

**BIOSECURITY / SECURITY CHECKLIST**  
For Veterinarians

***VETERINARY INDUSTRY***

**Biosecurity and security are part of an all-hazards approach to Veterinary Safety**

**BE PREPARED**

- Create a Biosecurity plan for your veterinary hospital operation, to be included with your Emergency Plan.
  - Review the complete document *Security and Biosecurity - Best Management Practices for New Jersey Veterinary Hospitals* developed by the NJDA in conjunction with the NJVMA. (See attached.)
  - Review the American Veterinary Medical Association website: (<http://www.avma.org/disaster/default.asp>) for AVMA's Disaster Preparedness and Response Guide and Disaster Preparedness for Veterinary Practices.
  - For assistance with these plans, contact the New Jersey Department of Agriculture – Division of Animal Health at 609-292-3965.

**BE ALERT**

- Talk with your county Emergency Management Coordinator. Let him/her know about your hospital's needs and concerns, in the event of a disaster or an emergency. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
  - Understand the hazards/risks associated with your area.
  - Understand when, how, and where to evacuate your animals, clients, and workers.
  - Understand how and where to shelter-in-place.
  - Develop procedures addressing a breach in security at your hospital.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
  - Police / Fire / EMS: 9-1-1

# Keep the Garden State Safe

## BE ALERT (continued)

- County Emergency Management Coordinator
  - NJ Dept. of Agriculture – Division of Animal Health (609-292-3965)
  - Local/State Department of Health
  - US Department of Agriculture – Veterinary Services (609-259-8387)
  - Emergency Notification List, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.). Include a list of your essential employees allowed access to the facility during emergencies.
- Maintain awareness of the location of clients and vendors.
    - Post signs indicating rules to follow while on your premises.
    - Monitor and document all visits.
      - Establish a sign-in/sign-out sheet.
      - Escort all visitors.
    - Avoid taking visitors to sensitive storage and animal areas, unless appropriately supervised.
    - Notify authorities of people taking unauthorized pictures or asking questions about operations, security, medications, etc.
  - Be aware of unauthorized individuals on/near premises.
  - Watch for and report signs of tampering with equipment, feed, medications, buildings, utilities, and animals.
    - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering within your operations.
  - Watch for unusual signs that may indicate possible bioterrorism, both within your hospital and with clients bringing animals to your hospital.
    - Unusually high number of sick animals, deaths or abortions.
    - Abnormal or unusual signs not typically seen for a particular disease.
    - Disease occurrence outside of its normal expected season.
    - Multiple outbreaks of the same illness.
    - Unusual route of exposure suspected.
    - Multiple cases of mysterious illness.
    - Both the owner/worker and animal are ill.
  - Become familiar with the signs of the various foreign animal diseases, and diseases and pathogens that can be potential bioterrorist agents.
  - Maintain situational awareness of on-going threats.
  - Train employees to be alert, vigilant with their surroundings, and notify you if they see suspicious activity.

# Keep the Garden State Safe

## BE SECURE

- ❑ Limit access to and secure, entrances and sensitive areas, when not in use.
  - Keep storage areas and feed bins locked.
- ❑ Limit access to the water/electrical supply.
  - If feasible, secure them to prevent tampering.
- ❑ Plan for alternate means for electrical power.
  - Assess the entire hospital for generator needs, including computer, HVAC, and security systems.
    - ❑ Inspect, calibrate, and test generators under load.
- ❑ Install a security policy and security measures for deliveries.
  - Require deliveries to be transported in company-identified vehicles.
  - Restrict deliveries to scheduled appointments and have a hospital employee present to accept deliveries.
- ❑ Maintain up-to-date and accurate inventories, especially on medications, chemicals, and hazardous and perishable materials. Investigate discrepancies immediately.
  - Keep invoices on file.
- ❑ Inspect feed, medications, and supplies for tampering, contamination, and spoilage.
  - Develop procedures for tracking items potentially affected by a recall/trace-back.
  - Keep feedstuff and hazardous materials away from each other to prevent contamination.
- ❑ Pre-screen new employees.
- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
  - Designate a separate parking area for non-employees.
- ❑ Maintain adequate lighting and security measures.
  - Report any repairs that need to be made and follow up to see that they are done.
- ❑ Restrict access to computers and sensitive documents.
  - Shred sensitive documents before discarding.
- ❑ Protect computer data with virus protection.
- ❑ Train employees to be secure and notify you if they detect a breach in security.

# Keep the Garden State Safe

## BE CLEAN

- ❑ Limit access to sensitive areas and enforce people to follow posted rules.
- ❑ Keep chemicals, medications, and hazardous materials separate from consumable products.
  - Secure and restrict these areas.
- ❑ Follow sanitary practices to eliminate the spread of disease. This applies to people, as well as equipment.
  - Wear appropriate personal protection equipment (PPE).
  - Utilize clean outer garments/coveralls and rubber or disposable boots when entering animal areas.
    - Place “dirty” coveralls in a plastic bag and disinfect rubber boots after animal work is completed.
  - Park vehicles away from animal areas, preferably on concrete.
  - Avoid the transfer of dirt, mud or excrement by vehicles and equipment.
  - Provide hand-washing facilities.
    - Encourage thorough hand washing with disinfectant soap before and after accessing animal areas.
- ❑ Control animals’ direct exposure to wildlife, insects, rodent, bird, and other animal species, which could be the potential source of disease transmission.
- ❑ Provide isolation facilities for sick animals with infectious diseases.
  - Feed healthy animals first and sick animals last to prevent the spread of disease.
  - Animal flow through isolation should be all in/all out, with cleaning, disinfecting, and downtime between groups.
  - Call the State Veterinarian immediately if signs of unusual illness are noticed.
- ❑ Train employees on common disease signs for diseases on the NJDA reportable disease list, CDC list of Select Agents and the USDA list of High Consequence Livestock Diseases.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

# Keep the Garden State Safe

## **BE CURRENT**

- Practice emergency drills with your employees and with the entire facility.
- Review and update your plan.
  - After each drill, if necessary.
  - Every year.

## **NOTIFY/CALL**

- If you suspect suspicious activity, notify the facility owner and call local law enforcement and 1-866-4-SAFE-NJ.
- If you notice unusual signs of disease, illness or deaths in animals, notify the NJ Dept. of Agriculture's Division of Animal Health or the United State Department of Agriculture – Veterinary Services.
- Train employees to notify you if there are concerns/problems.
  - Train them on the proper response procedures.
  - If tampering/contamination/intrusion are suspected, isolate the area.
  - Monitor animals and facilities until authorities arrive.
- Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.