

## UGA Animal Care Program Disaster/Contingency Plan

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## I. INTRODUCTION

### A. REGULATORY REQUIREMENTS, GOALS, AND POTENTIAL IMPACTS AND DISASTERS REGULATORY REQUIREMENTS

Public Health Service policy states that Institutions receiving federal funds have an obligation to protect the federal investment in research by exercising due diligence. This protection covers research animals, personnel, facilities, and research data. According to the Guide for Care and Use of Laboratory Animals, facilities must have a disaster plan. Additionally, the United States Department of Agriculture, Final Rule (December 31, 2012) amends the Animal Welfare Act regulations to require research institutions to have a contingency plan and training of personnel.

Some investigator laboratories, with the approval and oversight of the University of Georgia (UGA) Institutional Animal Care and Use Committee (IACUC) have chosen to be responsible for their own research animal care in laboratories or satellite facilities. Each investigator laboratory using animals outside of the animal facilities is responsible for developing and implementing his/her own animal emergency plan, providing assurances to the IACUC that this plan is in place, and making this plan available to the IACUC on semi-annual inspections.

Very often an emergency or disaster will result in conditions that may adversely affect animal welfare and the integrity of ongoing research or research data. Furthermore, these conditions can result in deficiencies that must be reported promptly to the NIH Office of Laboratory Animal Welfare and the USDA as required in the PHS Policy as well as AAALAC International.

#### THE GOALS OF THE DISASTER/CONTINGENCY PLAN:

1. To safeguard staff and minimize the losses of animals that would occur during an event that disrupts normal activities, such as an emergency or natural disaster.
2. To provide appropriate animal husbandry and veterinary care in order to prevent animal pain, distress, and death.
3. To enhance the ability of University Research Animal Resources (URAR) to sustain and restore its operations during an emergency.
4. To mitigate the economic impact of disruption of our operations on the University of Georgia and PHS sponsored research.
5. To coordinate the URAR disaster plan with the institutional emergency response plan by providing the Office of Emergency Preparedness and UGA Police Department written documentation of the URAR Plan and contact information.

#### POTENTIAL IMPACTS AND DISASTERS

In any emergency or disaster situation faced by URAR, there will be two primary concerns, personnel safety and research animal welfare. **Human safety is paramount at all times regardless of the danger imposed upon the research animal population.** However, responding to emergencies is a condition of employment and personnel will be held accountable if they fail to properly care for the animals.

#### Potential Impacts

Many different causes of natural and technological disasters can lead to common impacts, such as insufficient staff, power failures, failure of heating and cooling systems, chemical spills, security breaches, and animal escapes. There are eight critical core areas of service that need to be maintained and an outline plan for maintaining/restoring each service is identified in **Section II**.

The 8 critical concerns are:

- Staffing
- Power and HVAC
- Communication
- Animal containment/housing
- Food and water for the animals
- Sanitation
- Security
- Provision of veterinary care

### **Potential Disasters**

Some of the disasters more likely in the UGA geographical location which may lead to the above impacts are listed in **Section III**. For each, special procedures are identified for mitigating the situation.

These disasters are:

- Pandemics
- Winter storm
- Chemical/Biological/Radiation Release
- Tornado/Severe weather
- Fire
- Flood
- Security breach/Criminal activity
- Bomb threat

## **B. GENERAL EVACUATION AND RE-ENTRY PROCEDURES**

### **EVACUATION AND RE-ENTRY IN GENERAL**

There are multiple reasons personnel may need to evacuate an animal facility, however, many aspects of evacuation will be true for all situations. **Personnel must evacuate when directed to do so and are never to place their own safety/health, or that of others, in jeopardy.**

### **EVACUATION**

- URAR personnel must evacuate when instructed to do so. The Supervisor is responsible for notifying all URAR staff, researchers, and visitors of the evacuation and offering assistance to those that need help. Once personnel have been notified to evacuate, if they choose not to, the Supervisor is NOT responsible for forcing personnel to evacuate; the Supervisor should evacuate with those personnel who choose to evacuate.
- Personnel should NOT take time to change out of facility dedicated scrubs
- Personnel should go to the animal facility's established evacuation location
- For locations, see Addendum 9
- The Supervisor verifies that all personnel are present and notifies a First Responder (Police, Fire Department, etc.) if a person is not present.
- The Supervisor notifies the Manager and/or Attending Vet.
- When evacuated from the facilities, personnel are not to re-enter until the Incident Commander has declared the facilities safe to re-enter. The Incident Commander is the Officer in charge of the First Responder Entity (Police, Fire Department, etc.).

## RE-ENTRY

After the responsible emergency authorities give permission to reenter the facility, the Supervisor will direct the URAR staff to re-enter the facility.

For facilities which require dedicated scrubs, personnel must put on clean scrubs if the facility structural integrity is not known to be breached (damage to walls/ceiling). If there is obvious loss of integrity (walls/ceiling breached) personnel will not change into clean scrubs.

The Supervisor will direct staff to perform an evaluation of an assigned area (which may or may not be the individual's normal work area). The staff will perform a quick evaluation and report back to the Supervisor, who will notify the Manager to relay this information to the Attending Veterinarian.

### 1. All animals will be checked for health and safety/security.

- Staff will record the following information and report to the Supervisor:
  - Are any animals loose in the room? Are any infected with BSL2 or BSL3 agents?
- *Estimate* (don't count each animal) of number of animals that are injured/in danger, number of animals that appear normal, and number of animals dead
  - Is there damage to the room (ceiling/walls; racks; plumbing, etc.)
  - The Supervisor will contact the Manager/Attending Vet to obtain instructions, and then instruct the staff accordingly.

In general:

- Injured animals will be reported to the Attending Veterinarian. They will be examined and treated or euthanatized as deemed necessary by the Attending Veterinarian.
- Any loose animals will reported to the Manager/AV. The Manager/AV will instruct on how the animals should be safely captured and returned to their home cage (if known) or new cages. Cages must be labeled that an animal was loose (especially rodents).
  - **NOTE:** Supervisors or Managers will contact the ERT if loose animals are infectious, and ERT will work with the Office of Biosafety to determine the best method for capturing these animals.
- Dead/euthanatized animals will be placed in a cold room/freezer. If the power is out, carcasses may need to be moved to a facility with power.
- Specific actions may be required for areas which are too warm or too cold.

### 2. The animal facility will be evaluated for usability. The evaluation shall include the following:

- Damage to the animal housing system (cages, racks, aquaria, pens, etc.)
- Damage to the animal rooms (ceilings, flooding, etc)
- Damage to equipment and physical plant systems (water, power, HVAC)
  - ❖ The Supervisor will notify the Manager to relay this information to the Attending Veterinarian

### 3. After the facility has been evaluated, the ERT will decide how to handle the facility

- **If the animal facility is usable:**
  - If any or all of the feed supply is damaged or destroyed, a vendor will be contacted for immediate replacement. Damaged feed will be discarded.
  - If the water supply is disrupted, potable water will be delivered from satellite facilities and/or other available sources.
  - Facility Management Division will be notified of any ventilation or electrical damages.
    - ❖ For power loss, emergency generators will automatically be activated.
- **If the animal facility is not usable:**
  - The ERT will decide if the live animals will be transported to a safe location or euthanized. See *Section II D. Animal Containment/Adequate Housing*

#### **4. Communication with PIs, media, public, etc**

- The ERT will provide all communication (or designate specific messages to be distributed) to the PIs, media, public, etc.
- URAR staff should refer all questions/requests for information to the ERT.
- During the evacuation and re-entry evaluations, if PIs arrive asking for information, the Supervisor should explain that the first goal is ensuring the safety of the animals and that ERT will provide more information asap.
- The ERT will notify PIs of the status of the facility and their animals as soon as possible. Any relocation of the animals (room or building) will be conveyed to the PI at that time.

### **C. ANIMALS FOR PRIORITIZED PRESERVATION IN A DISASTER**

#### **BACKGROUND**

Events that create a situation in which all animals cannot be rescued necessitate making decisions about which animals, if any, will be preserved. The IACUC policy "Preservation of Animals Affected by a Disastrous Event" specifies the program of identifying these animals ahead of time and how animal populations will be triaged.

PHS Policy states that institutions receiving federal funds have an obligation to protect the federal investment in research by exercising due diligence. This protection covers research animals, personnel, facilities, and research data. Therefore, the UGA Animal Care and Use Program is required to have a Disaster/Contingency Plan, including a method for preserving animals that are necessary for critical research or that are irreplaceable.

The IACUC encourages all investigators using animals for research to protect and insure their animals and work. Investigators working on Federal or State grants have guidelines for preserving equipment and data funded by these entities, and other funding sources should have guidelines for safe guarding work supported by their money.

It is the responsibility of the investigator working in a URAR managed animal facility to ensure that his/her research and data will not be compromised by a disastrous event. Investigators are encouraged to cryopreserve unique rodent models. Data should be backed up with several copies stored at offsite locations. Investigators with irreplaceable animals or animals necessary for critical research should collaborate with URAR to label those cages or animals for easy identification during a disastrous event. A consistent, obvious, and easy to maintain identification system will be arranged with URAR and the researchers. This identification must be updated as necessary to be effective (i.e., replacement breeders must be identified as previously identified breeders age beyond reproduction efficiency).

During a disastrous event, URAR will work with local, State, and Federal authorities to preserve animal health and welfare. Research projects may be stopped if there is a prolonged period of physical plant or staff outage. Every effort will be made to preserve animal lives; including transporting of animals to alternative housing if their current location is not suitable for animal housing. Disasters that create a situation in which all animals cannot be preserved necessitate making decisions about which animals, if any, will be preserved.

#### **TRIAGE SCHEME**

Animals previously identified and marked as irreplaceable/necessary for critical research will be rescued first (e.g., animals on long-term studies, unique animal lines).

If time allows, URAR veterinarians and staff will attempt to contact the researchers of animals which are not identified, to determine which animals are to be saved.

After animals identified ahead of time and any animals that researchers are able to communicate to URAR at the time of the event should be saved, animals will be prioritized in the following manner:

1. Nonhuman primates
2. Dogs, cats, ferrets, horses
3. Ruminants, pigs
4. Rabbits
5. Rodents and Birds
6. Amphibians, reptiles, fish

Animals housed in ABSL-3 facilities will NOT be evacuated.

### **ANIMALS TO BE LABELED**

The PI/lab will determine which animals are to be labeled. These are animals that are irreplaceable, or nearly irreplaceable.

- Unique transgenic lines that are not cryopreserved. Generally, 3-4 breeding pairs, or breeder individuals per line.
- Research projects determined to be “critical” or “long term” projects that would be very difficult/time consuming/expensive to duplicate
- These are the animals that the PI wants saved if there is very limited time to evacuate them (a rough time, for decision making purposes, would be 15-20 minutes) or limited space to which they can be moved.

When choosing these animals, the PI/lab should consider these factors:

- Are these animals available elsewhere?
- How long have these animal been on the research project?
- For animals on a current research project, will the variability introduced by the event and evacuation potentially affect the data such that evacuation of the animals will not save the research anyway?
- For animals on a current research project, is it a small enough study that evacuating a limited number of animals would allow for enough to be evacuated to complete the study (small n)?

### **IDENTIFICATION OF ANIMALS**

The OACU/IACUC, with input from stakeholders such as the investigators and URAR animal facility management endorses a standard for identification and marking animals as irreplaceable/necessary for critical research.

### **Clarifications**

- This is not a guarantee that the identified animals will be preserved.
- Animals that are preserved may experience significant changes in environment and husbandry, introducing significant variation into ongoing research projects.
- Investigators with irreplaceable lines are strongly encouraged have their own back-up plans for maintaining valuable colonies, i.e. freeze sperm, embryos, and /or send breeders to collaborators in other locations.
- Investigators are responsible for the identification and marking of prioritized animals, and keeping those labels up to date.

## **Identifying the Animals**

The method for identifying the cages/animals to be evacuated first will be uniform across URAR units and facilities:

Primary: each cage/pen will be marked with a cage card

- A laminated index card
- Of a specific color : Orange
- The card will have reflective tape highlighter on the top edge
- Front of the card labeled "SAVE IN EMERGENCY"
- The front of the card includes instructions for the placement, use, and replacement of the card
- The back of the card includes a chart for the lab personnel to mark updates with the date, and initials, as needed

Secondary: When possible, these cages will be maintained in 1 location (e.g., the rack at the front of the room). Some rooms do not allow for this arrangement.

URAR is responsible for providing the cards to label cages/pens

## **Maintaining updated identification**

The research laboratory is responsible for routinely updating which cages/animals are identified

- The lab must reassess the labeled cages/pens and make changes as needed.
- Each time the card is checked and/or moved to a new cage/pen, the date and initials of the person moving the card must be documented on the card's back.
- Cages that do not have current labels will not be evacuated.

## **D. EVENT RESPONSE TEAM, CHAIN OF COMMAND, AND COMMAND CENTER**

### **EVENT RESPONSE TEAM (ERT)**

The URAR Event Response Team (ERT) consists of the OACU Director, URAR Assistant Directors, URAR Facility Managers, URAR Vet Technicians, the IACUC Coordinator, the OVPR IT Coordinator, and the OVPR Training Coordinator. The URAR Response Team is responsible for:

- Providing information about the animal facilities to First Responders (Police, Fire Department, etc.)
- Setting priorities and ordering evacuations
- Contacting additional employees to assist at the site and arranging for transportation if needed,
- Maintaining a list of names of animal facility employees on site
- Assessing critical resource needs and determining a method of meeting those needs
- Serving as contacts for other UGA staff and administrators
- Serving as contacts for researchers enquiring about animals/animal facilities.
- Communicating with satellite animal facilities and laboratories where animals may be housed that are affected by the event.
- The OACU Director (or next in the chain of command if the OACU Director is not available) in association with the Office of the Vice President for Research and UGA Public Relations Office will serve as information source for the community.

## **CHAIN OF COMMAND**

The ERT Chain of Command is in place so that personnel know with whom to communicate for instructions during an event that disrupts normal activities. The ERT Chain of Command during a disaster mainly follows the organizational chart for the Office of Animal Care and Use (OACU)/URAR. The OACU Director is the ERT Leader, followed by the Assistant Directors and Director of PDRC/OCF, then the Facility Managers. *The ERT Call Tree is shown in Addendum 3. Contact information is provided in Addendum 1.*

## **EVENT COMMAND CENTER**

The Command Center (CC) for an event will be identified by the ERT.

- OACU, 212 Tucker Hall  
Generally, the primary CC
- The Vet Med Animal Resources Office, 206 Vet Med  
Will serve as a secondary CC, if needed, and is the alternate primary if the OACU is unavailable.

The UGA Office of Emergency Preparedness (OEP) has a campus CC at their office in the Hodgson Oil Building, 286 Oconee Street, to which representatives of the ERT may report if required.

The UGA OEP is available for assistance during an event that disrupts normal activities. The website is [www.prepare.uga.edu](http://www.prepare.uga.edu)

## **II. PROVISIONS FOR MAINTAINING 8 CRITICAL NEEDS/CORE AREAS**

### **A. ANIMAL CARE STAFFING**

#### **DETERMINING STAFFING NEEDS**

- Supervisors will determine the number of staff needed and how they should be deployed to maintain critical services at each animal facility. Supervisors will contact necessary personnel and determine how many can report to work.
- Supervisors will notify the Manager of the staffing availability and needs.
- Managers will notify Assistant Directors/Directors of the staffing situation.
- ERT will make arrangements for short term housing with the Georgia Center if overnight housing for staff on campus is needed.

#### **RESPONSIBILITIES DURING STAFFING SHORTAGES**

It is common for an emergency situation to cause staffing shortages and responsibilities may have to be prioritized. Disasters can overwhelm personnel at all levels. It is a common mistake for responders to take on more responsibilities than they can manage. This is particularly true for animal care personnel who may risk personal injury to prevent the loss or harm of animals. Ensuring that employees are aware of the plan and understand their duties and having pre- assigned responsibilities will result in faster response times during an event that results in staffing shortage. Employees should be trained in multiple roles because not all staff may be able to report to work.

#### **Animal care priorities during staffing shortages:**

- URAR SOPs for animal care should be followed unless the shortage renders SOP aspects impossible. Staff must consult with Attending Veterinarians or their designees before deviating from SOPs.
- The primary responsibility will be to check all of the animals at least daily.



- Primary attention will be devoted to ensuring that potable water and uncontaminated feed is protected, preserved, and provided to all animals.
- Primary attention will also be devoted to ensuring that the environmental conditions (temperature, ventilation, and humidity) are maintained within acceptable ranges and that all emergency power equipment is functioning.
- Primary enclosures will be evaluated daily and those requiring changing will be changed to maintain an adequate environment.

## B. HVAC AND POWER

Environmental support in most facilities is dependent upon continuous electric power and a correctly functioning Heating, Ventilation, and Air Conditioning (HVAC) system. Sufficient emergency power is necessary to maintain critical services (e.g. HVAC) and support functions (e.g. ventilated racks, isolators).

### POWER LOSS

#### In case of a power failure:

- Notify the Supervisor. Locate emergency response bag (never use an open flame such as a match or lighter for a light source).
- Remain in the animal facility (unless responsible emergency authorities or the situation require immediate evacuation).
- Make sure that animal housing/support systems (such as ventilated racks) are plugged into emergency power and are operating.
- Check if biosafety cabinets and change stations are operating. If not operating, completely close sash if possible.
- Check that cold storage for foods and medicines and freezers are plugged into emergency outlets.
- Turn "OFF" all electrical and office equipment, including computers, light switches (if not on emergency power backup), printers, monitors, cage washers, change stations, etc.
- If asked to evacuate, use stairs to exit. Avoid using the elevators.

### GENERATORS FOR ANIMAL FACILITIES

Facilities Maintenance Division at UGA maintains generators for emergency power, and most animal facilities are provided with emergency generator power. However, the generators can run out of fuel. During power loss, the Facility Supervisor must keep the Facility Managers informed of how long the facility has been running on emergency generator power. Managers will ensure that the ERT coordinates with FMD to make sure fuel supplies to emergency generators are maintained.

#### The exceptions are:

- Biosciences
- Vet Med Bldg 11
- Vet Med Central Animal Facility
- PDRC Colony Houses 4-9

### Generators, fuel type, and equipment supported

Facility	Fuel type	Capacity	Equipment supported
ADS	Natural Gas	Unlimited unless shut off <b>Natural gas is shut off in the event of a Natural Disaster</b>	Lights HVAC*
AHRC	Diesel	1900 gal tank Runs 21 hrs	Lights HVAC
Coverdell	Natural Gas	Unlimited unless shut off <b>Natural gas is shut off in the event of a Natural Disaster</b>	Lights HVAC Key electrical outlets (marked with red outlets)
Life Sciences	Diesel	1000 gal tank Runs 11 hrs	Lights HVAC
Pharmacy	Diesel	450 gal tank Runs 15 hrs	Lights HVAC
Psychology	Diesel	100 gal tank Runs 20 hrs	Lights HVAC
VBF	Natural Gas	Unlimited unless shut off <b>Natural gas is shut off in the event of a Natural Disaster</b>	Lights HVAC Key electrical outlets (marked with red outlets)
PDRC Main	Diesel	650 gal tank Runs 17 hrs	Lights HVAC Key electrical outlets (marked with red outlets)
PDRC Animal Buildings	Diesel	300 gal tank Runs 25 hrs	Everything

#### **[Most recent update June 2013]**

\* Generator HVAC support includes the AHU supply and exhaust fans, heating, and cooling.

### **LOSS OF HVAC**

Failures of the HVAC system alone represent an emergency situation that may be encountered alone or as a component of other emergency scenarios.

### **Ventilation**

With the widespread use of individually ventilated (IVC) rodent housing racks at UGA, emergency generators are essential for the maintenance of adequate air exchanges within the animal's microenvironment (cage). In rooms where the ventilated caging obtains supply air and exhausts into the animal room's ambient air, the maintenance of adequate room air flow is also essential.

In animal rooms where the exhaust is directed to the building exhaust, the room airflow exchange rates may be lower while still maintaining adequate air quality.

## **Responses to loss of ventilation**

If ventilation cannot be restored in a timely manner, action may be necessary to ensure the health and welfare of animals.

- Prop open animal room doors to increase air circulation.
- Portable air conditioning units/fans should be set up in the hallways to move air into the rooms
- Static micro-isolator cage lids may need to be removed. The filters may need to be removed from IVC cages (which have no wire bar lids). Removal of lids may NOT be allowable for animals infected or treated with biological, radiological, or chemical hazardous substances. URAR staff will consult with Managers and/or Attending Veterinarians before removing cage lids.
  - IVC cages maintain a safe environment (CO<sub>2</sub>, O<sub>2</sub>, humidity, temperature) for mice for up to 72 hours without ventilation. Therefore, cage lids should not require removal for the first 72 hours of power outage. However, cages may require lid removal before 72 hours to prevent the microenvironment becoming too warm if room temperatures are also increasing (i.e., during a power outage)

## **Temperature Fluctuations**

Long term failure of systems may result in temperature fluctuations that imperil animal health and well-being. The type, severity, and rapidity of temperature deviations are dependent upon many factors including ambient outside temperatures, facility location, facility insulation, endogenous animal heat production, heat production from equipment, and mitigating responses. It is extremely important to maintain the temperature of the animal rooms within targeted zones. This is the environment at which the animals are best adapted physiologically, causing the least effect on animal metabolism and behavior. Extreme fluctuations/alterations in temperature will alter the physiologic parameters of the animal which can result in death. Below is a table of normal temperature requirements and the temperatures at which the monitoring systems alarm based on species.

## **Responses to Temperature Fluctuations**

When monitoring (Andover or Edstrom Watchdog system) indicates temperatures in the alarm notification range, the system automatically notifies the URAR staff via an alarm phone call. The URAR staff will assess the temperature fluctuation/s and notify Facility Maintenance Division. If the temperature fluctuation cannot be remedied and temperatures are below the low critical temperatures or above the high critical temperatures specified, the Veterinary Staff will be notified.

## **TEMPERATURE BELOW SET POINT**

### **First Tier of Responses:**

- Use portable heaters to provide supplemental heat
- Provide additional bedding or nesting materials to cages where practical for loose housed animals (not rodents in IVCs)
- Provide supplemental food to meal fed animals (not ad lib fed animals)
- Consider turning off IVC ventilation to reduce air currents and chilling of the animals

### **Second Tier Responses: performed only after consultation with ERT**

- ERT may advise transport animals to alternate location (room/facility/institution).

## TEMPERATURE OVER SET POINT

### First Tier of Responses:

- Turn off biosafety cabinets and change stations (they generate heat). Do not use this equipment while it is off.
- If the outdoor temperature is above 80° F, the air supply to the animal housing room should be reduced as far as possible. Call Facility Maintenance Division to do this.
- Prop open animal room doors to increase cool air circulation.
- Portable air conditioning units/fans should be set up in the hallways to move cooler air into the rooms.

### Second Tier Responses: performed only after consultation with ERT

- ERT may advise removing the micro-isolator tops from static cages and filters from IVC cages to release heat and prevent the buildup of ammonia inside the primary enclosure.
- ERT may advise transport animals to alternate location (room/facility/institution).
- ERT may advise turning off the ventilation systems on individual racks (they generate heat)

### Normal temperature ranges and alarm set points

Species	Normal Range	Alarm Notification
Rodents	64-79° F (18-26°C)	≤ 60° or ≥ 80° F (≤ 16° or ≥ 27° C)
Rabbit	61-72° F (16-22 <sup>V</sup> C)	≤ 60° or ≥ 74° F (≤ 16° or ≥ 23° C)
Cat, dog, ferret	64-84° F (18-29°C)	≤ 60° or ≥ 80° F (≤ 16° or ≥ 27° C)
Nonhuman primate	64-84° F (18-29°C)	≤ 60° or ≥ 86° F (≤ 16° or ≥ 30° C)
Farm animals, poultry (Biomedical Indoor housing)	61-81°F (16-27°C)	≤ 60° or ≥ 80° F (≤ 16° or ≥ 27° C)
Birds-psittacines	78° F (25° C)	≤ 60° or ≥ 90° F (≤ 16° or ≥ 32° C)
Poultry	61-81°F (16-27°C)	No alarm system at PDRC
Reptiles Lizards Turtles	Lizards 78-86° F (25-30° C)  Turtles 78° F (25° C)	Lizards ≤ 50° or ≥ 71° F (≤ 10° or ≥ 21° C)  Turtles ≤ 60° or ≥ 90° F (≤ 16° or ≥ 32° C)
Amphibians	58-66° F (14-19° C)	≤ 50° or ≥ 71° F (≤ 10° or ≥ 21° C)
Fish CRV CCRC	CRV 80-88 (26.5-31° C)  CCRC 83.3-83.8° F (28.5-28.8° C)	CRV ≤ 70° or ≥ 90° F (≤ 20° or ≥ 32° C)  CCRC No alarm; Back-up power should maintain temperature

## C. COMMUNICATION

### **COMMUNICATION METHODS** See *Addenda 1 and 2 for UGA emergency personnel information*

The ERT will evaluate the ability of URAR to communicate effectively and determine what means of communication are available. Depending on the state of power and availability of transmission coverage areas, URAR will use corded phones, cell phones, internet, intranet, portable, bi-directional, radio transceivers (walkie-talkies), if available. From past experience, texting with cell phones has been the most reliable method of communication when regular power/transmission is disrupted, however, land line numbers will be used if cell service is not available. It is important to remember that cell phone calls do not reach personnel in some basement facilities. Personnel may act as 'runners' to relay information in person if electronic or radio contact is not available.

### **COMMUNICATION DIRECTIONS**

Communication follows the call tree/chain of command in both directions: Directors/Assistant Directors/Attending Veterinarians to/from Managers to/from Supervisors to/from Technicians for initial contacts. All URAR personnel must respond to calls or text message in a timely fashion to facilitate the response and avoid duplication of staff efforts.

## D. ANIMAL CONTAINMENT/ADEQUATE HOUSING

### **LOOSE ANIMALS**

Depending upon the type of emergency/disaster, research animals may be loose and/or injured in the facility. Staff should not attempt to capture loose animals; staff is to contact Supervisors or Managers for instructions. Supervisors or Managers will contact the ERT if loose animals are infectious, and ERT will work with the Office of Biosafety to determine the best method for capturing these animals. The circumstances of emergency/disaster precipitating the loss of animal containment changes the responses and reactions a normal animal could be expected to exhibit, so any loose and/or injured animal must be treated with extreme caution and respect. The animal should be considered dangerous and unpredictable, regardless of the human-animal bond that had been established prior to the incident. Euthanasia may be required. *Section II.H outlines euthanasia decisions and methods.*

### **TRANSPORTATION OF ANIMALS OUT OF UNUSABLE ANIMAL FACILITIES**

In case of unusable animal housing facilities, the ERT shall determine the actions necessary to maintain optimal animal well-being for those animals. This may include transporting animals to alternate locations. Alternate locations include hallways, research labs, or classrooms within URAR or UGA research buildings, off campus, or the outdoors, depending on the situation. Exact locations and determination of those locations shall be based on animal health status, availability of necessary support, and safety.

- Rodents will remain in their home cages during transport—the cages must be securely closed before transport. Rodent racks should be moved as close as possible to the facility exit/loading dock to allow for more rapid removal of animals.
- Large animals will be transported in secure carriers or mobile kennels whenever possible. If carriers are not available, some dogs may be transported short distances on a leash if approved by the ERT.
- Animals will be transported by vehicle if possible. If transportation by vehicle is not possible, animals in containers will be transported by hand/cart, if it is possible to do safely. *Addendum 10 lists the URAR vehicles which can be used to transport animals.*
- Euthanasia may be required if animals cannot be safely transported to an appropriate location. *Section II.H outlines euthanasia decisions and methods.*

## E. FOOD AND WATER

Availability or deliverance of uncontaminated food and/or water may be disrupted during an event. Because a continuous supply of food and water is critical in maintaining animal health, procedures are in place to address food and water disruption. Additionally, any change in diet and/or water may affect ongoing research projects, and it may be appropriate to euthanize some animals if their only options for food and water will render them unusable.

### PREPARATIONS

If loss/limitation of food and/or water is anticipated (e.g. imminent winter storms), preparations will be made. Water containers (carboys, bottles, clean plastic drums) will be prepared for filling in case the decision is made to store additional water. If there is enough lead time, and the need for additional food is anticipated, additional food will be ordered.

### FOOD

Appropriate food for each species and research need is ordered on a monthly basis. In an emergency, additional food can be ordered assuming space is available for storage. The usual suppliers are preferable for the purpose of restocking (*vendors and contact information in Addendum 4*), but during an emergency an alternate supplier may be used. If the usual food is not available, professional judgment must be applied to identify acceptable substitutes. Options may include food from grocery stores and pet stores. Only the Attending Veterinarians can make the decision to use an alternate supplier.

### WATER

Animals must have a continuous supply of potable water. The water supply to all animal facilities on campus originates from the City of Athens chlorinated/fluorinated water supply. For some facilities, the water is treated again before use, e.g. RO at CRV. At CRV, if the RO system fails, it can be bypassed to allow standard municipal water to be used in the automatic water system. Animals are provided water via automatic watering systems, water bottles, and water bowls depending on the species.

### MUNICIPAL WATER SUPPLY

**If the municipal water supply is available, but automatic watering is not functional** If automatic watering is not functional due to power failure, water bottles and/or gel packs can be used. Additionally, carboys can be attached to the autowater lines on the racks and gravity fed.

### **If the potable water supply has been disrupted**

Prefilled bottles and carboys, gel packs, and produce (e.g. apples, potatoes) can be used for rodents to supply adequate hydration.

- In the event that potable water disruption affects only a certain area of campus, water from unaffected facilities can be transported to the facilities in need.
- If available from other areas, water from bulk bottled water companies can also be obtained.
- The wells at the OCF may be available to supply water if the municipal supply is not potable.
- Non potable water can be treated with sodium hypochlorite (bleach) for drinking use.

### **Directions for sanitizing water with bleach**

Use only regular household liquid bleach. 5 to 6 percent sodium hypochlorite is recommended by the CDC and Red Cross. If water is turbid (dirty-looking), double the dosage of bleach in order to effectively disinfect the water and maintain chlorine residual during storage.

<b>BLEACH FOR DIFFERENT WATER CONTAINERS</b>	
1 quart bottle	4 drops of bleach
2 liter bottle	10 drops of bleach
1 gallon jug	16 drops (½ ml) of bleach
2 gallon cooler	¼ teaspoon (1 ml) of bleach
5 gallon bottle	½ teaspoon (2.5ml) of bleach

## F. **SECURITY**

*Addendum 9 includes specific access information for the buildings and animal facilities.*

### **PHYSICAL SECURITY**

Physical Security for URAR facilities consists of entrance and exit doors being locked at all time to prevent unauthorized entry. Area entry is controlled thru Key and Key card access, which is granted to approved personnel by URAR Facility Managers.

During events that result in power loss, doors that require power to control access may lose the ability to be locked or unlocked, depending on the building. The UGA police must be contacted to arrange for IT or the Key Shop to unlock buildings and animal facilities, and it may become necessary to work with UGA police to have personnel to secure exterior doors to control access to animal rooms within buildings. UGA police can be contacted at (706) 542-2200 for immediate response to security needs.

### **DATA SECURITY**

Important files and data should be backed up on a regular basis and stored in an off-site location. All OVPR servers have backup stored nightly on drives in the Boyd Graduate Studies Building. Additional backup at a second location, Riverbend North, is planned.

Preparedness activities that protect against catastrophic loss of data include suggestions to researchers to make multiple copies of their records and to store data at multiple sites.

## G. **SANITATION**

### **SANITATION OF PRIMARY ANIMAL ENCLOSURES**

Animal health, animal welfare, and support of research require adequate sanitation. If necessary, cage changing schedules can be lengthened without inducing health or environmental problems. The Supervisors in consultation with the Managers and/or Attending Veterinarians will decide which duties will be performed in order to provide the greatest benefit to the animals if normal activities are not possible. Options include:

- Spot cleaning instead of whole cage/pen bedding changes
- Bedding changes rather than complete cage changes
- Equipment can be hand washed, and cages and water bottles can be soaked in a bleach solution if washing equipment is not functional
- Deferring cleaning activities that do not directly affect the primary enclosures, such as floor mopping may be required.

### **WASTE DISPOSAL**

Waste disposal consists of trash/garbage picked up by UGA sanitation for general waste, incineration or tissue digestion for carcasses, and vendor (Stericylce) pick up for biohazard waste. In the event there is any

delay in waste disposal, general waste can be temporarily stored in the dock area. The College of Veterinary Medicine has two large coolers in the necropsy area for carcass storage. The incinerator at PDRC may be used to incinerate carcasses if freezer storage space is not available. There is adequate storage space for biohazard waste until removal by the contracted vendor.

If the autoclaves become inoperable due to inadequate utilities, biohazardous/infectious waste will be bagged and labeled appropriately, boxed, and securely stored until the Office of Biosafety (OBS) can be contacted for instruction. OBS can be contacted at with any concerns regarding waste disposal during an event that disrupts normal waste disposal at 706-542-5563 (for an urgent emergency 706-542-5300).

Chemical hazard waste will be labeled and stored appropriately until the Environmental Safety Division (ESD) can be contacted for instruction. ESD can be contacted regarding waste disposal during an event that disrupts normal waste disposal at 706-542-5706.

## **H. ANIMAL VETERINARY CARE, PRESERVATION, AND WELFARE VETERINARY CARE**

### **Veterinarian**

An on-call veterinarian is available at all times, and the Event Response Team includes 3 veterinarians--the Director of OACU and the Assistant Directors. The on-call veterinarian is authorized to contact the clinical veterinary technicians and/or any of the other URAR veterinarians for assistance at any time. Additionally, veterinarians at the CVM may be called for consult or assistance.

### **Assessment**

A URAR veterinarian or veterinary technician will assess the condition of animals affected. As always, decisions regarding euthanasia must balance scientific progress with animal welfare.

- If animals have been receiving medication, administration of the drug shall continue, to the extent possible.
- Animals deemed to be in pain and/or suffering shall be evaluated by the veterinary staff to determine if treatment or euthanasia is necessary.
- If euthanasia is necessary, the animal/s will be euthanized promptly.
- If animals do not require euthanasia, methods for maintaining those animals in a healthy state will be determined. This may include evacuation of animals by transporting animals to other rooms within the same facility, to other rooms within the same building, to other UGA animal facilities, or to other institutions' animal facilities. *Section II D details transportation of animals out of an unusable animal facility.*

## **PRESERVATION OF ANIMALS**

Events that create a situation in which all animals cannot be rescued necessitate making decisions about which animals, if any, will be preserved. The appropriateness of saving a few unique transgenic animals or animals in the end phase of a long-term study may need to be weighed against saving a larger number of standard animals that are easily replaced and/or not currently on a study project.

Criteria used to decide priorities for response (including relocation or euthanasia) are best identified in collaboration with appropriate stake-holders, the Event Response Team, URAR veterinarians, and researchers. The IACUC policy "Preservation of Animals Affected by a Disastrous Event" specifies the program of identifying these animals ahead of time and how animal populations will be triaged.



### **Triage Scheme**

- Animals identified ahead of time as valuable/unique will be rescued first.
- Animals housed in BSL3 containment will not be evacuated.
- Unless otherwise identified ahead of time or identified during the event situation as valuable/unique, animals will be prioritized in the following manner:
  - (1) Nonhuman primates
  - (2) Dogs, cats, ferrets, horses
  - (3) Unique Transgenic Breeders
  - (4) Ruminants and pigs
  - (5) Rabbits
  - (6) Standard strain Rodents and Birds
  - (7) Amphibians, Reptiles
  - (8) Miscellaneous

### **EUTHANASIA**

Some disasters may create conditions under which animals cannot be preserved without pain or distress. In this case, all animals that cannot be relocated or protected from the disaster consequences must be euthanized. All animals to be euthanized shall be euthanized by methods deemed acceptable or conditionally acceptable, with conditions met, by the AVMA Guidelines on Euthanasia. URAR maintains or can obtain adequate supplies, such as CO<sub>2</sub>, injectable agents, and MS222, to provide euthanasia to all animals in URAR animal facilities.

- CO<sub>2</sub> Rodents: 1 50 pound tank can euthanize rodents in almost 18,000 mouse cages. Most animal facilities have CO<sub>2</sub> tanks. Additionally, other rooms in the CVM have CO<sub>2</sub> to use if needed: H337
- CO<sub>2</sub> Poultry: PDRC has enough CO<sub>2</sub> to euthanize all of its poultry. Alternatively, cervical dislocation can be performed by trained personnel.
- Euthanasia solution: One 100ml bottle can euthanize animals with total weight up to 1,000 pounds. The average daily census for non-rodents is about 4,000 pounds, needing 4 bottles. URAR should keep 4 bottles in stock. Also, the CVM pharmacy normally stocks about 30 100ml bottles.
- MS222: The researchers with fish all maintain their own MS222. URAR should keep 1 vial in stock as backup.

### **Communication with researchers**

The ERT will attempt to contact all research investigators to inform them of the status of their animals as promptly as possible.

## **III. POTENTIAL DISASTER EVENTS**

### **A. PANDEMIC**

The major impact of a pandemic influenza or other disease will be in reduction of workforce in URAR. Those employees who are not ill may be needed at home to care for dependents. ERT will consult with UGA Human Resources regarding temporary disability leave and attendance policies if absenteeism becomes widespread. Secondly, a widespread pandemic may result in interruption of transportation throughout the community, and deliveries of feed and other supplies may be affected. Planning will be based on maintaining critical services and preventing the spread of illness in URAR.

## **PREPARATION**

### **Office of Emergency Preparedness (OEP)**

The UGA OEP leads UGA's pandemic response, and will be involved with decisions such as cancelling classes and closing the University. During a Pandemic event, OEP will coordinate dissemination of the UGA Pandemic Influenza Response Plan to all personnel. The plan lists OVPR and Animal Care as "essential service" departments and states that "OVPR will provide coordination and management in sustaining... oversight of animal care issues..." The UGA Pandemic Flu Response Plan uses three pandemic severity indices to set response stages: the CDC's Pandemic Severity Index, the World Health Organization's index, and the US Federal Government response stages.

### **Vaccination**

Vaccination for prevention of seasonal flu as well as atypical pandemic flu strains is strongly encouraged. These vaccinations are available yearly to URAR employees as well as being available throughout the community and from private health care providers.

### **Prior to the anticipated occurrence of widespread flu**

Signage concerning hand washing, cleaning of commonly touched surfaces, cough hygiene, and use of facemasks will be posted in multiple locations in the facilities. URAR routinely maintains a stock of facemasks and other respiratory protective equipment, although the availability of facemasks and other disposable respiratory protective equipment, which tends to be in short supply immediately prior to any respiratory disease outbreak, may be limited. Alcohol based hand sanitizer as recommended by CDC is available throughout URAR facilities. Personnel lines must be clarified at this time, so that if a Supervisor is not available due to illness, it is clear who will act as Supervisor.

## **DURING A PANDEMIC**

Personnel in sufficient quantity necessary to maintain animal facility operations at normal capacity (e.g. animal husbandry, cage wash, autoclave, inventory and materials ordering, veterinary treatment, animal recordkeeping, research and surgical support) will be identified by ERT and Facility Managers/Supervisors. Animal care staff experiencing flu-like symptoms should not handle animals and should be discouraged from reporting to work. Currently the CDC is recommending that employees stay at home until fever has been absent for 24 hours without use of antipyretics such as aspirin, Tylenol, or ibuprofen.

To prevent the spread of illness, personnel should treat others as potentially infected/contagious:

- Personnel should maintain a distance of 6 feet or more from other personnel
- Personnel should keep their interactions with others as brief as possible
- Personnel should practice good hand hygiene-washing/sanitizing frequently
- Any ill person should be told to follow good cough etiquette and hand hygiene and to wear a facemask, if able and one is available
- Personnel at increased risk of severe illness from influenza infection should avoid people with influenza like illness, possibly by temporary reassignment
- Personnel may choose to wear a facemask or N95 respirator

**Key References:**

Georgia Department of Public Health

Phone: (404) 657-2700

- Links to all major federal state and international resources on pandemic flu planning and current recommendations: <http://pandemicflu.gov/>
- CDC flu information: <http://www.cdc.gov/h1n1flu/>
- Current flu information in Georgia: <http://health.state.ga.us/epi/flu/fluupd08.asp>
- UGA Information: [www.uhs.uga.edu/healthtopics/influenza.html](http://www.uhs.uga.edu/healthtopics/influenza.html)

**B. WINTER STORM****PREPARATION**

If an approaching storm is predicted to reach NE Georgia, and is expected to prevent personnel from reaching the animal facility, and if personnel have sufficient preparation time, and animals will be safest remaining in the animal facility, then personnel shall prepare the animal facility to allow the animals to survive on their own. Steps to be taken depend on the level of threat.

**Winter Weather Watches, Warnings and Advisories**

The National Weather Service uses specific winter weather terms to ensure that people know what to expect in the coming days and hours.

**Winter Storm Watch:** Severe winter conditions, such as heavy snow and/or ice, may affect your area, but its occurrence, location and timing are still uncertain. A winter storm watch is issued to provide 12 to 36 hours' notice of the possibility of severe winter weather. A winter storm watch is intended to provide enough lead time so those who need to set plans in motion can do so. If the UGA campus is under a Winter Storm Watch, preparations will begin:

- For cages in use, fill all water bottles with clean water, check automatic water lines and fill all food containers.
- Change as many cages as possible, starting with those closest to change day. Change all cages if time permits.
- Sanitize large animal runs and pens.
- Prepare (sanitize) all extra water bottles, carboys, and emergency water barrels for use.
- The OVPR IT Coordinator will send an email (previously approved statement) to all animal using PIs suggesting that they delay performing any procedures that will require close monitoring (e.g., surgery, infection) of animals over the next few days.
- Supervisors will begin to identify personnel who can remain on campus or get to work during the weather event.

**Winter Storm Warning:** 4 or more inches of snow or sleet is expected in the next 12 hours, or 6 or more inches in 24 hours, or 1/4 inch or more of ice accretion is expected. If the UGA campus is under a Winter Storm Watch, preparations will continue:

- Fill all extra water bottles, carboys, and emergency water barrels with water.
- ERT may arrange for a few key animal care personnel to stay overnight in the UGA Hotel and Conference Center at The Georgia Center.
- ERT may instruct animal care personnel who live within safe walking distance to campus to report to animal facilities for daily checks.

**Winter Weather Advisories:** Winter weather conditions are expected to cause significant inconveniences that may be hazardous. If caution is exercised, advisory situations should not become life-threatening.

**Blizzard Warning:** Snow and strong winds will combine to produce a blinding snow (near zero visibility), deep drifts, and life-threatening wind chill.

### **DURING AND AFTER A STORM**

During a storm, personnel will only perform duties that can be done safely.

After a storm, certain procedures will occur daily:

- Personnel will notify their direct supervisor regarding their ability to report to work safely.
- Supervisors will notify Managers, and Managers will notify Attending Veterinarians regarding the work force available.
- Managers and Supervisors will instruct personnel who can report to work safely which facility/ies they must check.
- After personnel have checked their assigned facility/ies, they will notify their direct supervisor.

Be sure to listen carefully to the radio, television, and NOAA Weather Radio for the latest winter storm watches, warnings, and advisories. For additional information, visit the Winter Weather Awareness web page at: <http://www.weather.gov/om/winter>.

## **C. RADIATION, BIOLOGICAL, OR CHEMICAL RELEASE**

### **Environmental Safety Division**

- to report a chemical hazard/release
- **706-542-5706**

### **Office of Biosafety**

- to report biological hazard release
- **706-542-5563 or 706-542-5300**

### **Radiation Safety**

- to report radiological hazard/release
- **706-542-5706**

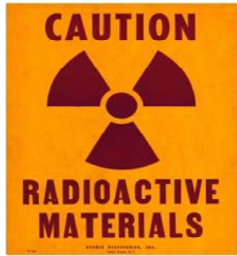
### **UGA Police Department**

- **911 to report any emergency.**

## **POTENTIAL HAZARDS**

Potentially infectious or biohazardous material in use in animals is identified on the door to URAR animal rooms containing such hazards. The room is signed with orange and black biohazard symbols and door sheet information. The door sheet details the infectious/biohazardous agent(s) present, personal protective equipment or clothing requirements for entry to the room, and contacts for the room. Radiological material in a URAR room is identified with a radioactive materials sign on the door to that room. This sign also details the radioactive material and emergency contacts. Chemical hazards are also identified on a hazard sign on the door.

## **RADIOACTIVE EXPOSURE/RELEASE**



URAR houses one Cesium irradiator in CAF R109. Additionally, there is radiation treatment room, CAF R118, managed by the teaching hospital at the Vet School. All are signed and in compliance with State, Federal and UGA Radiation Safety Department. The Cesium irradiator is sealed and self-shielding thus unintentional exposure in any emergency/disaster situation is not anticipated. The Cesium irradiators are monitored by enhanced security measures through Radiation Safety.

### **In case of an emergency involving any radiation source:**

- Call Radiation Safety at 706-542-5706 or the UGA Police Department at 911

## **BIOHAZARD EXPOSURE/RELEASE**



Biohazards include body fluids, blood, infectious waste, or other potentially infectious material. Research with animals which involves potentially infectious/ hazardous material is identified on the door to the animal room containing such hazards. All procedures involving blood or other potentially infectious materials must be performed in a manner that minimizes splashing, spraying, and aerosolization of these substances.

A biohazardous laboratory incident or accident involves:

- Any potential or known exposure to a biohazardous agent
- Any potential or known system failure that could result in the release of a biohazardous agent
- from primary containment
- Any potential breach in biosecurity in containment facilities

### **If a potential or known biohazard exposure occurs:**

- Follow any specific training or instructions from Office of Biosafety
- If the individual is wearing respiratory protection, and trained to clean up spills, that person should follow the protocol to place absorbent pads on the spill area and gently flood with liquid disinfectant, then leave the area as soon as possible.
- If the person is not wearing respiratory protection and/or is not trained to clean up spills, that person should leave the area immediately.

- Upon leaving the area, if possible, disinfect and/or remove any potentially contaminated PPE before leaving the area, place it in a biohazard bag
- Wash any body parts that may have come in contact with the material.
- If eyes are exposed, flush with copious amounts of water using eyewash unit
- If mouth is exposed, rinse with copious amounts of water
- If there is a needle stick, scrape, or cut, milk the wound to induce bleeding, then wash with soap and copious amounts of water
- Hang a sign on the door warning others not to enter
- Inform the Supervisor, Facility Manager or Attending Veterinarian immediately.
- Supervisor, Facility Manager or Attending Veterinarian must report potential or known exposures to the Office of Biosafety
- Supervisors must contact Workers' Compensation.
- Medical attention may be required; consult with the Supervisor or Manager.

**If a potential or known biohazard release occurs:**

- Follow any specific training or instructions from Office of Biosafety
- Inform the Supervisor, Facility Manager or Attending Veterinarian immediately.
- Supervisor, Facility Manager or Attending Veterinarian must report potential or known releases to the Office of Biosafety as soon as safely possible.

**CHEMICAL EXPOSURE/RELEASE**

Material Safety Data Sheets with information specific to the URAR facilities can be found in each Supervisor's office and in area of use in the case of cage wash chemicals. Chemicals used in the animal facilities include volatile anesthetics, acidic compounds and caustic detergents. Acids and corrosives may cause burns.

**If a chemical hazard spill occurs:**

**Determine if chemical spill requires additional PPE or beyond training, call Environmental Safety Division (706) 542-5801 M-F, 8AM-5PM, if an emergency or after-hours dial 911. Police dispatch will activate the ESD on-call system (ESDOC). ESDOC will need to follow-up with the caller to determine, chemical name, quantity, CAS, characteristics, and individuals exposed.**

- Follow any specific training or instructions from Environmental Safety Division
- If applicable and safe to do so, use absorbent material (animal bedding, paper towels, etc.) to keep a substance from spreading. If unsure how to handle the spill, quickly leave the room and close doors. Do not open the windows.
- Hang a sign on the door warning others not to enter.
- Remove contaminated clothing/shoes before entering a clean area.
- **If there is chemical hazard exposure of a person:**
  - If personnel have come in contact with the hazard, remove clothing and flush skin with copious amounts of water. Wash any body parts that may have come in contact with the material.
  - If the face and/or eyes are affected, immediately irrigate with eyewash continuously with copious amounts of water.

- Inform the Supervisor, Facility Manager or Attending Veterinarian immediately after rinsing.
  - 1) Medical attention may be required; consult with the Supervisor or Manager.
    - If injury requires medical attention, call 911 and ask for ambulance and note that the accident involves Workman's Compensation Insurance (WCI). Ambulance and physician care will be paid later by the WCI eligible claim.
- The Supervisor, Facility Manager, or Attending Veterinarian must contact ESD to report any potential or known exposure.
- The Supervisor must report chemical exposures to Worker' Compensation
  - To initiate a WCI claim for individual seeking immediate ambulatory and physician care by dialing 1-877-656-7475.
  - In a non-emergency situation involving no need for ambulance or medical care for the individual(s), the supervisor calls the state WCI at 1-800-900-1582 in case the individual requires subsequent medical care at a later date.
- **If there is a chemical hazard release:**
  - Inform the Supervisor, Facility Manager or Attending Veterinarian immediately.
  - Dial 911 to reach the UGA Police Department and/or Environmental Safety Division (ESD) to report a chemical hazard release.
  - If instructed by ESD that it is safe to do so, contain the spilled hazard. Use any spill control materials such as clay based absorbent, vermiculite, and spill pads kept on hand. Proper personal protective equipment such as gloves, eye and face protection, tyvek aprons or suits should be worn for spill clean-ups.
  - If told to evacuate, evacuate according the emergency response personnel or normal evacuation routes.
  - After evacuating, do not permit anyone to enter the area until emergency response personnel determine it is safe.
  - Anyone who may be contaminated should be restricted to a single area and should not move from this area until directed by authorities-moving from area to area will cause further contamination and place others at risk.

*See Addendum 9 for Animal Facility Emergency Information, which lists hazardous substances used at each animal facility.*

## **D. TORNADO/SEVERE WEATHER**

### **TORNADO/SEVERE WEATHER DEFINITIONS Severe Thunderstorm**

A thunderstorm with winds of 58mph or more and/or hail with a diameter of 3/4" or more.

#### **Tornado**

A violently rotating column of air produced by a Severe-Thunderstorm and in contact with the ground.

#### **Tornado Watch**

Tornadoes and severe thunderstorms are possible. Usually 4 to 6 hours in duration

#### **Tornado Warning**

Tornado detected/spotted in the area. Usually 15 to 20 minutes in duration.

## **DURING A TORNADO WATCH**

Follow these instructions and those you receive from emergency personnel/authorities

- Remain inside unless instructed to evacuate
- Be prepared to take shelter immediately—know your safe shelter location.

- Assemble emergency response bag to take to the shelter
- Remain alert for approaching storms.
- Listen to your battery-operated NOAA Weather Radio or local radio/television/UGA online outlets for updated reports. Monitor computers and cell phones for UGA Alert notices. Supervisors should have the UGA Alert system installed on their work computers and set to alert their work cell phones. It is recommended that staff have the UGA Alert system set to alert their personal cell phones, also, however that is not a requirement.
- If you are close to a building entrance, inform anyone standing outside that a tornado watch is in effect and they are advised to come inside.
- If you are able to see the sky from inside, watch for signs of a tornado
  - A dark/greenish sky; large hail; a large, dark, low cloud; a funnel-shaped cloud, spinning rapidly, and extending toward the earth from the base of a thunderstorm; debris rotating near the ground.
  - Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado. Before a tornado hits, the wind may decrease and the air may become very still.
  - Rain or low-hanging clouds can obscure a tornado from sight
  - Tornadoes may develop so rapidly that little, if any, advance warning is possible.

## **DURING A TORNADO WARNING**

Follow these instructions and those you receive from emergency personnel/authorities

### **If you are inside a building:**

- If you are close to a building entrance, inform anyone standing outside that a tornado warning is in effect and they must come inside and take shelter immediately.
- Take shelter immediately, and bring the emergency response bag
  - Shelter in the basement, or go to the lowest floor if there is no basement
  - Shelter a small room/closet or corridor
  - Avoid large rooms/open spaces like auditoriums
  - Avoid windows, doors, and outside walls
  - Put as many walls between you and outside as possible
  - Get under a sturdy structure if possible (table)
  - Cover your head and neck with your hands/arms
  - Listen to your battery-operated NOAA Weather Radio or local radio/television/UGA online outlets for updated reports.

### **If you are not inside a building:**

- Get out of vehicles or trailers:
  - Go to the lowest floor of a sturdy nearby building or a storm shelter.
  - If there is no building or shelter nearby, lie flat in a nearby ditch or depression away from trees and power lines/poles
  - Cover your head and neck with your hands/arms.
  - Be aware of potential for flooding
  - Watch out for flying debris—it causes most fatalities and injuries from tornadoes.

## **AFTER A TORNADO**

**Remember that the area may be dangerous!**

- Look out for broken glass, active electrical lines, fires, etc.



- Check on co-workers in the area.
  - If anyone is injured:
    - ❖ If a person is seriously injured call 911.
    - ❖ Refer to *Addendum 3-Major Medical Emergency Procedures*

After permission to reenter the facility is obtained from the Incident Commander, the animal facility is evaluated. **Section I-B, Evacuation/Re-Entry in General**

- The Incident Commander is the Officer in charge of the First Responder Entity (Police, Fire Department, etc.).

## E. FIRE

### IMPORTANT FIRE SAFETY INFORMATION

Deadly fire and smoke rise and collect at ceiling levels; cleaner air is near the floor. Smoke, heat and toxic gases are the most common causes of fire related deaths.

### IF THERE IS A FIRE OR FIRE ALARM -EVACUATE IMMEDIATELY

- **Under no circumstances are URAR personnel to risk their personal safety to remove animals from the facility.**
- Always assume the fire alarm means there is a real fire and evacuate immediately
- If you discover the fire, pull/activate the nearest fire alarm and notify others.
- If an animal is out of its enclosure, place the animal in the enclosure immediately and leave the building. Do not take time to place a rodent cage back on the rack.
- If you are working in a laboratory with gas valves on a lab bench, turn off the gas valve before you leave, or hit the emergency kill switch on your way out of the lab
- Do Not Use Elevators. The power to the building can fail, trapping you in the elevator.
- Elevator shafts and open stairwells also create a chimney effect in a fire situation drawing up heat and smoke.
- Evacuate through exit corridors and exit stairwells. Keep the doors to corridors and stairwells closed. They are designed to provide a minimum level of protection from fire and smoke. Closing as many doors as possible helps contain the fire, heat and smoke. If you encounter a closed door in your egress route, feel the upper part of the door or door knob with the back of your hand for heat. If the door is cool, brace yourself before you open it and check the path for fire or smoke before proceeding.
- If you encounter smoke or heat, get as low as possible, or crawl, to the nearest exit. Cover your nose and mouth with a wet cool cloth to act as an air filter.
- Call 911 to report a fire from a safe location. Never assume someone else will call. Call even if your building has an automatic fire alarm system. Mechanical systems can fail. It is better to have the emergency reported several times than not at all.
- Do not re-enter the building until a fire official informs you that it is safe to do so.

### IF YOU ARE TRAPPED

- If you are trapped in a room where there is excessive fire and smoke in the hallway:
  - Block the cracks around doors with cloths or towels, preferably wet
  - If the room has windows open them slightly at the top and/or bottom. This will allow fresh air in and smoke out. Do not open window if smoke or fire is visible outside.

- Do not attempt to jump out of windows that are above ground level. This may cause serious bodily injury.
- Let Emergency Personnel know where you are. If there is a phone call 911. If no phone is available hang something (towel, jacket) out the window to signal your location.

### **AFTER A FIRE**

After permission to reenter the facility is obtained from the Incident Commander, the animal facility is evaluated. **Section I-B, Evacuation/Re-Entry in General**

- The Incident Commander is the Officer in charge of the First Responder Entity (Police, Fire Department, etc.).

## **F. FLOOD**

Flooding can be a result of a natural disaster or due to physical plant failures such as burst water pipes.

### **IF FLOODING OCCURS**

- Notify the Supervisor and/or Manager and/or Attending Veterinarian immediately
- If a physical plant failure is causing flooding, Facilities Maintenance Division must be contacted immediately and the urgency of the problem due to the presence of research animals explained.
- Animals in the affected areas should be checked immediately and potentially relocated to another area within the facility if necessary.
- All animals in the affected areas will be examined to determine their health status and suitability for research. Any animal suffering ill effects may be treated or euthanized at the discretion of the Attending Veterinarian.
- Any food or bedding contaminated as a result of a flood should be discarded and replaced through the appropriate vendor.
- If widespread flooding occurs, water quality testing should be performed on animal drinking water.

### **AFTER A FLOOD**

#### **If flooding did not require evacuation:**

All affected areas will be thoroughly decontaminated using cleaning/disinfection materials. Equipment should be checked and serviced, calibrated, or replaced as necessary.

#### **If flooding required evacuation:**

After permission to reenter the facility is obtained from the Incident Commander, the animal facility is evaluated. **Section I-B, Evacuation/Re-Entry in General**

The Incident Commander is the Officer in charge of the First Responder Entity (Police, Fire Department, etc.).

## **G. SECURITY BREACH/CRIMINAL ACTIVITY/BOMB THREAT/SUSPICIOUS PACKAGE UGA POLICE: Call 911**

### **CIVIL DISTURBANCE/ANIMAL EXTREMISTS/PROTESTORS**

The presence of animal rights extremists/protestors outside of an animal facility must be reported immediately. Staff members must report the presence to the Supervisor, who must report it up the ERT call tree. Staff must NOT interact with protestors.

#### **ERT Actions:**

- Contact UGA police immediately. The UGA police will determine if the protest is lawful or if the protestors need to be removed.

- Contact other relevant UGA departments/positions/stakeholders
  - Legal Affairs
  - Public Relations
  - Human Resources
  - Information Technology
  - Administration leadership (VPR, deans, IACUC chair, others relevant to event)
- Determine known information
  - Identify the location and type of event
  - Identify the organization(s) involved
  - Identify if specific projects, facilities, or researchers are being targeted
  - Identify the date/time/location of any known future activities
- Develop a plan, with input from the relevant UGA departments/positions/stakeholders
  - The plan should include:
    - How to handle security issues
    - Specific public statements
    - Methods of communication with internal and external stakeholders
    - Identify the person/s responsible for public/media statements
- Communicate the plan internally
  - Administration leadership (VPR, deans, IACUC chair, others relevant to event)
  - URAR staff
  - Researchers
  - Other relevant stakeholders
- Communicate the plan externally
  - Regulatory and accreditation agencies: USDA, OLAW, AAALAC
  - Other relevant stakeholders

#### Public relations/media actions

- Only the specific individuals assigned to communicate with the public/media will do so.
- Information may be placed on website

#### Specific events

- If the extremist event involves a break in, contact the UGA police immediately and see the next section (Security Breach/Criminal Activity)
- If a staff member encounters animal extremists/protestors at home, the staff member should call the local police immediately, then contact his/her Supervisor, who will notify up the ERT call tree.
- If a staff member receives a threatening phone call/letter/email at home, the staff member should call the local police immediately, then contact his/her Supervisor, who will notify up the ERT call tree.

#### References

- NABR Crisis Management Guide
- FASEB The Threat of Extremism to Medical Research: Best Practices to Mitigate Risk Through Preparation and Communication
- FBR Q4: Rapid Response Communication Protocols

### **SECURITY BREACH/CRIMINAL ACTIVITY**

If personnel see evidence of a break in inside an animal facility (e.g., damaged equipment, loose animals, spray painted slogans, etc.) they should immediately LEAVE the facility and contact the UGA police department from a safe location. The Supervisor and/or Manager and/or the Attending Veterinarian will be notified next.

Any suspicious activity should be immediately reported to the UGA police department from a safe location. The Supervisor and/or Manager and/or the Attending Veterinarian will be notified next. If an animal facility becomes a crime scene, and police restrict access, the ERT will communicate with the police to establish a mechanism for URAR staff to attend to the animals. Once full access has been permitted by the UGA police, the animal facility is evaluated. ***Section I-B, Evacuation/Re-Entry in General***

## **BOMB THREAT/SUSPICIOUS PACKAGE**

### **All threats are to be taken seriously.**

If a bomb threat or a suspicious package is received:

- Notify the UGA police at 911 immediately. The UGA police will determine what action should be taken in the event of a threat. Be prepared to evacuate the area with a pre-determined meeting point for all employees.
- The Supervisor and/or Manager and/or the Attending Veterinarian will be notified next, after evacuation if evacuation is ordered. The highest ranking person will alert the ERT leader, and ERT will be activated.

A threat may come as an email or phone call. If an email threat is received, save the email. If a threat is received by phone, do not hang up. Stay calm and take notes. Try to determine:

- Time the bomb is set to explode
- Exact location of the bomb
- Source of the threat
- Listen for background noises to attempt to determine caller's location
- Characteristics of caller's voice (gender, age, accent, etc.)
- After the caller hangs up, leave the facility immediately, then call the UGA police immediately.

After permission to reenter the facility is obtained from the Incident Commander, the animal facility is evaluated. ***Section I-B, Evacuation/Re-Entry in General***

- The Incident Commander is the Officer in charge of the First Responder Entity (Police, Fire Department, etc.).

## **IV. ANNUAL REVIEW, UPDATES, AND TRAINING**

### **ANNUAL REVIEW AND UPDATES**

This plan will be reviewed annually. However, some information on the plan may change over the course of a year, and will need to be updated more frequently. Contact information and Animal Facility Information will be updated at least twice a year. The most recent update will be noted on the section.

### **TRAINING**

Training on this plan will consist of an annual meeting with all personnel to review the contents of this document. Additionally, regular drills will be conducted for additional instruction. Annual review with documentation will be a mandatory part of the URAR training requirements. New URAR personnel must review this plan within 30 days of hiring. All documentation review will be kept by Supervisors with SOP documentation. Attendance at the annual Disaster Plan meeting and participation in drills will be documented by the Training Coordinator.

Copies of this document will be made available to all the OACU Director, the Assistant Directors, the Facility Managers, and the Animal Facility Supervisors. All staff will have the ability to review the unrestricted sections as they feel necessary, by asking their Supervisor for a copy.

All URAR personnel are required to be familiar with this plan and to know the location, in their work areas, of the following:

- Emergency Manuals
- Telephones (traditional and emergency)
- Stairs
- Emergency exits
- Fire alarms and extinguishers
- Emergency response bags
- Eye wash/shower stations
- Evacuation Routes and meeting area

**ADDENDUM 1**  
**UGA EMERGENCY CONTACT LIST**  
(Updated May 2015)

UGA Police Department

911

UGA Police Chief Jimmy Williamson: 706-542-5813

Environmental Safety Division

706-542-5706

Office of Biosafety

706-542-5563

706-542-5300 (emergency)

Radiation Safety

706-542-5706

Office of Emergency Preparedness

OEP Director Steve Harris: 706-542-4119

OEP EOM John Newton: 706-542-2778

OEP EOC Pete Golden: 706-542-7578

OEP EOC Noelle Broadnax: 706-542-1289

Facility Maintenance Division

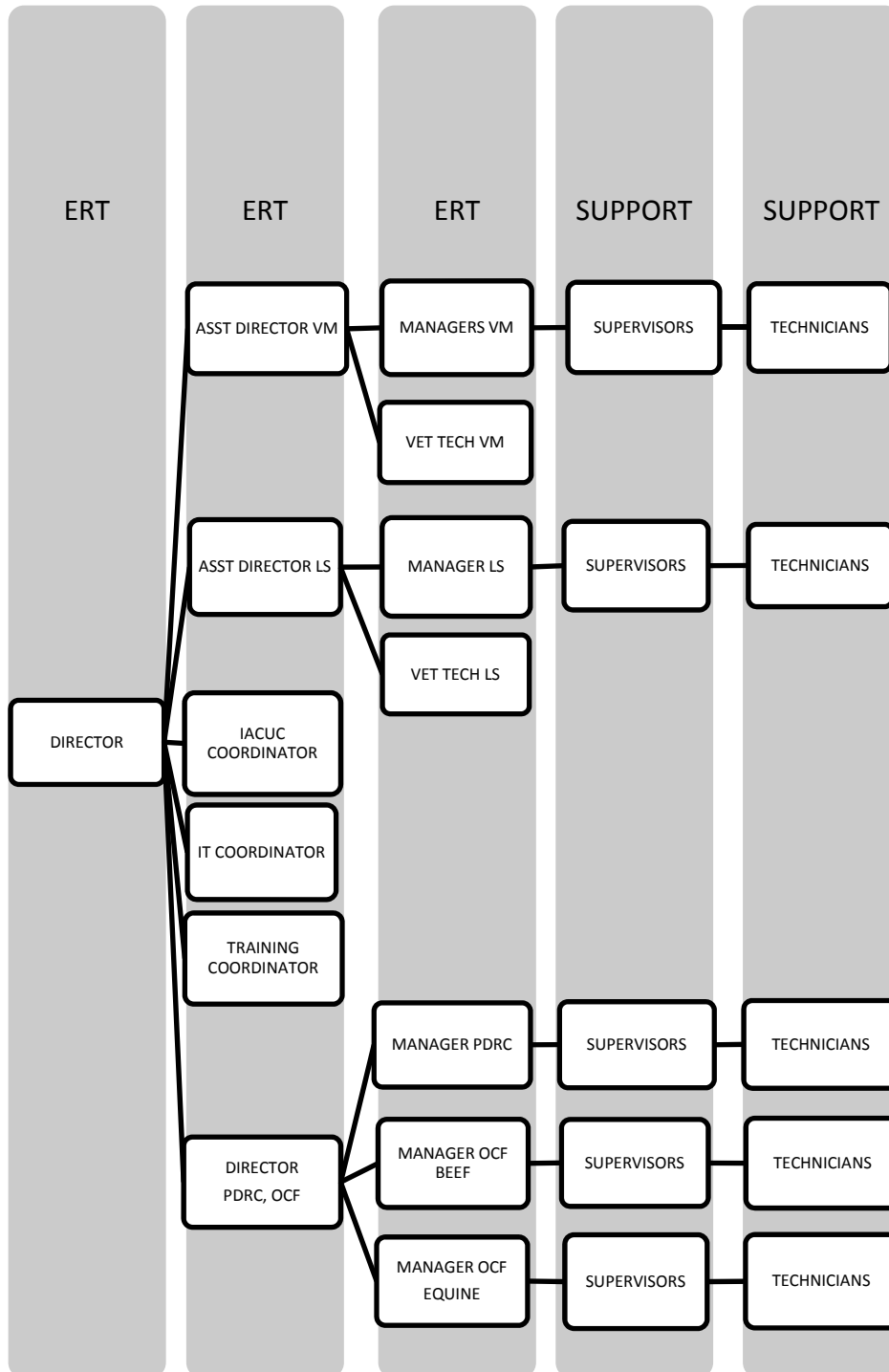
Darrel Gay (PDRC generator)

W: 706-542-7506

C: 706-207-8877

## ADDENDUM 2

### CALL TREE for EVENT RESPONSE TEAM (ERT) and SUPPORT STAFF [UPDATED June 2103]



**ADDENDUM 3**  
**MAJOR MEDICAL EMERGENCY PROCEDURES**  
[Updated May 2015]

If there is a medical emergency, follow these instructions:\*

*\* If your facility has specific instructions (e.g. BSL3) follow your facility's instructions*

**GENERAL INSTRUCTIONS**

1. Always assess the scene for safety first. Do not risk your own life if danger still exists. Once the scene is safe, first aid can be given.
2. Send someone else to call help. If you are the only person present, you may have to briefly leave the injured person to call for help.
3. FOR EMERGENCY ASSISTANCE CALL: 911(this works on a campus phone) Be prepared to give the following information:
  - **WHAT** type of emergency?
  - **WHERE** is the emergency? Give specific room and building location.
  - **IS** the area safe?
  - **WHO** is involved? How many are ill, injured, or endangered? Give age(s), doctor's name, medical history of victim(s) if known.
  - **A CALL BACK NUMBER**
  - **STAY** on phone for emergency instructions if possible.
4. Notify your supervisor as soon as possible
5. Basic First Aid Procedures
  - DO NOT MOVE seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back.
  - BLEEDING: Stop bleeding by applying direct pressure to the wound using clean bandage material, paper towel, or gloved hand. Have the victim sit or lie down.
    - Elevate the injured body part above the level of the heart.
  - CHOKING: If someone is found choking, determine if the victim can speak or cough.
    - Encourage coughing to dislodge the obstruction. If the victim is conscious and unable to cough or breathe, perform the Heimlich maneuver if you are trained to do so.
  - NOT BREATHING: If the person is not breathing, carefully position the victim for artificial respiration, clear the airway commence mouth-to-mouth resuscitation.
  - Maintain body temperature with blankets, but be sure the victim does not become overheated.
  - Never try to feed liquids to an unconscious person.



**ADDENDUM 7**  
**URAR VEHICLES FOR TRANSPORTING ANIMALS/SUPPLIES**  
(updated June 2013)

<b>URAR UNIT</b>	<b>VEHICLES</b>	<b>Rodent Capacity</b>	<b>Non-Rodent Capacity</b>	<b>Comments</b>
VM	Cargo van	30-40 cages	Small animals in carriers	
	Livestock trailer	NA	Agricultural	
LS	Transit Connect van	30-40 cages	Small animals in carriers	
	Cargo trailer	3-4 racks	Small animals in carriers	
AHRC	Golf cart	Limited capacity		electric
PDRC				

**ADDENDUM 8**  
**EMERGENCY FACILITY SUPPLY LIST**  
(updated June 2013)

Each animal facility or group of animal facilities has an emergency supply kit, which includes a smaller, emergency response bag. These emergency supplies are stored in a single location in a sealed container (e.g. Rubbermaid).

The emergency response bag includes:

- Flashlights
- NOAA Radio
- Unopened batteries
- Glow sticks
- First Aid Kit
- Heavy duty gloves
- Whistle
- Copy of the Disaster Plan, with Emergency Contact List

Emergency Supply kit includes emergency response bag and:

- Bleach
- Measuring cups and measuring spoons
- Dust masks
- Emergency contact information
- Non-perishable high energy snacks
- Small amount of bottled water