

**BIOSECURITY / SECURITY CHECKLIST**

For the Owner/Manager

***Livestock / Poultry Auction***

**Biosecurity and security are part of an all-hazards approach to  
Livestock / Poultry Auction Safety**

**BE PREPARED**

- Create a Biosecurity plan for your Livestock / Poultry Auction operation, to be included with your Emergency Plan.
  - For additional information utilize trade publications and websites referencing safety and biosecurity, i.e. [http://www.aphis.usda.gov/lpa/pubs/pub\\_ahhpa.html](http://www.aphis.usda.gov/lpa/pubs/pub_ahhpa.html), etc.
  - For assistance with the 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 operation'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.
  - Develop plans on how and where to evacuate your workers and customers and how to shelter-in-place.
  - Develop procedures to implement if there is a breach in security concerning your operations.
- 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
  - Local Rutgers Cooperative Research and Extension Agent
  - County Emergency Management Coordinator
  - NJ Dept. of Agriculture – Division of Animal Health (609-292-3965)
  - Local Department of Health

# Keep the Garden State Safe

## **BE ALERT (continued)**

- Emergency Notification List, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.). Include a list of essential employees allowed access to the facility during emergencies.
- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, hazardous materials, etc.
- Maintain awareness of the location of customers
  - Post signs informing customers where to park and rules to follow while on the premises.
  - Register sellers and maintain this log.
  - Escort all visitors, including delivery personnel, service support, etc., while on premises.
  - Restrict access to key operations, storage and animal holding areas.
- Watch for and report signs of tampering with the animals, equipment, hazardous materials, buildings, water supply, and utilities.
  - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.
  - Have a recall plan with provisions for notification and recall of animals that have been shipped or sold.
- Watch for unusual signs that may indicate possible bioterrorism:
  - Unusual number of sick or dead animals.
  - Multiple cases of workers with a mysterious illness, rash, or other signs.
- Talk with your veterinarian or the Dept. of Agriculture to become familiar with the signs of bioterrorism in animals.
- Maintain situational awareness of on-going threats.
- Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

## **BE SECURE**

- Ensure the physical security of buildings and grounds.
  - Limit access to your operations – consider utilizing perimeter fencing with controlled gate access, electronic security devices, and industrial-type door hardware.

# Keep the Garden State Safe

## BE SECURE (continued)

- Keep storage areas and food refrigerator/freezer doors locked, if applicable.
- Maintain adequate internal/external lighting.
- Attend to vehicles carrying animals at all times.
  - Establish designated parking and loading/unloading areas.
- Limit access to the water and electrical supply and secure them to prevent tampering.
- Install a security policy and security measures for deliveries to ensure animals are healthy and supplies have not been tampered with.
  - Purchase animals and supplies only from recognized vendors/dealers.
  - Have an auction representative present for all deliveries to inspect animals and supplies.
  - Maintain accurate records of deliveries.
- Maintain up-to-date inventories, especially on perishable products and hazardous materials. Investigate discrepancies immediately.
  - Keep invoices on file.
  - Watch for signs of theft and evidence of tampering.
    - Inspect holding and storage areas routinely.
- Pre-screen new employees to establish prospective employee's qualifications and demeanor.
- Keep vehicles and equipment locked and keys secured, when not in use.
  - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.
- Restrict access to computers and sensitive documents.
  - Protect computer data with virus protection.
- Shred sensitive documents before discarding.
- Train employees to be secure and notify you if they detect a breach in security.

# Keep the Garden State Safe

## BE CLEAN

- ❑ Keep chemicals and hazardous materials separate from consumable products.
- ❑ Follow sanitary practices to eliminate contamination and the spread of disease. This applies to people and animals, as well as equipment.
  - Implement a written housekeeping program.
  - Implement a written rodent/pest control program.
- ❑ Provide sanitation and hand-washing facilities for customers and workers.
  - Encourage hand washing with disinfectant soap, especially after using the restroom facilities, handling the animals, working with hazardous materials, etc.
- ❑ Train employees to recognize signs of animal diseases.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

## BE CURRENT

- ❑ Practice emergency drills with your employees and with emergency responders.
- ❑ Review and update your plan every year and after each drill, if necessary.

## NOTIFY/CALL

- ❑ If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.
- ❑ If you notice unusual signs of disease in animals, notify the New Jersey Department of Agriculture.
- ❑ If you notice workers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.
- ❑ Train employees to notify you if there are concerns/problems.
  - Train them on the proper response procedures.
  - If tampering/contamination are suspected, isolate the suspected product and remove workers from the area.
  - Monitor product and facilities until authorities arrive.
- ❑ Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.