

Steps for State Animal Health Veterinarians/State Public Health Veterinarians

Phase 1: State Veterinarians

To Establish the Network:

- Step 1. Provide letter of support to state Extension Program Leader for Agriculture and Natural Resources (ANR)
- Step 2. Agree to coordinate with the designated Extension Animal Health Network Director to conduct at least 2 tests of the Animal Health Network while the Network is being established
- Step 3. Agree to be the lead agency to activate the Network and create the alert/message content for the Animal Health Network
- Step 4. Include the Animal Health Network in the appropriate ESF/Annex in State EM Plan

Phase 2: State Veterinarians

Test the Network

- Step 1. Create at least 2 test messages to be sent to the Extension Animal Health Network Director (EAHN-D) to be used during tests of the state Animal Health Network while the Network is being established
 - *(A FAZD Defense Center supported on-line evaluation tool is under construction for use by your state)*
- Step 2. Email the test message to the Extension Animal Health Network Director to initiate each of at least 2 tests of the state Animal Health Network while the Network is being established
 - EAHN-D will subsequently distribute the test message to County Extension Educators state-wide, or in a region or county as designated by the State Veterinarian

Phase 3: State Veterinarians

Activating and Maintaining the Network

- Step 1. Coordinate with Extension Animal Health Network Director to conduct at least one annual test of the established Animal Health Network in September – National Preparedness Month
- Step 2. Activate the state Animal Health Network as needed to address actual animal issues or emergencies

State Extension Program Leader for Agriculture and Natural Resources (ANR)

Phase 1: State ANR Program Leader

To Establish the Network:

- Step 1. Exchange letters of agreement to participate with your State Veterinarian
- Step 2. Designate one primary Extension Animal Health Network Director who will champion the implementation and maintain a state of readiness of the Animal Health Network across the state
 - It is recommended you identify an Extension Animal Science or Veterinary Medicine Specialist
- Step 3. Send name and contact information of designated the State Animal Health Network Director to the FAZD Center
 - Email information to: Dr. Andy Vestal t-vestal@tamu.edu or Dr. Shannon Degenhart sdegenhart@aged.tamu.edu
- Step 4. Provide Extension a letter of support for use by the Extension Animal Health Network Director and local Extension agents/educators with [Feed Retailers](#)

Phase 2: State Extension Program Leader for ANR

Test the Network

- Monitor the Network tests and provide support to your designated Extension Animal Health Network Director as necessary
- *(A FAZD Center supported on-line evaluation tool is under construction for use by your state)*

Phase 3: State Extension Program Leader for ANR

Activating and Maintaining the Network:

- Provide continued administrative support to your Extension Animal Health Network Director as needed

Extension Animal Health Network Director

Phase 1: Extension Animal Health Network Director

To Establish the Network:

- Step 1. Agree to provide statewide leadership to the Animal Health Network
- Step 2. Obtain the State Veterinarian's support for establishing a state-wide Animal Health Network
 - *(NOTE: Steps 4 – 7 are the same as in the State Veterinarian Section, Phases 1 –3)*
- Step 4. Obtain letter of support from the State Veterinarian
- Step 5. Obtain one State Veterinarian and commitment to create messages for use during at least 2 tests of the state Animal Health Network while the Network is being established
- Step 6. Obtain one State Veterinarian commitment to participate in at least 2 tests of the state Animal Health Network while the Network is being established
- Step 7. Obtain State Veterinarian commitment to participate in at least one annual test of the established state Animal Health Network
- Step 8. Obtain letter of support from Extension Administration
 - *(NOTE: Step 8 is the same as in the Animal Health Network Director Section: Phase 1, Step 4)*
- Step 9. Identify a secondary Extension Point of Contact to serve as assistant and back-up
 - *(This person may be an administrative assistant or another Extension specialist/associate/assistant)*
- Step 10. Identify and train local (county/parish/multi-county) Extension educators (Agriculture/Natural Resources or 4-H) to establish and lead a local Animal Health Network
- Step 11. Obtain local Extension educator commitment to participate in the Animal Health Network
- Step 12. Utilize the multi-media Animal Health Network Start-up Kit and the step-by-step instructions to educate local Extension educators about the Animal Health Network
- Step 13. Train the lead local Extension educator on procedures to establish and test local-level Animal Health Network
 - *NOTE: The training can be either face-to-face, using teleconferencing or web-based methods.*
- Step 14. Utilize state Extension directory and email lists to maintain database of participating Extension educators who lead the local Animal Health Network
- Step 15. Support as needed, local Extension educators' efforts to establish their local Animal Health Network

Phase 2: State Animal Health Network Director

Test the Network

- Step 1. Coordinate with State Veterinarian to conduct at least 2 tests of the state Animal Health Network while the Network is being established
- Step 2. Relay test message from State Veterinarian to local Extension educators during Animal Health Network activation
- Step 3. Record average speed of state Animal Health Network from State Veterinarian to Feed Retailer for Animal Health Network tests and send to FAZD Center
 - *(A FAZD Center supported on-line evaluation tool is under construction for use by your state)*

Phase 3: State Animal Health Network Director

Activating & Maintaining the Network

- Step 1. Send the total number of participating counties and number of feed retailers (no names, just the total numbers) to t-vestal@tamu.edu or sdegenhart@aged.tamu.edu at FAZD Center;

- *NOTE: This should be done annually to maintain readiness and for accountability to the State Veterinarian, Department of Homeland Security and state Extension organization.*

- Step 2. Support, as needed, new employees/local Extension educators' efforts to establish and maintain a local-level Animal Health Network
- Step 3. Coordinate with State Veterinarian to test the Animal Health Network annually in September – National Preparedness Month
- Step 4. Relay animal disease/biosecurity or other alert message(s) from the State Veterinarian to local Extension educators during actual Animal Health Network activation

Local Extension Agent/Educator

Phase 1: Extension Agent/Educator

To Establish the Network:

- Step 1. Agree to participate
- Step 2. Develop relationship with local feed retailers
 - *NOTE: This does not include major corporation feed retailers such as PetsMart, Petco, WalMart, etc. – State Veterinarians will be asked to relay their animal issues messages directly to the corporate offices of this type of retailer*
- Step 3. Educate local feed retailers about the goals, purpose, and protocols of the Animal Health Network
 - (Information is available at <http://animalhealthnetwork.org>)
- Step 4. Obtain local feed retailers' commitment to participate in the Animal Health Network
- Step 5. Gather multiple method contact information (phone, fax, email, text, etc) of participating feed retailers
 - *NOTE: Feed retailer contact information is maintained at the local level only.*
- Step 6. Create a local-level list/database of participating feed retailers and their contact information
- Step 5. Report the number of participating feed retailers (no names or contact information) to the Extension Point of Contact
- Step 6. Participate in at least 2 tests of the state Animal Health Network while the Network is being established

Phase 2: Local Extension Agent/Educator

Test the Network

- Step 1. Relay State Veterinarian's test message received from the Extension Animal Health Network Director to local Feed Retailers.
 - **Remind Feed Retailers: "NOT"** to forward test messages to their customers during activation of the Animal Health Network during this test phase
- Step 2. Follow-up with Feed Retailers after Animal Health Network message is relayed to gather date and time the message received
- Step 3. To test the efficiency of the Animal Health Network provide the date and time that the message was received by both you and the Feed Retailer on an on-line evaluation website
 - (A FAZD Center supported on-line evaluation tool is under construction for use by your state)

Phase 3: Local Extension Agent/Educator

Activating & Maintaining the Network

- Step 1. Maintain Feed Retailer relationship and update local-level Feed Retailer database annually during September - National Preparedness Month
- Step 2. Send total number of participating Feed retailers to Extension Animal Health Network Director annually during September – National Preparedness Month
- Step 3. Participate in at least one test per year of the established Animal Health Network in September – National Preparedness Month
- Step 4. Relay the State Veterinarian's message(s) received from Extension Animal Health Network Director to local Feed Retailers during actual Animal Health Network activation
- Step 5. Follow-up with Feed Retailers after the message(s) is relayed to ensure message was received
- Step 6. During an actual activation of the Animal Health Network, include date, time, number of Retailers, and the State Veterinarian's message in a Situation Report (SITREP) to immediate and the Extension Animal Health Network Director.

Feed Retailers

Phase 1: Feed Retailers

To Establish the Network:

- Step 1. Agree to participate
- Step 2. Provide local Extension educator with current contact information
 - **NOTE:** *Feed Retailer contact information is maintained at the local level only.*
- Step 3. Inform/educate customers about the Animal Health Network
 - *(Information is available at <http://animalhealthnetwork.org>)*
- Step 3. Participate in at least 2 tests of the state Animal Health Network while the Network is being established
 - **NOTE:** *Test messages will be marked "Test or Exercise Only" and are "not" to be forwarded customers.*

Phase 2: Feed Retailers

Test the Network

- Step 1. **"DO NOT"** relay the State Veterinarian's test message(s) to customers during this test phase of the Animal Health Network
- Step 2. Provide local Extension educator with date and time State Veterinarian test message was received from local Extension educator
 - *(A FAZD Center supported on-line evaluation tool is under construction for use by your state)*

Phase 3: Feed Retailers

Maintaining the Network

- Step 1. Participate in at least one test per year of established Animal Health Network in September – National Preparedness Month
- Step 2. Provide local Extension Educator with updated feed retailer contact information when changes occur
- Step 3. Relay the State Veterinarian's message(s) received from local Extension Educator to customers during actual Animal Health Network activation
- Step 4. During an actual activation of the Animal Health Network, relay the date and time the State Veterinarian's message was received from the local Extension Educator