

NASOP REVIEW BY NBRT MEMBERS May 2019

REPORT

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BACKGROUND

In May 2019, various National Biosecurity Response Team (NBRT) members attending either an Operations Manager (OP2BER) training in Toowoomba or a Planning Manager (PLANBER) training in Darwin, were requested to review the Nationally Agreed Standard Operating Procedures (NASOPs). The current NASOPs listed on Animal Health Australia's website are:

- 19 Animal Health Committee approved NASOPs and
- 4 National Biosecurity Committee's National Biosecurity Emergency Preparedness Expert Group (NBEPEG) approved NASOPs.

As most of these existing NASOPs are operational, the NBRT members at the OP2BER training assessed these at the end of the workshop, making specific recommendations for each. The NBRT members present at the PLANBER training considered the list of NASOPs throughout the workshop and at a half day at the end, looking for gaps in national response guidance documents. They made recommendations for the possible development of extra national resources, either NASOPs or national guidelines, to provide increased support for Planning Managers and other response biosecurity personnel. It was recognised that, while there are templates and general descriptions of processes to use for response planning in the Biosecurity Incident Management System (BIMS) and related Biosecurity Emergency Management documents, more detailed guidance on how and when to apply those processes would be extremely useful for senior biosecurity incident response personnel.

GENERAL OUTCOMES/ RECOMMENDATIONS

A. OP2BER NBRT members.

Three NBRT operations cohort and one NBRT planning cohort member were present for the session, facilitated by Malcolm Anderson, in Toowoomba 3 May 2019. It was decided that the majority of NASOPs require minor to significant updates. The outcome from the specific assessment of each of the NASOPs is shown in the following table:

Current NASOP	OP2BER NBRT Recommendation	Approved By
Establishing checkpoints for EAD movement control	Review	AHC
Biosecure transport of contaminated carcasses and material – during road transport	Combine A	AHC
Decontamination of groups of people – entry and exit procedures	Combine B	AHC
Ordering of FMD vaccine and distribution to states and territories	Remove from NASOPs	AHC
Determining whether an EAD can be eradicated	Consider if needed as NASOP	AHC
Working safely in estuarine crocodile habitats	OK but very specific	AHC
Manage security of a saleyard – during a stock standstill	Review	AHC
Management of livestock in transit at the time a national standstill is declared	Review	AHC
Vaccinating livestock on a property for FMD	Remove from NASOPs	AHC
Assessing and inspecting a property prior to admin FMD vaccine	Remove from NASOPs	AHC
Control of FMD vaccine at a designated vaccination centre	Remove from NASOPs	AHC

Managing aerial shooting – principles for consideration	Remove from NASOPs	AHC
Decontamination of large equipment	Review	AHC
Collecting EAD samples for lab testing	Review	AHC
Stop and search vehicles at checkpoint	Review	AHC
Inspection of property before operational activities	Review	AHC
Loading and unloading of carcasses and materials for biosecure transport	Combine A	AHC
Selecting an LDCC location	Review	AHC
Personal decontamination – entry and exit procedure	Combine B and Review	AHC
Conducting debriefings in a biosecurity response	Review	NBEPEG
Conducting and receiving handovers	Review	NBEPEG
Conducting briefings in a biosecurity response	Review	NBEPEG
Property status identification	Review	NBEPEG

Further discussion re response SOPs and guidelines included:

1. A recommendation that NASOPs be grouped according to their area so they are easier to find on the webpage (e.g. categories such as general, national, operations, field operations, FMD) – see Appendix 1.
2. A number of resources were identified that would be ‘nice to have’ and very useful for the NBRT – however they would not need to be nationally agreed and could be housed on the NBRT SharePoint site. It was noted that jurisdictions already hold a number of these resources. To avoid duplication and waste of resources, these jurisdictional resources could be housed on the NBRT SharePoint site as reference materials for the NBRT. However, they would then not be available to all response personnel so another universally accessible site would be preferable.
3. Discussion on specific NASOPS
 - *Selecting an LDCC location* – change to **setting up a LCC** and add info on checklists, systems etc that are needed.
 - *Property status identification*
 - Related more to property status management rather than identification
 - Premises status classification needs absolute clarity and has been highlighted from various sources as an area for improvement in responses
 - Rules on authority to change statuses is essential
 - Should include processes for changing status – flow chart template
 - Needs to include systems for verification and auditing/constant checking
 - Some premises definitions not consistent with definitions in other sources
 - *Conducting and receiving handovers*
 - Some participants recommended using the debrief format for handovers rather than SMEAC – situation, what we have done, what is outstanding and issues. A checklist can be included for Admin plus for Command and control
 - Include in handover notes – where things are in the drive, links.
 - *Conducting briefings in a biosecurity response*
 - This refers to briefing down (allocation of tasks) – a different format is required for briefing up (status update/situation update to brief up)
 - *Collecting EAD samples for lab testing*
 - References NASOPs that don’t exist anymore
 - Some content incorrect i.e. taking samples back to the LCC instead of straight to lab
 - *Inspection of property before operational activities*
 - Alternative name – property appreciation, site assessment
 - Personnel who need to inspect the property – IPOP supervisor, Operations manager and someone from Planning
 - Mixed messages – need to remove part about activities occurring while this is occurring

- Note: some good content for this included in VIC and QLD IPSS courses
 - *Establishing checkpoints for EAD movement control*
 - Needs police under resources and authorities at the start of the document
 - Remove old references
 - *Manage security of a saleyard – during a stock standstill*
 - Update duration of standstill – would be a minimum of 72 hours
 - Contains too much detail that might be variable
 - *Stop and search vehicles at checkpoint*
 - Remove stopping vehicles – agricultural agencies don't have this power
 - Purpose – to cover searching only (take out stop)
 - Resources – add police or Roads/Maritime person (i.e. a person authorised to stop vehicles in your state).
4. Separate NASOPs that could be combined into one
- *Biosecure transport of contaminated carcasses and material – during road transport; and Loading and unloading of carcasses and materials for biosecure transport*
 - *Decontamination of groups of people – entry and exit procedures; and Personal decontamination – entry and exit procedure.*
5. Not all NASOPs need to be publicly available;
- The following FMD vaccination NASOPs, as they are specific to FMD vaccination;
 - *Ordering of FMD vaccine and distribution to states and territories*
 - *Vaccinating livestock on a property for FMD*
 - *Assessing and inspecting a property prior to admin FMD vaccine*
 - *Control of FMD vaccine at a designated vaccination centre.*
6. *Managing aerial shooting – principles for consideration*
- Possibly delete as jurisdictions have specific SOPs and procedures for this.
7. New resources
- It was discussed that resources on the following would be useful to have available, but not necessarily as NASOPs:
 - **Developing IAPs**
 - Risk assessment/**developing a risk culture**
 - **Developing SITREPs**
 - **Premises classification guidelines and flow** (plus training)
 - **Developing surveillance and tracing plans**
 - **Procedure for document control in the control centre**
 - Logistics – **Document control from Day 1**
 - **Setting up a LCC**
 - **Briefing up.**
- B. PLANBER NRBT members.** Ten NRBT planning cohort members were present for the session, facilitated by Malcolm Anderson, in Darwin 24 May 2019. They identified a list of potential gaps in national response planning material and suggested that it would be highly beneficial for biosecurity preparedness and incident responses to develop new national guidelines readily available for response personnel (not necessarily NASOPs). These included:
- Developing an Incident Management Plan (IAP) in a biosecurity response
 - Developing a Situation Report (SitRep) in a biosecurity response
 - The use of Risk Assessments in a biosecurity response
 - The use of Appreciations in a biosecurity response

- The flow of data/ information management
- Setting up a planning unit
- Recovery principles from the start of a response
- A checklist of required response plans
- A general 'response plan' SOP
- Writing a response Medical Plan
- Writing a response Surveillance Plan, (and other Plans).
- Developing intelligence reports
- A 'common operating picture' / 'shared situational awareness' system checklist
- Section specific induction checklists
- A general 'task request principles' SOP
- A 'daily log' SOP
- A general 'looking after people in a response' set of guidelines
- A general planning legal checklist.

Specific points suggested by the group to consider including in the IAP and SitRep documents are shown in Appendix 2.

NEXT STEPS

Based on the findings the recommended next steps indicated from the two NBRT workshops to further enhance national biosecurity response preparedness are:

1. Revise the NASOPs as shown
2. Develop new national guidance documents as suggested
3. Update the BIMS Glossary
4. Ensure that SOPs, templates and forms from biosecurity responses are stored in a readily accessible site for potential modification for, or direct incorporation in, future responses.

Appendix 1 – suggested groupings for NASOPs

Category	NASOP
General	<p>Property status identification</p> <p>Conducting debriefings in a biosecurity response</p> <p>Conducting and receiving handovers</p> <p>Conducting briefings in a biosecurity response</p> <p>Management of livestock in transit at the time a national standstill is declared</p> <p>Determining whether an EAD can be eradicated</p> <p>Selecting an LDCC location</p> <p>Inspection of property before operational activities</p>
Operations (general)	<p>Movement controls</p> <p>Establishing checkpoints for EAD movement control</p> <p>Manage security of a saleyard – during a stock standstill</p> <p>Stop and search vehicles at checkpoint</p>
Operations (Infected Premises)	<p>Biosecure transport of contaminated carcasses and material – during road transport</p> <p>Loading and unloading of carcasses and materials for biosecure transport</p> <p>Decontamination of groups of people – entry and exit procedures</p> <p>Decontamination of large equipment</p> <p>Personal decontamination – entry and exit procedure</p>
Other field operations	<p>Working safely in estuarine crocodile habitats</p>
FMD specific	<p>Vaccinating livestock on a property for FMD</p> <p>Assessing and inspecting a property prior to admin FMD vaccine</p> <p>Control of FMD vaccine at a designated vaccination centre</p>

Appendix 2 – Specific points suggested to include in IAP & SitRep guidelines

1. Guidelines for developing an IAP

- Must show the operational period to be covered
- In SMEAC form
- Describe that it is to operationalise the Response Plan
- Include an Org Chart
- Include a contact list
- Have a checklist for the IMT
- Use dot points and keep brief
- Delete old redundant information (or at least bold new)
- Describe 'who' needs to do 'what' and 'how' rather than being too general
- Potentially include options
- Include safety aspects specific for the current period
- Describe that the Plan may need to be changed over time
- Can refer to the SitRep rather than repeat
- Have a strict 'cut off time schedule' for functional sections.

2. Guidelines for developing a SitRep

- Must be produced at set times
- Have a strict 'cut off time schedule' for functional sections
- Use the correct format/template
- Use tables for showing data/statistics
- Include maps/ graphs
- May have different versions for varying audiences (eg public)– make this clear
- Current actions should relate to the IAP and can be in table form
- Show/ emphasize issues that cannot be dealt with by the LCC
- Time stamp, such as 'correct as *this date...*'
- Describe when the next SitRep will be issued.