

# **Defra**

## **Foot and Mouth Contingency Plan**

## **INDEX**

### **GLOSSARY OF TERMS**

#### **SECTION 1 – BACKGROUND**

**Outline of Policies and Initial Procedures**

**Command and Control**

**Gold, Silver and Bronze Commands**

#### **SECTION 2 – INITIAL RESPONSE AND INVOCATION PROCEDURES**

**Alert System**

**Alert State (Amber) - Action on Suspicion of FMD**

**Alert State (Red) - Action on confirmation of FMD**

**Maps of Initial High Level Actions following confirmation of FMD  
Outbreak and Communications Structures**

**Involvement of the Armed Forces**

**Communications**

**Communications Protocol**

#### **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 local practice veterinary personnel
- 1.4 Identification of overseas 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 and Exercising**

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

- 2.5 Media Training
- 2.6 Procurement Training
- 2.7 Contingency Testing

### **3. Accommodation**

- 3.1 Access to accommodation/IT and communications infrastructure

### **4. IT**

- 4.1 Disease Control System (DCS)
- 4.2 Financial database
- 4.3 Stock Control database

### **5. Procurement**

- 5.1 National / regional/ local call-off contracts
- 5.2 Purchase / hired goods registers

### **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 Licensed 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 Help Line
- 10.4 Cabinet Office Briefing Room (COBR)
- 10.5 National Disease Control Centre

### **11. Publicity and Disease Awareness**

- 11.1 Awareness programmes

### **12. Inter-Agency/Stakeholder Involvement**

### **13. Health and Safety / Staff Welfare**

**14. Animal Welfare**

**15. Cleansing and Disinfection of Affected Premises**

**16. Rodent Control**

**17. Financial Control**

**18. Vaccination**

**SECTION 4 – Strategic Level (Gold) Structures**

**SECTION 5 – Tactical Level (Silver) Structures**

<b>Annex A</b>	<b>Devolved Administrations</b> <ul style="list-style-type: none"><li>- Scotland</li><li>- Wales</li></ul>
<b>Annex B</b>	<b>Roles at Strategic (GOLD) Level</b>
<b>Annex C</b>	<b>Job Descriptions at Tactical (SILVER) Level</b>
<b>Annex D</b>	<b>Format of FMD Daily Situation Report (Sitrep)</b>
<b>Annex E</b>	<b>Contacts List</b>
<b>Annex F</b>	<b>Regional Operations Directors - Emergency Contact Details</b>
<b>Annex G</b>	<b>Communications – Action by Communications Directorate</b>
<b>Annex H</b>	<b>Organograms of Key Structures – NDCC &amp; LDCC</b>
<b>Annex I</b>	<b>Veterinary Risk Assessment and Protocol for Rights of Way Closures</b>
<b>Annex J</b>	<b>Health and Safety Plan</b>
<b>Annex K</b>	<b><i>Procurement Guidance</i></b>
<b>Annex L</b>	<b>Biosecurity Advice and Guidance</b>

## **Glossary of Terms**

**FMD** – Foot and Mouth Disease

**DVM** – Divisional Veterinary Manager

**ROD** – Regional Operations Director

**DOM** – Divisional Operations Manager

**NDCC** – National Disease Control Centre

**LDCC** – Local Disease Control Centre

**EA** – Environment Agency (Defra Agency)

**CCS** – Civil Contingencies Secretariat (Cabinet Office)

**RCU** – Regional Co-ordination Unit (Cabinet Office)

**RPA** – Rural Payments Agency (Defra Agency)

**RDS** – Rural Development Service

**SEERAD** – Scottish Executive Environment and Rural Affairs Department

**WAG** – Welsh Assembly Government

**DARDNI** – Department of Agriculture and Rural Development Northern Ireland

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

1. This document forms Defra's contingency plan framework for Foot and Mouth Disease (FMD) outbreaks within the structure provided by the existing EU approved contingency plan. It seeks to codify the experiences and operational lessons learnt from the 2001 outbreak. It is a working document subject to regular review and update.
2. The Plan follows guidance published by the Cabinet Office Civil Contingencies Secretariat and Defra's Emergencies Unit.
3. The Plan is split into sections which are designed to be removed and used as 'standalone' documents giving guidance at differing levels.
  - Section 2 provides an outline of the initial procedures undertaken in the event of an outbreak. Greater detail of roles, responsibilities and structure is given in other Sections of the Plan and in State Veterinary Service Operational Instructions (VIPER Chapter 3).
  - Section 3 provides an outline view of the main issues which arise during an outbreak and serves as an aide memoir and a record of on-going work.
  - Section 4 is a standalone document which is designed for use at the Strategic level.
  - Section 5 is a standalone document which is designed for use at the tactical level. This may eventually be incorporated into the State Veterinary Service Operational Instructions (VIPER).
4. This framework is to be used in conjunction with the **State Veterinary Service operational instructions** (VIPER Chapter 3) which include detailed guidance and instruction for staff in local Animal Health Offices (or Local Disease Control Centres). This document does not re-iterate these instructions.

What it does provide is a clear view of the structures, roles and responsibilities required at strategic and tactical levels in order to support the operations on the ground.
5. It is based on previous veterinary procedures and also incorporates control policies that have developed during the 2001 outbreak and recognises the recommendations made by the Official Inquiries into this outbreak. The implementation of these policies will be subject to veterinary risk assessment in the event of a further outbreak, to ensure that the response is proportionate.

## Outline of Policies and Initial Procedures

### 6. **Suspected Case of Foot and Mouth Disease (FMD) – 'Report Case'** (for further detail of local response procedures, see VIPER Chapter 3)

- When suspect FMD is reported, restrictions are imposed on the farm while a veterinary investigation is carried out.
- If samples are taken for submission to a laboratory, movement restrictions are imposed on all livestock holdings within a radius of 8km around the suspect premises

### 7. **If FMD is Confirmed** (through Clinical Examination or Laboratory Test)

- A GB wide national movement ban of susceptible species will be put in place immediately.
- Export licences for animals and animal products will be withdrawn.
- Diseased and other susceptible animals on infected premises will be culled as soon as possible, within 24 hours of report. Dangerous contacts will be culled as soon as possible.
- Disposal by incineration would be implemented immediately with rendering and other disposal routes being available as an additional resource subject to environmental, land use planning and public health considerations.
- A Protection Zone will be imposed with a radius of 3km around the Infected Premises. Regular veterinary patrol visits of all premises with susceptible livestock within this area.
- A Restricted Infected Area (a so-called "Blue Box") will be declared with a minimum radius of 10km around infected premises. This will require increased levels of biosecurity on farms, C&D for vehicles, people and machinery moving on/off farms and movement controls for animals, animal products, feed and bedding.

Footpaths would only be closed on the IP and within the 3km Protection Zone, (*A Veterinary Risk Assessment and Protocol for Rights of Way closure can be found at Annex I*).

Further action will depend on the circumstances of a particular outbreak and depending on the scientific and veterinary advice. Additional options and strategies which are potentially available include:

- emergency vaccination (either to live or to kill, within an area or in a ring around an area);

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- culling of other livestock exposed to the disease (e.g. premises under virus plumes, contiguous premises); and
- (subject to the Government's Animal Health Bill becoming law) pre-emptive or 'firebreak' culling of animals not on infected premises not dangerous contacts or not necessarily exposed to the disease, in order to prevent the wider spread of the disease outwith an area.

If emergency vaccination is used it would be on the basis of vaccinate-to-live wherever possible. For a vaccinate-to-live strategy to work, a number of logistical, technical and trade problems need to be resolved in consultation with interested parties.

Defra is consulting on a "Decision tree" for disease control strategies against FMD. The paper sets out the factors the Government will take into account in deciding which strategy to adopt in order to control and eradicate the disease. (The "Decision Tree" can be found at: <http://www.defra.gov.uk/footnandmouth/contingency/decision.htm>)

### 8. Command and Control

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

**Gold Command** - *Strategic*: Ministers, Permanent Secretary, All Directors General, Directors of: State Veterinary Service, Veterinary Policy, Animal Health and Welfare, Communications, Corporate Services, Finance, Environment Quality and Waste, Rural Economies and Communities & Legal Services A;

Representatives from: No. 10, Devolved Administrations, Cabinet Office (Civil Contingencies Secretariat and Regional Co-ordination Unit), Environment Agency, Countryside 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, Department for Work and Pensions.

**Silver Command** - *Tactical*: National Disease Control Centre (NDCC). To include representatives from other government departments, devolved administrations, agencies and key stakeholders.

**Bronze Command** - *Operational*: Local Disease Control Centres (LDCCs) under Regional Operations Director / Divisional Veterinary Manager control, Animal Health Offices; To include representatives from relevant agencies, local authorities, other key stakeholders and operational partners.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

N.B. This plan covers operations in England. See Annex A for details of the contingency plans for Scotland and Wales. Northern Ireland also has a separate contingency plan, details of which are not outlined in this plan as Ireland is treated as a separate epidemiological entity.

## SECTION 2 – Initial Response and Invocation Procedures

*For detailed instructions, see Sections 4 and 5 (Strategic and Tactical) of this plan and VIPER Chapter 3 (local instructions)*

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

### 1. Alert System

#### 1.1 Alert state: AMBER - Action on Suspicion of FMD

Any suspicion of FMD must be reported to the local Animal Health Divisional Office (AHDO) of the State Veterinary Service who will take action according to **SVS Chapter 3 Instructions**.

1.2 Upon receipt of a Report case, the Divisional Veterinary Manager (DVM) will arrange for a Veterinary Officer (VO) to visit the premises, where they will immediately serve Form A restrictions, advise the livestock keeper of their responsibilities and carry out a veterinary inquiry including an examination of the livestock.

1.3 If, at this visit, the VO cannot rule out the presence of FMD, they will contact Defra HQ ( Exotic Diseases Division) to discuss further action, including the taking of samples and imposition of movement restrictions within an 8km radius of the affected premises. Either a Veterinary Adviser or the DVHD or the HVD is available at all times.

This will trigger the following action:

#### 1.4 Locally:

##### 1.4.1 Animal Health Office Action:

The imposition of movement restrictions on all livestock holdings within a radius of 8km around the suspect premises.

*The ongoing workstream on revising Chapter 3 instructions aim to guide the action on farm, the establishment of a Local Disease Control Centre (LDCC) and communications required with the Veterinary Exotic Diseases Division at Defra HQ.*

1.4.2 DVM responsibilities prior to appointment of a ROD are detailed in VIPER Chapter 3, and include: -

Overseeing action taken to deal with the report case.

Review Animal Health Office (AHO) structure to maintain essential functions while dealing with the report case.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Inform local stakeholders (see VIPER Chapter 3 instructions).  
Initiate internal communication within AHDO/LDCC and with the centre.  
Secure appropriate staff, resources and facilities as outlined in local plans (admin and vet staff, LVI's and equipment).  
Accommodation (including telephones and IT).  
Initiate contact with local Contractors.  
Contact centre regarding disposal options.  
Arrange transport of samples.  
Notifications (Local Authority/milk companies).

### 1.5 Defra HQ Alert state: AMBER - Action on Suspicion of FMD

1.5.1 Upon report of a suspected case of Foot and Mouth disease to the Veterinary Exotic Diseases Division, a report form (NDI 1) is circulated notifying key veterinary and policy personnel in HQ and the regions (see Annex E).

The Head of Animal Movements and Exotic Diseases Division is responsible for ensuring that the following personnel are notified on behalf of the Chief Veterinary Officer:

The Secretary of State, Defra  
Defra Ministers  
Permanent Secretary and members of the Management Board  
Director of Communications / Chief Press Officer  
Duty Office  
National Farmers Union HQ

The Head of SVS Contingency Planning Division will notify:

SVS Heads of Veterinary Service  
Relevant Nominated Regional Operations Directors  
Environment Agency Regional Duty Officer  
Rural Payments Agency - Disposals  
Head of Defra's Emergencies Unit  
Head of Legal DG's Animal Health & Welfare Division  
Cabinet Office – Regional Co-ordination Unit  
Cabinet Office – Civil Contingencies Secretariat  
DVMs

(Contact details are Annex E)

**(Appropriate notification will also be made out of hours by the Duty VA and Duty Press Officer)**

Note: (i) In some cases where laboratory confirmation is awaited and the veterinary assessment indicates an unacceptable risk in waiting, the CVO may take the decision to move to Red alert before final confirmation is received.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

(ii) In these events, Regional Operations Directors (initially Heads of Veterinary Service) will be posted when the CVO takes the decision to move to red alert.

1.6 To ensure a co-ordinated handling of the message, the communications protocol at Section 2, paragraph 4 must be followed.

1.7 At this point, consideration will be given to the appropriate structures that are likely to be needed at a national level (based upon risk analysis) to ensure a proportionate response to the likely outbreak (See diagram below). However, a National Disease Control Centre will be established in SVS HQ, Page Street, London upon confirmation of disease. The map below sets out the likely development of strategic structures to support the emergency response.

## 2. Action on Confirmation of FMD - Alert State: RED

2.1 If the suspected case is subsequently confirmed by the CVO as having disease or if the risk assessment indicates, the alert rate must increase to Red and the following action take place:

### 2.2 Locally:

*N.B. The current workstream on revising Chapter 3 will give detailed instructions for implementation of control measures and guidance on the establishment of a LDCC.*

### 2.3. Creation of the Local Disease Control Centre (LDCC)

2.3.1 The Local Disease Control Centre will develop as the necessary control measures are implemented.

### 2.4 Role of the Local Disease Control Centre

2.4.1 The overarching objective of the Local Disease Control Centre is to manage and co-ordinate the tasks required to:

- Control and eradicate a notifiable disease outbreak
- Return affected premises to disease-free status.

The key aims for administrative and field staff are to work to support veterinary and technical staff in the eradication of disease, establish effective communication with key stakeholders and the rural community and ensure value for money.

### 2.5 Defra HQ Action On Confirmation Of FMD - Alert State: RED

If the case is subsequently confirmed by the CVO, the following actions must be taken immediately:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

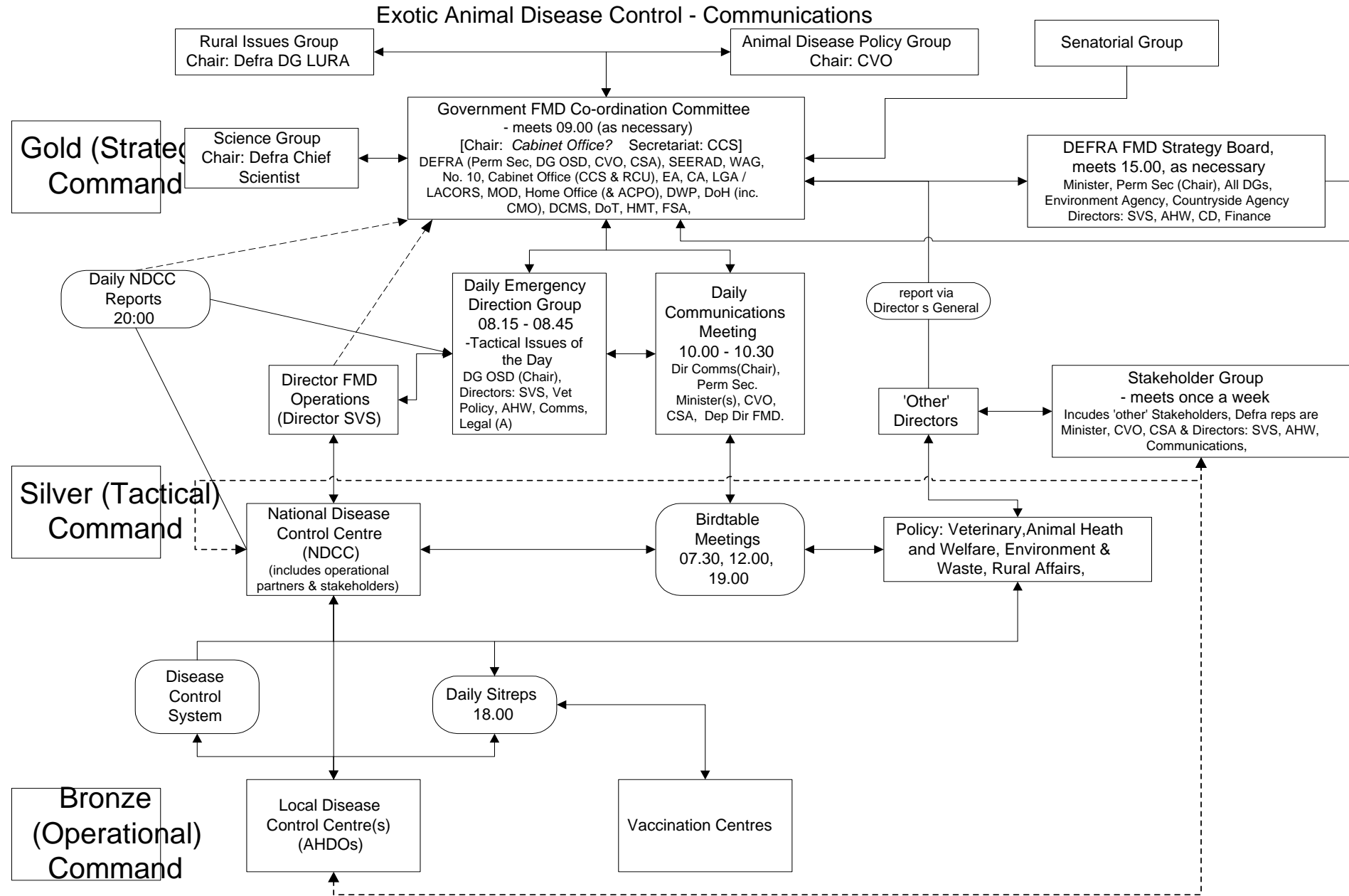
See process map below for initial high-level action

2.5.1 The CVO (normally delegated to Head of VEXDD) will immediately notify the Director SVS amongst others, which will trigger the establishment of the National Disease Control Centre (see Section 5).

2.5.2 A list of contact details for key personnel (including other government departments, the devolved administrations, the European Commission, the Office International des Epizooties (OIE), key stakeholders and operational partners) that must be contacted upon confirmation of disease is included at Annex E. The Annex outlines those responsible for notification.

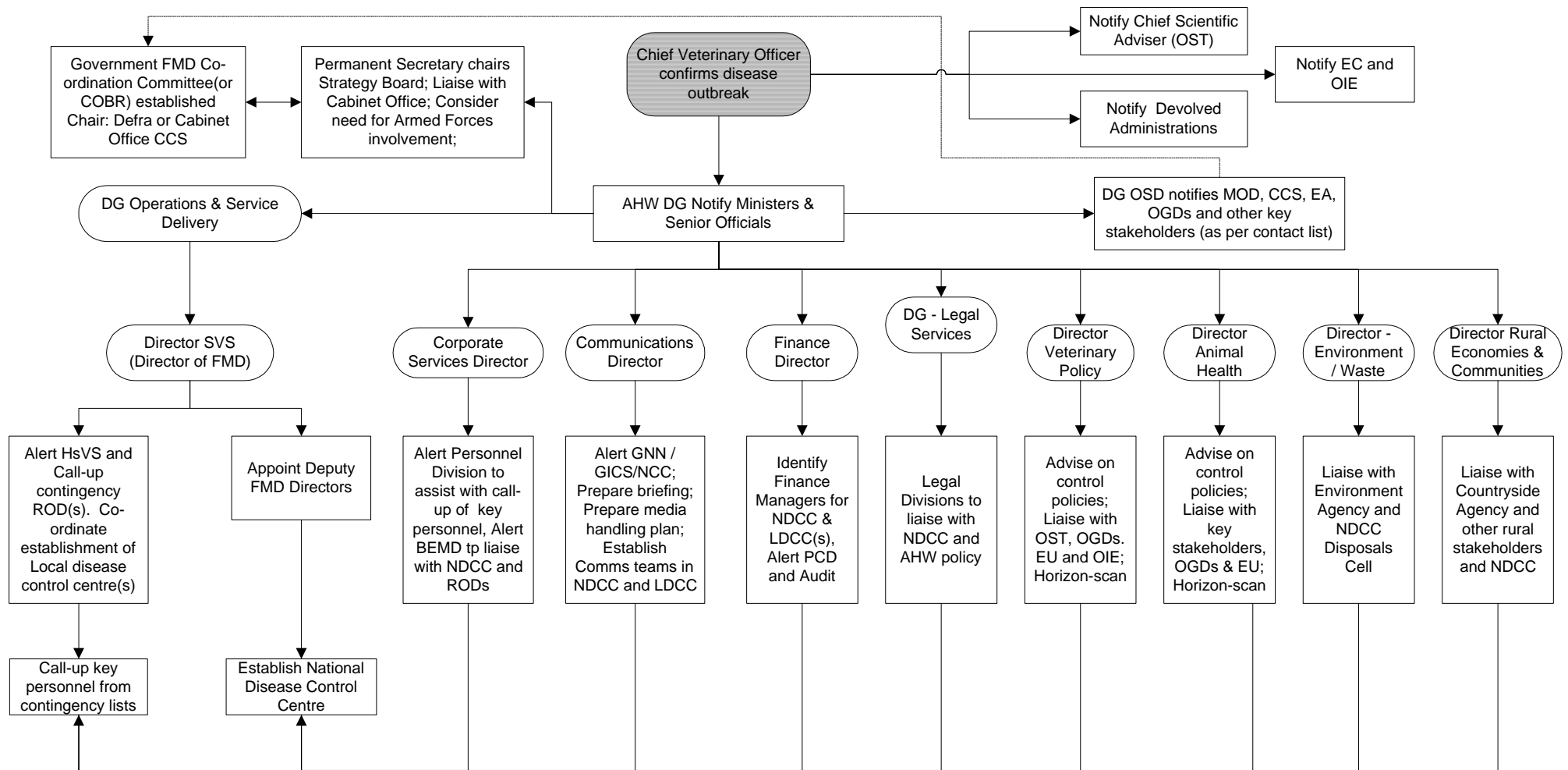
2.5.3 The Director SVS will establish the National Disease Control Centre (NDCC) and the Head of SVS Contingency Planning Division will contact the Heads of NDCC Cells. This will trigger the release of further key personnel for both the NDCC and Local Disease Control Centre(s) (LDCC).

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN



# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Map of Initial High Level Actions following confirmation of FMD Outbreak



# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## 3. Involvement of the Armed Forces

3.1 Immediately a case of FMD is confirmed, 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 will be provided under the 'Military Aid to the Civil Authorities' (MACA) arrangements. In particular, the Armed Forces may provide assistance with logistic capability and it may be appropriate to deploy at both tactical (silver command) and operational (bronze command) levels.

Contact details for MOD Home and Special Forces Secretariat and Cabinet Office Civil Contingencies Secretariat can be found at Annex E

3.2 It should be noted that the Armed Forces will have their own command and control structure with overall co-ordination of their effort being controlled by Armed Forces HQ Land. It is not appropriate for regional staff to approach Army Brigade headquarters directly. All requests for assistance must be passed through Defra HQ.

3.3 N.B. Brigade Commanders will take direction (but not commands) from RODs/DVMs. The local military commander will decide how to best use his/her troops based on the advice and directions received. Consideration may be given to asking for Military Liaison Officers in LDCCs to take on a local strategic co-ordination function.

## 4. Communications

4.1 Co-ordination of communications issues is the responsibility of the Communications Directorate. See Annex G for a detailed plan of action in the event of a suspected or confirmed case of disease.

### 4.2 Communications Protocol – Laboratory Test Results on a suspect case

This protocol governs the issue of the distribution and timing of release (external, internal and operational) of information on test results relating to animal disease (subject to Data Protection considerations).

#### **Responsibility for providing and communicating information**

Information on the identification of a suspect animal and associated laboratory results needs to be shared and agreed among all the principals in the chain, circulated and discussed, with others in the department, government and other interested parties.

The principals in the chain are the following:

Internal: CVO  
DG OSD  
Director SVS  
AHW

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

LSDG  
CD (and GNN)  
Private Offices  
No. 10  
SVS Contingency Planning  
Local (AHDO/DCCs – DVMs (& RODs if in post))

External: Individuals affected  
Stakeholders (NFU, etc)  
Public

Therefore, in the case of an animal disease, **the CVO or his nominated representative co-ordinates the dissemination of information on the existence of a suspect and the status of laboratory results.**

The following responsibilities should be observed: (both inside and outside office hours)

- CVO (or nominated representative) receives information from the field or analysing laboratory and makes it available orally and electronically to internal Defra principals simultaneously.
- Principals in turn disseminate information to others within their internal networks.
- Discussion, normally by conference call, as quickly as possible between principals, led by CVO or nominated representative to discuss the communications aspects. A separate meeting may be required to discuss disease control issues.

The arrangements for convening the conference call will be undertaken by CD (out of hours the duty press officer who will be notified by the Duty Veterinary Advisor in AHWD). A list of contact names and numbers for internal principals and their deputies will be maintained by AHWD and available from the Defra Duty Officer and the SVS Home Duty Clerk.

The agenda for the communications teleconference call would comprise (with a report from bracketed party)

1. Situation Report - national (CVO nominated representative)  
- local (DVM)
2. Timescale (CVO nominated representative)
3. Risk assessment (CVO nominated representative/DVM)
4. Communications objectives (Director of Communications)
5. Stakeholder Handling (national and local) (AHWD, DVM)
6. Agreed lines to take/press notice (Director of Communications)

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

### 7. Time of release and action points (CVO Nominated representative)

The following then take responsibility for informing externally at an agreed time:

- ROD/DVM: individual farmer (ROD/DVM to alert nominated representative and CD/regional GNN as soon as the individual is told and before informing other external groups);
- ROD/DVM: local stakeholders and farmers;
- AHWD/DG OSD: national stakeholders;
- CD/GNN: media, website, helpline, intranet (and other internal communications to Defra staff), GNN

**N.B. All News Releases are drafted by AHWD in conjunction with CD and must be sent to all internal principals** (particularly the DVM, in order to allow them to contact the individual concerned) **before being released externally.**

- Questions about the state of knowledge about the results and requests for information about the status of test results should be addressed to the CVO nominated contact.

## 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, Agencies 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 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 Director SVS individuals will be alerted with immediate effect and deployed as instructed by Divisional Veterinary Managers. (See VIPER Chapter 3 and local response plans). In addition vets from other parts of Defra and its agencies, and from other government departments will be alerted and deployed as appropriate.

#### 1.3 Identification of local practice veterinary personnel

1.31 *The Director of SVS has commissioned a review of the way in which private sector veterinary resource is harnessed by the SVS to assist with fieldwork in both everyday and emergency situations. The Department expects to consult on new arrangements in the Spring 2003. Until new arrangements have been made as a result of this project, Local Veterinary Inspectors (LVIs) will be used as appropriate under existing arrangements. Resources made available in this way will be supplemented by the appointment of temporary veterinary staff.*

Revised terms and conditions of appointment for the use of other temporary veterinary resource, e.g. from Industry, veterinary schools and other sources are being formulated.

#### 1.4 Identification of overseas Veterinary personnel

1.41 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 Animal Health Emergency

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Management Reserve Countries. The CVO will also send a formal request to EU Member States if necessary. Induction training for incoming veterinary surgeons will be arranged at London HQ through the Veterinary Resource Division.

## 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 who are equipped and able to take up post as Regional Operations Directors (RODs) to lead the LDCCs. 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 a suspected case is received by the CVO or Head of Veterinary Exotic Disease Division, the Head of Veterinary Service for that SVS Region will be alerted by the Director SVS to be on immediate standby to take up post as ROD. The contingency ROD for that region will also be alerted to replace the HVS as soon as possible to lead the LDCC so that the HVS can be transferred to strengthen veterinary management at HQ.

1.5.3 Contingency RODs will be allocated to one of the three SVS regions in England and will be expected to take up post as soon as possible after confirmation of the disease.

1.5.4 The DG OSD's office also responsible for identifying contingency Divisional Operations Managers (Grade 6) who are equipped and able to take up posts working beside DVMs to manage the non-veterinary part of the operation. Upon confirmation of a case a DOM for the region concerned will be contacted by DG OSD and put on immediate stand-by to take up post as DOM. DG OSD will maintain these details in a list annexed to this plan (Annex F).

1.5.5 The contingency RODs and DOMs will establish effective links with their region as part of their 'everyday' work objectives and training. This will include spending a minimum of 5 working days per year in the region concerned, in order to engage with the DVMs and key regional stakeholders. They will also take part in contingency testing exercises.

## 1.6 Identification of key admin personnel

1.6.1 The National Disease Control Centre (NDCCs) and Local Disease Control Centres (LDCCs) 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 NDCC and LDCCs. 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, together with key job descriptions. These individuals will be called upon as soon as disease is confirmed and are expected to take up post

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

as soon as possible (within 24 hours of request). DVMs are responsible for maintaining these lists.

1.6.3 The Director SVS will maintain a list of Defra middle managers who have the required skills and experience to take up key positions in the NDCC. 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 job descriptions and work objectives.

### 1.7 Identification of general field and admin personnel

1.7.1 The NDCC and LDCCs 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 require 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 Regional Co-ordination Unit and the Civil Contingencies Secretariat to assist with the co-ordination of secondments, initially through the Government Offices in the Regions (GOs). Concurrently, Regional Operations Directors will liaise with GO Directors.

1.7.4 Having first sought clearance from the Director General Operations and Service Delivery [or Director SVS], RODs may contact Regional Directors of Jobcentre Plus (Department for Work and Pensions) in order to directly recruit staff on short-term contracts. In this instance, guidance on contractual arrangements should be sought from the personnel cell in the NDCC. The Operational Support Secretariat of Job Centre Plus (Department of Work and Pensions) may assist in brokering these arrangements and will be invited to send a representative to the NDCC. (See Annex E - Contact List for details)

1.7.5 The SVS Personnel Unit at Worcester will advise on Human Resource services for LDCCs and will provide one or more HR-trained personnel to assist in setting up local and national HR teams. They will also maintain quality control and provide policy guidance to local managers and HR teams on all aspects of Human Resources.

### 1.8 Identification of specialist staff (i.e. Finance Managers, accountants, auditors, IT and procurement specialists)

*A workstream is identifying specialist staff, e.g. auditors, IT and procurement specialists, who would be seconded to DCCs, short-term, to oversee the*

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

*introduction of procedures and systems. The key objective is to ensure compliance with current policy and national and European directives.*

## **2. TRAINING AND EXERCISES**

### **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, in addition to general and specific training related to all their work areas. This includes training in notifiable disease procedures. Selected individuals also attend specific post-graduate training, eg in epidemiology. 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 1.3.1 is considering the enhanced training of LVIs both in everyday and emergency situations.*

### **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 in line with the job roles outlined in VIPER Chapter 3. They will ensure these staff are fully trained and equipped to undertake their respective role and that their 'everyday' objectives include reference to the key responsibilities required.

### **2.4 Induction training**

2.4.1 The Director General of Operations and Service Delivery, Director SVS and DVMs will ensure their permanent staff are familiar with this contingency plan and the relevant local emergency response plans, VIPER Chapter 3 and relevant Emergency Instructions; and business process maps.

2.4.2 As staff are recruited into local DCCs, NDCC managers must provide sufficient induction training on emergency procedures. For key personnel, this will centre on the job descriptions within this plan. Desk instructions for key posts will be available in AHDOs (these should be regularly checked for relevance). For other individuals recruited to support an LDCC, a brief outline job description must be drafted. Managers must take time to describe the jobholder's duties, offer support and review the job role regularly. Managers should consider establishing a 'buddying' system, whereby new recruits work alongside existing jobholders to learn their job.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## 2.5 Media Training

2.5.1 DVMs/RODs/HsVS should receive appropriate media training, in order to deal effectively with the intense media interest surrounding an outbreak. A short two day course, organised by Communications Directorate in conjunction with an outside training company, uses broadcast journalists and a film crew to enable participants to deliver professional standard broadcast interviews.

## 2.6 Procurement Training

2.6.1 *Procurement and Contracts Division is establishing a training programme for all staff involved with procurement (including those in LDCCs).*

## 2.7 Contingency Testing

2.7.1 This plan will be regularly tested at both local and national levels through simulation exercises using the key personnel identified. Stakeholders will be fully involved in these exercises. It is intended that stakeholders, including private veterinary practices, should be aware of Defra's emergency procedures and be fully involved in their on-going development.

## 3. ACCOMMODATION

### 3.1 Access to accommodation/IT and telephony infrastructure

3.1.1 DVMs will identify and regularly review the availability of potential LDCC sites in liaison with BEM Division. BEMD has in place Facilities Management Contracts covering all of England and Wales through which temporary and other accommodation can be provided. Should further temporary accommodation be required, as part of their local emergency response plans, DVMs will also maintain details of suppliers and contractors.

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

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

4.2.2 *Following roll out, 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 *Following roll out, DVMs will ensure that the generic stock control database is installed in their AHOs and that staff are familiar with its functionality.*

## 5. **PROCUREMENT**

***N.B. Detailed Procurement advice and guidance outlining best practice for Administrative staff will be included at Annex K***

5.1 Detailed instructions and guidance for procurement professionals and action by Procurement and Contracts Division can be found in the Procurement and Contracts Division Contingency Plan.

### 5.2 **National/regional/local call-off contracts**

5.2.2 *Procurement & Contracts Division are putting in place , regional and local contracts with suppliers to meet the requirements in dealing with notifiable diseases, and will review such contractual arrangements on a regular basis. (Shall be reviewed by PCD). Consideration to be given for the suitability of national contracts in order to ensure that the suppliers concerned remain capable of fulfilling their commitments. A list of such contracts will be placed on the PCD webpages at [http:](http://) DVMs must liaise with PCD to ensure they have adequate contractual cover in the event of an outbreak.*

5.2.3 Local emergency response plans will contain a section outlining the procurement procedure.

### 5.2.4 **Purchase/hired goods registers**

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

## 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. Defra has a service level agreement (SLA) with VLA which is reviewed regularly.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## 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. Stock levels should be managed using the generic stock control database (*which will be rolled out to Animal Health Offices*).

## 7. DISPOSAL

### 7.1 Disposal Hierarchy

7.1.1 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: -

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

7.1.2 A number of strategies are now in place to limit the numbers of animals to be disposed of in any future outbreak and this should mean that these three disposal routes would be sufficient. Although mass pyres will not be used in the future, the use of alternative methods of disposal routes such as on-farm pyres and on-farm or mass burial cannot be completely ruled out if demand exceeds the capacity of the preferred options of incineration/rendering and licensed commercial landfill. Any decisions to utilise these disposal routes will be taken in consultation with key stakeholders and appropriate environmental and public health assessments will be made at each disposal location.

7.1.3 Defra recognises that there are a number of factors that may impact on the disposal hierarchy in the future. These include the implementation of possible new environmental or waste management legislation and any changes to capacity and accessibility of all the disposal outlets. This will mean that the hierarchy will have to be regularly reviewed, in consultation with relevant stakeholders, to take account of these issues. New technologies and facilities will also be reviewed on a regular basis.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## 7.2 Access to Incineration

7.2.1 Agreement in principle has been obtained with nine large animal incinerator operators in England Scotland and Wales, to dispose of FMD carcasses. The names and locations will not be released until all contractual arrangements are completed.

7.2.2 Incineration capacity is limited and will only be able to deal with small isolated outbreaks or the first few days of a new outbreak or disease recrudescence.

7.2.3 As soon as a decision to slaughter has been taken, or where slaughter is likely, the DVM or LDCC Disposals Manager should telephone: -

- ◆ The disposal team in the NDCC
- ◆ The Rural Payments Agency (RPA) who, in consultation with the disposal team, will allocate the disposal outlet taking account of location, number and type of stock and spare capacity at each plant - see contacts below.
- ◆ The national transport co-ordinator (If the call-off agreement for transport is to be used - see transport section below) who can, in the interim, manage the transport required (available at 24 hours notice)

7.2.4 The recipient DVM (for the disposal site) must be informed before the transport leaves the IP.

- 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 Disposals team should be contacted - see contact details below.

- Any queries related to biosecurity at disposal sites can be dealt with by Vet Ops based in the NDCC who will consult Veterinary Policy teams within HQ as appropriate in consultation with the DVM.

- The sending DVM must ensure that vehicles are properly cleansed and disinfected and that the haulage contractors and accompanying personnel follow strict biosecurity procedures. All vehicles used must be sealed and leak-proof and accompanied by an escort.

## 7.3 Access to Rendering

7.3.1 A call-off agreement with a major rendering company has been agreed to ensure a minimum lead-in time should there be resurgence of disease. Additional capacity will be arranged in the event of a major outbreak, using the RPA as brokers. Total weekly capacity in the order of 15,000 tonnes per week could be made available. Transport will be provided separately through regional contracts with hauliers, renderers and the knacker industry.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

7.3.2 DVMs will ensure they are aware which rendering facilities are available to them in the event of an animal disease outbreak. The recipient DVM (for the disposal site) must be informed before the transport leaves the IP.

7.3.3 Note that the arrangements and requirements in 7.2.4 above regarding communication, biosecurity and transport must also be followed.

### 7.4 Access to Licensed Commercial Landfill sites

7.4.1 EU Animal By-Products regulation may preclude this option in 2003 and beyond, although Defra is currently negotiating a derogation with the European Commission. The Disposal team are negotiating, in consultation with the EA, ESA and local authorities, structured agreements and national operational protocols with licensed landfill sites. The Secretary of State may seek powers of direction in the event of an emergency. Waste Management Division are responsible for drafting the necessary statutory instruments.

7.4.2 DVMs will ensure they are aware which licensed landfill facilities are available to them during an animal disease outbreak.

### 7.5 Transport

7.5.1 In consultation with the disposal team, the local DVM and disposal manager will decide whether to use local transport contract arrangements or to utilise the transport call-off agreement in place with 2 national haulage companies. The duty officer will deal with requests for transport. On confirmation of an outbreak, a national transport logistics manager, supported by a regional transport manager(s), will be appointed and take over responsibility for transport logistics and tasking from the local DVM.

## 8. SEROLOGY

### 8.1 Serology capacity

8.1.1 An agreement has been reached with VLA for them to provide serological testing capacity for FMD on a contingency basis of 120,000 samples per week at three laboratories. The first laboratory would be ready to start testing within 3 weeks with an initial capacity of 7000 tests, 20,000 tests in the second week and reaching full capacity of 40,000 in the third week. The second laboratory would be operational within 6 weeks and a third laboratory within 8 weeks with the same capacity build up. Full capacity of 120,000 tests per week would be reached by the 10<sup>th</sup> week.

8.1.2 In addition, IAH Pirbright provides a diagnostic testing service for FMD.

8.1.3 Personnel required to undertake blood sampling will be recruited and trained under the co-ordination of the Veterinary Resource Division. Personnel

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

could be drawn from veterinary / agricultural students and from local Job Centres.

## 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 that appropriate staff are familiar with the Management Information reports 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 NDCC Operations cell who will then circulate them to colleagues as appropriate. These are required by 1800 hours. The sitrep format can be found at Annex D.

## 10. COMMUNICATION – also see Annex G

### 10.1 Media – also Annex G

10.1.1 News releases will be co-ordinated through Communications Directorate Press Office. DVMs/RODs should ensure that they liaise with their local Government News Network (GNN) representative to ensure that accurate and timely briefings are given to the media and stakeholders.

### 10.2 Website

10.2.1 Defra's FMD website is a key source of information in the event of an outbreak of disease. It must be established as soon as possible. This is the responsibility of the Head of Animal Movements and Exotic Diseases Policy Division working in co-operation with the Head of New Media in Communications Directorate.

The site will include: -

#### News and Information

A full list of Infected Premises (IPs) updated daily. This will not include Contiguous Premises (CPs), Dangerous Contacts (DCs) or premises slaughtered on suspicion (SOS) for data protection reasons.#

Full details of Infected Areas and Restricted Infected Areas (Blue Boxes), including interactive maps

Full details of disease control measures and restrictions

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Advice to farmers, local authorities, and other rural stakeholders

Advice on rural activities

Links to relevant websites, (e.g. Meat and Livestock Commission, Environment Agency, The Countryside Agency, English Nature, Food Standards Agency, the Devolved Administrations, National farmers Union, Open Britain, Local Authority sites, etc).

## 10.3 Help lines

10.3.1 Defra General Helpline 08459 335577 to prepare for intense public interest, identifying staff resources/supplementary helplines plus briefing needs. Plans to escalate capacity are covered in Annex G

## 10.4 Cabinet Office Briefing Room (COBR)

10.4.1 The Strategy Board meeting chaired by Defra's Permanent Secretary on Day 1 will consider the need to engage COBR or a similar inter-Departmental co-ordination committee. A representative from the Cabinet Office Civil Contingencies Secretariat should attend this meeting to advise on Government-wide co-ordination.

## 10.5 National Disease Control Centre

10.5.1 **The Director SVS will establish a National Disease Control Centre as soon as disease is confirmed (see Section 5).**

10.5.2 The NDCC has a pivotal role in providing information and an accurate ground picture. It is responsible for co-ordinating the regional situation reports and collating key statistics to be reported to the wider Government Community and No.10. Key stakeholders will be present in the NDCC and will attend daily 'birdtable' meetings.

## 11. PUBLICITY AND DISEASE AWARENESS

### 11.1 Notifiable Disease Awareness programmes

11.1.1 Headquarters and DVMs, working with Communications Directorate, are involved in 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 testing inspection and advisory visits to livestock producers and those working in ancillary industries including markets, slaughter houses and livestock transport.

## 12. INTER-AGENCY / STAKEHOLDER INVOLVEMENT

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

12.1 High level involvement of other government departments, agencies and stakeholders will be agreed at the initial Strategy Board chaired by the Permanent Secretary. Initially, requests for additional personnel will be addressed to Government Offices in the Regions through the Cabinet Office Regional Co-ordination Unit and the 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.

12.2 The regular animal health stakeholder meetings will be upgraded in the event of an outbreak under the chairmanship of the Animal Health Minister [or as necessary by the Chief Veterinary Officer or the Director Animal Health deputising for him] and will meet more frequently. Representatives from key stakeholder organisations will be invited to attend going beyond agriculture and the food sector to embrace wider countryside interests. The possibility of having separate sub-groups to look at particular issues in greater depth (eg trade; countryside access; tourism; etc) will be kept under review, according to the scale of the outbreak.

**12.3 DVMs will engage with local stakeholders as part of their routine emergency-preparedness arrangements and where possible include them in the planning and implementation of regular local exercises.**

12.4 Local Authorities will form a key element of the emergency response and, in conjunction with the DVM / ROD, will play an essential role in liaising with local stakeholders and the wider community. They will have a role in the enforcement of Restricted Infected Area provisions, the closure of rights of way and processing of licence applications. DVM and RODs must ensure that they make contact with their local authorities at the appropriate level (county/unitary authority, and borough if applicable) as soon as possible after an outbreak occurs. In particular, DVMs should work with Local Authorities' Emergency Planning Officers and Trading Standards Officers in order to understand their local plans and response capabilities in relation to Defra's plans, and also to utilise their expertise.

### **13. HEALTH AND SAFETY / STAFF WELFARE**

**Also See Annex J**

13.1 The Defra Departmental Health and Safety Unit (DHSU) and SVS VRT Safety Team are the key safety professionals who must be involved in all aspects of operational planning. They will ensure that all LDCC's have a **named safety professional** to provide competent advice at all stages of operations; as far as is operationally possible this individual will be located in the LDCC and it is expected that provision will be made for this. **DVMs and RODs must ensure that the competent safety person is included as part of their management team.**

13.2 The Departmental Health and Safety Manager will operate as part of the Operations Cell in the NDCC, providing health and safety advice at the strategic level.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

13.3 All staff should be made aware of Defra's Welfare Service which can provide support and guidance in individual cases of stress or hardship.

13.4 A strategic health and safety plan in support of these arrangements has been produced by Defra and is detailed in Annex J of this document. All relevant personnel must follow these arrangements.

### 14. ANIMAL WELFARE

14.1 Provisions for ensuring the welfare of animals on-farm, at markets or in transit (at the time of movement controls being imposed) are detailed in VIPER Chapters 31 –34. Slaughter or killing must be carried out in accordance with the [Welfare of Animals \(Slaughter or Killing\) Regulations 1995 \(Inset 31 refers\)](#). Provisions for emergency slaughter on farm for poor welfare are detailed in VIPER Chapter 32 Section G. Procedures for slaughter / killing for disease control purposes are detailed in VIPER Chapter 3 Section L.

14.2 Animal Welfare Policy Division and Animal Welfare Veterinary Division hold suitable licences for the movement of animals and instructions for their issue and use in the event of movement restrictions being imposed. Animal Welfare Policy Division holds copies of advice to stock-keepers to assist them in maintaining welfare in the event of movement restrictions being imposed.

14.3 The needs of animals and their welfare will be given early consideration in the event of a disease outbreak or emergency.

14.4 Where possible animal should be kept alive and healthy where they are. This is first of all the responsibility of the farmer, but there may be a need for Government assistance possibly in the form of a fodder scheme and/or a licensed movement scheme. Any animal welfare disposal scheme would be an option of very last resort. Examining the options for such schemes and looking at plans for implementing them will be the responsibility of the Head of Livestock Strategy Division in consultation with the Heads of Animal Welfare Division and the Animal Welfare Veterinary Division.

### 15. CLEANSING AND DISINFECTION OF AFFECTED PREMISES

15.1 Detailed guidance on the procedures for cleansing and disinfecting affected premises can be found at Section N of VIPER Chapter 3.

### 16. RODENT CONTROL

16.1 Rodent Control will be carried out on infected premises, on behalf of Defra, until the disease risk from rodents has been minimised (e.g. carcasses and potentially infected feed have been removed during the Cleansing and Disinfection procedures). This control will be by the National Wildlife Management Team (NWMT) and will be co-ordinated nationally with staff

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

operating within, and reporting to, the Biosecurity Unit of the local LDCC's. Following this, responsibility for rodent control will revert to the owner or occupier of the infected place.

### 17. FINANCIAL CONTROL

17.1 The Finance Director will issue guidance on accounting policies, financial databases, audit trails, desk instructions and checklists on financial controls including:

- Roles and Responsibilities of Finance Managers - and reporting responsibilities (See also job descriptions in NDCC and VIPER Chapter 3)
- Authorisation levels for payments, delegations, management checking, write-off, over and under payment procedures in accordance with the Department's Finance Manual and Government Accounting
- Desk Instructions, check lists and the policy on the retention of records
- Databases for finance information and statistics
- Chart of accounts, cost centre codes and objective codes
- Fraud guidelines in accordance with the Department's Policy, including the process of dealing with allegations of fraud
- Budgeting, estimates and the monitoring of expenditure
- Liaison with the NAO, EU and Internal Auditors
- Liaison with the Procurement Cell
- Regular liaison with Department's Accountancy Services Division and the Director of Finance and HM Treasury
- Provision of regular financial information

### 18. VACCINATION

18.1 Vaccination contingency plans are currently being developed in discussion with a wide range of Stakeholders

18.2 In the short term ADAS will provide resource for an emergency vaccination programme under a contract with Defra. This will provide capacity to start a vaccination programme on notification from the NDCC.

18.3 Longer Term arrangements will be made through a commercially let contract. This will be designed to provide an appropriate level of resource and expertise to support the SVS and enable emergency vaccination to be used in the future where appropriate.

18.4 The Government is currently reviewing vaccine supplies both at a national and international level. The UK is a member of the International Vaccine Bank, the EU Vaccine Bank and owns a national stock of vaccine.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## SECTION 4 – Strategic Level Structures (Gold)

### Defra Gold-Level Plan – Exotic Animal Disease Outbreaks

#### Introduction

##### **Background and Scope**

Defra is lead Department for the control of Exotic Animal Disease outbreaks. The Gold Plan forms a Section of the Defra Exotic Animal Disease Contingency Plan. The Gold plan relates to the strategic level structures and functions necessary for effective command, control and communication in the event of a disease outbreak.

The Gold Plan defines the necessary structures, roles and responsibilities for those involved in the strategic level decision-making process.

The decision-making processes at Gold level will be focussed entirely on defining, reviewing and refining strategies for disease control, communications, disposal, relief and recovery. (see Defra Strategy Board and Government FMD Co-ordination Committee)

The Government Co-ordination Committee exists to challenge and ratify the disease control strategies that are developed by Defra and to review and develop other cross-departmental strategies taking into account the wider issues affecting rural economy.

Stakeholders' issues and concerns will be raised at a separate meeting and tabled at Government Co-ordination Committee by Defra Directors General.

Tactical (Silver) issues will only be addressed at the Defra daily Exercise Direction Group and National Disease Control Centre.

Operational (Bronze) decisions are devolved (in the main) to the Local Disease Control Centre under the control of the Regional Operations Director.

##### **Structures**

The key structures are outlined below: -  
(also see diagram at page 15)

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Daily Emergency Direction Group</b>
Purpose	A daily forum for defining the major issues arising from the outbreak and providing tactical direction to the NDCC
Meets	08.15 – 08.45 daily after initial confirmation of disease in Room 806a 1A, Page Street, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary and agree the establishment and timing of the Strategy Board and Government Co-ordination Committee. Thereafter the CVO will notify the Director SVS, who will in turn Emergency Direction Group members as soon as practically possible (as per the Communications protocol Section 2, para 4 of the contingency plan). Timing: 08.15 (after the 07.30 NDCC Birdtable)
Reports to	Government Co-ordination Committee, Daily Communications Meeting, Defra Strategy Board, Defra Animal Disease Policy Group, Defra Rural Issues Group, Defra Science Group, Directorates involved with control effort (as required – e.g. ITD, CSD,)
Directs	National Disease Control Centre (via Director SVS),
Core Membership	DG OSD (Chair), Director SVS, (Deputy Chair), Director Vet Policy, Director Animal Health & Welfare, Director Communications (or Chief Press Officer), Director Legal Services A
Other Members	Other Defra Directors (as necessary and invited through Chair)
Information received from	Birdtables, NDCC daily report, Stakeholder meetings
Tools	NDCC Report, Disease Control System (database),
Objectives	<ul style="list-style-type: none"> <li>- Share information between key tacticians (after NDCC Birdtable 07.30)</li> <li>- Identify the daily tactical issues that need to be addressed and report upwards to Strategy Board for resolution on (e.g. policy and strategic resourcing issues)</li> <li>- Trigger establishment of Defra Strategy Board (if not already established)</li> <li>- Agree the tactical application of the strategies produced by the Strategy Board</li> <li>- Disseminate tactical instructions to the National Disease Control Centre (NDCC)</li> <li>- Consider representations (via Directors) from Stakeholder meeting in defining the application of strategies</li> </ul> <p><b><u>N.B. This is NOT the forum for discussion of strategic issues – these should be raised at Government Co-ordination Committee and via Policy Groups</u></b></p>
Output	<ul style="list-style-type: none"> <li>- Report of major issues and key decisions on the tactical application of strategies (owned by Director SVS) – sent to NDCC Heads and Strategy Board members,</li> <li>- Report of major issues and recommendations - sent to</li> </ul>

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	Government Co-ordination Committee, - Requests for additional briefing,
Secretariat	Director General - Operations & Service Delivery office
	<b>Key Contact Details</b>
Chair (DG OSD) (also Strategy Board Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Deputy Chair: Director State Veterinary Service (also Strategy Board Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Director Legal Services A	Name Work Tel: Home Tel: Mobile: E-mail:
Director Animal Health & Welfare also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Director Vet Policy (DCVO) (also Strategy Board Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Director Communications (also Strategy Board Member)	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Daily Communications Meeting</b>
Purpose	A daily forum for considering the major issues arising from the outbreak in order to direct communications (internal & external) and provide a line for a media brief.
Meets	10.00 – 10.30 daily after initial confirmation of disease in Room 806, Nobel House, 17, Smith Square, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary and agree the establishment and timing of the Government Co-ordination Committee. Thereafter the Director of Communications will notify the relevant senior officials (listed below) as soon as practically possible and agree their attendance at the Communications Meeting (as per the Communications protocol Section 2, para 4 of the contingency plan).  Timing: 10.00 – 10.30 (brief taken from 07.30 NDCC Birdtable, Emergency Direction Group meeting and Government Co-ordination Committee)
Reports to	Government Co-ordination Committee, Defra Animal Disease Policy Group, Defra Science Group, Defra Rural Issues Group, Emergency Direction Group, Directorates involved with control effort (as required – e.g. ITD, CSD,)
Directs	
Core Membership	Director Communications (Chair), Permanent Secretary, Minister(s), Chief Veterinary Officer, DG Operations & Service Delivery, Defra Chief Scientific Adviser, Number 10, GICS / NCC, CCS,
Other Members	Other Defra DGs / Directors (as necessary and invited through Chair)
Information received from	Birdtables, NDCC daily report, Emergency Direction Group immediate read-out, Stakeholder meetings
Tools	
Objectives	<ul style="list-style-type: none"> <li>- Share information between key strategists (after NDCC Birdtable 07.30 and Government Co-ordination Committee)</li> <li>- Identify the key messages and issues of the day</li> <li>- agree appropriate media handling for a briefing at 11.00</li> </ul>
Output	<ul style="list-style-type: none"> <li>- Media handling position for 11.00 media briefing (owned by Director Communications),</li> <li>- Report of major issues and key messages – sent to NDCC Heads and Government Co-ordination Committee members and published on FMD website</li> <li>- Requests for additional briefing,</li> </ul>
Secretariat	Communications Directorate

DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	<b>Key Contact Details</b>
Chair (Director Communications) also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Minister(s)	Name Work Tel: Home Tel: Mobile: E-mail:
Permanent Secretary also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Chief Veterinary Officer also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Chief Scientific Adviser also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Director General Operations & Service Delivery also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Number10	Name Work Tel: Home Tel: Mobile: E-mail:
GICS / NCC	Name Work Tel: Home Tel: Mobile: E-mail:
CCS	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Government FMD Co-ordination Committee</b>
Purpose	The forum for reviewing strategies in a wider Government context and for dealing with operational strategy issues that affect other Government Departments
Meets	09.00 as necessary, in Room 808 Nobel House, 17, Smith Square, London <i>or COBR</i>
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary. The Permanent Secretary's office will notify other Departments' Permanent Secretaries by e-mail. This will be followed by [GICS] briefing provided to OGDs via Defra Communications Directorate  Timing: 09.00
Directs	<ul style="list-style-type: none"> <li>- other Government Departments</li> <li>- Defra daily Emergency Direction Group</li> <li>- Defra Strategy Board</li> </ul>
Core Membership	Chair: <i>Cabinet Office or Defra DG OSD?</i> Secretariat: CCS] DEFRA (Permanent Secretary, DG OSD , CVO, CSA), SEERAD, WAG, Number 10, Cabinet Office (CCS, RCU, Econ/Domestic Sec.), EA, CA, LGA / LACORS, MOD, Home Office (& ACPO), DWP, DoH (inc. CMO), DCMS, DfT, HMT, FSA,
Other Members	N/A
Information received from	Defra Strategy Board Report, [NDCC daily report], NDCC representatives
Tools	N/A
Objectives	<ul style="list-style-type: none"> <li>- Receive Defra position on strategic issues for consideration of its wider implications and for refinement if necessary; in particular strategies for relief and recovery,</li> <li>- consideration and development of <u>operational</u> strategy development to ensure a government-wide approach to the emergency</li> <li>- Consider representations (via Directors General) from Stakeholder Meetings when developing strategies</li> <li>- Report back to Defra Strategy Board</li> <li>- Reports forward to the Defra daily Emergency Direction Group on any issues affecting tactical control through the NDCC</li> <li>- Reports to home departments and the centre</li> </ul> <p><u>This a forum for strategic discussion</u> – operational issues should be raised through representation at National Disease Control Centre</p>

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Output	- Committee Report of key decisions on Strategies - reports (requiring action) to Defra Strategy Board, Defra Emergency Direction Group and OGDs - and / or Minutes of meetings, - Requests for additional briefing, -
Secretariat	Cabinet Office Civil Contingencies Secretariat
	<b>Key Contact Details</b>
Chair ( <i>Permanent Secretary – Cabinet Office?</i> )	Name Work Tel: Home Tel: Mobile: E-mail:
Deputy (Defra DG OSD) also Strategy Board and EDG Member	Name Work Tel: Home Tel: Mobile: E-mail:
Defra Permanent Secretary	Name Work Tel: Home Tel: Mobile: E-mail:
Defra Chief Veterinary Officer also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Defra Chief Scientific Adviser also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Strategy Board</b>
Purpose	The strategic decision-making body in Defra
Meets	15.00 (Routine) and meets as soon as possible after <u>initial confirmation</u> of disease and then as necessary in Room 806 Nobel House, 17, Smith Square, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary and agree the establishment and timing of the Strategy Board and the Government Co-ordination Committee. Thereafter the CVO will notify Strategy Board members as soon as practically possible (as per the Communications protocol Section 2, para 4 of the contingency plan).  Timing: 15.00
Reports to	- Secretary of State and Defra Ministers - Reports forward to the Government FMD Co-ordination Committee
Directs	Defra daily Emergency Direction Group
Core Membership	[Minister], Permanent Secretary (Chair) , DG OSD (Deputy Chair) All Defra Directors General, Environment Agency, Countryside Agency, Directors: SVS, AHW, CD, Finance, Legal Services A <i>[N.B. A minimum of DGOSD, CVO, CSA, Directors: SVS, Legal Services A (or DGLS) &amp; CD (or their deputies) are required for a quorum]</i>
Other Members	Other Defra Directors (as invited)
Information received from	Birdtables, NDCC daily report, Animal Disease Policy Group, Science Group, Rural Issues Group, Government FMD Co-ordination Committee, Emergency Direction Group report, Finance Report (from Director of Finance)  N.B. Directors should raise issues for consideration at the Strategy Board through their Directors General using the report form at XXXX
Tools	(Template for meeting provided below), Decision Tree for Control Strategies,
Objectives	- Liaise with Cabinet Office on input to the Government FMD Co-ordination Committee (and who should Chair) - Consider advice/recommendations from Defra Emergency Direction Group - Agree appropriate strategies for disease control and their application, taking into account the impact of these upon the rural economy - Develop existing strategies in response to the developing disease situation and advice received from policy fora (Animal Disease Policy Group, Science Group, Government FMD Co-ordination Committee) - Consider representations (via Directors) from Stakeholder

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	<p>Meetings when developing strategies</p> <ul style="list-style-type: none"> <li>- Horizon scanning for future scenarios that may have an impact on strategies</li> </ul> <p><u>This is NOT the forum for discussion of operational or tactical issues</u> – these should be dealt with at the daily Emergency Direction Group</p>
Output	<ul style="list-style-type: none"> <li>- Strategy Board Report, (notes of key decisions on strategies, including background information)</li> <li>- and/or Minutes of meetings,</li> <li>- Requests for additional briefing,</li> <li>- Reports to Government FMD Co-ordination Committee and Emergency Direction Group (requiring action)</li> </ul>
Secretariat	Permanent Secretary's Office
<b>Key Contact Details</b>	
Chair (Permanent Secretary)	<p>Name</p> <p>Work Tel:</p> <p>Home Tel:</p> <p>Mobile:</p> <p>E-mail:</p>
Deputy (DG OSD) also EDG Member	<p>Name</p> <p>Work Tel:</p> <p>Home Tel:</p> <p>Mobile:</p> <p>E-mail:</p>
Minister	<p>Name</p> <p>Work Tel:</p> <p>Home Tel:</p> <p>Mobile:</p> <p>E-mail:</p>
Chief Veterinary Officer	<p>Name</p> <p>Work Tel:</p> <p>Home Tel:</p> <p>Mobile:</p> <p>E-mail:</p>
Chief Scientific Adviser	<p>Name</p> <p>Work Tel:</p> <p>Home Tel:</p> <p>Mobile:</p> <p>E-mail:</p>

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

DG Environment	Name Work Tel: Home Tel: Mobile: E-mail:
DG Food, Farming, Fisheries,	Name Work Tel: Home Tel: Mobile: E-mail:
DG Land Use Rural Affairs	Name Work Tel: Home Tel: Mobile: E-mail:
DG Legal Services	Name Work Tel: Home Tel: Mobile: E-mail:
Director State Veterinary Service (also EDG Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Director Animal Health & Welfare (also EDG Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Director Vet Policy (DCVO) (also EDG Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Director Finance, Planning & Resources	Name Work Tel: Home Tel: Mobile: E-mail:
Director Communications (also EDG Member)	Name Work Tel: Home Tel: Mobile: E-mail:
Environment Agency	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Countryside Agency	Name Work Tel: Home Tel: Mobile: E-mail:
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## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

### Agenda for the first Defra Strategy Board Meeting

Chair: Permanent Secretary (or nominee [DG OSD])

Membership: [Minister], (DG OSD – Deputy Chair) All Directors General, Environment Agency, [Countryside Agency], Directors: SVS, AHW, CD, Finance

*[N.B. A minimum of DG OSD, CVO, CSA, Directors: SVS, Legal Services A (or DGLS) & CD (or their deputies) are required for a quorum]*

1. Disease and Epidemiology – current situation
2. Action taken and its implications
3. Operational Organisation – current situation
4. Proposals for future action (including communications internal and external)
5. Devolved Administration Issues
6. EU / International Issues
7. AOB
8. Date / Time of Next Meeting

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Template for First Report to DEFRA Strategy Board Meeting

*(See also AMED Notification Proforma NDI 1)*

Chair: Permanent Secretary (or nominee [DG OSD])

Membership: [Minister], (DG OSD – Deputy Chair) All Directors General, Environment Agency, [Countryside Agency], Directors: SVS, AHW, CD, Finance

*[N.B. A minimum of DG OSD, CVO, CSA, Directors: SVS, Legal Services A (or DGLS) & CD (or their deputies) are required for a quorum]*

Issue: Report of Notifiable Exotic Animal Disease  
(Suspected / Confirmed / Negative)

Facts: (Possible) diagnosis of –

Name of Disease:

Disease symptoms:  
*(use layman's terms)*

Samples taken to lab on:

(Diagnosis on basis of clinical symptoms or Lab test):

Name of Proprietor / Owner / Stockholder: *(or 'location' for data protection issues)*

Address:

Decisions taken/decisions to be taken

SVS Division Dealing:

Name of DVM (or their nominee):

Name of SVS Region Head of Veterinary Services:

Names of Policy Leads: - Confirmation of Disease:

- Vaccination:

Name of SVS HQ Lead:

Epidemiology:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Animals slaughtered:

Provide a summary of the disease outbreak:

Have contingency plans been invoked? To what extent? (Provide a summary of restrictions imposed, implementation of Contingency Plan – what action has been taken so far)

Likely Scenarios: *(Although limited information is likely to be available, should consider likely scenarios and their impact on the issues highlighted below, challenge assumptions, horizon scan for future risks likely to affect current strategies)*

Issues:

Outline of Risks:

Are there adequate resources?

E.g. Vets  
Administrators  
Case Officers  
Bleeders

DGs to consider release of (i) key personnel as identified in contingency arrangements, (ii) other personnel as requested

Impact on DG's business plans as a result of resource reallocation

Vaccination: Vaccine  
Vaccination Kits  
Vaccinators  
What is the lead-in time?

Armed Forces involvement?

Required level of enforcement of local restrictions?  
Who will enforce?

Define Strategy for:

- Disease Control (see Disease Control Decision Matrix at Annex ?)  
Consider: Set control targets - Likely timelines  
Restricted Infected Area status  
Impact on rural economy / communities

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Impact on Environment / Environmental Factors

- Media Handling

Notification Checklist: *(as per responsibilities outlined in contingency plan)*

Number 10	<input type="checkbox"/>
Cabinet Office – Permanent Secretary	<input type="checkbox"/>
Civil Contingencies Secretariat	<input type="checkbox"/>
Regional Co-ordination Unit	<input type="checkbox"/>
SEERAD	<input type="checkbox"/>
WAG	<input type="checkbox"/>
DARDNI	<input type="checkbox"/>
FSA	<input type="checkbox"/>
OST – Chief Scientific Advisor	<input type="checkbox"/>
MOD	<input type="checkbox"/>
HMT – EFRA	<input type="checkbox"/>
DCMS	<input type="checkbox"/>
DoT	<input type="checkbox"/>
European Commission	<input type="checkbox"/>
OIE	<input type="checkbox"/>
DWP – Jobcentreplus	<input type="checkbox"/>
Environment Agency	<input type="checkbox"/>
Countryside Agency	<input type="checkbox"/>
Rural Payments Agency	<input type="checkbox"/>
National Farmers Union	<input type="checkbox"/>
	<input type="checkbox"/>

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Science Group</b>
Purpose	To provide independent science advice to the Government Co-ordination Committee and challenge strategic assumptions
Meets	As necessary (and initially <u>after</u> the first Government Co-ordination Committee) in Room 806 Nobel House, 17, Smith Square, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary. Thereafter the CVO will notify Strategy Board members (including the CSA) as soon as practically possible (as per the Communications protocol Section 2, para 4 of the contingency plan). This will trigger the CSA to alert Science Group members (as below). Timing: Science Group will meet after the first Government Co-ordination Committee. Time: to be agreed
Reports to	Government Co-ordination Committee & Defra Strategy Board
Core Membership	Defra Chief Scientific Adviser (Chair), Members of the Science Advisory Council Animal Disease Sub-Group augmented by experts from their emergency stand-by list (including EU experts who may be accessed through protected internet link).
Other Members	CVO's representative, Science Directorate Officials, and representatives from MoD, OST, CCS, FSA, EA, DoH & PHLS as appropriate. Other technical experts, including those with relevant industry expertise may be asked to provide briefing on specific issues.
Information received from	NDCC daily report, Disease Control System (database), Epidemiology (Interspread) model(s), Met Office, 'other' models, Animal Disease Policy Group, Defra Rural Issues Group, Defra Strategy Board, Government FMD Co-ordination Committee,
Tools	Disease Control System (database), Epidemiology model(s), Met Office and 'other' models,
Objectives	<ul style="list-style-type: none"> <li>- Advises the Government Co-ordination Committee on the science relating to disease control, carcass disposal and farm restoration and its implications, in order that the Committee can develop appropriate strategies</li> <li>- Challenges assumptions within strategy development</li> <li>- Horizon scanning for future scenarios that may have an impact on strategies</li> <li>- Close liaison with Animal Disease Policy Group (to avoid overlap and gaps)</li> </ul>
Output	<ul style="list-style-type: none"> <li>- Notes of advice and key decisions, and background information in support of these;</li> <li>- Minutes of meetings,</li> </ul>
Secretariat	Chief Scientific Adviser's office
	<b>Key Contact Details</b>
Chief Scientific Adviser (Chair) also Strategy Board Member	Name Work Tel: Home Tel: Mobile:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Animal Disease Policy Group</b>
Purpose	To provide disease control advice and policy recommendations to the Government Co-ordination Committee and challenge strategic assumptions
Meets	As necessary (and initially <u>after</u> the first Defra Strategy Board / Government Co-ordination Committee) in Room XXX, 1A Page Street, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary. Thereafter the CVO will notify Strategy Board members (including the Directors of Veterinary Policy and Animal Health and Welfare) as soon as practically possible (as per the Communications protocol Section 2, para 4 of the contingency plan). This will trigger the Director Veterinary Policy to alert other Animal Disease Policy Group members (as below).  Timing: Animal Disease Policy Group will meet <u>after</u> the first Defra Strategy Board. Time: to be agreed
Reports to	Defra Strategy Board
Core Membership	Defra Chief Veterinary Officer (Chair), Defra Chief Scientist's representative, Director Vet Policy, Director Animal Health and Welfare, Head of Epidemiology (VLA), Head of LSDG Animal Health & Welfare Division (or Director Legal Services A) <i>others to be confirmed</i>
Other Members	<i>External Membership to be confirmed</i>
Information received from	NDCC daily report, , Defra Science Group, Defra Rural Issues Group, Defra Strategy Board, Government FMD Co-ordination Committee,
Tools	Disease Control System (database), Epidemiology model(s) e.g. Interspread, Met Office and 'other' models
Objectives	<ul style="list-style-type: none"> <li>- Advises the Government Co-ordination Committee on disease control policy, in order that the board can develop appropriate strategies</li> <li>- Challenges assumptions within strategy development</li> <li>- Horizon scanning for future scenarios that may have an impact on strategies</li> </ul>
Output	<ul style="list-style-type: none"> <li>- Notes of advice and key decisions, and background information in support of these;</li> <li>- Minutes of meetings,</li> </ul>
Secretariat	Chief Veterinary Officer's office

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	<b>Key Contact Details</b>
Chief Veterinary Officer (Chair) also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Director Vet Policy (Deputy) also EDG Member	Name Work Tel: Home Tel: Mobile: E-mail:
Director Animal Health and Welfare (Deputy) also EDG Member	Name Work Tel: Home Tel: Mobile: E-mail:
Head of Epidemiology (VLA),	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Defra Rural Issues Group</b>
Purpose	To provide advice and policy recommendations on rural issues to the Government Co-ordination Committee and challenge strategic assumptions
Meets	As necessary and initially <u>after</u> the first Defra Strategy Board / Government Co-ordination Committee in Room 806 Nobel House, 17, Smith Square, London
Activation criteria	As soon as possible after <u>initial confirmation</u> of disease the Chief Veterinary Officer (or his representative) will notify the Permanent Secretary. Thereafter the CVO will notify Strategy Board members (including the Director General LURA) as soon as practically possible (as per the Communications protocol Section 2, para 4 of the contingency plan). This will trigger the Director General LURA to alert Rural Issues Group members (as below).  Timing: Rural Issues Group will meet <u>after</u> the first Defra Strategy Board. Time: to be agreed
Reports to	Government Co-ordination Committee & Defra Strategy Board
Core Membership	Director General Land Use & Rural Affairs, Director Rural Economies & Communities, Director Land Management & Rural Development, Countryside Agency, Cabinet Office Regional Co-ordination Unit, <i>others to be confirmed</i>
Other Members	<i>External Membership to be confirmed, e.g. DCMS, DTI, Home Office, DWP (Jobcentre Plus),</i>
Information received from	NDCC daily report, , Defra Science Group, Defra Rural Issues Group, Defra Strategy Board, Government FMD Co-ordination Committee,
Tools	N/A
Objectives	<ul style="list-style-type: none"> <li>- Advises the Government Co-ordination Committee on policies affecting rural communities and industries, including carcass disposal and farm restoration,</li> <li>- Challenges assumptions within strategy development</li> <li>- Horizon scanning for future scenarios that may have an impact on strategies</li> </ul>
Output	<ul style="list-style-type: none"> <li>- Notes of advice and key decisions, and background information in support of these;</li> <li>- Minutes of meetings,</li> </ul>
Secretariat	Director General LURA office

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	<b>Key Contact Details</b>
Director General Land Use & Rural Affairs (Chair) also Strategy Board Member	Name Work Tel: Home Tel: Mobile: E-mail:
Director - Rural Economies & Communities (Deputy)	Name Work Tel: Home Tel: Mobile: E-mail:
Director - Land Management & Rural Development (Deputy)	Name Work Tel: Home Tel: Mobile: E-mail:
Countryside Agency (also Government Co- ordination Committee member)	Name Work Tel: Home Tel: Mobile: E-mail:
Cabinet Office Regional Co- ordination Unit (also Government Co- ordination Committee member)	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:
	Name Work Tel: Home Tel: Mobile: E-mail:

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>External Stakeholder Meeting</b>
Purpose	To provide stakeholders with a forum for discussing and influencing policy developments and to help steer the strategic direction
Meets	Meets (suggested once a week) in Room 808 Nobel House, 17, Smith Square, London
Activation criteria	By open invitation, managed by Communications Directorate
Reports to	- Reports back (via Defra Directors General) to Government Co-ordination Committee and Emergency Direction Group
Core Membership	Minister (Chair), Defra Chief Scientist or Deputy, Defra Chief Veterinary Officer or Deputy, Defra Directors:- Animal Health and Welfare, Communications, State Veterinary Service (or their Deputies), Environment Agency, Countryside Agency, Stakeholders ( <i>by open invitation</i> ) <i>N.B. Key Stakeholders and Operational Partners have representation within the NDCC and LDCC(s) for input into tactical and operational decision-making.</i>
Other Members	Other Government Departments (as necessary) [inc. Department of Health, Food Standards Agency]
Information received from	Defra Strategy Board Report, Stakeholders
Tools	N/A
Objectives	- Discuss strategy development and provides a forum to raise concerns and issues - Offer constructive input to policy development via Defra Directors
Output	- Minutes of meetings, - Requests for additional briefing, - Report (via Defra Directors) to Strategy Board, Defra Emergency Direction Group and OGDs (requiring action)
Secretariat	Minister's Office or AHW Directorate General

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

	<b>Key Contact Details</b>
Chair (Defra DG OSD)	Name Work Tel: Home Tel: Mobile: E-mail:
Deputy (Director Communications)	Name Work Tel: Home Tel: Mobile: E-mail:
Director State Veterinary Service	Name Work Tel: Home Tel: Mobile: E-mail:
Director Animal Health and Welfare,	Name Work Tel: Home Tel: Mobile: E-mail:
Countryside Agency	Name Work Tel: Home Tel: Mobile: E-mail:
Stakeholders	See attached list

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Title	<b>Senatorial Group</b>
Purpose	"To provide independent advice to the Prime Minister and Cabinet"
Meets	
Activation criteria	
Reports to	
Core Membership	
Other Members	
Information received from	
Tools	
Objectives	- Discuss and challenge strategy development and provides an independent forum to raise concerns and issues
Output	
Secretariat	
	<b>Key Contact Details</b>
	Name Work Tel: Home Tel: Mobile: E-mail:

## SECTION 5 – Tactical Level Structures (Silver)

### Defra Silver-Level Plan – Exotic Animal Disease Outbreaks

#### Introduction

##### **Background and Scope**

Defra is lead Department for the control of Exotic Animal Disease outbreaks. The Silver Plan forms a Section of the Defra Exotic Animal Disease Contingency Plan. The Silver plan relates to the tactical-level structures and functions necessary for effective command, control and communication in the event of a disease outbreak.

The Silver Plan defines the necessary structures, roles and responsibilities for those involved in the tactical-level decision-making process.

The decision-making processes at Silver level will be focussed entirely on defining, reviewing and refining the tactical approach to disease control, communications, disposal, relief and recovery.

Stakeholders' issues and concerns will be raised at a [weekly] Stakeholder meeting and by their representatives within both the National and Local Disease Control Centres.

Strategic (Gold) issues will only be addressed at the Defra Strategy Board and Government Co-ordination Committee [or COBR].

Tactical (Silver) issues will only be addressed at the Defra daily Exercise Direction Group and National Disease Control Centre.

Operational (Bronze) decisions are devolved (in the main) to the Local Disease Control Centre under the control of the Regional Operations Director.

##### **Structures**

The key structures are outlined below: -

## **National Disease Control Centre**

*N.B. Further detail will be added to this section and to Annex C.*

### **Creation of the National Disease Control Centre (See Annex H)**

The National Disease Control Centre (NDCC) 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.

### **Role of the National Disease Control Centre**

The NDCC receives information on suspected cases and provides 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 NDCC owns the Disease Control System (DCS) as the central information database and is responsible for ensuring the accuracy and integrity of the data. The NDCC provides veterinary field staff with direct access to senior SVS management and policy makers.

The NDCC is modelled on the structure of a military operations room and is composed of a number of 'cells', each with clear operational responsibility. 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, agree the application of tactical instructions from the Daily Emergency Direction Group and to create an 'all-informed network'.

'Birdtable' meetings are arranged around a map table showing details of infected premises. They are short, outcome-focussed briefing meetings where key personnel stand around the table and give account of their logistical problems and progress against them. These meetings are not intended for policy development (that is for the Strategy Board). Initially, it is likely that they will be held thrice daily (07.30, 12.00, 19.00) seven days a week.

The NDCC will commission daily situation reports (sitreps) from LDCCs using the format at Annex D. The Statistics Cell will be required to produce a management information report for circulation to the Government Co-ordination Committee and Defra's Emergency Direction Group and Strategy Board members at the end of each day. The report will contain key statistics on progress against control targets and other points requiring strategic and tactical decisions and policy development.

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

## DEVOLVED ADMINISTRATIONS

Defra, the Welsh Assembly Government and the Scottish Executive have produced individual Contingency Plans outlining their responses to a disease outbreak. Whilst specific to their own institutional arrangements, the plans are mutually complementary. In the event of a suspected or confirmed case of disease, Defra, SEERAD NAWAD and DARDNI will ensure close liaison in order to co-ordinate the emergency response process and news releases.

### Scotland

Certain of the policies and procedures set out in this Contingency Plan will be different in Scotland. SEERAD have published their own draft Contingency Plan

(<http://www.scotland.gov.uk/consultations/agriculture/fmdcontingency.pdf>).

This sets 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 CVO (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 CVO (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 NDCC 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 CVO (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. Deployment of the Armed Forces depends upon authorisation by a MOD Minister, following a request by either the Scottish Executive or Defra.

In England, an NDCC would be set up in Page Street to co-ordinate GB disease control operations.

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Wales

In Wales, though the key ingredients of this Contingency Plan will apply, a separate plan is being prepared for Wales by the Welsh Assembly Government, which will include the following :

- ACVO (Wales) and the Head of Common Agriculture Policy Management (Wales) should be notified immediately of any outbreak of disease anywhere in GB;
- 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 NDCC (and COBR);
- ensure that Welsh Assembly Government Ministers are separately advised and can institute action in Wales relevant to local circumstances to manage the outbreak locally. Additional responsibilities will be applied to the Regional Operations Director role to reflect the central strategic role the Assembly will carry out under s41 of the Government in Wales Act 1998. His title will be Operations Director (Wales) (OD(W));
- the OD(W) will operate with the advice of the Assistant Chief Veterinary Officer (Wales);
- on the first indication of disease the OD(W) will establish the Welsh Co-ordination Centre in Cardiff, which will provide strategic support;
- provide the main source of communication between relevant agriculture departments and key stakeholders and media in Wales;
- various Groups will be established within the Assembly to advise ministers on a variety of policy issues such as access, economic impact and human health;
- recognise the Assembly Government's responsibilities for secondary legislation;

## Annex B

### Roles at Strategic (GOLD) Level

#### Permanent Secretary - *Gold Commander*

- Ultimate responsibility for all strategic decisions taken within Defra
- As Chairman of the Management Board establish Departmental priorities, achieve clarity of impact on other Departmental business and give clear leadership,
- As Departmental Accounting Officer, and in liaison with the Director of Finance, ensure that appropriate financial and audit procedures are in place,
- Take an outward-facing role to engage Number 10 and other Permanent Secretaries, particularly Cabinet Office regarding the Government Co-ordination Committee and HM Treasury. Issues likely to be: augmenting staff resources from OGD pool, communication with OGD partners and Ministers, response to EFRA and Treasury Select Committees,
- Horizon scan for wider governmental issues,
- Attend morning NDCC Birdtable (07.30)
- Attend Government Co-ordination Committee (09.00 – as necessary, Chair: Cabinet Office *or* DG OSD, Secretariat: CCS),
- Attend daily Communications Meeting (10.00 – 10.30) and ensure that the Secretary of State, Ministers and Number 10 are regularly briefed.
- Chair Defra Strategy Board (15.00, as necessary), ensuring the meeting focuses on strategic outcomes
- Appoint deputies (at least DG Operations and Service Delivery)

#### DG Operations & Service Delivery

- Ensure that notification of a confirmed outbreak is cascaded down to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play (e.g. Heads of Professions) understand their roles and the need for a rapid reaction to support the control effort.
- Establish strategic delivery priorities
- Engage other Directors General and Other Government Departments (particular responsibility for engaging Civil contingencies Secretariat and Armed Forces support), Issues likely to be: Augmentation of Defra staff from OGD pool and elsewhere, Calling in the Armed Forces (in liaison with MOD Home & Special Forces Secretariat – see contact list at Annex E)
- Ensure Local Authority engagement through Local Government Association and LACORS.
- Strategic Liaison with Government Offices in the Regions
- Horizon scan for strategic issues
- Attend morning NDCC Birdtable (07.30)

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- Chair daily Defra Emergency Direction Group (08.15), ensuring the meeting focuses on Tactical outcomes
- Attend Government Co-ordination Committee (09.00, Chair: Cabinet Office *or DG OSD*, Secretariat: CCS),
- Attend daily Communications Meeting (10.00 – 10.30)
- Deputise for Permanent Secretary at regular Strategy Board meetings (15.00 as necessary),
- Appoint deputies

### Chief Veterinary Officer

- Responsible for confirmation of disease in first case
- Head of State Veterinary Profession – increased liaison with RCVS, BVA,
- Establish and Chair Animal Disease Policy Group (N.B. this is separate from Science Group) to devise/refine disease control policies, horizon scan and inform development of strategies at Government Co-ordination Committee (09.00)
- Ensure that notification of a confirmed outbreak is cascaded down key staff as outlined in Section 2 of this plan, and also to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play understand the need for a rapid reaction to support the control effort
- Attend morning NDCC Birdtable (07.30)
- Attend Government Co-ordination Committee (09.00)
- Attend daily Communications Meeting (10.00 – 10.30)
- Brief media (11.00 – 11.30)
- Attend regular Defra Strategy Board (15.00 as necessary)
- Attend Stakeholder Group (once per week) *or send deputy*
- Appoint deputies

### DEFRA Chief Scientist

- Establish and Chair Science Group to inform and challenge development of strategies at Government Co-ordination Committee (N.B. this is separate from Animal Disease Policy Group)
- Horizon scan for strategic issues
- Ensure that notification of a confirmed outbreak is cascaded down to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play understand the need for a rapid reaction to support the control effort
- Attend morning NDCC Birdtable (07.30)
- Attend Government Co-ordination Committee (09.00)
- Attend daily Communications Meeting (10.00 – 10.30)
- Brief media (11.00 – 11.30)
- Attend regular Defra Strategy Board (15.00 as necessary)
- Attend Stakeholder Group (once per week) *or send deputy*
- Appoint deputies

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

### Director Legal Services A / DG Legal Services

- Provide Legal advice to the Defra Strategy Board and the Government Co-ordination Committee
- Ensure that notification of a confirmed outbreak is cascaded down to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play understand the need for a rapid reaction to support the control effort
- Ensure that there are sufficient legal staff to meet emerging needs
- Ensure that there is a lawyer posted (on a rota basis) to the National Disease Control Centre at its inception
- Horizon scan for strategic issues
- Attend morning NDCC Birdtable (07.30)
- Attend daily Defra Emergency Direction Group (08.15)
- [DG Legal Services to attend Government Co-ordination Committee (09.00)if necessary]
- Attend regular Defra Strategy Board (15.00 as necessary)

### DG Land Use and Rural Affairs

- Ensure that notification of a confirmed outbreak is cascaded down to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play understand the need for a rapid reaction to support the control effort
- Ensure that the Countryside Agency is briefed and invited to attend Government Co-ordination Committee [and Strategy Board] and provide a representative within the National Disease Control Centre
- Horizon scan for strategic issues
- Establish and Chair Rural Issues Group to horizon scan and develop policies to inform development of strategies at Government Co-ordination Committee and Defra Strategy Board,
- Review procedures for information gathering from rural stakeholders with the aim to ensure close stakeholder liaison and adequate feedback to Government Co-ordination Committee and Defra Strategy Board
- Attend morning NDCC Birdtable (07.30)
- Attend Government Co-ordination Committee when required (09.00)
- Attend regular stakeholder meeting
- Attend regular Defra Strategy Board (15.00 as necessary)
- Appoint deputies

### Other DGs

- Ensure that notification of a confirmed outbreak is cascaded down to Heads of Division level within the Directorate General without delay and that those HODs with key roles to play (e.g. Heads of Professions) understand the need for a rapid reaction to support the control effort
- Attend regular Defra Strategy Board (15.00 as necessary)
- Appoint deputies

# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Director SVS – **Silver Commander**

- **Director of Disease Operations,**
- Establish National Disease Control Centre (NDCC):-
  - appoint deputies (see Joint Deputy Directors of NDCC)
  - notify NDCC Heads of Teams
  - ensure that contingency arrangements are enacted
- Attend NDCC Birdtables (especially 07.30 for briefing)
- Attend and brief daily Defra Emergency Direction Group (08.15)
- Ensure that clear instructions are produced from Emergency Direction Group for dissemination to NDCC and LDCC(s)
- Attend and brief Government Co-ordination Committee (09.00)
- Chair daily conference call with RODs (14.00) *or send deputy*
- [Attend and brief regular Defra Strategy Board (15.00 as necessary)]
- Horizon scan for tactical issues
- Attend Stakeholder Group (suggested once per week) *or send deputy*
- Responsible for Health and Safety issues in all disease control and clear-up operations.

## Director Vet Policy

- Notify members of the Animal Disease Policy Group
- Attend Animal Disease Policy Group
- European Union SVC and OIE liaison
- Liaison with industry and other stakeholders over policy development
- Deputise for CVO at Defra Emergency Direction Group (08.15), and if necessary at Government Co-ordination Committee (09.00) and Animal Disease Policy Group
- Attend NDCC Birdtables (where possible but especially 07.30 for briefing)
- Attend and brief daily Defra Emergency Direction Group (08.15)
- Attend and brief regular Defra Strategy Board (15.00 as necessary)
- Horizon scan for tactical issues
- Attend Stakeholder Group (once per week) *or send deputy*
- Appoint deputies

## Director Animal Health & Welfare

- Liaison with industry and other stakeholders over policy development
- European Commission liaison
- Deputise for CVO at Defra Emergency Direction Group (08.15), and if necessary at Defra Strategy Board and Animal Disease Policy Group
- Attend NDCC Birdtables (where possible but especially 07.30 for briefing)
- Attend and brief daily Defra Emergency Direction Group (08.15)
- Attend and brief regular Defra Strategy Board (15.00 as necessary)
- Horizon scan for tactical issues
- Attend Stakeholder Group (once per week) *or send deputy*

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- Appoint deputies

### Director Communications

- Organise and chair teleconference upon notification of initial case of suspect/confirmed disease
- Establish national communications hub in NDCC and working with RODs/ DVMs set up regional/divisional communications presence in local disease control centres (LDCC)
- Engage GNN and GICS
- Horizon scan for tactical issues
- Ensure that internal communications actions are taken to keep all Defra staff informed
- Establish appropriate media briefing at national and local levels;
- Attend NDCC Birdtables (where possible but especially 07.30 for briefing)
- Attend Government Co-ordination Committee (09.00 – 10.00)
- Chair daily Communications meeting (10.00 – 10.30)
- Provide Media briefing (with CVO and CSA) at 11.00 every day
- Attend and brief regular Defra Strategy Board (15.00 as necessary)
- Attend Stakeholder Group (once per week) *or send deputy*
- Review communications protocols on a regular basis
- Appoint deputies

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

### Finance Director

- Appoint Finance Director to NDCC and Finance Managers to LDCC(s)
- Appoint team to impose financial control and audit procedures at all levels
- Liaise with HM Treasury and National Audit Office
- Submit a regular Finance Report to the Strategy Board [and Government Co-ordination Committee]
- Attend morning NDCC Birdtable (07.30)
- Attend and brief daily Defra Emergency Direction Group (08.15)
- Attend and brief regular Defra Strategy Board (15.00 as necessary)
- Horizon scan for strategic and tactical issues
- Appoint deputies

### Other Relevant Directors (as required)

- Attend morning NDCC Birdtable (07.30)
- Attend and brief daily Defra Emergency Direction Group (08.15 – 08.45) or Communications Meeting (10.00 – 10.30) if necessary
- Brief Directors General for the Government Co-ordination Committee (09.00) [and Strategy Board] if necessary
- Appoint deputies

## Annex C

**Job Descriptions at Tactical (SILVER) Level***N.B. Further Roles and Job Descriptions will be added shortly***Example:**

<b>HEAD OF CLEANSING AND DISINFECTION (C&amp;D) CELL – National Disease Control Centre (NDCC)</b>	
<b>NAME</b>	<b>GRADE 7</b>
<b>AIM:</b>	
<ul style="list-style-type: none"> <li>Responsible for all cleansing &amp; disinfection activity in the regions to ensure that it is carried out in accordance with current policy</li> </ul>	
<b>RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>Provide advice to regional DCCs on all aspects of the cleansing and disinfection process for infected premises including the treatment of slurry, foodstuffs, dilapidated buildings etc. and ensure consistency of understanding and implementation of cleansing and disinfection policy.</li> <li>Deciding whether secondary cleansing and disinfection should take place on individual premises.</li> <li>Provide advice on implementation of Biosecurity protocols.</li> <li>Provide advice on financial issues arising from cleansing and disinfection and ensuring that financial targets are met.</li> </ul>	
<b>REPORTING TO:</b>	
<ul style="list-style-type: none"> <li>Joint Deputy Director FMD Operations – Head of Non-Veterinary Operations</li> </ul>	
<b>COMMUNICATION/LIAISON:</b>	
<ul style="list-style-type: none"> <li>DVMs</li> <li>RODs/DOMs</li> <li>Head of FMD Finance</li> <li>Head of Procurement Cell</li> <li>Team Managers within the NDCC</li> <li>Veterinary, Animal Health and Welfare, Environment and Rural Affairs Policy Divisions</li> <li>Other Team Managers within National Disease Control Centre (NDCC)</li> <li>OGDs and Stakeholders</li> </ul>	
<b>SKILLS/REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Practically minded</li> <li>Drafting skills</li> </ul>	

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

INITIAL TASKS	INSTRUCTION
Contact Policy lead and Veterinary Exotic Diseases Team.	Please see hyperlink <a href="http://intranet/fmd/contactsjcc.htm">http://intranet/fmd/contactsjcc.htm</a> - Policy To contact details [to clarify the policy on cleansing and disinfection].
Ensure instructions on cleansing and disinfection are issued to the field.	Develop and draft instructions In liaison with Briefing Unit, based on current policy, for them to issue to the field.
Ensure consistency of understanding and consistency of implementation of cleansing and disinfection policy across the country.	Liase and co-ordinate with NDCC and the regional offices. See hyperlink to L:drive providing regional C&D contacts. [see Chapter 3]
Ensure the C&D policy and methods of implementation are communicated to other interested parties (i.e. farmers and stakeholders).	In liaison with Briefing Unit, develop communications to be distributed and placed on the website.
Ensure that accurate figures on C&D costs are identified and published.	Liase with FMD Finance, Procurement, regional C&D contacts and Briefing Unit and publish on website. Liase with Head of Stats cell to produce management information report.

**FMD DAILY SITREP**

<b>LDCC:</b>	<b>DATE:</b>
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<b>ROD</b>	<b>Tel no.</b>	<b>Mobile No.</b>	<b>e-mail</b>

**1. General comments on operation in LDCC Area (for completion by ROD)**

**2. Issues for attention.**

**a) Policy issues**

**b) Operational issues e.g vaccination, slaughter, disposal**

**c) Resource issues:**

**Staff**

**Accommodation**

**Other resources**

**d) Communications issues:**

**Internal**

**External**

## 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]  
***N.B. Contact details are not included here as they are not for circulation outside Defra / NDCC***

**IT IS EXPECTED THAT ALL DIRECTORS WILL CASCADE THE INFORMATION TO THEIR MEMBERS OF STAFF**

### **For Notification by Head of AMED Policy Division:**

All Defra Ministers and Special Advisers

Defra Permanent Secretary

Defra Director General: Operations and Service Delivery

Defra Director: Legal Services A

Defra Chief Scientist

Defra Director General: Environmental Protection

Defra Director General: Food, Farming and Fisheries

Defra Director General: Land Use and Rural Affairs

Defra Director: Finance, Planning and Resources

Defra Director: Corporate Services

Defra Director: Communications

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

Office of Science & Technology – Chief Scientific Adviser

Cabinet Office – Permanent Secretary

HM Treasury - EFRA

SEERAD

WAGAD

DARDNI

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

National Farmers Union

Tenant Farmers Association

Country Land and Business Association

Local Authorities Co-ordinators of Regulatory Services

Meat and Livestock Commission

Central Association of Agricultural Valuers

Food Standards Agency

The Countryside Agency

English Nature

### **For Notification by DCVO (Policy)**

European Commission

Office International des Epizooties (OIE)

Royal College of Veterinary Surgeons

British Veterinary Association

Royal Society for the Prevention of Cruelty to Animals

### **For Notification by Head of SVS Contingency Planning Division:**

Defra Director: Environment Quality & Waste

Defra Director: Rural Economies & Communities

Defra Director: e-Business

Defra BEMD Emergencies Unit

HVS's and DVMs

Rural Development Service ( Head and Regional Managers)

Rural Payments Agency

Environment Agency

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Government Offices in the Regions: Directors and Rural Directors

Cabinet Office Civil Contingencies Secretariat

Cabinet Office Regional Co-ordination Unit

Cabinet Office Economic and Domestic Affairs Secretariat

Cabinet Office European Secretariat

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,

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

Local Government Association

Licensed Animal Slaughterers and Salvage Association (LASSA)

UK Renderers Association

Environmental Services Association

Freight Transport Association

**2. Defra National Disease Control Centre Contact List**

***N.B. List not for circulation outside Defra / NDCC***

**REGIONAL OPERATIONS DIRECTORS  
EMERGENCY CONTACT DETAILS**

***Not for Circulation outside Defra***

## COMMUNICATIONS

### ACTION BY COMMUNICATIONS DIRECTORATE

#### COMMUNICATIONS WORKSTREAM

##### - ON NOTIFICATION OF SUSPICION

##### **CVO, or nominated representative, to alert Communications Division:**

In office hours approach one of the following in this order:

Director of Communications, Head of News, Chief Press Officer (Food and Farming), Animal Health Desk.

Out of hours (before 8.30am, after 18.30 pm and weekends), one of the following:

Duty Press Officer (via duty room on XXXXXXXXXXXX)

Director of Communications, Head of News, Chief Press Officer (Food and Farming), Animal Health Desk (phone numbers via duty room)

##### **Director of Communication and Chief Press Officer (F and F) to ensure:**

- Immediate alert of various parts of CD command including website, helpline, publicity branch, briefing unit, library, Internal Communications Unit and Communications Planning Unit; then No 10 press office, Media Monitoring Unit, Strategic Communications Unit and the News Co-ordination Centre.
- Reference to Communications Protocol: Animal Disease and its procedures for transmitting information both internally and externally
- Deployment of press officers in national press office to deal with influx of calls;
- Identification of press officer(s) to be sent to the region(s) to provide support additional to local Government News Network;
- Consideration with Ministers, officials and No10 Press Office of the need for a press notice, Ministerial availability for interview; and possible requirement for briefing of media
- If there is a 5mile (8km) movement restriction zone around the suspicious case, Chief Press Officer (Food and Farming) to liaise with AHWD and Ministers the terms of a press notice to be issued nationally and locally as quickly as possible.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

**Chief Press Officer (Food and Farming)** to ensure this release is put on the website, externally and internally, simultaneously. (Head of Internal Communications responsible for ensuring all Defra staff are kept fully informed of developments).

- **Director of Communications** to identify broadcast spokesperson at national level and liaise with **GNN** spokesperson at local level.

- Communication with Director of GNN Regional Network (as appropriate), GNN Defra lead Director and GNN office covering relevant areas)

**Local Government News Network: GNN Regional Director** to assist DVM with local media handling support, in liaison with Briefing Unit to prepare "holding" line to take for local media; consider need to hold briefing for local media. The **GNN** should organise and accompany the local spokesperson and provide a 24 hour contact point for local media.

**Briefing Unit:** In liaison with AHWD prepare "holding" lines to take for national media, Ministers, No10 and for use with stakeholders; collate, revise and update existing data, lines to take, briefing and q and a material. Prepare for the possible need to relocate staff to form nucleus of a communications hub in the NDCC, if set up.

**Library: Chief Librarian** to be alerted so that the Library service can support the press and briefing units with factual and contextual information to ensure information is being made available to other parts of the Department. The Library holds a wealth of information on previous outbreaks and inquiry reports etc. as well as access to a number of electronic current awareness services.

**Website:** Staff from CD New Media Team to liaise with AHWD website staff to prepare immediate public information for the website as appropriate and consider how a clearly labelled and signposted site could be ready for use immediately should FMD be confirmed.

**Publicity branch: Head of Publicity** to ensure branch is standing by to update and prepare printed/audio visual material as appropriate.

**Helpline:** to prepare for intense public interest, identifying staff resources, supplementary helplines and briefing needs.

**News Co-ordination Centre:** to stand ready to alert other Government Press Offices and co-ordinate OGD briefing as appropriate.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

### **STAFFING ISSUES:**

#### **Chief Press Officer (Food and Farming)**

Consider what resources could be made available to deal with a confirmed outbreak. These might involve extra press offices to run a 7 day a week shift system. Consider the accommodation implications of an increase in personnel.

Need to consider the clerical support arrangements and the possible need for agency staff to provide transcription services for media briefings, telephone answering and administrative assistance to relieve information professionals from routine tasks.

Consider the need for support at his level to help co-ordinate and run the office through 24/7.

### **ON NOTIFICATION OF CONFIRMATION**

**Director of Communications and Chief Press Officer (Food and Farming)** to liaise with Ministers, CVO, AHWD over the arrangements for early briefing of the press and issue of press notices nationally and locally.

**Director of Communications** to ensure:

- Directorate works closely with Private Offices, policy and operational colleagues, OGD, No 10 and Environment Agency press offices to ensure that stakeholders, the public, the media and other interested parties are kept informed of overall objectives, means and progress of action.
- close working between the different CD workstreams, including press, publicity, website, briefing unit and helpline.

#### **Chief Press Officer (Food and Farming)**

- to re-deploy press officers to support animal health desk and take an overview of staffing needs (putting in an early bid for help from OGDs as appropriate);
- make arrangements to staff the office from 6am – 11.30pm including use of shift system (other Government departments can help staff from 6am - 9.30am and from 6pm – 11pm); prepare for weekend office cover, probably between 8am – 8pm;
- to confirm with GNN deployment of regional press office support, to allocate central press office support to region(s);
- ensure the transcription of press briefings and dissemination of interview transcripts.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

**Local Government News Network: GNN Regional Director** to draft in extra press officers to work with LDCCs in regional "Communications Cells", ensuring close liaison with the HQ Communications Hub and Defra HQ Press Office. Establish systematic briefing of local and regional media and contribute toward stakeholder communication efforts. Deal with media bids for interviews and prepare DVMs/RODs for interview.

**Briefing and Knowledge Network Unit:** Once the decision has been taken to set up the NDCC and LDCC(s), a 'hub and spoke' system of information exchange with a central hub at HQ and communications "cells" in the regions would be set up taking Briefing Unit staff as core staffing.

This system would from then on handle the flow of guidance on policies, operational instructions and advice from the centre to the regions and the flow back to the centre of information on operations, local impacts etc from the regional cells.

### **Hub**

Staff from the Briefing Unit will immediately form the core of a multi-disciplinary "Communications Hub" co-located with the NDCC and would work closely with veterinary experts and others as appropriate.

### **Regional communications "cells"**

In conjunction with the Director of Communications and local GNN staff, DVMs/RODs will make arrangements within their LDCC for the establishment of a dedicated communications cell which would include local GNN staff relocating to the LDCC. .

**DOM** to oversee the LDCC Communications cell which would be responsible for all internal, operational and external communications including local media handling and arrangements for local stakeholder briefings.

The regional communications cells would ensure that stakeholders, front line staff and the local media are kept fully informed and be the main information source for local technical headlines if set up. The cells would also feed back to the central hub, details of local activity and intelligence, taking a role in local stakeholder meetings and co-ordinating briefing information for local media interviews etc.

- running daily meetings to brief and consult key stakeholders (NFU, LAs, EA) on developments (usually led by DVM or ROD)
- handling all local media inquiries, dealing with interview "bids" (arranging media interviews with ROD or DVM).
- equipping, staffing and briefing the local Animal Health Helpline.
- dealing with incoming correspondence from the public and MPs.

### **Two way communications**

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Information would travel between the HQ 'hub' and regional communications centres by a variety of means, including Defra's Knowledge Network, email and the departmental intranet.

**Library: Chief Librarian** to ensure that information is made available to CD and wider Department as required.

**Website: Webmaster** to ensure 24/7 availability in conjunction with AHWD web co-ordinator; to consider increasing staffing levels and ensure that the design of webpages makes site accessible and easy to navigate.

**Publicity branch: Head of Publicity** (in conjunction with the Communications Hub and Policy) to prepare and implement a paid publicity strategy for communication directly with stakeholders and interested parties.

**Helpline:** The general Helpline will work with the BCMS Helpline to set up a dedicated FMD (or animal disease) Helpline to be manned by BCMS staff. This will be monitored over a 48 hour period. If the service is overwhelmed it will be outsourced within 24 hours using a private company with BT acting as the outsource management. There will be flexibility within the outsourced arrangement to move to 24/7 cover, if required.

**News Co-ordination Centre:** to seek advice from Defra on likely implications for other government and stand ready to co-ordinate OGD briefing as appropriate.

**Head of Defra's Internal Communications Team:** to ensure effective means of communicating with all Defra personnel (to ensure that those not directly involved are kept informed.) To set up the necessary crisis communications systems for use by Communications Hubs and Regional Cells. These are expected to include the necessary infrastructure to facilitate mass text messaging (text blasting) and initiate telecoms contracts to provide recorded message updates.

To oversee (in conjunction with personnel teams in NDCC and LDCCs) a crisis contacts database to include details of all those involved in dealing with the outbreak (including non-Defra staff).(email details, mobile phone numbers, roles etc.)

**Media Monitoring Unit** to play a full supporting role in conjunction with NCC

**Director of Communications and Head of News** to ensure early daily assessment of likely media developments, briefing and activity needs.

### STAKEHOLDER INVOLVEMENT

Constant and timely involvement of stakeholders is an integral part of the communications picture. This must be pro-actively pursued at national and local level.

#### ***National***

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Key stakeholders will be invited to send a representative to the NDCC to participate in 'birdtable' meetings and provide input to policy, strategy and tactical development. Regular stakeholder meetings will be held, chaired by a senior official or minister.

### ***Regional***

DVM or ROD will usually lead stakeholder meetings, with briefing and co-ordination being handled by the LDCC Communications manager

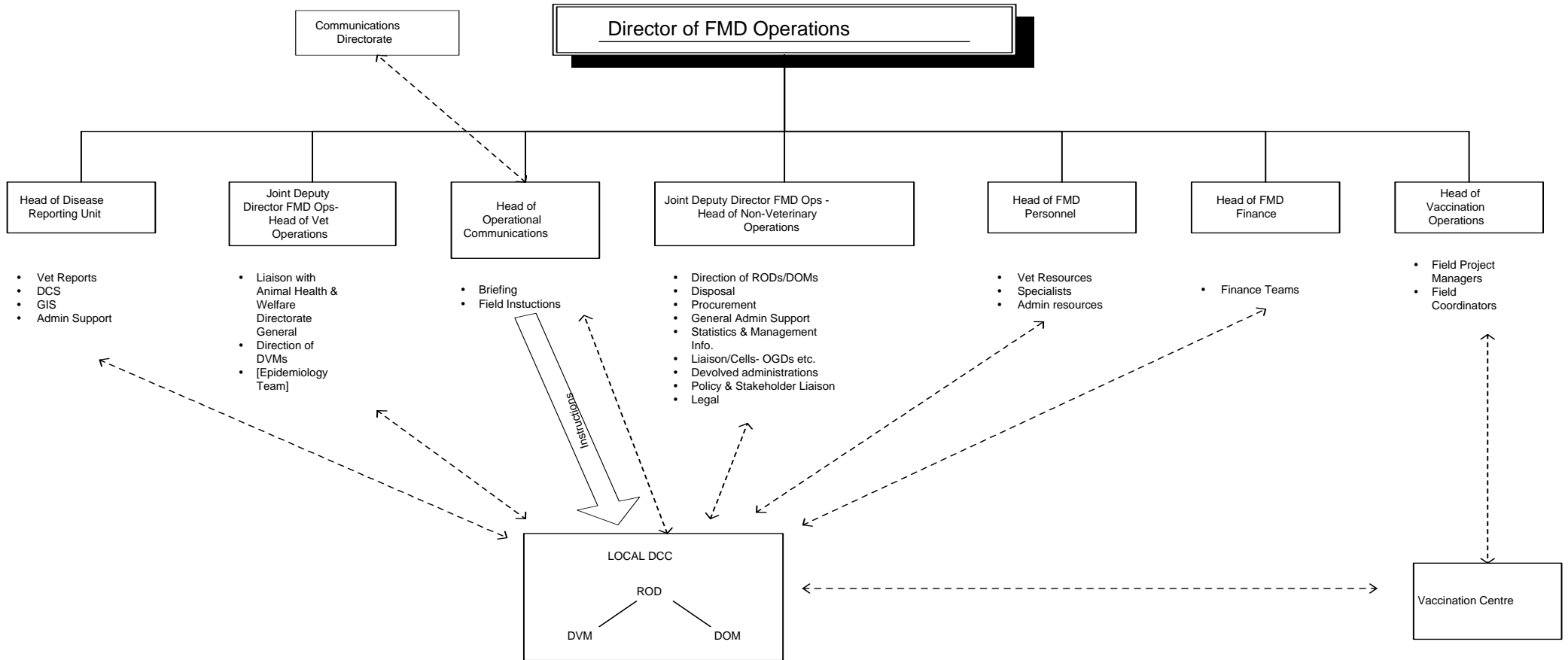


# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

## Structures of NDCC and LDCC

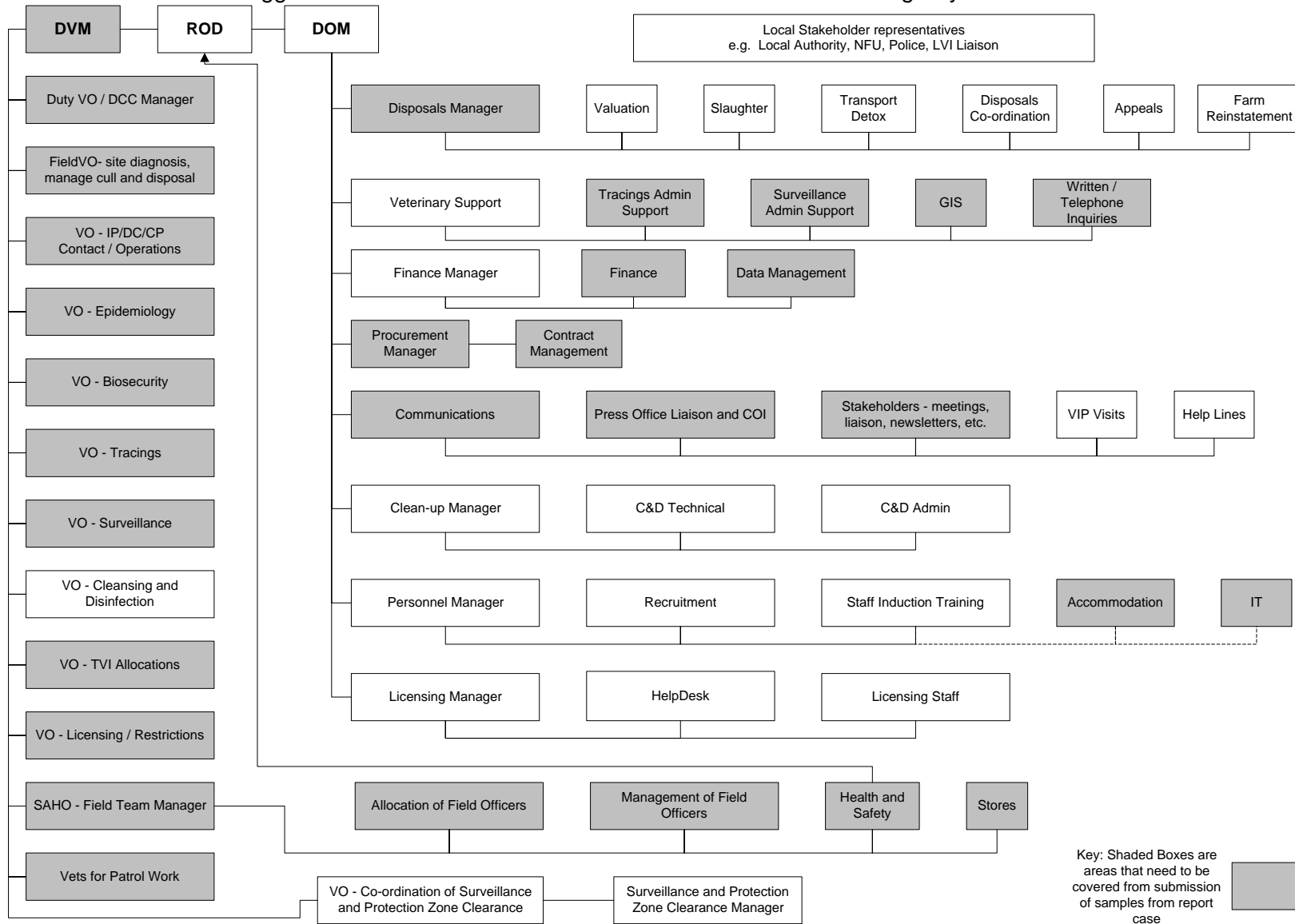
## Annex H

### STRUCTURE OF NATIONAL DISEASE CONTROL CENTRE



# DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

Suggested structure of Divisional Disease Control Centre showing Key Work Areas



**VETERINARY RISK ASSESSMENT  
AND PROTOCOL FOR RIGHTS OF WAY CLOSURE**

*N.B. The Protocol for Rights of Way Closure is currently being drafted and will be added shortly.*

**Veterinary Risk Assessment No.4 (revised January 2002)**

**What is the risk of causing new outbreaks of FMD if footpaths are open to the public?**

**1. Summary of Risk Assessment**

Although all counties in Great Britain are classified as FMD free, it would be prudent to guard against the reoccurrence of disease from an undisclosed disease in a remote flock of sheep or from residual infection on premises, which have not yet completed full cleansing and disinfection, or from a further introduction of disease into country. If FMD infection is still present in Great Britain, there is a risk that walkers using footpaths could cause new outbreaks. Infection may result from contaminated persons or accompanying animals arriving at the footpath and subsequently passing on infection to livestock or by persons or accompanying animals becoming contaminated while using the footpath and passing infection to livestock then or at a later time.

The factors considered to be most responsible for increasing this risk are:

- contact with infected premises or premises where animals have been exposed to the risk of infection prior to arrival at footpaths
- contact with livestock prior to arrival at footpaths
- failure to disinfect footwear prior to arrival at footpaths
- proximity of the footpath to livestock areas, including infected premises and premises where animals have been exposed to the risk of infection
- presence of accompanying animals
- failure to limit access for persons or accompanying animals from footpaths to livestock areas failure to limit access by livestock to footpaths, resulting in deposits of faeces, urine, milk etc.
- contact with livestock while in locality of footpaths
- contact with surroundings (including pasture and foliage) while in locality of footpath
- meteorological and environment conditions which influence virus survival

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- failure to disinfect footwear after leaving locality of footpaths
- contact with livestock after leaving locality of footpaths
- contact with surroundings (including pasture and foliage) after leaving locality of footpath

Of these, the major factors are:

- proximity of the footpath to livestock areas, including infected premises and premises where animals have been exposed to the risk of infection
- contact with livestock prior to arrival at footpaths
- contact with livestock while in locality of footpaths
- contact with livestock after leaving locality of footpaths
- failure to limit access for livestock to footpaths, resulting in deposits of faeces, urine, milk etc.

### **2. Summary of Risk Management options**

This section identifies ways in which the risks that have been identified can be managed, taking no account of whether the management options are practical or proportionate to the level of risk. Theoretical risk management options include:-

- i. Closing all footpaths over land which may be grazed by livestock, making public access a criminal offence.
- ii. Closing footpaths only in areas where the risk of FMD virus being present is greatest
- iii. Preventing or discouraging access by those who keep or handle susceptible livestock in the course of their work, and so are most likely to have been exposed to and contaminated by FMD virus.
- iv. Permitting access but encouraging the public to wear clean clothing and footwear so that they do not introduce infection to an area; to avoid walking amongst livestock, and, in particular, NEVER to handle or touch animals, and to use any disinfectant footbaths or pads which the landowner may choose to provide.
- (v) Regulating access in accordance with the likelihood that infected animals or their products may be encountered. The risks are greatest on Form A and Form D premises, but entry and exit to and from these are already controlled by statute. Elsewhere the risk diminishes with distance as follows: -

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- within a Restricted Infected Area
- within 3km of an Infected Premises in an Infected Area
- within an Infected Area
- within a "High-Risk" county in a Controlled Area
- within an "At Risk county" in a Controlled Area
- within an "FMD free county" in a Controlled Area
- where no FMD controls are in force.

In addition to geographical factors, risk may diminish with time. Virus viability on pasture is limited and is dependent on meteorological conditions.

### 3. Recommended action

- i. FMD virus may be introduced to previously uninfected premises in many ways: by airborne spread; by the movement of infected animals, feed or bedding; and by the movement of people or equipment contaminated with the virus. Transmission by people has been recorded on many occasions, but those responsible have generally had close contact with animals on infected, and then on uninfected, premises. It is theoretically possible that walkers who had not had direct contact with Infected Animals could carry infection to previously uninfected animals, although there is no evidence that this has actually happened and the risk, if any, is small in comparison to other transmission risks.
- ii. Even small risks can be further diminished by appropriate action, but the cost may outweigh the benefit. There is a balance to be struck between the need to control FMD and the damage that controls do to other important industries, such as tourism. Draconian action may be unnecessary and inappropriate, particularly if universally applied.
- iii. There is no veterinary justification for closing all footpaths and preventing all public access to land. A more measured response, which takes account of both public perception and of the real risk, is required. The latter is the product of many factors, including the prevalence of infection in an area, the presence or absence of susceptible livestock, and the density of the livestock if present.
- iv. Viable virus is most likely to be picked up on premises which have been recently infected or exposed to the risk of infection by human, animal, or animal product movement, or by proximity. Premises on which infection is suspected or has been confirmed, or on which animals have been exposed to the risk of infection, are subject to restrictions that prohibit entry or exit except under licence. Restrictions on individual premises may remain in force for many months, particularly on premises where full cleansing and disinfection is not carried out for any reason. The risk that walkers will come into contact with FMD virus on premises on which final cleansing and disinfection has been completed is vanishingly small, and even on premises where it has not, there is virtually no risk from walking on the land (as opposed to through yards or buildings) after a sufficient period of time has elapsed.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

v. Even on premises that are not subject to Form A or Form D restrictions, infection may be present but unrecognised. The risk is greatest in premises that were in Restricted Infected Areas (which are sometimes described as being subject to "blue box" restrictions), less in Infected Areas, much less in Controlled Areas, and least where Controlled Area restrictions are lifted.

vi. The whole of Great Britain is currently subject to Controlled Area controls. It is anticipated that many of these controls will be removed when the Controlled Area is lifted in February. Some controls will, however, continue to remain in place. Whatever the status of an area there is only a very small risk that walkers who have not recently handled or been in direct contact with susceptible livestock will introduce infection from elsewhere, or spread infection from one premises to another. The risk is greatest on land close to an Infected Premises on which FMD has recently been confirmed and diminishes with time. A high density of livestock increases the likelihood of contact between walkers and animals, and so increases any risk of transmission.

vii. The risk of further outbreaks of disease is much diminished since its peak of the epidemic at the end of March 2001, and virus survival during the summer months has been limited by warmer, drier weather, although cases continued to occur until 30 September, and there is a continuing small risk that they may still occur in future. Outbreaks of disease became more localised and all Infected Areas have been revoked, becoming part of a Controlled Area. Virus excretion may already have ceased although meteorological conditions will be more favourable to virus survival on pasture during the winter months.

viii. For as long as small risk of residual infection of FMD remains in Great Britain the single most effective method of reducing any risk posed by walkers is to ensure that they have not handled or been in contact with susceptible livestock before or during their visit. Enforcement of such a condition is not practicable but it is reasonable to suppose that most walkers will respect the interests of the community at large by taking precautions that will minimise the risk of spreading FMD.

ix. It is extremely unlikely that walkers will come into contact with viable FMD virus. The risk of transmission by walkers from one farm to another is therefore vanishingly small, but it is possible that infection may be introduced from elsewhere. At this stage of the epidemic the following action can be justified:

· Allow public access to all paths and rights of way, but publicise and seek the co-operation of walkers in observing the following precautions intended to protect the disease-free status of the area:

- start your walk wearing clean footwear and clothing;
- do not approach, touch or handle livestock;
- keep dogs on a lead wherever there are livestock;
- take any waste, including food, home; and
- use any disinfectant footpads or baths which the landowner provides.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

x. Even when area restrictions are lifted, individual premises may remain under restriction for much longer than is necessary to control the risk that walkers and ramblers may come into contact with viable virus and carry infection to other premises. Virus survival on land at any time of the year is unlikely to extend beyond the date when final cleansing and disinfection of the premises is completed or more than three months from the date of preliminary cleansing and disinfection if this is sooner.

xi. Entry to and exit from restricted premises is normally permissible only under licence but there is statutory provision for this requirement to be discontinued or modified. It is therefore feasible to allow footpaths on restricted premises to reopen whilst other restrictions (such as that which prevents restocking) remain in force.

xii. It is therefore recommended that:

- Footpaths and bridleways which only cross the land of restricted premises should be reopened as soon as the completion of final cleansing and disinfection has been certified. However, footpaths which pass through farmyards and buildings should be temporarily diverted, but if this cannot be done, they should remain closed until supervised restocking has been completed and restrictions lifted.
- If full cleansing and disinfection is being undertaken but has been delayed then footpaths and bridleways which cross the land only may be reopened 3 months after the preliminary cleansing and disinfection. However, footpaths which pass through farmyards and buildings should be temporarily diverted, but if this cannot be done, they should remain closed until supervised restocking has been completed and restrictions lifted.
- If full cleansing and disinfection is not being undertaken at all then footpaths and bridleways which cross the land only may be opened 3 months after the preliminary cleansing and disinfection. However, footpaths which pass through farmyards and buildings should be temporarily diverted, but if this cannot be done, they should remain closed until the restrictions are lifted.

## HEALTH AND SAFETY PLAN

### On suspicion of a FMD case (Amber Alert)

- The Head of the Veterinary Resource Division must inform the Departmental Health and Safety Manager
- The Departmental Health and Safety Manager (DHSM) will notify
  - 1) all competent safety professionals<sup>1</sup> working within Defra and its Agencies and
  - 2) the Chief Welfare Officer, requesting that they are on standby

### On confirmation of FMD (Red Alert)

- The Departmental Health and Safety Manager will allocate a safety professional(s) to be attached to each local LDCC. The name of this person will be passed to the relevant ROD, as will the contact details of the local welfare officer.
- DHSM will make contact with the NDCC and provide strategic safety advice and guidance to the Deputy Director of the NDCC
- The DHSM will inform the Chief Agricultural Inspector of the Health and Safety Executive of developments and will ensure liaison between Defra and HSE is undertaken at a national level.
- Depending on the scale of the outbreak the DHSM will arrange for assistance from external health and safety providers (*to be finalised*)
- The DHSM will ensure that relevant risk assessments and other documentation/arrangements necessary to comply with legislation are produced in relation to the work undertaken by Defra

### ROLE OF THE SAFETY PROFESSIONAL IN EACH LDCC

- To act as Health and Safety Adviser at the LDCC advising and assisting NDCC Managers to fulfil their H&S responsibilities
- To provide a contact / liaison point for H&S issues between the local LDCC and national NDCC.
- To liaise with the Departmental Health and Safety Manager and other safety professionals as necessary to ensure parity of approach for H&S issues across the Dept.

### Job Functions of the Safety Adviser within the LDCC

The safety adviser attached to each LDCC will

- ensure that health and safety office is established with all necessary facilities including telephone and PC Communications links, files, documentation and dedicated administrative support
- establish lines of communication with NDCC via head of DHSU (or other nominated safety professional in NDCC), with H&S professionals in other LDCCs, with local HSE, and with H&S persons in other organisations working with or under contract to Defra relevant to the locality of work.

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<sup>1</sup> those individuals who are employed by the Department as full time safety advisors and are members of the Institution of Occupational Safety and Health (IOSH)

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- establish a Health & Safety team within the locality, based on risk (numbers will depend on size of emergency within any particular LDCC) drawn from local staff with appropriate experience or from register of available persons with H&S expertise. Any shortfall in numbers of available staff will be identified by the safety professional, who will inform DHSU
- provide **basic training** to others to enable the health and safety team to function appropriately
- undertake **safety briefings for all staff from day one** and ensure that these are done on a sufficiently regular basis so that all are briefed on health and safety issues, relevant to the risk, before starting work. Records must be kept of those staff attending briefings
- organise and deliver under national guidelines (to be agreed via DHSU) more in depth **training and safety briefings for managers and specialist groups locally** e.g. Slaughter teams, C&D teams, Bleeding teams and, if necessary, outside bodies which may include contractors representatives and military personnel.
- ensure that basic health and safety **information packs** and other local documentation are kept up to date and include centrally issued information and are available / issued to all staff that need them. and as far as possible records are kept of those staff issued with the documents
- ensure that there is **health and safety documentation** relevant for each premises and that all safety reports, records and information are filed appropriately.
- ensure **visits to premises** are undertaken by the local safety team to carry out preliminary inspections,
- monitor compliance of health and safety procedures and assist and advise managers on appropriate safety requirements relevant to the risk.
- attend **management meetings /briefing and debriefing sessions** and ensure that Centre Managers and NDCC ( via DHSU) are kept informed and advised on current and anticipated H&S issues and problem areas.
- monitor and assess the **requirements for additional health & safety support** as situations develop/risk increases and ensure NDCC (via DHSU) are kept appraised.
- ensure that the Departmental system for **reporting and recording accidents** is in place and that all staff are aware of accident reporting procedures and accidents are reported appropriately.(see HASAN 1)
- Ensure that all **RIDDOR** accidents / incidents are reported to HSE in line with the requirements of the Regulations and Departmental policy (HASAN1)
- assist with **investigation of accidents and incidents** liaising with HSE and other outside bodies as necessary. Feed information back to NDCC via DHSU so that Risk Assessments and work practices can be reviewed and updated.

**PROCUREMENT GUIDANCE**

*To be added once finalised*

## BIOSECURITY ADVICE and GUIDANCE

### **Recommended precautions for anyone intending to enter farms, agricultural lands or associated premises.**

#### **Introduction**

**Biosecurity is a system of controls that will prevent or minimise the risk of introduction or spread of disease.**

The animal diseases we need to control, such as foot-and-mouth disease, are 'invisible risks' caused by viruses, bacteria or other micro-organisms. Biosecurity is the only defence against the potentially enormous damage that these micro-organisms can cause, as we have just seen with the foot-and-mouth disease epidemic.

Everyone associated with farm livestock, not just farmers, has a responsibility to keep the industry safe. Whether visiting farm premises markets or agricultural land you should observe (and be seen to observe) basic biosecurity precautions.

**You must bear in mind that there may be disease (not only FMD) present on the land, or carried by stock, that you are visiting.**

**You should ensure that you have the following equipment with you whenever you are visiting any farms or agricultural lands:**

- Water container (full)
- Adequate supply of an approved disinfectant and an accurate means of measuring for dilution.
- Sponge, brush, bucket, hand sprayer, supply of disposable suits, full waterproofs, wellington boots and a supply of clinical waste bags
- If you are intending to use large plant equipment on a regular basis on different agricultural premises then a pressure washer should be considered. This will not only save you time but will reduce the risk of removing any potential contamination from the premises.

**Regardless of the reason for your visit you should follow the basic rules set out below before entering any farms or agricultural lands:**

- Wear wellington boots (not leather).
- If handling stock, wear a waterproof jacket and trousers, (in hot weather the waterproof jacket may be substituted for a **disposable** paper suit

Or:

a protective **disposable** suit may be worn for non-animal contact farm visits.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- Wash or spray your boots and waterproofs before entering the premises. (using a hand or knapsack sprayer or footbath containing an approved disinfectant)
- Take only what is essential onto the premises or land. Whatever you take with you must be capable of being disinfected.
- Only in unavoidable circumstances should you drive your vehicle on to any farm or agricultural land.

### **On Exiting from a Farm, Market or Agricultural Land you should:**

- Remove all traces of organic matter from waterproofs, equipment, (this includes any vehicles) wellingtons and yourself.
- Disinfect and remove protective clothing at the gate or as close to the boundary of the farm or land as practicable.
- Wash wellingtons, waterproofs and equipment, including vehicles (always the wheels and wheel arches but also any other area with gross contamination) using an approved disinfectant.
- Place all items for disposal into a clinical waste bag, which should then be sealed for disposal.

### **On Return at the end of your day.**

- Dispose of any potentially contaminated waste in an approved manner- this may be by burning or by arrangement with an approved contractor.
- Check all equipment used that day is clean and free from any traces of organic matter, this includes your vehicle.
- Vehicles should be regularly cleaned inside and out to prevent any possible build up of contamination.
- Keep dirty and clean equipment separate inside your vehicle. One idea is to use the inside of the car for new and clean and the boot for dirty. By adopting this simple method you will reduce the risk of cross contamination.

### **FMD can be spread by:**

- Direct contact with an infected animal.
- Airborne spread from an infected animal.
- Indirectly by infected material carried on vehicles' tyres and wheel arches (e.g. pick-ups, quad bikes, tractors, combines, trailers, any delivery vehicles, milk tankers, feed and fertiliser lorries) persons, clothing, sheepdogs, scavenging animals, vermin, machinery and any other equipment.

Quickly recognising clinical signs of FMD in livestock is vital to controlling the disease and preventing it from spreading.

### **To prevent spread, the following precautions should be taken:**

#### **1. Keep the farm secure**

- Have a sign directing visitors to the farmhouse.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- Have the proper equipment (including pressure washers, brushes, hoses, water and disinfectant) at your farm entrance(s) for visitors to use.
- Make sure your farm boundaries are secure. Straying animals could carry infection to or from your stock. Pests and vermin can spread disease. Ensure that feed is securely stored to avoid unwanted vermin activity.

### 2. **Keep yourself clean**

- The FMD virus can survive on surfaces such as hands, hair, boots and clothing.
- If your livestock are at several locations, keep separate clothing / overalls for each group.
- Remove any mud or dung from footwear before applying approved disinfectant.
- Make sure that disinfectant footbaths are kept clean and that disinfectant is changed regularly. Keep footbaths covered so that rain does not dilute the disinfectant.
- After handling animals, cleaning and disinfecting clothing, footwear and equipment, wash your hands with soap and water.

**If returning from other livestock or a livestock farm away from your farm, change your clothes and footwear before you visit your own animals.**

### 3. Keep unnecessary vehicles away

- Infected material can be carried anywhere on the vehicle or its load, as well as on the driver's hands, clothes or footwear.
- Ensure visitors park at a safe point outside the farm's entrance. Have a disinfecting point at the farm's entrance/exit points for visitors to disinfect footwear and equipment.
- If a vehicle has to come onto your farm the vehicle must be thoroughly disinfected and, if possible, parked away from livestock.

### 4. **Clean and disinfect**

- All vehicles and trailers must be cleaned before entering and leaving your farm. Firstly, use water to wash off all mud before applying disinfectant. If the vehicle is dirty, disinfectant will not kill the virus. Ensure that the wheels and wheel arches are properly cleaned.
- Make sure the inside of the vehicle is cleaned as well, including the foot wells, pedals and mats. Clean all areas used for carrying other things such as feed, bedding or equipment.

### 5. **Avoid visiting other farms**

- Visiting other farms risks spreading the disease. If this is unavoidable, follow the cleaning and disinfecting advice.
- Relief milkers, stockmen and contractors should follow all these precautions.

## DEFRA's FOOT AND MOUTH DISEASE CONTINGENCY PLAN

- Take as little onto the farm as possible and, if you can, wear boots and clothing supplied by your neighbour. Your dog could be carrying infective material on its fur or feet, so it is best left at home.
- Avoid driving through dung, slurry or manure on the road. If any material falls from your vehicle then, if possible, sweep it off the road so other vehicles, people or animals cannot pick it up and cause the disease to spread further.

### **6. Look for early signs of disease**

- Carry out regular inspections of your animals. Make sure that they are properly restrained and that there is enough light to examine their mouth, feet and teats and check temperatures.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONTACT YOUR LOCAL ANIMAL HEALTH OFFICE. AN ON-CALL 24-HOUR SERVICE IS PROVIDED FOR EMERGENCIES.**