Wisconsin Secure Milk Supply Plan
Foot-and-Mouth Disease Exercise

May 28, 2014, Madison, Wisconsin

Project Title: Planning for Local Food and Ag Emergencies

Applicant Agency: Department of Agriculture, Trade & Consumer Protection
Exercise design and facilitation: Mike Sampson
Exercise advisors: Kim Morgan and Design Team

Exercise held at Dane County UW-Extension Office Building, 1 Fen Oak Court, Madison, WI 53718

1200 hours to 1630 hours (Noon to 4:30 p.m.)
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EXERCISE SCHEDULE – MAY 28, 2014

Noon lunch/registration

Dane County UW-Extension Office Building, 1 Fen Oak Court, Madison, WI 53718

1 p.m. CDT

Welcome and Introduction—Review of Administrative Details and Exercise Overview
  o Purpose and Objectives, Roles of Participants, Expected Outcomes

1:15 p.m. CDT

Overview of Foot and Mouth Disease Response and the Wisconsin Dairy Industry

1:30 p.m. CDT

FMD found in Wisconsin
  • Introduction
    o Explores -1 day before to +7 days after the discovery of potential FMD to address mitigation, preparedness and initial response of participants
  • Scenario
  • Facilitated discussion in small groups
  • Each group to briefly summarize and present its key issues to the room

2:30 p.m. CDT

Break

2:45 p.m. CDT

FMD follow up discussion based on SMS-WI Preparedness and Response Plans
  • Introduction
    o Explores implementation of plans including emergency response actions of participants
  • Scenario
  • Facilitated Discussion

4:00 p.m. CDT

Action Planning Session and Hotwash: each group to briefly summarize and present its key issues to the room

Review and Conclusion

4:30 p.m. CDT

Closing Comments

Adjourn

1 Break and scenario start times are approximate
INTRODUCTION

Purpose and Objectives of the Exercise

The primary purpose of this tabletop exercise (a type of discussion-based exercise) is to enhance the ability of stakeholders to prepare for, manage, and respond to the finding of Foot and Mouth Disease (FMD) in a local dairy herd.

Additional purposes of this exercise include:
- Enhance preparedness and provide an opportunity to augment and practice animal-sector emergency response and coordination; and develop a list of action items to support refinement of emergency response plans related to a FMD response
- Build relationships within animal-sector stakeholders and response partners
- Prepare for future exercises to test preparedness, response and communications
- Improve coordination/communication among animal-sector stakeholders and response partners
- Identify interdependencies among the private and public sectors
- Discuss coordination mechanisms
- Prepare for upcoming incidents.

Scope of the Exercise

This exercise emphasizes the roles, responsibilities, and relationships of the stakeholders during a response to and management of animal-related consequences resulting from any major disaster or emergency.

Not every issue and topic can or will be addressed in every exercise.

Although the discussion will utilize a particular scenario as the backdrop, it is important to consider the actions that agencies and individuals would take and whether such actions would be different given a different scenario.

Processes and decision-making are more important than minute details.

This exercise will not be a success unless you as a participant follow through with discussion and an evaluation.
Exercise Structure and Format

The Secure Milk Supply for Wisconsin Exercise is a tabletop exercise, a type of discussion-based exercise (no field activities will occur during the exercise) during which the facilitator provides a brief overview of the scenario and then initiates a plenary discussion relating to the response for that scenario. The discussion will occur as an open forum allowing the participants to discuss and share their actions, plans, objectives, and findings with all participants. This format will utilize breakout groups with to gain preparedness and response perspectives.

In advance of the exercise, participants shall read this Situation Manual (SitMan), that includes short narratives and supporting graphics outlining the exercise scenario. Participants should develop individual responses to the discussion questions posed in the SitMan.

Each participant will serve as his or her own evaluator and record individual observations and findings in the Action Planning Matrix pages located in the appendix of the SitMan. In order to produce an After Action Report (AAR) in a timely manner that compiles all the observations, the Action Planning Matrixes will be collected from each participant. It is highly recommended that participants use the space under each topic and question to take notes and record only vital and key issues in the matrixes. Participants will receive copies of the AAR.

Exercise discussions are intended to cover the topics listed and provide the opportunity for participants to share answers they developed in advance of the exercise. Before transitioning to the next phase of the exercise, the facilitator will remind participants to capture action items they identified during the discussion using an action-planning matrix.

Participants will be seated in groups of similar roles and responsibilities. The facilitator will announce the information from the scenario and each question. Each table will discuss its responses with its participants. Then, each table will describe its responses briefly to the entire group.

Not all topics, issues, potential interactions and scenario outcomes can be addressed in a single exercise or in three hours of discussion. Participants will address any major issues and topics of concern NOT addressed in the exercise on sticky notes available at each table. These issues will be collected and reserved in a “parking lot” and included in the After-Action Report for
consideration during future planning and exercise activities.

Participants will discuss issues related to the finding of FMD in a local Wisconsin dairy herd:
- Preparedness and response from milk producers
- Preparedness and response from milk haulers (trucks)
- Preparedness and response from milk and cheese processors.

Once the exercise and scenario material has been presented and discussed, the facilitator will lead an Action Planning session to “brainstorm” and highlight key ideas that participants have captured in their matrix pages, and develop a list of action items.

Based on limiting conditions including time, this exercise briefly will address high-level topics and objectives. Items of interest to the participants that they wish to explore in greater detail should be documented in the Participant Evaluation Form for consideration in future exercises. It is important to document any, and all, considerations that are appropriate for upcoming exercises, their design and topics that need more detail.

This scenario presents a realistic but fictional scenario and only serves to provide the background for discussion during the exercise.

**Discussion Topics**

**Key issues for the exercise include:**
- Movement of animals, raw milk and milk products
- Taking of samples, sending samples to labs, obtaining lab findings
- Initial management of a localized FMD outbreak and a structure to do so, based on the SMS-WI Secure Milk Supply Preparedness and Response Plans
- Requirements for raw milk movement from/within a quarantine zone
- Requirements for raw milk movement from premises outside a quarantine zone
- Training needs.
Anticipated discussion topics during the scenario also include:

- **Communications and Information Management**
  - Notification Process – from stakeholder to stakeholder
  - Situation reports – development, content, information coordination
  - Data management – methodology for collecting and managing data
  - Public information and community outreach – sharing and reporting

- **Activation Process and Operations**
  - Activation and mobilization of stakeholders
  - Roles and responsibilities of a Wisconsin Dairy Industry Advisory Group
  - Assessment of impact on public health and safety
  - Coordination among the animal sector, emergency response, emergency management agencies, and other stakeholders
  - Potential identification of additional stakeholders that have not yet been integrated into the process
  - Transition from initial response to full interagency coordination and mobilization including the Emergency Operations Center and Public Information Officers and Joint Information Center activation.
  - Evaluate the possible criteria and points at which state agencies would be notified, activated and leveraged for support.
  - Resource Management—On-site command /off-site coordination
  - Resource requests –
    - anticipating requests
    - procedures for making and fulfilling requests
    - tracking and reporting on resource status, recovering resources
    - Personnel requests – credentialing, qualifications, certification, training, expertise
    - Use and assignment of volunteers.

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**Participant Roles and Responsibilities**

**Players** discuss the situation presented based on expert knowledge of response procedures, current plans and procedures, and insights derived from training and experience. Each participant will serve as his or her own observer and document individual observations of possible changes, corrections, enhancements and additions.

**Facilitators** provide situation updates and moderate discussions. They also provide additional
information or resolve questions as required. Key exercise planning team members also will assist with facilitation as Subject Matter Experts (SMEs) during the discussion.

**Recorders** capture the discussions of the exercise in written form.

**Evaluators** record their perceptions of the overall exercise, and describe specific concerns that need more attention. All participants in the exercise will serve as evaluators.

**Observers** differ from players in that they may not participate vocally in the exercise. Observers should record their thoughts regarding the exercise and future planning for their respective agencies or organizations.

### Exercise Assumptions and Artificialities

In any tabletop exercise, a number of assumptions and artificialities may be necessary to complete play in the time allotted. Participation in the discussion is in accordance with the assumptions and guidelines below:

- The scenario is plausible, and events occur as presented,
- There are no “hidden agendas” or trick questions,
- The scenario in this exercise is not based on worst-case scenarios but represents a likely outcome of a FMD outbreak at this location, and
- All participants receive information at the same time.

### Exercise Rules of Conduct

A successful tabletop exercise also depends on following the rules below, which have been proven to ensure effective discussion.

- **There is no “school solution.”** Varying viewpoints, even disagreements, are expected. This exercise is intended to be a safe, open, stress-free environment.
- Respond based on your knowledge of current plans and capabilities (that is, you may use only existing assets) and insights derived from training and experience.
- Your organization’s positions or policies do not limit you. Make your best decision based on the circumstances presented.
- Decisions are not precedent setting and may not always reflect your organization’s final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions. Consider “What If.”
- Issue identification is not as valuable as suggestions and recommended actions that could improve response and preparedness efforts. Problem-solving efforts should be the focus.
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- Assume there will be cooperation and support from other responders and agencies.
- The basis for discussion consists of the scenario narratives, your experience, your understanding of the animal sector, your intuition, and other resources included as part of this material or that you brought with you.
- **There are no situational injects outside what is available in the SitMan.**
- **You will be called on** to respond to what would you and/or your organization do and how you or your organization would act, given the circumstances.
- Treat every situation presented in the scenario as if it were directly affecting your area and function.
- **There is no wrong answer. There are no unimportant questions as each question serves as the base for new questions.**

### Additional Resources

The following additional resources are included as appendices at the end of this SitMan:

- **Appendix 1: Acronyms and Key Definitions**
- **Appendix 2: List of Participants**
- **Appendix 3: Participant Evaluation Form** – the form allows players to provide feedback in regards to the exercise and exercise materials including issues and topics that may be considered for upcoming exercises.
- **Appendix 4: Supporting Documents and References**
FMD Scenario

FMD Background and Scenario Part I Wednesday, May 28, 2014

Wednesday, May 28, 2014. A local dairy producer notices his cows are off production at the day’s first milking and show signs of illness. The producer calls his veterinarian, who responds by mid-morning. The veterinarian observes clinical signs in the cows that resemble vesicular stomatitis or possibly FMD. The veterinarian then calls the Wisconsin State Veterinarian’s office at the Department of Agriculture, Trade and Consumer Protection (DATCP) in Madison and relays initial findings. The State Veterinarian notifies USDA’s Animal and Plant Health Inspection Service-Veterinary Services (USDA/APHIS-VS) and both agencies agree that a Foreign Animal Disease Diagnostician (FADD) immediately needs to examine the producer’s herd and take appropriate samples.

The producer milks twice daily and is waiting for the milk hauler to load milk from the bulk tank into a truck early in the afternoon. The producer has about 30 total hours of raw milk storage capacity on the farm. Currently there are 76 lactating cows on the premises, and an additional 34 dry cows are on pasture. Other animals on the premises include a small flock of laying hens, four outdoor cats, two horses (mare and foal) and one Border collie.

At 1320 hours, a Wisconsin state FADD arrives on the farm and examines 10 cows showing excessive salivation and small lesions on some animals’ tongues. The FADD observes similar symptoms in roughly half of the lactating cows and takes blood and other samples for analysis. Cows on pasture do not show symptoms, but are well removed from the lactating animals. The horses show no symptoms.

The FADD places the premises under quarantine, cautioning the producer not to move any animals, and to cancel the scheduled milk pickup that day. The FADD notifies the State Veterinarian’s office and USDA/APHIS-VS. The State Veterinarian’s office notifies the Wisconsin Veterinary Diagnostic Laboratory (WVDL) in Madison, noting the FADD will deliver samples in person by 1830 hours that day. The FADD performed a “split sampling,” sending one-half of the samples to the WVDL, and APHIS-VS immediately expedites the other half to the Plum Island, NY, Animal Disease Center for testing.
FMD Scenario Part I Response Questions

These questions serve to focus your thoughts on the issues associated with the scenario. In advance of the exercise, participants are expected to read the scenario, review each question, and develop individual responses to each question.

Use the Part I Action-Planning Matrix to capture your groups overall ideas and issues.

(Remember – treat discussion of this scenario as if it occurred within your area of operations.)

Communications and Information Management (15 minutes)

1. Producers, Haulers and Processors:
   a. At what point in a potential outbreak would you want/need an alert of a potential problem that is not yet confirmed?

   b. If so, who would you expect to notify you?

   c. If there were a potential outbreak, would any of your daily operations change?

   d. Does your premises or organization have a plan in place to address an outbreak or business interruption?
e. If local response agencies are meeting and coordinating to prepare public notifications and news releases in advance of a potential outbreak, would you want your organization or representative to participate in this group?

f. As a milk producer, would you call your vet and when for the following symptoms:
   - Off production
   - Reluctance to eat
   - Excess salivation, possible lameness

2. Agencies:

   a. Would your agency be notified during initial discovery and investigation or during presumptive positive?

   b. Who and how would you be notified?
      (Example: My agency is the _______ and I would be notified by _______.)

   c. With the agencies that are seated at your table, discuss the interagency alert notification process that might apply at this early stage.
      (Example: At my table, my agency___________ would alert ________, ______ and _____.)
d. What agency at your table is not notified during discovery of potential FMD and during presumptive positive results?

e. At this preliminary stage, is your agency responsible for any public notifications and news releases to the public?

f. Would your agency be preparing in advance for public notification and news releases at this stage of the incident? Would you be coordinating the preliminary public notifications and news releases with other agencies and trusted agents of industry, such as WARN?

**Operations Management (15 minutes)**

3. For all groups, what are your initial concerns and priorities during this phase, based on the information that is provided?

4. If your agency or organization has an emergency response plan (ERP), at what point will you initiate it, or would you now?
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a. What are the high-level procedures to activate your ERP and who will make this decision?

b. For producers, haulers and processors, how would a confirmed FMD outbreak affect your activities?

5. What is your agency/industry/organization’s operational role if there is a possibility of an FMD situation? (what is expected of your organization)

a. What are your priorities at this early point?

b. With whom would you expect to coordinate and will you be coordinating with other stakeholders (farms, public, etc.)?
6. Given the probability of the need for a limited quarantine, what steps can you take in advance to prepare?

Resource Management

7. With consideration to the actions you might be taking for an FMD situation, what resources would you preposition in this situation or a similar situation? (Meeting locations, communication methods, quarantine, equipment, etc.)

8. For Haulers/Processors: DATCP, that is working with other agencies on the potential outbreak, has called you and asked for the milk pickup route the haulers use through the quarantine and surrounding area. How quickly can you supply information such as this and what would be the likely process to request this?

For Producers/Haulers/Processors: Who would notify whom of limited premises quarantine, or would that happen?

10. Do you have any support agreements with other agencies/industries/organizations, particularly regarding public notification and deployment/sharing of support resources? (WARN, professional organizations, associations, etc.)
Stage 1 Transition and Wrap-up

Using the Part 1 Action-Planning Matrix and notes, each table will be asked to present its overall major issues, potential complications and insights. (5 minutes max)
**Part I Action-Planning Matrix**

*Instructions*: During the exercise, identify a corrective action/task/follow-up that addresses that issue. Put the issues and corrective actions on the Action-Planning Matrix into one of the four categories: Planning, Actions, Preparedness, and/or Readiness. Keep it brief, high level, concise and limited to 3-4 key items.

<table>
<thead>
<tr>
<th>Planning</th>
<th>Preparedness Steps</th>
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</thead>
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<td><strong>Issue and Solution</strong></td>
<td><strong>Issue and Solution</strong></td>
</tr>
<tr>
<td>Issue: Haulers and processors not included in plans.</td>
<td>Issue: Haulers/processors wish to be notified in early alert stage.</td>
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<tr>
<td>Action: Involve haulers/processors in planning sessions.</td>
<td>Action: Consider changes to alert plans and procedures.</td>
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<td>Readiness</td>
<td>Response Actions</td>
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<tr>
<td><strong>Issue and Solution</strong></td>
<td><strong>Issue and Solution</strong></td>
</tr>
<tr>
<td>Example:</td>
<td>Example:</td>
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<tr>
<td>Issue: Initiation of external communications to stakeholders (farms, etc.) is different from one group to another and conflicts.</td>
<td>Issue: Response agencies may need to know hauler truck routes to identify potential contact premises.</td>
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<tr>
<td>Action: Address issue in planning sessions and updates to plans.</td>
<td>Action: Develop coordination methods with haulers.</td>
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</table>
**FMD Scenario Part II Thursday, May 29, 2014**

**Thursday, May 29, 2014. 0030 hours (12:30 a.m.)**
Wisconsin Veterinary Diagnostic Lab notifies DATCP and APHIS-VS of a preliminary positive result for FMD on PCR of the samples submitted. This means there is great likelihood that the cows on the farm quarantined yesterday have FMD, are exhibiting symptoms and shedding the FMD virus. The submitting FADD is notified.

**Thursday, May 29, 2014. 0700 hours (7:00 a.m.)**
DATCP and APHIS-VS have deployed three of their FADD veterinarians to the premises. A FADD reinforces the terms of the quarantine, and recommends specific biosecurity steps, such as cleaning and disinfection procedures before personnel or vehicles enter or leave the premises. DATCP establishes a 10km (6.2 mile) zone surrounding the premises and deploys five more state/federal veterinarians to begin site visits to dairy, beef, sheep and swine premises within this perimeter. These veterinarians will inform owners of premises within this area (the infected zone) not to move susceptible species or products until these individual premises are sampled and have no signs of FMD.

DATCP activates its Emergency Operations Center and notifies Wisconsin Emergency Management. The DATCP secretary notifies the governor’s office of the presumptive-positive finding. DATCP begins trace-back to determine how FMD appeared on the infected premises.

DATCP also informs the Wisconsin Agro-Security Resource Network (WARN). The Wisconsin Agro-Security Resource Network prepared to notify members and activate its crisis-communications plans and team.

**1200 hours (12:00 p.m.) The Foreign Animal Disease Diagnostic Laboratory in Plum Island, NY also informs DATCP and APHIS-VS of a positive result for FMD from the samples.** Both DATCP and APHIS-VS notify local and state partner agencies of the positive test results, and the establishment of infected zones and perimeters.

**1400 hours (2 p.m.). DATCP and the Wisconsin Milk Marketing Board begin receiving phone**
calls from concerned farms, haulers, processors, and news media.

1500 hours (3:00 p.m.). Veterinarians deployed to other premises within the quarantine perimeter reported three farms with symptoms of FMD and took samples for WVDL and Plum Island evaluation.

1630 hours (4:30 p.m.). Plum Island notifies APHIS-VS that samples sent for diagnosis are presumptive positive. Original quarantine orders remain in effect.

Next week

Monday June 2, 2014. 0830 hours. (8:30 a.m.) DATCP and APHIS-VS trace-forward efforts have identified that two cull cows from the first affected farm were taken on Monday, May 12, to a nearby mixed-species sales barn. The origin of the infection has not been identified. Animal-health officials are working to discover the destination(s) of the cull cows and other potentially exposed livestock. The sales barn now is under quarantine as a suspect premises.

1100 hours. (11 a.m.) DATCP receives additional information regarding the milk pickup truck routes. DATCP and Incident Command re-evaluate the quarantine perimeter and expands it to include several new suspect premises that the milk hauler has visited. The new locations are added to the long list of site visits and sampling for state/federal veterinarians.

14:00 hours (2 p.m.). Plum Island notifies APHIS-VS that samples are confirmed positive for FMDv. APHIS-VS begins its expanded notification process and federal interagency coordination from Riverdale, MD, headquarters.
FMD Scenario Part II Response Questions

These questions serve to focus your thoughts on the issues associated with the scenario. In advance of the exercise, participants are expected to read the scenario, review each question, and develop individual/agency/industry/organization responses to each question.

(Remember – treat discussion of this scenario as if it occurred within your area of operations.)

Communications and Information Management

1. What communications and alert procedures are initiated to prepare for the potential FMD incident? Who or what agency does that?

   a. Is your organization responsible for any public notifications and news releases for such communications?

2. Who or what organization notifies the haulers/processors of a quarantine area and potential contact premises?

3. How would you become aware a change from presumptive to confirmed status of FMD?
   a. Who would notify you or your agency/industry/organization?

   b. Are you required to notify anyone else or another agency/industry/organization?
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c. What alerts would be useful to you and from where would you expect them to come? (an agency, a hauler, a processor, an organization, etc.)

d. If you are an agency, does your agency send out information about an incident to your own communities and networks?

e. Are you equipped and staffed to be able to handle the influx of phone calls?

4. Who would have the databases of all farms, haulers and processors?
   a. How can coordination with farms, haulers and processors be leveraged for outreach, information such as routes and locations, and communications?

   b. What alerts would be useful to you and where would you expect them to come from? (an agency, a shipper, an organization, etc.)

5. Is your agency responsible for any public notifications and news releases for such communications? Have messages for the public been prepared in advance?

6. With whom would you be coordinating at this stage?
**Operations Management**

6. What are your initial concerns and priorities during this phase, based on the information that is provided?

7. What is *your* agency/industry/organization’s operational role now the FMD response is under way?

   a. What are your priorities now that the information has changed?

   b. With whom would you expect to coordinate and will you be coordinating with other stakeholders (farms, public, etc.)?

8. If expanded quarantine procedures are implemented, who will make this decision?

9. Within the quarantine area, site visits show that 40 farms do **not** have biosecurity (safe and secure) processes in place for milk collection and disease control.

   It is unknown whether or how soon the farms can implement needed biosecurity protocols and be considered safe for milk collection.

   a. How will this information be coordinated with milk shippers and processors?
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b. How will producers be assured that milk shippers have not traveled to a non-secure or contaminated farm?

c. What are the processes for defining which farms are a “biosecure premises?”

10. Of the potential unsecured farms, 20 have reached their milk-holding capacity. Due to the physical layout of each farm (dirt roads, fences, etc), there is no assurance that milk collection will not spread the FMDv to other farms.

a. Discuss options to address milk containment, disposal and collection.

b. Discuss creative options for safe collection. Any idea is a good one and may serve as a basis for another solution that is viable. (For example: hoses, temporary roads of tar, tarps, cleaning and disinfection of vehicles, etc.)

c. Discuss complications with milk containment and disposal.

Resource Management

a. With consideration to the actions you might be taking for an FMD situation, what resources would you preposition in this situation or a similar situation? (Meeting locations, communication methods, quarantine equipment, etc.)
b. Based on your agency/industry/organization’s functions (hauling, processing, response, etc.), what might be the priorities for resources? (For example: notification lists, possible need for equipment and disinfectants.)

c. Do you have any support agreements with other agencies/Industries/organizations, particularly regarding public notification and deployment of support resources
**ACTION-PLANNING SESSION**

**Instructions**

*During the Action-Planning Session of today's exercise, you should focus on identifying the next steps to enhance your activities, responsibilities and your emergency response plans related to animal sector activities. During this session, you will discuss the answers to the following questions and complete an Action-Planning Guide that supports developing both short- and long-term actions or program capability development goals and objectives. After answering the following questions individually, categorize the indicated actions on the Action-Planning Matrix. Once the majority of participants have completed their questions and matrix, the entire group will complete the Action-Planning Guide. Keep the answers at a high level.*

**Action-Planning Questions**

1. List the plans, policies, procedures, mission assignments, associated subtasking and other delegations, and other preparedness elements that you think should be further reviewed, supplemented, or developed. Which are the highest priorities?

2. Identify the actions you think should be taken to deal with the potential interruption to the industry during presumptive and confirmed FMD and the consequences associated with any major disaster or emergency. (For example, establish industry lines of communications, identify farms that can be secured in advance, etc.)

3. What preparedness steps can be taken before an outbreak to better prepare farms, industry, organizations and agencies?
4. Describe the personal action steps you plan to take to improve your level of readiness. (For example, identify resources and solutions, join WARN, etc.)
**Action-Planning Matrix Part II**

**Instructions:** During the exercise, identify a corrective action/task/follow-up that addresses that issue. Put the issues and corrective actions on the Action-Planning Matrix into one of the four categories: Planning, Actions, Preparedness, and/or Readiness. Keep it brief, high level, concise and limited to 3-4 key items.

<table>
<thead>
<tr>
<th>Planning</th>
<th>Action plan</th>
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<tbody>
<tr>
<td>Issue: Haulers and processors not included in notification.</td>
<td>Action: Involve haulers/processors in next planning session.</td>
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<table>
<thead>
<tr>
<th>Actions</th>
<th>Action plan</th>
</tr>
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<tbody>
<tr>
<td>Issue: Include haulers and processors in notifications.</td>
<td>Action: Develop and implement procedures for notification processes.</td>
</tr>
<tr>
<td>Preparedness Steps</td>
<td>Readiness</td>
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<tr>
<td><strong>Issue</strong></td>
<td><strong>Issue</strong></td>
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<tr>
<td>Do producers, haulers and processors have <strong>Preparedness</strong> steps and plans in place?</td>
<td>How do producers, haulers and processors evaluate <strong>Readiness</strong> to keep milk flowing?</td>
</tr>
<tr>
<td><strong>Action plan</strong></td>
<td><strong>Action plan</strong></td>
</tr>
<tr>
<td>Help producers, haulers and processors assess biosecurity to allow milk to flow.</td>
<td>Develop checklists to aid evaluation and provide guidelines for planning.</td>
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**Action-Planning Guide**

**Instructions:** To be completed by the Design Team after the exercise: Put each categorized action from the Action-Planning Matrix into the Action-Planning Guide. Each action should include an individual responsible for the action, people that will support the effort, resources (and possible sources) that will support the effort, and a timeline for completing the action, including short- and long-term milestones. As limiting conditions, consider the feasibility, timeline before the next exercise, resource and financial commitment.

<table>
<thead>
<tr>
<th>Action/Task/ Follow-Up idea or need</th>
<th>Lead Individual or Agency Responsibility</th>
<th>Supporting Individual or Agency</th>
<th>Possible Resources</th>
<th>Timeline Short-Term</th>
<th>Long-Term</th>
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APPENDICES

Appendix 1: Acronyms and Key Definitions
Appendix 2: List of Participants
Appendix 3: Participant Evaluation Form
Appendix 4: Supporting Documents and References
APPENDIX 1 – ACRONYMS AND KEY DEFINITIONS

APHIS-VS  U.S. Department of Agriculture’s Animal and Plant Health Inspection Service-Veterinary Services

DATCP  Wisconsin Department of Agriculture, Trade and Consumer Protection

EMAC  Emergency Management Assistance Compact. Through law passed by Congress in 1996, the EMAC encourages all states to enter into interstate agreements that can improve collaboration; increase access to personnel, equipment and resources; and address legal issues related to worker compensation, liability, credentialing and reimbursement.

EOC  Emergency Operations Center is a central command and control facility responsible for coordination and carrying out emergency management activities, including decision making, communication, and collection and analysis of data. It is typically staffed by representatives from key organizations involved in emergency management activities and is expanded or contracted in size according to needs of an incident.

ERP  Emergency response plan

ESF  Emergency Support Functions are groupings of roles and responsibilities that are most frequently used during an emergency, including the agency that is primarily responsible followed by the agencies or organizations that would provide support. Examples of ESF categories include ESF #1 Transportation, ESF #2 Communications, ESF #3 Public Works and Engineering, ESF #8 Public Health and Medical, ESF #11 Natural Resources and Agriculture including animal care.

Extension  University of Wisconsin Cooperative Extension System

FAD  Foreign Animal Disease

FADD  Foreign Animal Disease Diagnostician

FMD  Foot-and-Mouth Disease, the most highly contagious animal disease affecting cloven-hoofed animals

FMDv  Foot-and-Mouth Disease virus

ICP  Incident Command Post that is on site or near the incident to provide direct oversight, command and control of the incident response

ICS  Incident Command System is a standardized, all-hazard incident management protocol based upon a flexible, scalable response organization, providing a
common framework within which people can work together effectively in response to an emergency, reducing the potential for errors, lost time and miscommunication.

IMT Incident Management Team (subject matter experts deployed to manage or assist in a response)

IT Information Technology

JIC Joint information center where Public Information Officers converge to craft uniform messages related to the disaster.

MACC Multi-Agency Coordination Center is an organization that provides support, coordination and assistance to the ICS structure managing an incident. Typically temporary in nature, it can consist of members from all levels of government and all disciplines that work together across the different disciplines, across jurisdictional lines, or across levels of government and can be put in place regardless of the location, personnel titles, or organizational structure.

NWS National Weather Service

OIE World Organisation for Animal Health

RRCC Regional Response Coordination Center is a location for multi-agency strategic coordination in an affected region during the initial period following a disaster or catastrophic event.

SERT State Emergency Response Team

SEOC State Emergency Operations Center is a central command and control facility at the state level responsible for carrying out emergency management activities, including decision making, coordination, communication, and collection and analysis of data.

SME Subject Matter Expert

SMS Secure Milk Supply

SMS-WI Secure Milk Supply for Wisconsin

USDA U.S. Department of Agriculture

WAHEMS Wisconsin Animal Health Emergency Management System

WARN Wisconsin Agro-Security Resource Network

WEM Wisconsin Emergency Management

WMMB Wisconsin Milk Marketing Board

Zoonotic A disease that is transmissible among humans and animals
The following is a list of those that registered as of 5/13/2014

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### APPENDIX 3 – PARTICIPANT EVALUATION FORM

**Name (optional) ___________________ Organization (optional) __________________**  
**Position: Emergency Management___ Gov (Loc/St/Fed)___ Other___________**  
**Role: Player_____ Facilitator________ Support____________**

1. How would you rate the exercise experience overall?  
<table>
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<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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2. Given the time restraints, the exercise allowed for discussion of preparedness for animal-sector disasters.  
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<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Strongly Disagree</th>
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3. The exercise addressed coordination/communication among the animal sector and response partners.  
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4. The exercise identified interdependencies among the animal, outside agencies and the emergency services sectors.  
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<th>Strongly Disagree</th>
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5. The exercise discussed the provision of resources and resource management.  
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6. The exercise discussed the aspect of PIOs and the EOC.  
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7. Overall, participation in the exercise was a valuable use of your time.

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<th>Strongly Disagree</th>
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8. For upcoming exercises, what topics in this exercise would be useful to address in further detail?

9. Growing on this exercise, what additional topics and issues would be beneficial in upcoming exercises?

10. For upcoming exercises, what additional participants would be useful?

Additional Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4.2 Definitions and classification of farm premises (from SMS-WI Response Plan)

- Infected premises: Confirmed of presumptive case exists
- Contact premises: Have susceptible animals that may have been exposed to FMD directly or indirectly, through contact with infected premises. For the purposes of the SMS-WI Plan, contact premises are subdivided into premises with contact through animal movement and premises with non-animal contact such as people and fomites (an object that can carry FMDv, such as tires on a vehicle or a person’s clothing).
- Suspect premises: Have susceptible animals with clinical signs compatible with FMD.
- At-Risk premises: Have susceptible animals but can demonstrate they are not infected, contact, or susceptible premises and seek to move animals or animal products within a Control (quarantine) Area by permit.
- Monitored premises: Meet the criteria for At-Risk premises and seek to move animals and animal products out of a Control Area.
- Free Premises: Are not Contact or Suspect premises and lie outside Control Areas
- Vaccinated premises: Premises where emergency vaccination has been performed and may be a secondary designation.