

SAFETY, SECURITY, AND EMERGENCY MANAGEMENT

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You are very professional and are very oriented towards client satisfaction.

—Canadian Food Inspection Agency

Canadian Air Transport Security Authority

Restricted Area Identification Card Deployment Manual

To assist airport authorities in deploying the new Restricted Area Identification Card at Canadian airports, CATSA



held a two-day meeting with airport authorities, supported by a manual containing detailed information on various aspects of the deployment. As the manual was written by multiple authors, NIVA edited and formatted the content, designed and implemented an attractive cover and page layout, and

coordinated print production. The copies of the final manuals were delivered to CATSA under a very tight deadline.

Health Canada, Nuclear Emergency Preparedness and Response Division

Coordination and Operations Group Emergency Procedures Manual

NIVA assessed the Coordination and Operations Group (COG) Emergency Procedures Manual, completely restructured it, and ensured that it was reflected the current organization. The completely revised version of the COG manual is to be used to coordinate implementation of the Federal Nuclear Emergency Plan.

Canadian Food Inspection Agency

Animal Health Functional Plan and Hazard Specific Plan

Outbreaks of serious foreign animal diseases could cost Canada's livestock industry billions of dollars. NIVA worked with the Agency to develop this overarching emergency response plan to address how the CFIA will prepare for and respond to animal health incidents, and it is meant to be used in conjunction with hazard-specific plans focusing on a particular type of animal health threat. We also assisted with development of the *Notifiable Avian Influenza Hazard Specific Plan*, the first of a series of hazard-specific plans. These plans outline the emergency procedures for Agency staff during an animal disease outbreak.

Citizenship and Immigration Canada

Pandemic Influenza Operational Readiness Plan

NIVA wrote this plan to describe how Citizenship and Immigration Canada will prepare for, respond to, and recover from the operational impact of an influenza pandemic. The plan is closely aligned with influenza planning efforts conducted by the Public Health Agency of Canada and Foreign Affairs and International Trade Canada.

Ontario Ministry of Community Safety and Correctional Services

Guidelines for Community Emergency Information Centres

When Emergency Management Ontario introduced a new model for emergency information management, they contracted NIVA to develop guidelines to assist designated nuclear communities in managing the dissemination of emergency information. We conducted a document review and wrote an initial draft of the guidelines for consultation with the stakeholders. We then facilitated the consultation process and incorporated stakeholder feedback into the final document.



Natural Resources Canada, Security, Safety and Emergency Management Branch

Radiation Emergency Preparedness Manual

NIVA was contracted by the Branch to provide editorial assistance on the *Radiation Safety Manual* and to prepare the manual for online publication on the Department's security intranet site. The 125-page manual became Natural Resource Canada's official version, used by four science sectors who access it from their intranet site.

Health Canada and Public Health Agency of Canada

Chemical Emergency Response Policy and Plan

The Joint Emergency Preparedness Committee Sub-committee on Chemical Emergencies is responsible for strengthening public health preparedness and response capacity for chemical emergencies across Health Canada and the Public Health Agency of Canada. To develop a *Chemical Emergency Preparedness Policy*, NIVA conducted a thorough review of emergency-related acts, policies, plans, and other relevant documents. We consulted with sub-committee members and other Departmental/Agency representatives with responsibility for chemical emergencies, including regional offices. Working closely with the Committee Sub-committee, we also developed a plan that describes the steps required for the two organizations to respond to chemical emergencies.

Transport Canada, Civil Aviation

National Civil Air Transportation System Shutdown Plan and Pandemic Influenza Plan

NIVA edited the contributions of six subject-matter experts to create a unified *National Civil Air Transportation System Shutdown Plan*. This plan is used when there is an emergency requiring restrictions on all or part of the national air space. We performed the same work for the *Aviation Pandemic Influenza Plan*.

Public Health Agency of Canada, Human Resources Directorate

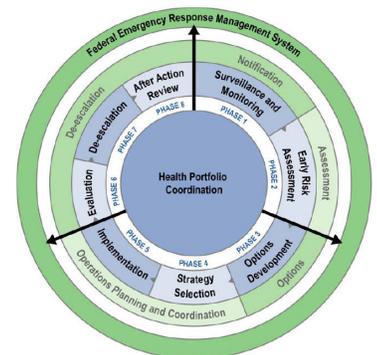
Health Emergency Response Plan

The Directorate turned to NIVA to develop a response plan, clearly outlining how it would provide support to the Agency's priority business operations in the event of an emergency. Through interviews with selected personnel and analysis of existing planning documents, NIVA developed a comprehensive plan with a structured response approach to managing emergency situations. The plan addresses a variety of threats and incidents (small to large), defines roles and responsibilities, and provides simulation exercises for testing and training purposes.

Health Canada and the Public Health Agency of Canada

Health Portfolio Emergency Response Plan

NIVA developed the comprehensive Health Portfolio Emergency Response Plan, which describes the steps required for the Health Portfolio to respond to national public health emergencies and aligns with the federal approach to emergency management. NIVA interviewed regional and federal government representatives to establish consensus on response procedures from notification to after action review and recovery.



Health Canada, Health Products and Food Branch

Emergency Preparedness and Business Continuity Plans

Through comprehensive consultation and research, NIVA analyzed the Branch's response capacity and EP/BCP roles and responsibilities, developed a plan for emergency response, and determined internal training requirements.

