UNIVERSITY OF SOUTH FLORIDA

DIVISION OF COMPARATIVE MEDICINE
DISASTER RESPONSE PLAN

I. Introduction/Purpose of Plan

This Division of Comparative Medicine Disaster Response Plan is intended to establish policies, procedures and organizational structure for responding to emergencies that are of a magnitude that can cause a significant disruption of the function of some portions of the Division's areas of responsibilities. This plan depicts the basic roles and responsibilities of USF personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of existing resources. The Division of Comparative Medicine provides a service of animal husbandry and technical support. In the event of disaster situations such as, but not limited to, hurricane, flooding, utility failures, HVAC failure, fire, or acts of terrorism, the **needs of the animals must be met AFTER PERSONNEL SAFETY AND SECURITY HAVE BEEN ASSURED**.

II. Scope

This plan outlines preparation, response and recovery of the Division of Comparative Medicine personnel and resources for emergency situations. This Disaster Response Plan is consistent with established practices relating to coordination of emergency response actions. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

III. Assumptions

This Disaster Response Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event.

A. An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should **SERVE ONLY AS A GUIDE** and a checklist, and may require modification in order to meet the requirements of the emergency.

C. An emergency or a disaster may be declared if information indicates that such conditions are developing, or probable.

IV. Responsibilities

A. Notification

1. Employees will be provided access to these written personnel policies and procedures relating to emergency situations.

2. Orders to dismiss or return to duty will be channeled according to the chain of command from upper management. Management is responsible for seeing that all employees are properly notified. Persons making within-facilities notification should check all work-related locations for employees, researchers, and maintenance personnel who might be missed.

3. If there is an extended emergency, employees must call the USF emergency hotline **1-800-992-4231** phone number that has been established. This number will contain updated messages and announcements regarding emergency status. Employees should listen to the radio for messages and announcements regarding emergency status.

4. In addition to these general instructions, employees should check notification procedures with their immediate supervisor.

B. Administrative Procedures

1. Work Place
   It is the responsibility of all managers, directors and employees to carry out procedures to secure and protect the facility. Our first priority is the safety and health of our staff, followed by the safety and welfare of the animals in our care. The needs of the animals include daily observation, feed and water, research support, health care, and services of sanitation and decontamination. Sufficient preparation beforehand and clear and immediate communication are critical keys to successfully managing disaster situations. Personal preparedness and vigilance is the responsibility of each individual working with animals in every animal facility for which we are responsible. Each individual should be familiar with this plan, building evacuation routes, location of telephones, fire alarms and extinguishers, first aid kits, emergency response kits, emergency shower and eyewash stations, and emergency supplies.

2. Weekends and Holidays
   If a hurricane or other extended weather emergency is approaching the Tampa, Florida, area on a Friday or the day before a holiday, and it appears that a "Hurricane Watch or Warning" may be issued for Hillsborough County during the weekend or holiday, the Director or designee, will advise all employees through their chain of command to take appropriate precautions as indicated in this Plan. The precautions will be completed prior to departure on Friday afternoon, or before the start of a holiday.

Division of Comparative Medicine
Disaster Response Plan

		Page
Introduction		1
Telephone Contacts		6
	A. University of South Florida	6
	B. Facilities Emergency – by facility	7
	C. Physical Plant – by facility	10
I.	**Natural Disasters – Flooding, Storms (Severe, Tornado, Hurricane)**	11
	A. Emergency Contacts	11
	B. Emergency Response Team (ERT)	11
	C. Tasks of ERT	12
	D. Personal Protection and Supplies	13
	E. Animal Protective Measures	13
	F. Public Affairs	13
II.	**Security Disasters – Bomb Threats, Civil Disturbance, Animal Activist Events**	14
	A. Emergency Contacts	18
	B. Emergency Response Team (ERT)	19
	C. Tasks of ERT	19
	D. Personal Protection and Supplies	20
	E. Animal Protective Measures	20
	F. Public Affairs	20
III.	**Operational Disasters – Fire, Utility Failure, HVAC Failure**	21
	A. Emergency Contacts	23
	B. Emergency Response Team (ERT)	24

Page

C. Tasks of ERT 24

D. Personal Protection and Supplies 25

E. Animal Protective Measures 25

F. Public Affairs 25

IV. Technological Disasters –Biohazard, Radiation Hazard, Chemical Hazard 26

A. Emergency Contacts 28

B. Emergency Response Team (ERT) 28

C. Tasks of ERT 28

D. Personal Protection and Supplies 29

E. Animal Protective Measures 29

F. Public Affairs 30

V. Pandemic Disasters 31

A. Emergency Contacts 31

B. Emergency Response Team (ERT) 31

C. Tasks of ERT 32

D. Personal Protection and Supplies 32

E. Animal Protective Measures 32

F. Public Affairs 32

VI. Animal Evacuation Plan 34

VII. Calculating Minimum Water Requirements 35

VIII. Euthanasia Guidance for Disaster Events 36

IX. Distribution List 38

X. APPENDICES

A. Comparative Medicine Telephone Contacts

- Emergency Telephone Contact Sequence
- SC# 027 Comparative Medicine Telephone Contacts
- CMDC #263 Emergency Operations Response Timeline Checklist- Weather
- CMDC #269 Emergency Operations Response Timeline Checklist- Pandemic

B. University of South Florida Hurricane Information

- Hurricane Emergency Preparedness
- Preparing Your Office for a Hurricane
- Preparing Your Laboratory for a Hurricane
- 2019 USF Hurricane Guide

C. University of South Florida Emergency Procedures –by Category

- Active Threat
- Bomb Threat/Explosion
- Bomb Threat Checklist
- Criminal Behavior
- Fire
- Hazardous Material
- Hurricane
- Infectious Disease
- Medical Emergency
- Severe Weather
- Suspicious Persons/Activities
- Threatening Behavior
- Utility Failure

D. University of South Florida Physical Plant – **Problem and Emergency Call Procedures & USF Building Supervisors List**

E. University of South Florida –

- ESF17- Animals and Agricultural Issues

F. USF Health USF Health Morsani College of Medicine & Heart Institute (MDD) Plan

G. USF Health Neuroscience Institute Facility Emergency Plan

H. H. Lee Moffitt Cancer Center & Research Institute and Stabile Research Building

- SRB Vivarium Emergency Procedures
- Emergency Management Plan
- Severe Weather Response Plan
- Hurricane Response Plan
- Code Brown Tornado Plan
- Chemical Spills
- Active Shooter

I. USF CAMLS Hurricane & Emergency Management Plan

J. Satellite Animal Facilities Disaster Response Plans

K. State of Florida – Assistance Points of Contact CMDC #154

TELEPHONE CONTACTS
UNIVERSITY OF SOUTH FLORIDA

AGENCY/NAME	WORK HOURS	AFTER HOURS
USF Police	974-2628 non emergency	911emergency
Emergency Management	**For Emergencies call 911**	
Interim Director (Ray Miller)	974-5457	
Emergency Coordinator (Andrea Davis)	974-9662	
Emergency Coordinator (Colin Burns)	974-1484	
Facilities Management Service Center		
Operations Manager (Antonio Morales)	974-4037	974-2845
USF Environmental Health & Safety	974-4036	EMG 911 974-4036
Director (Bill Land)	974-0872	974-2628
Associate Director (Wilson Bull)	974-0869	974-2628
Assistant Director (Tom Bradley)	974-7986	974-2628
USF Radiation Safety Office		
Radiation Safety Manager (Adam Weaver)	974-1194	727-479-4740 (cell)
USF Physical Plant		
Work Management	974-2845	974-2845
Division of Research Integrity & Compliance		
RIC Director (Jason Ramage)	974-2302	
IACUC Manager (Farah Moulvi)	974-0954	469-1625 (cell)
IACUC Chair (Jay Dean)	974-1547	416-8061 (cell)
Public Affairs (HSC)		
USF Heath Office of Communications	974-3300	

Division of Public Safety http://usfweb2.usf.edu/Adminsvc/publicsafety/

Tampa Campus		
Emergency Information line	1-800-992-4231	USF hotline is updated with pre-recorded information during an emergency & may be operated by staff if situation necessitates
Saint Petersburg Campus		
Emergency Information Line	727-873-4636	
USFSP Facilities Services	727-873-4135	

TELEPHONE CONTACTS
FACILITIES

AGENCY/NAME	WORK HOURS	AFTER HOURS
ALZ USF Health Neuroscience Institute		
Security	974-2417	974-2628
Building Manager (Michael Andrews)	912-220-8466(cell)	912-220-8466 (cell)
Facility Support Technician (Mike Foster)	813-344-6829 (cell)	813-344-6829 (cell)
Facility Support Technician (Rafik Ammari)	813-455-1713 (cell)	813-455-1713 (cell)
Property Manager (The Wilson Company) 24/7	445-8735 (USF5)	445-8735 (USF5)
CAMLS Center for Advanced Medical Learning & Simulation		
Security (24/7)	625-5484 (cell)	625-5484 (cell)
Facilities Director (Michael Andrews)	912-220-8466 (cell)	912-220-8466 (cell)
Property Manager (The Wilson Company) 24/7	445-8735 (USF5)	445-8735 (USF5)
Housekeeping/Maintenance Service	CAMLSworkrequest@wilsoncompany.com	
COM College of Medicine		
HSC Police	974-2417	974-2628
Building Manager (Stan Douglas)	974-3017	757-373-0865 (cell)
Maintenance/Facility Management	974-2845	974-2845
Housekeeping (Day) (Evening)	974-7110 974-7108	974-4343
CPH College of Public Health		
Security	974-2417	974-2628
Facilities Manager (Michael Haywood)	300-1240	300-1240
Facility Management/Utilities Maintenance	974-2845	974-2845
Housekeeping (Sheila Burgess)	974-7110	974-2845
CRI Children's Research Institute		
Security (USFSP Campus Police)	727-873-4140	727-873-4140
USFSP Operations & Maintenance	727-510-6890 (on-call cell)	727-510-6890 (on-call cell)
FKML Florida Keys Marine Lab		
Operations Manager (Lisa Tipsword)	305-664-9101	305-289-1987 (home) 305-731-6364 (cell)

TELEPHONE CONTACTS

FACILITIES

AGENCY/NAME	WORK HOURS	AFTER HOURS
IDRB/BPB Interdisciplinary Research Building/Business Partnership Building		
Security	974-2417	974-2628
Building Manager (John Kersh) (Rick Means)	974-0271	927-4329 (cell) 345-6294 (cell)
Building/Utilities Maintenance	974-0271	927-4329 (cell)
Emergency (24/7)	1-800-723-3230	
ISA Interdisciplinary Science Building		
Security	974-2417	974-2628
Building Manager (Bruce Smith)	974-2555	974-2845
Building/Utilities Maintenance	974-2845	974-2845
Housekeeping (Fred Wilburn)	974-1703	974-2845
KRC Knight Oceanographic Research Center		
Security (USFSP Campus Police)	727-873-4140	727-873-4140
USFSP Operations & Maintenance (24/7)	727-510-6890 (cell)	727-510-6890 (on-call cell)
MDD Heart Institute		
Security (Andrew Belich)	727-480-0861	727-480-0861
Building Manager (Michael Andrews)	912-220-8466	912-220-8466
Property Manager (The Wilson Company) 24/7	445-8735 (USF5)	445-8735 (USF5)
Building Receiving (Erik Myers)	396-0091	813-956-7780 (cell)
Laboratory Operations (Laura Pendleton)	396-0121	727-504-0833 (cell)
PMBRC Pritzker Marine Biology Research Center		
Security (campus police)	941-487-4210	941-487-4210
Building Manager (Joel Beaver)	941-487-4389	941-737-3569
Building/Utilities Maintenance	941-487-4236	941-487-4210

TELEPHONE CONTACTS
FACILITIES

AGENCY/NAME	WORK HOURS	AFTER HOURS
PSY Psychology and Communications Disorder		
Security	974-2417	974-2628
Building Manager (Bruce Smith)	500-2837	500-2837
(Michael Andrews)	912-220-8466	912-220-8466
Building/Utilities Maintenance (Juan Vargas)	974-2845	974-2845
Housekeeping (Fred Wilburn)	974-1703	974-2845
SRB Stabile Research Building		
Security	745-3000 or	745-3000
Emergency	X44	X44
Building/Utilities Facilities Maintenance	745-3000	745-3000
Research Environmental Health & Safety	256-4646 (On-call pager)	256-4646 (on-call pager)
Sr. Director of Research Operations (Christine O'Connell)	745-1357	256-4828 (pager)
MGR Research EHS (J.P. Hooks)	745-8421	256-6174 (pager)
Chemical Spills	x44	x44
Employee Hotline	745-1855 up-to-date information for staff	

PHYSICAL PLANT CONTACTS FOR ALL FACILITIES
Division of Comparative Medicine

Facility	Contacts during regular working hours	Contacts after hours/holidays	Does manager have key access to facility in event of power failure?
ALZ	Rafik Ammari 813-455-1713 (cell) Micahel Andrews 912-220-8466 (cell) Mike Foster 813-344-6829 (cell)-TWC The Wilson Company 813-445-8735 (USF5)	Rafik Ammari 813-455-1713 (cell) Michael Andrews 912-220-8466 (cell) Mike Foster 813-344-6829 (cell)-TWC The Wilson Company 813-445-8735 (USF5)	Yes
CAMLS	Micahel Andrews 912-220-8466 (cell) The Wilson Company 813-445-8735 (USF5)	Micahel Andrews 912-220-8466 (cell) The Wilson Company 813-445-8735 (USF5)	No, 24/7on-site security 625-5484 (cell) Micahel Andrews 912-220-8466 (cell) The Wilson Company 813-445-8735 (USF5)
COM	974-2845	974-2845 (service will contact on call personnel)	No-- Call USF campus police @ 974-2628
CPH	974-2845	974-2845 (service will contact on call personnel)	No Call USF campus police @ 974-2628
FKML	Lisa Tipsword @ 305-664-9101	Lisa Tipsword @ 305-289-1897 (home) @ 305-731-6364 (cell)	No Call Lisa Tipsword @ 305-731-6364(cell)
IDRB & BPB	John Kersh @ 974-0271 Emergency (24/7) 1-800-723-3230	John Kersh @ 927-4329 (cell) Rick Means @345-6294 (cell)	No- Call John Kersh @ 927-4329 (cell)
ISA	974-2845	974-2845 (service will contact on call personnel)	No Call USF campus police @ 974-2628
KOC & CRI	USFSP Operations & Maintenance on call cell (24/7) @ 727-510-6890	Emergency on-call cell @ 727-510-6890 Director, Physical Plant John Dickson @ 727-873-4350	KOC—yes CRI—No USF St. Pete police (public safety) @ 727-873-4140
MDD	Michael Andrews @ 912-220-8466 The Wilson Company 813-445-8735 (USF5)	Michael Andrews @ 912-220-8466 The Wilson Company 813-445-8735 (USF5)	Yes But can also contact 912-220-8466 Building Maintenance 727-480-0861 Security The Wilson Company 813-445-8735 (USF5)
PMBRC	Joel Beaver @ 941-487-4389 Brandan Cole @ 941-487-4544	Joel Beaver @ 941-737-3569	Yes
PSY	974-2845	974-2845 (service will contact on call personnel)	No Call USF campus Police @ 974-2628

SRB	Security 813-745-3000 Facilities 813-745-3000	Security 813-745-3000 Facilities 813-745-3000	No—contact Moffitt security for access @ 745-3000

I. **Natural Disasters** – Natural disasters may include severe weather, flooding, and earth quakes. Earthquakes are extremely rare in Florida, however severe weather is common. Severe weather includes thunderstorms, tropical storms, and hurricanes with their associated high water and flooding. Storms and hurricanes can also generate tornados. The hurricane season in Florida is from June 1 to November 30, although severe weather and flooding can occur at any time. In addition to flooding, the most likely storm-related problems will be power failures, communication failures, HVAC system failures, and possible structural damage. Fortunately, severe weather and flooding can often be predicted, giving a few hours or days to prepare. Additional hurricane information can be found in **Appendix B**.

A. Emergency Contacts

1. In the event of a local severe weather emergency or flooding situation, the Emergency Management Department of the University will notify the Division Director, or Emergency Support Function (ESF) representative , who will then initiate the emergency contact chain.

2. Upon notification of a severe weather watch or warning, or in the after-effects of unpredicted storms or flooding, the Division Director, or Emergency Support Function (ESF) representative will contact the clinical veterinarians, facility managers, principal investigators, USF Police, USF Physical Plant, USF Public Affairs Office, and division administrative staff, as needed.

3. Facility managers will contact their respective Emergency Response Team (ERT) members, animal care staff, and local maintenance, as needed.

4. The USF Police will coordinate security with local facility police.

5. The USF Public Affairs Office will contact local USF affiliated hospital public affairs offices.

6. Each site will maintain specific contact information for their location (e.g., police, fire, medical emergency, environmental health and safety, radiation safety, maintenance).

B. Emergency Response Team (ERT)

1. Ideally, the ERT at each site will consist of the Facility Manager (team leader), a veterinarian, and designated animal care staff.

2. During multi-site emergencies, the veterinarians will float between locations, as needed.

3. Designated animal care staff may be assigned on a rotating basis.

4. The facility manager may call in additional staff as required by the severity of the emergency.

C. Tasks of ERT

1. In anticipation of an apparent imminent disaster, immediately formulate plans which include human evacuation. If time permits, formulate plans for animal relocation; storm readiness procedures (e.g., sandbags, human and animal food, water and bedding supplies, and medical supplies); and protection/security of animals, equipment, and facilities.

   NOTE - When local emergency notification systems (siren, public address system) declare that **A TORNADO WARNING** is in effect, **SEEK SHELTER IMMEDIATELY!** The most internal room in the lowest floor of your building may be the most suitable shelter.

2. Evacuate facilities, if necessary, in an orderly manner. After leaving the facilities, ERT members will reassemble at a specific point/location (muster station) that has been pre-determined and designated by the Facility Manager/Team Leader. Do not re-enter the facility until declared safe by emergency personnel. The Team Leader will verify that all personnel are out of the building.

3. Ensure human casualties receive medical treatment.

4. Establish a command center on or off site to coordinate resources and recovery efforts.

5. Establish communications by telephone, radio, or runners.

6. Evaluate the emergency situation and formulate recovery plans.

7. Triage, treat, or euthanatize animals, as required, without endangering personnel.

8. Inventory animal populations. Initiate recovery of animals that have escaped.

9. Coordinate with police, emergency services, and maintenance.

10. Identify, prioritize, and coordinate resources necessary for recovery efforts (transportation, supplies, personnel, protective gear, and special assistance).

11. Ensure a healthy and clean environment for animals.

12. Coordinate relocation efforts to provide a safe environment for animals, pre- or post- disaster.

13. The ERT Team Leader is responsible for briefing the Director, or Assistant Director as needed.

D. Personal Protective Clothing and Supplies

1. Emergency kits containing a battery operated radio for information, a pair of two-way radios, flashlights, batteries, N95 respirator, Tyvek coveralls, variety of glove types/sizes to include chemical-resistant gloves, safety goggles, and/or glasses, shoe covers, trash bags, and first aid kit should be maintained at each facility, over the shoe boots. The Facility Manager is responsible for maintaining the kit.

2. Store emergency kits in easily accessible designated locations and safe from floodwaters in each of the six principal animal facilities, i.e., COM Rm 1363, ALZ Rm 034), PSY Rm 1203A, SRB Rm 20068, MDD Rm 730 and CAMLS Rm 145.

3. Staff can use their own rubber boots and rain gear as needed.

4. Medical supplies to treat animals are available at the COM Rm 1300A, ALZ Rm 034, SRB Rm 20205, MDD Rm 732A and CAMLS Rm 134.

5. If staff is required to remain overnight, a portable TV/radio, food, bedding, cell phone and cell phone charger are recommended.

E. Animal Protective Measures

1. Animal care activities must continue to ensure the health and safety of the animals, **BUT NOT TO EXTENT THAT PERSONNEL ARE ENDANGERED**.

2. If facility security has been compromised, lock all interior animal room doors.

3. Top off all feed barrels. Fill the potable animal drinking water barrels and/or extra water bottles, immediately.

4. Maintain accurate and up-to-date animal inventories.

5. If severe weather or flooding is predicted, move high priority animals (Appendix B) to high points within the facility, or evacuate to another animal facility according to established priorities.

6. In the event of an emergency power failure causing the air handling units for individually ventilated caging (IVC) to cease function, murine inventories housed in IVC may be left static for up to 36 hours. Rat inventories cannot remain static in IVC and must have the filter retainer popped-off and filter removed within 3 hrs.

F. Public Affairs

1. The USF Public Affairs Office is the only agency authorized to disseminate information to the public or the media.

2. The USF Public Affairs Office will coordinate the dissemination of information with USF affiliated hospitals' public affairs offices.

3. Individuals should not talk to the public or the media except as authorized by the USF Public Affairs Office and, preferably, with a public affairs representative present.

II. **Security Disasters** – Security disasters can include bomb threats, break-ins, demonstrations, violent acts, destruction of property, and terrorist activity. Terrorist activities can include biological and chemical weapons or explosive devices. Employee awareness is the key to identifying and reporting any of the above. **Never endanger yourself** by confronting a suspicious person or demonstration or interfering with a crime in progress. Remain calm, leave the immediate area and call the police from a safe location. Bomb threats are usually received by telephone, written notes or letters, or E-Mail. Most bomb threats are made by individuals who want to create an atmosphere of general anxiety and panic. All such calls must be taken seriously and handled as though an explosive is in the building. Do not touch suspicious packages, letters, or foreign objects. Evacuate the area and call the police immediately.

Bomb Threat

Preparedness:

Do not place yourself or others at risk. Call Police immediately if a situation appears to be escalating.

Employees should wear USF-issued identification badges at all times.

Check doors semi-annually for proper locking function.

Response:

Suspicious Letter or Package:

Never touch a suspected bomb/explosive device.

Evacuate everyone in the vicinity to a safe distance.

Turn off all radios and transceiver equipment near the suspected area.

Call the Police (911)

Examine suspicious mail gently - Touching Triggers Tragedy!

Look for suspicious packaging, unrequested delivery.

Place of Origin - Note the delivery postmark.

Writing - Treat with caution if unusual type of writing not normally received on the address.

Balance - Has loose contents, or is heavier on one side than the other.

Weight - Excessively heavy for its volume.

Feel - Springiness at the top, bottom, or sides, but it does not bend or flex.

Protruding wires, holes, grease marks, smell, etc.

Letter stiffness. Presence of stiff cardboard, metal, or plastic.

Inner sealed enclosures.

Threatening Call:

Do not hang up. Remain calm. Take the caller seriously. Assume the threat is real.

Engage caller in conversation. Obtain as much information as possible from the caller - type of device, what it looks like, where it's located, what time it will go off, etc. If possible, have someone listen in on the call.

Be calm and take notes of the conversation. Jot down exact words as soon as possible. Use Bomb Threat Checklist to gather information about the caller and the threat.

If the threat is left on voicemail, do not delete it.

Have a coworker call the Police on another line. If you are alone, after the call is disconnected by the caller, do not hang up the phone. Press *57 first and then hang up the phone. (This procedure will "capture" the phone line so that the phone company can trace it), then call the Police to report the threat.

Do not use cell phone, two-way radio, or any wireless communication device, as it can act as a trigger for an explosive device.

Notify supervisor.

Do not discuss the situation with news media or other outsiders. Inquiries should be

courteously and tactfully directed to University's Office of Public Affairs

Recovery:

Re-enter the area only upon clearance by Emergency Responder, Facility Management, or Supervisory personnel.

Assess program elements contributing to the occurrence of the event and program areas impacted.

Consider implementing barriers or procedures to prevent or lessen the effects of a future similar event.

Debrief with staff after the event.

BOMB THREAT CHECKLIST		
Date of Call:	**Number at which call was received:**	
Length of Call:	**Time of Call:**	
Callers Voice		
Calm	Crying	Deep
Angry	Normal	Ragged
Excited	Distinct	Clearing Throat
Slow	Slurred	Deep Breathing
Rapid	Nasal	Crackling Voice
Soft	Stutter	Disguised
Loud	Lisp	Foreign
Laughing	Raspy	Familiar
Background Sounds		
Street (cars, buses)	Animal Noises	
Airplanes	Clear	
Voices	Static	
PA System	Local Call	
Music	Long Distance Call	
House Noises (dishes, TV, etc)	Phone Booth	
Motor (fan, a/c)	Factory Machinery	
Office Machinery	Other (specify):	
Language		
Well Spoken (educated)	Irrational	Taped message
Foul	Incoherent	Message read by threat maker
Exact wording/remarks		
When is bomb going to explode?		
Where is it right now?		
What does it look like?		
What kind of bomb is it?		
Where are you?		
What is callers name?		
Person taking call: **Phone number:**		
Adapted from NIH PM 1430 (3/1/10)		

INSTRUCTIONS WHEN RECEIVING BOMB THREAT MESSAGE
Listen carefully to what the caller is saying, while trying to get as much information, using the checklist.
Motion to a co-worker, if possible, and have them call 911 to let the dispatcher know that there is a possible bomb threat.
After the call is disconnected by the caller, do not hang up the phone. Press *57 first and then hang up the phone. (This procedure will "capture" the phone line so that the phone company can trace it).
DO NOT activate the fire alarm, as this may trigger the bomb to explode.
Take the Bomb Threat Checklist with you when you leave the building and give it to the police representative/incident commander. They may have more questions for you later, so print your name and phone number on the bottom of the form.
Additional Notes:

Civil Disturbance

(Disgruntled Employee, Intruder/Trespasser)

Preparedness:

Do not place yourself or others at risk. Contact the Police immediately if a situation appears to be escalating.
Prevent crimes through employee awareness and securing offices, facilities, and property.
Employees should wear USF-issued identification badges at all times.
Check doors semi-annually for proper locking function.
Secure all movable/portable equipment.

Response:

Disgruntled Employee:

Be sympathetic and make an effort to understand their concerns. Remain calm and do not become confrontational.
If unable to interact in positive manner, attempt to establish the magnitude of the problem and manage the complaint in a progressive fashion through referral of the employee to one of the following individuals:
Professional Staff, Employee Assistance Program counselor
Director, Division of Comparative Medicine
Chair, Institutional Animal Care & Use Committee (IACUC)
If necessary, call the USF Police by dialing 911.

Intruder/Trespasser:

Suspicious persons and/or behavior should be reported to the USF Police at (813) 974-2628.
Use caution when approaching an individual that appears to be trespassing. Do not put yourself or others at risk.
Inquire in a non-confrontational manner if the person needs assistance.
If the Police need to be called, try to detain the person until they arrive.
If they cannot be detained, write down any characteristics that you can recall – hair color, height, clothing, accent, items being carried, etc.

Animal Activism Event

Preparedness:

Do not place yourself or others at risk. Contact the Police immediately if a situation appears to be escalating.
Employees should wear USF-issued identification badges at all times.
Check doors semi-annually for proper locking function.
Secure all movable/portable equipment.

Response:

Do NOT confront the individual(s).
Check to see if anyone was injured and seek medical care, if needed.
Immediately notify Police (911).
If this is a hit-and-run type attack, let the Police know that the activists have left and report any injuries &/or damage.
Use the following list to assist in gathering specific details for the Police:
-Identify yourself as a person working at an animal research facility
-Location of the activity - including building, floor, room number(s), etc.

-Number of people involved
-Characteristics of the people, i.e., gender, type of clothing, distinctive features, etc.
-Type of activities being conducted, i.e., picketing, yelling, vandalism, releasing animals...
-Type and number of weapons visible
-Type and number of other tools and equipment, i.e., bullhorns, rope, spray paint cans, electrical wiring, backpacks, gym bags, signs, etc.
Remain at your general location until the Police arrive. If necessary, move to a safe place or exit the facility (if this is occurring inside).
Take photographs of the activists and their activities, *but only if this can be done safely.*
Observe the route and means the activists use to leave the area, *but only if this can be done safely*.
Note the exit path and vehicle information, including license plate numbers.
Note any items or places physically touched by activists and protect those items/areas. If activists were not wearing gloves, law enforcement may attempt to get the activists fingerprints.
Carefully examine the entire work area for damage, missing items, and any items left behind by activist. **Do not touch** any items left behind or anything suspicious. Point these items out to law enforcement officials.

Things to look for include the following:
Noise makers: devices designed to make painfully loud noise, either immediately or later when activated by a timer
Stink bombs: these may be devices that are ignited by a flame immediately or later from a timer
Stinky fruit: activists may leave frozen pieces of type of fruit that smells of rotting flesh. Once thawed it can make a facility uninhabitable for some time.
Flyers or other printed information
Packages, boxes, backpacks, or other containers that could contain dangerous items (e.g., toxic/caustic chemicals, incendiary devices, bombs, etc.)

A. Emergency Contacts

1. If you see or suspect a security threat, call the local police immediately from a safe location.

2. If an explosion occurs, call the local fire department and emergency medical services immediately.

3. After notifying the police, inform the Division Director, or Assistant Director.

4. Upon notification of a security threat, the Division Director, or Assistant Director, will contact the clinical veterinarians, the Facility Manager, Principal Investigators, USF Police, USF Physical Plant, USF Public Affairs Office, and division administrative staff as required. If a biological or chemical weapon has been used, include a call to the USF Environmental Health and Safety Office.

5. Facility managers will contact their respective ERT team members and animal care staff as needed. If a biological or chemical weapon has been used, call the local Environmental Health and Safety Office and emergency medical services.

6. The USF Police will coordinate security with local facility police.

7. The USF Public Affairs Office will contact local USF affiliated hospitals' public affairs offices.

8. Each site will maintain specific contact information for their location (e.g. police, fire, medical emergency, environmental health and safety, radiation safety, maintenance, public affairs).

B. Emergency Response Team (ERT)

1. Ideally, the ERT at each site will consist of the Facility Manager (team leader), a veterinarian, and designated Animal Care staff.

2. Designated animal care staff may be assigned on a rotating basis.

3. The facility manager may call in additional staff as required by the severity of the emergency.

C. Tasks of ERT

1. Evaluate the situation and immediately formulate plans that include human evacuation. If the situation permits, formulate plans for animal evacuation; animal relocation; and protection of animals, equipment, and facilities.

2. Evacuate facilities, if necessary, in an orderly manner. After leaving the facilities, ERT members will reassemble at a specific point/location (muster station) that has been pre-determined and designated by the Facility Manager/Team Leader. Do not re-enter the facility until declared safe by emergency personnel. The Team Leader will verify that all personnel are out of the building.

3. Ensure human casualties receive medical treatment.

4. Ensure electrical equipment, radios, and transceiver equipment have been shut off.

5. Establish a command center on or off site to coordinate resources and recovery efforts.

6. Establish communications by telephone, radio, or runners. **Do not** use radios during a bomb threat.

7. Coordinate with police and emergency services.

8. Do not allow staff to interact with demonstrators or unauthorized persons.

9. Secure buildings, valuable equipment, and documents.

10. Triage, treat, or euthanatize animals, as required, without endangering personnel.

11. Identify, prioritize, and coordinate resources necessary for recovery efforts (transportation, supplies, personnel, protective gear, special assistance).

12. Ensure a healthy and clean environment for animals.

13. Coordinate relocation efforts to provide a safe environment for animals.

14. Inventory animal populations. Initiate recovery of animals that have escaped.

15. The ERT Team Leader is responsible for briefing the Director, or Assistant Director as needed.

D. Personal Protective Clothing and Supplies

1. Emergency kits containing a battery operated radio for information, a pair of two-way radios, flashlights, batteries, masks, Tyvek coveralls, gloves, shoe covers, trash bags, and first aid kit should be maintained at each facility. The Facility Manager is responsible for maintaining the emergency kit.

2. Medical supplies to treat animals are available at the COM Rm 1300A, ALZ Rm 034, SRB Rm 20205, MDD Rm 730 and CAMLS Rm 134.

3. Store emergency kits in easily accessible designated locations and safe from floodwaters in each of the six principal animal facilities (i.e., within COM Rm 1363, ALZ Rm 034 , PSY Rm 1203A, SRB Rm 20068, MDD Rm 732A and CAMLS Rm 145).

E. Animal Protective Measures

1. Animal care activities must continue to ensure the health and safety of the animals, **BUT NOT TO THE EXTENT THAT PERSONNEL ARE ENDANGERED**.

2. If facility security is threatened or breached, lock all interior animal room doors.

3. Maintain accurate and up-to-date animal inventories.

4. Relocate animals according to established priorities (Appendix B) only after emergency personnel have declared the area is safe to re-enter.

F. Public Affairs

1. The USF Public Affairs Office is the only agency authorized to disseminate information to the public or the media.

2. The USF Public Affairs Office will coordinate the dissemination of information with local facility public affairs offices.

3. Individuals should not talk to the public or the media except as authorized by the USF Public Affairs Office and, preferably, with a public affairs representative present.

III. **Operational Disasters** – Operational disasters may include fires, utility failures (power, water, communications), and HVAC system failures. Operational disasters may occur independently or as a result of natural, technological, or security disasters. As a consequence operational disasters may be short duration (hours) to long duration (days). Fires can spread very rapidly. You should know the location of building exits and evacuation routes, fire extinguishers, and fire alarms. Smoke, heat, and toxic gases from a fire are the most common cause of fire related deaths and injuries, not flames. These deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor.

Fire

Preparedness:

Smoke, heat, and toxic gases from a fire are the most common cause of fire related deaths & injuries. Smoke, heat, and gases rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor.

Ensure personnel can find building exits even if directional signs are obscured by smoke or power outage.

Identify at least two building evacuation routes.

Keep all egress routes and hallways clear. Keep flammables in appropriate storage cabinets.

Response:

Notify Fire Department immediately.

Pull/Activate the nearest fire alarm.

If a telephone is closer than alarm, call the Fire Department (911) then pull fire alarm to evacuate others.

Evacuate personnel.

If clothing catches fire - "Stop, Drop, and Roll".

Avoid smoke-filled air - "Get Low and Go"

Notify personnel in the room/area of the fire to evacuate immediately.

Do not use elevators. Walk to the nearest stairwell/exit & follow designated fire exit route to evacuate building.

Complete safety actions as time permits.

Turn off any gas being used.

Return flammables to safety cabinet.

Close all doors.

Exit building and go to rally point.

Recovery:

Do not re-enter the building until it is determined safe for occupancy by the Fire Department, Fire Marshal, or Fire Chief.

Report the animal program status to supervisor.

Utility Failure – Electric Power, HVAC

Preparedness:

Verify all animal care staff training on acceptable temperature ranges, reporting environmental fluctuations, and appropriate response procedures.

Maintain contingency plans to ensure animals receive adequate care in the event of power loss or abnormal temperatures.

Determine number of portable chillers and heaters required to maintain animal room temperatures during an HVAC emergency event.

Maintain equipment list of items such as extension cords, flashlights, light trees, batteries, generators, walkie-talkies, portable space chillers, heaters, and fans.

Response:

Manually check room temperature and humidity.

Call the USF Physical Plant Service Center (813-974-2845: 24 hours/7 days a week). Include Moffitt ? Inform them that animal lives are at risk due to abnormal environmental conditions.

Notify the Facility Manager immediately.

In the event of an emergency power failure causing the air handling units for individually ventilated caging (IVC) to cease function, murine inventories housed in IVC may be left static for up to 36 hours. Rat inventories cannot remain static in IVC and must have the filter retainer popped-off and filter removed within 3 hrs.

Check to see if the failure/fluctuation may be due to a scheduled utility shutdown.

If animal room temperature is elevated to a critical temperature (i.e. animal lives are at risk), use portable fans, use portable chillers, &/or open doors.

If animal room temperature falls to a critical temperature (i.e. animal lives are at risk), place portable space heaters in the room.

If biohazard agents are used in a room, contact the USF Biosafety Officer at 813-974-0954 before using portable fans or leaving animal room doors open.

Shut off the main breaker switches to equipment such as cage washer, autoclave, ventilated racks, etc.

Close sash on all hoods that are in use during power failure.

Once normal power is restored or emergency generators are functioning:

Turn on light switches and ventilated racks first, then other equipment as needed.

Check each animal room temperature and humidity.

Check safety cabinets in each procedure room.

Check alarm panels for any alarms and repair if possible.

Report facility environmental status to Supervisor.

Recovery:

Report the animal program status to supervisor.

Re-establish pertinent biohazard control procedures.

Re-establish all animal care programs and services.

Utility Failure – Sewer, Water

Preparedness:

Ensure contingency plans are in place to ensure animals receive adequate care in the event of water loss or sewer failure. This may include relocating animals/cages, moving them to another room, moving them to another facility, etc.

Ensure adequate emergency water supplies are readily available (See "Calculating Minimum Water Requirements" for additional information.)

Response:

Restrict access to flooded areas. Even areas with small amounts of standing water should be avoided if at all possible due to the risk of electrical shock.
Turn off water valves.
Call the USF Physical Plant Service Center (813-974-2845: 24 hours/7 days a week);Moffitt?
Notify the Animal Facility Manager immediately.
Observe animal rooms for flooding or for potential of flooding. Take appropriate action to ensure cages/animals will not be exposed to contaminated and/or rising water.
Stop all use of water.
Do not flush toilets.
Do not dump any fluids down the drains.

Recovery:

Re-enter the area only upon clearance by Emergency Responder, Facility Management, or Supervisory personnel.

A. Emergency Contacts

1. If you discover a fire, remember **R.A.C.E**.

   - **R**emove any person endangered by the fire. Know the location of... exits, fire doors, fire alarm boxes and fire extinguishers.

   - **A**lert the local fire department immediately; activate alarm(s).

   - **C**ontain the fire; close all doors/windows.

   - **E**xtinguish the fire IF IT IS SAFE TO DO SO, and
     - The emergency telephone number 911 has been called.
     - Building alarm has been activated.
     - The fire is small.
     - You are sure you will not be injured.
     - You know how to use an extinguisher.

2. After notifying the fire department or other operational disasters, inform the Division Director, or Assistant Director.

3. Upon notification of an operational emergency the Division Director, or Assistant Director will contact the Clinical Veterinarians, the Facility Manager, Principal Investigators, USF Physical Plant, USF Public Affairs Office, and the division administrative staff as required.

4. Facility Managers will contact their respective ERT team members, animal care staff and local maintenance as needed.

5. The USF Public Affairs Office will contact local USF affiliated hospital public affairs offices.

6. Each site will maintain specific contact information for their location (e.g. police, fire, medical emergency, environmental health and safety, radiation safety, maintenance, public affairs).

B. Emergency Response Team (ERT)

1. Ideally, the ERT at each site will consist of the Facility Manager (team leader), a veterinarian, and designated Animal Care staff.

2. Designated animal care staff may be assigned on a rotating basis.

3. The Facility Manager may call in additional staff as required by the severity of the emergency.

C. Tasks of ERT

1. Evaluate the situation and immediately formulate plans for human evacuation. If the situation permits, formulate plans for animal evacuation; animal relocation; emergency supplies of animal food, potable water and bedding; emergency power, heating, and cooling; and protection of animals, equipment, and facilities.

2. Evacuate facilities, if necessary, in an orderly manner. After leaving the facilities, ERT members will reassemble at a specific point/location (muster station) that has been pre-determined and designated by the Facility Manager/Team Leader. Do not re-enter the facility until declared safe by emergency personnel. The Team Leader will verify that all personnel are out of the building.

3. Ensure human causalities receive medical treatment.

4. Establish a command center on or off site to coordinate resources and recovery efforts.

5. Establish communications by telephone, radio, or runners.

6. Coordinate with the fire department and maintenance.

7. Secure buildings, valuable equipment, and documents.

8. Triage, treat, or euthanatize animals, as required, without endangering personnel.

9. Identify, prioritize, and coordinate resources necessary for recovery efforts (transportation, supplies, personnel, protective gear, special assistance).

10. Ensure a healthy and clean environment for animals.

11. Coordinate relocation efforts to provide a safe environment for animals.

12. Inventory animal populations. Initiate recovery of animals that have escaped.

13. The ERT Team Leader is responsible for briefing the Director, or Assistant Director as needed.

D. Personal Protective Clothing and Supplies

1. Emergency kits containing a battery operated radio for information, a pair of two-way radios, flashlights, batteries, masks, Tyvek coveralls, gloves, shoe covers, trash bags, and first aid kit should be maintained at each facility. The Facility Manager is responsible for maintaining the emergency kit.

2. Medical supplies to treat animals are available at the COM Rm 1300A, ALZ Rm 034, SRB Rm 20205, MDD Rm 730 and CAMLS Rm 134.

3. Store emergency kits in easily accessible designated locations and safe from floodwaters in each of the six principal animal facilities (i.e., within COM Rm 1363, ALZ Rm 034 , PSY Rm 1203A, SRB Rm 20068, MDD Rm 732A and CAMLS Rm 145).

E. Animal Protective Measures

1. Animal care activities must continue to ensure the health and safety of the animals, **BUT NOT TO THE EXTENT THAT PERSONNEL ARE ENDANGERED**.

2. If facility security has been compromised, lock all interior animal room doors.

3. Maintain accurate and up-to-date animal inventories.

4. Evacuate and relocate animals according to established priorities (Appendix B) **only after** emergency personnel have declared the building is safe to re-enter.

5. Top off all feed barrels. Fill each of the potable animal drinking water barrels immediately.

6. In the event of an emergency power failure causing the air handling units for individually ventilated caging (IVC) to cease function, murine inventories housed in IVC may be left static for up to 36 hours. Rat inventories cannot remain static in IVC and must have the filter retainer popped-off and filter removed within 3 hrs.

F. Public Affairs

1. The USF Public Affairs Office is the only agency authorized to disseminate information to the public or the media.

2. The USF Public Affairs Office will coordinate the dissemination of information with local facility public affairs offices.

3. Individuals should not talk to the public or the media except as authorized by the USF Public Affairs Office and, preferably, with a public affairs representative present.

IV. **<u>Technological Disasters</u>** – Technological disasters can include chemical, radiation, and biohazard spills. These can be further categorized as small (< 200 ml, < 500 micro curies) or large (> 200 ml, 500 micro curies) spills. Staff working in the facility can often clean up small spills. Large spills require additional specialized equipment and expertise. Environmental Health and Safety Office and/or Radiation Safety Office must be notified whenever a spill occurs. Biohazards include body fluids, blood, infectious waste, or other potentially infectious material. Chemical hazards include volatile anesthetics, acid compounds, caustic compounds, disinfectants, detergents, and chemical carcinogens. Radiation hazard exposure can be both external and internal.

Radiation Spill or Exposure

<u>Preparedness:</u>

Ensure proper signage is clearly posted in radiation hazard areas, including required PPE, handling, containment, and emergency instructions.

<u>Response:</u>

<u>Large Spill (>500 microcuries):</u>

Check for exposure.
Administer first aid if needed.
Evacuate personnel in the room/area of the spill, and close doors upon exit. Post a person by door to prevent re-entry.
Exposed personnel should report to and remain in one safe location until the arrival of the Fire Department.
Shield large spills, if possible, without contaminating yourself or creating an exposure.
Call Fire Department (911).
Call USF Radiation Safety Office at 813-974-1194.
Do not re-enter the room/area until the appropriate safety officials have cleared the area for re-entry.

<u>Small Spill (<500 microcuries):</u>

Check for exposure.
Administer first aid if needed..
Evacuate personnel in the room/area of the spill, & close doors upon exit.
Exposed personnel should report to and remain in one safe location until the arrival of the Fire Department.
Confine the contamination by laying absorbent material over spill without splashing it.
Collect absorbent material into radioactive waste container using gloves and appropriate tools to collect material. Dispose of contaminated material as waste.
Clean spill area with soap and water working from the outside toward the center.
Test for contamination repeatedly using survey meter or wipe test. Continue to clean area until there is no removable contamination.
Notify USF Radiation Safety Office at 813-974-1194.

Biohazard Spill or Exposure

Preparedness

Ensure proper signage is posted in biohazard areas and lists PPE, handling, containment, and emergency response instructions.

Ensure biohazards are properly handled, and stored or contained.

Response:

Large Spill (>200ml):

Call Fire Department (911).

Immediately administer first aid to contaminated area or wound.

Advise personnel in the room/area of the spill to evacuate immediately.

Close windows and doors to the room/area of the spill and evacuate.

To minimize spreading contamination, exposed personnel should report to and remain in one safe location until the arrival of the Fire Department.

Small Spill (<200 ml):

Put on protective clothing (gloves, safety goggles or glasses, and lab coat).

Immediately administer first aid to contaminated area or wound.

Flush spilled material with a freshly made 1:10 dilution of bleach or povidone-iodine, and allow to sit for 30 minutes.

Wipe down all equipment and surfaces potentially contaminated.

Dispose of contaminated material as biohazardous waste.

Wash hands with soap and warm water.

Notify the immediate supervisor and the Institutional Biosafety Officer at 813-974-0954.

Strange Odor

Preparedness:

Do not assume that odors are non-hazardous material. Strange odors could be from a fire or a hazardous materials spill in a nearby lab. Never assume someone else has reported it or that it is not an urgent event - call the Fire Department for assistance (911).

Identify at least two evacuation routes that lead safely outside the building.

Staff orientation procedures should include review of facility emergency equipment (type and location) and building exit routes.

Keep all egress routes and hallways clear.

Keep flammables in appropriate storage cabinets.

Response:

Don't spend time looking for the source - report it - and, if necessary, evacuate.

Report the odor to the Fire Department, even if you know the cause of it.

Call the Fire Department - (911).

Odors Causing Physical Effects:

Noxious odors may cause watery and burning eyes, coughing, nausea, etc. **Immediately advise the people near the area of the odor to evacuate**.

Evacuate the area.

Call the Fire Department (911).

Electrical Odor or Burning Odor with No Sign of Smoke:
Call the Fire Department (911).

Recovery:

Re-enter the area only upon clearance by Fire Department/Fire Chief.
Perform triage of animals to determine most appropriate course of action, i.e., relocation within facility, euthanasia, evacuation.
Report the animal program status to supervisor.

A. Emergency Contacts

1. When a chemical, radiation, or biohazard spill occurs, small or large, notify the Division Director or Assistant Director immediately.

2. Upon notification of a hazardous spill, the Division Director, or Assistant Director will contact the Facility Manager, the Clinical Veterinarians, Principal Investigators, the USF Environmental Health and Safety Office, USF Radiation Safety Office, USF Public Affairs Office, and division administrative staff, as required.

3. Facility Managers will contact their respective (ERT) members, and animal care staff.

4. The USF Health and Safety Office, Radiation Safety Office, and Fire Department will coordinate clean up measures with their local counterparts.

5. The USF Public Affairs Office will contact local USF affiliated hospital public relation offices.

6. Each site will maintain specific contact information for their location (e.g. police, fire, medical emergency, health and safety, radiation safety, maintenance, public affairs).

B. Emergency Response Team (ERT)

1. Ideally, the ERT at each site will consist of the Facility Manager (team leader), a veterinarian, and designated Animal Care staff.

2. Designated animal care staff may be assigned on a rotating basis.

3. The facility manager may call in additional staff, as required by the severity of the emergency.

C. Tasks of ERT

1. Evaluate the situation and immediately formulate plans that include human evacuation. If the situation permits, formulate a plan for animal evacuation; animal relocation; and protection of animals, equipment, and facilities.

2. Evacuate, in an orderly manner, the room or area where the spill occurred. After leaving the facilities, ERT members will reassemble at a specific point/location (muster station) that has been pre-determined and designated by the Facility Manager/Team Leader. Do not re-enter the facility until declared safe by emergency personnel. The Team Leader will verify that all personnel are out of the building.

3. Ensure human casualties receive medical treatment.

4. Isolate personnel who have been exposed.

5. Coordinate with Fire Department, Radiation Safety, and Environmental Health and Safety personnel concerning any additional specifically required containment and decontamination measures.

6. Triage, treat, or euthanatize animals, as required, without endangering personnel.

7. Ensure a healthy and clean environment for animals.

8. Coordinate relocation efforts to provide a safe environment for animals.

9. Ensure contaminated materials, including deceased animals, are disposed of properly.

10. The ERT Team Leader is responsible for briefing the Director, and Assistant Director as needed.

D. Personal Protective Clothing and Supplies

The following clothing and supplies should be maintained at all facilities:

1. Chemical resistant gloves, safety goggles or glasses, masks, lab coat, Tyvek coveralls, rubber boots and/or shoe covers.

2. Paper towels and/or other absorbent materials and plastic bags.

3. Disinfectants, (e.g., bleach, Sporicidin® Oxivir and hand sanitizer).

4. Medical supplies to treat animals are available at the COM Rm 1300A, ALZ Rm 034, SRB Rm 20205, MDD Rm 732A and CAMLS Rm 134.

5. First aid kit.

E. Animal Protective Measures

1. Animal care activities must continue to ensure the health and safety of the animals, **BUT NOT TO THE EXTENT THAT PERSONNEL ARE ENDANGERED**.

2. Maintain accurate and up to date animal inventories.

3. Evacuate and relocate animals according to established priorities (Appendix B) only after Environmental Health and/or Safety or Radiation Safety authorities have determined that the room or area is safe to re-enter.

F. Public Affairs

1. The USF Public Affairs Office is the only agency authorized to disseminate information to the public or the media.

2. The USF Public Affairs Office will coordinate the dissemination of information with local facility public affairs offices.

3. Individuals should not talk to the public or the media except as authorized by the USF Public Affairs Office and, preferably, with a public affairs representative present.

V. **Pandemic Disasters** – A pandemic disaster could result from infectious diseases that pose a threat to the community at large. If there is an outbreak of infectious disease that threatens the University of South Florida, University officials (i.e., Emergency Management and elected Tasks Forces) will collaborate with State and National officials to determine the best course of action regarding operations at the University. The University will adhere to the provisions of the PHS Policy, the Guide, and the commitments detailed in the Animal Welfare Assurance with Office of Laboratory Animal Welfare (OLAW). The Institutional Official and IACUC will determine the best course of action to ensure the conduct of IACUC official business is maintained (i.e., the IACUC is properly constituted; a quorum conducts official business at convened meetings, semi-annual inspection requirements, etc.). The IACUC may elect to incorporate alternative measures to ensure adherence to the PHS policy (i.e., institute teleconference or video conferring as opposed to face-to-face meetings, reduce the frequency of IACUC meetings, and use of designated member review).

A. Emergency Contacts

1. When the Emergency Operations Center becomes activated, the Pandemic Timeline Checklist will be initiated as a guide to determine the appropriate course of action needed (see CMDC #269)

2. When an infectious disease outbreak results in a significant reduction of animal care staff, Facility Managers or Facility Supervisors will notify the Division Director, or Assistant Director immediately.

3. Upon notification of a significant reduction in staffing at a facility, the Division Director, or Assistant Director will contact the Facility Manager, the Clinical Veterinarians, and administrative staff to determine the best course of action.

4. Animal Care staff, technical support personnel, veterinarians, and administrative staff may be contacted to cover critical operations to ensure appropriate animal health and well-being.

5. If Comparative Medicine personnel numbers are not sufficient to maintain the animal facilities at a level to ensure animal welfare, Principal Investigators and research staff will be contacted by the Division Director (or designee) and recruited, as needed, to care for their animal holdings.

6. Principal Investigators will be notified that additional animal orders will be reviewed and evaluated in light of available staffing.

B. Emergency Response Team (ERT)

1. Ideally, the ERT at each site will consist of the Facility Manager (Team Leader), a veterinarian, and designated Animal Care staff.

2. Designated animal care staff may be assigned on a rotating basis.

3. The Facility Manager, through the Division Director, may request additional personnel (i.e., Principle Investigators and research staff) to assist the ERT, as required by the severity of the short-staffing.

4. Divisional personnel may be reassigned to another facility(ies) to ensure adequate staffing.

C. Tasks of ERT

1. Evaluate the situation and immediately formulate plans that include adequate staffing levels to ensure animal welfare.

2. Initiate procedures to cover all critical operations.

3. Minimize human interactions to reduce potential exposures.

4. Ensure essential PPE and supplies (e.g., gloves, masks and hand sanitizers) are available to reduce transmission of the infectious agent.

5. Ensure a healthy and clean environment for animals.

6. The ERT Team Leader is responsible for briefing the Director, and Assistant Director as needed.

D. Personal Protective Clothing and Supplies

The following clothing and supplies should be maintained at all facilities:

1. Gloves, safety goggles or glasses, masks, lab coat, Tyvek coveralls, rubber boots and/or shoe covers.

2. Paper towels, or other absorbent materials, and plastic bags.

3. Disinfectants (e.g., bleach, Oxivir, Sporicidin and hand sanitizer).

4. Medical supplies to treat animals are available at the COM Rm 1300A, ALZ Rm 034 SRB Rm 20205, MDD Rm 732A and CAMLS Rm 134.

5. First aid kit.

E. Animal Protective Measures

1. Essential animal care activities must continue to ensure the health and safety of the animals, **BUT NOT TO THE EXTENT THAT PERSONNEL ARE ENDANGERED**. Pandemic events should preclude ill personnel from attempting to provide animal care. This will only endanger healthy fellow workers.

2. Maintain only essential animal inventories.

F. Public Affairs

1. The USF Public Affairs Office is the only agency authorized to disseminate information to the public or the media.

2. The USF Public Affairs Office will coordinate the dissemination of information with local facility public affairs offices.

3. Individuals should not talk to the public or the media except as authorized by the USF Public Affairs Office and, preferably, with a public affairs representative present.

VI. **<u>Animal Evacuation Plan</u>** – All movement must be approved by a Director (or designee). If it becomes necessary to move animals from their secure housing facility, the following selection order will be used:

- Transgenic Founder (Breeding) Animals
- Post-Operative and Debilitated Animals
- Dogs, Cats, Rabbits & Livestock
- Experimental Rodents (Non-Biohazardous)
- Aquatics
- Other Animals

VII. Calculating Minimum Water Requirements

Preparedness:

Animal drinking water estimation should be performed periodically.

Use the average facility census to allow management to conduct proactive planning for water supplies and logistics.

Adjustments up or down can then be made after an actual water emergency has occurred.

Calculations:

To figure the daily drinking water needs for gravity or pump administered water:

1. Count the number of animals in the building for each species.
2. Multiply by the approximate total number of each species by the approximate average daily water consumption by that species.

   Average daily water consumption by species:
   Mice - 6.7 ml per adult (225 ml/kg)
   Rat - 45 ml per adult (80 – 110 ml/kg)
   Hamster - approximately 15 ml per adult (14 ml/100 gm)
   Rabbit - 400ml per adult (100 ml/kg)
   Guinea Pigs - 90 ml per adult (100ml/kg)
   Cats - 300 ml per adult
   Nonhuman Primate - 600 ml per adult
   Large animals (rule of thumb - 30 ml or 1 oz per pound per day)
3. Add the total average daily water by species. This equals the total volume of water in milliliters required per day for the entire facility.
   Example:
   - There are 1,000 cages of mice (5 per cage), and 100 cages of rats (3 per cage) in the facility.
   - (5 mice/cage x 1,000 cages x 6.7 ml/mouse) + (3 rats/cage x 100 cages x 45 ml/rat) = 47,000 ml = 47 liters = 12.41 gallons (There are 3,785 ml/gallon.)
4. The volume of the water in the supply lines must be determined if the water failure results in facility supply lines being drained. This volume must be calculated and adequate water made available to fill the lines. This volume would usually be needed to add to the total needed only one time in emergency situations.
   Note: One cubic centimeter equals the same volume as 1 ml of water, 3,785 ml = 1 Gallon, Pi = 3.14, and radius = diameter divided by 2
   The formula for calculating volume for a water line = Pi x radius of the pipe squared x length of the pipe. Remember, 1 cubic centimeter (cc) = 1 ml, so working in centimeters will make for easy conversion. For example, to determine the volume in a water line 1.6 cm in diameter 100 meters long: Pi = 3.14, the radius would be ½ the diameter or .8cm, and the length is 10,000 cm. Therefore, the calculations are: 3.14 x (0.8cm) x (0.8 cm) x 10,000 cm = 10,096 cc or 5.3 gallons.
5. Add to this amount, the value from number 3.
6. It may be useful to multiply the total amount calculate by 2 to account for varying rates of use and waste.

   Reference: Laboratory Animal Medicine 3rd edition; Fox, J.G., et al

VIII. Euthanasia Guidance for Disaster Events

The decision to euthanatize animals and the selection of appropriate euthanasia methods requires careful consideration in all scenarios, but the urgency of these decisions is heightened in disaster-related events. Disaster events in a research animal setting often cause the loss of room access, environmental control, or safe working conditions which limit animal care and veterinary service support options. Euthanatizing injured or distressed research animals in these situations may be the only way to relieve animal pain and suffering. Direction in this situation is frankly stated in the following excerpt from the 8th Edition of the Guide for Laboratory Animal Care and Use: "*Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized."*

The AVMA Guidelines for the Euthanasia of Animals: addresses disaster-related instances where deviations from standard euthanasia methods are necessitated with the following statement: "Alternate methods with fewer conditions and disadvantages are recommended where feasible." (see page 57,58)
Euthanasia may be the only management option available to alleviate pain or distress in the aftermath of an animal facility disaster.

The identification, selection, and application of a method of euthanasia which minimizes or removes both human and animal health concerns rests in the professional judgment of the Comparative Medicine Division Director or their agent, e.g. Clinical Veterinarians.

In a disaster scenario, human safety, the animal species, and the urgency to relieve animal pain and distress outweigh study considerations such as data gathering, sample collection, and experimental endpoints. Consequently, the euthanasia method for a set of study animals based on experimental priorities may not be the appropriate euthanasia method to use on the same set of animals in a disaster event.

Disaster euthanasia decisions addressing the management of a large population of research animals following a facility disaster or emergency, rest with the Comparative Medicine Division Director. Depending on the type of disaster or emergency, the nature of the animal injuries and the amount of available time; the decision to euthanize a large population of research animals for health and welfare issues should first be communicated to the Office of the Vice President for Research and Innovation. In the event that BSL-2 or BSL-3 animals must be euthanized, the USF Biosafety Officer should also be notified.

Disaster euthanasia resources required to conduct a large scale euthanasia procedure include personnel proficient or trained in the selected euthanasia method, specialized equipment, specific euthanasia drugs and materials, approved carcass disposal methods and carcass storage locations, and approved animal and carcass transportation assets. Several Federal Agencies possess Emergency Animal Care teams and/or resources capable of supporting large-scale euthanasia operations. These Federal Agencies may be able to supply euthanasia resources if requested by the University. Federal Agencies with animal euthanasia resources are the: Department of Health and Human Services, Federal Emergency Management Agency, National Disaster Medical System, United States Department of Agriculture, and Department of Defense.

The Director of Comparative Medicine will select the appropriate disaster euthanasia methods which safely implement humane euthanasia and minimize human and animal health/safety concerns. The decision to utilize modified versions of acceptable euthanasia methods listed in the AVMA Guidelines for the Euthanasia of Animals: will be based on veterinary professional judgment, as indicated by overriding, disaster-related circumstances.

The Comparative Medicine veterinary staff will conduct/oversee all emergency animal euthanasia. If an emergency situation necessitates euthanatizing rodent/bird colonies, CO_2 or inhalant anesthetic euthanasia will be utilized when possible. Larger species may be euthanatized with chemical agents (e.g., euthanasia solutions, or anesthetic overdose) administered IV or IP, with or without preliminary sedation/anesthesia, depending on situation, time, and personnel. In the event of a catastrophic event (e.g., fire, tornado) or other situation which renders large animals severely injured and/or panicked but still alive, authorities may resort to physical means of euthanasia as directed by the attending veterinarian. Methods used to euthanize aquatic species, include immersion, injection, and physical methods. When possible, aquatic species will be euthanized by overdose MS222.

CO_2 and inhalant anesthetics to perform euthanasia of rodent/bird populations are maintained at each facility where these species are housed. Supplies to perform chemical euthanasia via injectable agents are maintained in the College of Medicine and Center for Advanced Medical Learning and Simulation pharmacies. Animal carcass disposal will be coordinated with USF Environmental Health and Safety, the USF biohazardous waste contractor, Stericycle®, when possible; otherwise, the National Animal Health Emergency Management System Guidelines of disposal will be considered.

References:

1. Guide for Laboratory Animal Care and Use, 8th Edition, NAS Press, 2011.
2. AVMA Guidelines for the Euthanasia of Animals: 2020 Edition, AVMA Press, 2020.
3. Guidelines for Euthanasia of Rodents Using Carbon Dioxide, ARAC, Revised 12 Jan 2010.
4. Guidelines for the Euthanasia of Rodent Feti and Neonates, ARAC, Revised 9 Mar 2011.
5. NAHEMS Guidelines: Mass Depopulation and Euthanasia, USDA, May 2011

IX. Distribution List

Institutional Animal Care and Use Committee

USF Administrative Services, Emergency & Safety Management

Laboratory Research Operations, Moffitt Cancer Center

Comparative Medicine Administrative Staff

Comparative Medicine Facility Managers