Emergency Operations Response Timeline Checklist-Weather

Comparative Medicine
University of South Florida

Upon notification from Emergency Management and Emergency Operations Center (EOC) of potential inclement weather that may affect daily operations of Comparative Medicine (CM), the following timeline and checklist must be initiated for adequate preparation at managed and satellite facilities prior to the arrival of inclement weather.

Please **initial the left column** as tasks are completed.

ALERT A. Notification of Approaching Inclement Weather – approximately **5-7 days prior** to storm arrival		
A.1 Meet		
	A.1.a	Attendance by EOC's CM representatives, directors, managers & supervisors
	A.1.b	Plan dissemination of information to CM staff and to research faculty and staff
	A.1.c	Schedule implementation of appropriate preparations CM program-wide
	A.1.d	Review critical agenda items listed below for each CM managed site
	A.1.e	Establish work assignments up to, through and following storm
A.2 Essential Personnel		
	A.2.a	Confirm contacts for storm-assigned USF-EOC, Moffitt-EOC staff
	A.2.b	Confirm contacts for storm-assigned CM recovery staff
	A.2.c	Confirm contacts for other storm-assigned personnel (e.g., facilities, security, EH&S, OH&S)
	A.2.d	Confirm contacts for all satellite facilities
A.3 Recovery Equipment		
	A.3.a	Confirm preparation & recovery equipment to be staged (e.g., spot coolers, wet vacuums, fans, sandbags)
	A.3.b	Schedule placement of recovery equipment at CM managed sites
A.4 Change-outs		
	A.4.a	Evaluate animal and clean caging inventories, and change-out schedules
	A.4.b	Accelerate cage change-outs, as appropriate
	A.4.c	Consider whether empty racks & trolleys should be used to elevate lower rows
	A.4.d	Consider whether any animals are to be moved
	A.4.e	Ensure all caging equipment is processed clean, and assembled ready at each CM managed site
	A.4.f	Consider whether to stage animals outside of managed sites
A.5 Supply Inventories		
	A.5.a	Determine increases to supplies at each CM managed site
	A.5.b	Order additional feed, bedding, hydrogel/diet gel/boost gel, special diets
	A.5.c	Ensure empty 35 gallon barrels are sanitized and delivered to facilities as water carboys
	A.5.d	Order additional isoflurane, compressed gases, liquid nitrogen, dry ice
	A.5.e	Order additional PPE and cleaning supplies (e.g., trash bags, paper towels, mops)
	A.5.f	Consider whether to stage supplies on upper floors in the event of elevator failure
A.6 Response & Recovery Staff		
	A.6.a	Confirm all CM staff available for response & recovery
	A.6.b	Confirm all veterinarians available for response & recovery leadership at each of the vivarium management areas
	A.6.c	Meet CM program-wide
A.7 Vehicle Staging		
	A.7.a	Confirm vehicle staging and parking locations
	A.7.b	Ensure trucks are fully fueled and golf carts are fully charged daily
	A.7.c	Schedule two golf carts for an upper level of the CCG parking garage for ride-out & recovery staff
	A.7.d	Schedule all other golf carts for parking in the COM garage and trucks parked safely
A.8 Animal Orders, Exportations & Importations		
	A.8.a	Delay, reschedule approved vendor shipments
	A.8.b	Delay, reschedule swine deliveries to CAMLS, ensure no CAMLS housed inventory, if possible
	A.8.c	Delay, reschedule murine importations & exportations
A.9 Facility Reviews		
	A.9.a	Conduct facility walk-through readiness reviews of each CM managed site

	A.9.b	Discuss known vulnerabilities, confirm appropriate readiness
	A.9.c	Confirm sufficient supplies ordered or on-hand
	A.9.d	Confirm recovery equipment scheduled to be staged
A.10 Response Kits		
	A.10.a	Ensure contents of disaster response kits are complete in each CM managed site
	A.10.b	Ensure batteries, headlamps & radios are in good working order
A.11 Communicate		
	A.11.a	All PI email regarding delayed initiation of studies, approaching end-points, completed remote cryopreservation of unique lines, storm readiness & limited campus access
	A.11.b	Contact all satellite facilities, confirm storm readiness, confirm storm-assigned contacts
	A.11.c	Ensure CM response & recovery veterinarians have access to campus and all CM managed sites during campus lockdown (i.e., EOC has all veterinarian U-numbers)
	A.11.d	Disseminate current phone tree and storm-assigned contacts (e.g., EOC)
WATCH B. Notification of Approaching Inclement Weather – approximately **3-5 days prior** to storm arrival		
B.1 Meet		
	B.1.a	Attendance by directors, managers, supervisors, response & recovery staff
	B.1.b	CM preparations program-wide completed
	B.1.c	CM work assignments up to storm, response & recovery established
B.2 Essential Personnel		
	B.2.a	Contacts established for storm-assigned EOC, support, satellite personnel and all CM personnel
	B.2.b	Schedule established for CM response & recovery veterinarians
	B.2.c	Staff schedule & emergency contacts are posted in each facility and each CM staff member
B.3 Recovery Equipment		
	B.3.a	Recovery equipment scheduled or staged
B.4 Change-outs		
	B.4.a	Accelerated cage change-outs on schedule
B.5 Supply Inventories		
	B.5.a	Sufficient feed, bedding, water barrels, hydrogel/diet gel/boost gel, special diets on site
	B.5.b	Fill water carboys and determine storage location with floor drains
	B.5.c	Sufficient isoflurane, compressed gases, liquid nitrogen, dry ice on site
	B.5.d	Sufficient PPE and cleaning supplies on site
B.6 Response & Recovery Staff		
	B.6.a	Meet with CM staff regarding response & recovery
	B.6.b	Confirm CM staff assignments are known for response & recovery
B.7 Vehicle Staging		
	B.7.a	Confirm vehicle staging and parking locations
B.8 Animal Orders, Exportations & Importations		
	B.8.a	Confirm all order animal shipments, importations & exportations cancelled
	B.8.b	Confirm CAMLS empty or readiness
B.9 Facility Reviews		
	B.9.a	Confirm sufficient supplies on-hand
	B.9.b	Confirm recovery equipment scheduled or staged
B.10 Response Kits		
	B.10.a	Confirm response & recovery staff understand location & use of disaster response kits
	B.10.b	Confirm response & recovery staff know headlamps & radios in good working order
B.11 Communicate		
	B.11.a	All PI email regarding no campus access
	B.11.b	Confirm storm readiness of all satellites
	B.11.c	Confirm CM response & recovery veterinarians have access to campus and all CM managed sites.
	B.11.d	Alert all CM staff that phone tree may be activated
WARNING C. Notification of Approaching Inclement Weather – approximately **1-3 days prior** to storm arrival		
C.1 Meet		
	C.1.a	Attendance by all CM veterinarians & staff
	C.1.b	CM preparations program-wide completed
	C.1.c	CM work assignments up to storm, response & recovery established

C.2 Essential Personnel		
	C.2.a	Contacts & schedule established
	C.2.b	Contacts & schedule with each kit and CM staff member
C.3 Recovery Equipment		
	C.3.a	Recovery equipment staged
C.4 Change-outs		
	C.4.a	Equipment clean, change-outs completed
C.5 Supply Inventories		
	C.5.a	Sufficient supplies on site
C.6 Response & Recovery Staff		
	C.6.a	CM response & recovery assignments known
C.7 Vehicle Staging		
	C.7.a	All vehicles staged & safely parked
C.8 Animal Orders, Exportations & Importations		
	C.8.a	CAMLS empty or ready
C.9 Facility Reviews		
	C.9.a	Supplies on hand, sand bags placed, water barrels filled
	C.9.b	Recovery equipment staged
C.10 Response Kits		
	C.10.a	Response kits activated (e.g., batteries installed in lights &, radios)
C.11 Communicate		
	C.11.a	All CM managed facilities & satellites storm ready
	C.11.b	Response & recovery veterinarians have access to campus & all managed sites
RECOVERY		
D.1 Meet		
	D.1.a	Response & recovery veterinarians and all facility-based staff meet in each vivarium
E.2 Essential Personnel		
	E.2.a	Veterinarians determine assignments & schedule of facility reviews
	E.2.b	Activate phone tree if additional staff required
	E.2.b	Facility reviews are made in groups of two staff members (after EOC notification facilities are safe)
E.3 Recovery Equipment		
	E.3.a	Recovery equipment activated as needed