**\*\*\*EXERCISE ONLY EXERCISE ONLY EXERCISE ONLY\*\*\***

**THIS IS NOT NOTIFICATION OF A REAL EVENT. IT IS FOR EXERCISE and TRAINING PURPOSES ONLY**

**THIS GREY SHADED SECTION FOR CVR USE ONLY. NOT TO BE COPIED INTO E-MAIL BEING SENT.**

**EVENT that initiates this request (describe briefly below):**

* Annual CVR Call Up Drill to practice CVR Call Up processes and procedures. Drill initiated Monday June 11, 2018
* Scenario - wildfire emergency in south central BC (Kamloops/Kelowna region). Companion animals and livestock (mainly beef & dairy cattle) affected. CVR assistance requested.

**Previous Notices sent to CVR Members or Reservists about this event?**

* This Call Up Notice is the first notice to be sent to CVR Members.

**CVR COMMUNICATIONS COORDINATOR INSTRUCTIONS FOR PREPARATION, APPROVAL, & RELEASE OF NOTICE:**

1. **Approval of English Notice:**  Requires approval (initials) of CVMA CEO (or designate)
2. **Confirm:** Is French translation of this Notice required**? Yes**

 If yes, Communications Coordinator arranges French translation when English notice is final and approved.

1. **Approval of French Notice:** Requires approval (initials) of CVMA Director Member Services & Communication (first) & then CVMA CEO.
2. **Confirm:** If needed,may English notice be released while French translation is in progress? **Yes Eng. may be issued**
3. **Complete** the *“CVR Admin. Instructions for Sending CVR Emergency Notice E-mails”* below.
4. **Confirm** with CVR Admin that all e-mail mailing lists are up to date for recipients prior to release. Done
5. **When Notice is approved, email this completed form to CVR Administration with instruction to proceed to create and issue e-mails as described in the** *“CVR Admin. Instructions for Sending CVR Emergency Notice E-mails”* *below.*
6. **After this Notice has been sent to identified CVR member list:**
7. Prepare email (approved by CEO) and send, at approved time, to **CVMA staff** (email provided by Shelly)
8. Prepare email (approved by CEO) and send, at approved time, to **CVMA Council** (email provided by Shelly)
9. Prepare email (approved by CEO) and send to CVR Admin requesting CVR Admin to attach CVR Call Up Notice and to send, at approved time, to **CVR Advisory Board** (email provided by Shelly)
10. Prepare email (approved by CEO) and send, at approved time, to designated **Registrar(s)** (consult CVMA CEO to determine recipients). **Send to Registrar for BC only.** (email provided by Shelly)
11. Prepare email (approved by CEO) and send, at approved time, to designated **Emergency Management Organization(s)** (EMOs). (consult CVMA CEO to determine recipients). At approved time, send to Emergency Management BC (EMBC) only. (email provided by Shelly)
12. Prepare email (get approved by CEO) and send to designated **Chief Veterinary Officer(s)** (consult CVMA CEO to determine recipients). **Send to CVO for BC only.** (email provided by Shelly)
13. **Other provincial parties** that may need notification of this exercise? If so, prepare email (approved by CEO) and send at approved time: Yes, CVMA-SBCV Chapter (email provided by Shelly)
14. **ALL e-mails must have the EXERCISE ONLY** header at the top and bottom of the e-mail.

**CVR ADMIN. - INSTRUCTIONS FOR SENDING CVR EMERGENCY NOTICE E-MAILS:**

1. **Email subject line English: URGENT - CVR EMERGENCY CALL UP DRILL - PLEASE REPLY IMMEDIATELY**
2. **Email subject line French: URGENT – EXERCICE DE MOBILISATION D’URGENCE DE LA RVC – VEUILLEZ RÉPONDRE IMMÉDIATEMENT**
3. **Emails to be flagged as Urgent/High Priority.**
4. **CALL UP NOTICE Email to be sent to: All CVR members in database.**
5. **Blind copy** CVMA CEO; CVMA Director Member Services & Communications; and CVR Communications person(s) on all notices and e-mails sent.
6. **Attachments may impact a notice being delivered or rejected at the receiver’s end. Wherever possible avoid attachments.** Include the full notice in the body of the e-mail or, where applicable, insert links to items referenced.
7. **When received** from Communications, send email to CVR Advisory Board with Notice attached.

**CVMA APPROVAL AND TRACKING (Only for FINAL Notice that is to be issued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Notice****Identifier** | **Approval by**  |  **(Initials)** | **Date (DD/MM/YYYY)** | **Time (HH:MM)** | **CVR Admin record exact date and time notice sent** |
| **1** | **Call Up Notice****English** | **Director Comm.**  | SL by email to SO | 08/06/2018 | 10:13 AM |  |
| **CVMA CEO** | JamRyhn by email to SO | 08/06/2018 | 12:15 PM |  |
| **2** | **Call Up Notice** **French\*** | **Director Comm.**  | SL by email to SO | 08/06/2018 | 4:25 PM |  |
| **CVMA CEO** | Not applicable. Only Dir. Communications approval required for French |

\*Changes to Eng. received from CEO via D. Seguin email June 8, 2018 at 9:41 AM. Changes were incorporated & awaiting final approval when we proceeded to French translation.

**For English notice - CVR Administration – Copy only the text below the dotted blue line into the email being sent to recipients.**

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**CANADIAN VETERINARY RESERVE (CVR) – CALL UP NOTICE**

**\*\*\* URGENT RESPONSE REQUIRED \*\*\***

**CALLING: ALL CVR MEMBERS**

**EMERGENCY EVENT: Wildfires impacting animals in south, central British Columbia**

**Time/Date Notice Issued:**  Monday June 11, 2018 – 1000 HRS Eastern Time

**From:**  Jost am Rhyn, Chief Executive Officer, Canadian Veterinary Medical Association (CVMA)

**URGENT ACTION REQUIRED:**

**\*\*\* Reply to this e-mail ASAP at** reserve@cvma-acmv.org **and no later than 1500 HRS Eastern Time****on Wednesday June 13, 2018** *\*\*\**

**Reply indicating if you are available to serve as requested OR reply indicating you are not available to serve.**

**YOUR IMMEDIATE INSTRUCTIONS:**

1. Please read this Notice in full and then REPLY as requested above.
2. This is NOT a real event. It is call up drill designed to practice CVR call up procedures.
3. Please respond to all CVR Emergency Notice e-mails for this drill as if it were a real event.
4. Continue to check your e-mail very frequently over the next week for further direction/updates from the CVR.
5. Direct any questions to CVR Administration at reserve@cvma-acmv.org.

**PURPOSE OF THIS NOTICE:**

To identify those CVR Members who are **available to serve** in the emergency response. \*Note: This is NOT a request to deploy.

**BRIEF DESCRIPTION OF THE EMERGENCY:**

Wildfire emergency in south, central British Columbia affecting farm and companion animals.

2017 was a record wildfire year for BC and the situation is looking grim for 2018. Little spring rainfall, high temperatures, and dry land have resulted in early wildfire activity with major fires currently burning in Kamloops, Kelowna, and areas in between these two large interior cities.

Kamloops has a population of approximately 90,000 of which 10% have been evacuated. Some, who left in planned evacuations, have left with their pets. Others who were urgently evacuated may have released their pets or left them at home. At many farms in the area, beef cattle have been released to seek safety on their own. Other livestock may also be affected (swine, equine, poultry, other).

Greater Kelowna has a population of approximately 200,000. 10% evacuation has occurred here also. Most have been planned evacuations with pets. Assistance at shelters is required for companion animal stress and co-mingling related issues. Other needs in this area are related mainly to beef and dairy cattle, many of which have been released to seek safety on their own. Other livestock may also be affected (swine, equine, poultry, other).

Emergency Management BC has requested the assistance of the CVR in this emergency.

**DATES AND DURATION OF CVR MEMBER SERVICE:**

In your reply to this emergency notice please indicate your availability to serve as follows:

**Begin service – depart your domicile on: Sunday, June 24, 2018**

**End service – return to your domicile on: Sunday, July 8, 2018**

**REQUIRED EXPERTISE:**

All CVR members are invited to respond regardless of area of expertise. Needs are broad and varied due to the nature and extent of this fire event.

**WHAT IS THE LIKELIHOOD OF DEPLOYMENT?**

Likelihood of deployment is high.

**IF DEPLOYED, WHAT IS THE DEPLOYMENT PROCESS?**

Your response to this *Call Up Notice* will allow the CVR to create a list of CVR Members available to serve for the dates requested. This list will be shared with the emergency management authority in BC. Should a deployment request result, Emergency Management BC (EMBC) will contact available CVR members directly to discuss and confirm all arrangements.

**IF DEPLOYED, WILL YOU BE REMUNERATED?**

EMBC has been made aware that CVR members who serve in an emergency response are to be remunerated by the authorized requesting agency for their services (this includes a daily rate of pay; overtime where applicable; insurance coverage; as well as all travel, food and accommodation provided and paid for by the authorized requestor). Should EMBC decide to deploy CVR members, they will contact you directly and will present all terms of service in the form of a contract with the CVR member being requested to deploy. At that time, CVR members may either confirm they will deploy to serve or may decline the request to serve.

**IF DEPLOYED WHAT MIGHT YOU BE EXPECTED TO DO?**

* You will report to the authorized requesting agency (EMBC) and work under that agency’s leadership and incident command structure.
* EMBC will clarify your detailed responsibilities should they proceed with a deployment of the CVR. You may expect that your duties will be in handling and treating companion animals for stress due to co-mingling as well as possible exposure to smoke and fire. For cattle and other livestock, you may be expected to triage and treat for fire and smoke exposure. Euthanizing may be required.

**WHAT TRAINING IF ANY IS REQUIRED?**

Any specialized training that is required will be provided by Emergency Management BC on site at the response location.

**QUESTIONS?** – Please contact the CVR at reserve@cvma-acmv.org or at the coordinates below.

**Thank you!**

****

**Jost am Rhyn**

*Chief Executive Officer*

**CANADIAN VETERINARY MEDICAL ASSOCIATION**

**T** : 613.236.1162 **x 114**  /  800.567.2862

**F** : 613.236.9681   **E** : **jamrhyn@cvma-acmv.org**

<https://canadianveterinarians.net>

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