

DEFRA

Interim Foot and Mouth Contingency Plan

INDEX

SECTION 1 – BACKGROUND

Command, Control and Communication

Foot and Mouth Disease Command Structure (Operations only)

SECTION 2 – INITIAL RESPONSE AND INVOCATION PROCEDURES

Alert System

**Initial High Level Concurrent Action following confirmation of FMD
Outbreak**

Map of Initial High Level Actions following confirmation of FMD Outbreak

SECTION 3 – INITIAL RESPONSE: ISSUES

1. Resources

- 1.1 Commitment to supply staff from DEFRA and associated Agencies
- 1.2 Identification of UK veterinary personnel
- 1.3 Identification of overseas veterinary personnel
- 1.4 Identification of local practice veterinary personnel
- 1.5 Identification of Regional Operations Directors
- 1.6 Identification of key admin personnel
- 1.7 Identification of general field and admin personnel
- 1.8 Identification of specialist staff (audit/IT)

2. Training

- 2.1 Veterinary training
- 2.2 Private Sector Veterinary Training
- 2.3 AHO training in key emergency procedures
- 2.4 Veterinary Emergency Instructions

3. Accommodation

- 3.1 Access to accommodation/IT and telephony infrastructure

4. IT

- 4.1 Disease Control System (DCS)
- 4.2 Financial database
- 4.3 Stock Control database
- 4.4 Purchase / hired goods registers

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

5. Procurement

5.1 National / regional call-off contracts

6. Stores

6.1 National minimum stocking levels

6.2 Divisional minimum stocking levels

7. Disposal

7.1 Disposal Hierarchy

7.2 Access to Incineration

7.3 Access to Rendering

7.4 Access to Commercial Landfill sites

7.5 Transport

8. Serology

8.1 Serology capacity

8.2 Transport of samples

9. Management Information

10. Communication

10.1 Media

10.2 Website

10.3 Publicity

10.4 Help Line

10.5 Cabinet Office Briefing Room (COBR)

11. Publicity and Disease Awareness

11.1 Awareness programmes

12. Inter-Agency/Stakeholder Involvement

13. Vaccination

14. Health and Safety / Staff Welfare

15. Contingency Testing

SECTION 4 – JCC AND NATIONAL DECC

1. Joint Co-ordination Centre (JCC)

1.1 Creation of the Joint Co-ordination Centre

1.2 Role of the Joint Co-ordination Centre

1.3 Structure of the Joint Co-ordination Centre

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

2. National Disease Emergency Control Centre

- 2.1 Creation of the National Disease Emergency Control Centre
- 2.2 Role of the National Disease Emergency Control Centre
- 2.3 Structure of the National Disease Emergency Control Centre

- Diagrams:
- 1. National DECC & JCC Initial Structure
 - 2. National DECC & JCC Intermediate Structure

3. JCC Key Personnel: Job Descriptions

Deputy Director of JCC
Head of Disposal Cell
Head of Operations Cell
Head of Procurement Cell
Head of Statistics/Management Information Cell
Head of Veterinary Liaison Cell
Head of Cleansing and Disinfection Cell
Head of Human Resources Cell
Head of Value Recovery Cell

4. National DECC Key Personnel: Job Descriptions

5. Other Key Personnel: Job Descriptions

Regional Operations Director
FMD Finance Director
Legal Liaison
Head of Media/Briefing Unit

SECTION 5 – DIVISIONAL ACTION ON INITIAL REPORT CASE

1. Day One Action

Flow Chart of Actions and Workstreams

Diagram: Divisional Action on Initial Report Case

2. Divisional Disease Control Centre Key Personnel: Job Descriptions

Head of Veterinary Operations (DVM)
VO – Allocations Team
VO – IP/DC Team
VO – Tracing and Patrol Team
VO – Cleansing and Disinfection Team
VO – TVI Management
VO – Surveillance, PZ and Re-stocking Team
VO – Biosecurity Team

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

VO- Licence Issue Team
Finance Manager
Emergency Site Logistics Manager
Allocations Admin Support Manager
Tracings Admin Support Manager
Surveillance Admin Support Manager
Data/File Management Accommodation & IT Manager
Communications Manager
AHOs undertaking Field Activities
GIS Manager

SECTION 6 DIVISION – SUBSEQUENT ACTION

1. Divisional Action after Initial Report Case

- 1.1 Creation of the Divisional Disease Control Centre
- 1.2 Role of the Divisional Disease Control Centre
- 1.3 Structure of the Divisional Disease Control Centre

Diagram: Structure of Divisional Disease Control Centre 48 Hours+

2. Divisional Disease Control Centre 48 Hours onwards – Key Personnel: Job Descriptions

Disposal Manager (Admin)
Veterinary Support
Finance Team Leader (Admin)
External Communication (Admin)
Clean up Manager (Admin)
Field Team Manager (SAHO)
Personnel (Admin) Manager

Annex A: Devolved Administrations

Scotland
Wales

Annex B: Protocol for Personal Bio-Security

Entry to Site
Exit from Site

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Annex C: Transport Specification/Protocols

1. For all Carcass Vehicle types
2. Lorry Covers
3. Lorry Specifications
4. Protocols
5. Detoxing
6. Emergencies

Annex D: Format of FMD Daily Situation Report (Sitrep)

Annex E: Contacts List

1. Key Personnel who must be notified in the event of a confirmed outbreak
2. DEFRA Joint Co-ordination Centre Contact List

Annex F: Regional Operations Directors - Emergency Contact Details

Annex G: Animal Health Office Stock List (Minimum FMD Stocks)

**FOOT AND MOUTH DISEASE INTERIM CONTINGENCY PLAN
SECTION 1 - BACKGROUND**

1. This document forms DEFRA's contingency plan framework for Foot and Mouth Disease outbreaks within the structure provided by the existing EU approved contingency plan. It is an interim plan until the results of the official Inquiries into the 2001 Foot and Mouth outbreak are published. It seeks to codify the experiences and operational lessons learnt from the last outbreak, but does not aim to pre-judge the outcome of the Inquiries.
2. The plan follows guidance published by the Cabinet Office Civil Contingencies Secretariat and DEFRA's Emergencies Unit.
3. This framework is to be used in conjunction with the **State Veterinary Service detailed operational instructions** (VIPER Chapter 3) and local **Animal Health Offices' emergency response plans**.
4. It is based on assumptions that have developed during the 2001 outbreak as the most effective way of stamping immediately upon foot and mouth in order to control an outbreak. These assumptions and extant policy will be subject to veterinary risk assessment in the event of an outbreak, to ensure that the response is proportionate.

Current policies include:-

- All susceptible animal movements would be stopped countrywide once the first case was confirmed.
- Infected Areas would be introduced imposing movement restrictions and biosecurity requirements to "blue box" (Restricted Infected Area) standards.
- Infected premises will be culled within 24 hours of report and all dangerous contacts will be traced and dealt with within a target of 48 hours, including contiguous premises (subject to veterinary judgement).
- Vaccination should be considered as a separate strategy, but would not be an alternative slaughter in the first instance.
- The countryside would be kept "open". The blanket approach to footpath closures would not be repeated. Footpath closures would

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

only be authorised in particular circumstances where they would be based on veterinary risk assessments.

- Disposal by incineration would be implemented immediately with rendering and other disposal routes being available as an additional resource subject to environmental and public health considerations.

Command, Control and Communication

5. The response to a disease alert will be controlled using the Gold, Silver, Bronze command structure.

Gold Command – *Strategic*: Ministers, Permanent Secretary, Key Management Board members, Deputy Chief Veterinary Officers, Directors of: Animal Health and Welfare, Communications, Corporate Services, Finance, Energy Environment and Waste, Rural Economies and Communities;

Representatives from: No. 10, Devolved Administrations, Cabinet Office (Civil Contingencies Secretariat and Regional Co-ordination Unit), Environment Agency, Department of Health, Home Office (and Association of Chief Police Officers), Ministry of Defence, Department for Culture Media and Sport, Department for Transport Local Government and the Regions, HM Treasury, Food Standards Agency

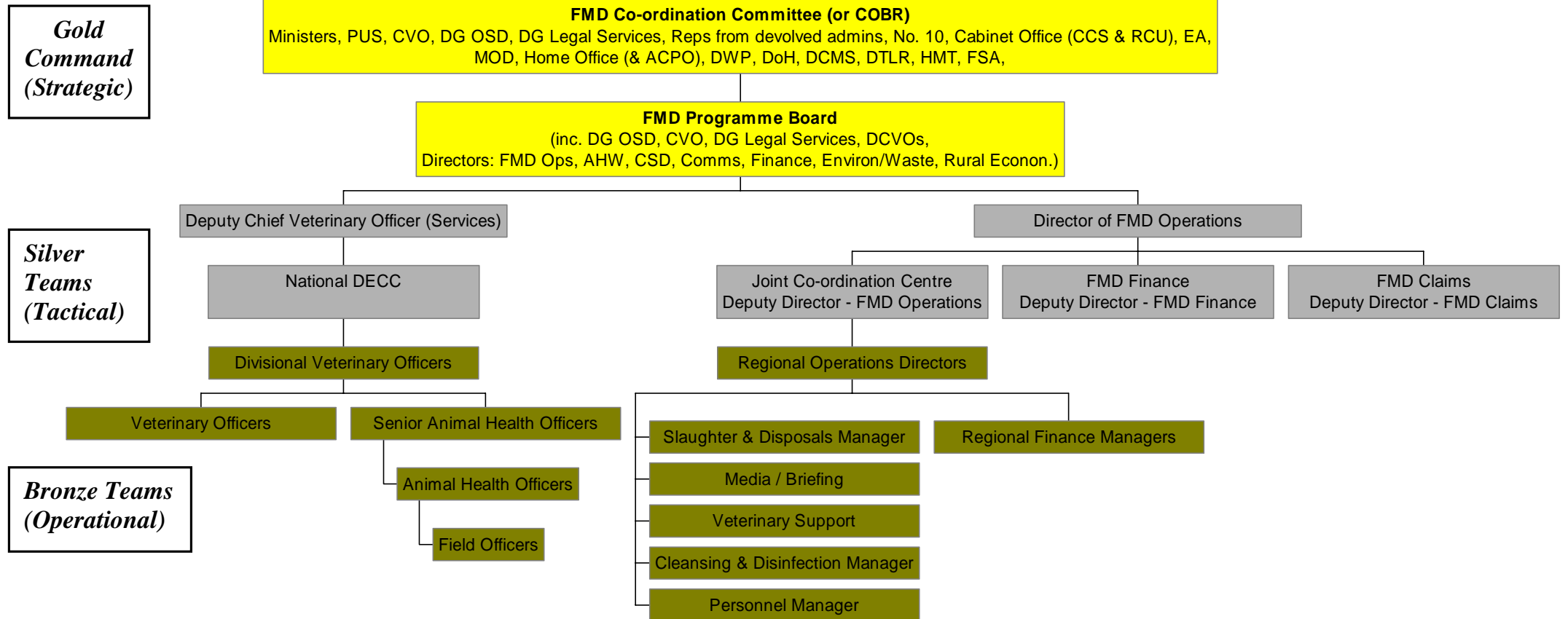
Silver Command – *Tactical*: National Disease Emergency Control Centre (DECC) and Joint Co-ordination Centre (JCC)

Bronze Command – *Operational*: local Disease Control Centres under Regional Operations Director / Divisional Veterinary Manager control, Animal Health Offices;

N.B. This plan covers operations in England. See Annex A for details on its application Scotland and Wales. Northern Ireland has a separate contingency plan.

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Foot and Mouth Disease Command Structure (Operations Only)



SECTION 2 – Initial Response and Invocation Procedures

1. Alert System

1.1 Alert state: AMBER. Upon report of a suspected case of Foot and Mouth disease to the Chief Veterinary Officer, SVS HQ will notify all key personnel including the Secretary of State, Ministers, Permanent Secretary and members of the Management Board, Deputy Chief Veterinary Officers, Heads of Veterinary Services, Divisional Veterinary Managers, nominated Regional Operations Directors and Head of DEFRA's Emergencies Unit. Note: In cases where laboratory confirmation is needed but may take some time to produce results, the CVO may take the decision (based on risk assessment) to move to Red alert before final confirmation is received.

1.2. Alert State: RED. If the suspected case is subsequently confirmed as being diseased the following actions must be taken immediately:
[see (i) table showing initial strategic level process and responsibilities,
(ii) process map of initial high level action]

A list of contact details for key personnel (including other government departments, European Commission and the Office International des Epizooties OIE) that must be contacted upon confirmation of disease is included at Annex E. Initial contact should be by e-mail, followed by telephone calls if necessary. The Director General Operations and Service Delivery's office will do this.

2 The Director General Operations and Service Delivery will contact the MOD Home and Special Forces Secretariat and the Cabinet Office Civil Contingencies Secretariat in order to notify them of the outbreak and to ensure that aid can be sought (if necessary) with the minimum delay. Subject to other Armed Forces commitments, aid is likely to be provided under the 'Military Aid to the Civil Authorities' (MACA) arrangements.

Contact details are as follow:

MOD Home and Special Forces Secretariat
(Grade 5) XXXXXXXX
(Grade 7) XXXXXXXX
Out of Hours: XXXXXXXX

Cabinet Office Civil Contingencies Secretariat
Capability Management XXXXXXXX

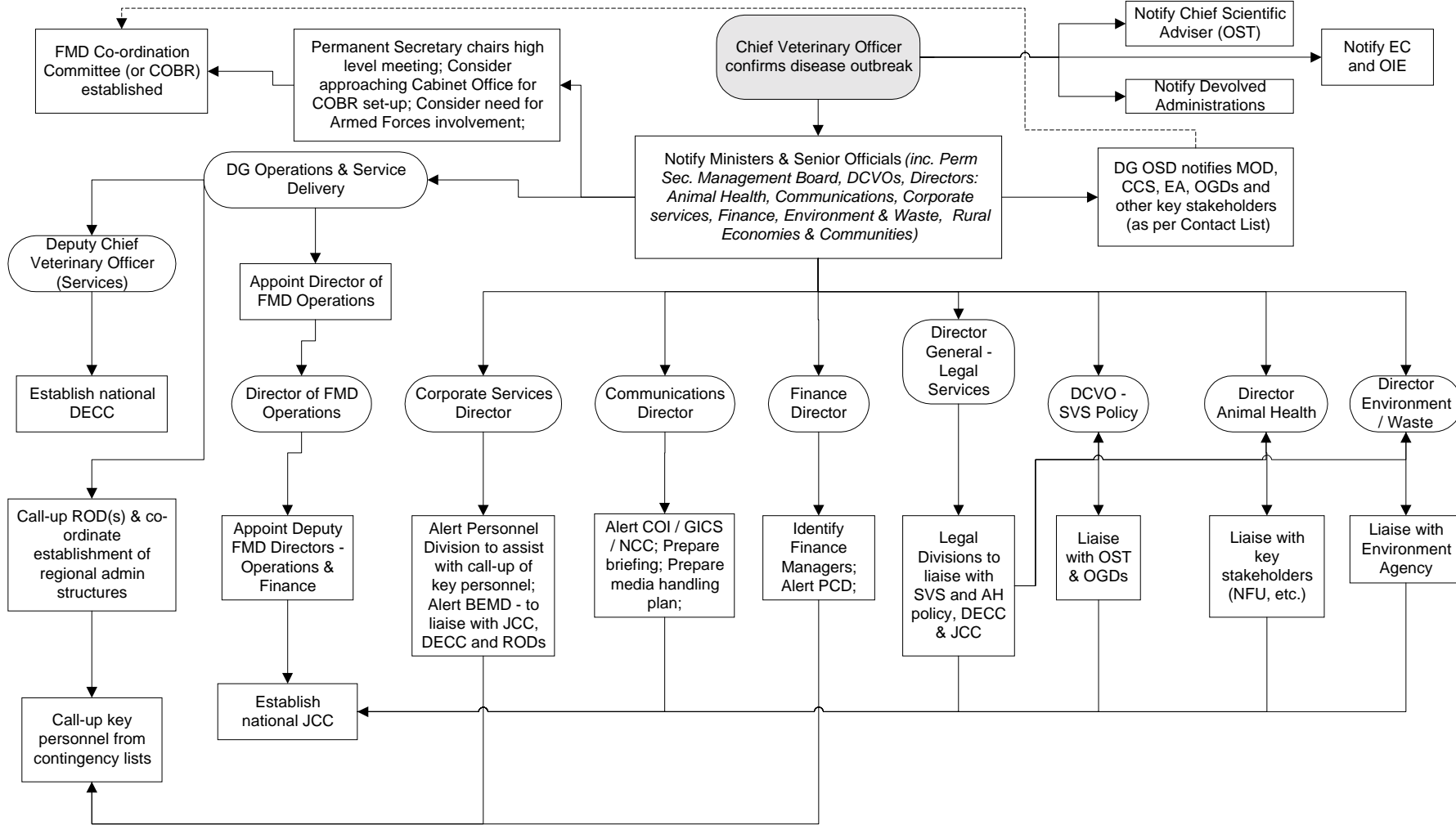
DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Initial High Level Concurrent Action Following Confirmation of FMD Outbreak

Roles / Responsibilities	→				
Secretary of State Ministers Permanent Secretary		Notification by the CVO	Contact opposite numbers in key OGDs		
Chief Veterinary Officer (CVO)	Confirms disease outbreak	Notify OST, European Commission, Office International des Epizooties (OIE) and Devolved Administrations;			
Veterinary / Animal Health Policy / Environment Policy		Contact key stakeholders; Consider policy options;			Liaise with JCC and national DECC
DG Operations & Service Delivery		Contact MOD, Civil Contingencies Secretariat, Environment Agency, OGDs as per contact list at Annex E. Appoint Director of FMD Operations and alert RODs	Convene high level meeting, to be chaired by Perm Sec. CCS should attend.	Consider need for COBR / Armed Forces involvement	
Deputy CVO (VFS)		Establish national DECC	Call up key personnel from lists		
DG Legal		Consider legal issues			Legal Divisions to liaise with DECC, JCC, SVS and AH policy
Finance Director			Identify Finance Managers		Regional Finance managers seconded to local DCCs
Communications Director		Alert COI / GICS / NCC; Prepare briefing; Prepare media handling plan; Establish FMD Website			Briefing Unit to liaise with JCC and national DECC
Director of FMD			Appoint Deputy Directors – Operations & Finance	Establish JCC	Call up key personnel from lists
Corporate Services Director			Alert Personnel Division and BEMD	Assist in the call-up of key personnel	Personnel Division and BEMD to liaise with JCC

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Map of Initial High Level Actions following confirmation of FMD Outbreak



SECTION 3 – Initial Response: Issues

1 RESOURCES:

1.1 Commitment to supply staff from DEFRA and associated Agencies

1.1.1 In the event of an animal disease outbreak, the rapid emergency provision of staff from within core DEFRA and its associated Agencies will be a key factor in the successful and timely control of the disease. The Management Board will provide clear direction to Divisions and work groups, in order that non-essential staff can volunteer their services and be released quickly. (*Administrative staff from other government departments will be seconded under the arrangements at 1.73 below*)

1.2 Identification of UK veterinary personnel

1.2.1 The State Veterinary Field Service will maintain a database of their veterinary personnel who are able to respond to any animal disease outbreak. (All Veterinary Officers receive induction training on dealing with exotic diseases). On authority from the Deputy Chief Veterinary Officer (Services) individuals will be alerted with immediate effect and deployed as instructed by Divisional Veterinary Managers. (See VIPER Chapter 3 and local response plans)

1.3 Identification of overseas Veterinary personnel

1.31 If overseas veterinary resource is deemed necessary following risk assessment and epidemiological advice, the Chief Veterinary Officer (CVO) will send a formal request to the International Veterinary Reserve Countries. Induction training for incoming vets will be undertaken at London HQ by the Veterinary Resource Team.

1.4 Identification of local practice veterinary personnel

1.41 *The DCVO (Services) has commissioned a workstream to consider how best to secure private sector veterinary resource in order to ensure their assistance in the eradication of disease. Until this reports existing procedures will be followed (i.e. involve Local Veterinary Inspectors (LVIs) from the outset and recruit Temporary Veterinary Inspectors (TVIs) as required).*

NATIONAL EMERGENCY RESPONSE PLAN

1.5 Identification of Regional Operations Directors

- 1.5.1 The Director General for Operations and Service Delivery's office (DG OSD) is responsible for identifying Senior Civil Servants (at Grade 5 level) who are equipped and able to take up post as Regional Operations Directors (RODs). DG OSD will maintain these details in a list annexed to this plan (Annex F). See Section 4 of this plan for a detailed job description.
- 1.5.2 As soon as notification of the first suspected case is received by the Chief Veterinary Officer or his Deputies, all RODs will be alerted by the DG OSD and the appropriate ROD for the area(s) concerned will be put on immediate stand-by to take up post.
- 1.5.3 The RODs are allocated, in the main, to two regions: one 'lead' region; and one 'reserve' and will be expected to take up post as soon as possible (within 24 hours) after confirmation of disease.
- 1.5.4 The RODs will establish effective links with their respective 'lead' region as part of their 'peacetime' work objectives. This will include spending a minimum of 4 working days per year in the region concerned, in order to engage with the DVM and key regional stakeholders. They will also take part in any contingency testing exercises.

1.6 Identification of key admin personnel

- 1.6.1 The Joint Co-ordination Centre (JCC) and both the national Disease Emergency Control Centre (DECCs) and divisional Disease Control Centres (DCC) will require access to middle managers who are able to take up key positions immediately on confirmation of disease. Their role is to release veterinary resource from non-veterinary activities. See Sections 4,5 and 6 of this plan which define the initial and intermediate structures of the JCC and both the national DECC and divisional DCC. Key posts are identified, together with job descriptions and Day 1 tasks.
- 1.6.2 As an interim position, Local Emergency Response Plans include details of key personnel, some of who may have been involved in the last outbreak, together with key job descriptions. These individuals will be called upon as soon as disease is confirmed and are expected to take up post as soon as possible (within 24 hours of request). DVMs are responsible for maintaining these lists.
- 1.6.3 The Director General for Operations and Service Delivery's Office will maintain a listing of DEFRA middle managers who have the required skills and experience to take up key positions in the JCC or national

NATIONAL EMERGENCY RESPONSE PLAN

DECC. These individuals will be called upon as soon as disease is confirmed and are expected to take up post as soon as possible (within 24 hours of request).

- 1.6.4 Key admin personnel will be expected to take part in contingency testing exercises. This should be written into their work objectives.

1.7 Identification of general field and admin personnel

- 1.7.1 The JCC and both the national DECC and divisional DCCs will require immediate access to general field and admin staff to support key personnel and veterinary colleagues in the eradication of disease.
- 1.7.2 The Director General of Operations and Service Delivery will seek Management Board authority to request the release of staff from DEFRA and DEFRA Agencies to work on emergency sites.
- 1.7.3 Additional support staff may need to be drafted in from other government departments. In this instance the Director General Operations and Service Delivery will contact Cabinet Office Civil Contingencies Secretariat to co-ordinate secondment, initially from Government Offices in the Regions (GOs). Concurrently, Regional Operations Directors will liaise with GO Directors. RODs may also contact Regional Directors of Jobcentre Plus (Department for Work and Pensions) in order to directly recruit staff on short-term contracts. [This will need clearance from the Director of FMD Operations / DCVO(S) and guidance should be sought from Personnel Division]. The Operational Support Secretariat of the Employment Service (Department of Work and Pensions) may assist in brokering these arrangements. (See Annex E - JCC Contact List for details)

1.8 Identification of specialist staff (audit/IT)

A workstream is considering the benefits of identifying a 'hit squad' of specialist staff, eg auditors, IT specialists, who would be seconded to DECCs, short-term, to oversee the introduction of procedures and systems. The key objective is to ensure compliance with current policy and national and European directives.

2. TRAINING:

2.1 Veterinary training

- 2.1.1 All new veterinary entrants to the SVS attend a one-day course on exotic viral diseases at the Institute for Animal Health, Pirbright. Selected individuals also attend an epidemiology course held at the Veterinary

NATIONAL EMERGENCY RESPONSE PLAN

Laboratories Agency (VLA). Courses are held, as required, to ensure adequate numbers of trained people across the country.

2.2 Private Sector Veterinary Training

2.2.1 The workstream referred to at para 1.41 is considering whether private practices, as part of any future contractual obligations, should spend a minimum number of days working in Animal Health Offices, to familiarise themselves with emergency procedures and/or participate in contingency testing.

2.3 AHO training in key emergency procedures

2.3.1 DVMs will identify individual Animal Health Office (AHO) staff to undertake key emergency roles after confirmation of an animal disease report case. They will ensure these staff are fully trained and equipped to undertake their respective role and that their 'peacetime' objectives include reference to the key responsibilities required.

2.4 Veterinary Emergency Instructions

2.4.1 The General Director of Operations and Service Delivery, Deputy Chief Veterinary Officer (Services) and DVMs will ensure their staff are familiar with all animal disease contingency plans; VIPER instructions; and business process maps (Foot and Mouth only) in order to respond effectively to an animal disease outbreak.

2.4.2 A workstream is reviewing veterinary emergency instructions to ensure they are presented in a format that is easily digested in emergency situations and includes guidance for admin and field staff as well as veterinary colleagues.

3. ACCOMMODATION:

3.1 Access to accommodation/IT and telephony infrastructure

3.1.1 DVMs will identify and regularly review the availability of potential DECC sites. As part of their local emergency response plans, they will also maintain details of suppliers and contractors should temporary accommodation be required.

NATIONAL EMERGENCY RESPONSE PLAN

4. IT

4.1 Disease Control System (DCS)

4.1.1 DVMs will ensure that all their AHO staff are familiar with the functionality of the Disease Control System (DCS), requesting additional staff training from SVS IT Branch as appropriate.

4.2 Financial database

4.2.1 *A workstream is working on developing a generic financial database, which will be rolled out to all AHOs. This system will be operational in 'peacetime', therefore ensuring staff familiarity, with the facility to ramp-up during an emergency.*

4.2.2 DVMs will ensure that the generic financial database is installed in their AHOs and that staff are familiar with its functionality.

4.3 Stock control database

4.3.1 DVMs will ensure that the generic stock control database is installed in their AHOs by April 2002 and that staff are familiar with its functionality.

4.4 Purchase/hired goods registers

4.4.1 DVMs will ensure that the generic purchased/hired register is installed in their respective AHOs and that staff are familiar with its functionality.

5. PROCUREMENT:

5.1 National/regional/local call-off contracts

5.1.1 Procurement & Contracts Division will be putting in place national, regional and local contracts with key suppliers, in order to avoid protracted procurement exercises during emergency situations. These will comprise "contingency" contracts valid for one year, and "capability" contracts valid for up to five years. The latter may not include pricing details, which would therefore need to be agreed before actually making use of the contracts. They would be kept under regular review (at six-monthly intervals) in order to ensure that the suppliers concerned remain capable of fulfilling their commitments.

NATIONAL EMERGENCY RESPONSE PLAN

5.1.2 Local emergency response plans include details of additional key suppliers that can be utilised using standard contracts if necessary. In this event it is essential that PCD be contacted **prior** to letting contracts.

5.1.3 Records of purchased / hired goods must be maintained on the computerised generic register (*which will be rolled out to Animal Health Offices in April?*)

6. STORES:

6.1 National minimum stocking levels

6.1.1 Minimum contingency stocks will be maintained at a central source [*Veterinary Laboratory Agency, Weybridge?*]. These will be sufficient to supply equipment for 100 TVIs, enough to deal with 350 outbreaks of disease. DEFRA has a service level agreement (SLA) with VLA which is reviewed regularly.

6.2 Divisional minimum stocking levels

6.2.1 Each Animal Health Office holds sufficient equipment stocks to deal with 10 disease outbreaks in the first 48 hours. Additionally, each office holds enough equipment to supply 20 TVIs during the first 48 hours. DVMs will ensure that these minimum levels are maintained. (See Annex G) Stock levels should be managed using the generic stock control database (*which will be rolled out to Animal Health Offices in April?*).

7. DISPOSAL:

7.1 Disposal Hierarchy

The Department of Health guidelines (published 24/04/2001) set out an agreed disposal hierarchy as follows: -

1. Rendering
2. Commercial incineration (not air curtain incinerators)
3. Licensed commercial landfill
4. Pyre burning
5. Mass burial at DEFRA-owned sites and On-farm burial

However, policy developments and environmental constraints have altered the preferred hierarchy as follows: -

NATIONAL EMERGENCY RESPONSE PLAN

1. Commercial incineration (not air curtain incinerators)
2. Rendering
3. Licensed commercial landfill (would probably need direction from the Secretary of State)

(N.B. It is unlikely that pyre burning or mass burial would be utilised for environmental and public health reasons).

7.2 Access to Incineration

7.2.1 As soon as slaughter has commenced the regional Disposals Manager should telephone:-

- The Rural Payments Agency (RPA) who will allocate the disposal outlet taking account of location, number and type of stock and spare capacity at each plant – see contacts below.
- The Operations Team at Carlisle who will manage the transport required (available at 24 hours notice) – see contact details below.

- Transport will of course not be able to leave the slaughter site until it has been fully cleansed & disinfected, it is therefore assumed that all areas continue to have access to detox units.

- In the event of problems, a member of the JCC Disposals team should be contacted – see contact details below.

- Any queries related to biosecurity can be dealt with by Steve Wyllie or Ed Varley in consultation with the DVM.

CONTACT DETAILS

Transport – Sheila Carruthers XXXXXXXX (office hours)
or the Carlisle emergency phone XXXXXXXX
(out of hours)
Fax: XXXXXXXX

Incinerators – Martin Pemberton XXXXXXXX or XXXXXXXX
or Colin Sleep XXXXXXXX

JCC Disposals - In emergency please contact a member of the Disposals team: -
Gordon Hickman XXXXXXXX or XXXXXXXX
Will Pryer XXXXXXXX
Roger Troedson XXXXXXXX
Neil Hughes XXXXXXXX

NATIONAL EMERGENCY RESPONSE PLAN

- 8.1.2 A Memorandum of Understanding exists with VLA, effectively providing access to three additional laboratories, should current capacity be exhausted.

8.2 Transport of samples

- 8.2.1 DVMs will ensure they have access to local couriers to transport blood samples during an animal disease outbreak as per SVS standard instructions.

9. MANAGEMENT INFORMATION

- 9.1 DVMs will ensure their staff are familiar with the Management Information functionality of the Disease Control System (DCS). This will ensure the accurate and timely collation of statistical information for circulation to Head Office colleagues and within the Divisional DCC itself.
- 9.2 RODs are required to submit daily situation reports (Sitreps) to the JCC Operations cell. These are required by 1800 hours. The sitrep format can be found at Annex D.

10. COMMUNICATION: *To be added*

10.1 Media

10.2 Website

10.3 Publicity

10.4 Help line

10.5 Cabinet Office Briefing Room (COBR)

- 10.5.1 The high level meeting chaired by DEFRA's Permanent Secretary on Day 1 will consider the need to engage COBR. A representative from the Cabinet Office Civil Contingencies Secretariat should attend this meeting to advise on COBR and its role.

11 PUBLICITY AND DISEASE AWARENESS

11.1 Awareness programmes

11.1.1 Headquarters and DVMs arrange the following awareness programmes: lectures/demonstrations to veterinary schools, veterinary practices and agricultural colleges; direct mailing to livestock producers and articles in the veterinary and farming press as appropriate; and frequent contact through inspection and advisory visits to livestock producers and those working in ancillary industries including slaughter houses and livestock transport.

11.1.2 Each AHO has at least one veterinary officer trained in epidemiology. They are responsible for matters relating to disease awareness and arrange training for local veterinarians; veterinary students; agricultural students; farmers and those working in ancillary industries such as slaughter houses, livestock markets, livestock transport and relevant government agencies.

11.1.3 Each AHO makes official visits to livestock keepers to ensure that they receive advice on biosecurity best practice and statutory disease control procedures and are kept aware of national and international animal disease risks.

12. INTER-AGENCY / STAKEHOLDER INVOLVEMENT

High level involvement of other government departments and agencies will be agreed at the Day 1 meeting chaired by the Permanent Secretary. Initially, requests for additional personnel will be addressed to Government Offices in the Regions through the Cabinet Office Civil Contingencies Secretariat. Other requests for assistance and resources will be passed from DG OSD direct to the OGDs concerned and copied to the Cabinet Office CCS.

13. VACCINATION

13.1 Vaccination will not be an alternative to slaughter as a control strategy in the first instance. The decision to use vaccination as an element of the control strategy will depend on many factors and will be considered by the FMD Co-ordination Committee if appropriate. Full account will be taken of the guidance in VIPER Chapter 3a (Emergency Vaccination) and the ADAS document 'Planning and Implementing a Vaccination Programme for Farm Livestock'. *Desk instructions for HQ staff are currently being drafted.*

14. HEALTH & SAFETY / STAFF WELFARE

14.1 The DEFRA Departmental Health and Safety Unit (DHSU) should be contacted by all RODs (as DCCs are established) and by the Operations cell in the JCC. DHSU will provide expert advice on Health and Safety issues at all stages of operations. They will also advise on staff welfare issues relating to long working hours. All staff should be made aware of DEFRA's Welfare Service which can provide support and guidance in individual cases of stress or hardship.

15. CONTINGENCY TESTING:

15.1 This plan will be regularly tested at both local and national levels through simulation exercises using the key personnel identified.

SECTION 4 - JCC and National DECC

1. Joint Co-ordination Centre

1.1 Creation of the Joint Co-ordination Centre (JCC)

1.1.2 The Joint Co-ordination Centre will be set up immediately after confirmation of disease in the regions. It will be accommodated in DEFRA London HQ.

1.2 Role of the Joint Co-ordination Centre

1.2.1 The overarching objective of the Joint Co-ordination Centre is to manage and co-ordinate the interpretation and dissemination of complex policy, operational and logistical issues that arise in the eradication of an animal disease outbreak. The main aims are to: - create and maintain an accurate ground picture; create an all-informed network; and to facilitate the passage of information flows, information management and dissemination of instructions.

Please refer to Section 3 of this plan for guidance on immediate issues arising from an outbreak.

1.3 Structure of the Joint Co-ordination Centre

1.3.1 The JCC is modelled on the structure of a military operations room and is composed of a number of 'cells', each with clear operational responsibility. See organogram below, which sets out the initial structure of the JCC. Daily briefing and co-ordination is achieved through "Birdtable" meetings. All key players attend these meetings, with the aim being to identify operational problems and issues, task individuals to resolve them and create the 'all-informed network'.

2. National Disease Emergency Control Centre

2.1 Creation of the national Disease Emergency Control Centre

2.1.1 The national Disease Emergency Control Centre (DECC) will be set up immediately that there is confirmation of a disease outbreak. It will be located in room LG09 1A, Page Street, London, which is fully equipped with appropriate telephony and IT equipment.

2.2 Role of the national Disease Emergency Control Centre

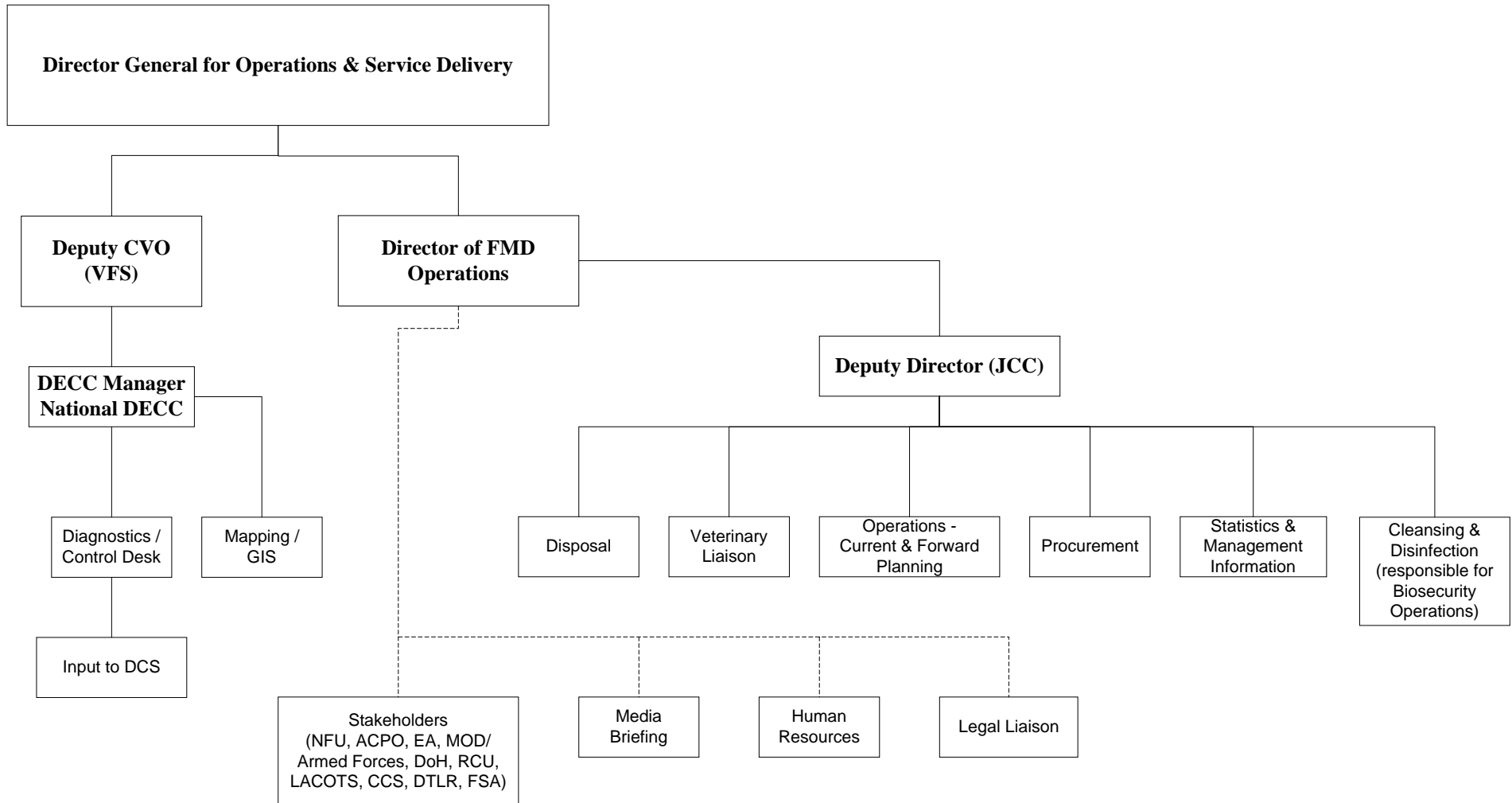
2.2.1 The DECC receives information on suspected cases and provide advice to confirm diagnosis if needed; to map and record tracings, dangerous contacts and contiguous premises; to maintain accurate records for each confirmed Infected Premise and to co-ordinate sero-surveillance. The DECC owns the Disease Control System (DCS) as the central information database and is responsible for ensuring the accuracy and integrity of the data. The DECC provides veterinary field staff with direct access to senior SVS management and policy makers.

2.3 Structure of the national Disease Emergency Control Centre

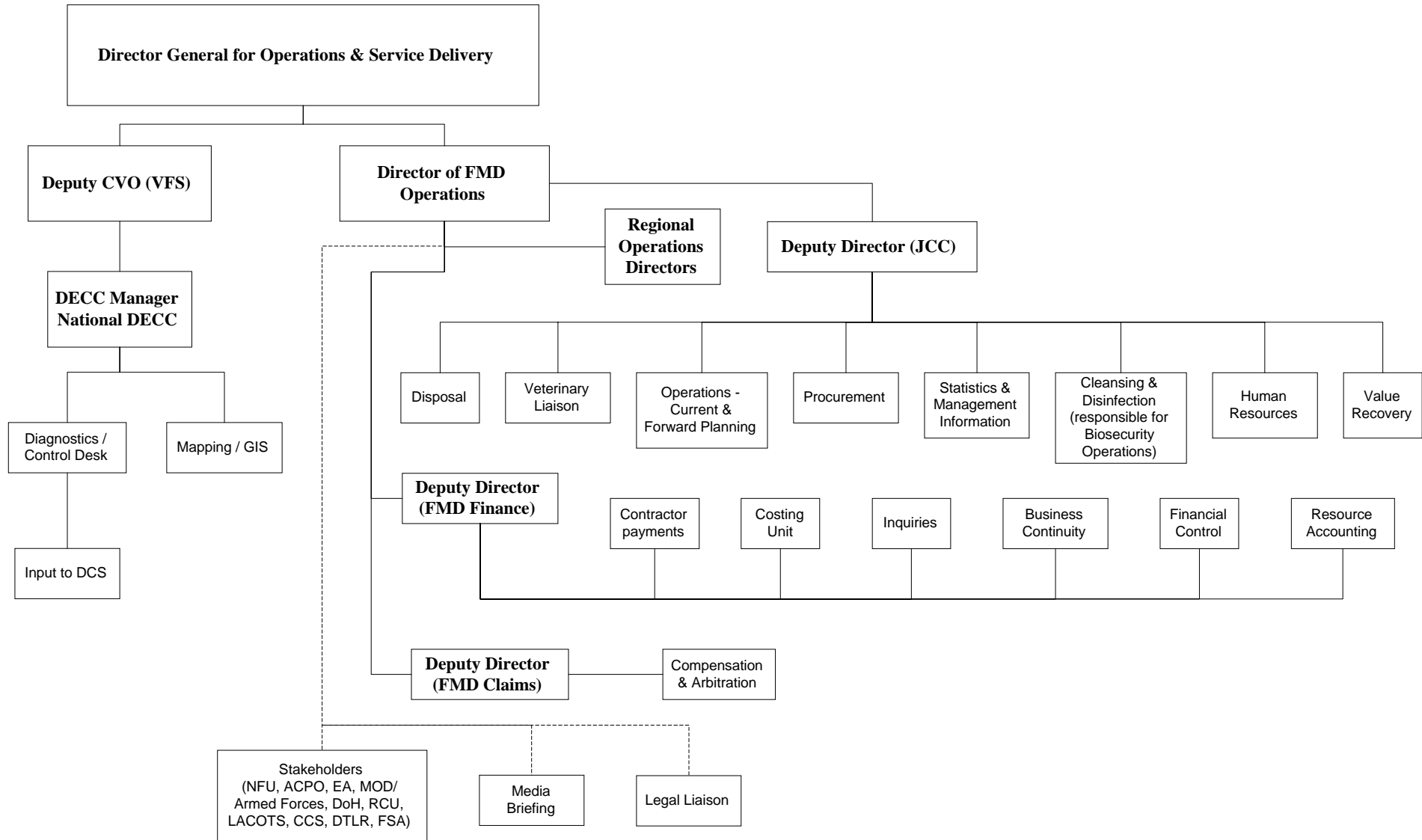
2.3.1 *This is subject to review by the DCVO (S), but structure could be as follows:* The initial DECC staff will include a DECC Manager (Grade 6) and a Strategic Planning Manager (Grade 7) and functional teams including the following roles: -

Veterinary Management, Admin Management / Control Desk, Diagnostic / Results Confirmation, Communications, Data Management, Digital mapping / GIS, Physical Mapping, Dangerous Contacts / Tracings,
3 x Telephone Report Vets plus their admin support, Sero-surveillance.

**NATIONAL EMERGENCY RESPONSE PLAN
NATIONAL DECC & JCC INITIAL STRUCTURE**



NATIONAL EMERGENCY RESPONSE PLAN
NATIONAL DECC & JCC INTERMEDIATE STRUCTURE



3. JCC Key Personnel: Job Descriptions

DEPUTY DIRECTOR OF JCC	
NAME:	SCS (GRADE 5)
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Co-ordination of the work of Joint Co-ordination Centre cells, with overall responsibility for Operations (including forward planning), Disposals, Statistics and Management Information, Cleansing and Disinfection. Also responsible for ensuring liaison between operations and Veterinary / Animal Health / Environment / Rural policy divisions, Briefing Unit, Corporate Services Directorate and Legal Divisions and other stakeholders (e.g. NFU) represented in the JCC. • Representing the JCC at Programme Board meetings • Responsible for overseeing production of management information and reports from regional operations to the FMD Co-ordination Committee (or COBR). <p>Day 1 Tasks:</p> <ul style="list-style-type: none"> • to ensure that the JCC is established in suitable accommodation and all key parties are aware of its existence and have been invited to attend Birdtable meetings • ensure that JCC cells are populated and that cells are clear about their roles and responsibilities • establish contact with DVMs and RODs • establish a “battle rhythm” within the JCC and ROD / DVM structure • to ensure that DVMs / RODs produce regular sitreps and management information • report progress to the Director of FMD Operations and the FMD Programme Board 	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF DISPOSAL CELL	
NAME	GRADE 7
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Responsible for identifying suitable mass burial sites, liaising with landfill operators and rendering plants • Exploring other disposal methods (eg mobile air-curtain incinerators). • Liaison with the RPA traffic master to co-ordinate the transport to disposal exercise • Managing contracts for the engineering, construction and longer term monitoring of mass burial sites. • Liaison with Environment Agency, DETR, FSA and DOH over environmental and public health impact from disposal operations. • Identifying, recording and [mapping] on-farm disposal sites. • Advising on financial aspects of disposal regime. <p>Day 1 tasks:</p> <ul style="list-style-type: none"> • Establish contact with DVMs / RODs and co-ordinate the disposal effort • Identify suitable disposal options and ensure that transport is available (see call-off contracts with Haulage firms) • If necessary, liaise with Cabinet Office Civil Contingencies Secretariat to invoke their brokerage arrangement with the Freight Transport Association • Ensure that accurate records are kept of all disposal activity 	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF OPERATIONS CELL	
NAME	GRADE 7
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • ROD Liaison • Co-ordination of daily “Birdtable” meetings • liaising with the regions and Other Government Departments. • identifying problems and issues with the current operations, from both a regional and national perspective. • pursuing solutions whether from within the cell or from other stakeholders • maintaining effective communications in order to establish a clear ground picture, including collating issues from regional sitreps, and providing feedback to the regions • collating regional daily sitreps, co-ordinating HQ responses and providing daily feedback to RODs and stakeholders • Disseminating instructions and guidance from HQ. • Liaising with the regions on issues such as health and safety and the release of data. • Ensuring accurate records are kept on file <p>Day 1 tasks:</p> <ul style="list-style-type: none"> • Review communication lists and update if necessary, • Ensure that accommodation / telephony / IT is adequate for current and predicted activity – if not contact BEMD / ITD to deal. • Ensure that key parties are invited to send a representative to JCC birdtable meetings • Contact RODs / DVMs and offer central support • Ensure that RODs / DVMs are aware of the need to send in daily sitreps • Establish records management system 	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF PROCUREMENT CELL	
NAME	GRADE 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• (Part of Procurement and Contracts Division but present in the JCC for ease)<ul style="list-style-type: none">• responsible for providing advice and guidance on procurement and contract management for all aspects of FMD operations• control of call-off contracts• assistance with purchasing strategic equipment• auditing of contracts and procurement procedures• dealing with contractual disputes. <p>Day1 tasks:</p> <ul style="list-style-type: none">• Ensure that RODs / DVMs / Divisional DCC Finance Managers are aware of central procurement rules and guidance• Ensure that RODs / DVMs are aware of central call-off contracts• Provide advice and guidance for all FMD procurement and contract issues	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF STATISTICS / MANAGEMENT INFORMATION CELL	
NAME	GRADE 7
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Co-ordinating statistics from DCS and ROD / DVM sitreps for JCC use, and its input into reports for use by Ministers, COBR, No 10, Cabinet Office and senior policy officials.• Collation of other material for compilation into FMD Co-ordination Committee (or COBR) / DEFRA FMD Programme Board reports.• Validation of some areas of the DCS database.• Ensuring consistent and accurate collation of data in the local DCCs.	
Day 1 tasks:	
<ul style="list-style-type: none">• Ensure that adequate data is received from the regions and from the DCS system in order to provide management information in the form of reports to: FMD Co-ordination Committee and DEFRA FMD Programme Board	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF VETERINARY LIAISON CELL	
NAME	GRADE 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• Liaising with JCC cells and the State Veterinary Service – both Veterinary Field Service and Veterinary policy• Providing veterinary advice to JCC cells• Drafting veterinary instructions and operational procedures <p>Day 1 tasks:</p> <ul style="list-style-type: none">• Contact DVMs / RODs, HVSs, DCVOs (Policy and Services) and the national DECC Manager and ensure that they are aware of your role in the JCC	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF CLEANSING AND DISINFECTION CELL	
NAME	GRADE 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• Providing advice to regional DECCs on all aspects of the cleansing and disinfection process for infected premises including the treatment of slurry, foodstuffs, dilapidated buildings etc.• Providing advice on implementation of Biosecurity protocols• Providing advice on financial issues arising from cleansing and disinfection <p>Day 1 tasks:</p> <ul style="list-style-type: none">• As above	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF HUMAN RESOURCES CELL	
NAME	GRADE: SEO
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• Liaising with DEFRA divisions, DEFRA Agencies , Government Offices, Cabinet Office Civil Contingencies Secretariat, the Employment Service (Jobcentre Plus) Operational Support Secretariat and Other Government Departments' to secure emergency staff resource• Providing support and advice to Personnel Teams based in the regions <p>Day 1 tasks:</p> <ul style="list-style-type: none">• Contact RODs/ DVMs and offer support as above,• Review the staffing needs of the JCC and DECC and forward plan for emerging needs,	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF VALUE RECOVERY CELL	
NAME	GRADE : 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <p>(N.B. This post will not be required in the initial stages and it will be kept under review by the Deputy Director FMD Operations)</p> <ul style="list-style-type: none">• Co-ordinating national and regional efforts to recover maximum value from items purchased, leased or hired as a result of FMD operations.• Providing an appropriate audit trail, identification of equipment and materials that may be required for contingency purposes.• Co-ordinating disposal of surplus materials.• Stock checking consumables.• Liaising with the Disposals Services Agency (DSA) to arrange disposal through the agency.	

4. National DECC Key Personnel: Job Descriptions

DECC Manager, Strategic Planning Manager, Veterinary Management, Admin Management / Control Desk, Diagnostic / Results Confirmation, Communications, Data Management, Digital mapping / GIS, Physical Mapping, Dangerous Contacts / Tracings, 3 x Telephone Report Vets plus their admin support, Sero-surveillance.

Job Descriptions will be finalised once the workstream considering the future organisational structure and reporting lines of the National DECC has reported

5. Other Key Personnel

REGIONAL OPERATIONS DIRECTOR	
NAME	GRADE 5
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Liaison with the Divisional Veterinary Manager and provision of administrative support to the Veterinary team. • Overall responsibility for organising the Slaughter and Disposal of affected animals, Transport, Veterinary Support, Valuation of slaughtered stock, Communications, Cleansing and Disinfection, Personnel, Finance, <p>Day 1 Tasks:</p> <ul style="list-style-type: none"> • Liaise with DVM to establish critical roles and possible logistic bottlenecks • Take control of slaughter teams and pursue slaughter targets with vigour • co-ordinate disposal of slaughtered animals in liaison with the disposals cell in the JCC, identifying the most suitable local disposal options and taking extreme caution with regard to biosecurity • Organise primary cleansing and disinfection of Infected Premises • Establish contact with JCC Operations Cell • Establish contact with DEFRA Press Office and local Central Office of Information (COI) representative • Establish contact with the Government Office Regional Director • Prepare daily sitrep for submission to JCC Operations Cell • Contact local stakeholders from list in Emergency Response Plan 	

FINANCE: KEY PERSONNEL

FMD FINANCE DIRECTOR	
NAME	GRADE
KEY RESPONSIBILITIES	
<p>Financial Control</p> <ul style="list-style-type: none"> • Responsible for establishing the framework of financial controls • Setting delegations for payments and authorisation levels throughout the DECC/JCC in consultation with the Director of the JCC <p>Resource Accounting</p> <ul style="list-style-type: none"> • Ensuring that an appropriate accounting system is in place to meet the Departments Resource Accounting requirements • Establishing a chart of accounts <p>Audit</p> <ul style="list-style-type: none"> • Liaison with the NAO, EU and DEFRA Internal Audit <p>Estimates and Expenditure</p> <ul style="list-style-type: none"> • Maintaining an adequate cost forecasting and reporting system to meet the requirements of senior management FPRD and HM Treasury <p>Costing Systems</p> <ul style="list-style-type: none"> • Establishing a system of regular reports on the expenditure by expense and activity <p>Inquiries</p> <ul style="list-style-type: none"> • Providing responses to PQs, Ministerial correspondence and Briefing <p>Payments</p> <ul style="list-style-type: none"> • Authorisation of payments for contractors and other expenses <p>Compensation</p> <ul style="list-style-type: none"> • Establish a payments system for animals slaughtered with a full database validated and reconciled to the Disease Control System • Maintaining an audit trail of documentation to meet the EU, NAO and DEFRA audit requirements • Help line for farmers' queries <p>Arbitration</p> <ul style="list-style-type: none"> • Responsible to the maintenance of unit to receive appeals against valuations • Maintain a database of cases • Help line for Arbitration queries <p>Business Continuity</p> <ul style="list-style-type: none"> • Maintain a strategic plan for Business Continuity in FMD Finance and in the Finance Units in the DECCs • Arrange periodic visits to the DECCs to confirm financial controls are in operation as expected • Hold monthly FMD Finance Managers Meetings to deal with major issues - staffing and operations • Set standards for file documentation and financial databases • Establish a retention of records policy 	

NATIONAL EMERGENCY RESPONSE PLAN

LEGAL: KEY PERSONNEL

LEGAL LIAISON	
NAME	GRADE 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• Liaison with JCC cells, Animal Health / Veterinary policy colleagues, RODs / DVMs and regional DCC staff, – providing advice and guidance on legal issues arising from Foot and Mouth operations (e.g. licensing animal movements, appeals against culls, challenges on disposals, Judicial reviews, etc)• Assistance with drafting Statutory Instruments	

NATIONAL EMERGENCY RESPONSE PLAN

HEAD OF MEDIA / BRIEFING UNIT	
NAME	GRADE 7
<p style="text-align: center;">KEY RESPONSIBILITIES</p> <ul style="list-style-type: none">• Acting as a central co-ordination point to collate, refine and present up-to-date briefing on disease outbreak issues for Ministers, officials, Cabinet Office and No.10.• To establish a sub-unit of the Briefing Unit based in the JCC, to liaise with colleagues on information and lines-to-take fro briefing.	

SECTION 5 - DIVISIONAL ACTION ON INITIAL REPORT CASE

1 DAY ONE ACTION: Refer to Local Animal Health Office Emergency Response Plan and SVS Chapter 3 Instructions. Initial response must follow the outline below.

(Please also refer to Section 3 of this plan for guidance on immediate issues arising from an outbreak).

DIVISIONAL DECC ACTION

Step 1	Incident occurs	Record the following details on the appropriate notification form: <ul style="list-style-type: none"> • Nature of the suspect case • Location of the suspect case • Status of the notifier • Date and time of the case
Step 2	Emergency Response Plan	<ul style="list-style-type: none"> • Implement the emergency response plan in conjunction with the appropriate animal disease contingency plan and VIPER instructions
Step 3	Inform key DEFRA parties and local stakeholders	<ul style="list-style-type: none"> • CVO • Directorate General for Operations and Service Delivery • DVM colleagues • Local stakeholder list
Step 4	Review Animal Health Office (AHO) structure	<ul style="list-style-type: none"> • Convene a meeting to assess risk and priorities and, as a result, suspend non-essential AHO work • Implement the AHO emergency response structure • Identify AHO emergency response staff and empower them to initiate day-one activities
Step 5	Internal communication	<ul style="list-style-type: none"> • Draw up an internal communication list • Arrange twice daily meetings to review progress and allocate tasks

NATIONAL EMERGENCY RESPONSE PLAN

	Resources	<ul style="list-style-type: none"> • Put key admin personnel on stand-by (details held on local database) • Liaise with Local Veterinary Practices to call on their veterinary resource (<i>this may be a contractual obligation pending Martin Atkinson's workstream to secure private veterinary resource</i>)
	Accommodation/IT	<ul style="list-style-type: none"> • Ensure steps are taken to check the availability of pre-identified DECC accommodation • Ensure steps are taken to activate additional telephone lines • Ensure steps are taken to check the availability of additional IT kit
	Supplies/Contractors	<ul style="list-style-type: none"> • Invoke call-off and generic contracts for local and national suppliers (<i>PCD will look to make this information accessible via the Intranet</i>) • Review level of emergency equipment and supplies (see Annex G) • Review document supplies as required for animal disease in question and appoint a co-ordinator to liaise with Centre to increase levels if appropriate
	Disposal	<ul style="list-style-type: none"> • Liaise with the Centre to determine disposal options
	Serology	<ul style="list-style-type: none"> • Identify a courier to transport blood samples
	Notifications	Ensure notification list (eg. NFU, milk and feed companies, etc.) is actioned

SECTION 6 DIVISION - SUBSEQUENT ACTION

1. DIVISIONAL ACTION AFTER INITIAL REPORT CASE

N.B. Job Descriptions will be finalised once the workstream considering the future organisational structure and reporting lines of local DCCs has reported

1.1 Creation of the Divisional Disease Control Centre

1.1.1 The Divisional Disease Control Centre is likely to be established some 48 hours after confirmation of the first case of disease.

1.2 Role of the Divisional Disease Control Centre

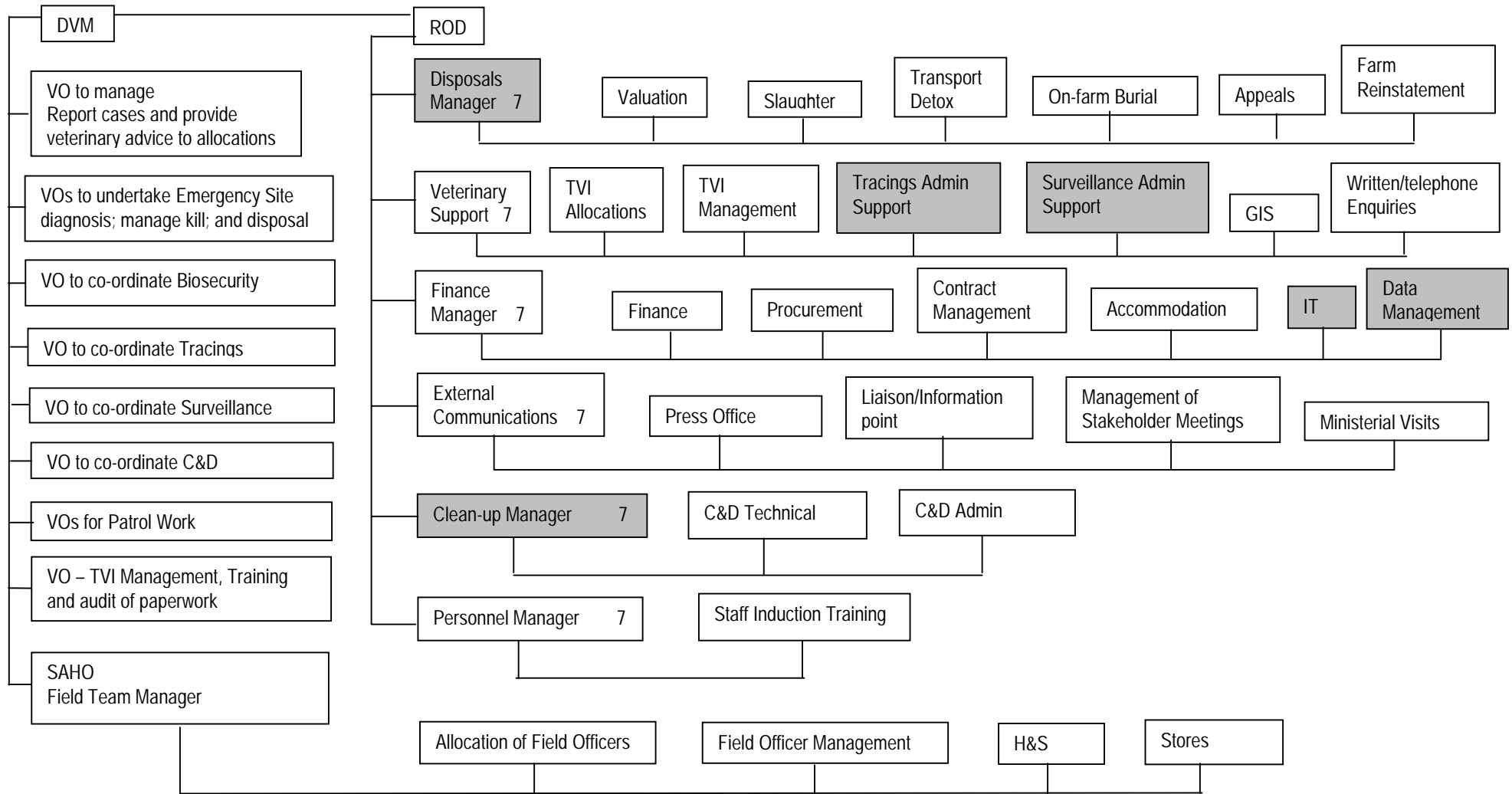
1.2.1 The overarching objective of the Divisional Disease Control Centre is to manage and co-ordinate the tasks required to: firstly eradicate an animal disease outbreak and secondly to return affected premises to disease-free status. The key aims are for admin and field staff to work in partnership with veterinary colleagues in the eradication of disease; establish effective communication with key stakeholders and the rural community; and ensure value for money.

1.3 Structure of the Divisional Disease Control Centre

1.3.1 The DCC is modelled on the structure of a military operations room and is composed of a number of 'cells' or key sections, each with clear operational responsibilities.

NATIONAL EMERGENCY RESPONSE PLAN

STRUCTURE OF DIVISIONAL DISEASE CONTROL CENTRE 48 HOURS+



SECONDARY REQUIREMENTS

VO to co-ordinate Licensing

Licensing Manager

VO to co-ordinate Surveillance and Protection Zone Clearance

Surveillance and Protection Zone Clearance Manager

Key - Required on arrival of ROD

DEVOLVED ADMINISTRATIONS

Scotland

Certain of the policies and procedures set out in this Contingency Plan will be different in Scotland. SEERAD will issue shortly a supplementary Contingency Plan which will set out the precise arrangements which will apply in Scotland. However, this Plan will apply in Scotland except where the SEERAD Plan and any subsequent instructions determine otherwise. Any such Plan or instructions will be approved by the ACVO (Scotland) and the Head of Food and Agriculture Group in SEERAD.

Action in relation to Scotland on any outbreak

When any outbreak of foot and mouth disease occurs anywhere in GB:

- (i) the ACVO (Scotland) and the Head of Animal Health Division in SEERAD should be notified immediately;
- (ii) SEERAD will brief their own Ministers and will implement separately for Scotland any immediate legislation required (including movement controls and export controls); and
- (iii) SEERAD will be invited to send a liaison officer to Page Street immediately the JCC is established.

Action in the event of a Scottish outbreak

In the event of a Scottish outbreak SEERAD will immediately convene a Disease Strategy Group (DSG) which will be chaired by the Secretary of SEERAD or the Head of Food and Agriculture Group. Its members will include the ACVO (Scotland), the Chief Agricultural Officer and (if and when the Army is involved) the relevant Army Brigade Commander. The DSG will supervise the handling of the Scottish outbreak and will ensure that Scottish Ministers, the Scottish Parliament and the media are appropriately briefed.

DEFRA and/or the JCC if and when set up will offer SEERAD whatever logistical assistance it requires. No instructions relating to Scotland will be issued by DEFRA, the JCC or SVS Headquarters without the agreement of the ACVO (Scotland) who will in appropriate cases seek the approval of the DSG.

NATIONAL EMERGENCY RESPONSE PLAN

Wales

In Wales, though the key ingredients of this Contingency Plan will apply, separate arrangements will be established to:

- activate the provisions of the Contingency Plan arising from existing Assembly-led programme of regular planning meetings of all interested parties in Wales potentially involved in disease control;
- establish an Assembly Liaison Officer post in the JCC (and COBR);
- ensure that Welsh Assembly Government Ministers are separately advised and can institute action in Wales relevant to local circumstances. This will include arrangements to be established in the Assembly to manage the outbreak locally and also the establishment of a Regional Operations Director post with the full involvement of the Assistant Chief Veterinary Officer (Wales);
- provide the main source of communication between relevant agriculture departments and key stakeholders and media in Wales;
- recognise the Assembly Government's responsibilities for secondary legislation;

PROTOCOL FOR PERSONAL BIO-SECURITY

Entry to site

1. Be clean and be seen to be clean ON and OFF farms. Minimum personal protective clothing for each site is a new disposable boilersuit and a clean pair of Wellington boots. If you intend to handle the animals you MUST also wear a waterproof jacket, trousers and gloves.
2. Leave your vehicle in a safe location outside the site gate or disinfection point. Keep your vehicle clean inside and outside.
3. If you must take your vehicle onto the site it must be fully cleaned and disinfected ON and OFF by the on-site detox crew. You must not enter or leave the site until your vehicle has been detoxed to the satisfaction of the Field Officer.
4. Take onto the site only items which you will need there. Anything taken on must be disinfected before leaving. Anything taken onto the site which cannot be disinfected must be left on the site for safe disposal. Essential personal items such as mobile phones and car keys must be sealed in plastic bags to allow disinfection on exit. Do not open the plastic bags on farm. Mobile phones may be used while sealed in their bag.
5. At the gate or disinfection point, put on the boots and thoroughly disinfect* them. Put on the boilersuit, tuck it into the boots, zip it up to the neck and put on the hood or a clean cap. If you intend to handle the animals, put on the waterproof trousers worn over the boots, and put on the waterproof jacket and zip it up to the neck. Unless you are wearing a cap, put on the hood. Wear disposable gloves and carry several spares to replace any which get damaged. Disinfect the waterproof jacket including hood, trousers and gloves.

* Clean and disinfect waterproofs, boots, etc by spraying with an approved disinfectant solution using a pressure washer. Items in plastic bags etc should be cleaned and disinfected by sponging with approved disinfectant solution (e.g. Virkon 1/300 or Citric Acid 1/500, i.e., 1kg powder in 300 or 500 litres of water or 1kg powder in 68 or 114 gallons water).

Dunk fabric clothing and hats in disinfectant solution and agitate to ensure that all parts are wetted, then wring out to remove excess solution. Disinfect essential equipment e.g., weapons and ammunition with disinfectant wipes.

All clothing and equipment etc must be free of blood, faeces and other organic matter.

° Disposable items may be burned on site, or left in an approved clinical waste facility on site, or collected in a clean yellow plastic bag for removal from the site by a Field Officer for safe disposal elsewhere.

♣ Avoid any disinfectant to which you know that you are sensitive, and use another approved type.

NATIONAL EMERGENCY RESPONSE PLAN

Exit from site

1. Disinfect* the surface of anything being removed from the site. This includes any items in plastic bags – the bag must remain sealed and the outside of the bag sponged down with disinfectant*. If a plastic bag or container has been opened on site, the contents must be disinfected on exit, or the contents left on the site for disposal^o if they cannot be effectively disinfected.
2. Scrub all visible dirt from the boots, especially the tread, and from waterproof clothes if worn, and then thoroughly disinfect them. Pay particular attention to the inside of pockets, cuffs, waist bands and trouserlegs. Remove the waterproof clothes and gloves if worn. The waterproof clothes must be checked for cleanliness by the Vet or Field Officer and then placed in a clean plastic bag for removal to your vehicle. Leave the gloves on site for safe disposal. If a cap was worn either disinfect* it and place in the bag with the waterproof clothes, or give it to the Vet or Field Officer for safe disposal on site. Scrub hands and nails and dip in disinfectant solution♣. Wipe shoes with disinfectant*.
3. Spray vehicle wheels and wheel arches with disinfectant* solution before leaving the vicinity of the gate, even though the vehicle may not have been taken on site.
4. **AFTER LEAVING AN IP OR DC YOU MUST NOT CONTACT SUSCEPTIBLE LIVESTOCK (cattle, sheep, goats, pigs, elephants, camels, alpaca and guanaco) EXCEPT ON OTHER IP's AND DC's FOR 72 HOURS.**

TRANSPORT SPECIFICATION/PROTOCOLS

1. FOR ALL CARCASS VEHICLE TYPES

- Effective internal seals, rather than applied sealants, are to be considered the only method of sealing a vehicle.
- All vehicles used must be intrinsically leak proof. That is the design and construction of the vehicle body, without the application of additional sealing compounds, should hold a quantity of water sufficient to cover all of the grain hatch when the body is tipped up without leaking.
- All contractors should have adherence to bio-security protocols as part of their contract agreements.

2. LORRY COVERS

- Must be of a material which can be adequately cleansed and disinfected.
- Lorry covers must be made of an impermeable material
- They must be fitted in such a way as to minimise movement of the cover during transit to the rendering plant.
- They must be secured with an adequate number of ratchet straps. Bungee cords are not adequate on their own to secure the lorry covers.

3. LORRY SPECIFICATIONS

a) Tailgate Construction

- Tailgates must be provided with screwclamps .
- Tailgate closure on artics must be ensured by the provision of air or hydraulic tailgate clamps.
- A purpose-made rubber seal must be present between the junction of the tailgate and the vehicle body. Do not use mastic compounds. Silicone caulking sealants are preferable but should still only to be regarded as a temporary seal.
- Vehicles with temporary seals are **not** intrinsically leakproof.
- Tailgates must be of very robust steel or aluminium construction and of sufficient gauge and strength to resist the pressures associated with the task of carcass transport (also bearing in mind possibility of carcasses swelling during transport).
- Tailgates must have no unsealed hatches (as used in grain transport). Hatches present on contractors' vehicles (in use under temporary derogation) must be welded up completely. Silicone sealers should not be considered an adequate substitute.

NATIONAL EMERGENCY RESPONSE PLAN

- Care must be taken to ensure there are no unsealed rivet holes in the tailgate i.e. to attach reflector strips and signs.
- Ideally, there should be the facility to permit placement of a security type seal to ensure the tailgate has not been opened between leak testing and arrival of the vehicle on a cull site.

b) Container

- Of robust steel or aluminium construction, of sufficient gauge and strength to resist the pressures associated with the task of carcass transport.
- Shallow box (aggregate bodies) containers should not be used, due to the low number of carcasses they can carry and the increased risk of overloading this type of container. High volume bodies should be considered to be the only satisfactory design.
- Any ventilation opening in the front of the vehicle's container must be completely sealed up on carcass transport vehicles.
- Containers used for carcass transport may be painted any colour, so long as it does not camouflage residues of blood etc.
- Steel box sections used in the framework of the container should be sealed to prevent accumulation of any dirt, animal residues, or fluid accumulation arising from the cleansing and disinfection process.
- Wooden material must not be used in carcass transport vehicle construction.
- It must be possible to tilt the container to a sufficient angle to permit adequate leak testing.
- Sufficient cleats and attachments must be present to permit adequate securing of the tarpaulin or lorry cover.

c) Loading Platform

- Vehicles considered ideal for carcass transport should have a ladder and viewing platform (as presently seen on the STAS articulated lorries purpose built for OTMS work). This will permit safer and better placement of carcasses under the guidance of the case officer or loadmaster.

d) Pressure washers

- Consideration might be given to the possibility of pressure washers being fitted to purpose built carcass transport vehicles, in the same way as milk tankers.

NATIONAL EMERGENCY RESPONSE PLAN

4. PROTOCOLS

a) Collecting Carcasses

- Secondary lining of vehicles with bags or plastic is best practice; these should be fitted prior to arrival on site. If this is not possible then at least a top sheet should be fitted between the carcasses and the easy sheet.
- All bio-security measures must be accomplished without compromising health and safety codes of practice. Particular attention to this when working on farm sites, the Health and Safety of personnel must not be compromised.
- Field Officers must ensure that wagon drivers do not exit their cabs or open windows wound up when on site.
- Carcass wagon drivers leaving their vehicle cab to supervise loading cannot get back into the cab “clean”. The best arrangement is for an experienced loadmaster to supervise loading, whilst the driver stays in the cab. After C&D at the entrance to the premises, the vehicle can stop just outside the gate, and the driver can then leave the cab to confirm that the load is securely stowed. He does not require any personal C&D after this, although it would be available at the gate if needed. As the driver always has responsibility for the safety of the load on the highway, in this case shared with the loadmaster, it is unreasonable to prevent him from inspecting the vehicle before starting the journey.
- Disinfection of all vehicles and equipment should be stopped before dark to ensure bio-security and Health & Safety is not compromised. If unable to guarantee this can be done before it is dusk then loading should not begin.

b) After Loading

- Loaded vehicles must not be left standing with covers secured with ratchet straps, as expansion of the load then causes damage to the cover and ensuing disease risks. The cover should be secured with bungee cords to allow expansion. During journeys however, the cover must be secured with ratchet straps to minimise movement of the cover, and bungee cords may be used as well if desired.
- Escorts to wagons should be properly equipped with a list of phone numbers of all of the DECC emergency numbers and kit for containing leaking fluids and for temporarily sealing the leak.

NATIONAL EMERGENCY RESPONSE PLAN

c) **After Tipping at Disposal Point**

- After tipping vehicles should be checked and considered unacceptable if the purpose-made rubber tailgate seal is damaged or missing. Caulking materials should be used to repair leaks **only** when these are discovered during a journey, and only to get the vehicle to its destination.
- The issue of vehicles being used on other jobs between FMD tasks is best tackled by hiring contractors on a standby contract to ensure control of vehicles. This does require the monitoring of vehicles using security personnel and secure compounds to ensure the correct numbers of vehicles are in the correct location.

5. **DETOXING**

- Citric Acid felt to be the best agent against FMD for vehicle disinfection, as it has the least environmental impact.
- All vehicles and plant used on FMD work should be cleaned and disinfected to a higher standard before being released to carry out other work to ensure that they do not pose a risk when out of DEFRA control. This process is expected to take several hours in comparison with the routine C&D done during operations, when vehicles are moving between Form A premises.

6. **EMERGENCIES**

- Detox units must be available 24 hours 7 days a week.
- “Arcosorb” produce a spillage pack; this should be adequate to contain minor leaks.
- Two products “Damit” and “Starbrite”, are suggested as offering a solution to how to stop a dripping seal on a wagon.

NATIONAL EMERGENCY RESPONSE PLAN

ANNEX D

FMD DAILY SITREP

Centre:	Date:
----------------	--------------

	Tel No.	Mobile No.	e-mail address
Name of DVM:			
Name of ROD:			
Name of DECC Manager:			
Name of Finance Manager:			

1. Operational Issues:

- (a) **You wish to be brought to FMD Co-ordination Committee / Ministers' attention**

- (b) **Points for Action by JCC/HQ**

- (c) **Other issues**

2. Report on current position on animals awaiting slaughter and disposal by species; this must be provided daily.

- (a) Animals Awaiting Slaughter (As at 17:00 on)
Slaughters in progress.

	Infected Premises	SOS Cases	Dangerous Contacts	Contiguous DC Premises	Total
Cattle					
Sheep					
Pigs					
Goats					
Totals					

- (b) Slaughtered Animals Awaiting Disposal (As at 17:00 on 7 December 2001)

NATIONAL EMERGENCY RESPONSE PLAN

Cattle	Sheep	Pigs	Goats	Total
---------------	--------------	-------------	--------------	--------------

3. **Personnel**

Needs/Surpluses – RODs

Surpluses of TVIs – DVMs

Regional Operations Director

Divisional Veterinary Manager

CONTACTS LIST

1. Key Personnel who must be notified in the event of a confirmed outbreak (i.e. Alert State: Red)

[N.B. Annex F gives contact details for Regional Operations Directors]

Details will be added once the Plan has been circulated for comments.

All DEFRA Ministers and Special Advisers

DEFRA Permanent Secretary

DEFRA Director General Operations and Service Delivery

DEFRA Director General Legal Services

DEFRA Director General Environmental Protection

DEFRA Director General Food, Farming and Fisheries

DEFRA Director General Land Use and Rural Affairs

DEFRA Chief Scientist

DEFRA Deputy Chief Veterinary Officers

DEFRA Director: Animal Health,

DEFRA Director: Finance, Planning and Resources

DEFRA Director: Communications

DEFRA Director: Corporate Services

DEFRA Director: Environment & Waste

DEFRA Director: Rural Economies & Communities

DEFRA Director: e-Business

DEFRA Emergencies Planning Unit

No. 10 - Secretariat (Senior Policy Adviser – Agriculture)

Office of Science & Technology – Chief Scientific Adviser

NATIONAL EMERGENCY RESPONSE PLAN

Cabinet Office – Permanent Secretary

Cabinet Office Civil Contingencies Secretariat

Cabinet Office Regional Co-ordination Unit

Cabinet Office Economic and Domestic Affairs Secretariat

Cabinet Office European Secretariat

European Commission

Office International des Epizooties (OIE)

Department of Health

Ministry of Defence, Home and Special Forces Secretariat

Department for Culture, Media and Sport

Home Office

Association of Chief Police Officers

Department for Transport, Local Government and the Regions

Department for Work and Pensions
(Jobcentre Plus – Operational Support Secretariat)

Food Standards Agency

Environment Agency

Government Offices in the Regions: Directors

Local Government Association

Local Authorities Co-ordinating Body on Food and Trading Standards

National Farmers Union

Tenant Farmers Association

Country Land and Business Association

Countryside Agency

English Nature

NATIONAL EMERGENCY RESPONSE PLAN

Meat and Livestock Commission

Royal College of Veterinary Surgeons

British Veterinary Association

Royal Society for the Prevention of Cruelty to Animals

Council for the Protection of Rural England

Central Association of Agricultural Valuers

Licensed Animal Slaughterers and Salvage Association (LASSA)

2. DEFRA Joint Co-ordination Centre Contact List

N.B. List not for circulation outside DEFRA / JCC

NATIONAL EMERGENCY RESPONSE PLAN

ANNEX F

**REGIONAL OPERATIONS DIRECTORS
EMERGENCY CONTACT DETAILS**

These details will be added after the plan has been circulated for consultation

NATIONAL EMERGENCY RESPONSE PLAN

ANNEX G

**ANIMAL HEALTH OFFICE STOCK LIST
(MINIMUM FMD STOCKS)**