STANDARD OPERATING PROCEDURE

DISASTER AND EMERGENCY PLANNING FOR ANIMALS AND THEIR HOUSING
FACILITIES ON THE UNIVERSITY CAMPUS - EFFECTIVE JANUARY 2012

TUSKEGEE UNIVERSITY ANIMAL CARE AND USE COMMITTEE (TAACUC)
TUSKEGEE UNIVERSITY, TUSKEGEE, AL 36088

Based upon- GUIDE FOR THE CARE AND USE OF LABORATORY ANIMALS
8th Edition, Issued in 2010

I. Introduction

Animal facilities may be subject to unexpected conditions that result in the catastrophic failure of critical systems or significant personnel absenteeism, or other unexpected events that severely compromise ongoing animal care and well-being (ILAR, 2010). Facilities must therefore have a disaster plan. The plan should define the anticipated emergencies/disasters and the actions necessary to prevent animal pain, distress and deaths due to loss of systems such as those that can control ventilation, cooling, heating or provisions for potable water. If possible, the plan should describe how the facility will preserve animals that are necessary for critical research activities or that are otherwise deemed to be irreplaceable.

II. Background

Disaster plan should be established in consultation with responsible investigator(s), taking into consideration both the priorities for triaging animal populations and the institutional needs and resources. Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. The disaster plan identifies essential personnel who should be trained in advance in its implementation. Efforts should be taken to ensure personnel safety and provide access to essential personnel during or immediately after a disaster. Such plans should be approved by the institution and be part of the overall institutional disaster response plan that is coordinated by the Institutional Officer (IO) or another senior-level administrator. The IO at Tuskegee University is the Vice President of Research and Sponsored Programs (Dr. Shaik Jeelani, 334-727-8970). The Chief of law enforcement for Tuskegee University is Mr. P. Mardis (334-724-4454). All of the other emergency personnel are to be provided with a copy of the plan for comment and integration into broader area wide planning (Vogelweid 1998).

III. Scope and Purpose

Over the last 20 or more years, disasters have been reported to occur that have had a large effect upon colleges, universities, and pharmaceutical companies throughout the United States. It is the purpose of this standard operating procedure to set forth a set of guidelines that are to be followed when experiencing any type of disaster/emergency affecting the animal facilities. One must remember that all animals are valuable irrespective of the type of research that they are a part of. Therefore, where possible, every attempt must be made to save the lives of all animals from any of the disaster/emergency situations that we or they may encounter during the day or night or on weekends, vacation times or holidays. In case of a large-scale emergency or disaster, this plan will function in conjunction with our entire college and the overall TU disaster plan.

IV. Animals Housed In University Campus Animal Facilities:

At present, there are several animal-housing facilities where different species of animal are housed. These facilities are: for small laboratory animals (Williams-Bowie Building, First Floor), for companion animals (Dog Holding Facility), for farm animals (Large Animal Buildings, and University Goat Farm) and for avian (University Poultry Farm). Any one or all of these facilities may be involved in a disaster/emergency situation. All animals residing in these facilities must be protected at the time of the
disaster/emergency, or humanely euthanized. In either case, accurate records of the events will be maintained. The various animal species housed on campus include:

- Laboratory Animals- mice, rat, and hamster
- Companion Animals- dogs and cats
- Farm Animals- goats, sheep, cattle, horses and donkeys
- Avian Species- chickens and turkeys
- Aquatic Animals- fish

V. Communication: Disaster/emergency Control, How all Responsible Personnel are to be notified:

First, the list of personnel that are responsible for trying to contact those who may be able to correct the problem as soon as possible must be available. Second, other City; County, State and Federal officials must be notified of the event. Subsequently, County officials will inform the necessary State or Federal official(s).

A. Tuskegee University personnel that are on the response team that has to be notified:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Home phone</th>
<th>Cell phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response Leader</td>
<td>Dr. Benjamin C. Datiri</td>
<td>334-724-4255(O) 334-887-8693(H)</td>
<td>334-552-1163</td>
</tr>
<tr>
<td>Attending Veterinarian</td>
<td>Dr. Kunwar Srivastava</td>
<td>334-724-4106(O) 334-502-8417(H)</td>
<td>334-552-1164</td>
</tr>
<tr>
<td>Backup Attending Veterinarian</td>
<td>Dr. Howard King</td>
<td>334-724-4158(O) 334-727-5325(H)</td>
<td></td>
</tr>
<tr>
<td>Acting Director, CMRC</td>
<td>Dr. Thomas Graham</td>
<td>334-724-4273(O)</td>
<td>334-655-9604</td>
</tr>
<tr>
<td>Animal Caretaker Technician</td>
<td>Ms. Veronica Simmons</td>
<td>334-727-8494(O)</td>
<td></td>
</tr>
<tr>
<td>Animal Caretaker Technician</td>
<td>Mr. Anthony Pearsall</td>
<td>334-727-8577(O)</td>
<td></td>
</tr>
<tr>
<td>Animal Caretaker Technician</td>
<td>Mr. Sylvan Edward</td>
<td>334-727-8577(O)</td>
<td></td>
</tr>
<tr>
<td>Consulting Lab Animal Veterinarian</td>
<td>Dr. Nathaniel Powell</td>
<td>404-343-0825 (Atlanta) 334-277-6740 (Montgomery)</td>
<td>404-578-8097 334-202-8752</td>
</tr>
<tr>
<td>CAENS Goat Facility</td>
<td>Dr. Nar Gurung</td>
<td>334-727-8457(O)</td>
<td>334-707-1881</td>
</tr>
<tr>
<td>CAENS Poultry Facility</td>
<td>Dr. Jannette Bartlett</td>
<td>334-727-8266(O)</td>
<td>334-421-0230</td>
</tr>
<tr>
<td>T.U. Security Chief</td>
<td>Mr. Patrick Mardis</td>
<td>334-724-4456</td>
<td>334-421-3538</td>
</tr>
<tr>
<td>T.U. Emergency Security</td>
<td></td>
<td>334-727-8757(O) 724-4911</td>
<td></td>
</tr>
<tr>
<td>Director, Facilities Management Services</td>
<td>Mr. Marcus Dean</td>
<td>334-727-8098(O)</td>
<td>334-421-0632</td>
</tr>
</tbody>
</table>
B. External Contact Information for other Campus, City and County officials.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Tuskegee Emergency Number</td>
<td>911 (fire, police)</td>
</tr>
<tr>
<td>Macon County Emergency Management Agency</td>
<td>334-727-1320</td>
</tr>
<tr>
<td>Alabama State Veterinarian (Dr. Tony Frazier)</td>
<td>334-240-7353</td>
</tr>
<tr>
<td>USDA Veterinary Services Office</td>
<td>334-551-2181 (office)</td>
</tr>
<tr>
<td></td>
<td>334-657-5300 (cell)</td>
</tr>
</tbody>
</table>

VI. Identification of the Emergencies/Disasters

The following type(s) of emergencies/disasters have been known to occur in our location at any time of the day or night:

1. Fire
2. Flooding
3. Wind or Hale, Tornado or Hurricanes
4. Winter storm or Snow
5. Civil Disturbance or Bomb Threat
6. Earth Quake

VII. Description of the procedures to be followed for each of the emergencies/disasters.

A. Fire

Because of building construction and safety features in our animal housing facilities, it is highly unlikely that a fire may be a problem. Despite the unlikely event of a fire, it is still possible. This is because each animal housing facility and all other support rooms and administrative offices have at least three or four electrical plugs and several outlets. Although none of these outlets are overloaded, electrical devices may get ignited for some unknown reason(s). If such a fire occurs, the closest fire alarm is to be activated and the TU security personnel must be immediately called. TU security personnel will contact Thompson Facilities’ personnel to come and turn off the electrical supply to the entire animal facility and inspect the switchboard.

1. Responsibilities of Personnel - If a fire occurs during working hours all employees must adhere to the following fire response procedures:

   • All animals will be checked as soon as access to the facility is permitted by the fire safety personnel. Dead animals will be removed from cages and placed in the freezer. If the freezer is damaged by the fire, the animal carcasses will be taken to a cold room in another area of the buildings until arrangements can be made for their disposal.
   • Animals that need to be relocated due to fire damage to the facility will be removed as soon as possible to another suitable housing facility or area.
   • Animals suffering from smoke inhalation will be examined as quickly as possible and treated or euthanized as necessary.

2. All Comparative Medicine Research Center Personnel should be familiar with the fire evacuation procedure including the following:

   • If you see fire or visible smoke in the facility, immediately inform the university police to come and resolve the problem.
   • Follow the advice of university police, and attend to their own safety.
B. Flood

None of the current animal housing facilities or their support areas is located in a flood plain. However, there are times when the weather, i.e., conventional flooding from heavy rains, may not be the problem. Pipes can break or some other unforeseen leak event provides enough water to flood an area. Very cold or freezing weather followed by warmer temperature causing condensation leaks. This may increase the humidity in the animal rooms. Additionally, a fire in a facility could result in subsequent water damage. In such events, the animals in affected areas must be immediately transferred in to another room/area. Animal care personnel must also secure a non-flooded safe area for themselves. Advanced preparation could prevent mass drowning of animals by having prearranged sites for moving them to other rooms or higher ground. Another immediate problem would be damage to the feed. In such cases, water may contaminate any or all of the feed supply and therefore, it must be discarded. Immediately call the supply company to deliver the food by overnight means.

Clean Water - In cases where a fire disrupts the regular tap water supply, water will be brought in from other areas or purchased until the main supply is repaired and the water is safe to use.

C. Wind, Hale, Tornados or Hurricanes

Tornados/ Hurricanes (T/H) present the most dramatic short-term damaging effects. The number one priority in the case of a T/H is personnel protection. Identify areas where personnel can go for safety, these areas should be underground and away from windows. T/H-warnings will be issued from the weather service to personnel and students by the TU alert system via phone, cell phone and internet e-mails; by University supplied weather radios; or by the city of Tuskegee. When a T/H warning has been issued, all personnel and students must proceed to these areas. A roll sheet will be used to ensure that all individuals are safe. A designated individual will check all the animal rooms to ensure that all personnel have received the warning and have evacuated.

Once the all clear signals have been given, personnel can report to a location for a briefing on damage or return to work. All clear signals should be announced on local radio stations or by the local city government.

All animals will be checked as soon as access to the animal housing area of the facility is permitted by security personnel. Dead animals will be removed from cages and placed in the freezer. If the freezer is damaged by the fire, the animal carcasses will be taken to a cold room in another area of the buildings until arrangements can be made for their disposal. Animals that need to be relocated due to wind, hale, tornados or hurricanes damage to the facility will be removed as soon as possible to another suitable housing facility or area. Animals suffering from injuries will be examined as quickly as possible and treated or euthanized as necessary.

D. Winter Storm or Snow

Advance warning of a severe winter storm will be issued from the weather service to personnel and students by the TU alert system via phone, cell phone and internet e-mails; by University supplied weather radios. This warning will prepare University personnel and students to be on alert. The most important factors to consider would be the safety of the personnel and students traveling to and from the facilities and or classes, and then maintaining of electrical power at various locations. Provisions must be made for personnel to insure safe travel to the facilities during the period of severe inclement weather. This may include resident presence of personnel. Therefore, the minimum number of personnel it takes to carry out only those tasks that are absolutely required should be identified. As long as electrical power is not lost, the internal temperature of the facility(ies) will be adequate for safe habitation by personnel and animals. Also, there should be ample supplies on hand to feed and water the animals. In the event of a power outage, emergency lighting will provide ample light to carry out the general guide for prolonged power loss, i.e., for periods 12 hrs. Such a case
requires evacuation of the animals to facilities where they can be properly cared for. However, if road conditions will not permit this, then the only option that remains is humane euthanasia.

**E. Civil Disturbance or Bomb Threat**

A civil disturbance must be treated differently than other emergencies. Generally, these will not result in the loss of power, nor will they require conventional emergency procedures. Examples of civil disturbances are set in demonstration protests by an animal rights group that prevents normal operation, vehicular accidents that can inhibit the ability of the animal facility personnel carry out their daily activities as usual, and a bomb threat.

1. **Procedures to be followed are:**
   - In the first instance, the incident will be immediately reported to University security and they will clear the demonstrators. Personnel will remain in the facility and perform their required duties. They are not to leave the facility until the all clear has been given by security. Additionally, they are not interacting with the protesting demonstrators.
   - In the second case, a large number of people would not be involved, but the location of this incident may significantly obstruct the ability of animal facility personnel to go about their daily activities. Again, University security is to be contacted immediately. They will be responsible for getting medical care to the site if necessary. Daily activities will resume as soon as practical.
   - In the third case, University security is to be alerted to the threat as soon as possible and all facility personnel are to evacuate immediately. They are not to reenter the facility until the all clear is given by University security.

2. **Mitigation actions that can be taken include:**
   - Develop relationships with local media outlets, including animal rights/welfare groups
   - Educate the public and staff about the benefits of animal research
   - Secure facilities at all times
   - Avoid infiltration of activists as new personnel

3. **Preparedness Actions:**
   - Monitor activities/planned protests by of adversarial organizations
   - Keep key players informed of these activities
   - Familiarize leaders’ with animal facilities and programs
   - Identify and train Spokes persons

4. **Plan for enhanced security prior, during, and following planned or unplanned events:**
   - Have back-up data and records, store back-ups at a different location
   - Prepare for secondary emergencies
     - Stress in personnel
     - Escaped Animals
     - Fires/Bombs
     - Blocked roads
     - Public information crisis

5. **Response Actions:**
   - Notify emergency leaders as the events unfold
   - Enhance security procedures (24/7 lockdown during events)
   - REMIND everyone that only trained spokes persons should talk to the media
• Always avoid confrontations!
• Prepare public information measures
• Inform the Institutional Official of the response action taken.

6. Recovery Actions:
• Inspect/assess the damage
• Offer ‘counseling’ for personnel, if necessary
• Inform the public and the federal agencies as needed
• Debrief with the leadership group
• Analyze the financial impact
• Evaluate the emergency plan and make adjustments as needed

F. Earthquake

This situation generally occurs without prior warning. In the event of an earthquake, personnel and students would seek shelter in the same manner as they would for a tornado/hurricane. Once access to the facility if permitted by the safety personnel, facility personnel are to check all animals as soon as possible. If any animals need to be relocated due to the earthquake damage to a facility, they will be moved as soon as possible to another suitable housing facility or area.

Dead animals will be removed from cages and placed into the freezer. If the freezer is damaged by the earthquake the dead animals may be taken to a cold room in another area. Inform the Principal Investigator and seek his/her advice and store animal carcasses until they can be picked-up by the investigator or store them in the Necropsy refrigerator for incineration.

Animals suffering from injury will be examined as quickly as possible and treated or humanely euthanized as necessary and disposed of appropriately.

SOME SUPPLIES THAT MUST BE KEPT ON HAND AT ALL TIMES FOR ALL EMERGENCIES/DISASTERS

<table>
<thead>
<tr>
<th>Mandatory Inventory of Supplies</th>
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<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Decontamination Supplies</td>
</tr>
<tr>
<td>Animal Food</td>
</tr>
<tr>
<td>Bedding</td>
</tr>
<tr>
<td>Water</td>
</tr>
<tr>
<td>Carbon-Dioxide Tank</td>
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<tr>
<td>Euthanasia Supplies</td>
</tr>
<tr>
<td>Clean Cages, Water Bottles, Rubber Stoppers and Lick Sticks</td>
</tr>
</tbody>
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References:

May 12, 2010.