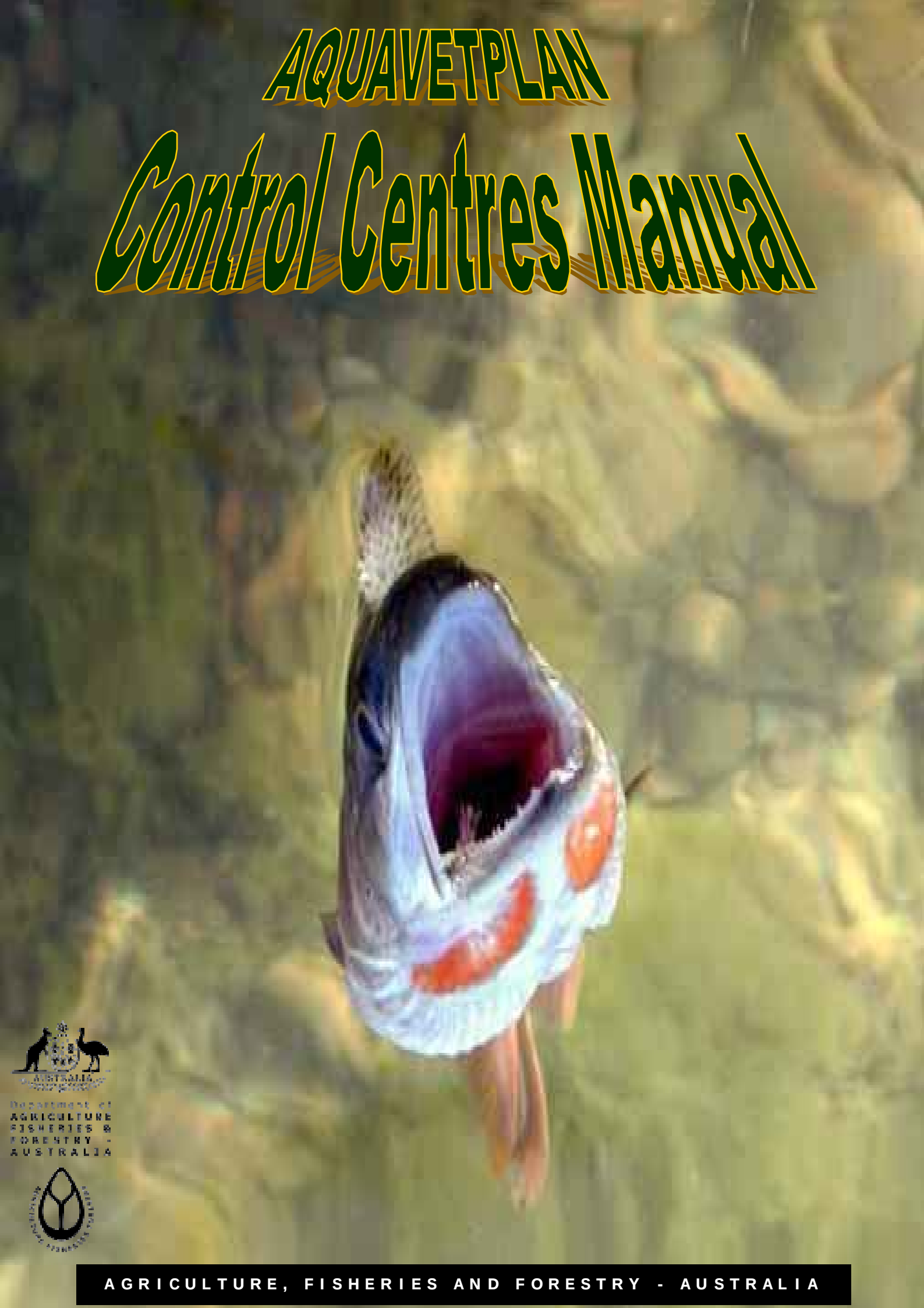
AQUAVETPLAN

Control Centres Manual



Department of AGRICULTURE FISHERIES & FORESTRY - AUSTRALIA

AGRICULTURE, FISHERIES AND FORESTRY - AUSTRALIA

AUSTRALIAN AQUATIC ANIMAL DISEASES
VETERINARY EMERGENCY PLAN

AQUAVETPLAN

2001

Management Manual

CONTROL CENTRES MANAGEMENT

Part 1 Management and organisation of control centres

AQUAVETPLAN is a series of technical response plans that describe the proposed Australian approach to an aquatic animal disease emergency event. The documents provide guidance based on sound analysis, linking policy, strategies, implementation, coordination and emergency management plans.

Agriculture and Resource Management Council of Australia and New Zealand (now the Primary Industries Ministerial Council and the Natural Resource Management Ministerial Council)

This Management Manual forms part of:

AQUAVETPLAN Edition 1

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

The AQUAVETPLAN Coordinator
Agriculture, Fisheries and Forestry — Australia
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Preface

This **Control Centres Management Manual** forms part of the **Australian Aquatic Animal Diseases Veterinary Emergency Plan**, or AQUAVETPLAN (Edition 1).

This manual describes the roles of personnel in the initial stages of activation of an exotic disease emergency, before special operations are set up, and then describes the development and management of disease control centres at infected areas and at the local, State/Territory and Commonwealth levels.

The manual has been endorsed by the Fish Health Management Committee (including industry) of the of Fisheries and Aquaculture (SCFA), SCFA, the Veterinary Committee of the Standing Committee on Agriculture and Resource Management (SCARM), SCARM and the ARMCANZ (now, respectively, the Primary Industries Standing Committee (PISC) and Natural Resource Management Standing Committee (NRMSC), and PIMC and NRMMC).

When using this manual, it is essential to note the following key points:

- the AQUAVETPLAN Control Centres Management Manual is based on accepted emergency principles and should be linked to other State emergency services plans;
- this manual must be adapted to local legislative and administrative requirements by each State/Territory jurisdiction responsible for the management of aquatic animal disease emergencies;
- aquatic animal disease emergency measures must be resourced adequately and as quickly as possible, and then scaled down to meet requirements;
- a *State/Territory disease control headquarters*, with responsibility for strategic management of the disease outbreak, must be established, and it must ensure that appropriate interdepartmental and interstate relations and communications are in place;
- a *local disease control centre* (LDCC) may have to be established in the vicinity of the outbreak for operational efficiency;
- if established, the LDCC will be responsible for the management of field operations in a defined area;
- while flexible, the plan requires separation of the three functions
  - technical
  - operational
  - resources;
- communication at all levels must be a high priority; and
- awareness and understanding of this manual should be promoted.

This manual will be revised as necessary following evaluation of field tests (such as industry-specific simulation exercises) and workshops. Out-of-session recommendations for amendments should be forwarded to:

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This manual was adapted from the equivalent manual in AUSVETPLAN (the Australian Veterinary Emergency Plan). The format and content have been kept as similar as possible to enable terrestrial animal health professionals trained in AUSVETPLAN procedures to work efficiently with this document in the event of an aquatic animal disease emergency.

The AQUAVETPLAN writing group gratefully acknowledges the work of the AUSVETPLAN writing teams and their permission to use the original AUSVETPLAN document.

The writing group was responsible for drafting this manual. However, the text has been amended at various stages of the consultation / approval process.

People other than those listed above have contributed to AQUAVETPLAN, and the writing group gratefully acknowledges their assistance.

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1 Introduction

1.1 Objectives

AQUAVETPLAN is a series of manuals and operational instruments that outline methods and protocols to manage emergency aquatic animal disease outbreaks in Australia. It is being developed under AQUAPLAN Program 4 (Preparedness and Response). AQUAPLAN is the national five-year plan for aquatic animal health in Australia, consisting of eight key programs that have been endorsed by industry, the Commonwealth Government and each of the State and Territory governments.

This **Control Centres Management Manual** is central to the implementation of AQUAVETPLAN and therefore contains references to other AQUAVETPLAN documents, including the **Enterprise Manual**, the **Destruction Manual**, the **Disposal Manual** and the specific **Disease Strategy Manuals** (see Figure 1). A closely related resource is the *Australian Aquatic Animal Disease Identification Field Guide* (Herfort and Rawlin 1999).

The **Control Centres Management Manual** provides a description of the procedures, management structures and roles to be implemented in the event of a suspected or actual aquatic animal disease emergency. It is a general manual for use by all jurisdictions for all emergency diseases or conditions. It is intended for use:

- *in operations* either as the primary manual or as a detailed reference to back up action plans;
- *in planning* as the basis for the development of more specialised procedures; and
- *in training* as a key reference.

This manual describes the roles of personnel in the initial stages of activation of an aquatic animal disease emergency response, and then describes the development and management of disease control centres, and activities in or around infected areas and at local, State / Territory and Commonwealth levels. All those involved in an emergency response should be familiar with this manual. Personnel involved should be appropriately experienced and consideration should be given to seconding trained emergency response personnel from elsewhere as required.

In many places in this manual it has been necessary to describe a role as though it requires one person to perform it. That person is usually described as an *officer-in-charge, coordinator, controller* or *manager*. It may be possible to merge some roles, depending on the nature and size of the outbreak, the availability and capability of personnel and the progress of the campaign. Merging usually occurs as people gain experience and when a campaign is winding down. Decisions about which tasks may be merged or split require managerial skills that will be learned in exercises or operations.

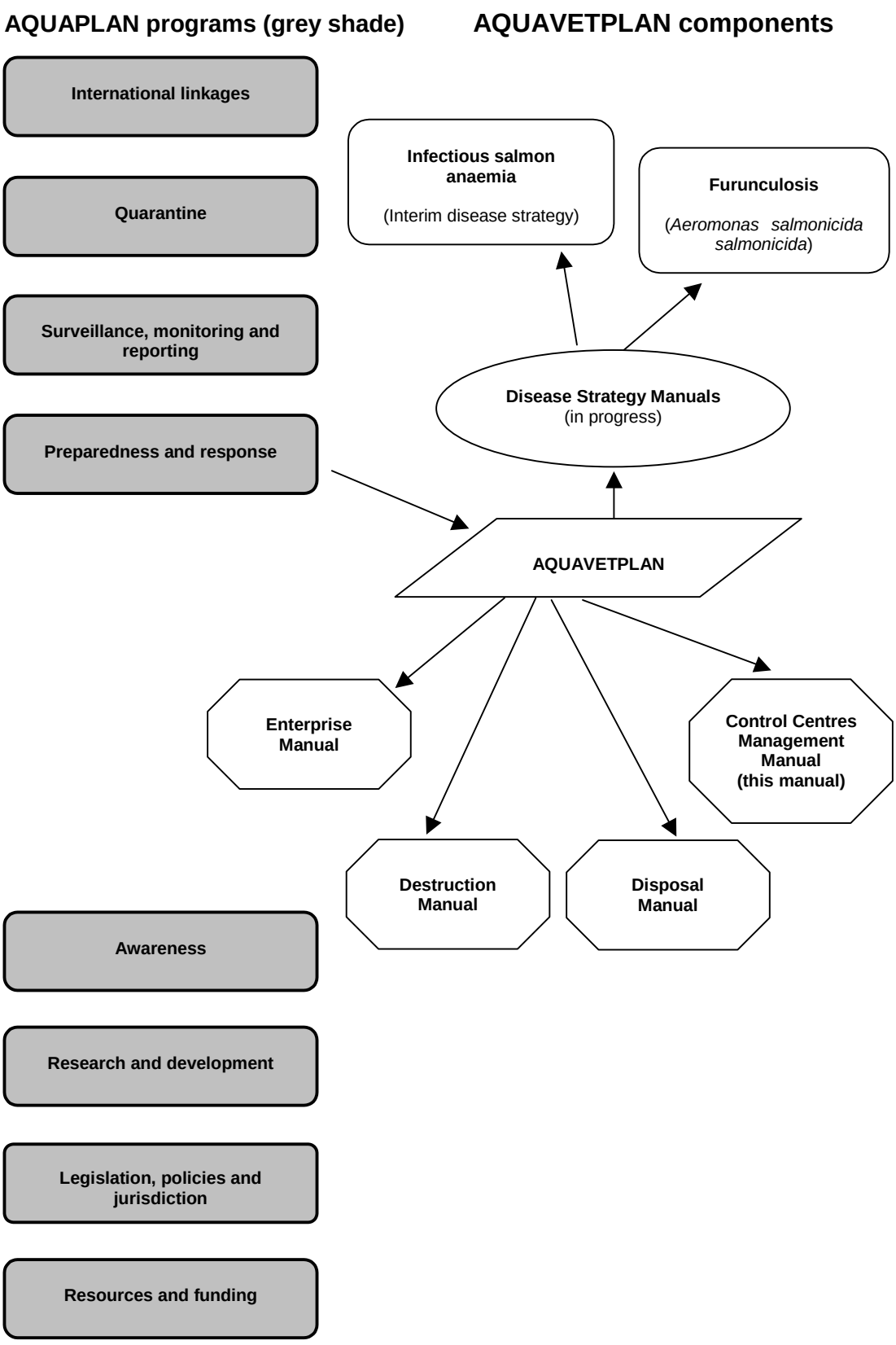

Figure 1 AQUAPLAN programs and relationship to AQUAVETPLAN

1.2 Legislative issues

In Australia, each State and Territory has operational responsibility for the surveillance, monitoring, control and eradication of aquatic animal diseases within its borders, whether the diseases are endemic or exotic. Each State and Territory therefore administers its own emergency disease control legislation. This legislation is further supported by emergency service arrangements that provide adequate powers for all essential emergency eradication measures. Commonwealth legislation includes powers under the *Quarantine Act 1908* that would be available to support, where appropriate, the States and Territories.

The Australian Chief Veterinary Officer is also responsible for Australia's international obligations, including reporting to the Office International des Epizooties (OIE; or World Organisation for Animal Health). Uniform national plant and animal health legislation in Australia has been under consideration by a taskforce for SCARM of ARMCANZ (now PISC and NRMSC) since 1999.

1.3 Emergency response structure

1.3.1 Disease outbreak emergency

A *disease outbreak emergency* exists when a population of aquatic animals is recognised as having undergone severe mortality events or significantly decreased productivity and the responsible authority within the State or Territory believes that the cause may be an infectious agent. The responsible authority may also consider latent events, such as the presence of an infectious agent, but not the disease itself, as emergencies.

An emergency aquatic animal disease event places heavy demands on authorities at local, State/Territory and Commonwealth levels. AQUAVETPLAN aims to provide the scientific, logistic and managerial resources necessary to prepare for, and respond to, an aquatic animal disease emergency. However, each State or Territory will need to adjust this plan to suit its specific operational needs and cross-reference this manual to them. Industry, likewise, will need to continue the development of industry-specific action plans.

Adequate support with personnel, equipment and other resources will require coordination at both State/Territory and regional levels. Initially, a *field officer* will report to a *senior manager* and/or the State/Territory chief veterinary officer (CVO) and/or director of fisheries (DF) to provide an initial picture of the disease situation on the affected premises.

1.3.2 Consultative Committee on Emergency Animal Diseases

Overall coordination of an aquatic animal disease emergency will be by the Consultative Committee on Emergency Animal Diseases (CCEAD). This committee, which is called together in animal disease emergencies, comprises the State/Territory CVO/DF, the Chief of CSIRO Animal Health (or nominee) and the Australian CVO, who acts as chairperson. The Director of Aquaculture, Fisheries and Aquaculture Branch, AFFA, provides secretariat support.

Note: The CVO/DF referred to in this manual will usually be the affected State or Territory's CCEAD representative for aquatic matters or, where fisheries and

agriculture are separate and there are two representatives, that person previously designated.

Membership of the CCEAD and an overall outline of the response to an aquatic disease emergency are shown in Figure 2. The components of the response are described in more detail in Section 2 of this manual.

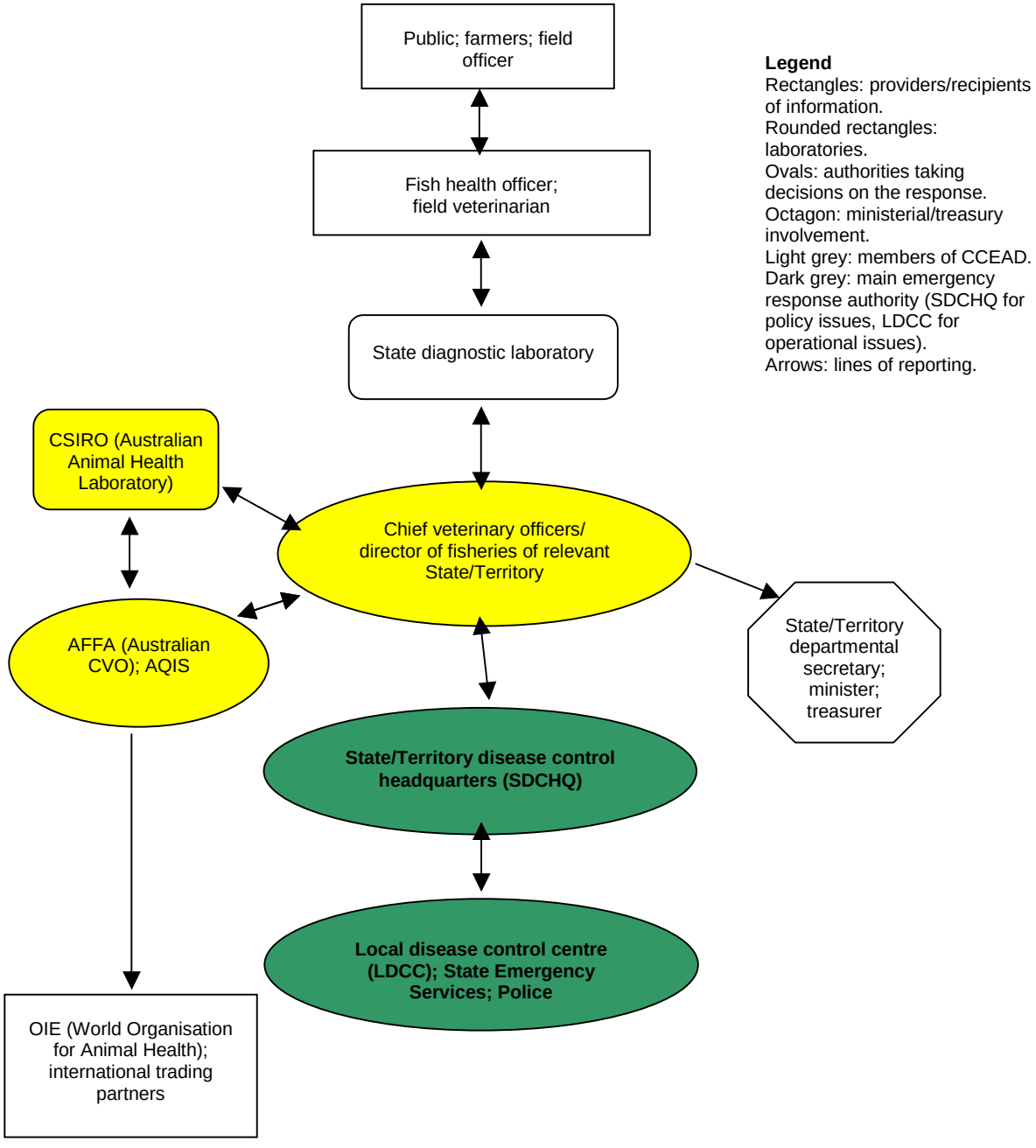

Figure 2 **Coordination of the response to an aquatic animal disease emergency of national significance**

1.3.3 Extent of response

The incident may call for a *multidepartmental* model involving, for instance, fisheries, agriculture, environment, police and health departments (Commonwealth and State), or it may need an *intradepartmental* response involving only the State/Territory fisheries or agriculture department (see Figure 3).

In the multidepartmental model the directors of these departments will be part of the State/Territory disease control headquarters (SDCHQ) and the chief veterinary officer (CVO), the director of fisheries (DF) or a ministerially appointed manager will coordinate the emergency response. In the intradepartmental model the manager would be the CVO/DF. Whichever model is used, the Australian CVO should be notified. Furthermore, the structure used must be flexible.

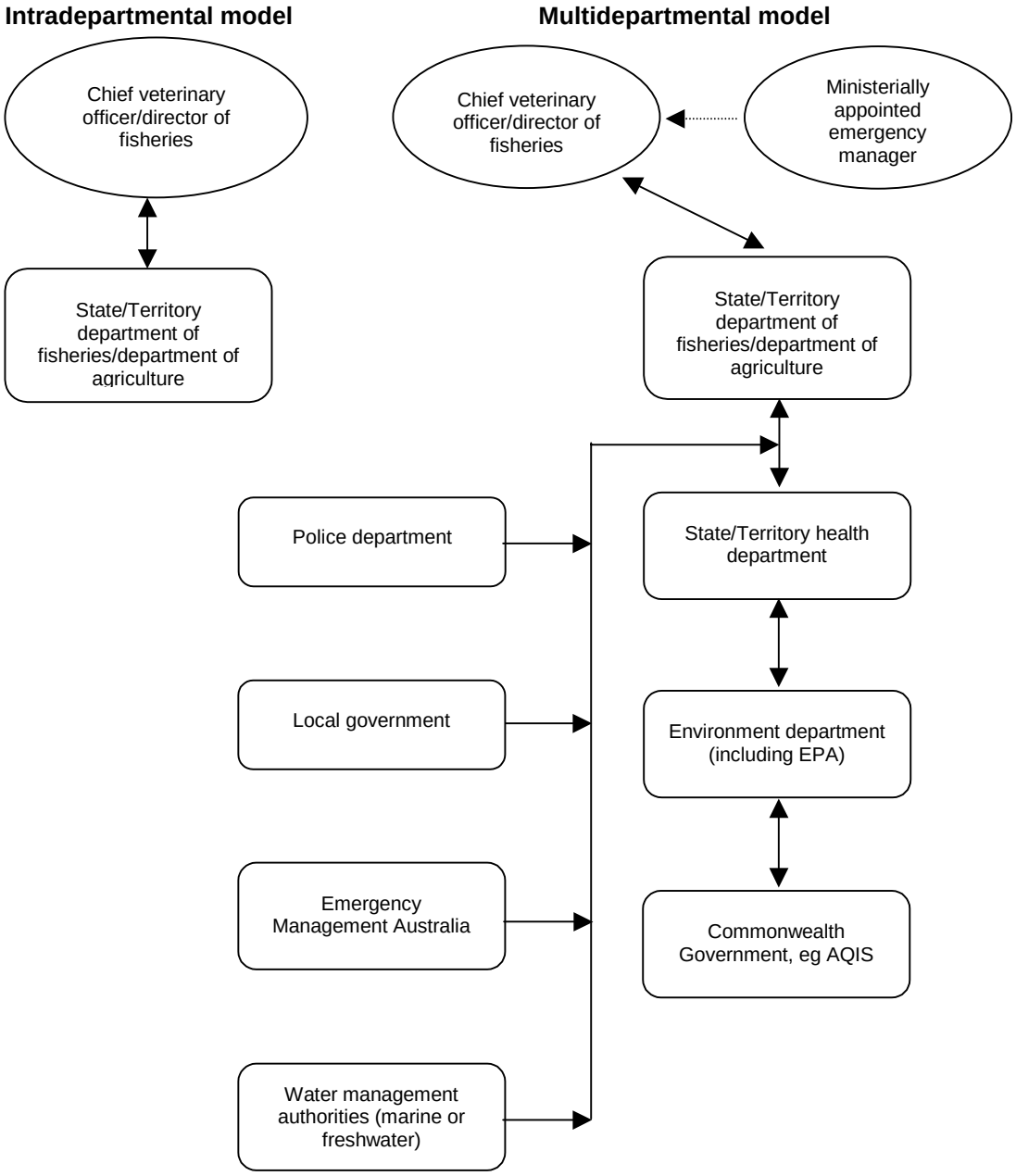

Figure 3 Multidepartmental and intradepartmental models of the State/Territory disease control headquarters (SDCHQ)

1.4 Links to other plans and programs

In addition to AQUAPLAN, there are other plans and programs that deal with issues such as seafood quality and introduced marine pests.

Industry associations and the Australian Quarantine and Inspection Service (AQIS) are working to develop long-term quality assurance programs and codes of practice for product handling. Efforts by industry to implement quality assurance programs have been supported by government initiatives such as SeaQual, the Australian Seafood Industry Quality Assurance Project and the Australian Shellfish Sanitation Control Program, and by industry initiatives such as SQF 2000.

SeaQual, for example, looks at the quality of seafood for human consumption and plays a leading role in the food safety reform process. Apart from disease agents that may affect the health of seafood animals, there are other bacteria that may infect seafood and be detrimental to human health.

CCEAD does not deal with marine bioincursions. Marine bioincursions are now being managed through the Consultative Committee on Introduced Marine Pest Emergencies (CCIMPE). The committee consists of officers from the Department of Agriculture, Fisheries and Forestry – Australia (AFFA) Office of the Chief Veterinary Officer (Chair), AQIS, Environment Australia, each State and the Northern Territory, and the director of the Centre for Research on Introduced Marine Pests (CRIMP). CCIMPE's role is to:

- determine if a reported incursion of a marine pest warrants any action at either local or national level;
- provide guidance, on operational aspects of emergency responses, to States facing new incursions of introduced marine pests;
- invoke when appropriate the cost-sharing mechanism, agreed as part of a two year interim arrangement, for incursions of introduced marine pests; and
- advise when an emergency response is over and that the pest is either eradicated or endemic and then subject to long-term management programs.

The function and structure of CCIMPE are based on current national arrangements for animal disease emergency management. When there is reasonable suspicion of a marine pest emergency, CCIMPE meets by teleconference. Although the jurisdiction experiencing the marine pest incursion has operational responsibility for managing the emergency response, CCIMPE provides technical advice and arrange for support, including financial support, to be provided by the other States.

1.5 Fisheries diversity

The aquatic animal industries are diverse, as are the disease agents and hosts that may be involved in an emergency situation. In many cases, little may be known of an agent and a control strategy may need to be developed very quickly, using first principles and the available knowledge.

Aquatic systems may be categorised as open, semi-open, semi-closed or closed systems as described below.

A single industry might use more than one system in different phases of production. For example, prawn culture often requires an open system for brood stock, a closed or semi-closed system for hatchery, and a semi-closed system for grow-out.

Open systems

Open systems are waterways where there is no control of either host movement or water flow (eg wild-caught fisheries). Aquatic animal disease emergencies occurring in open waterways will be difficult to manage due to the variety of

animals, conditions, polluting sources and uses. If diseases and pests become established in an open system, there may be limits to control; eradication from the environment may not be possible.

Semi-open systems

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

Semi-closed systems

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

Closed systems

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

2 Stages of activation

2.1 Introduction

There are four stages of activation in the management of an aquatic animal disease emergency. Progression from one stage to the next depends upon the nature of the emergency and how much is known. The four stages are shown in Figure 4.

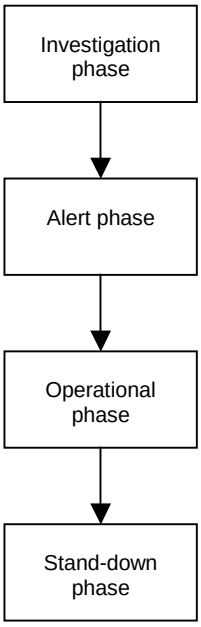

Figure 4 The stages of activation of an aquatic animal disease emergency

During an aquatic animal disease emergency, areas may be designated 'infected', 'restricted', 'control', 'suspect' or 'dangerous contact':

Infected area (IA) or premises: a defined area, which may be all or part of a premises, lease or waterway, in which an aquatic animal disease emergency exists or is believed to exist, or in which the infective agent of the disease exists or is believed to exist. An IA is subject to quarantine served by notice and to eradication or control procedures.

Dangerous contact area (DCA) or premises: an area containing animals that show no signs of disease but that, because of their probable exposure to the disease agent, will be subject to disease control measures.

Suspect area (SA) or premises: an area containing suspect animals that will be subject to quarantine and intensive surveillance. Suspect animals include those that are likely to have been exposed to a disease agent and those that are not known to have been exposed but that show signs requiring differential diagnosis.

Restricted area (RA): a declared area (smaller than a control area) around an IA, subject to intensive surveillance and movement controls.

Control area (CA): a declared area in which defined conditions apply to the entry or exit of specified aquatic animals or fomites. Conditions applying in a CA are less intensive than those in an RA. The limits of a CA and the conditions applying within it may be varied rapidly according to need.

Figure 5 depicts these areas.

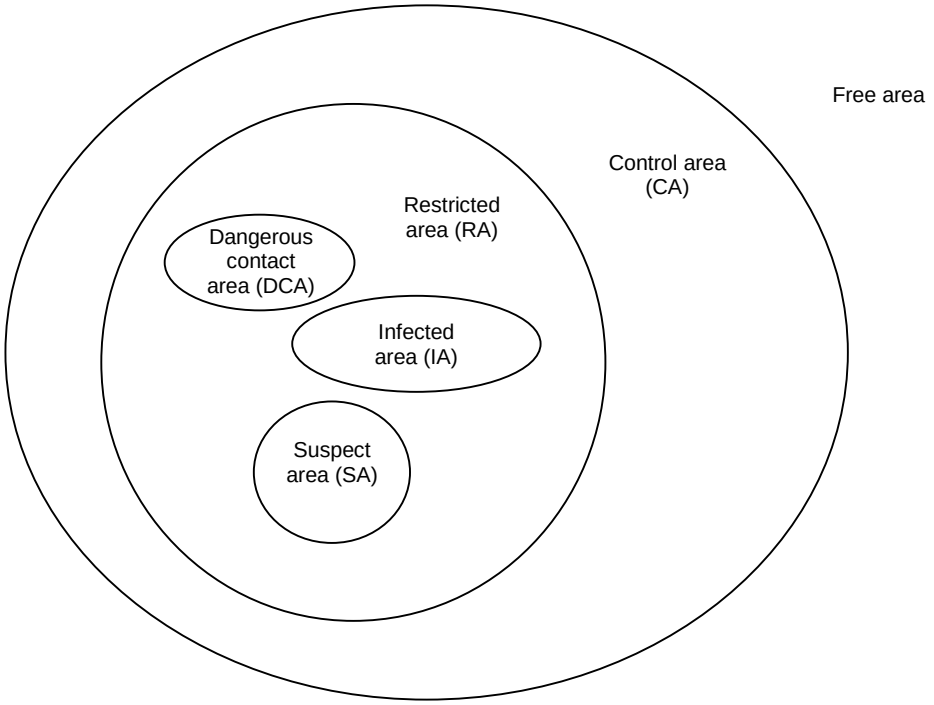

Figure 5 Areas that may be designated during an aquatic animal disease emergency

2.1 Investigation phase

The *investigation phase* exists when a report of an aquatic animal disease emergency is being investigated by aquatic animal health authorities. The initial notification of a suspected aquatic animal disease emergency is likely to be received by a field officer, who must collect as much information as possible for the senior manager. The senior manager will, if necessary, notify the State / Territory CVO / DF. In some cases the field officer may notify the CVO / DF directly.

Once an investigation begins, officers should record all phone calls, messages and contacts in a logbook in order to maintain a complete record of the investigation.

2.1.1 Actions to be taken by the field officer

Where there are grounds for suspecting an aquatic animal disease emergency, the field officer should:

- initiate steps to limit the spread of disease by voluntary quarantine to stop the movement of animals, people, animal product, water and other fomites into, and out of, the suspect premises (SP) or suspect area (SA);
- collect details of the premises' location and owner / manager, and of affected animals; and
- notify the senior manager of the outcome of the investigation and provide details of:
  - the location of the infected premises or area;
  - the nature of the suspected disease;
  - the exact location of the suspected case(s) (ie tanks and or cages affected),
  - the numbers of affected and at-risk animals;
  - any urgent tracings;
  - whether assistance is needed (eg to retrieve mortalities or to sample stock); and
  - decontamination that might be needed for people, product or fomites that have left the premises recently.

If the senior manager is unavailable, the field officer should notify the CVO / DF or use the State / Territory's 24-hour emergency number to relay these details. Notification should be verbal in the first instance and confirmed by written memorandum or report form (for a sample form see Appendix 1).

2.1.2 Actions to be taken by the senior manager

The senior manager should:

- notify the CVO / DF of the suspicious incident; and
- identify urgent tracings.

2.1.3 Actions to be taken by the CVO/DF

The CVO / DF must use good judgment to determine the appropriate response, ensuring that all necessary actions can be taken if the aquatic animal disease emergency is confirmed.

The initial response should include:

- recognition and, where possible, confirmation of the incident;
- appointment of an incident management coordinator;
- an initial meeting of the incident management team to:

  - define the incident and confirm the need for the relevant lead agency (usually the State / Territory agriculture or fisheries department) to respond;
  - assess the incident to determine appropriate resource allocation;
  - define and determine the lead agency's response, including assessing legislative options such as quarantine notices;
  - if necessary, appoint taskforce staff, allocate resources and determine funding sources;
  - prepare initial and ongoing situation reports;
  - maintain a suitable response until the conclusion of the incident.
- inform the lead agency's executive director and minister as necessary; and
- consider a confidential briefing of relevant stakeholders (this may need to be done before the release of information to the public).

Appendix 2 is a checklist for the CVO / DF. Appendix 3 is a draft agenda for the first meeting of the incident management team.

2.2 Alert phase

The *alert phase* exists while the diagnostic team (see Section 2.2.1 below) confirms the diagnosis for the incident management coordinator. The CVO / DF uses this time to alert relevant personnel that an aquatic animal disease emergency may be imminent or already exists in the State / Territory.

All key people who might be involved in operations must be advised by the incident management coordinator that AQUAVETPLAN is in the alert phase, to ensure that they can be contacted at all times and can locate all necessary plans, procedures and resources. These key personnel should include:

- the senior staff who will direct the initial investigations and who must keep the incident management coordinator fully informed;
- the departmental executive management and the relevant minister's office;
- senior veterinary or fisheries staff relevant to the State / Territory emergency management structure;
- a diagnostic team (including any appropriate species specialist);
- the senior departmental legal officer and senior finance manager;
- senior administrative staff responsible for setting up systems and communications;
- emergency management authorities at the State level, in accordance with State / Territory emergency management plans;
- the Australian CVO, who is also the chairperson of CCEAD; and

- where necessary, key industry contacts (usually confidentially and at a State level).

The incident management coordinator, acting under the authority of the CVO / DF, will:

- ensure that all necessary epidemiological investigations and diagnostic procedures are carried out efficiently and that the results are notified immediately to the CVO / DF by telephone and confirmed by fax;

- appoint the diagnostic team and dispatch it to the SA / SP;

- notify the appropriate Australian reference laboratory (and relevant CVO) of arrangements for the dispatch of samples for examination; and

- determine, following consultation with the senior manager, the boundaries of any restricted areas (RAs) or control areas (CAs) that may need to be proclaimed and prepare a pro-forma proclamation in conjunction with the relevant department's senior legal officer.

2.2.1 Diagnostic team

When there is a significant probability that an aquatic animal disease emergency exists, the CVO / DF or the incident management coordinator (if one has been appointed) will arrange for a diagnostic team to be dispatched to the SP. The diagnostic team must consist of at least two officers for legal and occupational health and safety (OHS) reasons, with an independent laboratory to assist with diagnosis.

The diagnostic team should:

- collect appropriate samples to ensure that a diagnosis can be made as quickly as possible;

- assist with the clinical evaluation of affected animals;

- assist with ongoing epidemiological investigations, including risk assessment and determination of the source of the outbreak (including assessment of wild animal vectors); and

- obtain independent diagnoses.

2.3 Operational phase

The *operational phase* of AQUAVETPLAN exists when the aquatic animal disease emergency is confirmed.

During this phase it is necessary to set up a State / Territory disease control headquarters (SDCHQ) and a separate local disease control centre (LDCC). Figure 6 shows the relationship between the two.

The SDCHQ evolves from the incident management team, which forms the core of the new group and manages the response strategy. The LDCC might consist of

only a controller and a field operator, but will usually involve more people, and controls hands-on activities in the infected area (IA). For example, if the SDCHQ orders that dead animals be buried, the LDCC will decide how big the hole is to be and organise the digger.

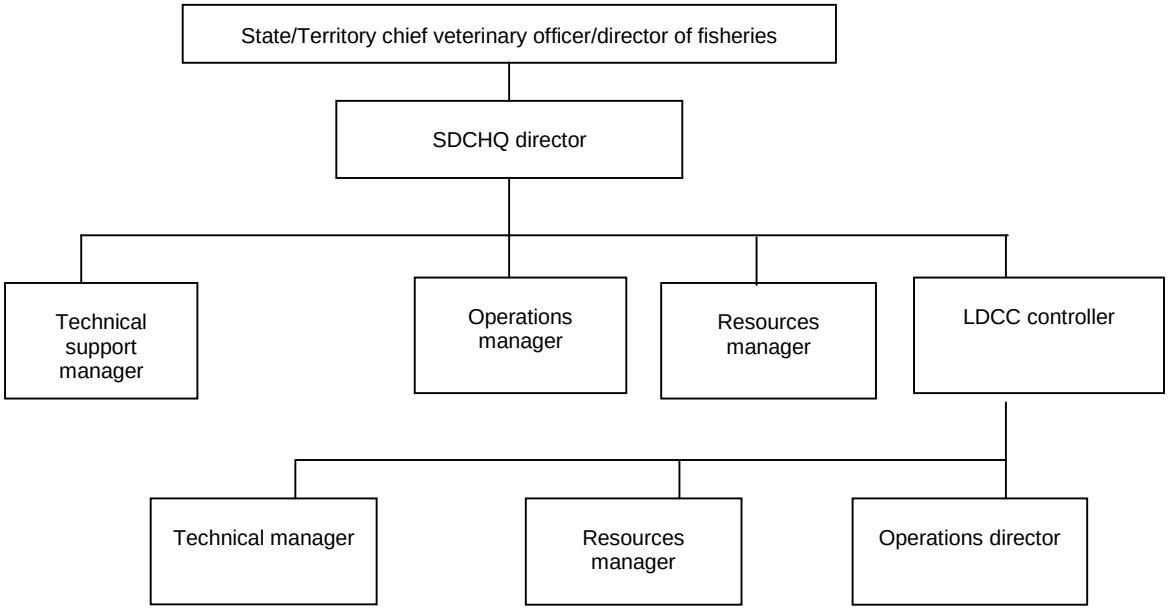

Figure 6 Relationship between the State/Territory disease control headquarters (SDCHQ) and local disease control centre (LDCC)

2.3.1 Actions to be taken by the fish health officer

In the affected area of a confirmed aquatic animal disease emergency outbreak the fish health officer must:

- confirm with the senior manager the declaration and specifications of the RAs and CAs, and the location of the LDCC;
- ensure that all fish health officers, private veterinary practitioners, departmental district management and key industry contacts in the district are advised:
  - that AQUAVETPLAN is in its operational phase;
  - of the nature of the aquatic animal disease emergency;
  - of the location of the IA;
  - of the boundaries of the RA and CA;
  - of the location and telephone and fax numbers of the LDCC;
  - that no visits are to made to premises with susceptible species in the RA without permission from the LDCC controller;

– that urgent visits can be made to premises in the CA only if full disinfection procedures are taken on entering and leaving; and

– that any suspicions of disease must be reported immediately to the LDCC and that the person reporting must remain on the premises until permission to leave is given by the LDCC controller.

When the above tasks are completed, the fish health officer must report to the senior manager.

At the IA the fish health officer or a delegate must:

- reinforce the provisions of quarantine and ensure adequate security of the IA;
- implement appropriate disinfection procedures;
- act as site supervisor of the infected area operations field staff until relieved of that duty;
- advise the senior manager of the resources needed for preliminary or urgent activities, such as the destruction and disposal of infected and at-risk animals and contaminated materials;
- where appropriate, confine free-ranging animals;
- make a preliminary assessment of suitable destruction procedures;
- assess suitable sites for disposal of animals and contaminated materials;
- make a preliminary assessment of personnel and other resources required for the operation;
- consider OHS issues that might arise from confining animals, and from destruction, disposal and disinfection activities;
- ensure that the telephone is constantly attended and that communications with the senior manager are facilitated;
- advise the senior manager of further urgent tracings and neighbours who should be visited (eg those downstream); and
- provide for the welfare of the personnel in the IA by ensuring that their short-term needs for food and other provisions are met.

2.3.2 Actions to be taken by the senior manager

In the affected area of a confirmed aquatic animal disease emergency outbreak the senior manager must:

- confirm with the CVO / DF:
  - the declaration of the RA and CA;
  - the location and telephone and fax numbers of the LDCC;
  - resource requirements (personnel and equipment) and their supply;

  - any urgent tracings into or out of the IA (eg of animals and products, including those outside the RA that need to be referred to another senior manager or interstate); and
  - the control measures that will apply within the RA and CA;

- establish an LDCC (see Section 3.2) and provide for the management of routine aquatic-animal health activities for the remainder of the region;

- advise the following key contacts:

  - fish health officers and other relevant staff in the region;
  - the State / Territory veterinary laboratory director;
  - departmental regional and unit managers;
  - the Shire Secretary or other head of local government;
  - the Environmental Protection Agency;
  - the regional police emergency management coordinator;
  - the State emergency service officer;
  - the regional Telstra emergency management contact officer; and
  - key industry contacts

  of the following:

  - that AQUAVETPLAN is operational;
  - the nature of the aquatic animal disease emergency that has been declared;
  - the location of the IA;
  - the location and telephone and fax numbers of the LDCC;
  - the boundaries of the RA and CA and conditions that apply therein;
  - that officers of their organisations should cease further visits to premises with susceptible species in the RA;
  - that urgent visits can be made to premises in the CA only if full disinfection procedures are taken on entering and leaving (see Appendix 4 for details);
  - the need to report suspicions of disease and provide information as required;
  - any actions required of them; and
  - the need to be prepared to move to the LDCC when required;

- ensure that personnel involved in the eradication or control campaign are aware of their duties and powers; and

- inform personnel how long they are likely to be required and what they should bring with them (eg extra clothing, money, protective gear, post-mortem kits, State / Territory action plans).

2.3.3 Actions to be taken by the CVO/DF

The CVO / DF is responsible for declaring, in the format required by State / Territory legislation, that the aquatic animal disease emergency exists, and for ensuring that the operational phase of AQUAVETPLAN is implemented.

The CVO / DF will initially:

- appoint an SDCHQ director;
- advise the relevant minister's office and departmental executive management and arrange all necessary legislative matters to initiate the aquatic animal disease emergency eradication / control campaign, including by:
  - invoking any necessary regulations;
  - proclaiming an RA and / or CA; and
  - invoking necessary funding arrangements through the treasury department;
- request a meeting of CCEAD to initiate action by the Commonwealth and other States / Territories and to invoke Commonwealth–State cost sharing arrangements if relevant;
- prepare a comprehensive briefing for the CCEAD meeting and send it to members (see Appendix 5);
- Activate the State / Territory's emergency management arrangements and request authorities to appoint liaison officers.

Under delegation from the CVO / DF, the SDCHQ director should:

- arrange for the establishment and management of the SDCHQ and appointment of personnel to key positions;
- instruct the LDCC controller to establish the LDCC and take charge of the eradication or control campaign in the RA;
- advise all key departmental staff of the aquatic animal disease emergency situation, the controls and restrictions on animals, water, vehicles, people, fomites and animal products, and the potential need to provide support staff to the LDCC and SDCHQ;
- prepare media releases, including technical information, and initiate media conferences (in some cases joint State / Territory and Commonwealth media releases may be needed);
- arrange for the appointment (gazettal) of interstate and other appropriate personnel as officers with powers under the relevant legislation;
- arrange for approved valuers to be appointed under the relevant legislation;
- arrange for all urgent tracings outside the RA to be followed up appropriately; and

- arrange for the notification of key industry and other contacts of the following:
  - the nature of the aquatic animal disease emergency that has been declared, and that AQUAVETPLAN is operational;
  - the location of the IA;
  - the location and telephone and fax numbers of the LDCC;
  - the boundaries of the RA and CA and conditions that apply therein;
  - that officers of their organisations should cease further visits to premises with susceptible species in the RA;
  - that urgent visits can be made to premises in the CA only if full disinfection procedures are taken on entering and leaving (see Appendix 4 for details);
  - the need to report suspicions of disease and provide information as required; and
  - any actions required of them.

2.3.4 Actions to be taken in non-affected areas

The CVO/DF will advise relevant key departmental staff in non-affected areas on AQUAVETPLAN operations. Those staff will then advise the following personnel in non-affected districts:

- fish health officers in the region;
- the director of any regional State/Territory veterinary laboratory;
- regional police emergency management coordinators;
- regional State emergency service officers; and
- other agencies as required

of the following:

- that AQUAVETPLAN is in its operational phase;
- the nature of the confirmed aquatic animal disease emergency (giving details);
- the location of the IA;
- the location and telephone and fax numbers of the LDCC;
- the boundaries of the RA and CA and conditions that apply therein;
- the need to be prepared to move to the LDCC if required;
- any additional actions required by the senior manager; and
- the need to report any suspicions of disease.

The fish health officer in a non-affected area must ensure that the following personnel:

- relevant departmental staff;
- private veterinarians; and
- key industry contacts

have been advised of the details above, as well as about:

- any movement restrictions that apply (see Appendix 6);
- any actions required of them; and
- the need to report any suspicions of disease and remain on any SP until permission to leave has been given by the LDCC controller or senior manager.

Relevant departmental staff should be advised:

- to cease further visits to premises in the RA;
- to carry out only urgent visits to premises in the CA, and to undertake full disinfection procedures on entering and leaving;
- to be prepared to move to the LDCC if required; and
- of any further actions required of them.

The fish health officer should advise the senior manager when these tasks have been completed.

2.3.5 Infected area operations field staff

The field staff manages and conducts all activities in the IA and dangerous contact area (DCA). These activities are coordinated through the infected area operations unit of the LDCC (see Section 3.3.1) and are aimed at:

- the eradication or control of the disease agent on the premises; and
- the prevention of the spread of disease to other premises.

2.4 Stand-down phase

2.4.1 When the aquatic animal disease emergency is not confirmed

When investigations conducted during the alert phase fail to confirm the existence of an aquatic animal disease emergency, the CVO/DF, senior manager and fish health officer will need to notify those people and agencies whom they contacted during the alert phase (see Section 2.2), advising them that the threat of an emergency no longer exists. All staff involved should be given the opportunity to discuss any issues that arose during or after the process.

2.4.2 When the aquatic animal disease emergency is confirmed

Towards the end of the operational phase, activities in IAs and DCAs, in the field, at the LDCC and at the SDCHQ will begin to wind down and require fewer resources. Managers at all operational levels should to ensure that personnel, equipment and other resources do not exceed operational requirements.

During this process:

- There must be a systematic approach to winding-down operations.

- The winding-down operation must be official and directed by a senior operational manager.

- The operation should occur as soon as operational objectives are being achieved, rather than later.

- Undertake a 'post-mortem' of the process with all involved.

- Ensure that all documents relating to the incident have been obtained and filed and that all entry of data into the information management system has been completed

- Debrief the staff involved. Debriefing should provide an opportunity for staff to talk through the issues that arose during the emergency. There should be a debriefing immediately after the emergency is over and then another a week or two later. All staff involved in the emergency must be included in the debriefing process.

3 Local disease control centre (LDCC)

3.1 Functions of the LDCC

The incident management coordinator or CVO / DF, who is in overall command of eradication and control activities, establishes an LDCC during an aquatic animal disease emergency eradication or control operation. An LDCC controller, who is also a member of the SDCHQ, will be appointed to manage field activities.

The LDCC controller manages the campaign within the LDCC's area of responsibility. Initially, this area will include the IA and surrounding premises. Subsequently, the LDCC area of responsibility might include any other RAs as defined by the CVO / DF or SDCHQ. The suggested staffing structure of the LDCC and the relations between its sections are shown in Figure 7.

Matters for policy determination will be referred to the SDCHQ, which will also have primary responsibility for media and public relations and interdepartmental liaison (see Section 4).

Disease tracing activities outside the RA will be referred by the LDCC to the SDCHQ for action. Details of interstate tracing will be referred, through the SDCHQ, to the appropriate State / Territory authorities.

The LDCC should have the following objectives.

- Assist the SDCHQ to determine the source of the outbreak by tracing movements of suspect animals, fomites, vehicles and persons into the area during the incubation period.
- Assist the SDCHQ to define the extent of the outbreak by detecting all foci of infection.
- Eradicate or control all known outbreaks of the disease as instructed by SDCHQ.
- Control the spread of the outbreak as instructed by SDCHQ, for example by:
  - controlling the movement of animals, animal products, water, vehicles, persons and fomites into, within and out of its area of responsibility;
  - destroying animals and destroying or disinfecting animal products and things that may be infected or contaminated;
  - decontaminating premises that may have been in contact with infectious material;
  - tracing the movements of suspect animals, water, fomites, animal products, vehicles and persons from and within the area during the suspected infectious period;
  - disinfecting vehicles and persons moving from and within the area;

  - establishing control of special risk enterprises (processing plants, fish markets, hatcheries etc); and
  - undertaking wild animal control and population monitoring activities.

- Accurately record all stock and premises destroyed or damaged. This is essential if future compensation payments are to be negotiated. The recorder should be someone who is familiar with the industry.

- Retain receipts and keep accurate records of all monies expended on the campaign (see Appendix 7 for cost-recovery audit requirements).

- Maintain accurate timesheets for all personnel employed in the campaign.

The functions and size of the LDCC will vary according to the nature and size of the outbreak. In most situations the LDCC, through its controller, will establish and adhere to a priority list of tasks by:

- accurately defining the nature and extent of the disease outbreak (assisted by effective visual displays such as maps, flowcharts and diagrams);

- maintaining an effective disease information system (logging, recording and filing data, and ensuring efficient movement of data within, to and from sections);

- reviewing priority tasks at least daily and modifying them if necessary;

- efficiently allocating people, plant and other resources;

- providing for the needs of the staff operating from the LDCC, including their accommodation, meals, protective equipment, OHS and counselling;

- liaising with other emergency service agencies and local government organisations (an invaluable source of heavy machinery and other equipment);

- providing a daily or more frequent situation report to the SDCHQ; and

- in certain circumstances, maintaining a 24-hour operational capability with multiple staff shifts.

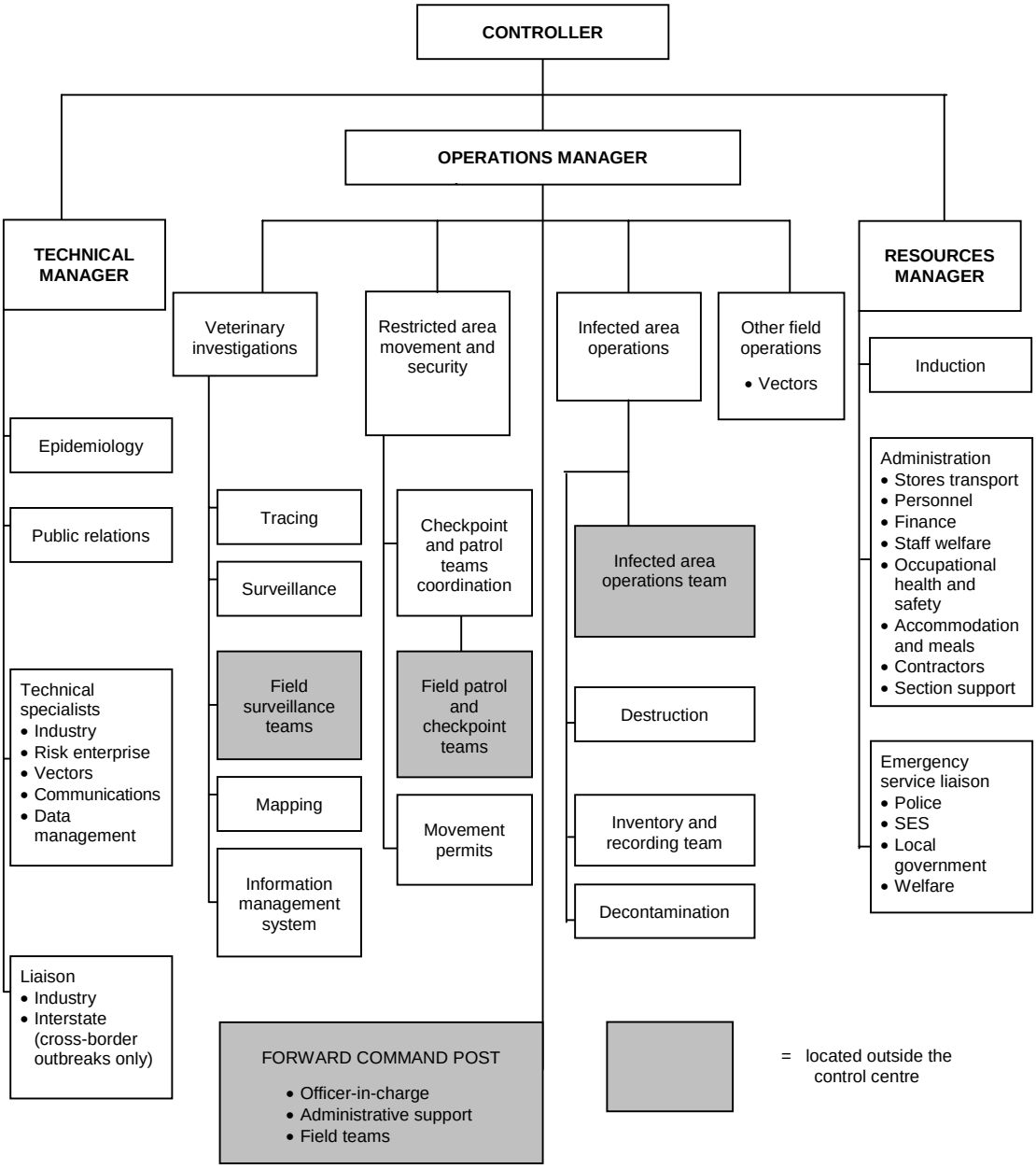

Figure 7 Model LDCC structure

3.2 Establishment of an LDCC

The senior manager or his/her delegate should consult as necessary with the *regional police emergency management coordinator*, regional *State/Territory emergency service (SES) officer* and local government about possible sites for an LDCC. The SES usually keeps a register of possible sites.

It is essential to identify the resources required to run an LDCC, both initially and for ongoing operations. Section 3.3 outlines the LDCC sections that need to operate, but the final determination of resources required will depend upon a number of factors, including:

- the disease and species involved;
- the size of the outbreak;
- the types of aquatic animal enterprises in the area;
- local industry factors;
- hours of expected operation;
- relief staff requirements and availability;
- environment and topography; and
- expected staff projections.

3.2.1 LDCC site

Final selection of an LDCC site will depend on the following considerations.

- *Size*. A large hall will usually be required, but the factors listed above will determine the size of premises needed. Experience has shown that size is generally underestimated until too late.

- *Location*. Location of the LDCC is important for two reasons. First, the LDCC should be close to the IA, so that all IA activities can be managed easily from the centre. Second, the LDCC should be sited close to a location from which services can be provided for personnel (eg accommodation, meals, and stores and supplies for the LDCC and IA).

- *Communications*. Successful LDCC operations require effective communications. Select a site with access to an adequate number of telephone / fax lines and computer and other communications needs. Many local governments can make these facilities available. Locate the LDCC where good communication facilities exist, even if this places the centre further from the IA. It is usually essential to be able to connect 25–30 telephone lines, but mobile phones, if usable in the area, reduce this requirement. Consider using two-way radio communications.

- *Length of operation*. Most aquatic animal disease emergency eradication or control campaigns take months to complete, and the owners / caretakers of the facility chosen for the LDCC should understand this. Moving the LDCC during the campaign is inappropriate.

- *Security*. Consider both the internal and external security of the LDCC. Only authorised personnel should have access to operational areas within the centre, and external areas for vehicle parking and decontamination must be secure. There must also be an area where stores can be held securely.

- *Temperature control*. Ensure that the LDCC can be adequately heated and cooled.

- *Noise control*. Minimise external and internal noise to maximise efficiency. Provide carpets or matting and use partitions to alleviate noise problems.

3.2.2 Equipment

Equipment will be available from a number of sources including local departmental units, the SES, local government and private hire firms. Appendix 8 includes a list of suggested administrative forms and office equipment.

3.2.3 Layout

Security is critical. Restrict entry into the main operations area to staff on duty. The general public and media should not have access to this area.

The layout should adequately separate key operational areas from areas for the provision of meals and other personnel support functions. The staff reception, toilets and showers, refreshments and kitchen may be accommodated separately.

Provide a briefing area for staff, separate from the operational area.

Use partitions to separate the main operations area into sections. Signs indicating the various sections or units are useful.

As soon as possible, move emergency aquatic disease stores into a secure area in the LDCC or to a secure adjacent site.

Senior staff should have an office or offices where confidential discussions can be held.

Figure 8 is an example of an ideal LDCC layout. An outside secure area for vehicles is essential, but not shown.

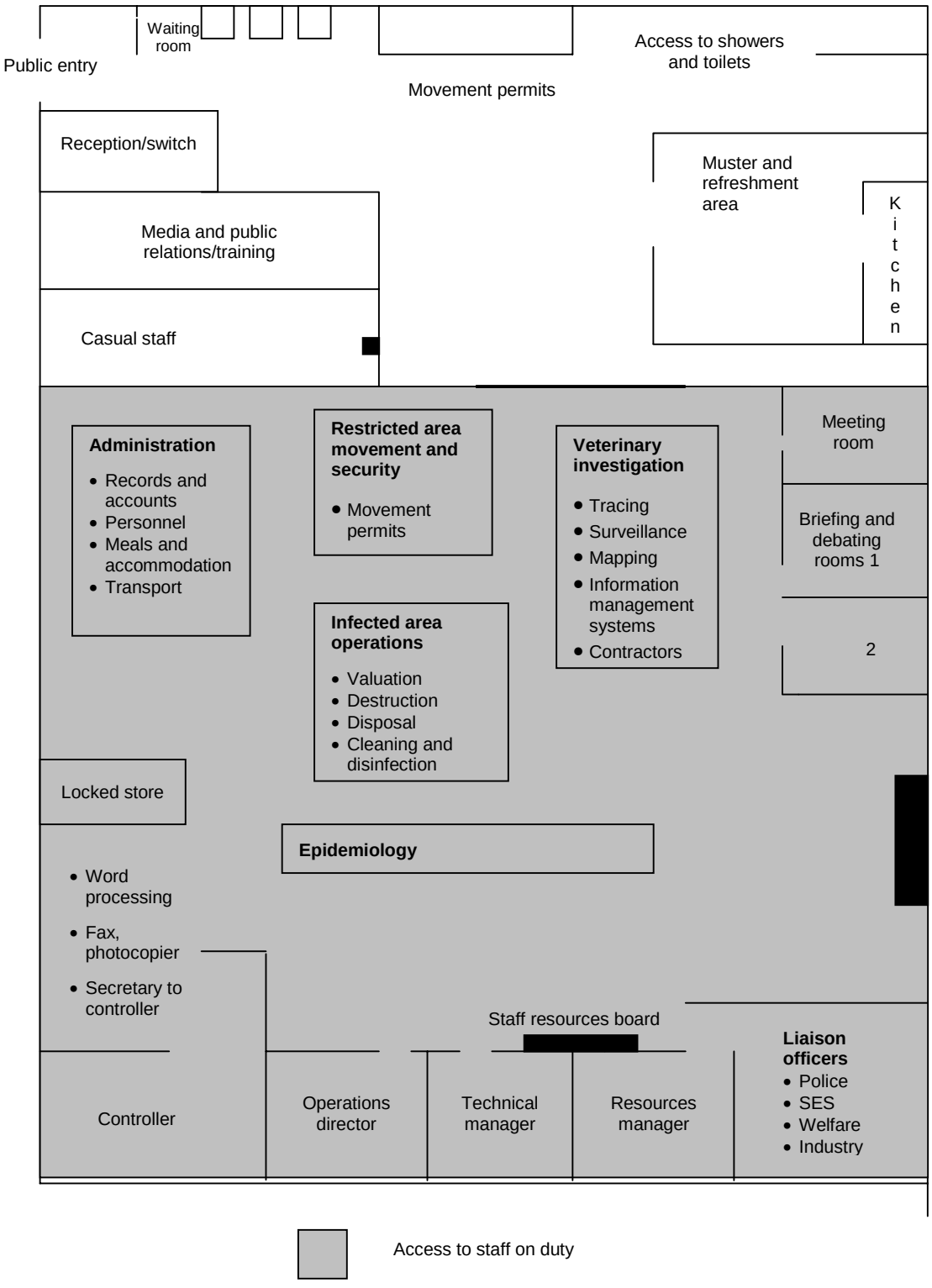

Figure 8 Desirable elements in the layout of an LDCC

3.3 Summary of functions of sections within the LDCC

3.3.1 Operations

The *operations section* conducts the operational aspects of the eradication or control program. The operations director is usually second-in-charge to the LDCC controller (see Figure 7).

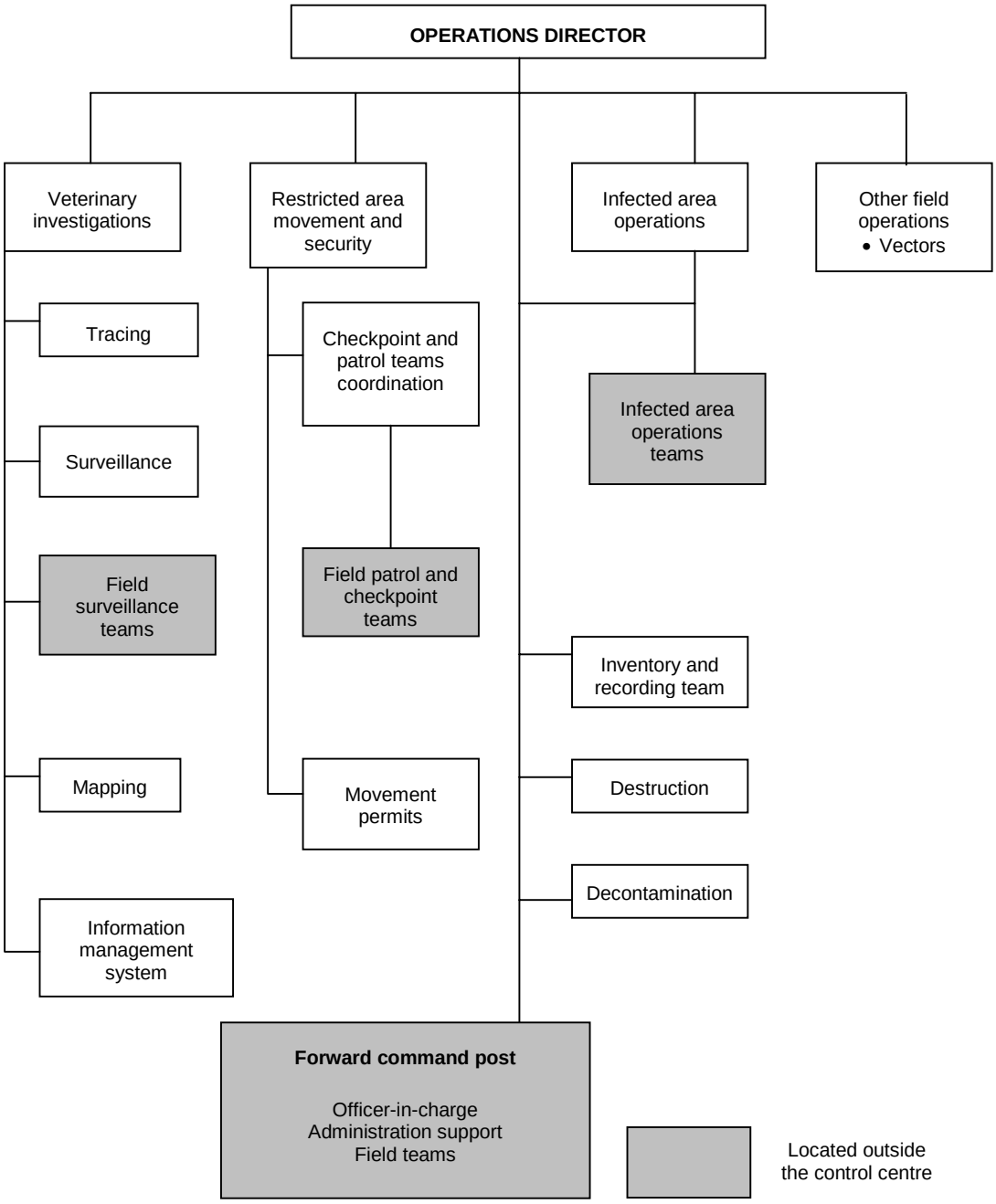

Figure 9 The operations section of the LDCC

Veterinary investigations

The *veterinary investigations unit* manages all tracing and surveillance activities within the area controlled by the LDCC under direction from the SDCHQ. The unit aims to identify any undetected foci of infection, but it does not become involved in the work of infected area operations teams.

The main duties of the unit are to:

- dispatch field teams to systematically visit and inspect all premises under its jurisdiction that may have susceptible animals or contaminated material;
- trace the movement of relevant animals and other potentially contaminated material from the IA and DCA;
- advise the SDCHQ of tracings required outside the local area;
- maintain a detailed map identifying IAs, DCAs and all other premises within the area under its jurisdiction and with susceptible animals or contaminated material; and
- liaise with key industry contacts and enlist their support in containing the infection.

Restricted area movement and security

The *restricted area movement and security unit* controls the movement of animals, animal products, water, vehicles (including watercraft), persons and other things into, within and out of the RA as appropriate, in order to minimise disease spread. This function may be contracted to a security firm.

The main duties of this unit are to:

- issue movement permits to the public;
- establish and operate road / water checkpoints in the RA, including liaison with the State / Territory transport authority, water authorities, police and local government;
- coordinate movement and security activities across the IA; and
- maintain registers of all RA and IA movement permits issued and unit staff deployed.

Many personnel in the security unit will have no background in aquatic animal health, and so will need initial briefings on and reinforcement of appropriate quarantine measures and movement restrictions.

Infected area operations

From the LDCC, the *infected area operations unit* manages all activities to eradicate or control infection in IAs and DCAs. Field activities are conducted by the infected area operations teams (see Section 3.3.2 and Figure 10).

The duties of the infected area operations unit are to:

- manage resources to allow effective operation in IAs and DCAs;
- ensure that inventories and other financial activities are conducted appropriately and that a valuer is present if required (for information on valuations refer to the **AUSVETPLAN Valuation and Compensation Manual**);
- ensure that destruction and disposal of animals is prompt, humane and within budget; and
- ensure that decontamination is conducted according to the nominated standards (see Appendix 4 for procedures).

Infected area operations teams

The main duties of *infected area operations teams* will vary with the nature of the incident. The teams may have to:

- manage day-to-day activities including preparation of an inventory of stock, and destruction, disposal, cleaning and disinfection;
- enforce quarantine for physical and biological security;
- prepare an accurate inventory of all animals and other material for destruction and disposal;
- plan and conduct efficient and approved animal destruction; and
- other duties in the IA as directed by the LDCC operations director.

Figure 10 shows the proposed staffing structure for infected area operations.

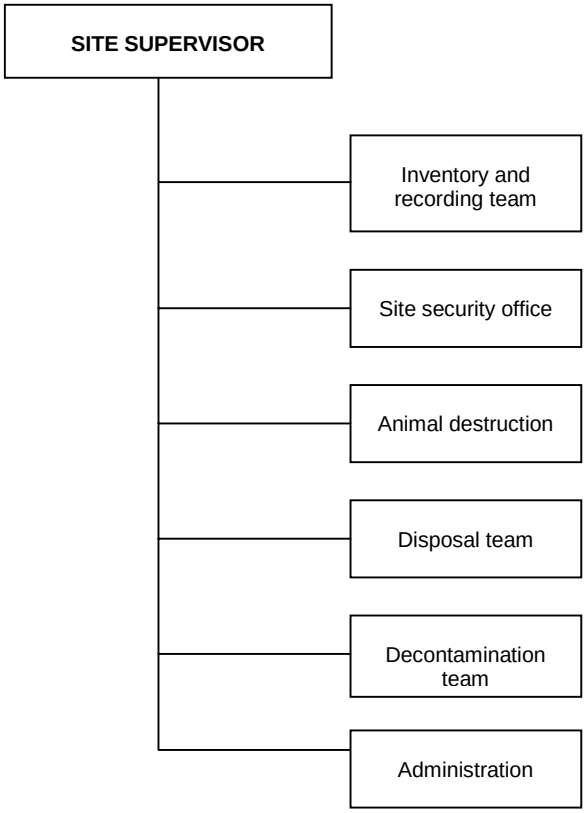

Figure 10 Infected area operations field staff

Other field operations

This unit includes personnel responsible for field operations such as *wild animal control*, *vaccination* and *vector control.*

3.3.2 Technical/intelligence

Figure 11 shows the proposed staffing structure for the technical/intelligence section of the LDCC.

Epidemiology

The *epidemiology unit* must determine the source of the disease, how it was introduced, how long it has been present, and previous and future mechanisms by which it might spread. This is a specialist unit that must work in close cooperation with other units and the LDCC controller. It is *not* the role of this section to perform the diagnostic, surveillance and tracing duties of the veterinary investigations unit.

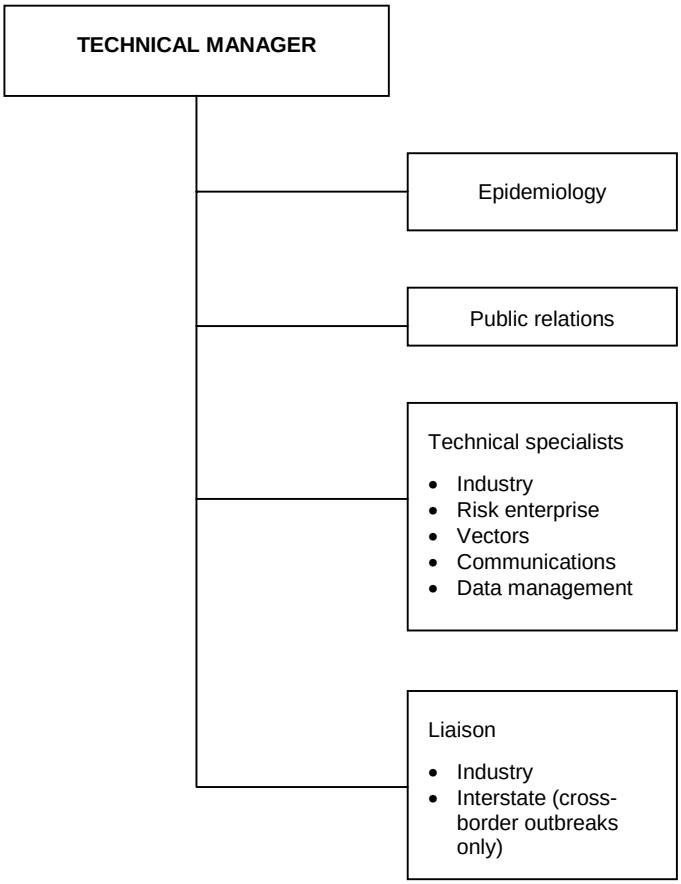

Figure 11 The technical/intelligence section of the LDCC

The epidemiology unit analyses information from, for example:

- reports originating from the IA;
- the Bureau of Meteorology;
- sea surface imagery; and
- liaison officers for specific industries

and makes recommendations to assist the LDCC controller on:

- boundaries of proclaimed RAs;
- declaration of IAs and DCAs;
- samples to be taken from IAs and DCAs;
- decontamination techniques; and
- release of quarantine.

Public relations

The *public relations unit*, under the direction of the local public relations officer, must work closely with the SDCHQ public relations unit to prepare material for distribution to the media, local industry and the public on the progress of the

campaign. It is also responsible for preparing material for briefing staff when they first arrive at the LDCC.

The main duties of this unit are, under direction from the SDCHQ media officer, to:

- prepare updates on the progress of the eradication or control campaign for distribution to LDCC and other departmental operations staff;
- prepare information packages for local distribution, for visitors to the LDCC and for a dedicated website, if possible;
- organise media conferences;
- coordinate arrangements and briefings for visitors;
- prepare news releases;
- prepare bulletins for public release that describe the movement restrictions and any other conditions that apply within the RA;
- prepare information for new staff on arrival at the LDCC; and
- continually re-evaluate information needs.

A spokesperson should be appointed by the LDCC controller to speak to the media. This person should have sufficient experience, seniority and professional standing to be credible to the media.

Technical specialists

Appropriate specialists are included in the technical section (Figure 11), and may specialists in the operation of any risk enterprise in the area (see Figure 7).

Liaison

The technical section also includes officers to liaise with affected industries and, if necessary, for interstate liaison where a disease outbreak crosses State borders.

3.3.4 Resources section

The *resources section* (Figure 12) provides administrative support to the LDCC and must be run by an experienced administrator with appropriate financial and human resources skills.

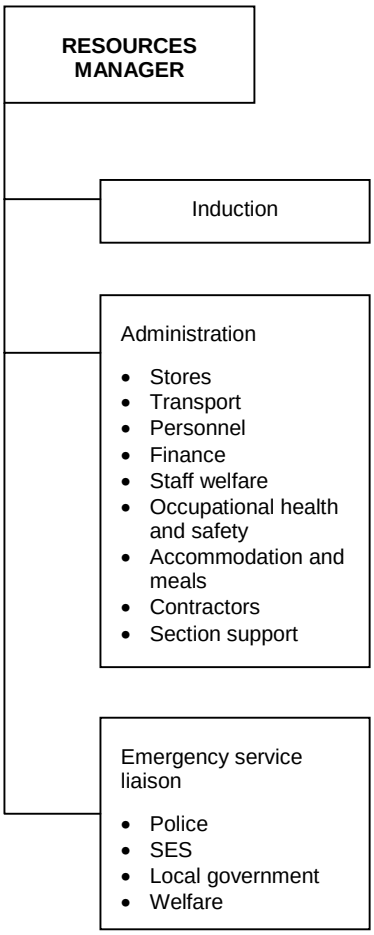

Figure 12 The resources section of the LDCC

Induction

The *induction unit* is responsible for briefing incoming staff on the nature of the disease, the current situation and operational procedures (see also public relations section above.)

Administration

The *administration unit* is responsible for providing coordinated administrative services to the LDCC and IAs.

The main duties of this unit are:

- to provide adequate personnel services;
- to ensure that OHS issues are addressed (particularly where people carry out tasks under water, in boats, using disinfectants or disposing of dead animals);
- to coordinate accommodation and meals for all LDCC and field staff;
- to manage the LDCC transport fleet (including boats);
- to coordinate the employment or dismissal of private contractors;

- to provide IT support and, if required, marine communication; and
- to coordinate administrative services in IAs.

Emergency services liaison

An *emergency services liaison officer* will be responsible for coordinating activities with the State emergency management services (eg police, SES and local government).

3.3.5 Forward command post

Tracing and surveillance by field surveillance teams may detect IAs or DCAs remote from the LDCC. In these cases the establishment of another full-scale LDCC may not be warranted and the LDCC controller, after consultation with the CVO / DF, may choose to establish a *forward command post*.

The forward command post, which may be outside the area controlled by the LDCC, provides a base for field activities and communicates relevant information to the LDCC. An additional, smaller RA may need to be declared to include the remote area and surrounding properties. Accurate and timely information flow between the forward command post and the LDCC is essential.

4 State disease control headquarters (SDCHQ)

4.1 Role of the SDCHQ

The position and authority of the CVO/DF in relation to the SDCHQ director must be determined on a State/Territory basis. However, the decisions of the SDCHQ must not be lightly overlooked. Each jurisdiction should set up the SDCHQ at an appropriate administrative level.

The SDCHQ is established at the direction of the CVO/DF once an aquatic animal disease emergency has been confirmed anywhere in the State/Territory and the operational phase has been entered. The SDCHQ evolves from the incident management team and will usually involve the members of that team. Once the aquatic animal disease emergency is confirmed, the incident management team will be upgraded to an SDCHQ and will work closely with counterparts in other States/Territories and CCEAD.

An incident management team may also be set up in a State/Territory if an emergency is suspected or confirmed in another jurisdiction and there are traces across borders.

The SDCHQ is responsible for State/Territory-wide coordination of all emergency operations. It plays a vital supporting role, helping the CVO/DF to develop disease control policies and the LDCC to implement them in the field. The SDCHQ collates, assesses and summarises complex information from various sources; informs the CVO/DF of significant developments; advises on strategies, procedures and resource requirements; and relays policy decisions back to the LDCC for implementation.

The primary roles of the SDCHQ are to:

- secure financial arrangements and ensure administrative support is provided;
- define financial and other delegations;
- determine, implement and coordinate State/Territory-wide disease control policies and strategies;
- develop the strategic plan;
- liaise with CCEAD and Commonwealth, State and Territory authorities (all communications with other jurisdictions must go through the SDCHQ, except in cross-border operations where liaison and cooperation on operational matters will be encouraged between LDCCs in adjacent States);
- brief the department's executive management and relevant ministers;

- coordinate disease investigation, tracing, surveillance and movement controls in the CA and elsewhere throughout the State / Territory;
- notify the Commonwealth and other States / Territories of tracings out of the affected jurisdiction;
- approve tasks not delegated to the LDCC, such as confirmation of new IAs and DCAs and approval to destroy animals in them;
- provide information to the public and to groups with special information needs across the State / Territory;
- implement legal arrangements and ensure that all legal requirements are met;
- ensure technical support is provided;
- ensure effective information flows between LDCC and field operations;
- liaise with emergency services at State / Territory level; and
- determine criteria for diagnosis, quarantine, destocking, movement controls, monitoring, surveillance and restocking.

4.2 Activation and establishment of the SDCHQ

The SDCHQ is activated on the direction of the CVO / DF and is usually established near the head office of the State or Territory department of agriculture / fisheries.

The resources manager is primarily responsible for setting up the SDCHQ. The initial layout will depend on the available facilities, but it should be modified to suit the available resources and the requirements of the campaign (see Section 4.4.3).

An SDCHQ, unlike an LDCC, does not need large areas to store equipment or vehicles, or for the decontamination or segregation of potentially contaminated people.

There should be adequate open floor space for maps and bulletin boards and for briefing sessions, and sufficient offices or partitioned areas to allow undisturbed work.

The site should be able to be expanded in the event of large outbreaks, as venue changes are disruptive.

Public access to the SDCHQ must be restricted to avoid disruption and to enhance security.

It is usually best to have the public relations unit in a separate room. The CVO / DF may give television crews permission to film the SDCHQ at work, but confidential data must remain confidential.

4.3 Structure, management and staffing

The *SDCHQ director* coordinates the day-to-day conduct of the campaign and liaises directly with LDCC controllers. Normally at least three other officers are required to staff the SDCHQ: a technical support manager, a resources manager and an operations manager. If there is an LDCC, its controller becomes part of this core team. Each manager is responsible for units staffed by various coordinators and other support and administrative staff. These key officers should be released from their normal duties and those functions should be carried out by staff not otherwise involved.

The *resources manager* is responsible for ensuring the smooth day-to-day operation of the SDCHQ.

The precise nature and extent of emergency operations will vary considerably between different disease eradication and control campaigns and during the course of a single campaign, depending on the nature, location and size of the disease outbreak, the stage and progress of the campaign, and the availability and capability of personnel. Consequently, the structure and staffing of the SDCHQ must remain flexible and be adapted to best meet the needs of the campaign.

In a small campaign or during periods of reduced activity, sections or units might combine, with staff performing more than one function. In a large campaign or during busy periods, staff should have assistants to help them; however, if this is not possible two or more people might share the same function. In such a case, decide at the outset who will carry ultimate responsibility.

In a large and widespread campaign, especially if there is more than one LDCC involved, some functions will be centralised within the SDCHQ, including technical support, media and public relations, legal support and liaison with supporting agencies.

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

A model staffing structure for an SDCHQ is shown in Figure 13.

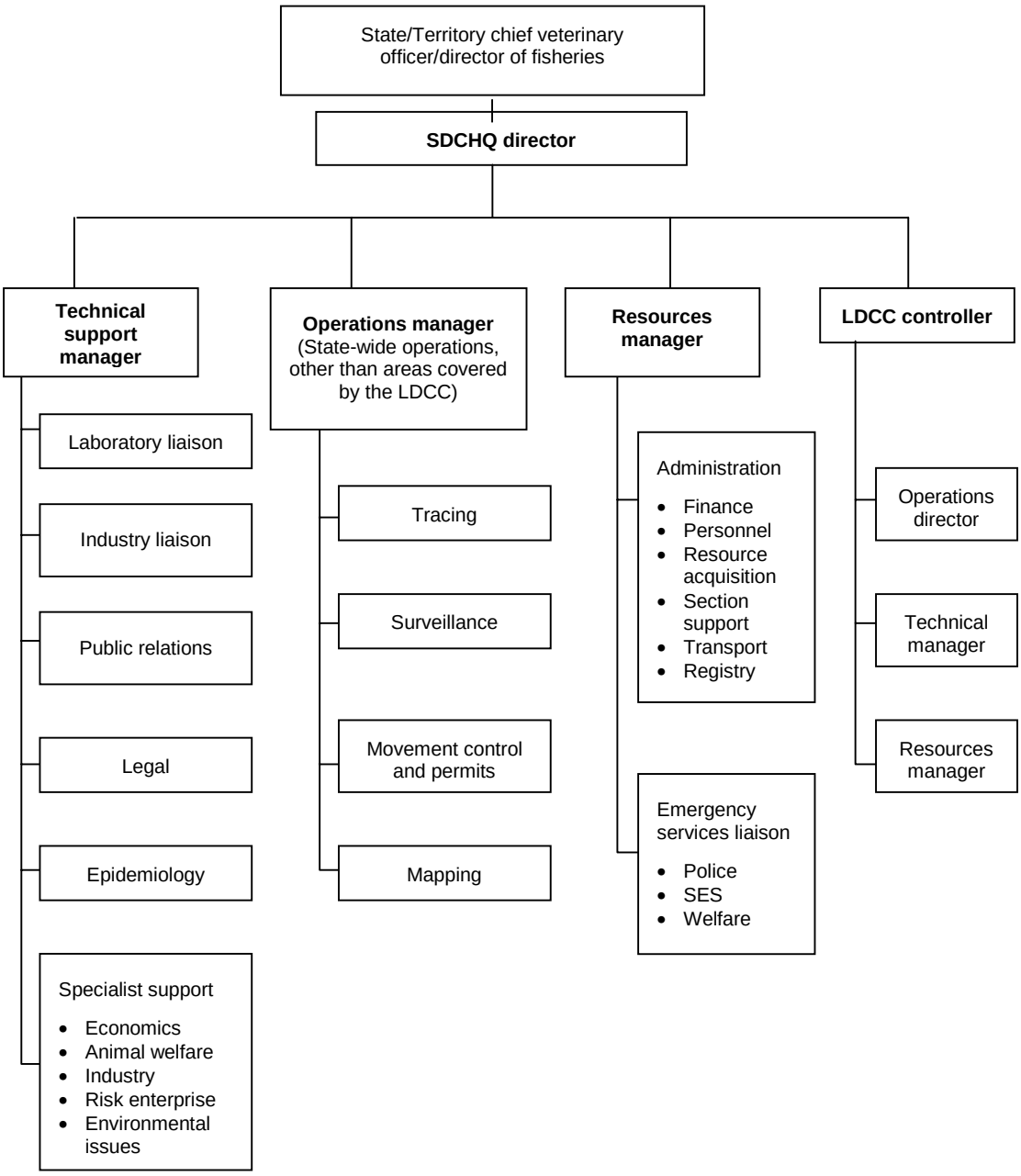

Figure 13 Model SDCHQ structure

4.4 Functions of SDCHQ sections

4.4.1 Technical support

The *technical support section* is responsible for:

- laboratory liaison;
- assessing the disease outbreak and its control;
- providing technical and policy advice;
- industry liaison;
- media and public relations; and
- legal services.

The section is headed by the *technical manager*, assisted as required by industry liaison coordinators / officers, the State / Territory public relations manager, legal officers, specialist support officers, and an epidemiologist.

The SDCHQ and LDCC technical managers must work closely together to ensure their activities are well coordinated. Responsibilities, functions and workloads must be clearly defined to avoid duplication of effort, matters being overlooked, or conflicting advice.

Industry liaison

Industry liaison is a vital adjunct to aquatic animal disease emergency operations. Key industry organisations and representatives must be kept well informed of the situation and consulted over policy.

The functions of industry liaison are to:

- keep industry informed of developments in the campaign;
- consult with industries to determine likely methods of disease spread, options for disease control and the effect of disease control policies and programs on industry, and to obtain feedback on the progress of the campaign; and
- seek and encourage industry endorsement of disease control policies, cooperation with control activities, and dissemination of information to industry organisation members.

A coordinator assigned to the SDCHQ oversees industry liaison at both State and local levels. If necessary, additional industry liaison officers might be appointed at the SDCHQ and LDCC. These officers may be departmental staff who normally work closely with the relevant industry, or they may be representatives of the relevant industry. The number and type of officers will vary, depending on the animal species involved in the emergency, the location of the outbreak and the stage of the campaign. Separate liaison officers might be needed for different industries and risk enterprises (eg wild fisheries and aquaculture) during the one campaign. The SDCHQ and LDCC officers must work closely together. SDCHQ liaises with industry associations and representatives at State and national levels.

LDCC liaises with local industry branches and representatives, with community groups and with individuals.

Laboratory liaison

Information flow between the SDCHQ and laboratory staff undertaking the testing of samples is vital to the emergency management process. Test results are essential to guide the emergency management response.

Public relations

Appropriate, accurate and adequate media coverage of the campaign is vital to:

- maintain community and political support for the campaign;
- increase alertness for signs of disease, and encourage early recognition and reporting;
- enhance knowledge of and compliance with movement restrictions and other disease control activities; and
- fulfil legal and moral obligations for freedom of information.

The *public relations unit* should prepare and convey appropriate information about the disease and the control campaign to the media, industry and the public in both rural and urban communities. It is also responsible for preparing material for briefing staff at the SDCHQ, as well as department staff State-wide.

The SDCHQ public relations manager has overall responsibility for operations at both State and local levels. The SDCHQ and LDCC media officers must work closely together. The SDCHQ is responsible for the development and implementation of policy on media coverage, approves all media releases relating to policy and other sensitive issues, and will be the main handler of the capital city and national media. The LDCC maintains close contact with local media.

Legal support

All disease control activities must be carried out in accordance with the relevant State / Territory legislation. The functions of legal support are to:

- arrange for proclamations, delegations and orders;
- advise on the legality of proposed policies and operations;
- provide legal advice on specific issues as they arise;
- prepare and arrange prosecutions;
- prepare for potential litigation; and
- brief staff on how to deal with claims against the authorities and on staff responsibilities.

The SDCHQ *legal coordinator* has overall responsibility for legal services at both State and local levels. A legal officer with clearly defined responsibilities might also be appointed to the LDCC to provide local support if required.

Epidemiology

The LDCC epidemiologist is primarily responsible for the collation and interpretation of epidemiological data. It is appropriate, particularly in a widespread or multifocal campaign, to appoint an epidemiologist to the SDCHQ to oversee this process and provide technical advice about disease spread and control to the SDCHQ technical and operations managers and the CVO / DF.

Other specialist support

Specialist support officers might be assigned full or part-time to provide technical, financial and policy analysis and advice on issues such as animal welfare, economics, environmental protection, wild animals or vectors, and matters peculiar to specific industries and risk enterprises. They may be from other government departments and or from outside the State / Territory. CCEAD is a potentially fruitful place to seek such technical support. In the absence of cost sharing arrangements, costs for technical support should be negotiated 'up front'.

4.4.2 Operations

The SDCHQ *operations section* is responsible for coordinating all veterinary and regulatory operations relating to the disease emergency, both within the CA and elsewhere throughout the State / Territory.

In a small campaign, the operations manager undertakes most of these functions. In larger operations, various tasks are delegated to appointed coordinators and officers. A registry (section) clerk assists with mapping, whiteboard displays and the information management system.

Tracing, surveillance, movement controls and vaccination

Tracings of contacts outside the RA are relayed by the LDCC to the SDCHQ. If these relate to movements within a State, the SDCHQ operations section passes this information to appropriate and available field staff for follow-up. Information about movements interstate is relayed to the relevant CVO / DF or their nominated officer.

This section also arranges surveillance, to be carried out by field staff, of any SA identified by tracing.

The operations section oversees the monitoring and enforcement of movement restrictions applying within the CA or across State / Territory borders.

Mapping and information management system

The operations section maintains maps showing the boundaries of RAs and CAs, the location of SAs outside the CA, key regional and emergency service resources, and other information as required.

The *information management system* is used to record and report on premises identified during tracing and surveillance operations in the CA.

4.4.3 Resources

The SDCHQ *resources section* liaises with emergency services at the State level, and acquires the resources and provides administrative support and expertise for the smooth and efficient operation of the campaign and headquarters. This frees technical and policy staff from day-to-day administrative concerns.

Administration

The SDCHQ *administration coordinator* manages financial, personnel, stores, OHS and other administrative matters within the headquarters. The administration unit also oversees administrative functions at the LDCC and elsewhere in the State/Territory as they relate to the disease control campaign, to ensure they comply with policy, and to provide adequate support. However, the LDCC administration unit carries out its day-to-day functions autonomously.

The administration coordinator might delegate administrative tasks, engaging additional registry (section) clerks to handle information flow in the SDCHQ. Although the administration unit is responsible for staffing, the registry clerks will be directed in their day-to-day duties by the manager of the section or unit to which they are assigned.

A separate cost centre must be established and accurate financial records and timesheets kept, especially where supplementary treasury funding and/or cost sharing may be sought.

Once an investigation begins, administrators should ensure that all officers use logbooks to record phone calls, messages and contacts so that a complete record of the investigation is maintained.

Emergency services liaison

Under State/Territory emergency management arrangements, the department of agriculture/fisheries is the coordinating or lead agency for aquatic animal disease emergencies. However, many other agencies have a significant supporting role to play.

The SDCHQ is responsible for establishing and maintaining liaison at the State level. The LDCC is responsible for working with district and local emergency services and local government.

In a *small localised campaign*, most emergency services liaison is undertaken locally by the LDCC. The role of the SDCHQ is limited to ensuring that appropriate operational use is made of emergency services, and keeping the departments and ministers informed of developments through situation reports.

In a *large widespread campaign* beyond local resources, coordination of support is done at the State level and the role of the SDCHQ in supporting agency liaison becomes much more prominent.

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

National liaison

It is the responsibility of the SDCHQ to liaise with the Australian CVO.

5 Information systems and management

5.1 Information management systems

If available, information management systems provide for the collection of the following information in an aquatic animal disease emergency:

- owner and location of premises;
- case number;
- area status (eg IA, DCA, trace, RA);
- re-visit frequencies;
- progress reports on destruction, disinfection etc;
- inputs to a computerised tracing module;
- statistics for surveillance and tracing activities; and
- details of staff movements and visits to premises.

Information management systems may also record information from the public and from industry, and generate forms for scheduled visits.

A variety of database applications can be used, from simple spreadsheets to complex dedicated programs, such as the Animal Health Emergency Information System (ANEMIS).

For LDCC disease management activities to be successful, information collected by field and other personnel must be clear, concise and accurate and must be disseminated to all LDCC and SDCHQ personnel who require it. The flow of disease information within the LDCC is summarised below.

5.2 Administration systems (LDCC)

Each administrative section and unit within the LDCC is expected to maintain its own records systems. These systems should allow the accurate recording and filing of details of LDCC operations, be operable by relief staff when required and be capable of preparing daily situation reports for the LDCC officer in charge of administration.

Whenever possible, use the standard departmental system for stores, personnel, vehicle hire and so on. This facilitates operations, especially in the early stages of the campaign. However, the system used should be auditable for cost recovery purposes (see Appendix 6).

5.3 Information management

Information management must be simple and easily understood by individuals who do not normally use such a system. Information must be recorded and filed, it must be retrievable, and follow-up actions must be checked to ensure completion.

The *resource managers* in LDCCs and SDCHQs are responsible for information management, including the provision of sufficient clerical support and copying facilities.

Message forms and log sheets

A control centre processes a vast amount of information in the course of a disease eradication / control campaign, including large numbers of messages between the control centre and its supporting / reporting agencies and individuals. Replacement of staff, and extended operations requiring multiple shifts, demand that all information be recorded, retrieved and distributed systematically.

As there may be 20 or more points of access for external communications (usually telephone and fax) operating in the control centre, there cannot be one communications centre through which all internal and / or external communications are channelled and accounted for. This places a responsibility on each individual who has access to a means of communication. The receiver or initiator of information must keep copies of all messages.

This is best achieved with a self-carboning message form. All messages must be recorded on message forms, so that they can be referred to and retrieved later. Message forms should be numbered. Sections or units may use message forms with a prefix or number identifying the section / unit. Copies of message forms are kept on a file and may be copied to other files, such as premises files. Faxes and radio messages should be copied to message forms.

The essential information contained in a message form is transferred to a one-line, serially numbered entry in the section logbook by the person who took the original message. The log may refer to an individual desk, or to a small section. The purpose of the log is to account for every message on a system where messages can be easily located, avoiding the need to search many message forms to identify a single item. The log also records completed actions, whether the information has been distributed, and whether a reply is necessary. It is kept up to date by the individual managing the relevant desk and serves as a reminder of uncompleted tasks. It is invaluable at shift handover because it provides a summary of activities for the period and a check of uncompleted actions.

Log sheets should be bound so that there is no opportunity for pages to be lost.

Message forms contain an address for their destination at the top. The message initiator circles addressees for distribution, indicates the message priority, and places the original message in the section out tray, from which it is collected by the section clerk. Clerks are responsible for copying and distributing message forms. The initiator and clerk are responsible for keeping the amount of paper to a minimum, consistent with the 'need-to-know' principle.

Individuals on the move around the control centre should carry a clipboard of message forms, or a notebook, to record information for transfer to message forms. Log entries are made on return to the individual's workstation.

Files

All sections / units and many individuals need to keep their own working files. IA files are best kept and maintained as a central file in the veterinary investigations unit of the LDCC. Extra clerical support is necessary to maintain and keep track of these files, which may be lent to other sections (all loans *must* be recorded). Working papers, including some premises information, need to be kept as small working files in sections and at desks. As sections have no further need for premises information, it should be sent to the veterinary investigations unit where it is placed on the relevant original premises file, or discarded if duplicated. The file cover should have a one-line summary of the information on each paper in the file. This is updated as papers are added. Folios must be numbered.

Personnel

In addition to clerical support in each section, the LDCC controller and operations manager and SDCHQ director need secretarial support and a 'shadow' or understudy. In large operations, the SDCHQ director may need a communications manager to control all official information that enters or leaves the control centre in the form of reports, situation reports, media releases and so on. The communications manager may need a clerk to handle incoming and outgoing faxes. The secretary and communications manager may be the same person in a small operation.

Section and unit leaders are responsible for conveying all necessary information to their staff. The content and frequency of information sessions, newsletters and reports can be adjusted to achieve this.

An administrative person in the reception area restricts entry to the control centre and may direct visitors, with an escort, to an appropriate area of the centre (away from the main operational areas) or may initiate a message into the centre.

Information boards

Whiteboards, chalkboards and maps can be used to display and convey a variety of information in the control centre. Commonly used contacts and suppliers, major resources, locations, teams, rosters and housekeeping information can be conveniently displayed. Staff must be advised by the induction officer at their initial briefing about which boards they must consult.

Briefings

No attempt should be made to let everyone in the centre have access to all the information available. In a large operation there will be an overwhelming amount of information, which must be directed only to those who need it for action or information. Staff information briefings should be conducted regularly and should summarise the main issues. Section and individual briefings are required on a continuing basis to reflect changing circumstances.

Appendix 1 Inspection form

1. Inspection date: / / Inspection time:

2. Location of premises or area:

3. Owner: Telephone:

Address: Mobile:
Fax:
Postcode: Radio:

4. Manager: Telephone:

Address: Mobile:
Fax:
Postcode: Radio:

L.G. Ref:
Map No.:
Map Ref:

Affected aquatic animals:

Nature of disease suspected:

Exact location of suspected case/s (eg tanks or cages affected):

Numbers of animals affected and at risk:

Are any urgent tracings required?

Is assistance needed to retrieve mortalities or sample stock?

Is decontamination required, for example of people, product or fomites that have left the premises recently?

Quarantine Imposed: / /

Quarantine Release: / /

Appendix 2 Checklist for CVO/DF

Initiate procedures to confirm the incident.

Advise appropriate lead agency staff, stressing the confidentiality of the incident until its nature is confirmed.

Confirm nature of incident.

Arrange first meeting and select attending personnel.

Select candidates for position of incident management coordinator.

Appoint incident management coordinator.

Register incident.

Brief:

Executive director;

Minister;

Interstate and Commonwealth Agencies;

Industry;

others as required (including recreational anglers, conservation groups, general public etc).

Categorise the incident.

Follow guidelines for first taskforce meeting.

Appoint taskforce staff:

Incident management coordinator (may already be appointed)
Communications coordinator
Media spokesperson
Extension coordinator
Administrative officer
Legal officer
Operations manager
Mapping and data officer
Industry liaison officer
OHS representative

Allocate resources and assign project code.

Consider definition of boundaries of the IA and CA.

Assess legislative options and legal powers required to institute necessary controls.

Brief appropriate lead agency staff and industry.

Plan for field activities.

Note: This checklist is provided as a guide and does not contain every action that may be required in responding to an emergency/incident. The checklist is not in any particular order.

Appendix 3 Sample draft agenda for first meeting of incident management team

AGENDA

1. Introductions

Incident management coordinator

2. Situation report

Outline history and situation of incident
Confirm incident
Confirm identity of causative agent

3. Categorise incident

Relevant executive director to provide a notice to all staff involved

4. Incident management team appointments

Incident management coordinator
Resources manager
Administrative officer
Technical support manager

Other staff as required. For instance,

Legislative Officer
Communications coordinator
Media spokesperson
Extension coordinator
Herbicides / fungicides / pesticides / chemicals officer
Operations manager

5. Actions

- Any legislative requirements:

  Chemical registration?
  Movement controls for produce?
  Are Acts adequate?
  Do you need to gazette any areas?
  Gazette inspectors
  Provide identity tags
  Confirm regulatory powers

- Establish a temporary cost centre
- Provide briefing note for minister's office

- Extension

  List and inform key contacts

  Prepare extension material and distribute as required

  Consider need for public meetings

  Any visiting experts needed?

  Create internal and external distribution lists

- Prepare media release
- Brief the Australian CVO

  Unofficially prior to confirmation

  Officially when outbreak is confirmed — establish an interstate teleconference of CCEAD if required

  Prepare agenda of items for teleconference

- Establish working parties:

  To define extent and ramifications of problem

  To determine initial quarantine or restrictive zones

  To establish effects of outbreak and proposed actions on intrastate and interstate trade

6. Prepare an action list of key staff to be circulated to all members as soon as possible after the meeting

7. Prepare a telephone number list including after-hours numbers

8. Industry liaison

- List and confidentially inform key industry contacts
- Consider policy and need for industry meetings and extension
- Industry members to be invited to attend a meeting for briefing and consultation following the initial meeting (teleconference if necessary)

9. Activate field operations as necessary

10. Other business

11. Next meeting

These items are detailed below.

Explanatory notes

Introductions

The incident management coordinator or his / her delegate will:

- identify him / herself as the person in charge and responsible for any decisions made with regard to the incident;
- make all necessary introductions;

- provide a brief overview of why those present have been called to the meeting;

- explain the ground rules for running the incident management team:

  – Ensure that the chain of communication is clear. For instance, a nominated manager should be given the responsibility of liaising with the lead agency executive and the executive director. The nominated manager must brief the executive promptly, so that extra demands are not placed on the incident management coordinator or other operational staff, diverting them from their task. This does not empower the nominated manager to act as a public spokesperson on the issue.

  – At the end of each item, nominate somebody to 'action' the item. Keep the action list, which will form the summary of the meeting.

  – Outline the use of action lists. Each incident management team member will be expected to keep his / her action list up to date.

Situation report

A situation report should preferably be prepared and distributed prior to the meeting (email / fax). This will give attendees time to assess the problem and may form the basis of any ministerial briefing notes, other reports or media releases.

Categorise incident

Categorise the incident so that all lead agency personnel clearly understand the priority to be given to it. Categories may range from incidents requiring no further resources or reporting after the emergency, to those requiring priority over other tasks from all staff. More than one region is likely to be involved.

The incident management team will regularly consider the need:

- for the response to be terminated;

- for the response to be changed to a regulatory or containment program; or

- for the incident management team to be upgraded to an SDCHQ (once the disease emergency is confirmed).

In summary:

- Respond rapidly.

- Estimate the size of the incident (or likely scenario).

- Agree to commit resources to its management (rarely will too many resources be committed for too long — in practice, human resources are usually underestimated).

- Estimate how long these emergency resources will be required, and when the level of response is to be reviewed.

- Ensure that all necessary approval and communication processes are addressed.

Incident management team appointments

The incident management coordinator or delegate will nominate individuals to act in the incident management team.

Even in small incidents, dedicate a number of people to do allocated tasks. Always allow for the incident management coordinator to be provided with an assistant if required.

Legislative requirements

An incident management team member will need to ensure that all actions are in accordance with the relevant legislation. Where appropriate and necessary, draft ministerial declarations of proclamations, or regulations.

Chemicals such as fungicides and herbicides may require urgent registration for use outside their current registration.

Explain the need for this action in the ministerial briefing, and recommend a departmental and ministerial course of action.

Cost centre

If the incident is going to require extra resources, appoint an administration officer and establish a cost centre.

Briefing note for the minister's office

The ministerial briefing should include all essential elements and sensitive issues, and estimate of the cost of the incident. The briefing note may form the basis of the media release and also provide the basic information for internal and external circulation lists. Inform key contacts about the incident confidentially. A list of key contacts should be considered at the initial meeting, in anticipation of a public announcement by the minister. Persons should only be informed on this basis if they agree not to take any action until a media release has been made.

Extension material/directives to lead agency staff

Keep all staff involved in the incident, as well as other lead agency staff, informed with dated and numbered information updates (eg 'Incident Update #2'). A memo indicating the priority of this project (the 'incident') and the degree of cooperation required by various staff should be issued under the name of the executive director.

It is important that staff be reminded that any information or knowledge of the incident that they might have, which has not been made public through media releases etc, must remain confidential.

It may be desirable to have extension material available for distribution both to staff and to the public as quickly as possible. An acceptable timeframe is two to three days. The extension material should describe the problem in words and graphics, explain the significance of the problem and say what is required of both affected and unaffected stakeholders. It should also contain contact details.

Media release

A media release will be required for any incident, and must be screened by at least the communication coordinator. In some cases it may not be issued immediately but will be kept for release as required.

Create a distribution list, or lists for situation reports and other extension material

Table a distribution list for development at the meeting. Taskforce members will then have the opportunity to check and update it.

Where possible, compile and maintain lists of key contacts in government and industry in advance. The lead agency should keep a record of where to obtain relevant mailing and contact lists. These separate distribution lists should normally include:

- a circulation list of taskforce members, the executive and the minister's office for confidential briefings;
- an internal distribution list for staff and others acting in the interests or under the direction of the department / agency; and
- an external distribution list for other stakeholders and people with an interest in the incident.

In general, coordinators should not rely solely on email distribution of information to key players, but should also distribute fax / hard copies to ensure that the information reaches the target readership.

Develop an initial agenda or checklist of tasks for each manager and operational unit, incorporating this agenda and adding further detail to the foregoing items.

Action list

Prepare an action list to be circulated to all taskforce members as soon as possible after the end of the meeting.

Telephone numbers

Create a list of key staff telephone, fax and mobile numbers and distribute it to relevant switchboards and staff.

Next meeting

Hold meetings regularly and as required, but keep them brief. Use action plans as the basis of the agenda for future meetings.

Appendix 4 Disinfection and decontamination information

Decontamination is the combination of physical and chemical processes, vital for disease eradication, that kills or removes pathogenic microorganisms.

Eliminating disease viruses or other agents from clothing, vehicles, tools, carcases or the environment calls for a good understanding of the general properties of each infectious agent and the possible ways in which each may persist or be transferred in the environment. It is important to adopt basic microbiological principles in isolating the source of infection and decontaminating personnel, equipment, vehicles and sites. Personal decontamination procedures, when properly carried out, permit the safe movement of personnel from property to property.

Thorough preliminary cleaning is needed before any chemical disinfectants are used. Mechanical brushing of surfaces with a detergent solution is highly effective in removing contaminating disease agents.

Viruses responsible for exotic diseases can be categorised according to their size and whether they contain lipids. The categories (A — lipid-containing viruses, intermediate to large size; B — no lipids in virus, small size; or C — no lipids in virus, intermediate size) determine the choice of disinfectants because of the effectiveness of disinfectants on different lipids, as follows:

- category A — best disinfectants are detergents, hypochlorites, alkalis, Virkon®, glutaraldehyde.
- category B — best disinfectants are hypochlorites, alkalis, Virkon®, glutaraldehyde (classical bactericides like quaternary ammonium compounds and phenolics are not effective against these viruses).
- category C — these viruses fall between categories A and B in sensitivity to the best disinfectants, such as hypochlorites, alkalis, Virkon®, glutaraldehyde.

The birnavirus responsible for infectious pancreatic necrosis (IPN) in fish contains no lipids and is of intermediate size (category C). The rhabdovirus causing infectious haemopoietic necrosis (IHN) in fish contains lipids and is intermediate to large in size (category A).

For detailed information on disinfection and decontamination procedures refer to the **AUSVETPLAN Decontamination Manual**.

Appendix 5 Checklist from which to compose draft agenda for the Consultative Committee on Emergency Animal Diseases

Teleconference: Date: Time (EST):

DRAFT AGENDA

ITEM		PRESENTER
1	**OPENING**	Chair
	1.1 Papers distributed	
2	**REPORTS**	
	2.1 State / Territory report on suspect disease	Host State
	2.1.1 Overview	
	2.1.2 Location of IA — grid reference and map	
	2.1.3 Numbers of each susceptible species	
	2.1.4 Clinical situation – description of clinical signs – estimates of morbidity and mortality numbers for each susceptible species	
	2.1.5 Duration of the infection / infestation	
	2.1.6 Has the index case been identified (? source of infection)	
	2.1.7 Numbers of susceptible species in vicinity	
	2.1.8 Susceptible wild animals on premises and in vicinity (estimate of density / numbers if possible)	
	2.1.9 Results of preliminary tracing / surveillance	
	2.1.10 Action taken to date	
	2.1.11 Resources used to date (personnel and / or equipment)	
	2.1.12 Feasibility of eradication – in domestic species – in wild species	
	2.2 Laboratory diagnosis of suspect disease	AAHL / State labs.
	2.3 Technical update on disease	AAHL / Nat Offices
3	**PROPOSED ACTION**	Host State
	3.1 Eradication plan	
	3.1.1 Slaughter	
	3.1.2 Disposal	
	3.1.3 Decontamination	

3.2 Quarantine and movement controls

3.2.1 Quarantine premises
3.2.2 RA movement and security — draft proclamation and map
3.2.3 CA restrictions — draft proclamation (and map if other than entire State / Territory)

3.3 Tracings

3.4 Surveillance

4 DISCUSSIONS/CONCLUSIONS OF CCEAD Chair / Members

5 MOVEMENT AND TRADE ISSUES

5.1 Intrastate — outside RAs and CAs
5.2 Interstate
5.3 International

6 **ADMINISTRATIVE ARRANGEMENTS**

6.1 Additional staff / resources
6.2 Estimates of cost

7 **NOTIFICATION TO INDUSTRY/INTERNATIONAL**

7.1 State
7.2 National
7.3 International

8 **MEDIA RELEASE** Host State

8.1 Local
8.2 State
8.3 National

9 SUGGESTED RECOMMENDATIONS TO RELEVANT STANDING COMMITTEES OF MINISTERIAL COUNCILS Chair

9.1 Advice of the occurrence of the disease
9.2 Feasibility and mechanisms of eradication
9.3 Invoking the Commonwealth–States cost sharing agreement

10 OTHER BUSINESS

11 NEXT MEETING

12 CLOSE

Appendix 6 Movement and entry permits

Each State/Territory should attach its own movement forms to this appendix.

- Quarantine area — authority to enter
- Quarantine area — approval to move
- Restricted area — approval to move

Appendix 7 Cost-recovery audit requirements

There is currently no cost sharing agreement between the State/Territory governments and the Commonwealth Government for the management and eradication of exotic aquatic animal diseases. In the case of emergencies where cost recovery is sought, however, the following guidelines are suggested for the audit requirements (based on the guidelines under the cost sharing agreement for the eradication of certain animal diseases):

The following costs *may* be reimbursed:

- salaries of staff employed specifically for the emergency (includes superannuation, compensation and accruals);
- overtime;
- travel;
- teleconferences;
- meeting expenses and other communication expenses;
- testing fees;
- consultant fees;
- other expenses (eg costs of eradication);
- capital expenses (essential equipment only).

In cases where reimbursement is sought, all claims need to be accompanied by receipts or other appropriate documentary evidence and certified by the Senior Accounting Officer and CVO/DF of the State/Territory or Commonwealth department involved.

Initially each State, Territory and Commonwealth government agency will be responsible for financing its own costs, but all eligible expenditure incurred will subsequently be reimbursed according to the cost sharing arrangement (if and when one is negotiated). This agreement will likely require that all requests for expenditure be considered by Primary Industries Standing Committee of the Primary Industries Ministerial Council before payment.

Appendix 8 Administration forms and suggested office equipment to be held at LDCC

Each State/Territory should insert its own standard administration forms in this appendix.

General

- Message forms
- Log forms

Personnel

- Personal particulars form
- Australian Taxation Office — employment declaration
- State casual employees' superannuation fund
  - member registration form
  - member information book
- Attendance record *or* combined duty report and expense claim form
- Wages sheet
- Injury report form
- Workcare forms
  - employee form
  - employer form
- Salary rates
- Recreation leave form
- Sick leave form *or* personal leave card

Transport

- Requisition for transport
- Vehicle log form
- Mechanical repair authority
- State / Territory insurance office accident report form
- General claim

Stores

- Requisition form
- Local purchase order — external ordering
- Request for supplies — internal ordering
- Stores issue voucher
- Stores received voucher
- Contract rates
- Treasury regulations
- Central stationery store stock list

Equipment

- photocopying machines
- fax machines
- IBM-compatible computers and printer
- whiteboards and marker pens
- felt noticeboards on stands for maps
- filing cabinets and protective sleeves for files
- typist tables, chairs and accessory typing supplies
- office tables and chairs
- AQUAVETPLAN manuals
- required forms, permits for movement etc
- stationery requirements, eg paper, pens

Note: Many departments will have a computerised stores system that could be adapted for use in an outbreak.

Glossary

Alert phase	*see* Stages of activation.
Aquatic animal disease emergency	A situation requiring an immediate response and highest priority for allocation of resources to a disease of aquatic animals.
Area	A defined tract of land and or water, for the time being subject to disease control restrictions under aquatic animal disease emergency legislation.
Agriculture and Resource Management Council of Australia and New Zealand	The Agriculture and Resource Management Council of Australia and New Zealand (ARMCANZ) consisted of the Australian Commonwealth, State / Territory and New Zealand ministers responsible for agriculture, soil, water (both rural and urban) and rural adjustment policy. The council was the peak government forum for consultation, coordination and, where appropriate integration of action by governments on agriculture, forestry and fisheries. ARMCANZ was superseded by the Primary Industries Ministerial Council and Natural Resource Management Ministerial Council in 2001. *(See* Primary Industries Ministerial Council *and* Natural Resource Management Ministerial Council.)
AQUAPLAN	The national five-year plan (1998–2003) for aquatic animal health in Australia. AQUAVETPLAN is the Preparedness and Response Program of AQUAPLAN.
AQUAVETPLAN	A document that outlines the Australian approach to the eradication / control of the more important emergency aquatic animal diseases; links policy, strategies, implementation, coordination and counter-disaster agency plans.
AUSVETPLAN	A document that outlines the Australian approach to the eradication / control of the more important animal diseases not presently occurring in this country; links policy, strategies, implementation, coordination and counter-disaster agency plans.
Chief veterinary officer	The veterinary officer of each State or Territory animal health authority who has prime responsibility for animal disease control in that State or Territory. This officer in some States also has prime responsibility for aquatic animal disease control.

Consultative Committee on Emergency Animal Diseases	A committee called together in emergencies, and comprising the State/Territory chief veterinary officers (or nominees) (or directors of fisheries in the case of aquatic animal disease emergencies) and the Chief of CSIRO Animal Health (or nominee), chaired by the Australian CVO. The committee consults in emergencies arising from the introduction of an exotic disease of livestock or aquatic animals, or from serious epidemics of Australian origin.
Control area	A declared area in which defined conditions apply to the access or egress of specified aquatic animals or fomites. Conditions applying in a control area are less intense than those in a restricted area. The limits of a control area and the conditions applying therein may be varied rapidly, according to need.
Dangerous contact area or premises	An area or premises containing aquatic animals that show no signs of disease but, because of their probable exposure to disease, will be subject to disease control measures.
Director of fisheries	The officer in each State or Territory who has prime responsibility for management of fisheries resources. In some States the officer also has prime responsibility for control of emergency aquatic animal diseases.
Disinfectant	Any agent used to destroy microorganisms.
Disposal	Sanitary removal of animal carcases and fomites by burial, burning or some other process to prevent the spread of disease.
Exotic aquatic animal disease	Disease affecting aquatic animals (possibly also affecting humans and other animals) not known to occur in Australia.
Field officer	Individual with knowledge of fish health. May be a government employee or a private individual.
Forward command post	A field operations centre, subsidiary to a local disease control centre, established in remote area operations.
Fomite	Any inanimate thing (eg water, packing, boots, equipment) capable of spreading the disease agent.
Infected area	A defined area (which may be all or part of a premises, lease or waterway) in which an aquatic animal disease emergency exists or is believed to exist, or in which the infective agent of that aquatic animal disease exists or is believed to exist. An infected area is subject to quarantine served by notice and to eradication or control procedures.
Investigation phase	*see* Stages of activation.

Lead agency	The agency which controls the disease control operation, having special expertise and legal responsibility in that particular type of emergency. The identity of the lead agency will vary according to the emergency management legislation of the particular State/Territory.
Local disease control centre	An emergency operations centre responsible for the management of field operations in a defined area.
Ministerial Council on Forestry, Fisheries and Aquaculture	The Ministerial Council on Forestry, Fisheries and Aquaculture (MCFFA) consisted of Australian Commonwealth, State/ Territory and New Zealand ministers responsible for forestry, fisheries and aquaculture. This council was the peak government forum for consultation, coordination and, where appropriate, integration of action by governments on forestry, fisheries and aquaculture. It was superseded in 2001 by the Primary Industries Ministerial Council and Natural Resource Management Ministerial Council. *(See* Natural Resource Management Ministerial Council and Primary Industries Ministerial Council.)
Movement control	Restrictions placed on movement of animals, people and fomites to prevent spread of disease.
Natural Resource Management Standing Committee	Standing committee of the Natural Resource Management Ministerial Council (NRMMC) dealing with natural resource issues such as fisheries, and land and water management. This committee replaces the Standing Committee on Agriculture and Resource Management and the Standing Committee on Fisheries and Aquaculture of, respectively, the Agriculture and Resource Management Council of Australia and New Zealand and Ministerial Council on Forestry, Fisheries and Aquaculture. (*see* Standing Committee on Agriculture and Resource Management *and* Standing Committee on Fisheries and Aquaculture.)
Natural Resource Management Ministerial Council	The Natural Resource Management Ministerial Council consists of Australian Commonwealth State/Territory and New Zealand ministers responsible for fisheries and land and water management. This council is the peak government forum for consultation, coordination and, where appropriate, integration of action by governments on fisheries and land and water management issues.

Operational procedure	Detailed instructions for carrying out particular tasks in disease control such as recording, destruction, decontamination etc.
Operational phase	*see* Stages of activation.
Operations	The activities necessary to give effect to a disease control strategy.
Operations manual	Document containing specific, step-by-step instructions on certain operations.
Owner	Person responsible for a premises (includes an agent of the owner such as a manager or other controlling officer). Note that State/Territory legislation may have a different definition.
Premises	Includes any land, waterway, water lease, house or other building or structure.
Primary Industries Standing Committee	Standing Committee of the Primary Industries Ministerial Council dealing with primary industries issues such as agriculture, forestry and fisheries. This committee replaces the Standing Committee on Agriculture and Resource Management and the Standing Committee on Fisheries and Aquaculture of, respectively, the Agriculture and Resource Management Council of Australia and New Zealand and Ministerial Council on Forestry, Fisheries and Aquaculture. (*see* Standing Committee on Agriculture and Resource Management *and* Standing Committee on Fisheries and Aquaculture.)
Primary Industries Ministerial Council	Primary Industries Ministerial Council consists of the Australian Commonwealth, State/Territory and New Zealand ministers responsible for primary industries such as agriculture, forestry and fisheries. The council is the peak government forum for consultation, coordination and, where appropriate, integration of action by governments on agriculture, forestry and fisheries. (*see* Agriculture and Resource Management Council of Australia and New Zealand *and* Ministerial Council on Forestry, Fisheries and Aquaculture)
Quarantine	Legal restrictions limiting movement to or from a place, imposed on animals, animal products, vehicles or other things.
Rehabilitation	Process of adjustment to circumstances prevailing in the aftermath of an aquatic animal disease emergency.

Restricted area	A relatively small declared area (compared to a control area) around an infected area, subject to intense surveillance and movement controls.
Risk enterprise	An aquatic-animal or related enterprise with a high potential for disease spread (eg processing plant, hatchery, on-growing facility).
Roadblock	Road or water checkpoint or barricade to maintain compliance with movement control restrictions.
Standing Committee on Agriculture and Resource Management	Standing committee of ARMCANZ dealing with issues such as for agriculture, soil, water and rural adjustment policy. This committee was comprised of the department heads / CEOs of Commonwealth, State / Territory and New Zealand government agencies responsible for agriculture and resource management; the CSIRO; and the Bureau of Meteorology. Superseded by the Primary Industries Standing Committee of the Primary Industries Ministerial Council and the Natural Resource Management Standing Committee of the Natural Resource Management Ministerial Council. *(See* Primary Industries Standing Committee *and* Natural Resource Management Standing Committee)
Standing Committee on Fisheries and Aquaculture	Standing Committee of MCFFA dealing with issues such as forestry, fisheries and aquaculture. This committee was comprised of the department heads / CEOs of Commonwealth and State / Territory agencies responsible for forestry, fisheries and aquaculture. Superseded by the Primary Industries Standing Committee of the Primary Industries Ministerial Council and the Natural Resource Management Standing Committee of the Natural Resource Management Ministerial Council. *(See* Primary Industries Standing Committee *and* Natural Resource Management Standing Committee)
Senior manager	Senior fish pathologist, director of fisheries or CVO with expertise in AQUAVETPLAN, who is appointed to manage eradication or control procedures in a designated region.
Stages of activation	Investigation, alert, operational, stand-down.
— investigation phase	Exists when key members of the aquatic animal health authority are notified that an aquatic animal disease emergency may be imminent, or exists in another State.
— alert phase	Exists when the CVO / DF considers that an aquatic animal disease emergency is likely;
— operational phase	Exists when the CVO / DF considers that an aquatic animal disease emergency exists;

— stand-down phase	Exists when the CVO / DF considers that the disease emergency no longer exists.
State / Territory disease control headquarters	The emergency operations centre that directs the disease control operations to be undertaken in the State / Territory.
Strategy	The principles on which control of a disease is based.
Support agency	An agency having a defined role to assist the lead agency to give effect to aquatic animal disease emergency management plans.
Surveillance	A systematic program of inspection and examination of animals or things to determine the presence or absence of an aquatic animal disease.
Survey	A program of investigation designed to establish the presence, extent or absence of disease.
Suspect animal	An animal which is likely to have been exposed to an emergency aquatic animal disease such that its quarantine and intensive surveillance, but not pre-emptive destruction, are warranted; *or* an animal not known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis.
Suspect area or premises	An area or premises containing suspect animals which will be subject to quarantine and intensive surveillance.
Tracing	The process of locating animals, persons or fomites which may be implicated in the spread of disease, so that appropriate action can be taken.
Veterinary committee	The committee of CVOs of each State / Territory and the Commonwealth, plus the head of the Australian Animal Health Laboratory, Geelong and others, that recommends national control strategies.

Abbreviations

AFFA	Department of Agriculture, Fisheries and Forestry – Australia
ARMCANZ	Agriculture and Resource Management Council of Australia and New Zealand
AQUAVETPLAN	Aquatic Animal Disease Emergency Veterinary Plan
AAHL	Australian Animal Health Laboratory
AQIS	Australian Quarantine and Inspection Service
CA	Control area
CCEAD	Consultative Committee on Emergency Animal Diseases
CCIMPE	Consultative Committee on Introduced Marine Pest Emergencies
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVO	Chief Veterinary Officer
DCA	Dangerous contact area
DF	Director of fisheries (State / territory government)
IA	Infected area
LDCC	Local disease control centre
NRMMC	Natural Resource Management Ministerial Council
NRMSC	Natural Resource Management Standing Committee
OIE	Office International des Epizooties (World Organisation for Animal Health)
PIMC	Primary Industries Ministerial Council
P ISC	Primary Industries Standing Committee
SCARM	Standing Committee on Agriculture and Resource Management
SCFA	Standing Committee on Fisheries and Aquaculture
SDCHQ	State / Territory disease control headquarters
SES	State / Territory emergency service
RA	Restricted area
SA	Suspect area
SP	Suspect premises

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