

TRAFFIC CONTROL

Standard Operating Guide No. 001

MISSOURI DEPARTMENT OF AGRICULTURE
AGRICULTURAL EMERGENCY RESPONSE ACTIONS
LIVESTOCK DISEASE EMERGENCY



November 5, 2008

TABLE OF CONTENTS

1.0	SCOPE AND APPLICATION	1
2.0	SUMMARY OF PROCEDURES.....	1
2.1	Locating Traffic-Control Points.....	4
2.2	Stopping Traffic.....	5
2.2.1	Personnel.....	5
2.2.2	Equipment.....	6
2.2.3	Methodology.....	7
2.3	Access Corridors.....	8
2.3.1	Personnel.....	8
2.3.1.1	Traffic Control and Restricting Access Personnel.....	9
2.3.1.2	Decontamination and Disinfection Personnel.....	10
2.3.2	Equipment.....	10
2.3.3	Methodology.....	12
2.4	Health and Safety.....	14
2.5	Communication.....	14
2.6	Documentation.....	16
2.6.1	Access Screening.....	17
2.6.2	Resources Used.....	18
2.7	Training.....	18
2.8	Public Information.....	19
	REFERENCES	21

TABLE

1	Highly Contagious Animal Diseases, Susceptible Animals and Incubation Periods	3
---	--	---

APPENDIX

A	BIOSECURITY
---	-------------



1.0 SCOPE AND APPLICATION

The purpose of this standard operating guide (SOG) is to provide functional guidance about the establishment, operation and maintenance of traffic-control points associated with a foreign animal disease (FAD) outbreak and the resulting livestock or poultry quarantine. Local emergency management should use this SOG as a template or reference to develop an operational plan for providing traffic-control during a FAD outbreak. Operational plans must be consistent with the Local Emergency Operations Plan (LEOP) and with the State Emergency Operations Plan (SEOP). Several sections of this SOG contain general descriptions of the scope of operations necessary to implement a particular component of traffic control associated with FAD containment. In most cases, these sections were made general to encourage more detailed, county-specific operational planning. Examples of these sections include Health and Safety, Communication, and Public Information.

This SOG contains information from and is consistent with National Animal Health Emergency Management System (NAHEMS) guidelines as of October 2008.

2.0 SUMMARY OF PROCEDURES

This SOG presents the operational considerations and details associated with controlling traffic in the event of a FAD outbreak which results in the need to establish quarantine zones. Under a quarantine situation, two types of traffic control must be provided: stopping traffic (no access) and controlled access (access corridors). While both forms of traffic control share common components, they are addressed separately under this SOG. Cleaning and disinfection are critical components of establishing access corridors, and they are addressed in Missouri Department of Agriculture (MDA) SOG No. 004, *Cleaning and Disinfection*. Initially in a FAD response it may be necessary to stop all movement out of an infected area until proper biosecurity measures can be implemented.



The National Animal Health Emergency Management System (NAHEMS) has established specific terminology associated with a FAD outbreak and the potential for disease spread (NAHEMS 2003). This terminology is critical for instituting traffic control measures associated with a FAD outbreak. Premises that have animals that are confirmed as being infected or exposed to a FAD are considered **Infected Premises (IP)**. Premises that are linked to a known IP through epidemiological evidence (direct or indirect contact with infected animals, or contaminated equipment or personnel) but have not been diagnosed as having the disease are known as **Contact Premises (CP)**. The area around the Infected and Contact Premises is referred to as the **Infected Zone (IZ)**. In most cases the Infected Zone will constitute the area of strictest movement control associated with a FAD outbreak. This zone will generally be restricted to responders and residents only and there will be no movement of susceptible species in this zone. For example, the Infected Zone associated with a foot-and-mouth disease (FMD) outbreak may have a minimum initial radius of 1.5 miles from the outermost Infected or Contact Premises. The radius is dependent on the disease and weather, and will be determined by the Incident Command. A buffer zone will be established around the Infected Zone. This zone is called the **Buffer Surveillance Zone (BSZ)**. This zone will be defined by a border parallel to the Infected Zone boundary and its size will be disease and weather dependent. For example, the buffer Surveillance Zone associated with a foot-and-mouth disease (FMD) outbreak may have a minimum initial width of 4.5 miles from the edge of the Infected Zone. The width is dependent on the disease and weather, and will be determined by the Incident Command. In some cases, the initial Buffer Surveillance Zone may encompass the entire state where the FAD was confirmed. The area encompassing the Infected Zone and the Buffer Surveillance Zone called the **Control Zone (CZ)**. The boundary of the Control Zone is the most likely place where road blocks and access control points are established. Outside of this Control Zone is the **Free Zone (FZ)**, where there is no disease or suspicion of infection. A **Surveillance Zone (SZ)** will be established within, and along the border of, the Free Zone. Disease surveillance in this zone will focus on premises determined to be at the highest risk of infection.



Personnel working in the Control Zone that come into direct contact with infected or potentially infected animals, equipment or other organic material (manure, soil, etc.) will undergo cleaning and disinfection procedures discussed in this SOG and in SOG No. 004, *Cleaning and Disinfection*. Even after personal cleaning and disinfection, these personnel should not come into contact with susceptible animals for several days. This “no contact” time will be disease dependent and determined by the State Veterinarian and the incident commander. A listing of susceptible animals and incubation periods for some high risk FADs are listed in Table 1.

This SOG contains information from and is consistent with current NAHEMS guidelines, as of October 2008.

TABLE 1
Highly Contagious Animal Diseases, Susceptible Animals and Incubation Periods¹

Disease	Incubation Period (days)	Susceptible Animals						
		Equine	Cattle	Sheep	Goats	Swine	Poultry	Wildlife
African Swine Fever	5 – 15					X		Warthogs and feral pigs
Classical Swine Fever	2 – 14					X		Wild boar, feral pigs
Foot-and-Mouth Disease	2 – 14		X	X	X	X		Ruminants, feral pigs, hedgehogs, armadillos, rats and mice
Highly Pathogenic Avian Influenza	3 – 5	X				X	X	It is reasonable to assume that all avian species are susceptible to infection
Newcastle Disease	4 – 6						X	Most avian species, especially waterfowl and parrots
Peste des Petits Ruminants	3 – 10			X	X			White-tailed deer
Rinderpest	3 – 15		X	X	X	X		Most wild cloven-hoofed animals
Swine Vesicular Disease	2 – 7					X		Feral pigs

Note: ¹ Listed incubation periods were obtained from the World Organization for Animal Health (OIE) disease cards. The remainder of the table was taken from NAHEMS 2003.



2.1 Locating Traffic-Control Points

Traffic control associated with an animal quarantine for a FAD outbreak should be established around the perimeter of the IZ (NAHEMS 2005). The specific location of traffic-control points will be determined by the Unified Command (UC), which will include state and/or federal veterinarians.

Traffic control should have the following goals relative to the Infected or Control Zones:

- Preventing movement of susceptible or infected animals into or out of the zone.
- Preventing animal products from susceptible or infected animals from leaving the zone.
- Controlling movement of vehicles, equipment, personnel and non-susceptible animals into or out of the zone only if appropriate biosecurity procedures are followed.
- Conducting a public awareness campaign to increase compliance with movement restrictions.

The actual traffic control boundaries will be based on geographical, climatological, epidemiological, social, and economic criteria. The Unified Command (UC) is responsible for locating access corridors and no-access points associated with the requested traffic control zone. The UC should include or, at least, coordinate with county road districts and Missouri Department of Transportation (MoDOT) personnel when locating access-control points. Expansion or contraction of traffic control boundaries will be determined by the UC. It will be the lead veterinarian's responsibility to communicate the need for boundary shifts to the UC. When boundaries are changed, the Command Staff will communicate these changes to the Operations and Planning staff. Operations staff will communicate the changes to personnel staffing the traffic-control points and direct their resulting actions.

If possible, the location of access corridors should be based on prevailing winds in the IZ. Access corridors should be situated upwind from the IZ.



2.2 Stopping Traffic

The following information identifies personnel, equipment, and other supporting services that should be provided to establish, operate, and maintain no-access traffic-control points. Two types of no-access traffic-control points are discussed: staffed and unmanned.

2.2.1 Personnel

Staffed no-access traffic-control points will generally be situated on heavily traveled routes. These points should be operated by at least two people. The use of two people provides backup in the event of injury and allows traffic control and detour assistance to occur simultaneously. Generally, it is best to have at least one law enforcement officer associated with a staffed no-access traffic-control point. If this is not possible due to limited resources, available law enforcement officers should be assigned groups of traffic-control points that they can monitor and respond to quickly if requests for assistance are made. Possible law enforcement officials who could be utilized to support no-access traffic-control points include: Missouri State Highway Patrol, local sheriff's staff, local police, Missouri Department of Conservation (MDC) officers, Water Patrol, Park Rangers and military police from the Missouri National Guard. State resources may not become accessible to the UC until the Governor declares a state of emergency and the UC processes a support request. Generally, these requests are made to MDA, the coordinating state agency for an agricultural emergency. MDA then works with the State Emergency Management Agency (SEMA) to provide logistical and personnel support.

Non-law enforcement federal, state, county, or city personnel should be used in a supporting role to man no-access traffic-control points. Possible organizations that could be used for support include: fire department, county roads, public works department, MoDOT and the Missouri National Guard. Counties also can access citizen corps or other volunteer organizations as appropriate. If these groups are utilized, the county attorney should evaluate volunteers' liability



relative to assisting the county in the response to a livestock or poultry emergency. Every effort should be made to limit or remove associated liabilities for volunteers.

Personnel will be assigned to these traffic-control points. Shifts of time will be determined by the Planning Staff. In most cases, these workers will need to be provided food, water, and sanitary facilities.

Unmanned access control points will be established by placing physical barriers (barricades) to movement on roads. These barriers could include round hay bales, sand bags, concrete structures or parked vehicles.

2.2.2 Equipment

The following list of equipment should be provided for each no-access traffic-control point:

- Barricades (plastic, concrete, metal, hay bales, etc.): Any material can be used to create barriers to stop the flow of traffic. If a county needs to establish unmanned no-access points due to limited personnel resources, barricades must be of sufficient size and design to prevent the movement of traffic along the chosen road. While the possibility exists that travelers may try to bypass an unmanned no-access point, the use of signage and temporary fencing may help prevent this practice.
- Signage: Depending on the local and regional demographics, it may be necessary to provide signage in several languages, in addition to English. Signage should be constructed of waterproof materials. The following bullets present examples of the general types of signage needed.
 - Identifying the traffic-control point.
 - Identifying alternate detours.
 - Explaining why the traffic-control point has been established.
- Reflective vests.
- Shelter: Shelter for the personnel staffing the no-access points, depending on the season, should provide protection against temperature extremes, winds, and precipitation.
- Lighting: Lighting should be established to mark the no-access point and provide general area illumination for staff working at the no-access point. Flashers attached to barriers or signs can be used to alert approaching travelers of the impending traffic-control point.



With any lighting system, it will be necessary to provide electricity, either with batteries, generators, or drop service from power lines. The use of a drop service will require coordination with the local power company.

- **Communication:** Each access-control point should be provided a means of communication through the chain of command with the incident command (IC). Generally, this will consist of portable radios tied into the IC's frequency. Selection of radios should include consideration of local topographic and cultural interferences that could negatively impact transmission and reception. If line-of-sight or distance becomes a limiting factor, the use of portable antennas or repeater towers may be necessary. In some cases, pagers, cellular phones, citizen band radios, or other devices will be appropriate. Whichever system is chosen, it must be compatible with other systems used in the UC, and must have the bandwidth or capacity to function effectively during an emergency.
- **Portable sanitary facilities:** Since it is likely these services will be needed over an extended time, a cleaning and pumping schedule will need to be established.
- **Maps:** It may be necessary to provide travelers, rerouted at a no-access point, a physical map to help them navigate a detour. These maps can be as simple as a general county map with the detour highlighted.

2.2.3 Methodology

The specific methodology that applies to the above-mentioned personnel and equipment to prevent road access into a quarantine area will be dependent on the specific resources available to Operations and Logistics, and the number of no-access points involved. Operations and Planning may implement a combination of staffed and unstaffed no-access points. Whatever the specific method(s) planned, the method(s) must reasonably ensure that vehicular traffic across the access-control point does not occur, either into or out of the quarantine area. Many law enforcement organizations have pre-existing standard operating procedures or guidance for stopping and rerouting traffic. These procedures would be directly applicable to county planning for traffic control.



2.3 Access Corridors

An access corridor is a location where personnel and equipment are allowed, under certain conditions, to enter and exit a quarantine area. Access corridors will utilize many of the same resources associated with a no-access point. Access corridors will have additional requirements associated with providing cleaning and disinfection (personnel, pets, non-susceptible farm animals, vehicles, and other possessions) and documenting and regulating access. Specific considerations of cleaning and disinfection are addressed in MDA SOG No. 004, *Cleaning and Disinfection*. The following information identifies the personnel, equipment, and other supporting services that should be provided to establish, operate, and maintain access corridors for the controlled movement of people, animals, and vehicles into and out of a quarantine zone. This information will be critical to both the Planning and Operations staff supporting the IC.

According to *Missouri Revised Statutes* Title XVII, Chapter 267, *State Veterinarian – Diseased Animals*, MDA has the power to quarantine and euthanize animals. While not specifically stated, MDA believes that inherent in this power is the authority to restrict the movement of humans to prevent the spread of a livestock or poultry disease. This is directly applicable to an access corridor, and gives local responders the authority to require people, their animals, their possessions and vehicles, departing a quarantine zone, to be subject to cleaning and disinfection prior to being allowed to pass through an access corridor.

2.3.1 Personnel

Access corridors will require two groups of staff. One group will control traffic and restrict access. The second group will provide inspection and disinfection services to people, vehicles, animals, and other possessions leaving the quarantine zone. Both groups should consist of at least two people. Operations will assign personnel to the various tasks associated with an access corridor. Personnel will be assigned to these traffic-control points for shifts whose length will be



determined by Planning and Operations. Generally, these workers will need to be provided food, water, and sanitary facilities.

Personnel assigned to access corridors and who can potentially come in contact with infected materials or equipment should be advised to stay away from susceptible animals for several days after they leave the access corridor. This is referred to as “no-contact” time and the IC will likely provide additional guidance on no-contact times. In some cases the no-contact time will be based on the potential for exposure associated with each job at an access corridor.

2.3.1.1 Traffic Control and Restricting Access Personnel

At least one law enforcement officer should be staffing this portion of an access corridor. Possible law enforcement officials who could be utilized to support access corridors include: Missouri State Highway Patrol, local sheriff’s staff, local police, MDC officers, Water Patrol, Park Rangers and military police from the Missouri National Guard. State resources may not become accessible to Operations until the Governor declares a state of emergency and the UC, Operations and Logistics process a support request to MDA. MDA works through SEMA to provide the requested support.

Non-law enforcement federal, state, county, or city personnel should be used to support the traffic-control portion of an access corridor. Possible organizations that could be used for support include: fire department, county roads, public works department, MoDOT and the Missouri National Guard. Counties also can access citizen corps or other volunteer organizations as appropriate. If these groups are utilized, the county attorney should evaluate volunteers’ liability relative to assisting the county in the response to a livestock or poultry emergency. Every effort should be made to limit or remove associated liabilities for volunteers.



2.3.1.2 Cleaning and Disinfection Personnel

It is not necessary to utilize law enforcement personnel at a cleaning and disinfection station at an access corridor. Generally, staff working here will require training in the following areas: operation and maintenance of disinfection or cleaning stations, biosecurity, and FAD. Training in the latter two areas can be provided by local veterinary staff. The training will allow these personnel to make informed decisions regarding the need for, and adequacy of, disinfection, as well as the background to identify possible disease spread vectors inside vehicles or otherwise associated with the travelers inside the vehicle. See relevant sections of MDA SOG No. 004, *Cleaning and Disinfection* for details.

Often, local fire and rescue personnel have had training in cleaning and disinfection. In some cases, these groups will have pre-established procedures for the setup and operation of personal and vehicle cleaning stations relative to a hazardous waste incident. SEMA's Regional HazMat Teams also are sources of cleaning and decontamination procedures. These procedures can be easily adapted to disinfection. These procedures will be directly applicable to the cleaning and disinfection needed at an access-control point set up for a FAD response. If these groups have appropriate procedures, they can be modified as necessary or merged into the ideas presented in this SOG and MDA SOG No. 004. Other personnel may be obtained from the following organizations: fire department, county roads, public works department, MoDOT, the Missouri National Guard, and the MDC, local citizen's corps, or other organizations with appropriately trained personnel.

2.3.2 Equipment

The equipment needed to create and support an access-control point is the same as that needed to stop traffic. The exception is associated with the cleaning and disinfection activities conducted at access-control points. The process of cleaning and disinfection is addressed separately in



MDA SOG No. 004, *Cleaning and Disinfection*. The following list identifies equipment that could be used at an access corridor.

- Traffic control personnel should be given specific information, with illustrative photographs if possible, on non-susceptible animals and the conditions under which they can be allowed to leave the Control Zone. Movement of non-susceptible animals may require a permit and could be contingent upon specific, rigorous cleaning and disinfection requirements. Animals coming from a Control Zone should be assumed to have been in close contact with infected or contact animals or premises, unless otherwise directed by the IC. This may also extend to personal pets within the Control Zone.

Traffic control personnel should be given a list of companion animals that may be allowed movement in the company of their owners. The owners may be responsible for seeing that their pets are clean so that the animals do not act as carriers of disease pathogens. In some instances the IC may determine that pets will need cleaning and disinfection prior to leaving a Control Zone.

Proposed movements of all other animals should be checked and verified with IC personnel.

- Barricades (plastic, concrete, metal, hay bales, etc.): Any material can be used to create barriers to stop or channel the flow of traffic.
- Signage: Depending on the local and regional demographics, it may be necessary to provide signage in several languages, in addition to English. The following bullets present examples of the general types of signage needed.
 - Identifying the traffic-control point.
 - Identifying alternate detours.
 - Explaining why the traffic-control point has been established.
- Reflective vests.
- Shelter: Shelter for the personnel staffing at the no-access points, depending on the season, should provide protection against extremes of temperature, winds, and precipitation.
- Lighting: Lighting should be established to mark the no-access point and provide general area illumination for staff working at the no-access point. Flashers attached to barriers or signs can be used to alert approaching travelers of the impending traffic-control point. With any lighting system, it will be necessary to provide electricity, either with batteries, generators, or drop service from power lines. The use of a drop service will require coordination with the local power company.



- **Communication:** Each access-control point should be provided a means of communication through the chain of command with the EOC. Generally, this will consist of portable radios tied into the EOC's frequency. Selection of radios should include consideration of local topographic and cultural interferences that could negatively impact transmission and reception. If line-of-sight or distance becomes a limiting factor, the use of portable antennas or repeater towers may be necessary. In some cases, pagers, cellular phones, citizen band radios, or other devices will be appropriate. Whichever system is chosen, it must be compatible with other systems used in the UC as well as having the bandwidth or capacity to function effectively during an emergency.
- **Portable sanitary facilities:** Since it is likely these services will be needed over an extended time, a cleaning and pumping schedule will need to be established.
- **Maps:** It may be necessary to provide travelers, rerouted at a no-access point, a physical map to help them navigate a detour. These maps can be as simple as a general county map with the detour highlighted.
- **Cleaning and disinfection equipment and supplies:** As stipulated in MDA SOG No. 004, *Cleaning and Disinfection*.

2.3.3 Methodology

The specific methodology used to control access into and out of a quarantine area will be dependent on the specific resources available to the UC, Operations and Logistics, as well as the number of access points involved. Whatever the specific method(s) planned, the method(s) must reasonably ensure that vehicular traffic across the access-control point is controlled, and that cleaning and disinfection protocols are maintained, either into or out of the quarantine area.

Specific cleaning and disinfection methodologies associated with access corridors are addressed in MDA SOG No. 004, *Cleaning and Disinfection*.

If a person in the IZ is injured or becomes seriously ill, every effort must be made to aid and obtain medical care for the person as quickly as possible. The very nature of a FAD response means that there is a risk of transporting the infection with the injured person. To minimize this potential, the following steps should be taken as soon as arrangements for an ambulance or other vehicle have been made (NAHEMS 2003):



- The Incident Commander should be notified of the incident.
- An individual experienced in biosecurity and cleaning and disinfection procedures should be sent—along with cleaning and disinfection supplies—to meet the emergency vehicle at the medical facility.
- The Incident Commander or a designee should inform authorities at the medical facility of the existence of the risk of FAD transmission and ensure that cleaning and disinfection procedures for the patient and medical personnel are initiated as soon as appropriate.
- The patient’s clothing and any of the medical personnel’s clothing that may have become contaminated should be sealed in a plastic bag. The clothing then should be either discarded safely or removed from the bag and laundered, with care taken to dispose of the contaminated bag safely. Any contaminated medical equipment should be cleaned thoroughly (if possible, autoclaved) and disinfected with an approved disinfectant.
- Any surface—inside or outside the medical facility—that may have become contaminated should be cleaned thoroughly and disinfected with an approved disinfectant.
- The emergency vehicle should be cleaned and disinfected, including the interior, underside, wheels, and wheel wells. (See “Biosecurity,” Appendix A.)
- Any clothing or boots of emergency vehicle attendants, orderlies, or other personnel that may have become contaminated should be removed, sealed in a plastic garbage bag, and laundered, dry cleaned, or disinfected with an approved disinfectant or discarded.

The continuation of public services that are deemed essential will be critical to supporting residents in an IZ. These issues are detailed in MDA SOG No. 5, *Continuity of Services*. The IC will determine what types of restrictions are necessary for community institutions and businesses that must operate within the Control Zone. Examples of possible activities include: (a) delivery of groceries, fuel, mail, and other items and (b) necessary trips to urban areas for medical and dental care, counseling, banking, or other important reasons. Restrictions may range from entry into the Buffer Surveillance Zone or Infected Zone under permit only, to informal agreements between the businesses or institutions and the IC. These restrictions or arrangements must be conveyed to access corridor personnel.

An example of human movement restriction associated with an IZ could involve school children not residing at an IP. IC may determine that these children can be moved between their



residence and a school located outside the IZ with minimal risk to animal health if the following policies are followed (NAHEMS 2003):

- Each child should take a bath or shower before leaving for school.
- Each child should wear freshly laundered clothing.
- Each child should wear clean shoes and/or boots.
- Children should not visit any animal facilities.

In evaluating proposed movements of children (and adults) residing on IPs, further evaluation and more stringent restrictions would likely be in order.

2.4 Health and Safety

General first aid and access to emergency medical services must be provided at all traffic-control locations that are staffed. This portion of a response would be coordinated by the Safety Officer, a member of the Command Staff supporting the UC.

Cleaning and disinfection area personnel should be provided personal protective equipment (PPE) to minimize their exposure to contaminated materials. Unless stipulated by the Safety Office, respiratory protection may not be necessary. Cleaning and disinfection workers should wear waterproof clothing or rain suits, with hoods that can be disinfected and reused. Rubber gloves and rubber boots also will be needed. These items can be disinfected and reused. Gloves, cotton or nitrile, should be worn under the outer rubber glove. The personnel also should wear hardhats fitted with face shields to protect their faces. In addition, dust masks can also be worn to protect the workers' mouths and to prevent ingesting splashed materials. See MDA SOG No. 004, *Cleaning and Disinfection*.

2.5 Communication

Due to the dynamic nature of an emergency response to a FAD, the establishment, maintenance and relocation of traffic-control points must be coordinated with an ever-changing understanding



of the nature and extent of the disease in question. In order to allow the traffic-control points to quickly respond to changing field conditions, communication between the traffic-control point personnel and the EOC must be maintained through the chain of command. Real-time communication and preshift meetings constitute the required communication needed to support traffic-control points.

It will be helpful to provide citizens impacted by traffic control with information sheets that address the causes, response and future relative to the incident. An information sheet should address the following topics (NAHEMS 2003):

- Provide information on the reason for the traffic control measures used, reinforcing the concepts conveyed verbally by traffic control personnel.
- Provide information on how to obtain a permit for animal movement.
- Provide information, including maps, on alternative routes to major destinations.
- Provide information on basic biosecurity measures, including cleaning and disinfection, as well as a list of readily available disinfectants approved for use by the public along with information on the safe use and disposal of these disinfectants. This information should be coordinated through Missouri's State Veterinarian's office and the IC.
- Anticipate and deflect at least some of the drivers' questions and provide drivers with the opportunity to learn more about the animal health emergency and the response to it while waiting.
- Allow for uniform information dissemination and foster increased public support for and cooperation with animal health emergency response efforts. The information sheet should list the appropriate Incident Command Post and MDA telephone numbers that can be used by members of the public wishing further information. A knowledgeable agricultural spokesperson should be present, if possible, at each traffic control point to answer questions. Otherwise, traffic control personnel should refer individuals with questions to the information sources and telephone numbers provided.



2.6 Documentation

Documentation is critical to providing an accurate record of creating, operating, and maintaining traffic-control points. This information is important in managing an emergency response, managing disease containment, providing liability protection, and in cost recovery efforts.

Documentation should focus on two areas: access screening and recording the resources used. These two considerations are addressed separately below.

Due to the nature of an emergency response, it is critical to identify personnel who will be responsible for documenting these issues or monitoring and verifying that the needed documentation is being collected by other parties. In some cases, identifying a specific response job that includes documentation will be preferable, especially if personnel will be rotated through shifts and response jobs. This role and responsibility should be identified and described in a county's LEOP.

Documentation should be maintained in written form. Video, photographs, and tape-recorded messages can be used to supplement the written documentation. Written documentation can be maintained in a logbook format, or by using documentation worksheets, or a combination of both. Documentation should be recorded with an ink pen, and any entry errors should have a single line drawn through them with the author's initials and date recorded at one end of the line. If a logbook is used, it should have numbered pages and the spine should be sewn, making the removal of pages both difficult and obvious. Pages should never be removed from a logbook. Anyone making entries in the logbook should sign and date the bottom of each page. If documentation worksheets are used, the author should sign and date the bottom of each worksheet. Sets of logbooks and worksheets should be assigned to each response task (e.g., traffic-control, cleaning/disinfection, mortality disposal, etc.) or a master set of logbooks and sheets can be maintained. Logbooks and worksheets should be assigned unique identification numbers. When the logbooks or a group of worksheets is issued from Planning (response related) or Finance/Administration (cost and time reporting related) to a responder, the



identification numbers of the logbooks and worksheets should be recorded and the recipient should sign them out in a document-tracking log maintained by the issuing Section. This establishes a chain-of-custody for the documentation.

If pictures, video, or taped messages or interviews are used to supplement the written documentation record, the following information should be documented for each picture, video segment, or audio taped message or interview: photographer or interviewer, subject, time, date, person interviewed (video or audio taped), photo and film roll number, direction (pictures and video) and general weather conditions (e.g., temperature, wind direction, humidity, sky condition, etc.).

2.6.1 Access Screening

Quarantine zone ingress and egress control is a crucial part of disease containment and response management. This control directly affects disease containment, and it provides security for residents living within the quarantine areas. Only responders and residents should be allowed to enter the quarantine zone. In either case, personnel staffing the access corridor should be provided lists of responders and residents cleared for access. The compilation of this list will be the responsibility of the Planning Section. A state or federally issued form of identification should be required to verify the identification of anyone desiring entry into the quarantine zone. After the initial identity verification, the issuance of a temporary access card, or other traceable indicator of approved access, could be issued to responders and residents to speed up flow through the access corridor. Depending on the security level required, examples of these indicators can range from simple color-coded dashboard cards to computer scanned bar-coded access cards.

As responders and residents exit or enter a quarantine zone, their identities must be verified, and their names and time of entry and exit should be documented. If there are unusual circumstances associated with an entry or exit, this should be documented as well.



2.6.2 Resources Used

Throughout the process of providing traffic control associated with a FAD, it will be necessary to provide various types of documentation. For indemnity payments to the responding agency or other forms of state or federal reimbursement or cost sharing, it will be necessary to document the resources applied and expended in providing traffic control. These costs can include labor charges, equipment rentals or purchase, costs of expendable equipment or supplies, subcontractor costs, or any other costs associated with providing the traffic-control services. Possible actions or items that should be included in a documentation checklist include:

Responder time (hours)	Meals provided
Number of responders	Location of each responder
Identity of responders	Equipment at each point
Mileage to the traffic-control point	Usage time for equipment
Sanitation services provided	Specific quantities of expendables used

Documentation also will be essential to tracking vehicles, animals, and people who exit and enter the quarantine area.

2.7 Training

Personnel training will be a critical component of planning to initiate traffic-control measures in the event of a quarantine situation. Being stopped at a traffic-control point and either sent on an alternate route or asked to undergo some type of vehicular or personal cleaning and disinfection—regardless of the importance of the measures to protecting the local and regional economies—can create tension and conflict between civilians and responders. Public concern and potential conflict associated with traffic control will require training to comfort and defuse potentially volatile citizens. Law enforcement personnel have this training and can be a training resource for non-law enforcement personnel who would support the traffic-control portion of a no-access or access corridor traffic-control point.



Personnel staffing the cleaning and disinfection station will require training in: FADs; biosecurity; the operation and maintenance of the cleaning and disinfection equipment; disinfection procedures; associated environmental protection issues; and the inspection of people, vehicles, animals, and other possessions at quarantine zone access points. Some of these requirements are addressed in MDA SOG No. 003, *Temporary Housing of Livestock and Poultry*, Section 2.3. Local veterinarians and Cooperative Extension should be utilized to develop and provide this training for responders who may be assigned these tasks.

Personnel associated with the movement of vehicles through an access corridor will need to be familiar with the documentation requirements and the access screening protocols. Access screening will allow only authorized people to enter a quarantine zone.

Training in FAD and biosecurity can be provided at a local level by private, state, or federal veterinarians. Training relative to cleaning and disinfection can be provided by Regional HazMat Teams, or by local fire or emergency medical services personnel. In some counties, Military Reserve or National Guard units, and local health departments, can assist in providing cleaning and disinfection training.

2.8 Public Information

Once the quarantine is issued, the Public Information Officer (PIO) working in cooperation with the Joint Information Center (JIC) will initiate the public information and media plan to inform the local community of the existence and location of traffic-control points, and the associated alternate routes. Generally, Planning staff should consult with county roads and MoDOT personnel to develop alternative routes around quarantine areas. In addition, it will be necessary to notify the public of the possibility of delays at access corridors and what procedures will be used as quarantine areas are exited. This notification may involve public announcements via radio, television, web site, newspaper, signage announcing the traffic-control points, or any other appropriate mechanisms to inform the public of the areas involved with the traffic control. Any information release should be coordinated with state or federal PIOs attached to Area Commands



and working in the JIC. Local responders should identify and make use of approved state or federal prepared information or press releases that could be used in responding to a FAD. The public notification can help citizens plan alternate routes around quarantine areas or help them understand possible travel delays associated with the traffic-control activities.

In general, response workers should be trained to refer any press or other project-specific inquiries to the PIO.



REFERENCES

NAHEMS Guidelines. (2003). *Quarantine and Movement Control: Highly Contagious Disease*. United States Department of Agriculture. May 5, 2003.

NAHEMS Guidelines. (2005). *Highly Contagious Diseases*. United States Department of Agriculture. September, 2005.

World Organization for Animal Health (OIE), Technical Disease Cards, Website:
http://www.oie.int/eng/maladies/en_fiches.htm, November 2006



APPENDIX A
BIOSECURITY
(Adapted from NAHEMS 2003)



Before ENTERING a premises (infected or suspected of being infected),

DO:

- Park your vehicle away from site production facilities and ensure that your vehicle’s tires and wheel wells have been hosed so they are free of dirt and debris and that your vehicle has been taken through a pressure car wash.
- Designate a “clean” area in your vehicle—usually the passenger compartment. Keep it separate from the “dirty” area—usually the trunk or cargo area.
- Put on clean coveralls, boots, hat, gloves, and other apparel and use only clean equipment and supplies.
- Wash your hands with soap and water.
- Consult with the owner to identify an arbitrary line on the site demarcating a “clean” side and a “dirty” side.

DON’T:

- Enter a site’s or vehicle’s “clean” area unless you have disposed of or cleaned and disinfected all clothes, footwear, hats, gloves, equipment, supplies, and other sources of disease transmission.
- Attempt to disinfect a surface unless it first has been thoroughly cleaned.
- Drive your vehicle on premises any more than necessary. An on-site vehicle should be used for on-site transportation whenever possible.



Before LEAVING a premises (infected or suspected of being infected),

DO:

- Use a brush and approved disinfectant to clean and disinfect all reusable equipment and clothing, including eyewear and boots, thoroughly.
- Hose down vehicle tires and wheel wells so they are free of dirt and debris.
- Place disposable coveralls (turned “inside out”), boots, and other soiled items in a plastic garbage bag to be left with the owner or placed in the “dirty” area of your vehicle.
- Dispose of the disinfectant solution according to label instructions.
- Dispose of all plastic garbage bags containing soiled supplies in a manner that prevents exposure to other people or animals.
- Wash your hands with soap and water.
- Clean and launder all reusable clothing and equipment.
- Take a shower and shampoo your hair, clean under your fingernails, and clear your respiratory passages by blowing your nose, clearing your throat, expectorating into a sink with running water, and washing your hands with soap and water.

DON'T:

- Bring “dirty” paperwork into the clean area of your vehicle.
- Visit another susceptible site until 12 hours have passed. The minimum waiting period of 12 hours applies only to official animal health emergency personnel who follow biosecurity procedures on their premises visits. For other premises visitors, the minimum waiting period is five days. Additional information is available in the NAHEMS 2003.

