wildlife
- Natural Resources
- Police
- Provincial elected representatives for the Field

Municipal Governments

- Representatives for all counties, regional municipalities, townships, parishes, etc.

Non-governmental Organizations

- Aquaculture and commercial fishery organizations
- Processors' associations
- Enhancement group
- Transportation and humane societies
- Veterinary associations
- Schools of veterinary medicine
- Media
- Professional evaluators (include information on species specialties)
- Veterinarians (all veterinary practitioners, provincial veterinarian)
- First Nations

3.2 Regional Office

Contingency planning for each Region is the responsibility of the Regional Director.

Each Region is responsible for being prepared to form a RERT (Regional Emergency Response Team) according to ICS, in the event that this level of response is necessary.
Regional Offices are the liaison between the Field Offices, processing establishments, and other special premises in the Area and may be assigned preparedness duties by Area Management.

The Regional Operations Coordinator is usually designated as the person responsible for ensuring that contingency planning is completed for the Region, however, the designation of the person responsible may vary from region to region.

The RERT manages the resolution of an incident at the Regional level. Mobilization of the team and utilization of a Regional Emergency Operations Centre (REOC) is based on the assessment of the REOC Director/Incident Commander(IC). The REOC Director/IC can ask for assistance from the Area Executive Director including the deployment of some or all of the Animal Health Response Team (AHRT) members.

The Region is also responsible for developing and implementing an Incident Action Plan (IAP), which contains objectives reflecting the overall incident strategy, and specific coordinating actions and supporting information for the next operational period (generally 24 hours).

The IAP may consist of some or all of the following:

- incident policies and priorities;
- operational objectives;
- task assignment lists;
- resources needed;
- references (e.g., communications plan, HSP, epidemiology report, organization chart, map); and,
- distribution list.

At a minimum, each Region should be able to staff at least one First Assessment and Sampling Team (F.A.S.T.) that can quickly respond to a request from the Regional Director or Inspection Manager in order to assist a District Veterinarian in the Suspect Phase of disease.

CONCEPT OF F.A.S.T.:

A FAST improves disease response capability by being readily available to assist operational staff. This could be either by attending a site and providing technical assistance to an inspection that has already commenced, or in some situations as the first responders.

This expands Regional aquatic animal health first responder expertise and capability, in a specific Field oriented way.

Each Regional FAST comprises at least one Veterinary Inspector and one Inspector. Ideally, two Veterinary Inspectors and three or four inspectors should be identified for each Regional FAST, providing for backups.

F.A.S.T. Training: Veterinary Inspectors and Inspectors will have an enhanced level of training, and training will be regularly updated in order to maintain expertise.

Veterinary Inspectors should have previously participated in an aquatic animal disease recognition course and it is proposed, will participate in regular, enhanced diagnostician training. A review of necropsy procedures and sampling techniques will be practised at least annually.

Inspectors will receive training in performing necropsies on aquatic species, so that they can effectively assist a Veterinary Inspector in harvesting tissue and serum samples for laboratory analysis, according to the appropriate sampling plan.

Both Veterinary Inspectors and Inspectors will participate in enhanced training in the principles of biocontainment, the use of personal protective equipment, the transportation of dangerous goods (may be necessary for sending aquatic samples in the future), and the use of disease movement control documents (quarantines, licenses, and detentions) for controlling movement of aquatic animals, aquatic animal products, and aquatic animal by-products.

There is a requirement for some self study and an individual responsibility to maintain expertise, through continuing education.

Potential members must be highly motivated, be able to function in a team environment and be found to be personally suitable.

Team members must have flexibility and upon request from their Inspection Manager or Regional Director, to leave their headquarters on short notice, and be away from their headquarters and home, for a period of time. This may be for one to several days, if required by the situational response.

Other Contingency planning tasks for the RERT include:

- identifying and training members of the RERT and other potential regional responders;
- maintaining up-to-date contact information for RERT members and other potential regional responders;
- creating and updating the Regional incident response plan;
- developing and carrying out simulation exercises;
- maintaining up-to-date copies of all Field and aquatic facility contingency plans, for incidents for all work sites and program areas located in the Region;
- reviewing audit reports completed by the Area Aquatic Animal Health Program Specialist on Field and Regional contingency plans;
- ensuring that shortcomings of Field and Special Premises plans identified in audits are addressed and that adequate resources are available to carry out planned activities; and,
- creating a plan that identifies suitable locations to set up EOCs (Emergency Operations Centres) at the Field and Regional levels throughout the Region.

Note: Several Area preparedness functions will be assumed by Regions that comprise of a province (e.g., Western and Atlantic regions).

3.3 Area Office

The Area Executive Director should designate the Operations Coordinator to be responsible for ensuring that contingency planning is completed for the Area.

Aquatic animal disease contingency planning at this level involves the following tasks:

- staffing and training technical specialists, forming an AHRT that is capable of immediate mobilization to an EOC: these specialists are considered to be an Area resource and can be deployed to an EOC at the discretion of the AEOC Director, or the Area Executive Director if the ICS has not yet been implemented;
- determining the activation levels of EOCs, which is done by the Area Executive Director, who may consult with the Area Management Team (AMT), the Area Aquatic Animal Health Program Specialist, and the Field Incident Commander (FIC) or REOC Director, if that structure has been established;
- maintaining 24-hour contact numbers for Area ERT (AERT) and AHRT team members;
- producing and updating the AERT and AHRT organization charts as required and at least once annually;
- ensuring that scientific and technical information on aquatic animal diseases is available and distributed to the Field with the assistance of the Area Aquatic Animal Health Program Specialist and the Area Training Officer;
- producing, distributing, and updating detailed local procedures that are adapted from the Aquatic Animal Health Functional Plan and Common Procedures Manual as required;
- establishing and executing an Area training plan for AERT and AHRT staff, with at least one exercise held annually;
- ensuring that ERT members have appropriate training in ICS, and that this is utilized in exercises;
- directing that Field Office aquatic animal disease contingency plans are audited on a regular basis, in consultation with Area Aquatic Animal Health Program Specialist;
- directing that RERT plans are regularly updated and audited;
- ensuring that equipment and supplies are available for immediate mobilization to an EOC so that it can function for a 48- to 72-hour period with limited assistance;
- maintaining a master list of Field Office contingency logistics information;
- maintaining Field Office aquatic animal disease contingency plans on the Area common drive;

- maintaining a list of volume suppliers (work clothes and safety equipment, equipment for C&D, approved disinfectants, portable generators, maps [1:50,000 and 1:250,000 resolution], emergency communication systems, and so on;
- ensuring Area GIS capability;
- meeting with Public Safety Canada (PSC), provincial emergency measures organizations officials, provincial ministries of agriculture, and other provincial government departments to update any aquatic animal emergency response plans and maintain agreements for mutual cooperation in the event of an outbreak;
- establishing and maintaining incident response awareness through periodic contact with external stakeholders, including industry, provinces, and universities;
- ensuring staff are trained in aquatic animal health incident response procedures and that response procedures are tested by regular exercises; and,
- maintaining a list of external contacts at the Field level including the address and telephone number of the person responsible at the provincial level. In addition, note any association with emergency measures organizations or PSC Regional Directors.

3.4 National Headquarters

At CFIA's National Headquarters, aquatic animal disease contingency planning is shared between the AHD Executive Director (ED) and the National Operations Strategy and Delivery Executive Director.

The AHD ED is responsible for ensuring that the following tasks are completed in advance of an incident:

- staffing, training, and maintaining the Planning Section of the National Emergency Response Team (NERT);
- ensuring that regular updating of the AAHFP is completed at least annually;
- ensuring that up-to-date aquatic animal disease HSPs are available in order to become the guiding policy document at the time of an outbreak;
- collaborating with the National Operations Strategy and Delivery Executive Director to verify that procedures for the declaration of an emergency and Ministerial declaration are in place;
- ensuring international surveillance of aquatic animal diseases that threaten Canada and domestic surveillance programs are in place;
- making sure world and national summaries, statistical data, and scientific and technical information on aquatic animal diseases are available to all areas;

- establishing and maintaining awareness of incident response through periodic contacts with allied individuals and organizations;
- developing computerized data capture (i.e. AQUERS) and,
- maintaining a list of stakeholders, including international and national governments and NGOs, national industry associations, veterinary colleges, provincial veterinarians, and individuals who must be informed when outbreaks occur.

The National Operations Strategy and Delivery Directorate Executive Director is responsible for ensuring that the following tasks are completed in advance of an incident:

- staffing, training, and maintaining the Operations Section of the NERT;
- collaborating with the Aquatic Animal Health Director to verify that procedures for the declaration of an emergency and Ministerial declaration are in place;
- implementing agreements with foreign countries for cooperation and exchange of personnel;
- ensuring appropriate resources are available (e.g., people, supplies, and equipment);
- liaising with Finance and Administration in the Human Resources (HR) Branch;
- ensuring consistency between aquatic animal emergency response plans across the country;
- establishing and maintaining awareness of incident response through periodic contacts with allied individuals and organizations;
- maintaining the National Veterinary Stockpile of supplies and ensuring that supplies can be delivered to a site anywhere in Canada, within 24 hours of a request being received; and,
- conducting regular audits of aquatic animal disease preparedness at the AERT level, in cooperation with the Area Aquatic Animal Health Program Specialist.

Note: The Chief Veterinary Officer (CVO) for Canada should ensure that partners' response is harmonized in advance of an incident, and ensures the development of agreements with foreign countries for cooperation and exchange of personnel.

4. Emergency Management: Structure and Roles and Responsibilities

This chapter describes the CFIA's aquatic animal disease emergency response structure, based on the Incident Command System (ICS). This may also be applied to urgent or prolonged disease control actions, where the use of the ICS is deemed advantageous. A decision to use the ICS should be made early in the Decision Phase, as outlined in Chapter 5, under the section describing Area and Regional Decisions.
A fundamental understanding of the ICS is required in order to effectively use this chapter. It is not the purpose of the Aquatic Animal Health Functional Plan (AAHFP) to provide the ICS training that is required to interpret the plan.

4.1 Emergency Response Organization

An example of a detailed organizational chart, incorporating most of the functions described in this chapter, is provided after the general description of the roles of Field, Regional, and Area Emergency Response Teams (ERTs). It is not implied that all of these functions will be activated; rather, it is only what is required to manage the situation. The levels and numbers of ERTS/Emergency Operations Centres (EOCs), and functional elements activated will depend on the scope, complexity, disease or toxic substance, geographical area, and size of the response required. This must respect ICS Principle number eight, Manageable Span of Control, which means a ratio of one supervisor to every three to seven staff (ideally 1:5). Another example is one Regional Emergency Operations Centre (REOC) would not supervise or coordinate more than seven Field Emergency Operations Centres (FEOCs). Exceeding the recommended span of control results in the need for creating another supervisory coordinating position or EOC. The National level is presented at the end of the chapter.

At the beginning of the description of each ICS Section, an example of an organizational chart for the specific Section to be described is presented for reference. The tasks, roles, responsibilities, and operational functions of each Section, Branch, and Unit, are then explained further. Not all responsibilities (bullets) for each function will be carried out at each level activated, and EOC Directors/Incident Commanders (ICs), and Section Chiefs will decide which responsibilities will be carried out at the level to which the functions are assigned.

Managers and EOC Directors/IC, and Section Chiefs, will decide which level or levels (Field, Region, Area and/or National) are required and which functions will be activated at the appropriate level.
Hence, what is a single resource at one level may be a task force, strike team, Unit, Division/Group, or Branch at another level.

Organizational charts are then constructed to reflect this. At the outset of the response, all anticipated functions that will be carried out from the beginning to the end of the response should be identified and included in the chart at the beginning, even though they may not be immediately activated.
Functions not currently activated could be in a lighter shade of the appropriate Section colour, than the activated functions. This aids in resource planning.

The ICS modular structure can be expanded to include more functions and levels. The structure may then be contracted, or as the incident ends, collapsed and moved towards demobilization and recovery. Generally, within the ICS structure, there are five functional Sections: Command, Operations, Planning, Logistics, and Finance & Administration. In each section, there may be several branches, within which there can be a number of units. Functional sections are colour coded according to an international standard. Commanders are green, Command Officer positions supporting the Commander are red, Operations orange, Planning blue, Logistics yellow, and Finance and Administration positions are grey. This colour standard is reflected in the diagrams that follow.

Each section is responsible for functional tasks as part of the management of an incident. ERTs address the functional needs through the ICS structure.

Figure 4-1 includes a generic ICS organizational structure diagram that is applicable to any incident response. The ICS concept is based on functions, and thus a number of functions can be performed by one person, especially if the situation and response requirements are less complex.

The only mandatory function that must be filled is “Command,” who as IC may then perform all other functions until delegated to others.

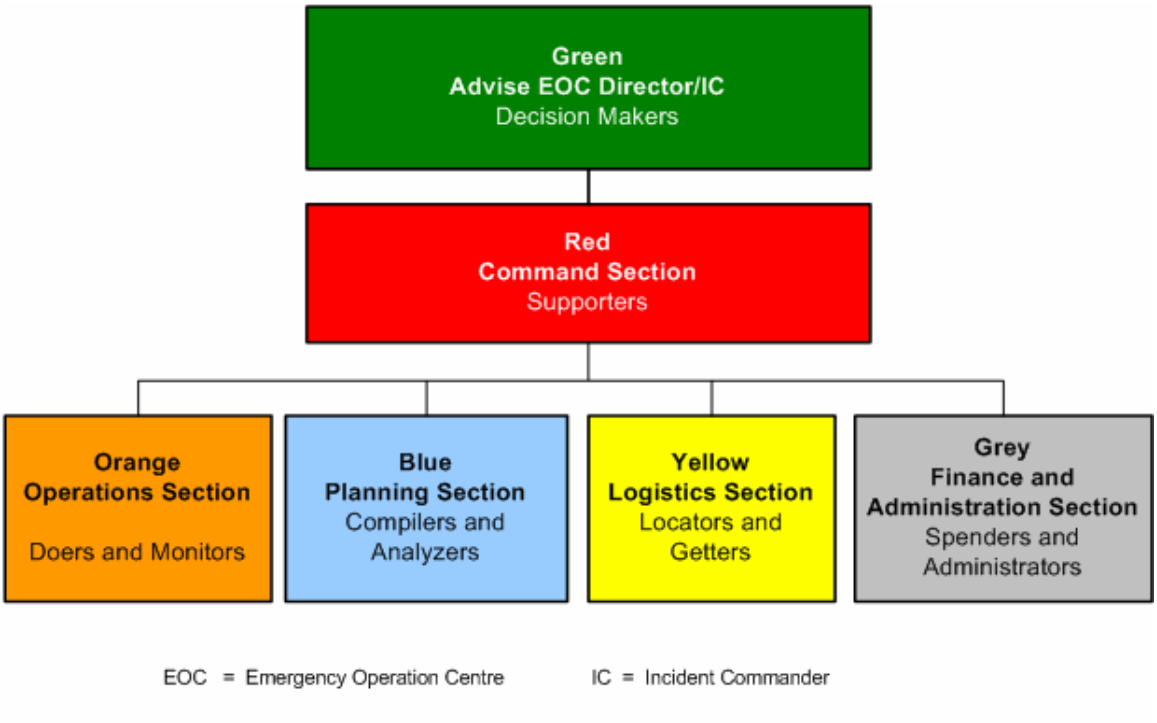


Figure 4-1: Generic Incident Command System Structural Diagram

4.2 Field Emergency Response Team

The decision to activate a Field Emergency Response Team (FERT) may take place while in discussion between the Field Office supervisor (usually the Animal Health Veterinarian) and the Inspection Manager. The FERT delivers tactical disease control and response activities at incident sites. It also coordinates all activities within its span of control, not usually exceeding seven active sites. If the early control and response activities go well at the Field level, usually because of appropriate training, preparedness, and execution of established plans, the other levels (if required to be activated) will often have more time to plan and execute their support, coordinating and strategic roles.

The Animal Health Veterinarian (or Veterinary Inspector) will likely be involved in the initial inspection of a premises suspected with an aquatic disease of interest. Established First Assessment and Sampling Teams (F.A.S.T.) or an Aquatic Animal Health Response Team (AAHRT) may be deployed to respond at the incident site. An AAHRT is essentially the Operations Section technical specialty functions of an ERT. However, this would not be practical in a multi-site or multi-regional response.

4.3 Regional Emergency Response Team

A Regional Director, soliciting the input of the RMT and the Area Aquatic Animal Health Program Specialist, will decide whether there is a requirement to activate a Regional Emergency Response Team (RERT). A RERT will likely be activated in the CFIA Areas where a Province equates to a Region (i.e. Manitoba in the Western Area or New Brunswick in the Atlantic Areas). The RERT coordinates regional resource requests and ensures the Area Operational Strategy is implemented at various FEOCs within the Region.

It incorporates the Area communications plan into local Regional communications plans and interfaces with regionally based federal and provincial departments and stakeholder groups.

If more than one FERT has been activated, the RERT coordinates FEOC response efforts. In smaller disease events, involving only one District or Field Office, the RERT most likely will not be activated. Technical specialists may be deployed by the AEOC Director/IC to the Regional level and the REOC Director may decide to deploy these technical experts forward to a FEOC, or Site as required.

4.4 Area Emergency Response Team

An Executive Director, soliciting the input of the Area Management Team (AMT) and Area Aquatic Animal Health Program Specialist, will decide if there is a requirement to activate an Area Emergency Response Team (AERT). The AERT incorporates National Policy and Operational Strategy into an Area Operational Strategy. It develops an Area communication plan from the National communication plan and interfaces with Area-based federal, provincial and territorial departments and stakeholder groups.
The AERT manages the resolution of the emergency at the Area level and implements functional and Hazard Specific Plan (HSP), as required. If more than one RERT has been activated, the AERT coordinates multi-regional response efforts. AAHRT Technical Specialists may be deployed directly to the FERT; however, in a large outbreak their expertise will probably be required at the RERT or AERT to ensure that resources are most effectively utilized in a multi-site outbreak.

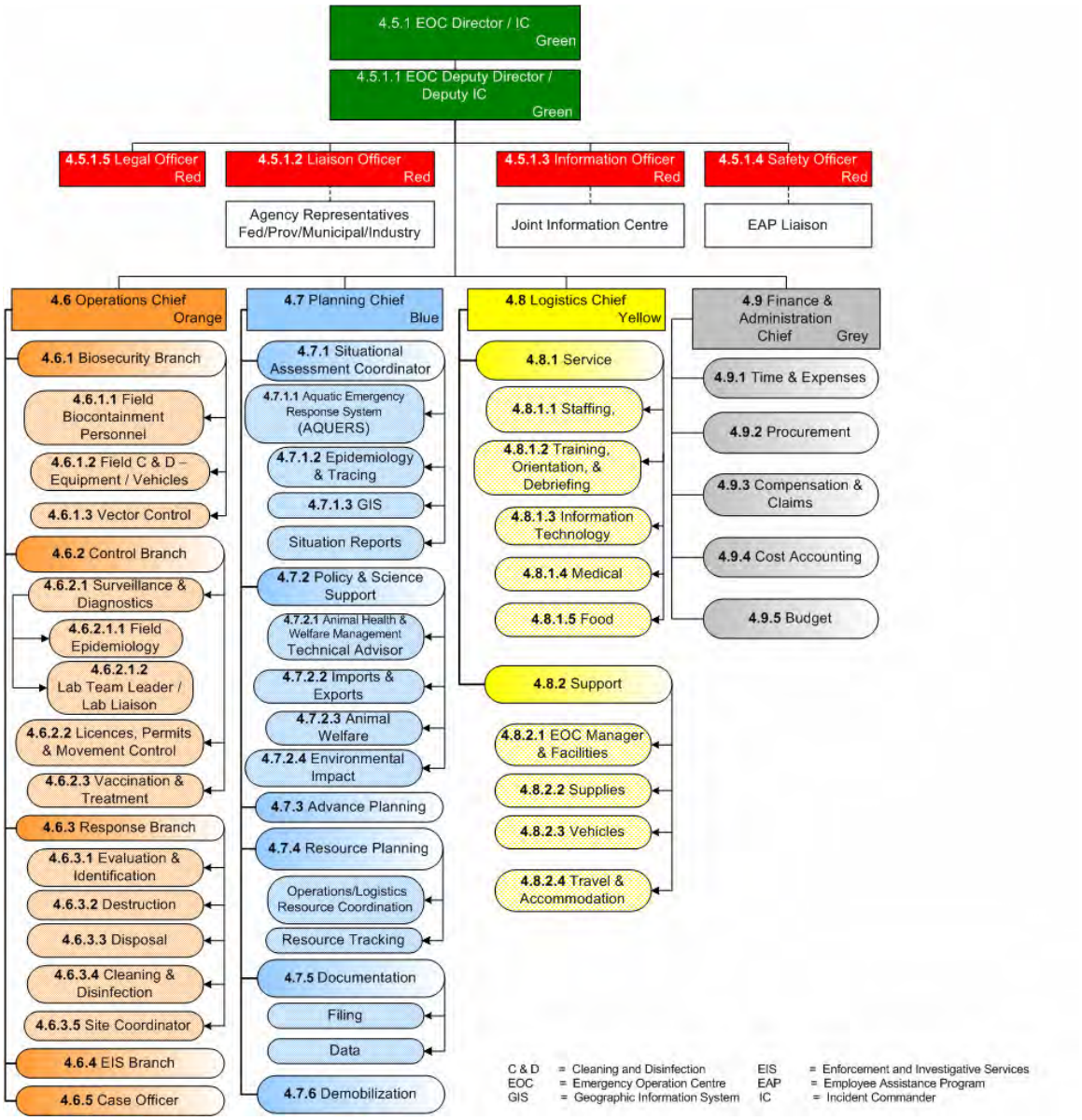


Figure 4-2: Example of an Emergency Response Team

4.5 EOC Director/Incident Commander and Command Staff

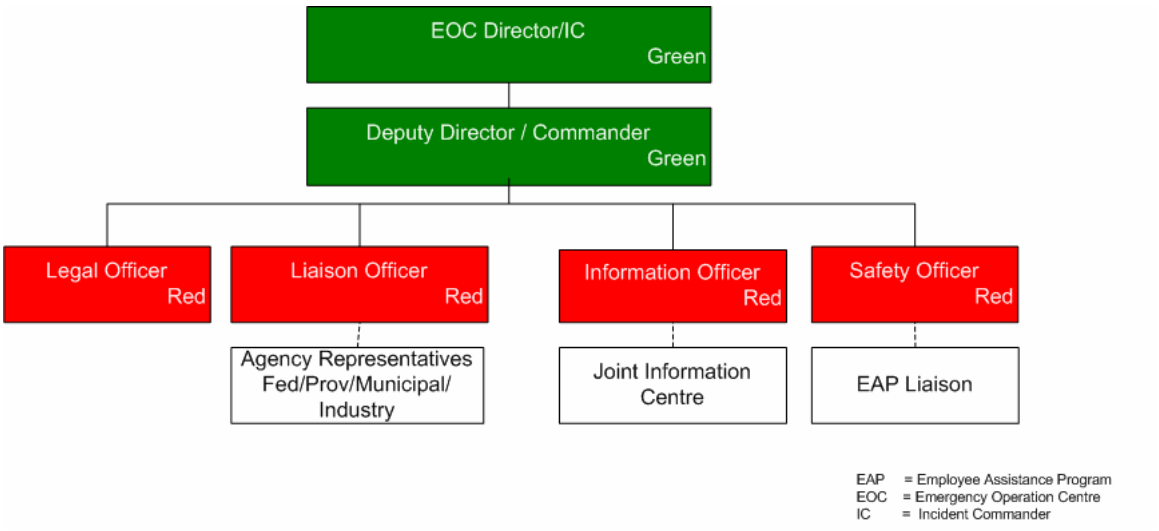


Figure 4-3: EOC Director/Incident Commander, Deputy and Command Staff

4.5.1 EOC Director/IC

GREEN
EOC Director /
Incident Commander

Responsibilities (Figure 4.4):

- Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the EOC. In conjunction with EOC General Staff and Management Staff, set priorities for response efforts in the affected area.
- Determine objectives and set strategic priorities.
- Provide support to local authorities and provincial agencies, and ensure that all actions are accomplished within the priorities established.
- Establish the organizational structure and the appropriate staffing level for the EOC, and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
- Coordinate the activity of the Command staff and Section Chiefs.
- Ensure that inter-agency coordination is accomplished effectively within the EOC.
- Appoint a spokesperson.
- Direct, in consultation with the Information Officer, the appropriate emergency public information actions, using the best methods of dissemination. (May use a spokesperson.) Approve the issuance of press releases and other public information materials, as required.
- Approve the Incident Action Plan (IAP) for the designated operational period.

- With the Operations and Planning Section Chiefs, decide where technical specialists will be deployed.
- Consult on issues beyond existing approved incident strategy, policy, and decisions.
- Liaise with Senior Management and Agency Representatives.
- May speak with Elected Officials where appropriate.
- Ensure risk management principles and procedures are applied for all EOC activities, ensuring safety.
- Order demobilization of the incident, when appropriate.

Reports to: next higher level activated EOC Director/IC or higher Headquarters

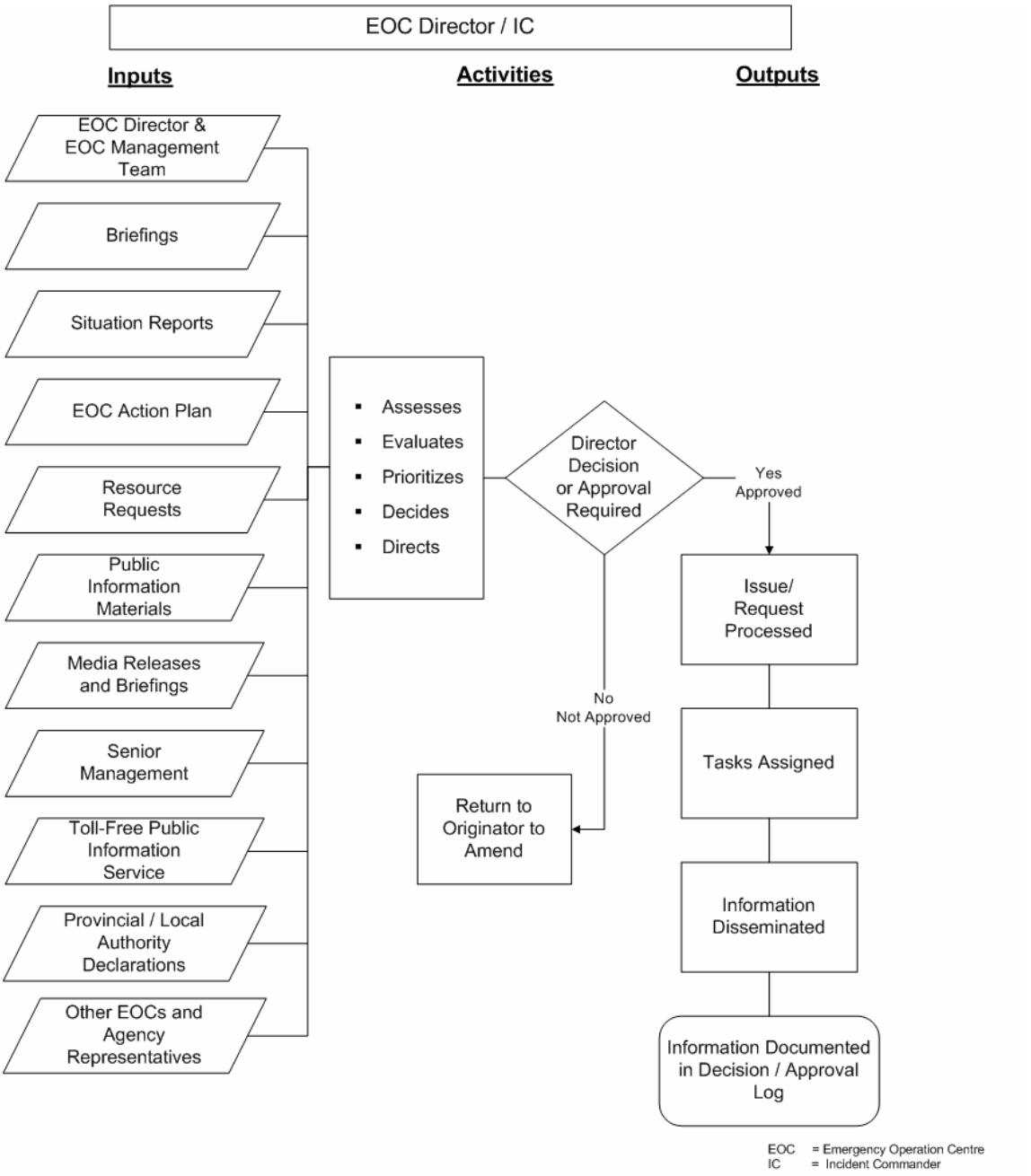


Figure 4-4: EOC Director/Incident Commander Activities

GREEN
EOC Deputy Director/ Deputy IC

4.5.1.1 EOC Deputy Director/Deputy IC

Responsibilities:

1.) Assume the role of an EOC Director/IC in his/her absence.
2.) Undertake special assignments at the request of the EOC Director/IC.
3.) Ensure the efficient and effective flow of information within the EOC.
4.) Ensure resource requests are prioritized and tracked.
5.) Support EOC management by communicating policy direction and action priorities to all staff.
6.) Coordinate internal functions of EOC for effective operational capability.
7.) Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts.
8.) Facilitate shift change briefings and operational debriefings.
9.) Assist with preparations for the EOC action planning meeting.

Reports to: EOC Director/IC

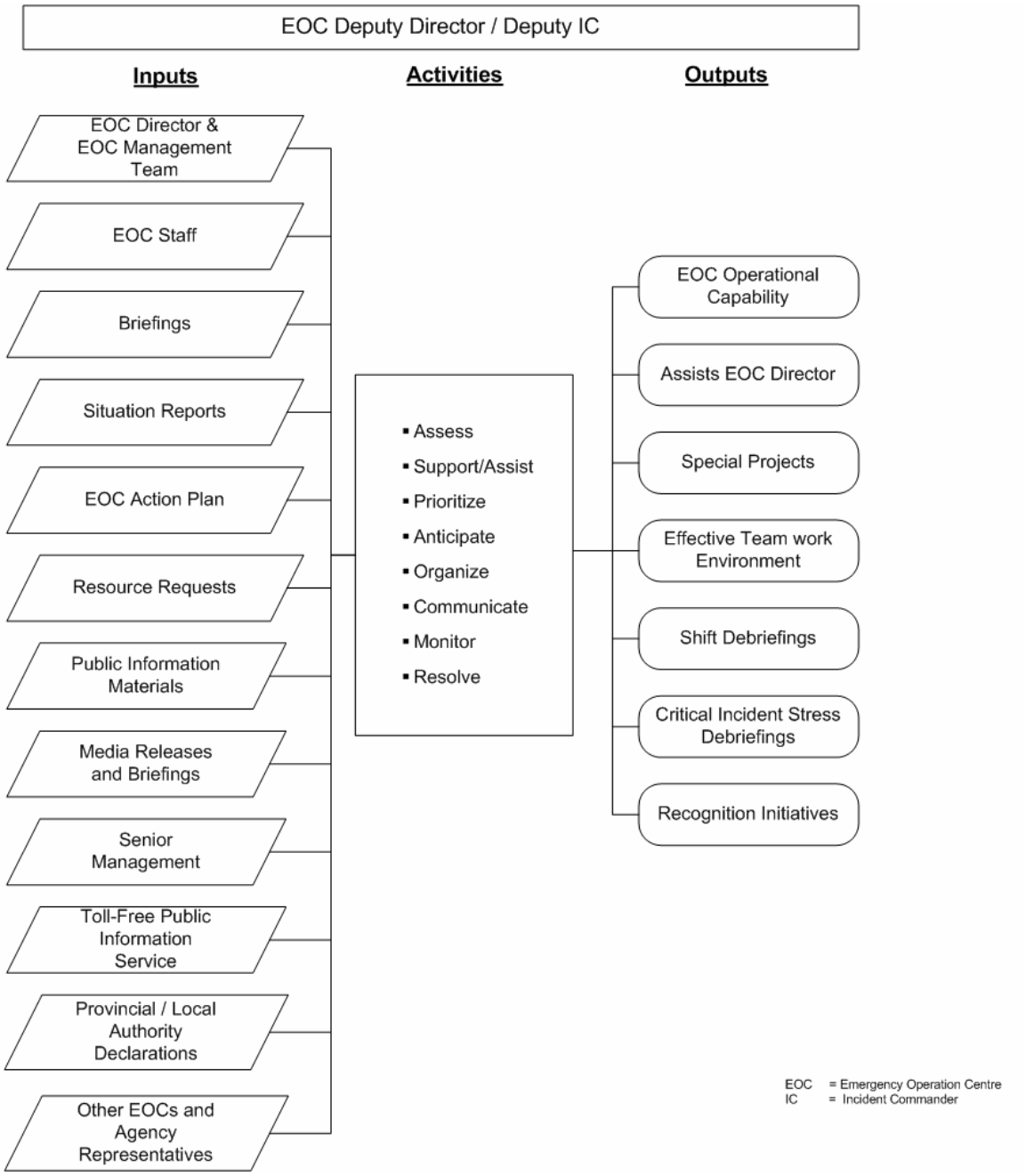


Figure 4-5: EOC Deputy Director/Deputy IC Activities

RED
Command

Command Staff

Command Officers support the EOC Director/IC, and usually have no supervisory authority, with the exception of the Safety Officer. Command positions include Liaison Officer, Information Officer, Safety Officer, and Legal Officer. In addition, other Agency Representatives, although not part of the Command Section, integrate with the EOC through the Liaison Officer. The roles and responsibilities of each of these positions are outlined below.

4.5.1.2 Liaison Officer

RED
Liaison Officer

Responsibilities:

- Function as a point of contact for, and interaction with, representatives from other agencies, called other agency representatives, who arrive at the EOC.
- Liaise with other Government Departments, Public Service Canada, and organizations that are not represented in the EOC.
- Consider, as the situation dictates, including two liaison officers: one who primarily works with industry agency representatives and one who has primarily an inter-provincial role.
- Coordinate with other agency representatives for the EOC, as required, to ensure adequate EOC structure, and fill all necessary roles and responsibilities, enabling the EOC to function effectively and efficiently.
- Assist and serve as an advisor to the EOC Director/IC and Management Team as needed, providing information and guidance related to the external functions of the EOC.
- Assist the EOC Director/IC in ensuring proper procedures are in place for directing representatives of other agencies, communicating with elected officials and conducting VIP/visitor tours of the EOC facility.
- Liaise with local authorities, other EOCs, Provincial and Federal organizations, and in cooperation with the Information Officer, communicate EOC guidelines, directives, Action Plans and Situation Information.

Reports to: EOC Director/IC or Deputy

RED
Area
Representatives

Agency Representatives

In many multi-jurisdictional incidents, another level of government, agency, or stakeholder group sends a representative to assist in coordination, liaison, and information efforts.

An agency representative is an individual who is assigned to an incident from an assisting or cooperating agency, who ideally has been delegated the authority to make decisions on matters affecting that agency's participation in the incident.
Agency representatives may be assigned to a Section where their knowledge and expertise are needed or required.

- Obtain briefing from the Liaison Officer or EOC Director/IC, or Section Chief.
- Attend briefings and planning meetings, as required.
- Provide input on availability of support capabilities, resources, knowledge, and information from their home agency.

- Cooperate fully with the host agency and EOC staff.
- Advise the Liaison Officer of their home agency's special needs or requirements.
- Report to the home agency on a pre-arranged schedule.

Reports to: Liaison Officer and home organization, or EOC/IC or Deputy in the absence of the Liaison Officer

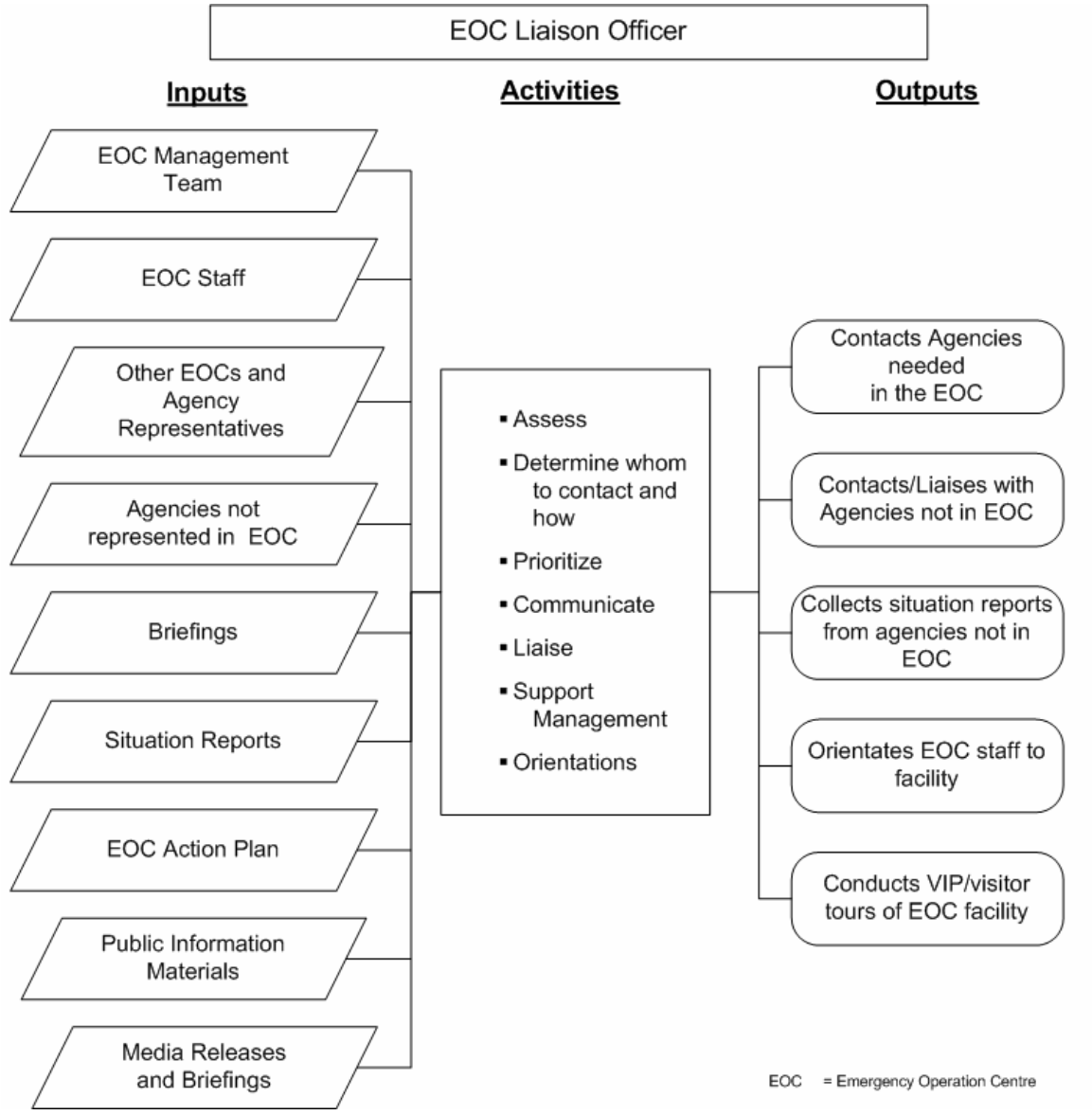


Figure 4-6: EOC Liaison Officer

RED
Information
Officer

4.5.1.3 Information Officer

Reports to: the EOC Director/IC

Responsibilities:

- Determine from the EOC Director whether there are any limits on information release.
- Serve as the coordination point for all public information, media relations, and internal information sources for the EOC.
- Consider, in a larger outbreak, other positions in the Joint Information Center, including a Public Information Officer, Media Relations Officer, and an Internal Information Officer.
- Coordinate and supervise all staff assigned as Assistant Information Officers (. Public Information Officer, Media Relations Officer, and an Internal Information Officer) and their activities.

Public Information Officer

Reports to: the Information Officer

Responsibilities include:

- Ensure that the general public within the affected area receive complete, accurate, and consistent information about the animal disease situation, public health advisories, relief and assistance programs, and other vital information.
- Ensure that a toll-free public information service (hotline/call centre and website) is established for the general public to access helpful information and advice. Provide the call takers with timely and accurate messaging sheets that offer confirmed and approved information only.

Media Relations Officer

Reports to: the Information Officer

Responsibilities include:

- Serve as the coordination point for all media releases for the EOC.
- Coordinate media releases with officials who represent other affected emergency response agencies.
- Develop the format for press conferences and briefings, in conjunction with the EOC Director/IC, and obtain approval of media releases.
- Maintain a positive relationship with media representatives, monitoring all broadcasts and written articles for accuracy.

Internal Information Officer

Reports to: the Information Officer

Responsibilities include;

- Coordinate, in consultation with the EOC Director/IC and Liaison Officer, VIP and visitor tours of the EOC facility.
- Develop helpful messaging sheets and/or frequently asked questions (FAQ) and answers to ensure consistent and accurate information sharing among EOC staff.
- Ensure that websites are established for internal and external information, as appropriate.
- Liaise with the Information Officers at site(s), other EOCs, and other external agencies.
- Obtain media information that may be useful in incident planning.

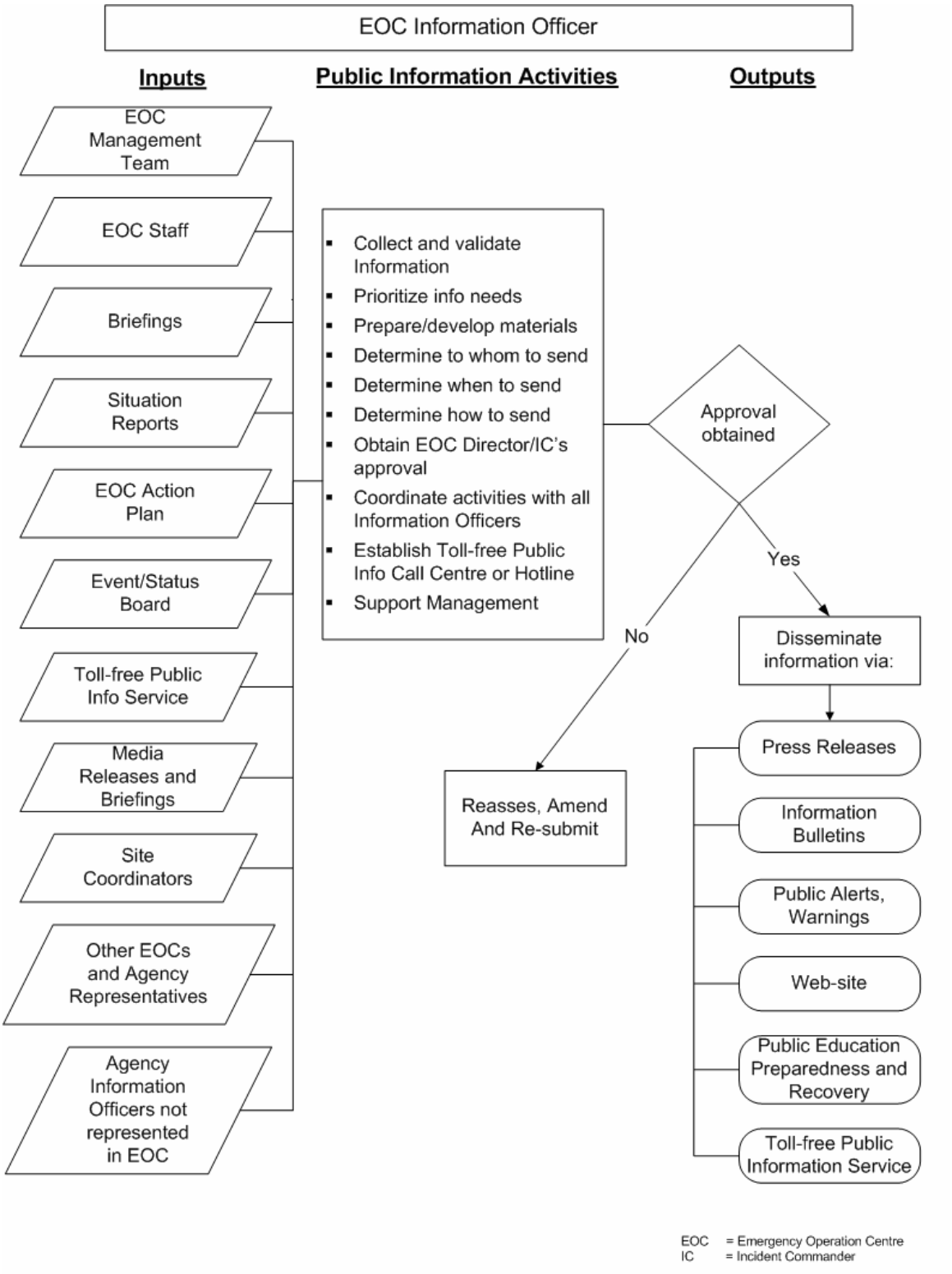


Figure 4-7: EOC Information Officer - Public Information Activities

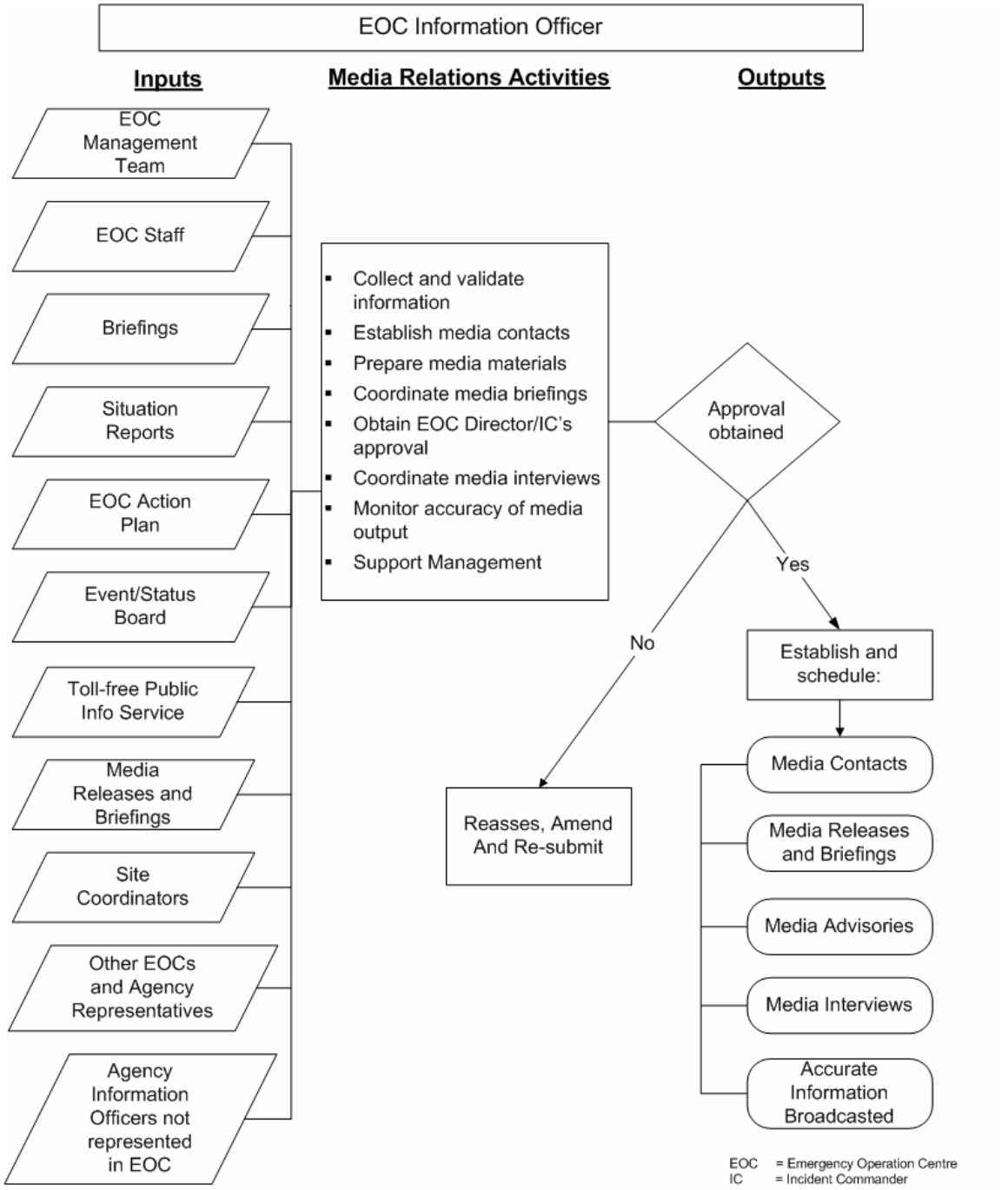


Figure 4-8: EOC Information Officer - Media Relations Activities

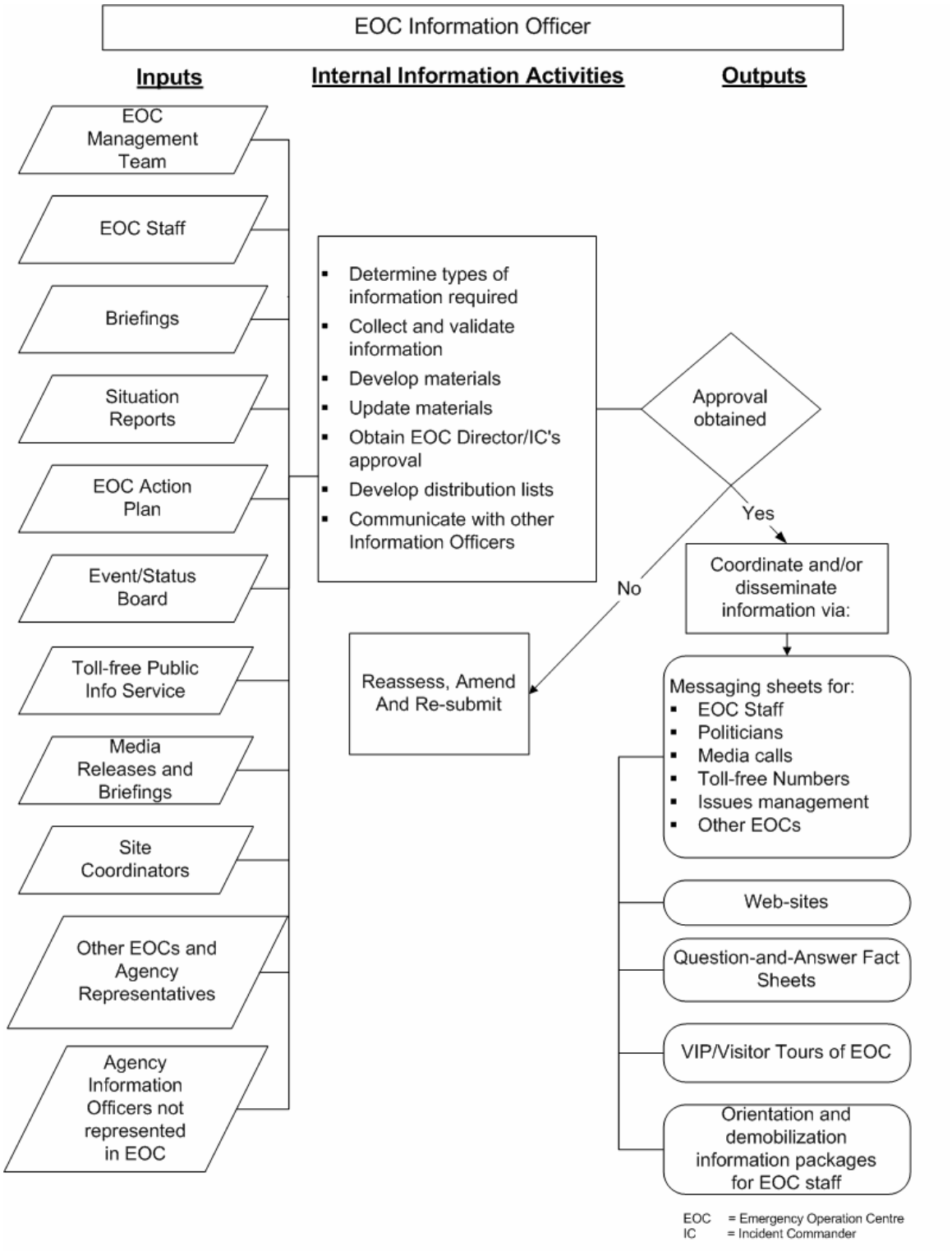


Figure 4-9: EOC Information Officer - Internal Information

RED
Safety Officer

4.5.1.4 Safety Officer

Reports to: the EOC Director/IC

Responsibility:
The Safety Officer is responsible for Risk Management and Safety. These may be separate positions, based on the scope of the outbreak.

Risk Management

- Ensure that good risk management practices are applied throughout the response organization and that every function contributes to the management of risk.
- Protect the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision making, and implementation.
- Monitor situations for risk exposures, and ascertain probabilities and potential consequences of future events.
- Determine, in coordination with the EOC Deputy Director, the need for counselling and critical incident stress debriefing for EOC staff and emergency workers; acquire mental health specialists as needed.

Safety

- Provide advice on safety issues.
- Halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director/IC of actions taken. It should be noted that, while the Safety Officer has responsibility for safety, it is recommended that this person be familiar with all aspects of safety and relevant legislation.
- Develop and recommend measures for assuring personnel safety.
- Review the IAP for safety implications.
- Assess a site prior to the time CFIA response functions take place, and monitor sites as deemed necessary.
- Assure availability of Workplace Hazardous Materials Information System training, as required; monitor availability of Material Safety Data Sheets for all chemicals used.
- Assess and anticipate hazardous and unsafe situations.
- Exercise authority to stop and prevent unsafe acts under the *Canada Labour Code Part II*, and investigate accidents.
- Liaise with the Employee Assistance Program contact.

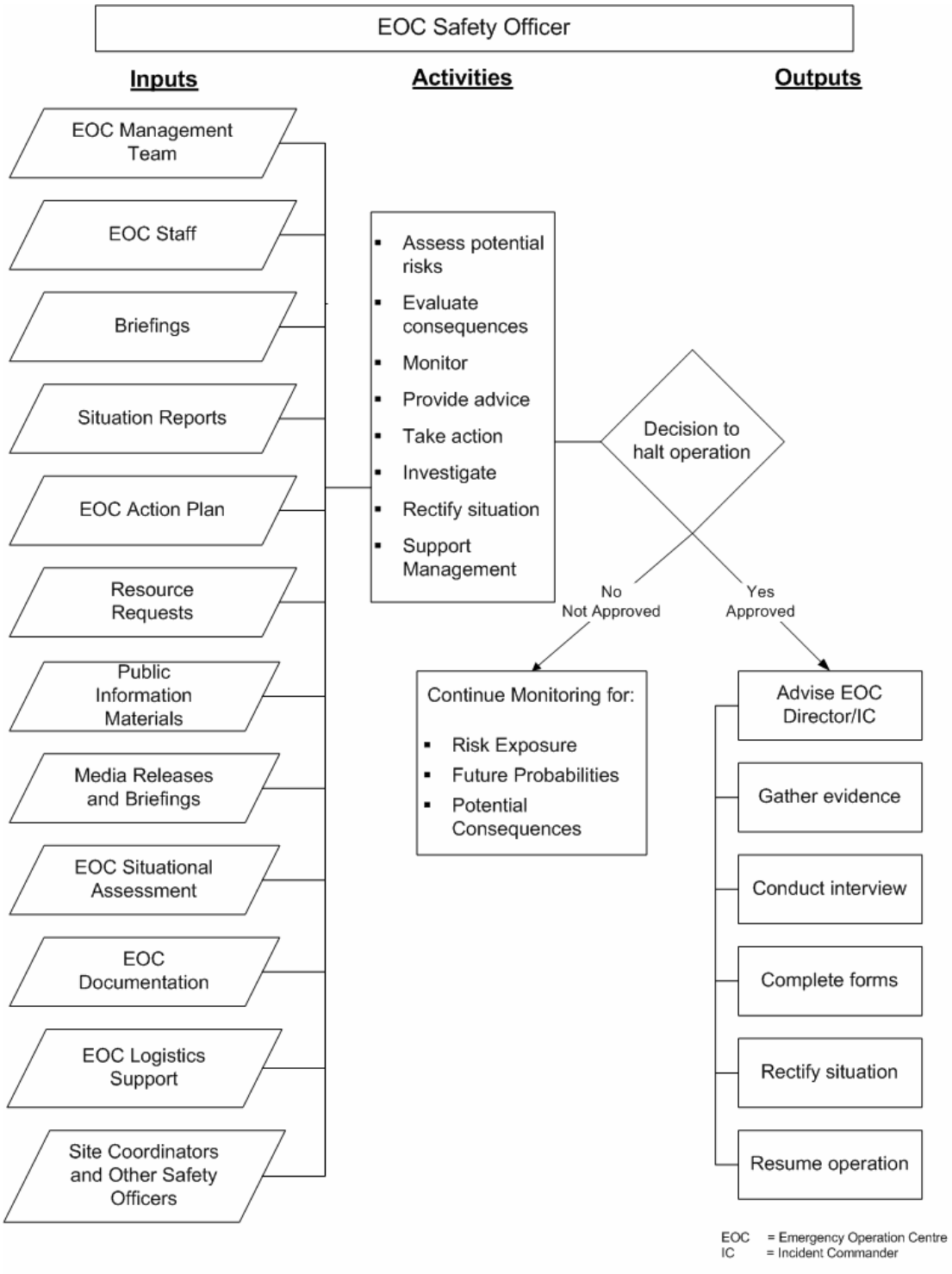


Figure 4-10: EOC Safety Officer

RED
Legal Officer

4.5.1.5 Legal Officer

The Legal Officer provides legal advice to the EOC, as required. As with other functions, this position will be staffed as required.
Reports to: EOC Director/IC or Deputy

General Staff and Technical Specialist Sectional Functions

Note: General sectional positions include Operations, Planning, Logistics, and Finance and Administration.

Note: Regarding Technical Specialists. Personnel with special skills can be used anywhere within the ICS organizational structure and interface with the appropriate branches as required.

Note: An argument can be made for deploying Technical Specialists within the Operations, Planning, and Logistics Sections of the AAHRT directly to the initially established Site, FEOC, or REOC and populating other sites as the situation develops. The EOC Director/IC, in consultation with the Section Chiefs, decides to what level EOC the Technical Specialists are deployed.

Additional positions that are specific to an aquatic animal disease emergency will need to be established to handle the technical components of the control and response activities. Technical Specialists have specialized knowledge and expertise, and may function within the Operations Section but may also be needed in the Planning Section, and should be assigned wherever their services are required. A Technical Specialist may supervise a functional unit for which they have expertise. In many cases, Technical Specialist skills may be required in the Planning Section to advise on issues, such as when the use or non use of vaccines are being planned. Once a decision to act has been reached, the Technical Specialist would switch to the Operations Section and be responsible for the implementation of this decision. Technical Specialists in the Operations, Planning, and Logistics Sections may report to a Section Chief, respectively, or form their own unit under the supervision of a Unit Leader.

ORANGE
Operations Section

Operations Section

The Operations Section is built from the bottom up, whereas the other Sections are developed from the top down, as functions are required. The Operations Section is responsible for ensuring consistency, developing the strategic Operations portion of the IAP, requesting resources to support operations, and maintaining close communication with the EOC Director/IC.

The IAP is the plan developed at the EOC level that contains objectives reflecting the overall incident strategy and specific coordinating actions and supporting information for the next operational period (generally 24 hours). The plan may be oral or written.

Note: The Operations Section at the Area or Regional level assumes the role of directing, coordinating, and monitoring, rather than actually delivering the Site or Field tactical functions.

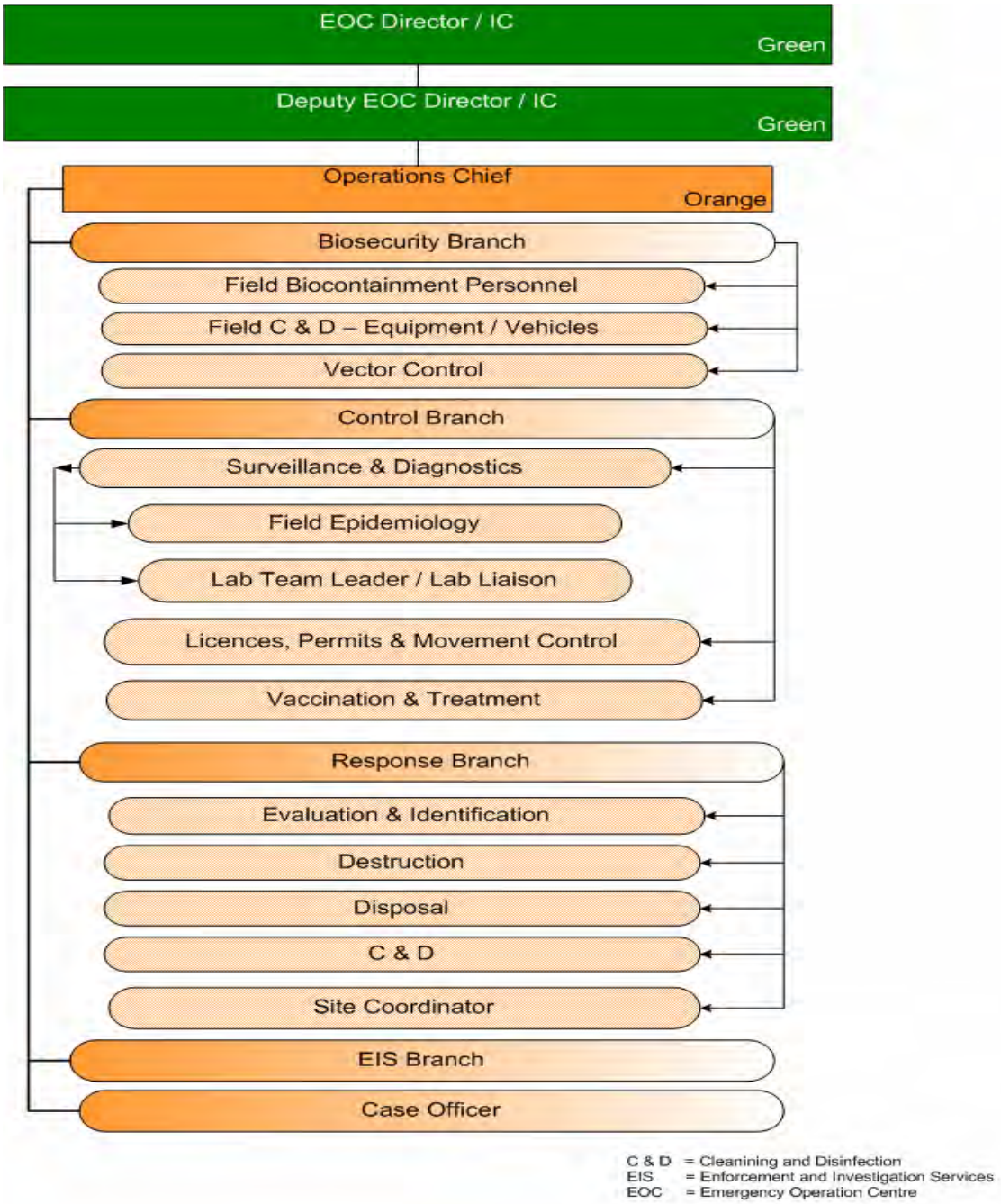


Figure 4-11: Operations Section

ORANGE
Operations
Chief

4.6 Operations Section Chief

Reports to: EOC Director/IC

Responsibilities:

- Supervise the Operations Section.
- Ensure that the Operations Coordination function is carried out, including coordination between the Branches and for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC IAP are carried out effectively.
- With the Branches, develop the Operations portion of the IAP for the next operational period.
- Establish the appropriate level of Division/Group, Branch, and Unit organizations within the Operations Section, continuously monitoring the effectiveness and adapting accordingly, with the assistance of the Branch Coordinators.
- Coordinate and direct activated Deputy Operations Chiefs (DOCs) and the Branch Coordinators.
- Maintain a communications link between Site coordinators and the EOC to coordinate the overall response, resource requests, and event status information.
- Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports.
- Conduct Operations' briefings for the EOC Director and Management team, as required or requested.
- Advise the EOC Director of challenges and requests for decision, as well as adjustments or changes in the procedures required.
- Request resources from the Logistics Section Chief in support of a site(s).

Action Phase:

- Ensure that all section personnel are maintaining their individual position logs and other paperwork, as required.
- Conduct periodic briefings and work to reach consensus among Operations' staff on objectives for each operational period.
- Ensure that all media contacts are referred to the Information Officer.
- Prepare for and participate in EOC Director's Action Planning meetings and other relevant EOC Management Team meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with Branch Coordinators to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.

- Ensure that situation and resources information is provided to the appropriate Units in the Planning Section on a regular basis or as the situation requires, including Branch Status Reports and new incoming incident reports.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning Section (Situational Assessment Branch) in a timely manner.
- Ensure that the Branches coordinate all resource needs through the Logistics Section and liaise with the Resource Unit.
- Authorize resource requests and forward extraordinary and/or Critical Resource requests to the EOC Director for approval.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (e.g. notification of emergency expenditures and daily timesheets).
- Brief the EOC Director/IC and other Management Team members on all major incidents, advising of problems encountered, requests for decisions, and measures to be taken (e.g. adjustments, changes in procedures).
- Ensure the EOC Director that all provincial and federal environmental protection agency requirements for usage of all chemicals have been fulfilled before disease response operations are initiated.
- Brief Branch Coordinators and Section Staff periodically on any updated information received.
- Ensure the smooth conduct and proper sequence of control and response activities.
- Assign a Site Coordinator to each infected site or premises as soon as a premises is suspected or confirmed infected, and before destruction activities begin.
- Share status information with other sections, as appropriate.

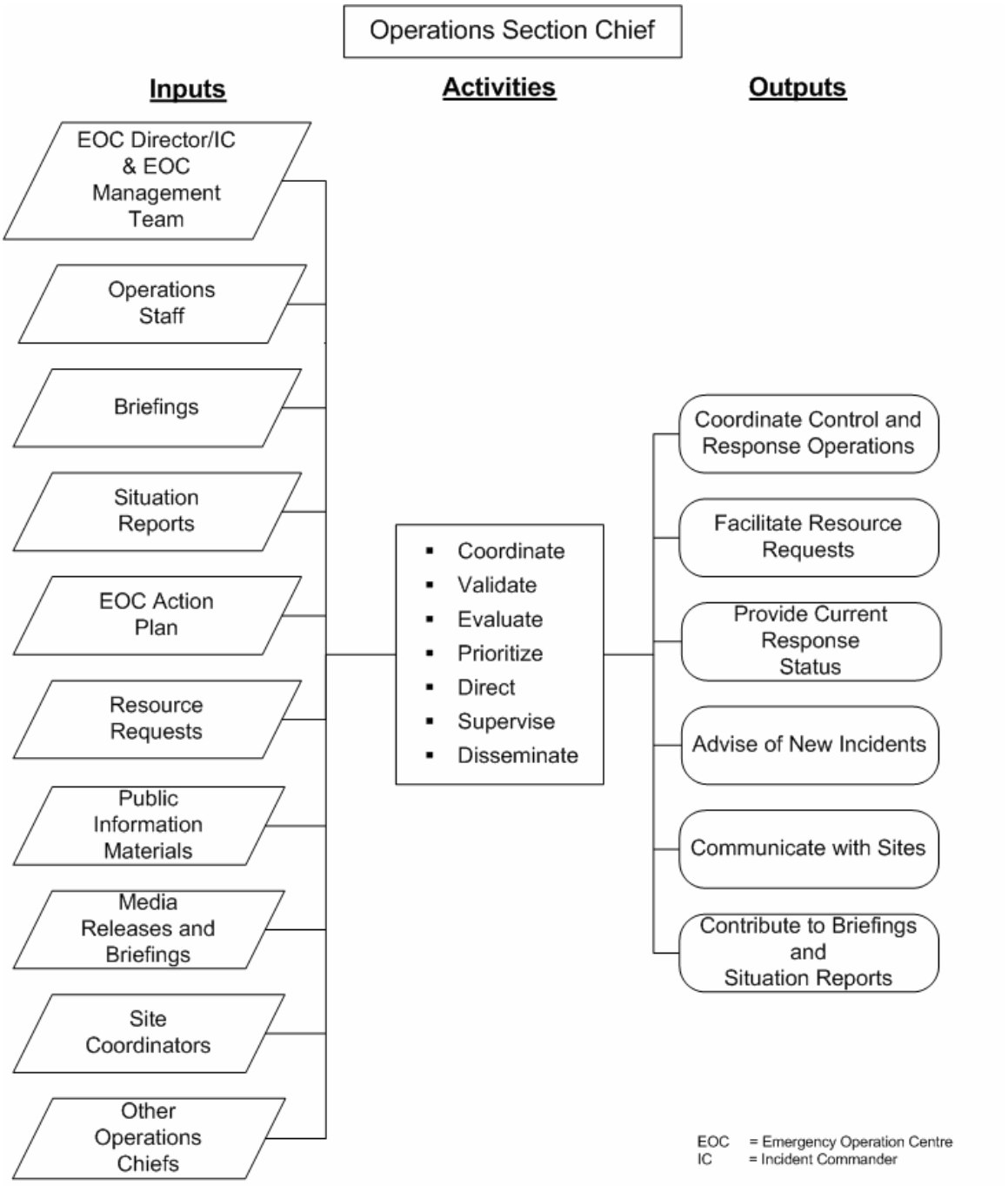


Figure 4-12: Operations Section Chief

There may be four branches within the Operations Section:

1. Biosecurity Branch
2. Control Branch
3. Response Branch
4. Enforcement & Investigation Services (EIS) Branch

Note: Information Service Desk (if not located in the Logistics Section).

ORANGE
ISD

Information Service Desk (ISD) provides reception and call information/directing services for the EOC. This desk, while established and operated by the EOC Manager and Facilities under Logistics, may be physically located near Operations and can receive operational direction from the Operations Chief or designate.

ORANGE
Biocontainment/
Biosecurity Branch

4.6.1 Biosecurity Branch

Biosecurity is defined as measures that prevent the introduction and/or spread, within and out of a premises or area, of the disease of interest. Biocontainment is a subset of biosecurity and means keeping the disease agent from spreading out of a defined place. Bioexclusion is a subset of biosecurity and means keeping the disease agent of interest out of a defined place. Biosecurity must consider spread of disease via the susceptible aquatic animals, water, feed, fomites, and vectors. This function primarily deals with fomites and vector control, including biosecurity for personnel entering and leaving the Infected Place. This Branch will also assist other functions within the Control and Response Branch, because biosecurity principles apply to all aspects of disease management.

The Branch is run by a Biosecurity Coordinator. The Biosecurity Coordinator may be responsible for up to three units:

1) Field Biocontainment – Personnel Unit,
2) Field C&D – Equipment/Vehicles Unit, and
3)Vector Control Unit.

Reports to: Operations Section Chief
The Biosecurity Coordinator of this Branch is responsible for the following tasks:

- Approve the biosecurity measures to be taken at designated entrance and exit points from an Infected Place for personnel, vehicles, and equipment.
- Ensure that biosecurity procedures are consistent between infected premises and are appropriate within each zone of a Control Area.
- Communicate with the Supplies Unit under the Support Branch of the Logistics Section to ensure an adequate delivery and deployment of the necessary equipment and services (including, but not limited to, portable showers, handwashing stations, washrooms, lunches, laundry services, and biohazardous garbage pickup and disposal).

- Coordinate the biosecurity-related operations with respect to people and things at the Area or Region.
- Coordinate the biosecurity-related operations that associate with non-human vectors at the Area or Region.
- Liaise with the Control and Response Coordinators about biosecurity for their Units.
- Ensure that the Field Biosecurity Team and Field C&D Team are either on-site, or that the correct biocontainment and bioexclusion procedures will be followed prior to CFIA staff, other personnel, and equipment entering an Infected Place.
- Coordinate the placement of the Field C&D – Equipment/Vehicles Unit.
- Coordinate the Vector Control Unit activities.
- Sets up a system to locate and contact all Units at all times in the Area or Region.
- Coordinate audits on the application of biosecurity protocols for CFIA staff and non-CFIA staff.
- Provide biosecurity-related advice to other emergency control and response Coordinators on the biosecurity considerations and requirements for their staff.
- Provide biosecurity-related advice and protocols to municipal, provincial, other federal personnel involved in disease control and response activities on an Infected Place.
- Provide direction to municipalities in establishing C & D centres that may be required in a Control Area for civilian conveyances.
- Establish and maintain effective working relationships with aquaculture sites, Federal/Provincial/Territorial fish hatcheries, holding sites for harvested wild aquatic animals (e.g. lobster pounds, net-pens), seafood processing plants, feed mills, other types of manufacturing plants (eg. dead bait production), public and private aquariums (eg. zoo, restaurant, seafood retail outlet, warehouse [wholesaler or distributor], pet store), transportation company representatives, private ponds, research laboratories, diagnostic laboratories, water quality monitoring laboratories, hobbyist and trade shows, and other related industry groups to demonstrate and inform about methods to prevent the spread of aquatic animal diseases.
- Work with the Safety Officer to ensure employees are trained in biosecurity policies and procedures, as well as hazard communications, to ensure a safe working environment.

4.6.1.1 Field Biocontainment – Personnel Unit

This Unit has the following responsibilities:

- Establish the biosecurity plan for personnel entering and exiting the Infected Place.
- Deploy to field sites to set up biosecurity protocols for the Infected Place.
- Provide a list of supplies and equipment to carry out the biosecurity plan to Biosecurity Coordinator.
- Ensure compliance with biosecurity procedures.
- Coordinate biosecurity operations in the Region or Field.
- Audit the biosecurity procedures of the Unit.
- Share the responsibility for training staff with the C&D Technical Specialist.
- Acquire knowledge of the practices and procedures used in biosecurity activities.
- Maintain a thorough knowledge of industry practices and procedures that are necessary in introducing effective biosecurity methods.
- Provide complete data and sound advice to field staff to secure support and acceptance of biosecurity procedures.
- Submit all required reports in a timely manner to the Biosecurity Coordinator.

4.6.1.2 Field C&D – Equipment/Vehicles Unit

The Field C&D Unit is responsible for the following tasks:

- Determine the C&D Plan for Equipment/Vehicles entering and exiting an Infected Place.
- Determine the location and direct the establishment of C&D centres for vehicles and equipment owned, rented, or operated by the CFIA.
- Provide a list of supplies and equipment to carry out the C&D plan for equipment/vehicles to the Biosecurity Coordinator.
- Provide advice to the Biosecurity Coordinator regarding establishment of C & D centres in municipalities that may be required in a Control Area for civilian vehicles, boats, etc.
- Assist the Field Biocontainment Unit in establishing decontamination procedures for all teams that are called upon to move about in the field.
- Provide technical advice regarding C&D.

- Keep abreast of new technology in the area of C&D, and ensure that there is knowledge about the different types of disinfectants, how they work, how they should be used, and how to comply with safety and environmental standards.
- Ensure the availability of Material Safety Data Sheets for all chemicals used.
- Set up a system to locate and contact Field C&D Units at all times in the Region or District.
- Forward Unit reports to the Biosecurity Coordinator.

4.6.1.3 Vector Control Unit

Reports to: the Biosecurity Co-ordinator

The Vector Control Unit is responsible for the following tasks:

- Determining the presence of any pets, feral or wild mammals or aquatic animals, and birds or insects/ectoparasites, capable of spreading the disease agent from the infected premises;
- Developing the plan for vector control;
- Providing a list of supplies and equipment to carry out the Vector Control plan for equipment/vehicles to Biosecurity Coordinator;
- Maintaining up-to-date Material Safety Data Sheets of currently approved rodenticides and other pesticides;
- Maintaining liaison with appropriate Provincial and local vector control (or entomological) officers;
- Establishing and maintaining channels of communication with local wildlife and fisheries enforcement officers and wildlife and fisheries biologists, and providing a channel of emergency response communication regarding wildlife and fisheries located in the geographical area of interest;
- Submitting all required reports to the Biosecurity Coordinator;
- Training employees in the safe and effective application of products; and
- Monitoring the effectiveness of vector control measures.

ORANGE
Control Branch

4.6.2 Control Branch

The Control Branch directs and coordinates all control activities in support of the strategic priorities established by command.
Reports to: Operations Section Chief.

The Control Branch Coordinator is responsible for the following tasks:

- Supervising and coordinating the daily activities of the following Units or Technical Specialists: Surveillance and Diagnostics; Licenses, Permits and Movement Control and Vaccination and Treatment;
- In collaboration with the Operations Chief and Response Coordinator, ensuring that a Site Coordinator is assigned to each infected or exposed incident site to coordinate all activities, and to oversee biocontainment from the point of diagnosis to the completion of the first stage of treatment and first decontamination of the site ("disease agent knock down");
- Assigning tasks to Units and ensuring that they are conducted and completed within disease control principles;
- Receiving and approving activity reports from Units, with subsequent forwarding to the Situational Assessment Branch Coordinator in the Planning Section;
- Ensuring continuity of control activities and forwarding reports to the Situational Assessment Branch Coordinator. This communication may occur through the Section Chiefs;
- Evaluating, coordinating, approving, and forwarding requests to the Operations Chief;
- Supporting the Units or Technical Specialists by providing necessary staff and coordinating staff movements in accordance with the Units' daily needs (The roles and responsibilities of each of these positions are outlined below.); and
- Ensuring, in cooperation with the Safety Officer, the training of personnel in hazard communications as it relates to dangerous tasks required to accomplish aquatic animal inspections and appraisals.

ORANGE
Surv/Diagnostics

4.6.2.1 Surveillance and Diagnostics

Reports to: Control Branch Coordinator

Surveillance and Diagnostics provides sampling support and collection of epidemiological information for the Epidemiology and Tracing Unit in the Planning Branch. The leader of the Unit is the Surveillance and Diagnostics Technical Specialist who is supported by a Laboratory Team Leader, Laboratory Liaison Technical Specialist, Sampling Team and a Field Epidemiology Team.

The Surveillance and Diagnostics Technical Specialist is responsible for the following tasks:

- Coordinating the inspection of all reported sick calls for suspected aquatic animal disease, and surveillance inspections and sampling;
- Coordinating other epidemiological assignments;

- Maintaining a list of qualified veterinarians to investigate aquatic animal sick calls;
- Coordinating surveillance assignments;
- Ensuring that sampling procedures are followed, including biosecurity, packaging and shipping of samples/specimens and quality control;
- Ensuring testing is completed and results are received;
- Ensuring provision of training for team members;
- Assisting in determining the necessary resources for surveillance and diagnostic functions;
- Making available the equipment and material that are required by the teams;
- Putting in place a control system to locate the teams at all times;
- Seeing that team reports are sent to the Situational Assessment Branch and Documentation in the Planning Section, as appropriate;
- Drafting reports and summaries concerning the activities, as required;
- Determining the accuracy and completeness of the reports;
- Submitting all required reports to the Situational Assessment Branch in a timely manner;
- Informing the Control Branch Coordinator of all positive diagnoses, so that the Response Branch Coordinator is alerted;
- Reporting violations of movement control regulations to the EIS Branch Coordinator;
- Establishing and maintaining effective working relationships with related industry groups and stakeholders to inform of the disease incursion; specifically the aquatic animal species affected, associated clinical signs, the methods to prevent disease spread, and the EOC telephone numbers that are used for reporting suspected disease conditions and incidents;

ORANGE
Field Epi

4.6.2.1.1 Field Epidemiology

The Field Epidemiology Team is responsible for completing Tracing Assignments and Inspection Assignments, completing reports and documentation describing findings in these assignments, delivering movement control documents when required, explaining biocontainment/biosecurity standards to owners and providing owners with information on surveillance activities that may be forthcoming.
Reports to: Surveillance and Diagnostics Technical Specialist

Note: In some ICS structures, the Field Epidemiology Team may report directly to the Control Branch Coordinator; if so, then this Team of the Surveillance and Diagnostics Unit becomes its own Unit, reporting directly to the Control Branch coordinator.

The Field Epidemiology Team is responsible for the following tasks:

- Completing tracing and inspection assignments and documentation that have been requested by the Epidemiology and Tracing Unit (Planning Branch) in a complete, accurate, and timely manner;.
- Ensuring that documents (AquaPIQs) are forwarded to Epidemiology and Tracing for review;
- Delivering movement control documents and educational material, such as disease fact sheets.

4.6.2.1.2 Laboratory Team Leader and Laboratory Liaison Technical Specialist

ORANGE
Laboratory

The Laboratory Team Leader may also assume the responsibilities of the Laboratory Liaison Technical Specialist.

Report to: Surveillance and Diagnostics Technical Specialist

The responsibilities of the Laboratory Team Leader include:

- Understanding the type of samples and specimens that may be collected and appropriate transport media, if applicable;
- Understanding sample submission protocols for NAAHLS and other approved laboratories;
- Certification in the Transportation of Dangerous Goods (TDG) and in the Classification 6.2 Infectious Substances (not a current requirement for sending in samples/specimens of aquatic animals);
- Preparation of sampling kits for the Sampling Teams;
- Advise the Laboratory Liaison Technical Specialist if the sampling kits are not picked up in a timely manner;
- Receive collected samples/specimens and verify their condition prior to shipment;
- Identify any deviation between the samples collected from those listed on the test order prepared by the Surveillance and Diagnostics technical specialist. Report the deviation to the Surveillance and Diagnostics technical specialist.
- Ensure that the chain of custody forms are completed for every sample received.
- Make sure that all samples are prepared for shipment with proper documentation to meet both TDG regulations and the needs of the laboratory receiving the samples(may be necessary at a later date, but is not a current requirement for sending in aquatic samples).

- Track the shipment of the samples to ensure that all packages arrive at the laboratory within the required time. Apply appropriate interdiction with the courier if samples are delayed en route. Advise the Laboratory Diagnostic Coordinator and Surveillance and Diagnostics technical specialist of any problems with shipments.
- Document the receipt of the samples by the laboratory in the submission tracking table in AQUERS.
- Maintain the database in the submission tracking table in AQUERS.
- Maintain an inventory of supplies to prepare the number of anticipated sampling kits. Work with the Surveillance and Diagnostics technical specialist to ensure that any surge in sampling may be accommodated.
- Prepare requests for the necessary materials and provide to the Surveillance and Diagnostics technical specialist.
- Identify problems encountered with the availability of supplies, and work with the Surveillance and Diagnostics technical specialist to resolve.
- Communicate with the Laboratory Diagnostic Coordinators regarding submissions to their laboratory. Identify problems encountered and prepare solutions.

The Laboratory Liaison Technical Specialist is responsible for the following tasks:

- Know which Animal Health Tests and Analyses Performed in CFIA and CFIA-approved (Accredited) laboratories and the "turnaround time" for test results.
- Be familiar with the current list of DFO Laboratories, any approved Network (Provincial) Laboratories, and the primary contacts, Laboratory Directors and Diagnostic Coordinators.
- Informing the EOC Director/IC and Section Chiefs of laboratory capacity;
- Clarifying written instructions for field personnel concerning submission of laboratory specimens, working closely with the Laboratory Team Leader;
- Cooperating with the Surveillance and Diagnostics Technical Specialist to maintain up-to-date AQUERS access to information on laboratory submissions and laboratory results;
- Preparing contingency plans for an adequate laboratory unit (i.e. personnel, facilities, and equipment) to meet varying needs;
- Relaying all inquiries concerning missing samples or results, or any other problems related to the shipment of specimens to the DFO Laboratory;

- Providing advice on the sample submission and transportation of dangerous goods/infectious substances;
- Providing advice regarding transport media and the specific tests to request for the diseases being investigated;
- Knowing how to access the turnaround times for test results;
- Knowing who to contact when a submitter sends (or forgets to send) out a specimen submission template;
- Maintaining lists of provincial and federal Laboratory Diagnostic Coordinators; and
- Contacting the laboratory to verify information and ask questions as required.

ORANGE
Licenses, Permits and Movement

4.6.2.2 Licenses, Permits, and Movement Control

Licences, Permits, and Movement Control is responsible for ensuring that the correct licences and permits and the wording on all licence and permit templates are correct. Monitoring of completed licences and permits for accuracy and consistency is also performed. The Licences, Permits, and Movement Control Unit issues all permits once a Control Area is established.
Reports to: Control Branch Coordinator

Licences, Permits, and Movement Control Technical Specialist is responsible for the following tasks:

- Working with the Operations Chief and EIS Branch Coordinator to set up a monitoring system for movement control;
- Establishing a system for issuing licences and permits to allow for the safe movement of aquatic animals, aquatic animal products (including germplasm), and aquatic animal by-products (including offal and blood water);
- Ensuring consistency and accuracy of the wording of licences, permits, declarations, and quarantines, and providing these templates to all field staff that may be required to issue them;
- Ensuring copies of issued licences and permits are returned to the EOC for forwarding to the Documentation Branch;
- Auditing *Form CFIA 1520 – Report of Inspector – Health of Animals Act*, as well as all issued licences and permits for completeness and accuracy;
- Correlating surveillance test results and inspections with requests for permits;
- Reporting any violations of quarantines or transport restrictions to the Biocontainment, Control, and EIS Coordinators;
- Training staff in the licences and permits office; and
- Drafting reports and summaries concerning the Unit's activities, as required.

ORANGE
Vaccination and Treatment

4.6.2.3 Vaccination and Treatment

When vaccination against a disease agent or treatment of the disease agent is considered to positively contribute to the control measures implemented, Vaccination and Treatment is tasked with developing the protocols and with advising on the training of staff who will be implementing these procedures.
Reports to: the Control Branch Coordinator

The Vaccination and Treatment Technical Specialist is responsible for the following tasks:

- Establishing and maintaining local distribution centres;
- Ensuring the training of employees with respect to the role of vaccination and treatment in containment and eradication of aquatic animal diseases, and ensuring adequate supervision of vaccinators;
- Ensuring that vaccination and treatment procedures are followed in the field;
- Developing and coordinating, in consultation with the CFIA's Veterinary Biologics Section and the Area Veterinary Biologics Veterinarian, a scientifically sound program to continually monitor the efficacy of vaccines;
- Arranging for the procurement, transportation, receiving, storage, distribution, administration, and security of vaccines and treatments by working closely with the Supplies Branch in the Logistics Section;
- Receiving and processing reports of vaccines distributed, used, returned, or destroyed on a daily basis;
- Ensuring that all information is collected by means of vaccination and treatment reports;
- Maintaining a record system of all vaccine and treatment transactions in AQUERS;
- Planning, coordinating, or assigning work to teams, and ensuring vaccination and treatment schedules are met;
- Ensuring vaccination and treatment teams follow C&D, biocontainment and biosecurity measures in accordance with the procedures established by C&D, Biocontainment/Biosecurity Technical Specialists;
- Training and accrediting vaccination and treatment teams, including accredited veterinarians and vaccinators;
- Setting up a control system to locate teams at all times;
- Forwarding reports to the Situational Assessment Branch for entry into AQUERS;
- Ensuring vaccination and treatment schedules are met;

- Recommending specific laboratory examinations for use in vaccine evaluation and instructing laboratory workers in the methodology used in conducting the examinations;
- Preparing protocols for collecting, processing, and shipping field specimens for vaccine evaluation;
- Evaluating, in consultation with Veterinary Biologics, the potency and efficacy of vaccines;
- Maintaining knowledge of the biologics and pharmaceutical industries; and
- Collaborating with Veterinary Biologics Section (Terrestrial Animal Health Division).

4.6.3 Response Branch

ORANGE
Response
Branch

The Response Branch directs and coordinates all response activities in support of the strategic priorities established by Command.
Reports to: the Operations Section Chief

The Response Branch Coordinator is responsible for the following tasks:

- Supervising and coordinating the daily activities of the Evaluation and Identification Unit, Destruction Unit, Disposal Unit, and Cleaning and Disinfection Unit;
- Assigning tasks to units and ensuring that they are carried out;
- Ensuring, in collaboration with the Control Branch Coordinator, that a Case Officer is assigned to each infected site or premises no later than at the end of destruction activities, for coordination purposes, and is the primary Agency contact for the owner until quarantine is released;
- Receiving and approving activity reports from units, and subsequently forwarding to the Situational Assessment Branch in the Planning Section for entry into AQUERS;
- Ensuring continuity of response activities by scheduling and forwarding reports to the unit responsible for the next response phase;
- Evaluating, coordinating, approving, and forwarding requests for personnel and material to the Operations Chief;
- Supporting the Units by providing necessary staff, and coordinating staff movements in accordance with the Unit's daily needs; and
- Ensuring, in cooperation with the Safety Officer, that the training of personnel in hazard communications as it relates to the dangerous tasks that are required to accomplish aquatic animal inspections and appraisals.

ORANGE
Evaluation and Identification

4.6.3.1 Evaluation and Identification

Evaluation teams assess the market value of aquatic animals, aquatic animal products, and by-products that have been ordered destroyed. Teams determine what compensation will be awarded to the owner, based on fair market value and current regulations and policy.
Reports to: Response Branch Coordinator.

The Evaluation Technical Specialist is responsible for the following tasks:

- Establishing a list of evaluators and ensuring that they are aware of and comply with established evaluation procedures;
- Coordinating the assignments of evaluators as appropriate;
- Ensuring that appropriate documents accompany each application for compensation in accordance with the *Common Procedures Manual*;
- Responding to complaints and questions from owners concerning their evaluations and challenges relating to compensation;
- Ensuring that movements of evaluators conform with procedures established by the C&D and Biocontainment/Biosecurity Technical Specialists;
- Training evaluation staff;
- Ensuring that equipment and material required by staff are available;
- Ascertaining what resources are required for the smooth conduct of the Unit's activities and submitting requests to the Response Branch Coordinator;
- Establishing and implementing a system to locate and contact teams at all times;
- Forwarding team reports to the Situational Assessment Unit for entry into AQUERS;
- Drafting reports and summaries concerning the Unit's activities, as required;
- Determining the equitable market value of aquatic animals and materials required for destruction;
- Using documentation to show the basis for derivation of the determined value;
- Ensuring that appraisals are made in accordance with existing regulations and that aquatic animal owners are aware of their Right to Appeal an evaluation;
- Gathering brochures, catalogues, and other written material regarding the value of aquatic animals and related material;
- Maintaining knowledge of current values of aquatic animals and materials;

- Contacting people in various parts of the aquatic animal industries and other interested people who have special knowledge of the values of aquatic animals;
- Soliciting a list of people who are willing to serve if a disease detection or outbreak were to occur, requiring special expert personnel;
- Determining the need and arranging for special expert appraisers; and
- Ensuring the accuracy and completeness of the reports.

ORANGE
Destruction

4.6.3.2 Destruction

Destruction and disposal of infected aquatic animals that are determined to be at risk are the most sensitive socio-political aspects of disease eradication. Good working relationships with local environmental authorities and the affected industry is critical. All animals ordered destroyed must be done so in a humane, expedient, and safe manner.
Reports to: the Response Branch Coordinator

The Destruction Technical Specialist is responsible for the following tasks:

- Coordinating or providing technical expertise regarding the humane destruction of aquatic animals;
- Coordinating team assignments and activities on infected premises and from one place to another, as required;
- Ensuring, in collaboration with the Disposal Technical Specialist, compliance with environmental standards with regard to the disposal of carcasses;
- Enforcing regulations for the humane slaughtering of aquatic animals;
- Keeping abreast of new technology and progress in scientific knowledge relating to destruction of aquatic animals;
- Ensuring that the movement of teams conforms with procedures established by the Biocontainment/Biosecurity Technical Specialist;
- Training staff with the assistance of the Training, Orientation, and Debriefing Unit in the Logistics Section;
- Ensuring that equipment and material required by the teams are available;
- Ascertaining what resources are required for the smooth conduct of the Unit's activities and submitting requests to the Response Branch Coordinator;
- Participating with the Contracts and Leases Officer in the issuance of contracts and leases pertaining to equipment or personnel used for destruction;

- Setting up a system to locate and contact teams at all times;
- Forwarding team reports to the Situational Assessment Branch for entry into AQUERS;
- Drafting reports and summaries concerning the Unit's activities, as required;
- Ensuring personnel are trained in hazard communications, as it pertains to C&D procedures, and ensuring appropriate personal protective equipment (PPE) is available and is being correctly donned by employees for decontamination procedures;
- Ensuring up-to-date and accurate records of controlled substances are maintained; and
- Ensuring the proper storage and security of controlled substances.

ORANGE
Disposal

4.6.3.3 Disposal

Carcasses, aquatic animal products, and by-products must be disposed of in an acceptable manner (e.g. burial, bio-heat treatment, rendering, incineration). Disposing infected and suspect aquatic animals is a sensitive socio-political aspect of disease eradication. Good working relationships with local environmental authorities and the affected industry is critical.

Reports to: the Response Branch Coordinator

The Disposal Technical Specialist is responsible for the following tasks:

- Providing technical advice for the disposal of aquatic animals, aquatic animal products, and by-products;
- Ensuring compliance with environmental standards with regard to the disposal of carcasses;
- Maintaining knowledge of current procedures and methods used in disposal of aquatic animals;
- Keeping abreast of new technology and progress in scientific knowledge relating to the disposal of carcasses;
- Ensuring that the movement of teams conforms with procedures established by the Biocontainment/Biosecurity Technical Specialist;
- Planning, assigning, or coordinating disposal operations as required;
- Ascertaining what resources are required for the smooth conduct of disposal activities;
- Setting up a system to locate and contact teams at all times;
- Determining the accuracy and completeness of the reports;
- Ensuring reports are forwarded to the Situational Assessment Branch for entry into AQUERS;
- Drafting reports and summaries concerning the disposal activities, as required;

- Recommending resource requirements to the Response Branch Coordinator;
- Participating with the Contracts and Leases Officer in the issuance of contracts and leases pertaining to equipment or personnel used for disposal;
- Maintaining knowledge of procedures and methods used for disposal of feed, fecal material, and other material required for destruction;
- Ensuring, in collaboration with the Destruction Technical Specialist, the humane treatment of any live aquatic animals, and that carcasses, as far as is possible and practical, are treated with a reasonable level of respect during operations; and
- Identifying requirements and providing technical assistance to the training of employees in humane disposal methods, as well as hazard communications as it pertains to aquatic animal disposal.

ORANGE
C & D

4.6.3.4 Cleaning and Disinfection

All infected premises are thoroughly cleaned and disinfected as soon as possible after the disposal of infected animals, animal products and by-products, and other materials. There may be situations wherein disinfection cannot be achieved, but decontamination procedures are deemed effective in neutralizing the infectious agent. This activity is the responsibility of the premises' owner and may be carried out by the premises or animal's responsible owner or contracted firms. Monitoring of procedures takes place under the direction of the C&D Technical Specialist. C&D is the final step in response activities at infected or ordered depopulated premises. For some FAAD outbreaks, verification of adequate C&D may also be required using sentinel animals, although because of newer surveillance and monitoring technologies, this is becoming less common. The time frame for Declaration of Country Freedom is dependent on approval of the final C&D of the outbreak.

Reports to: the Response Branch Coordinator.

The C&D Unit is responsible for the following tasks:

- Assisting the Field Biocontainment Unit to establish decontamination procedures that adapt to the disease for all teams that are called upon to move about in the field;
- Providing technical advice regarding C&D;
- Planning, assigning, or coordinating C&D operations on infected premises, as required;
- Ensuring compliance with owner/operator's C&D procedures and the destruction of fomites not amenable to C&D;

- Keeping abreast of new technology in the area of C&D and ensuring knowledge of the different types of disinfectants; that is, how they work, how they are to used, and how to comply with safety and environmental standards;
- Ensuring the availability of Material Safety Data Sheets for all chemicals used;
- Ascertaining what resources are required to set up the teams, and submitting requests to the Response Branch Coordinator; and
- Drafting reports and summaries concerning the Unit's activities, as required, and forwarding to the Response Co-ordinator.

Orange
Site Coordinator

4.6.3.5 Site Coordinator

The Site Coordinator (SC) should be present at the site, when CFIA functions are taking place. The exception is when CFIA has been withdrawn from the site, usually at the time when the first phase of disposal and neutralizing the disease agent has been completed and approved.
The SC is not present when only periodic monitoring functions are conducted.
The SC does not usually have authority over the functional teams working at the site, unless delegated for safety purposes only. The SC usually manages only one active site at a time.
Reports to: the Response Branch Coordinator

The SC is responsible for the following tasks:

- Oversees the site;
- Maintains a list of all CFIA staff present at the site;
- Provides updates to the EOC as required;
- Prepares and maintains the command post display, including organization chart, resource allocation, and deployment;
- Communicates with the aquatic animal owner and premises' owner, as required, bringing points of interest, concern, and information between the CFIA and the owner(s);
- Facilitates the needs of the functional teams that are responsible for conducting biocontainment/biosecurity and response activities at the premises of interest; and
- May establish a Command Post near or at the site, where PPE and other supplies may be kept.

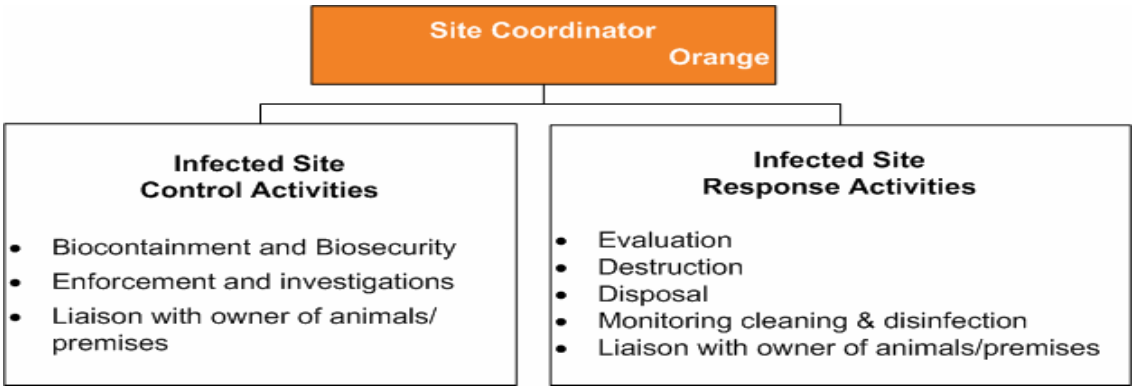


Figure 4-13: Site Coordinator Control and Response Activities

ORANGE
EIS

4.6.4 Enforcement and Investigation Services Branch

The Enforcement and Investigation Services (EIS) Branch may direct or coordinate all enforcement activities in support of the strategic priorities established by Command in the Area or Region as required.
The EIS Technical Specialist is responsible for the following tasks:

- Reporting to the Operations Chief;
- Ensuring all relevant Acts and Regulations are enforced;
- Supervising or conducting premises' inspections and monitoring movement control procedures for compliance;
- Ensuring that persons who work locally in the aquatic animal sector (e.g. federal/provincial/territorial fish hatcheries, holding sites for harvested wild aquatic animals [e.g. lobster pounds, net-pens], feed mills, and other types of manufacturing plants) within the Control Area are aware of and comply with the imposed restrictions. Other types of manufacturing plants may include dead bait production, bait retail stores, transportation company representatives, private ponds, research laboratories, diagnostic laboratories, water quality monitoring laboratories) and all owners of special premises where aquatic animals may be brought together (e.g. Koi shows, pond tours, and conventions), publicly accessible and private aquariums (may be associated with a zoo, restaurant, seafood retail outlet, warehouse (wholesaler or distributor, pet store, seafood processing plant);
- Coordinating or delivering licences and movement control permits, as requested by the Operations Chief;
- Conducting Control Area investigations, as requested by the Operations Chief;
- Supervising all personnel assigned to this Branch;

- Maintaining a working knowledge of provincial and federal regulations that pertain to the movement, quarantine, and disposal of aquatic animals, and their products during emergency aquatic animal disease situations;
- Actively seeking violations of regulations, gathering evidence, and preparing all necessary documents to assist in the prosecution of violators;
- Serving owners with notices to depopulate and distributing documents that have regulatory authority, as required;
- Maintaining working relationships with local police and other law enforcement agencies to gain assistance and advice when needed;
- Cooperating with and seeking advice from the CFIA Legal Officer in preparing regulatory enforcement documents;
- Submitting all required reports in a timely manner to the Situational Assessment Branch for entry into AQUERS, and ensuring the reports are accurate and complete;
- Directing, supervising, or conducting enforcement of regulations and monitoring of quarantines and compliance; and
- Cooperating with the Animal Welfare Officer to ensure humane treatment of animals.

4.6.5 Case Officer

ORANGE
Incident Case Officer

The Case Officer takes over the premises' file at some time before the Site Coordinator has been withdrawn from the premises. The Case Officer receives a briefing from the Site Coordinator, and then becomes the CFIA point of contact for the premises' owner and responsible animal owner. A Case Officer can manage up to seven premises' files (Manageable Span of Control ICS Principle).

Note: Case Officers may **report directly to the Operations Chief,** if the number of active sites is small.
In a response that is large in scale, with many premises' files, a Premises Branch Coordinator (reporting to the Operations Chief) may be needed and in which case, to whom the Case Officers report.

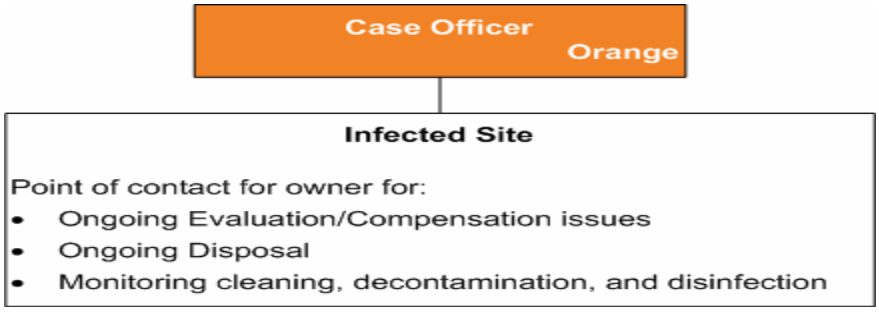


Figure 4-14: Case Officer

BLUE
Planning Section

Planning Section

The Planning Section collects, evaluates, processes, displays, and disseminates information for use at the incident.

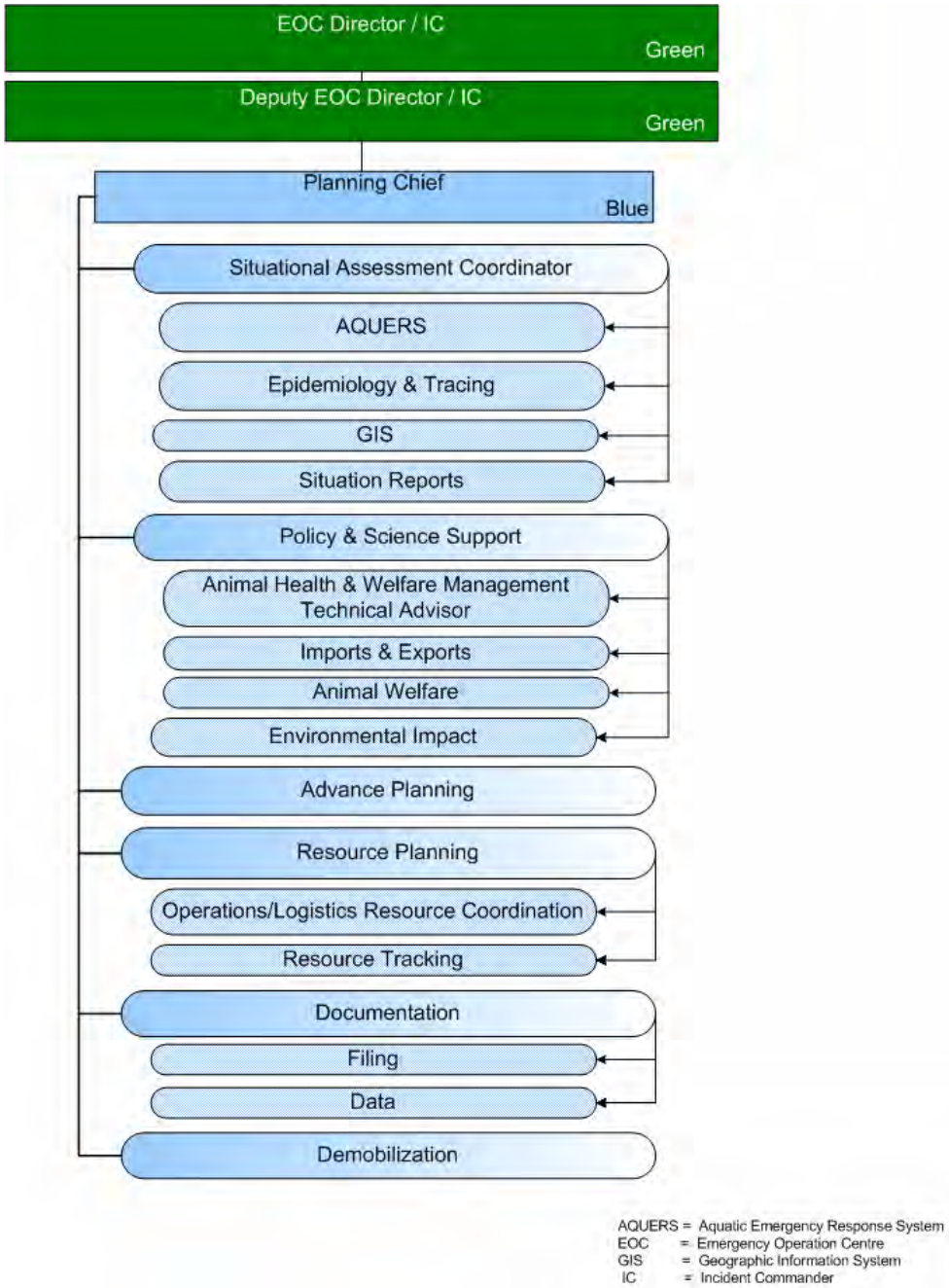


Figure 4-15: Planning Section

BLUE
Planning Chief

4.7 Planning Section Chief

Reports to: the EOC Director/IC

The Planning Chief manages the Section, supervising the collection, evaluation, dissemination, and utilization of information regarding the development of the emergency and the status of resources.
Responsibilities:

- Oversee the development of the EOC Incident Action Plan (IAP) for each operational period, from IAPs submitted by each Section Chief.
- Ensure that long-range planning and developing plans for demobilization at the end of an incident take place.
- Maintain resource status information on all equipment and personnel.
- Maintain incident documentation, and coordinate collection, evaluation, dissemination, and display of information.
- Maintain resource status information on all equipment and personnel.
- Maintain incident documentation.
- Collect and process situation information about the incident.
- Facilitate the preparation of the section IAPs.
- Provide input to the EOC Director and Operations Chief in preparing the IAP.
- Reassign out-of-service personnel who are already on-site to ICS organizational positions, as appropriate.
- Establish information requirements, and report schedules for Planning Branches.
- Determine the need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces that are not assigned to operations.
- Establish special information collection activities as necessary (e.g. epidemiological, weather, environmental, and toxin information).
- Ensure, in coordination with the other Section Chiefs, that Status Reports are completed and utilized as a basis for EOC Situation Reports and EOC Action Plans.
- Assemble information on and propose alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of the incident demobilization plan.

BLUE
Planning Chief

Action Phase:

- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Chair the EOC Action Planning meetings approximately two hours before the end of each operational period.
- Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.
- Provide technical services, such as environmental advisors and other technical specialists, to all EOC sections as required.

Ensure that

- planning position logs and other necessary files are maintained.
- the Situation Unit is maintaining current information for the EOC Situation Report.
- the Operations Section completes major incident reports and branch status reports, and that they are accessible by Planning Section. It is recommended to provide a Planning Liaison to Operations Section.
- an EOC Situation report is produced, approved, and distributed to EOC Sections and the Executive Committee (EC) at least once prior to the end of the operational period. (Others may be produced as directed by the EOC Director.)
- all status boards and other displays are kept current and that posted information is neat and legible.
- the Information Officer has immediate and unlimited access to all status reports and displays.
- objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
- the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- the Advance Planning unit develops and distributes a report that highlights forecasted events or conditions that are likely to occur beyond the forthcoming operational period—particularly those situations that may influence the overall priorities of the EOC.
- the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- the Risk Management Officer is involved in the Action Planning process.

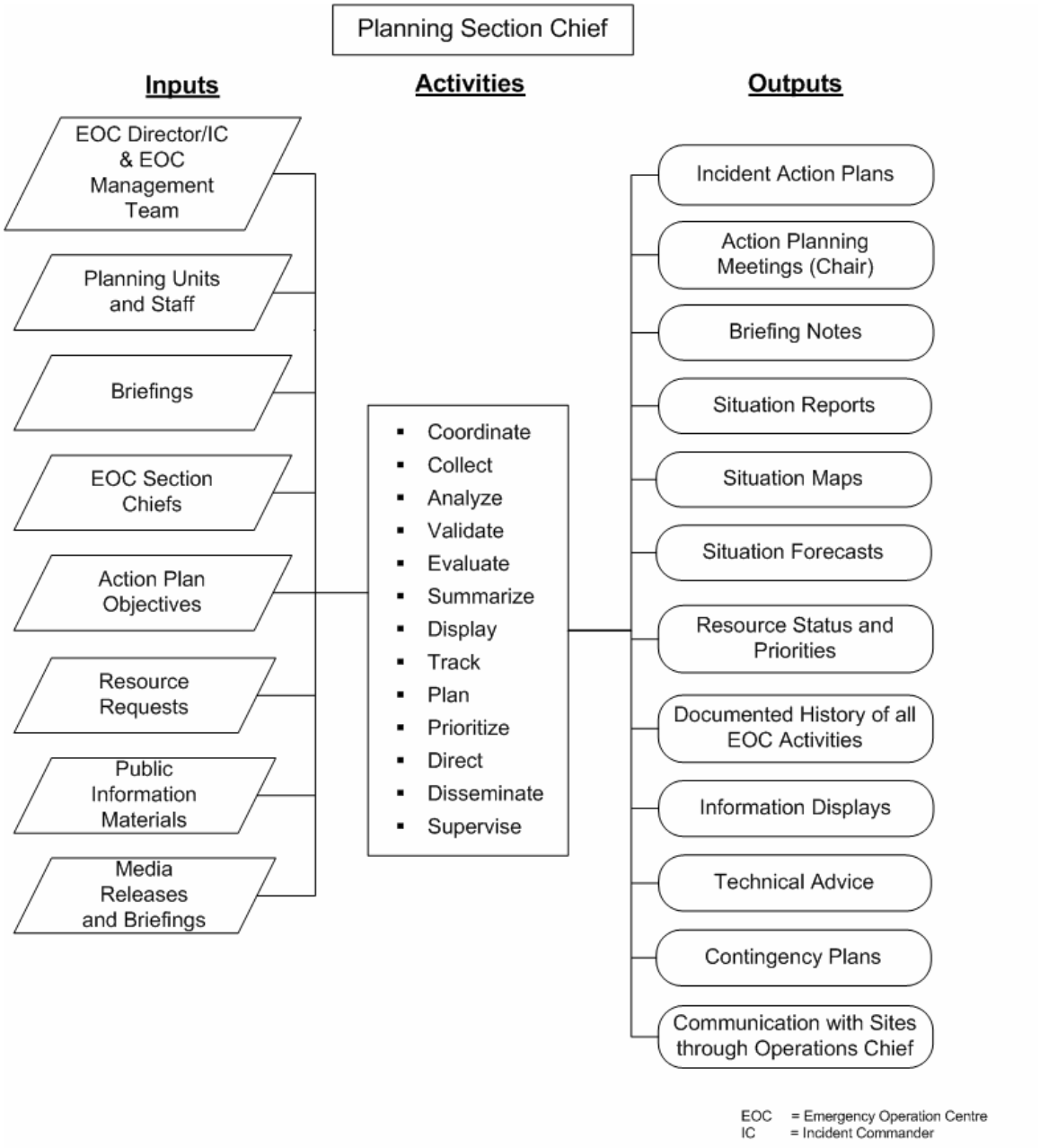


Figure 4-16: Planning Section Chief Activities

There are six organizational functions within the Planning Section for activation as Branches or Units as required.

1. Situational Assessment
2. Policy and Science Support
3. Advance Planning
4. Resource
5. Documentation
6. Demobilization

BLUE
SAB

4.7.1 Situational Assessment Branch Coordinator

Oversees the collection, organization, mapping, and analysis of all incident intelligence information (i.e. AQUERS, epidemiology reports, Geographic Information System (GIS) mapping, situation reporting) and provides specialized knowledge and expertise (e.g. AQUERS Technical Specialist, GIS Technician).
Reports to: the Planning Section Chief

The Situational Assessment Branch Coordinator assumes responsibility for all matters that relate to data collection and data management. This includes the following tasks:

- Oversee the collection, organization, and analysis of situation information.
- Ensure that the Incident Action Plan is developed for each operational period, based on the objectives provided by each EOC Section.
- Establish and ensure an ongoing link with the Operations Section to collect accurate situation information in a timely manner.
- Ensure the information collected from all sources is validated.
- Cooperate with the Documentation Branch in maintaining electronic files.
- Serve as the "Historian," documenting the outbreak with the most accurate information available.
- Serve as a reliable resource for the most up-to-date summary of outbreak disease information, whether statistical, epidemiological, or diagnostic in scope.
- Maintain an acute awareness and a timeline, and ensure that key dates and events are in the timeline and in a summary format.
- Evaluate the AQUERS and make recommendations to the AQUERS Technical Specialist concerning necessary changes.
- Receive reports from all branches and ensure that data are accurately entered into AQUERS.
- Assume overall responsibility for the smooth operation of the main data collection and compilation system, making it possible to rapidly assess the overall situation of operations.
- Prepare, on request, summaries and statistical reports on matters relating to the compilation of information.
- Arrange for technical support the preparation, review, coding, and data input into AQUERS.
- Communicate needs to the Planning Chief in a timely manner to assure up-to-date effective AQUERS operations.
- Provide the necessary forms that meet the established reporting requirements, including maintaining liaison with key reporting personnel in the field and with the higher level EOC.

- Arrange, in cooperation with AQUERS, and GIS Technical Specialists, for the development of appropriate data entry fields and schedules for reporting Field-level activities.
- Ensure Situation Reports, summarizing important matters related to the outbreak for the past operational period, which are prepared and distributed to EOC staff and higher headquarters, as requested by the EOC Director.

Action Phase:

- Ensure position logs and other necessary files are maintained.
- Assign a Situation Staff member to observe the Operations Section and collect situation status information on a regular basis.
- Ensure each EOC section and branch provides the Situational Assessment Branch with status updates on a regular basis.
- Oversee the collection and analysis of all incident-related information.
- Oversee the preparation and distribution of the EOC Situation Report.
- Coordinate with the Documentation Unit to reproduce relevant plans and distribute as required.
- Meet with the Information Officer to coordinate access to current information.
- Prepare a situation briefing for the EOC Action Planning meeting.
- Ensure each EOC section provides its objectives at least 30 minutes prior to each EOC/Incident Action Planning meeting.
- Convene the Action Planning meeting and assist the Planning Section Chief in facilitating the meeting.
- Ensure, in preparation for the Action Planning meeting, that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials.
- Following the meeting, send the approved EOC/Incident Action Plan to the Documentation Unit for distribution prior to the next operational period.
- Ensure that adequate staff members are assigned to maintain all maps, status boards, and other displays. Status Board information should include the event name and sequential numbering system for new events, date and time, incident details, the response taken (includes activities and resources), status (open or closed), and a column for follow-up required.

Situational Assessment Branch Coordinator - Information Collection Analysis and Distribution

The following two diagrams are provided as "job aids" to facilitate the collection, assessment, analysis, and distribution of information:

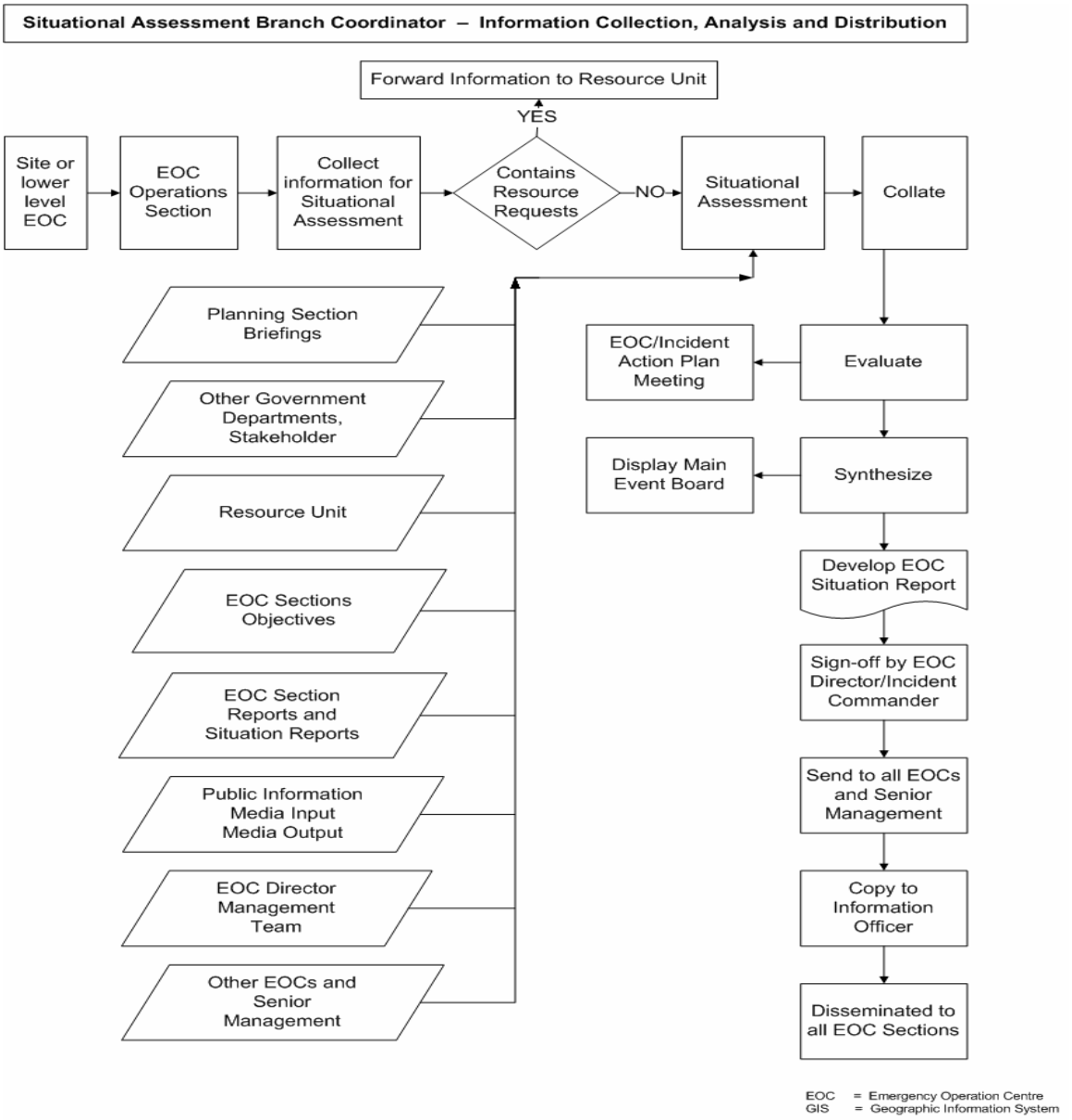


Figure 4-17: Situational Assessment Branch Coordinator – Information Collection Analysis and Distribution

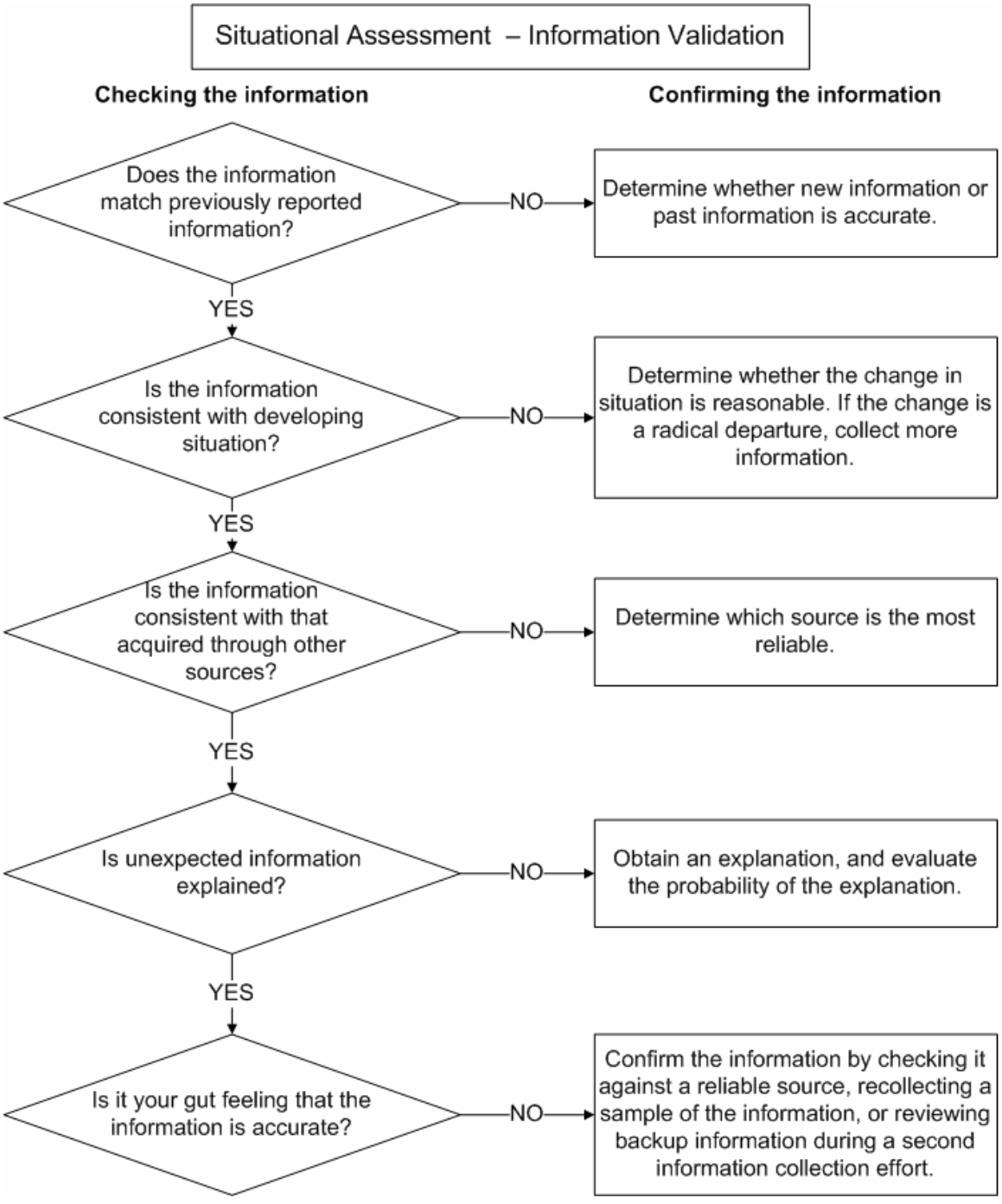


Figure 4-18: Situational Assessment – Information Validation

BLUE

4.7.1.1 AQUERS

Reports to: the Situational Assessment Coordinator

The AQUERS Technical Specialist is responsible for the following tasks:

- Maintaining master files of all information and documents in AQUERS;
- Responding to requests to develop the appropriate new data entry fields;
- Developing necessary forms to meet established reporting requirements for data into AQUERS;
- Providing technical support for preparing, reviewing, coding, and data inputting into AQUERS;
- Creating reports requested by other Sections;
- Ensuring that data are entered by each Section in a timely manner; and
- Determining the number of operators needed to ensure timely input of data into AQUERS and timely retrieval of data.

4.7.1.2 Epidemiology and Tracing

Epidemiology and Tracing is responsible for monitoring and evaluating data provided by the Field Epidemiology Team, identifying tracing and inspection assignments that are to be completed by the Field Epidemiology and forwarding test requests to Surveillance and Diagnostics. This includes assessing test results and determining follow-up actions.

Reports to: the Situational Assessment Coordinator

Epidemiology and Tracing responsibilities:

- Draft reports and summaries concerning the units' activities, as required.
- Assist in determining its resource needs.
- Monitor the flow of all pertinent epidemiological information, information flow from the field to Epidemiology and Tracing for revision and subsequent Documentation and AQUERS.
- Provide information in response to requests from Advanced Planning (analytical epidemiology).
- Evaluate field forms (e.g. AquaPIQ, tracing assignment forms, laboratory results, sick animal calls, health status reports), and prioritize trace information.
- Make lists of trace assignments and inspection assignments that are to be performed.

- Determine priority, and forward tracing assignments and inspection assignments to the Field Epidemiology, as well as sampling priorities to Surveillance and Diagnostics.
- Forward all trace information concerning traces outside the Area to appropriate Area Offices for inspection or action.
- Forward all information concerning international traces to the National Emergency Response Team (NERT) Imports and Exports.
- Review all completed C sections of the AquaPIQ to ensure that all potential sources of infection and further disease spread have been examined.
- Review and update the epidemiology questionnaire to ensure that the appropriate information is captured (e.g. critical period) and that the most updated version of the AquaPIQ is used by AQUERS.
- Provide feedback on updates required by the Epidemiology and Tracing Section of the AAHFP.
- Liaise with the National Science Support, the National Emergency Operations Centre (NEOC) Advance Planning, Surveillance and Diagnostics, Licences, Permits and Movement Control, Field Epidemiology, and other relevant parties, as necessary.
- Remain in contact with the National Policy and Science Support Branch to obtain expert advice relating to the current disease outbreak.
- Recommend changes to questionnaires and other inspection tools.
- Make recommendations to the Planning Chief for further distribution, as required.
- Create reports when requested by the Planning Chief.

BLUE
GIS

4.7.1.3 GIS

Reports to: the Situational Assessment Coordinator

The GIS Technician is responsible for the following activities:

- Maintaining up-to-date maps of the outbreak and identifying important locations to provide a visual representation of the situation;
- Providing photographic services and maps, as required;
- Maintaining up-to-date charts, showing the status of the incident;
- Using the database to produce maps and to display a variety of information, which may be of use to, or requested by, the EOC Director or Section Chiefs; and

- Communicating mapping and displaying capabilities to the Situational Assessment Branch Coordinator for further distribution as required.

4.7.2 Policy and Science Support

BLUE
Policy & Science

Reports to: the Planning Section Chief

Policy and Science Support can be divided into the following five units:

1) Animal Health and Welfare Management Policy (AHWM);

2) Imports and Exports Policy;

3) Animal Welfare Policy;

4) Environmental Impact Policy;

5) and Laboratory Liaison Policy.

The roles and responsibilities of each of these positions are outlined below.

BLUE
Technical

4.7.2.1 Technical Advisor Animal Health and Welfare Management

In an aquatic disease outbreak, an AAHD Manager, Aquatic Animal Health Program Specialist, or designate, may assume the role of Technical Advisor when requested. The Technical Specialist is responsible for providing interpretation of aquatic disease outbreak policies and procedures and consulting, as necessary, with National Headquarters to ensure correct interpretation of existing documentation. The Technical Specialist provides technical advice to the EOC Director and Section Chiefs, as required.

The Technical Advisor is responsible for the following tasks:

- Collaborating with headquarters staff and other key stakeholders when policies do not exist in order to create sound policy directions;
- Providing technical advice, knowing the details of the HSP;
- Providing advice on control and response functions;
- Serving as a media spokesperson, if necessary;
- Providing advice regarding their specialties as related to control and response activities, production, slaughter operations, spatial distribution of aquatic animals, aquatic animal products, and by-products; and
- Maintaining an acute awareness of program policy and procedures.

BLUE
Imports & Exports

4.7.2.2 Imports and Exports

The Imports and Exports Technical Specialist is responsible for monitoring trace in and trace out of susceptible species involved in the incident.

BLUE
Animal Welfare

4.7.2.3 Animal Welfare

The Animal Welfare Technical Specialist is responsible for the following tasks:

- Maintaining knowledge of current federal and provincial animal welfare laws and regulations, humane methods of animal depopulation, and socio-political concerns related to animal welfare issues;
- Liaising, consulting, and cooperating with the Society for the Prevention of Cruelty to Animals (SPCA);
- Advising the Area Incident Commander (AIC) on animal welfare issues;
- Advising the Planning and Operations staff on the current procedures and accepted methods for use in the humane depopulation and disposal of aquatic animals;
- Assuring the humane treatment of aquatic animals during operations;
- Providing necessary information on current methods and alternatives of humane euthanasia, in cooperation with the Destruction Technical Specialist;
- Maintaining knowledge of public animal welfare groups and key personnel;
- Keeping the AEOC Director/ IC informed on issues and concerns originating from these groups; and
- Monitoring the media for public concerns about animal welfare issues during operations.

BLUE
Environmental

4.7.2.4 Environmental Impact

The Environmental Impact Policy Technical Specialist is responsible for the following tasks:

- Maintaining continuous surveillance of environmental conditions associated with eradication operations;
- Evaluating C&D operations to determine the environmental impact of C&D procedures, including disinfectant runoff, disposal of excess disinfectant, and disposal of fecal material;
- Evaluating disposal procedures to assure that no detrimental environmental effects result from aquatic animal or aquatic animal product disposal;

- Evaluating and monitoring vector control operations, while paying particular attention to the effect of pesticides on non-target organisms, excess pesticide disposal, and safety procedures observed during vector control operations; and
- Maintaining liaison with federal, provincial, and local environmental officials and environmental organizations.

BLUE
Advance Planning

4.7.3 Advance Planning

Advance Planning is responsible for describing and analyzing data, reporting results, and developing relevant scientific studies as needs arise. This is to ensure that sound information is generated and displayed, so that strategic decisions take place in a timely manner. Advance Planning recommends policy changes as required. It makes recommendations for the control of the overall outbreak and for updates to the relevant HSP, as justified by epidemiological findings. Advance Planning makes long-term projections beyond the normal operational period.
At the FEOC or REOC level, Advance Planning may include predicting the nature and number of human and material resource increases or decreases that may be required over the next operational periods. This is tactical in nature, compared to AEOC and NEOC levels, where predictions are more likely to be strategic.
Advance Planning may be formed by a number of EOC staff members from various Sections, who are assembled for a period of time during the operational period, and subsequently return to their assigned function when advance planning is concluded. Advance Planning is likely fully and permanently staffed where the response is large in scope and duration.

Reports to: the Planning Section Chief

Advance Planning responsibilities:

- Report to the Planning Chief of the Area Planning Section on a daily basis.
- Review and evaluate the daily epidemiology reports that are generated by the Situational Assessment Branch.
- Review surveillance activities during the outbreak, and provide recommended changes as needed.
- Recommend changes to questionnaires and other inspection tools.
- Create reports when requested by the Planning Chief.
- Conduct sound quantitative epidemiological analysis, including modeling:
  i) as an aid to understanding the outbreak and determining the relative importance of different parameters (species, sex, production type, etc);
  ii) simulation and predictive modeling as a decision support tool (in combination with other relevant knowledge);

iii) as an aid to communication, producing graphical visual outputs;
iv) as an aid to retrospective analysis, contingency planning, resource planning, and training;
v) provides information to assist in understanding the economic affects of disease and cost-benefit analysis of alternative control/eradication strategies;
vi) makes recommendations based on the extent and rate of the outbreak spread and evaluates the risk associated with the various management options in light of changing conditions and updated information; and
vii) evaluates possible sources of the disease and makes recommendations to effectively reduce the risk of disease transmissions, preventing its propagation.

- Write interim and final Epidemiology report which includes:
  i) relevant epidemiological charts, graphs, maps, and visuals;
  ii) a chronology of decisions made during the outbreak; and
  iii) a complete analysis and summary that will be generated and disseminated to update the relevant HSPs.
- Provide consultation regarding the epidemiology of the incident.
- Make long-term (above operational period) projections relating to the progression of the incident.
- Analyze data generated by surveys, questionnaires, industry, and other sources, as required.
- Provide scientific risk analysis (ad hoc and proposed), as required.
- Maintain a working data file for all the data used in qualitative or quantitative risk assessments. Final files will be stored within the Data Unit to ensure that the process is transparent, repeatable, consistent, and understandable.
- Consult with external experts, as required.
- Contribute to and review the post-outbreak surveillance activities, developed by the Epidemiology and Surveillance Section (ESS), to attain country freedom status according to the World Organisation for Animal Health (OIE) principles.

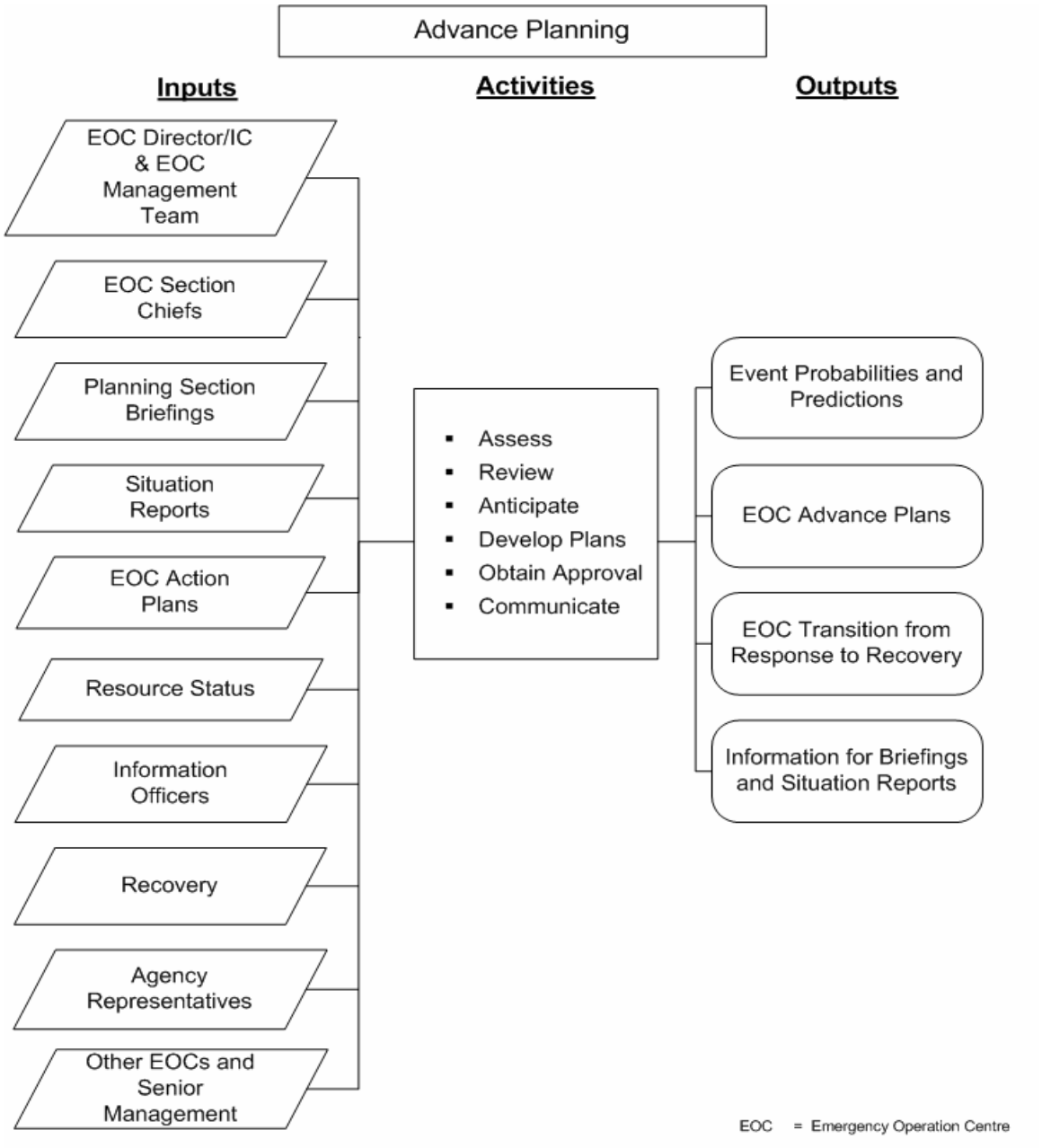


Figure 4-19: Advance Planning

BLUE
Resource Planning

4.7.4 Resource Planning

Resource Planning coordinates with the Branches and Units in the Operations and Logistics Sections to capture and centralize resource status information. This Branch, in cooperation with the Operations and Logistics section and the Advance Planning branch, plans resource needs and tracks resources acquired and deployed. It does not, however, obtain or supply them. Rather, it maintains information on the status of all assigned resources (primary and support), equipment, and personnel at an incident.
Reports to: Planning Section Chief

Action Phase:

- Coordinate closely with the Operations Branches and Logistics Section Units, particularly with the Staffing, Supplies and Vehicle Units to capture and centralize resource status information.
- Track the location of resources and personnel, working closely with the Supplies Unit.
- Oversee the check-in of all resources when received from the Supplies Unit.
- Maintain a status-keeping system, indicating the current location and status of all resources. Status boards should track requests by providing, at a minimum, the following information:
  - date and time of the request,
  - items requested,
  - priority designation (precedence level),
  - time the request was processed, and
  - estimated time of arrival or delivery to the requesting party.
- Maintain a master list of all resources (e.g. key supervisory personnel, primary and support resources).
- Establish check-in function at incident locations.
- Develop, as directed by the EOC Director/IC and Section Chiefs and in cooperation with the Supply Unit, an EOC organizational chart, depicting each activated position. The Supply Unit prints and displays the chart.
- Keep the organizational chart up to date while cooperating with the Supply Unit.
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- Account for all resources assigned to an incident.
- Work closely with Operations and Logistics, and assist in notifying requesting parties of their resource request status.

This is particularly critical in situations wherein there will be delays in filling the request, unless they are ordered through the Logistics Section.

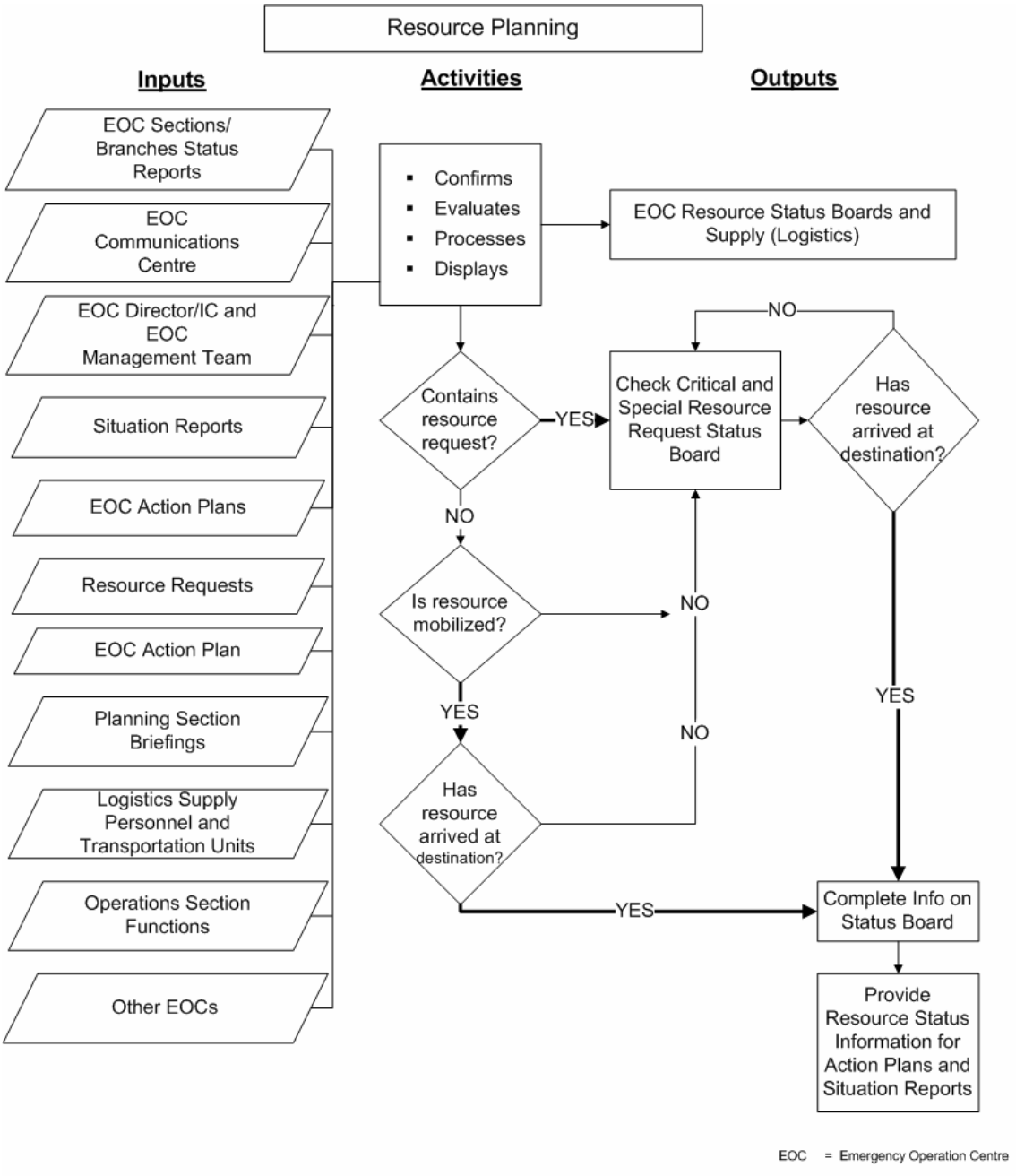


Figure 4-20: Resource Planning

BLUE
Documentation

4.7.5 Documentation

Documentation collects and maintains official incident documentation files. The Branch is responsible for the maintenance of accurate up-to-date incident files and provides duplication services. Incident files will be stored for legal, analytical, and historical purposes.

Documentation is responsible for the following tasks:

- Meet with the Planning chief to determine what EOC materials should be maintained as official records.
- Set up work area, as well as establish, organize, and maintain incident files.
- Establish duplication service, and respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness, and inform appropriate Units of errors or omissions.
- Provide incident documentation, as requested.
- Provide for the security of incident records, and control access with the use of a sign-out log.
- Store files for post-incident use.
- File document events as they occur, and keep a log of events.
- Assist in maintaining electronic information with AQUERS.

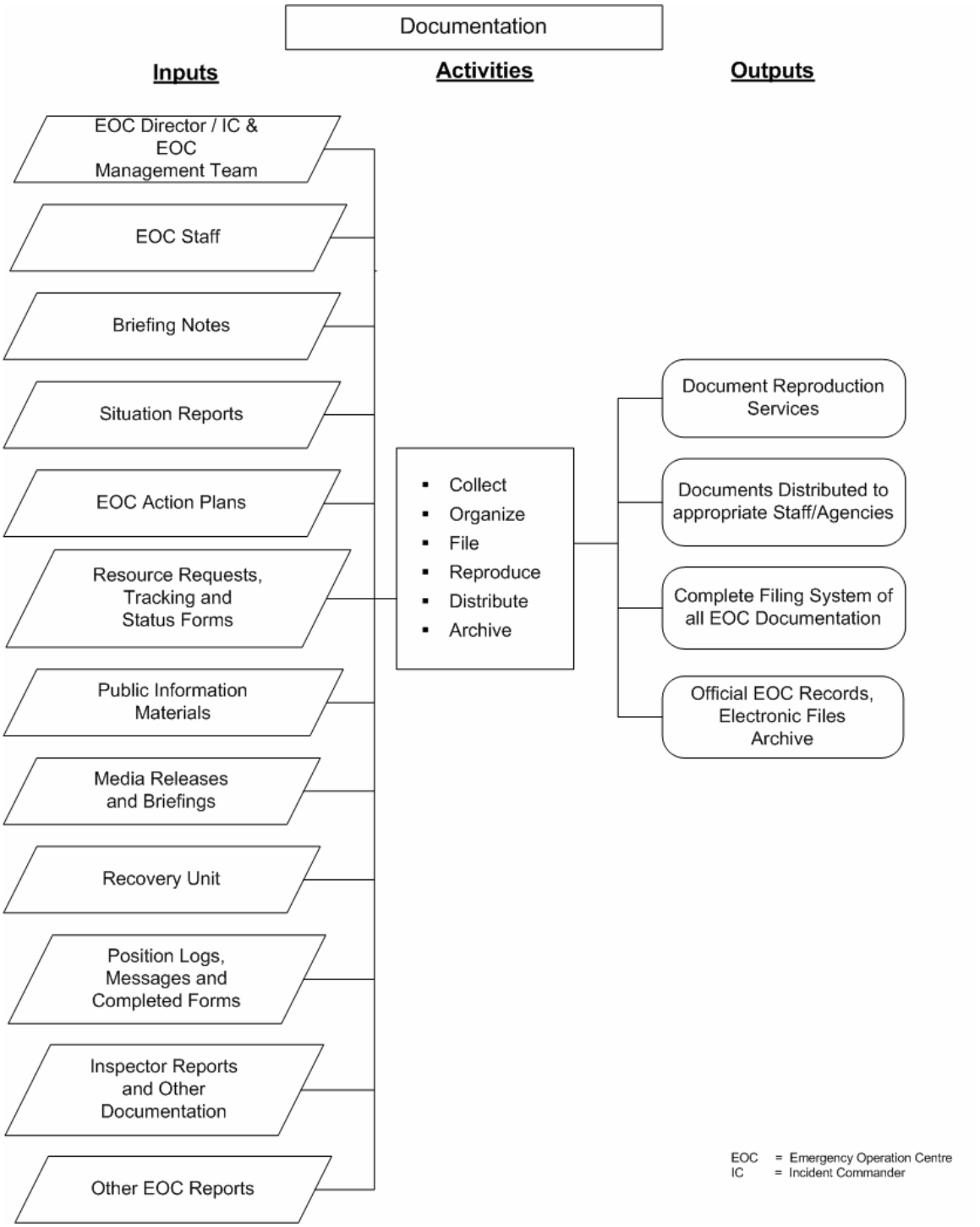


Figure 4-21: Documentation

BLUE
Demobilization

4.7.6 Demobilization

Demobilization develops and implements the incident demobilization plan to ensure orderly, controlled, safe, and efficient demobilization of all resources, including equipment, staff, and files. For large incidents, demobilization can be quite complex, requiring a separate planning activity. Demobilization planning should take place at least once during the operational period for as long as EOC Sections are formally staffed.

Note: Not all agencies or branches require specific demobilization instructions.

Demobilization is responsible for the following tasks:

- Reviewing incident resource records to determine the likely size and extent of the demobilization effort;
- Based on above analysis, adding additional personnel, work space, and supplies as needed;
- Coordinating demobilization with other Agency Representatives, other government departments, and stakeholders;
- Monitoring ongoing Operations Section resource needs;
- Identifying surplus resources, recommending re-assignment where required and probable release time;
- Developing incident check-out function for all units;
- Evaluating logistics and transportation capabilities to support demobilization;
- Establishing communications with off-incident facilities, as necessary;
- Developing an incident demobilization plan, detailing specific responsibilities and release priorities and procedures;
- Preparing appropriate directories (e.g. maps, instructions) for inclusion in the demobilization plan;
- Finalizing the demobilization plan for approval by the EOC Director;
- Distributing the incident demobilization plan (on- and off-site);
- Ensuring that all sections or units understand their specific demobilization responsibilities;
- Supervising execution of the incident demobilization plan; and
- Briefing the Planning Chief on demobilization progress.

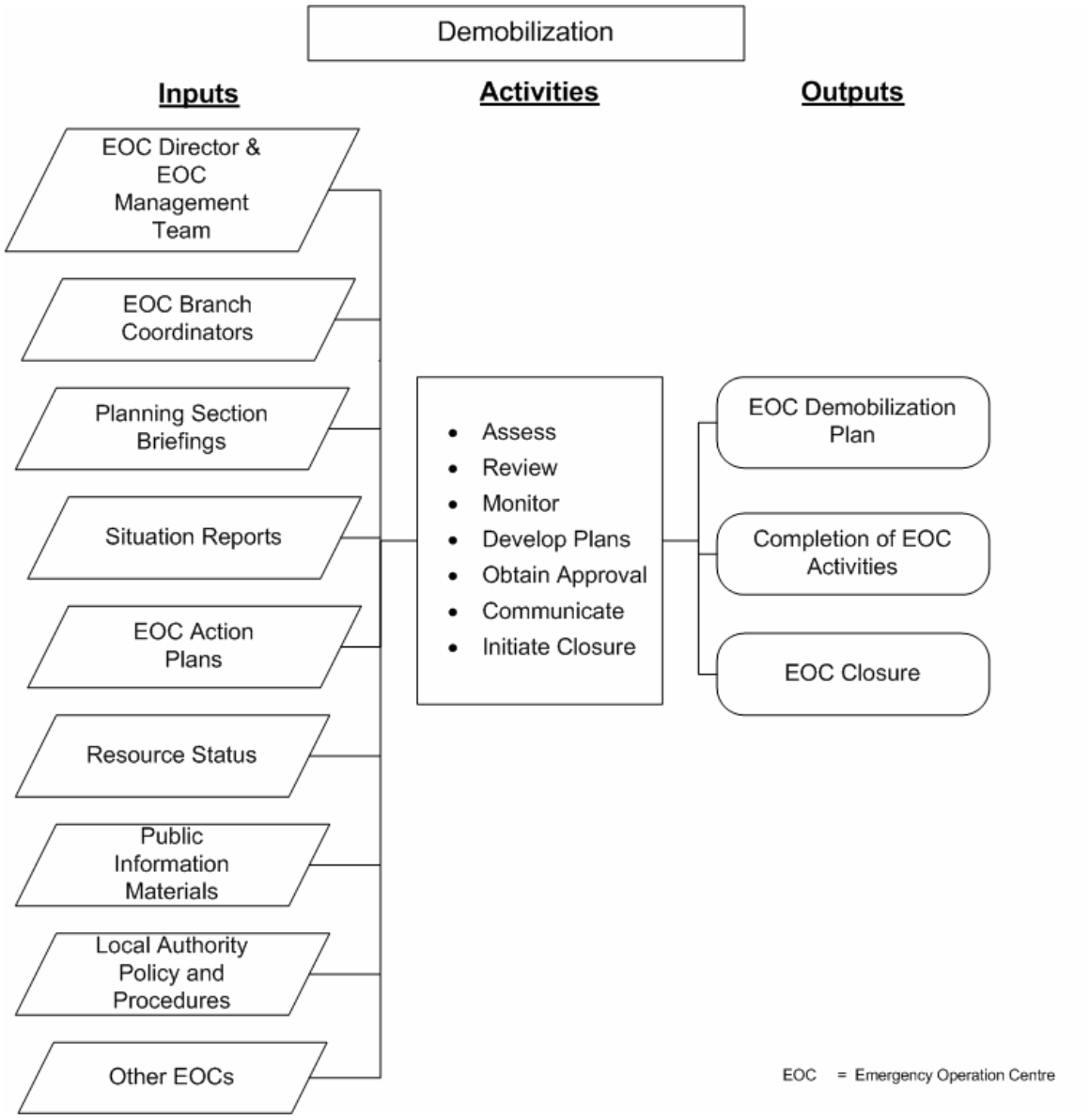


Figure 4-22: Demobilization

YELLOW
Logistics
Section

Logistics Section

The Logistics Section manages strategic support needs, including equipment, supplies, facilities, services, specially trained personnel, and other resources. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation, as well as arranging for food, lodging, and other support services, as required both for the EOC and incident site(s).

Figure 4-23: Logistics Section

YELLOW
Logistics Chief

4.8 Logistics Section Chief

Reports to: EOC Director/IC

Responsibilities:

- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives, as stated in the EOC Action Plan, are accomplished within the operational period or within the estimated time frame.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Ensure critical resources are allocated according to EOC Action Plan policy, priorities, and direction.
- Liaise (coordinate) with the Finance and Administration Chief to confirm financial delegations and spending authority levels, tracking documentation requirements.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.

Action Phase:

- Ensure that Logistics Section position logs and other necessary files are maintained and in electronic format as much as possible.
- Meet regularly with section staff and work to reach consensus on Logistics Section objectives for forthcoming operational periods, and provide information updates.
- Attend and participate in EOC Action Planning meetings.
- Provide periodic Section Status Reports to the EOC Director and Situation Assessment.
- Ensure that the Supply Unit coordinates closely with the Procurement Unit in the Finance and Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that all requests for facilities and facility support are addressed.
- Assume responsibility for the Logistics portion of the Incident Action Plan.
- Ensure that the Food and Medical Units are providing support to response operations, where necessary.
- Ensure that all emergency operations personnel are provided with the appropriate training and orientation prior to response deployment, and that the appropriate debriefing mechanism is developed for departing response personnel.

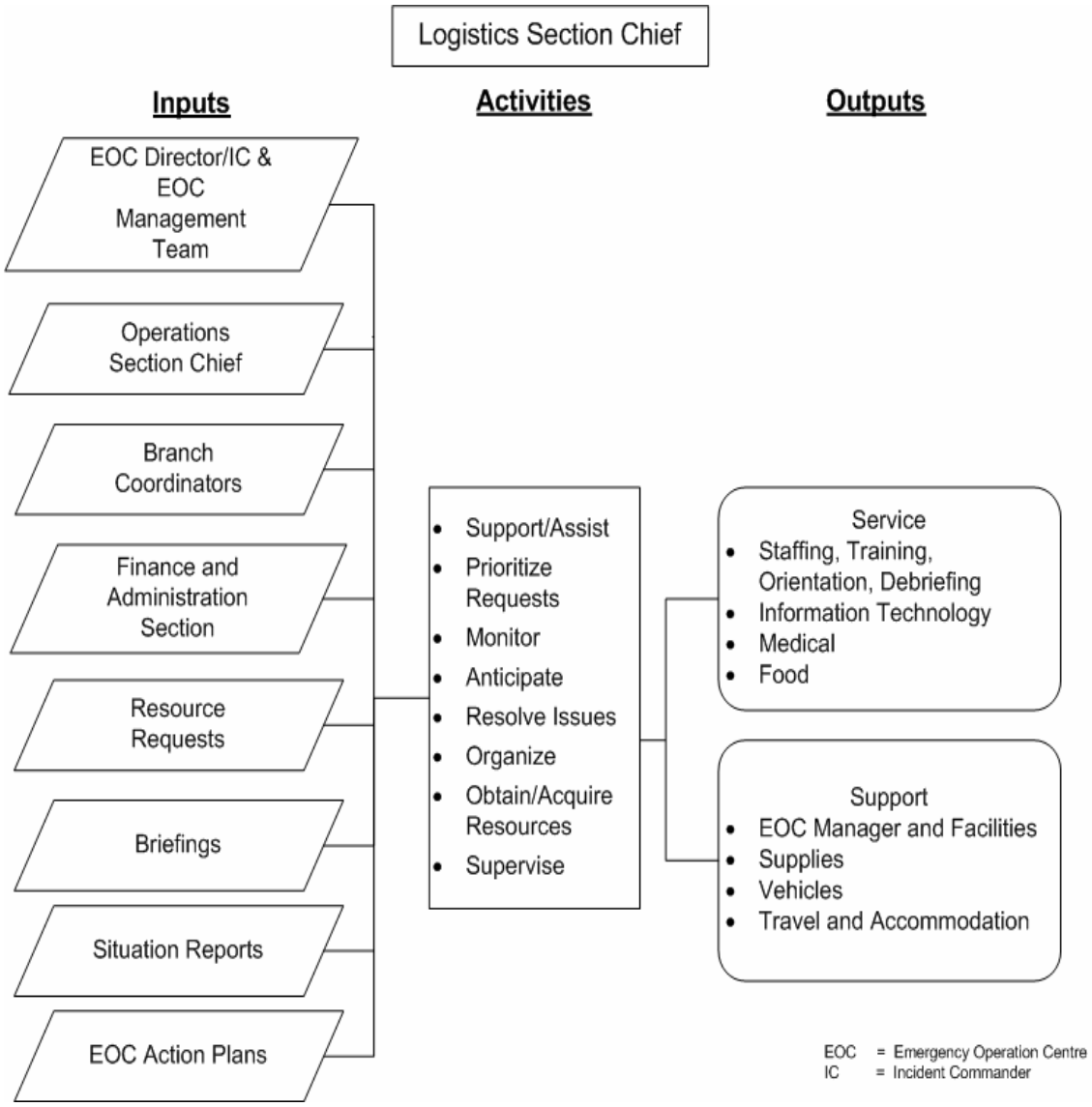


Figure 4-24: Logistics Section Chief

Two branches may be established within the Logistics Section:

1. Service Branch
2. Support Branch

YELLOW
Service Branch

4.8.1 Service Branch

The Service Branch can be divided into the following five units:

1) Staffing (including Labour Relations);

2) Training, Orientation and Debriefing;

3) Informatics Technology;

4) Medical; and

5) Food.

The Service Coordinator supervises and coordinates these functional units, ensures integration of work processes with the Logistics-Support Coordinator, Finance and Administration, Operations and Planning Sections and reports to the Logistics Chief.

YELLOW
Staffing, Training, Orientation and Debriefing

4.8.1.1 Staffing

Reports to: Service branch Coordinator

Responsibilities:

- Arrange for the necessary staff to support the operational response by coordinating requests for responders from the various Section Chiefs. This may require coordinating requests for resources from outside the Area and/or outside the CFIA/federal government.
- Provide labour relations advice and/or guidance to the EOC Director/Incident Commander on staff relations issues.
- Provide advice and/or guidance on pay and overtime issues to the Finance and Administration section.
- Develop, at the direction of the Logistics Chief and in cooperation with the Resource Unit, an EOC organizational chart.
- Post the chart in a conspicuous place, accessible to all EOC staff.
- Indicate, upon check in, the name of the person occupying each position on the chart.
- Process all incoming requests for personnel from all Sections. The request should include the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival.
- Determine the estimated time of arrival of responding personnel, and advise the requesting parties and Training, Orientation and Debrief accordingly.

- Maintain a status board or other references to keep track of incoming personnel resources, ensuring access, badging, or identification, and proper direction for responding personnel upon arrival at the EOC.

4.8.1.2 Training, Orientation and Debrief

Reports to: Service branch Coordinator

Responsibilities:

- Develop and provide initial training and orientation to responders as they report to the EOC. This orientation information includes ICS, Security/Confidentiality, Enforcement/Investigations, Identification Cards, Travel, Protective Clothing/Equipment, Accidents/Injury, Health Concerns/Precautions, Food, Travel to and from the work location, Purchasing, Financial coding, Hours of Work, Overtime and Travel Expense Claims.
- Develop evaluation forms for completion by responders when departing the response.
- Check in and provide orientation of incoming personnel, ensuring that response personnel are adequately orientated and that this initial orientation/training has been documented in their response records.
- Provide orientation to all personnel who are assigned to the operation prior to their assignment to a specific duty area, including familiarization with the appropriate disease eradication guidelines, and assuring that all response personnel, where required, are familiar with the importance of documentation and the purposes and capabilities of AQUERS.
- Assure new staff members understand the mission, role, and mandate of the CFIA with respect to their duties and the Agency.
- Continuously evaluate the existing training program, adjusting it to the present needs of the disease situation.

YELLOW
IT

4.8.1.3 Information Technology

Information Technology (IT) is responsible for advising on communications and IT capabilities and limitations, distributing and maintaining communications and IT equipment, and establishing telephone, computer, printer, CFIA legacy system, and Internet-access links for the EOC, warehouse and incident site(s)/responders.
Reports to: Service branch Coordinator

Responsibilities:

- Ensure telephone, computer resources, and services are provided to EOC, warehouse, and incident site staff as required.
- Oversee the installation of communications resources within the EOC (warehouse and incident site if applicable).

- Ensure that a communications link is established with the EOC Director/Incident Commander(s) and other EOCs.
- Determine specific computer requirements for all EOC positions.
- Implement available computer systems for internal information management, and include message and e-mail systems, as available.
- Develop and distribute an IT Communications Plan that identifies all systems in use.
- Continually monitor the operational effectiveness of EOC (warehouse and incident site if applicable) communication systems.
- Provide additional equipment, as required.
- Ensure that technical personnel are available for communication equipment maintenance and repair.
- Keep all sections informed of the status of communications systems, particularly those that are being restored, if there has been a business interruption.

YELLOW
Medical

4.8.1.4 Medical

Reports to: Service branch Coordinator

Responsibilities:

- Provide care and support for the incident responders, including liaising with the Safety Officer, to coordinate health provider services (i.e. medicals, vaccinations, etc.).
- Ensure that CPR/First Aid and emergency medical response procedures are understood by site responders by establishing procedures for handling serious injuries.

YELLOW
Food

4.8.1.5 Food

Reports to: Service branch Coordinator

Responsibilities:

- Provide food services for response personnel, including remote incident site locations. This includes determining food and water requirements and best fit method of feeding at each facility or incident site.

YELLOW
Support

4.8.2 Support Branch

The Support Branch can be divided into the following four units:

1. EOC Manager and Facilities
2. Supplies
3. Vehicles
4. Travel and Accommodation

The Support Coordinator supervises and coordinates these functional units, ensures integration of work processes with Service Coordinator, Finance and Administration, Operations and Planning Sections, and reports to the Logistics Chief.

YELLOW
EOC Manager

4.8.2.1 EOC Manager and Facilities

Reports to: Support branch Coordinator

Responsibilities:

- Ensure that the EOC facilities are activated and operationally available for the response effort, including staff, furniture, supplies, and necessary materials.
- Authorize access to the EOC, and ensure that the appropriate physical and personnel security measures have been established to effectively manage safeguarding of property, information, and staff.
- Ensure the installation and training of users for all new equipment.
- Identify facility developmental and expansion needs, and maintain facilities.
- Collaborate with the Assets and Security Management Directorate (ASMD) Area Accommodations Manager and Public Works and Government Services Canada (PWGSC) to accommodate expansion and contraction of facility needs.
- Establish an Information Service Desk to provide reception and call information/directing services for the EOC.

  This desk, while established and operated by the EOC Manager and Facilities under Logistics, may be physically located near Operations and may receive operational direction from the Operations Chief or designate. In addition, direct new arrivals to the EOC to the Training, Orientation and Debrief unit for their orientation to the response.

YELLOW
Supplies

4.8.2.2 Supplies

Reports to: Support branch Coordinator

Responsibilities:

- Order, receive, process, store, and distribute all response-related resources through the warehouse function of the Unit (quartermaster role), following the "Standard Operating Procedures for Receiving, Storage and Distribution Warehouse Sites for Emergency Response" document.
- Coordinate purchasing documentation with the Finance and Administration Section requirements for tracking and paying.
- Coordinate the delivery of supplies and materials to incident sites and responders, as required.
- Ensure that appropriate Agency acquisition protocols are followed with respect to financial authorizations, delegations of authority, and SAP (Standard Accounting Procedure) acquisition module completion.
- Refer purchase orders, and contracting and leasing orders to the Procurement Unit in Finance and Administration.
- Meet personally, where required, with the requesting party to clarify types and amount of supplies and materials, as well as to verify that the request has not been previously filled through another source.
- Generate the appropriate expenditure authorization forms for signature of the appropriate budgetary authority for the response (i.e. Finance and Administration Chief, Logistics Chief, and/or Incident Commander/Deputy Incident Commander).
- Determine, prior to completing the order, the unit costs of supplies and materials from suppliers and vendors and their accepted method of payment (i.e. purchase orders, acquisition card).
- Ascertain whether the vendor or provider will deliver the ordered items. If delivery services are unavailable, coordinate pick up and delivery through the Vehicles Unit.
- Arrange for servicing of re-useable equipment and repairs where necessary.
- Ensure, in cooperation with the Planning Section Resource Unit, that all resources are tracked and accounted for by the Supply Unit.
- Ensure that the Supply Unit coordinates relevant activities with the appropriate Branch Coordinators and provides Resource Tracking.

YELLOW
Vehicles

4.8.2.3 Vehicles

Reports to: Support branch Coordinator

Responsibilities:

- Arrange the required transportation resources in support of the operational response—which could include, but is not limited to—government fleet vehicle coordination, lease or rental vehicles and transport of supplies and equipment to the EOC, incident sites, and warehouse (if activated).
- Order and arrange for pickup and return of rental vehicles.
- Ensure that ground transportation requirements, in support of response operations, are met.
- Monitor the tracking of vehicles by maintaining a status board or other tools to track available and assigned transportation resources in cooperation with the Resource Unit.
- Keep records and maintain documentation on mileage, fuel consumption and costs, and other costs (maintenance, etc.) where required.
- Coordinate vehicle leasing arrangements with the Procurement Unit in the Finance and Administration Section.

YELLOW
Travel and Accom

4.8.2.4 Travel and Accommodation Unit

Reports to: Support branch Coordinator

Responsibilities:

- Coordinate travel arrangements for responders for initial EOC reporting duties, which may include air travel for those CFIA staff responding from out of province.
- Arrange responder accommodations at local hotels/motels.
- Coordinate the appropriate contracting requirements for accommodations with the Procurement Unit in the Finance and Administration Section.

GREY
Finance and Administration Section

Finance and Administration Section

The Finance and Administration Section manages all strategic financial and administrative service issues for tracking emergency response costs. This includes financial and cost analysis, billing, compensation payments, accounting, invoice preparation, acquisition controls, such as spending authority levels, purchase orders, and contracts. This section also provides expert advice on travel claims, and on contracting and leasing.

Five Units may be established within the Finance and Administration Section:

1. Time and Expenses
2. Procurement
3. Compensation and Claims
4. Cost Accounting
5. Budget

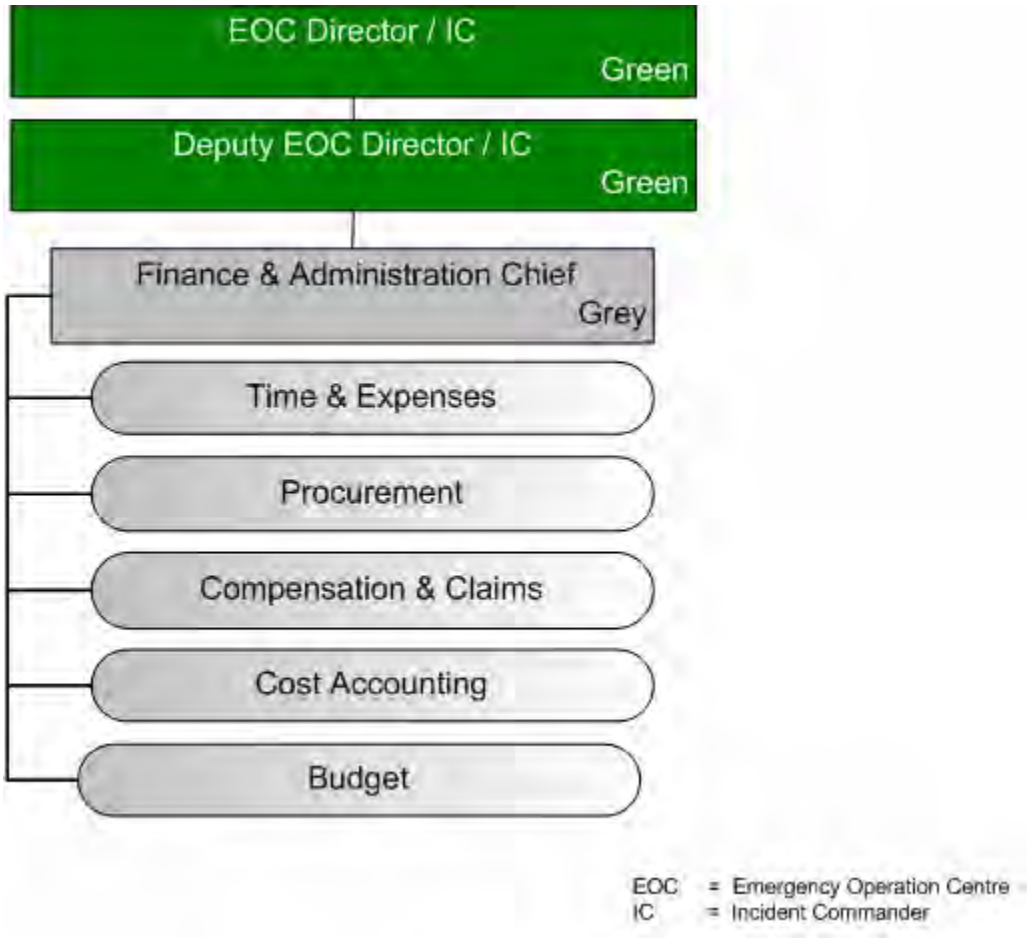


Figure 4-25: Finance and Administration Function

GREY
Finance and Administration Chief

4.9 Finance and Administration Section Chief

Reports to: EOC Director/IC

Responsibilities:

- Determines, in consultation with the EOC Director/IC, the spending limits, if any, for Logistics, Operations and Planning Chiefs, and prepares Specimen Signature Records for approval.
- Activates units within the Finance and Administration Section, as required.
- Monitors section activities continuously, and modifies the organization as needed.

The Finance and Administration Section Chief also ensures that:

- all financial records are maintained throughout the emergency response;
- all on-duty time is recorded and collected for all personnel;
- there is a continuum of the payroll process for all responding employees including Overtime payments;
- Aquatic Animal Health compensation claims, resulting from the response, are processed within a reasonable time, given the nature of the emergency response; and
- all travel and expense claims are processed within a reasonable time, given the nature of the situation.

Action Phase:

- Maintains Finance and Administration position logs and other necessary files in an electronic format, where possible.
- Attends and participates in all EOC Action Planning meetings.
- Provides timely costing analysis to the EOC Director/IC and National Emergency Operations Centre (upon request).
- Briefs all Unit Coordinators, and ensures that they are aware of the EOC priorities, particularly those affecting the Finance and Administration Section, as defined in the EOC Action Plan.

The Finance and Administration Section Chief also ensures that:

- the Cost Unit maintains all financial records throughout the emergency response;
- the Time Unit tracks and records all agency staff time;
- in coordination with the Logistics Section, the Procurement Unit processes purchase orders and develops contracts and/or lease arrangements in a timely manner;
- the Compensation and Claims Unit manages the federal program for compensation for losses (animals) attributable to the response in a timely manner;

- the Time Unit tracks and records all time sheets and travel expense claims promptly in order to process quickly through normal CFIA channels; and
- the Budget Unit coordinates and prepares reports on overall costs of the operational response for the EOC Director/IC and Area and Agency Senior Management.

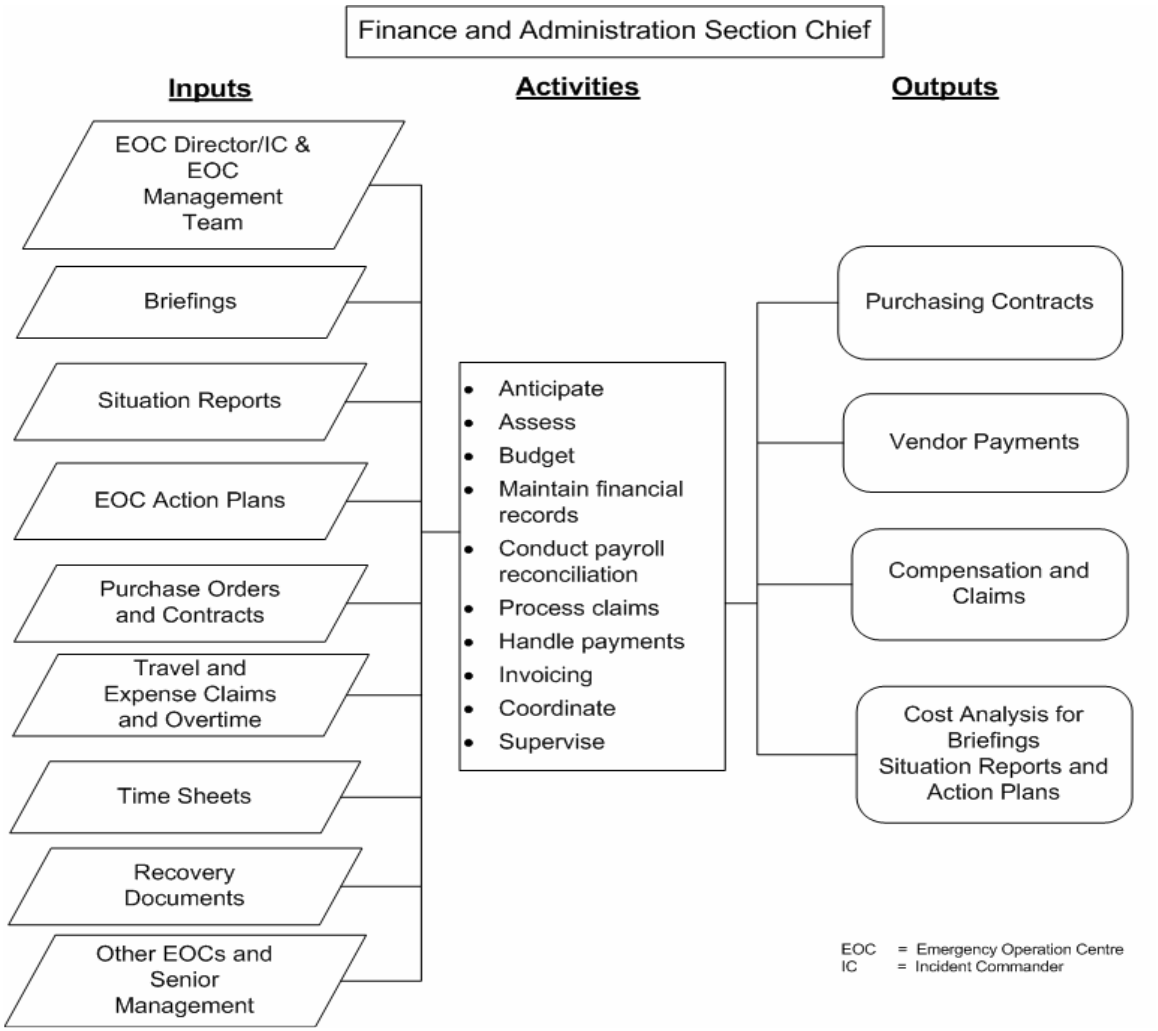


Figure 4-26: Finance and Administration Section Chief

GREY
Time and
Expenses

4.9.1 Time and Expenses

Reports to: Finance and Administration Section Chief

Responsibilities:

- Ensure the accurate recording of personnel time, travel expenses, and other related forms, and forward for processing.

Action Phase:

- Establish and maintain position logs and other necessary files electronically as much as possible.
- Initiate and gather timesheets from all response personnel, including volunteers who are assigned to each shift; ensuring that time records are approved by the correct response supervisor.
- Ensure that instructions are provided to all supervisors, so timesheets and travel expense claims are completed properly and signed by each employee prior to submission.
- Establish a file for each employee within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance and Administration Section Chief informed of significant issues affecting the Time.

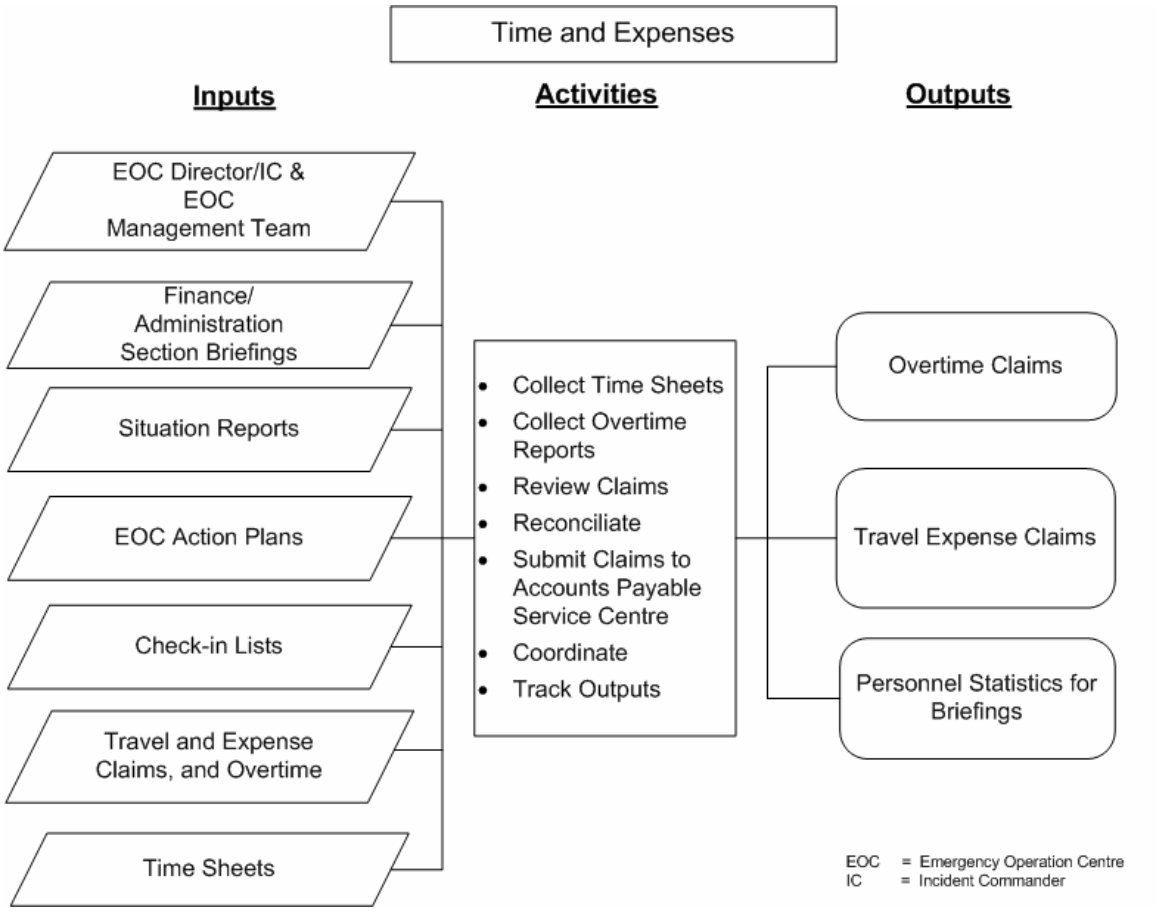


Figure 4-27: Time

GREY
Procurement

4.9.2 Procurement

Reports to: Finance and Administration Section Chief

Responsibilities:

- Provide administrative services pertaining to matters involving purchasing, hiring, contracting, renting, and leasing of resources for the response.
- Determine that procurement policies and procedures are developed in conjunction with the Section Chief and EOC Director/IC
- Oversee all contracts, leases, and rental agreements, including vendor contracts that were not previously addressed in existing approved vendor lists or standing offers.

Action Phase:

- Establish and maintain position logs and other necessary files electronically as much as possible.
- Review Agency emergency procurement and contracting procedures.
- Prepare contracts for approval in accordance with established emergency response financial authorities, and obtain concurrence from the Finance and Administration Section Chief.
- Ensure that all EOC personnel are aware of pertinent financial processes and procedures.
- Make sure that all contracts meet current Agency emergency contracting requirements.
- Negotiate rental and lease rates not already established, or purchase prices with vendors, as required.
- Verify costing data in the pre-established vendor contracts and/or agreements.
- Keep the Finance and Administration Section Chief informed of all significant issues involving the Procurement Unit.

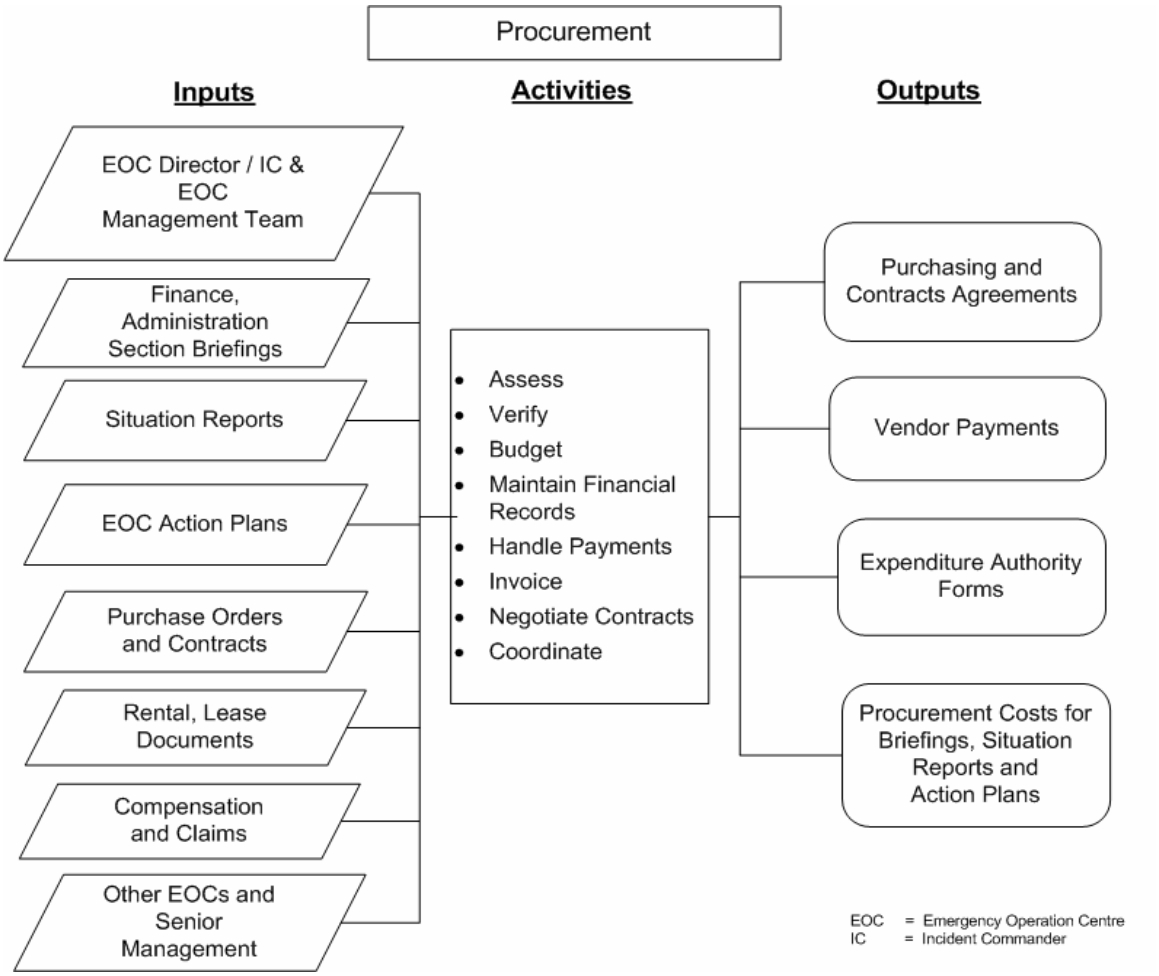


Figure 4-28: Procurement

GREY
Compensation and Claims

4.9.3 Compensation and Claims

Reports to: Finance and Administration Section Chief

Responsibilities:

- Manage the federal program for compensation for losses (animal) attributable to the response by **reviewing** compensation claims for animals and things ordered destroyed and pay compensation –*Form CFIA/ACIA 4203 – Health of Animals Act Notice: Requirement to Dispose and Award of Compensation*. Claims are reviewed at this level, and forwarded to accounts payable in Guelph, Ontario.
- Coordinate the resolution of claims of CFIA-owned or rented equipment that has been lost or damaged during the emergency response.
- Assist the Safety Unit and Medical Unit in the investigation of injury claims where required.
- Ensure that Overtime and Travel claims are processed through normal CFIA channels on a timely basis.

Action Phase:

- Establish and maintain a position log and other necessary files electronically as much as possible.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency response.
- Keep the Finance and Administration Section Chief informed of significant issues affecting the Compensation and Claims Unit.
- Maintain animal health compensation claims files, and process once these have been approved by the delegated authority that is identified in the EOC Action Plan.

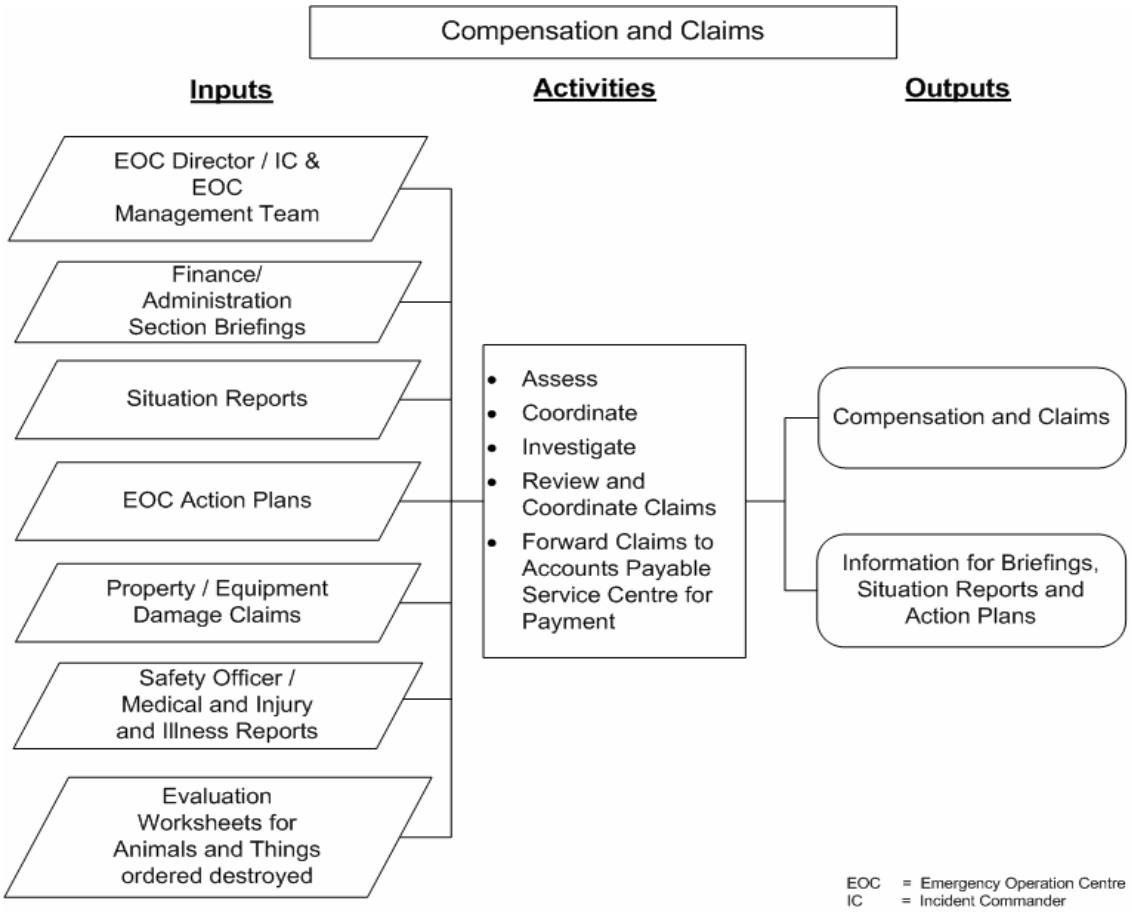


Figure 4-29: Compensation and Claims

GREY
Cost Accounting

4.9.4 Cost Accounting

Reports to: Finance and Administration Section Chief

Responsibilities:

- Collect and maintain documentation of all emergency response costing information.
- Prepare and maintain a cumulative costing report and estimates for the response.
- Provide all incident cost analysis effectively and make cost-saving recommendations.
- Prepare the above information for the Budget Unit for review and subsequent approval levels.

Action Phase:

- Establish and maintain a position log and other necessary files electronically, where possible.
- Compute costs for use of equipment owned, rented, donated, or obtained through other government or private sector/industry organizations.
- Ensure that each section is documenting cost-recovery information from the onset of the response, and collect required cost-recovery documentation daily, where possible.
- Prepare and maintain a cost report for the Budget Unit, Finance and Administration Section Chief, Incident Commander and other Agency management. The report should provide cumulative analyses, summaries, and total emergency-related expenditures.
- Organize and prepare records for the Budget Unit and final audit of the response.
- Assist the Planning Section with the preparation of the EOC "After Action Report."
- Keep the Finance and Administration Section Chief informed of all significant issues involving the Cost Accounting Unit.

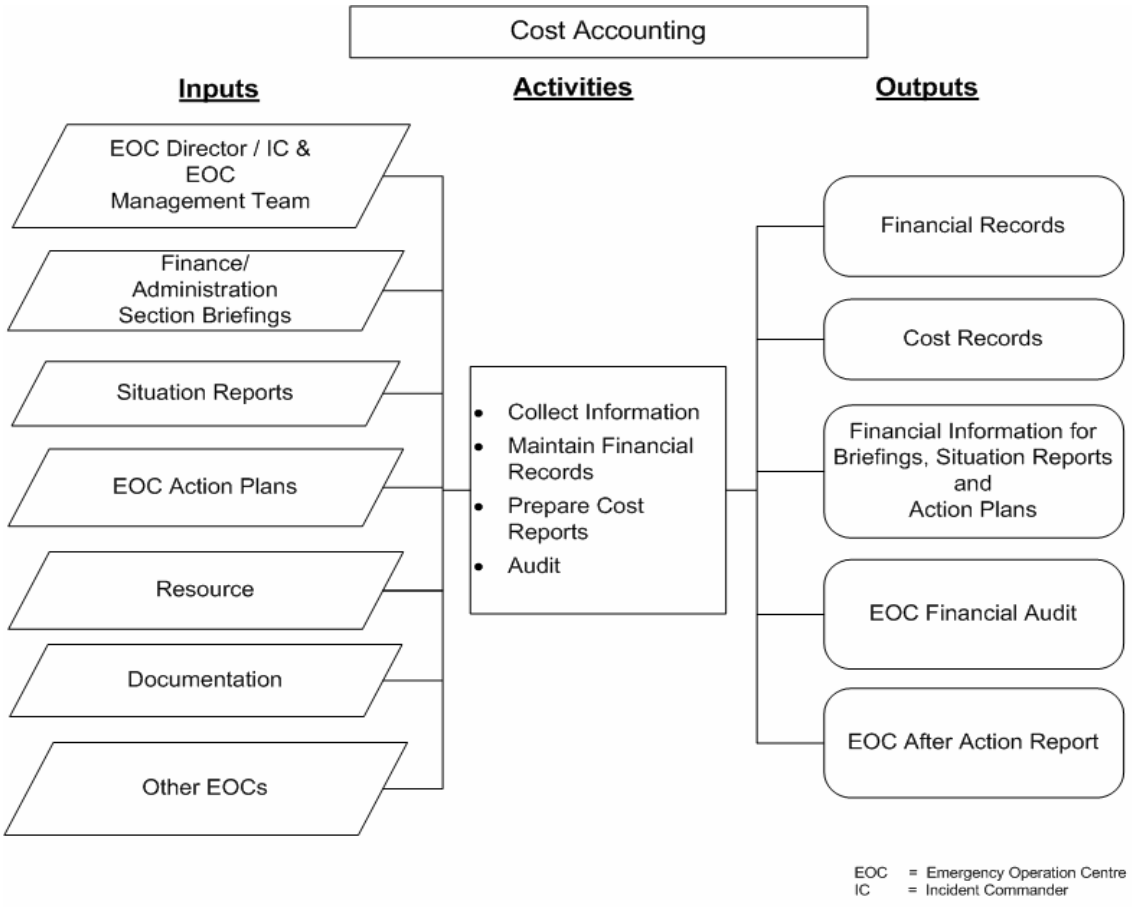


Figure 4-30: Cost Accounting

GREY
Budget

4.9.5 Budget

Reports to: Finance and Administration Section Chief

Responsibilities:

- Coordinate and report on overall budget forecast and expenditures for the response for review and approval by the Finance and Administration Section Chief, Incident Command, and senior Agency officials.
- Ensure that costing and expenditure information is completed in accordance with the appropriate Agency reporting mechanisms and/or as directed by the National EOC – Finance and Administration Section.

Action Phase:

- Establish and maintain a position log and other necessary files electronically, where possible.
- Assist the Cost Accounting Unit with the preparation of costing information for budget forecasting purposes.
- Keep the Finance and Administration Section Chief informed of all significant issues involving the Budget Unit.

National Emergency Response Team

The National Emergency Response Team (NERT) develops the National policy, National operational strategy, and National communication plans, and interfaces with other federal departments and stakeholder groups.

Within the CFIA, the NERT is responsible for the overall management, strategy, and direction of an aquatic animal health incident response. When an aquatic animal health incident occurs, the NERT responds by activating the CFIA Emergency Response Plan, and ensures that the AAHFP, as well as HSPs and procedures, are implemented at the appropriate level or levels.

The overall goal of the NERT is to expedite resolution of the incident through implementation of specific contingency policies and procedures, developed by the AAHD.

The NERT takes the National lead role in strategically coordinating area emergency operations centres (AEOCs), responding to Requests for Decision from the Areas, providing strategic expertise in terms of programs, science, policy, advance planning, and international liaison and reporting obligations.
The NERT coordinates support from other government departments and agencies, and arranges for international assistance, such as the International Animal Health Emergency Management Reserve, when required.
Figure 4 31 illustrates an example of the NERT structure.

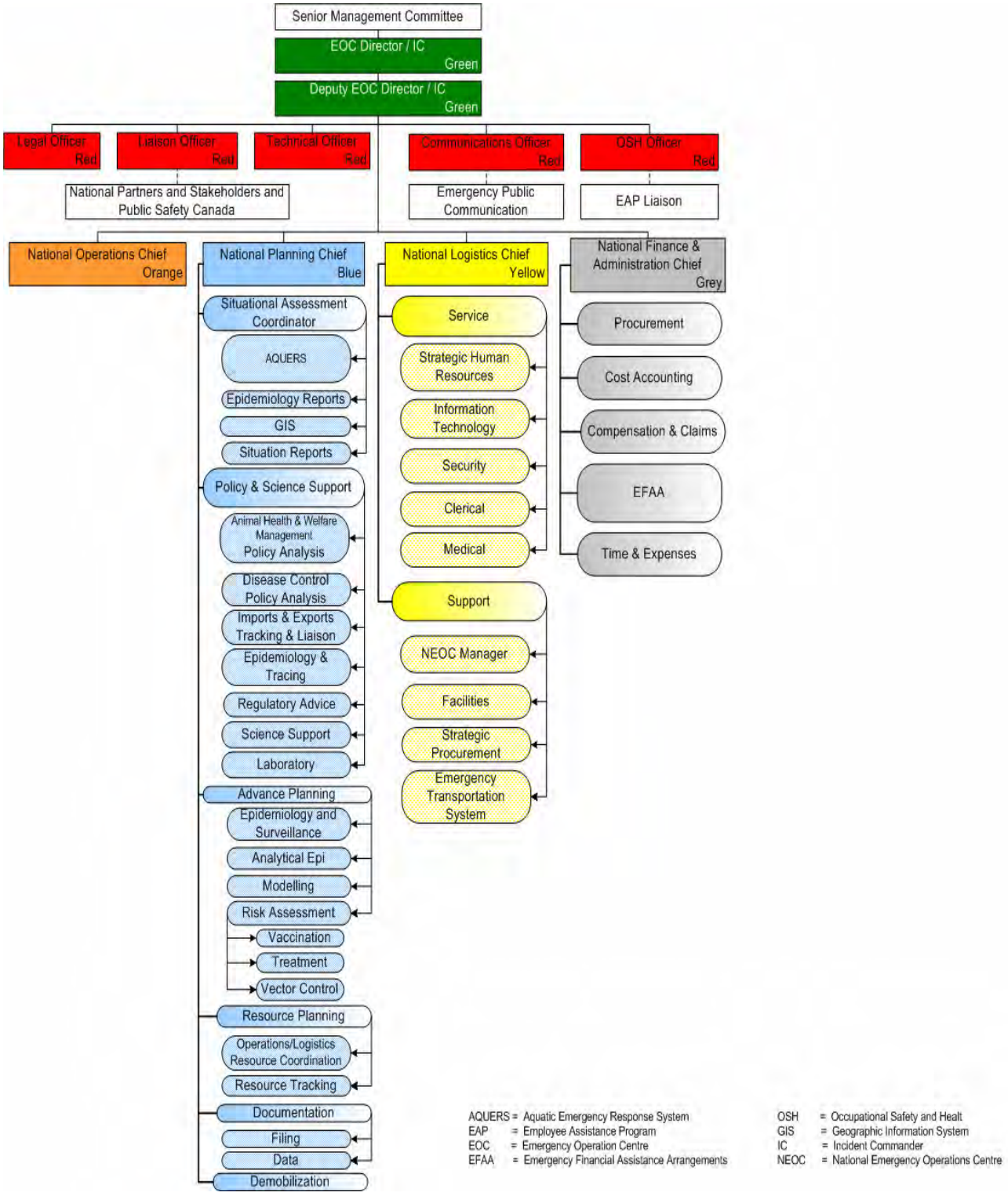


Figure 4 31: NERT Structure

National Senior Management Committee

The Senior Management Committee (SMC) is chaired by the CFIA's President or by a senior executive who is appointed by the President. The SMC directs the response and has authority over implementing the response plan and any other emergency plan invoked to manage the incident. It provides policy review and decision making, representation to the Cabinet, strategic assessment, financial management, and policy conflict resolution. The SMC meets as required and is briefed regularly by the National EOC Director/IC.

The SMC is responsible for the following tasks:

- Initiating the four steps to the Emergency Declaration process for FAAD emergencies;
- Acting upon, or relaying to the appropriate officers or committees, Requests for Decisions to the Policy and Science Branch in the Planning Section; and
- Updating the Minister and National stakeholder groups, as required.

The Chief Veterinary Officer (CVO), who is a member of the EC, is responsible for the following tasks:

- Providing official immediate notification and follow-up reports to the OIE;
- Being the primary point of contact for triage of inquiries and information requests from international trading partners, and developing international engagement strategy on recognition of measures and market recovery;
- Assessing policy decisions against international standards, interpretation of applicable OIE standards, and positioning of such decisions in the context of domestic and international messaging;
- Supporting Public Affairs on communications products, support of national spokespersons, and technical briefings;
- Supporting briefings of the Minister, Standing Committee, Parliamentarians, the President, other federal departments, provinces, and private sector, as required; and
- Providing contingent support on the deployment of the International Animal Health Reserve, the National Veterinary Reserve, or bilateral surge capacity requests.

GREEN
EOC Director

4.10 National EOC Director/Incident Commander

The NEOC Director/IC is responsible for the overall national strategic management, coordination, support, rapid resolution to an incident, and return to normal operations. More specifically, the NEOC Director/IC is responsible for the following tasks:

- Consulting with the EC on immediate national priorities;
- Relaying these national priorities to the AEOCs;
- Establishing an appropriate organization;
- Approving the NEOC Incident Action Plan (IAP) for each designated operational period;
- Coordinating activity for National command and general staff;

- Instructing the National OSH Officer to monitor activities for safe practices;
- Coordinating with key National decision makers and officials; and
- Consulting with National leadership on issues beyond existing approved incident strategy, policy, and decisions.

GREEN Deputy

4.10.1 National Deputy EOC Director/Incident Commander

Depending on the magnitude of the incident, response, and the operational period (e.g. 16 hours), the NEOC Director/Incident Commander will be relieved by a National Deputy Director/Commander.

RED National Command

National Command Positions

National command positions include Legal Advisor, Liaison Officer, Technical Advisor, Communications Officer, and OSH Officer. The roles and responsibilities of each of these positions are outlined in 4.10.2 to 4.10.6.

RED National Command

4.10.2 National Legal Advisor

The Legal Advisor provides legal advice to the National IC and Section Chiefs as required.

RED National Command

4.10.3 National Liaison Officer

The Liaison Officer is responsible for establishing and maintaining interagency contact, ensuring that nationally based agencies supporting the incident are aware of the incident status, and for monitoring operations to identify current or potential issues of concern to stakeholders. The Liaison Officer also provides information concerning the resources that could be supplied by the public and private sectors.
External Liaison Officers may be assigned to the NEOC and are the contact for staff assigned to the incident by support agencies. These are the personnel, other than those on direct tactical assignments.

RED National Command

4.10.4 National Technical Advisor

In a disease outbreak, the National IC may request a Disease Policy Technical Advisor to be assigned from the Policy and Science Support Branch (part of the ICS) to the Command Group. The Technical Advisor is responsible for providing interpretation of disease outbreak policies and procedures, and consulting with Policy and Science Support Branch, as necessary, to ensure correct interpretation of existing documentation.

4.10.5 National Communications Officer

The Communications Officer is responsible for coordinating the release of information about the incident to the news media, local general public, Agency staff, and other appropriate agencies, stakeholders, industry groups, and organizations.
The National Communications group conducts media briefings and tours, writes news releases, and develops information summaries and displays.

4.10.6 National Safety Officer

The Occupational Safety and Health (OSH) Officer is responsible for developing and recommending measures for assuring personnel safety, assessing and anticipating hazardous and unsafe situations, advising on OSH legislation and policies, and investigating accidents. The OSH Officer also liaises with the Employee Assistance Program contact and arranges for crisis intervention and counselling.

National General Sectional Positions

National sectional positions include National Operations, National Planning, National Logistics, and National Finance and Administration. The roles and responsibilities of each of these positions are outlined below.

ORANGE
National
Operations

4.11 National Operations Section

The formation of the Operations Section is the responsibility of the National Operations Directorate. The Operations Section ensures the accurate interpretation and application of existing emergency plans, procedures, and policies in the resolution of the emergency. More specifically, the Operations Section is responsible for the following tasks:

- Ensuring consistent implementation of policies and procedures by coordinating operations between the Areas and Regions involved in the eradication effort;
- Monitoring the accurate interpretation and application of enforcement activities;
- Developing the National Operations portion of the IAP;
- Maintaining close communication with the National IC;
- Producing summary operational response reports, as needed by the NERT;
- Coordinating all reporting divisions that are involved in the eradication effort;
- Requesting national resources to support field operations;
- Ensuring requests for decisions are acted upon or relayed to the appropriate officer for decision; and
- Updating the EOC Director/Incident Commander as required.

BLUE
National
Planning

4.12 National Planning Section

The formation of the Planning Section is the responsibility of the Director of AAHD supported by the Vice-President, Science. The Planning Chief may be the Director of the AAHD or designate.

The Planning Chief ensures that:

- reports and summaries concerning National and Area activities are received;
- the National situation report is prepared and submitted to the National IC in a timely way; and
- the planning portion of the IAP is prepared.

The Planning Chief is also responsible for the following:

- Coordinates the roll up of IAPs from each Section (e.g. Operations, Planning, Logistics, Finance and Administration) for the National IC, for each operational period.
- Provides input to the National IC and Operations Chief in preparing the National IAP.
- Establishes information requirements and reporting schedules for Planning Branches.

There are six branches within the National Planning Section that can be activated as necessary:

1. Situational Assessment Branch
2. Policy and Science Support Branch
3. Advance Planning Branch
4. Resource Planning Branch
5. Documentation Branch
6. Demobilization Branch

4.12.1 National Situational Assessment Branch

The Situational Assessment Branch collects, organizes, and maps all incident intelligence information (e.g., AQUERS, epidemiology reports, GIS, situation reporting) and provides specialized knowledge and expertise.

The Situational Assessment Branch Coordinator is responsible for the following activities:

- Coordinating collection, evaluation, dissemination, and display of information;
- Accessing technical specialists in the AQUERS Unit, Epidemiology Reports Unit, GIS Unit, and Situational Reporting Unit to produce reports;
- Using all data to provide up-to-date information on the status of the incident and operational response;
- Ensuring statistics on Field-level activities can be produced;
- Making sure that statistical reports displaying control and response functions are produced on a timetable requested by the National IC;
- Assuming responsibility for all matters relating to data collection and data management;
- Ensuring that charts and maps are produced, maintained, and updated regularly;
- Cooperating with the Documentation Branch in maintaining electronic files;
- Serving as the incident historian to document the incident with the most accurate information available;
- Serving as a reliable resource for the most up-to-date summary of incident disease information whether it be statistical, epidemiological, or diagnostic in scope;
- Evaluating AQUERS and consulting with counterparts in other EOCs and the AQUERS Technical Specialist, concerning needed changes;
- Ensuring that data are accurately entered into the data management system;
- With the AQUERS Technical Specialist (see below), assuming responsibility for the smooth operation of the main data collection and compilation system, making possible the rapid assessment of the overall situation of operations;
- Preparing situation reports, summarizing important matters related to the outbreak for the past operational period;
- Ensuring that the appropriate epidemiology report is generated by the Policy and Science Branch, and is distributed and entered into AQUERS; and
- Communicating needs to the Planning Chief in a timely manner to ensure up-to-date, effective AQUERS operations.

The National AQUERS Technical Specialist is responsible for the following activities:

- Maintaining master files of all information and documents in AQUERS;

- Responding to requests for development of appropriate new data entry fields;
- Developing necessary forms to meet established reporting requirements for data into AQUERS that can be used at Field level;
- Providing technical support for the preparation, review, coding, and data input into AQUERS;
- Determining the number of computer terminal operators and supervisors needed to ensure timely input of data into AQUERS and retrieval of data; and
- Collecting and processing situation information about the incident.

The National GIS Technical Specialist is responsible for the following activities:

- Maintaining up-to-date maps of the outbreak, identifying important locations to provide a visual representation of the situation;
- Providing photographic services and maps as required;
- Maintaining up-to-date charts showing the status of the incident;
- Using the database in innovative ways to produce maps that display a variety of information that may be of use to or requested by the IC;
- Communicating mapping and displaying capabilities to the Situational Assessment Branch Coordinator for further distribution; and
- Responding to specific requests for mapping.

4.12.2 National Policy and Science Support Branch

The National Policy and Science Support Branch, which is headed by the National Manager of the Aquatic Animal Health division or designate, provides the overall policy, program, science, and technical advice to the incident response, and establishes special information collection activities as necessary (e.g. epidemiological, weather, environmental, and toxin information).

While policies and procedures are drafted in advance for major disease outbreaks, situations will arise that have not been resolved during contingency planning.

The Policy and Science Support Branch is responsible for developing new policies and procedures, and recommending appropriate courses of action in such cases.

The National Policy and Science Support Branch can be divided into six units:

1) AH Policy Analysis (National Aquatic Animal Health division);

2) FAO Policy Analysis;

3) Imports and Exports, Tracking, and Liaison;

4) Epidemiology and Tracing;

5) Science Support; and

6) Laboratory Liaison.

4.12.2.1 National Aquatic Animal Health Division

Members of the Aquatic Animal Health division are responsible for the following activities:

- Making recommendations, in consultation with the affected Area(s) Executive Director or designate, Executive Committee, and Minister, that determine the size of the Control Area;
- Carrying the Ministerial Order through the entire approval process;
- Monitoring the outbreak to adjust the Control Area limits, if necessary;
- Drafting policies and procedures on an ad-hoc basis in the absence of established incident plans or necessary policies;
- Providing solutions for issues and problems that arise during the response effort;
- Assuming responsibility for policy direction of the Agency response to the disease outbreak incident;
- Finding solutions and making recommendations in the absence of established plans, procedures, or policies;
- Reviewing existing plans and policies to ensure the accurate interpretation and application;
- Reviewing relevant policies and procedures for applicability to the existing situation, and suggesting changes, as appropriate;
- Identifying and requesting, on an ad-hoc or permanent basis, resource persons as required;
- Responding to Requests for Decision that are forwarded from the Executive Committee by writing decision documents;
- Acting as the primary source for interpretation of policy and procedures;
- Providing or offering guidance on all relevant training, technical, policy, and procedural information to the NERT and AERT, as required;
- Advising the National IC or other officers regarding the legal authority for proposed actions; and
- Acting as liaison between the NERT and departmental legal services.

4.12.2.2 National Imports and Exports, Tracking, and Liaison Unit

The Imports and Exports, Tracking, and Liaison Unit is responsible for the following activities:

- Collecting information and investigations regarding international contacts;
- Responding to requests from foreign governments and recipients (export markets) for the status on the shipment of aquatic animals and aquatic animal products to their countries from Canada;
- Compiling and submitting, upon request, information that is relative to any recent imports to Canada;
- Preparing summaries and briefings of exports from or imports into Canada, as required; and
- Ensuring that international contacts are brought to the attention of the AAHD Director or CVO in order to relay information to the appropriate government.

Note: While each AERT is staffed with an Epidemiology and Tracing Unit, Headquarters must coordinate any international traces.

4.12.2.3 National Epidemiology and Tracing Unit

The Epidemiology and Tracing Unit is responsible for the following activities:

- Monitoring, during the emergency response, the flow of all pertinent epidemiological information in the database;
- Determining the extent of the outbreak and, with the assistance of the analytical epidemiologists, predicting its course;
- Reporting to the Situational Assessment Branch Coordinator;
- Maintaining an acute awareness, keeping a timeline, and ensuring that key dates and events are in the timeline and in a summary format;
- Serving as a Technical Resource Specialist for Regional and Area epidemiologists who are assigned to field epidemiology duties;
- Coordinating the sharing of Area-collected field epidemiology to all affected Areas and Regions;
- Forwarding all information concerning international contacts to the Imports and Exports Officer in the Policy and Science Branch;
- Following through with lower-level EOC epidemiologists on inspections to ensure that all sources of infection and all dangers of contagion are examined;
- Assisting in determining resource needs, as required;
- Forwarding reports to the Situational Assessment Unit;
- Drafting reports and summaries concerning the Unit's activities, as required;
- Assuming responsibility for periodically reviewing, updating, and adapting the Epidemiology and Tracing Section of the AAHFP;

- Liaising with other epidemiologists at various levels, as necessary;
- Developing methods for determining the source of the disease and preventing its propagation;
- Maintaining contact with Situational Assessment Branches in other EOCs and forward-situated epidemiologists;
- Reviewing files and analyses' data collected at the Documentation Branch in the Planning Section;
- Suggesting inspection form improvements to ensure that epidemiological information is obtained;
- Remaining in contact with DFO Laboratory contacts as appropriate to that particular disease; and
- Reporting and making recommendations to the Planning Chief, as required.

4.12.2.4 National Science Support Unit

The Science Support Unit provides diagnostic support and expert scientific advice for the eradication effort to the DFO Laboratories and the National Science Branch. The Unit is responsible for the following activities:

- Allocating resources for diagnostic services during an incident;
- Arranging training and allocation of testing to accredited laboratories, as necessary;
- Designating a Scientific Advisor to the Policy and Procedures Committee;
- Endorsing specific policy and procedures, as required; and
- Providing scientific support.

4.12.2.5 National Laboratory Liaison Unit

The Laboratory Liaison Unit is responsible for the following activities:

- Informing the National IC of laboratory capability;
- Accessing AQUERS for information on laboratory submissions and laboratory results;
- Being knowledgeable about diagnostic procedures, specimen sampling and submission, and transportation of infectious substances;
- Being knowledgeable of Laboratory Information Management System (LIMS) data input and retrieval;
- Establishing a list of the contacts in DFO laboratories in the network;
- Preparing contingency plans for an adequate laboratory unit (i.e. personnel, facilities, and equipment) and non-CFIA network labs to meet varying needs;

- Relaying inquiries concerning missing samples and results or any other problems related to the shipment of specimens to the Laboratory Diagnostic Coordinator of the DFO lab;
- Knowing how to access the turnaround times for test results; and
- Contacting the laboratory to verify information and ask questions as required.

4.12.3 National Advance Planning Branch

The Advance Planning Branch maintains Canada's expertise in epidemiology and must be prepared to consult the appropriate information sources. The Branch is expected to maintain surveillance information worldwide and throughout Canada on all disease outbreaks and emerging disease issues.

The Branch includes four units:

1) Disease Surveillance;

2) Analytical Epidemiology;

3) Modelling; and

4) Risk Assessment.

The **Advance Planning Branch** is responsible for the following tasks:

- Conducting advance planning to identify potential issues for consideration in the strategic management of an incident and to recommend strategic action plans;
- Consulting with outside experts, as required;
- Suggesting surveillance activities for disease detection in the Action and Recovery phases to attain country freedom status as soon as possible, according to the OIE principles;
- Preparing communications to be sent to the OIE by the CVO;
- Participating in the working groups, as requested;
- Evaluating risk assessment;
- Monitoring effectiveness of control measures;
- Conducting long-range National planning and strategy;
- Assembling information on, and proposing, alternative strategies; and
- Providing periodic predictions on incident potential.

4.12.3.1 National Analytical Epidemiology Unit

Epidemiological inspection will determine how the disease agent arrived at that location in Canada, including through import.

The Analytical Epidemiology Unit is responsible for the following tasks:

- Providing analytical epidemiological information relating to the disease outbreak;
- Collaborating with the Area Epidemiologist to evaluate incoming data to determine the source of the disease, the status of the incident, the primary means of spread, and the appropriate methods of control; and
- Evaluating incoming data to verify Area epidemiology of the incident and forwarding appropriately.

4.12.3.2 National Modelling Unit

The Modelling Unit is responsible for the following tasks:

- Providing epidemiological modelling and epidemiological advice; and
- Making predictions, using modelling technology and by testing a number of hypotheses.

4.12.3.3 National Risk Assessment Unit

The Risk Assessment Unit provides scientific risk analysis of procedures (completed and proposed). The Unit also provides epidemiological modelling and epidemiological advice.

The Risk Assessment Unit is responsible for the following tasks:

- Evaluating the risk assessment regarding efficacy of control measures;
- Providing scientific risk analysis of procedures taken and those proposed; and
- Evaluating vaccination as a control measure and making recommendations to Policy and Procedures Committee.

4.12.4 National Resource Planning Branch

The Resource Planning Branch provides information about the disease and how the CFIA will respond. In addition, new staff brought into the NERT must be briefed on their duties, safety considerations, and personal disinfection routines. The Training Specialist prepares packages to assist the NERT in fulfilling these roles.
The Training Specialist also works closely with Public Communications Coordinators at both the National and Area level.

The Resource Planning Branch responsibilities include the following tasks:

- Maintaining National resource status information on all equipment (National Stockpile) and personnel;
- Tracking resources deployed from the National Stockpile;
- Supervising the distribution of audiovisual aids and printed material, as required;
- Preparing training packages for new NERT staff and providing public information;
- Providing guidance to NERT personnel on the use of audiovisual and printed material in training or orientation sessions;
- Identifying National resources to support Field-level operations; and
- Determining the need for any specialized resources in support of the incident.

4.12.5 Documentation Branch

The Documentation Branch is responsible for maintaining all National incident documentation.

4.12.6 Demobilization Branch

The Demobilization Branch is responsible for developing plans for National demobilization at the end of an incident.

4.13 National Logistics Section

The Logistics Section manages national incident support needs, including equipment, supplies, facilities, services, specially trained personnel, and other resources.
Two branches may be established within the National Logistics Section:

1. National Service Branch
2. National Support Branch

4.13.1 National Service Branch

The Service Branch can be divided into five units:

1. Strategic HR
2. IT
3. Security
4. Clerical
5. Medical Unit

The **Strategic HR Technical Specialist** is responsible for the following activities:

- Assisting in locating new hires;
- Developing orientation and training materials;
- Ensuring written hazard communication plans are in place;
- Ensuring that staff have been adequately trained in hazard communication;
- Ensuring the establishment of an identified area where employees may easily review the hazard communications written plan and material safety data sheets, and making sure the contingency plans are in compliance with OSH standards;
- Ensuring warning labels and other forms of warning are in place;
- Providing orientation to all personnel assigned to the operation prior to their assignment to a specific duty area, including familiarization with the appropriate disease eradication guidelines;
- Developing training aids for use in indoctrinating personnel in operations;
- Preparing manuals for distribution to personnel who have been newly assigned to the outbreak;
- Ensuring that all task force personnel are familiar with the importance of documentation and the purposes and capabilities of AQUERS;
- Developing special training courses and aids for specific technical assignments;
- Continuously evaluating the existing training program and adjusting it to the present needs of the disease situation; and
- Ensuring new staff members understand the mission of the organization and their responsibilities and feel competent to fulfill their responsibilities.

The **IT Technical Specialist** is responsible for the following tasks:

- Advising on communications and IT capabilities or limitations;
- Distributing and maintaining communications and IT equipment; and
- Establishing telephone, facsimile, cellular telephone, Blackberry, and computer links.

4.13.2 National Support Branch

The Support Branch can be divided into four units:

1) NEOC Manager;
2) Facilities;
3) Strategic Procurement; and
4) Emergency Transportation.

4.13.2.1 National Emergency Operations Centre Manager and Facilities Units

The NEOC Manager is responsible for the following tasks:

- Setting up, maintaining, and demobilizing all incident support facilities (NEOC management);
- Managing the NEOC facility by ensuring physical requirements are in place;
- Providing guidance on managing the process for emergency response activities within the NEOC;
- Authorizing access to the NEOC and ensuring centre security;
- Ensuring installation and training of users for all new equipment;
- Authorizing resource utilization and expenditures for the NEOC National Facilities Unit; and
- Ordering, receiving, processing, and storing all incident-related resources (quartermaster role).

4.13.2.2 National Strategic Procurement Unit

The Strategic Procurement Unit is responsible for ground transportation and accommodation of personnel.

4.13.2.3 National Emergency Transportation System Unit

The Emergency Transportation System Unit is responsible for the maintenance, service, and fuelling of all mobile equipment and vehicles.

4.14 National Finance and Administration Section

The National Finance and Administration Section is responsible for managing all National financial and administrative issues critical for tracking emergency costs and reimbursement accounting, and providing expert advice on staffing (contracting), hours of work, leave, standby, relocation, and overtime.

There are five branches that may be established within National Finance and Administration Section:

1) Procurement;

2) Cost Accounting;

3) Compensation and Claims;

4) National Emergency Financial Assistance Arrangements (EFAA); and

5) Time and Expenses.

4.14.1 National Procurement Branch

The Procurement Branch is responsible for handling vendor contracts, leases, and fiscal agreements, and assisting Areas in providing advice and ensuring consistency.

4.14.2 National Cost Accounting Branch

The Cost Accounting Branch is responsible for providing all incident cost analysis and audit.

4.14.3 National Compensation and Claims Branch

The Compensation and Claims Branch is responsible for handling all compensation claims, investigating all claims involving services, property, aquatic animals, aquatic animal products, by-products, disposal, and so on, associated with or involved in the incident, and subsequent forwarding for processing.

4.14.4 National Emergency Financial Assistance Arrangements Branch

The EFAA Branch is responsible for making arrangements for emergency financial assistance.

4.14.5 National Time and Expenses Branch

The Time and Expenses Branch is responsible for ensuring accurate recording of personnel time and expenses and subsequent forwarding for processing.

5. Response to a Disease Outbreak, Detection, or Suspicion in Cultured Aquatic Animals

A response to an outbreak or laboratory detection of a Reportable or Immediately Notifiable aquatic animal disease[1], or to a request initiated by Aquatic Animal Health Division (AAHD) or senior management in the CFIA, must be timely and visible.

Disease detection can occur in live aquatic animals, aquatic animal germplasm, and aquatic animal products, by-products and offal.
Note: None of the Reportable or Immediately Notifiable aquatic animal diseases are zoonotic.[2]

One or more levels of the Incident Command System (ICS) outlined in Chapter 4 may be activated depending on the nature and extent of the outbreak. For example, an aquatic animal outbreak in a country from which Canada imports aquatic animals or seafood may necessitate only a partial mobilization of the National Emergency Response Team (NERT) to inspect suspect premises that received identified imports. Dealing with an aquatic animal disease outbreak in a closed aquatic system, such as a recirculation system, may only require mobilization of a Field Emergency Response Team (FERT) located at a single Field Emergency Operations Center (FEOC).

The ICS, by nature of its structure, allows for expansion by an escalation of activity of ERTs and EOCs and, conversely, retraction of its various components as required.

In addition, a disease response may involve Emergency declarations by the President and one or more Control Areas declared by the Minister

A disease response will be initiated for cultured aquatic animals that are located on a premises and for wild aquatic animals that are located in natural bodies of water. The term “cultured aquatic animals” refers to those animals that spend part or all of their life cycle within a premises—in other words, being kept. And the term “wild aquatic animals” means aquatic animals living in natural water bodies (e.g. lakes or oceans) or drainage channels (e.g. drains created under the Drainage Act [ON]) that are not being kept.

Chapter 5 outlines the response to be conducted by the CFIA for cultured aquatic animals. Chapter 6 outlines the response to be conducted by the CFIA for wild aquatic animals.

[1] The aquatic animal disease lists are in Appendix C (Reportable) and D (Immediately Notifiable).

[2] Because these diseases do not infect people, the correct term to describe an outbreak is ‘epizootic’, instead of ‘epidemic’. Epizootic makes it clear that the event is only occurring in animals.

Note: The disease may occur in cultured aquatic animals only, wild aquatic animals only, or both. The response may be a combination of what is outlined in Chapters 5 and 6.

Note: The Aquatic Animal Health division will triage calls from mandatory reports during the implementation of the program, for a 6 month period, with subsequent review of this procedure to determine whether some of these responsibilities will be devolved to Veterinary Inspectors designated under the *Health of Animals Act*.

Not all responses will result in declaration of an Emergency or a Control Area, but at this time, it is likely that responses on premises that are determined to be a High Probability of Infection (HIGH RISK[3]) may result in a Declaration of one or more Infected Places and/or issuance of any number of Quarantine Orders.

Response to a new or emerging infectious aquatic animal disease will follow the same steps as outlined here or in Chapter 6, but the initial decision to respond or not will be made by AAHD Disease Control and Contingency Section. A request to inspect and/or respond will be forwarded to the appropriate Area Executive Director for implementation of the request.

Note: A new or emerging disease may be zoonotic. The zoonotic potential will be noted on the request, and personal protective equipment (PPE) considerations should be assessed prior to any inspections.

Other types of requests to respond from AAHD will also be forwarded to the appropriate Area Executive Director for implementation of the request (See **5.1.1.1 Initiation of the Suspect Phase**).

Types of premises (refer to the Glossary in Appendix A for definition of premises) that may contain cultured aquatic animals include, but are not limited to:

- Aquaculture sites
- Federal/provincial/territorial finfish hatcheries
- Holding sites for harvested wild aquatic animals (e.g. lobster pounds, net-pens)
- Fish and seafood processing plants
- Feed mills
- Other types of manufacturing plants, such as for dead bait production
- Bait retail stores
- Publicly-accessible and private aquariums (may be associated with a zoo, restaurant, seafood retail outlet, warehouse (wholesaler or distributor), or pet store)

[3] HIGH RISK is the term used in the Animal Health Functional Plan. The determination of risk requires knowledge of the probability of the risk occurring (in this case, the risk is 'infection') and the magnitude of the consequences. The Aquatic Animal Health Functional Plan speaks in terms of 'Probability of Infection' because all the regulated aquatic animal diseases are highly infectious and consequences are severe for Canada (if interested, please contact AAHD for disease listing criteria). Therefore, the clinical probability of infection is all that needs to be determined during an inspection.

- Private ponds
- Research laboratories
- Diagnostic laboratories
- Water quality monitoring laboratories
- Shows (e.g. Koi Shows, Pond Tours and Conventions)

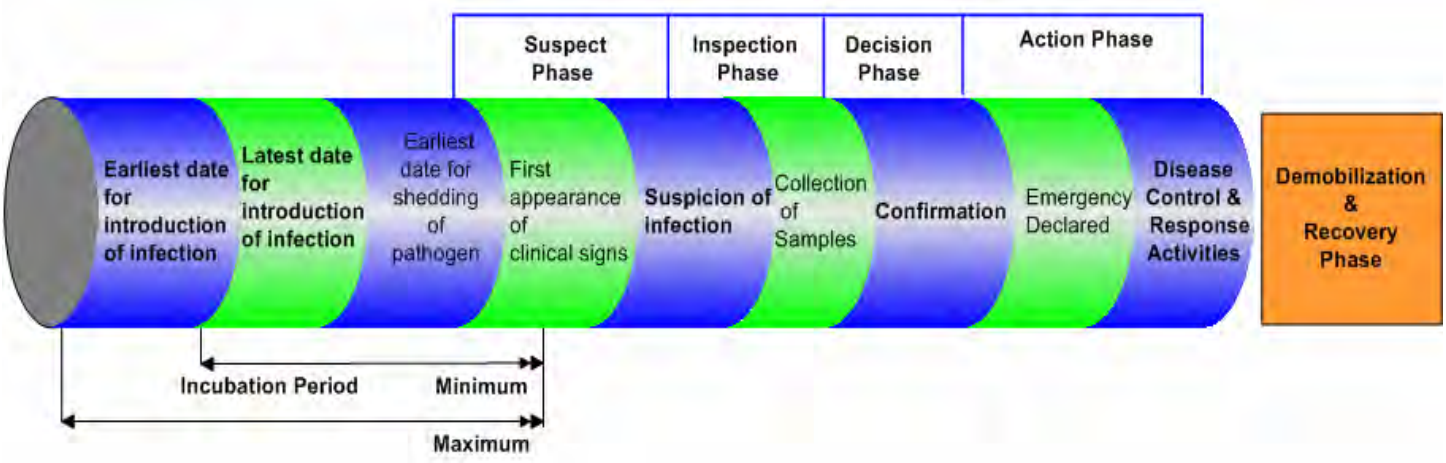
5.1 Aquatic Animal Disease Response Phases

The aquatic animal disease response is divided into 6 phases:

1. Suspect
2. Inspection
3. Decision
4. Action
5. Recovery and Demobilization
6. Incident Hot Wash

Figure 5.1: Aquatic Animal Health Disease Response Phases.

Note: Clinical signs may or may not be evident.



5.1.1 Disease Response Suspect Phase

5.1.1.1 Initiation of the Suspect Phase

The Suspect Phase begins when a Reportable aquatic animal disease is reported to an Animal Health Office. Mandatory notification of a Reportable aquatic animal disease can be expected from owners, operators, veterinarians or diagnostic, research or water quality monitoring laboratory staff.

Notification of an Immediately Notifiable aquatic animal disease will be made to AAHD. These notifications are expected to come from diagnostic laboratory staff

The most common reporting scenarios for cultured aquatic animals include:

- Routine (program-related) inspection finding (CFIA Veterinary Inspector, CFIA Inspector, and CFIA-Accredited Veterinarian)
- Federal, provincial, or private laboratory finding
- Owner or operator finding, including from federal or provincial finfish hatcheries and fish and seafood processing plants
- Private veterinarian or aquatic animal health biologist finding
- Report from an aquaculture, aquatic animal or seafood association

Notifications for Reportable aquatic animal diseases will either be made directly to a Field Office, or to a CFIA toll-free number or O-Canada and passed on to the appropriate Field Office.

Immediately Notifiable diseases are reported to an email address – NAAHPPNSAA@inspection.gc.ca. Laboratory reports are evaluated by AAHD. The evaluation may be followed by a request to respond. A request to respond will be forwarded to the appropriate Area Executive Director for implementation of the request.

A request to respond may also come from the Import or Disease Control & Contingency Planning Sections of AAHD, who have received outbreak or detection information or reports from foreign governments (e.g. disease outbreak in the country or positive test results in a Canadian export), or the OIE. Requests will come from AAHD Import Section if aquatic animals, products or by-products are still in quarantine as per the Import Permit conditions.

Requests will come from AAHD Disease Control & Contingency Planning Section if aquatic animals, products, or by-products have already been imported into Canada or a Canadian export was found to be infected or contaminated. A request to respond will be forwarded to the appropriate Area Executive Director for implementation of the request.

Requests to respond may come from National Operations (who have been contacted by outside agencies such as International Affairs, Public Safety Canada (PSC), or Canadian Security Intelligence Services (CSIS)) when a national emergency is declared (CFIA or non-CFIA), or there is a reported, suspected, or heightened threat of bioterrorism. A request to respond will be directed through the appropriate Area Executive Director.

Whatever the response initiation route, the first level to respond will likely be the Field level as more information typically needs to be collected prior to further decisions being made on how to continue the response.

Information about the report and the premises will be entered on the AquaPIQ (Appendix E). A new AquaPIQ must be filled in for each premises identified in the report or request.

5.1.1.2 Examination of the Suspect Premises

In order for the Veterinary Inspector to make a determination whether to inspect a suspect premises, he/she, in consultation with the Area Aquatic Animal Health Program Specialist evaluates the information gathered from the following two steps:

Step 1: Completion of Parts A1 and A2 of the AquaPIQ (see Appendix E). The AquaPIQ can be filled in by the Veterinary Inspector or his/her delegate, during or after the initial report or request, and during a telephone conversation with the owner or operator of the premises. Parts A1 and A2 gather preliminary information, such as name of the owner and operator of the premises, location of the premises, affected species, clinical signs and/or laboratory results.

Step 2: Determination whether the suspect aquatic animals occur in a known infected area for that disease and the policy for response in that area (available in the appropriate disease-specific Hazard Specific Plan (HSP)).

SUSPICIOUS OR LIKELY INFECTED:

If the Veterinary Inspector decides an inspection is required, the Veterinary Inspector, or his/her delegate:

1. Makes an appointment to: visit the premises (usually the same day), take samples, and conduct the interview to complete the AquaPIQ.
   The expected duration of this activity is also communicated to the owner/operator, as well as the likelihood of further actions related to disease response; OR
2. Advises the CFIA Inspector or Field Office associated with a CFIA-registered seafood processing plant to proceed with the Inspection Phase or to accompany the Veterinary Inspector, AND
3. Activates the Field Communication Plan, AND
4. Assembles a Field Inspection Team, consisting of the Veterinary Inspector and other appropriate staff, as required, to be dispatched to the premises with the Go Kit. The Field Inspection Team should preferably depart within one (1) hour of the decision to inspect being made, unless other arrangements have been made.
5. If the inspection is to take place at a FHPR-certified facility, the Veterinary Inspector should notify the DFO Aquatic Animal Health Office (National Registry of Aquatic Animal Health, Ottawa – 613-991-6855) of the report and planned inspection. A DFO Fish Health Official may wish to accompany the Veterinary Inspector to the FHPR-certified facility.

Note: An inspection will likely be conducted if:

- a laboratory finding is a Reportable or Immediately Notifiable aquatic animal disease, whether confirmed or not, AND if this finding has occurred in aquatic animals outside a known infected area or in a CFIA-recognized or *Fish Health Protection Regulations* (FHPR)-certified[4] facility within a known infected area, or as defined in the appropriate HSP, OR
- a request to inspect has been made by AAHD or senior CFIA management.

The Field Communication Plan consists of:

a. Notification, by telephone, of the Inspection Manager or the Supervisor of the Veterinary Inspector or provided delegate, that a Field Inspection Team is being deployed, AND
b. Notification, by telephone, of the Area Aquatic Animal Health Program Specialist, or delegate, that a Field Inspection Team is being deployed.

NOT INFECTED:

[4] A FHPR-certified facility is recognized under the *Fish Health Protection Regulations* administered by DFO.

If the Veterinary Inspector decides the premises is Not Infected (NO RISK) with a regulated aquatic animal disease, the premises will not be inspected.

As part of follow-up, the Veterinary Inspector may wish to inform the owner/operator that it is recommended that their veterinarian or aquatic animal health specialist assess and monitor the aquatic animals closely for one (1) month.
The Veterinary Inspector may then follow up at the end of the one-month period with a telephone call. The follow-up plan and findings should be recorded in the appropriate section of Part A2 of the AquaPIQ.

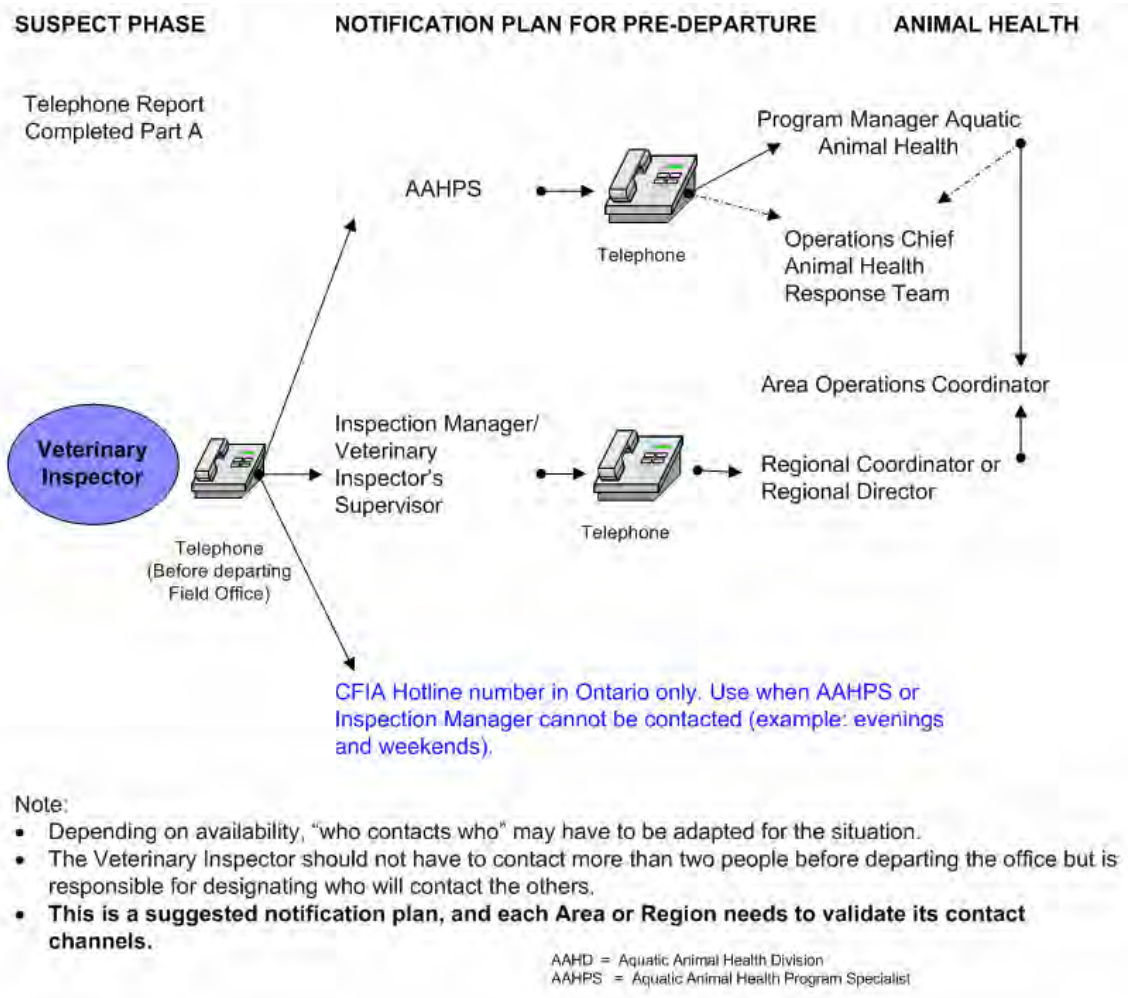


Figure 5.2: Suspect Phase – Example of a Notification Plan for Pre-Departure. Areas and Regions need to develop and inform all of their communication channels.

- Solid arrows indicate that these people must be contacted. Broken arrows indicate that these people may be contacted.

- "Who contacts who" depends on availability.
- The Veterinary Inspector should not have to contact more than 2 people prior to departure.

The Veterinary Inspector may assign the Field Administrative Assistant, or other delegate, to make the telephone calls, as outlined in Field or Regional Emergency Plans. The Veterinary Inspector should not place more than 2 calls prior to departing for the premises.

5.1.2 Disease Response Inspection Phase

The initial Inspection Phase involves (see Figure 5.3):

1. Determination of the health status of the premises
2. Consideration of applying movement controls (Quarantine Order/Infected Place)
3. Submission of samples
4. Completion of the rest of the AquaPIQ (interviewing the owner/operator and further inspection of the premises)
5. Discussion of the expected response and timelines with the owner/operator
6. Communication plan
7. Entry of information in the AquaPIQ into AAHD's AQUERS database.

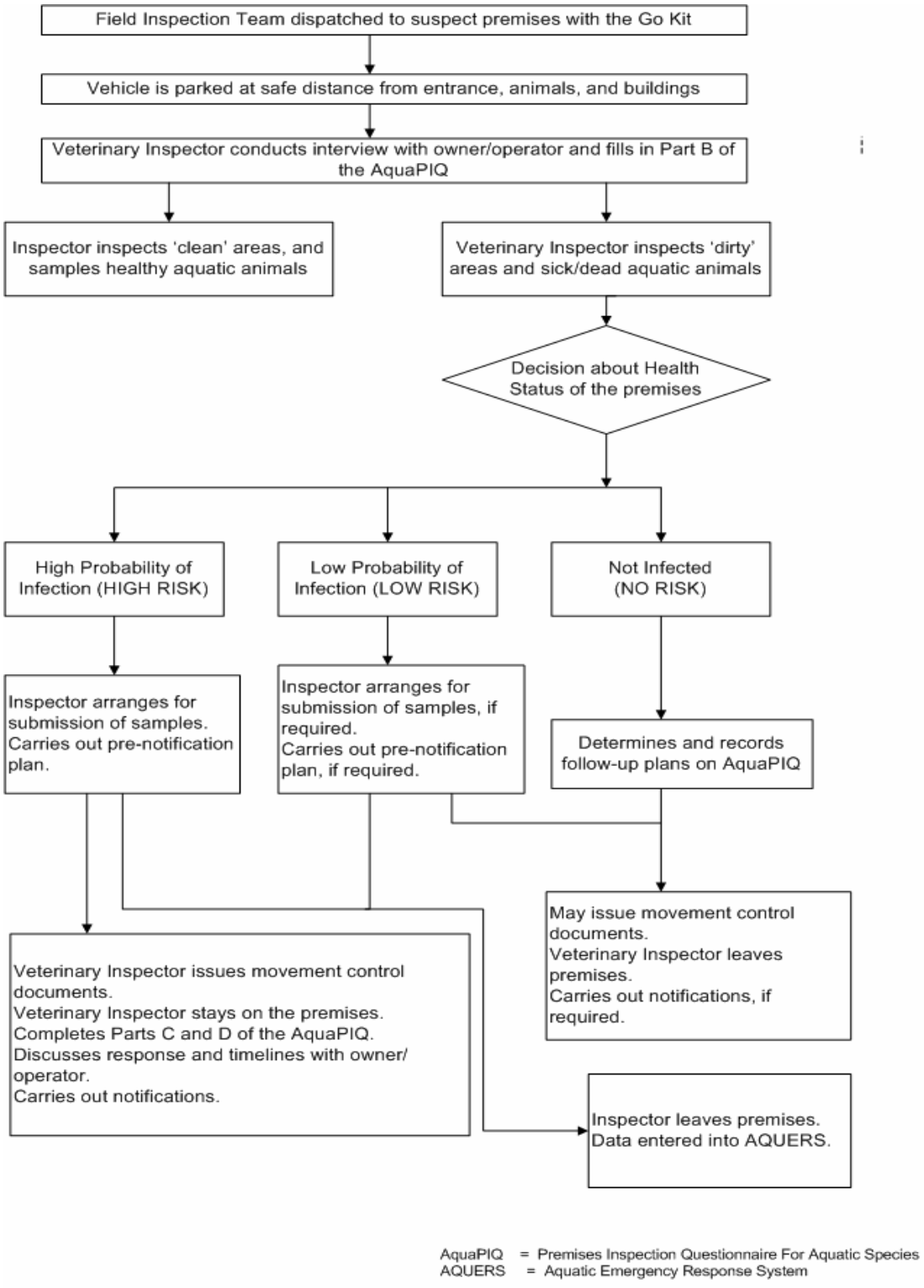


Figure 5.3: Inspection Phase – Initial Activities

5.1.2.1 Determination of the Health Status of the Premises

This part of the inspection consists of:

a. Completion of Part B of the AquaPIQ
b. Examination of the aquatic animals, including post-mortem examinations
c. Collection of samples for testing for determination of disease process (if required) and pathogen detection (required) (see sampling procedures for finfish, molluscs and crustaceans)
d. Making a decision if the premises has a High Probability of Infection (HIGH RISK), Low Probability of Infection (LOW RISK), or is Not Infected (NO RISK) (see Case Definitions in appropriate disease-specific HSP).

Note: The Field Inspection Team should coordinate the activities so that uninfected areas and healthy animals are inspected first, and infected areas and sick animals are inspected last, OR that members of the team are assigned either as 'clean' (only visit uninfected areas and healthy animals) or 'dirty' (only visit infected areas and sick and dead animals). CFIA staff biocontainment procedures are followed for both activities (see Appendix H for the biocontainment procedures).

Note: A premises associated with a reported laboratory finding will most likely be determined as having a High Probability of Infection (HIGH RISK).

Note: A premises inspected for a new or emerging disease (at the request of AAHD) will most likely be determined as having a High Probability of Infection (HIGH RISK).

5.1.2.2 Movement Controls

Temporary movement controls will most likely be implemented for a premises that has been identified as having a High Probability of Infection (HIGH RISK). Control measures may include a Declaration of Infected Place, accompanied by a Licence for Removal of Animals or Things OR a Quarantine Order. It is at the discretion of the Veterinary Inspector to decide when the Infected Place declaration is used, versus a Quarantine Order. Consultation should take place with the Area Aquatic Animal Health Program Specialist, especially if there are import or export implications, prior to issuing the movement control.

Temporary movement controls may or may not be issued for a premises identified as having a Low Probability of Infection (LOW RISK). Parts of the premises may be quarantined at the discretion of the Veterinary Inspector, and this may be done in consultation with the Area Aquatic Animal Health Program Specialist. At a minimum, it is recommended that active monitoring of the aquatic animals by the owner/operator and/or their private veterinarian or fish health biologist should continue for one (1) month. In addition, biocontainment procedures could be discussed with the owner/operator and put into effect during that period. All follow-up plans and outcomes are noted in Section C4 of the AquaPIQ.

Movement controls are not applied to a premises that is Not Infected (NO RISK).

5.1.2.3 Sample Submissions to Laboratory Service Providers

If the Veterinary Inspector determines the premises to be Not Infected (NO RISK), no samples will be submitted.

The Veterinary Inspector may determine that samples need to be submitted from a premises that is classified as having a Low Probability of Infection (LOW RISK).

For a premises classified as High Probability of Infection (HIGH RISK), samples (HIGH RISK) are always submitted.

Laboratory services for aquatic animal disease response is provided by Fisheries and Oceans Canada through the National Aquatic Animal Health Laboratory System (NAAHLS) network (currently the services of 3 laboratories are available and are listed on the Laboratory Submission Form (Appendix G)), and eventually by approved laboratories (currently none have been approved). The 3 laboratories in the NAAHLS are in process of becoming ISO 17025-accredited. NAAHLS utilizes a Laboratory Information Tracking System (LIMS) to track samples and laboratory results. Results will be returned to the Field Office and AAHD Ottawa either electronically or by fax.

The NAAHLS Diagnostic Coordinator or Laboratory Manager of the closest NAAHLS laboratory must be contacted to coordinate shipping. Assistance with coordination of shipment can be obtained from Field, Regional or Area contacts as necessary.

The appropriate specimen submission pre-notification plan is activated. Refer to the Communication Plan following the Initial Inspection of a Premises – Figures 5.4 and 5.5.

Note: AAHD is required to report certain aquatic animal disease events immediately (within 24 hours of confirmation) to the OIE, therefore, AAHD must be notified whenever samples are submitted to NAAHLS.

Laboratory results are entered into the AquaPIQ and AAHD's AQUERS database.

5.1.2.4 Completing and Submitting the AquaPIQ

The next stage of the Initial Inspection Phase involves completing and submitting the AquaPIQ (all applicable sections). The AquaPIQ provides detailed information about the premises, animals, people, suppliers, services, movements, and other information critical to determining the source of infection. In addition, the information on the AquaPIQ will give insight into where the disease may have already spread. Finally, the AquaPIQ provides details required for control and response measures that may need to be undertaken.

If the Field Inspection Team must remain on the Infected Place and there is no fax machine available, the AquaPIQ may be cleaned and disinfected and then removed from the premises for entry into AQUERS, or the information relayed by telephone to someone in the Field Office who can enter the data. Data can also be entered into a computer on site, if available, and emailed according to the pre-established communication plan.

5.1.2.5 Discussion of the expected response and timelines with the owner/operator

In the next step of the Initial Inspection Phase, the Veterinary Inspector discusses the next steps with the owner/operator and expected timelines.

The Veterinary Inspector should plan to cover the following topics:

- Information in the pertinent aquatic animal disease Fact Sheet(s)
- Biosecurity measures
- Animal welfare
- Movement controls on all animals and things
- Disease control responses

5.1.2.6 Communication Plan following the Initial Inspection of a Premises

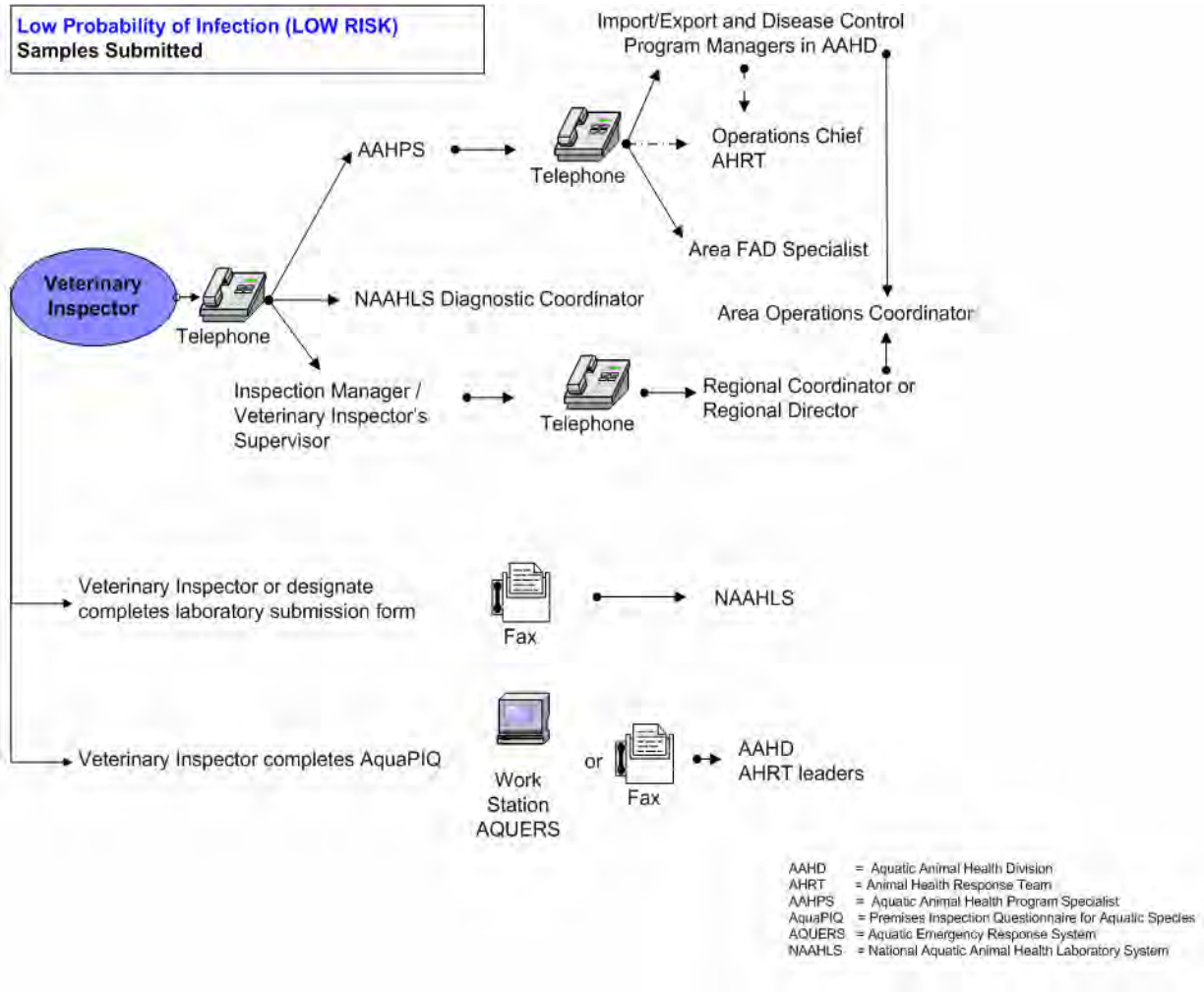


Figure 5.4: Example Inspection Phase Notification Plan when a laboratory submission occurs from a Low Probability of Infection (LOW RISK) premises. Areas and Regions need to develop their own communication channels.

- **Solid arrows indicate that these people must be contacted. Broken arrows indicate that these people may be contacted.**
- **"Who contacts who" depends on availability.**
- **AAHD needs to be notified because of CFIA's reporting obligation to the World Organization for Animal Health (OIE).**

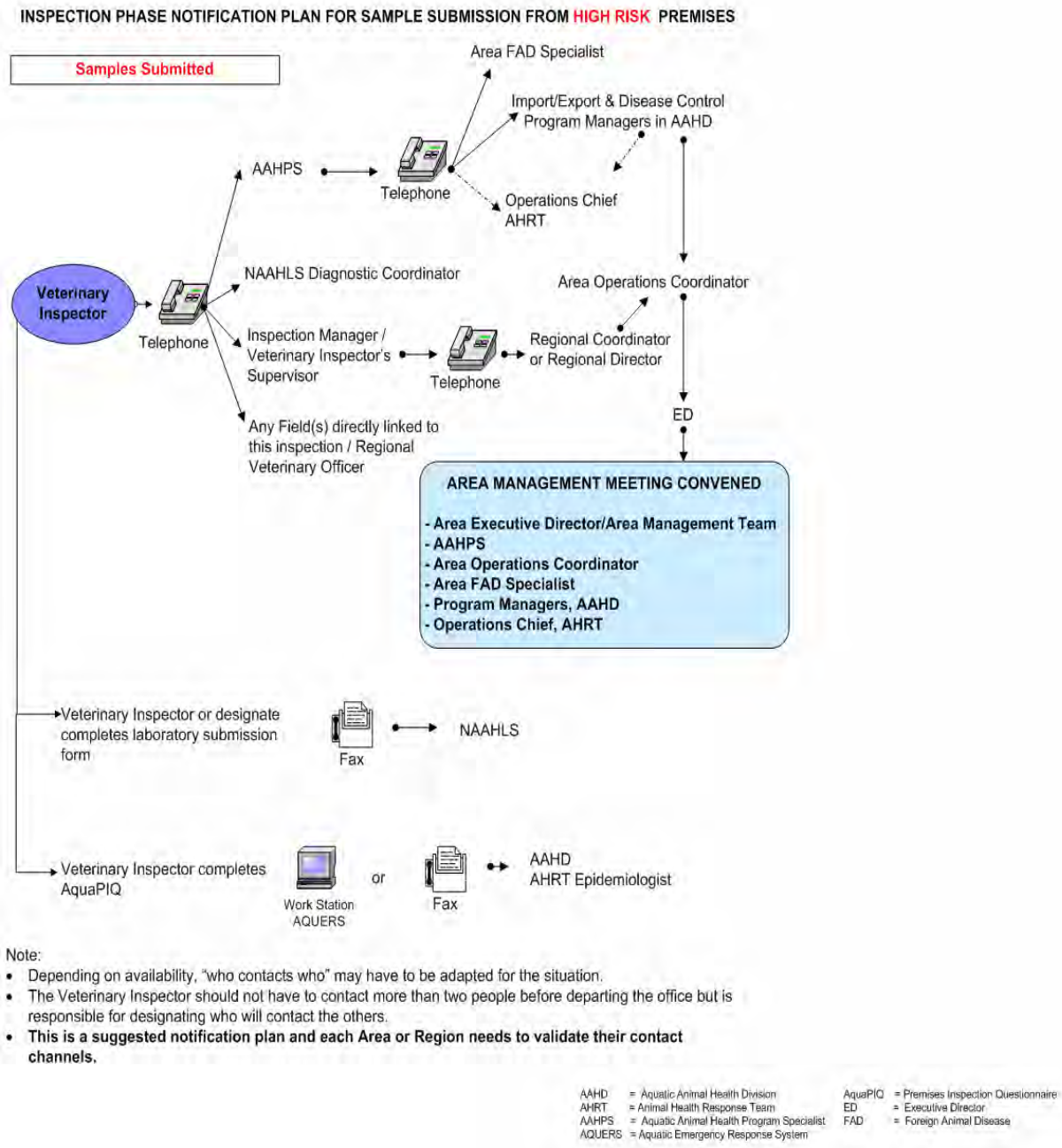


Figure 5.5: Example Inspection Phase Notification Plan when a laboratory submission occurs from a premises evaluated as having a High Probability of Infection (HIGH RISK). Areas and Regions need to develop their own communication channels.

- **AAHD needs to be notified because of CFIA's reporting obligation to the World Organization for Animal Health (OIE).**

5.1.3 Disease Response Decision Phase

The disease control modules are Movements, Permits and Licenses, Biocontainment, Epidemiology and Tracing, and Surveillance and Diagnostics.

The disease response modules are Evaluation and Compensation, Destruction, Disposal, Cleaning and Disinfection, Vaccination and Treatments.

5.1.3.1 Field Decisions

In the case of a LOW RISK or HIGH RISK sample submission, disease control activities will be undertaken by the Field Inspection Team as directed by the Veterinary Inspector. The Area Aquatic Animal Health Program Specialist will provide technical and policy advice.

The Inspection Manager will consult with the Regional Director (RD) and Regional Operations Coordinator (ROC) regarding the implementation of the Regional Emergency Response Plan and adoption of the ICS at the appropriate level. If determined appropriate to the situation, a request for the resources needed to conduct response activities on the premise(s) of interest will also be made.

Note: Destruction will only be undertaken based on a decision from Headquarters.

5.1.3.2 Area and Regional Decisions

5.1.3.2.1 Regional Decisions

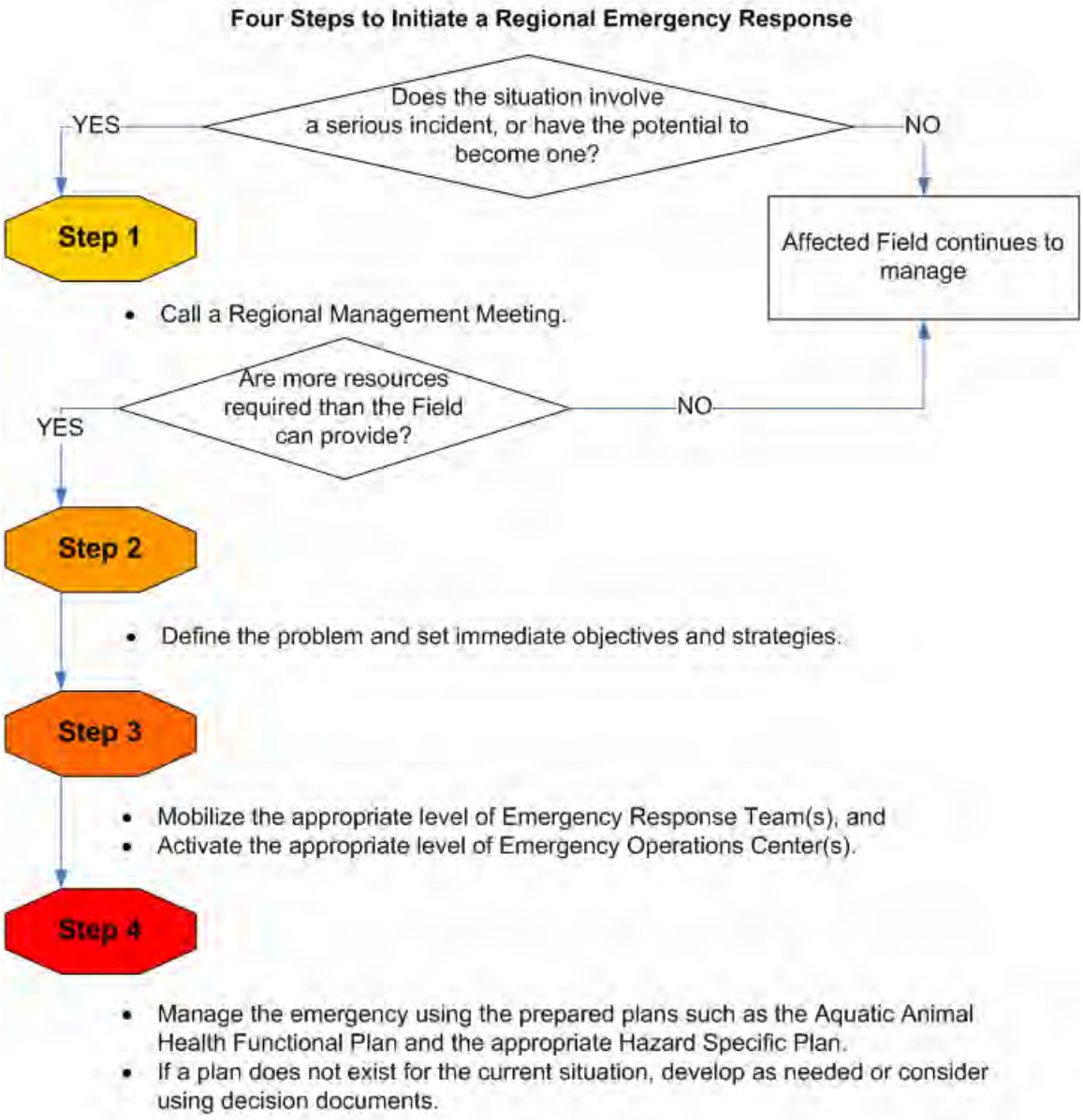


Figure 5.6: Four steps to initiate a Regional emergency response.

Note: A Veterinary Inspector will continue to manage any affected provincially- or federally-licensed seafood establishments.

The Regional Operations Coordinator convenes the Regional Management Meeting (RMM). Below is a suggested Agenda for the RMM. The Regional Management Team (RMT) is composed of Regional and Field Operations management staff. The Regional Director (RD) or the Regional Operations Coordinator chairs the RMM.

1. Situational briefing by the most affected Inspection Manager (IM)
2. Outline of the problem(s)
3. Clarification period: answering of questions posed – discussion led by most affected District Veterinarian
4. Make decision to deploy a F.A.S.T. (First Assessment and Sampling Team), unless previously deployed by RD/IM – led by IM and/or /Veterinary Inspector's supervisor
5. Setting of initial goal, and appropriate objectives and strategies using Incident Command System (ICS) principles
6. Make decision to activate the Regional Emergency Response Team (RERT) and use ICS - discussion includes all (see **Factors to consider in implementing the ICS** below)
7. Identify immediate logistical needs (staff and equipment)
8. Confirm the Regional Communication Plan
9. Identify specific Regional and Field personnel responsible for compiling information and writing Situation Reports
10. Make decision to put critical staff on standby
11. Schedule an appointment at which the RMT will reconvene.

After the meeting, IMs leave to canvass staff and resource availability. The ROC prepares a briefing for the RD.

Factors to consider in implementing the ICS:

- The present situation indicates potential for development into an emergency, or growing beyond normal response capacity or expectations;
- Dedicated human and material resources may be needed for an extended period of time to resolve the situation;
- There is an anticipated need to work with other government agencies, and stakeholders;
- There is a need for unified command to most effectively conduct operations, planning, communications, and coordinate a variety of advisors; and
- There is a need to produce situation reports.

5.1.3.2.2 Area Decisions

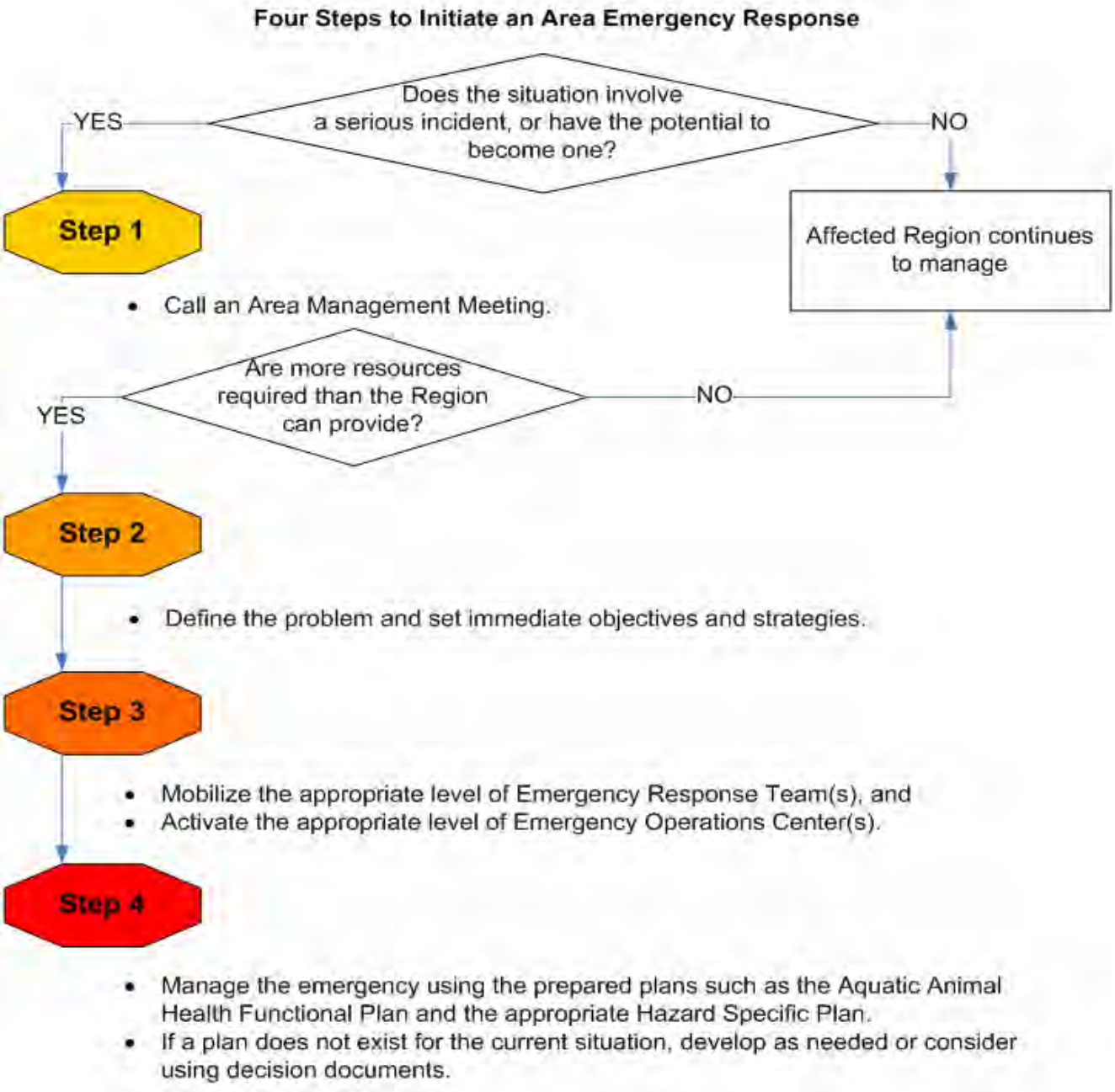


Figure 5.7: Steps to initiate an Area emergency response

At the Area level, the Area Operations Coordinator convenes an Area Management Team (AMT) meeting and activates the Area Emergency Response activity and communications plans, as deemed to be appropriate.

A decision to mobilize all or part of the Area Emergency Response Team (AERT) will be made by the AMT. In addition to this, a decision to implement the ICS at the appropriate level will be made. This may be in advance of the release of laboratory results, but will almost always occur with the release of confirmed positive test results.

Factors to consider in implementing the ICS:

- The present situation indicates potential for development into an emergency, or growing beyond normal response capacity or expectations;
- Dedicated human and material resources may be needed for an extended period of time to resolve the situation;
- There is an anticipated need to work with other government departments or agencies and stakeholders;
- There is a need for unified command to most effectively conduct operations, planning, communications and coordinate a variety of advisors; and
- There is a need to produce situation reports.

The AEOC Director /Area Incident Commander (AIC) may, prior to Ministerial declaration of a Control Area, establish control of premises believed to be infected with an infectious disease of aquatic animals, including any premises up to 5 kilometres from the limits of an Infected Place to which the disease could spread. Numerous Infected Places may be declared to expand the range of control.

Nevertheless, before starting any control activities outside of the suspect premises itself, the Area Executive Director will consult with the Vice-President of Operations.

Note: Disease response activities, such as destruction, will require approval from headquarters.

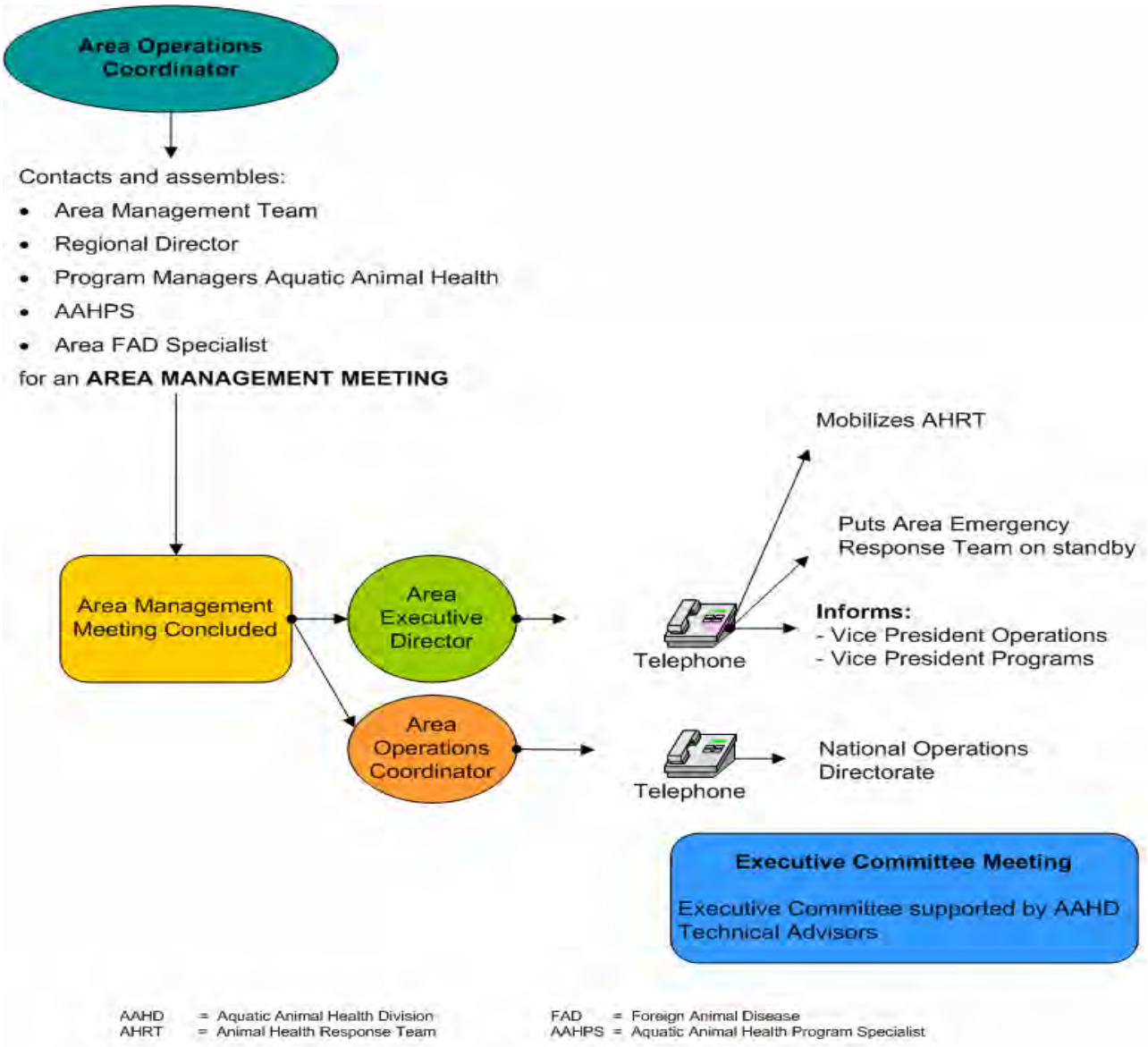


Figure 5.8: Decision Phase - Notification Plan for Areas when a Premises is evaluated as having a High Probability of Infection (HIGH RISK)

5.1.4 National Activation of an Emergency

The CFIA has adopted the Government of Canada's definition of an Emergency (see Appendix A - Glossary). As outlined previously, a high profile issue has the potential to escalate into an Emergency. While it may not be necessary to activate all of the Emergency Operation Centres (EOCs) and mobilize all Emergency Response Teams (ERTs), the Agency's President may declare an Emergency to manage CFIA resources within approved levels and establish an emergency funding mechanism in order to access emergency funding.

In cases of a confirmed positive diagnosis of either an exotic disease or a reportable disease outside of a regionally endemic area, the President of the CFIA calls a meeting of the Executive Committee (EC) and determines if the situation is to be declared an Emergency.

Figure 5.9 below provides an example of how confirmed positive test results may be communicated. It is intended as a guideline only, as there are many factors that may affect the release of confirmed positive test results.

Note: By the time an EC meeting is called and an Emergency is officially declared, the Disease Control and Response Action Phases are likely already underway. It is also likely that at least a partial Regional or Area emergency response has begun, such as putting Emergency Response Teams on standby and mobilizing technical specialists to assist with the response.

Note: At least one EOC must be activated once an official declaration of an Emergency has been made.

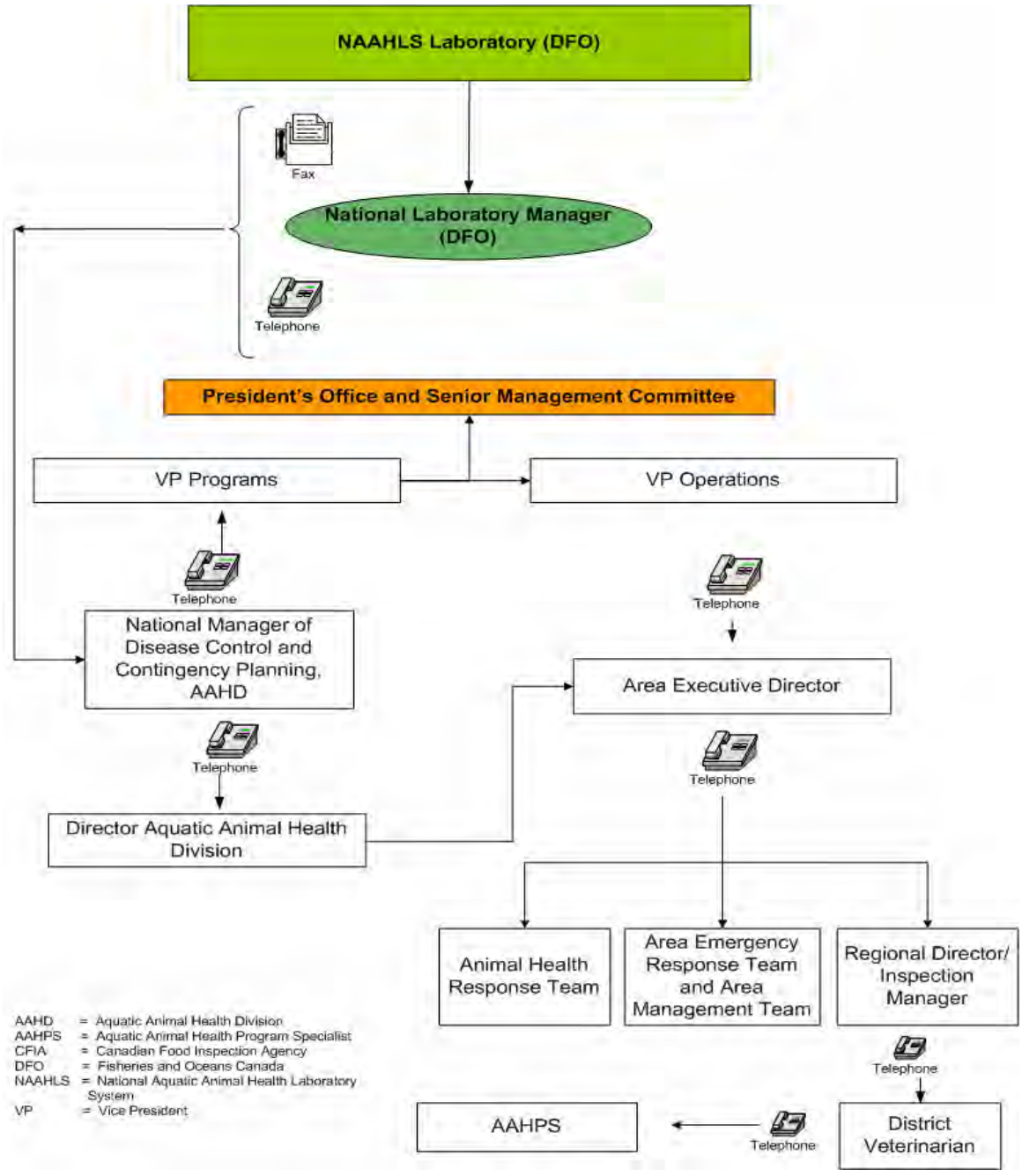


Figure 5.9: Action Phase Communication Plan for Confirmed Positive Tests

Note: During the implementation phase of the NAAHP program, all positive test results will be communicated by the AAHD Director to the Area Executive Director, who will then communicate to the Field as outlined above. All communication coming from the Field offices should be communicated back through to the Area Executive Director, and then back to the AAHD Director, until and the roles and responsibilities of NAAHLS are finalized.

Review of the Executive Meeting Process

The President or National Incident Commander (NIC) calls a meeting of the Executive Committee, which may include the NERT Section Chiefs in order to

- Bring all members up-to-date; and
- Review, assign, and confirm team member duties, if not already done.

The NERT Section Chiefs comment on the following issues after consultation with the Area Executive Director and technical specialists, as necessary:

- Initial states of readiness and appropriate ERT levels to be activated;
- Limits of the Control Area;
- Wording of the Emergency Declaration and Ministerial briefing paper; and
- Internal and external notification message and procedures (communications).

5.1.4.1 The Emergency Declaration Process

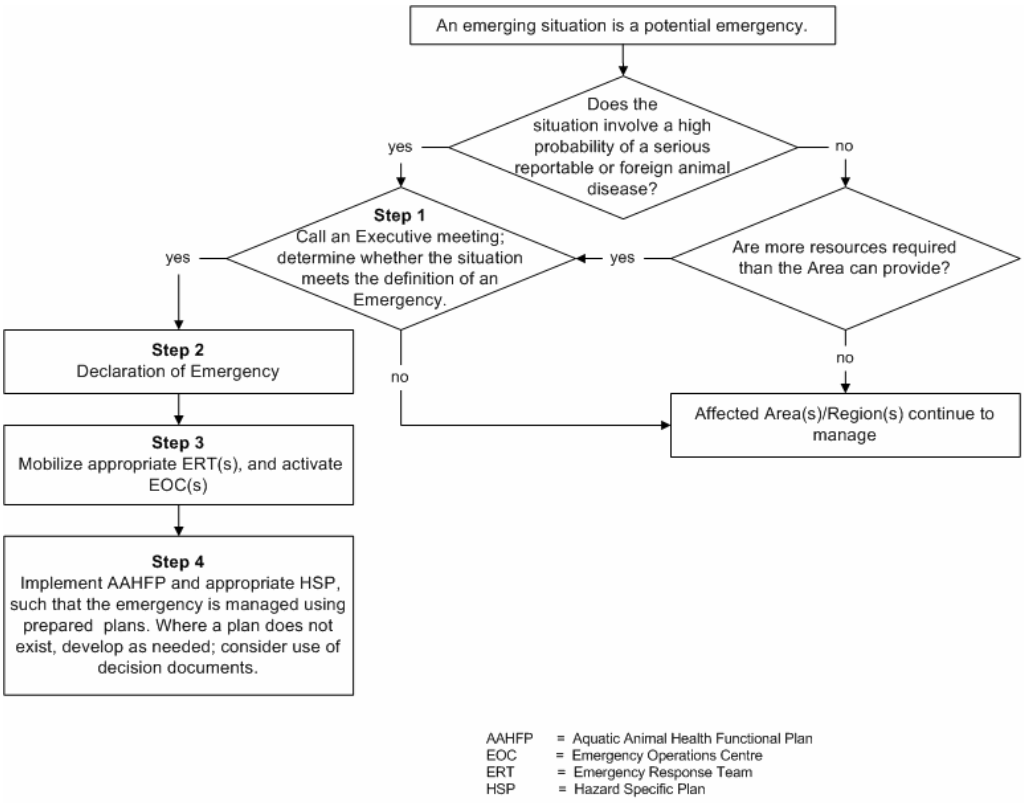


Figure 5.10: Four Steps to Declare an Aquatic Animal Emergency

Declaration of an Emergency involves the following 4 steps:

Step 1: Upon the identification of a situation determined to have the potential to become an Emergency, an Executive Committee meeting is convened.

Step 2: The EC determines whether the situation fits the CFIA definition of an Emergency. If the situation meets the criteria of the definition and the EC concludes it to be necessary, the President of the CFIA declares the situation to be an Emergency.

Step 3: The Emergency declaration triggers the mobilization of additional ERTs at the various levels required to eradicate AND/OR control the spread of the disease based on the epidemiological information available at the time.

Note: Field, Regional or Area ERTs may be mobilized before "official" declaration of an Emergency.

Step 4: The ERTs implement the Aquatic Animal Health Functional Plan. The activities will be governed by the appropriate Hazard Specific Plan (HSP), other appropriate AAHD policies, including policies from both the Import/Export and Disease Control & Contingency Planning Sections, and epidemiological/scientific advice requested from the Science Advisor in AAHD, the Animal Health Risk Assessment Unit in Science Branch and/or the Surveillance Section of AAHD.

The Emergency declaration is applicable only to the Agency, and serves to sound an internal alarm. It also activates a new command and communications structure. This new structure is required for effectiveness in aligning the Agency with other emergency response agencies.

The official declaration of an Emergency by the CFIA President will initiate the creation of financial coding specific to the Emergency and may facilitate allocation of additional resources should they be required.

5.1.5 Emergency Response Levels

In order to effectively respond to an emergency, the Agency utilizes a response structure based on four emergency response levels; National, Area, Regional and Field. It is important to note that the actual response levels activated in a given situation will depend on the type, location and severity of the incident.

Each activated response level may have one or more Emergency Operations Centres (EOCs). An EOC is the physical location from which emergency response team members coordinate, monitor and direct response activities.

At the national level (which incorporates the National Capital Region) the Agency operates the National Emergency Operations Centre (NEOC).

Each of the four CFIA Areas operates an Area Emergency Operations Centre (AEOC) as well as their respective Regional Emergency Operations Centers (REOCs) as follows:

- the Atlantic Area has four (4) REOCs: New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island;
- the Quebec Area has four (4) REOCs: Montreal East, Montreal West, Saint Hyacinth and Quebec;
- the Ontario Area has four (4) REOCs: Central, Southwest, Northeast, and Toronto;
- the Western Area has six (6) REOCs: Alberta - North, Alberta - South, British Columbia (BC) Coastal Vancouver and BC Mainland/Interior, Manitoba and Saskatchewan.

At the Field level, a Field Emergency Operations Centre (FEOC) could be set up on-site via a Mobile Telecommunications Vehicle (MTV) to support emergency team members delivering response activities.

The number of EOCs requiring activation in a given situation will depend on the nature, locality and severity of the emergency situation. The NERT and/or the AERT could be on standby, ready to support a RERT should it be required.

Each activated emergency response level has a specific role to play during an Agency response. In general these roles are as follows:

- National: sets national policy and provides strategic direction and support for the emergency response;
- Area: provides strategic area coordination, support for the response and manages multi-regional response efforts when more than one REOC has been activated;
- Regional: provides coordination and monitors the activities of the various FEOCs in the region and where there are no FEOCs established, will direct the tactical response operations;
- Field: delivers tactical response operations.

5.1.5.1 EOC Activation

5.1.5.1.1 Authority to Activate the EOC

An EOC may be activated by any one of the following:

- Incident Commander
- Member of CFIA's Senior Management Committee
- Area Executive Director
- Regional Director

5.1.5.1.2 Activation Criteria

Suggested criteria for activating an EOC include:

- significant requirement for resources, including people;
- significant risk of exposure by aquatic animals to the disease;
- response coordination required because of a large or widespread event, multiple emergency sites or several responding agencies;
- resource coordination required because of limited local resources or significant need for outside resources; and
- uncertain conditions such as possible event escalation, unknown extent of disease spread, potential threat to aquatic animal health, or the environment.

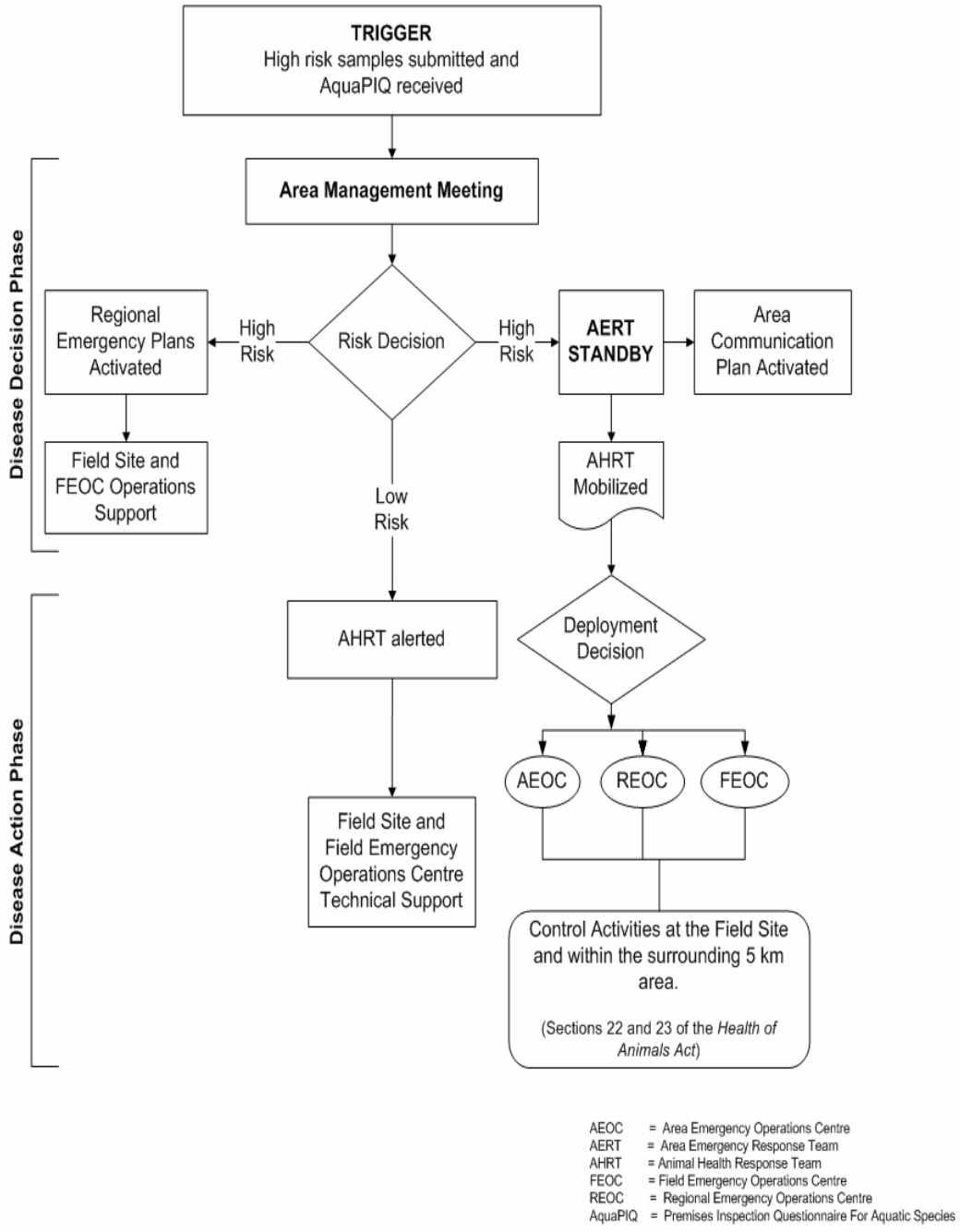


Figure 5.11: Decision and Action Phase Activities

5.2 Disease Response Action Phase

The Action Phase is similar whether an Emergency and/or Control Area are declared or not.
However, following the declaration of an Emergency, additional mobilization of ERTs and establishment of EOCs at the Field, Regional, Area, and National levels may occur.

The ICS and functional tasks as described in Chapter 4 are implemented.

5.2.1 Field Activities

The Control and Response Sections at the Field level are responsible for a variety of activities to inspect, control, and eradicate the aquatic animal disease outbreak or detection. These activities include: biosecurity, movement licences and permits, evaluation, destruction and disposal, cleaning and disinfection, epidemiology and tracing, vaccination, treatments, and surveillance and diagnostics.

Disease control activities must take into consideration the sources of pathogen in finfish, mollusc and crustacean systems: aquatic animals, water, vectors, fomites and feed.

Each activity is explained in process flows in the Appendices. The process flow also indicates what information is required to conduct the activity and what information is generated from the activity. The linkages with other activities are also described.

Note: The Veterinary Inspector takes responsibility for the federal and provincial seafood processing plants within the Field.

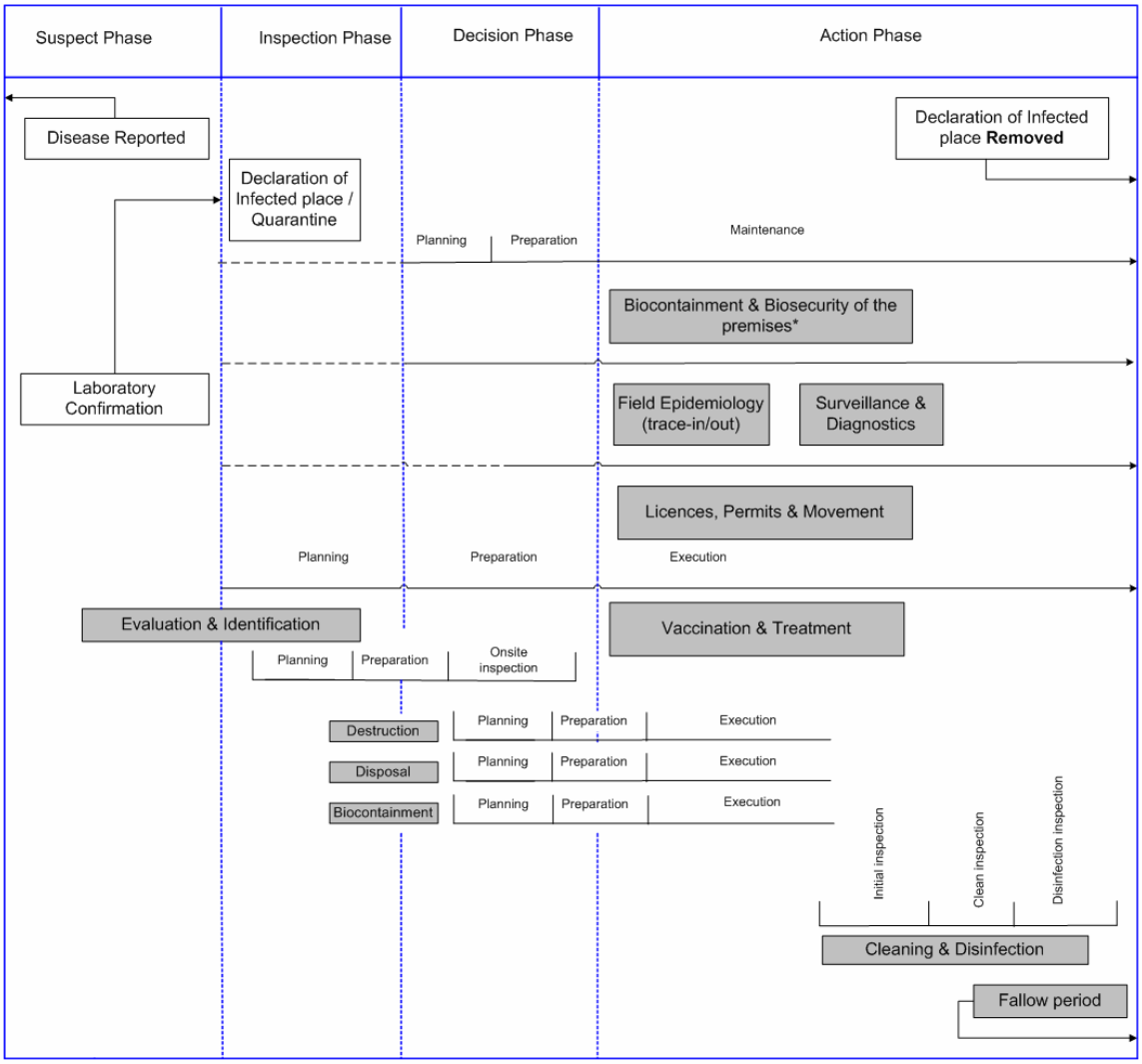


Figure 5.12: Example timelines and linkages for each Action Phase control and response activity.

5.2.1.1 Biosecurity

A team is formed whose duties include disease control measures related to Biosecurity for personnel, vehicles, equipment and non-human vectors.

The process flow for Biosecurity and Biocontainment activity and the policies and procedures can be found in Appendix H.

5.2.1.2 Movement Control – Permits and Licences

A team is formed whose duties include assessing common movements of aquatic animals and things, and then implementing controls on these movements of aquatic animals and things to or from an infected premises or within a Control Area. These movement controls allow the team to mitigate the risk of further disease spread.

The Movement Control function coordinates with Epidemiology and Tracing, Biosecurity, Cleaning and Disinfection, and Surveillance and Diagnostics to determine the permit and licence conditions necessary to mitigate disease spread for movement requests off or on of an infected premises or within a Control Area. Control Area movement monitoring and on-site compliance investigations are conducted by the EIS Branch.

The process flows, along with the policies and procedures, for this activity can be found in Appendix I.

5.2.1.3 Evaluation and Identification

The Evaluation and Identification activity assesses the market value of animals, animal products and by-products, and other things that are ordered destroyed and/or disposed. Teams determine what compensation will be awarded to the owner based on market value and current regulations and policies.

The process flows, along with the policies and procedures, for this activity can be found in Appendix J.

5.2.1.4 Destruction

A team is formed whose duties include disease response measures related to humane destruction of aquatic animals infected with or suspected of being infected with a Reportable, Immediately Notifiable, or new or emerging disease.

The process flows, along with the policies and procedures, for this activity can be found in Appendix K.

5.2.1.5 Disposal

A team is formed whose duties include and disposal of the carcasses, and disposal of things that cannot be cleaned and disinfected.

Carcasses, animal products and by-products, and things are disposed in an accepted manner that will prevent spread of the infective agent to susceptible populations of aquatic animals.

The process flows, along with the policies and procedures, for this activity can be found in Appendix L.

5.2.1.6 Cleaning and Disinfection

A team is formed whose duties include disease response measures related to cleaning and disinfection of things.

The premises is thoroughly cleaned and disinfected as soon as possible after the disposal of destroyed animals, animal products and by-products, and other things. This activity is carried out by the premises owner/operator or contracted firms under the direction and approval of the Cleaning and Disinfection Specialist.

The process flows, along with the policies and procedures, for this activity can be found in Appendix M.

5.2.1.7 Vaccination/Treatments

Vaccination and/or treatments may be used to control disease spread. The policies and procedures associated with vaccination or treatments can be found in the appropriate Hazard Specific Plan.

The process flows, along with the policies and procedures, for this activity can be found in Appendix N.

5.2.1.8 Epidemiology and Tracing

This function primarily resides in the Planning Branch, however, teams are deployed in the field to carry out to complete information gathering and tracing activities for the Epidemiology and Tracing Team.

The Field Epidemiology Team receives Field Inspection assignments in order of priority from the Epidemiology and Tracing Specialists in the Planning Branch. Completed Field Investigation assignments are forwarded through the Surveillance and Diagnostic Specialist to the Control Branch Coordinator for. This is done for each operational hour period (planning for activities in the CFIA is usually over a 24 hour period).

The Epidemiology and Tracing Team in the planning section analyzes completed field inspections and tracing information collected by the Epidemiology Field Team to determine the degree of disease spread within and outside of the index premises. Field Inspection assignments are designed to identify populations of aquatic animals that have become infected or are at risk of being exposed to the pathogen during the critical period.
Based on the Field Investigations a prioritized list of field inspections to be carried out is prepared by the Epidemiology and Tracing Unit in the Planning Branch.

Epidemiological and tracing information will be obtained from many sources, primarily from completed AquaPIQs and the demographic information held by the AAHD. Other sources of information include private or company veterinarians, producers, industry, farm supply and service providers, provincial government staff (e.g. Conservation Officers) or the public.

The process flows, along with the policies and procedures, for this activity can be found in Appendix O.

5.2.1.9 Surveillance and Diagnostics

The goal of surveillance is to detect new outbreaks of disease and prevent further
dissemination of the infectious agent by inspection and/or sampling of aquatic animals and monitoring of vectors.

The Surveillance and Diagnostics function incorporates both the Field Epidemiology Teams and Sampling Teams that work with the Laboratory Team Leader/Laboratory Liaison to coordinate sampling activities with laboratory availability.

The process flows, along with the policies and procedures, for this activity can be found in Appendix P.

5.2.2 Area and Regional Activities

If not already done, the Incident Commander (IC) will order the ERT to mobilize according to the Mobilization Plan. All affected Fields, the AAHD Export Specialist and the AAHD Disease Control & Contingency Planning Section Manager will be informed of the situation so that no shipments of susceptible species of aquatic animals for export or domestic movement will be certified until notified otherwise.

Note: If the Executive Director of an Area involved in the incident chooses to delegate their responsibilities for the duration of the outbreak, their designate will automatically become the Area Incident Commander (AIC) at this time.

Following declaration of the Control Area, the Planning Section will establish the geographical responsibility limits of the Infected, Restricted, and Security Zones for the described disease. Movement restrictions are outlined in the disease specific HSPs. Following the establishment of zones, movement will be controlled by specific permits, including “In Transit” Permits for movements through the Control Area.

The Area or Regional response is directed at coordinating and supporting FEOCs within the identified span of control. Operations at this level may also consist of providing technical advice, or assigning control, response, and EIS tasks directly to the FEOCs. Detailed planning, logistics, finance and administration functions may also be assumed at this level, allowing the FERT to concentrate primarily on Field Operations.

5.2.3 National Activities

Following the official declaration of an Emergency, the NERT is responsible for recommending the limits of the Control Area and communicating this information, as well as appropriate briefings and up-to-date materials, to the Minister, CFIA President, Area Executive Directors, and other federal departments and agencies that are involved in the response.

5.2.3.1 Declaration of Control Area(s)

In circumstances where the Minister believes that a disease exists (Section 27 of the *Health of Animals Act*) and where the situation is or will be declared a CFIA Emergency, the National Incident Commander (NIC) will fully activate the NERT and implement the ICS.

The Policy and Science Support Branch in the Planning Section of the NERT, in consultation with the affected Areas and other technical specialists, will recommend the limits of the disease Control Area to be described in the Ministerial declaration.

Note: A positive or confirmed diagnosis of an aquatic animal disease is not required for the Ministerial declaration of a Control Area.

A Control Area and its Zones should be:

- based on epidemiological information available for this particular outbreak;
- based on the risk of spread to one or more connecting watersheds;
- as large as would be reasonably expected for the duration of the outbreak so that any subsequent changes requiring Ministerial revocation and a new declaration will reduce the size of the Control Area;
- no larger than can be adequately controlled with the personnel and resources available;
- based on easily identifiable political or geographical boundaries, preferably on watershed boundaries for freshwater systems, and on two tidal excursions for marine systems; and
- should be named after a landmark in the approximate geographic centre (for example, Guelph Infected Zone in the Ontario Control Area, Drummondville Security Zone in the Quebec Control Area).

The Policy and Science Branch in the National Planning Section will prepare the Ministerial declaration of the described disease Control Area, the Ministerial designation of the aquatic animal species that will be affected by the Control Area, and an accompanying Memo to the Minister. A Memo to the CFIA President will be prepared concurrently. The text for Ministerial declaration, revocation, new declaration, and species designation is found in the Appendix Q – Ministerial Declaration of a Control Area.

5.2.3.2 Communications

The NIC will establish and prepare a schedule of EC and NERT meetings and conference calls.

All Area Executive Directors will be aware of the outbreak through their participation in the Emergency declaration process and will be advised of the limits of the Control Area(s). Appropriate briefings and up-to-date materials will be forwarded to the Area Executive Directors for their information.

The Office of Emergency Management will be responsible for advising Public Safety Canada (PSC) on a daily basis and PS will inform other federal departments and agencies.

Negotiations for recognition of the Control Area and resumption of international and national trade with the rest of Canada will be undertaken by international negotiators with the technical assistance of the Export and Disease Control & Contingengy Planning Sections of AAHD.

Immediate notifications to the OIE will be prepared by the Aquatic Animal OIE Focal Point in AAHD.

Note: All other departmental activities will be interrupted, where necessary, in order to ensure rapid and accurate communication.

5.3 Disease Response Recovery and Demobilization Phase

The disease response (as described above) concludes when one of the following situations has occurred:

- the disease has been eradicated from all infected premises AND the disease has not spread into wild aquatic animals;
- the disease has been eradicated from all infected premises BUT the disease has spread into wild aquatic animals AND the Eradication Area has undergone re-zonation to incorporate the appropriate watersheds (see Health of Animals Regulations, Sections 195 and 197 – once published in *Canada Gazette*, Part II);
- the disease has not been eradicated from an infected premises AND the disease has not spread into wild aquatic animals AND the infected premises has been incorporated into a revised zonation of the appropriate Eradication Area;
- the disease has not been eradicated from the infected premises AND the disease has spread into wild aquatic animals AND the Eradication Area has undergone re-zonation to incorporate the infected premises and the appropriate watersheds.

For individual premises, movement controls and quarantines are lifted, by Veterinary Inspectors and Inspectors, as authorized.

Control Area restrictions are lifted by the Minister. The Minister may decide to contract the size of the Control Area until re-zonation activities have been completed. Re-zonation activities will be planned by AAHD.

For an Emergency, the Incident Commander at each activated EOC is responsible to terminate activity for the current incident at their facility and notify all emergency response team members.

The Demobilization Branch within the Planning Section is responsible for the development of a demobilization plan outlining the transition back to normal business. The planning and process of demobilization in smaller incidents could be quite simple and may not require a formal written demobilization plan. However, in larger incidents, a written demobilization plan is essential and should be established early in the life of the incident. This Branch will supervise and administer the demobilization process, remaining behind if necessary after the EOC has been closed.

The Incident Commander and Section Chiefs should monitor and evaluate the continuing need for both personnel and tactical resources. The Demobilization Branch may recommend release priorities for the Incident Commander's approval based upon continuing needs.

Information elements required for demobilization planning include:

- Operations Section – continuing needs for various kinds of tactical resources (such as surveillance for zonation purposes);
- Planning Section – basic information on resources;
- Logistics Section – transportation availability, communications, maintenance, and continuing support; and
- Finance/Administration Section – processing of any claims, time records, and costs of individual resources which are a factor in determining release.

The timing of EOC demobilization at each activated response level is dependant upon operational requirements. The demobilization process most often occurs in a stepwise fashion and is not a sudden cessation of all incident operations. For example, a Regional or Area EOC and ERT may remain activated longer than the National EOC and NERT, as determined by local activities.

Suggested criteria for terminating EOC operations include:

- individual EOC functions are no longer required;
- coordination of response activities and resources is no longer required (recognizing that some of these may still continue after termination); and
- the event has been contained and most emergency personnel have returned to their regular duties.

5.4 Incident "Hot Wash" Phase

An incident "hot wash" is a critical step in the emergency response process. It is recommended that the Incident Commander at each activated EOC hold a "hot wash" with ERT members immediately prior to deactivation, while events remain fresh in the minds of team members.

This process is used to identify not only issues and problems that occurred during the emergency response, but should also capture those processes that worked well. In the case of extended response efforts, it may be beneficial to conduct periodic, interim 'hot washes' to capture issues that may be addressed and resolved as the response is ongoing.

Items identified in these individual 'hot washes' will contribute to a more formal Agency 'lessons learned' review conducted by the Audit, Evaluation and Risk Oversight (AERO) Branch, should one be requested by the Senior Management Committee.

6. Response to a Disease Outbreak, Detection, or Suspicion in Wild Aquatic Animals

The trigger for a wild aquatic animal mortality event will be a:

- Report of a wild fish[1] kill (wild aquatic animal mortality event) from federal or provincial environmental,fisheries, or natural resources staff
- Report from a CFIA Inspector during routine shellfish sampling or routine seafood plant inspection
- Report from a diagnostic laboratory
- Report from the public.

6.1 Initial Response during the Suspect Phase involving a Wild Aquatic Animal Mortality Event

Mortality in wild finfish, or other aquatic animals, can be due to a number of causes, such as oxygen depletion, pollutants, toxins, nutritional deficiencies, abrupt water temperature changes, plankton blooms, injury from turbines, and infectious disease.

CFIA will not be conducting an initial investigation of a mortality event in wild aquatic animals.
All calls should be referred to the proper authorities.

Initial investigation of mortality in wild aquatic animals will be carried out by Fisheries and Oceans Canada or provincial ministries, such as Natural Resources or Environment. Environment Canada typically provides an advisory role during the initial investigation and may provide laboratory services. The initial investigation will determine whether the cause is infectious or not. If it is deemed infectious due to a regulated disease, federal or provincial/territorial government staff will contact the CFIA District Office or the CFIA toll-free number.

Until further notice, ALL wild aquatic animal outbreaks reported to CFIA as infectious in nature will be followed up by a Veterinary Inspector even in areas known to be endemic for that disease. This is because knowledge is still lacking about susceptible species, clinical signs, post mortem findings, and histology associated with particular species of aquatic animals.

Follow up by the Veterinary Inspector will include filling out the AquaPIQ to record the report and disease response. Disease response includes tracing activities to identify

[1] In the *Fisheries Act* (Canada), **Fish** includes (a) parts of fish, (b) shellfish, crustaceans, marine animals and any parts of shellfish, crustaceans or marine animals, and (c) the eggs, sperm, spawn, larvae, spat and juvenile stages of fish, shellfish, crustaceans and marine animals.

aquatic animal premises at risk of exposure. Once the premises are identified, the Veterinary Inspector will follow the response phases outlined in Chapter 5.

Further sampling of wild aquatic animals, if required, will be conducted by Fisheries and Oceans Canada (DFO) staff. All samples will be sent to NAAHLS laboratories. Clean-up of wild aquatic animal mortalities, if required, is the responsibility of DFO, or the province or territory.

Determination of any disease response activities in wild aquatic animals is the responsibility of the Aquatic Animal Health division for the CFIA. The activities for disease response will be carried out by DFO or the provinces/territories under the direction of CFIA. Anticipated activities will more likely relate to zonation for infected areas rather than disease freedom. This determination will be made by AAHD, DFO, Environment Canada and appropriate provincial/territorial ministries. For zonation purposes, Domestic Disease Control & Contingency Planning and Surveillance Sections of AAHD will determine the surveillance plan to determine extent of spread, if required. DFO will then conduct sampling of wild aquatic animals and CFIA Operations will conduct sampling of aquatic animals located on premises (cultured aquatic animals).

The AquaPIQ should be used to track any disease reports, disease control requests, inspections, actions and results.

The Disease Control & Contingency Planning Section of AAHD will take the lead on communications about wild aquatic animal mortality events to CFIA staff, and other partners, stakeholders and the public.

Policies and Procedures will be appended to the Aquatic Animal Health Functional Plan as they are approved.

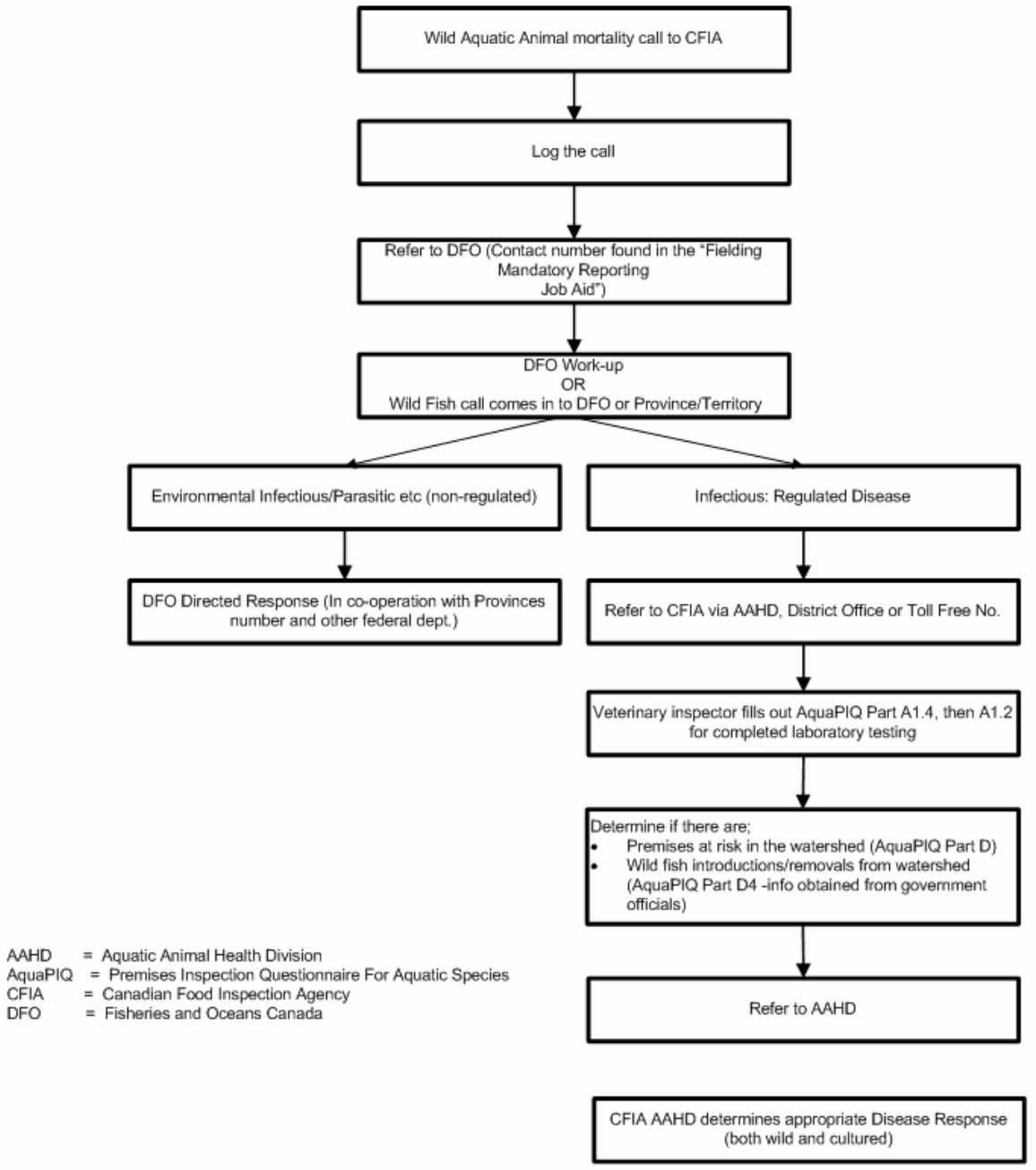


Figure 6.1: Flow diagram illustrating the disease response process for wild aquatic animals.

Appendices

A. Definitions

Definitions, unless otherwise indicated, arise from the *Health of Animals Act* (Canada), the *Health of Animals Regulations* (Canada), various CFIA policies, procedures, and other supporting documents; the current version of the *World Organisation for Animal Health Aquatic Animal Health Code*; *A Dictionary of Epidemiology,* Fourth Edition; *the Dictionary of Microbiology and Molecular Biology,* Third Edition; and the *Shorter Oxford English Dictionary,* Fifth Edition. Specialty dictionaries or sources override general topic dictionaries for epidemiological and infectious disease terminology.

WORD or EXPRESSION	DEFINITION
All-hazards approach	An approach to planning activities and response plans that is not geared to specific threats or consequences. This approach is more generic and may be modified as necessary to meet the particular circumstances that arise from specific threats and events.
Aquatic Animal	Any finfish, mollusc or crustacean, including any germplasm or life stage of those animals.
Biocontainment	Keeping the disease agent of interest from spreading out of a defined place.
Bioexclusion	Keeping the disease agent of interest from entering a defined place.
Biosecurity	Measures that prevent the introduction, and spread within and out of a premises or area, of the disease of interest. Biosecurity encompasses the principles of bioexclusion, infectious disease control, and biocontainment.
Chief	The Incident Command System (ICS) title for individuals who are responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.
Confirmatory Negative	On completion of the initial inspection of the premises, it is determined from clinical signs and epidemiological history by a CFIA Veterinary Inspector that a Reportable or Immediately Notifiable aquatic animal disease cannot be absolutely ruled out; a sample is submitted to a National Aquatic Animal Health Laboratory System (NAAHLS) laboratory and checked off as "confirmatory negative."
Cultured Aquatic Animals	Aquatic animals that are being kept.
Demobilization	The process and procedures used to terminate activated Emergency Operations Centres. This includes notification of all disease response team members and requires a plan outlining the transition from incident/emergency response mode to day-to-day operational mode.
Emergency	An abnormal situation which—to limit damage to persons, property or the environment—requires prompt action beyond normal procedures.

Emergency Operations Centre	The physical location from which emergency response team members coordinate, monitor, and direct emergency response activities. For the CFIA, emergency operation centres exist at all response levels: National, Area, Regional, and District.
Emergency Response Plan	An overview of the Agency's emergency response organization and policies.
Emergency Response Team	The individuals identified to carry out the functions outlined in the ICS model. Emergency Response Teams exist at all response levels in the CFIA (i.e. National, Area, Regional, and District); however, the actual number of teams activated in a given situation will depend on the type, location, and severity of the incident.
Emerging Disease	A newly recognised serious aquatic animal disease, the cause of which may or may not yet be established, that has the potential to be spread within and between populations, for example by way of trade in aquatic animals and/or aquatic animal products.
Foreign Aquatic Animal Disease	A Reportable or Immediately Notifiable aquatic animal disease or a new or emerging aquatic animal disease that does not exist in Canada.
Functional Plan	A plan describing the policies and procedures associated with a broad function; in this case, aquatic animal disease response.
Hazard	An element or event that poses potential harm.
Hazard Specific Plan	A plan that provides additional information for a specific hazard that is required to fully implement the Functional Plan to respond to that specific hazard.
High Profile Issue	An incident that requires immediate assessment, as it has the potential to become an emergency.
Hot Wash	An informal post-incident process that is used to identify issues and problems that occurred during the emergency response and to capture those processes that worked well.
Incident	An occurrence, either caused by human activities or natural phenomena, that may require action by response personnel to prevent or minimize loss of life or damage to property and the environment, and to reduce economic and social losses.
Incident Action Plan	An IAP is a written plan that addresses objectives, priorities, and strategies with respect to an emergency situation. It directs the coordination of current information with required actions (i.e. tactics) for the next operational period (usually not longer than 24 hours) and assigns responsibilities to accomplish the objectives.
Incident Commander	The IC has overall authority and responsibility for conducting incident operations and is responsible for managing all incident operations at the incident site. The CFIA's emergency response team structure identifies an IC at each response level. They are referred to as the National Commander, Area Commander, Regional Commander, and Field Commander, respectively.
Incident Command System	ICS is a model for the command, control, and coordination of emergency response. It is a combination of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure.
Lessons Learned Review	A formal post-incident process conducted to determine the effectiveness of a particular response effort and to evaluate the general level of emergency preparedness. Outcomes may result in specific recommendations and plans of action, designed to enhance preparedness for future emergency responses.
Mobilization	The process and procedures that are used by all agencies and organizations activating, assembling, and transporting all resources that have been requested to respond to an incident.

New Disease	A regulated aquatic animal disease that has been reported in a new geographic location (outside the known enzootic area in Canada), in a new species of aquatic animal, is a new manifestation of clinical disease for the pathogen of interest, or has newly exhibited a zoonotic potential.
Objective	A statement of intent. An objective answers the question "What do we want to accomplish?"
Operational Period	A period of time around which tactical operations are planned as outlined n the IAP. Operational Periods can be of various lengths; however, it is recommended that it not be longer than 24 hours.
Planning Meeting	A meeting held, as needed, throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.
Premises	A house or building with its grounds, etc. The opening part of a deed or conveyance, which gives the names of the grantor, the grantee, and details about the grant.
Procedure	Detailed instructions for fulfilling responsibilities through the performance of tasks.
Response Level	Refers to the CFIA level at which emergency response team(s) are being mobilized. In the Agency, there are four response levels that correlate with how the CFIA is organized across the country. These are referred to as the National, Area, Regional, and Field levels.
Span of Control	Describes the optimum number of individuals that can be supervised by one individual. The range of 1 to 5 is considered the optimal number of individuals reporting to the next higher supervisory level, with 7 being the maximum number.
Strategy	The general plan or direction selected to accomplish an objective. A strategy addresses the question, "How will we accomplish our objective?"
Tactics	Deploying and directing resources within a selected strategy to achieve the incident objectives. Tactics provide the details, such as "Who, where, when?"
Technical Specialists	Personnel with special skills and/or knowledge that can be used where required within the ICS organization
Unified Command	In ICS, Unified Command is a unified team effort that allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives, strategies, and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.
Wild Aquatic Animals	Aquatic animals living in natural water bodies (e.g. lakes or oceans) or drainage channels (e.g. drains created under the Drainage Act [ON] that are not being kept.

B. Abbreviations

AAFC	Agriculture and& Agri-Food Canada
AAH	Aquatic Animal Health
AAHC	Aquatic Animal Health Committee
AAHD	Aquatic Animal Health Division
AAHFP	Aquatic Animal Health Functional Plan
AAHRT	Aquatic Animal Health Response Team
AAHPS	Aquatic Animal Health Program Specialist
AAHV	Aquatic Animal Health Veterinarian
AAFC	Agriculture and Agri-Food Canada
AEOC	Area Emergency Operations Centre
AEOCD	Area Emergency Operations Center Director
AERO	Audit, Evaluation and Risk Oversight
AERT	Area Emergency Response Team
AHWM	Animal Health and Welfare Management
AIC	Area Incident Commander
AMT	Area Management Team
AquaPIQ	Premises Inspection Questionnaire for Aquatic Species
AQUERS	Aquatic Emergency Response System
ASMD	Assets and Security Management Directorate
C&D	Cleaning and Disinfection
CAIA	Canadian Aquaculture Industry Alliance
CBSA	Canada Border Services Agency
CFIA	Canadian Food Inspection Agency
CPR	Cardiopulmonary resuscitation
CN	Confirmatory Negative
CSIS	Canadian Security Intelligence Services
CVMA	Canadian Veterinary Medical Association
CVO	Chief Veterinary Officer
DFAIT	Department of Foreign Affairs and International Trade
DFO	Fisheries and Oceans Canada
DND	Department of National Defence
DO	Dissolved Oxygen
DV	District Veterinarian
EAP	Employee Assistance Plan

EC	Executive Committee
EFAA	Emergency Financial Assistance Arrangements
EIS	Enforcement and & Investigation Services
EMA	*Emergency Management Act*
EMO	Emergency Measures Organisation
EOC	Emergency Operations Centre
ERT	Emergency Response Team
ESF	Emergency Support Function
ESS	Epidemiology and Surveillance Section
EVP	Executive Vice-President
FAAD	Foreign Aquatic Animal Disease
FAERS	Food & and Agriculture Emergency Response System
F.A.S.T	First Assessment and Sampling Team
FAQs	Frequently asked questions
FCC	Fisheries Council of Canada
FEOC	Field Emergency Operations Centre
FERMS	Federal Emergency Response Management System
FERP	Federal Emergency Response Plan
FERT	Field Emergency Response Team
FHPR	Fish Health Protection Regulations
FPT	Federal/Provincial/Territory
GIS	Geographic Information System
GOC	Government Operations Centre
HR	Human Resources
HSP	Hazard Specific Plan
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ISD	Information Service Desk
IT	Information Technology
IM	Inspection Manager
LIMS	Laboratory Information Management System
MOU	Memorandum of Understanding
MRAP	Management Response and Action Plan
MSDS	Material Safety Data Sheets
MTV	Mobile Telecommunications Vehicle
NAAHLS	National Aquatic Animal Health Laboratory System
NAAHP	National Aquatic Animal Health Program
NCTP	National Counter-Terrorism Plan
NEOC	National Emergency Operations Centre
NERT	National Emergency Response Team

NGO	Non-Governmental Organization
NIC	National Incident Commander
NRCan	Natural Resources Canada
OEM	Office of Emergency Management
OGD	Other Federal Government Department
OHS	Occupational Health & and Safety
OIE	World Organization for Animal Health
PPE	Personal protective equipment
PSC	Public Safety Canada
PWGSC	Public Works and Government Services Canada
RD	Regional Director
ROD	Record of Decision
REOC	Regional Emergency Operations Centre
RERT	Regional Emergency Response Team
ROC	Regional Operations Coordinator
RMM	Regional Management Meeting
RMT	Regional Management Team
RVO	Regional Veterinary Officer
RERT	Regional Emergency Response Team
SAP	Standard Accounting Procedure
SC	Site Coordinator
SMC	Senior Management Committee
SME	Subject Matter Expert
SPCA	Society for the Prevention of Cruelty to Animals
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System