



Guide to Developing an Incident Response Plan

James Blaine, PhD, Deputy Director
Division of Select Agent and Toxins
Coordinating Office for Terrorism Preparedness
and Emergency Response

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Objectives

Participants will be able to:

- Recognize the need for an Incident Response Plan.
- Identify key elements of an Incident Response Plan.
- Discuss how to properly implement your Incident Response Plan.



Developing an Incident Response Plan

- Why do you need to develop a plan?
- How do you develop a plan?
- How do you implement your plan?



Why do you need a plan?

- Protection for the laboratory staff
- Protection for the emergency responders
- Protection for the community

What would the laboratory do in the event of a natural or manmade disaster to prevent the existing infectious disease agents and toxic substances from becoming a part of the disaster?



Why do you need a plan?

- (a) An individual or entity required to register under this part must develop and implement a written incident response plan. The incident response plan must be coordinated with any entity-wide plans, kept in the workplace, and available to employees for review. [42 C.F.R. 73.14]



How do you develop a plan?

- Assess the risk of disaster occurring at your institution.
- Devises the means to reduce the impact of the disaster.
- Incorporate the requirements of the regulations – 42 C.F.R. 73.14



Assessing the Disaster Risk

- Manmade disasters:
 - ◆ Fire
 - ◆ Spills
 - ◆ Workplace violence
 - ◆ Bomb threats
 - ◆ Gas leaks
 - ◆ Explosion
 - ◆ Theft, loss, release of agents/toxins
- Natural disasters:
 - ◆ Hurricane, flood, tornado, earthquake



Assessing the Disaster Risk

- What is the chance of the disaster occurring?
- What can be done to avoid the disaster?
- What can be done to reduce the impact of the disaster?



Plan Contents

- Contact Information
- Personnel Roles
- Coordination with Emergency Responders
- First Aid
- Security Site
- Evacuation
- Decontamination



Contact Information

- Name and contact information (home, work, cell) for RO, ARO, Biosafety Officer.
- Name and contact information for building owner or manager.
- Name and contact information for tenant office.
- Name and contact information for physical security official.



Personnel Roles

- Name of incident response responder
- Title of incident response responder
- Type of disaster
- Description of response
- Individuals contacted



Personnel Roles Example

- Name of responder: Jane Smith
- Title of responder: laboratory manager
- Type of disaster: gas leak
- Response:
 - ◆ Implement evacuation plan
 - ◆ Ensure all personnel evacuated
- Individuals contacted:
 - ◆ Facilities management office
 - ◆ Responsible Official



Coordination

- Planning and coordination with emergency responders
 - ◆ Campus and community police
 - ◆ Campus and community fire department
 - ◆ HAZMAT responders



First Aid

- Procedures to be followed by employees performing rescue or medical duties
- Emergency medical treatment and first aid
- List of personal protective and emergency equipment and their locations



Site Security

- Description of the procedures to implement in a specific disaster to ensure that the select agents and toxins are kept secure during the disaster:
 - ◆ Type of disaster.
 - ◆ How are agents and toxins to be secured?
 - ◆ Who is responsible for securing agents?
 - ◆ Who is responsible for maintaining security?
 - ◆ How will you verify that agents were not lost?



Evacuation

- Type of disaster
- Evacuation procedure
- Exit routes
- Assembly areas
- Verification of complete evacuation
- Coordination of evacuation



Decontamination

- What procedures will be conducted to ensure the laboratory is safe to re-enter after a disaster?
 - ◆ Circumstances when decontamination is required.
 - ◆ Who will conduct the decontamination?
 - ◆ What means will be used to decontaminate?
 - ◆ How will decontamination be validated?



Theft-Loss-Release Definitions

- Theft – removal of select agent or toxin by unauthorized personnel
- Loss – unaccounted absence of select agent or toxin
- Release – select agent or toxin occurs outside of primary containment
 - ◆ Occupational exposure



Theft-Loss-Release Actions

- Contact Responsible Official
- RO contacts CDC/APHIS by telephone, fax or e-mail
- CDC/APHIS Form 3 is submitted to CDC or APHIS within 7 days of theft, loss or release.



Theft-Loss-Release Actions

- Conduct appropriate follow-up procedures as described in incident response plan
 - ◆ Contact security office, law enforcement: theft, loss
 - ◆ Contact health care providers: release, occupational exposure
 - ◆ Contact state health department: theft, loss, release, occupational exposure



Implementing the Plan

- Obtain approval for plan from institution management
- Train personnel on contents of plan
- Document training of personnel
- Distribute document to personnel
- Revise plan as circumstances change but at least annually
- Conduct drills or exercises to test plan



Resources

- Possession, Use and Transfer of Select Agents and Toxins; Final Rule [42 CFR 73]
- <http://www.selectagents.gov>



Summary

- Why do you need to develop a plan?
- How do you develop a plan?
- How do you implement your plan?

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