



Transport Canada, Civil Aviation

National Civil Air Transportation System Shutdown Plan

NIVA edited the contributions of six subject-matter experts to create a unified *National Civil Air Transportation System (NCATS) Shutdown Plan*. NIVA continued to work with Transport Canada to produce the official, bilingual plan.

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.

Canadian Public Health Association and Health Canada

Canadian Conference on Counter-Terrorism and Public Health

NIVA worked as part of the Scientific Committee for the first conference of its kind in Canada, establishing the program for the Recovery stream, and securing speakers for various sessions.

Health Canada, Centre for Emergency Preparedness and Response

National Smallpox Contingency Plan Web Repository

NIVA created the first online emergency response plan (ERP) for Health Canada, leading to plans to convert all of Health Canada's ERPs to an online format. NIVA edited and restructured the *National Smallpox Contingency Plan* for optimal presentation online.



CBRNE Research and Technology Initiative

Annual Reports

NIVA has produced the annual reports for the Chemical, Biological, Radiological-Nuclear and Explosives (CBRNE) Research and Technology Initiative (CRTI) for the past three years. Each year, our staff interviews portfolio managers, gathers financial documentation, and reviews the projects that the CRTI has supported. In addition to writing the reports, we coordinate the production of the bilingual version through to printing.

Defence Research and Development Canada

Website for the Centre for Security Science

NIVA developed a website for Defence Research and Development Canada to introduce the Centre for Security Science and integrate the two programs it combines. Separate sections of the website describe the mission areas, organization, and priorities for the CRTI and the Public Security Technical Program. NIVA researched and wrote much of the material and produced the design and the HTML pages.

Public Safety and Emergency Preparedness Canada

National Critical Infrastructure Assurance Program (NCIAP) Workshops

NIVA conducted workshops with PSEPC staff, representatives from federal infrastructure departments, and representatives from industry to define program objectives. NIVA also assisted the organization in developing updates and other material on the status of the program.

Health Canada, Health Products and Food Branch

Emergency Preparedness and Business Continuity Plans

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

"Thanks to your leadership, creativity, and sense of commitment, the results exceeded our initial expectations"

— Health Canada

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.

Transportation Safety Board of Canada

Swissair Flight 111 Investigation Report and Website

NIVA collaborated with the TSB's investigation team to produce hard-copy and online versions of the investigation report on the Swissair Flight 111 disaster. As part of the project, NIVA facilitated a confidential draft review process through a fully secure online facility. Winner of the 2003 Award of Excellence, Society for Technical Communication Online Competition.

Canadian Food Inspection Agency

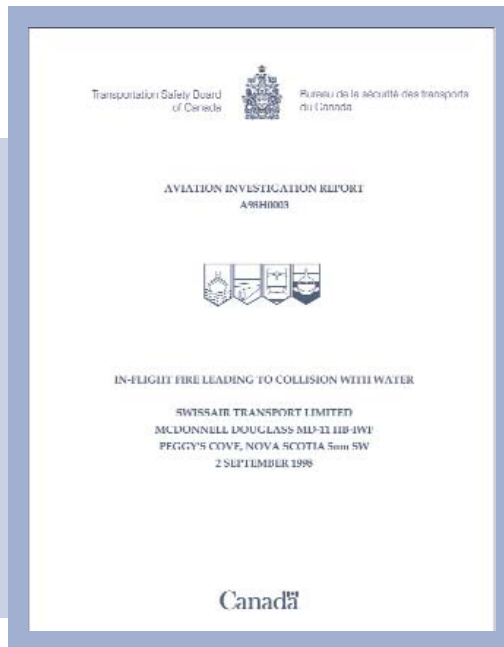
Animal Health Functional Plan

Outbreaks of serious foreign animal diseases (FADs) could cost Canada's livestock industry billions of dollars. NIVA worked with the Canadian Food Inspection Agency (CFIA) to develop the *Animal Health Functional Plan* (AHFP). This is an overarching emergency response plan designed to address how the CFIA will prepare for and respond to animal health incidents, and is meant to be used in conjunction with hazard specific plans focusing on a particular type of animal health threat. NIVA also assisted the CFIA with development of the first of a series of these hazard specific plans, namely the *Notifiable Avian Influenza Hazard Specific Plan*.

Health Canada, Health Products and Food Branch

Developing and Disseminating Health Professional and Public Communications – A Guide for Sponsors

NIVA created a guide to assist industry in communicating information about the safety and effectiveness of marketed therapeutic products to health care professionals and to the public.



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 manage the dissemination of emergency information. NIVA completed a document review and wrote an initial draft of the guidelines for consultation with the stakeholders. NIVA then facilitated the stakeholders' consultations and incorporated their feedback into the final document.

OC Transpo and Société de transport de l'Outaouais

Transit-Secure Communications Strategy

NIVA produced a communications strategy to provide OC Transpo and Société de transport de l'Outaouais, the two transit authorities in the National Capital Region, with a blueprint for coordinated communication tactics for security, with a focus on encouraging the public to play a role in protecting the system from transit terrorism. The strategy was funded by Transport Canada's passenger rail and urban transit security contribution program, Transit-Secure. NIVA interviewed staff and stakeholders, researched similar strategies, wrote a situational analysis, and produced the final strategy in French and English.

Public Health Agency of Canada

Human Resources Directorate Health Emergency Response Plan

The Human Resources Directorate turned to NIVA to develop a new response plan clearly outlining how the Directorate will provide support to the Public Health Agency of Canada's high-priority business operations in an emergency. Through interviews with selected personnel in the responding agencies and the Directorate, and analysis of existing planning documents, NIVA developed a smart, comprehensive plan with a structured response approach to managing emergency situations. The plan addresses a variety of threats and incidents (small to large), clearly defines roles and responsibilities, and includes simulation exercises for testing and training senior management.