

AAFCO Model Emergency Response  
Preparedness Guidance Document

PURPOSE

To provide for a coordinated and consistent approach to preparing for, preventing, protecting against, mitigating, responding to, and recovering from incidents involving or impacting animal food/feed safety.

Emergency is defined as unforeseen or sudden occurrence requiring immediate action to protect against substantial risk to animal and/or public health, and that involves the safety, efficacy, and security of animal food/feed supply.

SCOPE

The role of the feed control agency in an emergency is to implement activities which contribute to ensuring a safe animal food/feed supply. The agency should be prepared to provide thorough and timely inspections/investigations of food and feed related issues; provide scientific, technical, operational guidance; support internal and external working relations; and, monitor implementation of recommended remediation strategies by responsible firms.

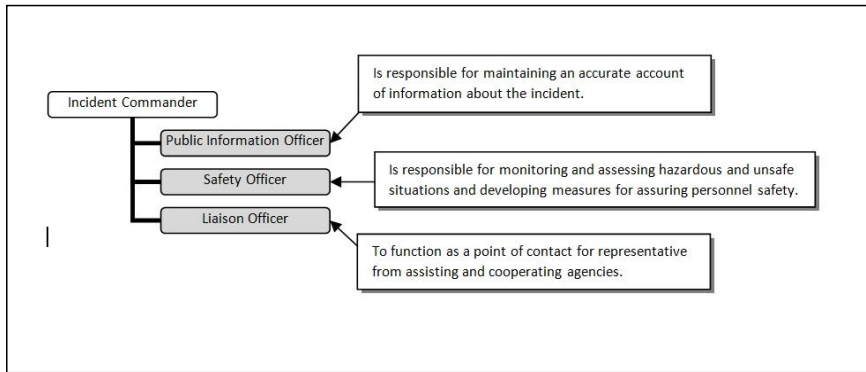
BACKGROUND

All levels of government, the private sector, and nongovernmental agencies must be prepared to prevent, protect against, respond to, and recover from a wide spectrum of major events that could exceed the capabilities of any single entity. These hazards require a unified and coordinated national approach to planning and to domestic incident management. To address this need, Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5, <http://www.dhs.gov/publication/homeland-security-presidential-directive-5>) and Homeland Security Presidential Directive 8: National Preparedness (PPD-8, <http://www.dhs.gov/xlibrary/assets/presidential-policy-directive-8-national-preparedness.pdf>) establish the following national initiatives that develop a common approach to preparedness and response. HSPD-5 identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other Federal, State, tribal and local governments to establish a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable Federal, State, tribal and local governments, the private sector, and nongovernmental organizations to work together to prepare for, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity in order to reduce the loss of life and property and harm to the environment. One of the major components of NIMS is the Incident Command System (ICS), which establishes a standardized organizational structure and terminology utilized for the management of incidents.

PROCEDURE

The first step in any emergency response plan is the establishment of an Incident Management Team (IMT), which may include the following ICS positions:

Command Staff: encompasses the Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO).



General Staff: encompasses the Operations Section Chief (OSC), Planning Section Chief (PSC), Logistics Section Chief (LSC), and Finance/Administration Section Chief (FSC).

ICS may be expanded easily from a very small response for routine incidents into a larger organization capable of handling a complex incident.

All team members should receive appropriate training for implementation before the plan is needed. Basic training includes ICS 100, 200, 700, 800, which are available online on the FEMA training website (<https://www.fema.gov/national-incident-management-system/training>). Additional ICS course are available as classroom course, including position specific courses.

IS-100.FDA [Introduction to Incident Command System \(ICS 100\) for Food and Drug Administration](#)

IS 200.b [ICS for Single Resources and Initial Action Incidents](#)

IS 700.a [National Incident Management System \(NIMS\) An Introduction](#)

IS 800.b [National Response Framework, An Introduction](#)

FEMA has an ICS Job Aids webpage (<http://training.fema.gov/EMIWeb/IS/ICSResource/JobAids.htm>) that includes the ICS forms and description of the Planning "P".

Identify team members by position and a sufficient back up to ensure someone is available in an emergency. Prepare a contact list of team members (including phone, FAX, cell phone, home phone, email, and regular mail address), alternates (as many as needed to ensure someone is available). Critical time can be lost locating key contacts/personnel during a real emergency. This contact list should be maintained and reviewed at least annually and more often when necessary.

Possible Contacts to Initiate Management Team

INTRA-AGENCY	
Laboratory	Office of Legislative Affairs
Office of General Counsel	Office Public Information
Office of Director or Administration	

FEDERAL	
United States Department of Homeland Security	United States Department of Energy
Food Safety and Inspection Service (FSIS)	United States Department of Defense
United States Food and Drug Administration (FDA)	National Security Administration
United States Department of Health and Human Services (HHS)	Federal Bureau of Investigations (FBI)
Environmental Protection Agency (EPA)	Trade Commission
United States Department of Agriculture (USDA)	Health Department
United States Customs and Border Protection (CBP)	Veterinary Medical Diagnostic Lab
United States Department of Justice	Animal and Plant Health Inspection Services (APHIS)
United States Department of Commerce	Centers for Disease Control and Prevention (CDC)
Federal Emergency Management Agency (FEMA)	Fish and Wildlife Services
Plant Protection and Quarantine (PPQ)	

STATE/PROVINCIAL/LOCAL GOVERNMENT OFFICES	
Department of Conservation, Natural Resources, or Environmental Protection Agency	Department of Commerce
Department of Agriculture, Plant Board, or Forestry	Department of Wildlife and Fisheries
Board of Pharmacy	Department of Marine Resources
Department of Public Safety	Veterinary Medical Diagnostic Laboratory
Department of Public Health Human Services, Social Services	Land Grant University/Extension Service
State Veterinarian, Animal Health, Livestock Commission	Police, Sheriff, Constable
Attorney General	Fire Department
Local Public Health Department	Hospital (local and/or regional)
	Utilities: Gas, Electric, Water, Sewage

INDUSTRY ORGANIZATION	
Producers Associations, e.g. cattle raisers, cattle feeders, pork producers, poultry producers, etc.	Grain and Feed Associations
Equipment Suppliers Association	Feed Manufacturers Association

ADDITIONAL ASSISTANCE	
Forensics Laboratory	Universities/University "Centers"

Poison Control Center	Federal, State and Local Emergency Management Agencies
Toxicology	Pathology

#### THE PLAN

Consider the four (4) C's of Crisis Management: Contain, Communicate, Control, and Correct

- I. Contain
  - Define the crisis through investigation, including but not limited to; determine site safety/risk to investigation (risk analysis), stabilize – secure the site, etc.
  - Gather details of who, what, where, and when.
  - Alert supervisor of crisis.
  - Initiate regulatory response, as needed.
  - Implement a demobilization plan for staff and resources.
- II. Communicate
  - Notify designated Team Leader.
  - Initiate notification both interdepartmentally and interagency.
  - Identify the Team.
  - Evaluate and control dissemination, internally, and externally, of any information received.
  - Involve outside contacts as needed.
  - Interact with Media, Press, and social media.
- III. Control
  - Establish authority and leadership early.
  - Maintain on-site control.
  - Trace forward to ensure containment.
  - Expand size of containment, regulatory response, and team members, as necessary.
- IV. Correct
  - Disposition and disposal of crisis.
  - Determine strategies to prevent reoccurrence of crisis or future crisis.
  - Conduct post crisis review and performance evaluation.

#### Review

1. Review Plan at least annually.
2. Allow for the Plan to evolve to respond to the changing needs that are determined in review.
3. Test model Plan periodically.
4. Retrain all participants regularly.

\*The events may not include every step and likely will not occur in any particular order.

Some incidents may also include a recall component thus a recall plan is recommended.

#### Recall Plan

1. Depth of recall depends on the degree of hazard, extent of distribution, and ease product identification.
  - a) Wholesale level
  - b) Retail level
  - c) Consumer level
2. Public warning depends on the urgency of the situation and whether other means of preventing the use of recalled products are adequate.
  - a) Clearly define the scope of communication required to warn the target population.
  - b) Conduct general public warning through news media; and/or
  - c) Conduct specialized warning through professional and trade media or to specific segments or to the population, e.g., veterinarians, health departments, dairy producers, etc.
3. "Effectiveness Checks" are utilized to verify notification of recall was adequate and appropriate action was taken.

**Commented [DK1]:** Suggest removing this section and either adding it to another area or creating a recall section to itself.