# Document Details

Date of plan completion:

Due date for plan review:

Plan completed by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan reviewed by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Executive/owner:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EAD preparedness plan for [business name +/- specified facility]

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# **EAD Resources**

Local state or territory government department of agriculture office:

* Main contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Street address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of suspicion of an emergency disease:

* Emergency Animal Disease Watch hotline 1800 675 888
* Exotic Plant Pest hotline 1800 084 881

In case of an EAD event: updates are provided on [www.outbreak.gov.au](http://www.outbreak.gov.au).

The AUSVETPLAN manuals that guide how an EAD response will be managed can be found at[www.animalhealthaustralia.com.au/our-publications/ausvetplan-manuals-and-documents/](http://www.animalhealthaustralia.com.au/our-publications/ausvetplan-manuals-and-documents/).

**This page can be printed and kept as a ready resource**

# INFORMATION ABOUT THE BUSINESS

## Facilities/premises and contact people

This table will be updated and maintained to ensure it is current. Communication between the facilities must be maintained during an EAD response to ensure there are consistent messages in the various aspects of the business.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of facility** | **Street address** | **Owned/**  **leased** | **GPS location** | **Main contact person** | **Email address** | **Contact Number** |
|  |  |  |  |  |  |  |
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## Related documentation summary

All appropriate documents as outlined below will be reviewed, and the relevant sections implemented where appropriate. Where these documents are handled by a third party, we will establish contact with them to activate protective measures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Complete (yes/no)** | **Date completed /renewed** | **Location (electronic or hard copy)** | **Relevant contact details** |
| Disaster plan |  |  |  |  |
| Insurance (EAD relevant) |  |  |  |  |
| Biosecurity risk assessment |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Co-located businesses

*If the business is not co-located with other businesses, skip this section.*

Businesses that occupy the same premises as ours are listed below.

If a co-located business poses a biosecurity risk then measures to mitigate this risk will be implemented. We will meet with the business/es regularly to ensure that together we can reduce the risk of the EAD impacting on our businesses.

If the business does not pose a risk, we will communicate with them to ensure that they are aware of the outbreak and the impact it may have on our business and how that could in turn then affect them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business sharing the location/premise** | **Nature of the business** | **Susceptible species, agricultural products** | **Key contact person** | **Contact details (phone and email address)** | **Biosecurity risk assessment**  **(1 = low risk, 5 = high risk)** |
| **Main business location** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other sites** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# EAD RESPONSE PLAN

## **Establishing the situation**

If we become aware that an EAD with potential relevance to the business has been declared in Australia, we will:

* Seek advice from the nearest state or territory department of agriculture or equivalent responsible authority (listed in ‘Contacts in case of an EAD event’ above).
* Refer to the government website [www.outbreak.gov.au](http://www.outbreak.gov.au) for updates.

## Response

**First and foremost, we will comply with any and all directions provided by the disease control authority. Any process of decontamination will be performed only following direction and supervision from the appropriate state or territory government. A failure to follow directions may result in the completion of unnecessary work or the requirement for it to be repeated.**

If our business has received or is thought to have received contaminated wool or skins our premises may become classified as an ‘infected premises’, ‘dangerous contact premises’ or ‘dangerous contact processing facility’ (the status of the facility will be determined by the relevant state/territory government). All wool and skins present at the facility when the contaminated wool or skins arrived, and all the wool and skins arriving after that time, are likely to be considered contaminated.

### Decontamination of wool and skins

The following tasks will be undertaken in case we are required to (a) assist authorities to identify the presence of any contaminated wool or skins on the premises and (b) move the wool or skins we hold into an isolation and storage facility.

|  |  |
| --- | --- |
| **Task** | **Number /name of staff allocated** |
| Ensure our records of the wool and skins held by the facility are in order and be readily searchable if requested by Property Identification Code |  |
| Calculate the number of bales likely to be present at the facility/s that would need to be isolated, if this information is available |  |
| Identify if possible an area that would be suitable for burning or burial of wool and skins on the property |  |
| Identify an appropriate isolation facility should this be required by the authority |  |

### Decontamination of the facility

The following tasks will be undertaken in case we are required to decontaminate the facility/ies with chemical disinfectants.

|  |  |
| --- | --- |
| **Task** | **Number/name of staff allocated** |
| Ensure our inventory of all tools, machines and infrastructure is current and available to the authority |  |
| Allocate staff to undertake cleaning and decontamination |  |
| Provide appropriate personal protective equipment |  |
| Dispose of waste water and disinfectant solution |  |
| Record all cleaning and decontamination activities undertaken |  |

[Repeat as needed for various facilities]

### Implementation of Emergency Response Biosecurity Measures

In the event of an EAD, and regardless of whether or not we are found to have contaminated wool or skins, we will be required to implement a series of Emergency Response Biosecurity Measures (ERBM) in order to resume or continue trading. These EBRM listed in Appendix 1.

## Relationship management

### Staff support plan

We will communicate with and support our staff as detailed below:

If the EAD is a zoonosis (i.e. it can affect human health), we will seek health professional advice provide appropriate personal protective equipment to staff handling wool. Our health professional is:

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Practice name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Supplier communication plan

We will manage our relationships and communicate with the owners of the wool we hold as detailed below:

We will manage our relationships and communicate with suppliers of other inputs (e.g. transport, wool bales) as detailed below:

### Customer communication plan

We will take the following steps to ensure our customers are kept well informed about the situation and about what they can expect from us:

## Responsibilities

In the event of an EAD, and in addition to the normal management structure within the business, the following personnel will assume key roles:

|  |  |
| --- | --- |
| **Key roles** | **Staff names** |
| Day-to-day liaison with the disease management authority |  |
| Management and searching of the wool database records |  |
| Recording and reporting activities undertaken during the response |  |
| Oversight of decontamination activities |  |
| Oversight of wool isolation |  |
| Implementation of EBRM |  |
| Coordination of communications |  |
| Others |  |
|  |  |
|  |  |
|  |  |

[Insert org chart if desired]

# **Appendix 1: Emergency Response Biosecurity Measures (ERBM)**

The Emergency Response Biosecurity Measures are a series of measures that have been specifically developed for wool handling facilities to improve their biosecurity. In the event of an outbreak the appropriate state or territory government may apply additional or different measures to those outlined here.

In the event of an emergency animal disease incursion it is recommended that all wool handling facilities adopt a suite of emergency response biosecurity measures (ERBM). This will:

* Reduce the risk of exposing workers to wool that may be contaminated by infectious zoonotic agents, notably anthrax and Rift Valley fever.
* Ensure that any disease agent that is present on wool within the facility is not spread further, particularly to susceptible livestock.
* Greatly reduce the risk that wool received at the facility will be contaminated.
* Demonstrate to overseas trading partners that every measure is being taken to ensure that wool produced in Australia is free from notifiable infectious agents.

These ERBM are divided into the following sections:

1. EAD response
2. Physical aspect of the facilities
3. Movements of wool
4. Staff
5. Movements of people and equipment
6. Records

In the event of an EAD, facilities would complete a declaration every two months that the ERBM have been instituted. This declaration would be made available on request to government authorities.

|  |
| --- |
| 1. **General preparedness** |
| * 1. The facility has completed a biosecurity risk assessment. |
| * 1. The facility has an EAD response plan and has activated it. |
| * 1. The facility has made contact with the local state or territory government to obtain information on the declared areas and notify authorities about their wool stores. |
| * 1. The facility receives regular 'Industry incident reports' detailing the progress of the response. |
| * 1. Staff are briefed on the situation and their responsibilities for avoiding contamination. |
| * 1. Any attempt to consign wool to the facility without a permit (where one is required) is immediately reported to the disease response authority. |
|  |
| 1. **Physical aspects of the facility** |
| * 1. The facility has clearly defined 'wool' and 'non wool' areas. |
| * 1. Both areas are clearly signposted, e.g. ‘Biosecurity risk – Do not enter without following appropriate protocols’. |
| * 1. No companion animals have access to the wool area of the facility. |
| * 1. The facility has a comprehensive and demonstrable rodent control program. |
| * 1. There are no livestock on the property or within 200 metres of the facility. |
| * 1. People, machinery, tool and wool movements into and out of the wool area are restricted and recorded. |
|  |
| 1. **Movements of wool** |
| * 1. Movements in |
| * + 1. Wool movements onto or off the facility during an outbreak may be subject to state or territory government approval. |
| * + 1. A risk assessment is completed for any wool that is to be received. |
| * + 1. The receival risk assessment is carried out between 48 and 24 hours prior to receival to ensure the latest information is taken into account. |
| * + 1. If the property of origin of wool to be received cannot be verified at the time of the risk assessment (by checking the PIC name and address) the wool consignment is not accepted. |
| * + 1. Consignees of wool to the facility are required to obtain clearance from the facility before they despatch wool. |
| * + 1. Clear procedures are implemented so that the property of origin of all consignments of wool is identified and checked prior to despatch. |
| * + 1. Any transport vehicle delivering wool from premises in a control or restricted area must be clean from gross contamination by mud, faeces or other matter or the vehicle is refused entry to the premises and the consignment is also refused. |
| * + 1. Consignees are advised to ensure that any transport vehicle delivering wool from within a control or restricted area must be clean from gross contamination or it will be refused access to the premises. |
| * + 1. Wool bales carrying encrustations of potentially infective material (e.g. mud, manure, blood) on their external surfaces are not permitted to be received. |
| * + 1. Only wool bales that are appropriately identified are permitted to be received. |
| * + 1. Only wool bales that are properly sealed are permitted to be received. |
| * + 1. No skins or hides are permitted to be received. |
| * + 1. No loose wool is permitted to be received (except double bagged samples to a wool testing facility). |
| * + 1. When a consignment of wool arrives, the relevant documentation (national wool declaration, classers specification, PIC for the property of origin) for the wool is checked and confirmed to be in order before unloading is permitted. |
| * + 1. All details of the wool consignment are entered into the facility’s computer system. |
| * + 1. The facility’s computer system can be searched by PIC. |
| * + 1. Wool from other wool handling facilities will not be received without 24 hours’ notice, appropriate paperwork and full traceability. |
| * + 1. All movements of wool to and from the facility are traceable. |
| * + 1. If the traceability of any wool present at the facility is lost, that wool is baled and isolated for 4 months before movement is again permitted. |
|  |
| * 1. Movements out |
| * + 1. Online sales facilities are used to the greatest extent possible during an EAD. |
| * + 1. All wool sales are conducted in the non-wool area. |
| * + 1. Wool display samples used for sales are baled and stored for 4 months before moving from the facility. |
| * + 1. The names and contact details of all buyers and other individuals attending a sale are recorded. |
| * + 1. A footbath and handwashing facility is in place for use by all individuals attending a sale. |
| * + 1. All buyers and other individuals attending a show floor to inspect wool must wash their shoes and hands on arrival and as they leave the facility. |
| * + 1. Any wool samples to be sent for testing are sent using the Australia Post-recommended procedure for biological material. |
| * + 1. The PIC of the property of origin of the wool is recorded on all the paperwork accompanying samples. |
| * + 1. Wool is not disposed of in the routine waste. |
|  |
| 1. **Staff** |
| * 1. All staff have completed an individual risk assessment. |
| * 1. Staff are trained on the biosecurity risks associated with entering the wool area. |
| * 1. Staff are allocated tasks either in the wool area or non-wool area. |
| * 1. Staff identified through the risk assessment as 'high risk' are given duties in the non-wool area only until the wool isolation and decontamination process is complete. |
| * 1. All staff movements between the wool and non-wool areas are restricted and recorded. |
| * 1. All staff working in the wool area wear work specific clothing and shoes. This clothing remains at the work place. |
| * 1. Personal protective equipment (PPE) is provided for staff where the EAD is a zoonotic risk. |
|  |
| 1. **Movements of people and equipment** |
| * 1. All arrivals (visitors, deliveries, couriers, buyers etc) to the facility report directly to and only to a single point (e.g. reception, office). |
| * 1. The names and contact details of all visitors to the facility are recorded. |
| * 1. All visitors complete a biosecurity risk assessment on arrival. |
| * 1. All visitors are provided with a briefing on the biosecurity requirements of the facility. |
| * 1. Any visitor that presents a high biosecurity risk is either not allowed into the wool area or is required to wear facility-supplied over-clothes and boots. |
| * 1. Machines, tools and vehicles that are used within the wool area of the facility do not leave the facility or if they do they must be cleaned and disinfected before returning and a biosecurity risk assessment completed. |
| * 1. A biosecurity risk assessment is completed prior to the introduction of any new machine, tool or other piece of equipment. |
| * 1. No visiting vehicles enter the facility in either the wool or non-wool areas. |
|  |
| 1. **Records** |
| * 1. The facility records names and contact details of all visitors. |
| * 1. All wool consignment details are accurately recorded into the computer system. |
| * 1. All movements or staff, tools, machinery and wool into the wool area are recorded. |
| * 1. All biosecurity assessments for staff, visitors and machinery/tools are kept for a minimum of 2 years. |
| * 1. All staff training is recorded. |
| * 1. Movements of wool into and out of isolation are recorded. |
| * 1. All decontamination activities are recorded. |



This publication should only be used as a guide and is not a substitute for specific advice. To the extent permitted by law, we exclude all liability for loss or damage arising from the use of the information in this publication.

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