

*Insert farm logo here,
if available*

(Template)
Emergency Plan
for
_____ Farm

Preparing for and Responding to Emergencies

Photo of the Farm

Plan Last Revised: _____.

Contents

- Part A: Before an Emergency..... 1**
 - 1. List of Hazards 1
 - 2. Farm Information 1
 - 3. Emergency Contacts 2
 - 4. Farm Maps 4
 - 5. Livestock Inventory..... 5
 - 6. Farm Vehicles and Response Equipment..... 5
 - 7. Risk Reduction 6
 - 8. Commercial Insurance..... 8
 - 9. Backup Power 9

- Part B: During an Emergency 10**
 - 10. Information Sources in an Emergency 10
 - 11. Decision Guide for Livestock Protection..... 11
 - 12. Checklist for Sheltering Livestock in Barn 12
 - 13. Checklist for Moving Livestock to On-Farm Outdoor Location..... 12
 - 14. Checklist for Relocating Livestock 13
 - 15. Checklist for Opening Gates, Cutting Fences to Free Animals..... 15
 - 16. Checklist to Create a Fire Break 17
 - 17. Checklist to Deploy Sprinklers 18
 - 18. Checklist for Operating Backup Generator..... 18
 - 19. Checklist for Personal Evacuation 19

- Part C: After an Emergency..... 20**
 - 20. Checklist for Damage Assessment 20
 - 21. Insurance Information 20
 - 22. Checklist for Recovery..... 21

Part A: Before an Emergency

1. List of Hazards

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

- Animal Disease
- Earthquake
- Flooding
- Hazardous Material Spill
- Forest Fire
- Prolonged Power Interruption
- Severe Wind Storm
- Structure Fire
- Other _____

2. Farm Information

Key information about the farm includes the following:

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

3. Emergency Contacts

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

Support Resources		
Alberni Valley Regional District Alberni Valley Emergency Program	250-724-1356 or 250-720-2700	hzenner@acrd.bc.ca www.acrd.bc.ca/emergency-preparedness
Ministry of Agriculture	Toll-free: 1-888-221-7141	www.gov.bc.ca/agriservicebc
<i>Faith-Based Organization</i>		
Risk Management		
Insurance Agent		
Other		

4. Farm Maps

The following maps support the emergency plan for the farm.



5. Livestock Inventory

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

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

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

6. Farm Vehicles and Response Equipment

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

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

7. Risk Reduction

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

7-1 Reduce Combustible Materials

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

- 1. _____
- 2. _____
- 3. _____

7-2 Use Fire Resistant Materials

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

- 1. _____
- 2. _____
- 3. _____

7-3 Plan for Sprinkler Protection

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

- 1. Priority farm structures to protect with sprinklers are:

- 2. Sprinkler equipment that is available for repositioning includes:

- 3. Gather equipment & set sprinkler system up to test coverage and identify problems.

Structure	Sprinkler Coverage

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

7-4 Secure Large Items

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

- 1. Secure hot water tanks and water structures to ensure they do not fall over as water is a critical resource and wells/community water systems may not work.
- 2. Identify and secure large items to studs that could fall over and injure people or animals in a major earthquake.

Items to secure:

- 3. Ensure that sharp implements and chemicals, fertilizers, etc. are stored properly so that they will not become hazards for workers or animals.

Items to secure:

- 4. Upgrade farm structures to increase likelihood that they will remain standing following major earthquakes.

Priority structures to upgrade:

7-5 Reduce Outdoor Hazards

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

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

8. Commercial Insurance

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

- 1. I meet with my insurance agent or broker at least annually to review my coverage and discuss risk reduction options.

Risk Reduction Options	Potential Benefits

- 2. I understand my policy and am aware of what is included and what is excluded.

Included	Excluded

9. Backup Power

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

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

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

Part B: During an Emergency

10. Information Sources in an Emergency

1. Learn about the hazardous situation.

Local Radio	93.3 The Peak Radio <ul style="list-style-type: none">• www.facebook.com/933thepeak• Twitter @933thepeak• www.933thepeak.com/
Local News	Alberni Valley News <ul style="list-style-type: none">• www.facebook.com/alberniValleynews• Twitter @AlberniNews• www.alberniValleynews.com/
ACRD Voyent Alert! (Emergency Notifications)	To Register to receive emergency notifications: www.acrd.bc.ca/voventalert
ACRD Website	www.acrd.bc.ca/emergency-preparedness
Alberni Valley Emergency Program Facebook	www.facebook.com/AVEmergencyprogram
ACRD Twitter	@ACRDgov
ACRD Emergency Operations Centre	250-724-1356 (Only activated after hours in a major emergency)
BC Hydro	1-888-769-3766 www.bchydro.com
BC Wildfire Service	https://www2.gov.bc.ca/gov/content/safety/wildfire-status www.facebook.com/BCForestFireInfo
DriveBC	www.drivebc.ca Twitter @DriveBC_VI
Environment Canada	https://weather.gc.ca/warnings/index_e.html?prov=bc

2. Learn about the evacuation status. There are three phases of an evacuation:

Evacuation Alert – Moving livestock to safety is encouraged during the Evacuation Alert phase when time is available. This is also a good time to move children and the elderly to safety.

Evacuation Order – During an Evacuation Order, the local police of jurisdiction may strictly enforce traffic flows that move residents to safety.

Evacuation Rescind – An Evacuation Order is rescinded when it is determined to be safe for residents and livestock to return home.

The RCMP is responsible for implementing evacuation notification. They may use a variety of local resources to notify people of an evacuation.

11. Decision Guide for Livestock Protection

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

CHECK THE APPROPRIATE OPTIONS AT THE TIME OF EMERGENCY.

Option 1: Shelter livestock in barn. (see Section 12)

Shelter-in-place is best for _____ animals because:

- There is a barn on the farm where the animals will be safely removed from the danger (i.e., barn is protected by sprinklers).
- It would require the least amount of time.

Option 2: Move livestock to on-farm outdoor location. (see Section 13)

Moving animals to an outdoor location is best for _____ animals because:

- There is a pasture on the farm where the animals will be safely removed from the danger (i.e., large field with food and water).
- We have sufficient time, personnel, and equipment to round up and move our animals to this area.

Option 3: Relocate livestock off the farm. (see Section 14)

Relocating the _____ is the best option because:

- We have located and prearranged an off-farm relocation site.
- We can gather the animals into a safe location to be evacuated.
- We have or can arrange for trucks, trailers, drivers, and handlers, if necessary.
- We can arrange for feed, water, and veterinary care at the relocation site.

Option 4: Open gates and/or cut fences to free the animals IF SAFE TO DO SO. (see Section 15)

Freeing the _____ animals is only considered if:

- Livestock cannot be moved to a safer area.
- There is no danger to people or vehicular traffic from freeing the animals.
- We have the time and personnel to open gates and/or cut fences to allow the animals to avoid the wildfire.
- We will inform emergency responders of our decision to free the livestock.

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

12. Checklist for Sheltering Livestock in Barn

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

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

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

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

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

14. Checklist for Relocating Livestock

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

- 1. If time is short, the priority animals for livestock relocation off-farm are:
 - a. _____.
 - b. _____.
 - c. _____.

- 2. Notify the primary site selected for receiving relocated livestock.
 - Name: _____.
 - Physical address: _____.
 - Phone number: _____.
 - Email address: _____.

- 3. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc.

- 4. Consult the Evacuation Notification Team to determine routes that are safe to use. Record primary and alternate routes below.
 - Livestock pick-up location on the farm: _____.
 - Primary route: _____.
 - Alternate route: _____.

- 5. Identify livestock haulers.
 - Hauler name: _____.
 - Hauler phone number: _____.
 - Email address: _____.

- 6. Identify any special challenges with assembling and loading your animals.

_____.

Livestock Relocation Plan for Producers

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

If a broad geographic assessment of significant risk to livestock has been determined and relocation during the evacuation alert phase is supported by the Province, evacuation notification will indicate that relocation is recommended. Please complete the *British Columbia Ministry of Agriculture Application for Livestock Relocation Assistance Form 514A* **only if relocation assistance is required**. Fax to 250-724-1254 (ACRD Emergency Operations Centre).

Livestock Relocation Plan for Producers

Introduction

Use this form to plan for relocating farm animals, share the completed form with haulers and destination farms by photocopy, fax or email.

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

**British Columbia Ministry of Agriculture
Application for Livestock Relocation Assistance Form 514**

Event:	Date:	File No.:
EMBC Task No.:	Time:	<i>(Admin only)</i>
Incident No.:	Specific Area:	
Local Authority EOC:		

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

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

Evacuation Planning:	
<input type="checkbox"/> Yes <input type="checkbox"/> No I have arranged transportation. The service provider who will submit invoices for payment OR <input type="checkbox"/> Yes <input type="checkbox"/> No I need assistance to arrange transportation	
I need a chute to load need portable panels <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	I need a chute to <u>un</u> load <input type="checkbox"/> Yes <input type="checkbox"/> No I
Description of evacuation route : _____ Map Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Access /Egress Impacted by livestock removal <input type="checkbox"/> Yes <input type="checkbox"/> No	
Livestock Owner has a return plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated return time after Rescind order? _____	

Terms and Declaration

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

Application completed by: (livestock owner) _____

I, _____ agree to the terms of the Livestock Relocation.

Signature _____ Date _____

Submit this form to: ACRD Emergency Operations Centre (EOC) 250-724-1254
OR if activated to the Ministry of Agriculture EOC fax: 604-556-3030.
 The Ministry of Agriculture toll free line is 1-888-221-7141.

(Admin only)	
Eligible for Agri- Business Assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Estimated Feed Cost per day _____
Level of Threat : <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Total Estimated Transportation Costs _____
Trigger point to move livestock: _____	Total Cost _____

Application approved by AGRI:	EOC/PREOC Approval:
_____	_____
<i>Name and Signature</i>	<i>Name and Signature</i>
_____	_____
<i>Position</i>	<i>Position</i>
_____	_____
<i>Time and Date</i>	<i>Time and Date</i>
_____	_____

Distribute completed form to:	<ul style="list-style-type: none"> • Planning Section • Logistics Section • Finance / Admin. Section 	<ul style="list-style-type: none"> • PREOC Operations Section
<ul style="list-style-type: none"> • EOC Director • Operations Section 		

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

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

- 1. Carefully consider the risk to motorists on nearby roadways and other persons who may be harmed by freeing animals. It is possible to open fences in a way that directs animals away from roadways and populated areas.
Protecting livestock is important, but public safety takes precedence. No animal is worth a human life.

- 2. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc.

- 3. Open the gates indicated on the Farm Map, especially noting:
 - a. _____.
 - b. _____.
 - c. _____.

- 4. Cut or open fences at the following locations to allow animals to avoid fire:
 - a. _____.
 - b. _____.
 - c. _____.

- 5. Notify the Evacuation Notification Team (usually led by RCMP) of the decision to free the farm livestock when evacuating.

16. Checklist to Create a Fire Break

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

- 1. The priorities for plowed or wetted fire breaks to protect farm structures are:
 - a. _____.
 - b. _____.
 - c. _____.

- 2. Consult the map showing which areas should be plowed or wetted down to create fire breaks.

17. Checklist to Deploy Sprinklers

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

- 1. The priorities for deploying sprinklers to protect farm structures are:
 - a. _____.
 - b. _____.
 - c. _____.
- 2. Consult the map showing how to lay out the sprinkler equipment and water delivery system.
- 3. Secure the water source, protect it against radiant heat, and remove nearby combustible materials.
- 4. Activate pre-positioned irrigation systems and sprinklers on the farm to help protect structures.

Note: The Office of the Fire Commissioner recommends a wetting time of two hours prior to fire reaching the property for the full saturation and effectiveness. Turn on sprinklers only as necessary to conserve water for fire suppression.

18. Checklist for Operating Backup Generator

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

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

19. Checklist for Personal Evacuation

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

Suggested Personal Grab 'n Go Kit

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

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

Suggested Car Kit

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

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

Part C: After an Emergency

20. Checklist for Damage Assessment

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

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

21. Insurance Information

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

<i>Policy Number</i>	
<i>Date of Purchase / Last Renewal</i>	
<i>Insurance Provider</i>	
<i>Agent Name, Organization</i>	
<i>Telephone Number, 24/7 Claims</i>	
<i>Key Coverages and Exclusions</i>	<ul style="list-style-type: none"> • _____. • _____. • _____.

22. Checklist for Recovery

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

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

Neighbour	Type of Assistance Provided

- 6. Neighbours I have agreed to assist if able to do so:

Neighbour	Type of Assistance I Can Provide

- 7. Attend community recovery information sessions to find out about provincial measures that may assist the farm with disaster recovery.

Agency	Type of Assistance They Can Provide

- 8. If eligible, apply for Provincial Disaster Financial Assistance through Emergency Management BC. Website: <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance>