

# Biosecurity Emergency Management

## Glossary

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### Version Control

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# Biosecurity Emergency Management Glossary

## INTRODUCTION

### **Authority**

The Biosecurity Emergency Management Glossary (the Glossary) has been prepared by the Biosecurity Emergency Preparedness Working Group (BEPWG) and endorsed by the National Emergency Preparedness and Response Working Group 17 August 2013.

### **Purpose**

The purpose of the Glossary is to provide, nationally, a single point of reference for terms, acronyms and definitions commonly used during the response to biosecurity incidents.

### **Scope and application**

It is intended that the Glossary will have application across all biosecurity sectors. As such generic definitions have generally been applied. However, where a definition is specific to a particular sector, a note to this effect has been included with the definition.

Due to the generic nature of the definitions, it is acknowledged that some of the definitions provided in the Glossary may not align exactly to how they are currently defined in some sector specific documentation.

### **Standards applied**

Generic definitions have been applied throughout the Glossary and where appropriate a reference to the source document has been provided. Those definitions that are not referenced have been developed from a number of sources and/or through the collective knowledge and input from the Biosecurity Emergency Preparedness Working Group.

Other standards that have been applied include:

Context	Established emergency management terminology has been applied, where appropriate, in preference to dictionary definition.
Priority	Where there is a conflict or difference in terminology, priority has been given to higher order sources, in the following order:

- Relevant published Standards (Australian and International), e.g. *ISO 31000:2009*
- National 'all hazard' agreements, documentation and sources, e.g. *National Environmental and Biosecurity Response Agreement*
- National 'sector specific' sources, e.g. *Australian Emergency Plant response Plan*
- Jurisdiction specific sources, e.g. *Biosecurity Queensland Abbreviations and Definitions*.

Square brackets [xxx]

Indicates that additional text has been added to the original definition to enhance (not change) its meaning.

### Review and maintenance

The Biosecurity Emergency Management Glossary was developed by the Biosecurity Emergency Preparedness Working Group and endorsed by the National Emergency Preparedness and Response Working Group.

The Biosecurity Emergency Preparedness Working Group secretariat has responsibility for the maintenance of the Glossary and will ensure that scheduled reviews are conducted in consultation with the Biosecurity Emergency Preparedness Working Group.

Any comments including additions and or amendments to the Glossary may be forwarded to the Biosecurity Emergency Preparedness Working Group secretariat, at:

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## Related incident management arrangements

A range of state, territory and Commonwealth legislation, as well as sector-specific policy and plans may be relevant in a biosecurity response, with applicability dependent upon the nature of the incident. The Biosecurity Emergency Management - Glossary is intended to complement these established arrangements.

An illustration of the documentation framework, applicable in biosecurity responses is at Figure 01.

Details of the relevant national documents referred to in Figure 01 are provided at Appendix 1.

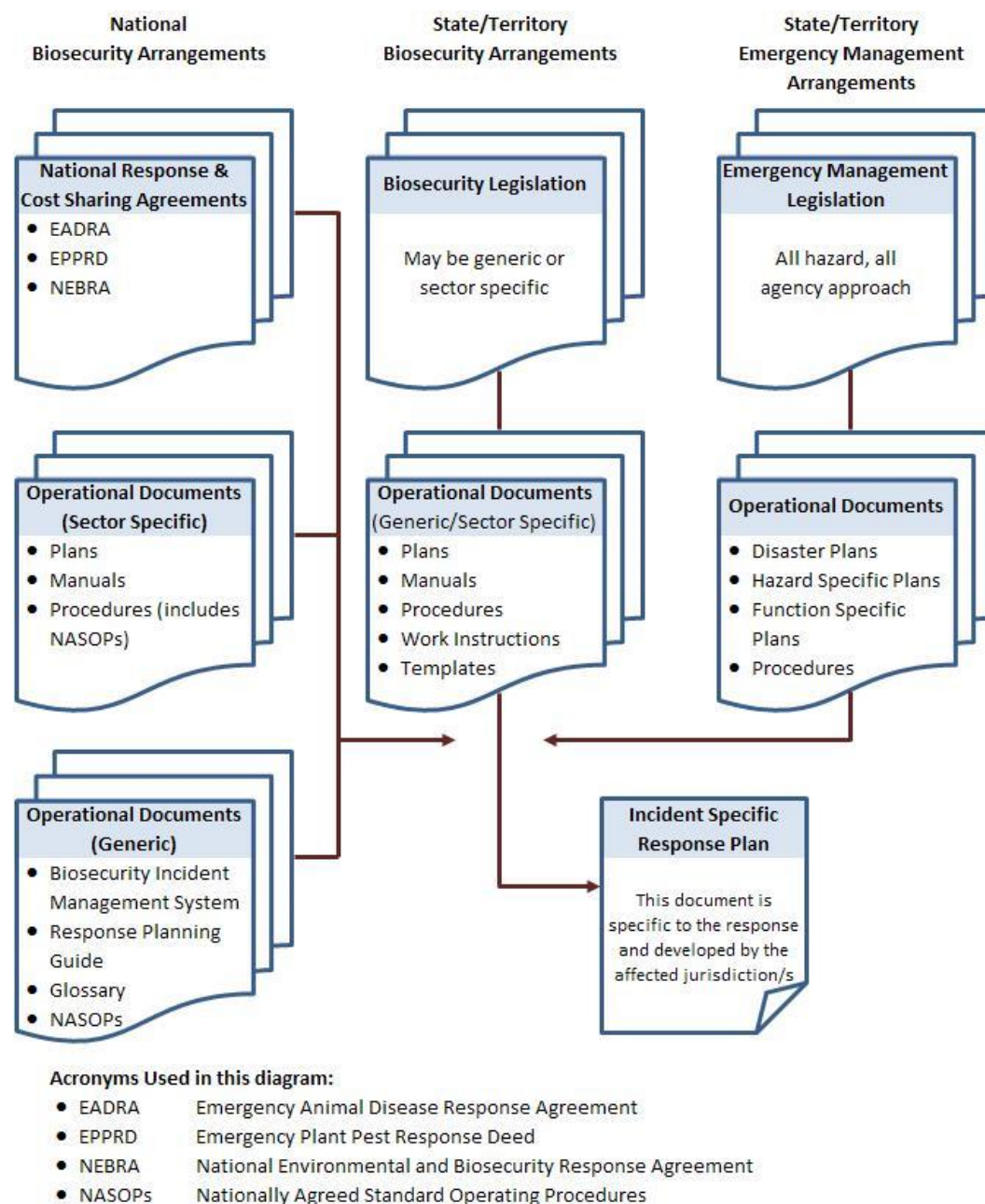


Figure 01. Documentation framework applicable to biosecurity responses

## TERMS & DEFINITIONS

Term	Acronym	Definition
Agency representative	-	An individual allocated to an incident from an assisting agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Syn. 'Liaison Officer' (19)
Alert phase	-	The Alert Phase begins when the CPHM(s) of the Lead Agency(s) declares that based on an initial analysis of the pest, an emergency exists or has the potential to exist. During the Alert Phase the CPHM(s) of the Lead Agency(s) will ensure all stakeholders are alerted and key response staff are placed on standby. (25)
Animal Health Committee	AHC	A subcommittee of the Primary Industries Standing Committee comprising the chief veterinary officers of Australia and New Zealand, and of Australian states and territories, as well as representatives of the Australian Animal Health Laboratory (CSIRO) and Biosecurity Australia (formerly called the Veterinary Committee). The Australian Quarantine and Inspection Service and Animal Health Australia participate as observers. The committee provides advice to the Primary Industries Ministerial Council on animal health matters, focusing on technical issues and regulatory policy. (15)
Appreciation process	-	A decision making tool, used in response management, to assist managers determine and justify the most appropriate course of action.
AQUAPLAN	AQUAPLAN	Outlines Australia's national strategic plan for aquatic animal health. It was jointly developed by national, state and territory governments, and private industry sectors. (38)
Aquatic animal disease emergency	-	A situation requiring an immediate response and highest priority for allocation of resources to a disease of aquatic animals. (17)
Aquatic Consultative Committee on Emergency Animal Diseases	Aquatic CCEAD or AqCCEAD	Aquatic CCEAD membership comprises the Australian Chief Veterinary Officer, state or territory chief veterinary officers or directors of fisheries, and representatives from Biosecurity Australia, the Australian Quarantine Inspection Service and the CSIRO Australian Animal Health Laboratory. Representatives from relevant potentially affected industries participate with observer status. Secretariat support is provided by the Aquatic Animal Health Program. (35)



<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Aquatic Veterinary Emergency Plan	AQUAVETPLAN	A series of technical response plans that describe the proposed Australian approach to aquatic animal disease incursions. (17)
Area of Interest	AOI	A geographic area (point, line or one or more polygons) of interest to biosecurity surveillance or emergency response activity. (12)
Australian Animal Health Laboratory	AAHL	CSIRO's Australian Animal Health Laboratory (AAHL) is a national facility and front line defence – helping to protect Australia from the threat of exotic and emerging animal diseases. The Australian Animal Health Laboratory is located in East Geelong, VICTORIA. (36)
Australasian Inter-service Incident Management System	AIIMS	AIIMS is an Incident Management System that enables the seamless integration of activities and resources from multiple agencies for the resolution of any emergency situation. It operates effectively for any type of incident, imminent or actual, natural, industrial or civil, and many other situations in which emergency management organisations are involved. (2)
Australian Chief Veterinary Officer	ACVO	The nominated senior Commonwealth veterinarian in the [Australian Government] Department of Agriculture, Fisheries and Forestry Australia who manages international animal health commitments and the Commonwealth Government's response to an animal disease outbreak. (4)
Australian Veterinary Emergency Plan	AUSVETPLAN	A series of documents that describes the Australian response to emergency animal diseases linking policy, strategies, operations, coordination and counter-disaster plans. (4)
Australian Veterinary Reserve	AVR	Non-government veterinarians, predominantly from rural areas, who have been trained in operational response roles.
Biosecurity	-	Biosecurity is the management of the risks to the economy, the environment, and the community, of pests and disease entering, emerging, establishing or spreading. (22)
Biosecurity emergency	-	Circumstances in which a pest or disease poses a significant and immediate threat to part or parts of Australia's economy, environment or community. (22)
Biosecurity Emergency Preparedness Working Group	BEPWG	Working group established, in 2008 by the National Biosecurity Committee, to implement arrangements related to harmonisation of Australia's biosecurity response arrangements. (9)
Biosecurity incident	-	An event which increases the likelihood of biosecurity risk being realised. (22)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Biosecurity Incident Management System	BIMS	The Biosecurity Incident Management System is an incident management system that has been developed for use when responding to biosecurity incidents. (10)
Biosecurity measures	-	Activities undertaken to manage biosecurity risks. (22)
Biosecurity risks	-	The potential of a disease or pest entering, emerging, establishing or spreading in Australia; and the disease or pest causing harm to the environment, or economic or community activities. (22)
Biosecurity Surveillance Incident Response and Tracing	BioSIRT	Biosecurity Surveillance Incident Response and Tracing (BioSIRT) is a web-based information management system developed to support national consistency in the management of information and resources in response to routine and emergency incidents of animal or plant pest incursions. (13)
Briefing	-	The process of advising personnel of the details of the incident or event with which they will be dealing. (19)
Chief Disease Management Officer	CDMO	The government officer with overall responsibility for the management of an emergency aquatic disease response program within a particular state or territory. The officer will usually be the Chief Veterinary Officer or Fisheries Director for the relevant jurisdiction.
Chief Plant Health Manager	CPHM	The plant health manager of each state/territory plant health authority that has prime responsibility for plant pest control in that state or territory. (11)
Chief Plant Protection Officer	CPPO	The Chief Plant Protection Officer is responsible for undertaking national coordination and emergency management of plant health issues. The Office of the Chief Plant Protection Officer is an operating unit within the Australian Government Department of Agriculture, Fisheries and Forestry. (11)
Chief Veterinary Officer	CVO	The senior veterinarian of the animal health authority in each jurisdiction who has responsibility for animal disease control in that jurisdiction. (11)
Command	-	The internal direction of the members and resources of an organisation in the performance of the organisation's roles and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (19)
Consultative Committee	CC	Generic term used to describe the committee established at a national level to recommend the technical feasibility of a particular response.

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Consultative Committee on Emergency Animal Diseases	CCEAD	A committee of state and territory CVOs, representatives of the Australian Animal Health Laboratory (CSIRO) and the relevant industries, and chaired by the Australian CVO. The committee convenes and consults when there is an animal disease emergency due to the introduction of an emergency animal disease of livestock, or other serious epizootic of Australian origin. (4)
Consultative Committee on Emergency Plant Pests	CCEPP	A committee of State and Territory Plant Health Managers, Australian Government and representatives of relevant industries who consult when there is a plant health emergency. (40)
Consultative Committee on Exotic Plant Incursions	CCEPI	The key technical body for coordinating national responses to exotic weed incursions in Australia. (37)
Consultative Committee on Marine Pest Emergencies	CCIMPE	The Consultative Committee on Marine Pest Emergencies (CCIMPE) provides technical and expert advice and is the primary coordinating body for marine pest emergencies at the national level. Membership comprises representation for the lead government agency of each State, the Northern Territory and from relevant Australian Government agencies (Dept. of Sustainability, Environment, Water, Populations and Communities; Dept. of Agriculture Fisheries and Forestry). The CSIRO, provides specialist technical expertise on marine pests to the CCIMPE forum. CCIMPE may also call on additional expertise as required. (16)
Contact premises	-	Premises (or locality) containing susceptible host plants which are known to have been in direct or indirect contact with an infected premises. (25)
Containment (Animal)	-	The process of containing a wild animal population within a defined area or buffer zone by the use of natural or artificial barriers and/or depopulation. (30)
Containment (Plant)	-	The restriction of an incursion to a limited area, perhaps with quarantine measures enforced in order to prevent further spread. Containment may be an adjunct to or an approach used in an eradication campaign. (25)
Control	-	The overall direction of activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (19)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Control area	CA	An area around the restricted area where movement is controlled but not restricted. The area is intended to reduce likelihood of the disease spreading beyond the restricted area.
Controller	-	The person designated by the control agency to be the controller for the particular emergency. (19)
Coordination	-	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates vertically within an organisation, as a function of the authority to command, and horizontally across organisations, as a function of the authority to control. (19)
Cost sharing	-	Proportional funding of a national biosecurity incident response by some or all of the parties, and is determined in accordance with the National Environmental Biosecurity Response Agreement and provision of the EADRA and EPPRD for response managed in accordance with the terms of those agreements.(23)
Cost Benefit Analysis	CBA	Benefit:cost analysis or cost beneficial means an analysis having the objectives set out in, and carried out in accordance with the National Framework for Biosecurity Benefit:Cost Analysis. Benefit:cost analysis is to determine whether the costs of a national biosecurity incident response would be outweighed by the benefits and, if so, to whom the benefits would accrue. (23)
Dangerous contact animal	-	An animal showing no clinical signs of disease but which, by reason of its probable exposure to [the] disease [of interest], will be subjected to disease control measures. (4)
Dangerous contact premises	DCP	Premises that contain dangerous contact animals or other serious contacts. (4)
Debrief	-	A meeting at the end of an operation with the purpose of assessing the conduct or result of an operation. (19)
Debriefing	-	The process of sharing the good and bad points of the response to an incident as a means to improving any future planning and response. (19)
Declared area	-	A defined area which is subject to disease control measures under legislation. Declared areas include restricted area; control area; infected premises; and dangerous contact premises.

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Decontamination	-	The combination of physical and/or chemical processes that kills or removes pathogenic microorganisms – it Includes all stages of cleaning and disinfection.
Deed	-	A formal, legally binding agreement between two or more parties with respect to management and funding of emergency response actions. It also formalises the roles of participation in decision making as well as contributions towards the costs related to emergency responses.
Depopulation	-	The removal of a host population from a particular area to control or prevent the spread of a pest or disease. (11)
Destroy	-	To slaughter humanely (when applied to animals).
Disease	-	Means the presence of a pathogenic agent in a host and/or the clinical manifestation of infection that has had an impact (i.e. significant negative consequences) or poses a likely threat of an impact. It includes micro-organisms, disease agents, infectious agents and parasites. (22)
Disease agent	-	The organism that causes the disease in a susceptible host. (4)
Disease watch hotline (Animal)	-	24-hour free-call service for reporting suspected incidences of emergency animal diseases - 1800 675 888. (11)
Disinfection	-	The application, after thorough cleansing, of procedures intended to destroy the infectious or parasitic agents of diseases; applies to premises, vehicles and different objects that may have been directly or indirectly contaminated. (11)
Disinsection	-	The destruction of insect pests, usually with a chemical agent. (11)
Disposal	-	Sanitary removal of known or likely to be infected organisms by burial, burning or some other process so as to prevent the spread of disease.
Emergency	-	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment and which requires a significant coordinated response. (19)
Emergency animal disease	EAD	A disease that is (a) exotic to Australia or (b) a variant of an endemic disease or (c) a serious infectious disease of unknown or uncertain cause or (d) a severe outbreak of a known endemic disease, and that is considered to be of national significance with serious social or trade implications. (4)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Emergency Animal Disease Response Agreement	EADRA	An agreement between government and industry on how to manage the cost and responsibility for an emergency response to an animal disease outbreak. It is a formal and legally binding document. (5)
Emergency Animal Disease Response Plan	EADRP	A response to an EAD that is, in accordance with Part A of Schedule 4, developed by a State or Territory CVO and endorsed by the CCEAD and the NMG and which is subject to Government and Industry Parties' Cost Sharing in accordance with this Deed. (3)
Emergency harvest	-	Selective harvest to recover some value of the stock as a course of action may be considered if there are clinically unaffected animals that are close to harvest age on infected premises. This action will preserve some value of the crop for the owner while removing potentially infected animals from the environment. (31)
Emergency Operations Centre	EOC	A facility established to control and coordinate the response and coordinate support to an incident or emergency. (19)
Emergency pests and diseases	-	<p>Pests and diseases that are:</p> <ul style="list-style-type: none"><li>• exotic to Australia and it is considered to be in the national interest to be free of the pest/disease; or</li><li>• a variant of an endemic pest or disease (that can be distinguished by investigative and diagnostic methods) which if established in Australia, would have a national impact; or</li><li>• a serious pest or disease of unknown or uncertain cause; or</li><li>• a severe outbreak of a known endemic pest or disease, and that is considered to be of national significance with serious social or trade implications. (22)</li></ul>
Emergency plant pest	EPP	See - Emergency pests and disease.
Emergency Plant Pest Response Deed	EPPRD	Government and plant industry cost sharing deed in respect of emergency plant pest responses. (26)
Emergency Plant Pest Response Plan	EPPRP	A plan for undertaking a response to an EPP that is developed by a state or territory CPHM and endorsed by the CCEPP and the NMG and which is subject to cost sharing in accordance with the EPPRD. (25)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Emergency response	-	<p>In relation to pests and diseases, means the actions taken in anticipation of, during and immediately after, an outbreak to ensure that its impacts are minimised and may include:</p> <ul style="list-style-type: none"><li>• actions constituting an initial response to an outbreak,</li><li>• actions that form part of a national biosecurity incident response. (22 &amp; 23)</li></ul>
Endemic animal disease	-	<p>A disease affecting animals (which may include humans) that is known to occur in Australia. (4)</p>
Endemic pests and diseases	-	<p>Those pests and diseases which are native to Australia or which are established and therefore unlikely to be eradicated. (11)</p>
Enterprise manual	-	<p>Enterprise manuals provide information and guidance to:</p> <ul style="list-style-type: none"><li>• government personnel involved in EAD preparedness who may be unfamiliar with the operations of the industry of which the enterprise is part</li><li>• industry personnel and veterinarians who need information on strategies that may be adopted to improve preparedness (in the form of contingency plans) and guidance on the operational procedures which may be applied in the event of an EAD incident. (31)</li></ul>
Epidemiological investigation	-	<p>An investigation to identify and qualify and/or quantify the risk factors associated with the disease. (11)</p>
Eradication	-	<p>The permanent elimination of a pathogenic agent from an area. Eradication is indicated by the pathogenic agent no longer being detectable by recommended methods of surveillance and diagnosis (refer to Proof of Freedom). (11)</p>
Exotic animal disease	-	<p>A disease affecting animals (which may include humans) that does not normally occur in Australia. See also emergency animal disease, endemic animal disease. (4)</p>
Exotic pest	-	<p>A plant pest or disease that is not known to exist in Australia or is outside a Pest Quarantine Area for that pest in a state.</p>
Exotic plant pest hotline	-	<p>A free call telephone service available during normal working days and business hours provided for Australia's plant production sectors and plant health services to report suspect detections of unusual exotic plant pests and diseases - 1800 084 881. (24)</p>

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Finance and administration function	-	The management of records, information flow and miscellaneous items required to ensure the smooth and efficient running of an operations centre. It may also include the management of financial arrangements associated with the response. (10)
Finance and administration section	-	Section established within an operations centre, to manage the financial and administrative functions associated with that centre. This may include secretariat support to the Incident Management Team, records management and finance. The Finance and Administration Function is often included in the Logistics Section, however in large scale responses may be established as a section in its own right. (10)
Fomites	-	Inanimate objects (e.g. boots, clothing, equipment, instruments, vehicles, crates, packaging) that can carry an infectious disease agent and may spread the disease through mechanical transmission. (4)
Foreign animal disease	FAD	See exotic animal disease.
Forward command post	-	A field operations centre, subsidiary to a Local Control Centre. (4)
Functional approach	-	Functional approach means the use of specific functions to manage the response to an incident. Although these functions are consistent through the levels of response, their application at each level may vary, depending on the objectives being set for the level at which they are being applied. (10)
Hot debrief	-	A debrief, that takes place while response activities are still underway. Can be used to capture contemporary information and contribute towards future response activities.
Hot zone	-	Location(s) where pathogens are likely or known to be present. (11)
Incident	-	See - Biosecurity Incident.
Incident Action Plan	IAP	A statement of objectives, actions, tasks and responsibilities to be undertaken to contain or resolve an incident. An IAP will generally have application for a single operational period. (8)
Incident command system	ICS	Generic term for systems employed to manage the response to an incident. AIIMS (Australasian Inter-service Incident Management System) is an example of an incident command system.
Incident controller	-	See – Controller.



<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Incident definition phase	-	The investigation period following formal notification to the relevant consultative committee on emergency animal, plant, pest or disease of an incident. (25)
Incident management function	-	The overall management of activities associated with an operations centre, site or geographic location, necessary for the response to an incident. (10)
Incident management system	IMS	Generic term for systems employed to manage the response to an incident. AIIMS (Australasian Inter-service Incident Management System) is an example of an incident management system.
Incident Management Team	IMT	Normally comprises the Controller [Incident Manager], the Operations Manager/Director, Planning Manager and Logistics Manager, however other specialists may be included when necessary such as a species expert and legal services unit representative. (10)
Incident specific response plan	-	Generic term for the strategic level plan developed during the response to a specific biosecurity incident. It may be developed at a state/territory or national level, and is generally endorsed/approved by a committee at the national level. (8)
Incursion (Plant)	-	The detection of a pest which qualifies as an Emergency Plant Pest in the EPPRD. (25)
Index case	-	The first or original case of the pest or disease to be diagnosed in a pest or disease outbreak on the index property.
Index property	-	The property on which the index case is identified to have occurred.
Industry	-	Industry refers to people involved in production of an economic good (either material or a service) within an economy. Industry groups may be signatory to a deed.
Industry representative	-	An appropriately accredited person, endorsed by Industry to represent each Industry stakeholder or stakeholder groups. (25)
Infected animal	-	An animal which is suspected of, or known to be: <ul style="list-style-type: none"><li>• a diseased animal; or</li><li>• having been exposed to the risk of infection with a disease; or</li><li>• having been the cause of the spread or introduction of a disease.</li></ul>

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Infected premises (Animal)	IP	A defined area (which may be all or part of a property) in which an emergency disease exists, is believed to exist, or in which the infective agent of that emergency disease exists or is believed to exist. An infected premises is subject to quarantine served by notice and to eradication or control procedures. (4)
Infected premises (Plant)	IP	Premises (or locality) at which the EPP is confirmed or presumed to exist. (25)
Infected premises operations	IPOps	Operational activities undertaken on infected premises. These may include: valuation, destruction, disposal, decontamination, gate control and /or wild animal control.
Infected zone	-	An area within the Restricted Zone which has many infected properties and in which infection is still spreading. (11)
Infestation	-	A pest plant or pest animal occurrence. (11)
International Animal Health Emergency Reserve	IAHER	An agreement between Australia, Canada, England, Ireland, New Zealand and the United States for sharing human resources during the response to emergency animal disease in any of the member countries.
Investigation phase (Plant)	-	The investigation phase of PLANTPLAN is activated when a report of a suspect EPP is forwarded to the Australian Government or relevant state/territory agriculture agency and the detection is investigated. (25)
Investigation phase (Animal)	-	The investigation phase exists while information is collected to exclude or confirm the existence of an emergency animal disease (EAD) and prior to the chief veterinary officer (CVO) declaring an Alert Phase. (39)
Job card	-	A written list of tasks to be carried out by an individual [function or functional group] as part of an emergency response.syn Standard Operating Procedure. (19)
Jurisdiction	-	A state or territory or the Commonwealth.
Lead agency	-	An organisation which, because of its expertise and resources, is primarily responsible for dealing with a particular hazard. (19)
Liaison	-	The process of sharing information between services responding to an incident. (19)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Liaison Officer	LO	A representative from an agency [government or industry] involved in the incident response who works with the incident manager as part of the Incident Management Team and is in communication with the officer in charge of his or her respective agency. Liaison officers must have the authority to commit resources of the organisation they represent. (19)
Livestock	-	Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or horses, including where used for recreation; or any animals prescribed as livestock. (33)
Local Control Centre	LCC	The operations centre from which all field operations aimed at containing and eradicating the pest or disease are managed in a defined area.
Logistics	-	The acquisition and provision of human and physical resources, facilities, services and materials to support achievement of incident objectives. (11)
Logistics function	-	The acquisition and provision of human and physical resources, facilities, services and materials required to support achievement of the objectives set by the incident management function. (10)
Logistics section	-	The section established within an operations centre to manage the Logistics function. (10)
Management by objectives	-	The process of consultative management where the Incident Management Team determines the desired outcomes of the incident. These outcomes or objectives are then communicated to the staff involved in the Operation. (11)
Movement control	-	Restrictions placed on movement of animals, people and things to prevent dissemination of a pest or disease. (19)
Nationally Agreed Standard Operating Procedure	NASOP	Standard operating procedures that have been developed for use during a response and are common across all jurisdictions. NASOPs can be generic, having application to all biosecurity incidents, or be sector specific. (6)
National Biosecurity Committee	NBC	The committee responsible for biosecurity matters, and tasked with managing a national, strategic approach to emerging and ongoing biosecurity policy issues. (22)
National Biosecurity Management Consultative Committee	NBMCC	The NBMCC is a technical committee that will advise the NBMG in relation to its biosecurity decision-making responsibilities, and will have a role in coordinating national biosecurity incident responses between the parties. (23)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
National Biosecurity Management Group	NBMG	The NBMG will be the peak, national biosecurity decision-making forum through which parties would seek decisions in the event of an outbreak of a pest or disease. Particular decisions to be made by the NBMG include whether the outbreak is of national significance, whether a national biosecurity incident response is required, and the approving of the national biosecurity incident response plan, and cost-sharing of eligible costs of implementing a national biosecurity incident response plan. (23)
National Coordination Centre	NCC	The centre established by the Department of Agriculture Fisheries and Forestry to coordinate national and international activities and resource support to jurisdictions. (11)
National Environmental Biosecurity Response Agreement	NEBRA	Sets out emergency response arrangements, including cost-sharing, for biosecurity incidents that primarily impact the environment and/or social amenity, including marine pest incidents, where the response is for the public good.(23)
National Management Group (Animal)	NMG	A group established to direct and coordinate an animal disease emergency. Membership may include the chief executives of the Australian Government, state and territory agriculture departments, and representatives of the relevant livestock industry organisations. (4)
National Management Group (Plant)	NMG	A group which will approve or not approve the invoking of cost sharing following advice from the CCEPP of an appropriate EPP Response Plan and which will manage, on behalf of the affected parties, the national policy and resourcing needs of an EPP Response Plan. (25)
Objectives	-	The strategic direction outcomes sought for an organisation determined through strategic planning processes. (28)
Operational level	-	The operational level is concerned with the planning and conduct of response activities. It is at this level that strategy is implemented by assigning missions, tasks and resources to the response. Operational planning will focus on the upcoming operational period in detail, however will be mindful of the planning requirements for subsequent operational periods.(1)
Operational period	-	The period of time scheduled for the execution of a given set of operational actions as specified in the Incident Action Plan. [Operational periods can be of various lengths but tend to be limited to 24hrs.] (10)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Operational phase	-	The Operational Phase commences when the presence of the pest or disease is confirmed and an incident specific response plan is implemented. The aim of the operational phase is to contain and/or eradicate the pest or disease. (23)
Operations centre	-	Generic term referring to any one of the National Coordination Centre, State Coordination Centre, Local Control Centre or Forward Command Post. (10)
Operations section	-	The section established within an operations centre to manage the Operations function. (10)
Outbreak	-	<p>Outbreak in relation to a pest or disease means a recently detected new incursion of the pest or disease, including of:</p> <ul style="list-style-type: none"><li>• a known exotic pest or disease;</li><li>• a distinguishable variant form of a pest or disease that is established, but not a new incidence of an established pest or disease;</li><li>• a pest or disease of unknown or uncertain origin; or</li><li>• a pest or disease of potential importance to the area endangered and not yet present there or not yet widely distributed and being officially controlled, but is occurring in such a fulminant form, that an emergency response is required to ensure that there is not either a large scale epidemic of regional or national significant or serious loss of market access. (23)</li></ul>
Peak industry body	-	Organisation representing an Industry and which is a member of Plant Health Australia and signatory to the EPPRD (25)
Pest	-	Any species, strain or biotype of the Kingdoms Animalia (excluding human beings), Plantae, Fungi, Monera, or Protista that had an impact (i.e. significant negative consequences), or poses a likely threat of having an impact. (22 & 23)
Pest free area	-	An area in which a specific pest is known not to occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained. (25)
Planning	-	The collection, collation, interpretation and dissemination of information and the development of plans for the resolution of an incident.

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Planning function	-	During the response to a biosecurity incident, relates to the activities to undertake tactical, operational and strategic planning. While this is usually undertaken by dedicated staff, within the planning section, all staff in an operations centre contribute in some way to the planning function. (10)
Planning section	-	The section established within an operations centre that has primary responsibility for the collection, collation, interpretation and dissemination of incident information. Dedicated planning sections may be established within the NCC, SCC and LCC. (10)
Plant Emergency Plan	PLANTPLAN	Australia's emergency plant pest response plan. (25)
Plant health officer	-	Officers with powers delegated under state/territory plant health legislation. (25)
Pre-emptive slaughter	-	Destruction of animals at high risk of infection but in which infection has not yet been demonstrated. (11)
Premises	-	A tract of land including its buildings, or a separate farm or facility that is maintained by a single set of services and personnel. (4)
Preparedness	-	In relation to pests and diseases, includes arrangements to ensure that, should an outbreak occur, all those resources and services which are needed to address the outbreak can be efficiently mobilised and deployed. (23)
Prevention	-	In relation to pests and diseases, includes regulatory and physical measures to ensure that outbreaks are prevented or their impacts mitigated, and includes pre-border, border and post border activities. (23)
Primary Industries Ministerial Council	PIMC	The Primary Industries Ministerial Council (PIMC) consists of the Australian Federal State/Territory and New Zealand Ministers responsible for agriculture, fisheries/aquaculture, food and forestry. The objective of the Council is to develop and promote sustainable, innovative and profitable agriculture, fisheries/aquaculture, food and forestry industries. (41)
Public Information function	-	The management of public information and perceptions during the response to a biosecurity incident. (10)
Public information section	-	The section established within an operations centre to manage the Public Information function. (10)
Quarantine	-	Legal restrictions imposed on a place, animal, vehicle or other things limiting movement. (4)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Recovery	-	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. (19)
Response	-	Actions taken in anticipation of, during, and immediately after an incident to ensure that its effects are minimised, and that people affected are given immediate relief and support.
Response planning	-	The development and dissemination of the instructions required to achieve the response aims and objectives identified by incident managers.
Response rhythm	-	A regular pattern or schedule of activities established for a response, sometimes referred to as the 'battle rhythm'.
Restricted area	RA	A relatively small declared area (compared to a control area) around an infected premise that is subject to intense surveillance and movement controls. (4)
Restricted area movement and security (for animal diseases)	RAMS	Part of the Operations Section - issues permits for movement of stock or products. Controls checkpoints at the perimeter of the restricted area. (11)
Risk	-	The chance of something happening that will have an impact on objectives. It is measured in terms of likelihood and consequence. (21)
Risk analysis	-	Systematic process to understand the nature of and to deduce the level of risk. (21)
Risk assessment	-	The overall process of risk identification, risk analysis and risk evaluation. (21)
Risk criteria	-	Terms of reference by which the significance of risk is assessed.
Risk enterprise	-	Livestock-related enterprise with a high potential for disease spread or economic loss. (4)
Risk evaluation	-	Process of comparing the level of risk against risk criteria. (28)
Risk identification	-	The process of determining what, where, when, why and how something could happen and potential consequences or impacts should a risk occur. (28)
Risk management	-	The culture, processes and structures within the risk management system that are directed towards the effective management of potential opportunities and adverse effects in order to achieve organisational objectives. (28)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Risk reduction	-	The application of appropriate techniques and management principles to reduce either probability of occurrence of an event or its negative consequences, or both. (28)
Sentinel animals	-	Animal of known health status that is monitored to detect the presence of a specific disease agent.(4)
Situation report	SITREP	A brief report that is published and updated periodically during an emergency which outlines details of the emergency, the needs generated, and the response undertaken as they become known. (19)
Situation, mission, execution, administration and command	SMEAC	A commonly accepted format for conducting operational briefings. This format is widely used by emergency management agencies and assists with ensuring that appropriate information is provided in an appropriate order. (8)
Span of control	-	Is a concept that relates to the number of groups or individuals which one person can successfully supervise. Up to five reporting groups or individuals is considered desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance. (2)
Staging area	-	A location established to support the incident where prepared personnel and equipment are mustered and available for deployment to the incident ground. A Staging Area will be managed by the Logistics function. A Staging Area may include the provision of welfare and equipment maintenance facilities to cater for the resources assembled there. (11)
Stakeholder	-	Refers to any individual, group or organisation who may affect, or be affected by, decisions made or activities undertaken by an organisation. (28)
Stamping out	-	Eradication measures based on quarantine and destruction of all infected animals and animals exposed to infection.
Stand down phase	-	The Stand-down phase commences when: <ul style="list-style-type: none"><li>• the investigation and alert phase fails to confirm the presence of a pest or disease, or</li><li>• the response strategy has been effective, or</li><li>• eradication of a pest or disease is not considered feasible, cost effective or beneficial, or</li><li>• the relevant national management group formally declares that the pest or disease outbreak is over. (23)</li></ul>
Standard Operating Procedure	SOP	A set of directions detailing what actions could be taken, as well as how, when, by whom and why for specific event tasks. (19)



<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
State Coordination Centre	SCC	The emergency operations centre established at a state level that coordinates the disease or pest control operations to be undertaken in that state or territory. (10)
Strategic level	-	The strategic level is concerned with the practice and science of employing a national, state and/or territory capacity to resolve the incident. Strategic planning will inform operational planning, by establishing strategic objectives, it is generally of a long term nature and is mindful of the impact that other factors may have on achieving the overall response objectives. (1)
Strategic planning	-	Long-term planning based on the organisation's overall future strategic directions, business objectives and expected outcomes. (28)
Sub-Committee on Aquatic Animal Health	SCAAH	SCAAH is an advisory committee to Animal Health Committee, providing high-level scientific and technical advice to the AHC in supporting policy and program development on national aquatic animal health affecting the capture and recreational fishing industries; aquaculture industries; and the ornamental fish industry. SCAAH comprises representation from the Australian, state and Northern Territory and New Zealand governments, the CSIRO Australian Animal Health Laboratory and Australian universities. Other aquatic animal health experts from both government and non government agencies—including specialists from academia, industry and the private sector may also be invited to participate. (34)
Sub Committee for Emergency Animal Disease	SCEAD	A sub-committee of animal health committee, established to facilitate nationally consistent management of operational activities during the response to an emergency animal disease. (29)
Surveillance	-	Activities to investigate the presence or prevalence of a pest or disease in a given plant or animal population and its environment. (22)
Suspect animal	-	An animal which may have been exposed to an exotic disease such that quarantine and intensive surveillance, but not pre-emptive slaughter, are warranted; or, an animal not known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis. (4)
Suspect premises	SP	Premises containing suspect animals or plants which will be subject to quarantine and surveillance. (4)

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Tactical level	-	The tactical level is concerned with the planning and conduct of on ground activities and is characterised by the application of resources and actions to achieve a specific objective. Tactical planning will focus on the duration of the tasks at hand. (1)
Tracing	-	The process of locating animals, plants, persons or things which may be implicated in the spread of disease. (4)
Vaccination	-	Inoculation of healthy individuals with inactivated or attenuated strains of disease-causing agents to provide protection from disease. (4)
Vaccine	-	Modified strains of disease-causing agents that, when inoculated, stimulate an immune response and provide protection from disease. (4)
Valuation	-	The process of determining the amount of compensation to be paid for animals or plants destroyed or which die or for property destroyed, because of an emergency disease or pest.
Vector	-	Anything capable of carrying or transmitting pests, diseases or infections. (22)
Vector control area	-	An area in which the containment, control or reduction of specified vector populations is conducted. (4)
Veterinary investigation	VI	An investigation of the diagnosis, pathology and epidemiology of the disease. The investigation of the source and dispersal of a disease agent in an outbreak. (4)
Work instruction	-	Detailed instructions of how to perform and record tasks. (20)
Zoning	-	The process of defining disease-free and infected areas in accord with OIE guidelines, based on geopolitical boundaries and surveillance, in order to facilitate trade. (4)
Zoonotic disease (or Zoonoses)	-	A group of infectious diseases that are naturally transmitted between vertebrate animals and humans. (22)

# **Biosecurity Emergency Management Glossary**

## **APPENDICES**

Appendix 1: National Documents

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### **National Response and Cost Sharing Agreements**

<b>Title</b>	<b>National Sponsor / owner</b>	<b>Subject</b>	<b>Purpose and Scope</b>
Government and Livestock Industry Cost Sharing Deed in Respect of Emergency Animal Disease Response (EADRA)	(National) Animal Health Committee – supported by Animal Health Australia and DAFF	Terrestrial animal disease incidents	The EADRA is a formal legally binding agreement between AHA, the Australian Government, all states and territory governments and national livestock industry body signatories. It covers the management and funding of responses to Emergency Animal Disease (EAD) Incidents, including the potential for reimbursement c. It also formalises the role of livestock industry signatories participating in decision making as well as their contribution towards the costs related to EAD responses.
Government and Plant Industry Cost Sharing Deed in Respect of Emergency Plant Pest Responses (EPPRD)	(National) Plant Health Committee – Supported by Plant Health Australia and DAFF	Plant pest and disease incidents	The EPPRD is a formal legally binding agreement between PHA, the Australian Government, all states and territory governments and national plant industry body signatories. It covers the management and funding of responses to Emergency Plant Pest (EPP) Incidents, including the potential for Owner Reimbursement Costs for growers. It also formalises the role of plant industry signatories participating in decision making as well as their contribution towards the costs related to EPP responses.
National Environmental and Biosecurity Response Agreement (NEBRA)	National Biosecurity Committee – Supported by DAFF	Biosecurity incidents, not covered by the EADRA or EPPRD	<p>The purpose of the NEBRA is to establish national arrangements for response to nationally significant biosecurity where there are predominantly public benefits.</p> <p>The scope of the NEBRA is to reduce the impacts of pests and diseases on Australia’s environment and social amenity. It establishes national response arrangements, including cost sharing, to be applied by agreement of the parties where there are no pre-existing arrangements</p>

**National (Sector-Specific) Biosecurity Plans**

<b>Title</b>	<b>National Sponsor / owner</b>	<b>Subject</b>	<b>Purpose and Scope</b>
Australian Veterinary Emergency Plan (AUSVETPLAN)	Animal Health Australia	Terrestrial animal disease emergencies	<p>AUSVETPLAN is a series of technical response manuals that describe the proposed Australian approach to an emergency animal disease incursion. The documents provide guidance based on sound analysis, linking policy, strategies, implementation, coordination and emergency management plans.</p> <p>AUSVETPLAN includes a range of documentation to guide strategic and operational decision making. These include:</p> <ul style="list-style-type: none"><li>• A summary document</li><li>• Control centre management manuals</li><li>• Strategies for dealing with each disease covered by the plan</li><li>• Enterprise manuals that deal with risks associated with individual types of industry activity, e.g. saleyards</li><li>• Operational procedures, e.g. animal destruction, disposal and decontamination.</li></ul>
Australian Aquatic Animal Disease Veterinary Emergency Plan (AQUAVETPLAN)	Australian Government Department of Agriculture, Fisheries and Forestry (DAFF)	Aquatic animal disease emergencies	<p>AQUAVETPLAN is a series of manuals that describe the proposed Australian approach to an aquatic animal disease emergency. These manuals outline national emergency preparedness, response and control strategies for aquatic animal disease emergencies in Australia.</p>
Australian Emergency Marine Pest Plan (EMPPPlan)	National Consultative Committee on Invasive Marine Pest Emergencies (CCIMPE), through DAFF	Incursions by introduced marine pests	<p>The primary document is the EMPPPlan Control Centre Management Manual that describes the intended generic response to a marine pest emergency within Australia.</p>

<b>Title</b>	<b>National Sponsor / owner</b>	<b>Subject</b>	<b>Purpose and Scope</b>
Australian Emergency Plant Pest response Plan (PLANTPLAN)	Plant Health Australia	Plant pest and disease emergencies	<p>PLANTPLAN is the generic emergency response plan for emergency plant pest and disease incursions and will be used by all plant industries and government agencies as a guide to management of emergency plant pest and disease incursions.</p> <p>PLANTPLAN provides a description of the general procedures, management structure and information flow system for the handling of emergency plant pest incursions at the national, state/territory and district levels. This includes the operations of control centres, principles for chain of responsibilities, functions of sections within control centres and role descriptions.</p>

**Generic Operational Documents**

<b>Title</b>	<b>National Sponsor / owner</b>	<b>Subject</b>	<b>Purpose and Scope</b>
Biosecurity Emergency Management – Biosecurity Incident Management System	BEPWG	Generic approach to the management of biosecurity incidents	This document provides guidance in contemporary practices for the management of biosecurity incident response and initial recovery in Australia. It is primarily focused at using the Biosecurity Incident Management System for managing the response to (which includes initial recovery from) biosecurity incidents.
Biosecurity Emergency Management – Response Planning Guidelines	BEPWG	Response planning	This document provides guidance on planning practices and processes that could be followed during the response to biosecurity incidents. It is intended that this document be used by staff within operations centres established at national, state/territory, local and field levels, during the response to all types of biosecurity incidents.
Biosecurity Emergency Management – Glossary	BEPWG	Glossary of biosecurity response terminology	This document provides a list of nationally agreed terminology, commonly used during the response to biosecurity incidents.
Nationally Agreed Standard Operating procedures (NASOPS)	Animal Health Committee (AHC) - for animal specific NASOPS Biosecurity Emergency Preparedness Working Group (BEPWG) - for generic, non sector-specific NASOPS)	Various operational activities	NASOPS provide guidance to response personnel, performing operational activities in operations centres and in the field.
Biosecurity Emergency Management – Evaluation Guide	BEPWG	Evaluation of biosecurity preparedness and response activities	(currently under development) This document describes evaluation procedures and processes and provides tools that can be used in the evaluation of biosecurity emergency management preparedness, response and initial recovery activities.

In addition to the above, jurisdictions maintain operational documentation relevant to their jurisdictional needs, legislation and emergency response arrangements. These include, but are not limited to; plans, manuals, operating procedures, works instructions etc.



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