



Disaster Plan for Regulated Animals

This document is designed to meet federal requirements for disaster planning for facilities housing animals including:

- requirements from the United States Department of Agriculture (USDA), Animal & Plant Health Inspection Service (APHIS) Animal Care. See Federal Register Volume 77, Number 250, December 31, 2012.
http://www.aphis.usda.gov/animal_welfare/content/printable_version/contingency_rule_faq.pdf
<http://www.gpo.gov/fdsys/pkg/FR-2012-12-31/pdf/2012-31422.pdf>
- requirements from the Office for Laboratory Animal Welfare (OLAW)
http://grants.nih.gov/grants/olaw/faqs.htm#instresp_3

Regulated animals include all vertebrates owned by Oklahoma State University (OSU) that may be used in education, research, or testing. This includes all animals assigned to an active Animal Care and Use Protocol (ACUP). The Disaster Plan for Regulated Animals is intended to supplement, not to supersede, other University crisis management plans. Refer to the University's Department of Public Safety for personnel safety procedures
<http://safety.okstate.edu/>.

The Disaster Plan for Regulated Animals is reviewed and updated as needed. At a minimum, review of this plan shall take place at least once every five years. The plan is maintained within the State of Oklahoma's Emergency Response and Recovery System. A hard copy is maintained in the University's Emergency Operations Center.

The OSU Disaster Plan for Regulated Animals has 2 sections:

Section 1: Emergency procedures that are consistent regardless of where the emergency occurs. These include emergency procedures for the following situations:

- biohazard containment failure
- earthquakes
- hazardous chemical spills
- protests by animal activists
- structure fires
- tornadoes and severe thunderstorms
- wildfires
- criminal activities
 - personal harassment and assault
 - facility trespassing and vandalism
 - bomb threats

Section 2: Emergency procedures that may vary depending on the individual facility or program affected. These plans must be prepared by the individual with oversight responsibility for each regulated animal facility or program of care. This includes emergency procedures for the following situations:

- disease pandemics
- escaped animals
- flooding
- heating, ventilation, and air conditioning (HVAC) system failure
- loss of potable water supply
- power failure
- winter storms or hazardous travel conditions
- irreplaceable animals

An Emergency Contact List will be provided only to emergency response personnel with information for the many individuals needed to respond to various types of emergencies.

When the Disaster Plan for Regulated Animals is updated, principal investigators with active ACUPs and managers of regulated animal facilities are notified via e-mail. These individuals are expected to maintain a current version of Section 1 of the Disaster Plan for Regulated Animals and their facility-specific plan readily available in each regulated animal facility. All individuals working with regulated animals are to be trained on these documents, and that training is to be documented.

Investigators and facility managers must notify the IACUC and the Manager of Emergency Operations of any revisions to their disaster plans or contact information.

The Disaster Plan for Regulated Animals may be implemented whenever the types of emergencies or comparable events described in the plan occur and affect the health and well-being of regulated animals or have the potential to do so. The OSU Police Department (OSUPD) is notified of the emergency and its personnel contact the appropriate response personnel, including the Emergency Operations Center if necessary.

Emergency response personnel (e.g. police, fire fighters, etc.) are in charge at the scene in accordance with existing protocols, and their directions are to be followed. Once they indicate the scene is safe for other personnel, responsibility for mitigating the emergencies affecting regulated animals transfers to the University Attending Veterinarian and to the individual with oversight responsibility for the regulated animal facility.

Section 1: Campus Wide, Consistent Emergency Procedures

To notify response personnel of an emergency, call the OSU Police Department (OSUPD) by Dialing 911 from a campus phone. From a cell phone or other non-OSU phone, dial 911 and ask the Stillwater Police Department to transfer the call to the OSUPD. If you call 911 from a cell phone or non-OSU phone, communicate that you are calling about an emergency on the OSU campus. OSUPD can be reached directly at 405-744-6523 from an off-campus phone.

Biohazard Containment Failure

Biohazardous materials are infectious agents with the potential to harm humans, animals, and/or the environment. In the event of a spill or other loss of containment of biohazardous material, laboratory-specific and agent-specific procedures should be followed. Notify the University's Biological Safety Officer immediately.

If the biohazardous material is highly dangerous (e.g. has a high disease-producing potential, is capable of airborne transmission, etc.), evacuate the area, closing and sealing doors behind you. Call 911 and explain the situation, giving the location of the contamination. Prevent other individuals from entering the area until help arrives. The OSUPD will notify the University's Biological Safety Officer when the biohazardous material is considered highly dangerous. If regulated animals were exposed to potential biohazardous material as a result of containment failure, contact the University Attending Veterinarian immediately.

To assist emergency responders, personnel must provide responders with an indication of how serious the event is. The responders need to know what has occurred. Every emergency reported by personnel must include a description of the event, the laboratory biosafety level, the biological agent(s) or toxin(s) that is involved, the animal species, and one of the following laboratory situation codes:

Code Green

The emergency involves no risk to responders. The laboratory situation is normal.

Code Yellow

The emergency involves a situation inside a laboratory area that involves a health or safety risk to emergency responders. However, the emergency is contained inside the laboratory area and does not present a hazard outside the laboratory containment area. Containment measures are operating normally.

Code Red

The emergency is a health or safety risk to emergency responders and everyone in the building because the material is not contained by the building systems. Uncontrolled fires are a Code Red emergency in any event.

Following are examples of how emergencies should be reported

Reporting party: "This is Jane Doe at B52 Boomer Hall. We have a person here with chest pains and we need an ambulance. This is a BSL-2 lab. This is a Code Green emergency."

Reporting party: *"This is John Doe at 747 Hanger Hall. We have had a small flask of an infectious agent shatter and cut one of our laboratory researchers. We have the bleeding stopped, but the researcher is still in the lab because of the spilled material. The agent is contained in the BSL-3 lab. Everyone else is out of the area. This is a Code Yellow emergency."*

Reporting party: *"This is Orville Wright at 1903 Flyer Hall. We have a fire in a biological safety cabinet (BSC). Everyone has evacuated the room, but the fire is out of control. This is a Code Red emergency."*

When emergencies occur that require first responders to report to the scene, it is critical that personnel react quickly by reporting the emergency to 911 operations immediately and providing situation information for emergency responders.

Earthquakes

Following an earthquake, when it has been determined that the building is safe for people to reenter, check the animals. If an animal appears to have been injured, contact the University Attending Veterinarian immediately.

Hazardous Chemical Spills

In the event of a spill or other loss of containment of a hazardous chemical, agent-specific procedures should be followed as listed on the Safety Data Sheet (SDS). If the chemical is highly dangerous, evacuate the area, closing and sealing doors behind you. Call 911 and explain the situation, giving the location of the contamination. Prevent other individuals from entering the area until help arrives. Notify Environmental Health and Safety (EHS) personnel by calling (405) 744-7241. If regulated animals were exposed to hazardous chemicals as a result of the emergency, contact the University Attending Veterinarian immediately.

Protests by Animal Activists

If animal activists begin to protest, do not engage either the protestors or the members of the press. Animal activists often alert television stations, radio stations, and newspapers of when and where they plan to protest in order to garner media coverage. Contact the University's Director of Communications Services at (405) 744-4800 to respond to reporters. If it appears that the activists may try to forcibly enter a regulated animal facility, call 911 to report the situation to the OSUPD. Only contact OSUPD upon the threat of violence. Immediately notify your supervisor/manager/department head and the IACUC Manager of all contact by and with animal activists.

Structure Fires

When confronted with fire, personnel should follow the R.A.C.E. model:

1. **R**escue those in immediate danger, without becoming a victim.
2. **A**larm, activate the nearest pull station or call 911.

3. Contain the fire or incident by closing doors.
4. Extinguish the fire if you are trained to do so and it is a small fire. Otherwise, evacuate the fire area.

When it has been determined that the building is safe to reenter, check the animals. If an animal appears to have been injured or exposed to smoke, contact the University Attending Veterinarian immediately.

Tornadoes and Severe Thunderstorms

When tornado or severe thunderstorm watches are issued by the National Weather Service, maintain vigilance. Be alert for the sound of weather sirens and keep a weather alert radio nearby, if possible. Identify available places of refuge (e.g. buildings with basements) and be prepared to stop work and proceed to one of these locations on short notice.

If the sirens sound, proceed to the nearest place of refuge. Stay sheltered until the storm passes and it is safe to go outside. Once it is safe to do so, check to ensure that regulated animals are safe and uninjured. If an animal appears to have been injured, contact the University Attending Veterinarian.

Wildfires

When a wildfire occurs, follow all instructions from emergency personnel. If time permits, and if you can safely do so, relocate the animals. Multiple OSU departments have trucks and trailers capable of transporting animals. Contact the OSUPD if assistance with animal evacuation is needed.

Once authorities issue an evacuation order, make no further attempt to load animals and evacuate the area immediately. Once it has been determined that the area is safe to reenter, check the animals. If an animal appears to have been injured or exposed to smoke, contact the University Attending Veterinarian immediately.

Criminal Activities

Personal Harassment and Assault

A tactic by many animal rights organizations is to conduct disruptive protests at the homes of faculty, staff, or students involved directly or indirectly with regulated animals. These protests may occur late at night and involve intimidating or harassing behavior by the activists. If harassed by animal activists, do not confront the activists directly. Often activists will try to get their victim into a highly emotional state through insults and threatening body postures in the hopes that the victim will respond physically to the activist. Once the activist's victim has responded in a physical manner (e.g. shoving, punching, or even just touching), the activist can bring legal charges for battery against their victim. If threatened or intimidated by activists, call 911 to contact law enforcement and let the police determine if the activists' behavior exceeds that allowed under free speech. Photographing or filming the activists, if it can be done safely, may provide evidence to assist law enforcement. The IACUC Manager is to be notified immediately of all contact by and with animal activists.

Facility Trespassing and Vandalism

Animal activists have been known to break into animal facilities causing damage, destroying property, and releasing animals. Access to regulated animal facilities should be limited by security systems and locks. Security cameras may be installed where feasible. Do not open doors or allow access into regulated animal facilities to unknown individuals without proper identification.

If trespassing or vandalism occurs, call 911 to notify OSUPD. For vandalism, do not enter or disturb the area as the crime scene should be examined for evidence by law enforcement authorities.

If animals have been released from the facility, search for them in nearby locations. Research animals that have been housed indoors typically remain near the location where they are released by activists. If they are not recaptured quickly, they may die from lack of food or from predation. If an injured animal is identified, contact the University Attending Veterinarian immediately.

Bomb Threats

Bomb threats will be handled according to OSU policy #3-0522. Bomb threats must be reported immediately to the OSUPD, which will notify other internal and external first responder units, as deemed appropriate. If the bomb threat is deemed credible, the unified command will direct an evacuation of the building(s).

If a disaster occurs, animals that cannot be relocated or protected from the consequences of the disaster are to be humanely euthanized.

If regulated animals have been injured or affected in any way by an emergency, once their immediate needs have been met (e.g. veterinary care, food, water, shelter etc.), notify the IACUC of the situation and what was done to mitigate it.

Section 2: Emergency Procedures that Vary Depending on the Facility or Program

This section covers the types of emergencies in which the response may differ based on the type of animals housed and the capabilities of the facility used to house them. Each investigator or manager responsible for a regulated animal facility must develop written disaster planning procedures that, at a minimum, cover the topics outlined below. These procedures must be submitted to the IACUC for approval and to the OSU Manager of Emergency Operations for approval. They will be posted to the State of Oklahoma's Emergency Response and Recovery System. The procedures should be updated and resubmitted as needed to stay current and remain in compliance with federal regulations. At a minimum, review of each facility-specific plan shall take place at least once every five years. The University Attending Veterinarian and the IACUC Manager may be contacted for assistance in developing these written procedures. See http://grants.nih.gov/grants/olaw/faqs.htm#instresp_3 for federal guidelines on this topic.

A template for filling in the required information is available on the Forms & Documents page of the IACUC website where blank ACUP documents are located. See <https://compliance.okstate.edu/iacuc/forms-and-documents>

Where possible, multiple alternative contacts should be provided for each regulated animal facility.

Disease Pandemics

Federal regulations require that institutions prepare for staffing shortages that could result from a disease pandemic (e.g. an influenza outbreak). See http://grants.nih.gov/grants/olaw/faqs.htm#instresp_9.

Facility-specific disaster plans should describe what steps may be taken to ensure the animals receive appropriate care (e.g. feed, water, clean caging, and daily observation, etc.) in the event that the faculty, staff, or students who normally provide care to the animals are ill and unable to work. This is a primary consideration when only one or two individuals normally care for the animals. If that individual or individuals were unavailable, who else is trained and able to provide care? This information must be provided in facility-specific plans.

Escaped Animals

Procedures for dealing with escaped animals depend on the species involved and the location. Facility-specific disaster plans should describe what species are housed within the facility and what secondary barriers (doors, perimeter fences, etc.) can contain the animals if they escape from their primary enclosure (cage, pen, etc.). The plan should also identify who would be contacted to assist in recapturing the animals, if appropriate.

Flooding

Facility-specific disaster plans should identify whether or not flooding is possible where the regulated animals are housed. If flooding is possible (e.g. the animals are housed in a room within the basement of a building), what procedures would be followed if a flood occurred. Where could the animals be relocated and by whom?

HVAC System Failure

Facility-specific disaster plans should describe the HVAC system and what monitoring is available to detect and mitigate a failure of the system. If valves fail, does the system fail hot or fail cold? Is electronic monitoring of temperature and airflow in place? If so, what are the alarm set points? Who is notified in the event of an alarm notification and what steps does the individual take to correct the problem? If constant monitoring is unavailable, what monitoring is performed and documented? Are the species housed susceptible to health problems with extreme heat or with extreme cold? If animals had to be relocated due to the HVAC system failure, where could they be relocated? See http://grants.nih.gov/grants/olaw/faqs.htm#useandmgmt_6 for federal guidelines on this topic. This concern does not apply to animals housed outdoors.

Loss of Potable Water Supply

Facility-specific disaster plans should describe what steps would be taken in the event that the normal source of potable water became unavailable. For example, what if a water main break occurred and a boil order was issued? What additional source of potable water is available to ensure that regulated animals always have an adequate supply of safe drinking water?

Power Failure

Facility-specific disaster plans should describe what danger could occur from loss of electrical power. Does the animal facility have a backup generator? If so, how and how often is the generator tested to ensure that it remains functional? If the generator is available, will it power the HVAC system? If no backup generator is available, what danger would occur from lack of electricity? What steps would be taken (e.g. animal relocation?) in the event of a power failure? This concern does not apply to animals housed outdoors.

Winter Storms or Hazardous Travel Conditions

Facility-specific disaster plans should describe what steps are taken to ensure that staff is available in the event of winter storms or hazardous travel conditions. Are four wheel drive vehicles available for caretakers to get on-site? If a storm is forecasted, do one or more caretakers remain on-site to care for the animals until travel conditions improve? Do one or more caretakers live within walking distance of the facility? Are food and supplies for the animals stockpiled in case shipments are delayed? What personnel are essential and must come to work regardless of the road conditions?

Other

Procedures designed to mitigate other potential emergencies may also be included in facility-specific disaster plans at the discretion of facility personnel.