



INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Emergency Preparedness and Contingency Plan

Updated December 2025

HEALTH SCIENCE CENTER ANIMAL FACILITY

EMERGENCY RESPONSE QUICK GUIDE

| INCIDENT | WHO TO CONTACT | INITIAL RESPONSE |
|--------------------------------|--|---|
| Fire & Strange Odors | Dial 911 & 608-785-5195 (HSC Facility Manager) | Notify personnel in area; activate the nearest fire alarm box; turn off any gas being used, close doors, evacuate the building. Once you are in a safe area, contact 911 and then HSC Mngr. |
| Chemical Exposure/ Spill | Dial 911, 608-785-6800 (Environmental Health and Safety Officer) & 608-785-5195 (HSC Facility Manager) | <u>Exposure:</u> Flush exposure with copious amount of water; If face or eyes are affected, irrigate with eyewash continuously for 5 minutes; remove contaminated clothing and flush skin with large amounts of water for 5 minutes. <u>Spill:</u> Notify personnel in room of spill; cover spill with absorbent towels; do not track the spill through the facility; remove contaminated clothing and wash all parts of body using copious amounts of water |
| Radioactive Exposure/ Spill | Dial 911, 608-785-6800 (Radiation Safety Officer) & 608-785-5195 (HSC Facility Manager) | <u>Exposure:</u> Wash affected skin with soap and water, remove contaminated clothing and gloves; put on clean gloves after contaminated clothing is removed; monitor body with radiation monitors. <u>Spill:</u> Notify personnel in room of the spill; do not track spill through the facility, cover spill with absorbent towels using gloves; clean spill area with mild soap water solution working from outside toward the center, monitor contamination area with survey meter or wipe test |
| Biohazard Exposure/Spill | Dial 911, 608-785-6800 (Environmental Health and Safety Officer) & 608-785-5195 (HSC Facility Manager) | <u>Exposure:</u> Eyes splattered with blood or body fluid, flush with water using eyewash stations for 5 minutes. Mouth splashed with blood or body fluid, rinse with water for 5 minutes. Needle stick, milk wound to induce bleeding, wash with soap & water 5 minutes. Remove contaminated clothing, wash skin and replace with clean clothing. <u>Spill:</u> Notify personnel in room of the spill; do not track spill through the facility; flush spilled material with a 1:10 dilution of bleach; wipe all equipment and surfaces potentially contaminated |
| Medical Emergency | Dial 911 & 608-785-5195 (HSC Facility Manager) | Monitor the victim for vital signs, then call for help; wear protective gloves to avoid contact with blood or body fluids |
| Water Leak/Flood | Dial 608-785-8585 (Facilities Planning and Management) & 608-785-5195 (HSC Facility Manager) | Contain the leak, if possible; evacuate the area via stairwells; do not use elevators |
| Power Failure | Dial 608-785-8585 (Facilities Planning and Management) & 608-785-5195 (HSC Facility Manager) | Inform Facilities Planning and Management that research animals lives are at risk; turn off light switches, ventilated racks & other electrical equipment, close sash on all hoods |

| INCIDENT | WHO TO CONTACT | INITIAL RESPONSE |
|---|--|---|
| HVAC Failure (no air, heating, cooling, steam, hot water, low/high humidity) | Dial 608-785-8585 (Facilities Planning and Management) & 608-785-5195 (HSC Facility Manager) | Inform Facilities Planning and Management that research animal lives are at risk; continually monitor room temperature and humidity; use fans or space heaters if necessary |
| Sewer Stoppage (drains, toilets, sinks inoperative) | Dial 608-785-8585 (Facilities Planning and Management) & 608-785-5195 (HSC Facility Manager) | Do not flush toilets; stop use of water |
| Water supply is rendered Non-Potable | Dial 608-785-8585 (Facilities Planning and Management) & 608-785-5195 (HSC Facility Manager) | Use of alternate water supply and containers if water outage exceeds 4 hours |
| Security Breach | Dial 911, 608-789-9000 (UWL Protective Services) & 608-785-5195 (HSC Facility Manager) | Await further instructions by the police |
| Cardkey system failure | Dial 608-789-9000 (UWL Protective Services) & 608-785-5195 (HSC Facility Manager) | Call Protective Services for access then post signs on card reader to alert people of the problem with an emergency animal facility contact person for entrance |
| Sprinkle System set off inadvertently | Dial 911 & 608-785-5195 (HSC Facility Manager) | Notify personnel within the area; assess the welfare of the animals; close doors and evacuate the area |

RIVER STUDIES CENTER EMERGENCY RESPONSE QUICK GUIDE

| INCIDENT | WHO TO CONTACT | INITIAL RESPONSE |
|--|---|--|
| Fire & Strange Odors | Dial 911 & 414-305-3386 (Aquatics Facility Manager) | Notify personnel in area; activate the nearest fire alarm box; turn off any gas being used, close doors, evacuate the building |
| Chemical Exposure/Spill | Dial 911, 608-785-6800 (Environmental Health and Safety Officer) & 414-305-3386 (Aquatics Facility Manager) | <u>Exposure:</u> Flush exposure with copious amount of water; If face or eyes are affected, irrigate with eyewash continuously for 5 minutes; remove contaminated clothing and flush skin with large amounts of water for 5 minutes <u>Spill:</u> Notify personnel in room of spill; cover spill with absorbent towels; do not track the spill through the facility; remove contaminated clothing and wash all parts of body using copious amounts of water. |
| Biohazard Exposure/Spill | Dial 911, 608-785-6800 (Environmental Health and Safety Officer) & 414-305-3386 (Aquatics Facility Manager) | <u>Exposure:</u> Eyes splattered with blood or body fluid, flush with water using eyewash stations for 5 minutes. Mouth splashed with blood or body fluid, rinse with water for 5 minutes. Needle stick milk wound to induce bleeding, wash with soap & water 5 minutes. Remove contaminated clothing, wash skin and replace with clean clothing. <u>Spill:</u> Notify personnel in room of the spill; do not track spill through the facility; flush spilled material with a 1:10 dilution of bleach; wipe all equipment and surfaces potentially contaminated |
| Medical Emergency | Dial 911 & 414-305-3386 (Aquatics Facility Manager) | Monitor the victim for vital signs, then call for help; wear protective gloves to avoid contact with blood or body fluids |
| Water Leak/Flood | Dial 608-785-8585 (Facilities Planning and Management) & 414-305-3386 (Aquatics Facility Manager) | Contain the leak, if possible; evacuate the area via stairwells; do not use elevators |
| Power Failure | Dial 608-785-8585 (Facilities Planning and Management) & 414-305-3386 (Aquatics Facility Manager) | Inform Facilities Planning and Management that research animals lives are at risk; turn off light switches, use alternate source of power if available (generator) |
| HVAC Failure (no air, heating, cooling, steam, hot water, low/high humidity) | Dial 608-785-8585 (Facilities Planning and Management) & 414-305-3386 (Aquatics Facility Manager) | Inform Facilities Planning and Management that research animal lives are at risk; continually monitor room temperature; use fans or space heaters if necessary |
| Sewer Stoppage (drains, toilets, sinks inoperative) | Dial 608-785-8585 (Facilities Planning and Management) & 414-305-3386 (Aquatics Facility Manager) | Stop use of water |
| Water supply is rendered Non-Potable | Dial 608-785-8585 (Facilities Planning and Management) & 414-305-3386 (Aquatics Facility Manager) | Use of alternate water supply for once weekly 10% water changes |

| INCIDENT | WHO TO CONTACT | INITIAL RESPONSE |
|------------------------|---|---|
| Security Breach | Dial 911, 608-789-9000 (UWL Protective Services) & 414-305-3386 (Aquatics Facility Manager) | Await further instructions by the police |
| Cardkey system failure | Dial 608-789-9000 (UWL Protective Services) & 414-305-3386 (Aquatics Facility Manager) | Call Protective Services for access then post signs on cardkeys to alert people of the problem with an emergency Aquatic Animal Facility contact for entrance |

TABLE OF CONTENTS

- I. PURPOSE, SCOPE, GOALS**
- II. BACKGROUND**
- III. POTENTIAL EMERGENCY SITUATIONS**
- IV. ACTION PLANS**
- V. MATERIALS and RESOURCES**
- VI. TRAINING**
- VII. RESPONSE and RECOVERY**

ANIMAL PROGRAM EMERGENCY TRIAGE PLAN

EMERGENCY CALLING TREE

I. PURPOSE, GOALS, SCOPE

PURPOSE: The purpose of this document is to provide an overall plan of action for responding to emergencies that may impact the research and teaching animals housed at the University of Wisconsin – La Crosse.

GOAL: Provide a plan for humane handling, treatment, transportation, housing and care of the animals during a disaster which ensures:

- employee safety, health and welfare
- animal safety, health and welfare
- continuity of care

SCOPE: This plan covers all animals housed under the auspices of the University of Wisconsin – La Crosse with oversight from the Institutional Animal Care and Use Committee.

II. BACKGROUND

Emergency response and recovery plans are required by the [PHS Policy on Humane Care and Use of Laboratory Animals](#), the [Guide for the Care and Use of Laboratory Animals](#) (Guide), and the [USDA Animal Welfare Act](#).

III. POTENTIAL EMERGENCY SITUATIONS

The most likely emergencies include: sustained power outage, loss of water supply, sustained HVAC failure, fires, flooding, blizzards, tornados, situations preventing staff from reporting to work, pandemics, animal rights incursion/civil disturbance.

IV. ACTION PLANS

This plan has been approved by the Institutional Animal Care and Use Committee. Law enforcement, security and emergency personnel have access to this plan.

1. Communication/contact methods and plans to activate

- a. The Emergency Calling Tree is posted by the main phone in each facility with appropriate contact personnel (Facility Managers, Principal Investigators; Consulting Veterinarian, etc.) and associated emergency phone numbers. Below is a table with phone numbers and e-mails for essential personnel.

| Essential Personnel | Work/day phone | Evening, weekend and holiday phone | e-mail address |
|--|-----------------------|---|------------------------------|
| Brett Flathers, Attending Veterinarian | 507-523-2136 | 507-458-8759 | bmflathers@yahoo.com |
| Brad Aden, Animal Facility Manager | 608-785-5195 | 608-797-9957 | baden@uwlax.edu |
| Greg Sandland, IACUC Chair | 608-785-6982 | 608-738-6140 | gsandland@uwlax.edu |
| Sumei Liu, IACUC Coordinator & PI at HSC | 608-785-6971 | 608-799-6145 | sliu@uwlax.edu |
| Scott Cooper, PI at HSC | 608-785-6983 | 608-857-3615 | scooper@uwlax.edu |
| Kris Lofgren, HSC Barrier Room Manager | 608-775-3548 | 651-336-7329 | kalofgre@gundersenhealth.org |
| Tisha King-Heiden, Aquatics Facility Manager | 608-785-6463 | 414-305-3386 | tking-heiden@uwlax.edu |
| David Schumann, Aquatics Facility PI | 608-785-8242 | 308-627-8602 | dschumann@uwlax.edu |

There is no contingency plan if cell phones, and land lines fail. We would most likely rely on public communication (like radio) for instructions.

2. Triage

a. NEVER ENDANGER YOUR PERSONAL SAFETY

- b. Evaluate overall situation
- c. If advance notice of impending emergency (e.g. weather) has been given, assess supply needs
- d. If the disaster results in down-time that is less than 24 hours, on-site housing of the animals will be the standard approach.
- e. If the disaster, and/or resulting down-time, is such that the ability to provide on-site care is significantly impaired, animals should be evacuated and/or euthanized depending on assessment of the situation and the probable timing of return to normal.
- f. Check animals as soon as safely possible. Dead animals are collected and disposed of. Surviving animals are examined and treated if necessary and are given clean food, water and housing as soon as possible.

3. General provisions for care and maintenance of the animals - either prior to personnel evacuation, if advance notice of emergency is given (e.g. blizzard, pandemic), or after Incident Commander allows building entry.

- a. If food is uncontaminated, fill all food containers in animal rooms with food. If food is contaminated, more can be delivered/picked up from Envigo in Madison, WI. 800-483-5523.
- b. If water is uncontaminated, fill all water bottles. If water is contaminated, it can be autoclaved (if there is power), or bottled water can be purchased from the local grocery store. Solid-water gel packs are also available from Envigo in Madison, WI at 800-483-5523.
- c. In the event of power failure, the stand-by generator will supply electricity to the Heating, Ventilation and Air Conditioning (HVAC) system, lighting, alarms and red convenience outlets.
 - i. If applicable, verify that the ventilated cage rack in room 0121 is plugged into the emergency power outlet and is operational. If units are not operational, open doors to animal rooms to aid in ventilation.

4. HSC Animal Evacuation Plans:

- a. Animals should be relocated to nearby rooms or buildings with the goal of continuing routine animal care procedures. Available space should be evaluated in terms of strengths and weaknesses in accommodating the species to be moved, equipment needed, and staff to reassign as needed. If animals must be evacuated off-site and it is safe to do so, the following facilities may be available (if unaffected by the disaster/emergency situation) for short-term rodent housing:
 - i. La Crosse Veterinary Clinic – 608-781-3466
 - ii. University of Wisconsin – Oshkosh – Contact Dr. Dana Merriman 920-424-3076
- b. Transportation of animals will have to be done in either personal vehicles or rented cargo vans. All vehicles must be temperature controlled, clean and safe for the animals. Filtered cages should be used if available and all caging must be secured to prevent them from tipping over.

5. Animal Euthanasia: In the event that all other options have been exhausted, the Facility Manager or the Consulting Veterinarian can give the order that animals should be humanely euthanized by a trained individual. Euthanasia determining factors:

- a. Pain/distress, beyond rescue
- b. Availability of feed, caging, rooms, environment, species requirements
- c. Investigator input, unless suffering as determined by veterinarian or facility manager
- d. Loose, unidentified animals

If euthanasia is necessary, one of the following methods should be used:

- a. CO₂ Inhalation (rodents only)
- b. Overdose of Isoflurane anesthesia
- c. MS-222 (fish and amphibians only)

See the *Euthanasia Procedures During a Disaster Policy*

V. MATERIALS and RESOURCES

- a. Store a supply of food, bedding and PPE (personal protective equipment) at all times.
- b. Ensure adequate euthanasia and basic medical supplies for all animals on census
- c. Obtain and store the following supplies: flashlights/head lamps, batteries, first-aid kit
- d. Ensure essential personnel have necessary access, keys to supply storage, etc.
- e. Create/maintain census information of animals, rooms, investigator contacts, and protocol numbers.

VI. TRAINING

- a. Essential personnel must participate in training regarding their roles and responsibilities

as outlined in this plan. New staff must be trained within 30 days of hire, all staff on changes within 30 days of revision.

- b. Animal care staff must be instructed that responding to emergencies is a condition of employment and that they will be held accountable should they fail to care properly for the animals.
- c. The plan must be updated at least annually, and changes must be communicated to employees within 30 days of making the changes.

VII. RESPONSE and RECOVERY

- a. Once access is granted back into the facility, the environmental conditions must be assessed and recommendations communicated if conditions need to be improved.
- b. Locate areas of known hazards (or animals injected with hazards); stabilize these animals and environments first.
- c. Animal health assessments should be completed in order to provide critical care and maintain biosecurity. Triage all animal survivors and classify them into categories of health and exposure to environmental conditions outside of the cage. Remove animal carcasses and store for disposal.
- d. Conduct brief animal inventory to assess potential for escapes or animals unaccounted for.
- e. Provide animal enclosure cleaning as necessary to minimize animals being in wet or dirty cages. If equipment or power failure still exists, hand sanitization of caging or other equipment with a diluted bleach solution and rinse may be necessary
- f. Euthanasia determining factors:
 - Pain/distress, beyond rescue
 - Availability of feed, caging, rooms, environment, species requirements
 - Investigator input, unless suffering as determined by veterinarian
 - Loose, unidentified animals
 - Euthanasia should only be completed by a trained individual

References

USDA Animal Welfare Act disaster contingency planning

- <http://awic.nal.usda.gov/research-animals/disaster-planning>

NIH Office of Laboratory Animal Welfare disaster planning

- http://grants.nih.gov/grants/olaw/disaster_planning.htm

Guide for the Care and Use of Laboratory Animals

- <https://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf> - pg. 35

ANIMAL PROGRAM EMERGENCY TRIAGE PLAN



