

CHAPTER 7

STAFFING AND LOGISTICS

INTRODUCTION

During an FMD outbreak there will be a huge demand for staff resources and equipment. There is a need to maintain a contingency supply of all essential stores. This Chapter details how these demands will be met in the event of an outbreak.

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1. STAFFING

1.1 Personnel division maintains lists of current veterinary and technical staff. Its database includes fields which, when required, can be transferred to a staff management spreadsheet. These transferable fields are:

- Name
- Home address
- Headquarters
- HQ phone number
- Grade
- Line manager
- Personnel No.
- Livestock contact at home or other conflict of interest – (Y/N)

A model of the management spreadsheet is shown in **Annex 1**. The sorting code will allow up to the minute information on the number of staff allocated at each location.

1.2 As part of their Work Plan line managers will ensure the availability of staff if an FMD outbreak is suspected or confirmed. The Management Advisory Committee of DAF will decide on the prioritisation of essential and non-essential work.

1.3 Details of all internal contact numbers are on DAF's Intranet.

1.4 **Veterinary staff** will be sourced initially from 1) current DAF personnel, 2) Whole-time Temporary Veterinary Inspectors (WTVIs), 3) retired DAF staff, 4) private veterinary practitioners, 5) Veterinary College of Ireland and 6) industry.

1.5 In the event of a serious multiple case outbreak and national veterinary resources being unable to service all demands, a request for recruitment of foreign veterinarians will be made. A Mutual Assistance Agreement exists between the US, Canada, Australia, New Zealand, UK and Ireland. In this event a dedicated unit will be formed to handle foreign staff. Details are given in **Annex 3**.

1.6 DAF **Technical staff** will be switched from normal field duties, as necessary.

1.7 Local managers will submit on the form provided in **Annex 2** a list of staff available at each location to the Staffing and Logistics Unit.

1.8 Staff from outside agencies, e.g. Teagasc, Department of Forestry, may also be released from field duties to assist DAF in the event of an FMD outbreak (See also **1.13** below).

1.9 The allocation of veterinary and technical staff from DVOs will be made on the basis that adequate numbers of staff remain available to handle local suspect and trace cases.

1.10 In an escalating scenario, private veterinary practitioners may be used in DVOs to release greater numbers of VIs to assist at LDCCs.

- 1.11** No staff will be transferred without the expressed agreement of the Staffing and Logistics Unit (SLU – see **Section 4**).
- 1.12** Administrative staff will be sourced initially from DAF. If necessary, other Government Departments will be asked to provide additional administrative staff. This is most likely to occur if there are multiple outbreaks, during which administrative staff could replace and release DAF technical staff in certain situations.
- 1.13** For routine duties, where authorization is not normally required, contract staff will be employed, e.g. the Farm Relief Service, and local labour should be utilized.
- 1.14** The Civil Defence and Army will also be available for use in certain circumstances. Any request for the assistance of the Army will be made at Secretary General or Assistant Secretary level. Liaison with other outside agencies will also confirm availability of staff in an emergency and the contact points for their employment.
- 1.15** Personnel division will establish pay rates for non-department staff and will review them annually.
- 1.16** When arranging staff deployment it is important to allow for rest periods. An example of a three-shift rotating roster is given in **Annex 4**. The number of hours rostered per day may be significantly increased. However, staff must have at least one day off per week.
- 1.17** To facilitate sourcing and deployment, staff duties must be clearly defined at local level. A minimum number of each stream (veterinary, technical, and administrative) required will be decided by National and Local Disease Control Centres (NDCC and LDCC).
- 1.18** Accommodation, training (including an initial rapid briefing session) and supply of equipment will be the responsibility of LDCC.

2. AUTHORIZATIONS

- 2.1** All staff must be appropriately authorized under Section 17A of the Diseases of Animals Act, 1966.
- 2.2** See the Protocol for Authorization of Staff in **Annex 5**.

3. EQUIPMENT

- 3.1 A list of essential equipment to be kept in each DVO during ‘peacetime’ is outlined in **Annex 6**. This should include sufficient equipment to allow at least two suspect cases to be investigated simultaneously. This list will be reviewed annually by the NDCC. It will be the responsibility of each DVO to maintain a list of current suppliers of equipment in their own locality and to review this supplier list each year.
- 3.2 A contingency supply of equipment will also be held in a central store, as detailed in **Annex 7**. This equipment will be reviewed and checked annually as required.
- 3.3 See also Chapter 10, **Financial controls** for more details of procurement arrangements.
- 3.4 Mobile phones will be procured centrally at the time of outbreak and allocated accordingly.
- 3.5 Equipment will be delivered by the SLU using DAF vehicles and contract courier services, as required.
- 3.6 Payment of suppliers will be via agreed protocols. All current and potential suppliers, when identified, will be entered on the Client Database. Further details are available in Chapter 10, **Financial controls**.

4. STAFFING AND LOGISTICS UNIT

- 4.1 The SLU will be activated when an FMD outbreak is suspected. This will comprise appropriate staff from ERAD Section, who will liaise closely with the NDCC.
- 4.2 The SLU will be responsible for:
- deployment of veterinary, technical and administrative staff (including maintaining the personnel data listed in **Annexes 1 and 2**)
 - authorization of staff (see Protocol for Authorizations in **Annex 5**)
 - ordering and receipt of equipment and supplies
 - requisitions and delivery of equipment and supplies.
- 4.3 A minimum of 5 people will be required to staff the Unit.
- 4.4 A separate team will be necessary in the event of foreign staff being required (see **Annex 3**).
- 4.5 The unit should be located close to the NDCC.

5. CONTINGENCY PLANNING

The NDCC liaises with nominated ERAD staff to ensure that stores and lists of staff and suppliers are maintained in ‘peacetime’.

ANNEX 1 – MANAGEMENT SPREADSHEET

NAME	GRADE	PERMANENT HQ	SECTION	CENTRE	ARRIVAL DATE AT FMD CENTRE	DEPARTURE DATE FROM FMD CENTRE	SORT CODE	COUNT PER		COUNT FOR ALL FMD CENTRES
								FMD CENTRE	FMD CENTRE	
TAO		KERRY NORTH	DLO	D.AIRPORT	###		A	1	1	1
TAO		CORK EAST	DLO	D.AIRPORT	###		A	2	2	2
TAO		NAAS	DVO	D.AIRPORT	###		A	3	3	3
TAO		KILKENNY	DVO	D.AIRPORT	###		A	4	4	4
TAO		TRALEE	DVO	SH.AIRPORT	###		A	1	1	5
TAO		LONGFORD	DLO	CAVAN	###		B	1	1	6
TAO		MAYO NORTH	DLO	CAVAN	###		B	2	2	7
TAO		CAVAN	FDS	CAVAN	###		B	3	3	8
TAO		SLIGO	DLO	DONEGAL	###		B	1	1	9
TAO		LONGFORD	DVO	DONEGAL	###		B	2	2	10
TAO		LONGFORD	DVO	DONEGAL	###		B	3	3	11
TAO		LONGFORD	DVO	DONEGAL	###		B	4	4	12
TAO		SLIGO	DLO	LEITRIM	###		B	1	1	13
TAO		CASTLEBAR	FDS	LEITRIM	###		B	2	2	14
TAO		NAAS	DLO	LOUTH	###		B	1	1	15
TAO		CARLOW	FDS	LOUTH	###		B	2	2	16
TAO		LOUTH	FDS	LOUTH	###		B	3	3	17
TAO		MAYO SOUTH	DLO	MONAGHAN	###		B	1	1	18
TAO		ROSCOMMON	DLO	MONAGHAN	###		B	2	2	19
TAO		GALWAY WEST	DLO	MONAGHAN	###		B	3	3	20
TAO		MEATH	DLO	MONAGHAN	###		B	4	4	21
TAO		TUAM	FDS	MONAGHAN	###		B	5	5	22
TAO		TULLAMORE	DLO	D PORT	###		P	1	1	23
TAO		TULLAMORE	DLO	D PORT	###		P	2	2	24
TAO		TULLAMORE	DLO	D PORT	###		P	3	3	25

ANNEX 1 – MANAGEMENT SPREADSHEET

NAME	GRADE	PERMANENT HQ	SECTION	CENTRE	ARRIVAL DATE AT FMD CENTRE	DEPARTURE DATE FROM FMD CENTRE	SORT CODE	COUNT PER FMD CENTRE	COUNT FOR ALL FMD CENTRE
TAO	NAAS		DVO	D PORT	###		P	4	26
TAO	PORTLAOISE		DVO	D PORT	###		P	5	27
TAO	LIMERICK		DVO	D PORT	###		P	6	28
TAO	NAVAN		FDS	D PORT	###		P	7	29
TAO	DUNGARVAN		FDS	D PORT	###		P	8	30
TAO	TIPP N		DLO	DUNLAOIRE	###		P	1	31
SAO	DUBLIN		DLO	DUNLAOIRE	###		P	2	32
TAO	WICKLOW		FDS	DUNLAOIRE	###		P	3	33
SAO	SWORDS		H/CULTURE	DUNLAOIRE	###		P	4	34
SAO	TIPPERARY		RETIRED	DUNLAOIRE	###		P	5	35
TAO	WEXFORD		DLO	ROSSLARE	###		P	1	36
TAO	WEXFORD		DVO	ROSSLARE	###		P	2	37
TAO	WATERFORD		DVO	ROSSLARE	###		P	3	38
TAO	LIMERICK		DVO	D PORT	###	###	Y		1
TAO	LIMERICK		DVO	D PORT	###	###	Y		2
TAO	CORK EAST		DLO	DUNLAOIRE	###	###	Y		3
TAO	KERRY NORTH		FDS	MONAGHAN	###	###	Y		4
TAO	LOUTH		FDS	MONAGHAN	###	###	Y		5
TAO	TRALEE		DVO				Z		1
TAO	TRALEE		DVO				Z		2
TAO	TRALEE		DVO				Z		3
TAO	TRALEE		DVO				Z		4

Showing 38 officers involved in FMD duties at various centres, 5 officers that have returned to normal duties and 4 officers that haven't yet become involved.

ANNEX 3

USE OF FOREIGN VETERINARY STAFF

1. Assistance from foreign staff will only be requested in the event of an escalating disease scenario. This will be a decision of the NDCC.
2. Foreign staff should arrive on an organized phased basis, depending on the level of disease present. Such staff will be selected following completion of the relevant application form giving personal details and previous FMD experience. This application form will be drawn up by the SLU.
3. Applicants must:
 - Hold a recognized Veterinary Degree
 - Be registered with the Irish Veterinary Council. Emergency arrangements will apply.
 - Have a working knowledge of the English language
 - Be available for a minimum period of 3 weeks.
4. A designated VI should be responsible for the foreign veterinarians and will ensure that:
 - Transport arrangements from the airport/port to the briefing centre are made
 - A further assessment of the individual's FMD experience is made
 - Terms and conditions of employment are presented and a contract signed
 - An induction course is completed by each recruit (organised by the VI)
 - Rules of the road are explained by the Gardai at the induction course
 - Accommodation is arranged and authorization card, vehicles, mobile phone, essential working kit and protective clothing are supplied
 - On completion of contract, transport arrangements back to the airport/port are made.
5. The **Induction Course** should include:
 - Terms and conditions of employment
 - Overview of Foot and Mouth Disease
 - Current situation in the country
 - Strategy to be followed to eradicate the disease
 - Full biosecurity arrangement and protocols
 - Types of FMD duties
 - Filling of forms
 - List of all contact names and numbers (including HQ)
 - Detailed tour and map of the LDCC.
6. After training has been completed, each TVI will be supplied with details of rules and regulations pertaining to FMD legislation and a copy of all the requisite forms.

ANNEX 4

ROSTERING FOR REST PERIODS

DATES	0:00 TO 8:00	8:00 TO 16:00	16:00 TO 0:00	TRAVEL/BREAK
1-MAR-02 TO 4-MAR-02	TEAM A	TEAM B	TEAM C	TEAM D
5-MAR-02 TO 8-MAR-02	TEAM D	TEAM A	TEAM B	TEAM C
9-MAR-02 TO 12-MAR-02	TEAM C	TEAM D	TEAM A	TEAM B
13-MAR-02 TO 16-MAR-02	TEAM B	TEAM C	TEAM D	TEAM A
17-MAR-02 TO 20-MAR-02	TEAM A	TEAM B	TEAM C	TEAM D
21-MAR-02 TO 24-MAR-02	TEAM D	TEAM A	TEAM B	TEAM C
25-MAR-02 TO 28-MAR-02	TEAM C	TEAM D	TEAM A	TEAM B
29-MAR-02 TO 1-APR-02	TEAM B	TEAM C	TEAM D	TEAM A

ANNEX 5

PROTOCOL FOR AUTHORIZATIONS

1. Local management should ensure that all personnel are authorized under Section 17A of the Diseases of Animals Act, 1966.
2. Any personnel assigned to FMD duties must ensure that they are authorized under Section 17A of the Diseases of animals Act, 1966.
3. The following classes of persons are authorized within the meaning of the Act:
 - Inspectors of the Minister
 - Officers of the Minister authorized under Section 25(3) of the Act
 - Authorised officers under the Animal Remedies Act, 1993
 - Members of the Garda Siochana
 - Officers of the Customs and Excise
 - Certain ranks and ratings of the Army and Naval service.
4. Other personnel should not engage in enforcement duties unless authorized individually or as a class.
5. An authorized officer may be required to produce evidence of his/her appointment.
6. Arrangements for authorizations during 'peacetime' should be made through the Animal Health and Welfare or ERAD Divisions, as appropriate.
7. In times of emergency an officer from the Staffing and Logistics Unit will be nominated to authorize personnel contracted to carry out FMD duties.

ANNEX 6

LIST OF EQUIPMENT FOR DVOS

In general the following list of equipment will be sufficient to handle two suspects in a DVO/LDCC area. Local suppliers should be identified. Additional equipment will be required by the DVO in the event of a confirmed outbreak – some of which will be sourced locally and some from Central Stores.

See Chapter 10, **Financial controls** for procurement procedures.

DVO List – equipment for permanent local storage

a) Sourced from Central Stores

- Protective waterproof clothing (4 units)
- Disposable suits (100)
- Fluorescent jackets with “Department of Agriculture” written on them (4)
- Gloves, masks and goggles (box of each)
- Disinfectant (5 litres)
- Clinical waste bags (10)
- Waterproof A4 notepad holder and pens (4)
- Sharps containers (4)
- Needles (100) and syringes (10)
- Leaflets – for general public, PVPs and herd owners
- Posters – for Infected Premises (10)
- Captive bolt pistols plus ammunition for different species (available from NDCC at short notice)
- Drugs for anaesthesia (50 cattle, 50 sheep)
- Pithing rods
- Maps of DVO region (Discovery series) (4)
- Full sets of forms and notices (4 sets) – see Chapter 26, **Notices** and Chapter 27, **Forms**.

b) Sourced Locally

- Buckets, brushes (4)
- Power hose unit (2)
- Knapsack sprayer (5)
- Mats (to cover all entrances to DVO building – during ‘peacetime’ a mat will be maintained at the road entrance to maintain awareness of biosecurity)
- Large plastic bags (10)
- Disposable cameras (2)
- Waterproof ID cards and holders (10)
- Cable ties (2 packets).

- NB. 1 Material can be sourced from Central Stores within 6 hours
- NB. 2 Lists of suppliers of all of the above should be maintained locally (for procurement after outbreak):
- Additional supplies of the above items
 - Other items as identified in Chapter 13, **LDCC**, Chapter 15, **Procedures for personnel biosecurity** and other relevant chapters
- NB. 3 A list of phone numbers of key local and central staff which will be provided to all relevant parties in the event of a confirmed outbreak

ANNEX 7

LIST OF EQUIPMENT FOR CENTRAL STORES

- Air curtain burner* – spec available (or rapid provision of same)
- Three sets of arc lights
- Mats
- Road signage
- Infected premises signage

- Supply of relevant forms
- Leaflets
- Posters
- Ordnance Survey Discovery Series maps

- Protective waterproof clothing
- Disposable suits
- Fluorescent jackets with “Department of Agriculture” written on them
- Gloves, masks and goggles
- Disinfectant
- Clinical waste bags
- Waterproof A4 notepad holder and pens
- Sharps containers
- Needles and syringes
- Captive bolt pistols plus ammunition for different species
- Drugs for anaesthesia
- Pithing rods

* Contact for air curtain burners:

Thomas Curran
Curran Waste Disposal
18 Blackwatertown Road
Armagh
BT6 28EZ
028 37523042 (Tel/Fax)
077 68253025 (mobile)

Also website:

<http://www.airburners.com>