

Farm / Ranch Wildfire Plan Workbook

Preparing for and Responding to Wildfire



This workbook is adapted from the Government of British Columbia, Investment Agriculture Foundation of BC, and their contributors.

This resource is intended as a guide and as such **the Municipality** and their council, employees, or contractors will not be liable for any claims, damages, or losses of any kind whatsoever arising out of the use of, or reliance upon, this information.

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Part A: Before a Wildfire

1. Wildfire Threat

- Learn about the local wildfire threat (Provincial Strategic Threat Analysis and other publicly available mapping; and Alberta Wildfire Service information).
<https://www.alberta.ca/wildfire-status>
- Do you know who has jurisdiction over your area in the case of a wildfire (municipal or forestry)?
- 1. Is there a history of wildfires in the area and do you know what conditions tend to be predictors? (e.g., moisture and wind conditions)
- Learn about general wildfire preparedness and how to determine the current fire danger rating in your area. Learn more at: <https://www.alberta.ca/wildfire-preparedness>
- Learn how to make your farm/property more resilient towards the threat of wildfire. Learn more at: <https://firesmartalberta.ca/>

2. Agriculture Operation Information

Key information from your completed *Wildfire Plan* (indicated by a ♦) may be summarized in a separate *Wildfire Plan Summary* (see Appendix 1). This *Wildfire Plan Summary* may be used to initiate dialogue with key agencies (e.g. regional district, fire departments, Alberta Wildfire) in advance of the wildfire season and may assist in supporting identification and protection of your operation. The *Wildfire Plan Summary* may also be adapted for your use.

Key information about the Agriculture Operation includes the following:

♦ <i>Agriculture Operation name</i>		
<i>Land classification on Property Assessment Notice:</i>		
♦ LINC Number *:	♦ Roll Number *:	Premises ID Number *
♦ <i>Agriculture Operation physical address (Legal Land Description):</i>		
<i>Directions (nearest crossroad):</i>		
♦ <i>Owner name(s):</i>		
<i>Owner mailing address (if different than above):</i>		
♦ <i>Landline tel. number:</i>	♦ <i>Mobile tel. number:</i>	♦ <i>Email address:</i>
♦ <i>Lessee (leaseholder or renter) name(s):</i>		

*LINC Number - to access login create a guest account on <https://alta.registries.gov.ab.ca/spinii/logon.aspx>

*Roll Number - find this number on your Property Assessment or **INSERT** MUNICIPALLY SPECIFIC INFORMATION HERE

*Premises ID Number - login to your PID account <https://partners.agric.gov.ab.ca/pid/> or contact 310-FARM

◆ Landline tel. number:	◆ Mobile tel. number:	◆ Email Address:	
◆ Lessee mailing address (if different from above):			
◆ Number of individuals normally on the farm:	Family	Staff	Tenants
Other information:			

3. Grazing Lease Information

◆ Lease Agreement Number:
◆ Lease Location(s) (nearest crossroads, general location description):

[Skip to Section 4 if you do not have livestock on your property]

4. Emergency Contacts

Complete and revise the table below with information relevant to your operation and local area.

Name / Organization	Telephone	Driver / Vehicle Information
Agriculture Operation Personnel		
◆ Manager(s) (other than owner, identify local contact available to attend):		Vehicle License Plate Number: Driver's License Number:

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<i>Staff:</i>		<i>Vehicle License Plate Number:</i> <i>Driver's License Number:</i>
<i>Property Lessee(s):</i>		<i>Vehicle License Plate Number:</i> <i>Driver's License Number:</i>

Name / Organization	Telephone	Email / Website
◆ <i>Out of Region Contact</i>		
Local Resources		
◆ <i>Water Purveyor/Authority (if not well-based):</i> ◆ <i>Emergency Contact</i>		
<i>Electrician:</i>		
<i>Plumber:</i>		
<i>Fuel Dealer:</i>		
<i>Fencing Contractor:</i>		
<i>Feed Supplier:</i>		
<i>Veterinarian:</i>		
Relocation Resources [for Livestock and Pets]		
<i>Trucker / Livestock Hauler:</i> 1. 2. 3. 4. 5. 6.		
<i>Agriculture Association:</i>		
<i>Animal Rescue Organizations (livestock or domestic)</i>		
<i>Refuge Farm for relocated livestock:</i> 1. 2. 3. 4.		

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<i>Rodeo Grounds</i>		
<i>Auction Marts</i>		
<i>Feedlot – holding:</i>		
<i>Friend / Neighbour:</i>		

Name / Organization	Telephone	Email / Website
Support Resources		
<i>Provincial Emergency Management AEMA</i> <i>Local RCMP Contact:</i> _____	1-888-671-1111	https://www.alberta.ca/alberta-emergency-management-agency
<i>Local Municipal Government:</i> _____		
<i>Lands Division, AB Forestry Parks & Tourism¹</i> <i>Regionally Specific Contact:</i> _____	310 - LAND	https://www.alberta.ca/land-management-contacts.aspx
<i>Local Veterinarians:</i> _____ _____		
Chief Provincial Veterinarian ¹ Keith Lehman	310 - 0000 T: (780) 427-3448 1-(800) 524-0051	
<i>Alberta Wildfire</i> <i>Local Fire Zone Contact:</i> _____	310 - FIRE (3473) 1-(800) - FYI-FIRE	

¹ Note that provincial government contacts can be verified and updated as necessary by consulting the Alberta Government Directory: <https://www.alberta.ca/staff-directory.cfm>

Name / Organization	Telephone	Email / Website
Industry and Community Support Resources		
<i>Local Community Group Contact:</i> _____		
<i>Family and Community Services Contact:</i> _____		
<i>Friend / Neighbour:</i> _____		
<i>Mental Health Resources</i>	Suicide and Crisis Support - Call 988 AgKnow - https://www.agknow.ca/get-support AgTalk - https://www.domore.ag/agtalk	
Risk Management		
<i>Insurance Agent:</i> _____		
Other		

5. Agriculture Operation Maps

The following maps support the Wildfire Plan for the agriculture operation. (Attach Maps to *Wildfire Plan Summary*)

A large grid of graph paper, consisting of 30 columns and 40 rows of small squares, intended for drawing maps related to agriculture operations.

6. Livestock Inventory

[Skip to Section 8 if you do not have livestock on your property. If you have pets that need to be considered in wildfire planning they may be listed below.]

Agriculture operations currently include the following animal types and numbers, with a range (i.e. minimum to maximum number of animals) shown for livestock numbers that vary throughout the year.

Livestock Type	Number on Agriculture Operation (min./max. number of animals if applicable)
Dairy, Lactating	
Dairy, Non-lactating	
Young Dairy Stock	
Bulls	
Cattle and type: <ul style="list-style-type: none">• Cow and Calf• Heifer• Steer• Mixed	
Bison	
Horses, Donkeys	
Sheep	
Goats	
Swine	
Llamas and Alpacas	
Poultry	
Elk	
Other (e.g. mink, crickets, fish, etc.)	
Pets	

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

7. Livestock Location During Wildfire Season

The location of livestock that are ranged both on-property and off-property on Crown range tenures will vary during wildfire season as follows:

0 Expected livestock numbers by location during the early (May – June) and peak (July – September) fire seasons			
# of animals at the farm:		# of animals on Crown range tenure	
Early	Peak	Early	Peak
Cattle:		Cattle:	
Horses:		Horses:	
Other:		Other:	
Usual Turnout Date:		Usual Roundup Date:	

8. Vehicles and Response Equipment/Resources

The following vehicles and equipment are available for use during a wildfire:

Vehicle / Equipment Type	Number on Property (location)	Number Available Nearby (location)
0 Tractor, Front-End Loader or Backhoe		
0 Plow or Other Implements		
0 Livestock Trailer		
0 Utility Trailer		
0 Passenger Car		
0 Pickup Truck		
0 Fire Hose (m or ft)		
0 Portable Water Pump		
0 Sprinkler kit or other sprinklers (and roof ladders)		
0 Irrigation Sprinkler Gun		
0 Generator		

Sprinkler systems are available for purchase. One such provider can be found at the following link:

<https://shop.waspwildfire.ca/pages/gutter-mount-sprinkler-system>

Vehicle / Equipment Type	Number on Property (location)	Number Available Nearby (location)
0 Fire Equipment (e.g., extinguishers, hand tools)		
0 First Aid Kit		
Personnel and certifications/training (S100 and other)		

9. Water Sources

The following water sources are available for use during a wildfire. Consider vulnerability to power outages and potential restrictions during wildfire.

0 Water Source	0 Capacity	0 Powered (P) or Gravity Feed (GF) System	0 On Property or Nearby (location)

10. Structure Potential Risk

The following list includes structures present on the property of the agriculture operation (i.e. residential houses, feedlot, shop, barn, etc.). Prioritize areas in order of protection importance.

- .
- .
- .
- .
- .

11. Hazardous Areas

The following list includes locations on the property that pose additional hazards threatens the agriculture operation (i.e. oil and gas well or riser locations, chemical storage, fuel storage, etc.).

- .
- .
- .
- .

12. Risk Reduction – On Property

10-1. Reduce Combustible Materials

The following list includes actions that should be taken before a wildfire threatens an agriculture operation.

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

10-2. Use Fire Resistant Materials

The actions listed below should be taken to increase fire resistant construction for structures (sheds and barns, specialty buildings, outbuildings and fencing).

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

10-3. Plan for Sprinkler Protection

A sprinkler system can be used to protect the agriculture operation, and should be established by taking the following steps. These systems make a significant difference for infrastructure protection. There are sprinkler systems available for purchase, one such provider is listed here:

<https://shop.waspswildfire.ca/pages/gutter-mount-sprinkler-system>

- 1. Priority structures on the property to protect with sprinklers are as follows:
 - .
 - .
 - .
 - .

- 2. Sprinkler equipment that is available for prepositioning include:
 - .
 - .
 - .
- 3. Gather the equipment and set the sprinkler system in place to test the coverage and identify problems.
- 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. Consider water supply vulnerability and install water storage (e.g. cisterns) if possible.

- 7. Create simple instructions on how to set up and activate the sprinkler system in the Wildfire Plan, section 21: *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 Wildfire Plan. The instructions and map will allow others to help with protection of the operation.

13. Risk Reduction – Range-Level Assets

[Skip to Section 12 if you do not have livestock on your property]

Priority-setting Guidelines

- 1. Identify the range assets critical to day-to-day operations and keeping animals safe and on the range.
 - a. _____.
 - b. _____.
 - c. _____.

 - 2. The following FireSmart actions (including fuel reduction) are required to reduce risk to these assets:
 - Asset a: _____.
 - Asset b: _____.
 - Asset c: _____.
-

14. Insurance

Insurance coverage is an important step in managing risk before a wildfire event. Producers should ensure that they have appropriate coverage for their assets, such as livestock, crops (both in-progress crops and completed stock), buildings, equipment, and fences. In general, federal and provincial disaster management programs will only cover perils for which private coverage cannot be obtained. In addition to private commercial insurance, a suite of government supported risk management programs including crop production insurance are available to agriculture producers.

- 1. I meet with my insurance agent or broker or government program representative at least annually to review my coverage.
- 2. I understand my policy and am aware of what is included and what is excluded.
- 3. My essential insurance information is recorded and available in event of wildfire emergency. Include private commercial insurance (e.g., farm, livestock, crop, business interruption) and government supported production insurance or other business risk management program you subscribe to.
- 4. I have photographs of the property and assets in their current state and condition taken annually from the same location/position and they are filed in a secure location (i.e., with insurance documents).

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">• _____.• _____.• _____.

Record the essential information on additional commercial insurance and/or government supported insurance or business risk management program in the spaces below. Add another page as/if required.

<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">• _____.• _____.• _____.

15. Backup Power

Some actions may be required before a wildfire 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 ensure no feedback into the power grid. Electrical systems must be wired to exclude regular electric power.

1. Identify the critical agriculture 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 them 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 a system can provide power without service or refueling.
- 5. Create instructions on how to set up the backup power system in section 22 of the Workbook, *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 Wildfire Plan.

Part B: During a Wildfire

16. Information Sources

- 1. Learn about the wildfire situation. Note that data-based services such as text messaging, social media or email are less likely to experience major interruptions when phone lines are down.
- 2. Complete and revise the table below with information relevant to your local area.

Record the local radio news media stations for your operating area in the space below. Review and confirm official information sources annually.

<i>Regional District</i>	**add local resources below**
Emergency Alert Website	
Emergency Twitter	
Emergency Operations Centre info line	
Regional Electronic Alert System (subscribe to any emergency alert system offered by your regional district)	
<i>Power</i>	
ATCO Electric	(780) 420-8957 or 1-800-668-5506 (emergency)
Other Provider: _____	
<i>Alberta Wildfire</i>	
Alberta Wildfire Website:	https://www.alberta.ca/alberta-wildfire.aspx
Alberta Wildfire Facebook	https://www.facebook.com/AlbertaWildfireInfo/
Alberta Wildfire Twitter	@AlbertaWildfire
<i>Local Radio News Media</i>	
CBC: Other:	
<i>Other</i>	
511 Alberta	https://511.alberta.ca/#:Alerts
Environment Canada	https://weather.gc.ca/
Alberta Emergency Social Services	(780) 427-3390
Alberta Emergency Alert	https://www.alberta.ca/alberta-emergency-alert.aspx

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

Evacuation Alert – A warning is issued about an imminent threat to life and property. Moving livestock to safety is encouraged during the Evacuation Alert phase when time is available. People are asked to be ready to leave on short notice. 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.

17. Decision Guide for Livestock Protection

[Skip to Section 20 if you do not have livestock on your property]

The agriculture operation 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 A WILDFIRE EMERGENCY.

Option 1: Shelter livestock in barn. (see section 16)

Shelter-in-place is best for *(fill in type of animal)* _____ 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-site outdoor location. (or alternate location on the range tenure) (see section 17)

Moving animals to an outdoor location (or alternate location on the range tenure) is best for *(fill in type of animal)* _____ because:

- There is a pasture on the range tenure 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 site. (see section 18)

Relocating the *(fill in type of animal)* _____ is the best option because:

- We have located and prearranged an off-site 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 19)**

Freeing the (*fill in type of animal*) _____ 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 the local authority or Evacuation Notification Team (usually led by RCMP) of our decision to free the livestock.

Refer to the following checklists (checklists in sections 16 - 19 of the Workbook) for instructions on each appropriate action.

18. 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, neighbors, 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 structure 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. These systems should be able to support the operation for 72 h.

19. Checklist for Moving Livestock to On-Site 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-site such as a pasture or other irrigated or heavily-grazed open area.
- 2. Move livestock to one or more open areas on the site 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. These systems should be able to support the operation for 72 h.

20. Checklist for Relocating Livestock

Consider the actions below for relocating livestock during a wildfire emergency. Livestock should, as much as possible, not be moved during an Evacuation Order to keep roads clear for people. RCMP will only allow livestock movement if it does not interfere with the movement of people.

1. If time is short, the priority animals for livestock relocation off-site are:

Type of Livestock:	Number:

2. Notify the primary site selected for receiving relocated livestock (consider a mutual aid agreement or memorandum of understanding).

- 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. Ensure all biosecurity and disease control requirements for relocating your animals to the selected site are met, including documentation of required vaccinations.

5. Consult the Evacuation Notification Team (usually led by RCMP) or Regional District / Municipal EOC to determine routes that are safe to use. Record primary and alternate routes below.

- Livestock pick-up location on site: _____.
- Primary route: _____.
- Alternate route: _____.

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

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

During emergencies, the primary responsibility for livestock protection lies with the individual producer and if they have the ability to relocate livestock themselves, they are encouraged to do so.

If a producer needs assistance with transporting farm business livestock during an Evacuation Alert (or Order if conditions permit), the local government that has issued the alert may be able to help. Funding assistance may be available. Contact the local Emergency Operations Call Centre and Ministry of Agriculture for current policy and procedures and any event-specific supports that may be available.

21. 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.
Note: Protecting livestock is important, but public safety takes precedence.
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 *Agriculture Operation 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 livestock when evacuating.

22. Checklist to Create a Fire Break

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

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

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

23. Checklist to Deploy Sprinklers

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

- 1. The priorities for deploying sprinklers to protect 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 property 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 full saturation and effectiveness. **Sprinklers should not be turned on until necessary to conserve water for fire suppression.** Check with the local water authority regarding potential water use restrictions for sprinklers.*

24. 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 utilize an automatic switch that turns off regular electric power when the generator system is on.

25. 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:
- a. Identification that includes a photo and address, such as a driver's licence. This will help producers obtain a permit if they are allowed to temporarily return to the agriculture operation to attend to essential services, including care for livestock and essential crop management.
 - b. Premise ID Number, if applicable.
 - c. A copy of the *Wildfire Plan*, including the livestock inventory and any other appended or accessory information.
 - d. Operation/farm related items
 - Critical business documentation, building keys
 - Employee records
 - Tools and equipment for livestock handling, transport, care
2. Evacuate all personnel.
- If an Evacuation Order is issued, ensure all personnel move to safety.
 - Family and 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)

For more information see: <https://www.alberta.ca/farm-animals-and-livestock-preparedness.aspx>

- 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
- Pocket knife
- Emergency blanket and garbage bags
- Extra pair of eye glasses
- Extra money, coins, phone cards
- Book and / or game

Suggested Car Kit

(At the beginning of wildfire season prepare your car kit and store it in your vehicle. Keep up car maintenance and fuel so you don't run out.)

- Bottled water
- Nutritious foods (dried fruits, granola bars, nuts, or beef jerky)
- Manual can opener
- Comfortable, sturdy walking shoes
- Warm blanket
- Heavy-duty work gloves (leather)
- Dust masks and gloves
- Change of clothing
- Road map & compass
- Duct tape and garbage bags
- First aid kit & manual
- Fire extinguisher
- Flashlight (+ extra batteries)
- Flares, candles w/matches & jar
- Ziplock bags, toilet tissue
- Hardhat
- Large, sturdy backpack
- Small tool kit
- Booster cables
- Deck of cards, good book

26. Checklist for Visitor and Employee Evacuation

[Skip to Part C if you do not receive significant numbers of visitors or do not have employees on your property that would be at risk during the wildfire season]

Before an Evacuation

1. **Roles and Responsibilities** for implementing the evacuation plan are identified below. Contact information for designated individuals is included in *Section 4 – Emergency Contacts*.

Individual Name	Role	Responsibility
	<i>Primary Decision Maker / Coordinator:</i>	
	<i>Back-up Decision Maker / Coordinator:</i>	
	<i>Other:</i>	



2. The following **Communications Plan** outlines how communications should occur with the individuals or groups listed during a wildfire emergency.

Who to Communicate With	What to Communicate (and How)	Responsibility
<i>Employees</i>	Wildfire / evacuation status and procedures (e.g., meetings / verbal updates, plan review and discussion, evacuation plan copy and training provided at orientation)	
<i>Visitors</i>	<ul style="list-style-type: none">• Wildfire/ evacuation status and Public Safety Announcements as/if available (e.g., posted on site and on website)• Evacuation procedures (e.g., verbal directions, information, instructions, bulletins, evacuation map posted on site)	
<i>Local Government Emergency Operations</i>	<ul style="list-style-type: none">• Evacuation status (monitor website minimum on a daily basis, receive email or social media notifications as/if available)• Seek information and guidance as/if required in support of decision making in advance of an evacuation order – during alert stage (e.g., direct communication with emergency operations as/if available)	
<i>Alberta Wildfire</i>	Wildfire status, evacuation status, (monitor website minimum on a daily basis, receive social media updates)	
<i>Other</i>		

3. **Routes and Exits** from our operation, including all buildings and business sites where visitors and employees may be located at any given time have been identified and are indicated on an **evacuation map** (see map in section 5). Any special procedures required to ensure exit is unconstrained are identified.

Site or Building	Route / Exit	Special Procedures

4. Our post-evacuation assembly area as indicated on the evacuation map (see map in Section 5) is as follows:

5. Our system for accounting for personnel and visitors includes the following procedures (include a final property sweep):

6. Emergency shut-off procedures for utilities, equipment and processes are confirmed. The following must be shut-off prior to evacuating:

Utilities (*specify*): _____

Equipment (*specify*): _____

Processes (*specify*): _____

Other (*specify*): _____

7. Procedures for assisting visitors and employees with disabilities or mobility issues are as follows:

8. Employees are aware of the evacuation procedures and routes and these can be effectively communicated to visitors during an evacuation. Annual or periodic mock evacuations are recommended to test your system and train employees

During an Evacuation

- 1. Follow instructions provided by emergency officials.
- 2. Complete emergency shut-off procedures for utilities, equipment, and processes.
- 3. Take your individual Grab 'n Go Kits and critical business paperwork.
- 4. Assist individuals with mobility issues or disabilities.
- 5. Account for personnel and visitors after evacuating.

After Evacuation

Once the Evacuation Order is rescinded emergency officials (local government or Province) will advise when it is safe to return and if there are any special considerations to ensure the safety of visitors and staff at your operation.

Part C: After a Wildfire

27. Checklist for Damage Assessment

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

- 1. Check livestock that sheltered-in-place at the earliest possible opportunity, ensure safety and provide for their needs with water, feed, etc.
- 2. Inspect the agriculture operation for hazards and damage. Take care to avoid hazards, such as smoldering tree roots underground.

- 3. Contact insurance agent or broker (refer to the Guide *section 12, Insurance Information* and *section 26, Initiating Insurance of Other Loss Coverage* below).
- 4. Document any loss of livestock, buildings, fences, or equipment in writing, using the inventory to verify losses. Document salvaged items.
- 5. Take samples as required for laboratory assessment of damage to honey, horticultural crops and garden produce.
- 6. Take photographs and video of any damage following a disaster to document the loss (ideally before and after taking any recovery action). Take photographs from the same location/position as your pre-event baseline photographs.
- 7. Secure the site.

28. Checklist for Initiating Insurance or Other Loss Coverage

- 1. Review insurance policy with the insurance agent or broker and report the damage/loss.
- 2. Review any government supported risk management program you have paid into or subscribed to with the government agent and report the damage/loss.
- 3. Assemble all required supporting documentation and complete and submit claims for losses.

29. 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 treed.
- 2. Seek assistance from agriculture associations active in your area (refer to the Contact List in *Section 4*), and from the Regional Districts.
- 3. Work with neighbours to get the agriculture operation and the community operational as soon as possible.
- 4. Attend community recovery information sessions to find out about provincial measures that may assist the agriculture operation with disaster recovery.
- 5. If eligible, apply for Provincial Disaster Financial Assistance through the Alberta Disaster Recovery Program Website:
<https://www.alberta.ca/disaster-assistance-and-recovery-support.aspx>

Part D: When Wildfire Plan is Complete

30. Finalizing, Storing and Sharing the *Wildfire Plan*

1. Digital and hard copies of the completed Wildfire Plan (including maps and all relevant Wildfire Plan elements) have been made and stored in multiple locations. Specify the location, format (hard or digital copy below), and holder of the copy, as applicable):

Operation buildings (*specify*): _____

Personal vehicle (*specify*): _____

Grab n Go Kit (*specify*): _____

Off-site location (*specify*): _____

Cloud Storage (*specify username, password or individual with access*): _____

2. The Wildfire Plan has been reviewed with (specify family members, employees, others):

3. The separate *Wildfire Plan Summary* (Appendix 1) has been completed and shared with the following authorities or individuals (*specify name, title/organization, contact information, and date*):

Regional District/Local Government Emergency Management:

1.

Fire Department:

Alberta Wildfire:

Other:

4. The *Wildfire Plan* will be reviewed again and updated as significant changes occur and at minimum within one year by (specify date and assigned responsibility):
-

Appendix 1: Farm / Ranch Wildfire Plan Summary

Key information from your completed *Wildfire Plan* may be used as a *Wildfire Plan Summary* to summarize relevant information. This *Wildfire Plan Summary* may be used to initiate dialogue with key agencies (e.g. regional district, fire departments, Alberta Wildfire) in advance of the wildfire season and may assist to support identification and protection of your operation.

Some producers may want to adapt this *Wildfire Plan Summary* for their own purposes, and for different end-users such as employees, managers, owner, family, neighbours.

Note: If you completed the fillable PDF document, this information will auto-populate in the *Wildfire Plan Summary* below.

Farm / Ranch Wildfire Plan Summary

(Agricultural Operation Name)

Key Wildfire Plan information is current as of the last date revised: _____

List of Maps attached:

- Agriculture Operations Map
- Sprinkler Deployment Map
- Evacuation Routes Map
- _____
- _____

AGRICULTURE OPERATION INFORMATION AND EMERGENCY CONTACTS (Sections 2 and 4)		
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<i>Agriculture Operation name</i>		
<i>LINC Number</i>	<i>Roll Number:</i>	<i>Premises ID number:</i>
<i>Agriculture Operation physical address:</i>		
<i>Owner name(s):</i>		
<i>Landline tel. number:</i>	<i>Mobile tel. number:</i>	<i>Email address:</i>
<i>Lessee name(s):</i>		
<i>Landline tel. number:</i>	<i>Mobile tel. number:</i>	<i>Email address:</i>
<i>Lessee mailing address (if different from above):</i>		

<i>Manager(s) (other than owner, identify <u>local</u> contact available to attend):</i>			
<i>Landline tel. number:</i>	<i>Mobile tel. number:</i>		
<i>Out-of-Region Contact:</i>			
<i>Landline tel. number:</i>	<i>Mobile tel. number:</i>		
<i>Number of individuals normally on the farm:</i>	<i>Family:</i>	<i>Staff:</i>	<i>Tenants:</i>
RANGE TENURE INFORMATION (Section 3)			
<i>Range Agreement Number:</i>			
<i>Range Tenure Location(s) (nearest cross roads, general location description):</i>			
LIVESTOCK LOCATION DURING WILDFIRE SEASON (Section 7)			
Expected livestock numbers by location during the early (May – June) and peak (July – September) fire seasons			
<i># of animals at the farm:</i>		<i># of animals on Crown range tenure:</i>	
<i>Early</i>	<i>Peak</i>	<i>Early</i>	<i>Peak</i>
<i>Cattle:</i>		<i>Cattle:</i>	
<i>Horses:</i>		<i>Horses:</i>	
<i>Other:</i>		<i>Other:</i>	
<i>Usual Turnout Date:</i>		<i>Usual Roundup Date:</i>	

VEHICLES AND RESPONSE EQUIPMENT/RESOURCES (Section 8)			
Vehicle / Equipment Type		Number on Property (location)	Number Available Nearby (location)
Tractor, Front-end Loader or Backhoe			
Plow or other Implements			
Livestock Trailer			
Utility Trailer			
Passenger Car			
Pickup Truck			
Fire Hose (m or ft)			
Portable Water Pump			
Sprinkler kit or other sprinklers (and roof ladders)			
Irrigation Sprinkler Gun			
Generator			
Fire Equipment (e.g., extinguishers, hand tools)			
First Aid Kit			
WATER SOURCES (Section 9)			
Water Source	Capacity	Powered (P) or Gravity Feed (GF) System	On Property or Nearby (location)
WATER PURVEYOR AND EMERGENCY CONTACT (Section 4)			
<i>Water Purveyor/Authority (if not well-based):</i>			
<i>Emergency Contact:</i>		<i>Phone:</i>	<i>Email:</i>