

Appendix 2: Roles and Responsibilities Checklist

FLNR: Wildfire; FLNR: Range Program and AGRI: Emergency Management Team

Version: 2012 11 16

	Wildfire Incident Command (IC)	Emergency Operations Centre (EOC)	Provincial Regional Emergency Operations Centre (PREOC)	AGRI Regional Coordinator
STAFFING AGENCY (PROBABLE)	FLNR Range Staff (alternates could be AGRI or an experienced knowledgeable agriculture person)	AGRI or FLNR Range staff – this function may be vacant and filled by IC or PREOC	AGRI Staff	AGRI Staff
SUPPORT STRUCTURE	Wildfire Management Branch Support – Zone Wildfires, initial attack, Complex fires	Local Government Support – regional district, municipalities	Provincial Government Operations Support – in Nelson, Kamloops, Terrace or Prince George	Multi –PREOC support
CONCERN FOR VALUES AT RISK	<ol style="list-style-type: none"> 1. Human and Responder safety 2. Livestock (all classes), 3. Range and Private infrastructure: (barns, fences, irrigation, corrals) 4. Crops – standing or harvested 			

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RESPONDERS' PRIMARY RESPONSIBILITIES	<----- Communicate ----->	<----- Communicate ----->	<----- Communicate ----->	<----- Communicate ----->
1.ASSESS SITUATION	<p>Gather range tenure related information: e.g. tenure maps; tenure holder contact information; livestock locations and numbers; land use inventory maps (private land inventories: fences, farm / ranch operations, structures, etc.)</p> <p>e.g., wildfire behaviour information from WBM; fire direction, rate of spread, expected fire behaviour from fire behaviour specialists.</p> <p>I/D and contact impacted ranchers to identify yourself as their primary communication contact and assess their present situation.</p>	<p>Gather information from range staff at IC and other sources.</p> <p>Assess wildfire situation at regional level.</p> <p>Identify availability of <u>local</u> resources: e.g., cattle liners; staffing.</p>	<p>Gather information from other IC and EOC operations.</p> <p>Assess emergency management events at the PREOC level.</p> <p>Assess resources' availability at the regional and provincial level.</p>	<p>Monitor various PREOC conference calls.</p> <p>Assign staff to PREOC and EOC as needed.</p>

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2. DEVELOP ACTION PLAN	<p>Establish whether range tenure holder has an emergency plan and discuss content for implementation.</p> <p>Assist in developing an emergency plans as needed; and begin implementation as appropriate.</p> <p>Identify resources needed and available: e.g., on farm / ranch irrigation and water resources / livestock trailers / heavy equipment.</p> <p>Does rancher evacuate or shelter on site? If evacuation-then work through EOC. If no evacuation liaise with Incident Command as needed.</p> <p>Participate in Incident Command meetings.</p> <p>Monitor operations in general to anticipate problems for meeting agricultural objectives.</p>	<p>Assist range staff in implementing emergency plans; and developing plans as needed (in conjunction with PREOC).</p> <p>I/D livestock relocation sites; evacuation process; facilities for handling and loading livestock; barns; water; feed; herd health and ownership.</p> <p>Ensure evacuation assessments, rates, and responses are developed and moved to action.</p> <p>Develop/support return home decisions when "all clear" given.</p> <p>Participate in EOC action planning.</p> <p>Monitor operations to anticipate problems for meeting agricultural objectives through EOC discussions.</p>	<p>Support evacuation and re-entry processes at local governments.</p> <p>Ag rep works with IC range staff and EOC staff to ensure provincial PREOC agricultural policies are utilized.</p> <p>PREOC Ag person is responsible for establishing agricultural bulletin with the PREOC director .</p> <p>Develop/support return home decisions when "all clear" given.</p>	<p>Coordinate staffing for EOC and PREOC.</p> <p>Acts as a technical resource or links responders to appropriate.</p>

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3. SUPPORT RESPONSES	<p>Provide support to Incident Commander.</p> <p>Request responses as needed; e.g., helicopter time for livestock surveys; radios, for rancher communications.</p> <p>Support EOC AGRI EMT member with information needed for evacuation planning / re-entry passes (e.g., # of people; livestock; transport logistics for p/u and drop off).</p>	<p>Find wildfire EOC TASK NUMBER for administration.</p> <p>Liaise with EOC director determine demands of the emergency for agricultural protection.</p> <p>Make requests of the EOC director to support the Incident Command.</p> <p>Anticipate needs through consulting with IC Range Staff and EOC planning section.</p> <p>Track costs and inform administration sector chief.</p> <p>Develop and implement the EOC the re-entry passes system.</p> <p>Facilitate and request resources needed by range staff at Incident Command.</p>	<p>Support EOC.</p> <p>Liaise with PREOC director.</p> <p>Review, confirm and support IC / EOC requests for submission to PREOC director.</p> <p>Provide policy interpretation and clarification.</p> <p>Release resources in coordination with PREOC director; e.g., equipment standby costs.</p>	<p>Act as mentor for IC, EOC and PREOC.</p> <p>Takes policy or unique agriculture needs to PECC via AGRI Emergency Director e.g. (a) request for AGRI to fund evacuations versus local government fronting the money. (b) unique situation response needed or rate card adjustments, etc.</p>

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4. COMMUNICATE	<p>Establish and maintain contact with EOC AGRI staff member (or PREOC AGRI staff person if no EOC established).</p> <p>Participate in AGRI's EOC / PREOC initiated calls</p> <p>Provide input to IC regarding livestock; range resources; agricultural resources; (People?), re-entry.</p> <p>Provide current wildfire information to ranchers / guide-outfitters & agricultural operations.</p> <p>Participate in public meetings.</p>	<p>Keep PREOC informed.</p> <p>Participate in PREOC conference calls.</p> <p>Track, gather and communicate as appropriate information from IC Range staff member for agricultural values.</p> <p>Communicate with agricultural sector not directly impacted; e.g., local cattlemen and producer groups in the area.</p> <p>Participate in public meetings.</p> <p>Keep EOC information officer up to date.</p>	<p>Keep EOC and AGRI regional co-ordinator informed.</p> <p>Participate and organize conference calls.</p> <p>Keep PREOC Information Officer up to date.</p> <p>Participate in public meetings.</p>	<p>Act as first point of communication for executive, AGRI Emergency Director and/or Public Affairs staff for responders at EOC and IC (to keep responders free to do their urgent work).</p> <p>First Contact point for PECC (Provincial Emergency Coordination Center) (ADM level).</p> <p>Prepare and provide updates for executive and external agricultural agencies (e.g., AAFC).</p>