

DISEASE RESPONSE BIOSECURITY PLAN

TEMPLATE

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1.Purpose

About This Disease Response Biosecurity Plan Template

This Disease Response Biosecurity Plan Template is designed to help you plan and document your response to a disease threat. It provides a structured format where you can record the key information, procedures, and actions relevant to your response.

The accompanying **Disease Response Biosecurity Plan Guidebook** contains step-by-step instructions to guide you in completing each section of this template. You can choose to print the template and fill it in by hand, or use the digital version for easier updates and sharing.

The procedures you develop, along with any records generated during a response, can be stored within this template. These records may be required by Biosecurity New Zealand for verification and assurance purposes, so it's important to keep them accurate and up to date.

Note: If you already have a documented response plan that meets the legal requirements and guidelines set out in the Disease Response Biosecurity Plan Guidebook, you do not need to complete this template. However, you may still find it useful as a reference or to supplement your existing documentation.

Additional Pages and Flexibility

If the space provided in this template is not sufficient for the information you need to record, you are encouraged to either print and insert additional copies of the relevant pages (for hard copy use) or expand the sections digitally (for electronic versions). This approach ensures that all necessary details such as procedures, contact lists, or response actions are captured clearly and comprehensively. Maintaining complete and accurate records is essential for effective response and compliance with biosecurity requirements.

PART A: What to Do When a Notifiable Disease is Suspected

A.1 Emergency Contact List

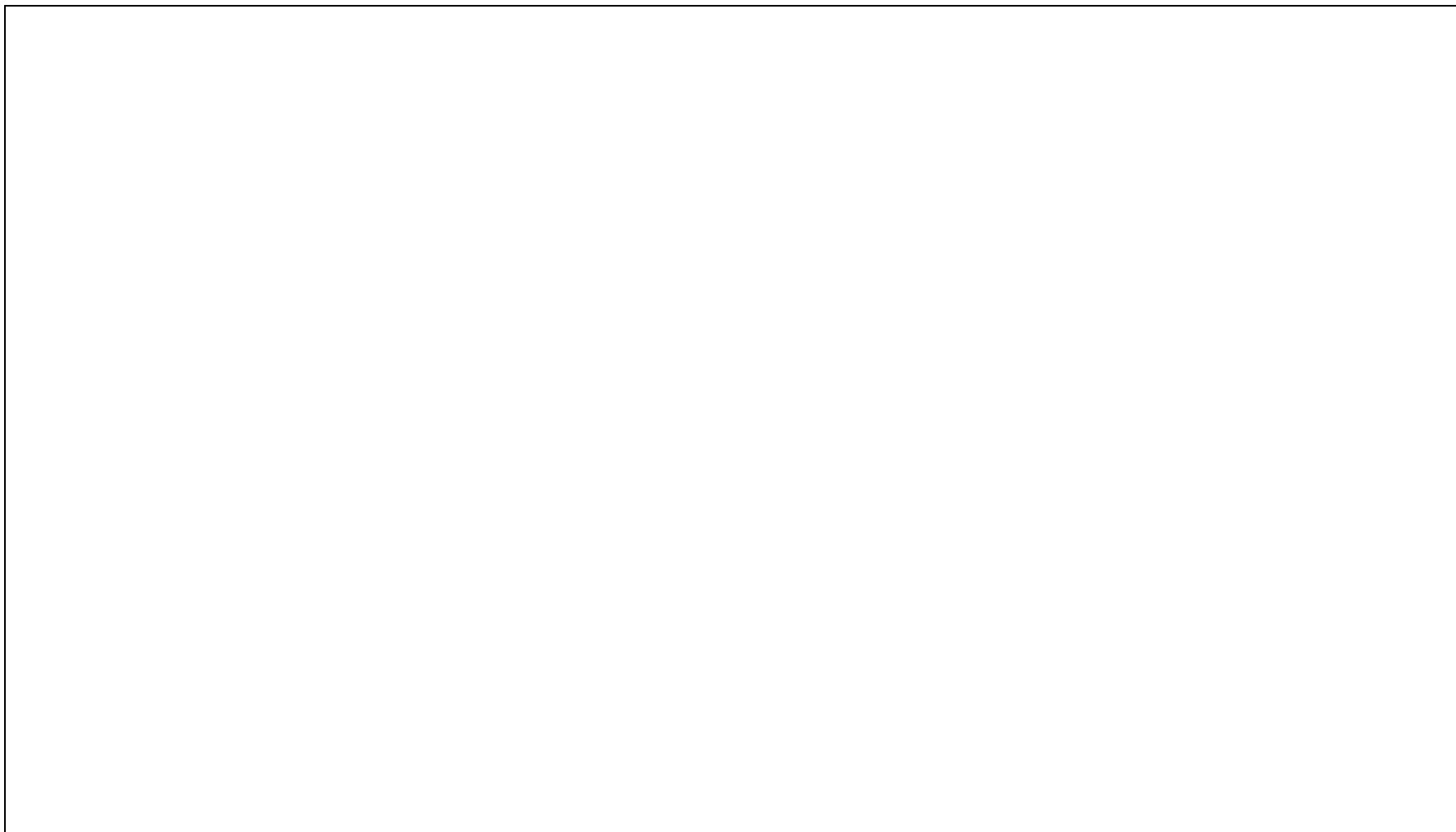
Ensure this list is completed and kept up to date, so you know who to call if you get an exotic disease.

Contact Role	Name / Organisation	Phone Number
Veterinarian		
Exotic Disease Hotline	MPI Exotic Disease	0800 80 99 66
Farm Manager		
Main Industry Body (EPF or PIANZ) Contact During Response		
Industry Assurance Body (QCONZ)		
Depopulation Crew		
Rendering / Disposal Contractor		
Waste Disposal Services		
Cleaning & Disinfection Services		
Trucking Operator		
Feed Delivery Company		
Other External Contractors		
Others (Specify):		
RMP Verifier		
Temporary Staff Agencies		

A.2 Farm Production Area Map & Lockdown Plan

A.2.1 Farm Production Area Map

Start with your RMP map or production area map within your Disease Prevention Biosecurity Plan Template and add the information that identifies where disease risks are highest, and the controls you will need to put in place should you get an exotic disease.

A large, empty rectangular box with a thin black border, intended for the user to draw or paste a map of their farm production area.

A.2.2 Lockdown Plan

Using the Disease Response Biosecurity Plan Guidebook, complete the template to show how you will achieve lockdown on your farm.

Farm Procedure	Designated Person	Date Actioned
Person in charge:		
Key secure areas: e,g, Entry / exit points, poultry sheds, water sources, feed stores and waste zones (security and signage) Records kept:		
Vehicle disinfection points: e.g. Wheel baths, spray stations, or disinfectant mats. For all vehicles with waste water containment (look at the guidance on Disinfection for options of how this can be achieved) Freezing of the line Contain in tank and once pH right can irrigate. Records kept:		

Farm Procedure	Designated Person	Date Actioned
Footbaths and PPE stations: At all shed entrances. Records kept:		
Decontamination stations: For boots, tools, vehicles, and equipment. Records kept:		
Visitor and vehicle logbooks: Continue to use and keep up to date. Records kept:		

A.3 Report a Suspected Notifiable Disease

Using the Disease Response Biosecurity Plan Guidebook, fill out the reporting template below. This helps you pull together the key details your vet or MPI will need. If you don't know something, write "unknown." That's okay. Don't delay reporting!

Farm Records
Pre-fill your farm details: Agribase number and GPS location (where known) number: Usual (expected) mortality rate (Number of dead birds per day or per week):
Add the details below at the time of a suspected notifiable disease outbreak: Add details of what is happening on your farm: List the symptoms you're seeing and when they started: Current mortality rate (Number of dead birds per day or per week): List any changes in feed, water, environment (including sick wild birds) visitors, deliveries, or new staff (refer to A.4 Contact Identification) over the last week: Confirm when you last moved birds on or off the farm (Date):

Farm Records

Record what is happening around you (use a 10km radius as a rule of thumb):

Estimate the number of susceptible birds in the vicinity. This may include neighboring farms, backyard flocks, and wild bird populations (it's ok if you don't know):

Record any known disease outbreaks in your surrounding area:

Record the actions you have taken:

Date biosecurity lockdown commenced:

Date your Disease Response Biosecurity Plan was last reviewed:

Other actions (including dates):

Any other relevant information:

A.4 Contact Identification & Tracing

Using the Disease Response Biosecurity Plan Guidebook, log movements and contacts of birds (live and dead) and eggs, people, vehicles, and materials on and off your farm over the last 30 days before an exotic disease is suspected or confirmed. Duplicate the page as needed and attach all completed pages to this Disease Response Biosecurity Plan Template. Alternatively refer directly to your visitor logbook or on-farm app (electronic movement log).

A detailed review of all recent movement over the past 30 days	Date notified, regarding potential exposure
Contact e.g. suppliers of feed, contractors or purchasers of eggs: Note who, when (dates / times), from (previous locations), to (next location), and locations visited on your farm:	
Contact e.g. suppliers of feed, contractors or purchasers of eggs: Note who, when (dates / times), from (previous locations), to (next location), and locations visited on your farm:	
Contact e.g. suppliers of feed, contractors or purchasers of eggs: Note who, when (dates / times), from (previous locations), to (next location), and locations visited on your farm:	
Additional notifications	
Neighbouring farms in your locality: Others:	

Add contact details of regular farm visitors to your Emergency Contact List (A.1).

PART B: The 3Ds – Depopulation, Disposal and Decontamination

B.1 Depopulation

Complete any welfare culls using the minimum standards in the Animal Welfare Act 1999 and relevant Codes of Welfare. Select your primary depopulation method from the Guidebook and identify a backup if the first option could fail or isn't feasible. Outline how you will manage any surviving birds and record your plan in this template for use during a disease outbreak.

Depopulation:
Business-as-usual (BAU) depopulation details (you can add more than one method): Usual depopulation method: Maximum number of birds depopulated at one time (state the timeframe used e.g. per day): Number of people in the depopulation team: Equipment and materials needed:
Depopulation due to a disease outbreak: Total number of birds on the farm: Total number of sheds on the farm: Primary depopulation method (can you scale up your BAU?): Estimated time to depopulate all birds on the farm: Estimated number of people needed: Equipment and materials needed:
If a backup method is needed go through the questions above for the back-up method.
SOP Requirements for Depopulation During an Outbreak Review your Standard Operating Procedure (SOP) to confirm it covers the chosen depopulation method(s) for your <u>entire flock</u> . If your SOP is missing or inadequate, update it. If you use a contractor, ensure their SOP meets requirements and include their contact details in your Emergency Contact List (A.1). Your SOP must describe the method used, show it meets the Animal Welfare Act requirements, outline staff training, staffing levels, equipment needs, health and safety measures, supervision, and monitoring. It must also include records of depopulation dates, bird numbers, gas or oxygen concentrations (if applicable), monitoring outcomes, and corrective actions, including how you will manage any surviving birds.

You can add your SOP for depopulation due to a disease outbreak in this space.

Records:

B.2 Disposal Plan (Incl. Biosecure Transport)

Choose your primary disposal method from the handbook. If there is any risk the first method could fail or isn't possible, identify a backup option and explain how you'll manage secure transportation if relevant. Record your plan clearly in the template to show how you'll carry out disposal during a disease incursion.

Business-as-usual (BAU) disposal details (you can add more than one method):

Usual disposal method:

Maximum tonnage of birds, eggs and litter disposed of at one time (state the timeframe used e.g. per day):

Number of people required for disposal:

Equipment and materials needed:

Disposal due to a disease outbreak:

Type	Tonnage	Method	Time to dispose	# People needed	Equipment needed
Birds		Primary:			
		Back Up:			
Eggs		Primary:			
		Back Up:			
Litter		Primary:			
		Back Up:			
Others*		Primary:			
		Back Up:			

* You must identify any items that can't be decontaminated and need disposal.

SOP Requirements for Disposal During an Outbreak

Review your Standard Operating Procedure (SOP) to confirm it covers the disposal of birds, eggs, litter, and any materials exposed to the disease that cannot be sanitised. If your SOP is missing or inadequate, update it. If you use contractors, ensure their SOPs meet requirements and include their contact details in your Emergency Contact List (A.1).

Your SOP must describe the disposal method, demonstrate how it prevents disease spread, confirm the disposal location complies with council regulations, and outline staff training, staffing numbers, equipment needs, health and safety measures, supervision, and monitoring. Include records of disposal dates, monitoring outcomes, and any corrective actions taken.

SOP Requirements for Secure Transport During an Outbreak

If disposal occurs off farm, your SOP must specify the machinery used, how materials will be transported securely, and the disposal site location with confirmation of its suitability. Record vehicle details, including license plate numbers, driver names, and the transport route to the disposal site.

SOP Requirements for Wastewater Management During an Outbreak

Describe how you store and dispose of wastewater from decontamination. Confirm your resource consent covers the expected volume. Record the total volume, storage method, treatment type, and key measurements such as temperature and pH. Note the timing and method of disposal, including sludge management and disposal dates. Include vehicle details, driver names, and transport routes if wastewater is moved off-site.

You can add your SOP for disposal due to a disease outbreak in this space.

Records:

B.3 Decontamination Plan

Choose your primary decontamination method from the guide. If there is any risk the first method could fail or isn't possible, identify a backup option and explain how you'll manage any birds that survive the initial process. Record your plan clearly in the template to show how you'll carry out decontamination during a disease incursion. If you're unable to decontaminate part or all of your property, you may choose to secure the area and leave it fallow, allowing for the natural die-off of the disease.

Business-as-usual (BAU) decontamination details (you can add more than one method):

Usual decontamination method:

Estimated time taken for decontamination (state the timeframe used e.g. per day):

Number of people required for decontamination:

Equipment and materials needed:

Decontamination due to a disease outbreak:

Area	Method		Time to decont.	# People needed	Equipment needed
Sheds	Primary:				
	Back Up:				
Equipment	Primary:				
	Back Up:				
Feed System	Primary:				
	Back Up:				
Water System	Primary:				
	Back Up:				
Storage Rooms	Primary:				
	Back Up:				
Vehicles	Primary:				
	Back Up:				
Others*	Primary:				
	Back Up:				

* You must identify any items that can't be decontaminated and need disposal.

Fallowing:

List any areas you intend to fallow

Decontamination SOP and Verification Requirements

Your SOP must clearly outline the cleaning and disinfection methods used across all affected areas, including sheds, equipment, feed and water systems, storage rooms, and vehicles. Specify the disinfectants used, their concentrations, application methods, and confirm they are approved for the type of disease outbreak being managed. Record the date and time of treatment, names of personnel involved, and results of post-disinfection environmental testing to verify pathogen elimination.

Identify any items or areas that cannot be effectively decontaminated and describe mitigation strategies such as fallowing, composting, tilling, or applying lime. Refer to section B2.1 for disposal of items that can't be decontaminated. Maintain proper environmental conditions such as temperature, humidity, and ventilation, to support biosecurity.

If applicable, attach third-party inspection reports to confirm disinfection was successful.

You can add your SOP for decontamination due to a disease outbreak in this space.

Records: