

CHAPTER 4

NATIONAL DISEASE CONTROL CENTRE

INTRODUCTION

National and Community policy requires that a National Disease Control Centre (NDCC) be permanently in place to deal with any suspected cases or outbreaks of FMD. The role of the NDCC is to maintain disease preparedness and awareness and to direct the national strategy in the event of an outbreak of disease. This chapter details the resources required during an outbreak, the management structure in 'peacetime' and during an FMD outbreak, and the protocols necessary to operate the NDCC.

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1. ACCOMMODATION REQUIREMENTS

1.1 Location

The NDCC is based in DAF's Headquarters in Agriculture House, Kildare Street, Dublin 2. It is currently located on Floor 3 East in the **Disease Incident Room**, and is part of the Veterinary EU, OIE List A diseases, Trade and International Transport Section.

The HQ location is of critical importance in regard to communication with Government, the Minister, Secretary General, CVO, and the key personnel responsible for all other relevant areas of Department operations.

In the case of an OIE List A disease emergency, such as FMD, there are three incremental levels of operation for the NDCC:

a) **'Alert' level (FMD in neighbouring state or suspect report in this country)**

The 'peacetime' facility is sufficient in an Alert phase.

b) **'Activation' level (First case of FMD confirmed in Ireland)**

In the FMD outbreak in 2001, one-third of Floor 3 East was utilised by the core operational areas of the NDCC.

Plans exist to allow the NDCC to expand very rapidly to this level or beyond.

c) **'Escalating scenario'**

In a multiple outbreak, such as occurred in the UK in 2001, the demand for space at the NDCC would increase rapidly to include all of Floor 3 East.

Space will be provided for upwards of 140 core NDCC personnel (Policy, Mapping, Epidemiology, Suspect/Trace Reports, Serology, Army etc).

Accommodation Division, relating to both the pre and post refurbishment phases for Agriculture House, maintains plans for the above.

In the post-refurbishment phase priority will be given to locating the core NDCC areas and the Disease Incident Room close to other sections that will be involved in the outbreak response.

1.2 Equipment

- a) The NDCC has the following equipment in 'peacetime':
- 3 dedicated fax lines
 - 2 external telephone lines
 - 2 internal telephone extensions
 - 1 photocopier
 - 1 scanner
 - 1 full set of Discovery Series maps (folded) – scale 1:50,000
 - 1 full set of Discovery Series maps (mounted and laminated)
 - 1 television.

- b) The additional equipment that will be required by the NDCC in the event of an FMD disease outbreak will be continuously assessed when the alert level is declared.
- c) Such equipment will include the supply of additional telephones/mobile phones/fax machines/photocopiers/ media equipment, and specialist stationery supplies (e.g. binding equipment), consumables etc. Accommodation Division will provide this equipment on request.
- d) Equipment will be sourced directly from external suppliers where appropriate.
- e) Functionality of equipment will be monitored and any breakdowns reported to the appropriate section for prompt service/repair. Arrangements for servicing shall be made as required.
- f) Equipment used by the NDCC during an FMD outbreak is reserved exclusively for that purpose.

1.3 Information technology

a) Computer hardware

The Disease Incident Room is equipped with 3 PCs linked to the Department network.

b) E-mail and internet

The PCs are equipped with e-mail and Internet access.

c) Software

The PCs are fully networked and provided with specific software packages linking to:

- **LDCC Suspect Tracing**
- **Laboratory Results** (Foot & Mouth Blood Sampling).

The **LDCC Suspect Tracing** package was developed for use at DVO level during FMD in 2001. It has since been updated and approved for use as a medium term solution to IT requirements during an FMD epidemic.

The current package will be accessible to all DVOs and the NDCC during an outbreak.

d) Filing

There is a dedicated FMD shared drive allocated on the Department's network for storage of information related to FMD. This is located at the following address:

- S:\Animal Health\Foot and Mouth

During any new FMD outbreak new shared drives or sub-folders will be allocated as necessary. Access will be limited to specific users and the NDCC will issue instructions as to their use.

Responsibility for arrangement and filing of information stored on the FMD drive will be assigned to an NDCC officer by the HEO in charge during an outbreak.

e) **Additional hardware to be installed during ‘activation’ stage**

During the ‘alert’ phase, ISD Division will nominate a contact person to ensure prompt delivery and installation of any hardware required.

Any additional equipment required by the NDCC in the event of an FMD outbreak will be determined directly by the numbers of staff engaged. At the outset this will include:

- 5 PCs
- 1 printer
- 1 scanner

Additional needs for e-mail points or shared drives for information storage will be assessed on an ongoing basis.

Priority ongoing support from ISD Division is essential, particularly in the early stages of the alert, to ensure that evolving needs are promptly addressed.

IT equipment used by the NDCC during an FMD outbreak is reserved exclusively for that use.

2. MANAGEMENT

2.1 Management during ‘peacetime’

During ‘peacetime’, all reports of suspicion of FMD are dealt with by the veterinary staff of the EU, OIE List A diseases, Trade and International Transport Section, with the administrative support of Animal Health and Welfare Division.

A Senior Superintending Veterinary Inspector (SSVI), who reports through the Deputy Chief Veterinary Officer (DCVO) to the Chief Veterinary Officer (CVO), manages the section.

The management structure, and its relationship to the rest of the veterinary services are shown in the organogram in **Annex 1**.

2.2 Management during an FMD alert

After ‘activation’ of the NDCC, the crisis will be managed by a Central Decision Making Unit, which is described in the organogram in **Annex 2** below.

2.3 Hours of operation of the NDCC

a) Working hours

In 'peacetime' the NDCC is staffed during normal working hours:

- 09.00 – 17.30 Monday to Friday

In an FMD outbreak the hours of operation of the NDCC will be extended during weekdays and at weekends. These times will be communicated both internally and externally. The hours may change, depending on the level and stage of the outbreak. Appropriate working rotas will be arranged. All staff must have at least one day off every week.

Hours of operation will be communicated:

- Externally – to the EU Commission, CVOs in other Member States, District Veterinary Offices (DVOs), Portal offices, Gardai and Customs
- Internally – to heads of divisions (see circulation list in **Annex 3**), Switch board, Reception Desk and Officer on after-hours duty.

b) Out of Hours

During 'peacetime', the NDCC maintains a pager system operated by Pageboy Ltd. This involves the carrying of a pager by VIs for each DVO (or groups of DVOs), by a HQ officer (SVI or VI) and by regional SSVIs. A rota is produced every week and operates according to a protocol agreed with Pageboy Ltd. The rota includes page unit numbers and the landline/mobile telephone numbers of officers on duty. The pager system operates 24-hours a day, 7 days a week, but is intended, in particular, to provide an after-hours class A response service. Each week some 20 veterinary officers staff this service.

The paging system will continue to operate as normal with the exception that SVIs and VI s engaged in core NDCC duties will not be included in the after-hours rota. There will be liaison with the paging company with regard to anticipated increased service needs during a class A outbreak.

Arrangements will be made to communicate an out of hours contact system for key personnel during the class A outbreak scenario. This contact system will be made known, in particular, to veterinary staff on after-hours duty rota.

During a class A situation all key staff will be obliged to carry their mobile phones at all times.

2.4 Meetings

- A review/management meeting will be arranged each day by the NDCC, at a designated time.
- The purpose of the meeting is to facilitate the dynamic management of the disease situation. Brief updates on the situation relating to each section will be provided and tasks to be undertaken identified and prioritised.

- c) They will be attended by:
 - at least one officer from each section within the NDCC
 - heads of divisions listed at **Annex 3** below (or their representatives).
- d) The meetings will be chaired by the NDCC manager (or in his or her absence by either the policy SSVI or tracings SSVI).
- e) The NDCC HEO will assign an officer to produce a written report of daily internal meetings and any other internal NDCC meetings.
- f) The reports will be held on an appropriate report file within the NDCC and will be used to incorporate data into the NDCC daily reports as required.
- g) Reports will be circulated to the officers listed in **Annex 3** on a daily basis.
- h) In addition, an external circulation list will be drawn up and reports distributed accordingly. In particular, such reports will be circularised to section heads within the Department.
- i) Further internal NDCC meetings will take place as required.

3. CO-ORDINATION WITH THE NORTHERN IRELAND AUTHORITIES

The 2001 outbreak of FMD highlighted the value and necessity of close co-operation and co-ordination between administrations north and south. In the event of an outbreak immediate contacts will be established at all appropriate levels between the administrations i.e. Ministers, CVOs, Assistant secretaries, NDCCs and where relevant, LDCCs and Special Investigation Units.

The action taken will depend on the precise circumstances of the outbreak. However, the overriding need will be to ensure adequate and appropriate consultation, exchange of information and co-ordination of policies.

4. STAFFING

4.1 Levels of response

a) 'Alert' phase (FMD in neighbouring state, suspect report in country)

During the 'alert' phase the NDCC is staffed by the Section with responsibility for 'Veterinary EU, OIE List A diseases, Trade and International Transport'. This comprises a staff of 1 SSVI, 2 SVIs and 4 VIs.

If the case is strongly suspicious, the following key personnel will be notified so that staff reporting to them can be put on alert:

- Secretary General, DCVOs, Director CVRL, Assistant Secretaries, Regional SSVIs, SVIs in DVOs and Principal Officers (POs) in Animal Health and Welfare and Corporate Affairs Divisions.

b) 'Activation' phase (first case of FMD confirmed in Ireland)

When the CVO has confirmed the first case of FMD, the following staff groups will be required immediately:

Management of outbreak control measures:

- NDCC Policy (1 HEO from Animal Health & Welfare, 1 EO, 2 CO) – additional to existing staff in Section
- NDCC Suspects/Traces (1 SSVI, 2 SVIs, 4 VIs, 4 Admin)
- National Expert Epidemiology Group (see **Contingency Plan**).

Management of administrative support measures:

- Legal (Under direction of Head of Legal Services)
- Financial (Under direction of PO Animal Health and Welfare)
- Information generation (Under direction of PO Animal Health & Welfare)
- Government/Inter-Department/Dail (Under direction of PO Animal Health and Welfare).

Management of information dissemination:

- Help-line (Public) (initially 24 administrative staff to man 6 telephones)
- Corporate Affairs Division (Media and Public) (staff numbers to be assessed by the PO).

In all cases priority will be given to the use of staff (veterinary, administrative and technical) who gained relevant experience during the 2001 FMD outbreak. A list of these staff is kept in the NDCC.

Staff transferred to the NDCC will be required for a minimum period of **one month**.

c) **‘Escalating scenario’**

In a multiple outbreak, such as occurred in the UK in 2001, a rapid and significant increase in the number of staff at the NDCC would be required.

Over 140 core NDCC personnel may be required to staff the various sections (Policy, Infected Premises and Dangerous Contacts, Digital Mapping, Data Management, Epidemiology, Suspect/Trace Reports, Laboratory Liaison and Serology, Movement Controls in Infected Areas, Army etc).

In this situation Geographic Information Systems (GIS) experts from the Centre for Veterinary Epidemiology and Risk Assessment (CVERA) will be transferred to the NDCC from their location at University College Dublin to assist with mapping.

Officers with experience in the diagnosis of FMD on clinical grounds will be transferred to the NDCC to assist in the application of a ‘Slaughter on Suspicion’ policy. These may be RO(s) or VI(s) with clinical experience gained in the UK during FMD 2001.

If Army personnel are requested to assist in the logistics of carcase disposal appropriate liaison officers will join the NDCC team.

4.2 Job profiles

The following are the key roles in the NDCC:

- a) NDCC Manager
- b) Policy Co-ordinator
- c) Infected Premises Officer
- d) Lab Liaison/Serology Officer
- e) Movement Controls Officer
- f) Officer in charge of administration
- g) Suspects/Traces Co-ordinator
- h) Data Management Officer
- i) Mapping Officer
- j) Epidemiologist

Roles of key officers liaising with the NDCC:

- k) Legal Co-ordinator
- l) Head of Logistics

a) NDCC Manager

Normally the DCVO for Trade/Exotic Diseases

- Ensure key personnel have been appointed to NDCC and to other relevant areas of HQ and LDCCs
- Brief NDCC staff on situation, policies, procedures
- Brief CVO on new developments
- Chair daily review/management meetings
- Liaise with Animal Health & Public Health Assistant Secretaries
- Liaise with other DCVOs and Director CVRL
- Confirm new Infected Premises and Dangerous Contacts with CVO and authorise destruction
- Assess and update strategies
- Ensure all activities are in accordance with policy
- Ensure appropriate reporting procedures are in place
- Release of restricted areas on authorisation of CVO

b) NDCC Policy Co-ordinator

Normally SSVI from Veterinary EU/List A/Trade/International Transport Section

- Ensure all confirmed outbreaks are notified to the Commission within 24 hours via the ADNS system
- Draft letters to Commission, Member States, Third Countries as required
- Respond to questionnaires relating to FMD from FAO, Third Countries etc.
- Attend SCoFCAH meetings
- Draft reports to SCoFCAH in standard format (usually weekly during an epidemic)
- Ensure report of SCoFCAH is drafted and circulated within 24 hours
- Draft reports to OIE (initial within 24 hours, updates as necessary, and submission for freedom status after 3 months have passed following last outbreak)
- Prepare itinerary and make arrangements for meetings, presentations etc. for FVO and Third Country missions on FMD.
- Monitor developments regarding FMD in other countries, as appropriate
- Liaise with European Commission, Member States, Third Countries on regular basis
- Attend Central Decision Making Unit meetings
- Attend daily NDCC meetings
- Advise on strategies and options
- Supervise and advise sections dealing with slaughter, disposal and disinfection and movement controls
- Advise NDCC Manager of significant facts, trends, predictions
- Regularly update reports for CVO
- Liaise with Corporate Affairs and Animal Health and Welfare Divisions regarding information released to media, government, FOI etc.
- Attend press briefings, give media interviews when requested
- Ensure resources required to operate NDCC are in place
- Ensure staff welfare is catered for (proper relief, meals, breaks etc.)

c) Infected Premises and Dangerous Contacts

Normally an SVI from Veterinary EU/List A/Trade/International Transport Section

- Maintain list of infected premises (in hard copy)
- Following receipt of recommendations for slaughter of contact premises from LDCC/Expert Group send slaughter authorisation lists to relevant LDCC Manager or DVO SVI on agreed form
- Liaise with appropriate sections in LDCCs and other DVOs regarding valuation, slaughter, disposal, cleaning & disinfection and restocking procedures
- Collate data from LDCC daily reports
- Maintain a list of the number of premises, enterprise types and livestock species that have been slaughtered and those awaiting slaughter (including status – IP, dangerous contact, 1 km cull etc.)
- Maintain a list of the number of premises, enterprise types and livestock species that have been disposed of and those awaiting disposal (including status – IP, dangerous contact, 1 km cull etc.)
- Maintain record of dates of preliminary and final cleaning and disinfection of each premises in order that dates for sero-surveillance, lifting of zones and re-stocking can be calculated
- Draft circulars as appropriate

d) Lab Liaison/Serology

Normally a VI from Veterinary EU/List A/Trade/International Transport Section

- Ensure details of all samples taken (suspects, traces, 3 and 10 km surveillance, cull, National Survey) have been reported and recorded the same day
- Ensure results are relayed from the CVRL to the NDCC and LDCCs/DVOs according to agreed protocol
- Ensure results are recorded on database
- Ensure daily summary reports are received from CVRL and copied to the FMD Expert Advisory Group
- Ensure contact list for laboratory personnel is available in the NDCC
- Liaise with Epidemiology section regarding sampling and results
- Co-ordinate sero-surveillance programme
- Draft circulars as appropriate

e) Movement Controls

Normally an SVI from Veterinary EU/List A/Trade/International Transport Section

- Tracing of relevant imports/exports of live animals via ANIMO
- Confirm details and legal basis for controls within zones as defined in the FMD Directive, Commission Decisions
- Maintain up-to-date file of all Commission Decisions
- Draft circulars
- Liaise with ports and borders regarding controls
- Liaise with National Beef Assurance Scheme and FMD Expert Advisory Group regarding national controls
- Maintain file on national controls (FMD Expert Advisory Group Recommendations, Codes of Practice, protocols, permits)
- Maintain up to date list of national controls, dates of introduction, referenced by product/species

f) Officer in charge of administration

Normally a HEO from Animal Health and Welfare Division

- Maintain NDCC staff lists
- Draft staff rosters
- Maintain list of contact numbers and set up fax machines
- Circulate organogram of NDCC staff and contact numbers
- Maintain files and register of files of all circulars, press releases, protocols, lab results, reports made to and meeting reports of SCoFCAH etc.
- Maintain list of circulars with reference numbers
- Record all incoming and outgoing faxes, emails and telephone calls
- Circulate reports, lab results etc.
- Ensure sufficient stationery supplies available at all times
- Ensure all equipment is maintained in working order

g) Suspects/Traces Co-ordinator

If there is only one outbreak in Ireland and no outbreaks in the UK, this task will normally be undertaken by an SVI from Veterinary EU/List A/Trade/International Transport Section. In an escalating scenario in which several outbreaks have occurred in Ireland or there is also FMD in the UK, the SSVI from Class B/Welfare Section will take responsibility for this function.

- Supervise procedures regarding reports of suspects and traces from DVOs
- Provide advice and support to DVOs
- Make final decision where slaughter-on-suspicion option is being used
- Draft circulars and guidelines where necessary
- Ensure that all files are complete for audit purposes
- Ensure that database is updated within suitable time period
- Ensure staff welfare is catered for (proper relief, meals, breaks etc.)
- Attend daily review/management meetings
- Attend press conferences when requested

h) Data Management Officer

This should be initiated by a HEO from ERAD but may subsequently be delegated to other grades when the HEO is satisfied that the individuals involved have been sufficiently trained in the use of the database.

- Open file on **LDCC Suspect Trace** database and hard copy
- Allocate reference number to each suspect Report or Trace file (immediately on receipt of R or T report)
- Record new confirmed Infected Premises (IPs) and Dangerous Contacts (DCs) on database and hard copy file
- Notify Suspects/Traces and Policy co-ordinators of all new suspect cases
- Sort, check and file documentation received from DVOs on R, T or confirmed IPs and DC premises
- Record details from follow-up documentation on database (within 1 working day of receipt)
- Maintain register of Reports and Traces
- Print daily management reports and statistical reports from database
- Provide updated statistical data for daily press briefings, Ministerial updates etc.
- Liaise with DVO staff regarding documentation, suspect/trace/sampling protocols
- Draft requests to DVOs for outstanding documentation
- Draft memos to DVOs where clarification of NDCC directions required
- Refer trace requests to DVOs
- Refer suspect report requests to DVOs (where suspect reported directly to NDCC)

i) Mapping Officer

Normally a VI from Veterinary EU/List A/Trade/International Transport Section

- Record all X and Y National Grid co-ordinates of IPs
- Draft boundaries of surveillance zones in collaboration with LDCC and National Expert Epidemiology Group
- Liaise with LDCCs, Public Health and Milk Policy regarding limits of zones and locations of animal product plants within zones
- Liaise with CVERA regarding premises within zones (including those within plume) and for production of maps that may be required for the Website, SCoFCAH etc
- Liaise with legal section regarding legislation defining zones
- Liaise with Police regarding limits of zones
- Liaise with Corporate Affairs and Helpline regarding public awareness of limits of zones
- Maintain file of each surveillance zone (map and S.I.)
- In an escalating scenario, separate GIS and mapping sections will be created, with GIS experts from the CVERA located at the NDCC

j) Epidemiologist

Normally an SVI from the Centre for Veterinary Epidemiology and Risk Assessment (CVERA)

- Liaise with epidemiology sections at LDCCs regarding local epidemiological situations (including field visits where necessary)
- Assess field and scientific data
- Identify index cases
- Analyse disease dissemination rate
- Carry out risk assessment of disease control/containment strategy
- Advise NDCC Policy regarding appropriate strategies
- Liaise with Mapping Section and LDCCs regarding P and S zone limits
- Liaise with FMD Expert Advisory Group regarding risk activities
- Liaise with CVRL regarding laboratory testing requirements and results
- Liaise with GIS/mapping section regarding plume modelling
- Liaise with CVRL and Lab Liaison regarding sampling and results
- Advise Local Epidemiology Teams regarding surveillance, tracing and on-farm investigation
- Monitor compliance with disease investigation protocols

k) Legal Co-ordinator

A nominated HEO

- Prepare Orders, S.I.s as required
- Arrange publication and circulation of same
- Transpose relevant Commission Decisions
- Maintain file of all relevant EU and National legislation
- Maintain log of all new legislation drafted with dates/times of coming into effect
- Ensure relevant powers exist
- Provide legal advice regarding strategies proposed
- Advise on confidential handling of sensitive information
- Prepare prosecutions

l) Logistics (see also Chapter 7, Staffing and Logistics)

If there is a risk of importing FMD (but no FMD has yet been reported in Ireland) the following roles will be carried out by an SVI from Veterinary EU/List A/Trade/International Transport Section. If FMD has been confirmed in Ireland these roles will be the responsibility of ERAD Section:

- Source and supply equipment to DVOs, LDCCs
- Source and supply equipment to ports, borders and airports
- Arrange staff transfers (including those to assist in other countries)
- Swill disposal checks at main ports
- Liaise with Department of Marine and Natural Resources regarding swill disposal and controls at main ports
- Liaise with Department of Environment and Local Government regarding swill disposal, notices and disinfection facilities at small ports and marinas, where appropriate
- Liaise with Department of Revenue (Customs) regarding checks for animal products at airports, ports and postal service facilities, where appropriate
- Liaise with Department of Public Enterprise regarding controls at airports, where appropriate
- Liaise with Office of Public Works regarding disposal by burial or burning, where appropriate
- Liaise with the Environmental Protection Agency regarding environmental issues
- Liaise with DAF staff at ports, airports and borders

5. COMMUNICATIONS

Fax lines ‘peacetime’: 678 7360, 678 7370, 607 2314
Direct telephone lines ‘peace-time’: 607 2826
Telephone extensions: ext 3776

- a) The additional lines specific to the NDCC installed in an FMD outbreak, including telephone/fax/e-mail and mobile telephones, together with contact details, will be listed and notified to the following:
- externally to NDCCs, DVOs, Portal offices, Gardai and Customs, other Member States and the Commission, as appropriate
 - internally to all appropriate divisions as in list at **Annex 3** below.
- b) All heads of division will be required to provide updated lists of contact names and telephone numbers and to forward these by e-mail to the Incident Room.

5.1 Telephone

A management system for incoming and outgoing telephone calls will be arranged immediately a case of FMD is confirmed. All routine calls dealt with by the Veterinary EU/List A/Trade and International Transport Section will be transferred to a team of administrative staff.

A number of NDCC-specific telephone lines with dedicated operators will be set up servicing the Policy and Suspects/Traces sections. These NDCC telephones will be permanently staffed during normal operating hours. Designated lines will be connected to an automatic answering facility after-hours. NDCC staff will divert their phones to a dedicated operator team.

A system of written telephone message forwarding will be developed when an issue, other than information dealt with in a standardised manner (e.g. tracings), cannot be addressed in a call. The written message shall be forwarded to the appropriate officer.

If the telephone of a core NDCC staff member is not switched to the telephone bank it must be checked on a regular basis for important messages.

Telephone answer machine messages will be checked on a regular basis.

5.2 E-mail

On confirmation of an outbreak of FMD all NDCC Policy officers will ensure that a suitable message is put on their e-mail to direct urgent messages relating to the control of FMD to be sent to the relevant address.

Designated personnel of the NDCC will regularly check NDCC PCs designated for the receipt of e-mails.

Urgent messages, or those requiring the attention of specific NDCC officers, will be printed off and dealt with in the same way as faxes (including the allocation of an NDCC reference). However, duplicate messages or messages considered irrelevant may be erased.

All other messages will be archived in a dedicated NDCC drive. The personnel designated to check incoming messages will also dispatch messages where required.

Specific officers shall be allocated responsibility for incoming and outgoing e-mails. Outgoing e-mails should be filed in a way which facilitates retrieval. Incoming e-mails should be printed off and forwarded if urgent, in the same way as incoming faxes, stored in an appropriate NDCC specific drive or deleted if irrelevant.

5.3 Fax

Designated NDCC staff will control and manage incoming and outgoing faxes.

A reference number will be allocated to all faxes and a written record logged. This record shall detail fax sender/recipient details.

Urgent faxes will be appropriately marked and located at a prominent point in the NDCC. Officers dealing with faxes shall ensure that urgent faxes receive prompt and appropriate attention.

All confirmation reports for outgoing faxes must be checked to ensure that all pages have been sent, and subsequently filed.

5.4 NDCC daily situation reports

An NDCC daily situation report should include all the information in **Annex 4** below.

Daily reports will be completed by an NDCC SVI and cleared by an NDCC SSVI. Copies will be forwarded to Secretary General's office, CVO's office and to Animal Health and Welfare and Corporate Affairs Division. The master copy will be held on a dedicated NDCC file.

The recommended target is to have the report relating to the previous day's activity available in advance of the meeting of the Government Task Force. This may be reviewed in the light of operational circumstances.

6. REPORTS TO THE EUROPEAN COMMISSION AND OFFICE INTERNATIONAL DES EPIZOOTIES (OIE)

6.1 European Commission

a) ADNS report

Article 3 of Council Directive 82/894/EEC requires each Member State to notify the Commission and the other Member States of any **primary outbreak** of FMD which is confirmed on its territory **within 24 hours**. The details to be notified are listed in **Annex 5** below.

Article 3 also requires each Member State to notify the **removal of restrictions** after eradication of the disease within **24 hours**.

Article 4 requires Member States to notify **secondary outbreaks** of FMD at least on the **first working day of each week**.

Notification will be carried out by a nominated person in Animal Health and Welfare Division using the ADNS system on the web.

In addition a letter will issue from the CVO to the Commission.

b) SCoFCAH report

During an FMD emergency in the Community, the Animal Health Committee of the SCoFCAH will meet more frequently than usual.

FMD affected Member States will be required to give an update on their disease situation. A format for reporting new outbreaks to this Committee is set out in **Annex 6** below.

6.2 OIE report

Chapter 1.1.3 of the OIE, International Animal Health Code, 10th Edition, 2002 sets out the rules for notification of disease outbreaks by veterinary administrations of member countries to the OIE. Article 1.1.3.3. of the chapter requires Veterinary Administrations to send:

- a) *notification* by telegram, fax or e-mail, **within 24 hours**, of any of the following events:
- for *List A* diseases, the **first occurrence** or re-occurrence of a disease, if the country or zone of the country was previously considered to be free from that particular disease;
 - for *List A* diseases, **important new findings** which are of epidemiological significance to other countries;
 - for *List A* diseases, a **provisional diagnosis** of a disease if this represents important new information of epidemiological significance to other countries.

In deciding whether findings justify immediate *notification*, countries must ensure that they comply with the obligations of Section 1.2. (especially Article 1.2.1.3.) of the *Code*, to report developments which may have implications for *international trade*.

- b) **weekly** reports by telegram, fax or e-mail subsequent to a *notification* under point 1 above, to provide further information on the evolution of an incident which justified urgent *notification*; these reports should continue until the disease has been eradicated or the situation has become sufficiently stable that monthly reporting under point 3 will satisfy the obligation of the country to the OIE.
- c) **monthly** reports on the absence or presence and evolution of diseases in *List A*, and findings of epidemiological importance to other countries with respect to diseases which are not in *List A*.
- d) **annual** reports on all diseases in *List A* and *List B* and any other diseases considered to be of socio-economic importance or of major veterinary interest.

7. PROTOCOLS

7.1 Trace reports

A protocol for dealing with reports of traces from suspect or infected premises is set out in **Annex 7** below.

7.2 Hard copy files

A protocol for numbering hard copy files is set out in **Annex 8** below.

7.3 Auditing of NDCC files

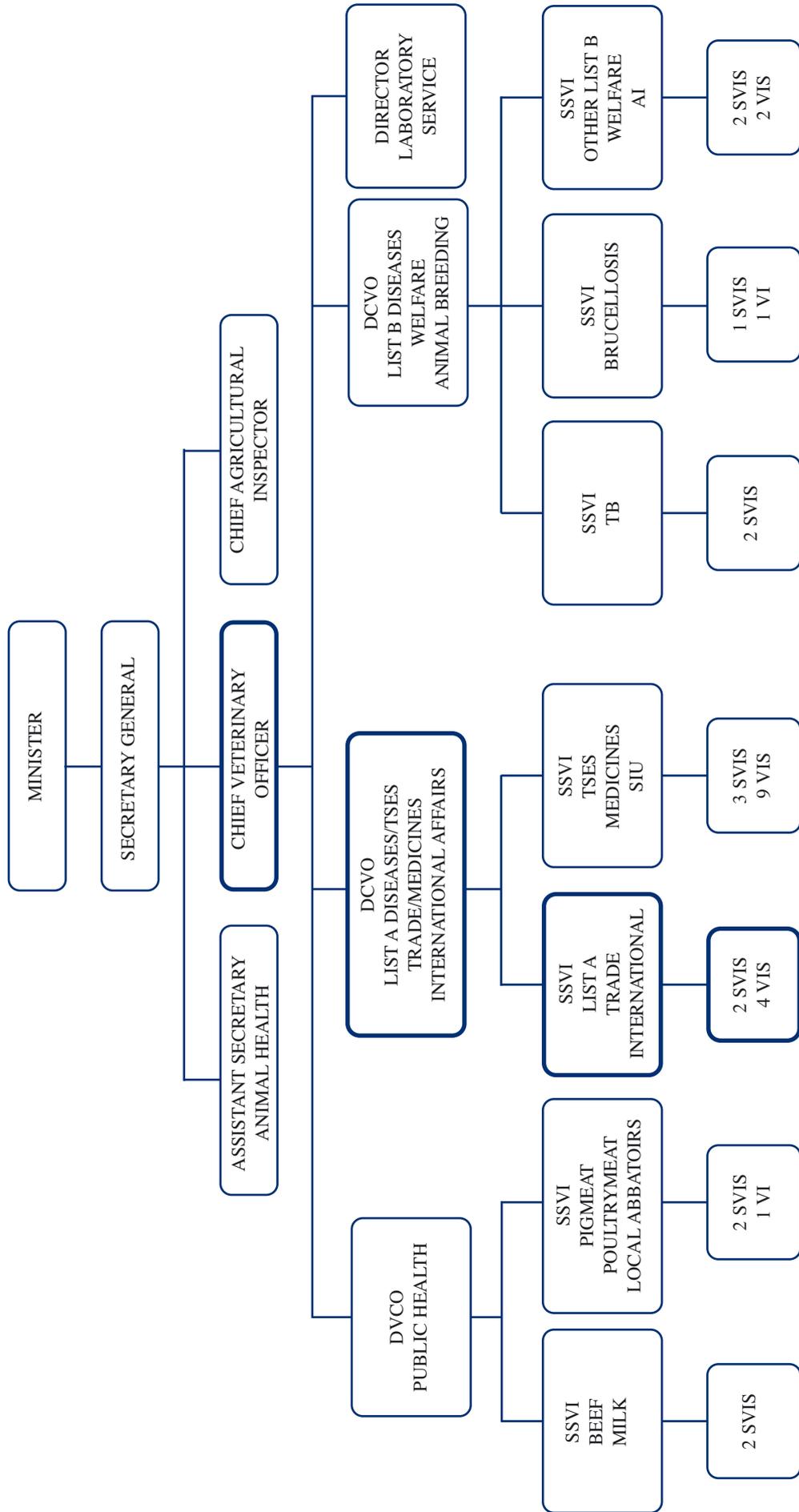
As a minimum, copies of the following documents should be maintained on the file of each confirmed infected premises:

- Each restriction notice served (Form A, Form B)
- Suspect Premises Report Form
- Epidemiological Report (for the EU Commission) see **Annex 9A** below
- Local Epidemiology Team Report, if relevant
- Special Investigation Unit report, if relevant
- Cleaning & Disinfection certificate
- Notice lifting restrictions (Form C)

7.4 Referencing of circulars

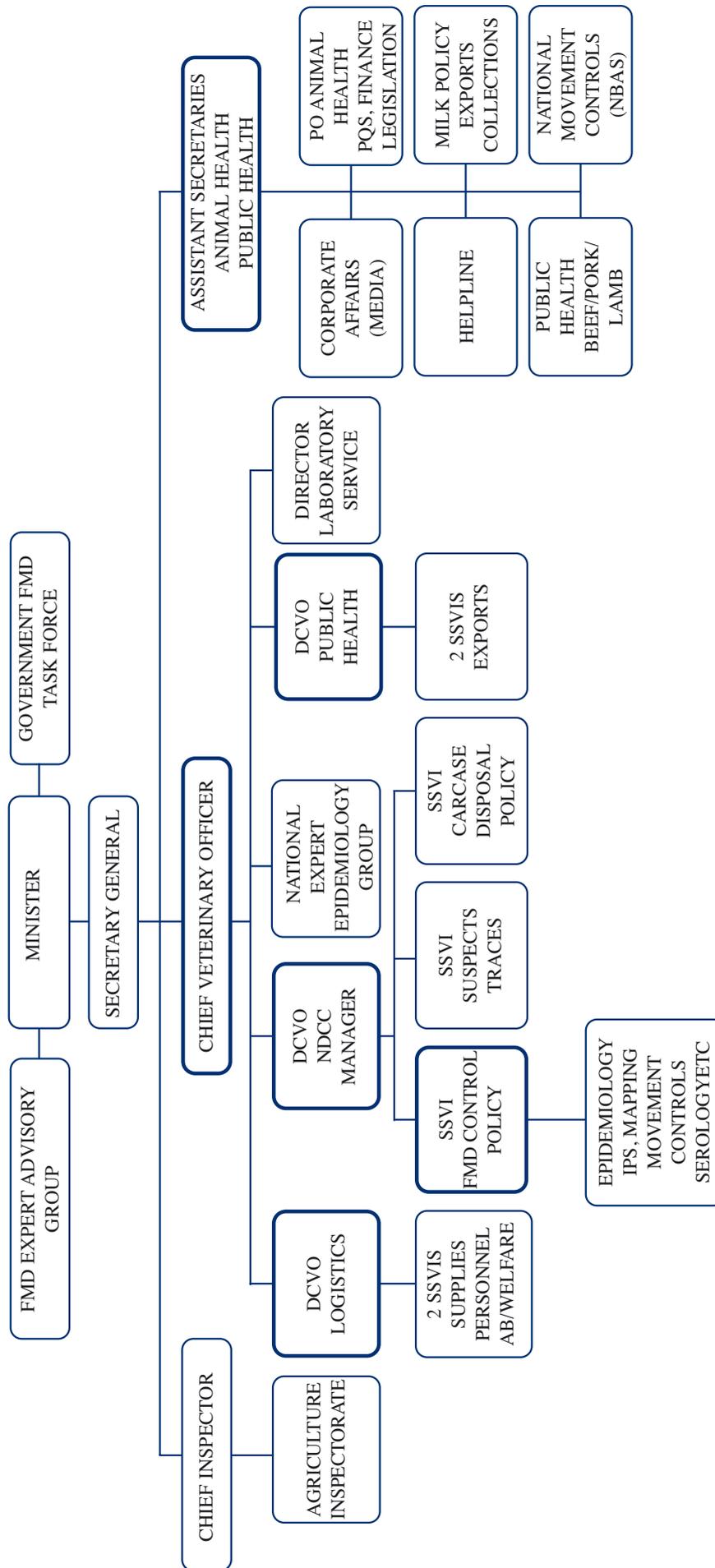
- a) A co-ordinator will be appointed by the HEO within the NDCC for the purposes of the control, management and release of circulars and other information being released from the NDCC.
- b) One of the first tasks to be completed will be a reminder from the NDCC to all DAF sections with involvement with an FMD outbreak that circulars relating to any aspect of the disease outbreak intended for release must be forwarded to the NDCC coordinator for referencing.
- c) Only after referencing at the NDCC should such circulars be released for distribution. All circulars released will be filed in the NDCC with particular attention paid to categorisation.

ANNEX 1 MANAGEMENT STRUCTURE OF VETERINARY SERVICES DURING 'PEACETIME'



Boxes defined in bold = NDCC

ANNEX 2 CENTRAL DECISION MAKING UNIT (CDU) DURING FMD CRISIS



Boxes defined in bold = core NDCC functions

ANNEX 3

CONTACT/CIRCULATION LIST FOR NDCC COMMUNICATIONS

NAME	SECTION	GRADE	LOCATION	EXT.	MOBILE
PAT ROGAN		CVO	5E	2185	
JOHN MALONE		SEC. GENERAL	5C	2184	
MICHAEL SHERIDAN	NDCC MANAGER	DCVO	5E	2645	
MARTIN O'SULLIVAN	PUBLIC HEALTH	DCVO	4C	2213	
MARTIN BLAKE	ANIMAL HEALTH (LOGISTICS)	DCVO	6C	2644	
SEAMUS HEALY	ANIMAL HEALTH	A/S	5E	2434	
TOM MORAN	PUBLIC HEALTH	A/S	5E	2775	
TO BE NOMINATED	HELPLINE	HEO/AP IN CHARGE	TO BE ALLOCATED		
MARTIN HEFFERNAN	CORPORATE AFFAIRS	PO	6E	2190	
MARGARET GOOD	LOGISTICS	SSVI (ERAD)	3C	2265	
RANDALL PLUNKETT	LEGAL SERVICE	HEAD	2W	2497	
AIDAN MURRAY	ANIMAL HEALTH	PO	7W	2436	
BRENDAN GLEESON	ANIMALHEALTH BRIEFING/FINANCE	AP	3C	2266	
TO BE NOMINATED	EXPERT ADVISORY GROUP (SEC)				
DAVID LYNCH	DISPOSAL	SVI (TSES)	2W	2792	
BRID CANNON	MOVEMENT CONTROLS	PO (NBAS)	3W	2499	
PAT BRANGAN	WELFARE/ANIMAL BREEDING	SVI	4E	2672	
TOM O'DONNELL	MILK	PO	1E	2260	
EIMEAR MCGEOGH	LIVESTOCK BREEDING	AP	CAVAN	8 8294	
BRENDAN MCINERNEY	ACCOMMODATION	PO	2W	2666	
JOE SHORTHALL	PERSONNEL	PO	5W	2667	
JOHN MCCARTHY	INFORMATION SERVICES	PO	2E	2165	
BILL MCGARRY	INTEGRATED CONTROLS	SI	6C	2602	
JOHN FERRIS	LABORATORY DIRECTOR	CVRL	CVRL	2600	
DR. PAT O'REILLY	VIROLOGY	SSRO	CVRL	2623	

ANNEX 4

FORMAT FOR DAILY NDCC SITUATION REPORT

Produced each day following the daily NDCC briefing meeting.

Under each heading, a member of the relevant section will give a brief update.

SITUATION REPORT AT **09:00 MONDAY 14 JANUARY**

1. Summary suspected cases

NEW CASES SINCE LAST REPORT	
TOTAL CASES TO DATE	

2. Summary confirmed cases

NEW CASES SINCE LAST REPORT	
TOTAL CASES TO DATE	

3. Confirmed outbreak premises (in last 24 hours)

OUTBREAK NUMBER	NAME	ADDRESS

4. Infected areas

S.I. NO.	LOCATION	DATE DECLARED	DATE LIFTED

5. Slaughter/disposal numbers (infected premises)

FARMS	CATTLE	SHEEP	PIGS	GOATS	DEER	OTHER	
NO. IDENTIFIED FOR SLAUGHTER							
NO. SLAUGHTERED							
NO. AWAITING SLAUGHTER							
NO. DISPOSED							
NO. AWAITING DISPOSAL							

TOTAL SLAUGHTERED TO DATE						
FARMS	CATTLE	SHEEP	PIGS	GOATS	DEER	OTHERS

6. Slaughter/disposal numbers (precautionary cull – dangerous contacts etc)

FARMS	CATTLE	SHEEP	PIGS	GOATS	DEER	OTHER	
NO. IDENTIFIED FOR SLAUGHTER							
NO. SLAUGHTERED							
NO. AWAITING SLAUGHTER							
NO. DISPOSED							
NO. AWAITING DISPOSAL							

TOTAL SLAUGHTERED TO DATE						
FARMS	CATTLE	SHEEP	PIGS	GOATS	DEER	OTHERS

7. Number of animals slaughtered daily

DATE	NUMBER

8. Graph showing confirmed cases

9. Number of trace premises under restriction

10. Summary of other relevant information:

movement controls (e.g. new rules introduced)

ANNEX 5

INFORMATION REQUIRED FOR NOTIFICATION OF EACH OUTBREAK TO THE EU COMMISSION VIA ADNS

1. Date of dispatch
2. Time of dispatch
3. Country of origin
4. Disease
5. Longitude (Irish National Grid X Co-ordinates suffice)
 - a. (_ _ _ _ _)
6. Latitude (Irish National Grid Y Co-ordinates suffice)
 - a. (_ _ _ _ _)
7. Serial number of outbreak
 - a. _ _ _ _ _ / _ _ _ _ _ (year/number)
8. Disease type/sub-type
 - a. *O, A, C, SAT 1, SAT 2, SAT 3, ASIA 1*
9. Region affected
 - a. *county*
10. If restrictions affect another region, specify that region
 - a. *county or country*
11. Type of outbreak
 - a. *primary or secondary*
12. Reference number of outbreak to which this outbreak relates
 - a. *county/disease/serial number*
13. Origin of disease
 - a. *unknown*
 - b. *waste food*
 - c. *market contact*
 - d. *contiguous herd*
 - e. *purchase of animals*
 - f. *transport vehicle*
 - g. *human contact*
 - h. *equipment contact*
 - i. *animals for breeding*
 - j. *AI*
 - k. *latent on holding*
 - l. *recrudescence*

- m. *wild animal contact*
 - n. *indirect wild animal contact*
 - o. *other*
14. Control measures
- a. *none*
 - b. *killing in situ of all*
 - c. *killing not in-situ of all*
 - d. *killing in-situ of some*
 - e. *killing not in-situ of some*
 - f. *killing in-situ of clinically affected*
 - g. *killing not in-situ of clinically affected*
 - h. *vaccination of all on holding*
 - i. *vaccination of some on holding*
 - j. *ring vaccination*
 - k. *emergency vaccination*
 - l. *destruction in situ by burying*
 - m. *destruction in situ by burying*
 - n. *destruction in rendering plant*
 - o. *salvage for human consumption + heat treatment*
 - p. *salvage for human consumption with no heat treatment*
 - q. *movement controls around affected holding*
 - r. *tracing of movements on & off*
 - s. *other*
15. Date of suspicion of disease on holding
16. Number of susceptible animals on holding
- a. *cattle, pigs, sheep, goats, wild species other than wild boar, wild boar*
17. Number of animals clinically affected
- a. *of each species*
18. Estimated date of first infection on holding
19. Number of animals that have died of the disease on the holding
- a. *each species*
20. Estimated date of completion of killing
21. Number of animals killed on holding
- a. *each species*
22. Estimated date of completion of destruction
23. Number of carcasses destroyed or rendered
- a. *each species*
24. Free text
- e.g. if outbreak confirmed in a slaughterplant or in transport, ring vaccination area, emergency vaccination area*

ANNEX 6

FORMAT FOR REPORT TO SCOFCAH

IRELAND
PRELIMINARY REPORT ON FMD
OUTBREAK NUMBER FMD/0001

1. Owner
 - Name
 - Address
 - County

2. Farm Details
 - No. cattle
 - No. pigs
 - No. sheep
 - No. goats
 - No. deer
 - Others

3. Suspicion
 - Date of suspicion
 - Date of visit by VI
 - No. & species with clinical signs
 - Clinical signs
 - No. & species which died

4. Confirmation
 - Date of confirmation
 - Laboratory where diagnosed
 - Method of diagnosis
 - Virus detection (ELISA, VIT, PCR)
 - Antibody detection (ELISA, VNT)

5. Slaughter
 - Date of slaughter
 - Method of slaughter

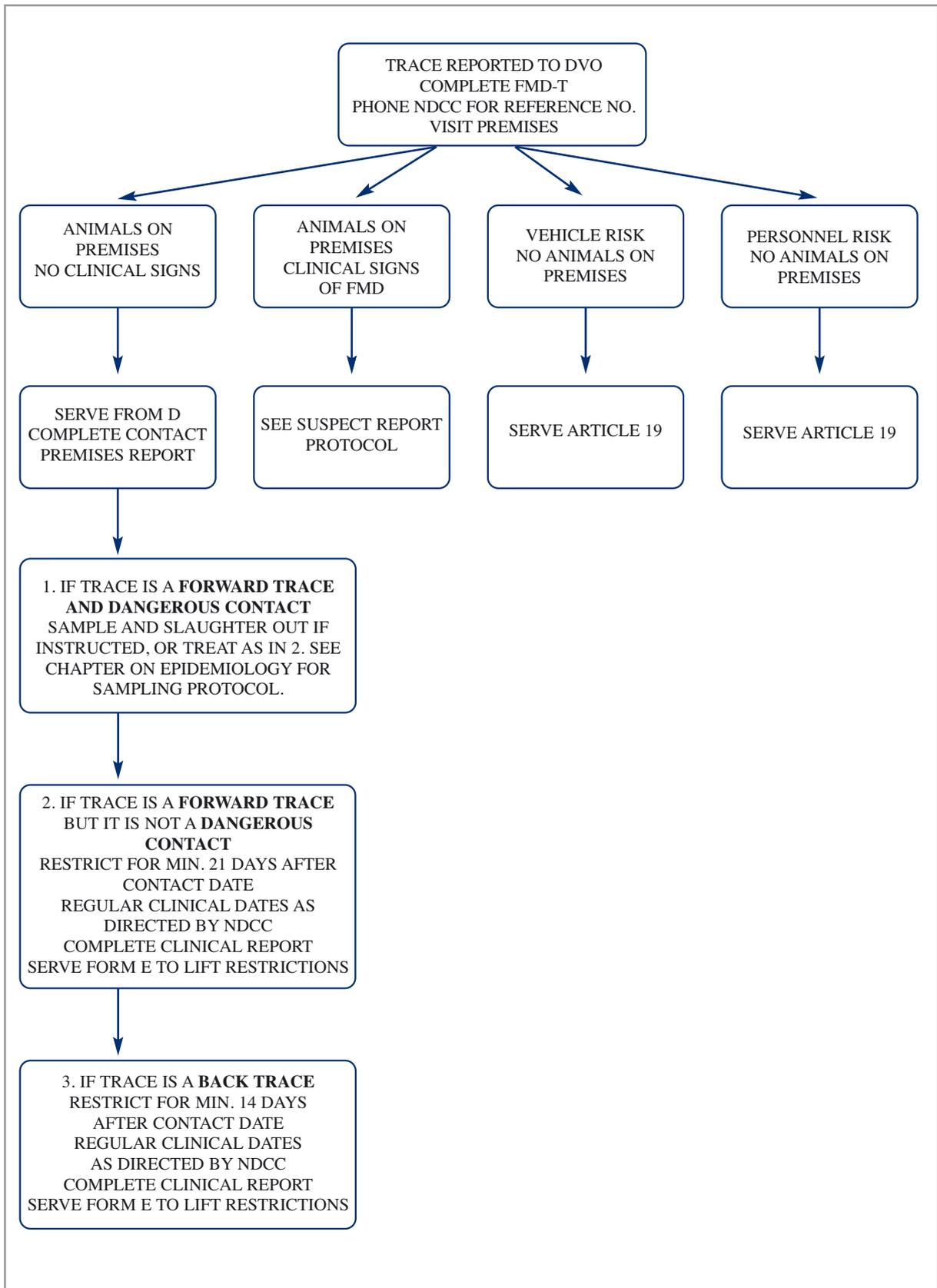
6. Destruction
 - Date of destruction
 - Method of destruction

7. Preliminary cleaning & disinfection
 - Date of preliminary C & D

8. Epidemiology
 - Estimated date of introduction of infection
 - Contacts (Outbreak No.)
 - Type of contact

ANNEX 7

PROTOCOL FOR TRACE REPORTS



ANNEX 8

FILING FORMAT FOR EACH SUSPECT/TRACE/CONFIRMED PREMISES

1. **Convention used:**

R = Report (of suspect)

T = Trace

FMD = Confirmed outbreak

2. **Report of suspect FMD**

Files for reports of suspect FMD should be filed as follows:

TOP LEFT HAND CORNER

FMD _ _ _ _ (year) / R _ _ _ _ (next number allocated by the database)

Owner's name

3. **Trace report**

Files of traces should be filed as follows:

TOP LEFT HAND CORNER

FMD _ _ _ _ (year) / T _ _ _ _ (next number allocated by the database)

Owners name

When the outbreak is suspected on a Trace premises, the file reference should be changed from a T to an R, and the number should be changed to the next suspect Report number in the sequence allocated by the database. It is important that both the R and the T references are visible on the file.

4. **Confirmed outbreak**

Following confirmation of FMD, a new file will be opened in a different designated colour. The file will be attached to the suspect/trace file and should be numbered consecutively as follows:

TOP RIGHT HAND CORNER

FMD _ _ _ _ (year) / _ _ _ _ (number of outbreak)

ANNEX 9A

EPIDEMIOLOGICAL REPORT ON EACH HOLDING SLAUGHTERED
(in support of financial aid from the EC for disease eradication)

INFECTED HOLDING

Outbreak No. _____

1. Name and address

Herd/Flock/Unit Number

2. Date of suspicion

____/____/____

Date of confirmation

____/____/____

3. Number of animals/birds

Type of animals/birds

Date of slaughter

____/____/____

Date of destruction

____/____/____

4. Method of slaughter

Method of destruction

5. SUSPICION

Type of samples taken

Number of samples

Type of test

Results of tests

6. DEPOPULATION

Type of samples taken

Number of samples

Type of test

Results of tests

7. Presumed origin of disease

ANNEX 9B

EPIDEMIOLOGICAL REPORT ON EACH HOLDING SLAUGHTERED
(in support of financial aid from the EC for disease eradication)

CONTACT HOLDING

1. Name and address _____

 Herd/flock/unit number _____

2. Number of animals/birds _____
 Type of animals/birds _____

 Date of slaughter

/	/
---	---

 Date of destruction

/	/
---	---

3. Method of slaughter _____
 Method of destruction _____

4. DEPOPULATION
 Type of samples taken _____
 Number of samples _____
 Type of test _____
 Results of tests _____

5. Outbreak with which holding had contact (suspected or confirmed)
 Outbreak Reference No. _____
 Name _____
 Address _____

 Herd/flock/unit number _____
 Nature of contact _____