

ANIMAL RESOURCE FACILITY EMERGENCY PROTOCOL

Physical Plant Emergencies

Call Public Safety (if appropriate) at **402-280-2911** any time. Call Facilities Management (if appropriate) at **402-280-2780** during business hours. Contact the ARF Manager and/or the ARF Director.

Heating, Ventilation or Air Conditioning (HVAC) Failures

If the facility is too hot, too cold or there is no air circulation:

- If, in your best judgment, the situation is an immediate threat to the lives of animals, use heaters, fans and/or open doors/windows to reduce the risk to the animals, to the best of your ability.
- Electric heaters, fans and extension cords may be found in the ARF.

The ARF Manager and/or ARF Director will:

- Consult with Facilities Management.
- Assist with further temporary remedies (heaters, fans, etc.).
- Inform investigators whose animals were involved no later than the next business day.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Power Failure

If there is an electrical power failure:

- Obtain emergency lights (flash lights, lanterns) from the ARF, if necessary.

The ARF Manager and/or ARF Director will:

- Consult with Facilities Management.
- If complete power outage is likely to be prolonged and without emergency power in the ARF, it will be necessary to quickly move the animals in ventilated racks to microisolator cages. It may be necessary to move animals from one room to another as well. These measures will breach pathogen control protocol.
- Seal freezers and refrigerators.
- Develop alternative cage cleaning procedures if necessary.
- If emergency power is to be used, prioritize what should receive limited emergency power: lights, heaters, fans, freezers, refrigerators, hoods and other lab equipment.
- Computers should be unplugged to protect from low power and/or power surges. Maintain current back-ups of the hard drives.
- Flashlights, heaters, fans and extension cords may be found in the ARF.
- Emergency power outlets (red receptacles; all 110 V, 60 Hz) are located in the ARF.
- Inform investigators whose animals were involved no later than the next business day.

- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Flooding

If you encounter flooding due to a plumbing failure:

- Do any relevant quick/simple fixes (for example, unplug a drain or turn off a faucet).
- Do not endanger yourself, but if possible, move any animals whose lives or well-being are threatened.
- Cages may need to be moved, even in breach of pathogen isolation protocol, but if at all possible individual animals should not be handled, except by those familiar with them.
- You may be willing/able to rescue equipment, supplies, etc., but be aware that you are likely to be standing in water and therefore vulnerable to electrical shock when touching electrical appliances, equipment, instruments or unprotected outlets.

The ARF Manager and/or ARF Director will:

- Consult with Facilities Management.
- Supervise temporary remedies (for example, rearranging animal quarters) and clean up. Again, be cautious around electrical equipment.
- Inform investigators whose animals were involved no later than the next business day.
- Replace damaged food/supplies.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up and recommend any changes needed.
- Implement those changes to the plan adopted.

Natural Emergencies

If you encounter fire/smoke/electrical sparks:

- Your safety comes first.
- All you are reasonably expected to do is to activate a fire alarm, exit the building and then call Public Safety at 402-280-2911. Fire alarms are located at each EXIT STAIRWAY in the ARF.
- For your evacuation, use stairs, NOT AN ELEVATOR, keep low if smoke is present. During evacuation, feel the door knob of any door you open. If it is hot, do not open it. If evacuation is impossible, locate a safe room (with a window if possible), seal the door (wet towels, or wet paper work best) and hang a white towel out the window.
- Call 402-280-2911 to report your location if possible.
- If the fire is small and it is possible to consider the safety and well-being of the animals, FIRST activate a fire alarm and call Public Safety. Fire extinguishers are located in the ARF.
- Sealing a burning room may harm the animals within, but may also slow the spread of a fire and ultimately save more animals.
- If the contents of a room are known to be a fire hazard, the door will be clearly marked. If such a room is involved, or might soon become involved in the fire, close the door, activate the fire alarm and evacuate, no matter how small the fire appears.

The ARF Manager and/or ARF Director will:

- Consult with Public Safety and Fire Department Officers as to when is safe to return to the facility.
- Supervise temporary remedies for surviving animals – providing them with ventilation, warmth, cooling, drying, food and water where necessary and if possible. Note that both smoke and the sprinkler system may cause damage beyond the rooms involved. See suggested actions under

the HVAC emergency plan, electrical emergency plan, and/or flooding/plumbing failure emergency plan if applicable.

- Identify, establish and prepare to maintain alternate housing for surviving animals if necessary.
- Inform investigators whose animals were involved no later than the next business day.
- It may be necessary to delay or suspend shipments of new animals.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Severe Summer Storm

If damage due to high winds (tornado), excessive rain, lightening occurs:

- Should a tornado watch occur, turn on a radio and monitor the situation.
- If a tornado warning occurs, civil defense sirens will sound. Immediately seek shelter in a basement.
- A severe summer storm might cause one or more of the emergencies listed above (HVAC, electrical, flooding, fire) and may include structural damage due to high wind or lightning.
- Monitor the facility during (if safe) or immediately after the storm.
- Take appropriate immediate actions if possible. See suggested actions under the HVAC emergency plan, electrical emergency plan, and/or flooding/plumbing failure emergency plan.

The ARF Manager and/or ARF Director will:

- Consult with Facilities Management.
- Supervise further temporary remedies and clean up
- If extensive damage has occurred, it may be necessary to identify, establish and prepare to maintain alternative facilities for displaced animals.
- Inform investigators whose animals were involved no later than the next business day.
- Replace damaged supplies.
- It may be necessary to delay or suspend shipments of new animals..
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Severe Winter Storm

If damage due to high winds, excessive rain/snow/ice, or limited access to the facility occurs:

- A severe winter storm might cause one or more of the emergencies listed above, and may include structural damage due to high wind. Take suggested actions listed under relevant plan.
- Monitor the facility during (if possible) or immediately after the storm.

The ARF Manager and/or ARF Director will:

- Consult with Public Safety and Facilities Management.
- Supervise further temporary remedies and clean up
- If extensive damage has occurred, it may be necessary to identify, establish and prepare to maintain alternate facilities for displaced animals.
- If access to the facility by staff and/or suppliers is likely to be blocked by road conditions for a significant length of time, it may be necessary to rearrange work schedules, ration supplies and stop animal shipments.
- Inform investigators whose animals were involved no later than the next business day.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.

- Implement those changes to the plan adopted.

Animal Rights Threats/Protests/Attacks

Call Public Safety (if appropriate) at **402-280-2911** any time. Call Facilities Management (if appropriate) at **402-280-2780** during business hours. Contact the ARF Manager and/or the ARF Director.

Threats

If you encounter an animal rights communication (oral, written, broadcast) that you take as a threat directed at the Creighton University ARF:

- Call Public Safety!!!
- Attempt to identify or describe the individual/organization making the threat.
- Attempt to identify any specific threatened action, and whether it is directed at a specific investigator.
- Try to determine if they justify this threat involves any insider knowledge.

The ARF Manager and/or ARF Director will:

- Consult with Public Safety. It is important to determine the basis for the threat, if the threat is general or directed at a particular investigator's protocol, and whether an insider is involved.
- If the threat is believed to be serious by Public Safety, inform all investigators no later than the next working day. It is likely that the FBI will be involved at this point.
- If the threat is to a specific investigator, he/she should also consult with Public Safety.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Demonstrations

If you encounter a demonstration that is not already being monitored by Public Safety:

- Call Public Safety at 402-280-2911 and describe the demonstration, then inform the Animal Resource Facility Manager

The ARF Manager and/or ARF Director will:

- Assist Public Safety in identify the individual(s) and organization(s) demonstrating. Identify any threats
- Inform all investigators as soon as possible.
- If the threat is to a specific investigator, he or she should contact Public Safety.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Forced Entry or Break and Enter

If you encounter a break-in, or the aftermath of a break-in:

- Do not confront the individual(s) involved.
- Call Public Safety at 402-280-2911. They will respond immediately.
- Be prepared to provide a description the individual(s), direction of travel, and any other relevant details.

- If confronting the aftermath, take reasonable measures to confine any loose animals, but be conscious of possible dangers posed by any electrical, plumbing, chemical or biohazard damage.

The ARF Manager and/or ARF Director will:

- Re-house any released animals.
- Assist Public Safety in identifying the individual(s) and organization(s) involved.
- Identify any threats being made.
- Assess damaged or missing equipment and identify any missing or harmed animals.
- Identify any missing or damaged documents, damaged or deleted computer files.
- Maintain current back-ups of the hard drives and attempt to store them in a safe location.
- Determine which projects were involved.
- Inform investigators whose animals were involved immediately.
- Within two weeks, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Animal Diseases

The Attending Veterinarian will identify animal disease or a pathogen in the ARF (other than an approved presence in a specific room or specific cages in an isolator rack).

The Attending Veterinarian will:

- Determine the extent of the infection, and its treatment.
- Determine what quarantine measures are likely to be effective at minimizing the spread of the infection
- Inform the ARF Manager.
- Determine what increased disease surveillance measures are needed, and inform the ARF Manager.
- If treatment is not possible, supervise euthanasia if necessary.

The ARF Manager will:

- Inform the staff of treatment, quarantine and surveillance measures to be taken.
- Post the quarantined rooms as such.
- Inform investigators in the same room of the situation immediately.
- In the short term, inform all investigators that there is a room that has tested positive for a particular pathogen, outlining the veterinarian's recommendations.
- In the long term, notify all investigators when the pathogen has been eliminated from the facility.
- Block the entry and exit of animals in and out of the Facility until a treatment plan appears successful at isolating / eliminating the infection.

The ARF Director will:

- Mediate disputes between the veterinarian, staff and investigators over treatment, quarantine, and if necessary, euthanasia.
- At its resolution, provide an assessment of the incident to the ARF Ad Hoc Committee.
- Assess cause, response, follow up, and recommend any changes needed.
- Implement those changes to the plan adopted.

Maintenance of this Plan

- This plan requires review, both on a regular basis, and as a result of knowledge gained in dealing with emergencies.

- Other routine maintenance would include maintaining emergency equipment – is it still there? – are batteries charged? – are the phone numbers of the Facility Manager and Director current?
- Training on the use of fire extinguishers can be offered by Public Safety.