

**AUSVETPLAN**

**TASMANIAN  
OPERATIONAL PLANS  
AND LOGISTICS  
MANUAL**

**STANDARD OPERATIONAL PROCEDURES FOR  
TASMANIA FOR EMERGENCY ANIMAL DISEASES  
COVERED BY THE NATIONAL COST SHARING  
AGREEMENT**

**DEPARTMENT OF PRIMARY INDUSTRIES, WATER AND  
ENVIRONMENT**

**2004**

## PREFACE

The Tasmanian Operational Plans and Logistics Manual (TOM) forms part of the Australian Veterinary Emergency Plan (AUSVETPLAN). AUSVETPLAN structures and functions are described in the AUSVETPLAN Summary Document.

**TOM must be read in conjunction with the AUSVETPLAN Control Centre Management Manuals.**

TOM provides additional detail on the disease control procedures to be used in Tasmania in the event of an animal health emergency.

Cross references to Strategies Manuals and other AUSVETPLAN documents are expressed in the form:- Document name, Section Number. For example, Destruction Manual, Section 5.

This manual will be reviewed regularly. Suggestions and recommendations for amendments should be forwarded to:

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## Related Documents

This plan provides supplementary information to that provided in AUSVETPLAN and should be read in conjunction with the following documents;

- Tasmanian Emergency Animal Disease Management Plan, a sub-plan of the Tasmanian Emergency Management Plan 2002,
- Animal Health Act 1995
- Animal Health Regulations 1996
- Animal (Brands and Movement) Act 1984
- Emergency Services Act 1976
- Environmental Management and Pollution Control Act 1994 and Regulations (Waste Management) 2000
- State service Act 2000
- Commonwealth Quarantine Act 1908 and Regulations
- AUSVETPLAN Strategies and Operational Manuals (These are listed in the AUSVETPLAN Summary Document). This document is consistent with AUSVETPLAN which can also be found at the following website <http://www.aahc.com.au/ausvetplan/>

**Attached to this plan on computer disc are:**

1. ANEMIS for Windows version 1.
2. Spreadsheet (Excel) of staff trained for various roles in Emergency disease control.
3. Spreadsheet (Excel) of registered veterinarians in Tasmania indicating their experience with Emergency diseases.

## CONTENTS

<b>Related Documents .....</b>	<b>3</b>
<b>1 Introduction.....</b>	<b>15</b>
1.1 How to use this manual.....	15
1.2 Animal Health Emergencies .....	15
1.3 Principles of Emergency Disease Control.....	15
1.3.1 Phases of Response .....	16
1.3.2 Chain of Command .....	17
1.4 Disease Control Centres.....	17
1.5 Interdepartmental Committee (IDC).....	17
1.6 Authority for Emergency Disease Preparedness and Control.....	18
1.6.1 Australian Constitution.....	18
1.6.2 Primary Industries Ministerial Council (PIMC).....	18
1.6.3 Tasmanian Legislation.....	18
1.6.4 Commonwealth Legislation and Other Arrangements .....	20
<b>2 Phases of Response.....</b>	<b>22</b>
2.1 Investigation Phase .....	22
2.2 Alert Phase.....	22
2.2.1 Alert Phase - Suspected Emergency disease in Tasmania .....	22
2.2.2 Alert Phase - Interstate Outbreak.....	24
2.3 Operational phase.....	25
2.4 Stand down phase .....	25
2.4.1 When an EAD is not confirmed .....	25
2.4.2 When an EAD is confirmed .....	26
2.5 Recovery Phase.....	26
<b>3 Control Centres.....</b>	<b>30</b>
3.1 State Disease Control Headquarters (SDCHQ).....	30
3.1.1 Role of the SDCHQ.....	30
3.1.2 Establishment of the SDCHQ.....	31
3.1.3 Sites and set-up.....	31
3.1.4 Structure, management and staffing of the SDCHQ.....	34
3.1.5 Functions of SDCHQ sections.....	36
3.2 Local Disease Control Centre (LDCC).....	40
3.2.1 LDCC Sites and set-up .....	40
3.2.2 Functions of LDCC sections .....	44

**4 Information Flow in Control Centres .....53**

4.1 Introduction..... 53

4.2 Briefs/Debriefs..... 53

4.3 Information flow and recording ..... 53

    4.3.1 Messages in ..... 54

    4.3.2 Messages out ..... 54

    4.3.3 Faxes..... 55

    4.3.4 Event log ..... 55

    4.3.5 Section logs ..... 55

4.4 Flow of ANEMIS Inspection Forms ..... 56

4.5 Reception ..... 58

    4.5.1 Entry/Exit ..... 58

    4.5.2 Visitors to Control Centres ..... 58

4.6 LDCC Help Desk and Call centre ..... 61

    4.6.1 Telephone Call log ..... 61

    4.6.2 Telephone Calls From the Public - ..... 61

4.7 Example forms ..... 64

4.8 Files..... 64

    4.8.1 SDCHQ Files..... 64

    4.8.2 LDCC Files ..... 65

4.9 Displays ..... 65

    4.9.1 SDCHQ Displays ..... 66

    4.9.2 LDCC Displays ..... 67

    4.9.3 Suggested Display Layouts ..... 70

**5 Plans, Reports and Briefings .....72**

5.1 Emergency Animal Disease Response Plan..... 72

    5.1.1 Structure and content of an emergency disease response plan (“EADRP”) ..... 72

    5.1.2 Guidelines for preparing state report for CCEAD ..... 76

5.2 Situation Reports..... 78

    5.2.1 IP Sitrep..... 79

    5.2.2 LDCC Sitrep..... 80

    5.2.3 SDCHQ Sitrep..... 83

5.3 Briefing..... 85

    5.3.1 Elements of a good briefing (task oriented) ..... 86

    5.3.2 Elements of a position hand-over briefing..... 87

5.3.3	Debriefing.....	87
5.3.4	Decision-making .....	89
<b>6</b>	<b>Management of Occupational Health and Safety .....</b>	<b>91</b>
6.1	OH&S Policy In An EAD Response.....	91
6.2	Critical Incident Stress.....	93
6.2.1	Factors Contributing to Stress .....	93
6.2.2	Prevention.....	94
6.2.3	Symptoms of Stress.....	95
6.2.4	Reducing the Effect.....	95
6.2.5	Critical Incident Defusing and Debriefing .....	96
6.2.6	Further Help .....	97
<b>7</b>	<b>Operational Procedures .....</b>	<b>99</b>
7.1	Investigating suspect emergency disease (Investigation Phase) .....	99
7.1.1	Routine on receipt of a report of suspect Emergency disease .....	99
7.1.2	Advice to private Veterinary Practitioners suspecting Emergency disease. ....	100
7.2	Alert Phase Operational Procedures .....	100
7.2.1	Standstill procedures .....	100
7.2.2	Disinfecting On and Off Premises.....	102
7.2.3	Inspection procedures (based on vesicular disease) .....	102
7.2.4	Suspected Infected Premises (IP) procedures.....	104
7.2.5	Collection of Specimens.....	105
7.2.6	Further action on suspected infected premises .....	105
7.2.7	Dangerous Contact Premises (DCP) procedures .....	105
7.2.8	Quarantining a premises for Emergency Disease .....	107
7.3	Regulatory Forms.....	107
7.4	Movement Permit System.....	107
7.4.1	Authority .....	107
7.4.2	Extension of Restricted Area .....	108
7.4.3	Persons Authorised to Issue Permits .....	108
7.4.4	Persons to be kept updated on Movement Permit Guidelines Changes.....	108
7.4.5	Filling in a Movement Permit.....	109
<b>8</b>	<b>Critical Decisions and Authorities.....</b>	<b>111</b>
8.1	Declaring Infected Places, Infected Premises, Dangerous Contact Premises and Suspect Premises:-.....	111
8.2	Power to declare a disease to be a List A disease under the Animal Health Act 1995:- .....	111
8.3	Power to declare a Restricted Area under section 35 of the Animal Health Act 1995:- .....	111

8.4	Power to declare a Control Area under section 39 of the Animal Health Act 1995:-	112
8.5	Authority to destroy animals for controlling disease:-	112
8.6	Authority to destroy buildings:-	112
8.7	Approve for payment of compensation:-	112
8.8	Media releases:-	112
8.8.1	Initial announcement of outbreak -	112
8.8.2	New IP/DCP, major events, etc.:-	112
8.8.3	Further details after original announcement:-	112
8.8.4	Entry of media to IP/DCP:-	112
8.9	Engagement of practitioners under contract:-	112
8.10	Terminate contract with practitioner:-	113
8.11	Employment/payment of casual labour:-	113
8.12	Dismiss casual labour:-	113
8.13	Stop and search vehicles, confiscate, treat or disinfect any livestock or other item:-	113
8.14	Quarantine (for EAD control purposes):	113
8.15	Release from quarantine (in the EAD context):-	113
8.16	Expenditure:-	113
<b>9</b>	<b>Glossary and Abbreviations</b>	<b>114</b>
9.1	Abbreviations	118
<b>APPENDICES</b>		<b>121</b>
<b>1</b>	<b>Contact Lists</b>	<b>121</b>
1.1	FAF Staff: Contact telephone numbers	121
1.1.1	By location:	121
1.1.2	By current position:	123
1.2	Australian Animal Health Laboratory – Geelong	125
1.3	Australian Chief Veterinary officer	125
1.4	Victorian Chief Veterinary Officer	125
1.5	Contacts in selected State Government Departments	125
1.5.1	Corporate Marketing Unit (Previously Government Media Office)	125
1.5.2	Bureau of Meteorology	125
1.5.3	Department of Justice	126
1.5.4	Environment (DPIWE)	126
1.5.5	Water Resources (DPIWE)	126
1.5.6	Tasmanian Inland Fisheries Service (Ifs)	127
1.5.7	Ports Authorities	127

1.5.8	Department of Infrastructure, Energy and Resources.....	127
1.5.9	Land and Information Services.....	127
1.6	Department of Economic Development (Previously Tasmanian Development Authority).....	128
1.7	Local Government .....	128
1.8	Counselling Services.....	128
1.9	Industry Contacts .....	128
1.9.1	Veterinary Practitioners.....	128
1.9.2	Tasmanian Farmers & Graziers Association (TFGA).....	129
1.9.3	Dairy Industry.....	129
1.9.4	Feedlots .....	130
1.9.5	Tasmanian Pig Marketing Co-op.....	131
1.9.6	Equine Industry Liaison Officer .....	131
1.9.7	Racing Clubs (Thoroughbred, Harness and Greyhound): .....	131
1.9.8	Artificial Breeding Services: .....	131
1.9.9	Livestock Transporters Association of Tasmania.....	131
1.9.10	Aquaculture and Fishing Industry .....	131
1.9.11	Poultry .....	133
1.9.12	Kennel Clubs .....	133
1.9.13	Cat Clubs.....	133
1.9.14	Show Societies .....	133
1.9.15	Stock and Station Agents.....	134
1.10	Truck washing sites.....	135
<b>2</b>	<b>Procedures specific to aquatic animal disease emergencies</b>	
	<b>137</b>	
2.1	How to use this Appendix.....	137
2.2	Introduction.....	137
2.3	Fish Health Emergencies .....	138
2.4	Tasmanian Fish Health Advisory Group.....	139
2.5	Alert Phase.....	139
2.6	Operational Phase .....	140
<b>3</b>	<b>STANDARD OPERATING PROCEDURES FOR EMERGENCY</b>	
	<b>ANIMAL DISEASE .....</b>	<b>141</b>
3.1	FIELD OFFICERS INVESTIGATION PHASE INSPECTION PROCEDURES .....	142
	Scope: .....	142
	Equipment and resources for inspection: .....	142
3.1.1	Warnings: .....	142



3.1.2	Procedures: .....	142
3.2	FIELD SURVEILLANCE TEAM INSPECTION PROCEDURES .....	147
3.2.1	Scope: .....	147
3.2.2	Equipment and resources for inspection: .....	147
3.2.3	Warnings: .....	147
3.2.4	Procedures: .....	147
3.2.5	Order of Inspection .....	148
3.2.6	Inspection of Groups of Animals .....	148
3.2.7	Examination of Animals Showing Suspicious Symptoms of an EAD .....	148
3.2.8	Vesicular diseases .....	149
3.2.9	If disease is suspected: .....	149
3.2.10	All situations .....	150
3.2.11	References: .....	150
3.3	COLLECTION OF EAD SPECIMENS .....	152
3.3.1	Scope: .....	152
3.3.2	Equipment and resources for inspection: .....	152
3.3.3	Warnings: .....	152
3.3.4	Procedures .....	152
3.4	DANGEROUS CONTACT PREMISES (DCP) PROCEDURES .....	155
3.4.1	Scope .....	155
3.4.2	Equipment .....	155
3.4.3	Warnings .....	155
3.4.4	Procedures .....	155
3.5	FIELD SURVEILLANCE TEAM DECONTAMINATION .....	158
3.5.1	Scope: .....	158
3.5.2	Equipment and resources for decontamination: .....	158
3.5.3	Warnings: .....	159
3.5.4	Procedures: .....	159
3.5.5	References: .....	161
3.6	INFECTED PREMISES OPERATION TEAM PERSONAL DECONTAMINATION .....	163
3.6.1	Scope: .....	163
3.6.2	Warnings: .....	163
3.6.3	Resources .....	163
3.6.4	Procedures: .....	164
3.7	FIRST RESPONSE TO SUSPECT AQUATIC ANIMAL DISEASE EMERGENCIES .....	167

3.7.1	Scope .....	167
3.7.2	Equipment/Resources .....	167
3.7.3	Warnings .....	167
3.7.4	Procedures .....	167
3.8	EMERGENCY RESPONSE SAMPLING FOR HARMFUL ALGAE .....	171
3.8.1	Scope: .....	171
3.8.2	Introduction: .....	171
3.8.3	Plankton Vertical Net Haul – Qualitative .....	171
3.8.4	Discrete Whole Water Sample – Quantitative .....	172
3.8.5	Environmental Sampling and Farm Information .....	173
3.8.6	Samples can be sent for commercial analysis to: .....	173
3.9	DISINFECTION FOR AQUATIC INFECTIOUS DISEASE .....	178
3.9.1	Scope .....	178
3.9.2	Equipment and resources .....	178
3.9.3	Warnings .....	178
3.9.4	Procedures .....	179
3.9.5	References .....	181
3.10	DECONTAMINATION OF SMALL CRAFT OPERATING IN MARINE FARMS .....	183
3.10.1	Scope .....	183
3.10.2	Preliminary check and warnings: .....	183
3.10.3	Equipment and Resources .....	184
3.10.4	Procedures .....	184
3.11	PERSONNEL WORKING OVER WATER IN THE AQUACULTURE INDUSTRY .....	187
3.11.1	Scope .....	187
3.11.2	Equipment and resources .....	187
3.11.3	Specific precautions .....	187
3.12	DIAGNOSTIC TEAM PERSONAL DECONTAMINATION .....	189
3.12.1	Scope: .....	189
3.12.2	Equipment and resources for decontamination: .....	189
3.12.3	Warnings: .....	189
3.12.4	Procedures: .....	189
3.12.5	References: .....	191
3.13	DISPOSAL OF ANIMAL CARCASSES .....	193
3.13.1	Purpose .....	193
3.13.2	Scope .....	193

3.13.3	Definitions .....	193
3.13.4	Procedure.....	193
3.13.5	References .....	199
3.14	INFORMATION MANAGEMENT WITHIN CONTROL CENTRES .....	201
3.14.1	Purpose.....	201
3.14.2	Scope .....	201
3.14.3	Definitions .....	201
3.14.4	Procedure.....	201
3.14.5	Attachments.....	204
3.14.6	References .....	208
3.15	REQUEST TO CHANGE PROPERTY STATUS .....	210
3.15.1	Purpose.....	210
3.15.2	Scope .....	210
3.15.3	Definitions .....	210
3.15.4	Procedures .....	210
3.15.5	References: .....	212
3.16	ASSET RECORDS.....	215
3.16.1	Application/Scope: .....	215
3.16.2	Resources/equipment: .....	215
3.16.3	Warnings: .....	215
3.16.4	Procedure:.....	216
3.16.5	References: .....	216
3.17	BRIEFING/DEBRIEFING – LDCC, SECTIONS, FIELD PERSONNEL.....	218
3.17.1	Application/Scope: .....	218
3.17.2	Resources/equipment: .....	218
3.17.3	Warnings: .....	218
3.17.4	Procedure:.....	219
3.17.5	References: .....	220
3.18	PUBLIC INQUIRIES HANDLING IN LDCC.....	222
3.18.1	Application/Scope: .....	222
3.18.2	Resources/equipment: .....	222
3.18.3	Warnings: .....	222
3.18.4	Procedure:.....	223
3.18.5	References: .....	224
3.19	RESOURCE & PERSONNEL TRACKING – T CARDS .....	226

3.19.1	Application/Scope: .....	226
3.19.2	Resources/equipment: .....	226
3.19.3	Warnings: .....	226
3.19.4	Procedure:.....	226
3.19.5	References: .....	227
3.20	LANGUAGE PROBLEMS .....	229
3.20.1	Application/Scope: .....	229
3.20.2	Resources/equipment: .....	229
3.20.3	Warnings: .....	229
3.20.4	Procedure:.....	229
3.20.5	References: .....	230
3.21	TELEPHONE LIST – LDCC/FIELD OPS & EXTERNAL, INCL. SDCHQ .....	232
3.21.1	Application/Scope: .....	232
3.21.2	Resources/equipment: .....	232
3.21.3	Warnings: .....	232
3.21.4	Procedure:.....	232
3.21.5	References: .....	233
<b>4</b>	<b>Kit lists and site resources .....</b>	<b>234</b>
4.1	Diagnostic Team Kit .....	234
4.2	Location of first response equipment.....	248
4.2.1	Forestry Tasmania Forest Fire Action Plans .....	248
4.2.2	Tranquilliser Guns .....	248
4.2.3	Captive Bolt Pistol.....	248
4.2.4	ANEMIS Disks.....	248
4.2.5	Probangs .....	248
4.2.6	Video Camera.....	250
4.2.7	Underwater Camera.....	250
4.2.8	Digital Camera .....	251
4.2.9	Polaroid Camera .....	251
4.2.10	ID Card Camera.....	251
4.2.11	Map Laminator .....	251
4.2.12	Maps.....	251
4.2.13	Training videos.....	252
4.2.14	GPS (Global positioning systems).....	252
4.2.15	Other kits or site resources .....	253

4.3	Equipment Checklist For Infected Premises .....	257
<b>5</b>	<b>Principles of Recovery based on Foot and Mouth Disease ..</b>	<b>260</b>
5.1	Background:.....	260
5.2	Key Concepts for Disaster Recovery .....	260
5.3	Recovery in the context of a Foot and Mouth Disease Outbreak.....	261
<b>6</b>	<b>Community liaison during an EAD response .....</b>	<b>263</b>
6.1	Alert Phase.....	263
6.1.1	Contacts.....	263
6.1.2	Announcement Of Outbreak.....	264
6.1.3	Zoonosis .....	264
6.1.4	Website.....	265
6.1.5	Press Conferences.....	266
6.1.6	Media Releases.....	266
6.1.7	Media Moniotoring.....	266
6.1.8	Hotline .....	266
6.1.9	State Emergency Issues .....	267
6.1.10	Advertising .....	267
6.2	OPERATIONAL PHASE .....	267
6.2.1	PRESS CONFERENCES.....	267
6.2.2	Media Releases.....	269
6.2.3	The DPIWE Website .....	270
6.2.4	Industry Liaison.....	271
6.2.5	Government Liaison .....	271
6.2.6	Members Of Parliament .....	272
6.2.7	Economic Issues .....	273
6.2.8	Support For Victims Of Outbreak .....	273
6.2.9	Recovery.....	273
6.2.10	Local Disease Control Centres .....	274
6.2.11	SDCHQ Decision Making .....	275
6.2.12	Animal Health Laboratories .....	275
6.2.13	Electronic Eavesdropping.....	275
6.2.14	Positive Comment About The Media .....	276
6.2.15	Publications .....	276
6.2.16	Positive And Negative Media.....	276
6.2.17	Communications With Field Staff And Volunteers.....	277

6.3	Division Of Communications Responsibilities Between Commonwealth And State Governments	277
6.3.1	If The Outbreak Is In More Than One State Or Territory - .....	277
6.3.2	If The Outbreak Is In Tasmania Only.....	277
<b>7</b>	<b>Ready to use forms and handouts .....</b>	<b>279</b>
	Emergency Disease Time Sheet and Daily Work Diary (to be used by all employees).....	281
	Stores Summary Sheet .....	282
	Record of Conversation (triplicate).....	283
	Section/Event/Incident Log.....	284
	Reception - Entry/Exit.....	285
	Telephone Call log.....	286
	Owner Report - Suspected Infected Stock .....	287
	Guidelines for Visitors .....	288
	Task/Resource Request.....	289
	Fax Log .....	290
	IP Sitrep .....	291
	Operations Briefing Sheet.....	293
	Valuer's Agreement Form.....	294
	Situation Report (Generic).....	295
	Movement Permit.....	296
	Declaration Of Infected Place .....	298
	Direction by Inspector.....	300
	Direction for Destruction of Animals, Buildings, &c. ....	301
	Claim for Compensation .....	302
	Surveillance Teams Briefing Sheet .....	306
	Field Sheet – Suspect Infected Stock .....	308
	On-site Inspection Form for FHE investigations.....	310
	Algal Sample Information Sheet.....	312
	Request To Change Property Status.....	314
	IP Movement Log (Stores, Equipment and Personnel In and Out). ....	315
	EAD Outbreak Jurisdictional Impact Statement Proforma .....	317

# 1 Introduction

This manual supplements the Australian Veterinary Emergency Plan (AUSVETPLAN) Control Centre Management Manual (CCMM). It details the aspects of Emergency Animal Disease (EAD) response specific to Tasmanian legislation and to Departmental and other structures.

It has been based on the response to a vesicular disease but can be used with modification for any Emergency disease.

## 1.1 How to use this manual

This manual is in two parts. The first details the response mechanisms to an EAD and the structure and function of control centres. It presents an overall view of communication lines, procedures and includes examples of display layouts and essential paperwork. Aquatic EAD responses, standard operating procedures, contact lists and the location of essential equipment are included as appendices.

The second part lists control centre positions job cards, check lists and resource lists where required. This list is not exhaustive. It has been prioritised for operational management and field positions. Positions currently without job cards should refer to the AUSVETPLAN CCMM Part 2 for their roles and responsibilities.

## 1.2 Animal Health Emergencies

The introduction of an Exotic (foreign) animal disease, such as Foot and Mouth Disease, could cause immense damage to Australian export industries, even though it doesn't generally kill the affected animals. Other diseases that cause high mortality rates, such as Newcastle disease, Avian influenza and the swine fevers, would not only affect exports but also decimate domestic industries if allowed to spread unchecked. A number of diseases such as Rabies, Rift Valley fever and Japanese encephalitis, also have human health implications.

Most of the major diseases that are Exotic to Australia, are listed in the AUSVETPLAN Summary document. The response to the more serious Exotic diseases should be rapid and usually involves a 'stamping out' (slaughter and disposal of whole groups with compensation paid to the owner) policy. Certain endemic (commonly occurring) diseases and new diseases that occur as epidemics, with high mortalities, may be treated as an Animal Health Emergency. eg. Anthrax. These emergency situations that threaten both livestock and Australian exports may be classified as emergencies under the Tasmanian Emergency Services Act (1976).

## 1.3 Principles of Emergency Disease Control

Most emergency diseases are kept out of Australia by strict quarantine laws and import requirements for livestock and livestock products and other preventative measures such as the ban on swill feeding. If an Emergency disease does enter Tasmania it must be

detected and reported to a veterinary officer in the Animal Health and Welfare Branch of the Department of Primary Industries, Water and Environment (DPIWE) as soon as possible.

The DPIWE will make a diagnosis, sometimes on clinical grounds alone but usually with laboratory back up by the Australian Animal Health Laboratory at Geelong. A special diagnostic team would be sent from Mt Pleasant Laboratory to take the specimens using a previously prepared diagnostic kit.

Once a diagnosis of an emergency disease has been made a 'stamping out' policy would be vigorously pursued in most cases where the disease was not too widespread and eradication was feasible.

This would entail an initial stock standstill, determining the extent of the infection, cordoning off the area, applying strict movement controls, detecting all infected premises, preparing an inventory of all livestock and destroying them under compensation. Vaccination might be used to control the disease in certain circumstances, if one were available.

The disease control program may be undertaken as a Government disease control program under section 50 of the Animal Health Act although this is unlikely.

Once eradication appears to have been successful, a process of proving freedom from disease would ensue. Some countries that import Australian agricultural products would wait for 12 months after the last diseased animal was destroyed before resuming trade.

### 1.3.1 Phases of Response

An emergency response is divided into a number of phases:

- Investigation Phase
- Alert Phase
- Operational Phase
- Stand-down
- Recovery Phase

For more details of these phases, see Section 2 of this manual, Phases Of Response



### 1.3.2 Chain of Command

Refer to Section 8 of this manual Critical Decisions and Authorities

The Minister declares a disease to be a List A or List B disease (section 3 of the Animal Health Act), may direct the Chief Veterinary officer (CVO) to undertake a government disease control program in relation to the disease (section 50), and provides authority for the CVO to declare a control area (section 39).

The CVO makes most of the critical decisions and takes ultimate responsibility for the conduct of the operation. Only the CVO (or delegate) can authorise destruction of livestock or property for the purpose of controlling a disease. The CVO may declare a Restricted Area (RA) directly without Ministerial approval.

The Director, State Disease Control Headquarters (SDCHQ), also called the Incident Control Manager/Controller, has command over the SDCHQ staff and Local Disease Control Centre (LDCC) Controllers.

Staff in LDCC sections who have an SDCHQ counterpart, liaise closely with them, refer all decisions as specified in these plans to SDCHQ if so specified but are responsible to their Section leader and Controller.

### 1.4 Disease Control Centres

An animal health emergency in Tasmania will be coordinated through an SDCHQ located in Hobart. An LDCC will be set up near to the disease outbreak to implement control policies and coordinate field activities in the restricted area that contains the infected properties and those under surveillance. A number of LDCC's may be established. The details about and roles of these centres can be found in Section 3 of this manual. Control Centres

### 1.5 Interdepartmental Committee (IDC)

In the event of an emergency animal disease outbreak the Department of Premier and Cabinet (DPAC) will need to be able to draw on advice from a number of portfolio agencies as well as local government to develop Tasmania's input to the national decision making processes.

- The Emergency Animal Disease Interdepartmental Committee (EADIDC) is chaired by DPAC. The Chair of the EADIDC determines the membership of the committee. This may be augmented from time to time as the Chair sees fit.

This committee will have a range of social, legal and economic issues to tackle. These may include but not be restricted to:

- Impact on agriculture and industry recovery (Department of Primary Industries, Water and Environment)
- Impact on trade; industry recovery (Department of Economic Development)

- Impact on tourism (Department of Tourism, Parks, Heritage and the Arts)
- Community safety (Department of Police and Public Safety (DPPS))
- Community well being and recovery (Department of Health and Human Services)
- Legal issues (Department of Justice & DPPS)
- Infrastructure issues (Department of Infrastructure, Energy and Resources)
- State budget impact and other financial issues (Department of Treasury and Finance)
- Disruptions to school attendance (Department of Education)

This committee is focussed on the broader community impacts of an outbreak rather than on the management of the disease response itself.

The EADIDC [may be referred to in some documents as 'SWOG' (State Whole of Government) Group(s)] has three major roles during an outbreak:

- Advise on impacts of an animal disease emergency at portfolio level
- Liaise on cross agency issues
- Advise portfolio Ministers, Heads of Agencies, Local Government & others

During an event it is recommended that this committee meet regularly at predetermined times as arranged by DPAC. As a starting point it is recommended that this Committee meet every second day on a face-to-face basis, with DPAC determining whether more frequent meetings are necessary, considering teleconferences as a convenient option.

## **1.6 Authority for Emergency Disease Preparedness and Control**

### **1.6.1 Australian Constitution**

The Commonwealth is empowered under Section 5 part 9 of the Constitution to take action to protect Australia's export markets by making laws in respect to Quarantine.

### **1.6.2 Primary Industries Ministerial Council (PIMC)**

PIMC is responsible for maintaining preparedness for responding to Exotic disease incursions. This responsibility of developing and maintaining AUSVETPLAN is delegated to the Animal Health Australia (AHA). This process is done in consultation with key stakeholders that include Commonwealth, States and Territories and the livestock industries. The National Veterinary Committee approves technical changes to these documents.

### **1.6.3 Tasmanian Legislation**

#### **1.6.3.1 Animal Health Act 1995 and Regulations 1996**

This Act provides the legislative framework for the control of an animal disease emergency.

### 1.6.3.2 Animal (Brands and Movement) Act 1984

This Act regulates and controls the identification and thus tracing of sheep, cattle and pigs.

### 1.6.3.3 Emergency Services Act (1976)

This Act gives the Regional Disaster Controller (usually the Police Commander for the region) extensive powers if a 'State of Emergency' or 'Disaster' is declared. The Regional Disaster Controller is appointed by the Minister on the recommendation of the Commissioner of Police.

A **State of Emergency** may be declared for a region by the Minister for Police and Emergency Services under Section 25 if the State Disaster Executive recommends it. In terms of the act, an emergency is any situation in which a disaster appears likely to occur. A disaster is an occurrence from which the public require the protection of statutory services but necessitates the augmenting of normal statutory services such as police, or is beyond the resources of a statutory service. The executive consists of the Director of Emergency Services, the Secretary of the relevant department (in this case DPIWE), the Ministerial Liaison Officer, Emergency Services and another person nominated by the Secretary of the DPIWE. The declaration comes into force immediately and continues for 2 days unless revoked. It can be extended by 2 day intervals as necessary.

A **State of Disaster** may be declared by the Governor for a region under Section 26 if the Minister recommends this to the Governor. This State last for up to 14 days and can be extended by periods of 14 days.

A **State of Alert** may be declared under Section 29 by the Director of Emergency Services in relation to a place where injury or loss of life to people may occur, and where evacuation or exclusion of people from a place is necessary to avoid injury or loss of human life. It is declared in the absence of a State of disaster or Emergency. It lasts for 2 days unless revoked. If the powers exercised under a State of Alert need to be continued, a State of Emergency or Disaster will be declared.

A State of Alert may be very useful in the period between clinical diagnosis of a contagious disease and the signing of a declaration by the Minister for Primary Industry, Water and Environment as it allows authorities to control movements of people. (Section 28).

Upon declaration of a state of alert, emergency or disaster, the Director of Emergency Services or the State Disaster Executive, as legislated, in conjunction with the Region Disaster Controller(s) will assume control of the response, and the Chief Veterinary Officer will retain responsibility for the technical aspects of the emergency.

#### **1.6.3.4 Environmental Management and Pollution Control Act 1994 and Regulations (Waste Management) 2000**

In relation to the disposal of carcasses and other waste materials associated with disease control activities this Act regulates and controls the management of that waste. Section 34 allows for the **emergency authorisation** by the Director of Environmental Management of activities that might otherwise contravene the act. This may occur if the Director is satisfied circumstances of urgency exist and that the activities are necessary to protect life, the environment or property. This may include the disposal of carcasses to prevent ongoing spread of infection and protect human health.

#### **1.6.3.5 Public Health Act 1997**

The Public Health Act has relevance to an emergency animal disease where human health may be threatened either directly by a zoonosis or indirectly by associated disease control activities (for example destruction and disposal issues). A Public Health Emergency may be declared under Section 14 by the Director of Public Health where it is not practicable to declare a State of Disaster. The control of persons, vehicles and access; evacuation of people and removal of a threat to public health can be specified in the declaration. The declaration is in force for any period as specified.

### **1.6.4 Commonwealth Legislation and Other Arrangements**

#### **1.6.4.6 Commonwealth Quarantine Act 1908**

The Quarantine Act has powers that enhance those of the States and Territories where their own legislation has gaps or is inadequate to deal with all the circumstances of a particular animal disease emergency. States and Territories are empowered to take measures to deal with an emergency under the act. National response agencies will act in accordance with the emergency management plan in that jurisdiction, whether authorised under State/Territory or Commonwealth legislation.

#### **1.6.4.7 The Emergency Animal Disease Response Agreement**

Government and industry have agreed on a process to combat diseases based on four categories in the Emergency Animal Disease Response Agreement. This enables diseases to be added or recategorised as stakeholders see fit rather than limiting the EADRA to a specific list of diseases.

Funding by government may be 100%, 80%, 50% or 20% according to the disease category. Where the funding is less than 100%, the remaining contribution comes from the particular industry or industries affected by the disease. If the cost of the response exceeds 1% of the gross value of production (GVP), the situation is **reviewed** by the NMG. General information in question and answer form about the cost sharing deed of agreement and the diseases covered by it, can be found on the following website

<http://www.aahc.com.au/eadp/deed.pdf>

The cost sharing schedule and deed of agreement can be found by clicking on the relevant document below:

[Cost sharing Schedule](#)

[Cost Sharing Deed](#)

Unknown diseases will be assessed as Category 3 (50:50 cost sharing between government and industry) for the first outbreak unless there is compelling evidence that there of a public health risk; then it will be a Category 1 (100:0) at outset.

#### **1.6.4.8 Memorandum of Understanding – National Response to a Foot and Mouth Outbreak**

A draft memorandum of understanding exists between the Commonwealth, States and Territories with regard to each Government's responses and responsibilities to a Foot and Mouth Disease incursion. The MOU recognises the EADRA and the important contribution livestock industries can make to the national response. It can be adapted for other major animal disease emergencies. It does not impose any binding legal obligations on the parties.

The MOU details how the national FMD framework is activated from the Alert Phase. Issues of consistency, resource management, media response and inter-governmental communication are addressed.

## 2 Phases of Response

A pictorial summary of the phases of response is displayed in Figure 1 at the end of this chapter.

### 2.1 Investigation Phase

An investigation phase exists when a report of an animal disease that could be an emergency disease, is referred to, and is being investigated by, the DPIWE.

A veterinary officer, contracted veterinary practitioner or diagnostic team (depending on the strength of the report) will be despatched to the property where the suspect animal resides, as soon as the Department receives the report of the potential emergency animal disease.

The CVO must be kept informed about all incidents where an emergency animal disease is suspected.

If an emergency disease can not be ruled out in the first instance the CVO will be notified by the fastest means possible and will decide what action to take.

At the conclusion of each investigation the Veterinary Officer or person in charge of the diagnostic team, will ensure that an appropriate record is made of the incident.

Procedures for inspection and decontamination to be followed by veterinary officers and stock officers when investigating a suspect case are described in Part 2 of this manual. Field Surveillance Team Job Card (**L103**)

Contracted veterinary practitioners are not 'Inspectors' under the Animal Health Act and thus should refer to the Contracted Veterinary Practitioner Job Card supplied to them.

### 2.2 Alert Phase

An alert Phase can be in response to a suspected emergency disease in Tasmania, or in response to a suspected or confirmed emergency disease in another state.

AUSVETPLAN Control Centre Management Manual (Part 1), section 2.2, provides a general outline of the Alert Phase. <http://www.aahc.com.au/ausvetplan/ccmm1fn1.pdf>

#### 2.2.1 Alert Phase - Suspected Emergency disease in Tasmania

If the investigating officer can not rule out an EAD is present he/she will notify the CVO. On the advice of the CVO, an inspector may declare the property to be an infected place, secure boundary fences, arrange for animals to be moved away from the boundaries and restrict movement of people and animals both on and off the property

and within the property. The inspector will also complete ANEMIS Inspection Forms 1, 2 and 3 for tracing if require.

An Alert Phase exists when the CVO believes, based on the information provided that an emergency disease may be present.

The alert phase ends either with a stand down if the investigation is negative for an emergency disease, or by progression, moves into the operational phase.

The CVO will notify the Chair of the CCEAD (verbally or in writing) within 24 hours of becoming reasonably suspicious of the presence of an EAD in the state.

The CVO or delegate will establish the SDCHQ. In the early alert phase, the SDCHQ will be located in the New Town Laboratories and the LDCC at a suitable location determined by the CVO. These locations may be changed during the alert phase at the Chief Veterinary Officer's discretion.

At the initiation of the Alert Phase, the CVO will need to carry out a number of actions that include notifying Department management and other agencies as well as assessing the disease situation. Preparation of the draft EADRP (Section 5.1) and notification of general staff should be delegated to the Deputy CVO and the CVO's Administrative Assistant respectively.

See CVO Alert Phase Job Card Action List in part 2 of this manual.

Preparations will be made to declare a Control Area and Restricted Area under the Animal Health Act 1995. This will be equivalent to the Control Area (CA) and Restricted Area (RA) defined in AUSVETPLAN.

During the alert phase a number of positions described in AUSVETPLAN need to be activated.

#### **2.2.1.1 Positions likely to be required in the Alert Phase SDCHQ are:**

- SDCHQ Director/Incident Control Manager
- Planning Manager
- Operations Manager
- Logistics Manager
- State Public Relations Manager

#### **2.2.1.2 Positions likely to be required in Alert Phase LDCC are:**

- Controller
- Planning Manager
- Operations Director
- Resource Manager LDCC
- Officer-In-Charge, Administration

- Veterinary Investigations Manager
- Epidemiologist
- Infected Premises Operations Manager
- Restricted Area Movement & Security Manager
- Local Public Relations Officer
- Wild Animal Control & Surveillance Co-ordinator
- Induction Officer
- Mapping Officer

In addition to the Role Descriptions in the Control Centre Management Manual (Part 2), <http://www.aahc.com.au/ausvetplan/ccmm2fnl.pdf>, Job Cards are being prepared for some of these positions. See Part 2 of this Manual – Job Cards

Other agencies and processes that are alerted or put in place during the Alert Phase are the:

Interdepartmental Committee (convened and chaired by the Department of Premier and Cabinet).

State Disaster Committee (convened and chaired by the Director of Emergency Services).

Regional Disaster Controller (Regional Police Commander for the affected region).

## **2.2.2 Alert Phase - Interstate Outbreak**

While unaffected, Tasmania will be at the Alert Phase when another State is in an Operational Phase.

### **2.2.2.1 Action list for Chief Veterinary Officer**



The CVO will be informed that the AUSVETPLAN is at the Operational Phase in the affected State by the meeting of the CCEAD.

The CVO will need to carry out a number of actions. See CVO Job Card Action List in part 2 of this manual.

## 2.3 Operational phase

The Operational Phase exists when the presence of an emergency animal disease is confirmed or when CCEAD/National Emergency Animal Disease Management Group (NMG) approves an EADRP, and the CVO notifies the Chair of the State Disaster Committee that an animal disease emergency exists and an Operational Phase has commenced.

AUSVETPLAN Control Centre Management Manual, section 2.3. provides a general outline of the Operational Phase.

In this Phase:

- the CVO, in consultation with SDCHQ management and CCEAD, finalises an Emergency Animal Disease Response Plan (EADRP) for approval by the NMG, (See Section 5- Error! Reference source not found. on page Error! Bookmark not defined.)
- the NMG approves the EADRP and invokes cost-sharing;
- the approved EADRP is initiated under State legislation;
- the SDCHQ and LDCC are fully deployed;
- direct control activities commenced;
- whole of government and industry emergency management arrangements and response plans are activated, as appropriate; and
- appropriate financial reporting systems are in place.

The actions required by the CVO are found in the CVO Job Card Action List in part 2 of this manual.

## 2.4 Stand down phase

### 2.4.1 When an EAD is not confirmed

When investigations do not confirm the presence of an EAD, the CVO will need to ensure that those people and agencies contacted during the disease alert, (CVO Job Card Action List) are notified that the disease has not been confirmed and that the emergency no longer exists. A debrief should be conducted within 30 days of stand-down.

All records should be filed as a '*negative emergency disease alert*' for reporting in the format agreed by the National Animal Health Information System (NAHIS).

## 2.4.2 When an EAD is confirmed

Towards the end of the Operational Phase, activities on IPs/DCPs, field, LDCC and SDCHQ will begin to wind-down and, necessarily, require fewer resources.

Managers at all operational levels need to ensure that Logistics (staff and physical) do not exceed operational requirements. The principles to remember in this process are:

- there must be a systematic approach to winding-down operations;
- it must be official and managed by a senior operational manager;
- it should occur as soon as operational objectives are being achieved, rather than later;
- all records relating to the incident must be obtained and filed;
- personnel should be involved in a debrief;

**In addition, the following points must be followed:**

- declarations made under the Animal Health Act must be cancelled as and when appropriate;
- cancellation or revocation of any declarations or proclamations must be published;
- arrangement must be made for cancellation of appointment of additional Inspectors and for those appointed to return their ID cards as they are stood down;
- allocation of personnel to complete any work generated by the incident, including closing down SDCHQ and LDCC, and the storage of all records of the incident.
- the Manager, Finance Branch must be asked to :
- provide the appropriate certification to the final statement of expenditure;
- submit a record of Tasmania's expenditure to Animal Health Australia and arrange payment of Tasmania's share under the Commonwealth/States/Industry EAD Response Agreement.
- a final operational and financial report must be prepared.

**Standing down national arrangements:** According to the FMD MOU the CCEAD will determine when the outbreak has been controlled or eradicated and will advise the NMG. The NMG will be responsible for determining the extent of national FMD control stand down and each jurisdiction will advise its ministers accordingly. The NMG will advise the High Level FMD Management and Recovery Group (HLFMRG). As relief and recovery activity will need to continue after disease control and eradication operations have wound down, the HLFMRG will determine the timing of the stand down for national relief and recovery.

## 2.5 Recovery Phase

See Principles of Recovery based on Foot and Mouth Disease for more general information regarding Recovery Phase strategies.

The purpose of the emergency recovery arrangements is to return a community to a condition considered acceptable by that community. The arrangements are intended to satisfy the physical, psychological and social needs of the community.

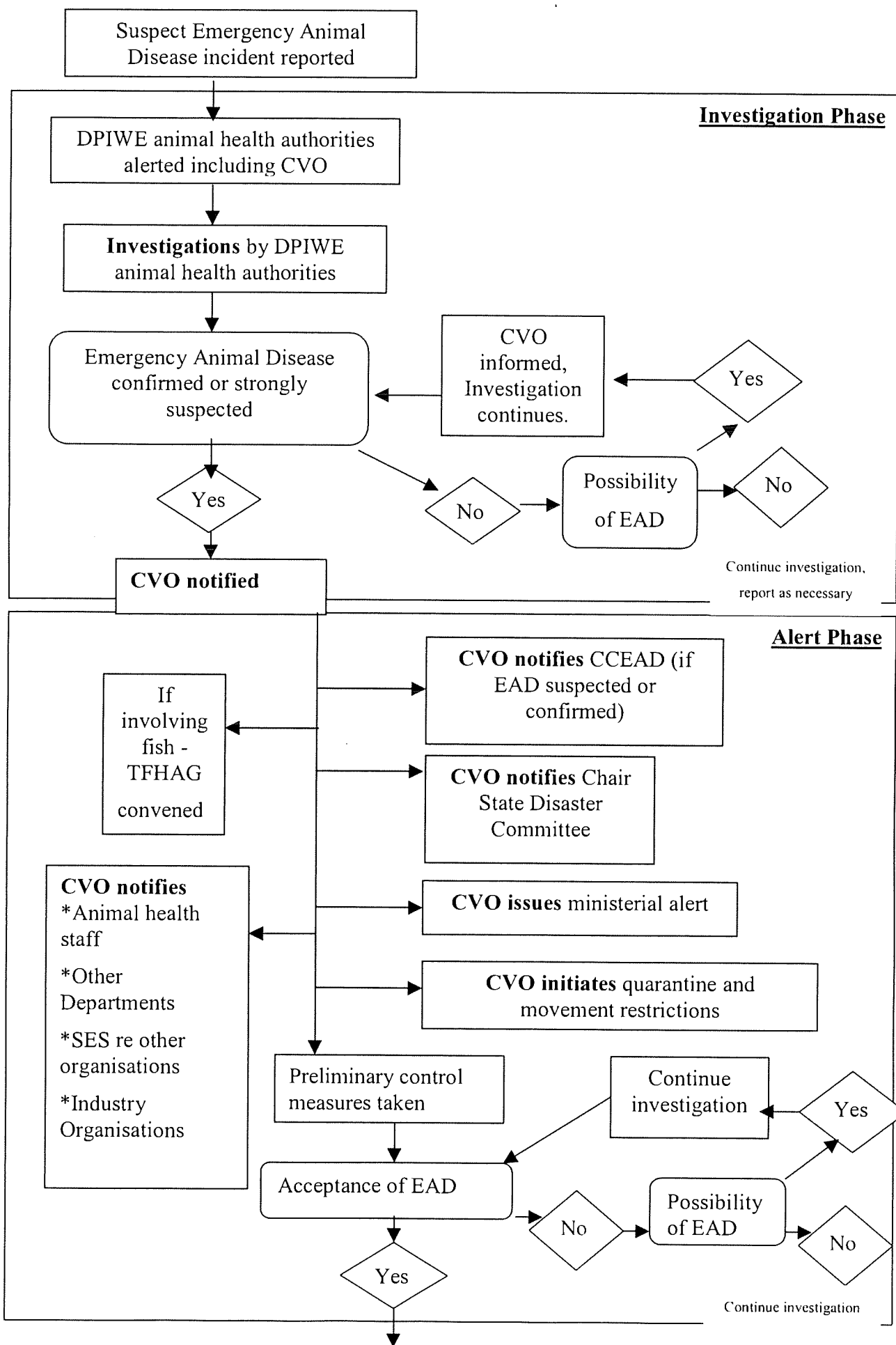
Within Tasmania, there exists a number of committees which develop policy and plans in relation to immediate, short-term relief to emergency-affected people. The Affected Area Recovery Committee under the authority of the State Disaster Committee assists local governments in the long term recovery of the affected communities.

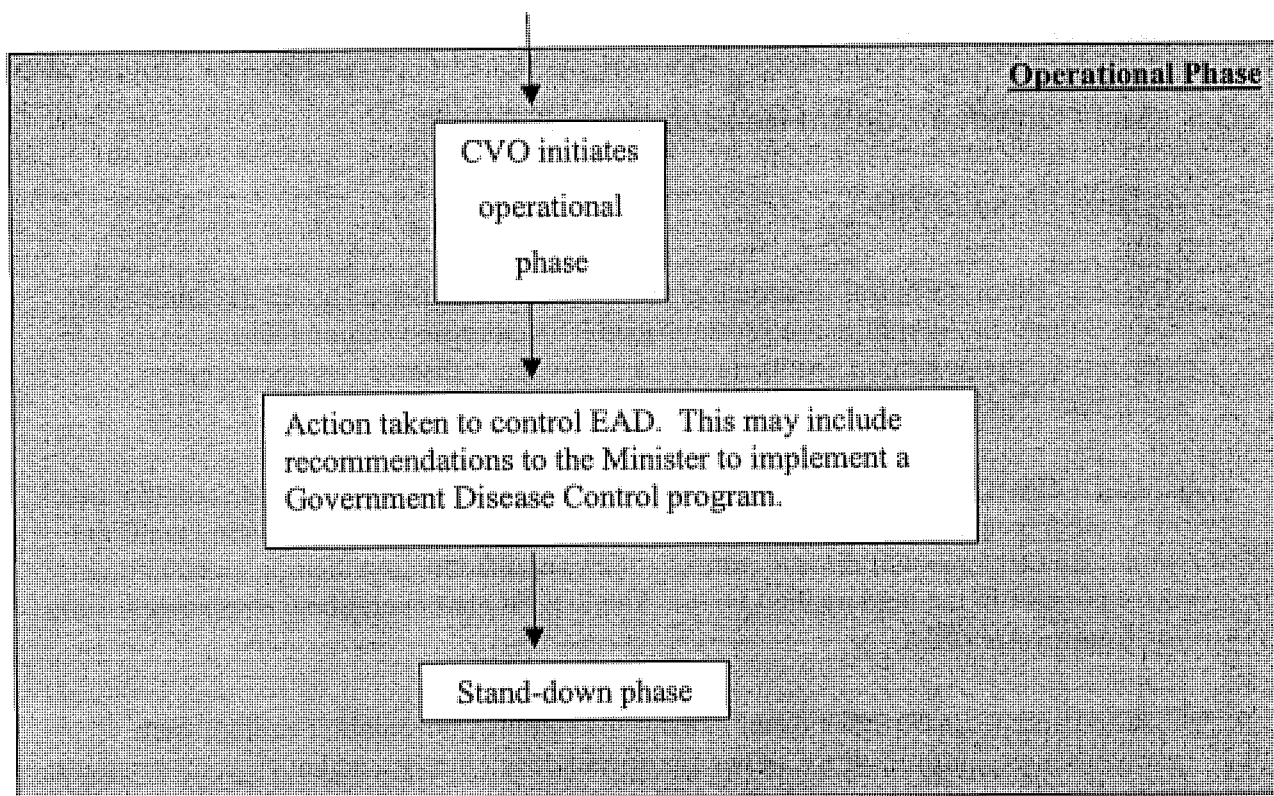
The Tasmanian Emergency Management Plan outlines the responsibilities of the relevant organisations in emergency recovery. The recovery functions described are:

- accommodation (temporary);
- appeal management;
- care for children;
- clothing/household items;
- community counselling;
- financial assistance;
- information centres;
- insurance claims/advice;
- meals/refreshments;
- public information and awareness;
- referral service;
- registration and inquiry; and
- translating and interpreting service.

The allocation of these functions may vary from one locality in Tasmania to the next, depending upon the representation of the relevant organisations in those localities. For the arrangements in a given locality, it is necessary to refer to the relevant Local Government emergency management plan.

**Figure 1 Emergency Animal Disease Response.**





The CVO can immediately declare an 'infected place' if, at any stage in this flow chart there is a strong suspicion or confirmation that an EAD is present.

**CCEAD:** Consultative Committee on Emergency Animal Disease

**CVO:** Chief Veterinary Officer

**DPIWE:** Department of Primary Industries, Water and Environment

**EAD:** Emergency Animal Disease

**TFHAG:** Tasmanian Fish Health Advisory Group

Please note that this flow chart is a pictorial summary of the activities associated with each phase. It is not a time scale nor meant to be a detailed activities chart.

## 3 Control Centres

### 3.1 State Disease Control Headquarters (SDCHQ)

#### 3.1.1 Role of the SDCHQ

The State Disease Control Headquarters (SDCHQ) is established at the direction of the CVO during the Alert Phase. It is established if an emergency animal disease is suspected to be present in Tasmania or if an emergency disease is suspected or is confirmed in another State/Territory.

The SDCHQ is the emergency operations centre responsible for Statewide coordination of all emergency disease operations. It plays a vital supporting role, assisting the CVO with the development of disease control policies and facilitating the implementation of these policies in the field by the LDCCs. The SDCHQ has operational responsibilities in the Control Area (CA).

SDCHQ collates, assesses and summarises the complex information coming from various sources, informs the CVO of significant developments, and advises on strategies, procedures and resource requirements. The CVO must consult with and be supported by the senior management of the response agency.

All communications with other jurisdictions must go through the SDCHQ, except with cross-border operations where liaison and cooperation on operational matters will occur within pre-agreed arrangements between adjacent LDCCs in adjacent States.

The primary roles of the SDCHQ are as follows:

- Develop the EADRP in consultation with CCEAD for approval by the NMG.
- Strategic planning.
- Secure financial arrangements and define financial and other delegations.
- Develop, implement and coordinate Statewide emergency disease control policies and strategies.
- Coordinate disease investigation, tracing, surveillance and movement controls in the CA and elsewhere throughout the State/Territory.
- Through the CVO, liaise with CCEAD, the Commonwealth, States and Territory authorities.
- Liaise with affected industries of the State/Territory.
- Liaise with State/Territory Emergency Management agencies.
- Implement legal arrangements and ensure that all legal requirements are met.
- Brief the department's executive, minister and government.
- Notify other States/Territories of tracings to their jurisdictions.
- Act on recommendations from the LDCC, such as confirmation of new IPs and DCPs.

- Provide information Statewide to the media, industries, the community and groups with special information needs ensuring coordination of timing and content with Commonwealth, other States/Territories and industry.
- Ensure effective communication and networks between stakeholders.
- Coordinate technical advice to support operations.
- In conjunction with other agencies, assist with relief, recovery and community support activities.
- Ensure adequate State records are kept.

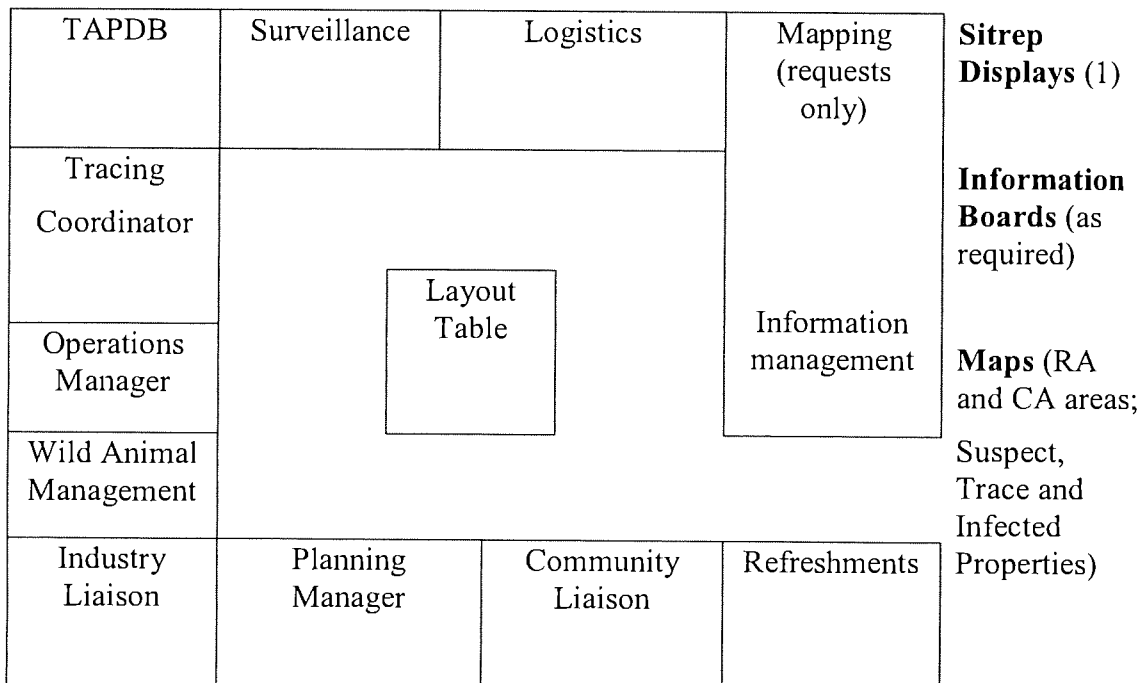
### **3.1.2 Establishment of the SDCHQ**

The **Logistics Manager** is responsible for establishing and resourcing the SDCHQ.

### **3.1.3 Sites and set-up**

For an Alert Phase or Interstate EAD outbreak, the Conference Room, Animal Industries Building, New Town will be used initially. The positions of SDCHQ Director, Legal, Response Planning and Planning Manager will be sited within the conference room, with surrounding offices used as required. If it is necessary the SDCHQ will be relocated to the Conference Room, third floor, Marine Board Building with the floor plan as shown in Figures 2 and 3 depending on the nature and size of the outbreak.

**Figure 2 Conference Room Floor Plan Marine Board Building, Hobart for outbreak within Tasmania**



### 3.1.3.1 Additional offices in the building:

CVO/Director SDCHQ

Legal Adviser

PR

Finance

Administration

Movement Permits (must have public access, preferably ground floor)

Epidemiology

Tracing (4 Telephones)

Meeting Room (small groups)

Briefing Room (for media, Executive, Minister)

### 3.1.3.2 Minimum equipment in the Conference Room

11 telephones



11 computer outlets

1 fax machine

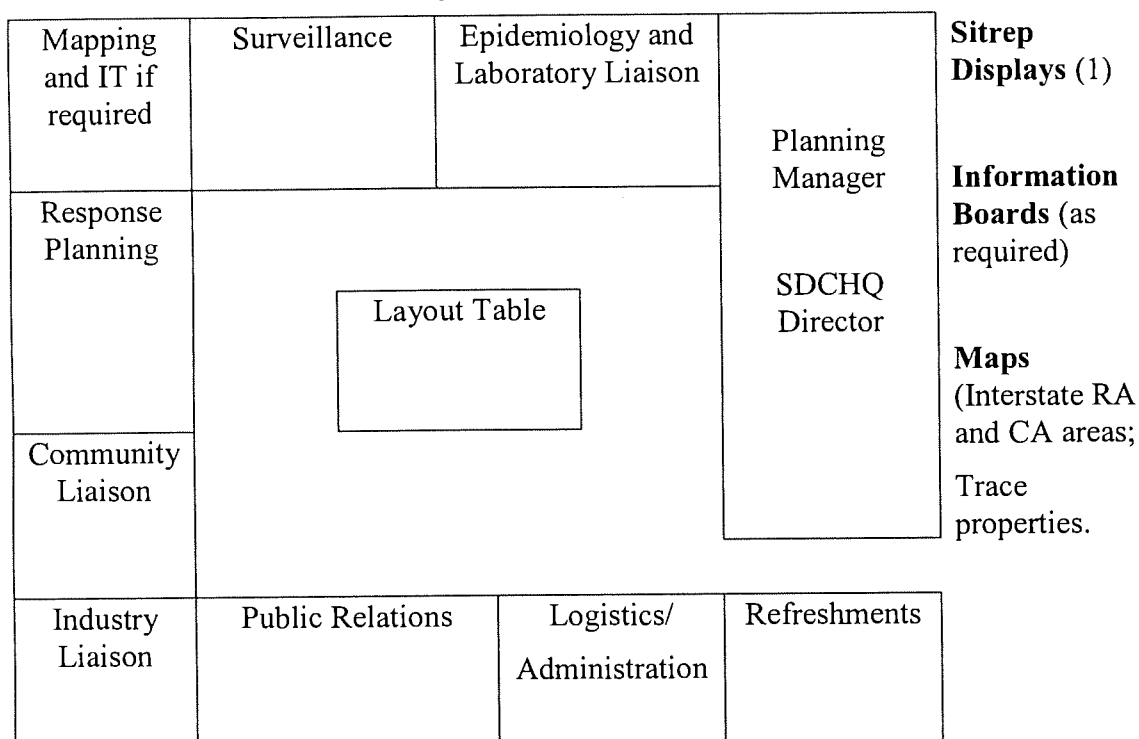
1 Electronic white board

3 Display boards/areas for Sitreps, maps and information

**3.1.3.3 Additional resources**

12 parking spaces

**Figure 3. Conference Room Floor Plan, Marine Board Building, Hobart for outbreak outside Tasmania**



**3.1.3.4 Additional offices in the building:**

CVO

Finance

Legal adviser

Movement Permits (must have public access, preferably ground floor)

Tracing (2 Telephones)

Meeting Room (small groups)

Briefing Room (for media, Executive, Minister)

### 3.1.3.5 Minimum equipment in the Conference Room

12 telephones

12 computer outlets

1 fax machine

1 Electronic white board

3 Display boards/areas for Sitreps, maps and information

### 3.1.3.6 Additional resources

12 parking spaces

## 3.1.4 Structure, management and staffing of the SDCHQ

The CVO is in overall management of the EAD response. The SDCHQ Director coordinates the day-to-day conduct of the response and liaises directly with LDCC Controllers. Other senior positions required to staff the SDCHQ include a **Planning Manager, Logistics Manager, State Public Relations Manager and Operations Manager**.

The structure and staffing of the SDCHQ will vary considerably between different disease control responses and during the course of a single response. This will depend upon the following considerations:

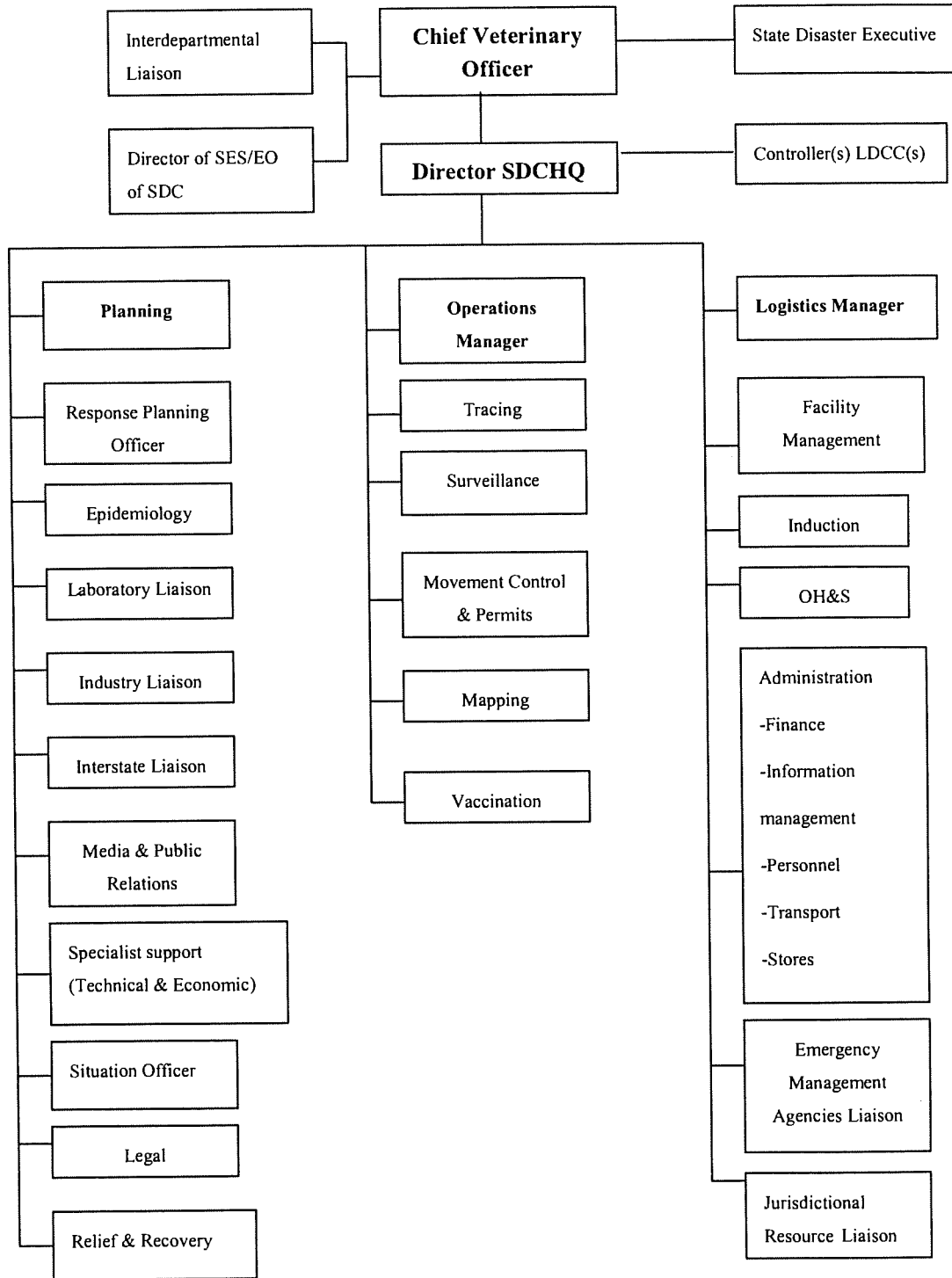
- Nature of disease outbreak;
- Location of disease outbreak;
- Size of disease outbreak; and
- Stage and progress of the response.

SDCHQ will ensure coordination across LDCCs when there is more than one LDCC.

While the SDCHQ structure is similar to that of the LDCC, the SDCHQ must not assume operational responsibilities or duplicate functions that are more appropriately carried out by the LDCC.

A proposed staffing structure for a SDCHQ is shown in the figure below. An index of roles and job cards are shown in Part 2 of this manual and detailed role descriptions for individual staff positions are contained in CCMM2 (<http://www.aahc.com.au/ausvetplan/ccmm2fnl.pdf>)

**Figure 4: Model SDCHQ Structure**



### 3.1.5 Functions of SDCHQ sections

The SDCHQ is divided into 3 major sections. ie Planning, Operations and Logistics

#### 3.1.5.1 Planning Section

(Managed by the Planning Manager who is a veterinarian)

*Planning* is responsible for:

- developing the EADRP;
- Strategic planning including the assessment of the disease outbreak and its control and resourcing;
- providing technical and policy advice;
- preparing situation reports and CCEAD papers;
- Industry representation to ensure industries' involvement in planning and communication;
- media and public relations, including collecting, collating and sharing information with stakeholders; and legal services.
- SDCHQ and LDCC planning managers must work closely together to ensure their activities are well coordinated. Responsibilities, functions and workloads must be clearly defined to avoid duplication of effort, matters being overlooked, or conflicting advice.

Within this section there are a number of functional areas. They are:

##### 3.1.5.1.1 Industry Representation

*Industry representation* is vital to emergency disease response. The roles of industry representatives are to:

- keep industry informed of developments in the response;
- consult with industries to determine likely methods of disease spread, options for disease control, the effect of disease control policies and programs on industry, and to obtain feedback on the progress of the response; and
- seek/encourage industry endorsement of disease control policies, cooperation with control activities, and dissemination of information to their members.
- The SDCHQ and LDCC industry representatives must work closely together. SDCHQ includes industry representatives at State and national levels. LDCC includes industry representatives at the local level.

##### 3.1.5.1.2 Media and Public Relations

*Media and Public Relations* need to ensure that appropriate, accurate, timely and adequate information about the response is provided, in order to:

- increase alertness for signs of disease and encourage early recognition and reporting;

- enhance knowledge of movement restrictions, disease control activities, relief and recovery support and other activities and issues;
- meet community expectations for information;
- gain political support for the response;
- ensure that the State, NDCHQ and Industry provide consistent information about the response; and
- brief staff at the SDCHQ.

The SDCHQ has overall responsibility for coordination of public relations and media liaison at both State and local levels. The SDCHQ and LDCC media personnel must work closely together. SDCHQ is responsible for the development and implementation of policy on media coverage, approves all media releases relating to policy and other sensitive issues, and will primarily handle the capital city and national media (see the Media Table in section 3.3 and the AUSVETPLAN Public Relations manual).

#### **3.1.5.1.3 Legal**

All disease control activities must be carried out in accordance with relevant State/Territory legislation. Legal will:

- arrange for proclamations, delegations and orders;
- advise on the legality of proposed policies and operations;
- provide legal advice on specific issues as they arise;
- prepare for litigation; and
- brief staff on their responsibilities in regard to legal issues.
- The SDCHQ legal coordinator has overall responsibility for legal services at both State and local levels. LDCC must have immediate access to legal advice.

#### **3.1.5.1.4 Epidemiology**

Epidemiology is responsible for the collation and interpretation of epidemiological data from LDCC(s) and elsewhere in the State, to provide technical advice about disease spread and control.

#### **3.1.5.1.5 Laboratory Liaison**

Provides technical advice regarding laboratory testing and capacity within and outside the state including AAHL.

#### **3.1.5.1.6 Other specialist support**

Specialist officers might be required to provide technical, financial and policy analysis and advice on a diverse range of issues.

### **3.1.5.2 Operations Section**

Operations is responsible for coordinating all disease control and regulatory operations outside the LDCC area(s) of responsibility.

#### **3.1.5.2.1 Tracing and surveillance**

Tracing outside the LDCC area(s) of responsibility will be relayed by the LDCC to the SDCHQ. If these relate to movements within a State/Territory, SDCHQ Operations will take action through appropriate personnel. Information about movements interstate will be relayed to the relevant CVO as part of surveillance that supports zoning and proof of freedom. Surveillance of any suspect premises (SP) identified by tracing is similarly arranged.

#### **3.1.5.2.2 Movement Control**

Movement control monitors and enforces movement restrictions applying within the CA or across State/Territory borders. They: . :

- develop and recommend movement control proposals;
- issue movement permits;
- define RA and CA boundaries and adjust as necessary in consultation with Legal; and
- monitor and enforce movement restrictions.

Refer to Standstill procedures

#### **3.1.5.2.3 Vaccination**

SDCHQ will coordinate any vaccination programs that might be implemented in the CA or elsewhere outside the RA as agreed in the EADRP.

#### **3.1.5.2.4 Mapping**

The Operations Section maintains maps showing the location of LDCC(s), the boundaries of the RA and CA, properties of interest, and other information as required.

#### **3.1.5.2.5 EAD Information System**

ANEMIS will be used to record and report on premises identified during tracing and surveillance operations. SDCHQ has the capacity to run a copy of ANEMIS that can collate information from LDCC(s) ANEMIS applications.

### **3.1.5.3 Logistics Section**

Logistics will acquire and manage resources, provide administrative support to EAD operations and provide facility management support to SDCHQ.

### 3.1.5.3.1 Administration

The Administration unit is responsible for managing finance, personnel, stores and other administrative matters within the SDCHQ including the processing of new arrivals at the SDCHQ - recording personal details and briefing on personnel matters such as finance, transport, accommodation arrangements prior to induction into the SDCHQ.

### 3.1.5.3.2 Emergency Logistics (Emergency Services Liaison)

Under State/Territory emergency management arrangements, the department of agriculture/primary industries is the lead agency for emergency disease outbreaks. However, many other agencies have a significant supporting role to play.

SDCHQ is responsible for establishing and maintaining liaison at the State level.

- *Small localised response* — most emergency management liaison will be undertaken locally by the LDCC. The role of SDCHQ will be limited to ensuring that appropriate operational use is made of emergency management capabilities, and keeping the State headquarters informed of developments through situation reports
- *Large widespread response* (which is beyond local Logistics) — coordination of support will be done at the State level, and the role of SDCHQ in supporting agency liaison will become much more prominent.

Emergency management agencies may appoint liaison officers to coordinate the services of their agency. They remain responsible to their own organisations. Liaison officers might only be required from certain agencies during the initial stages of the response or for other limited periods. The Logistics manager ensures they are provided with necessary information, facilities and support.

### 3.1.5.3.3 Occupational Health and Safety

This functional area is responsible for:

- OH&S of the personnel operating in/from the SDCHQ, including any field teams under the direct control of the SDCHQ; and
- Coordination of OH&S standards, policies and systems compliance in LDCC(s).

These responsibilities extend to any contractors that maybe engaged as part of a response operation.

### 3.1.5.3.4 Induction

*Induction* is responsible for briefing/coordinating incoming staff on the nature of the disease, the operational plan, the current situation, SDCHQ structure, OH&S arrangements, local demography, conditions of employment and any other matter related to their activities within the SDCHQ such as professional registration and work permits.

### 3.1.5.3.5 Facility Management

*Facility Management* are responsible for managing the SDCHQ building facility including security and biosecurity arrangements.

## 3.2 Local Disease Control Centre (LDCC)

For more details and a structure chart of the LDCC see AUSVETPLAN Control Centre Management Manual (Part 1) section 3.1.

The LDCC implements disease control policies by coordinating and controlling disease control activities within its appointed area. This appointed area is the Restricted Area. Disease tracing activities outside the RA both intra and inter state, will be referred to the SDCHQ.

All authority to carry out disease control procedures is delegated from the SDCHQ. Where no delegation of authority has been made, any requests for action must be referred to the SDCHQ for approval.

### 3.2.1 LDCC Sites and set-up

Initial LDCC sites have been identified subject to communication and other requirements at the time of the response (Grid references are in AGD66):

#### North

- Rocherlea Hall, (E510900, N5419577) Ph. (03) 63264464 (Rocherlea Football Club, Archer St. Rocherlea, 7248, may be closest existing telephone line).
- Scottsdale Showgrounds (E542825, N5443554) Ph. (03) 63522179. Contact Katrine Skillern (Dorset Council) on (03) 63526500

#### South

- Pontville Rifle Range (Australian Defence Force) Rifle Range Rd. Pontville, Ph. (03) 62680341 or (03) 62680342,
- Huon Valley Council Depot/Carpark, Huonville (E503897 N5235440) Ph. (03) 62648436.

#### North West

- Stoney Rise conference room, DPIWE, D'port, Ph. (03) 64217644
- Wivenhoe Showgrounds, Cnr. Smith and Main Rd; Ph. (03) 64312075 (and SES store for carwash)

For other LDCC sites contact the SES and follow requirements set out in the AUSVETPLAN Control Centre Management Manual Part 1 section 3.2 and listed below.

#### 3.2.1.1 Location

In a sizeable town, where communications, accommodation, amenities, equipment and other support facilities and agencies are available.



Within 100 km of all IPs/DCPs/SPs. If this is not possible, consideration should be given to establishing a Forward Command Post, rather than moving the LDCC to a closer but less favourable location.

### 3.2.1.2 Size

Ideally a large hall or other open-plan building with the capacity to provide desk space for at least 40 people. It should also have smaller rooms for meetings and private offices. Circumstances and the disease involved will influence the size required. There should be sufficient area around the building for additional port-a-cabins to be brought in if necessary and also plenty of space for car parking. A washdown/decontamination site will also be required.

### 3.2.1.3 Longevity

The venue should be available for an extended period of time (months), to minimise the disruption that a change in location in the middle of a campaign would cause.

The venue must have the following capacities and features:

#### 3.2.1.3.1 Communications

- Ability to connect 35 - 40 telephone lines.
- Ability to establish two-way radio communication.
- Ability to establish 40 or more computer connections and connection to Departmental network

#### 3.2.1.3.2 Facilities

- Security (Need to control access to the main area of the LDCC.)
- Enquires area (For access by general public and media.)
- Secure stores area
- Vehicle washing area
- Wet area for sample preparation
- Adequate temperature control
- Good lighting
- Noise minimisation (Carpets, partitions etc.)
- Adequate parking (minimum 100 vehicles)
- Adequate toilets, showers, meal facilities.
- Laundry area

### 3.2.1.4 Layout

The following features are desirable in the LDCC

- Open plan
- Signs for sections and positions

- Security. Access via the reception area restricted to staff on duty and other authorised personnel. Electronic ID Cards
- Accessible central area for maps, displays and central files
- Separate access for public enquires, issue of movement permits etc.
- Separate briefing/debriefing rooms
- Media area.
- A briefing area for operational brief/debrief.
- Separate quiet area for controller. Should have conference phone.
- Separate recreation area with facilities
- Temporary lab area for specimen packaging and shipment
- Room dividers or temporary partitions to provide some separation of areas and help deaden noise.

### 3.2.1.5 Section requirements

#### *Controller*

- Quiet area near main activity area.
- Conference phone.
- 2 Desks (Own and secretarial support).
- 2 Computers
- Operations Director
- Desk in main area.
- Computer

#### *Veterinary Investigations*

- 6 Desks and computers (Veterinary Investigations Manager, Tracing Co-ordinator, Surveillance Co-ordinator, Tracers, ANEMIS, Mapping)
- 6 phones
- 3 White Boards
- 3 Map Boards To be accessible by other sections.
- Access to briefing room
- Infected Premises Operations
- 3 Desks (Ipo Manager, Valuation, Destruction/Disposal)
- 3 Computers
- 3 Phones
- 2 Whiteboards
- 1 Map Display Board
- Access To Maps

#### *Restricted Area Movement And Security*

- Desks (RAMS Manager, Movement Permits, Checkpoint and Patrol Teams Coordination)

- 3 computers
- 3 phones
- Access to maps
- Map display board
- 2 White boards
- Access to briefing rooms
- Access to public enquires area for issuing movement permits.

#### *Wild Animal Operations*

- 2 desks
- 2 computers
- 2 phones
- 2 whiteboards
- Map display board
- Access to maps

#### *Technical Section*

- 4 Desks (Planning Manager, Epidemiologist, Industry Liaison, Technical Specialist)
- 4 Computers
- 4 Phones
- Access To Media Area
- Epidemiologist Needs To Be Near Vet Investigations.

#### *Logistics*

- 3 Desks
- 3 computers
- 2 phones
- 1 white board (Staff location display)
- Notice board

#### *Interactions*

The 4 operational units - Vet Investigations, RAMS, Wild Animals and IP Ops need to be in close contact with each other and the Operations Director as indicated in Figure 3.

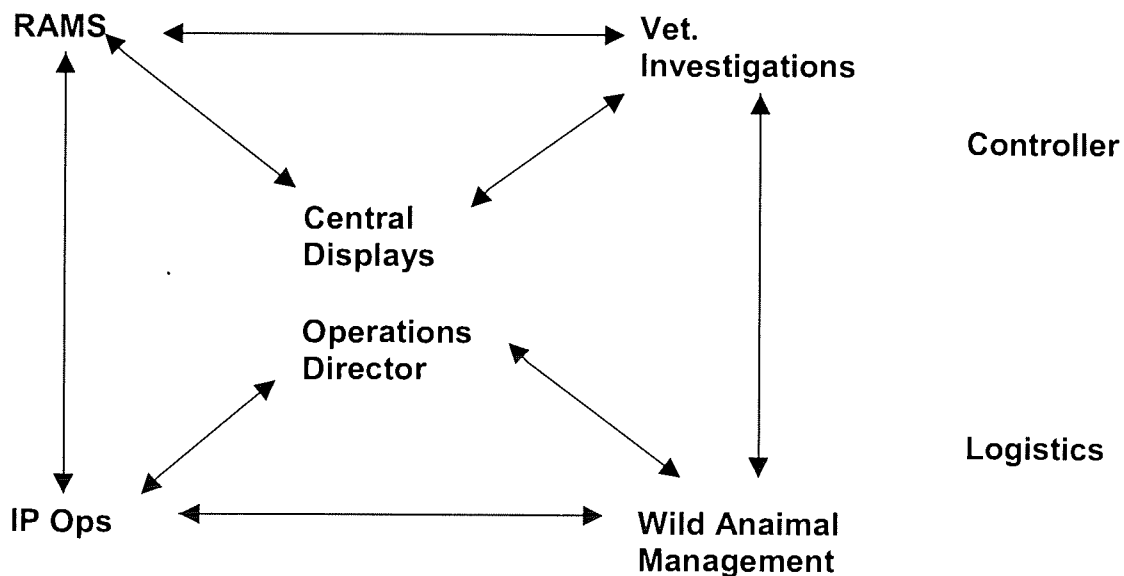
More peripherally are the Logistics and Technical sections and the Controller.

The operational sections all need ready access to map displays (maintained by Vet Investigations).

Logistics (administration) needs to be adjacent to but not mixed in with operational

sections so that they can readily determine their forthcoming requirements.

**Figure 5. Operation Section Interaction**



### 3.2.1.6 Equipment

*Suggested initial equipment list:*

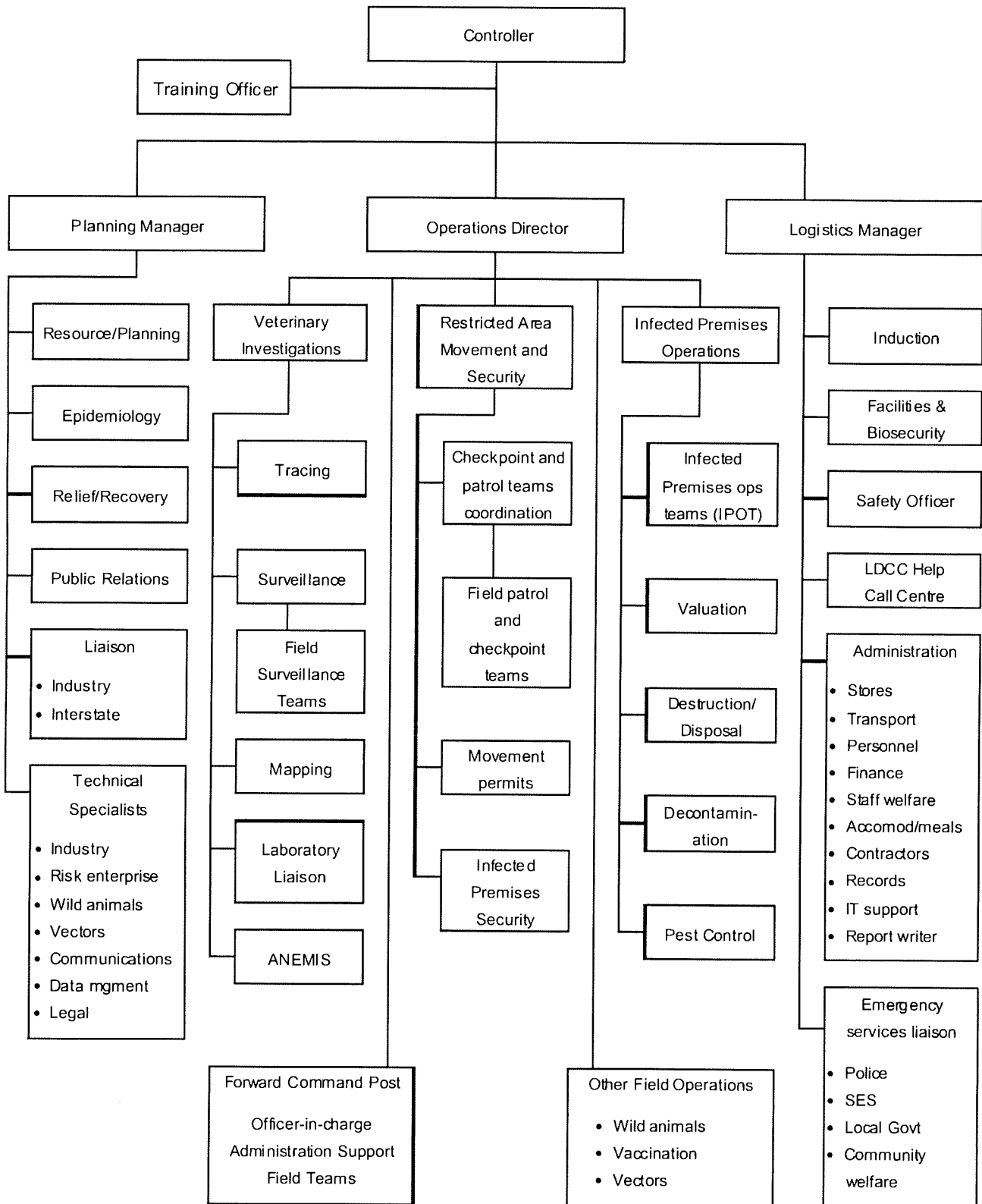
- 2 High capacity Photocopiers
- 2 High capacity fax machines
- 35 IBM compatible computers
- 2 Networked high capacity printers
- 1 Map printer
- 6 Whiteboards and markers (electric whiteboards are extremely useful)
- 4 Notice Boards and stands for maps
- 6 X 4 draw filing cabinets
- 26 Office desks
- 26 Office chairs
- 52 Incoming/Outgoing trays for messages etc.
- 12 Visitors chairs
- 10 Tasmanian Operational and Logistics Manuals
- Stationary requirements
- Appropriate forms

### 3.2.2 Functions of LDCC sections

Operations within the LDCC are divided between a number of sections. These are shown on the LDCC organisational chart in Figure 6 and in the Control Centre

Management Manual (Part 1) section 3.1. A brief description of the role and function of each section is given below.

**Figure 6 Model LDCC Structure**



### **3.2.2.1 Operations Section**

#### **3.2.2.1.1 Veterinary Investigations**

The Veterinary Investigations (VI) section manages all tracing and surveillance activities within the area controlled by the LDCC. These activities are aimed at identifying any undetected foci of infection.

The main duties of this section are to:

Conduct systematic detection and surveillance of properties within the area by dispatching field teams to visit and inspect all properties that may have susceptible stock or contaminated material.

Investigation of reports of suspicion of disease received from farmers and other members of the public

Trace the movement of stock and other potentially contaminated material from IPs and DCPs with the assistance and cooperation of industry.

Advise SDCHQ of tracings required outside of the RA.

Maintain maps to identify IPs, DCPs, SPs and all other premises with susceptible stock within the area.

Ensure the proper functioning of the ANEMIS system.

Coordinate laboratory sample processing including packaging, documentation and transport to off-site laboratories, and analysis of results.

#### **3.2.2.1.2 Restricted Area Movement and Security**

The Restricted Area Movement and Security (RAMS) section establishes control over the movement of animals, animal products, vehicles, persons and other things into, within and out of the Restricted Area in order to limit the spread of the disease concerned.

The main duties of the RAMS section are to:

Help determine boundaries for the Restricted Area.

Establish and operate roadblocks and check points in the Restricted Area in close liaison with the police. Refer to Alert Phase Operational Procedures - Standstill procedures.

Assist in maintaining security around IPs and DCPs.

Issue movement permits to members of the public in accordance with legislation and agreed biosecurity policy.

For movements outside the agreed policy, RAMS will consult with Veterinary Investigations and Epidemiology to assess risk and seek approval where necessary, from SDCHQ

In consultation with the Infected Premises Operation Team, assist with co-ordination of movement and security activities across IPs

Maintain records of all movements (RA and IPs), permits issued and staff deployed in RAMS

### 3.2.2.1.3 Infected premises Operations

The Infected Premises Operations (IPO) section manages all activities aimed at containment of infection on known IPs and DCPs and the eradication of the emergency disease agent on these premises. The activities are coordinated through the IPO section at the LDCC and field activities are conducted on IPs and DCPs by the Infected Premises Operations Team (IPOT).

The duties of the IPO section at the LDCC are to:

- Manage the provision of Logistics to allow effective operation on IPs and DCPs.
- Ensure inventories, valuations, compensation and other financial activities are conducted appropriately.
- Ensure that destruction and disposal is prompt, humane and within budget.
- Ensure that decontamination is conducted according to nominated standards.
- Maintain records of all activities

The main duties of the IPOT on IPs and DCPs are to manage the day to day activities of valuation, destruction, disposal, decontamination and wild animal, rodent and invertebrate pest control. These are:

- Enforce quarantine for physical and biological security
- Undertake initial site assessment, identify hazards and record (photograph, video) the physical condition of property's facilities
- Engage the owner/manager/occupier in planning valuation, destruction, disposal, decontamination and wild animal, rodent and invertebrate pest control
- Ensure that the owner is fully briefed on disease response, relief and recovery activities and available support measures
- Prepare an accurate inventory of all susceptible animals and other risk material for destruction and disposal
- Assist in valuations for compensation for animals and other material to be destroyed and disposed of



- Carry out or supervise disease eradication actions on IP's and DCP's including destruction, disposal and decontamination.

#### **3.2.2.1.4 Wild Animal Control**

When activated the Wild Animal Control section is responsible for assessing the size and distribution of wild and feral animal populations of importance to the disease control program, and to develop and implement an appropriate method for managing the disease in the wild animal population.

Wild animal control on IPs and DCPs is the responsibility of the Infected Premises Operations section, but the Wild Animal section may be requested to assist.

#### **3.2.2.1.5 Vaccination and Vector Control**

This section will be activated if vector control or vaccination are to be used to control a disease.

#### **3.2.2.2 Logistics section**

The main duties of this section are to be able to:

- Provide resources required for the disease control program, as and when required.
- Maintain records and accounts of material and financial commitments and expenditure.
- Provide personnel services, including co-ordination of accommodation, laundry, mobile phones, and meals.
- Manage the LDCC vehicle fleet.
- Coordinate the hiring and firing of private contractors and casual staff.
- Coordinate administrative services on IPs and DCPs.
- General induction of all incoming staff to the LDCC
- Establishing the records management system for the LDCC
- Management of the building
- Outlined below are the various functions of the units within this section

##### **3.2.2.2.1 Induction**

Induction is responsible for briefing/coordinating incoming staff on the nature of the disease, the operational plan, the current situation, LDCC structure, OH&S arrangements, local demography, conditions of employment and site facilities. Prior to induction into the LDCC new arrivals must be processed by Personnel (Administration Unit) to record personal details and to brief them on matters such as finance, transport and accommodation arrangements.

### **3.2.2.2.2 Occupational health and safety (OH&S)**

OH&S is an important part of the induction process and provides on-going advice and support to other LDCC sections, particularly in relation to field operations and specific issues related to emergency management activities. Section 6 addresses these aspects in detail.

### **3.2.2.2.3 Administration**

Administration is responsible for providing coordinated administrative services to the LDCC and IPs.

The main duties of this unit are to:

- Provide, under direction from SDCHQ, adequate financial controls;
- Provide personnel services;
- Coordinate accommodation, meals and welfare for all personnel;
- Manage transport;
- Coordinate the acquisition of private contractors;
- Provide IT support, including for ANEMIS; and
- Maintain information management systems.

### **3.2.2.2.4 Emergency Services Resource Liaison**

Emergency Services Resource Liaison provides the link to Logistics that can be provided under the state emergency management arrangements. Resource Liaison officers will be responsible for coordinating resource support provided by their agency for operational response or as part of relief, recovery or welfare support activities for personnel or the community.

### **3.2.2.2.5 Information Management**

Information Management are responsible for establishing the records management system for the LDCC and ensuring that all necessary data is collated in a timely manner to meet state and national requirements during the response and for later use. This includes filing and storage of electronic data, including photographs and video records.

### **3.2.2.2.6 Facility Management**

Facility Management are responsible for managing the LDCC building facility including security and biosecurity arrangements.

### **3.2.2.3 Planning Section**

The Planning Section consists of a manager, Planning unit, Epidemiology unit, Media and Public Relations unit, Technical Specialists, Industry, Interstate, Laboratory and Interdepartmental Liaison,

The planning section is involved in developing operational plans and supporting resource needs in consultation with the Logistics Section. Planning is also responsible for the collection, collation and dissemination of information to all stakeholders.

It also provides all the additional technical support required by other sections within the LDCC, although, not all technical specialists need to be physically present at the LDCC provided that they can be contacted to provide necessary information as required.

The planning section must, through its team members, both predict and assess the impact of the response on all sections of the community both from a physical and financial perspective

#### **3.2.2.3.1 Epidemiology**

Within the Planning section Epidemiology needs to determine the source, method and date of introduction of the disease, how the disease is spread, and predict future spread. Using this information other sections will determine the appropriate Logistics required, methods for detection, as well as methods of containment and control of the disease.

#### **3.2.2.3.2 Media and Public Relations**

Media and Public Relations answers to the Planning Manager. Public Relations Officers in the LDCC also answer to the State PR manager professionally.

A summary of the responsibilities of the MPR at the LDCC and SDCHQ is summarised in Table 1 below.

**Table 1 Summary of Media and Public Relations responsibilities at the LDCC and SDCHQ**

<b>Communication Group</b>	<b>Target Audience</b>	<b>Key Messages</b>
Media and public relations, LDCC	local media farmers non government vets key local industry stakeholders local community LDCC staff	Facts about the disease EAD Response Plan (EADRP) Restrictions that apply Progress with the EADRP Relief and recovery support
Media and public relations, SDCHQ	Statewide media Key industry organisations State Veterinary Association General community Other States/Territories/ Commonwealth animal health agencies Other State/Territory government agencies EAD Hotline	Facts about the disease EADRP Operational activities and progress with the EADRP Statewide issues Relief and recovery support

LDCC MPR must work closely with SDCHQ and with local industry stakeholders, local government and community groups to:

- Prepare updates on the progress of the eradication response;
- Prepare information packages for local distribution and for visitors to the LDCC;
- Organise press conferences;
- Coordinate arrangements and briefings for visitors;
- Prepare news releases;
- Prepare bulletins for public release that describe the movement restrictions and any other Conditions that apply within the RA;
- Prepare information for LDCC personnel;
- Continually re-evaluate information needs; and
- Coordinate local information services.

A spokesperson should be appointed by the LDCC Controller to speak to the media.

(For further details, see the AUSVETPLAN Public Relations manual).

## 4 Information Flow in Control Centres

See also Control Centre Management Manual, Part 1, Section 6, Information Systems and Management, and Section 5 of this manual, Plans, Reports and Briefings.

### 4.1 Introduction

Emergency disease emergencies differ from most other types of emergencies in that their management is quite complex, with a number of different functions and sections rather than just one in the Control Centre.

As officers talk freely with each other and their counterparts in the SDCHQ or LDCC in order to exchange information, it is important that each officer maintains a record of conversations, using the Record of Conversation (a self-carboning pad of standardised message forms in triplicate). Where decisions are being made or actions directed, then the formal command structure must be followed. Key decisions and directions should be in writing.

Each section is responsible for its own information control and requires a section clerk to maintain the section files, section log, and display boards. **All information must also be copied and be made available for filing with central records.**

### 4.2 Briefs/Debriefs

Section 5.3 contains detailed instructions for briefings.

All staff should be briefed on first presenting for duty and when assigned new tasks.

LDCC Controller and Director SDCHQ should hold regular section manager brief/debrief sessions - maybe even hourly in early stages when the situation is changing rapidly, decreasing to daily for section leaders (11:00 am) and general (end of day) later. Short regular briefings are best.

Briefings must be BRIEF, with organised, timed agenda. These sessions should be to inform all sections of significant events. Problems should be noted and solved later.

A stenographer should record minutes for file/distribution/display on the bulletin board.

### 4.3 Information flow and recording

It is vital that a standard message flow system is followed by all staff working in the SDCHQ/LDCC. The system is designed to ensure that messages are handled by the appropriate staff, no message is overlooked or lost, no duplication of function takes place and messages are handled expeditiously.

The essential components of the system are the Central File (controlled by Registry), Section Files and logs. Logs are diaries of specific events – hence a fax log is where all faxes are noted as being sent and/or received.

Each piece of information received is to be separately recorded on the log held by the Registry/Section Clerk. The original is filed with Central file and a copy delivered to the addressee. The only exception would be documents that are required to be delivered to the addressee as originals such as letters. In which case, a copy is held on the Central file.

The Section Manager must decide what information he/she requires to see. They must indicate to staff within the section what level of information exchange can occur with other sections without their being advised.

Section Managers must indicate if information flow within the Section needs to be recorded. In some instances e.g. communication between Surveillance and Tracing, formal recording will be necessary.

#### **4.3.1 Messages in**

##### **4.3.1.4 Written messages**

The Section clerk will register the message, file the original with Central file, and pass a copy on to the addressee. The addressee will decide if it needs to be filed within the section as well.

##### **4.3.1.5 Email and verbal messages**

All incoming and outgoing email, radio, telephone and in-person messages must be converted to a hard copy by printing them out or recording them on a Record of Conversation in triplicate (preferably self-carbon).

The bottom copy of the message/record of conversation is to be retained by the author.

If the message does not need to go elsewhere other than to file mark it "For File".

The original and middle sheet is passed to the Section Clerk for registering and distribution to the addressee (copy) and central file (original).

#### **4.3.2 Messages out**

Any messages must be recorded on the Record of Conversation in triplicate. Such messages include tasking, giving instructions, making requests, seeking comments or approval, or providing comments.

Address messages to a position not a person.

All messages are to have the time and date recorded on them.

All messages will have a unique serial number. (If numbered forms are not available use your initials followed by a serial number).

The bottom copy of the message is to be retained by the author.

All original and middle message sheets must be passed through the Section Clerk.

The Section Clerk will fill in the log, file the original, and send the middle sheet to the addressee.

If a message requires wide distribution, use the organisational chart, circle the positions to whom the message must go and attach to message or document. Section Clerk copies and sends.

### **4.3.3 Faxes**

All fax machines should have a log that can be filled in to record all faxes received or sent. The log should contain date and time, addressee, sender and brief details of the content of the fax.

Faxes received by a section should also be recorded in the section log as for other written messages and a copy forwarded to Central File.

### **4.3.4 Event log**

An event log (also known as an incident log or diary of events) is a record of key events, such as information received, instructions issued, information passed on, decisions and other actions taken or follow-up required. A log is maintained by each officer in an exercise book. This exercise book must be handed over at change of shift.

All decisions made should be recorded in the log. This is especially important for the CVO and Controller.

### **4.3.5 Section logs**

Each Section Clerk maintains a master log to register:

- Faxes and other correspondence received and transmitted
- Written messages and reports received and dispatched;
- Time of issue of operations and administrative directions and instructions;
- Briefing and debriefing sessions
- Changes of staff
- Dispatch of sitreps, CCEAD papers, media releases, public bulletins, etc.
- Updating of whiteboards etc.

- Any other key events.

#### **4.4 Flow of ANEMIS Inspection Forms**

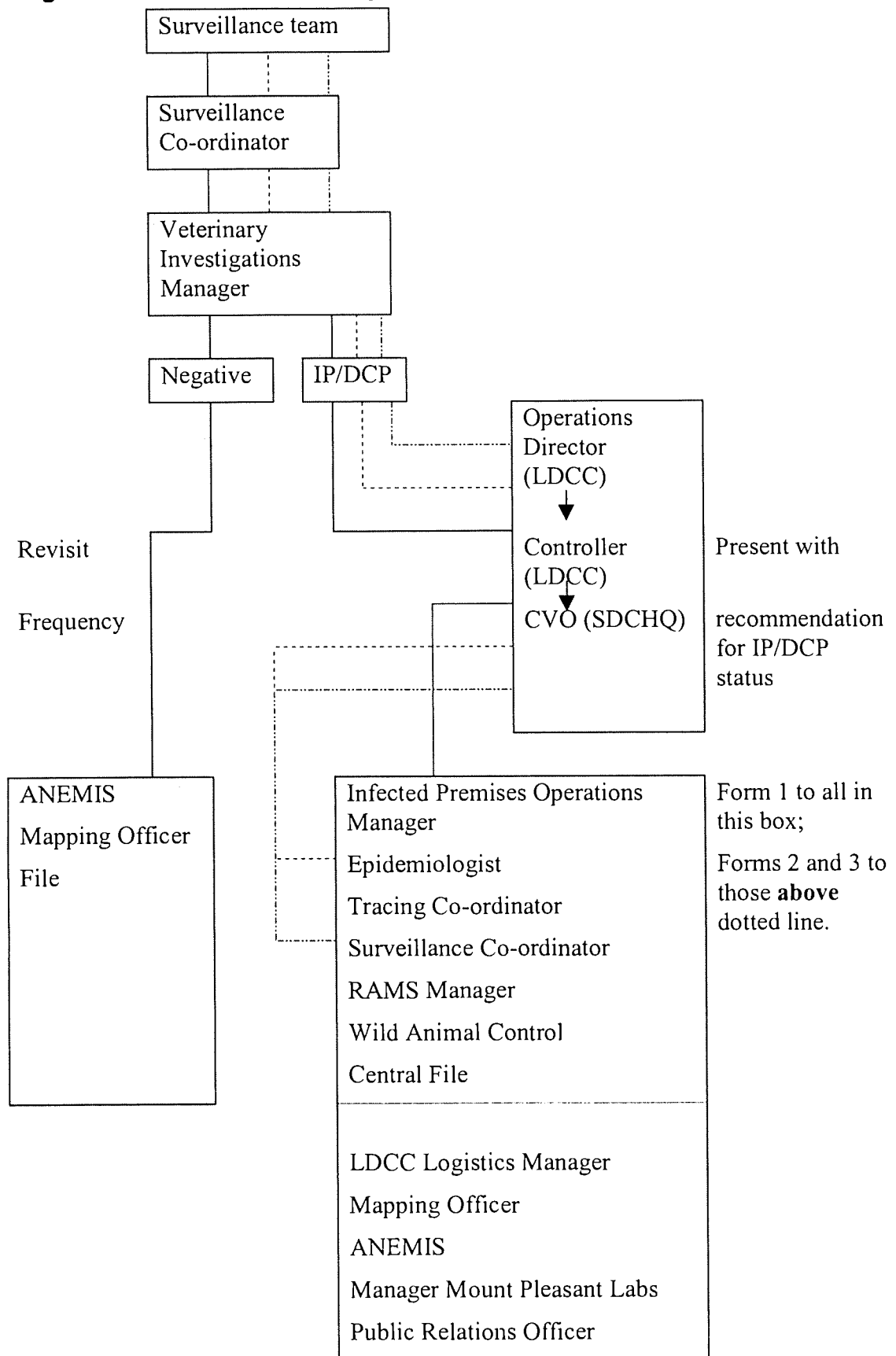
Information on ANEMIS Inspection Forms 1, 2 & 3 is needed by a number of people and it is important to ensure that all these people see the forms as soon as possible. A flow diagram (Figure 6) illustrates the distribution of ANEMIS Inspection Forms.

As soon as ANEMIS 1, 2 & 3 forms are available they should be copied and distributed to:

- Veterinary Investigations Manager
- Surveillance Co-ordinator
- Tracing Co-ordinator
- Infected premises Operations Manager
- Epidemiologist
- RAMS Manager
- Wild Animal Control



**Figure 7. Flow of ANEMIS Inspection Forms 1, 2 and 3**



## 4.5 Reception

### 4.5.1 Entry/Exit

Every person entering and leaving a Control Centre must sign in and out. All staff are to be issued with a name tag and wear it at all times in the control centre. All visitors are to wear approved identification that clearly identifies them as visitors.

A book ruled up as shown in Appendix 7 can act as a log.

### 4.5.2 Visitors to Control Centres

During an emergency disease exercise or campaign, a number of important visitors might ask or be invited to visit the Control Centre. This might include industry and supporting agency representatives, politicians, affected farmers, Departmental staff, the media and interstate guests. All have legitimate reasons for being interested in the campaign and wanting to see the operations first-hand. They must be well looked after and treated courteously. However, their presence must not be allowed to impede the exercise/campaign. The following procedures are designed to facilitate these goals.

Approval for the visit must be obtained from a senior officer. Visits should be pre-arranged where practicable.

All visitors must initially report to the receptionist.

*The Receptionist:*

- records their name, who they represent, and their time of arrival;
- confirms or arranges approval for their visit (this may include signing a confidentiality or privacy agreement);
- hands them a copy of the Guidelines for Visitors;
- issues a name badge or other approved identification;
- informs the Public Relations Officer, or the Visitor Liaison Officer (VLO), that a visit has arrived; and
- offers refreshments.

Media are met and looked after by a Media and Public Relations Officer (MPRO). All other visitors are met by the VLO (who is appointed by the OIC Administration and might be the Induction Officer or an Information Officer from the Media and Public Relations Section).

*The MPRO/VLO:*

- explains the conditions of their visit;
- provides a brief overview of the operations and current situation;
- gives them approved written material about the outbreak and campaign;

- takes them to the relevant Section if they are interested in obtaining further specific information, e.g. DVs to Veterinary Investigations, industry representatives to Industry Liaison.

The MPRO/VLO should:

- answer any reasonable questions from the visitor concisely and honestly. If a question is about something outside their area of responsibility, relates to policy matters or confidential information, or if the answer is not known, then the question should be referred to a more senior officer.
- listen to and carefully consider any comments or suggestions the visitor makes. They may have personal experience, local knowledge, or other valuable information and ideas to offer. Record any relevant information on a message sheet and forward to relevant officer.
- allow visitors to take photographs or videos, but should not permit them to record confidential information (such as owner/property/company names/locations or financial data) displayed on whiteboards or maps.
- not allow the visitor to outstay their welcome. If the visitor's presence is significantly impeding his/her job or there is no further obvious benefit in continuing the conversation, then the VLO/PRO should excuse his/her self and return the visitor to the receptionist.
- The visitor must leave again via reception, where their name badge is returned, any written comments obtained, and the time of their departure recorded.

#### 4.5.2.6 Guidelines for Visitors

*(These guidelines can be found in Appendix 7 as a stand alone document.)*

Welcome to LDCC/SDCHQ. In order to make your visit worthwhile and comfortable for everyone, we request that you note and comply with the following guidelines. Your patience and co-operation is greatly appreciated.

For security reasons, approval for your visit will be confirmed with a senior officer in the Control Centre. Some details of your visit will be recorded and you will be issued with a name badge or other identification.

Please respect the confidentiality of any information you see or hear relating to individual farmers, properties and companies which are involved in the "outbreak".

You will be shown around the Control Centre and briefed about the operations and the current situation. If you have a particular interest in some specific aspect of the operations, please ask to stay for awhile with the relevant section.

Staff will attempt to answer any questions fully and honestly. If the question is outside their area of responsibility, touches on confidential or sensitive issues, or they are unsure how best to answer, they may refer you to a more senior officer.

Please feel free to make comments and suggestions about how we are responding to the outbreak. We are particularly interested in any real experiences, local knowledge of "inside" information that might assist with our operations.

You may take photographs or videos, but please don't record confidential information (such as owner/property/company names/locations or financial data) displayed on whiteboards or maps.

Staff have many important tasks to carry out and tight deadlines to meet. Please understand if they are unable to chat for too long and must excuse themselves.

So that we can learn from your experience during your visit, please make any comments overleaf and leave this form with the Receptionist as you depart. Your comments will be considered at the next debriefing.

Thank you.

## 4.6 LDCC Help Desk and Call centre

### 4.6.1 Telephone Call log

An exercise book ruled up as shown in Appendix 7 can act as a log.

### 4.6.2 Telephone Calls From the Public -

Forward calls as per the classification guide below.

If a call can not be forwarded then record a message on the standard Message Sheet and forward it to the appropriate section.

**Reports of disease symptoms should be transferred to Veterinary Investigations or recorded on the Owner Report - Suspected Infected Stock Form (see Appendix7) and forwarded urgently to Veterinary Investigations.**

Ask sections to provide standard information covering commonly-asked questions.

**4.6.2.1 Check List for Private Inquiries – LDCC**

TYPE OF INQUIRY	CONTACT OFFICERS (in order of priority)
Report of suspected disease.	Veterinary Investigations <b>URGENT</b> - if can't get through, use Owner Report form to record details and inform Veterinary Investigations immediately
Movements –Enquiries about movement of people, animals, vehicles, animal products or other things. –Requests for Movement Permits. –Information on illegal movements.	Restricted Area Movement & Security
Restrictions and roadblocks	Restricted Area Movement & Security
Requests for information about the disease, e.g. symptoms, how widespread, etc.	Public Relations
Persons requesting employment.	Personnel Officer/Operations Manager, LDCC
Media - Interview/footage - entry into LDCC	Public Relations
Visitors to LDCC	Public Relations / Induction Officer
New staff arriving for duty	Induction Officer
Volunteers	OIC Administration

**4.6.2.2 Check List for Private Inquiries - SDCHQ**

TYPE OF INQUIRY	CONTACT OFFICERS (in order of priority)
Technical policy & advice	Director, Planning Manager
Situation Reports	Planning Manager
CCEAD agendas	Director, Planning Manager
Industry	State Industry Liaison Coordinator, Planning Manager
Media	Public Relations Coordinator, Planning Manager
General public	State Public Relations Coordinator, Media Officer, Information Officer, Planning Manager
Legal	State Legal Coordinator, Legal Adviser, Planning Manager
Tracing	Tracing Coordinator, Operations Manager
Surveillance	Surveillance Coordinator, Operations Manager
Epidemiology	Planning Manager
Movement restrictions; permits	Movement Control Coordinator, Operations Manager
Mapping	Mapping Officer, Registry Clerk, Operations Manager
Laboratory liaison	Laboratory Liaison Officer, Operations Manager
Vaccination	Vaccination Coordinator, Operations Manager
Finance	Administration Coordinator, Logistics Manager
Personnel	Administration Coordinator, Logistics Manager
Supplies & equipment	Administration Coordinator, Logistics Manager
Transport	Administration Coordinator, Logistics Manager
Supporting Agency liaison	Supporting Agency Liaison Officers, Logistics Manager
Access to SDCHQ	Director, Planning Manager

## 4.7 Example forms

See Appendix 7 for full size versions of the forms for copying purposes.

## 4.8 Files

Each section in a Control Centre must maintain its own files.

The main case files should be maintained by Veterinary Investigations Section and will be filed by case number. Infected premises Operations should maintain files by case number of all operations occurring on IPs and DCPs.

Avoid filing messages received for information only, e.g. ANEMIS 1 forms to Controller. If this information is required later it can be accessed through the appropriate sections files or the Central File.

All files should have a cover sheet containing a one-line summary on each paper in the file.

### 4.8.1 SDCHQ Files

A central filing system to manage information is established by the Registry Clerk. The following master files should be set up:

- Sitreps (separate files for TAS and for other States)
- Legal orders
- CCEAD agenda papers and minutes
- Declared premises and areas (one file for each premises, in order of case number)
- Movement controls and permits
- Tracing and Surveillance (separate files might be required)
- Epidemiology
- Laboratory reports
- Media releases and reports
- Logistics
- Forms (separate files for each type of form)



Files may be borrowed in accordance with a borrowing system established by the Registry Clerk. Officers and sections may maintain their own working files, but original copies of all information must be placed on the central files.

## 4.8.2 LDCC Files

Suggested files are:

### 4.8.2.1 Controller

- Messages and decisions made (filed and logged).
- Chronological file of LDCC and SDCHQ sitreps.

### 4.8.2.2 Operations Director

- File/log messages and decisions made.
- Property information is accessed from VI or IPOps

### 4.8.2.3 Veterinary Investigations

Case files by case number. To contain all ANEMIS, surveillance and tracing information.

A copy of all traces leading to or from the property are to be placed on file (This means that many traces will be filed on two different files).

### 4.8.2.4 ANEMIS

All ANEMIS reports to be filed chronologically.

### 4.8.2.5 Infected Premises Operations

Premises by case number. To contain all information relating to quarantine and decontamination operations on the premises.

### 4.8.2.6 Restricted Area Movement and Security

- File for each roadblock/checkpoint. Indicate establishment details, staffing etc.
- Chronological file of movement permits issued.

### 4.8.2.7 Public Relations

Chronological file of press releases and information sheets.

## 4.9 Displays

All displays will be continually updated so must be marked 'CORRECT AS AT *time/date*'. Displays are only useful if they are properly maintained.

Information on Whiteboards should be copied down and filed at the end of each day or at regular periods as required.

**Suggested** displays are:

#### **4.9.1 SDCHQ Displays**

##### **4.9.1.1 Situation Board**

- total number of IPs, DCPs, SPs;
- location and size of RA and CA;
- location of LDCC(s);
- total or estimated cost of operations.

##### **4.9.1.2 Infected Premises and Dangerous Contact Status Board**

The status board summarises key information on all infected and dangerous contact premises.

- case number and status (e.g. 3-DCP);
- name;
- location;
- type of enterprise (e.g. grazing property; feedlot);
- stock type and numbers;
- date of quarantine;
- stage of operations (e.g. valuation underway; slaughter completed, disposal underway);
- valuation estimate;
- source of contamination;
- comments.

##### **4.9.1.3 Logistics Boards**

Shows Logistics already committed, as well as those available for deployment, including location, quantity, period required/available. This board should also be used to display important telephone and facsimile numbers, such as the LDCC, NDCHQ, interstate SDCHQs and CVOs, SEOC, key supporting agencies and industry contacts.

##### **4.9.1.4 Mapping Board**

Avoid unnecessary detail. Information which should be displayed on maps includes:

- boundaries of CA and RA;
- location of IPs and DCPs;
- location of properties under quarantine or surveillance in the CA or elsewhere in the State;

- location of checkpoints at the boundaries of RA and CA.

#### **4.9.1.4.1 Bulletin Board**

Provides a summary of events for the information of SDCHQ staff and visitors, and for use during briefings, debriefings and media conferences. Information displayed may include the latest sitreps or other briefings, media releases, photographs, and other general, summary information.

#### **4.9.1.4.2 Clip Boards**

Clip boards may be used to hold a collection of commonly used information in a hardcopy format. Depending on the physical size of the SDCHQ, several may be necessary. Alternatively a clipboard per type of information may be more useful.

The clip boards are maintained by the Director's administrative assistant.

Copies of the following information, with the most recent copy on top may be useful:

- SDCHQ sitreps;
- LDCC sitreps;
- media releases;
- legal orders and proclamations;
- other key operational and administrative directives;
- intelligence/epidemiology reports.

### **4.9.2 LDCC Displays**

#### **4.9.2.1 Situation Board**

- total number of IPs, DCPs, SPs
- slaughter statistics - total number by species
- cost of compensation
- Logistics deployed (number of staff deployed and total or estimated costs of operations)

#### **4.9.2.2 Infected Premises and Dangerous Contact Status Board**

- As for SDCHQ .

#### **4.9.2.3 Mapping Board**

Appropriate maps of the Restricted Area/operations area are marked with:

the developing disease/known information and intelligence from the field;

- boundaries of the Restricted Area
- location of checkpoints on the boundaries of the RA

- location of Infected, Dangerous Contact and Suspect Premises
- routes designated for emergency response traffic movement/traffic control

#### **4.9.2.4 Event Board or Bulletin Board**

A Bulletin Board is to be located at the entry to the LDCC, for the information of LDCC and field staff, and visitors. It should provide administrative information, summary of events and details of programmed events such as briefings, debriefings and press conferences. Information displayed may include reports schedules, the latest sitreps or other briefings, media releases, roster shift changes, accommodation, transport schedules and other information relevant to relief personnel to enable updating prior to assuming duty.

#### **4.9.2.5 Contact Board**

One or two boards are used to record important contact numbers being used during the particular incident/emergency. Contact phone and facsimile numbers in regular use are permanently displayed:

- SDCHQ (also distributed to each Section)
- infected premises
- risk enterprises

#### **4.9.2.6 Teams Dispatch/Location Board**

Each Section Coordinator or Manager who has the responsibility of dispatching personnel should use a team dispatch log to be able to locate his/her teams and to record the activities of assigned personnel. This may be maintained on a wall chart by each Section at their workspace.

- team members;
- location, premises to visit;
- mobile phone/ radio call sign.

#### **4.9.2.7 Logistics Board**

A board is used to show resources already committed, as well as those available for deployment, including location, quantity, period applicable, estimated costs etc. of outside resources. This information should be displayed near the Logistics/Administration Section and Emergency Services Support Liaison Officer. Suggested column headings for the Emergency Services Support situation are:

- agency/functional area
- support/task
- location (where required)
- numbers of personnel required/operational

#### **4.9.2.8 Other Section Whiteboards**

Other whiteboards and/or butchers paper displays should be maintained by each Section. These will be relevant to the Section and may include:

- Property risk assessment
- Tracings
- Properties under surveillance, number waiting inspection/re-inspection
- Checkpoint locations and status, Number of wild animals counted, number destroyed etc.

### 4.9.3 Suggested Display Layouts

#### 4.9.3.1 IP/DCP Status Board (SDCHQ and LDCC)

Correct as at: 13:00 15/5/03

Case No./ Status	Name/	Date	Stock				Valuation (\$)	Animals		Comments
	Location	Q'tine	Cattle	Sheep	Goats	Pigs		Destroyed	Disposal	
1 IP	Jones A NOWHERE	11/5/03	469	0	0	0	426,500	All destroyed 13/5/03	Burial underway	Decontamination started 15/5/03
7 IP	Smith BC Backline Rd SOMEWHERE	13/5/03	110	30	4	0	\$163,500	All destroyed 14/5/03	Pits dug	Cow from case 1
12 DCP	Brown J NOWHERE	14/5/03	120	0	0	0	Under way 15/5/03	0		Neighbour of case 1

**4.9.3.2 LDCC Teams Dispatch/Location Board**

Date	Name	Code	Whereabouts	Time out/last report	Vehicle Registration	Radio call sign	Telephone number

**4.9.3.3 Logistics Board – (headings as required)**

Staff (No. and location)				Transport (No. and location)				Portable yards (No. and location)			Tel. Numbers.	
											Who	Number
Position	Current	Req'd	Avail	Type	Current	Req'd	Avail	Current	Req'd	Avail	LDCC H'ville	
Controller				Car				Panels			L'ton	
Plan.				Truck							AAHL	
Ops				JCB				Crushes			NDCHQ	
Logistics				Ag Bike							Vic SDCHQ	
											TFGA	

## 5 Plans, Reports and Briefings

### 5.1 Emergency Animal Disease Response Plan

Under the Industry Government Cost Sharing Deed of Agreement, a State that has animals infected with an emergency disease, must develop an emergency animal disease response plan in consultation with CCEAD. Guidelines for the development of this plan are in the Deed of Agreement and are reproduced below.

#### 5.1.1 Structure and content of an emergency disease response plan (“EADRP”)

A guide to the structure and content of an EADRP follows. The sub-headings may be regarded as a checklist to aid in the development of the EADRP and the EADRP may not necessarily need to refer to all matters referred to in the sub-headings. The amount of detail will depend on the nature and extent of the emergency disease response, and the stage of the response.

However, an EADRP submitted for initial approval by the NMG will need to address the core components marked with an asterisk(\*). Other components may be developed, and their approval sought, in accordance with a timetable agreed by CCEAD.

##### 5.1.1.1 Status report on suspect disease\*

Overview

Location of premises

Estimated number of each susceptible species

Clinical situation on premises (description of clinical signs, morbidity)

Results of initial tracing/surveillance (inc if identification of index case)

Estimated numbers of premises/susceptible species in vicinity

Action taken to date

Feasibility of eradication

Laboratory diagnosis

##### 5.1.1.2 Proposed response activities\* (control/eradication strategies)

Stamping out



Slaughter procedures for all infected and exposed animals

Disposal

Quarantine and movement controls on animals products and things

Restricted area

Control area

Decontamination and farm clean-up procedures

Diagnosis, tracing and surveillance

Liaison between State, private laboratories and AAHL

Logistics for surveillance and laboratory testing

Zoning

Vaccination strategy

Vaccination protocols

Priorities (eg ring vaccination first)

Processing of vaccinated stock, inc by-products and waste

End-use of vaccinated stock

Situation Reports production and dissemination

International notifications (AFFA responsibility)

#### **5.1.1.3 Indicative budget\* (to be provided for each proposed response activity)**

Staffing

Permanent staff (including accreditation to National EADP Competency Standards)

Volunteers/emergency services personnel

Operating

Capital

Compensation

#### **5.1.1.4 Public relations\***

Lead responsibility for liaison with media

Industry and community liaison

#### **5.1.1.5 Local disease control centre (LDCC)**

LDCC site

Equipment

Operations

Veterinary investigations

Restricted area movement and security

Infected premises operations

Other field operations

Technical

Epidemiology

Public relations

Technical specialists

Liaison

Resources

Induction for incoming staff

Administration (accommodation, meals, transport etc)

Emergency services liaison

Infected premises operations teams

Forward command post (if necessary)

#### **5.1.1.6 State disease control headquarters (SDCHQ)**

Structure, management and staffing

Technical Support

Industry liaison

Public relations

Legal support

Epidemiology and other specialist support

Operations

Tracing, surveillance, movement controls and vaccination

Mapping and information management

Resources

Administration

Emergency services liaison

#### **5.1.1.7 Software to assist the management of EAD information**

Control centres information management

Message forms and log sheets

Files

Personnel

Information boards

Staff information briefings

#### **5.1.1.8 Additional research and information needs**

#### **5.1.1.9 Accounting procedures**

### 5.1.1.10 Monitoring of cost-effectiveness of EADRP

## 5.1.2 Guidelines for preparing state report for CCEAD

Guidelines to help in preparing information for CCEAD and SDCHQ sitreps.

*(CCEAD agenda item)*

- Overview
- Summary of the current disease situation, highlighting key points, with relevant details in attachments.(2.1.1)
- Number of premises quarantined
- Number of IPs, DCPs, SPs.
- Location and details of premises . (2.1.2)
- Locality of outbreak.
- Geography.
- Number and types of susceptible animals on premises.(2.1.3)
- Description of clinical signs.(2.1.4)
- Morbidity and mortality for each domestic species.
- Disease Details
- Spread of disease.
- Diagnosis: tentative or confirmed, laboratory reports.
- Argument for a positive diagnosis.
- Duration of the infection/infestation (2.1.5)
- Summary of the known epidemiology of the outbreak:
- Possible source(s) and time of first infection.(2.1.6)
- Date first suspected.
- Methods and rate of spread.
- Other epidemiological information or predictions.
- History of the outbreak so far.
- Neighbouring premises and animals:
- Number of susceptible domestic animals in the vicinity.(2.1.7)
- Number and size of premises in the vicinity.
- Details of susceptible wild and feral animals in the vicinity.(2.1.8)
- Results of preliminary tracing/surveillance (2.1.9)
- Number of animals directly exposed. Level of risk.
- Number of animals to likely to be slaughtered on IPs and DCPs.
- Animal industries at risk: nature, livestock populations, risk enterprises.
- Action taken to date (2.1.10)
- Counter disaster plans activated.
- Legal proclamations and/or declarations made.

- Support agencies and/or industries advised.
- Logistics used to date. (2.1.11)
- Summarise resources in use and anticipated requirements, highlighting any major issues or developments, with relevant details in attachments.
- Staff
- Numbers employed in various activities.
- Anticipated requirements.
- Additional staff required from other States/overseas: type, numbers, timing.
- Actual/estimated costs to date for operations and compensation.
- Compensation
- Cost of compensation,
- Value of animals to be slaughtered on IPs and DCPs.
- Value of property and product to be destroyed.
- Recommend whether the Cost Sharing Agreement should be invoked.
- Feasibility of eradication
- Feasibility of control and eradication. (2.1.12)
- in domestic Species.
- in wild species.
- Proposed Action:
- Eradication Plan
- Valuation, slaughter or vaccination of animals.
- Slaughter (3.1.1)
- What is to be slaughtered.
- Justification for DCP status.
- Disposal.(3.1.2)
- Decontamination (3.1.3)
- Quarantine and movement controls:
- Quarantine and other restrictions imposed.(3.2.1)
- Implementation/enforcement procedures.(3.2)
- Movement restrictions
- Details of RA and CA including proposed/issued proclamation and map.(3.2.2)
- Movement restrictions proposed/in place within RA, within CA and for rest of State. (3.2.2 and 3.2.3)
- Tracing (3.3)
- Numbers identified by priority.
- Numbers completed.
- Numbers pending.
- Number of traces outside CA.
- Number of traces outside State.
- Likelihood of spread through movements.

- Surveillance (3.4)
- Number of properties under surveillance.
- Number of animals under surveillance.
- Surveillance frequency, schedules, number of visits, number of teams.
- Samples collected and laboratory tests.
- Confirmation of disease on new properties based on signs/lesions, serology, virology?
- Other control methods.
- Quarantine and Movement Controls.
- Provide a prediction of the course, scale and duration of the outbreak.
- Media and public relations
- Initial media release: (8)
- Attach draft for consideration / approval by CCEAD.
- Consider joint or individual State/ Commonwealth releases.
- Consider whether they should be released by Minister, Secretary or CVO.
- Level of media interest.
- Subsequent releases:
- Media releases to date: number, target, distribution, publication/broadcast rate.
- Anticipated releases.

Level of interest and reactions of media and public.

## 5.2 Situation Reports

Written reports must be provided by key operational units at regular intervals. This potentially time-consuming task can be simplified by the use of a standardised yet flexible format known as the situation report (sitrep).

A detailed sitrep needs to be produced by each IPOT, LDCC section, the LDCC as a whole, and SDCHQ at least once daily (e.g. 1600 hours) in the early stages of the emergency. If a morning sitrep is also required, this could be in the form of a brief dot-point update or briefing. Suggested formats and examples are provided below. In the initial stages of an outbreak the guidelines for preparing CCEAD reports can also be used in preparing sitreps.

The primary responsibility for collating sitreps rests with the Planning Manager (LDCC) and Planning Manager (SDCHQ). They should be proactive in seeking information, although section Managers must contribute information in a timely manner. The report should include forecast projections of resource requirements and predictions of likely outcomes and developments, as well as retrospective information on the progress of the campaign.

### 5.2.1 IP Sitrep

IP No. *y*, SITREP No. *x*, *Time Date*

#### INTRODUCTION

[Summarise what has happened, including progress and key developments since last report]

#### CURRENT SITUATION

[Provide further detail of tasks underway and completed under appropriate subheadings: Valuation, Destruction, Disposal, Decontamination, Vermin control, Security. **Some of this information may be presented in table format (see below)**. Refer to attachments for detail. Highlight any key developments or problems, e.g. disputed valuation, problems with digging burial pits, inclement weather]

	Total Animals	Valuation		Destroyed		Disposed		Awaiting
		Today	To date	Today	To date	Today	To date	
<b>Cattle</b>								
<b>Sheep</b>								
<b>Etc</b>								
<b>Total</b>								

### LOGISTICS

[Summarise logistics under appropriate sub-headings: Key staff (names and positions of Team Leaders etc.), total staff, hours worked, anticipated staff requirements, equipment and material used and requirements over next 48 hours. Refer to attachments for detail. Highlight any key developments or problems, e.g. with meals, accidents]

### FUTURE ACTIONS

[Summarise anticipated developments over next 24 hours, highlighting any key points]

### CONCLUSIONS

[Provide an overall evaluation of how operations are progressing, and estimate the likely time and total resource requirements for completion of all operations]

Signed IP# Site Supervisor

### DISTRIBUTION

Manager, Infected Premises Operations - *please distribute to Subsection Co-ordinators*

IP Administration Officer - *please distribute to Team Leaders*

## 5.2.2 LDCC Sitrep

LDCC SITREP No. *x*, *Time Date*

*[Where appropriate you might update the previous report]*

Infected property statistics

Number of IPs, DCPs, SPs



Number and types of susceptible animals on IPs, DCPs, SPs

Number of premises quarantined

Surveillance

Number of properties under surveillance

Number of animals under surveillance

Daily number of visits:

- completed
- in progress
- pending

Tracing

Numbers identified by priority

Numbers completed

Numbers pending

Number of traces outside CA

Number of traces outside State

Likelihood of spread through movements

Staff

Numbers employed in various activities

Anticipated requirements

Slaughter statistics

Number of animals to be slaughtered on IPs and DCPs

Number already slaughtered

Number awaiting slaughter

Cost of compensation

Value of animals to be slaughtered on IPs and DCPs

Value of property and product to be destroyed

Quarantine and Movement Controls

Quarantine Premises

Size of RA

Restrictions planned/imposed:

- within RA
- at boundary of CA

Surveillance

frequency of surveillance at various contact levels

method of confirming diagnosis on subsequent IPs and DCPs

Additional Staff/Resources

Controller

Date

**Distribution:**

Registry

SDCHQ Director

Controller

Planning Manager

Operations Director

Logistics Manager

Epidemiologist

PR Manager

Industry Liaison/SDCHQ Liaison

Interstate Liaison

VI Manager

Tracing Co-ordinator

Surveillance Co-ordinator

Surveillance Teams

Mapping Officer

RAMS Manager

IP Ops Manager

IP Site Supervisor

Wild Animals Manager

OIC Admin

Emergency Agency Support Liaison

### 5.2.3 SDCHQ Sitrep

SDCHQ SITREP / BRIEFING NOTE No. *x*, *Time Date*

Summarise what has happened by way of introduction.

The first sitrep should briefly describe the outbreak and diagnosis, the disease, the affected industries and region, the potential impact, and the legal situation (is the disease covered by the Act and compensation arrangements).

Later sitreps should summarise overall progress and important developments since the last report, set out under appropriate sub-headings such as those underlined below.

Situation

Involved premises

Clinical and necropsy findings

Laboratory investigations

Movement controls

Declared areas

Surveillance

Tracing

Epidemiology

- history
- incubation period

Resources

- used
- required

Consultation

Press releases

Public response

Future actions

Name

SDCHQ Director or CVO

Date

SDCHQ SITREP - model distribution list

Add or delete names as required. Merge into a SDCHQ fax cover page.

Chief Veterinary Officer

SDCHQ Section Managers, Registry Clerk and Bulletin Board

LDCC Controller(s)

State Emergency Operations Centre (Duty Officer)

Interstate SDCHQs

Consultative Committee on Emergency Animal Diseases (once approved by CVO)

Minister for Primary Industries, Water and Environment

Secretary and Chief Executive Officer DPIWE

General Manager, Food, Agriculture and Fisheries

Manager Animal Health Laboratory

Relevant Program Leaders, Veterinary Officers, Livestock Officers, Research Officers

Key Industry Associations and Supporting Agencies, e.g.

TF&GA Executive Officer

Other Government agencies as appropriate

### **5.3 Briefing**

Good briefing technique is crucial to the functioning of a SDCHQ, LDCC, IPOT, for surveillance, tracing and all other field operations. Deficient briefing technique was identified as a problem in the Avian Influenza outbreak at Bendigo.

Whenever staff are asked to do a job there are certain basic elements of a good briefing that you should always observe.

Good briefing is especially important for personnel recruited from outside your Branch or Department.

Use a written check list and work through it. Example briefing sheets can be found in Appendix 7.

Always ensure that a copy of the briefing is filed in the Central file (Registry).

### **5.3.1 Elements of a good briefing (task oriented)**

#### **5.3.1.1 Situation**

People need to know where their job fits into the overall operation. Only mention relevant aspects.

Topography - general description of area. Use maps.

Other parties operating in area. Include information about individual surveillance areas, identifications etc.

Additional facilities available for the operation, e.g. aircraft, vehicles etc.

Own facilities available for operation. Include names of key personnel, layout of headquarters, medical and welfare facilities.

#### **5.3.1.2 Mission**

A clear, unambiguous, one-sentence statement of what the group must achieve.

#### **5.3.1.3 Execution**

Broad outline of what to do, and what scope there is for determining detail themselves.

Who does what within the group. Actions to be taken in different situations.

Timing - start time, important parts to be completed by certain times and the finish time.

Route and transport

Emergency procedures

Hand out a written copy of this section if possible.

#### **5.3.1.4 Administration and Logistics,**

e.g. Terms of employment, where to register, forms needed etc.

Clock on/off; where, when and how.

Accommodation; where, how to register, etc.

Meals; where and when.

Protective clothing; where from, what to do with it after completion of task, etc.

Payment; rate, method of payment, etc.

Vehicles; how to obtain, clean, return, log books, repairs, fuelling, maintenance.

Medical - where first-aid kits are, who to contact in an emergency.

Media contact - guidelines.

Accident reporting.

Rest breaks.

Overtime.

Equipment; how to obtain, where from, etc.

#### **5.3.1.5 Command/Communications**

Who to report to, how often, when, format.

Technical aspects; phone, fax, radio, written, verbal. Radio frequencies and call-signs.

Who is in charge of the team.

#### **5.3.1.6 Questions**

From the group.

You question them to ensure they understood.

It is essential that field teams have written directions even if hand-written in note form.

#### **5.3.2 Elements of a position hand-over briefing**

Basically the same but with much greater emphasis on recent relevant events and on-going action required.

#### **5.3.3 Debriefing**

Was the initial briefing accurate? What inaccuracies were there?

Was the map accurate? What were the inaccuracies?

Were there any hazards?

Was the equipment adequate? If not, what suggestions would you make?

General information: (depending on task/position).

Debriefing of groups, e.g. all section leaders in LDCC, must be short, structured and strictly chaired. Work to a written, timed agenda.

### **5.3.3.1 CVO Briefing checklist to SDCHQ at Start of an Outbreak (also in CVO Job Card)**

#### **Tasks to be undertaken:**

Stop mainland animals entering Tasmania (Emergency Restriction Notice AHA s24)

Livestock standstill (declare Control Area etc)

Establish movement permit system for essential movements during standstill.

Trace recent livestock imports (at least 1 incubation period)

Map location of traced imported animals

Assemble and dispatch surveillance teams

- reports of suspect cases
- traced imported animals

Get information up on the web site

- livestock standstill
- info on disease
- signs of disease
- contact details for reporting suspicious cases

Ongoing staffing requirements SDCHQ.

Identify possible sites for LDCC if one becomes necessary

Identify staffing resources for LDCC

Determine proof of freedom requirements

- staff
- lab capacity

Determine if spare staff available to assist combatant state(s) in response to inevitable request.



Prepare briefings

- Minister
- Executive

### 5.3.4 Decision-making

#### 5.3.4.1 Problem Definition

Is there really a problem?

Define the problem and complications.

#### 5.3.4.2 Aim Determination

- clear
- concise (one short sentence)
- achievable

Limitations:

- must be listed (objectives)
- e.g. time (by time/date 'x')

Be prepared to refine aim later.

WRITE YOUR AIM DOWN.

#### 5.3.4.3 Factor Examination

- the job
- may have to make assumptions
- use FACTS to support assumptions

Logistics

- personnel        }
- equipment        }       only under your direct control
- stores            }
- if to be borrowed
- exactly who/what
- who authorises
- restrictions on use, e.g. for how long, cost etc.
- operations area
- terrain, size etc.
- weather, time of day
- time and space

- how long to start
- when key resources available
- completion date
- work back/forward to estimate timing

Make deductions:

Ask "so what?" about each.

Determine relevance and importance.

#### **5.3.4.4 Determine Courses Open**

List all possibilities

List advantages and disadvantages for each.

Usually one with least disadvantages wins.

#### **5.3.4.5 Formulate the plan.**

## 6 Management of Occupational Health and Safety

### 6.1 OH&S Policy In An EAD Response

An EAD response will involve people operating in unfamiliar and often potentially hazardous conditions. Many response staff may be working away from home and may be undertaking tasks and operating in an environment that will be more stressful than their normal routine. There is typically a background of self-imposed and/or external pressure to perform rapidly and to a very high standard. Regardless of the demands of the emergency, managers, supervisors and staff members within the response organisation are subject to the same workplace health and safety obligations as apply in their respective normal working environments.

People at all levels within the response organisation have a responsibility to create and operate in a safe and healthy work environment. As DPIWE is the lead agency for a response in Tasmania, it can be held responsible for all personnel involved. This duty of care extends to all other persons attending any site that is part of disease control operations; for example, roadblocks, disposal pits, logistics centres and quarantined sites. Other persons potentially at risk will include media representatives, property owners, volunteers, visiting scientists and contractors.

It must be made clear to all staff that the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998* are applicable to all aspects response operations. Therefore all work practices must be safe and free of negative impacts on health. Every action must conform to the relevant regulatory requirements and any relevant policy.

DPIWE OH&S policy and procedure (see DPIWE Intranet) must be implemented. All staff must be made aware of their responsibilities under relevant Tasmanian legislation. It must be recognised that interstate staff or Commonwealth employees will not be familiar with Tasmanian law or local procedures and appropriate advice must be included in their induction.

Risk assessments must be completed for operational activities and safe working practices documented in SOPs. Before implementation of these procedures, the risk assessments must be reviewed by each Section to ensure that they are still applicable, and an acceptance of the procedures or work instructions signed-off. Hazard and risk control procedures and guidelines are available on the DPIWE Intranet. Advice may be accessed through the Department's Human Resource Management Branch in Hobart (Phone 6233 3949) and if necessary consultants should be engaged to assist managers by providing independent professional advice.

Whilst risk exposures are likely to be greater and more diverse in field operations, it is essential to put equal emphasis on health and safety issues in control centres / headquarters. In the field, issues will include handling of chemicals, working with animals, plant and equipment, manual handling, trips and slips, wearing of personal protective equipment (PPE) and exposure to substances with long term effects, chronic disease issues such as Q Fever etc. Management must take action to ensure staff take

adequate breaks and have access to appropriate personal hygiene facilities. Other issues requiring attention include stress management (see Section 6.2) proper diet and fluid intake, adequate rest.

Hazard identification and risk management and the application control measures must therefore be given high priority throughout the operation. Planning for safe work must be included in each briefing and reports on safety outcomes, especially exceptions, in each debriefing. It must be clear to personnel that any task or activity that is unsafe, or may adversely affect health is not to be undertaken. Concerns must be reported immediately to supervisors or managers.

Systems must be put in place to assess compliance with OH&S requirements. Clearly, routine records such as incident reports and hazard reports are a system that provides information. Section Managers are responsible for reviewing, assessing, and acting on such reports. Other actions should include audits of every activity undertaken by the response organisation. Human Resources Branch of DPIWE will be able to provide advice but as deployable resources are limited, it may be appropriate to engage consultants engaged to undertake safety audits and to advise on risk management. Other specialist personnel may be required to support operations in areas such as counselling, plant operation, traffic management, PPE. Typically, for high activity sites such as an IP where destruction is under way, a Safety Officer will be nominated.

All accidents or near misses must be appropriately investigated, and follow up corrective action taken and documented. Notifications of injuries and incidents must be made in accordance with workers' compensation and incident reporting guidelines on DPIWE Intranet.

Relevant legislation and policies apply to all staff, volunteers and contractors. Whilst every person has responsibility to contribute to a safe and healthy workplace, positions with defined and delegated responsibilities include Planning, Operations and Logistics Managers, and Section Managers (Ops Director, VI, IPOPs, RAMS, Resource Mgr, Technical Manager). These responsibilities must be detailed in SDCHQ and LDCC documentation. Personnel from all agencies must be aware they must comply with any OH&S directions by those in the above roles.

Electronic References:

*Workplace Health and Safety Act 1995 see:*

<http://www.thelaw.tas.gov.au/scanact/ACTTITLE/F/WO>

*Workplace Health and Safety Regulations 1998 see:*

<http://www.thelaw.tas.gov.au/scansr/SRTITLE/F/WO>

DPIWE Intranet re Health & Safety:

<http://tod.dpiwe.tas.gov.au/tod.nsf/ThemeNodes/DBRN-52J2EB?open>

(Adapted from NSW Agriculture policy)

## 6.2 Critical Incident Stress

Critical incident stress is the normal reaction of normal people to an abnormal situation. An Emergency disease outbreak can be very stressful to all involved. Everyone is susceptible to stress. Coping with stress requires recognising the symptoms, talking about the situation, and where necessary seeking professional help.

The Department has contracted mediating and counselling services for all staff free of charge (see Appendix 1 Contact List under Counselling Services). The Staff Welfare Officer can arrange for counsellors to visit centres.

The following information is adapted from the New South Wales Emergency Animal Disease Control Manual 1995.

### 6.2.1 Factors Contributing to Stress

Staff

Unfamiliar work environment (different place, people, duties, boss)

Working long and irregular hours

Away from home

Contact with other stressed people (demanding supervisor, upset farmers, intolerant public)

Death and destruction of animals

Other stressful situations (media interviews, Ministerial briefings)

Concern over impact of outbreak on agriculture and community

Expanding outbreak (can't see the light at the end of the tunnel)

Personal danger or injury

Knowing one of the "victims" personally

Inadequate resources (feeling of insufficiency)

Working outside your area of expertise or perceived level of competency

Your present mental attitude (other stressors currently in your life)

Producers

Sudden turn of events

Slaughter of stock

Loss of livelihood

Change in routine and lifestyle

Need to lay off staff

Possible negative attitude of neighbours, community, media

Present mental attitude (other current stressors, e.g. drought)

## **6.2.2 Prevention**

### **6.2.2.1 As a supervisor**

Be aware that critical incident stress is likely to occur in at least some of your staff at some stage during the operations. Arrange work rosters which provide for adequate rest. Ensure that all staff are provided with the opportunity to be debriefed. Be alert for signs of stress. Know where to seek professional help.

### **6.2.2.2 As a staff member**

Be aware that you may suffer from stress at some stage without even realising it. Take advantage of opportunities to be debriefed. Ensure that you take some relaxation time daily. Talk to others about the things which are worrying you. Eat a regular, balanced diet and exercise daily. Remember that no-one is indispensable; if you are relieved of duties prematurely, don't be offended, it shows that someone is concerned for your well-being. If offered counselling, take it!

### 6.2.3 Symptoms of Stress

Stress can cause a wide range of physical and emotional symptoms. Sometimes they develop many months after the event.

Some common physical symptoms include:

- Fatigue, sleeplessness.
- Flashbacks, bad dreams.
- Fuzziness, loss of memory and concentration, forgetfulness.
- Depression, moodiness, irritability, "jumpiness", withdrawal, anxiety.
- Change in sexual interest.
- Dizziness, palpitations, shakes.
- Difficulty in breathing, choking in the throat and chest.
- Appetite disturbances, nausea, diarrhoea.
- Increased smoking, drinking or eating.
- Muscular tension leading to pain, e.g. headaches, neck and backaches, chest pain.
- Menstrual changes.

Social and family relationships may be affected. Some relationships may become stronger, while strains may appear in others. You may not feel that others will understand what is happening to you or that if you show any signs of stress you're weak. You may not want to burden your family with your thoughts or feelings and so you become withdrawn from them. You may think that by showing your reactions that others will think less of you. You may not have the words to express what is happening to you.

Normal feelings and reactions include fear, helplessness, numbness, sadness, guilt, failure, anger, isolation, let down, feeling overwhelmed - WHY ME?

### 6.2.4 Reducing the Effect

Your reaction to a critical incident is normal, though painful. You may not be able to avoid experiencing these feelings, but there are things you can do to reduce their effect.

Remember that you are basically the same person that you were before this incident. There is a light at the end of the tunnel. Help is available. You don't need to suffer too much or too long.

One of the most important ways of coping with the effects of a critical incident is to "gets things off your chest" by talking to someone else about the situation. The members of your family may also react to the incident because of their emotional closeness to you. Talking about the incident will help you and them. Healing occurs through the expression of feelings; stopping these feelings may lead to nervous and physical problems. Crying gives relief.

Other steps you can take include:

- Alternate periods of strenuous physical exercise with relaxation.
- Eat regular, balanced meals.
- Keep your life as normal as possible.
- Make decisions - this will give you a feeling of control over your life.
- Don't make any big life changes. Your judgement may be impaired at the moment.
- Spend time with others while allowing yourself time out to rest, sleep and think.
- Do things that feel good for you, you deserve it.
- Keep busy.
- Maintain your self-esteem.
- Give yourself permission to feel rotten and share your feelings with others.
- Don't expect memories to go away - the feelings will stay with you for a long time.
- Keep a journal. Write down some of the feelings and thoughts you're having. It can help relax your mind and sort out some of the confusion.
- Help your co-workers as much as possible by sharing feelings and checking out how they're doing.
- Realise that those around you are under stress also.
- You're normal and having normal reactions - don't label yourself crazy.
- Don't overuse drugs and alcohol. You may be able to numb the pain for a short period, but you may be starting a new set of problems.
- Drive carefully and be more careful around the home and at work. Accidents are more common after severe stresses.
- Ask for help - reach out - people do care.

### **6.2.5 Critical Incident Defusing and Debriefing**

Critical incident (CI) defusings and debriefings provide an opportunity for confidential discussion in a supportive environment. The session is designed to put a stressful situation into perspective, enabling staff to better understand and cope with their reactions and to support each other.

The benefits of a CI defusing/debriefing include:

- Reduces the stressful impact of a critical incident;
- Accelerates normal recovery from a stressful experience;



- Alleviates physical and emotional stress reactions in the short and long term;
- Builds teamwork;
- Prevents burnout.

A CI defusing is a short, informal session involving small numbers of people which is usually undertaken within hours of a critical incident and lasts less than an hour. It is usually managed by a nominated peer support person. The main purpose is to allow people to vent their reactions and so stabilise the situation so that staff can continue working. A good defusing will eliminate the need for a formal CI debriefing or enhance the effectiveness of the formal debriefing. However, the defusing may also forewarn of the need to conduct a full debriefing.

A full CI debriefing is indicated when an unusual or traumatic event has occurred, where a number of staff are experiencing obvious symptoms of stress during the first day or so, or where stress symptoms continue beyond 2 days.

The debriefing is a structured group meeting led by professional counsellors. All staff involved in the incident should be required to attend, although the degree of active participation is up to each individual. Some prefer to contribute actively, while others prefer just to listen. The meeting should allow people to express and discuss their feelings and reactions fully, and also provide information to help them cope with stress.

Ideally, the CI debrief should be conducted within 1 to 3 days of the event, in a comfortable environment away from the incident scene. The debriefing is held in paid work time but staff are not on call and are not to be interrupted during the debriefing, which generally should last for about 1 to 2 hours.

CI debriefings are strictly confidential. No notes, attendance record or other documentation is to be made. Observers, including managers not directly involved in the incident, are not permitted.

A CI debriefing is not an operational debrief and should be held separately from daily or end-of-shift debriefings. However, signs that a CI debrief is needed may become evident during an operational debrief.

### 6.2.6 Further Help

You should seek professional help if:

- you feel you cannot handle intense feelings or bodily sensations or experience marked mood swings;
- you feel that your emotions are not falling into place over a period of time, you feel chronic tension, confusion, emptiness, numbness or exhaustion;
- you continue to have body symptoms, poor sleep or nightmares;
- you have no person or group with whom to share your emotions and you feel the need to do so;
- your relationships seem to be suffering badly or sexual problems develop.

- you have accidents;
- you smoke, drink or take drugs to excess since the event;
- your work performance suffers.

The Department can access professional counsellors. To talk with them, ask your supervisor, the Logistics Manager or the Induction Officer.

## 7 Operational Procedures

### 7.1 Investigating suspect emergency disease (Investigation Phase)

#### 7.1.1 Routine on receipt of a report of suspect Emergency disease

The owners and callers details are recorded. The owner report form will aid as a guide.

The caller is provided with appropriate advice and instructions:

- stay by the phone as you will get back to them
- do not leave property
- do not make any further animal visits (if vet)
- isolate and identify suspect animals

A senior officer is advised of the call (Table 1). The senior officer will become responsible for deciding how the report will be followed up.

**Table 2 Senior Veterinary Officers' contacts**

Officer	Business Hours	Mobile
Rod Andrewartha	(03) 6233 6836	0418 131 222
Mick Middleton	(03) 6233 6882	0418 121 654
Bruce Jackson	(03) 6336 5306	0407 872 520
Rick Campbell	(03) 6421 7644	0418 135 445

If no senior officer can be contacted a Veterinary Officer, provided they are "Inspectors" under the *Animal Health Act* should undertake a property visit to investigate. The Field Officers Investigation Phase Inspection SOP should be followed.

### 7.1.2 Advice to private Veterinary Practitioners suspecting Emergency disease.

- Identify and isolate suspect animals.
- Decontaminate as best you can.
- Contact a Departmental Veterinarian using your mobile phone or a telephone on the premises, or via radio.
- Ask the person in charge of the farm not to allow any animals off the premises until cleared by the Department.
- Remain on the premises until a Departmental Officer arrives. Reassure people associated with the animals and persuade them to remain on the premises.
- If you have to leave the premises to make contact clean then disinfect yourself and your car as best you can **e.g. for suspected vesicular disease** use household vinegar diluted 1:10 with water, domestic washing soda 1:15 in hot water or household bleach diluted 1 part in 3 with water. Make sure all mud is removed first from protective clothing and particularly from the wheels and wheel arches of the car.

#### 7.1.2.1 Contact Numbers

**Business Hours** Hobart Office (03) 6233 6836

Prospect Office (03) 6336 5332

Devonport Office (03) 6421 7644

**24 hour number** 1800 675 888

or (03) 6336 5332

## 7.2 Alert Phase Operational Procedures

### 7.2.1 Standstill procedures

Standstills are risk assessment based precautionary mechanisms that can prohibit the movement of all susceptible animals and potentially infective non-susceptible animals and materials within and between States and Territories. They are imposed to minimise the risk of the spread of an EAD and allow the location of the disease to be identified and defined.

The declaration of the CA and RA's made by the CVO will specify the species of animals, animal materials and products, vehicles and people whose movements will be restricted. In effect this will mean the immediate cessation of the movement of susceptible animals, products and materials as well as associated vehicles, and non-susceptible animals regarded as high risk. This is known as a **local stock standstill**.

In an emergency animal disease situation occurring outside of Tasmania it is expected that a standstill will occur in Tasmania. That standstill may involve the closure of State points of entry/exit and other measures to prevent the disease spreading in the state, eg the stopping of certain animal movements within the state.

Should the situation warrant it a **nationally coordinated livestock standstill** will be ordered by the NMG on advice from the CCEAD. A nationally coordinated standstill has the capability to prohibit movement between States and Territories and within States and Territories whether infected or not. The order can be applied in advance of any area declaration by a State or Territory, although it is imposed by the States and Territories.

While the national interest is of prime importance, a balance must be sought between the interests of parties affected by the restrictions. It is critically important to apply standstills as early as possible in an EAD response thus minimising the duration of the standstill. Compensation for stock losses directly related to the standstill should be covered under the EADRA (EADRA Schedule 6, 3.4 (a)) as stock on DCP's.

The basic movement restrictions to be applied to susceptible livestock in a standstill should be as follows:

- The initiation of new **movements of livestock from any farm**, including a feedlot, would be prohibited.
- **Livestock in transit from one farm to another** should be returned to the property from which the journey originated. Completion of the forward journey should only be permitted after a review of the specific risks.
- **Livestock being transported direct to an abattoir** for slaughter would be required to continue their journey and be slaughtered (at abattoir) as soon as practicable. Contact with other livestock during the transportation phase would be prohibited.
- **Livestock being transported from a farm to a saleyard** and yet to arrive (or to be unloaded) at the saleyard, would be prohibited from travelling to the saleyard (or being unloaded at the saleyard). Livestock would either be diverted by permit to slaughter, return to their property of origin or to another suitable place for agistment. Contact with other livestock during the transportation phase would be prohibited.
- All **sales of susceptible livestock** that would involve movement of the livestock would be cancelled. Any sales in progress would be halted. Dispatch of livestock from the saleyard would be controlled through permits.
- **Livestock in transit from a saleyard to a farm** should be diverted to slaughter or to a suitable place for agistment. Completion of the forward journey should only be permitted after a review of the specific risks.
- Movement of livestock to assembly points in preparation for **live export** loading would be prohibited. Arrangements for livestock en route or already situated at assembly points would be by means of permits to suit the circumstances of each case.
- In all cases the **welfare of animals** must be considered.
- The movement of **potentially infective material and non-susceptible livestock** would be subject to permit.

- There would be no restriction on materials of animal origin that have negligible risk associated with them (such as processed meat, double pasteurised milk or other appropriately treated products).
- Once the national distribution of the disease has been ascertained an application to the OIE for the declaration of disease-free zones may be made.
- Several agencies will be involved in the standstill such as Police and Quarantine personnel (See Emergency Animal Disease Management Plan.).
- The Planning section of the SDCHQ will advise the CVO on the appropriate application of RA and CA boundaries and the movement restrictions within those areas according to the disease being dealt with. See Movement Control, SDCHQ, and Restricted Area Movements and Security, LDCC

## 7.2.2 Disinfecting On and Off Premises

### 7.2.2.1 General principles

The inside of the vehicle must be kept clean at all times.

NO animals may be carried in the vehicle.

All equipment carried must be clean.

Disposable overalls should be carried for each property visited.

Carry at least one spare pair of both cotton and disposable overalls.

All outer waterproof clothing (including boots) must be disinfected at each property.

All disposable clothing and accessories must be changed and disposed of at each property.

Ensure that you arrive at the premises at the agreed time or notify the owner/manager if you are running late.

For more specific information refer to Field Surveillance Team Decontamination SOP and specific Job Cards

### 7.2.3 Inspection procedures (based on vesicular disease)

Inspection is defined as looking for symptoms. Examination means to physically examine an animal for lesions.

The type of enterprise will dictate the type of inspection that is possible - extensively run beef cattle will not be able to be inspected as easily or as thoroughly as dairy cows.

Inspection procedures will be defined by the Veterinary Investigations Manager but will generally involve observing each animal move past from a distance. See the Field Surveillance Inspection SOP for more details.

### 7.2.3.2 Order of Inspection

Animals should be inspected in an order that is likely to identify infected animals as quickly as possible. Identify any suspect or at risk animals and inspect these first.

If the inspection does not reveal disease, then inspect the other animals on the property.

If the inspection does not reveal disease, advise the owner on biosecurity measures, and also advise that the property will be revisited as a matter of course and movement restrictions remain in force unless otherwise advised.

### 7.2.3.3 Inspection of Groups of Animals

In general, animals should be left in their own paddock or pen as much as possible and only moved to handling facilities if suspicious symptoms are seen.

#### *Cattle*

If possible, walk around through the mob listening for lip smacking and looking for salivation, lameness, moist interdental cleft (dry conditions) or depression. Try to look at each individual. Note ID of any animal showing symptoms. Paint branding or spray marking, if possible, will aid re-inspections.

Extensive beef cattle may have to be examined from a vehicle. Try to time inspections to coincide with hay distribution if being done – identifies those with inappetence and lameness more easily.

#### *Sheep*

The main symptom to look for is lameness. All lame sheep should be examined and then marked. Sheep rarely salivate.

#### *Pigs*

Look for fever, inappetence, and reluctance to move. Get all pigs in the pen up and walking around.

### 7.2.3.4 Examination of Animals Showing Suspicious Symptoms

Appropriate restraint should be used (physical and/or chemical) to allow thorough examination. Lighting must not be a limiting factor.

#### *Vesicular diseases*

All of the mouth and tongue must be examined. Signs of blanching, irregular tongue margins, healing areas, granulating areas, scar tissue, vesicles, erosions must be noted. The wearing of disposable rubber gloves is mandatory, and the use tongue cloths to grip tongue is advised.

The muzzle, snout and nostrils are examined.

The interdigital cleft and coronary bands of both claws and accessory digits are examined. Two plus week old lesions in cattle may look like healing footrot cases ("slipper" feet).

Rectal temperature is recorded.

Finally the teats and rest of body is examined.

Individual animals are identified (stock paint) and any relevant findings are recorded.

If there is any doubt more animals must be examined, even if they don't appear to be affected. There are usually others at different stages/showing more typical lesions in the mob if it is a vesicular disease.

NOTE: It may be very hard to diagnose vesicular diseases in sheep as lesions can be very subtle. In many cases, blood testing of an appropriate sized random sample is the only reliable way.

#### **7.2.4 Suspected Infected Premises (IP) procedures**

If any suspicion of emergency disease is formed on inspection of animals on a property then the suspicious animals must be closely examined and, if necessary, samples taken to confirm or exclude the presence of disease. (See Examination of Animals Showing Suspicious Symptoms).

If the possibility of emergency disease cannot be excluded the following procedures must be performed:

All findings are recorded on the ANEMIS Inspection Form1 and reported to the Surveillance Coordinator over the phone. If Veterinary Investigations Manager agrees that emergency disease cannot be excluded the premises is quarantined on suspicion and a case number is issued and recorded on the ANEMIS Inspection Forms.

Decontamination principles should be observed as much as possible within the farm as they are on entry and exit. Thus, removal of gross contaminants before entering the farmhouse is advisable eg via thorough hosing off. Protective clothing is not to be removed however.

If there is doubt about the diagnosis and if a diagnostic team cannot attend, collection of specimens may need to be carried out by the officer on site.



### 7.2.5 Collection of Specimens

Refer to the Collection of EAD Specimens SOP for specific guidance.

Packaging and transport of specimens will be determined by the disease and the destination of the samples. IATA accredited personnel may be required to perform these procedures and will thus be required on site if this is the case.

If sampling equipment are not brought on to the farm initially exit and re-entry must be according to the Field Surveillance Decontamination SOP.

All specimens must be identified with the animal's identification, the case number of the premises (supplied by LDCC) as well as other details at the time of collection.

Specimens are placed in sealed plastic bags for removal from the premises. These are disinfected then placed in another plastic bag for transporting.

### 7.2.6 Further action on suspected infected premises

- The LDCC will send a Gate Control Officer and IP Site Supervisor if the stock are to be destroyed. In the meantime, the owner/manager is instructed to:
- Muster stock for diagnostic sampling or valuation/destruction.
- Remove stock off the boundaries and wire shut all boundary gates except for the main entrance. It must be controlled to exclude unauthorised persons.
- Confine pets and poultry.

When this has been done:

- The surveillance officer completes Inspection Forms 2 and 3.
- Assists the IP Site Supervisor if one is sent, with valuation, destruction/disposal of stock.
- The owner of the animals (and property if identified for destruction) is issued with a Claim for Compensation form (Form Stat10) – this should be included in the IPSS's paperwork kit.

NOTE: The Infected Premises Site Supervisor is in charge once he/she arrives on the premises.

When leaving the premises, the Field Surveillance Decontamination SOP must be followed to the letter.

### 7.2.7 Dangerous Contact Premises (DCP) procedures

Any premises that have received animals from an IP or has had some other significant contact may be classified as a DCP (see glossary for definition). This may include neighbouring or contiguous properties to an IP.

Dangerous contact animals may be excreting even though showing no clinical symptoms - therefore they (and their contacts) are treated as infected and undergo the same disease control procedures such as slaughter. The following procedures are followed by surveillance officers entering DCP's (see Dangerous Contact Premises (DCP) SOP

All Dangerous Contact (DC) stock are identified and accounted for.

The premises is quarantined by the issuing of a Declaration of Infected Place (Animal Health Act 1995).

All personnel, vehicles etc. are to remain on the premises unless disinfected off to the officer's (or the gate control officer's) satisfaction.

The Dangerous Contact (DC) animals whether mixed with others or not are isolated. The area is secured – gates are wired up if possible, fences are checked for being stock-proof and there is no across-fence contact.

Any animals that have been in contact with DC stock are isolated separately - left in the paddock they are already in if possible.

Other stock are excluded from areas on which DC stock have been kept or passed over eg. unloading ramp, yards.

Inspection Form 1 is completed.

ANEMIS Inspection Forms 2 and 3 regarding traces are completed.

Surveillance Coordinator is informed and a Request to Change Property Status process is commenced if not already done (see Request to change property status SOP EAD PS1). If the property is declared a DCP, a Direction for Destruction (Form Stat9) will be issued if appropriate for the disease.

Permission to destroy animals and/or property must be given by the Chief Veterinary Officer or delegate. The direction must be in writing and sighted by the Inspector on site before destruction can commence. With diseases like FMD, the destruction of DCP animals should be within 24 hours of the property being classified as a DCP

Stock and property are prepared for valuation. This may required sorting into like groups. Unweaned animals should not be separated from their mothers until slaughtering has commenced.

All stock must be examined closely for lesions immediately after slaughter. If lesions are found **VIM must be notified immediately via the Surveillance Coordinator** so that the DCP status can be changed to IP. If no lesions are found a statistically determined sample (to give, for example, 95% confidence of finding at least one positive sample if 5 % are infected) of animals must have diagnostic specimens collected and sent for testing.

In the case of FMD these will probably be pharyngeal scrapings tested by antigen ELISA methods.

The inspector remains on the premises until relieved by IP Site Supervisor and Gate Control Officer. Exit procedures are as per the Field Surveillance Decontamination SOP.

## 7.2.8 Quarantining a premises for Emergency Disease

All IPs, DCPs and SPs should be declared an infected place under section 31 of the Animal Health Act 1995. This will effectively quarantine the property. The completed original form should be given to the owner/manager and a copy to the Veterinary Investigations Manager at the LDCC and a copy should be kept by the Inspector.

Movement of people can be controlled by describing individuals or “all persons” in schedule 2 of the form. **This should not be done routinely.** The power to control the movements of people is taken very seriously. Even the police, unless a state of Alert, Emergency or Disaster has been declared, do not normally have this power.

A check list for interviewing the owner/manager is attached to the Field Surveillance Team Job Card. Printed information for distribution to the owners and managers of IP/DCP's should be at least left with the person/s involved if not discussed in detail at the time. A great deal of sensitivity is required in this situation – within the confines of the response, owners' wishes must be considered and where possible agreed to.

## 7.3 Regulatory Forms

A complete list of regulatory forms (Statutory Instruments) are kept in electronic format with this manual. The forms most likely to be used by field staff (Direction by Inspector and Declaration of Infected Place are in ready to use format in Appendix 7).

## 7.4 Movement Permit System

### 7.4.1 Authority

Operations Manager SDCHQ will oversee all aspects of the Movement Control system in a large outbreak. Most of the functions will actually be carried out by Movement Control Officer SDCHQ.

Only the Director of the SDCHQ can authorise changes to Movement Permit guidelines. Operations Manager will be responsible for issuing revised guidelines.

A copy of every Movement Permit issued anywhere in the State will be sent to Movement Permit Co-ordinator SDCHQ.

In addition, a copy of every Movement Permit issued for Movement of susceptible species or their products out of or within the RA will be sent to the Controller of the

LDCC. Only Movement Permits Co-ordinator LDCC will issue permits concerned with that RA. Copies can be faxed for movements in from some distance out.

Clerical staff can fill out permits but only an Inspector authorised under the Animal Health Act can sign.

#### **7.4.2 Extension of Restricted Area**

If the RA is extended or other changes are made which may make previously issued Movement Permits inappropriate then these permits must be revoked individually. Thus the need for good records and contact phone numbers.

#### **7.4.3 Persons Authorised to Issue Permits**

Persons issuing Movement Permits concerning the RA must be Inspectors under the Animal Health Act. Permits must be issued through RAMS. Any permits issued in the field must be approved by RAMS before they are issued.

- **Operations Manager SDCHQ will decide who issues permits outside RA** – this may be:

- Office Assistants at District Offices;
- Stock Officers/Veterinary Officer left in districts.

- **Controller will decide who issues permits concerned within the RA;**

- probably will be limited to Movement Permits Co-ordinator LDCC;
- could establish an issuing point within RA, especially if RA some distance from LDCC.

A current list of all persons authorised to write permits and issued with permits/guidelines to be maintained at SDCHQ and each LDCC and each roadblock/checkpoint.

#### **7.4.4 Persons to be kept updated on Movement Permit Guidelines Changes.**

1. All persons authorised to issue permits.
2. Controllers .
3. Infected Premises Operations Manager, LDCC.
4. Gate Control Officers on all IPs & DCPs.
5. Movement Control Co-ordinator SDCHQ.
6. Restricted Area Movement & Security Manager LDCC.

7. Movement Permits Co-ordinator LDCC.
8. Field Patrol Teams.

#### 7.4.5 Filling in a Movement Permit

See Appendix 7 for ready to use form.

USE **BLUE** INK ON ORIGINAL PERMIT.

USE RUBBER DATE/OFFICE STAMP ON TOP RHS IF POSSIBLE.

Use carbon paper or photocopy the completed permit:

- ORIGINAL: - (Blue ink) to applicant to accompany stock/item.
- COPY 1: - Your file (file under applicant surname).
- COPY 2: - Movement Permit Co-ordinator. SDCHQ.
- COPY 3: - Controller. (If susceptible animal or product moving out of or within RA).
- COPY 4: - To destination if animals/items must be supervised on arrival.

#### Instructions:

**NO:** Write a serial number here (i.e. 1, 2, 3, etc.). Refer to the file copy of the last one issued.

**OFFICE OF ISSUE:** E.g. Prospect, Scottsdale. Use rubber stamp if available.

**NAME:** Write the name of the owner/manager/person in charge NOT a company or property name. Initials and surname.

**TELEPHONE NUMBER:** Contact number in case permit must be cancelled due to spread of disease etc.

**PERMISSION IS HEREBY** General description, e.g. Hereford steers,

**GRANTED TO MOVE .** stock truck, etc.

**NUMBER:** Total number of units described in above. Must be accurate - if applicant says "200 sheep" make sure the applicant doesn't mean "about 200 sheep".

**BREED:** Animals only.

**SEX:** E.g. steers, heifers, male, female, mixed.

**APPROXIMATE AGE:** In weeks, months, years as appropriate.

**TAILTAG / PIG TATTOO:** Tailtags should have four letters and four digits, e.g. MILF 0258. Pig tattoos should have between one and three letters, e.g. PPB. Obtain copies of TAPDB list and pig tattoo register.

**REGISTRATION NO.:** Leave blank if stock to be transported by

**(vehicle)** commercial carrier who has separate permit for truck.

**FROM:** Premises of origin, e.g. 'Strathlyn', Epping Forest.

**TO:** Destination, e.g. Brown's Abattoir, Devonport.

**ON (date/s):** Date or period of travel. Can cover a period for multiple trips, e.g. a milk tanker run for one month.

**VIA (route):** Only be as specific as necessary, e.g. Midlands Highway.

**BY (method of transport):** E.g. hoof, road, rail (no transport on hoof within RA).

**TRANSPORT COMPANY:** If commercial carrier.

**CONDITIONS:** Most important, e.g. "No loading or unloading or contact with susceptible animals while passing through Restricted Area" as per guidelines or Controller's verbal advice.

**CONTACT PERSON** The person responsible for the animals in transit eg. driver or contact within the transport company.

**INSPECTOR OF STOCK:** Sign using your usual signature. This person must be an inspector under the Animal Health Act. A clerical person may fill in details and present to Manger, Movement Control for checking and signature.

**ID NUMBER:** The number on your Inspector ID card or authority.

**DATE:** The date you fill in and sign this permit.

**TIME:** The time you fill in and sign this permit. Movement Permit

## 8 Critical Decisions and Authorities

The following decisions/authority can only be made by the designated position unless delegated in writing. Acting positions take on full authority.

### 8.1 Declaring Infected Places, Infected Premises, Dangerous Contact Premises and Suspect Premises:-

Under the Tasmanian Animal Health Act 1995, an Inspector may declare a conveyance or place an Infected Place. This effectively applies a quarantine to the conveyance or place. The Inspector may later amend or revoke the declaration. This is not the same as a declaration of an Infected Premises (IP), Dangerous Contact Premises (DCP) or Suspect Premises (SP) under AUSVETPLAN.

Under the AUSVETPLAN the declaration of an IP, DCP and SP requires the application of compulsory control measures. This may include mass slaughtering, building demolition and other actions that will be significant for the owner and funding authorities. To ensure an expeditious but considered process is conducted for the declaration of IP's, DCP's and SP's the following is recommended.

Surveillance personnel (Inspectors) may declare a property to be an **Infected Place** on suspicion or confirmed presence of an EAD if they think it is prudent to apply a formal quarantine to the property. They should notify the Surveillance Coordinator who notifies VIM who initiates a Request to Change Property Status process immediately. See Request to Change Property Status SOP EAD PS1.

The CVO will declare a property to be an IP (eg classical clinical signs) or DCP (no clinical signs but likely presence). The declaration would be in the form of the authorised signature in Section 4 on the Request to Change property Status form (Form VIM5). This would be accompanied by a Direction for Destruction (Form Stat9) for the susceptible species.

Suspect Premises (SP) are declared by the CVO if outside an RA, or the LDCC Controller or their delegate within a RA. This declaration may be applied in a blanket approach within an RA as all susceptible animals would be regarded as requiring quarantining and surveillance. Surveillance may include periodic sampling – this would be determined at the time according to epidemiological principles.

### 8.2 Power to declare a disease to be a List A disease under the Animal Health Act 1995:-

Minister for Department of Primary Industries, Water and Environment by notice published in the Gazette. Animal Health Act 1995, section 27

### 8.3 Power to declare a Restricted Area under section 35 of the Animal Health Act 1995:-

Chief Veterinary Officer by notice published in the Gazette, Animal Health Act 1995, section 35

#### **8.4 Power to declare a Control Area under section 39 of the Animal Health Act 1995:-**

Chief Veterinary Officer with written approval of the Minister, Animal Health Act 1995, section 39.

#### **8.5 Authority to destroy animals for controlling disease:-**

Chief Veterinary Officer (or an Inspector with the written approval of the Chief Veterinary Officer) under the Animal Health Act 1995, section 65 (1)

#### **8.6 Authority to destroy buildings:-**

Chief Veterinary Officer and Inspectors under the Animal Health Act 1995, section 65.

#### **8.7 Approve for payment of compensation:-**

Secretary of the Department of Primary Industries, Water and Environment (Animal Health Act 1995, sections 87); see Form Stat10.

#### **8.8 Media releases:-**

##### **8.8.1 Initial announcement of outbreak -**

Minister for Department of Primary Industries, Water and Environment

##### **8.8.2 New IP/DCP, major events, etc.:-**

Chief Veterinary Officer

##### **8.8.3 Further details after original announcement:-**

Manager, PR, SDCHQ

##### **8.8.4 Entry of media to IP/DCP:-**

Chief Veterinary Officer and Owner

#### **8.9 Engagement of practitioners under contract:-**

LDCC Logistics Manager



Director SDCHQ

### **8.10 Terminate contract with practitioner:-**

Controller, LDCC

### **8.11 Employment/payment of casual labour:-**

Operations Manager/Executive Officer, Personnel, Hobart

### **8.12 Dismiss casual labour:-**

Personnel Officer, LDCC

### **8.13 Stop and search vehicles, confiscate, treat or disinfect any livestock or other item:-**

Inspectors under the Animal Health Act 1995

### **8.14 Quarantine (for EAD control purposes):**

Inspectors under the Animal Health Act 1995, section 31.

### **8.15 Release from quarantine (in the EAD context):-**

Inspectors under the Animal Health Act 1995 section 31

### **8.16 Expenditure:-**

All goods >\$50.00 must be accompanied by a Tax Invoice.

Most items require two or three written quotes (email, fax) unless < \$500

Items up to \$5000 – delegated authority CVO

Items from \$5000 - \$20,000 – Director of Agriculture

Items from \$20,000 - \$50,000 – General Manager, Food Agriculture and Fisheries

Items over \$50,000 – Secretary

## 9 Glossary and Abbreviations

Agent	See Disease agent.
Animal products	Meat products and products of animal origin (e.g. eggs, milk) for human consumption or for use in animal feeding.
Animal by-products	Products of animal origin destined for industrial use, e.g. raw hides and skins, fur, wool, hair, feathers, hooves, bones, fertiliser.
ANEMIS	Animal Health Emergency Management Information System. A system for the collection, assimilation, actioning and dissemination of essential disease control information using paper documentation and a computer database.
AUSVETPLAN	A series of documents that describes the Australian response to Emergency animal diseases; linking policy, strategies, operations, co-ordination and emergency management plans.
Chief veterinary officer	The senior veterinarian of each State or Territory animal health authority who has responsibility for Emergency animal disease control in that State or Territory.
Chief Veterinary Officer of Australia	The nominated senior Commonwealth veterinarian in the Department of Primary Industries and Energy who manages Australia's international animal health commitments and the Commonwealth's response to an Emergency animal disease incursion
Consultative Committee on Emergency Animal Diseases	A committee of State/Territory CVOs, AAHL and CSIRO, chaired by the CVO of Australia (Cwlth DPIE), to consult in emergencies due to the introduction of an Emergency disease of livestock, or serious epizootics of Australian origin.

Control area	A bigger area than a restricted area (possibly initially as big as the State) where restrictions will reduce the chance of the disease spreading further afield. The control area may reduce in size as confidence about the extent of the outbreak becomes clearer but must remain consistent with OIE codes. In principle, animals and specified product will only be able to be moved out of the control area into the free area by permit.
Cost-sharing agreement	Commonwealth/States cost-sharing agreement for the eradication of certain Emergency animal diseases ( <i>see</i> Section 5).
Dangerous contact animal	An animal showing no clinical signs of disease but which, by reason of its probable exposure to disease, will be subjected to disease control measures.
Dangerous contact premises	Premises that contains a dangerous contact animal(s).
Decontamination	Includes all stages of cleaning and disinfection.
Declared area	A defined tract of land for the time being subject to disease control restrictions under Emergency disease legislation. Types of declared areas include <i>restricted area</i> ; <i>control area</i> ; <i>infected premises</i> ; and <i>dangerous contact premises</i>
Disposal	Sanitary removal of animal carcasses and things by burial, burning or some other process so as to prevent the spread of disease.
Enterprise	<i>see</i> risk enterprise
Emergency animal disease	A disease affecting animals that does not normally occur in Australia. Also called foreign animal disease.
Foreign animal disease	<i>see</i> Emergency animal disease
Forward command post	A field operations centre, subsidiary to a local disease control centre.
Infected premises	A defined area (which may be all or part of a property) in which an Emergency disease or agent exists, or is believed to exist.
Inspector	Inspector authorised under the Animal Health Act 1995

Job card	A written list of tasks to be carried out by an individual in the early stages of an emergency response.
Local disease control centre	An emergency operations centre responsible for the command and control of field operations in a defined area.
Movement control	Restrictions placed on movement of animals, people and things to prevent spread of disease.
National disease control headquarters	A centre established in Canberra from which national disease control actions are coordinated in an Emergency animal disease emergency.
Phases of activation and deactivation	Investigation, alert, operational, stand-down.
– investigation	exists when a report assessed of a possible Emergency disease is being investigated by animal health authorities.
– alert	exists when a high probability that an Emergency disease is present or is confirmed in another State.
– operational	when the CVO determines that an animal disease emergency exists in the State, and operations to contain control or eradicate the disease are implemented.
– stand-down	when the CVO determines that an animal disease emergency no longer exists and operations are wound down.
- recovery	process of adjustment to circumstances prevailing during and in the aftermath of an emergency animal disease outbreak.
Quarantine	Legal restrictions imposed on a place, animal, vehicle or other things limiting movement.

Restricted area	A relatively small declared area (compared to a <i>control area</i> ) around an infected premises that is subject to intense surveillance and movement controls. Movement out of the area will in general be prohibited, while movement into the restricted area would only be by permit. Multiple <i>restricted areas</i> may exist within one <i>control area</i> .
Ring vaccination	Vaccination of susceptible animals around a focus of infection to provide a buffer against the spread of disease.
Risk enterprise	Livestock-related enterprise with a high potential for disease spread or economic loss.
Role description	Statement of functions of a position within the overall operation.
Sentinel animals	Animals of known health status monitored for the purpose to detect the presence of a specific Emergency disease agent.
Stamping out	Eradication procedures based on quarantine and slaughter of all infected animals and animals exposed to infection.
State/Territory disease control headquarters (SDCHQ)	The emergency operations centre that directs the disease control operations to be undertaken in the State.
Surveillance	A systematic examination and testing of animals or things of unknown disease status to determine the presence or absence of an Emergency disease.
Susceptible animals	Animals that can be infected with the disease
Suspect animal	An animal which is may have been exposed to an Emergency disease such that its quarantine and intensive surveillance, but not pre-emptive slaughter, are warranted; OR an animal not known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis.
Suspect materials or things	Materials or things suspected of being contaminated by an Emergency disease agent.
Suspect premises	Premises containing suspect animals that will be subject to surveillance.

Swill	Any material of placental mammal origin (except dairy products) fed to pigs unless specifically exempted by the CVO or Animal Health Regulations (eg. meal and tallow).
Swill feeding	Unlicensed swill feeding to cattle, sheep, goats or poultry is illegal in Australia.
Tracing	The process of locating animals, persons or things that may be implicated in the spread of disease.
Vector	A living organism (frequently an arthropod) that transmits an infectious agent from one host to another. A <i>biological</i> vector is one in which the infectious agent must develop or multiply before becoming infective to a recipient host. A <i>mechanical</i> vector is one that transmits an infectious agent from one host to another but is not essential to the life cycle of the agent.
Vector control area	An area in which the containment, control or reduction of specified vector populations is conducted.
Zoning	The process of defining disease-free and infected zones in accord with OIE guidelines, in order to facilitate trade.
Zoonosis	A disease that can be spread between animals and people.

## 9.1 Abbreviations

AAHL	Australian Animal Health Laboratory
AFFA	Department of Agriculture, Fisheries and Forestry Australia
AFFAVETPLAN	Department of Agriculture, Fisheries and Forestry Australia Veterinary Emergency Plan
ANEMIS	Animal Health Emergency Information System
AQIS	Australian Quarantine and Inspection Service
AUSVETPLAN	Australian Veterinary Emergency Plan
CALM	Computer Aided Livestock Marketing
CCEAD	Consultative Committee on Emergency Animal Diseases
COMVETPLAN	Commonwealth Veterinary Emergency Plan

CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVO	Chief Veterinary Officer
DHHS	Department of Health and Human Services
DCVO	Deputy Chief Veterinary Officer
DCA	Dangerous Contact Animal
DCP	Dangerous Contact Premises
DPIWE	Department of Primary Industries, Water and Environment
ED	Endemic disease
EAD	Emergency Animal Disease
EADRA	Emergency Animal Disease Response Agreement
EADRP	Emergency Animal Disease Response Plan
FMD	Foot and Mouth Disease
HLFMRG	High Level FMD Management and Recovery Group
IP	Infected Premises
LDCC	Local Disease Control Centre
MOU	Memorandum of Understanding
NDCHQ	National Disease Control Headquarters
NMG	National Emergency Animal Disease Management Group
OH&S	Occupational Health and Safety
OIC	Officer in Charge
OIE	World Organisation for Animal Health (Office International des Epizooties)
PIMC	Primary Industries Ministerial Council
PISC	Primary Industries Standing Committee
RDC	Regional Disaster Controller
RDPG	Regional Disaster Planning Group
RECC	Regional Emergency Management Officer
REMO	Regional Emergency Management Officer
SDC	State Disaster Committee
SECC	State Emergency Coordination Centre

SDCHQ	State Disease Control Headquarters
SDE	State Disaster Executive
SES	State Emergency Service
SO	Stock Officer
SP	Suspect Premises
TFGA	Tasmanian Farmer and Graziers Association
TSGA	Tasmanian Salmonid Growers Association
TOM	Tasmanian Operational Plans and Logistics Manual
VO	Veterinary Officer



## APPENDICES

### 1 Contact Lists

#### 1.1 FAF Staff: Contact telephone numbers

##### 1.1.1 By location:

Area	Name	Title	Business Hours	Mobile
NORTH				
<b>Launceston</b>				
	Bester, Doug	Stock Officer	63 365 341	0419 569 708
	Cameron, John	Vet. Officer – Chemical M'ment	63 365 226	0429 365 226
	Duck, Russell	Senior Meat Hygiene Officer	63 365 296 1300 368 550	0417 034 064
	Elliott, John	Vet Officer	63 365 334	
	Gobbey, Rod	Director Agriculture Group	63 365 420	0419 536 193
	Houghton, Carol	Administrative Officer	63 365 332	
	Jackson, Bruce	Senior Vet Officer(EAD)	63 365 306	0407 872 520
	Jessup, Colin	Agricultural Officer – Public Health & Animal Welfare	63 365 443	0408 131 215
	Lyall, Chris	L'der Meat Hygiene Standards	63 365 386	0418 140 658
	Pickett, Trevor	Senior Admin Officer – Diagnostic Services	63 365 338	
	Price, Neville	Meat Hygiene Officer	63 365 333	0438 131 413
	Pyecroft, Stephen	Supervising Vet Pathologist	63 365275	0414 478 630
	Trzeciak, Victor	Meat Hygiene Officer	6336 5467	0418 365 462

##### NORTHWEST

<b>Wynyard</b>	Bugg, Kerry	Meat Hygiene Officer	64 318 510	0418 135 445
<b>Devonport</b>	Campbell, Rick	SeniorVet Officer (ED)	64 217 644	0408 140 657
	Fabian, Chris	Leader – Wild Animal Management	64 217 651	0408 140 655
	Luke, David	Stock Officer	64 217 670	0439 332 432
	White, David	Stock Officer	64 217 635	0408 140 656
<b>Flinders Island</b>	O'Dell, John	Vet Officer	63 592 148	
EAST COAST				
<b>Scamander</b>	Bushing, John	Stock Officer	63 725 487	0418 558 776
SOUTH				
<b>Hobart</b>	John Pauley	General M'ger – FAF	6233 2581	0419 352 115
<b>Oatlands</b>	Raphael Graeme	Stock officer	6254 5012	0407 874069
<b>New Town</b>	Andrewarth, Rod	Chief Vet Officer	62 336 836	0418 131 222
	Bell, Cameron	Vet. Officer	62 335 356	0418 306 067
	Conway, Mary Lou.	Vet Officer	62 336 330	0408 356 407
	Ellard, Kevin	Senior Vet Officer (Fish)	62 336 828	0418 131 212
	Koerbin, Brian	Registrar, Animal Brands & Earmarks	62 336 885	0419 350 206
	Manuel, Mike	Vet Officer	62 336 883	0418 131 223
	Middleton, Mick	Manager, Animal Health & Welfare	62 336882	0418 121 654
	<b>Grove Research Station</b>	Chandler, Rob	Stock Officer	62 664 305

**1.1.2 By current position:**

Refer to latest Tasmanian Control Centre Contacts.xls spreadsheet for more details.

	<b>Name</b>	<b>Business Hours</b>	<b>Mobile</b>
<b>General M'ger – FAF</b>	Pauley, John	6233 2581	0419 352 115
<b>Director - Agriculture CVO</b>	Gobbey, Rod	6336 5420	0419 536 193
<b>Deputy CVO, M'ger, Animal Health &amp; Welfare Br.</b>	Andrewartha, Rod	6233 6836	0418 131 222
	Middleton, Mick	6233 6882	0418 121 654
<b>Manager, Diagnostic Services</b>	Williams, Margaret	6233 6829	0419 394118
<b>Director, Marine Resources</b>	Ford, Wes	6233 6545	0418 133 286
<b>Director, Inland Fisheries Service</b>	John Diggle	6233 4044	
<b>SDCHQ Director</b>	Hart, Ray	6233 8591	0409 952 235
"	Hayes, Rod	6233 2004	
"	Johnston, Alan	6336 5229	0417 319 751
<b>Admin. Assistant</b>	Garcia, Denise	6233 6462	
"	Mamerow, Doris	6233 3232	
<b>Vet. Pathologist (Shellfish)</b>	Handlinger, Judith	6336 5389	0438 455206
<b>“(Fish) Supervising Veterinary Pathologist</b>	Loh, Richmond	6336 5217	
	Pyecroft, Stephen	6336 5275	0414 478630
<b>Vet. Pathologist</b>	Sharpe, Robyn	6336 5456	
<b>Veterinary Epidemiologist</b>	Elliott, John	6336 5334	0408 131201
<b>Snr. Vet</b>	Jackson, Bruce	6336 5306	0407 872520

**Officer, EAD**

<b>Snr.Vet Officer, ED</b>	Campbell, Rick	6421 7644	0408 140657
<b>Snr.Vet Officer, Fish (&amp; EO, THFAG until delegated)</b>	Ellard, Kevin	6233 6828	0418 131212
<b>Vet.Officers</b>	Bell, Cameron	6233 5356	0418 306067
“	Cameron, John	6336 5226	0429 365 226
“	Conway, Mary Lou	6233 6330	0408 356407
“	Manuel, Mike	6233 6883	0418 131223
<b>PR + Comm's</b>	Calderbank, Barry	6233 6300	0407 858293
<b>Stock Officer</b>	Bester, Doug	6336 5341	0419 569708
“	Bushing, John	6372 5487	0418 558776
“	Chandler, Rob	6266 4305	0418 131216
“	Jessup, Colin	6336 5443	0408 131215
“	Luke, David	6421 7670	0439 332432
“	Raphael, Graeme	6254 5012	0407 874069
“	Trzeciak, Victor	6336 5467	0418 365462
“	White, David	6421 7635	0408 140656
“	White, Karen	6233 6849	
<b>IATA accredited staff</b>	Wells, Denise	6336 5223	
<b>Quarantine</b>	Reardon, Danny (Manager)	6233 3518	0418 123 943
	Sherman, Colin (Exports)	6233 3528	0419 383 812
	Duty Officer		0418 125 634

## **1.2 Australian Animal Health Laboratory – Geelong**

EMERGENCY NUMBER – (03) 5222 4671

**5 Portarlington Rd., Geelong VIC 3220**

Telephone: 03 5227 5000

Fax: 03 5227 5555

## **1.3 Australian Chief Veterinary officer**

Telephone BH: 02 6272 5848

Mobile: 0417 236 184

Fax: 02 6272 5697

## **1.4 Victorian Chief Veterinary Officer**

Telephone BH: 03 9217 4246

Mobile: 0411 135 475

Fax: 03 9217 4322

## **1.5 Contacts in selected State Government Departments**

### **1.5.1 State Emergency Service**

Hotline: 6230 2700

After hours duty officer: 6230 2828

### **1.5.2 Corporate Marketing Unit (Previously Government Media Office)**

Manager Telephone: 6233 6340

Fax: 6233 2939

### **1.5.3 Bureau of Meteorology**

Regional Director of Meteorology, Hugh Hutchinson Telephone: 6221 2001

Severe Weather Meteorologist, Paul Fox-Hughes Telephone: 6221 2052

Senior Duty Weather Forecaster, available 24 hours Telephone: 6221 2000

#### 1.5.4 Department of Justice

Simon Allston, Crown Counsel Princ. Telephone: 6233 3408

Fax: 6233 2510

(Experience with orders/interstate outbreaks.)

#### 1.5.5 Environment (DPIWE)

**Incident Response** Mobile: 0418 125 859

Manager, Environmental Operations Telephone: 6233 2770

Fax: .....6223 3494

Mobile: 0419 585 770

##### **Regional offices:**

South – Mark Stanborough Telephone: 6233 6290

Mobile: 0438 336 290

North – Robert Trimble Telephone: 6336 2894

Fax: 6336 2803

Mobile: 0417 301 282

North-West – TBA Telephone: 6429 8763

Fax: 6429 8720

Mobile: TBA

#### 1.5.6 Water Resources (DPIWE)

Principal Water Environment Officer - Martin Read Telephone: 6233 3195

Fax: 6233 3195

Senior Hydrologist - Sunil Dayaratne

Telephone: 6233 8455

**1.5.7 Tasmanian Inland Fisheries Service (Ifs)**

Administration

Telephone: 6233 4140

Senior Inspector All hours

Telephone: 0408 145 768

Inspectors

Telephone: 6233 8809

**1.5.8 Ports Authorities**

Hobart Ports Corporation (all hours)

Telephone: 6235 1000

Hobart Harbour Master

Telephone: 6235 1069

**Hobart Port Control (Tides)****Telephone: 6235 1061**

Port of Stanley

Telephone: 6458 1271

Port of Strahan

Telephone: 6471 7291

Port of Launceston (Bell Bay)

Telephone: 6382 0111

**Launceston Port Control (Tides)****Telephone: 6382 0175**

Port of Devonport (Harbour Master)

Telephone: 6421 4911

Port of Burnie

Telephone: 6434 7300

**1.5.9 Department of Infrastructure, Energy and Resources**

Manager, Road Programing and Delivery Branch,

Phil Cantillon

Telephone: 6233 3767

Fax 6233 3728

**1.5.10 Land and Information Services**

Government Valuation Service

Launceston Office	Telephone: 6336 2228
	Fax: 6336 2691
Sandy Bay Office	Telephone: 6233 5692
	Fax: 6233 5694
Ulverstone Office	Telephone: 6429 8776
	Fax: 6429 8720
Geodata Services (Mapping) (Steve Sellers)	Telephone: 6233 6039
Cadastral Information Services	
Section Manager - Andrew Tomes	Telephone: 6233 3723
	Fax: 6233 3717

## **1.6 Department of Economic Development (Previously Tasmanian Development Authority)**

Telephone: 6220 6888

SEE ALSO THE SES EMERGENCY CONTACT LIST.

## **1.7 Local Government**

See Website <http://www.lgat.tas.gov.au> or local phone book – Look up Local Government on contents page – select Council, turn to relevant page in white pages.

## **1.8 Counselling Services**

Newport Wildman and Associates Telephone: 6334 2333  
Emergency: 1800 65 0204

## **1.9 Industry Contacts**

### **1.9.1 Veterinary Practitioners**

Refer Registrar, Veterinary Surgeons' Board of Tasmania.

John GILLHAM Telephone: 6239 6823

Disk labelled "Tas Vets" which gives practice telephone numbers, practitioner experience, etc.



## 1.9.2 Tasmanian Farmers & Graziers Association (TFGA)

### Roger Tyshing (Executive Director, Meat and Wool)

196 Cimitiere Street

Launceston Telephone: 6331 6377; Fax: 6331 4344

Email: tfga.rtyshing@bigpond.com Mobile: 0438 943 984

## 1.9.3 Dairy Industry

### Tasmanian Dairy Industry Authority

Don Sandman (Manager) Telephone: 6421 7638

#### Fresh Milk

Bonlac Foods Ltd

Wynyard Telephone: 6442 0211

Spreyton Telephone: 6421 2000

Betta Milk Co-op Soc. Pty Ltd

Burnie Telephone: 6431 2066

Cadbury Schweppes Pty Ltd

Cooee, Burnie Telephone: 6431 2588

King Island Dairies

Loorana, King Island Telephone: 6462 1348

National Foods (Pura Milk Pty Ltd)

Lenah Valley, Hobart Telephone: 6232 5700

Tamar Valley Dairy

Invermay Telephone: 6334 7220

**Cheese makers**

## Ashgrove Farms Cheese

Elizabeth Town

Telephone: 6368 1105

## Classic Foods Pty Ltd

Edith Creek

Telephone: 6452 0020

## Elgaar Farm

Deloraine

Telephone: 6368 1227

## Grandvewe Cheese (Sheep cheese)

Woodbridge

Telephone: 6267 4795

## Heidi Farm Cheese

Exton

Telephone: 6362 2882

## Hillwood Cheeses

Kings Meadows

Telephone: 6343 1844

## Lacrum Cheese Pty Ltd

Smithton

Telephone: 6452 2653

## Lactos Pty Ltd

Burnie

Telephone: 6433 9431

## Pyengana Dairy Company

Pyengana

Telephone: 6373 6157

In addition, there may be other 'Farm Cheese' producers, but these produce cheese on their own properties using only their own milk.

**1.9.4 Feedlots**

"Hawkridge" Feedlot (Tasmania Feedlot Pty Ltd)

Powranna, Alan Howard

Telephone: 6398 6244

Fax: 6398 6297

Mobile: 0418 132 541

### 1.9.5 Tasmanian Pig Marketing Co-op

Telephone: 6424 7809

### 1.9.6 Equine Industry Liaison Officer

Kevin Neilson

Telephone: 6233 4333

Racing Services Tasmania (all codes)

Telephone: 6336 2450

Fax: 6334 2347

### 1.9.7 Racing Clubs (Thoroughbred, Harness and Greyhound):

[http://www.dier.tas.gov.au/racing/racing\\_clubs.html](http://www.dier.tas.gov.au/racing/racing_clubs.html)

### 1.9.8 Artificial Breeding Services:

<http://www.yellowpages.com.au/search/searchEntry.do>

### 1.9.9 Livestock Transporters Association of Tasmania

David Young (Pres.)

Telephone: 6372 2122

PO Box 120

Fax: 6372 2832

St.Marys 7215 Mobile: 0417 344 638

Pat Knowles (Sec.) Telephone: 6255 5134

Fax: 6255 5128

Note: Transporters may not be members. Also via telephone book and yellow pages website. <http://www.yellowpages.com.au/search/searchEntry.do>

### 1.9.10 Aquaculture and Fishing Industry

**Tasmanian Fishing Industry Council**

Ralph Mitchell (Executive officer)

PO Box 878

Sandy Bay TAS 7006

Telephone: 6224 2332

[tfic@tfic.com.au](mailto:tfic@tfic.com.au)

Fax: 6224 2321

**Tasmanian Abalone Growers Association (TAGA)**

Steve Edwards

Secretary

School of Biomedical Sciences

University of Tasmania

Locked Bag 1-320

Launceston TAS 7250

Telephone: 6324 3827

[s.edwards@utas.edu.au](mailto:s.edwards@utas.edu.au)

Fax: 6324 3839

Mobile: 0418 572105

**Tasmanian Salmonid Growers Association (TSGA)**

Pheroze Jungalwalla

Executive Officer

PO Box 321

Sandy Bay TAS 7006 Telephone: 6214 0550

Mobile: 0419 898 852

[jungalwalla@tsga.com.au](mailto:jungalwalla@tsga.com.au) Fax: 6225 0904

**Fish Processors**

See Yellow Pages® – Fish & Seafood Production &/or Processing

**Fish Health Consultants**

With Aquaculture experience:

Pheroze Jungalwalla

C/-TSGA see above.

### **1.9.11 Poultry**

#### **Eggs:**

Tasmanian Commercial Egg Producers Association Telephone: 6426 1256

162 Moriaty Rd. Latrobe 7307 Fax + A/H's: 6426 2368

Pure Foods (Steve Parker) Telephone: 6228 4654

#### **Meat:**

Inghams Enterprises (Andrew Demkowicz, Vet) Telephone: 6269 0225

#### **Australian Poultry Industry Association**

Dr. Jeff Fairbrother Telephone: (02) 929 4077

Email: jeff.fairbrother@chicken.org.au Fax: (02) 925 0627

### **1.9.12 Kennel Clubs**

Tasmania Canine Association Telephone: 6272 9443

### **1.9.13 Cat Clubs**

Cat Control Council of Tasmania Telephone: 6239 6449

### **1.9.14 Show Societies**

Royal Agricultural society of Tasmania Telephone: 6272 6812

Agricultural Show Council of Tasmania Telephone: 6331 6044

Royal National Agricultural & Pastoral Society of Tasmania Telephone: 6331 6044

#### **Show Grounds**

**Burnie**

Show Grounds Telephone: 6431 2075

**Campbelltown**

Show Grounds Telephone: 6331 6997

**Circular Head (Stanley)**

Show Grounds Telephone: 6458 1384

**Deloraine**

Showgrounds Telephone: 6362 2585

**Devonport**

Devonport Agricultural and

Pastoral Society Show Grounds Telephone: 6424 2253

**Hobart**

Royal Show Grounds, Glenorchy Telephone: 6272 6812

**Launceston**

Royal Launceston Show Grounds Telephone: 6331 6044

**Longford**

Show Grounds Telephone: 6397 6118

**Ulverstone**

Show Grounds Telephone: 6425 1703

**1.9.15 Stock and Station Agents**

Roberts }

Elders Websters } See Phone Book  
<http://www.yellowpages.com.au/search/searchEntry.do>

IW Richards}

## 1.10 Truck washing sites

### North -

Killafaddy Sale Yards (Launceston City Council) 6323 3285

Forthside Vegetable Research Station

Launceston Airport Fire Station 6391 6964

Cornwall Coal Washing Depot, Fingal 6374 2115

Pioneer Concrete, Scottsdale 6352 2166

Dorset Council Depot, Scottsdale 6352 6510

Dorset Council Depot, Derby 6354 2130

Dorset Council Depot, Bridport 6356 1149

Sandpit Sand Mine, Kamona T Rainbow 6352 2500

Council Depot, St Helens 6376 1866

Council Depot, Fingal 6374 2278

### North-west -

Wynyard Council Depot 6443 8333

Mobile AH's 0418 142 461

Burnie Council Tip 6433 3106

AH's 6430 5799

Ulverstone Council 6479 8900

Depot 6429 8990

Devonport Council Depot 6420 2700

AH's 6423 3074

**South -**

HBMI Leslie Vale	6239 6410	AH's 0417 247 277
Bothwell Council Depot	62594030	AH's 0408 122 037
Forestry Tasmania (Geeveston)		6297 0012
New Norfolk Fire Service	Brigade Chief	0418 357 524
Fire Service, Sorell Street, Bridgewater	Duty Officer	6268 4950
Bridgewater Saleyards	6263 7338	
Derwent Valley Council	BH's and AH's	6261 8500
Cambridge TFS TrainingCentre	6214 8810	
Mornington Parkways Transfer Station		6245 9330
Oatlands Council Depot	6254 5000	AH's 0419 325 405



## 2 Procedures specific to aquatic animal disease emergencies

### 2.1 How to use this Appendix

This appendix to the Tasmanian Operational Plans and Resource Manual (TOM) also forms part of the Australian Aquatic Animal Diseases Veterinary Emergency Plan (AQUAVETPLAN). The existing manuals which make up AQUAVETPLAN v 1 are:

- Control Centre Management Manual (2001)
- Enterprise Manual (2000)
- Destruction Operational Procedures Manual (v. 1, 2002)
- Disposal operational Procedures Manual (v. 1, 2002)
- Furunculosis Disease Strategy Manual (2001)

These manuals are continually updated and others are being developed. Refer to the main text of TOM for guidelines on control centre management procedures whether the EAD is terrestrial or water based.

All standard operating procedures are listed in full with accompanying forms where required in Appendix 3.

### 2.2 Introduction

The aquatic animal industries are diverse, as are the disease agents and hosts that may be involved in an emergency situation. In many cases, little may be known of an agent and a control strategy may need to be developed very quickly, using first principles and the available knowledge. Aquatic systems may be categorised as open, semi-open, semi-closed or closed systems as described below. A single industry might use more than one system in different phases of production. For example, prawn culture often requires an open system for brood stock, a closed or semi-closed system for hatchery, and a semi-closed system for grow-out. Operational policy and procedures must be appropriate for the different management systems as exist for terrestrial intensive and extensive systems.

#### Open systems

Open systems are waterways where there is no control of either host movement or water flow (eg wild-caught fisheries). Aquatic animal disease emergencies occurring in open waterways will be difficult to manage due to the variety of management and organisation of control centres animals, conditions, polluting sources and uses. If diseases and pests become established in an open system, there may be limits to control; eradication from the environment may not be possible.

#### Semi-open systems

In semi-open systems there is control of host movement but no control of water flow (eg net-pen culture). Such systems are generally used for the culture of finfish, and are typified by water-cage/net-pen systems in which the fish are contained or controlled in a relatively uncontrolled environment. Movement and control of stock is possible but there is no control over the movement of water in, through and around the culture system. Semi-open farming systems for molluscs usually have the shellfish either suspended in baskets from lines or housed in racks. Young shellfish may be harvested from wild 'spat-fall' or cultured from brood stock in the tanks of sophisticated hatcheries.

### **Semi-closed systems**

Semi-closed systems are systems where there is control of host movement and some control of water flow (eg pond culture, race culture). In these systems species of finfish, crustaceans or molluscs are contained so that the animals, water and other associated materials are not in direct contact with natural waterways. Water is usually taken from an adjacent natural source and discharge water or effluent from the enterprise is released back into this same waterway. Release of this water may be a continuous or intermittent flow, which is introduced directly or indirectly into the waterway.

### **Closed systems**

In a closed water system, both the stock and the water are closely controlled, usually in tanks with attached filtration systems (eg aquaria). As in other systems, the health and survival of stock within the closed system is highly dependent on water quality. A healthy biological filtration system, rather than water exchange, controls the water quality in a closed system.

## **2.3 Fish Health Emergencies**

Fish Health Emergencies (FHE) are triggered by an event that indicates an existing or potential severe aquatic animal mortality or fall in production. FHE may be due to infectious causes (disease outbreak) or an environmental hazard. If a FHE does occur in Tasmania it must be detected and reported to the Chief Veterinary Officer (CVO) as soon as possible. The DPIWE will make a diagnosis, sometimes on clinical grounds alone but usually with laboratory backup by the Australian Animal Health Laboratory at Geelong. A special diagnostic team and diagnostic kit would be sent either from New Town or from Mt Pleasant Laboratory to take the specimens.

Once a diagnosis of a FHE has been made a policy suitable for the appropriate control of the emergency would be vigorously pursued. Consideration would be given to the extent of the infection/environmental hazard, cordoning off the area, applying strict movement controls, detecting all affected premises, preparing an inventory of all fish and destroying or treating them.

The designation of *infected place* as defined in the *Animal Health Act 1995* is equivalent to *infected area* and includes *dangerous contact areas* and *suspect areas* as defined in the AQUAVETPLAN Control Centre Management Manual. *Restricted* and *control areas* as defined in the *Animal Health Act 1995* also have equivalent meaning in the AQUAVETPLAN Control Centre Management Manual.

### **Environmental hazards**

In the case of environmental hazards, unlike diseases, there are no lists published, either nationally or internationally that outline or categorise environmental hazards. This is understandable, as the variety of such hazards is huge. Also, environmental hazards are not specific to aquatic animals; rather, such hazards usually encroach on the aquatic animal environment, and render that environment unsuitable for habitation. As such, there are innumerable agents that have the potential to become environmental hazards for aquatic animals, and cause a fish health emergency. Such hazards include:

- environmental hazards directly attributable to human error e.g. an oil and chemical spills, radiation toxicity;
- natural phenomena e.g. an upwelling of oxygen deficient water, floods
- "natural" phenomena, which may also be in part due to human activity e.g. toxic algal blooms.

There are many other potential environmental hazards and diseases; this management plan outlines the generic structure required to deal with fish health emergencies.

Where a FHE appears to be due primarily to an environmental hazard, the CVO will notify the Director, Marine Resources Division who will play a leading role in the subsequent response. While the CVO retains overall technical responsibility for the response as it pertains to fish, Marine Resources Division will be the main source of advice and operational support.

## **2.4 Tasmanian Fish Health Advisory Group**

The Tasmanian Fish Health Advisory Group (TFHAG) has been established to be a central group in the development and implementation of fish health emergency plans. The TFHAG consists of representation from Government departments and industry groups. The terms of reference for the TFHAG are:

- to assist the CVO in relation to fish health emergencies by the provision of technical, practical, management and commercial advice
- to plan for fish health emergencies
- to provide a forum for information exchange on fish health issues

**In the event of a fish health emergency the TFHAG can be convened by the CVO at his discretion. Such meetings will be on an ad hoc basis.**

To discuss and plan for fish health emergencies, the TFHAG will meet on a more regular basis. This will also provide for exchange of advice and information between the representative departments and groups.

The TFHAG can, if required, be complemented by additional specialists, again at the discretion of the CVO.

## **2.5 Alert Phase**

The CVO or delegate should alert the following organisations, as appropriate in addition to those already listed in TOM:

- Director of Marine Resources Division, DPIWE
- Inland Fisheries Service (IFS)
- Tasmanian Fishing Industry Council (TFIC)
- Tasmanian Aquaculture and Fisheries Institute (TAFI)
- Tasmanian Salmonid Growers Association (TSGA)
- Other specific industry groups as appropriate
- Fish processors
- Ports Corporations and Controls/Radio Rooms.

## **2.6 Operational Phase**

Disease control operations will be managed by State and Local Disease Control Centres using the same methodology as for terrestrial EAD responses. Staffing and venue for the SDCHQ will probably be the same. Selection of LDCC sites will be determined by the disease locations. Given that established aquaculture sites are relatively remote, forward command posts would be an important feature of the response.

### 3 STANDARD OPERATING PROCEDURES FOR EMERGENCY ANIMAL DISEASE

**DOCUMENT No:** EAD SOP OPS12

**TITLE:** FIELD OFFICERS INVESTIGATION PHASE  
INSPECTION PROCEDURES

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### 3.1 FIELD OFFICERS INVESTIGATION PHASE INSPECTION PROCEDURES

#### Scope:

For 'Inspectors' under the Animal Health Act 1995 engaged in EAD investigations before and during an EAD **Investigation Phase**.

#### Equipment and resources for inspection:

Authority card

Restricted Entry signs

Declaration of Infected Place

Directions by Inspector

Field Sheet – Suspect infected stock (attached to this SOP)

ANEMIS Inspection Forms 1, 2 and 3

Tracing Form (if tracing visit)

Inspection and Sampling gear

Field Surveillance Team Decontamination SOP and requisites.

#### 3.1.1 Warnings:

Check your communications are working before entering the property.

Take drinking water with you. Leave it on the property if disease is suspected or found.

Do not enter if the owner is less than amicable.

#### 3.1.2 Procedures:

Arrange with the owner/manager on the time and entry point to the property. Do not take your vehicle on to the property. Thus transport of yourself and your equipment to the suspect animals may also have to be provided by the owner/manager

Remove unnecessary equipment from vehicle. Take appropriate equipment for examining animals and conducting a PM. e.g. gum boots, overalls, waterproofs, bucket, torch, mouth

gag, halter, knives etc. Check you have appropriate disinfectants and paperwork. These have been provided in your kits.

Follow the Field Surveillance Team Decontamination SOP for entering a property.

Take a GPS reading preferably in the centre of the property. If this is not practicable record coordinates at least 20 m inside the gateway and away from adjacent entrances and driveways.

Examine the suspect and in-contact animals. Take rectal temperatures. Observe and record lesions (checklist is on the back of Field Record Sheet) and record morbidity and mortality.

Telephone the CVO (contacts on back of Field Record Sheet). Include directions to the most suitable entrance and any communication limitations eg. absence of landline or mobile service at site. A diagnostic team may then be dispatched to visit the property and take samples.

If sufficient suspicion exists, and you are an authorised Inspector under the Animal Health Act 1995 issue a Declaration of Infected Place (should be in triplicate). All movements on and off the property should cease and domestic pets and poultry confined. Inspectors can require this to happen; others can only advise. Identify a single entry to the property. Restricted entry signs are included in the paperwork for Inspectors.

If people have to leave the farm eg. for a medical reason, decontamination procedures should be followed. If an emergency medivac is required ensure the ambulance personnel and receiving medical facility are aware of the disease situation at the farm. Refer them to the CVO for decontamination procedures if need be.

While you are waiting for the diagnostic team, fill out the ANEMIS Inspection Forms 1, 2 and 3. Draw a map of the property and record the distribution of stock. Arrange for animals to be mustered away from the boundary paddocks and a representative group is available at the yards for the Diagnostic Team.

Ensure the telephone is constantly attended.

Do not leave the property until authorised, unless you have to use a telephone elsewhere.

Follow the Field Surveillance Team Decontamination SOP for exiting a property.

**FIELD SHEET – SUSPECT INFECTED STOCK**

This sheet may be useful as a ‘memory jogger’ for terrestrial Field Surveillance Team members.

Total animals on premises	Cattle	Sheep	Pigs	Goats	Equine	Birds
<b>Young</b>						
<b>Weaners</b>						
<b>Adults</b>						
<b>Affected</b>						

Other species	No. per species	Affected

When were signs first noticed?.....

Predominant signs:

.....  
 .....  
 .....  
 .....  
 .....

Rectal Temperatures:.....



## CHECKLIST FOR RECORDING SIGNS

Use a separate column for each species or mob.

<b>Total Number</b>			
Number –Lame Salivating Depressed			
No. closely examined			
Lesions location – Muzzle Lips Tongue In Mouth Interdigital Coronet Teats Other			
Lesions description – Type Size Colour Ruptured			
Neurological signs			
Dysentery or other (name)			
Abortion			

**GUIDELINES FOR AGING FMD LESIONS**

Source: NZMAF Quality management, Foot and Mouth Disease

	Cattle	Pigs	Sheep
Fever prior to vesiculation	1 day		
Unruptured vesicles	0-2 days	1-3 days	1-3 days
Blanching and under running of epithelium	24-36 hrs		
Raw eroded edges	36-60 hrs		
Healing commenced	60 hrs		
Healing advanced	5-6 days	3 days	3 days
Healing completed	10-14 days	9-21 days	14 days
Slipping of hooves	3-12 weeks	1-3 weeks	1-4 weeks

**DOCUMENT No:** EAD SOP OPS11

**TITLE:** FIELD SURVEILLANCE TEAM  
INSPECTION PROCEDURES

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## **3.2 FIELD SURVEILLANCE TEAM INSPECTION PROCEDURES**

### **3.2.1 Scope:**

For Field Surveillance Team Members ('Inspectors' under the Animal Health Act 1995) engaged in EAD surveillance activities where infected premises may be encountered **during an EAD Response**.

### **3.2.2 Equipment and resources for inspection:**

Authority card

Restricted Entry signs

Declaration of Infected Place

Directions by Inspector

ANEMIS Inspection Forms 1, 2 and 3 (and Order to Destroy if declared DCP)

Tracing Form (if tracing visit)

Inspection and Sampling gear

Advice sheet for Owners of Infected and Dangerous Contact Premises

Advice sheet for owners of susceptible stock.

Field Surveillance Team Decontamination SOP and requisites.

### **3.2.3 Warnings:**

Check your communications are working before entering the property.

Take drinking water with you. Leave it on the property if disease is suspected or found.

Do not enter if the owner is less than amicable.

### **3.2.4 Procedures:**

Inspection is defined as looking for symptoms. Examination means to physically examine an animal for lesions.

Follow the Field Surveillance Team Decontamination SOP for entering a property.

Take a GPS reading preferably in the centre of the property. If this is not practicable record coordinates at least 20 m inside the gateway and away from adjacent entrances and driveways.

Record tracing information as required by the Tracing Sheet on ANEMIS Inspection Forms 2 and 3. Always complete an Inspection Form 1 for every visit.

### **3.2.5 Order of Inspection**

Identify any suspect or at risk animals and inspect these first. If this inspection does not reveal disease, then inspect the other animals on the property.

If this inspection does not reveal disease, advise the owner on disinfection of any suspect area and prevention measures. This property will be revisited as a matter of course and movement restrictions will be in force.

### **3.2.6 Inspection of Groups of Animals**

In general, animals should be left in their own paddock or pen as much as possible and only moved to handling facilities if suspicious symptoms are seen.

#### *Cattle*

If possible, walk around through the mob listening for lip smacking and looking for salivation, lameness, moist interdigital cleft (dry conditions) or depression. Try to look at each individual. Note ID of any animal showing symptoms. Paint branding or spray marking, if possible, will aid re-inspections.

Extensive beef cattle may have to be examined from a vehicle. Try to time inspections to coincide with hay distribution if being done – identifies those with inappetence and lameness more easily.

#### *Sheep and goats*

The main symptom to look for is lameness. All lame sheep should be examined and then marked. Sheep rarely salivate.

#### *Pigs*

Look for fever, inappetence, and reluctance to move. Get all pigs in the pen up and walking around.

### **3.2.7 Examination of Animals Showing Suspicious Symptoms of an EAD**

Appropriate restraint should be used (physical and/or chemical) to allow thorough examination. Lighting must not be a limiting factor.

### 3.2.8 Vesicular diseases

Examine all of the mouth and tongue. Look for blanching, irregular tongue margins, healing areas, granulating areas, scar tissue, vesicles, erosions. Wear disposable rubber gloves and use tongue cloths to grip tongue.

Examine muzzle/snout/nostrils.

Examine interdigital cleft and coronary bands of both claws and accessory digits. Two plus week old lesions in cattle may look like healing footrot cases ("slipper" feet).

Take the rectal temperature.

Examine teats and rest of body.

Identify individual animals and record clinical details as required and morbidity and mortality of the various affected groups on the Inspection Form 1.

If in doubt look at more animals, even if they don't appear to be affected. There are usually others at different stages/showing more typical lesions in the mob if it is a vesicular disease.

NOTE: It may be very hard to diagnose vesicular diseases in sheep as lesions can be very subtle. In many cases, blood testing of an appropriate sized random sample is the only reliable way.

### 3.2.9 If disease is suspected:

Telephone the Surveillance Coordinator. Include directions to the most suitable entrance and any communication limitations eg. absence of landline or mobile service at site.

Issue a Declaration of Infected Place (in triplicate). All movements on and off the property should cease and domestic pets and poultry confined. Restricted entry signs should be attached to all gateways.

Draw a map of the property and record the distribution of stock. Arrange for animals to be mustered away from the boundary paddocks and towards holding facilities for the IP Operations Team.

Complete ANEMIS Inspection Forms 2 and 3.

If people have to leave the farm eg. for a medical reason, decontamination procedures should be followed. If an emergency medivac is required ensure the ambulance personnel and receiving medical facility are aware of the disease situation at the farm. Refer to the Surveillance Coordinator for further advice if need be.

Ensure the telephone is constantly attended.

Do not leave the property until authorised, unless you have to use a telephone elsewhere.

### **3.2.10 All situations**

Follow the Field Surveillance Team Decontamination SOP for exiting a property.

### **3.2.11 References:**

AUSVETPLAN CCMM 2 (LRD 103)

**DOCUMENT No:** EAD SOP OPS10

**TITLE:** COLLECTION OF EAD SPECIMENS

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### 3.3 COLLECTION OF EAD SPECIMENS

#### 3.3.1 Scope:

For Field Surveillance Team Members ('Inspectors' under the Animal Health Act 1995) engaged in EAD surveillance activities where infected premises may be encountered **during an EAD Response**.

#### 3.3.2 Equipment and resources for inspection:

As advised by the Surveillance Coordinator.

#### 3.3.3 Warnings:

You may need to return to your car to get your sampling equipment, specimen bottles, blood tubes and forms etc. Exit and re-enter the premises using the decontamination procedures in the Field Surveillance Team Decontamination SOP.

Packaging and transport of specimens will be determined by the disease and the destination of the samples. IATA accredited personnel may be required to perform these procedures and will thus be required on site if this is the case.

#### 3.3.4 Procedures

Only take the minimum equipment and sample containers required onto the farm.

Keep each type of collection in separate sealed zip lock bags eg. bleeding equipment and containers in one and faecal sampling requisites in another. Leave any external packaging in the car.

Do not take the Laboratory Submission Form onto the premises. Take notes on a single sheet of paper, place the sheet in a sealed plastic bag, and disinfect the bag as you leave the farm. Then place it in another bag. Transcribe the notes on to the Laboratory Submission Form after decontaminating off the premises. Alternatively, use waterproof paper and simply disinfect off the farm as for other equipment.

The number of samples required will be determined usually on a 95/5 plan (95 % confidence of detecting one positive sample if 5% of the source population is infected). For FMD, where PCR procedures will be used, nasal swabs and clotted blood will be required.

Identify all specimens with the animal's identification, the case number of the premises (supplied by LDCC) as well as other details at the time of collection.

For samples to be transported to AAHL or any other laboratory by air, IATA accredited shippers must pack and complete the consignment documentation. Thus such a person may be required on the property at the time of sampling.



After collecting samples, place in zip lock bags and seal them.

On exiting the premises disinfect the outside of the bag and place in another bag and seal it before placing in an appropriate transport container (esky).

**DOCUMENT No:** EAD SOP OPS9

**TITLE:** DANGEROUS CONTACT PREMISES (DCP)  
PROCEDURES

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## **3.4 DANGEROUS CONTACT PREMISES (DCP) PROCEDURES**

### **3.4.1 Scope**

For Field Surveillance Team Members ('Inspectors' under the Animal health Act 1995) engaged in EAD surveillance activities where infected premises may be encountered. Any premises with susceptible animal that have received animals from an IP, has had other direct animal contact (such as contiguous properties) or other significant contact with an IP may be classified as a DCP (see TOM glossary for definition). You may be sent out to a known DCP.

### **3.4.2 Equipment**

Authority card

Restricted Entry signs

Declaration of Infected Place (Form Stat6)

Directions by Inspector (Form Stat8)

ANEMIS Inspection Forms 1, 2 and 3

Tracing Form (if tracing visit)

Inspection and Sampling gear

Advice sheet for Owners of Infected and Dangerous Contact Premises

Advice sheet for owners of susceptible stock.

Field Surveillance Team Decontamination SOP and requisites.

### **3.4.3 Warnings**

Check your communications are working before entering the property.

Take drinking water with you. Leave it on the property if disease is suspected or found.

Do not enter if the owner is less than amicable.

### **3.4.4 Procedures**

Note: Dangerous contact animals may be excreting even though showing no clinical symptoms - therefore treat as infected.

Identify and account for all Dangerous Contact (DC) stock.

Quarantine the premises (Declaration of Infected Place, Form Stat6).

Order all personnel, vehicles etc. to remain on premises unless disinfected off to your (or the gate control officer's) satisfaction.

Isolate the Dangerous Contact (DC) animals whether mixed with others or not. Secure this area - wire up gates if possible, ensure fences are stock-proof and no across-fence contact.

Isolate (separately) any animals that have been in contact with DC stock - leave in the paddock they are already in if possible.

Keep other stock off areas on which DC stock have been kept or passed over e.g. unloading ramp, yards.

Fill out ANEMIS 1.

Determine whether any susceptible species that have been in direct or indirect contact with DC animals have since left the premises. Obtain all identity details, total number and full details of destination for reporting to the Surveillance Coordinator. Record details in the ANEMIS Inspection Forms 2 and 3.

Report to the Surveillance Coordinator.

Permission to destroy animals and property must be given by the CVO. The order for destruction ('Direction for Destruction..', Form Stat9) must be signed by the CVO and sighted by you before slaughter can commence.

Prepare DC stock for valuation and destruction. All DC animals should be destroyed within 24 hours of the property being declared a DCP.

If you are to participate in destruction you may be asked to examine DC animals for lesions or (in their absence) collect diagnostic samples from a predetermined number of animals.

Remain on premises until relieved by IP Site Supervisor and Gate Control Officer. Disinfect off the premises as per the Field Surveillance Team Decontamination SOP and assume you have been on an infected premises unless advised otherwise.

**DOCUMENT No:** EAD SOP OPS8

**TITLE:** FIELD SURVEILLANCE TEAM  
DECONTAMINATION

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.5 FIELD SURVEILLANCE TEAM DECONTAMINATION

### 3.5.1 Scope:

For Field Surveillance Team Members ('Inspectors' under the Animal health Act 1995) engaged in EAD surveillance activities where infected premises may be encountered.

### 3.5.2 Equipment and resources for decontamination:

Halamid/Halasept®

Quad Hygelene®

20 L Fresh water

1 x 3m x 2m Plastic sheet

1 x 10 L Bucket

1 x 30+L 'Boot boxes'

2 x pairs Disposable overalls

Other disposable garments as required (eg hats, beard protectors)

Face mask

Post Mortem/rubber gloves

Disposable latex/nitrile gloves

Personal Soap

Nail brush

Long handle Scrubbing brush

Boot pick

Zip Lok Plastic bags

Garbage bags

Biohazard waste bags

Pen, pencils and paper (preferably waterproof)

Facial tissues

5 L Garden sprayer

### 3.5.3 Warnings:

Full-length overalls, dust mask and gloves should be worn when making up cleaning and disinfecting solutions. Concentrates should be added to water, not vice versa.

Take drinking water with you. Leave it on the premises on departure.

### 3.5.4 Procedures:

1. Arrange with the farmer or veterinarian on the farm to meet where there is minimal chance of contamination occurring to your vehicle. Leave vehicle outside the premises.
2. Take off all jewellery including your watch. Make sure your mobile phone has the correct time displayed and the battery is fully charged. Apply sunscreen as required.
3. Spread the cover sheet between the vehicle boot and the farm entrance/'threshold' so that a clean area is clearly demarcated and debris from the 'dirty' area does not enter the disinfectant.
4. You should have a 10 lt garden sprayer with you already filled with Halamid®/Virkon® solution and a spare set of clothes or overalls in case your protective clothing tears.
5. Put on **two pairs of** disposable overalls and your gum boots. The hood of one pair of the overalls must be drawn up over your head and the legs of the outside pair **outside** your gum boots. **If the work situation is likely to damage the disposable overalls or weather conditions dictate, substitute the outer disposable overalls for plastic waterproofs.** Street shoes are placed within easy reach in the vehicle boot.
6. Put on disposable gloves and facemask. Disposable head covers and snoods should be worn as required. If there is a likelihood of the overall hood being uncomfortable or falling off, use a disposable head cover. Hair must be covered. Broad brimmed hats have to be suitable for wet disinfection.
7. Take the minimum of equipment required:

Authority Card (ensure it is in the zip lok bag with your car keys if not modified for hanging around your neck);

Paperwork pack - ANEMIS Inspection Forms (as issued or blank), Tracing forms if issued, Declarations with duplicates and carbon paper (keep in their own plastic bags for disinfecting and photocopying later), pencils, biros and marker.

Sampling and restraint equipment (including sedative), thermometers, sharps container, spare disposable gloves, car keys, camera, GPS and mobile phone in their own plastic bags (the latter three in double bags for added protection).

One large biohazard waste bag and one large garbage bag.

8. Prepare 1x 10 lts 5 % Quad Hygelene® in a bucket. Place the long handle brush and hoof pick in this bucket. This is your cleansing bucket. Prepare 8-9 lt. 1% Halamid® or 2% Virkon® - in the boot box. This is your final disinfectant rinse. **Retain** 1-2 lts water for washing exposed skin after disinfection is completed on exit.

### **CHECK YOU HAVE YOUR CAR KEYS WITH YOU!**

9. The bucket and boot box are placed on the cover sheet along the centre demarcating 'clean (closest to car) and dirty areas (closest to farm). Unless new, scrub the boots and plastic waterproofs (if using them) with Halamid®/Virkon® before entering the property.

10. On leaving the farm:

(a) Remove as much dirt and organic material as possible on the farm preferably via a vigorous hosing.

(b) Used needles and scalpel blades are placed in a sharps container. The sharps container, disposable syringes and their packaging are placed directly into the biohazard waste bag.

(c) All paperwork, unexposed equipment, mobile phone, car keys etc and samples (in their respective plastic bags or waterproof containers) are rinsed in the Halamid®/Virkon® solution and passed over to the 'clean' area. Beware of drowning your mobile phone!

(d) Using the hoof pick, brush and Quad Hygelene® solution, remove all visible dirt from your waterproofs (if wearing them), gum boots and other equipment, paying particular attention to the boot soles, inside the trouser cuffs and equipment that came in direct contact with susceptible animals such as gags and thermometers.

(e) While standing on the 'dirty side' remove waterproofs and hat (if using them) and plunge with gum boots and equipment into the Halamid®/Virkon® solution and place in a garbage bag for later disinfection on return to base. If you are not wearing waterproofs, peel off and destroy (tear) the disposable overalls and place in the biohazard waste bag. Similarly with disposable gloves, hats and snoods. Rinse the biohazard waste and garbage bags in Halamid®/Virkon® and pass them over to the 'clean' side. Seal the garbage bag.

(g) Empty remaining Quad Hygelene® and Halamid®/Virkon® solutions on to ground.

(f) Put on street shoes and other clothing if necessary.

(h) Empty the bags with the mobile phone, GPS, Camera and car keys on to the front seat of your vehicle and place the bags in the biohazard waste bag. Using a paper towel and the



Halamid®/Virkon® from the garden sprayer, wipe around the external surfaces of the car boot, door handles, wing mirror and steering wheel. Place paper towel in the biohazard waste bag.

(i) Thoroughly wash all exposed skin with soap and water; scrub finger nails; blow nose, clean ears. Dry with paper towel which, with the tissues etc. is placed in the biohazard waste bag; seal it and leave on the farm for burning. If there is any doubt that the bag will be disposed of properly, disinfect it again and bring it back to base for incineration.

(j) Use the sprayer to spray wheels, wheel arches, bucket, boot box and cover sheet which is then folded and placed in the boot box.

11. On returning to base, wash the vehicle, paying particular attention to the wheels, floor mats and pedals, steering wheel and boot and cover sheets (both sides) – all of which should be wiped or sprayed with 2 % Virkon-S® or 1% Halamid®. A commercial automatic vehicle wash should be considered for muddy vehicle undersides. All items in the garbage bag including your gum boots are scrubbed and rinsed again in Halamid®/Virkon® solution and left to air dry.

12. Shower (long and hot) and wash hair. Change clothes again. Wash clothes on a hot cycle.

13. If you have entered an Infected Premises avoid contact with susceptible animals until further notice.

### **3.5.5 References:**

AUSVETPLAN Decontamination Manual

MSD Sheets for Quad Hygelene®, Halamid®, Halasept®, Virkon S®

**DOCUMENT No:** EAD SOP OPS7

**TITLE:** INFECTED PREMISES OPERATION TEAM  
PERSONAL DECONTAMINATION

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### **3.6 INFECTED PREMISES OPERATION TEAM PERSONAL DECONTAMINATION**

This is a generic SOP that is applicable to most diseases. It will be replaced by more specific instructions if necessary.

Decontamination is used to minimise the spread of disease agents from infected properties via fomites. Fomites are anything that can carry a disease agent mechanically such as people, their clothes and equipment. It is vital for the ongoing success of the response that disease is not spread by IP personnel and others visiting the IP.

#### **3.6.1 Scope:**

All personnel working as part of an IPO Team.

#### **3.6.2 Warnings:**

You must arrive in suitable under garments to maximise comfort whilst on the IP considering the personal protection equipment (PPE) you may be required to wear.

You may be required to carry your own PPE, otherwise it will be stored and available for you to change into at the IP entry point. Similarly with decontamination equipment and chemicals.

#### **3.6.3 Resources**

The following are the minimum requirements for one person.

2 pairs disposable overalls (Tyvek® or equivalent)

1 pair gum boots or equivalent

Disposable hats, snoods, facemasks and gloves as required.

1 x 10 L bucket

1 x 30+L bucket/boot box

Cleaning chemical with MSD sheet

Disinfecting chemical with MSD sheet

Measuring jug

20+ L clean water

Long handle scrubbing brush

Boot pick

Nail brush

Personal soap

Paper towel

Disposable tissues

Garbage bags

Biohazard waste bags

### 3.6.4 Procedures:

1. Leave vehicles outside the premises at the designated parking area.
2. Make yourself known to the Gate Control Officer who will direct you to the changing area.
3. Take off all jewellery including your watch, leaving them in the secure area at the IP entry. Make sure that if you are using a mobile phone that it has the correct time displayed and the battery is fully charged. Apply sunscreen as required. Ensure you have the **correct identification** on your person eg hanging around your neck. Place your mobile telephone in a zip-lok bag.
4. Lock your vehicle.
5. Put on two pairs of disposable overalls and your gum boots. The legs of the outer overalls should be outside your gum boots. If weather conditions dictate, substitute the outer pair of disposable overalls for plastic waterproofs. Street shoes are left in the 'change area' at the IP entry.
6. Put on disposable gloves and facemask as required. Disposable head covers and snoods should be worn as required. If there is a likelihood of the overall hood being uncomfortable or falling off, use a disposable head cover. Broad brimmed hats have to be suitable for wet disinfection.
7. On leaving the farm:
  - (a) Remove as much dirt and organic material as possible on the farm preferably via a vigorous hosing.
  - (b) Leave all items other than your ID and mobile telephone on the farm if you are returning. A secure store should be identified on all IP's for this purpose.
  - (c) The IP entry point should have a cleaning (Quad Hygelene®) solution and a disinfectant (Halamid®/Virkon®) solution at the boundary of the 'dirty side' of the decontamination area. Biohazard waste and garbage bags should also be present.
  - (c) Rinse you ID and mobile telephone (in its bag) in the Halamid®/Virkon® solution and place on the 'clean side'.
  - (d) Using the hoof pick, brush and Quad Hygelene® solution, remove all visible dirt from your waterproofs (if wearing them), gum boots (paying particular attention to the boot soles) and inside the trouser cuffs.
  - (e) While standing on the 'dirty side' plunge gum boots into the Halamid®/Virkon® solution then either place in a garbage bag for redisinfection at base or leave in the designated place in the change area as instructed. Remove waterproofs, and hat (if using them) and plunge into the Halamid®/Virkon® solution and either bag or leave as for the gum boots.
  - (f) If you are not wearing waterproofs, remove and destroy (tear) the disposable overalls and place in the biohazard waste bag. Similarly with disposable hats, snoods, gloves and facemasks. Leave the biohazard waste bag on the 'dirty side'.

- (g) Rinse the garbage bag in Halamid®/Virkon® and pass over to the 'clean' side.
  - (h) If showering facilities are not available thoroughly wash all exposed skin with soap and water; scrub fingernails; blow nose, clean ears. Dry with paper towel which, with the tissues etc. is placed in a 'clean side' biohazard waste bag.
8. On returning to base if you are to re-disinfect items, scrub and rinse all items in the garbage bag in Halamid®/Virkon® solution and leave in the designated area to air dry.
  9. Shower (long and hot) and wash hair. Change clothes again. Wash clothes on a hot cycle.
  10. 9. Avoid contact with susceptible animals until further notice.

**DOCUMENT No:** EAD SOP OPS6

**TITLE:** FIRST RESPONSE TO SUSPECT AQUATIC  
ANIMAL DISEASE EMERGENCIES

**Prepared by** Robert Chandler & Mary Lou Conway,  
DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## **3.7 FIRST RESPONSE TO SUSPECT AQUATIC ANIMAL DISEASE EMERGENCIES**

### **3.7.1 Scope**

This document outlines the actions to be taken immediately after detecting a significant fish loss on an aquaculture lease. It applies to any person. For the sake of simplicity all aquatic animals are referred to as fish.

#### **Types of aquaculture leases:**

- Hatcheries - freshwater & marine
- Marine farms - finfish & shellfish,
- Freshwater farms – finfish grow out, eel farms

#### **Local considerations**

Biosecurity options will vary greatly depending on the aquaculture system. Different aquaculture systems allow a higher degree of tank or seacage isolation. Recirculating systems (finfish hatcheries and abalone farms) tanks can be isolated more easily than seacages or oyster racks in a marine environment.

Stock management practices and recent environmental conditions will influence stock mortalities and remedial action. Careful observation and an accurate stock history will assist your decision making process.

### **3.7.2 Equipment/Resources**

- Communications – radio, mobile telephone
- Leakproof containers for mortalities
- Recording materials (On-site Inspection Form for FHE investigations, Algal Sample Information Sheet, waterproof notepads, pencils)
- Sample collection equipment
- Personal decontamination gear

### **3.7.3 Warnings**

All usual precautions for working near or in water must be observed (refer to Personnel Working Over Water In The Aquaculture Industry SOP).

### **3.7.4 Procedures**

#### **STAY ON SITE:**

- Check security of sea cage to prevent fish escapes.
- Stop feeding - it increases metabolic rate leading to higher losses.
- All stock on the lease are to be considered at risk and should not be moved.

All vehicles, vessels, equipment and personnel must be decontaminated as per DPIWE direction before exiting site (**link to SOP Disinfection for Aquatic Infectious Disease**).

**RESTRICT ACCESS:**

Prevent unnecessary entry.

Maintain a record of entry or exit of all fish, personnel, equipment, vehicles and/or vessels.

**ALERT FARM MANAGER if available – if not proceed as follows as for the farm manager:**

Contact the DPIWE Fish Health Unit (FHU) Ph. 03 63365216 or the DPIWE Fish Veterinarian Ph. 03 62336828 Mob. 0418131212

Follow DPIWE directions.

Alert all staff.

Co-ordinate all movements and activities within the lease area.

Introduce personal decontamination procedures.

**ASSESS EXTENT OF LOSSES:**

Estimate mortalities. Assess the scale of mortalities both in numbers of groups affected and numbers of fish per affected group.

Assess condition of remaining fish in affected group.

Look for and note down – poor schooling, distressed gill action (gapping), unusual skin colour changes (typically darker), erratic swimming or behaviour, and poor response to food.

Assess condition of stock in other groups on site.

**COLLECT SAMPLES IF DIRECTED TO: (link to SOP Sample Collection Procedures)**

Select moribund fish & kill humanely (external trauma or anesthetic overdose).

Microbiology – kidney, brain & skin lesions (culture plates & blood smears from kidney & brain are vital; sample skin lesions if numerous/obvious). Heat sterilize between samples.

Histology (in formal saline) – gills (collect immediately), spleen, liver, kidney, pyloric caecae, brain and full depth (skin and muscle) from the midside, lateral line area.

Live fish sample submissions are an option with small fish or shellfish. Maximise dissolved oxygen, keep cool and ensure prompt delivery. Alert the Fish Health Unit, Mt. Pleasant Labs Ph. 03 63365216 prior to dispatch.

Fresh samples on ice can be forwarded to the Fish Health Unit, Mt. Pleasant Laboratory (after consultation with the FHU or DPIWE Fish Veterinarian). Again, alert the Fish Health Unit, Mt. Pleasant Laboratory prior to dispatch.

**REMOVE MORTALITIES IF DIRECTED**

Develop a time frame and work program from the mortality assessment. This is particularly important for divers.

Mortalities must be placed in leakproof containers.

You may be dealing with a disease agent - consider risk of spread, and zoonotic potential (eg. *Pfisteria*).





**DOCUMENT No:** EAD SOP OPS5

**TITLE:** EMERGENCY RESPONSE SAMPLING FOR  
HARMFUL ALGAE

**Prepared by** Judi Marshall, University of Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
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## 3.8 EMERGENCY RESPONSE SAMPLING FOR HARMFUL ALGAE

### 3.8.1 Scope:

This document outlines the actions to be taken immediately after detecting a significant fish loss on an aquaculture lease where harmful algae are suspected. It applies to any person. For the sake of simplicity all aquatic animals are referred to as fish.

### 3.8.2 Introduction:

To be able to advise on actions to be taken during a Harmful Algal Bloom (HAB) event, the algal culprit needs to be identified. Diagnosis of algal species is often made difficult through;

- Water samples taken too long after the fish mortality event

- Samples taken incorrectly (with large mesh net)

- Samples stored incorrectly (i.e. placed in fridge, in an eski with many ice packs or left in the sun)

- Samples not delivered quickly enough resulting in grazing of algal cells by zooplankton or rupture of algal cells.

- Samples incorrectly preserved (i.e. formaldehyde)

- Samples being preserved.

To assist in diagnosing the extent of a potential algal threat, the information on the Algal Sampling Information Sheet should be observed and noted. There are 2 types of samples useful in identifying potential algal threats.

- Plankton Vertical Net Haul** – which will give an overview of the algal species present throughout the water column, and allow the dominant organisms to be identified.

- Discrete Whole Water Sample** – which will allow the algal cells to be quantified at a determined depth.

For routine monitoring, vertical plankton net hauls are usually sufficient, except when blooms of small flagellates less than 20µm occur (e.g. *Heterosigma* or *Prymesium*).

In the event of a fish mortality event, it is preferable that at least one vertical plankton haul is provided, along with a number of whole water samples at a range of depths.

### 3.8.3 Plankton Vertical Net Haul – Qualitative

#### 3.8.3.1 Equipment and Resources:

- 20µm plankton net

- Algal Sample Information Sheet

- Sample Jars

- Waterproof pen or pencil

- Lugol's preservative

- Eski or box

**3.8.3.2 Procedures:**

Choose a location where the conditions are similar to those experienced by the fish. Just outside affected pens are ideal. Ensure that prop wash from boats has not mixed the water column from the area that you are about to sample.

Fill out the Algal Sample Information Sheet.

Wash the plankton net in water without the sample bottle on.

**Label sample jar** with date, location and sample number. Place jar on end of plankton net.

Allow weighted plankton net to free fall to predetermined depth. Net should sink at a rate of no faster than 50 cm per second. A 10 m sample is ideal for most cases. Marks at 5, 10 and 15m can be made on the cord of your plankton net for reference.

Retrieve net at the same speed as the net sank.

Concentrate sample to about 50 mls using the plankton net and place lid on sample store in an eski or cool place (not the fridge).

If it is possible to get sample to be analysed within hours, you may need to preserve the sample. It is always ideal to supply one Lugol's preserved and one fresh plankton haul. For a 50 ml sample, you will need approximately 1 ml of Lugol's fixative, or enough to make the sample a weak tea or whiskey colour.

Wash net in fresh water and allow to air dry.

**3.8.4 Discrete Whole Water Sample – Quantitative****3.8.4.1 Equipment and Resources:**

1 or 2 L bottles for samples – cleaned thoroughly (Clear plastic juice bottles are ideal)

Algal Sample Information Sheet

Waterproof permanent marker

Nisken-type sampler with weight or diver

Clean bucket

**3.8.4.2 Procedures:**

1. Choose a location where the conditions are similar to those experienced by the fish. Just outside affected pens are ideal. Ensure that prop wash from boats has not mixed the water column from the area that you are about to sample.
2. **Label bottles** with date, location and sample number. Wash bottle out with local water 2 or 3 times.
3. Collect water samples from 1, 5 and 10m depths if using a Nisken-type bottle or send diver to depths with a capped sample bottle and have him fill the sample bottle at these depths. Make sure that the bottle is full to exclude air bubbles.
4. If no sampling equipment available, take a 2 litre surface sample.
5. Label bottles and place in an eski or cool area out of direct sunlight. Transport for analysis as soon as possible

### 3.8.5 Environmental Sampling and Farm Information

Environmental information is essential in helping determine the sequence of events leading to algal induced fish mortalities. The environmental information provided may help to predict and mitigate future algal blooms within the industry.

**Water temperature** (measured in °C) and **dissolved oxygen** (DO; preferred measurements in mg L<sup>-1</sup>) are physical characteristics routinely check for fish health.

**Salinity** (in ppt or psu) will give an indication of local influences on the bloom. Some DO and temperature meters will give this salinity data also. If not available, salinity can be checked from whole water samples in a laboratory. Any observations such as recent rainfall or flotsam from creeks are useful.

**Tidal influences** often play a role in concentrating algal slicks involved in fish mortalities. Farm attendants often are able to provide valuable information on subtle and significant changes in environmental conditions.

Declines in **fish feeding rates** are usually the first indication of a toxic algae insult. Please provide information where possible. Similarly, farm attendants often observe changes in **fish behavior**. By documenting this information, researchers can start to put together diagnostic behaviors for future mitigation strategies.

**Secchi Depth** (in meters) determines the turbidity of the water and is a valuable predictive tool for algal blooms.

### 3.8.6 Samples can be sent for commercial analysis to:

Attn: Stephanie Fulton/Ruth Eriksen  
Analytical Services Tasmania  
C/o Chemistry Department  
University of Tasmania  
Churchill Ave  
Sandy Bay TAS 7005  
Ph 02 6226 7175  
Email: Ruth.Eriksen@dpiwe.tas.gov.au

#### Or by special arrangement to

Judi Marshall or Gustaaf Hallegraeff  
University of Tasmania,  
School of Plant Science  
Aquatic Botany

College Road

Sandy Bay TAS 7005

Ph (03) 6226 1750/ 6226 2623

Email: [Judi.Marshall@utas.edu.au](mailto:Judi.Marshall@utas.edu.au)

[Phycotec@tassie.net.au](mailto:Phycotec@tassie.net.au)

**Algal Sample Information Sheet**

Date..... Time.....am/pm  
 Observer..... Phone No.....  
 Company..... Farm.....

**Farm Information:**

Water Temperature.....°C Water Salinity..... DO.....  
 Tide High  Incoming   
 Low  Outgoing   
 Water discoloration..... Secchi Depth .....m  
 Fish Mortalities Yes  Fish age class.....  
 No   
 Time of last feed .....am/pm No feed taken   
 Less than average feed   
 Normal feed taken

Fish behavior.....  
 .....

**Sample information.**

Sample 1 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 2 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 3 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 4 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 5 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....

Comments.....

Sample 6      Plankton tow                                  Fresh             Preserved                          Whole water sample       Depth.....m

Lease.....      Location.....      Ref No.....      Pen No.....

Comments.....

Sample 7      Plankton tow                                  Fresh             Preserved                          Whole water sample       Depth.....m

Lease.....      Location.....      Ref No.....      Pen No.....

Comments.....

Sample 8      Plankton tow                                  Fresh             Preserved                          Whole water sample       Depth.....m

Lease.....      Location.....      Ref No.....      Pen No.....

Comments.....



**DOCUMENT No:** EAD SOP OPS4

**TITLE:** DISINFECTION FOR AQUATIC  
INFECTIOUS DISEASE

**Prepared by** Robert Chandler & Mary Lou Conway,  
DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.9 DISINFECTION FOR AQUATIC INFECTIOUS DISEASE

### 3.9.1 Scope

The procedures used and choice of disinfectant depends on the infectious organism and the physical and chemical conditions prevailing at the time. The following applies to fish enclosures and other equipment specific to aquaculture. This SOP should be read in conjunction with 'SOP Decontamination of small craft operating in marine farms'.

### 3.9.2 Equipment and resources

Outer garments of PVC or other impervious materials.

Personal protection equipment suitable for the chemicals used.

Freshwater.

Jug for measuring concentrates.

Graduated 10 L buckets.

Leakproof containers for waste and blood water and fish.

Tubs large enough for full immersion of equipment such as wet suites.

Tarpaulins.

Brushes, scrapers and scourers.

Heavy duty garbage bags

Biohazard waste bags.

Pressure sprayer (5-10 L home garden type), Power sprayers (eg, Karcher®).

Adequate supply of appropriate and compatible cleansing (detergent) and disinfection chemicals.

Adequate fuel if required.

### 3.9.3 Warnings

Ensure all personnel are familiar with safety precautions when handling decontamination chemicals, and take the usual precautions when working near or in water (refer to Personnel Working Over Water in the Aquaculture Industry SOP).

Ensure all personnel are aware of possible zoonotic risks (eg. *Pfisteria*).

### 3.9.4 Procedures

#### General:

1. Remove all gross fouling and organic matter by scraping and brushing.
2. Using a detergent solution, remove particulate matter, fats and oils that are likely to bind to infectious organisms. Hot water may give optimal performance but check the detergent manufacturer's instructions. The availability of large volumes of hot water may be an issue.
3. Disinfect with the appropriate disinfectant for the organism.
4. Steps 2 and 3 may be combined if a foaming detergent solution containing hypochlorite (minimum 100mg/L hypochlorite) is used as a disinfectant.

#### Specific:

##### Pallets

As wood is a porous material, wooden pallets must be disposed of permanently either on site or identified, transported securely to an designated disposal site and burnt or buried.

##### Nets and ropes

If nets are to be removed from an Infected Premises (IP) before decontamination they must be transported in sealed containers.

Nets can be treated by immersion in a 1000mg/L sodium hypochlorite solution for six hours then rinsed in fresh water. If heavily fouled, the net should be either destroyed (incineration or burying) or immersed in a hypochlorite solution that renders 5mg/L free chlorine for six hours before rinsing in fresh water.

Alternatively nets can be heat treated by total immersion in hot water maintained at greater than 55°C for at least five minutes. Heat treatment of nylon nets above 71°C significantly affects their breaking strain.

Iodine based disinfectants are not suitable for use on nets treated with copper based antifouling. Iodine will render the antifouling process ineffective.

##### Cages and moorings

The requirements for disinfection of sea cages are dependent on how the cages are to be deployed after the fish have been removed ie whether they are to be moved to another site or reused on the original site after a specified fallow period.

If the cages are to be moved to another site the cage and all removable items, including nets, must be scraped clean and disinfected by an approved disinfectant. The cages can be moved to shore or wrapped in a tarpaulin for these procedures.

Sub-surface moorings can be considered as part of the seabed. As such they can be fallowed in-situ for infectious disease.

Divers, diving gear and other personnel

Gear should be left on-site if possible until all activities are completed.

Diving suits and equipment must be cleaned with detergent.

Immerse in fresh water containing iodophor (minimum 100mg/L free iodine) for 20 minutes.

Rinse thoroughly in clean fresh water.

Alternatively gear may be heat treated using hot water maintained at greater than 55°C for at least five minutes.

Harvesting

Care should be taken that there are no escapees, and morts are disposed of as biohazard waste.

Spillage of blood and other material from killing tables must be contained, for instance by the use of tarpaulins.

Blood water and associated material so collected should be disinfected with 1000 mg/L sodium hypochlorite solution.

Harvest bins should be leakproof and lined with polythene bags and have well fitted lids strapped on tightly. Bins should not be overfilled to prevent the spillage of blood in transit.

Road transport of contaminated fish material must be via trucks fitted out for the purpose ensuring no spillage of any material from the vehicle occurs during the journey.

Processing plants

Fish processing plants should have strict hygiene procedures already in place. Where a facility has been identified as processing contaminated fish, the decontamination procedures detailed in the AUSVETPLAN Decontamination Manual should be followed.

### 3.9.5 References

Final Report of the Joint Government/Industry Working Group on Infectious Salmonid Anaemia (Scotland) (JWG 2000) – Chapter 6: Disinfection Procedures for Infectious Salmonid Anaemia.

AUSVETPLAN Decontamination Manual

**DOCUMENT No:** EAD SOP OPS3

**TITLE:** DECONTAMINATION OF SMALL CRAFT  
OPERATING IN MARINE FARMS

**Prepared by** Robert Chandler & Mary Lou Conway,  
DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.10 DECONTAMINATION OF SMALL CRAFT OPERATING IN MARINE FARMS

### 3.10.1 Scope

The aquatic environment provides specific challenges for adequate disinfection such as the abundance of salt water (dilutes and inactivates many disinfectants), containment issues for disinfectant waste and O.H and S issues. Added to this, many disinfectants corrode aluminium and thus contact with these disinfectants in concentrated form for extended periods of time must be avoided. There are materials that cannot be disinfected. Examples in the aquatic environment would be wooden boats and woven canopies and floor matting. Wastewater must be contained and disposed of in an approved manner.

**These procedures apply to dinghies, dive platforms and other small craft that can be slipped locally, that operate in marine farms or between shore bases and marine leases.**

Decontamination of vessels operating between non-suspect sites within surveillance zones must be decontaminated down to and including the water line between sites.

Those vessels operating at suspect or confirmed infected sites must be slipped and decontaminated before entering areas of lower risk. The route to the slip must be chosen to minimise contact with any other fish farm.

### 3.10.2 Preliminary check and warnings:

Refer to Personnel Working Over Water In The Aquaculture Industry SOP for general procedures related to working near or in water.

Prior to operating any vessel in the vicinity of a marine farm an inspection of the craft should be undertaken to determine if adequate disinfection is achievable. To this end various checks must be performed.

#### **Check the design and construction of the craft:**

The vessel and personnel must be clean and free of contaminants prior to entering a marine farm site. All visible material must be removed from equipment, clothing and the internal surfaces of the vessel.

Spaces where adequate disinfection will be difficult to achieve such as under seats and floors.

Compartments containing foam buoyancy – they must be effectively sealed to prevent contamination.

Scuppers and external drainage can be shut so that the working area of the boat is sealed to prevent environmental contamination.

Under certain weather conditions it is dangerous to operate a vessel with scuppers closed, thus circumstances must be reassessed regularly. In view of this work area protection such as plastic tarpaulins should be available.

Minimising unnecessary contact with other vessels eg. for refuelling or extra water must be avoided.

All personnel must be equipped with suitable clothing and safety gear for the worst conditions.

Equipment that is required by vessel survey rules such as metal bucket with rope attached, radio, oars etc. must be present and in working order.

### 3.10.3 Equipment and Resources

Outer garments of PVC or other impervious materials.

Personal protection equipment suitable for the chemicals used.

50+ L freshwater.

Jug for measuring concentrates.

Graduated 10 L bucket.

2+ tubs large enough for full immersion of equipment such as wet suites.

Brushes and scourers.

Heavy duty garbage bags

Biohazard waste bags.

Tarpaulins and sealable containers for the collection of waste and blood water.

Pressure sprayer (5-10 L home garden type), Power spray eg. Karcher®

Adequate supply of appropriate and compatible cleansing (detergent) and disinfection chemicals.

Adequate fuel.

### 3.10.4 Procedures

#### On the water:

5. Disposable protective clothing and equipment must be placed in Biohazard waste bags that are sealed.
6. All sharps must be placed in a Sharps container that is sealed.
7. Clothing and equipment that require re-disinfection off-site, must be bagged in conventional, heavy duty garbage bags.
8. All plastic bags and sharps containers must be sprayed externally with disinfectant once sealed.
9. All plastic bags must be placed in large tubs to minimise injury to the bags during transit to the land base.
10. Remove all gross fouling and organic matter by scraping and place in biohazard waste bags. Rinse heavily contaminated areas with fresh water or small amounts of seawater.
11. Using a clean detergent solution, brushes and scourers, remove particulate matter, fats and oils. Hot water, if available and appropriate for the detergent being used, may assist at this stage. Scour the boat starting inside the hull on the upper surfaces and working down to and including the floor. Repeat the process for contaminated gunwales and topsides (outside of the hull).
12. Apply a final disinfectant rinse or foam to the area and equipment not bagged.
13. Leave the wastewater in the craft until ashore or, if approved, release out in the main channel well away from the lease.



14. Steps 7 and 8 may be combined if a foaming detergent solution containing hypochlorite (minimum 100mg/L hypochlorite) is used as a disinfectant.

**On shore:**

15. Choose a site where contamination will not enter waterways and the boat and trailer can drain thoroughly.
16. Remove larger gross contaminants and store in plastic bags.
17. Clean all internal and external surfaces with fresh water or a high pressure-cleaning unit (ie. Karcher™). In the absence of a high pressure-cleaning unit, surfaces must be scrubbed with a detergent.
18. Activate bilge pump to discharge residual contaminated water.
19. Apply a disinfectant and allow contact for the prescribed time – foams are best for this.
20. Clean and soak all equipment (ie. mooring lines & fenders) in disinfectant.
21. Rinse the boat's interior with water until bilge/floor is clean.

**DOCUMENT No:** EAD SOP OPS2

**TITLE:** PERSONNEL WORKING OVER WATER IN  
THE AQUACULTURE INDUSTRY

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## **3.11 PERSONNEL WORKING OVER WATER IN THE AQUACULTURE INDUSTRY**

### **3.11.1 Scope**

This Standard Operating Procedure is applicable to personnel who work in the aquaculture industry or are required to periodically enter fish farms, for example for the removal of seals or disease control activities. Personnel entering aquatic environments are not all necessarily experienced with those working conditions. It should also be remembered that Tasmanian conditions can change very rapidly.

### **3.11.2 Equipment and resources**

At least one worker experienced in the environment present at all times.

Suitable equipment for the safe handling of vessels.

Protective clothing for all weather conditions.

Safety equipment including buoyancy gear.

Suitable rescue equipment such as boathooks, lifebelts, lines and ladders.

Adequate lighting of the work area.

### **3.11.3 Specific precautions**

Personnel must never work alone.

Site supervisors must make regular head counts. These checks should be more frequent in inclement weather.

Personnel must wear adequate buoyancy equipment at all times when working on marine farms.

Personnel must wear suitable clothing for the conditions. There must be ready access to additional clothing appropriate for inclement weather.

Rescue gear must be readily available and checked regularly. Personnel must be trained in raising alarms and in rescue procedures and the use of the available equipment. First aid certification for all personnel should be encouraged; mandatory for supervisors.

Equipment to allow easy access to ponds for the easy retrieval of injured personnel must be readily available. This may be in the form of ladders or similar equipment.

The use of electrical equipment is to be strictly controlled and steps taken to ensure that leads are not long enough to touch water. All equipment must be connected to lines to ensure they cannot accidentally fall in the water thus causing possible electric shocks.

**DOCUMENT No:** EAD SOP OPS1

**TITLE:** DIAGNOSTIC TEAM PERSONAL  
DECONTAMINATION

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.12 DIAGNOSTIC TEAM PERSONAL DECONTAMINATION

### 3.12.1 Scope:

For all personnel engaged in EAD Diagnostic Team activities.

### 3.12.2 Equipment and resources for decontamination:

Halamid/Halasept®

Quad Hygelene®

40 L Fresh water

2 x 3m x 2m Plastic sheets

2 x 10 L Bucket

2 x 30+L 'Boot boxes'

Disposable overalls

Other disposable garments as required (eg hats, beard protectors)

Face masks

Disposable PM/rubber gloves

Disposable latex/nitrile gloves

Personal Soap

Nail brushes

Long handle Scrubbing brushes

Plastic bags

Garbage bags

Biohazard waste bags

Pen, pencils and paper (preferably waterproof)

Facial tissues

### 3.12.3 Warnings:

Full-length overalls, dust mask and gloves should be worn when making up cleaning and disinfecting solutions.

Take drinking water with you. Leave it on the premises on departure.

### 3.12.4 Procedures:

Arrange with the farmer or veterinarian on the farm to meet where there is minimal chance of contamination occurring to your vehicle. Leave vehicle outside the premises if possible.

Take off all jewellery including your watch. Make sure your mobile phone has the correct time displayed and the battery is fully charged. Apply sunscreen as required.

Spread the cover sheets between the vehicle boot and the farm entrance/'threshold' so that the line demarcating the 'clean' area from the 'dirty' area runs down the middle of the sheets ensuring minimal debris from the 'dirty' area enters the disinfectant.

You should have a 10 lt garden sprayer with you already filled with Halamid®/Virkon® solution and a spare set of clothes or overalls in case protective clothing tears.

Put on **two pairs of** disposable overalls and your gum boots. The hood of one pair of the overalls must be drawn up over your head and the legs of the outside pair of overalls worn **outside** your gum boots. **If the work situation is likely to damage the disposable overalls or weather conditions dictate, substitute the outer disposable overalls for plastic waterproofs.** Street shoes are placed within easy reach in the vehicle boot.

Put on disposable gloves and facemask. Disposable head covers and snoods should be worn as required. If there is a likelihood of the overall hood being uncomfortable or falling off, use a disposable head cover. Hair must be covered. Broad brimmed hats have to be suitable for wet disinfection.

Take the minimum of equipment required:

Authority Card (ensure it is in a zip lok bag with your car keys if not modified to hang around your neck);

Paperwork pack - Field Report form, ANEMIS forms, Declarations with duplicates and carbon paper (keep in their own plastic bags for disinfecting and photocopying later), pencils, biros and marker. Laboratory Advice Note Forms are not to be taken on farm – use the Field Report form for notes.

Sampling and restraint equipment (including sedative), thermometers, sharps container, car keys, camera, GPS and mobile phone in their own plastic bags (the latter three in double bags for added protection), and duplicate AAHL containers (without their outer boxes).

One large biohazard waste bag and one large garbage bag at least.

**In the interests of virus sampling integrity, preparation of disinfectants must not be done by the Pathologists.**

Prepare 2 x 10 lts buckets of 5 % Quad Hygelene®. Place the long handle brush and hoof pick in this bucket. These are your cleansing buckets. Prepare 9 lt. 1% Halamid® or 2% Virkon® - for each boot box (a total of 18 lts). This is your final disinfectant rinse. **Retain** 2 lts water for washing exposed skin after disinfection is completed on exit. The buckets and boot boxes are placed on the line designating the 'clean and dirty areas'.

### **CHECK YOU HAVE YOUR CAR KEYS WITH YOU!**

9. Unless new, scrub the boots and plastic waterproofs (if using them) in the boot box before entering the property. **The Pathologists are not to allow their hands to contact the disinfectants prior to entering the farm.**

10. On leaving the farm:

Remove as much dirt and organic material as possible on the farm preferably via a vigorous hosing.

Used needles and scalpel blades are placed in a sharps container. The sharps container, disposable syringes and their packaging are placed directly into the biohazard waste bag.

All paperwork, unexposed equipment, mobile phone, car keys etc and samples (in their respective plastic bags or waterproof containers) are rinsed in the Halamid®/Virkon® solution and passed over to the 'clean' area. Beware of drowning your mobile phone!

Using the hoof pick, brush and Quad Hygelene® solution, remove all visible dirt from your waterproofs (if wearing them), gum boots and other equipment, paying particular attention to the boot soles, inside the trouser cuffs and equipment that came in direct contact with susceptible animals such as gags and thermometers.

While standing on the 'dirty side' remove waterproofs and hat (if using them) and plunge with gum boots and equipment into the Halamid®/Virkon® solution and place in a garbage bag for later disinfection on return to base. Peel off and destroy (tear) the disposable overalls and place in the biohazard waste bag. Similarly with disposable gloves, hats and snoods. Rinse the biohazard waste and garbage bags in Halamid®/Virkon® and pass them over to the 'clean' side. Seal the garbage bag.

Put on street shoes and other clothing if necessary.

Empty remaining boot box and disinfectant solution on to the ground.

Empty the bags with the mobile phone, GPS, Camera and car keys on to the front seat of your vehicle and place the bags in the biohazard waste bag. Using a paper towel and the Halamid®/Virkon® from the garden sprayer, wipe around the external surfaces of the car boot, door handles, wing mirror and steering wheel. Place paper towel in the biohazard waste bag.

Use the sprayer to spray wheels, wheel arches, bucket, boot box and cover sheet which is then folded and placed in the boot box.

Thoroughly wash all exposed skin with soap and water; scrub finger nails; blow nose, clean ears. Dry with paper towel which, with the tissues etc. is placed in the biohazard waste bag; seal it and leave on the farm for burning. If there is any doubt that the bag will be disposed of properly, disinfect it again and bring it back to base for incineration.

11. On returning to base, wash the vehicle, paying particular attention to the wheels, floor mats and pedals, steering wheel and boot and cover sheets (both sides) – all of which should be wiped or sprayed with 2 % Virkon-S® or 1% Halamid®. A commercial automatic vehicle wash should be considered for muddy vehicle undersides. All items in the garbage bag including your gum boots are scrubbed and rinsed again in Halamid®/Virkon® solution and left to air dry.
12. Shower (long and hot) and wash hair. Change clothes again. Wash clothes on a hot cycle.
13. Avoid contact with susceptible animals until further notice.

### 3.12.5 References:

AUSVETPLAN Decontamination Manual, MSD Sheets for Quad Hygelene®, Halamid®, Virkon S®

Revised 190104

**DOCUMENT No:** EAD SOP OPS13

**TITLE:** DISPOSAL OF ANIMAL CARCASSES

**Prepared by** Bruce Jackson, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			



## 3.13 DISPOSAL OF ANIMAL CARCASSES

### 3.13.1 Purpose

To describe the processes involved in the determination of appropriate animal carcase disposal methods during an Emergency Animal Disease Response.

### 3.13.2 Scope

This procedure applies to an Emergency Animal Disease response in Tasmania. The procedure provides a guide for the determination of disposal method applicable to each disease.

### 3.13.3 Definitions

- 1 *LDCC – Local Disease Control Centre*
- 2 *SDCHQ – State Disease Control Headquarters*
- 3 *IP – Infected Premise*
- 4 *DCP – Dangerous Contact Point*
- 5 *IPOT – Infected Premise Operations Team*
- 6 *IPOM – Infected Premise Operations Manager*
- 7 *CVO – Chief Veterinary Officer*
- 8 *EMPCA – Environmental Management and Pollution Control Act*
- 9 *MRT – Mineral Resources Tasmania*

### 3.13.4 Procedure

#### 3.13.4.3 Responsibilities

##### 3.13.4.3.1 Appointment of IPOT Supervisor

On notification that a premises has been declared an Infected Premise (IP) or a DCP, the Infected Premises Operations Manager (IPOM) in the LDCC will appoint an IPOT Supervisor who will be sent to the property as soon as possible. The IPOT Supervisor must be made aware of the disposal options which are available for the particular disease (see attachment 1).

The IPOT Supervisor will ensure valuation and destruction arrangements are proceeding and then assess the property for disposal options. IPOT supervisor to detail limitations of site and relay to IPOM at LDCC. A Local Government Environmental Officer and a veterinarian should assist the LDCC IPOM to use a decision matrix (see below) to recommend a disposal method to LDCC Controller who will gain approval of CVO. EMPCA and Regulations requirements must be taken into consideration.

Carcasses will generally be classified as Controlled Waste under the Environmental Management and Pollution Control (Waste Management) Regulations 2000, and will require a person authorised as a Quarantine Officer under the Quarantine Act 1908 to sign an “Approved Quarantine Directive” for disposal of the carcasses. An Emergency Authorisation for the disposal of carcasses may have to be issued by the Director of Environmental Management if normal permit processes will take too long.

#### 3.13.4.4 Disposal Matrix

In order to assess and prioritise a number of disposal methods for their appropriateness, a decision-making framework needs to include all relevant factors and to be flexible enough to allow modifications for different situations and locations.

A report prepared by the NSW Emergency Management Sub-committee<sup>1</sup> provides details of the factors that must be considered when attempting to assess and prioritise disposal methods. In order to put some objectivity into how these factors should be weighted and when they should be considered, a four-step decision making framework is used.

**Step 1:** Determine which recommended disposal methods can be effectively utilised to control and destroy an infective agent.

The table above summarises the information for all 63 diseases in the Emergency Animal Disease response Agreement.

**Step 2:** Determine the type and quantity of waste likely to be generated and assess the waste stream classification each category of waste is likely to fit under.

If necessary, treat the waste to reduce its waste category to the lowest level ie the easiest to dispose of. Much of the waste generated will be in small quantities and unless it is of a ‘hazardous’ nature should be able to be processed using existing waste treatment facilities eg clinical wastes and sharps could be disposed of via licensed clinical waste contractors.

**Step 3:** Assess the relative importance of the following factors against the methods that have been identified in steps 1 and 2;

**Operator safety:** staff handling all aspects of disposal must not be at undue risk of illness or injury. Conduct risk assessment.

**Community concerns:** eg if method involves transporting zoonotic agents eg Avian Influenza, through populated areas. Liaise with local Council etc.

**International acceptance:** international community must accept that the method is effective.

**Transport availability:** eg effectively sealed trucks/skips for carcasses.

**Legislative requirements:** eg EMPCA/LUPA emergency approval, OH&S.

**Industry standards:** eg fire permit period, environmental aspects.

**Cost effectiveness:** some attempt at estimating costs should be carried out.

**Infrastructure:** eg roads into potential burial or burning sites.

**Environmental impact:** eg smoke, contamination of aquifers etc, and for how long.

**Speed of resolution:** think long term as well as how quickly carcasses disappear from sight  
– eg long term management of burial sites.

In order to do this and to allow each method to be compared against the other, taking all of these factors into account, a decision matrix is used. This can be set up in a spreadsheet with the disposal methods listed individually across the columns and the factors down the left side of the rows. Weighting are decided for each factor (table 1).

**Table 1 Decision Matrix table with weightings**

METHOD	Weight F	Pyre		Burial				Composting		Rendering	
		Utility U	Value V	Utility	Value	Above ground	Below ground	Utility	Value	Utility	Value
<b>Factors</b>											
<i>Operator safety</i>	20										
<i>Community concerns</i>	15										
<i>International acceptance</i>	15										
<i>Transport availability</i>	15										
<i>Legislative requirements</i>	10										
<i>Industry standards</i>	10										
<i>Cost effectiveness</i>	10										
<i>Infrastructure</i>	10										
<i>Environmental impact</i>	10										
<i>Speed of resolution</i>	5										
<b>Total weight</b>	120	Sum		Sum				Sum		Sum	

For each method being assessed, 2 columns need to be allocated. The first column is a Utility value (U). This value is a number between 1 and 10 which is allocated according to how well a method achieves or attains the ideal with respect to the factor on the left side ie 1 = the worst possible fit and 10 = the best fit.

The second column is Value of the of the factor's weighting multiplied by the Utility ( $V=F*U$ ).

Once a weighting is given to each factor and a utility value allocated to each method with respect to how well it fits the factor, values produced for each factor by method can be summed to give a total for each method (table 2). Once this is calculated for all methods, they can be compared against each other and prioritised according to their sum totals.

**Table 2 Completed matrix example (Composting not acceptable, rendering unavailable)**

METHOD	SCENARIO: A Tasmanian FEEDLOT				
	Weight	Pyre		Burial	
		Utility	Value	Utility	Value (Below ground, on farm)
<b>Factors</b>					
<b>Operator safety</b>	20	5	50	4	40
<b>Community concerns</b>	15	2	18	4	36
<b>International acceptance</b>	15	7	56	7	56
<b>Transport availability</b>	15	8	64	6	48
<b>Legislative requirements</b>	10	8	64	8	64
<b>Industry standards</b>	10	7	56	6	48
<b>Cost effectiveness</b>	10	5	25	2	10
<b>Infrastructure</b>	10	7	56	0	0
<b>Environmental impact</b>	10	7	70	5	50
<b>Speed of resolution</b>	5	2	16	2	16
<b>Totals</b>			<b>668</b>		<b>454</b>

In this example burning is best followed by burial.

**Step 4:** Assess the resources available to carry out the methods identified in Step 3.

If resources are unavailable then delete the method.

If resources are limited then plan to utilise the capacity of the method with the highest score first before moving down to the method with the next highest score eg generally rendering will outscore most other methods of disposal but either has limited capacity or none at all. If it is available, then use it first.

The figures used in the example in these tables are not meant to reflect a real situation. They are an example only.

The weighting's given to the factors and utility values are an estimate made on location by people who know and understand local conditions. There are no hard and fast rules for the estimates put in here other than they should be relative to each other based on knowledge of local conditions. It is unlikely that any one person will have a full understanding of all of the information required and it is suggested that a group consisting of at least a veterinarian, an environmental protection officer and a transport and equipment coordinator are consulted before using this decision framework.

#### 3.13.4.5 Burning

Consult Tasmanian Fire Service. Pyres may burn for some weeks.

Forestry coups ready for burning may be available between mid-March and early May, and if secure transport is available, may be an option. Contact District Forester, see Attachment 1 – Contact List. Chip mill bark heaps or sawmill off-cuts may be an option.

### 3.13.4.6 Burial

Fire restrictions, very wet weather or poor availability of suitable materials to burn carcasses means that the burial option may have to be taken.

Main issues are:

Suitable geology/land area

Ground water contamination

Leachate and gas treatment needed?

Public resistance (not too close to built-up area)

Future use

Access for heavy earth-moving equipment

#### 3.13.4.6.1 On Farm:

Consult with Department of Infrastructure, Energy and Resources, Mineral Resources Tasmania (Andrew Ezzy, 6233 8325) or private engineering consultants (Coffey, Pitt & Sherry, John Sloane) regarding general suitability of the property and nearby borehole drilling history. A Grid Reference, 1:25,000 Map sheet + UPI or Valuation Property Identification (PID) will need to be supplied.

If relatively small numbers of animals need to be buried, key factors allowing simple burial without pit liners or sophisticated engineering will be:

Total volume of animal material to be disposed of. Level I (less than 100 tonnes) will require Local Government approval, Level II (over 100 tonnes) will require both DPIWE Environment division and Local Government involvement.

The Site Material Classification (type of soil) - low plasticity material (clay)

Landslip potential

Pit above seasonal water table and 300 m from surface drainage line or water extraction (bore)

If the area is generally suitable, then a site will need to be selected. If significant numbers of animals are involved, MRT should be able to drill test holes to ensure that the site is suitable. MRT should be able to give advice on engineering requirements to bury safely.

#### 3.13.4.6.2 Off Farm:

Central disposal sites may be available/constructed at:

North-West: Port Latta

King Island: Parenna ?

North: Powranna Feedlot – a pit could be constructed on Western side of highway but significant engineering may be required. Northern Midlands Council may have identified other potential landfill sites

North-East: Jensen's Rd, Scottsdale (?).

South: Copping Landfill

Flinder's Island: an area on granite with clay/sand source.

Non forested Forestry land may be available in some areas – consult with Forestry Tasmania.

Secure transport to such sites in sealed vehicles must be available. Anthrax cases will be handled as per AUSVETPLAN unless the situation is a CBR incident where other protocols may apply.

#### **3.13.4.7 Attachments**

#### **3.13.4.8 Contact List**

Insert Contact list for District Foresters

#### **3.13.5 References**

“Disposal of Animals, Animal Products and Fomites Associated with an Animal Disease Emergency” prepared for Animal Health Australia by NSW Emergency Management Sub-Committee.

**DOCUMENT No:** EAD IM1

**TITLE:** INFORMATION MANAGEMENT WITHIN  
CONTROL CENTRES

**Prepared by** Sharon Sherman, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			



## 3.14 INFORMATION MANAGEMENT WITHIN CONTROL CENTRES

### 3.14.1 Purpose

To describe the processes involved in the timely recording, dissemination and filing of as much information as possible during an Emergency Animal Disease Response.

### 3.14.2 Scope

This procedure applies to an Emergency Animal Disease response in Tasmania. The procedure is limited to the information management system within the State Disease Control Headquarters and Local Disease Control Centres.

### 3.14.3 Definitions

LDCC – Local Disease Control Centre

SDCHQ – State Disease Control Headquarters

NFA – No Further Action

ANEMIS – Animal Health Emergency Information System

IP – Infected Premise

DCP – Dangerous Contact Premise

Sitreps – Situation Reports

### 3.14.4 Procedure

#### 3.14.4.9 Principles

Write down as much as possible (or record electronically/audio/tape/film)

Date and time everything

Share information with all interested parties

File all originals in a single Central File (regardless of format)

All documents should be sequentially numbered according to their control centre section of origin.

#### 3.14.4.10 Information entering the control centre:

The Registry Clerk receives all written information in the first instance as it ENTERS the control centre.

The Registry Clerk:

22. stamps the document with the date and TIME RECEIVED,
23. enters details of the document on the CENTRAL REGISTER and

24. allocates a file number to the document.

**NB:** All documents ENTERING the control centre are sequentially numbered with the prefix “REC”

The Registry Clerk makes sufficient copies of the document for appropriate dissemination noting that information may need to go to more than one position.

Each original shall be stamped “File” and each copy stamped “Copy”.

Endorse the original with the positions to which copies have been supplied.

Distribution should be to a position, not to a person. Copies should be placed in the position “In” tray.

#### 3.14.4.11 Information generated from a section within the control centre:

Written information generated WITHIN the control centre should go to the Registry Clerk as soon as possible after its creation, for filing on a central file.

As an original is generated, it should go to the section Administration Assistant for detailing on the Section Log and be allocated a number. (NB: The document should already have the date and time noted on it by its author.)

All documents generated are sequentially numbered with a prefix according to the section of origin as follows.

Section of Origin	Prefix
Chief Veterinary Officer	CVO
Director	DIR
Planning	PL
Operations	OP
Veterinary Investigations	VI
Logistics	LOG

The Administration Assistant makes sufficient copies of the document for appropriate dissemination noting that information may need to go to more than one position.

Each original shall be stamped “File” and each copy stamped “Copy”.

Endorse the original with the positions that copies have been supplied to.

#### 3.14.4.12 Filing

As the Registry Clerk receives an original document generated from a section within the control centre stamped “File”, it is allocated a central file number and filed accordingly.

If a file is borrowed from central filing, a record of the borrowing is to be made.

No originals are to be removed from files.

LDCC and SDCHQ sections should operate their own copies of files, but such files should not contain originals.

### 3.14.4.13 Emails

Emails are to be sent to “**position**” mailboxes NOT personal mailboxes.

ALL emails sent are to be copied to (and all emails received are to be forwarded to) the section’s Administration Assistant who should print them off and treat them as original documents generated from within the section, to be registered and sent to the Registry Clerk for central filing.

**Send emails** only to those who need to know or will carry out action.

All **forms** sent by email should be sent as **attachments**. Only those forms not requiring signatures should be sent via email.

All **Legal Forms prescribed in legislation** eg permits, quarantine directives etc **must not be emailed..**

### 3.14.4.14 ‘Actioning’ Documents

Action on a copy by a section/position should be recorded on the copy. Including if no action is to be taken. Draw a diagonal line and NFA (No Further Action) when action completed (or use “actioned” stamp). Actioned copies are returned to the central file.

### 3.14.4.15 Displays

Items such as whiteboards, mapboards, computer systems can be used to display important operational information to all staff so they are aware of the situation.

Each display must show on it “**correct as at time/date**”.

Efforts should be made to make a written record (or photographic/photocopiable record) of each display at strategic times eg mid shift.

### Maps, Charts, Graphic Plans

These can be used to pictorially record significant operational information such as details of area affected. Other information such as location of resources can also be included. For longevity they can be covered with plastic film.

### Information Boards

These can be used to display incoming and outgoing information such as the deployment of resources and requests for assistance. They may vary in detail but must be relevant to the task/operation.

### 3.14.4.16 Faxes

All INCOMING faxes are considered original documents upon their receipt within the control centre and must be given immediately to the Registry Clerk for logging and dissemination according to 4.2.

All OUTGOING faxes are considered original documents upon their conception and must be given to the Registry Clerk for logging according to 4.2. The Registry Clerk has responsibility for faxing the document after it has been logged.

The Registry Clerk should staple the transmission message to the original OUTGOING fax, checking that it was transmitted OK.

### 3.14.5 Attachments

#### Forms:

Document Register

Record of Conversation

Used to record key points of any conversation/discussion, especially those that may result in an action at any time. Most phone calls should be recorded, including where contact was attempted but was not able to be made. There is provision for recording action taken as a result of the conversation.

Message Form

Used where you are originating a message or to issue an instruction. There is provision for the action required, and for the recipient to record completion or otherwise of the requested action.

Event Log

Used by each person/position (particularly those making decisions) to record events as they happen, the outcome, and the time and date of the event.

Task Request

Used where a resource, service or task is required. It requires **approval** by a position with appropriate authority.

ANEMIS Forms

Used by Operations field officers to record property information for data entry.

These include:

Form 1	Inspection Report
Form 1P	Inspection Report (Poultry)
Form 2	Inspection Report where infection is suspected
Form 3	Epidemiology Report
Form 4	Valuation Report
Form 5	Destruction Report

## Form 6

## Disinfection Report

The following lists the forms available in ANEMIS. The position responsible for the completed form is indicated and is also responsible for ensuring that a copy is sent to each of the nominated receivers as soon as possible.

**Form 1 Property Inspections**

Position Responsible – Surveillance Manager

Completed form to be forwarded to the following:

1. ANEMIS Manager
2. Tracing Manager
3. Records Manager

**Forms 2 and 3 (Additional information and epidemiology report)**

Position Responsible – Surveillance Manager

Completed form to be forwarded to the following:

1. Tracing Manager
2. Vet Investigations Manager                      include original Form 1
3. Epidemiology Manager                            include original Form 1
4. Records Manager

**Tracing Sheet**

Position Responsible – Vet Investigations Manger

Liaise with Tracing Manager to determine if trace is to proceed. Generated form to be forwarded to the following for action:

Surveillance Manager                                      attach blank Form 1 for investigation

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**POSITIONS REQUIRING ANEMIS FORMS**


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**CONTROLLER**

Situation Reports	Lists in Order
Daily Situation	Status
Slaughter	Sector

Statistical Analysis	Inspectors
<b>LOGISTICS MANAGER</b>	
<b>Situation Reports</b>	<b>Lists in Order</b>
Daily Situation	Case Number
Statistical Analysis	
<b>OPERATIONS MANAGER</b>	
<b>Situation Reports</b>	<b>Schedules</b>
Daily Situation	IP/DCP Completion
Inspection	<b>Lists in Order</b>
Valuation	Owner
Slaughter	Status Sector
Disposal	
Disinfection	
Statistical Analysis	
<b>VET OPERATIONS MANAGER</b>	
<b>Situation Reports</b>	<b>Lists in Order</b>
Daily Situation	Status
<b>Schedules</b>	Sector
Daily Inspection	Inspectors
Forecast Inspection	
<b>IP SITE SUPERVISORS</b>	
<b>Schedules</b>	Form 1

Daily Inspection Form 2

Forecast Inspection Form 3

**Blank Inspection Forms**

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**IP OPERATIONS MANAGER**

**Situation Reports**

**List in Order**

Daily Situation

Case Number

Inspection

Owner

Valuation

Property

Slaughter

Stock Numbers

Disposal

Status

Disinfection

Sector

Statistical Analysis

Inspectors

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**PLANNING MANAGER**

**Situation Reports**

**Lists in Order**

Daily Situation

Case Number

Statistical Analysis

Owner

---

**EPIDEMIOLOGY MANAGER**

**Situation Reports**

Daily Situation

Statistical Analysis

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**SURVEILLANCE MANAGER**

**Situation Reports**

**Lists in Order**

Daily Situation

Status

**Schedules**

Sector

Daily Inspection

Inspectors

Forecast Inspection

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**RAMS MANAGER****Situation Reports****Lists in Order**

Daily Situation

Owner

Property

**Other Forms**

A number of other forms will be used in both the LDCC and SDCHQ, including contact lists, staff rosters, sitreps, fax logs, radio logs etc.

**3.14.6 References**

Dept of Agriculture, Bunbury, WA, Information Management Exercise

Emergency Management Australia, Operations Centre Manual



**DOCUMENT No:** EAD PS1

**TITLE:** REQUEST TO CHANGE PROPERTY  
STATUS

**Prepared by** Mary Lou Conway, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.15 REQUEST TO CHANGE PROPERTY STATUS

### 3.15.1 Purpose

To describe the processes involved in changing the status of a property from unknown to one of several Emergency Animal Disease response categories for the purposes of disease surveillance and control activities on that property. The procedures described include documentation of the authorisation processes and subsequent notification of sections of property status changes.

### 3.15.2 Scope

This procedure applies to an Emergency Animal Disease response in Tasmania. The procedures apply to sections within Local Disease Control Centres and the State Disease Control Headquarters.

### 3.15.3 Definitions

ANEMIS – Animal Health Emergency Information System

CVO – Chief Veterinary Officer

DCP – Dangerous Contact Premise

IP – Infected Premise

IPOM – Infected Premises operations Manager

IPSS – Infected Premises Site Supervisor

LDCC – Local Disease Control Centre

Logs – Logistics section

Ops – Operations

SDCHQ – State Disease Control Headquarters

VI – Veterinary Investigations section

VIM - Veterinary Investigations Manager

### 3.15.4 Procedures

#### Principles

As the change of a property's status from unknown to IP or DCP may herald very costly activities in terms of human and physical resources, compensation and emotional hardship, the decision must be well considered and fully documented.

**Initiating property status change**

All properties with susceptible animals are classified unknown until as a result of tracing or the examination of animals it is reasonable to consider a status change.

Tracing and surveillance activities are managed by Veterinary Investigations. The initiation of property status change will come from VI.

Sections 1 and 2 of Form VIM5 are completed.

ANEMIS 1, 2 and 3 (if available) and any other documented evidence is attached.

The VIM consults with Epidemiology regarding the necessity of the change and the appropriate next status. Comments from Epidemiology are added or attached to the VIM5 (section 3).

The original VIM5 and attachments are sent to registry; a copy is held in VI records, and a second copy is forwarded to the Operations Director.

**Authorisation**

The Ops Director or the most senior veterinarian in the LDCC ensures the VIM5 (sections 1,2 and 3) and any attachments are appropriate and complete. The Ops Director indicates the new status and signs and completes section 4 where indicated.

After copying (original to registry) the VIM5 and attachments are forwarded to the LDCC Controller for authorisation (section 4).

**If the authorised status change is from Unknown to SP:**

- VIM5 and attachments are copied to all relevant LDCC sections for action; original to Registry.
- If the status change is from Unknown to SP **outside an RA**, the VIM5 is forwarded to and authorised by the CVO via SDCHQ.

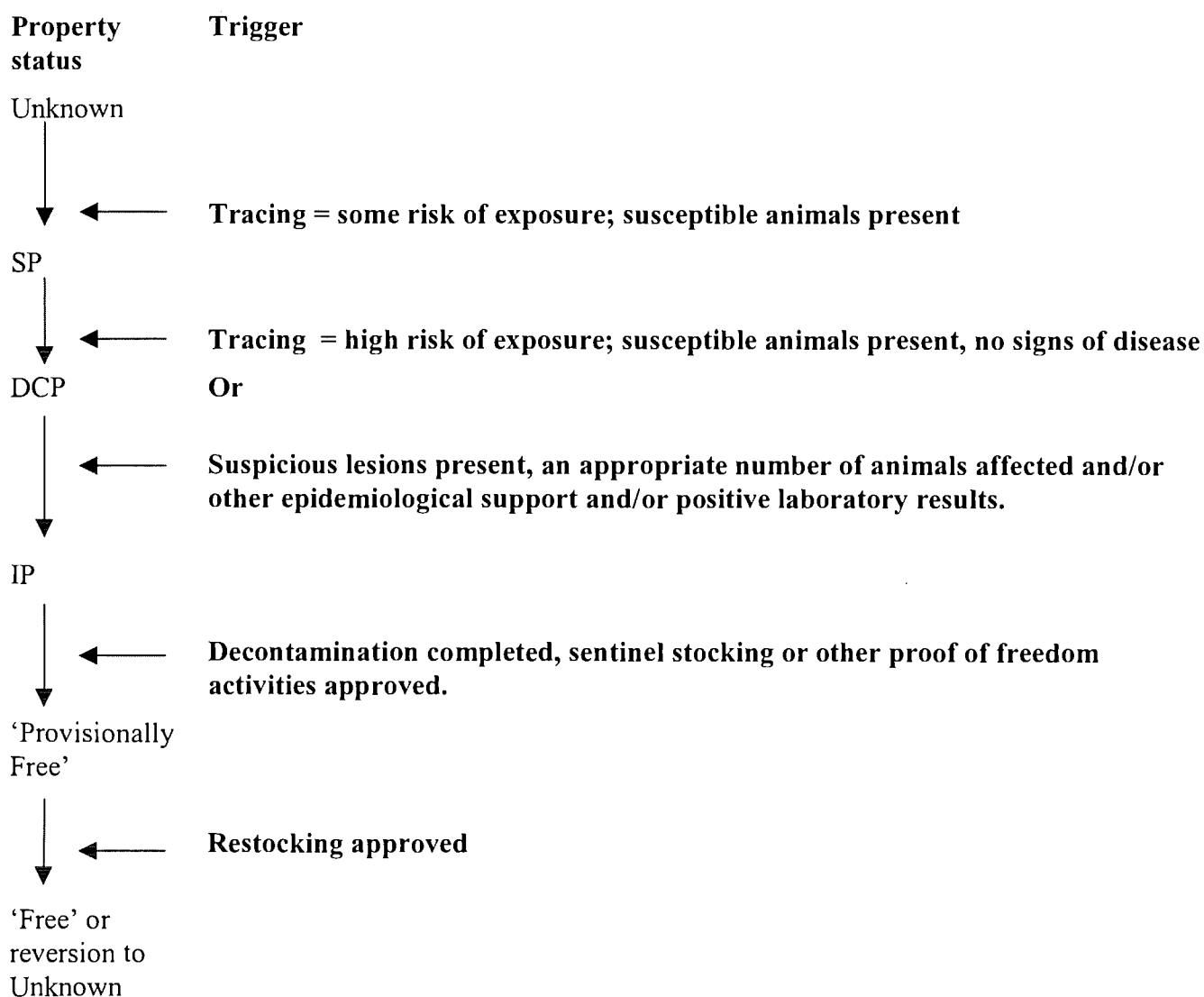
**If the status change is to DCP or IP, Provisionally Free or Free:**

- LDCC Controller copies the VIM5 and attachments to all relevant LDCC sections as a provisional alert.
- A copy is forwarded to the CVO at SDCHQ for final authorisation and attachment of the Destruction Order in the case of IP and DCP.
- The VIM5, attachments and Destruction Order is copied through to the LDCC Registry. Registry copies the documents to LDCC Controller, Ops Director, Logs Manager, Planning Manager, VIM, IPOM and ANEMIS.

**Action for IP's and DCP's**

The VIM5, attachments and Destruction Order are copied by IPOM to the IPSS. No destruction of animals or property may begin until the Destruction Order has been sighted by the IPSS.

The figure below summarises the triggers for status change.

**Status change triggers:**

(NB The terms Provisionally Free and Free are not in the AUSVETPLAN glossary. The situation requiring these categories is described in the 'EADRA' during the 'Proof of Freedom Phase'(section 6.3 of Cost Sharing Deed).

**3.15.5 References:**

Emergency Animal Disease Response Agreement - Cost Sharing Deed

Form VIM5

**Request To Change Property Status**

**DATE:**

**TIME:**

<b>1. Person making request</b>				
Veterinary Investigation Manager:			Contact No.(phone, fax, radio)	
<b>2. Property details</b>				
ANEMIS Case No.		Current Status:		
Property Name:				
Owner Name:				
<b>3. Request Status Change (circle)</b>				
Unknown → SP	SP → DCP	SP → IP	DCP → IP	Other
Reason for Request:				
Epidemiology Comments:				
<b>4. Authorisation details</b>				
OPS. DIRECTOR	Signature	SP    DCP    IP	Date	Time
		Status Approved (circle)		
LDCC CONTROLLER	Signature	SP    DCP    IP	Date	Time
		Status Approved (circle)		
SDCHQ CVO (IP & DCP)	Signature	SP    DCP    IP	Date	Time
		Status Approved (circle)		
<b>5. Attachments (✓)</b>				
ANEMIS 1 <input type="checkbox"/> , 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , Lab. Results <input type="checkbox"/> , Other <input type="checkbox"/> (Name)				
<b>6. Return to:</b>			<b>7. Is Destruction Order attached? (✓)</b>	
LDCC Registry Fax No:			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>8. LDCC Registry copy to (✓):</b>				
LDCC Controller <input type="checkbox"/> , Ops Director <input type="checkbox"/> , Logs Manager <input type="checkbox"/> , Plan Manager <input type="checkbox"/> , VIM <input type="checkbox"/> , IPOM <input type="checkbox"/> , ANEMIS <input type="checkbox"/>				
<b>9. ANEMIS Data Entry</b>	Entered <input type="checkbox"/>	Date	Time	Signature

**DOCUMENT No:** EAD Logs1

**TITLE:** Asset Records

**Prepared by** Carolyn Claridge, DPIWE Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.16 ASSET RECORDS

### 3.16.1 Application/Scope:

- During an operation an LDCC will source and use assets from many agencies and contractors. Some of the assets will be under direct control of LDCC personnel, whilst others will be under that of contractors.
- Whilst the LDCC must manage, through control and coordination, assets of contractors, the LDCC is not accountable for those assets. The LDCC will need to track such assets and keep records that allow assessment of any claims for payment eg hours of usage. The tracking is also a provider/contractors responsibility for securing etc. their assets.
- The LDCC must maintain all records on Department assets, and any other assets for which it is primarily responsible. The day to day systems used by the Dept to manage its assets should be used for assets under the control of an LDCC. This means newly purchased assets must be processed through the Department systems.
- Department assets on loan from sites must have their records adjusted to reflect the actual location of the asset. The location may be temporary, but this could be for many months.
- Department assets can only be moved to an LDCC with approval by the Manager/OIC of the site from where the asset is being moved. Typically such re-locations would be initiated by a Task Request.
- The same system as used for recording LDCC assets could also be used to track equipment provided by contractors, hire companies etc. Each item of equipment should be uniquely identified so it can be associated easily and without confusion with the provider. This includes attachments to equipment eg hoses, poles. Portable buildings will need to be numbered.

### 3.16.2 Resources/equipment:

- Computerised system for recording assets.
- System of uniquely identifying/tagging each asset eg bar code, Teflon/electricians ties with tag.
- System for field recording of tags/code eg bar code reader, long hand written record.
- Camera (digital preferred) to record image of equipment at time of arrival.

### 3.16.3 Warnings:

- Normal office hazards including electricity, working with computers, and manual handling.
- Fixing identifying tags eg bar codes, and stock-taking could place a person in a position(s) that may require actions such as reaching, leaning, stepping. Every precaution should be taken to restrict movements to normal actions. In some situations two people may be required to complete tagging & stocktaking.
- People undertaking tagging &/or stocktaking must ensure an asset is safe prior to approaching and working around it. This includes work surfaces, and lighting.

**3.16.4 Procedure:**

- Establish an asset identification & recording system as soon as practical after the LDCC is deployed.
- All LDCC assets are tagged/coded as come under the control of the LDCC.
  - Assets delivered to the LDCC can be tagged on arrival.
  - It may be necessary to pre-issue tags to field supervisors so they can attach tags & record details of equipment directly to field operations. The supervisors would provide details as part of their daily report.
  - The Task Request should provide an indication of a need for allocation of tag(s).
- Where possible a photograph of the asset should be taken as soon as possible after its arrival at the LDCC. The photographic record should be linked to the master record. For digital photographs, they can be inserted into the master file for filing at Registry.
- The details of all assets & their unique identifying number should be entered into the master record as soon as possible after the information is available.
- Once entered into the system, the information should be validated. This can be done by producing a print out that is cross checked by those responsible for the use of the asset.
- Stock-takes of assets should be undertaken at reasonable & practical intervals.
- Prior to stand down, a full stock-take should be undertaken.
- During stand down, the master records should be kept up to date as assets are stood down. The condition of assets, eg wear & tear, should be recorded for any assets being returned to a supplier/Dept site. There should be sufficient information to allow any processing of a claim for undue damage/wear & tear etc.

**3.16.5 References:**

NSW Agriculture SOPs on Asset Records, Back up of electronic files; & naming electronic files



**DOCUMENT No:** EAD Logs2

**TITLE:** Briefing/Debriefing – LDCC, sections, field personnel

**Prepared by** Carolyn Claridge, DPIWE, Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### **3.17 BRIEFING/DEBRIEFING – LDCC, SECTIONS, FIELD PERSONNEL**

#### **3.17.1 Application/Scope:**

- All personnel should have the opportunity to receive a briefing each day, and a debrief at days end.
- Briefing/debriefing should be held at the same time each day.
- Briefings/debriefings should be conducted at Section Manager/all agency level (strategic), within each Section (tactical), and for each field team (taskings).
- As difficult as it may be - every effort must be made to get all personnel to attend their respective briefing/debriefing. It is time well spent.
- Contractors should be included in briefings/debriefings as appropriate.
- Briefings are essential to ensure all personnel are up to date with the current situation, and they are working toward the same objectives using the planned approach.
- Debriefs are necessary to determine progress in relation to objectives (are we on track?), collect intelligence, and to seek opportunities for improvement.
- Briefings and debriefs provide an opportunity to affirm the command & control structure.
- A written record should be kept of each briefing/debriefing.
- It is essential that personnel from the Media and Public Relations section are included in all briefings. Typically, the media itself should not attend a briefing/debriefing. There should be a specific session for the media.

#### **3.17.2 Resources/equipment:**

- A briefing/debriefing will require adequate space to accommodate the personnel to be attend. They can both stand & sit.
- The briefing/debriefing venue should ideally be separate to other LDCC work areas. In the absence of adequate space, normal work will need to stop in the designated space whilst the briefing/debriefing takes place.
- The venue should have facilities to display relevant maps (electronic copy/hard copy), and other relevant information, eg photographs, needed to support the briefing/debriefing.
- The Incident Action Plan (IAP) if available should be distributed at a briefing.

#### **3.17.3 Warnings:**

- Whilst the actual briefing/debriefing does not pose any actual threat to health & safety, the consequences of not completing a briefing/debriefing is likely to lead to health & safety issues.
- Subject to the overall operating environment, the briefing/debriefing with many staff in a single place offers the opportunity for a person such as a terrorist the opportunity to cause maximum damage with little effort. A risk assessment should assess the likelihood of such an event, and appropriate measures put in place to offset any risk.

### 3.17.4 Procedure:

- A briefing/debriefing should be conducted in an environment that is comfortable, free of distractions and if necessary, secure.
- The briefing should be kept as short as possible, without omitting anything important - 20-25 minutes is probably ideal. Daily briefings should be held at regular times, usually at the beginning of the day.
- Each supervisor should brief those immediately below them in the command hierarchy, eg the Operations Director should brief Section Managers, who should brief subsection Coordinators, who should brief field team Supervisors, who should brief team members. The maximum number of people at a briefing should be about 25, though fewer people is preferable.
- Briefing/debriefing should be targeted for the audience.
- Briefing/debriefing should be succinct and provide an "outline" to emphasis the key points, rather than the detail.
- Use audiovisual aids eg maps, photographs, videos, white or blackboards, overhead projectors. Provide writing materials. Provide agenda and take minutes.
- Questions should only be taken at the end of a briefing.

#### 3.17.4.1 Briefing

- Intelligence or situation briefings should be held:
  - Before new staff commence work;
  - At least once daily;
  - At each change of shift;
  - Before each major task or phase of operations.
- The standard briefing format is SMEAC.
  - **Situation** - as it is at that time (what has happened, what has been done)
  - **Mission** - objectives as appropriate for the level of the briefing (up to 5/day)
  - **Execution** - how the objectives are to be achieved (who goes where & doing what)
  - **Administration** - the support actions to the execution eg catering, OH&S, finance
  - **Command & Communications** - who is in charge where & the communication links.

#### 3.17.4.2 Debrief

- Debriefings should be held:
  - After each major task or phase of operations.
  - At each change of shift.
  - At least once daily.
- A debrief is essentially the reverse of SMEAC.
  - **Situation** - change since briefing
  - **Mission** - were the objectives achieved?

- **Execution** - did it go as planned, suggested changes, outstanding actions.
- **Administration** - report on outcomes & actions arising
- **Command & Communications** - did people stay within roles, was the span of control correct; & did the communications deliver as planned.
- During the debrief, care must be taken to allow personnel to "vent their spleen" but in a controlled fashion.
- The Planning Section should be either represented at debriefings or receive transcripts of debriefings.

### **3.17.5 References:**

AUSVETPLAN

NSW Agriculture SOP Briefing/Debriefing – Ldcc, Sections, Field Personnel

**DOCUMENT No:** EAD Logs3

**TITLE:** Public inquiries handling in LDCC

**Prepared by** Carolyn Claridge

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### 3.18 PUBLIC INQUIRIES HANDLING IN LDCC

#### 3.18.1 Application/Scope:

- The LDCC will handle many inquiries from many sources. It is essential any inquiry be seen as an opportunity to add to the achievement of the overall objectives. Each inquiry must be dealt with appropriately, correctly, and promptly.
- The objective is to delegate the response to an inquiry to the first person who handles the inquiry.
- Inquiries may come to Reception, the Call Centre (if present) and direct to Sections. The later should be discouraged, and the former encouraged. The Call Centre should be the first point of contact (either face to face or phone or email). LDCC Sections need to provide likely Q & A to those who make contact with public will respond to inquiries.
- As a general rule, an inquiry should only be referred within the LDCC if essential.
- It is a high priority for the LDCC to ensure positions handling inquiries are filled as soon as practical. It is likely those in the positions will need to work shifts - 2/day because inquiries will come after normal business hours.

#### 3.18.2 Resources/equipment:

- Phone system that can handle transfers within the LDCC (switchboard). The capability to show incoming call number is highly desirable.
- Public Phone number given out should be local Call Centre number not switchboard (can be re-directed when needed)

NOTE: The same Call Centre number can be used state wide (even nation wide). The telecommunications provider then has the capability to direct specified prefix numbers (STD) to designated LDCC ie Telstra can direct 62 and 63 callers on the designated Call Centre number to the LDCC in the south or north of the state.

- System to process written inquiries (as for ministerial correspondence)
- System to record questions from public meetings and replies etc
- Designated LDCC space to receive visitors to the Centre & discuss their inquiries
- Call centre operators
- Record of Conversation pads, and logs for call centre operators
- Office stationery
- Whiteboard
- Folders with plastic sleeves to insert Q & A, telephone lists etc in (1x call centre operator)
- LDCC Telephone directory

#### 3.18.3 Warnings:

- Personnel stress - call centre operators are likely to be placed under considerable pressure from the callers. Callers may be emotional, and also demanding in terms of "wanting answers". The operators must have appropriate professional support readily available to take

any "difficult" callers. This may include personal threats including suicides. Operators must have opportunity to take rest breaks on an as needs basis during busy times.

- Normal Office procedures - PCs, photocopiers, ergonomic furniture, head sets for call centre operators.

### 3.18.4 Procedure:

#### Call Centre

- Establish Call Centre - low/no background noise, low through traffic, all resources within easy reach of each operator

NOTE: If possible, an electronic log should be generated "as you go" so that each call centre operator can see who took an inquiry for a return caller. This will assist in putting the caller in contact with the same call centre operator.

- Prepare Q & A (revise daily then weekly) with information from Sections. The Q&A should address the current issues. Each Q&A must show version & Date, Time and Group (DTG).
- Call Centre operators should be coached to respond to inquiries only within their area of expertise and the answers in the Q&A.

NOTE: Ensure response by operator does not commit LDCC to action that cannot be done/is not approved.

- **Call received**
  - Introduce self
  - Seek to get an identity of person calling & record
  - If relevant, seek to determine the legitimacy of the caller. Caller may be seeking to get information they may not be otherwise entitled to.
  - Seek description of the nature of the inquiry
  - Answer if possible. It may be necessary to be persistent to show the answer is available at the point of contact, and not necessary to transfer the caller to a role within an LDCC Section.
- **For each call, the information that should be recorded is:**
  - DTG of call
  - Name of caller
  - Repeat call?? (because no answer to previous calls)
  - Contact details - phone number
  - Nature of inquiry
  - Nature of response, including redirecting call to another extension.
- **Where an inquiry cannot be answered on the first contact**, the system should send the Record of Conversation to the relevant role for a response. The Call Centre must keep a copy (resubmit file) and follow up if no answer is received back.

- Call Centre logs should be review daily to identify any outstanding commitments to call back, and taken appropriate action. Using a computer system, these can be "tagged" for action.
- For threatening callers, the details of the caller should be referred to the Call Centre Supervisor.
- After hours, the phone lines should be either diverted to a message that alerts the caller to an alternative number (for reporting suspect disease), or advises of the hours of operation of the call centre. Alternatively, the lines can be diverted to a duty officer with a mobile.

### **Written correspondence (including email, & fax)**

- All requests for inquiries should be directed to Public Relations.
- Public Relations should log the inquiries & seek the answer to each inquiry from either Call Centre Q&A or the relevant LDCC Section, or maybe even refer it to the SDCHQ if appropriate.
- Public Affairs will draft & send the reply unless directed otherwise by senior management eg if the inquiry was directed specifically to the Controller.
- A reply should be sent to each inquiry within 5 working days.
- It is essential to monitor any outstanding replies.

### **Face to face**

- Visitor greeted on arrival
- Establish name & contact details of person
- Nature of inquiry sort
- Response as for inquiry to call centre eg use Q&A
- If the answer is not readily available, and person can wait, seek answer from relevant role in LDCC.

NOTE: The response to the inquiry must be consistent with information available, and not commit the LDCC to any actions that require specific authority.

- Where the response is not available at the time, an undertaking to seek a response within 3 days should be given. Should the response be sent by mail, phone, fax, email, or will it be picked up.
- All face to face request for information should be recorded:
  - DTG
  - Name of person making inquiry
  - Contact details of person
  - Nature of inquiry
  - Nature of response given

### **3.18.5 References:**

NSW Agriculture SOP - Public inquiries handling in LDCC



**DOCUMENT No:** EAD Logs4

**TITLE:** Resource & personnel tracking – T cards

**Prepared by** Carolyn Claridge, DPIWE, Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

### 3.19 RESOURCE & PERSONNEL TRACKING – T CARDS

#### 3.19.1 Application/Scope:

- The LDCC must know where personnel & resources under its control are located in the field; this is done using T cards.
- Each person/resource/team is recorded on a T card. The card should also show contact details & any relevant information eg warnings, skills and may show a work history.
- Within each LDCC sections there should be a T card hanger – centrally located. The hanger holds the section cards sorted by a suitable category eg property number.
- The T card hanger should be labelled across the top with the field deployments of that section eg IPOPs – a separate column for each IP/DCP/Disposal pit, task specific function such as water supply, catering; RAMS checkpoints, mobile teams.
- The hangers should have provision for – not deployed, ready for deployment, unserviceable, etc.
- All used cards must be filed.
- Cards can be coloured for specific resources. Adhesive dots show resource type classification eg red dot means for use on IP/DCP.
- T cards should be used for all resource tracking – including motor vehicles, small resources such as toilets. In Forward Controls, the T card to shows where on site the resource is operating.
- T cards will work for assets – fill in a card at time of entry eg mobile phones, radios. This not a substitute for strategic tracking of Assets.
- Records details onto card on any movements – including Date, Time and Group (DTG). T cards become a history of resource deployment.

#### 3.19.2 Resources/equipment:

- T cards – colours
- T card hangers x10 – small & large
- Coloured self adhesive dots – approximately 10mm diameter
- Adhesive labels for labelling hanger columns
- T card glossary ( card colours & dot colours)

#### 3.19.3 Warnings:

- Normal safety & health precautions for operating in an office.

#### 3.19.4 Procedure:

- Adopt protocol for card & dot colour (subject at availability) as soon as practical.
- Complete a T card immediately a resource is available/committed to operation (record details on card eg contact numbers).

- Each card should be managed by Section responsible for the resource – not always Resources. Once Resources has provided the resource to a Section, that Section must track the resource.
- When a resource goes off line eg has a break between shifts, the T card is kept in a “not deployed file” with details noted eg return date, & reused when back on duty.
- Consider allocating a unique identifier to each resource eg name/number such as registration number or plant number to record on T card. This will diminish the possibility of confusion between like resources. The unique identifier must not be reused, and stays with the resource until the end.
- Consider placing unique identifier on resource eg sign on dashboard, label fixed with Teflon tie, if it does not already have one.

### **3.19.5 References:**

NSW Agriculture SOP - Resource & personnel tracking – T cards

**DOCUMENT No:** EAD Logs5

**TITLE:** Language problems

**Prepared by** Carolyn Claridge, DPIWE, Tasmania and  
Mary Lou Conway, DPIWE, Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## 3.20 LANGUAGE PROBLEMS

### 3.20.1 Application/Scope:

- LDCC must be able to communicate with all its stakeholders – workforce, producers and the community. There is likelihood that some of the stakeholders may not have English as their first language (written or spoken).
- It is important the LDCC identifies as soon as practical any non English speaking stakeholders. It is essential when a person/community is identified that a record is made so the information is shared within the LDCC, and readily available in the future.

#### NOTE

ANEMIS should be used to record any property owner/manager that does not have English as a first language. This will assist any future visits to the property.

- The LDCC should use professional language support with stakeholders who do not speak/write English.
- Sources of interpreters may include:
- The LDCC workforce would collect information at Induction, and/or request personnel with specific language.
- Multicultural Tasmania (a branch of the Department of Premier and Cabinet) can provide interpreters and translating services via the Commonwealth Government Translating and Interpreting Service (TIS) (rate/hour or day). There are also private providers.
- Before approaching Multicultural Tasmania, consideration should be given to involving the local community in any interpretation activities. Conflict of interest and privacy of information may be issues if local people are used.
- When serving legal documents, those serving the documents should make an effort to ensure person receiving the order understands the content - even if an interpreter is needed.
- Similarly, cultural issues other than language may need to be allowed for eg religious worship. Every effort must be made to accommodate these issues.

### 3.20.2 Resources/equipment:

- Task Request.
- Interpreter - verbal/written.

### 3.20.3 Warnings:

- Personal safety/stress - This may be affected in many ways if either the written or spoken word are not understood. Those in the workforce must understand all instructions eg MSDS, SOP. Those in the community will be unnecessarily stressed if they do feel they are receiving the information.

### 3.20.4 Procedure:

- Induction

- Collect information at time of Induction (any personnel with NESB).
- Task Request
  - Section identifies need for interpreter.
  - Section completes Task Request (language, place, time, duration).
  - Task Request sent to Resources to process.
- Use staff or recruit from agency – if protracted problem.
- Use Multicultural Tasmania (TIS) – charge by the hr/day, get a quote by fax.

### **3.20.5 References:**

NSW Agriculture SOP - Language problems

**DOCUMENT No:** EAD Logs6

**TITLE:** Telephone list – LDCC/field Ops & external,  
incl. SDCHQ

**Prepared by** Carolyn Claridge, DPIWE, Tasmania

**Approved by**

<b>AMENDMENT RECORD</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AMENDMENT DESCRIPTION</b>	<b>APP</b>
1			
2			
3			
4			
5			

## **3.21 TELEPHONE LIST – LDCC/FIELD OPS & EXTERNAL, INCL. SDCHQ**

### **3.21.1 Application/Scope:**

- The LDCC is likely to have a large number of telephone and facsimile extension numbers. These numbers may be both within the LDCC and also in the field. Many stakeholders will need these numbers to be able to directly contact personnel within the LDCC.
- It is essential an up to date directory of all LDCC numbers is produced daily. This includes field and LDCC numbers - both mobile & fixed. Whilst each daily directory will over-write the previous day, the file of the previous day should stay a separate file.
- The directory should be indexed by both position/role and personal name. It may also be worthwhile cross-referencing against activities eg permit issuing.
- The Directory should also list telephone numbers of places, contractors etc. that those in the LDCC are likely to contact. This includes SDCHQ contact numbers for each Section.
- The Directory should show essential After Hours contact numbers.
- Normally, private telephone numbers should not be listed in the Directory.
- The directory should be published in both hard copy and electronically. In both cases it should be a self help system to access the information. A hard copy of each version of the Directory must be copied to the Central File.
- The switchboard/reception must have the latest list.
- The Directory should be readily available to approved stakeholders.

### **3.21.2 Resources/equipment:**

- Dedicated person to produce list & organisation chart.
- Data base (Excel).
- Ability to publish directory on web/file server.
- Ability to copy & distribute directory to be accessible to all LDCC personnel.

### **3.21.3 Warnings:**

- Normal office precautions.

### **3.21.4 Procedure:**

- Deploy database to dedicated PC.
- Circulate hard copy around LDCC to collect telephone number x position/person.
- Mobile numbers should be:
  - Collected at Induction & provided to the Directory Clerk; or
  - The mobile number collected as a mobile phone is issued.
- Index to list against position/location eg gate 1 IP, person +/- activity
- List to show landline & mobile numbers



- List must show Date, Time and Group (DTG)
- Directory must be up dated daily and published by 10.00 (done in conjunction with organisation chart)
- Old/obsolete numbers to be removed from list as soon as practical
- Key positions – **BOLD** in list.
- Back up list electronically, and produce hard copy to File.
- Distribute list eg circulate in LDCC, copy sent with meals to field and seek to have old list withdrawn from circulation.

#### NOTE

1. Each new daily list should "display" a picture/cartoon or similar that enables ready recognition as the designated version.
2. Telephone numbers of key positions relevant to filed operators should be given in the daily Communications Plan.

#### **3.21.5 References:**

NSW Agriculture SOPs - Telephone list – LDCC/field Ops & external, incl. SDCHQ, Computer file backup & file naming.

## 4 Kit lists and site resources

### 4.1 Diagnostic Team Kit

<i>Item</i>	<i>Quantity</i>	<i>Location</i>
Advice Book AHL	1	IATA Packing Box/Stationary Box
Advice Book FHU	1	IATA Packing Box/Stationary Box
Anaesthetic - Lethabarb		To be picked up before leaving lab
Antibiotics added to media		to be done prior to leaving lab
Aprons, disposable	10	Sidchrome box 3
Australian Air Express Consignment notes	6	IATA Packing Box/Stationary Box
Bag ties		Sidchrome box 1
Bag ties		Sidchrome box 2
Bag ties		Sidchrome box 3
Bag ties, roll/packet	1	Box 2 - Hygiene Equipment
Bags, biohazard	10	Box 2 - Hygiene Equipment
Bags, Garbage	10	Box 2 - Hygiene Equipment
Bags, plastic		IATA Packing Box/Stationary Box
Bags, plastic assorted sizes		Box 2 - Hygiene Equipment
Bags, plastic small	10	Sidchrome box 3
Bags, ziplock assorted sizes		Box 2 - Hygiene Equipment
Battery for yellow torch	1	to be purchased
Beard Bags		to be purchased
Bijou bottles sterile	10	Sidchrome box 2
Bijou's acid washed	10	Sidchrome box 2
Bijous, sterile	6	Sidchrome box 3
Biobottle outer packaging	5	IATA Packing Box/Stationary Box
Biobottles (each prepacked with 4 ziplock bags, cotton wool, bubble wrap, marker pen, sticky tape, absorbent sachet, parafilm)	5	IATA Packing Box/Stationary Box
Blood tubes, fluoride heparin 2 ml	12	Box 3 - bottles, blood tubes etc.
Blood tubes, Fluoride Heparin, 2 ml	6	Sidchrome box 3
Blood tubes, plain clotted (serum)	4	Sidchrome box 3
Blood tubes, serum	4	Sidchrome box 3
Bootpick (screwdriver)	1	Box 2 - Hygiene Equipment
brain heart infusion broths (bijous)	12	Sidchrome box 2

Bucket, metal	4	loose
Bucket, plastic	3	loose
Carbon paper	2 sheets	IATA Packing Box/Stationary Box
cardboard labels		Sidchrome box 1
cardboard labels		Sidchrome box 2
cardboard labels		Sidchrome box 3
Chlorhexidine (Microshield) hand wash	1	Box 2 - Hygiene Equipment
Citric acid, bottle	1	Box 2 - Hygiene Equipment
Cleaver	1	Red tool bin
Cotton wool	1	Box 2 - Hygiene Equipment
CSIRO designed packing box (tin-style)	1	IATA Packing Box/Stationary Box
Dettol bottle	1	
Document pockets	15	IATA Packing Box/Stationary Box
Drum, large for transporting samples back to lab	1	IATA Packing Box/Stationary Box
Duplicate set of field staff paperwork		get from field branch
EDTA (bijous)	5	Box 3 - bottles, blood tubes etc.
EDTA (bijous)	4	Sidchrome box 3
EDTA (McCartneys)	15	Box 3 - bottles, blood tubes etc.
Elastic hats, disposable	6	Box 1 - protective clothing
Ethanol 100 ml	2	Sidchrome box 2
Ethanol 100 ml	1	Sidchrome box 3
forceps	2	Sidchrome box 1
Forceps bone large	1	
Forceps, rat toothed	1	Sidchrome box 3
Formal saline 2 litres	2	Box with blue handles
Gas cylinders Primms 2000 2P 0.34 Kg	1	Red tool bin
Glasses, safety		to be purchased
Gloves (large) in ziplock bag	20	Sidchrome box 3
Gloves, latex large	1 box	to be purchased
Gloves, latex medium	1 box	to be purchased
Gloves, latex small	1 box	to be purchased
Gloves, rubber size 7	4 pairs	Box 1 - protective clothing
Gloves, rubber size 7	2 pairs	Sidchrome box 3
Gloves, rubber size 8	3 pairs	Box 1 - protective clothing

Gloves, rubber size 8	2 pairs	Sidchrome box 3
Gloves, vinyl large (in ziplock bag)		Box 1 - protective clothing
Gloves, vinyl medium (in ziplock bag)		Box 1 - protective clothing
Gloves, vinyl small (in ziplock bag)		Box 1 - protective clothing
Glycerol-phosphate buffer (0.04M) in bijous	5	Sidchrome box 2
GPS unit	1	to be purchased
Gumboots	1 pair each	to be picked up before leaving lab
Halamid or Virkon	1 kg or 30 L equivalent	to be purchased
halter	1	Red tool bin
Highlighter pen	1	IATA Packing Box/Stationary Box
Hypochlorite, 100 grams	3	
Ice bricks, frozen, medium	10	to be picked up before leaving lab
Ice bricks, frozen, small	10	to be picked up before leaving lab
iodine mitis bottle	1	Sidchrome box 2
Isowipes	1	Box 2 - Hygiene Equipment
Jars, glass	2	Sidchrome box 3
Knife, post mortem	1	Red tool bin
Knife, post mortem	1	Sidchrome box 1
Labels		IATA Packing Box/Stationary Box
List of addresses/phone numbers		IATA Packing Box/Stationary Box
Lysol bottle	2	
Marker spray, different colours	2	to be purchased
Marker, permanent	3	IATA Packing Box/Stationary Box
Marker, permanent	1	Sidchrome box 1
Marker, permanent	1	Sidchrome box 3
Marker, permanent, fine	2	IATA Packing Box/Stationary Box
Mask, dust		to be purchased
matches, box	1	Red tool bin
matches, box	1	to be purchased
McCartney bottles, sterile	30	Box 3 - bottles, blood tubes etc.
McCartney bottles, sterile	5	Sidchrome box 3
McCartneys nutrient broth to moisten swabs	5	Sidchrome box 2
McCartneys, sterile	6	Sidchrome box 2
Microscope slides	2 boxes	Sidchrome box 1

Microscope slides	1 box	Sidchrome box 3
Mobile telephone battery (spare)	1	to be purchased
Mobile telephone CDMA	1	to be purchased
mouth gags	2	Red tool bin
Needles, 18 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, 19 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, 19 gauge	10	Sidchrome box 3
Needles, 21 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, 21 gauge	2	Sidchrome box 3
Needles, 23 gauge	4	Sidchrome box 3
Needles, 25 gauge	5	Sidchrome box 3
Needles, Vacutainer	10	Sidchrome box 3
Needles, vacutainer, 19 gauge	100	Box 3 - bottles, blood tubes etc.
notepad	1	IATA Packing Box/Stationary Box
notepad	1	Sidchrome box 1
notepad	1	Sidchrome box 2
OB tubes/lids	100	Box 3 - bottles, blood tubes etc.
OB tubes/lids	15	Sidchrome box 3
Overalls disposable large	6	Box 1 - protective clothing
Overalls disposable medium	3	Box 1 - protective clothing
Overalls disposable XL	5	Box 1 - protective clothing
Overalls disposable XOS	3	Box 1 - protective clothing
Paper towel	1 roll	Box 2 - Hygiene Equipment
Pen	5	IATA Packing Box/Stationary Box
Pencil	1	Sidchrome box 3
Pencil sharpener	1	to be purchased
Pencils	3	IATA Packing Box/Stationary Box
Pencils	2	Sidchrome box 1
Pencils	2	Sidchrome box 2
Pens	3	IATA Packing Box/Stationary Box
Phosphate buffer (0.04M ) in bijoux	5	Sidchrome box 2
Phosphate buffered glycol (McCartneys) pH 7.6	5	Sidchrome box 2
Pipette bulb	1	Sidchrome box 3
Pipette bulbs	2	Sidchrome box 1

Pipette bulbs	2	Sidchrome box 2
pipette disposable plastic 1 ml	1	Sidchrome box 2
Pipette glass 2 ml	1	Sidchrome box 2
Pipettes, pasteur	40	Sidchrome box 1
Pipettes, pasteur	40	Sidchrome box 2
Pipettes, pasteur	10	Sidchrome box 3
Post-it notes	1	Sidchrome box 3
Probang sets large	5	Red tool bin
Probang sets medium	5	Red tool bin
Probang sets small	5	Red tool bin
Quad Hygelene (Quaternary Ammonium)	5 L	Box 2 - Hygiene Equipment
Rib cutters large	1	Red tool bin
Rib cutters small	1	Red tool bin
Rib cutters small	1	Sidchrome box 1
Rompum		To be picked up before leaving lab
Ronson blow torch	1	Red tool bin
Ronson butane gas cartidges (240 g each)	4	Red tool bin
Ruler	1	Red tool bin
Saline, sterile	6 x 1 ml	Sidchrome box 2
Saline, sterile 100ml	1	Sidchrome box 3
Saline, sterile 200 ml	2	Sidchrome box 2
Sample containers (take-away type) with lids	7	Box 3 - bottles, blood tubes etc.
Sample jars, plastic assorted sizes	7	Box 3 - bottles, blood tubes etc.
Scalpel blades no 22	1 box	Sidchrome box 1
scalpel blades no 22	1 box	Sidchrome box 3
scalpel handle	1	Sidchrome box 3
Scalpel handles	4	Sidchrome box 1
Scissors (big black handled)	1	Sidchrome box 3
Scissors, curved	2	Sidchrome box 1
Scissors, curved	1	Sidchrome box 3
Scissors, Jesco	1	Sidchrome box 1
Scissors, large curved	2	Sidchrome box 1
Scissors, small curved	2	Sidchrome box 1
Scissors, stainless steel	1	IATA Packing Box/Stationary Box

Scissors, straight blunt	2	Sidchrome box 1
Scrubbing brush plastic	1	to be purchased
Scrubbing brush wooden	2	Box 2 - Hygiene Equipment
Scrubbing brush, plastic long handled	1	to be purchased
Sharps containers	2	Box 3 - bottles, blood tubes etc.
Shippers declarations for dangerous goods	1 pad	IATA Packing Box/Stationary Box
soap, soft		Box 2 - Hygiene Equipment
Sodium Carbonate (alkali surface disinfectant)	3	Box 2 - Hygiene Equipment
spatula	1	Sidchrome box 2
Specimen bottles sterile	6	Sidchrome box 3
Specimen bottles, sterile	10	Box 3 - bottles, blood tubes etc.
Spray pack	1	to be purchased
Steel	1	Sidchrome box 1
Sticky tape	1	IATA Packing Box/Stationary Box
Swabs in tubes, sterile	6	Sidchrome box 3
Swabs, sterile	30	Sidchrome box 2
Swabs, sterile	4	Sidchrome box 3
syringe 60cc	1	Box 3 - bottles, blood tubes etc.
Syringes 10 ml	10	Box 3 - bottles, blood tubes etc.
Syringes 20 ml	10	Box 3 - bottles, blood tubes etc.
Syringes 5 ml	20	Box 3 - bottles, blood tubes etc.
Syringes, 2 ml	4	Sidchrome box 3
Tags, roll with numbers)	1	red bin
Thermometer	1	Sidchrome box 3
thermometers	2	Sidchrome box 2
Tissues	1 box	Box 2 - Hygiene Equipment
torch everready Big Jim, with brand 1231 or No 731 lantern battery	1	Red tool bin
torch rechargeable	1	on window ledge in room
torch yellow plastic (no batteries)	1	red bin
towel	1	Sidchrome box 1
Transport media		to be picked up prior to leaving lab
Transport media, Stuarts	4	Sidchrome box 3
tube rack (small holes/OB tubes only)	1	Sidchrome box 1
tube rack (suitable for vacutainers)	1	to be purchased

Utility mat, rubber	1	to be purchased
Vacutainer shield	1	Box 3 - bottles, blood tubes etc.
Vacutainer shield	1	Sidchrome box 3
Vacutainers Lithium Heparin	12	Box 3 - bottles, blood tubes etc.
Vacutainers plain (no additive)	28	Box 3 - bottles, blood tubes etc.
Vacutainers, EDTA	78	Box 3 - bottles, blood tubes etc.
Vacutainers, EDTA	6	Sidchrome box 3
Vacutainers, Lithium Heparin	4	Sidchrome box 3
Vacutainers, plain	6	Sidchrome box 3
Vest, safety	1	to be purchased
Water	at least 40 litres	to be picked up before leaving lab
Waterproof hoods	5	Box 1 - protective clothing
Waterproof jackets large	2	to be purchased
Waterproof jackets medium	2	Box 1 - protective clothing
Waterproof jackets small	1	Box 1 - protective clothing
Waterproof jackets XL	1	Box 1 - protective clothing
Waterproof jackets XL	1	to be purchased
Waterproof pants large	1	Box 1 - protective clothing
Waterproof pants large	1	to be purchased
Waterproof pants medium	1	Box 1 - protective clothing
Waterproof pants small	2	Box 1 - protective clothing
Waterproof pants XL	1	Box 1 - protective clothing
Waterproof pants XL	1	to be purchased
Wechselfix saw with blades	1	red bin

<i>Item</i>	<i>Quantity</i>	<i>Location</i>
Elastic hats, disposable	6	Box 1 - protective clothing
Gloves, rubber size 7	4 pairs	Box 1 - protective clothing
Gloves, rubber size 8	3 pairs	Box 1 - protective clothing
Gloves, vinyl large (in ziplock bag)		Box 1 - protective clothing
Gloves, vinyl medium (in ziplock bag)		Box 1 - protective clothing
Gloves, vinyl small (in ziplock bag)		Box 1 - protective clothing
Overalls disposable large	6	Box 1 - protective clothing
Overalls disposable medium	3	Box 1 - protective clothing



Overalls disposable XL	5	Box 1 - protective clothing
Overalls disposable XOS	3	Box 1 - protective clothing
Waterproof hoods	5	Box 1 - protective clothing
Waterproof jackets medium	2	Box 1 - protective clothing
Waterproof jackets small	1	Box 1 - protective clothing
Waterproof jackets XL	1	Box 1 - protective clothing
Waterproof pants large	1	Box 1 - protective clothing
Waterproof pants medium	1	Box 1 - protective clothing
Waterproof pants small	2	Box 1 - protective clothing
Waterproof pants XL	1	Box 1 - protective clothing
Bag ties, roll/packet	1	Box 2 - Hygiene Equipment
Bags, biohazard	10	Box 2 - Hygiene Equipment
Bags, Garbage	10	Box 2 - Hygiene Equipment
Bags, plastic assorted sizes		Box 2 - Hygiene Equipment
Bags, ziplock assorted sizes		Box 2 - Hygiene Equipment
Bootpick (screwdriver)	1	Box 2 - Hygiene Equipment
Chlorhexidine (Microshield) hand wash	1	Box 2 - Hygiene Equipment
Citric acid, bottle	1	Box 2 - Hygiene Equipment
Cotton wool	1	Box 2 - Hygiene Equipment
Paper towel	1 roll	Box 2 - Hygiene Equipment
Quad Hygelene (Quaternary Ammonium)	5 L	Box 2 - Hygiene Equipment
Scrubbing brush wooden	2	Box 2 - Hygiene Equipment
soap, soft		Box 2 - Hygiene Equipment
Sodium Carbonate (alkali surface disinfectant)	3	Box 2 - Hygiene Equipment
Tissues	1 box	Box 2 - Hygiene Equipment
Blood tubes, fluoride heparin 2 ml	12	Box 3 - bottles, blood tubes etc.
EDTA (bijous)	5	Box 3 - bottles, blood tubes etc.
EDTA (McCartneys)	15	Box 3 - bottles, blood tubes etc.
McCartney bottles, sterile	30	Box 3 - bottles, blood tubes etc.
Needles, 18 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, 19 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, 21 gauge	15	Box 3 - bottles, blood tubes etc.
Needles, vacutainer, 19 gauge	100	Box 3 - bottles, blood tubes etc.
OB tubes/lids	100	Box 3 - bottles, blood tubes etc.

Sample containers (take-away type) with lids	7	Box 3 - bottles, blood tubes etc.
Sample jars, plastic assorted sizes	7	Box 3 - bottles, blood tubes etc.
Sharps containers	2	Box 3 - bottles, blood tubes etc.
Specimen bottles, sterile	10	Box 3 - bottles, blood tubes etc.
syringe 60cc	1	Box 3 - bottles, blood tubes etc.
Syringes 10 ml	10	Box 3 - bottles, blood tubes etc.
Syringes 20 ml	10	Box 3 - bottles, blood tubes etc.
Syringes 5 ml	20	Box 3 - bottles, blood tubes etc.
Vacutainer shield	1	Box 3 - bottles, blood tubes etc.
Vacutainers Lithium Heparin	12	Box 3 - bottles, blood tubes etc.
Vacutainers plain (no additive)	28	Box 3 - bottles, blood tubes etc.
Vacutainers, EDTA	78	Box 3 - bottles, blood tubes etc.
Advice Book AHL	1	IATA Packing Box/Stationary Box
Advice Book FHU	1	IATA Packing Box/Stationary Box
Highlighter pen	1	IATA Packing Box/Stationary Box
Marker, permanent	3	IATA Packing Box/Stationary Box
Marker, permanent, fine	2	IATA Packing Box/Stationary Box
notepad	1	IATA Packing Box/Stationary Box
Pen	5	IATA Packing Box/Stationary Box
Pencils	3	IATA Packing Box/Stationary Box
Formal saline 2 litres	2	Box with blue handles
Duplicate set of field staff paperwork		get from field branch
Isowipes	1	Box 2 - Hygiene Equipment
Australian Air Express Consignment notes	6	IATA Packing Box/Stationary Box
Bags, plastic		IATA Packing Box/Stationary Box
Biobottle outer packaging	5	IATA Packing Box/Stationary Box
Biobottles (each prepacked with 4 ziplock bags, cotton wool, bubble wrap, marker pen, sticky tape, absorbent sachet, parafilm)	5	IATA Packing Box/Stationary Box
Carbon paper	2 sheets	IATA Packing Box/Stationary Box
CSIRO designed packing box (tin-style)	1	IATA Packing Box/Stationary Box
Document pockets	15	IATA Packing Box/Stationary Box
Drum, large for transporting samples back to lab	1	IATA Packing Box/Stationary Box
Labels		IATA Packing Box/Stationary Box

List of addresses/phone numbers		IATA Packing Box/Stationary Box
Pens	3	IATA Packing Box/Stationary Box
Scissors, stainless steel	1	IATA Packing Box/Stationary Box
Shippers declarations for dangerous goods	1 pad	IATA Packing Box/Stationary Box
Sticky tape	1	IATA Packing Box/Stationary Box
Bucket, metal	4	loose
Bucket, plastic	3	loose
torch rechargeable	1	on window ledge in room
Tags, roll with numbers)	1	red bin
torch yellow plastic (no batteries)	1	red bin
Wechselfix saw with blades	1	red bin
Cleaver	1	Red tool bin
Gas cylinders Primms 2000 2P 0.34 Kg	1	Red tool bin
halter	1	Red tool bin
Knife, post mortem	1	Red tool bin
matches, box	1	Red tool bin
mouth gags	2	Red tool bin
Probang sets large	5	Red tool bin
Probang sets medium	5	Red tool bin
Probang sets small	5	Red tool bin
Rib cutters large	1	Red tool bin
Rib cutters small	1	Red tool bin
Ronson blow torch	1	Red tool bin
Ronson butane gas cartidges (240 g each)	4	Red tool bin
Ruler	1	Red tool bin
torch everready Big Jim, with brand 1231 or No 731 lantern battery	1	Red tool bin
Bag ties		Sidchrome box 1
cardboard labels		Sidchrome box 1
forceps	2	Sidchrome box 1
Knife, post mortem	1	Sidchrome box 1
Marker, permanent	1	Sidchrome box 1
Microscope slides	2 boxes	Sidchrome box 1
notepad	1	Sidchrome box 1
Pencils	2	Sidchrome box 1

Pipette bulbs	2	Sidchrome box 1
Pipettes, pasteur	40	Sidchrome box 1
Rib cutters small	1	Sidchrome box 1
Scalpel blades no 22	1 box	Sidchrome box 1
Scalpel handles	4	Sidchrome box 1
Scissors, curved	2	Sidchrome box 1
Scissors, Jesco	1	Sidchrome box 1
Scissors, large curved	2	Sidchrome box 1
Scissors, small curved	2	Sidchrome box 1
Scissors, straight blunt	2	Sidchrome box 1
Steel	1	Sidchrome box 1
towel	1	Sidchrome box 1
tube rack (small holes/OB tubes only)	1	Sidchrome box 1
Bag ties		Sidchrome box 2
Bijou bottles sterile	10	Sidchrome box 2
Bijou's acid washed	10	Sidchrome box 2
brain heart infusion broths (bijous)	12	Sidchrome box 2
cardboard labels		Sidchrome box 2
Ethanol 100 ml	2	Sidchrome box 2
Glycerol-phosphate buffer (0.04M) in bijous	5	Sidchrome box 2
iodine mitis bottle	1	Sidchrome box 2
McCartneys nutrient broth to moisten swabs	5	Sidchrome box 2
McCartneys, sterile	6	Sidchrome box 2
notepad	1	Sidchrome box 2
Pencils	2	Sidchrome box 2
Phosphate buffer (0.04M ) in bijous	5	Sidchrome box 2
Phosphate buffered glycol (McCartneys) pH 7.6	5	Sidchrome box 2
Pipette bulbs	2	Sidchrome box 2
pipette disposable plastic 1 ml	1	Sidchrome box 2
Pipette glass 2 ml	1	Sidchrome box 2
Pipettes, pasteur	40	Sidchrome box 2
Saline, sterile	6 x 1 ml	Sidchrome box 2
Saline, sterile 200 ml	2	Sidchrome box 2
spatula	1	Sidchrome box 2

Swabs, sterile	30	Sidchrome box 2
thermometers	2	Sidchrome box 2
Aprons, disposable	10	Sidchrome box 3
Bag ties		Sidchrome box 3
Bags, plastic small	10	Sidchrome box 3
Bijous, sterile	6	Sidchrome box 3
Blood tubes, Fluoride Heparin, 2 ml	6	Sidchrome box 3
Blood tubes, plain clotted (serum)	4	Sidchrome box 3
Blood tubes, serum	4	Sidchrome box 3
cardboard labels		Sidchrome box 3
EDTA (bijous)	4	Sidchrome box 3
Ethanol 100 ml	1	Sidchrome box 3
Forceps, rat toothed	1	Sidchrome box 3
Gloves (large) in ziplock bag	20	Sidchrome box 3
Gloves, rubber size 7	2 pairs	Sidchrome box 3
Gloves, rubber size 8	2 pairs	Sidchrome box 3
Jars, glass	2	Sidchrome box 3
Marker, permanent	1	Sidchrome box 3
McCartney bottles, sterile	5	Sidchrome box 3
Microscope slides	1 box	Sidchrome box 3
Needles, 19 gauge	10	Sidchrome box 3
Needles, 21 gauge	2	Sidchrome box 3
Needles, 23 gauge	4	Sidchrome box 3
Needles, 25 gauge	5	Sidchrome box 3
Needles, Vacutainer	10	Sidchrome box 3
OB tubes/lids	15	Sidchrome box 3
Pencil	1	Sidchrome box 3
Pipette bulb	1	Sidchrome box 3
Pipettes, pasteur	10	Sidchrome box 3
Post-it notes	1	Sidchrome box 3
Saline, sterile 100ml	1	Sidchrome box 3
scalpel blades no 22	1 box	Sidchrome box 3
scalpel handle	1	Sidchrome box 3
Scissors (big black handled)	1	Sidchrome box 3

Scissors, curved	1	Sidchrome box 3
Specimen bottles sterile	6	Sidchrome box 3
Swabs in tubes, sterile	6	Sidchrome box 3
Swabs, sterile	4	Sidchrome box 3
Syringes, 2 ml	4	Sidchrome box 3
Thermometer	1	Sidchrome box 3
Transport media, Stuarts	4	Sidchrome box 3
Vacutainer shield	1	Sidchrome box 3
Vacutainers, EDTA	6	Sidchrome box 3
Vacutainers, Lithium Heparin	4	Sidchrome box 3
Vacutainers, plain	6	Sidchrome box 3
Antibiotics added to media		to be done prior to leaving lab
Anaesthetic - Lethabarb		To be picked up before leaving lab
Gumboots	1 pair each	to be picked up before leaving lab
Ice bricks, frozen, medium	10	to be picked up before leaving lab
Ice bricks, frozen, small	10	to be picked up before leaving lab
Rompum		To be picked up before leaving lab
Water	at least 40 litres	to be picked up before leaving lab
Transport media		to be picked up prior to leaving lab
Battery for yellow torch	1	to be purchased
Beard Bags		to be purchased
Glasses, safety		to be purchased
Gloves, latex large	1 box	to be purchased
Gloves, latex medium	1 box	to be purchased
Gloves, latex small	1 box	to be purchased
GPS unit	1	to be purchased
Halamid or Virkon	1 kg or 30 L equivalent	to be purchased
Marker spray, different colours	2	to be purchased
Mask, dust		to be purchased
matches, box	1	to be purchased
Mobile telephone battery (spare)	1	to be purchased
Mobile telephone CDMA	1	to be purchased
Pencil sharpener	1	to be purchased

Scrubbing brush plastic	1	to be purchased
Scrubbing brush, plastic long handled	1	to be purchased
Spray pack	1	to be purchased
tube rack (suitable for vacutainers)	1	to be purchased
Utility mat, rubber	1	to be purchased
Vest, safety	1	to be purchased
Waterproof jackets large	2	to be purchased
Waterproof jackets XL	1	to be purchased
Waterproof pants large	1	to be purchased
Waterproof pants XL	1	to be purchased
Dettol bottle	1	
Forceps bone large	1	
Hypochlorite, 100 grams	3	
Lysol bottle	2	

## **4.2 Location of first response equipment**

### **4.2.1 Forestry Tasmania Forest Fire Action Plans**

Refer to the Forestry Tasmania Forest Fire Action Plans for the district involved for a current list of equipment and resources that may have immediate application. The lists include:

Hand tools

Tankers

Heavy Machinery

Radio procedures

Personnel fitness ratings

Contact lists for support and emergency services.

### **4.2.2 Tranquilliser Guns**

Vertebrate Pest Unit, Prospect

Parks, Wildlife & Heritage, Prospect

### **4.2.3 Captive Bolt Pistol**

Firearms licence required.

Rick Campbell, Devonport Office

Mt Pleasant Laboratory

### **4.2.4 ANEMIS Disks**

Enclosed at end of TOM Manual

### **4.2.5 Probangs**

Mt Pleasant Store

#### **4.2.5.3 Disinfectants:**



**VIRKON – S**

Up to 5 kg kept in the Animal Health Laboratory, Mt. Pleasant and SVO (Fish) 's office, New Town.

**Supplier:** Janos Hoey

Head Office, 9.00am-5.30 pm (02) 6852 1544

Sydney Office (02) 9144 4574

Mobiles:

M. Pritchard (Biosecurity) 0407 764850

M. Malloy (Pastoral) 0412 905720

A. Hoey (Gen. Manager) 0418 668544

(Stock insufficient for first three days of response.)

**HALAMID/HALASEPT/CHLORAMINE T**

25 kg on hand in Wet Lab, New Town

1 kg in all field kits.

**Supplier:** All Farm Animal Health, Glendale Avenue, Hastings VIC 3915

Telephone: 03 5979 4488

Fax: 03 5979 4499

(Keep about 100 kg in stock. Overnight delivery.)

**CITRIC ACID****Small amounts**

Mt Pleasant Laboratory Store (6 x 25 kg bags)

**Large amounts**

Imbros Pty Ltd Telephone: 6273 1300

7 Chesterman St. Moonah

(\$97/25 kg bag as at August 2003, 1 days notice)

### **SODA ASH**

#### **Small amounts**

Mt Pleasant Store, KMQS Store

#### **Large Amounts**

Kempo, 6 Nairana Street, Invermay Telephone 6334 0388

(usually stock 10 kg bags)

Australian Paper

68-70 Marine Tce.

Burnie, 226 Mill Rd. BH's Telephone 6430 7777

AH's Telephone 6430 7661 (Site Coordinator)

Wesley Vale BH's Telephone 6423 7111

AH's Telephone 6432 7140 (Paper Mill)

### **4.2.6 Video Camera**

Roger Orr, Pasture and Field Crops Branch

Mike Manuel, AH&W, New Town

#### **Video Camera Cover**

AHL Store.

### **4.2.7 Underwater Camera**

Rod Gobbey, Mt.Pleasant

Kevin Ellard, New Town

#### **4.2.8 Digital Camera**

Animal Health & Welfare, New Town

“ Devonport

“ Mt.Pleasant

#### **4.2.9 Polaroid Camera**

AHL

Animal Welfare (Mike Manuel, New Town)

#### **4.2.10 ID Card Camera**

Mt Pleasant

##### **ID Card Laminator**

Mt Pleasant

#### **4.2.11 Map Laminator**

Records section Mt Pleasant.

#### **4.2.12 Maps**

SDCHQ cupboard in Hobart - 1:100,000

LDCC Kit, New Town - 1:100,000

WAM section Mt Pleasant - 1:100,000

- 1:25,000

“ New Town - Southern areas

Dawn Latham (Pesticides) Hobart- 1:25,000

M Thompson, New Town - 1:100,000

#### **4.2.13 Training videos**

Disease recognition, AAHL series - Mt Pleasant Library

- EDSC Representative (R Andrewartha)

Procedures instruction videos (Outbreak Confirmed series)

- EDSC Representative (R Andrewartha)

#### **4.2.14 GPS (Global positioning systems)**

EADPS Team staff, Animal Health & Welfare

Marine Farming Section, Hobart

**4.2.15 Other kits or site resources**

<b>Quantity</b>	<b>Item</b>
<b>Per kit</b>	
	<b>PROTECTIVE CLOTHING</b>
	<b>(All field staff)</b>
1	Safety Vest
1	Waterproofs including hood
2	Waterproof disposable overalls
1 pair	Gum Boots
2 pair	Rubber gloves
1 box	Disposable gloves
1	Dust mask
1 pair	Safety glasses or face shield
	<b>COMMUNICATIONS EQUIPMENT</b>
	<b>(All field staff)</b>
1	GPS unit – set to WSG84 if required
1	Mobile telephone
1	Spare mobile telephone battery or car charger
1	Satellite telephone (Hire as required)
1	Radio(Hire as required)
	<b>HYGIENE EQUIPMENT</b>
	<b>(All field staff)</b>
1 Kg	Halamid®
5 lt.	Quad Hygelene®
1	Other determined by event
1	Soap (bar or soft) in suitable container
1 pack	Paper towel
1	Long handle scrubbing brush
1	Nail brush
1	Boot pick (eg. hoof pick or screw driver)
1 (sm.pk)	Tissues

- 1 First Aid Kit (if not already in vehicle)
- 2 Biohazard plastic bags
- 2 Garbage bags (articles for re-disinfection)
- 4 Bag ties
- 2 10 litre Water
- 1 Bucket, graduated
- 1 Bucket, preferably metal
- 1 'Boot box' – scrub down/footbath
- 1 Rubber utility mat

### **STATIONARY**

#### **(All field staff)**

- 1 Authority card
- 1 Clipboard
- 1 Declaration of Infected Place
- triplicate set  
1 Revocation of Infected Place
- 1 Direction by an Inspector
- 1 Field Report Form – permanent paper
- 1 each ANEMIS Forms 1, 2, 3 – permanent paper
- 1 Personal decontamination SOP
- 2 No Entry Signs
- 1 Owner advice handout
- 1 Note pad – permanent paper (optional)
- 1 Biro (Black or Blue)
- 2 Pencils
- 1 Permanent marker pen

#### **All Vet. Officers only**

- 1 Post mortem form – permanent paper
- 1 Destruction Order
- trip.licate set  
1 Valuation Form

#### **Surveillance Vets when required**

- 1 Movement Permit  
triplicate  
set
- 1 each Owner Advice handout  
Infected Premises Owner handout

### **EXAMINATION & POST MORTEM EQUIPMENT**

**(All Field Veterinary staff)**

- 5 20 ml Syringes
- 10 10 ml Syringes
- 10 5 ml Syringes
- 5 2 ml Syringes
- 15 18 G Needles
- 15 19 G Needles
- 15 21 G Needles
- 5 23 G Needles
- 50 20 G Vacutainer Needles
- 2 Vacutainer Holders
- 12 Plain Vacutainers
- 12 EDTA Vacutainers
- 12 Li-Heparin Vacutainers
- 1 Ethanol 200 ml
- 2 Thermometers, clinical
- 1 Stock marker
- 1 Halter, rope
- 1 pair Nose grips
- 1 Pig snout snare
- 1 pair Drinkwater Gag
- 1 Pig mouth Gag
- 1 Xylazine 100mg/ml 50 ml
- 1 Azoperone 40mg/ml 50 ml (Stresnil)
- 1 # 22 Scalpel Handle
- 1 box # 22 Scalpel Blades
- 1 Scissors – curved, small

1	Scissors – curved, large
1	Scissors – straight, blunt, medium
2	Rat Tooth Forceps
1	Torch, waterproof
1 set	Spare torch batteries
5	Clear, zip-lock plastic bags – small
5	Clear, zip-lock plastic bags – large
1 box	Glass Slides
15	Swabs, Protected
40	Pasteur pipettes
2	Pasteur Pipette bulbs
2	Post Mortem knives (boneing, flaying), plastic handles
1	Steel, plastic handle
1	Bone Forceps (optional)
1 pair	Lopping shears – large
1 pair	Lopping shears – small (optional)
1	Wechselfix Saw or Hacksaw
2	Spare Saw Blades
1	Axe – ¾ size
1	Sledge Hammer <2 kg
1	Cleaver (optional)
1	Bone cutters (optional)
1	Spatula
1	Blow torch
1 box	Matches – all weather or gas lighter
1 roll	Cotton Wool
1	5 Lt. Buffered Formalin
3	Histopathology Jars – large
3	Histopathology Jars – small
1	Esky – 6 pack
3	Ice Bricks – flexible

**ADDITIONAL EXAMINATION / PM  
EQUIPMENT**

**(kept at Prospect and New Town)**



1 box	Fume Masks
6	Cardboard Labels with string – Avian
1 pair	Jesso Scissors – Avian
100	OB Tubes + Lids – Avian
1	Tube rack
3	AAHL Specimen Transport Container with Documentation – Small
3	AAHL Specimen Transport Container with Documentation – Large

### HUMANE

#### DESTRUCTION EQUIPMENT

(Slaughter teams as required)

**One set each kept at Prospect, New Town or Devonport**

1	Captive Bolt (Cashe®) Pistols– sheep + pigs
1	Captive Bolt (cashe®) Pistols – cattle
250	Blue Propellant Rounds
500	Yellow propellant Rounds
1 set	Oil and cleaning gear for C.B.Pistols
1	Euthansia Solution 500ml
1	60 ml Syringe (optional)
5	20 ml Syringes
10	18 G Needles

#### DISPOSAL EQUIPMENT KEPT AT PROSPECT

1	25 Kg Halamid
1	10 kg Citric acid
1	20 kg Soda Ash
2	Gurneys® (pressure spray units)
2 sets	ANEMIS Forms 1 to 6 hardcopy

### 4.3 Equipment Checklist For Infected Premises

Foot baths	2	
Soda ash or washing soda	20	kg
Citric acid	10	kg

## Valuation Forms/VAC Manual

Shovels	1	
Axe	1	
Sledge Hammer	1	
Hammer	1	
Yard brooms	1	
Scrubbing brushes	2	
Plastic buckets	4	
Pitch forks	1	
Square mouth shovels	1	
Waterproof coats	1	
Waterproof trousers	1	
Gumboots	1	pair
Overalls	1	pair
Bath towels	1	
Rubber gloves	2	pair
Waterproof hats	1	
Box soap	1	
Safety goggles	2	
Prefocussed torch, smooth surface	1	
Knapsack sprayer	1	
Large rubbish bins	2	
Bulldogs with rope	1	
Gauntlet gloves - sizes small, medium and large	1	pair each
First Aid Kit	1	
Quarantine Notices	6	
Quarantine Forms (8 & 9)	4	
ANEMIS 1, 2, 3, 4, 5 and 6	1	set
Pens	4	
Record of Conversation pads	2	
Sheets carbon paper	6	
Pads, blank paper	2	
Satchel, plastic	1	
Toilet paper, 4s	2	
Fold-up table	1	

Clipboards 2

High pressure sprayer, to spray clean area at gate 1

## 5 Principles of Recovery based on Foot and Mouth Disease

### 5.1 Background:

Disaster Recovery refers to the coordinated process of supporting disaster affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well being.

The purpose of providing disaster recovery services is to assist a disaster-affected community towards the management of its own recovery. It is a recognition that where a community experiences a significant disaster there is a need to supplement personal, family and community structures which have been disrupted by the disaster.

This description differs from previous definitions of recovery that have focused on restoring a community to its pre-disaster state or restoring a community to an “acceptable” state.

A contemporary approach to recovery generally involves agencies working very closely with community leaders (particularly local councils) to assist them in the management recovery processes.

Recovery should be viewed as a developmental process that strengthens communities and enables them to become more self-reliant, resilient and resourceful. Utilising the skills, expertise and resourcefulness of community members throughout the recovery process assists in personal and community building.

### 5.2 Key Concepts for Disaster Recovery

*Community Involvement* – through a range of processes such as public meetings, neighborhood forums, focus groups and community recovery committees

*Affected Area Approach* – ensuring that recovery services are provided to all affected persons and not only restricted to a particular municipal area

*Community and Individual Empowerment* – supporting and maintaining community identity, dignity and autonomy following the disaster

*Management of Recovery Services at the Local Level* – devolving the management of recovery services to the local level to ensure that services are responsiveness to local needs.

*Minimum Intervention* - assistance provided depends upon community resilience, vulnerability and need.

*Integrated, Coordinated and Flexible Services* – meeting the emerging needs of the community

## 5.3 Recovery in the context of a Foot and Mouth Disease Outbreak

### Immediate Needs

In the short term it is likely that many affected persons and their families will have a requirement for immediate support in the face of a sudden loss of livelihood and the wholesale slaughter of farm animals. Support workers will be required to assist affected persons to deal with a range of emotions such as anger, shock, disbelief and despair.

It is likely that stress reactions and the need for support will vary from person to person and family to family and change over time. For example individuals and families affected the outbreak might initially:

- Not seek any outside support;
- Seek support from family and friends;
- Seek support from their local GP, clergy; or
- Seek professional counselling and support from government and non government agencies

In the early stages of the outbreak key tasks such as identifying and establishing contact with affected persons; assessing vulnerability and needs; providing information and support; and coordinating the delivery of services are likely to be high priorities for support workers.

Evidence from other infectious disease outbreaks suggests that rural communities do not actively seek support and consequently it will be essential for support workers to establish contact, build relationships and develop trust with individuals and families in the affected community.

Evidence from previous disasters suggests that the severe stress created by an FMD outbreak might result in an increase in the reported incidents of social problems such as domestic violence, marital breakdown, substance abuse and behavioural problems or absenteeism amongst school age children. It is possible that a small percentage of the community might experience long term mental health issues such as post traumatic stress disorder or depression, which may be in part attributed to the FMD outbreak.

### Longer Term

Following the provision of immediate support to individuals and families the issue of long-term recovery needs to be addressed.

An **Affected Area Recovery Committee (AARC)**, comprising representatives from the community and support agencies should be established to ensure that recovery services are delivered in accordance best practice. The AARC needs to ensure that recovery services

foster community development and build the community's capacity to reduce the threats posed by FMD and increase opportunities for self-determination. Community development workers have an important role to play in the process of empowering a local community to manage its own recovery.

It has been demonstrated through research into the impacts of Ovine Johnes Disease on Victorian rural communities that the development of neighbourhood groups and other support/ action groups can assist affected persons to share grief and loss with

## 6 Community liaison during an EAD response

The following plan is an extract from EAD Community Liaison Plan (31 March 2004).

Note that the PR Manual for AUSVETPLAN is currently being rewritten and that changes may need to be made to this EAD plan once the AUSVETPLAN PR Manual changes have been approved.

### 6.1 Alert Phase

The 24 hours immediately following the confirmation of an FMD or BSE outbreak is likely to be intense. The objective of the Alert Phase community liaison plan is to ensure that the key actions that need to be taken to establish the longer term community liaison processes are taken.

#### 6.1.1 Contacts

##### 6.1.1.1 Community liaison contacts

It is important to circulate a current list of key community liaison contacts as soon as an outbreak is confirmed

#### Actions

- **As soon as the SDCHQ Director is aware that a possible FMD outbreak is being investigated, he will appoint the Public Relations Managers for the SDCHQ. ( SDCHQ Director)**
- **The on duty public relations manager shall then send an email to the Government Media Office, AFFA and the other State governments confirming who the communications contacts in Tasmania's SDCHQ (and LDCCs if appropriate) are and confirm their contact details. (Public Relations Manager )**
- **The public relations manager shall arrange for a dedicated email address to receive all communications from Canberra and the other State governments. This will counter any risk of vital communications being addressed to personal email addresses and going unread while that person is off duty. (Public Relations Manager )**

##### 6.1.1.2 Technical and other contacts

Once the community liaison contacts have been confirmed, the accuracy of contact details for the rest of the SDCHQ and LDCC staff need to be checked.

#### Actions

- **Check that the contact phone numbers and email addresses for all staff within the SDCHQ and any LDCCs (other than those with a**

**communications/PR role) are current and then send an email to AFFA confirming the contact details. Any amendments should be notified to the public relations manager and other State Governments as well (SDCHQ Director's Admin Asst))**

- **If an LDCC is established, the LDCC Communications PR Officer shall check the contact details of all LDCC staff and confirm them to the SDCHQ. (LDCC Public Relations Officer)**

### **6.1.1.3 Expert commentators**

The SDCHQ public relations manager shall check that the contact details of people likely to make media comment on behalf of stakeholder groups are current and create a process for ensuring that they are kept up to date on all relevant issues relating to the outbreak.

#### **Actions**

- **Check currency of "expert" commentator contacts and establish an email loop or other reliable means of communication for distribution of information from the SDCHQ. (Public Relations Manager)**
- **Contact each of the "expert" commentators and key stakeholders to determine which is the most effective way for them to receive regular updates on the outbreak (Public Relations Manager )**

### **6.1.2 Announcement Of Outbreak**

For details of actions to be taken in relation to announcing an outbreak, see the Community Liaison Checklist in the Job Card for the SDCHQ Public Relations Manager . (Attached as appendix 4)

### **6.1.3 Zoonosis**

It is important that there is a good communications relationship between the CVO and the Director of Public Health.

Where the animal disease is a threat to human health, it would normally be the Director of Public Health that makes any public comment about the human health issues for the duration of the outbreak. Unless otherwise agreed, all media enquiries about human health issues should be referred to the Director of Public Health.

Where the animal disease is not a significant threat to human health, it would normally be the CVO that makes any initial public comment that human health is not at significant risk. If he does so, he should advise the Director of Public Health.

#### **Actions**

**As soon as the CVO is aware that a possible outbreak of a zoonotic disease is being investigated, he shall advise the Director of Public Health (CVO)**



**If an outbreak of a zoonotic disease is confirmed, the Director of Public Health shall be invited to participate in the press conference that announces the outbreak to the public (Public Relations Manager)**

**Unless otherwise agreed, all public comment on human health issues during an outbreak of a zoonotic disease should be made by the Director of Public Health (Director of Public Health)**

#### 6.1.4 Website

AFFA will establish a specific website immediately an FMD or BSE outbreak is declared. AFFA may do likewise for other emergency animal diseases That AFFA website will include

- Hotline number and email address for feedback, concerns, etc.
- Breaking news (on home page)
- Media resources (includes press releases, still images, contact details of disease media centres)
- About the disease
- No risk to human health
- Cases and infected areas
- Disease controls and movement restrictions
- Trade restrictions (information for exporters and custom brokers)
- Advice to travellers
- Advice to vets
- Advice to farmers/producers
- Rural activities
- Regional information
- Contacts and links
- Advanced search
- Sitemap

All general information about FMD or BSE on the DPIWE website will be taken down immediately upon the confirmation of an outbreak. Instead, a link will be established to the general FMD or BSE information on the AFFA website.

The SDCHQ will establish a Tasmanian website page that will contain information of specific relevance to Tasmania only. This may include information about movement restrictions, import/export restrictions etc as well as information about the EAD hotline. The website should also include any EAD-related press releases issued out of the SDCHQ or by the Tasmanian Government in the previous 48 hours and any formal notices issued under the Animal Health Act or the Emergency Services Act

The Tasmanian website should be updated at least twice daily in the early stages and daily once the issues have settled.

#### **6.1.4.1 Pre-outbreak action**

- **Ensure people designated with web-related roles within the SDCHQ structure are aware of the website plans and are kept informed of any changes (Barry Calderbank).**

#### **6.1.4.2 Post-outbreak actions**

- **Remove all generic FMD or BSE information from the DPIWE website (Website Publisher)**
- **In consultation with the SDCHQ Director and Communications Officer, establish a web page for information specific to Tasmania, with links to and from the AFFA FMD website (Website Publisher)**

#### **6.1.5 Press Conferences**

The plans relating to the first press conference (ie announcing an outbreak) are currently being developed as part of the rewrite of the Ausvetplan communications plan

#### **6.1.6 Media Releases**

The plans relating to the first media release (ie announcing an outbreak) are currently being developed as part of the rewrite of the Ausvetplan communications plan

#### **6.1.7 Media Monitoring**

It is important that the CVO and SDCHQ Director are kept aware of issues arising in the media.

##### **Pre-outbreak action**

- **Seek an agreement with the Government Media Office over the media monitoring role during an FMD or BSE outbreak (Barry Calderbank)**

##### **Post-outbreak action**

- **Report to CVO and SDCHQ Director on media coverage of outbreak and issues arising. (Public Relations Officer)**

#### **6.1.8 Hotline**

If an FMD or BSE outbreak is declared, AFFA will establish a national information hotline. AFFA will advertise this number in the daily newspapers and on radio and TV.

*{ Note :The current 1800 number for reporting possible signs of FMD or BSE will continue. Consideration is currently being given to having this hotline hosted by the national information hotline during an outbreak}*

The SDCHQ Director shall establish a point of contact within the SDCHQ that will field calls referred to it from Canberra.

The national hotline operator will produce regular reports on the profile and nature of calls. These reports will be made to the Public Relations Manager in each State.

#### **Action**

- **Advise CVO and SDCHQ Director of significant issues arising from the hotline reports (Public Relations Manager )**

### **6.1.9 State Emergency Issues**

To be discussed

### **6.1.10 Advertising**

Current arrangements are that all State government advertising is handled through its contractor, TMP Worldwide.

If an outbreak of FMD or BSE is declared, the public relations manager shall contact TMP to confirm advertising deadlines. He shall then discuss with the SDCHQ Director what the immediate advertising needs are at the State level and arrange for placement through TMP.

AFFA will arrange for the placement of advertisements in the daily newspapers and through TV and radio. These advertisements will include the hotline number.

#### **Action**

- **If an outbreak of FMD or BSE is declared, the public relations shall contact TMP to confirm advertising deadlines. He shall then discuss with the SDCHQ Director what the immediate advertising needs are at the State level and arrange for placement through TMP ( Public Relations Manager)**

## **6.2 OPERATIONAL PHASE**

It is important to recognise that this plan is a template only. It may need to be varied according to the nature and extent of the outbreak.

### **6.2.1 PRESS CONFERENCES**

It is likely that, once the Alert Phase is over, one press conference per day, involving the CVO, should be sufficient. As the Operational Phase continues, it may be appropriate to have press conferences less frequently or even suspend regular press conferences altogether.

*{Note: The issue of press conferences at the State level is under consideration as part of the broader discussions, at the national level, about PR}*

The timing of the press conference is important. It must be as soon as possible after the conclusion of the daily CCEAD teleconference, so that the CVO can provide the media with the most up to date information. It should also be no later than 15.00 hours so that the information can be relayed through the evening news bulletins. (Note: For a short period each year, Tasmania is one hour ahead of the rest of the Eastern States)

If the outbreak is in Tasmania, the timing of the daily press conference, and the anticipated issues, should be discussed with the Communications Manager in Canberra. This is to minimise the risk of confusion where the national CVO is also giving daily press conferences.

If the outbreak is not in Tasmania, the press conference by the Tasmanian CVO would normally be held after the daily press conference by the national CVO. Again, close liaison between Tasmania and Canberra will be necessary to minimise the risk of confusion.

Immediately prior to the press conference, the Public Relations Manager shall brief the CVO on any relevant issues that have recently been raised within the media, and also any recent media releases issued by the CVO in Canberra or other State CVOs or any outbreak-relevant media releases issued by any other Tasmanian government agency.

On occasions, the CCEAD teleconference may be longer than usual. It is important that the scheduled press conferences should not be delayed, unless the most extraordinary circumstances arise. If the CCEAD teleconference is likely to over-run, the CVO should brief the Deputy CVO to hold the press conference on his behalf.

After the press conference, the public relations manager shall advise the Communications Manager in Canberra of any significant issues raised by local representatives of the national media or of any other issue that may have some national significance.

Unless otherwise approved by the CVO, there shall be no press conferences organised at the LDCC level.

#### **Actions**

- **Where the Public Relations Manager has not attended the daily CCEAD meeting, the CVO shall brief the Public Relations Manager on emerging issues (CVO)**
- **Attend daily CCEAD meeting or arrange to be briefed by CVO immediately after the meeting (Public Relations Manager )**

- **Immediately before a press conference, brief the CVO on emerging media issues (Public Relations Manager )**
- **Give press conferences - daily at first and then less frequently where appropriate (CVO)**
- **Advise Canberra of any significant issues arising from the press conference (Public Relations Manager )**

## 6.2.2 Media Releases

*{Note: The issue of media releases at the State level is under consideration as part of the broader discussions, at the national level, about PR}*

The Director of the GMO shall ensure that any media release drafted by another government agency or a Ministerial office and that contains any outbreak-related issue is forwarded to the Public Relations Manager for clearance by the SDCHQ Director.

The Public Relations Manager shall try and arrange for the SDCHQ to get all media releases issued by the TFGA, the AVA and other relevant industry organisations.

It is the responsibility of the Public Relations Manager to ensure that all media releases issued by the CVO have the approval of the Minister's office and the Manager of DPIWE's CMU and the Communications Manager before being released. If a media release is marked as urgent, it is the responsibility of the Minister's press secretary and the Manager of the CMU to get that approval quickly.

The Public Relations Officer shall ensure that all media releases issued through the SDCHQ are also sent to the TFGA, other relevant farmer organisations, the AVA and to AFFA

Any media release prepared by an LDCC shall be referred by the PR Officer at the LDCC to the Public Relations Manager at the SDCHQ for approval as per the above.

### Actions

- **Ensure all government media releases that have some outbreak-relevant content are referred to the SDCHQ Director, via the Public Relations Manager , for clearance (Director of GMO)**
- **Ensure all media releases from within the SDCHQ have the appropriate clearances before distribution (Public Relations Manager)**
- **Ensure all media releases from other government agencies, and that have some relevance to the outbreak, are cleared by the SDCHQ Director before distribution (Public Relations Manager )**
- **Ensure any media release drafts from the LDCC are approved before distribution (Public Relations Manager )**
- **Ensure all outbreak-relevant media releases are sent to the TFGA, AVA and AFFA (Public Relations Manager )**

- **Ask the TFGA, other relevant farmer organisations AVA and LGAT to include the SDCHQ on their media release loops (Public Relations Manager )**
- **Check all draft media releases, from within the SDCHQ, the LDCC or elsewhere within government, are accurate and relevant and decide on their distribution (CVO and SDCHQ Director)**
- **Ensure that there is close liaison between the CVO and the Chief Medical Officer on any press release relating to a zoonotic disease (Public Relations Manager).**

### **6.2.3 The DPIWE Website**

The **Public Relations Manager** Shall Ensure That All New Information That Is Tasmania-Specific Is Posted On Dpiwe's Fmd/Bse Website As Quickly As Possible. It Is Important That All Superseded Information Is Deleted From The Web Site.

At Least Twice Daily, The Website Publisher Shall Check That All Links From The Fmd/Bse Website Work.

It Is Important To Remember That The Dpiwe Outbreak Web Pagesite Will Be The Means By Which The Media And Most Of The General Public Can Get The Latest Information On Developments In Tasmania. If The Website Page Is Kept Up To Date, Circulars And Mail Outs Will Be Largely Unnecessary – Saving Considerable Time.

#### **Actions**

- Ensure the website publisher is provided with up to date information for inclusion on the outbreak web site page (Public Relations Manager )
- Post new information onto the outbreak website as quickly as possible (Website Publisher)
- Check twice daily that all links to and from the outbreak website work (Website Publisher)

### 6.2.4 Industry Liaison

The Industry Liaison Officer Shall Advise The **Public Relations Manager** As Quickly As Possible Of Any Media-Relevant Issues Arising In His Dealings With Industry.

The **Public Relations Manager** Shall Contact The Industry Liaison Officer At Least Once A Day And Get A Verbal Report Of Relevant Issues.

It is the Industry Liaison Officers' responsibility to ensure that the key industry spokespeople and other media commentators on the outbreak are provided with all such information as is necessary to enable them to make informed comment.

#### Actions

- **Ensure the Industry Liaison Officers are kept up to date with emerging issues (Public Relations Manager )**
- **Receive daily verbal report from Industry Liaison Officers of emerging issues. Report to SDCHQ Director where appropriate (Public Relations Manager )**
- **Ensure the Public Relations Manager is advised of any emerging issues from industry (Industry Liaison Officer)**
- **liaise with all key spokespeople from industry, as well as industry organization leaders - this may include "maverick" spokespeople (Industry Liaison Officer)**

### 6.2.5 Government Liaison

The government liaison officer shall advise the **Public Relations Manager** as quickly as possible of any media-relevant issues arising in his dealings with other government agencies.

The **Public Relations Manager** shall contact the government liaison officer at least once a day and get a verbal report of relevant issues.

It is the government liaison officer's responsibility to ensure that the key government agency (ie non SDCHQ) spokespeople on the outbreak are provided with all such information as is necessary to enable them to make informed comment.

#### Actions

- **Ensure the Government Liaison Officer is kept up to date with emerging issues (Public Relations Manager)**
- **Receive daily verbal report from the Government Liaison Officer of emerging issues. Report to SDCHQ Director where appropriate (Public Relations Manager)**
- **Ensure the Public Relations Manager is advised of any emerging issues from elsewhere within government (Government Liaison Officer)**

- **Liaise with all key spokespeople from other government agencies (Government Liaison Officer)**

### 6.2.6 Members Of Parliament

It is most important that opposition parties and government backbenchers are well and regularly briefed on the outbreak and subsequent emerging issues. While consistent cross-party consensus is unlikely, the politicisation of the outbreak could be most unhelpful during this crucial operations phase and may divert resources away from the task of combating the disease.

The SDCHQ Director shall contact the leaders of non-government parties and their spokespeople on agriculture and invite them to inspect the SDCHQ and receive regular briefings on the outbreak. The Minister shall invite members of the governing party to inspect the SDCHQ and receive regular briefings on the outbreak.

If the Members of Parliament accept the offer of regular briefings, the SDCHQ Director and the **Public Relations Manager** shall determine who shall provide those briefings.

As a matter of general principle, if an MP criticises the handling of the outbreak:

- where the matters raised are political, the response shall be left to the Minister. If appropriate, the SDCHQ Director may make some public statement confirming what the current policy is
- where the matters raised relate to the facts about the disease, any response shall be from the CVO
- where the matters raised relate to the management of the outbreak, any response shall be from the SDCHQ Director.

It is the role of the **Public Relations Manager** to try and minimise conflicting or confusing public responses to any disputes raised through the media.

#### **Actions**

- **Offer the government party MPs a tour of the SDHQ and regular briefings on the outbreak (Minister)**
- **If warranted, provide a response to any political criticism of the action taken (or not taken) to manage the outbreak (Minister)**
- **Offer the non- government parties a tour of the SDHQ and regular briefings on the outbreak (SDCHQ Director)**
- **If warranted, provide a response to any public criticism of the management of the outbreak (SDCHQ Director)**
- **If warranted, provide a response to any incorrect public comment about the science of the disease (CVO)**
- **If warranted, provide a response to any incorrect public comment about human health issues arising from the outbreak (Director of Public Health)**



## 6.2.7 Economic Issues

Once the media reporting of the outbreak settles down, media interest will broaden to include the likely effect on jobs, businesses, tourism numbers etc. The SDCHQ includes experts for the specific purpose of providing information, both public comment and advice to government, on such matters. Primary responsibility for the management of these communications shall be with the communications managers of the respective agencies (Economic Development, Tourism etc). The role of the **Public Relations Manager** is to ensure that all materials prepared for public release get the necessary approval from within the SDCHQ and to try and ensure that the information is not at odds with other public information being generated from within the SDCHQ.

### Actions

- **As appropriate, prepare materials for public release on the effect of the outbreak and the issues relating to the management of the outbreak. Ensure any such material is approved by the SDCHQ Director before public release (Economic Development/Tourism/etc experts within the SDCHQ)**
- **Ensure speedy scrutiny of any draft materials supplied for SDCHQ approval (Public Relations Manager )**

## 6.2.8 Support For Victims Of Outbreak

People affected by the outbreak are likely to attract interest from the media. In many cases, such people will be under great stress and may have little or no experience in working with the media. The **Public Relations Manager** shall prepare a flier, targeted at people whose livelihood is affected by the outbreak, to ensure that these people know they should not feel pressured to talk to the media – and, in particular, how to handle unwanted intrusion into their lives. This flier can be included in the package of materials given to livestock owners and others to provide general advice on managing the disease.

*{Note : it may be more effective for the **Public Relations Manager** to delegate the responsibility for direct contact with victims to the LDCC.}*

### Actions

- **Prepare a flier for people affected by the outbreak advising they have the right not to speak to the media, if they so wish, and offering assistance (Public Relations Manager )**
- **Discuss with the Public Relations Officer at the LDCC the most effective means of liaising with people directly affected by the outbreak (Public Relations Manager )**

## 6.2.9 Recovery

While there is a distinct Recovery Phase following this Operations Phase, it is inevitable that some recovery issues will arise within days of the outbreak. For details, refer to the Recovery Phase of the Community Liaison Plan

## 6.2.10 Local Disease Control Centres

**{Note: the Public Relations Manager is located within the SDCHQ. Public Relations Officers are located within the respective LDCCs}**

The Public Relations Manager shall work closely with the Public Relations Officer at each LDCC. All media releases from the LDCC must have the approval of the SDCHQ Director before being published. The Public Relations Manager shall ensure scrutiny of drafts from the LDCC is done quickly. Similarly, it is most important that interviews with the local media do not include information that conflicts with or confuses public information coming out of the SDCHQ or Canberra. So, the Public Relations Manager and the LDCC Public Relations Officer must work closely together – and, especially, agree who is to be the spokesperson on emerging issues at the local level..

It is important that the LDCC Public Relations Officer is kept up to date on developments at the State and national levels. The **Public Relations Manager** shall ensure that all relevant information is sent to the Public Relations Officer at the LDCC.

As soon as possible after the establishment of an LDCC, the LDCC Public Relations Officer shall contact key local leaders in the farm sector, livestock industry, tourism industry and other relevant people and invite them to inspect the LDCC. Some of these people may wish to discuss issues that are beyond the responsibility of the LDCC (ie the politics of the outbreak, trade issues etc). They should be encouraged to discuss such matters directly with the appropriate people at the SDCHQ or elsewhere within government. It is likely that a considerable part of the Public Relations Officer's time and energy will be used in dealing with local community leaders, farmers, business people and so on.

The LDCC Public Relations Officer shall arrange the placement of advertisements, as needed and in co-ordination with the Public Relations Manager, with the local weekly newspapers and local radio stations. Some local media may publish information as a community service announcement.

Public meetings are a potentially difficult issue for the LDCC. In short, the LDCC Manager and the LDCC Public Relations Officer need to make a judgement about whether a planned local meeting will be for information and community team-building only – or whether it might be the opportunity for politicians or others to create controversy. If the latter, the LDCC should NOT be represented at the meeting

### **Actions**

- **Seek SDCHQ approval before any media release is issued or interviews granted(LDCC Public Relations Officer )**
- **Invite key local industry leaders and others to inspect the LDCC (LDCC Public Relations Officer )**
- **In consultation with the Public Relations Manager , place advertisements in the local media and use the community service announcement opportunities wherever appropriate (LDCC Public Relations Officer )**

- **Discuss with the Public Relations Manager and SDCHQ Director any proposal that the LDCC host or participate in a public meeting (LDCC Public Relations Officer )**
- **Ensure that all draft media releases, draft publications etc from the LDCC are dealt with quickly by the SDCHQ (Public Relations Manager )**
- **Ensure that all relevant information within the SDCHQ is shared with the LDCC (Public Relations Manager )**

### **6.2.11 SDCHQ Decision Making**

It is absolutely essential that communications issues are considered while important decisions are made by the SDCHQ. Trying to handle the communications issues after the event is much less effective and will inevitably add stress to all those concerned. Therefore, even when the pressure on the Public Relations Manager is intense, he must ensure he gives top priority to being involved in all key decisions at the SDCHQ level.

#### **Action**

**The Public Relations Manager shall ensure he participates in all key SDCHQ decisions and ensures those decisions take into account any relevant communications issues**

### **6.2.12 Animal Health Laboratories**

Unless otherwise determined, the AHL shall not issue any media releases or make public comment. If approached by the media, the AHL may simply confirm that tests are being carried out. The media should then be referred to the Public Relations Manager for any further information.

### **6.2.13 Electronic Eavesdropping**

Some media organizations use electronic scanners to listen in to emergency broadcast channels. Some have the technology to scan for emergency channel frequencies. So, SDCHQ and LDCC personnel using emergency channels should be ever alert to the possibility that they may be being listened to by the news media.

#### **Action**

- **Ensure that there is a written reminder posted alongside the radio equipment. (Public Relations Manager )**

### 6.2.14 Positive Comment About The Media

When a particular journalist or media outlet publishes an article that actively helps the management of the outbreak, the CVO should acknowledge that in writing to the journalist or editor concerned.

#### Action

- **Write a letter of thanks to individual journalists or editors, where appropriate (CVO)**

### 6.2.15 Publications

It is important that a good stock of quality materials are available for distribution, as appropriate, in the period immediately following the confirmation of an outbreak. So, one of the first actions the Public Relations Manager needs to take after the confirmation of the outbreak is to order the printing of adequate stock of the key disease information pamphlets and posters

The Public Relations Manager shall get regular feedback from the key industry groups and field staff on the effectiveness of the disease information pamphlets and posters, as well as the information on the outbreak website. Any identified deficiencies should be addressed.

#### Action

- **Actively seek feedback from industry and from field staff on how the publications can be improved and/or better targeted (Public Relations Manager )**

### 6.2.16 Positive And Negative Media

It is inevitable that, during a prolonged outbreak and recovery, there will be some negative media reporting. Journalists will not be content to cover the events from the same "angle" for any length of time. Therefore, it should be assumed that some will take "angles" that are not helpful to the process of managing the outbreak and eliminating the disease.

"Stamping out" more or less invites negative media reporting and comment - even if there are no mistakes made in the process. Undoubtedly, there will be extensive media coverage given to those with some credentials in the livestock industry who argue against stamping out. The CVO will inevitably face some intense media pressure in defending the practice.

During such pressures, it is vital that the SDCHQ, the TFGA and the AVA remain in close contact and hold a common line. The Public Relations Manager should ensure that the lines of communication between these organisations are kept open and functioning well - and that any areas of potential disagreement are flagged early.

The Public Relations Manager should also develop "human interest" stories from among the people who are working in the field to manage and eliminate the disease.

### **Actions**

- **Provide ongoing advice, support and) constructive critique for the CVO in his handling of difficult media issues (Public Relations Manager)**
- **Monitor the effectiveness of the lines of communication between the SDCHQ and the key industry groups. Ensure the SDCHQ deals promptly with any deficiencies (Public Relations Manager )**
- **Generate "human interest" stories from among those working in the field (Public Relations Manager )**

## **6.2.17 Communications With Field Staff And Volunteers**

Given that some degree of negativity will be in the media reporting of the work being done in the field to manage and eliminate the disease, there is a substantial issue of morale.

It would help greatly if the Minister and the President of the TFGA were to visit field operations from time to time and show their public support. The Public Relations Manager or some other person from the SDCHQ should accompany these visits, so that any feedback from the "frontline" can be relayed to the SDCHQ management and, if needed, the appropriate actions taken.

The Public Relations Manager shall produce a newsletter that can be displayed at the smoko area or elsewhere among the field operations. The newsletter should reinforce the value of the work being done.

### **Actions**

- **Arrange for field visits by the Minister, the TFGA President and others (Public Relations Manager )**
- **Ensure adequate feedback from the field to the SDCHQ (Public Relations Manager )**
- **Produce a newsletter (weekly at first) for circulation and display at the various field operations(Public Relations Manager )**

## **6.3 Division Of Communications Responsibilities Between Commonwealth And State Governments**

### **6.3.1 If The Outbreak Is In More Than One State Or Territory -**

Commonwealth – Overall Extent, Effect And Responsibility For The Emergency, Including Trade Issues.

State – Confined To Tasmania-Specific Issues, Particularly Stock/Product Movement Restrictions And Extent Of Disease In Tasmania.

### **6.3.2 If The Outbreak Is In Tasmania Only**

Commonwealth – Limited To National, International Or Interstate Implications Only.

State – All Communications Relating To The Outbreak, Its Extent, Effect And The Official Tasmanian Response To The Emergency.

## 7 Ready to use forms and handouts

Form list and version record				
Ref.	Ver- sion	Date	Name	
Log1	1	29/03/04	Emergency Disease Time Sheet and Daily Work Diary	
Log2	1	29/03/04	Stores Summary Sheet	
Log3	1	29/03/04	Record of Conversation	
Log4	1	29/03/04	Section/Event/Incident Log	
Log5	1	29/03/04	Reception - Entry/Exit	
Log6	1	29/03/04	Telephone Call log	
Log7	1	29/03/04	Owner Report - Suspected Infected Stock	
Log8	1	29/03/04	Guidelines for Visitors	
Log9	1	8/04/04	Task/Resource Request	
Log10	1	14/04/04	Fax Log	
Ops1	1	29/03/04	IP Sitrep	
Ops2	1	29/03/04	Operations Briefing Sheet	
Ops3	1	8/04/04	Valuer's Agreement Form	
Ops4	1	29/03/04	IP Movement Log (Stores, Equipment and Personnel In and Out).	
Ops5	1	14/04/04	Situation Report	
VIM1	1	29/03/04	Surveillance Teams Briefing Sheet	
VIM2	1	29/03/04	Field Sheet – Suspect Infected Stock	
VIM3	1	29/03/04	On-site Inspection Form for FHE investigations.	
VIM4	1	29/03/04	Algal Sample Information Sheet	
VIM5	1	8/04/04	Request To Change Property Status	
Stat6	2	06/03	Movement Permit	

Stat7	2	06/03	Declaration Of Infected Place	
Stat8	2	06/03	Direction By Inspector	
Stat9	1	03/04	Direction for Destruction of Animals, Buildings, &c.	
Stat10	1	05/04	Claim for Compensation	
Pln1	1	29/03/04	Ead Outbreak Jurisdictional Impact Statement Proforma	



Form Log1

**Emergency Disease Time Sheet and Daily Work Diary (to be used by all employees)**

NAME: \_\_\_\_\_ TITLE/ROLE \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_ PERIOD: \_\_\_\_\_

					OFFICE USE ONLY									
DATE	DAY	FROM	TO	TOTAL TIME ON DUTY	ORD TIME	1 ½ TIMES	2 TIMES	2 ½ TIMES	PARTICULARS OF WORK UNDERTAKEN					
	THUR													
	FRI													
	SAT													
	SUN													
	MON													
	TUES													
	WED													
	THUR													
	FRID													
	SAT													
	SUN													
	MON													
	TUE													
	WED													
					X 1	X 1 ½	X 2	X 2 ½	TOTAL HOURS	RATE	GROSS	TAX	SUPER	NET

CLAIMANT: \_\_\_\_\_

CALCULATED: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

CHECKED: \_\_\_\_\_

Form Log2

### Stores Summary Sheet

IP Number (Item)

<i>ON ORDER</i>		<i>RECEIVED</i>		<i>ISSUED</i>				<i>BALANCE</i>
Quantity	Due (Time/Date)	Quantity	Time/Date	Quantity	Date	To (Name)	Signature	Quantity

**Form Log3**

**Record of Conversation (triplicate)**

Serial Number:

**TO:**

DATE:

**FROM:**

TIME:

Tel No:

FAX No:

No. of PAGES:

**Original to Registry and copies to Section file and Addressee.**

---

**Action (who/what/where/when)**

Signed

Date

Time

Form Log4

**Section/Event/Incident Log**

Officer:

Date:

Page No.

Serial No.	Time	Event	Details/Action	Initial when done

## Form Log5

**Reception - Entry/Exit**

Date:	Name	Signature	Time In	Time Out	Dept/Visitor	Comments

Form Log6

### Telephone Call log

Date:	Time	Caller	Caller Tel. Number	Brief Details	Forwarded to	Tel. Number

Form Log7

**Owner Report - Suspected Infected Stock**

TAKEN BY:.....LOCATION.....

DATE:                      TIME:                      am/pm

SURNAME:    INITIALS:    TITLE:

ADDRESS:

PHONE NO:

DO MOBILE PHONES WORK IN THE AREA?    YES.....    NO.....

LOCATION OF ANIMALS (IF DIFFERENT FROM ABOVE ADDRESS)

PROPERTY IDENTIFICATION NUMBER (TAIL TAG) .....

PIG TATTOO (optional):

SPECIES:                      NO. SICK:

TOTAL NO. IN GROUP:

SYMPTOMS - DESCRIPTION:

WHEN WERE SYMPTOMS FIRST SEEN?

**Advise owner to stay on property and prevent any person or animal leaving until visited or contacted by a veterinarian.**

Log8

## Guidelines for Visitors

Welcome to LDCC/SDCHQ. In order to make your visit worthwhile and comfortable for everyone, we request that you note and comply with the following guidelines. Your patience and co-operation is greatly appreciated.

For security reasons, approval for your visit will be confirmed with a senior officer in the Control Centre. Some details of your visit will be recorded and you will be issued with a name badge or other identification.

Please respect the confidentiality of any information you see or hear relating to individual farmers, properties and companies which are involved in the "outbreak".

You will be shown around the Control Centre and briefed about the operations and the current situation. If you have a particular interest in some specific aspect of the operations, please ask to stay for awhile with the relevant section.

Staff will attempt to answer any questions fully and honestly. If the question is outside their area of responsibility, touches on confidential or sensitive issues, or they are unsure how best to answer, they may refer you to a more senior officer.

Please feel free to make comments and suggestions about how we are responding to the outbreak. We are particularly interested in any real experiences, local knowledge of "inside" information that might assist with our operations.

You may take photographs or videos, but please don't record confidential information (such as owner/property/company names/locations or financial data) displayed on whiteboards or maps.

Staff have many important tasks to carry out and tight deadlines to meet. Please understand if they are unable to chat for too long and must excuse themselves.

So that we can learn from your experience during your visit, please make any comments overleaf and leave this form with the Receptionist as you depart. Your comments will be considered at the next debriefing.

Thank you.



Form Log9		<b>Task/Resource Request</b>	
Request No.		File	
<b>1. Person making request</b>			
Position/Name		Position Contact No. (phone, fax, radio)	
<b>2. Request details</b>			
Description of Task (what is needed, & when)			
Location (where is task to be delivered/completed)			
Target time/date (time for completion of task)			
Date		Time	
Contact Person/Position (receiver of the service/resource)			
<b>3. Action Details</b>			
Referred to who (the person who takes the action)			
Name/Position		Contact	
Estimated Cost			
Approved		Date	
Name	Position	Signature	
<b>4. Completion details</b>			
Who reported task completed			
Name/Position			
Completed Time		Date	
Provided by/Supplier			
Cost			

Form Log10

**Fax Log**

AREA		FILE NO	DATE	
TIME	IN / OUT	TO	FROM	SUBJECT

Form Ops1

**IP Sitrep**IP No. *y*, SITREP No. *x*, *Time Date*

## INTRODUCTION

## CURRENT SITUATION

Some of this information may be presented in table format (see below).

Species	Total Animals	Valuation		Destroyed		Disposed		Awaiting
		Today	To date	Today	To date	Today	To date	
<b>Total</b>								

## LOGISTICS

Total staff

Hours worked

Anticipated requirements over next 48 hours.

## FUTURE ACTIONS

## CONCLUSIONS

.....  
Signed IP# Site Supervisor

## DISTRIBUTION

Manager, Infected Premises Operations - *please distribute to Subsection Co-ordinators*

IP Administration Officer - *please distribute to Team Leaders*

**Form Ops2****Operations Briefing Sheet**

DATE: TO:

SITUATION:

MISSION:

EXECUTION:

- General:
- Roles within group:
- Timing:

start

report

finish

breaks

ADMINISTRATION:

- Vehicles
- Kit:
- Meals:
- Media contact guidelines:
- Accident reporting:

COMMUNICATIONS:

- You report to:
- Their telephone no.
- Their radio call sign
- When:
- Your radio call sign:
- Your telephone number:

QUESTIONS:

Form Ops3

## Valuer's Agreement Form

I

do hereby agree to value animals/buildings/fodder/other things on the property of

To the best of my knowledge, no conflict of interest will result if I value these animals/items.

I agree to avoid direct contact with

for ..... days after working on an Infected Property or Dangerous Contact Property.

I agree to wear appropriate protective clothing and to follow disinfection procedures onto and off the property as instructed by an Inspector of Stock.

I agree to remuneration at the rate of

Signed

.....

Date.....

Form Ops5

**Situation Report (Generic)**

**SECTION:**

**DATE:**

**TIME:**

**REPORTING TO:**

**SITUATION**

--

**ACHIEVEMENTS**

--

**PLANS**

--

**ISSUES**

--

**NAME & POSITION SUBMITTING REPORT**

**FILE**

--	--

Form Stat6

**Movement Permit**

[For movement into, within or from an Infected Place, Restricted Area or Quarantine Area of

people (infected place only), animals, animal materials, conveyances or other things]

*Animal Health Act 1995, Sections 14, 33 & 37*

No. .... Office of issue .....

TO -

NAME: Telephone No:

ADDRESS:

Permission is hereby granted to move *(description of item)*

**Description** *(delete inapplicable sections)*

Number: Breed: Sex:

Approximate Age: Tailtag/Pig Tattoo:

Registration No. (vehicle):

FROM:

TO:

ON *(date)*: ...../...../.....

VIA *(route)*:

.....  
.....

BY *(methods of transport)*:

.....  
.....

Transport Company:

Conditions:

Contact person: *(name)*

Address:

.....

.....Telephone No:

(0.....).....



**NOTE: This permit must accompany the animal(s), vehicle(s), item(s), or person(s).**

Signed .....

INSPECTOR

ID Number

Name: .....

Date: ...../...../.....

Time:



SCHEDULE 2

[Here specify -

- the persons to whom the prohibitions apply - either by name or by reference to a class of person.
- the conduct of the type mentioned in s.32(2) that is prohibited.
- if appropriate, the conditions subject to which any such conduct may take place.]

.....

.....

.....

.....

.....

.....

.....

SCHEDULE 3

[Here specify any entry and exit points for the infected place, or between parts of the infected place.]

.....

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.....

This declaration will remain in force until;

a) it is revoked by notice in writing.

or b) (date) ...../...../.....

(delete if not applicable)

Signed .....

INSPECTOR

ID Number

Date: ...../...../.....

Time

Form Stat8

**Direction by Inspector****Animal Health Act 1995**

Section 66

**Direction**

I, ....., an inspector under the *Animal Health Act 1995* ('the Act'), acting pursuant to section 66 of the Act, for the purposes of performing my functions and exercising my powers under the Act and considering it necessary or convenient to do so, hereby give to: -

.....  
 .....  
 .....  
 .....

[*identify precisely the name and address of the owner of the animal, animal material, disease agent, conveyance, place, land, water or other thing to which the direction is subject*]

the owner of: -

.....[*insert animal, animal material, disease agent, conveyance, place, land, water or other thing*]

the following direction: -

[*insert direction referring to the element of section 66 that the direction is being given under*]

This direction is made and takes effect on this.....day  
 of.....at.....am/pm and remains in force until  
 .....(*insert required stipulation – see section 79*).

Signed: .....

**INSPECTOR**

Form Stat9

**Direction for Destruction of Animals, Buildings, &c.****Animal Health Act 1995**

## Section 65

I,

*[insert full name and position ('Chief Veterinary Officer' or 'Inspector under the Animal Health Act 1995 approved in writing for this purpose by the Chief Veterinary Officer')],*

acting pursuant to section 65 of the *Animal Health Act 1995* ('the Act'), considering that it is necessary to do so for the purpose of detecting or controlling a disease, hereby give to: -

*[identify precisely the name and address of the owner of the animal, animal material, disease agent, conveyance, building or other thing that is to be destroyed]*

the owner of: -

*[insert the animal, animal material, disease agent, conveyance, building or other thing]*

the following direction: -

*[insert direction to destroy the animal, animal material, disease agent, conveyance, building or other thing ]*

under the supervision of an Inspector under the Act.

Signed: .....

*[insert position **Chief Veterinary Officer** or **Inspector**]*

Date:

Time:

Form Stat10

**Animal Health Act 1995**

## Section 85

**Claim for Compensation**

To the Secretary  
 Department of Primary Industries, Water  
 and Environment  
 GPO Box 44  
 HOBART Tas 7001

**Office Use Only**

Claim No:.....

Date received:.....

File Number:.....

**NOTE: A CLAIM FOR COMPENSATION MUST BE MADE WITHIN 90 DAYS AFTER THE DEATH OR DESTRUCTION OF ANIMALS OR PROPERTY.\***

**A REQUEST FOR A SECOND VALUATION ('TOP-UP' PAYMENT WHERE EQUIVALENT ANIMALS ARE MORE EXPENSIVE WHEN ALLOWED TO RE-STOCK) MUST BE MADE BY OR ON BEHALF OF THE OWNER WITHIN 30 DAYS OF RECEIPT OF NOTIFICATION THAT THE PROPERTY IS ELIGIBLE TO BE RESTOCKED. A CLAIM FOR A SECOND PAYMENT FOR COMPENSATION MUST BE MADE WITHIN 21 DAYS OF RECEIPT OF THE SECOND VALUATION DETERMINATION.**

Personal details of owner of domestic animal and/or property in respect of which the claim for compensation is made:

Full name:

Address:

Postcode:

Telephone:

Facsimile:

e-mail:

\* The Secretary may, in writing, allow a longer period for the claim to be made.

Description of domestic animal or animals that died or were destroyed: *(attach separate paper if not enough room)*

*Date animal died or was destroyed:*

*Title reference or property identification code of property of last origin of animal:*

*Description of property destroyed: (use separate paper if not enough room)*

*Date property was destroyed:*

For buildings provide title reference and attach copy of certificate of title for the property on which the building was situated. For conveyances provide registration number, make and model. For other types of property, provide brand name approximate age and description of condition of the property immediately before it was destroyed.

Was the domestic animal or property destroyed:

- |    |  |                              |
|----|--|------------------------------|
| A. | As a consequent of a disease and an agreement between the State and the Commonwealth specifies that compensation is payable?   | If YES complete<br><b>C1</b> |
| B. | By or at the direction of an inspector for the purpose of controlling a disease (otherwise than under a Government disease control program or industry disease control program)? | If YES complete<br><b>C2</b> |
| C. | Under a Government disease control program and that program provides that compensation will be payable in respect of that destruction?   | If YES complete<br><b>C3</b> |

**C1:** Where the domestic animal or other property dies or is destroyed as a consequence of a disease and an agreement between the State and the Commonwealth ('the agreement') specifies that compensation is payable.

Evidence required to accompany this claim for compensation is:

1. A copy of the written direction by an inspector to destroy the domestic animal and/or the property.

2. If no written direction by an inspector referred to in (1), written advice from the inspector that the direction to destroy was given and the date, time and animals and/or property to which the direction related.
3. If the domestic animal died as a consequence of a disease in the circumstances listed above, written confirmation from a registered veterinary surgeon of the disease that the domestic animal died of.
4. If the claim is for a 'top-up payment' in accordance with the agreement, a valuation showing the difference between the total value of livestock on the date of release of all restrictions pertaining to the property's eligibility to be restocked and compensation paid for animals that died or were destroyed.

---

**C2:** Where the domestic animal or other property is destroyed by or at the direction of an inspector for the purpose of controlling a disease (otherwise than under a Government disease control program or industry disease control program).

Evidence required to accompany this claim for compensation is:

1. A copy of the written direction by an inspector to destroy the domestic animal and/or the property.
2. If no written direction by an inspector referred to in (1), written advice from the inspector that the direction to destroy was given and the date, time and animals and/or property to which the direction related.
3. If the animal was destroyed by a veterinary surgeon, written confirmation from the veterinary surgeon that the animal was destroyed.

---

**C3:** Where the domestic animal or other property is destroyed under a Government disease control program and that program provides that compensation will be payable in respect of that destruction.

Evidence required to accompany this claim for compensation is:

1. A copy of the Government disease control program.
2. Written confirmation from an inspector or, in the case of an animal, a registered veterinary surgeon, that the animal or other property was destroyed under the Government disease control program.

---

To assist in determining your claim for compensation please attach a market valuation from a registered valuer in respect of the market value of the domestic animal or animals, or other property to which this claim relates. Market valuations submitted must include an adequate description of the animal, animals or other property to



which the valuation relates. Market valuations submitted in respect of a claim in C1 must comply with the method of valuation requirements in the relevant agreement.

NOTE: IT IS AN OFFENCE TO MAKE A CLAIM FOR COMPENSATION THAT IS FALSE OR MISLEADING, OR TO FRAUDULENTLY DO OR OMIT TO DO ANY ACT FOR THE PURPOSE OF OBTAINING COMPENSATION FOR YOURSELF OR ANY OTHER PERSON.

**PENALTY: FINE NOT EXCEEDING 100 PENALTY UNITS OR IMPRISONMENT FOR A TERM NOT EXCEEDING 12 MONTHS,OR BOTH.**

Signature of person making this claim for compensation:

SIGNED:.....  
(NAME).....  
DATE:.....

Form VIM1

## Surveillance Teams Briefing Sheet

TEAM CODE

MEMBERS

DATE:

SITUATION:

- The outbreak,
- other teams,
- road blocks,
- IPs, DCPs in area.

MISSION:

- Premises Allocated:
- Case numbers, area if no case number.

EXECUTION:

- General
- Roles within group
- Timing

start

report

finish

breaks

- Route: (map number)
- If disease found:

ADMINISTRATION:

Vehicle:

Kit:

Meals:

Media contact guidelines:

Accident reporting:

COMMUNICATIONS:

Who to:

Their telephone no.

Their radio call sign

When:

Your radio call sign:

Your telephone number:

Form VIM2

**Field Sheet – Suspect Infected Stock**

This sheet may be useful as a ‘memory jogger’ for terrestrial Field Surveillance Team members.

Total animals on premises	Cattle	Sheep	Pigs	Goats	Equine	Birds
Young						
Weaners						
Adults						
Affected						

Other species	No. per species	Affected

When were signs first noticed?.....

Predominant signs:

.....  
 .....  
 .....  
 .....  
 .....

Rectal Temperatures:.....

## CHECKLIST FOR RECORDING SIGNS

Use a separate column for each species or mob.

<b>Total Number</b>			
Number –Lame Salivating Depressed			
No. closely examined			
Lesions location – Muzzle Lips Tongue In Mouth Interdigital Coronet Teats Other			
Lesions description – Type Size Colour Ruptured			
Neurological signs			
Dysentery or other (name)			
Abortion			

## GUIDELINES FOR AGING FMD LESIONS

Source: NZMAF Quality management, Foot and Mouth Disease

	Cattle	Pigs	Sheep
Fever prior to vesiculation	1 day		
Unruptured vesicles	0-2 days	1-3 days	1-3 days
Blanching and under running of epithelium	24-36 hrs		
Raw eroded edges	36-60 hrs		
Healing commenced	60 hrs		
Healing advanced	5-6 days	3 days	3 days
Healing completed	10-14 days	9-21 days	14 days
Slipping of hooves	3-12 weeks	1-3 weeks	1-4 weeks

Form VIM3

**On-site Inspection Form for FHE investigations**

1. Inspection date:    /    /    Inspection time:

2. Location of premises or area:

3. Owner:

Telephone:

Address:

Mobile:

Fax:

Postcode:

Radio:

4. Manager:

Telephone:

Address:

Mobile:

Fax:

Postcode:

Radio:

L.G. Ref:

Map No.:

Map Ref:

Affected aquatic animals:

Nature of disease suspected:

Exact location of suspected case/s (eg tanks or cages affected):

Numbers of animals affected and at risk:

Are any urgent tracings required?

Is assistance needed to retrieve mortalities or sample stock?

Is decontamination required, for example of people, product  
or fomites that have left the premises recently?

Yes/No

Quarantine Imposed: / / Declaration of Infected Place issued?

Quarantine Release: / / Revocation of Infected Place issued?

Other Directions issued:

Form VIM4

**Algal Sample Information Sheet**

Date..... Time.....am/pm  
 Observer..... Phone No.....  
 Company..... Farm.....

**Farm Information:**

Water Temperature.....°C Water Salinity.....  
 DO.....  
 Tide High  Incoming   
 Low  Outgoing   
 Water discoloration..... Secchi Depth .....m  
 Fish Mortalities Yes  Fish age class.....  
 No   
 Time of last feed .....am/pm No feed taken   
 Less than average feed  
 Normal feed taken   
 Fish behavior.....  
 .....

**Sample information.**

Sample 1 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....  
Sample 2 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....  
Sample 3 Plankton tow  Fresh  Preserved   
 Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....  
Sample 4 Plankton tow  Fresh  Preserved



Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 5 Plankton tow  Fresh  Preserved

Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 6 Plankton tow  Fresh  Preserved

Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 7 Plankton tow  Fresh  Preserved

Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

Sample 8 Plankton tow  Fresh  Preserved

Whole water sample  Depth.....m  
 Lease..... Location..... Ref No..... Pen No.....  
 Comments.....

## Form VIM5

**Request To Change Property Status**

DATE:

TIME:

<b>1. Person making request</b>				
Veterinary Investigation Manager:			Contact No.(phone, fax, radio)	
<b>2. Property details</b>				
ANEMIS Case No.		Current Status:		
Property Name:				
Owner Name				
<b>3. Request Status Change (circle)</b>				
Unknown → SP	SP → DCP	SP → IP	DCP → IP	Other
Reason for Request:				
Epidemiology Comments:				
<b>4. Authorisation details</b>				
OPS. DIRECTOR	Signature	SP    DCP    IP Status Approved (circle)	Date Time	
LDCC CONTROLLER	Signature	SP    DCP    IP Status Approved (circle)	Date Time	
SDCHQ CVO (IP & DCP)	Signature	SP    DCP    IP Status Approved (circle)	Date Time	
<b>5. Attachments (✓)</b>				
ANEMIS 1 <input type="checkbox"/> , 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , Lab. Results <input type="checkbox"/> , Other <input type="checkbox"/> (Name)				
<b>6. Return to:</b>			<b>7. Is Destruction Order attached? (✓)</b>	
LDCC Registry Fax No:			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>8. LDCC Registry copy to (✓):</b>				
LDCC Controller <input type="checkbox"/> , Ops Director <input type="checkbox"/> , Logs Manager <input type="checkbox"/> , Plan Manager <input type="checkbox"/> , VIM <input type="checkbox"/> , IPOM <input type="checkbox"/> ,				
<b>9. ANEMIS Data Entry</b>	Entered <input type="checkbox"/>	Date	Time	Signature



Form Pln1

## **EAD Outbreak Jurisdictional Impact Statement Proforma**

**Purpose:** To provide a consistent format for a summarised statement of the impact in each jurisdiction of an outbreak of an Emergency Animal Disease (EAD). This will also act as a check list for the EAD Interdepartmental Committee.

This statement is designed for consideration at the State/Territory and Commonwealth whole-of-government level and is focussed on the “secondary” consequences of an outbreak and not on the management of the disease response. The statements do not relate to the impacts on the operations of portfolios (ie. internal budgets, staff impacts etc) but rather on their areas of responsibility (clients etc).

A single report is to be provided by each jurisdiction to the Commonwealth/State Task Force. A standardised list as provided will permit easier collation and comparison of impacts and issues across jurisdictions. The Commonwealth/State Task Force will identify the frequency of Impact Statement reports. Specific issues or impacts will be the subject of more detailed papers/discussion, as required, by whole-of-government committees or the Commonwealth/State Task Force.

As it is necessary to identify projected as well as immediate impacts, all jurisdictions must have a good understanding of the disease projections as determined in CCEAD meetings. These disease projections will be developed cooperatively by the infected States/Territories and DAFF’s epidemiological unit.

<b>Impact Statement:</b>		<b>DATE</b>	
<b>Area of impact</b>		<b>Current</b>	<b>Projected</b>
1.	<b>AGRICULTURAL</b> (on-farm and closely related activities eg. saleyards, abattoirs etc)	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

2.	<b>NON AGRICULTURAL BUSINESSES</b> (eg. tourism, sport, local businesses etc)	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	•
3.	<b>EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	•
4.	<b>COMMUNITY AND INDIVIDUAL WELFARE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	•
5.	<b>INTERNATIONAL TRADE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	•
6.	<b>TRANSPORT</b> (eg. impediments to normal movement, particularly transport in the affected areas)	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	•

7.	<b>DOMESTIC FOOD SUPPLY</b> (eg. availability, distribution, cost etc)	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
8.	<b>LEGAL</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
9.	<b>MACRO ECONOMIC</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
10.	<b>BUDGETARY</b> (this would be an internal issue for jurisdictions and would not be reported to Commonwealth/State Task Force)	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	