

NATIONALLY AGREED STANDARD OPERATING PROCEDURE (NASOP)

Title: Inspection of a property before operational activities

Version: 1.0

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Approved by: Animal Health Committee

Revision history:	Version	Date of approval	Comments
	1.0	02/05/11	Approved by AHC

NASOPs support national consistency and provide guidance to response personnel undertaking operational tasks.

1. Purpose

- To describe the procedure for collecting information about a property needed to develop an action plan for operational activities (i.e. destruction, disposal, decontamination).

2. Application/scope

- Upon identification of a property as an Infected Premises (IP)/ Dangerous Contact Premises (DCP) movements to/from the property may need to be controlled/prevented by establishing security at the entry and/or exit points.
- Inspection of the property must take place so that an action plan can be developed prior to the commencement of any activities on the premises. Pre-vaccination inspections are described in NASOP.42: *Assessing and inspecting a property prior to administration of vaccine*
- The inspection is undertaken to identify, including, but not limited to:
 - biosecurity risks
 - property layout
 - property infrastructure
 - utilities present/absent and capacity (electricity, water, drainage, communications)
 - animals present and their location (with a view to valuation)
 - feed quantities and other support for the animals
 - potential destruction and disposal sites
 - occupational health and safety (OH&S) and operating conditions
 - serviceability/condition of buildings, roads, plant and equipment.
- This inspection will provide the information that is needed to create an action plan that determines the entry/exit infrastructure, destruction, disposal, loading/unloading and decontamination operations. The outputs of the inspection will also be used in issues such as compensation and likely repairs post operations.

NOTE: This information is the benchmark against which any claims for damage said to be caused by the field operations teams can be assessed.

- It is essential the inspection generates high quality and accurate records and must include times and dates. This can be done using hand held recording devices, cameras (waterproof) and written records (in a plastic sleeve).
- Aerial images can be used as an effective means of collecting property information.

NOTE: The assessment can occur whilst other activities are proceeding e.g. preparation for destruction.

3. Resources/equipment

- The assessment team should be able to:
 - assess buildings, plant, equipment, roadways etc.
 - assess and describe livestock and systems likely to be on the site (could be a valuer)
 - identify and describe the infrastructure to support operations including destruction, disposal, and decontamination
 - identify and interpret OH&S risks
 - sensitively liaise with people on site.
- Typically the team will be comprised of three personnel:
 - a tradesperson
 - a person with industry knowledge
 - a person from Operations (e.g. site supervisor).
- Efforts should be made to restrict the size of the team to a minimum.
- The team will need:
 - personal decontamination kit to get on and off the property
 - recording equipment—recording devices, camera, stationery
 - danger/caution tags, hazard tape, or equivalent.

4. Warnings

- The inspection team are likely to be the first personnel entering a property and should be alert for any hazards that may affect them.
- Their operating environment will be largely unknown, and there will be potential to encounter unforeseen hazards.
- The inspection team must use dynamic risk assessment to ensure an acceptable level of health and safety.

5. Description of activities

5.1 Biosecurity

- The inspection team should:
 - meet off site, and develop a plan for how they will undertake the reconnaissance of the property
 - ensure the property owner/manager is aware when the team will be on site, and the nature of their activities
 - make arrangements for the owner/manager to accompany the team, where possible, during their assessment to provide local knowledge and confirm the interpretation of their observations.

5.2 At the property

- Enter the property following entry/exit procedure for IP/DCPs (NASOP 01: *Personal decontamination – entry and exit procedure*).
- Work together to systematically record information as outlined in application/scope.
- Identify priorities to minimise spread of the disease, including the sequence for destruction of animals.
- Record and physically identify OH&S hazards with hazard tape, danger/caution tags or other appropriate markings.
- Record (written and/or photographed) the condition of structures, equipment, fixtures, etc.
- Record information relating to equipment, etc. Where quantities or numbers involved, record actual/estimated numbers, weights etc, rather than just a presence. This can be supported by photographs where appropriate.
- On completion of the assessment, the team should have information on, but not limited to the following:
 - perimeter fencing/boundaries
 - access and egress ways (pedestrian and vehicle)
 - waste disposal—areas, pits, tanks
 - livestock – no's, age, breeding status, location, movement pathways
 - animal products—type, location, quality, quantity
 - building infrastructure, including all out buildings and yards
 - details of animals (domestic) not to be destroyed and sites to isolate them
 - feed—type, quantity, location, quality
 - utilities—electricity, water (potable and non potable), drainage, communications
 - meter readings—electricity, water
 - location of buildings and other on site structures etc tanks
 - condition of buildings, fixtures, equipment, roadways (need to record any existing damage)
 - pests present—vertebrates and invertebrates
 - location and nature of hazards
 - potential destruction and disposal site options
 - any existing numbering or naming system for buildings, etc.
 - resources, on site, that could be used for operational activities, e.g. machinery, showers, eating area.

NOTE: During the assessment no team member is authorised to make any commitment in regard to subsequent actions, e.g. setting up on site, or enter into any discussions in regard to compensation for damage etc.

5.3 Post Departure

- Ensure collected information is disseminated to appropriate reporting points (e.g. IP Operations Manager) and entered into the recording system.
- Compile a written report, ideally within six hours of the property inspection. Include recommendations on likely positions for disposal pits, position of gate etc.

6. References

- NASOP 01: *Personal decontamination—entry and exit procedures*
- NASOP.42: *Assessing and inspecting a property prior to administration of vaccine*
- NSW SOP - Pre ops property inspection
- AUSVETPLAN Operational Procedures Manual Destruction of animals
- AUSVETPLAN Operational Procedures Manual Valuation and compensation
 - AUSVETPLAN manuals are available at: <http://www.animalhealthaustralia.com.au>

7. Appendices

- Nil.