

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #11 – FOOD AND AGRICULTURE**

**TAB B: OHIO VETERINARY STOCKPILE PLAN**

**FACILITATING  
AGENCIES:**

Ohio Department of Agriculture (ODA)  
U.S. Department of Agriculture (USDA) Animal and Plant Health  
Inspection Service, Veterinary Services (APHIS) District Office

**SUPPORT AGENCIES:**

Ohio Department of Administrative Services (DAS)  
Adjutant General's Department, Ohio National Guard (ONG)  
Ohio Emergency Management Agency (Ohio EMA)  
Ohio Environmental Protection Agency (OEPA)  
Ohio State Highway Patrol (OSHP)

**I. INTRODUCTION**

A. Purpose

1. This plan describes the responsibilities for acquiring, receiving, storing, controlling, issuing, staging, distributing, and recovering resources from the NVS and other sources. All parties to the plan coordinate their actions to ensure the rapid distribution of resources to responders.
2. This plan defines the State of Ohio's processes and organizational responsibilities for supporting local responders with resources from the National Veterinary Stockpile (NVS) and other sources.
3. The NVS is the nation's repository of critical veterinary countermeasures for supporting the response to catastrophic animal disease outbreaks.
4. The NVS holds large quantities of veterinary supplies, equipment, and vaccines that Homeland Security Presidential Directive 9 requires to be deployed in response to the 17 most significant animal diseases (Appendix A).
5. The NVS also maintains commercial support contracts to address depopulation, disposal, and decontamination (3D) operations.
6. This plan describes the plan for how the Ohio Department of Agriculture, APHIS, other government agencies, NGOs, and commercial businesses (the participating parties) will support local NVS response before, during and after a catastrophic animal disease incident.

- a. Pre-incident actions could include the creation of this plan and the training and exercising of all participating parties to ensure they act quickly and effectively when animal disease outbreaks occur.
- b. Incident response actions could include the acquisition, processing, and distribution of physical resources as well as the request for and use of 3D contractors when the State of Ohio's resources fall short.
- c. Post-incident actions could include the recovery of specific items the NVS and other agencies want to be returned for future use.

## B. General Provisions

1. The State of Ohio's Animal Health Official (SAHO) and Federal Assistant Director (AD) manage the response to a significant animal disease outbreak in their jurisdictions. This multijurisdictional approach enables the primary agencies—which have different legal and functional authorities and responsibilities—to make joint decisions, establish a single set of incident objectives, and jointly manage resources.
2. Responsibilities of the agencies include planning resource support before an event and managing resource support during an event. Support includes resources (such as supplies, equipment, vaccines, and commercial support services) from all available sources, including the National Veterinary Stockpile (NVS), State and Federal agencies, the private sector, and industry.

## C. Scope

1. This plan is part of and subordinate to the State of Ohio's Animal Disease Incident Plan (Tab A to ESF-11) and the State of Ohio Emergency Operations Plan.

## D. Inter-Governmental Organization

### 1. Federal Government

- a. The SAHO coordinates the request and deployment of the NVS with the Federal AD and the APHIS regional office using existing channels of communication. Once APHIS senior management orders NVS deployment, it provides additional personnel to support management of an incident and the State of Ohio's use of the NVS.
- b. The National Response Framework (NRF) and the National Incident Management System (NIMS) define the structure in which Federal and State officials coordinate the acquisition and use of resources. The SAHO and AD jointly manage most type 1, 2, and 3 incidents.<sup>1</sup> As the complexity of an incident increases, however, incident coordination may transfer to a Federal agency, such as FEMA.

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<sup>1</sup> The Federal Emergency Management Agency (FEMA) uses five categories to describe the complexity of incidents and estimate resources needs. Type 1 is the most complex; type 5 is the least. See <http://training.fema.gov/EMIWeb/IS/ICSResource/assets/IncidentTypes.pdf>.

## 2. State of Ohio

- a. The Ohio Department of Agriculture (ODA) coordinates the preparation and exercise of this plan. Before an event, it collaborates with APHIS and participating non-governmental officials and business managers to plan, train, and exercise the State's response. During an event, it manages incidents in a joint command with APHIS (see IV. Concept of Operations, Command and Control"). All state agencies that support resource distribution will communicate frequently and work closely to identify, assess, and prioritize their efforts.

## 3. Local Jurisdictions

- a. ODA integrates local resources into a response in accordance with the State of Ohio's Animal Disease Incident Plan (ADIP). Local jurisdictions will coordinate the use of their resources with State and Federal agencies during a response.

## **II. AUTHORITY**

A. Primary and support agencies will support the resource requirements of responders under the authority of the laws or regulations that authorize these agencies to act.

### B. APHIS

1. The Federal Animal Health Protection Act of 2002 gives APHIS broad authority to respond to animal disease and pest emergencies. The Act authorizes senior APHIS management to obtain and deploy resources, including the NVS. The NVS deploys when the State of Ohio's State Veterinarian and the ADD request NVS countermeasures, the APHIS Regional Director concurs, the Director of the NVS receives a request for the countermeasures, and a senior APHIS official approves the request.

## **III. SITUATION AND ASSUMPTIONS**

### A. General Conditions

1. The State of Ohio, in conjunction with the Ohio APHIS Veterinary Services has the following resources readily available for responding to significant animal disease outbreaks:
  - a. Two cattle chutes, each with an accompanying set of gates on trailers
  - b. Three disinfectant sprayers
  - c. A 16-foot livestock trailer
  - d. A limited supply of PPE materials
  - e. A 3,500 kW generator

2. These in-state resources would be accessed through the Ohio Department of Agriculture, Division of Animal Health, and/or the USDA/APHIS District Office.

#### B. Emergency Conditions

1. During a significant animal disease outbreak, the State of Ohio will rapidly deplete its response inventories. If it cannot acquire more from the private sector or other sources fast enough, it requests NVS countermeasures to support its continued response to the outbreak.

#### C. Assumptions

1. The State of Ohio will rapidly deplete its available resources during an outbreak of a significant animal disease.
2. The State of Ohio will be unable to acquire enough resources locally to support its continued response.
3. As the nation's repository of critical veterinary countermeasures, the NVS will provide the State of Ohio with the countermeasures it needs to continue responding.
4. APHIS will approve the State of Ohio's request for NVS countermeasures to battle a significant animal disease (Appendix A).
5. APHIS will quickly approve of the State of Ohio's request once it receives a call on its emergency hotline, 800-940-6524.
6. The NVS will arrive (within 24 hours of APHIS approval of the State of Ohio's request) to provide the resources incident command needs immediately until it can acquire resources from the private sector and other sources.
7. The State of Ohio will request the shipment of additional countermeasures from the NVS if incident command cannot acquire resources fast enough from other sources.
8. If APHIS approves the use of animal vaccines, the State of Ohio will provide its requirements to the NVS, which delivers the vaccines.
9. For complex incidents, the SAHO and AD will delegate their authority to an incident commander to manage the response.
10. The incident commander will assign a logistics section chief (LSC) to manage the logistics activities, including the acquisition, receipt, processing, and distribution of NVS and other resources.
11. A significant animal disease outbreak will require the participating parties to coordinate their efforts to respond to the outbreak.
12. Multiple agencies and jurisdictions in this plan will support incident command's delivery of the NVS and other resources to responders.
13. The Regional Distribution Centers (RDC) the State of Ohio uses to receive, temporarily store, and deliver resources will have sufficient access, infrastructure, capacity, and management to adequately support the resource needs of responders.

14. The response to a significant animal disease outbreak will occur over a prolonged period and may require changes in incident management and support facilities to meet incident objectives.
15. The incident command system (ICS) will be flexible enough to meet the needs of incident objectives.

#### IV. CONCEPT OF OPERATIONS

##### A. Command and Control

1. For a large-scale event, the SAHO and AD form a unified command that has the legal and functional authority to make joint decisions, establish a single set of incident objectives, and jointly manage resources. The SAHO and AD issue a delegation of authority to an incident commander, who manages the response.
2. Incident command uses the FEMA criteria (Table 5-1) for establishing the complexity of an incident to estimate resource requirements for the event and to define the structure of the ICS.

*Table 5-1. FEMA Criteria for Complexity Types*

<b>Complexity</b>	<b>Resource requirement</b>
<b>Type 3</b>	When capabilities exceed initial incident, appropriate ICS positions should be added to match the complexity of the incident.
	Some or all of the command and general staff, division or group supervisor, or unit leader positions may be activated.
	A type 3 incident management team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment or control is achieved, or an expanding incident until transition to a type 1 or 2 team.
	The incident may extend into multiple operational periods.
	A written incident action plan (IAP) may be required for each operational period.
<b>Type 2</b>	This type of incident is beyond the capabilities of local control and is expected to go into multiple operational periods. It may require an out-of-area response, including that from regional or national resources, to effectively manage the operations, command, and general staffing.
	Most or all of the command and general staff positions are filled.
	A written IAP is required for each operational period.
	Many of the functional units are needed and staffed.
	Typically, operations personnel do not exceed 200 per operational period, and total incident personnel do not exceed 500.
	The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.
<b>Type 1</b>	This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
	All command and general staff positions are activated.
	Operations personnel often exceed 500 per operational period, and total personnel usually exceed 1,000.
	Branches need to be established.

Table 5-1. FEMA Criteria for Complexity Types

Complexity	Resource requirement
	The agency administrator has briefings and ensures that the complexity analysis and delegation of authority are updated.
	Use of resource advisors at the incident base is recommended.
	There is a high impact on the local jurisdiction, requiring additional staff members for office administrative and support functions.

3. For incident complexity types 1, 2, and 3, the incident commander assigns an LSC for managing logistics support during the response. The support includes the acquisition, receipt, storage, control, issue, staging, and distribution of NVS and other resources during the event and, after the event, the return of specific items the NVS and others can use in the future. State agencies, NGOs, and commercial businesses support these activities.
4. The LSC organizes the logistics section.

B. Acquiring Resources

1. National Veterinary Stockpile – Physical Countermeasures

- a. Justification - The SAHO and the AD will identify the resources the State of Ohio has available and those it needs to respond to a significant animal disease. In their evaluation, they will consider the status of Ohio’s emergency declarations that may release additional State and local resources. They justify their request for NVS countermeasures on the basis of their conclusion that available resources are not enough to support the State’s response to the outbreak.
- b. Initial Request - Appendix B describes the actions authorities follow to justify and request NVS countermeasures. The authorities quickly request NVS countermeasures to ensure their arrival before the exhaustion of available resources. The request for NVS countermeasures activates this plan to ensure that Ohio’s facilities are operational when the countermeasures arrive.
- c. Subsequent Requests - Following the initial receipt of NVS countermeasures, the LSC coordinates with the plans section chief (PSC) to continually evaluate available resources and determine when to acquire more. The LSC coordinates with the administration or finance section chief to acquire more resources from the private sector and other sources. If additional resources are unavailable, the LSC works with the NVS mobile logistics team (MLT) on site or the NVS deployment management team (DMT) at APHIS headquarters to request the deployment of additional countermeasures.
- d. 3D Support Countermeasures - If incident command concludes that it does not have enough people to depopulate, dispose, and decontaminate, it considers available sources of additional personnel, including NVS 3D contractors. When a 3D contractor is used, the following happens:

- e. Incident command
    - i. Coordinates its request with the NVS MLT or NVS DMT at APHIS headquarters
    - ii. Creates a statement of work (SOW), which describes the assistance type, amount, timing, and location.
  - f. The NVS staff
    - i. Helps incident command create an SOW by providing copies of past SOWs and suggesting improvements the one incident command creates
    - ii. Identifies a contractor that is available, trained, and qualified to do the work
    - iii. Contacts its contract officer and provides the State's SOW
    - iv. Convenes a conference call of incident command officials and the contractor to discuss the work and the contractor's ability to respond.
  - g. The APHIS contract officer
    - i. Requires incident command to assign a Federal employee to oversee the contractor's work and sign its daily activity report
    - ii. Ensures the contractor charges the basic ordering agreement rates in the NVS contract
    - iii. Authorizes the contractor verbally or in writing to begin work
    - iv. Directs the contractor to provide an estimate of the amount and cost of work within a reasonable period, typically a couple days.
  - h. The contractor's task force
    - i. Reports to the PSC initially to identify the people and equipment it brings
    - ii. Identifies additional people and equipment incident command may need
    - iii. Assesses the situation
    - iv. Reports thereafter to the operations section chief for task assignments.
- C. Technical Assistance
1. An NVS MLT deploys at the same time the NVS deploys physical countermeasures. The team always includes a logistics expert and may include other members that act as liaisons with incident command at various levels. The team initially reports to the location that incident command specifies and then to the location incident command directs.
  2. MLT responsibilities include the following:
    - a. The logistics expert
      - i. Explains the contents of NVS shipments,
      - ii. Identifies where to find specific items in NVS shipments,
      - iii. Coordinates inbound NVS shipments and replenishments with the NVS

DMT at APHIS headquarters,

- iv. Resolves NVS shipment problems,
  - v. Provides technical assistance to the RDC managers and staff for logistics issues in general and NVS issues specifically,
  - vi. Coordinates the packing and return shipment of unused and reusable NVS countermeasures with RDC and incident command staff members, and
  - vii. Serves as a general logistics problem solver: ensuring responders get the logistics support they need.
- b. Command Liaison
  - i. Maintains communications between the MLT members at the RDC and incident command post (ICP),
  - ii. Helps incident command order more from the NVS if resources are unavailable elsewhere,
  - iii. Educates and informs incident command about the NVS and its capabilities,
  - iv. Helps the LSC identify and use NVS indefinite delivery/indefinite quantity (IDIQ) contracts to acquire more resources,
  - v. Helps incident command use the NVS 3D contractors to support actions such as depopulation, disposal, and decontamination, and
  - vi. Tracks the total cost of purchases from each NVS IDIQ contract that incident command makes to avoid exceeding contract limits.

#### D. Regional Distribution Center Operations

1. The Joint ODA/USDA-APHIS NVS Operational Plan provides operational-level details and procedures for Regional Distribution Center (RDC) Operations within the State of Ohio. Covered RDC operations include:
  - a. Incident Commander Alert
  - b. Identifying RDC to Activate
  - c. Activating RDCs, Mobilizing Staff
  - d. Preparing RDCs for Activation
  - e. RDC Position Responsibilities
  - f. Operational Periods



- g. Shipment Receiving and Storing
- h. Materiel Distribution
- i. Inventory Ordering and Controlling
- j. Inventory Distribution
- k. RDC Deactivation
- l. Inventory Recovery and Return
- m. RDC Staff Demobilization
- n. Administrative Action Completion

#### E. Communications

1. Prompt, accurate, and comprehensive communication among participants in this plan is critical for the rapid and effective delivery of resources to responders. All communications that support resource distribution comply with the following State plans governing communications during all emergencies:
  - a. The Animal Disease Incident Plan
  - b. ESF-2 to the Ohio Emergency Operations Plan - Communications
2. ODA's Operational Plan defines all aspects of the functional and tactical communications the primary agencies and incident command use to coordinate with government agencies, NGOs, commercial businesses, animal industries, and ICS components. Examples of government agencies include APHIS, OEMA and the Governor's office.
3. The Joint ODA/USDA-APHIS NVS Operational Plan contains contact information for all tactical communications.

#### F. Security and Safety

1. ODA coordinates with State and local law enforcement agencies before an event to assess and ensure the security of RDC inventories, facilities, equipment, personnel, and activities.
2. The Joint ODA/USDA-APHIS NVS Operational Plan contains ODA's NVS security plan.
3. ODA will use the operational guidelines of the *Regional Distribution Center Safety and Security Checklist* (see Joint ODA/USDA-APHIS NVS Operational Plan), before an event during an event to ensure the safety and security of RDC inventories, facilities, equipment, personnel, and activities.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Incident command incorporates RDC functions in the logistics section of the command structure. Although the functions primarily coordinate with other logistics section units, they also interact with units in the finance/administration, operations, and plans sections.
2. The fulfillment of assignments of responsibility under this plan is subject to the availability of resources.

### **B. Assignment of Responsibilities – Primary Agencies**

#### **1. Ohio Department of Agriculture (ODA)**

##### **a. Pre-Incident**

- i. Identify, approve and prepare RDCs to receive, store, and stage materials.
- ii. Collaborate with the APHIS District Office to plan potential ICS organizational structures and provides training and exercises that support deployment of NVS and other resources.
- iii. Identify and test inventory management systems.
- iv. Collaborate with the APHIS District Office to define processes to request vaccines following APHIS approval of the State's vaccination plan during an event.

##### **b. Incident Response**

- i. Establish a unified command with the AD and delegates authority to an incident commander.
- ii. Determine the complexity of an incident in conjunction with the APHIS District Office, resources the incident response requires and those the State has available, and need to request NVS countermeasures.
- iii. Coordinate with the AD and the APHIS regional office to quickly request NVS countermeasures so they are received before the depletion of the State's resources.
- iv. Confirm the availability and suitability of pre-identified RDCs for receiving, storing, issuing, and staging NVS and other resources.
- v. Activate RDCs before the arrival of NVS and other shipments.
- vi. Provide resources such as equipment, supplies, and personnel to support incident command and NVS countermeasure receipt and use.
- vii. Alert agencies, NGOs, and commercial businesses that support RDC functions in the plan.
- viii. Activate the communications plan to alert stakeholders.

- ix. Implement measures with law enforcement to secure RDC inventory, personnel, equipment, and management.
  - x. Report the status of RDC operations to ODA, the State Emergency Operations Center (SEOC), multi-agency coordination center, stakeholders, and others as appropriate.
2. Primary Federal Agency – USDA/APHIS District Office (USDA/APHIS)
- a. Pre-Incident
    - i. Collaborate with ODA to plan potential ICS organizational structures and provide training and exercises that support logistics readiness.
    - ii. Collaborate with ODA to define processes to request vaccines following APHIS approval of the State’s vaccination plan during an event.
  - b. Incident Response
    - i. Establish a unified command with the AD and delegate authority to an incident commander.
    - ii. Collaborate with ODA to determine the incident complexity and the resources the State has available to respond to an outbreak.
    - iii. Determine the complexity of an incident in conjunction with the SAHO, resources the incident response requires and those the State has available, and the need to request NVS countermeasures.
    - iv. Coordinate with the ADD and SAHO to quickly request NVS countermeasures so they are received before the depletion of the State’s resources.
    - v. Provide resources such as equipment, supplies, and personnel to support incident command and RDC operations.
    - vi. Report the status of resource support.
3. Incident Command – USDA/APHIS and ODA Shared Response
- a. The logistics section chief
    - i. Activate RDC facilities and staff.
    - ii. Delegate authority to an SPUL to receive, store, control, issue, and stage resources from the NVS and other sources.
    - iii. Delegate authority to a ground support unit leader to dispatch and deliver resources to incident sites.
    - iv. Deactivate RDC facilities and debriefs staff at the end of an incident.
  - b. The supply unit leader
    - i. Receive, store, control, issue and stage RDC inventory.
    - ii. Process requests for NVS and other resources from responders and issues the resources.

- iii. Properly dispose of unusable vaccines, antivirals, and other items.
  - iv. Recover unused and reusable NVS items, packs them, and coordinates their return to NVS distribution facilities with the NVS MLT.
- c. The plans section chief
- i. Identify the need for additional personnel and equipment.
  - ii. Request 3D commercial support from the NVS (MLT on site or headquarters DMT).
  - iii. Collaborate with NVS representatives to develop a scope of work for the support.
  - iv. Assign NVS contractors to the operations section when they arrive.
- a. The operations section chief
- i. Assign tasks to NVS contractors, which act as self-sufficient task forces,
  - ii. Assign a Federal employee as task force leader to oversee the actions of NVS contractors and sign the contractors' daily activity time sheet.
  - iii. Provide status reports on NVS contractors to the incident commander.
- C. Assignment of Responsibilities – Support Agencies
1. Ohio Emergency Management Agency (Ohio EMA)
    - a. Activate the State EOC and Emergency Support Functions as appropriate.
    - b. Provide logistics support.
    - c. Coordinate resource sourcing and allocation.
    - d. Manage the State's EOC finance/administration section, including the State of Ohio's procurement.
    - e. Coordinate with the principal Federal officer for Federal procurement.
    - f. Facilitate and coordinate the statewide response.
  2. Ohio Department of Administrative Services (DAS)
    - a. Provide assistance in assessing in-kind costs.
    - b. Provide assistance in tracking the State's costs.
    - c. Provide assistance in managing State-level contracts.
  3. Ohio State Highway Patrol (OSHP)
    - a. Assist in the assessment of on-site security needs for state owned or leased properties.
    - b. As able, provide security escorts as it relates to their OSHP powers and duties.
    - c. Assist in the coordination of on-site security personnel for state owned or leased properties.

3. Adjutant General's Department, Ohio National Guard (ONG)
  - a. As able, provide distribution vehicles and drivers for the transport of materiel,
4. Ohio Environmental Protection Agency (OEPA)
  - a. Provide assistance with environmental assessments.
  - b. Assist in the processing of environmental permitting for the disposal of infected waste.
5. Local Jurisdiction Resources
  - a. Activate the county EOC and will provide logistics for local support.
  - b. Act as liaisons with community officials and the general public.
  - c. Provide, as able, through local public works departments, heavy equipment and distribution vehicles.
  - d. Provide, as able, through local law enforcement agencies, security and escorts for delivery vehicles.
  - e. Dispense, through local health departments, antivirals for non-Federalized agricultural responders.
  - f. Assist, through local environmental protection agencies, with environmental assessments for disposal permitting.
6. Private-Sector businesses
  - a. Provide, as able, RDC facilities, equipment, and supplies.
  - b. Support, as able, the health, hygiene, and nutritional needs of RDC staff.
  - c. Provide, as able, delivery vehicles and drivers.

## APPENDIX A.

### ANIMAL DISEASES

Table 1, below, lists the 17 most significant animal diseases, shows the animals they affect, and indicates whether they are a public health threat.

Table 1. Animal Diseases

Disease	Animal industries affected	Public health threat?
Highly pathogenic avian influenza	Poultry	Yes, may be lethal
Foot-and-Mouth Disease	Cattle, swine, sheep, and other cloven-hoofed livestock	No
Rift Valley fever	Cattle, sheep	Yes, may be lethal
Exotic Newcastle disease	Poultry	Yes, minor effects
Nipah and Hendra viruses	Swine (Nipah), horses (Hendra)	Yes, may be lethal
Classical swine fever	Swine	No
African swine fever	Swine	No
Bovine spongiform encephalopathy agent	Cattle	Suspected
Rinderpest	Cattle, sheep	No
Japanese encephalitis	Swine, equine	Yes, may be lethal
African horse sickness	Equine	No
Venezuelan equine encephalitis	Equine	Yes, may be lethal
Contagious bovine pleuropneumonia	Cattle	No
Ehrlichia ruminantium (Heartwater)	Cattle, sheep, goats	No
Eastern equine encephalitis	Equine	Yes, may be lethal
Coxiella burnetii	Cattle, sheep, goats	Yes, may be lethal
Akabane	Cattle, sheep, goats	No

## **APPENDIX B.**

### **REQUESTING ASSISTANCE FROM THE NATIONAL VETERINARY STOCKPILE**

(Also, see *NVS Planning Guide for Federal, State and Local Authorities*, Section 4, Acquiring NVS Countermeasures)

#### **A. Prior to Requesting NVS Assistance**

1. The request for assistance from the National Veterinary Stockpile (NVS) is a joint State and USDA APHIS VS decision based upon the type and scale of significant animal disease outbreak, and level of available State and local resources.
2. The request for NVS countermeasures will be made prior to the exhaustion of available State resources.

#### **B. Initial Request for NVS Physical Countermeasures**

1. The State's animal health official (SAHO) or designee and the ADD or designee will identify the resources the State has available, including State, local, Federal and private sector resources, and those it needs to respond to a significant animal disease. In their evaluation, they will consider the status of the State's emergency declarations that may release additional State and local resources. They will justify their request for NVS countermeasures based on their conclusion that available resources will not be enough to support the State's response to the outbreak.
2. The SAHO and ADD will consult with their USDA APHIS VS Regional Office. The VS Regional Director or designee calls the 24/7 USDA APHIS VS National Center for Animal Health Emergency Management hotline **800-940-6524** and requests NVS assistance from the operator. The NVS Director or designee will return the call immediately. Officials on the recall will be State and Federal officials (e.g., the SAHO, ADD, VS Regional Office representative, and other pertinent personnel) who can justify the State's need for NVS assistance. During the call, the NVS staff will request information about (1) the significant animal disease, (2) infected species and estimated number of affected animal populations, (3) number of responders fielded immediately, and (4) number of affected premises. NVS staff will also request a point of contact in incident command with whom the NVS deployment can be coordinated if approved by APHIS. The NVS Deployment Management Team at VS headquarters will coordinate with the incident command point of contact on deployment details.

#### **C. Five-Step Process for Requesting NVS Physical Countermeasures**

1. The SAHO and the ADD conclude that NVS physical countermeasures are needed.
2. The SAHO and the ADD consult with USDA APHIS VS Regional Office.
3. The VS Regional Office calls NVS 24/7 emergency hotline 800-940-6524 and leaves name and telephone number with operator.

4. The federal-level NVS Director returns the call immediately and engages in a conference call with necessary state- and local-level officials to determine the details of the request, including:
  - a. The significant animal disease that is to be addressed.
  - b. The infected species and the estimated number of animal populations.
  - c. The number of responders that need to be fielded immediately.
  - d. The number of affected premises.
  - e. The Point of Contact for incident command.
5. The NVS DMT coordinates deployment details with the Point of Contact.

#### **D. Subsequent Requests for NVS Physical Countermeasures**

1. Following the initial receipt of NVS countermeasures, the logistics section's supply unit leader and inventory manager will coordinate with the planning section's resource unit leader to continually evaluate available resources and to determine when to acquire more.
2. The supply unit's ordering manager will coordinate with the finance/administration section's procurement unit leader to acquire more resources from a variety of sources.
3. If additional resources are unavailable, the ordering manager and procurement unit leader will coordinate with the NVS Mobile Logistics Team (MLT) on site or the NVS Deployment Management Team (DMT) at APHIS headquarters to request deployment of additional countermeasures.

#### **E. Request for 3D Support**

1. During the planning cycle, the operations section chief (OSC) determines the kind, type, and numbers of resources, including personnel, available and needed to achieve depopulation, disposal, and/or decontamination (3D) for the next operational period. The work assignment, reporting location, and requested arrival time are documented on the incident command system (ICS) 215 operational planning worksheet.
2. The planning section chief and resources unit leader assist the OSC by providing input on available personnel and shortages.
3. If NVS 3D support is needed, the finance/administration section's procurement unit leader will create a statement of work (SOW) that describes the type and amount of assistance as well as when and where the assistance is required.
4. The cost unit leader will prepare a 3D cost estimate.



5. The logistic section's ordering manager will prepare an ICS 259-3 resource order form requesting the number of 3D task forces required, the date/time needed, and the reporting location.
6. Following approval of the resource order by the incident commander, the supply unit leader and ordering manager will deliver the ICS 259-3 resource order form and SOW to the NVS MLT or the NVS DMT.
7. The NVS DMT in APHIS headquarters will:
  - a. Identify a contractor that is available, trained, and qualified to do the work.
  - b. Contact the APHIS contract officer and provide the SOW.
  - c. Convene a conference call of incident command officials and the contractor to discuss the work and the contractors' ability to respond.
8. The APHIS contract officer will:
  - a. Require the OSC to assign a Federal employee to oversee the contractor's work and sign the daily activity report.
  - b. Ensure the contractor charges basic ordering agreement rates in the NVS's contract.
  - c. Authorize the contractor verbally or in writing to begin work.
  - d. Direct the contractor to provide an estimate of the amount and cost of work within a reasonable period, typically a couple days.
9. The 3D task force will:
  - a. Check in with the planning section resources unit and complete the information required, including 3D task force leader and personnel manifest, for the ICS 211 incident check-in list.
  - b. Report to the OSC for task assignments.
10. The APHIS representative in the finance/administration section pays for the 3D resources and reports the costs.

## APPENDIX C.

### ABBREVIATIONS

APHIS VS	Animal and Plant Health Inspection Service, Veterinary Services
AD	Federal Assistant Director
CERT	Community Emergency Response Team
CFR	Code of Federal Regulation
DMT	Deployment Management Team
3D	Depopulation, Sisposal and Decontamination
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FMD	Foot-and-Mouth Disease
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IDIQ	Indefinite Delivery/Indefinite Quantity
IMT	Incident Management Team
JIC	Joint Information Center
LSC	Logistics Section Chief
MHE	Material-Handling Equipment
MLT	Mobile Logistics Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NVS	National Veterinary Stockpile
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PSC	Plans Section Chief
RCDM	Receiving/Distribution Manager
ROD	Report of Discrepancy
SAHO	Sstate Animal Health Official
SOW	Statement of Work
SPUL	Supply Unit Leader
USDA	United States Department of Agriculture