



Livestock Emergency Response Plan Participant Workbook

Concept of Operations

September 2014

To be used in conjunction with the
Livestock Emergency Response Plan Template v1.0



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CONCEPT OF OPERATIONS

Incident Identification

This section should include the process for identifying an incident, which includes the rapid identification, detection, and confirmation of the incident. Incident identification also defines notification and action triggers. Sources such as producers, extension agents, livestock market owners and workers, local veterinarians, state regulatory field veterinarians, laboratories, and industry provide essential surveillance functions in identifying the presence of a potential FEAD emergency.

Identification

1. Who is responsible for reporting initial suspicions of a FEAD?
2. What are the routine surveillance methods used within this state for the identification of a FEAD?
3. What components of the livestock production or transportation systems are included within surveillance activities?
4. Who conducts surveillance for a FEAD within the state?
5. How are these surveillance methods likely to cause activation of the LERP?
6. To whom is a FEAD reported?
7. What are the indicators of a potential FEAD?

8. What type of data is needed to confirm an emergency (sample analysis results, observations)?

9. How is chain-of-custody maintained for samples?

Initiation

10. What triggers LERP implementation?

11. When does a response start?

12. Who has the authority to initiate a response or issue declaration of an emergency?

13. What standard operating procedures (SOPs) or guides (SOGs) regarding FEAD notification exist?

14. How are clinical samples tested and who will test them (both public and private resources)?

15. When is response staff notified?

16. How is response staff notified?

17. How are coordinating and supporting agencies notified?

18. How are private entities notified?

19. How are livestock stakeholder organizations notified?

Incident Management

This section should provide a general description of coordination and support mechanisms to manage an incident: establish a chain of command, establish incident command posts and other operational components (e.g., incident management teams), and activation of the Emergency Operations Center (EOC) if necessary. This section should also include a general description of the capabilities and processes in place for certain protective action strategies and actions.

1. How are high-level elected officials kept informed, even though they may not be part of the incident command?

2. How is the organizational chart for a state FEAD emergency response structured?

3. Who will have the operational authority to direct and manage the state response during a FEAD incident?

4. Who will assign personnel to the five elements of incident command (i.e., command, planning, operations, logistics, finance and administration) for a FEAD response?

5. What agencies, departments, or other entities will be represented in the response structure during a FEAD response?

6. How will public health officials be incorporated into the response structure when dealing with a zoonotic animal disease?

7. Which state elected officials will be represented in the response structure and how will they be represented?

8. How will private industry or major trade organizations be represented in the response structure?

9. How will voluntary organizations and community-based organizations be represented in the response structure?

10. What could cause a change in the chain of command and how would the change be implemented? Who has the authority to make the change?

11. How will interstate operations be coordinated and how will private sector activities be included in this effort?

12. What is required to activate the DOC for a FEAD?

13. What is required to activate the SEOC for a FEAD?

14. How will the SEOC coordinate with other agencies which operate their own EOC's in supporting a FEAD response?

15. Who is responsible for the initial activation of the DOC and/or SEOC in a FEAD response?

16. In what way will the scope of a livestock incident affect the full or incremental activation of the DOC and/or SEOC?

17. How will individual incident or area command posts be integrated into the state response and DOC and/or SEOC?

18. Where will contact information for the personnel operating the DOC and/or SEOC be found?

19. Who has the responsibility for maintaining contact information for DOC and/or SEOC personnel and how often will that information be updated?

20. Does the FEAD response warrant the activation of a Multi-agency coordination (MAC) group?

21. Who will be responsible for developing the appropriate action sheets detailing the following for each specific task: 1) a brief explanation of the functional role and purpose of each task; 2) details of immediate, intermediate and longer-term (extended) responsibilities for each task; 3) the title and contact information of the task's supervisor; and 4) key contact information?

22. Is successful completion of position-specific training a consideration when assigning job tasks?

23. What level of ICS training is required for responders?

24. Is ICS training position specific?

25. What form of information management will be utilized throughout the response?

26. How will confidential internal information be handled separately from public information?

Defining Response Actions

This section should give a general description of the actions that will be defined in order to effectively respond to and mitigate a FEAD. Response actions include an assessment of needs from lead and supporting agencies and the implementation of an investigation by law enforcement entities (local, state, federal) if the incident is suspected to be intentional. Once completed, this section should result in a comprehensive bulleted list of the potential actions needed in a FEAD emergency response and recovery.

1. What response actions are required for a FEAD response at all levels of state government, industry, and private sector?

2. What actions will be necessary to support industry recovery or minimize the impact on an affected industry?

3. Are the response efforts altered if the incident is identified as due to a terrorist attack? If so, in what ways?

4. What investigatory activities might be necessary to support a response?

5. How would law enforcement be involved in the response?

6. What security issues may need to be addressed to protect responders, equipment, procedures, and operations during the response?

7. Is transportation of livestock affected? If so, how would the response be structured (e.g., maintaining continuity of operations, restricted/permitted movements)?

8. What applicable statutes might be invoked during a FEAD response?
 - How will farms, feedlots, or other livestock facilities be accessed if owners do not cooperate?
 - What authorities exist for detaining, holding, depopulating, and disposal of carcasses for livestock?
 - How will necessary quarantines be enforced?
 - How are responders protected relative to liability, insurance, contracting, etc.?
9. What type of technical support will the lead agency require during a FEAD emergency?
10. What type of business continuity plans should be included in the FEAD response plan?
11. Have industry partners been included in the discussions and plan development?

Communication and Coordination

Effective communications between lead and supporting agencies, neighboring jurisdictions, and the private sector during a FEAD emergency is critical. It is essential for planners to recognize and provide for the various levels of communication needs during a FEAD response. There will be a significant difference in how and what sensitive information is provided to response partners, pertinent information is shared with industry stakeholders, and information that is released to the general public. Communication strategies must be established in advance of an incident to be effective.

Communication (internal, between response partners)

1. What internal communication strategies and plans exist?
2. Does a graphic representation of the communication system or plan exist?
3. How will incident command posts or area commands communicate with the supporting agencies?
4. What are the procedures for establishing a Joint Information System (JIS)?
5. Which agency will be the lead in the Joint Information Center (JIC)?
6. What agencies or groups will be present in the JIC during a FEAD emergency?
7. Where will the JIC be located?

8. Who within the JIC will have access to the contact information associated with the LERP?

9. How will the JIC interact with federal investigative agencies if it is determined that the FEAD is caused by a terrorist act?

10. How will communications be coordinated with bordering states or international entities?

11. What is the procedure for coordination and communication between responders supporting entities, and the DOC or SEOC?

12. Who has primary geographic information system (GIS) mapping responsibilities?

Communication (external, public information)

13. How will existing local, state, and industry agriculture communication networks be used to disseminate information during a FEAD response?

14. How will information from the JIC be shared with public and private partners?

15. What types of fact sheets, key messages, and other informational materials exist (from state and industry sources) and which need to be prepared in advance to support a FEAD response?

16. What groups should be involved in the development and dissemination of public information?

17. How will State Public Information Officers (PIO) be coordinated?

18. What are the procedures for conducting media briefings?

19. What strategies exist to encourage cooperation from the general public to assist in containing a livestock emergency or minimizing the potential for spread of a FEAD?

20. How will education and outreach efforts of public and private sector stakeholders be coordinated and tied into public information dissemination?

21. What types of educational information will the state need to prepare and disseminate during a FEAD response?

22. What are the existing media policies concerning information dissemination to the public?

23. National livestock associations may provide a resource for distribution of information nationally. How will information be disseminated to these groups for distribution?

Coordination

24. What circumstances might precipitate the need for interstate coordination?

25. What procedures exist to request or offer interstate assistance?

26. How will the state coordinate interstate responses?

27. How would interstate coordination benefit recovery efforts?

28. Are response priorities consistent between adjacent states? Response priorities can include conditions for LERP activation, policies or practices regarding response activities, or any other response-related activities that, if not coordinated and consistent, could negatively impact the effectiveness of a response.

29. How will the state coordinate logistical issues with local responders, federal agencies, and other states providing support to the response?

30. How will the FEAD response be coordinated with public health entities in the event that it is zoonotic?

31. How will the response be coordinated with foreign countries, if necessary?

32. How will the FEAD response be coordinated with an associated food response?

33. What political issues should be anticipated and how are these issues managed during a FEAD incident?

NOTES:

Assessment, Control and Containment

This section should include a general description of the methods which will be utilized to control, contain, disinfect, and dispose of infected agents, products, animals, and property. Also included should be an assessment of the level of environmental contamination present and the extent of cleanup, disinfection, and disposal of livestock carcasses, manure, or feed products. These efforts should include the means to determine how the agent involved was transmitted, an assessment of the efficiency of transmission and further risk of transmission, along with a determination of public health and economic implications and consequences.

Assessment/Surveillance

1. What agencies and/or other groups will be involved in surveillance and disease epidemiological investigation activities?
2. Which agencies and/or other groups will be involved if there are suspicions of a criminal act (intentional introduction)?
3. Who is responsible for sample collection and where will those samples be taken for analysis? Outline procedures for chain of custody in sample handling if necessary.
4. Is there a state or agency laboratory response plan? If so, does it address FEAD emergency response? Does the plan address “split sample” submissions to separate labs (e.g., samples sent to both state laboratory and the Foreign Animal Disease Diagnostic Laboratory (FADDL) at Plum Island)?
5. What laboratory support is needed during a FEAD emergency?
6. What are the contingency plans for providing laboratory support when state laboratory capacity is exceeded?

7. How will laboratories coordinate with the lead agency?

8. Who is responsible for surveillance of the wildlife populations?

9. How would the index case be identified and what methods would be used to determine the extent of the FEAD outbreak?

10. Outline the authorities for initiating an investigation and guidelines for establishing quarantines.

11. Are there public health risks (zoonoses) associated with the FEAD emergency and, if so, who makes those determinations?

12. What steps would be necessary to protect the environment during a FEAD emergency response?

13. How would the environmental impact be determined and by whom?

14. Are there permitting requirements that might be tied to the protection of the environment during response and recovery from a FEAD emergency?

Control

15. How will outside sources (i.e., contractors, rental equipment, etc.) be identified and deployed in support of a response?

16. How will live animal and animal product movement, depopulation, and carcass disposal be accomplished in order to maintain business continuity and support recovery?

17. Who is responsible for quarantine management?

18. What are the permitting issues for moving commodities that are not infected, contaminated, or otherwise adulterated, from within a suspect area?

19. Who is responsible for issuing “stop movement” orders?

20. Who is responsible for oversight of movement controls and permitting?

21. How will assessment, control, and containment impact an affected industry and what measures could be employed to minimize this impact?

Containment

22. Are procedures in place for cleaning and disinfecting livestock containment facilities, transport vehicles and equipment, or processing facilities?

23. Who is responsible for establishment of “control areas” for livestock?

24. Who has responsibility to close markets and other opportunities for co-mingling of livestock (fairs, rodeos, etc.)?

25. What are the procedures for destruction and disposal of infected animals and contaminated materials associated with the FEAD emergency?

26. How will livestock and livestock products (e.g., hides, blood products, feed, etc.) identified for disposal be handled? What situations might cause your plan to include off-site disposal?

FEAD Response Teams

1. Does the state have established FEAD response team(s)?

2. What type(s) of response team(s) does the state intend to use in a FEAD emergency?

3. What procedures/field operations guidelines are included in the responsibilities for each FEAD response team?

4. What capabilities and expertise would be required for each FEAD response team?

5. Who is responsible for formation of the FEAD response teams and when would they be formed?

6. Who has the authority to activate a FEAD response team?

7. How are FEAD response teams activated?

8. Who maintains the contact list for the FEAD response teams?

Recovery

1. When does recovery planning begin?
2. Who participates in recovery planning?
3. What resources are necessary to assist in the full recovery of the livestock businesses affected by the FEAD?
4. How is business continuity addressed under recovery?
5. What specific recovery topics need to be addressed in the LERP?
6. If the state has an independent recovery plan, does it identify and address unique elements that may be associated with a FEAD incident?
7. What state agencies are involved with recovery planning and implementation?
8. Who is responsible for updates to the recovery plan?

9. How is recovery included in the response?

10. Will the recovery plan be stand-alone or incorporated into the LERP?

11. What are the general recovery requirements?

12. What additional staff or equipment might be involved in recovery?

13. How should livestock disease surveillance be used during recovery?

14. How might recovery activities such as cleaning and disinfection be impacted by a criminal investigation component?

15. What surveillance programs are necessary to reestablish trade and marketing channels?

16. Are there assistance programs to aid repopulation of affected farms?

