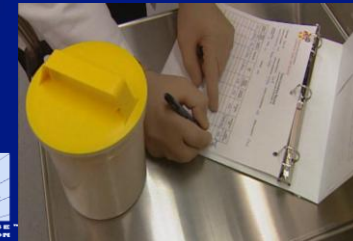


# Select Agents and Toxins Incident Response Plan



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Select Agent Program Workshop

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Ames, Iowa



Centers for Disease Control and Prevention & Animal and Plant Health Inspection Service

Select Agent Program



# Principle of Incident Response Plans

- ❑ **How do you develop a good Incident Response Plan?**
- ❑ **What are the marks of a good plan?**
- ❑ **How do you test the plan?**

# How do You Develop a Plan?

## ❑ What is an Incident Response Plan?

- Checklist on the Select Agent Program website
  - Good starting and ending point
  - Lacks tips and tools

## ❑ Incident Response Guidance Plan (IRP)

### Ingredients

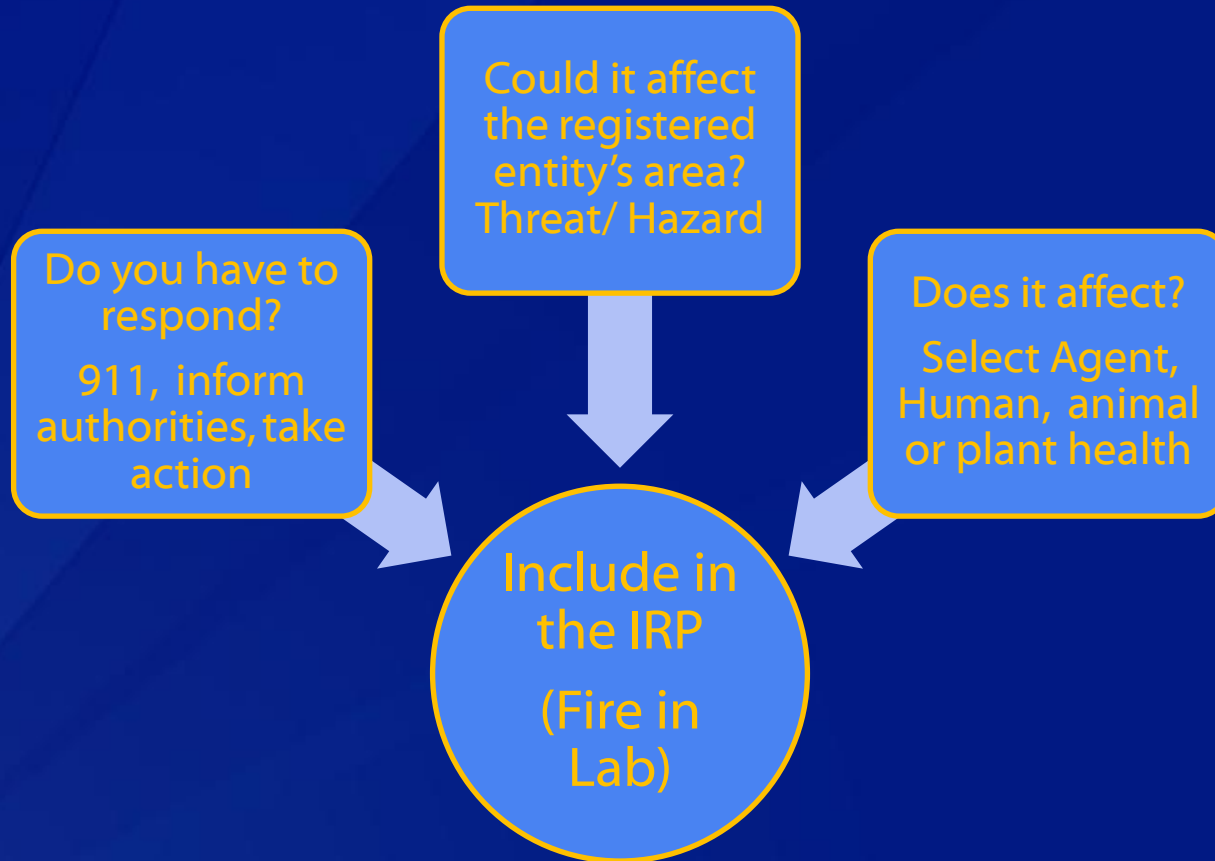
1 cup butter, softened  
2 cups packed brown sugar  
2 eggs  
2 teaspoons vanilla extract  
2 1/3 cups all-purpose flour  
1 teaspoon baking soda  
1 teaspoon salt  
2 cups rolled oats

### Directions



# What is an Incident Response Plan (IRP)?

When do you develop a plan?



# How do You Develop a Plan?

## □ The Five Keys

1. Form a team
2. Determine the potential hazards
3. Analyze capabilities
4. Develop a plan
5. Exercise a plan

## □ Incident response planning cycle

# How to Develop a Plan: The Five Keys

## □ Key # 1: Form a Team

- Entity
  - Responsible Official & Biosafety Officer
- First Responders
  - Fire Department, Police & Emergency Medical
- Governmental
  - State, Federal & Local
- Organization
  - Facility Manager, Security, Leadership

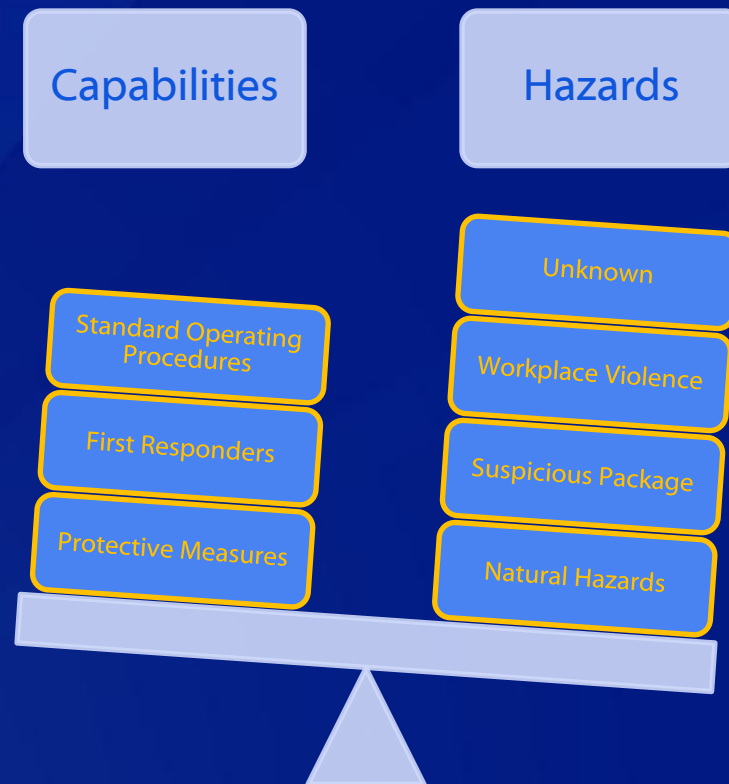
# How to Develop a Plan: The Five Keys

## □ Key # 2: Determine the potential hazards



# How to Develop a Plan: The Five Keys

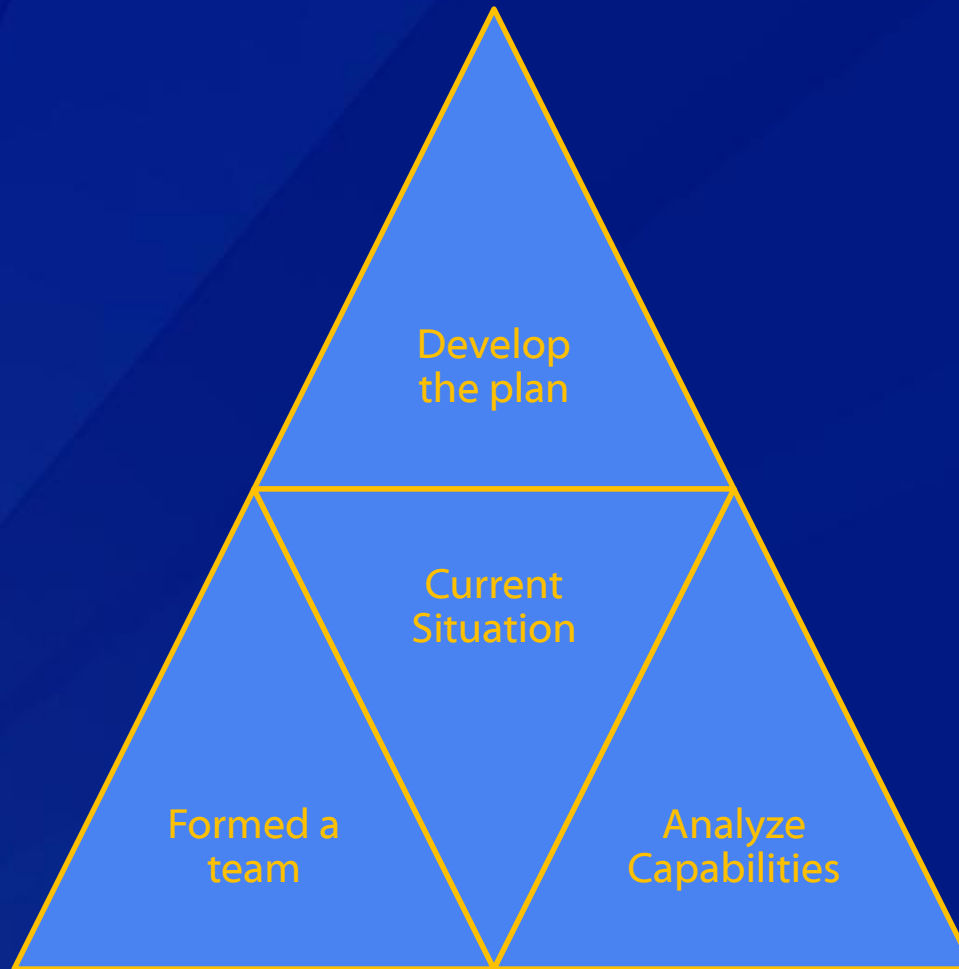
- **Key #3: Analyze capabilities**
  - Capabilities vs. Hazards





# How to Develop a Plan: The Five Keys

## □ Key # 4: Develop the Plan



# How to Develop a Plan: The Five Keys

- **Key # 5: Exercise a Plan**
  - **Entity & Organization**
  - **First Responders**
  - **Government**



# How to Develop a Plan: Review

- ❑ **Form a team**
- ❑ **Determine potential hazards**
- ❑ **Analyze capabilities**
- ❑ **Develop a plan**
- ❑ **Exercise a plan**

## Characteristics of a Good Plan

**Our Disaster Recovery Plan Goes Something Like This...**



# Characteristics of a Good Plan

- ❑ **Good plans protect the entity by identifying and mitigating risks**
  - ❑ **Identify risks**
    - **Unique**
    - **Common**
  - ❑ **Mitigate risks**
    - **Incorporates all partners**
    - **Develops common tasks**
    - **Incorporates unique tasks**

# Characteristics of a Good Plan: Common Threats

## Meets Requirement

If a bomb threat is received by phone for possession or use of Select Agents and Toxins, they must immediately contact emergency services. In the event of any bomb threat, regardless of source or recipient, immediately notify the Responsible Official and institute evacuation procedures.

VS.

## Protect the entity

Characteristics	Employee Actions	Who to Call
Caller warns or threatens of a bomb, explosive, or other hazardous device or material in the workplace	If possible, get a co-worker to listen to the call  Keep talking to the caller and note the following: Who are you? Who placed the bomb? Where is the bomb?	<b>Stay on the telephone with the caller!</b>  Have a co-worker call building control or facilities.  Ask your co-worker to call emergency services

# Characteristics of a Good Plan: Common Threats

## Protect the entity

Incorporate Partners:  
Law Enforcement &  
Building Security

Incorporates  
Unique Tasks

Incorporates  
Common Tasks

### BOMB THREAT CHECKLIST FOR

Time of Call: \_\_\_\_\_ Date of Call: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

<p><b>EXACT WORDING OF CALLER/THREAT:</b> _____</p>	<p><b>COMPLETE TO THE BEST OF YOUR ABILITY</b></p> <p><i>Caller's Voice:</i> (Accent: local, foreign, other)</p> <table border="0"> <tr> <td>Loud</td> <td>Soft</td> <td>High Pitched</td> </tr> <tr> <td>Deep</td> <td>Raspy</td> <td>Pleasant</td> </tr> <tr> <td>Calm</td> <td>Anger</td> <td>Sturred</td> </tr> <tr> <td>Deliberate</td> <td>Emotional</td> <td>Righteous</td> </tr> <tr> <td>Fast</td> <td>Slow</td> <td>Nasal</td> </tr> <tr> <td>Distinct</td> <td>Distorted</td> <td>Stutter</td> </tr> </table>	Loud	Soft	High Pitched	Deep	Raspy	Pleasant	Calm	Anger	Sturred	Deliberate	Emotional	Righteous	Fast	Slow	Nasal	Distinct	Distorted	Stutter
Loud	Soft	High Pitched																	
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Fast	Slow	Nasal																	
Distinct	Distorted	Stutter																	
<p><b>QUESTIONS TO ASK:</b></p> <ol style="list-style-type: none"> <li>1. When is the bomb going to explode?</li> <li>2. Where is the bomb?</li> <li>3. What does it look like?</li> <li>4. What kind of bomb is it?</li> <li>5. What will cause it to explode?</li> <li>6. Did you place the bomb?</li> <li>7. Why?</li> <li>8. What is your address?</li> <li>9. What is your name?</li> </ol>	<p><b>Background Noises:</b></p> <table border="0"> <tr> <td>Street Noises</td> <td>Voices</td> <td>Music</td> </tr> <tr> <td>Factory</td> <td>Clear/Quiet</td> <td>Office</td> </tr> <tr> <td>Machinery</td> <td>Motor</td> <td>House</td> </tr> <tr> <td>Static</td> <td>Local</td> <td>Booth</td> </tr> <tr> <td>Long Distance</td> <td>PA System</td> <td>Other</td> </tr> </table>	Street Noises	Voices	Music	Factory	Clear/Quiet	Office	Machinery	Motor	House	Static	Local	Booth	Long Distance	PA System	Other			
Street Noises	Voices	Music																	
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Machinery	Motor	House																	
Static	Local	Booth																	
Long Distance	PA System	Other																	
<p><b>ACTIONS TO TAKE IMMEDIATELY FOLLOWING CALL:</b></p> <ul style="list-style-type: none"> <li>☞ Dial "11" to inform operator/security of call;</li> <li>☞ Notify your supervisor;</li> <li>☞ Report immediately to Building 100;</li> <li>☞ Talk to no one other than operator/security, your supervisor, and the On-Scene Commander (Bldg. 100)</li> </ul>	<p><b>Threat Language:</b></p> <table border="0"> <tr> <td>Well Spoken</td> <td>Incoherent</td> <td>Foul</td> </tr> <tr> <td>Irrational</td> <td>Taped</td> <td>Other</td> </tr> </table> <p>Threat by Threat Maker</p> <p><b>ADDITIONAL INFORMATION NOT LISTED:</b> _____</p>	Well Spoken	Incoherent	Foul	Irrational	Taped	Other												
Well Spoken	Incoherent	Foul																	
Irrational	Taped	Other																	

Revised 1/06

# Characteristics of a Good Plan: Unique Threats

## Meets the requirement

### Natural Disaster Plan:

In the event of a natural disaster (e.g., earthquake, wind storms, volcano, etc.) every effort must be made to maintain the security and containment of areas containing select agents and toxins...

If an alarm sounds, or if there are other indicators of a natural disaster that may impact an area, all personnel must leave the area as quickly as possible; taking care to secure the agents and follow established disinfection procedures as much as possible...

Public Safety Officers dispatched to an emergency incident involving select agents and toxins will be aware of the specific locations of select agent storage/work areas...



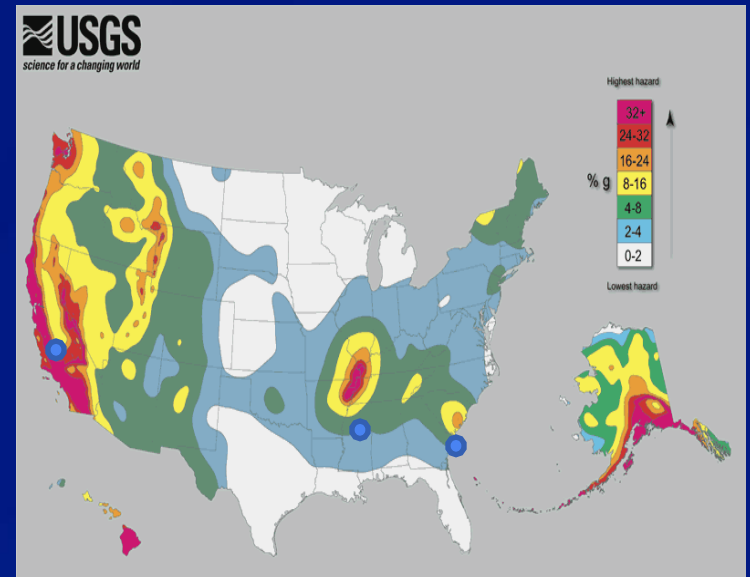
# Characteristics of a Good Plan: Unique Threats

## Protects the entity

### How to identify a Unique Threat:

#### Earthquakes

- Go to the U.S. Geological Survey website (<http://www.usgs.gov/>) and pull up the 50-year time period map.
- If your entity is located in a moderate or high area, make sure you include an incident response plan for earthquakes.



The 50 year time period map shows relative shaking hazards in the United States and Puerto Rico. During a 50-year time period, the probability of strong shaking increases from very low, to moderate, to high.

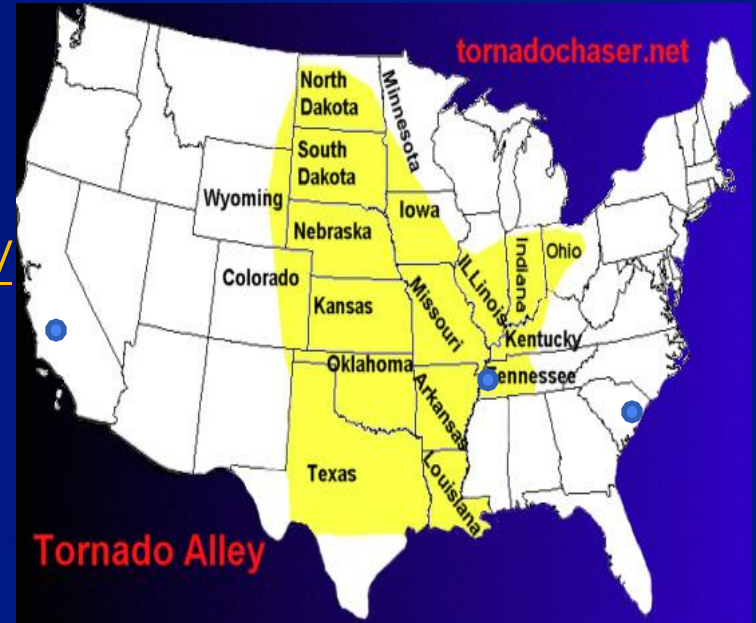
# Characteristics of a Good Plan: Unique Threats

## Protects the entity

### How to identify a Unique Threat:

#### Tornado

- Go to the U.S. Geological Survey website ([http://www.nssl.noaa.gov/primer/tornado/tor\\_climatology.html](http://www.nssl.noaa.gov/primer/tornado/tor_climatology.html)) and pull up Tornado Alley map.



The Tornado Alley map displays the areas most susceptible to tornadoes. In addition to the areas highlighted on the Tornado Alley map, all entities within the following states are expected to include tornadoes in their incident response plan: Texas, Oklahoma, Kansas, Nebraska, and Iowa

# Characteristics of a Good Plan: Review

- ❑ **Identifies risks**
  - **Unique**
  - **Common**
- ❑ **Helps mitigate the risks**
  - **Incorporates all partners**
  - **Develops common tasks**
  - **Incorporates unique tasks**

# Exercise the Plan



# Exercise the Plan: Bomb Threat

Event	Task	Conditions
<ul style="list-style-type: none"><li>• Telephone Bomb Threat</li></ul>	<ul style="list-style-type: none"><li>• If possible, get a co-worker to listen in on the call</li><li>• Keep talking to the caller</li><li>• If possible, complete Bomb Threat datasheet</li><li>• Have co-worker call building security and 911</li></ul>	<ul style="list-style-type: none"><li>• It's 10 am on a Monday morning</li><li>• Four individuals in the lab</li></ul>

- ❑ Under the current conditions can we perform all of the tasks
  - If yes – Determine who will do what task
  - If no – Determine what task will have to be adjusted or eliminated

# Exercise the Plan: Fire

Event	Task	Conditions
<ul style="list-style-type: none"><li>• Fire in the lab</li></ul>	<ul style="list-style-type: none"><li>• Stop all work</li><li>• Check for injuries of personnel close to the fire</li><li>• Alert others in lab</li><li>• Secure agents</li><li>• Exit the lab (if possible)</li><li>• Pull fire alarm and call building security</li><li>• Call 911 (if needed)</li></ul>	<ul style="list-style-type: none"><li>• It's 10 am on a Monday morning</li><li>• Short in electric wire and a small fire has occurred in the lab</li><li>• Fire is too large to use an extinguisher</li><li>• Four people in the lab</li><li>• One person is injured by fire</li></ul>

- ❑ Under the current conditions can everyone perform all of the tasks
  - If yes – Determine who will do what task
  - If no – Determine what task will have to be adjusted or eliminated

# Exercise the Plan: Evaluation

Task Steps and Performance Measures	GO	NO GO
1. Task # 1 a. Actions of the task b. Actions of the task c. Actions of the task		
2. Task # 2 a. Actions of the task b. Actions of the task c. Actions of the task		
3. Task # 3 a. Actions of the task b. Actions of the task c. Actions of the task		

- ❑ Example of how to evaluate a task
  - Can be done during or after task
  - Seek input from all participants and observers
  - Make a list of lessons learned and adjust the plan accordingly

# Principle of Incident Response - Summary

- ❑ **How do you develop a plan?**
  - **Five Keys**
- ❑ **What are the marks of a good plan?**
  - **Identifies risks**
    - **Unique**
    - **Common**
  - **Helps mitigate the risks**
    - **Incorporates all partners**
    - **Develops common tasks**
    - **Incorporates unique tasks**
- ❑ **How do you test the plan?**
  - **Exercises**



# Discussion



## For more information, please contact Select Agent Program

Telephone: 301-734-5960 (APHIS) or 404-718-2000 (CDC)

E-mail: [Agricultural.Select.Agent.Program@aphis.usda.gov](mailto:Agricultural.Select.Agent.Program@aphis.usda.gov) (APHIS) or [lrsat@cdc.gov](mailto:lrsat@cdc.gov) (CDC)

Web: <http://www.selectagent.gov/>

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Select Agent Program.



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