INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Emergency Preparedness and Contingency Plan

Updated June, 2014
# HEALTH SCIENCE CENTER ANIMAL FACILITY
## EMERGENCY RESPONSE QUICK GUIDE

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>WHO TO CONTACT</th>
<th>INITIAL RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire &amp; Strange Odors</td>
<td>Dial 911 &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>Notify personnel in area; activate the nearest fire alarm box; turn off any gas being used, close doors, evacuate the building</td>
</tr>
</tbody>
</table>
| Chemical Exposure/Spill   | Dial 911, 608-785-6800 (Environmental Health and Safety Officer) & 608-790-4157 (Animal Facility Manager) | **Exposure:** 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.  
**Spill:** 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, 608-785-6999 (Radiation Safety Officer) & 608-790-4157 (Animal Facility Manager) | **Exposure:** 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.  
**Spill:** 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) & 608-790-4157 (Animal Facility Manager) | **Exposure:** 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.  
**Spill:** 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 |
<p>| Medical Emergency         | Dial 911 &amp; 608-790-4157 (Animal 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) &amp; 608-790-4157 (Animal 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) &amp; 608-790-4157 (Animal Facility Manager) | Inform Facilities Planning and Management that research animals lives are at risk; turn off light switches, ventilated racks &amp; other electrical equipment, close sash on all hoods                                    |</p>
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<td>HVAC Failure (no air, heating, cooling, steam, hot water, low/high humidity)</td>
<td>Dial 608-785-8585 (Facilities Planning and Management) &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>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</td>
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<td>Sewer Stoppage (drains, toilets, sinks inoperative)</td>
<td>Dial 608-785-8585 (Facilities Planning and Management) &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>Do not flush toilets; stop use of water</td>
</tr>
<tr>
<td>Water supply is rendered Non-Potable</td>
<td>Dial 608-785-8585 (Facilities Planning and Management) &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>Use of alternate water supply and containers if water outage exceeds 4 hours</td>
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<td>Security Breach</td>
<td>Dial 911, 608-789-9000 (UW-L Protective Services) &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>Await further instructions by the police</td>
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<td>Cardkey system failure</td>
<td>Dial 608-789-9000 (UW-L Protective Services) &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>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</td>
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<td>Sprinkle System set off inadvertently</td>
<td>Dial 911 &amp; 608-790-4157 (Animal Facility Manager)</td>
<td>Notify personnel within the area; assess the welfare of the animals; close doors and evacuate the area</td>
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<p>| Medical Emergency            | Dial 911 &amp; 414-305-3386 (Aquatic Animal Facility Manager)                       | Monitor the victim for vital signs, then call for help; wear protective gloves to avoid contact with blood or body fluids                               |
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| Power Failure                | Dial 608-785-8585 (Facilities Planning and Management) &amp; 414-305-3386 (Aquatic Animal 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) &amp; 414-305-3386 (Aquatic Animal 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) &amp; 414-305-3386 (Aquatic Animal Facility Manager) | Stop use of water                                                                                                                                    |
| Water supply is rendered Non-Potable | Dial 608-785-8585 (Facilities Planning and Management) &amp; 414-305-3386 (Aquatic Animal Facility Manager) | Use of alternate water supply for once weekly 10% water changes                                                                                |</p>
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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 Regulations.

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, 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.
<table>
<thead>
<tr>
<th>Essential Personnel</th>
<th>Work/day phone</th>
<th>Evening, weekend and holiday phone</th>
<th>e-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Cooper, HSC Animal Facility Manager</td>
<td>608-785-5195, 608-790-4157</td>
<td>608-790-4157, 608-780-3156</td>
<td>acooper@uw lax.edu</td>
</tr>
<tr>
<td>Tisha King-Heiden, RSC Manager</td>
<td>608-785-6463</td>
<td>414-305-3386</td>
<td>tking-heiden@uw lax.edu</td>
</tr>
<tr>
<td>Mark Mattison, consulting veterinarian</td>
<td>608-781-3466</td>
<td>608-844-4774</td>
<td><a href="mailto:marknmatt@charter.net">marknmatt@charter.net</a></td>
</tr>
<tr>
<td>Greg Sandland, IACUC Chair</td>
<td>608-6892</td>
<td>608-797-0193</td>
<td>gsandland@uw lax.edu</td>
</tr>
<tr>
<td>Scott Cooper, PI at HSC</td>
<td>608-785-6983</td>
<td>608-857-3615</td>
<td>scooper@uw lax.edu</td>
</tr>
<tr>
<td>Mark Sandheinrich, PI at RSC</td>
<td>608-785-8261</td>
<td>608-788-5825</td>
<td>msandheinrich@uw lax.edu</td>
</tr>
<tr>
<td>Bill Schwan, PI at HSC</td>
<td>608-785-6980</td>
<td>608-797-6043</td>
<td>wschwan@uw lax.edu</td>
</tr>
<tr>
<td>Steve Cash, HSC Barrier Room Manager</td>
<td>608-775-3548</td>
<td>608-797-6957</td>
<td><a href="mailto:secash@gundluch.org">secash@gundluch.org</a></td>
</tr>
<tr>
<td>Qiangwie Fu, HSC Barrier Room PI</td>
<td>608-775-3548</td>
<td>608-363-483</td>
<td><a href="mailto:qfu@gundluch.org">qfu@gundluch.org</a></td>
</tr>
<tr>
<td>Catherine Krus, HSC Student Employee</td>
<td></td>
<td>708-807-1372</td>
<td><a href="mailto:Catherine.krus@gmail.com">Catherine.krus@gmail.com</a></td>
</tr>
<tr>
<td>Marlaine Moede, HSC Student Employee</td>
<td></td>
<td>715-581-4519</td>
<td>moede.marj@uw lax.edu</td>
</tr>
</tbody>
</table>

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 flu), 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 Harlan Telklad Products 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 Harlan Products 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. Globe University Veterinary Technology Program – Contact Dr. Elayne Hass 608-779-2621
      ii. La Crosse Veterinary Clinic – Contact Dr. Mark Mattison 608-781-3466
      iii. 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. MS222 (fish only)

   See the *Euthanasia Procedures During a Disaster* Policy

6. **Aquatics (42D Cowley Hall)**

   a. **Aquarium system failures:** All zebrafish are maintained either within incubator (eggs-fry), Aquaneering benchtop system (adults), or for short term within individual aquaria with filters (quarantined animals). In case of aquarium system failures, please refer to
the Aquaneering System manual, or contact Tisha King-Heiden (office: 608-785-6463; cell: 414-305-3386) or you may call the Aquaneering help line at: 858-578-2028.

b. **Loss of Power**: For short-term loss of power, ensure that all systems have reset accordingly. Light timer may need to be adjusted.

   If power shall be out for more than 4 hrs, emergency power will need to be run to room 42D to run the Aquaneering benchtop system and incubator if fish are present. If lights are also out, see below.

c. **Lights**: Fish should be maintained on a 14D:10N light schedule. Lights are maintained by room timer. Temporary aquarium lights can be hung on the system and put on timers until room lighting is fixed.

d. **Temperature**: Zebrafish need to be maintained at 26-28°C (78-82 °F). Room 42D should be maintained at no cooler than 26 °C (78°F) for fish that are within quarantine tanks and set up for spawning outside the system. Room 42C should be maintained at a minimum of 22 °C (72°F) to allow for examination of embryos without significantly altering their development. Fish housed within the incubator are held at a constant temperature as long as power is available. If power is not available, see above. The Aquaneering system has internal heat control that should be able to be maintained as long as the room temperature does not go below 18 °C (65°F). If temperature falls below 24 °C (75°F) within room 42D, individual aquarium heaters should be placed in any quarantine tanks, and a temporary space heater could be used to help maintain room temperature.

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 in to 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

Guide for the Care and Use of Laboratory Animals

Institute for Laboratory Animal Resources
EMERGENCY NOTIFICATION RECEIVED

CAN YOU CONDUCT OPERATIONS FROM CURRENT LOCATION?

NO

ENSURE PERSONNEL SAFETY

MOVE ANIMALS TO ALTERNATE LOCATION

ADDITIONAL RESOURCES / HELP NEEDED?

INITIATE CALLING TREE CALL 911 as needed for new issues

YES

EVALUATE SITUATION

DURATION LIKELY TO BE GREATER THAN 72 HOURS?

NOTIFY RESPONSIBLE PERSONNEL AND INVESTIGATORS

CONTINUOUSLY RE-EVALUATE SITUATION UNTIL RESOLVED