

**Emergency Operations Response Timeline Checklist**  
**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 in the event of an **epi/pandemic**. Please **initial the left column** as tasks are completed.

<b>ALERT</b>		
A. Notification of EOC Activation		
<b>A.1 Meet</b>		
	<b>A.1.a</b>	Attendance by EOC's CM representatives, directors, managers & supervisors
	<b>A.1.b</b>	Plan dissemination of information to CM staff and to research faculty and staff
	<b>A.1.c</b>	Schedule implementation of appropriate preparations CM program-wide
	<b>A.1.d</b>	Review critical agenda items listed below for each CM managed site
	<b>A.1.e</b>	Establish tentative work assignments and alternate schedules
<b>A.2 Essential Personnel</b>		
	<b>A.2.a</b>	Confirm contacts for USF-EOC, Moffitt-EOC staff
	<b>A.2.b</b>	Confirm contacts for CM ride-out & recovery staff
	<b>A.2.c</b>	Confirm contacts for other CM assigned personnel (e.g., facilities, security, EH&S, OH&S)
	<b>A.2.d</b>	Confirm contacts for all satellite facilities
<b>A.3 Equipment</b>		
	<b>A.3.a</b>	Confirm equipment to be staged (e.g., PPE, hand sanitizers, Feed, Bedding)
	<b>A.3.b</b>	Schedule placement of recovery equipment at CM managed sites
<b>A.4 Husbandry and Technical Assistance</b>		
	<b>A.4.a</b>	Evaluate animal and clean caging inventories, and change-out schedules and health check intervals
	<b>A.4.b</b>	Adjust husbandry schedules as determined by management
	<b>A.4.c</b>	Provide communication memo to Principal Investigators regarding technical assistance suspension
	<b>A.4.d</b>	Discuss with Principal Investigators (PI's) pertinent needs for technical assistance and potential to suspend assistance depending on staff shortages
	<b>A.4.e</b>	Discuss with PI's need to minimize long term studies and potential need to cross train relevant staff
	<b>A.4.f</b>	Ensure all caging equipment is processed clean, and assembled ready at each CM managed site
<b>A.5 Supply Inventories</b>		
	<b>A.5.a</b>	Order additional PPE, cleaning supplies, feed, bedding, hydrogel/diet gel/boost gel, special diets
	<b>A.5.b</b>	Order additional isoflurane, compressed gases and critical supplies
	<b>A.5.c</b>	Order additional facilities cleaning supplies (e.g., trash bags, paper towels, mops, Bioquell (H2O2))
	<b>A.5.d</b>	Ensure scheduled deliveries of husbandry related supplies are on task
	<b>A.5.e</b>	Alter scheduled deliveries as needed based on campus closure
<b>A.6 Staffing</b>		
	<b>A.6.a</b>	Assign dedicated staff to perform health checks and husbandry duties, & cage wash at weekly intervals
	<b>A.6.b</b>	Meet with CM Management to create a detailed tentative schedule
	<b>A.6.c</b>	Meet CM program-wide
	<b>A.6.d</b>	Meet with CM dedicated staff to review assignments
	<b>A.6.e</b>	Confirm all staff assignments are posted in CM managed sites
	<b>A.6.f</b>	Confirm all staff assignments are posted in CM managed sites
<b>A.8 Vehicle Staging</b>		
	<b>A.8.a</b>	Ensure trucks are fully fueled and golf carts are fully charged daily
<b>A.9 Animal Orders, Exportations &amp; Importations</b>		
	<b>A.9.a</b>	Delay, reschedule swine deliveries to CAMLS, ensure no CAMLS housed inventory
	<b>A.9.b</b>	Delay, reschedule murine importations & exportations
	<b>A.9.c</b>	Delay, reschedule murine importations & exportations
<b>A.10 Facility Reviews</b>		

	<b>A.10.a</b>	Discuss known vulnerabilities, confirm appropriate readiness
	<b>A.10.b</b>	Confirm sufficient supplies ordered or on-hand
	<b>A.10.c</b>	Confirm back up supplies are scheduled to be staged
<b>A.11 Response Kits</b>		
	<b>A.11.a</b>	Ensure batteries, headlamps & radios are in good working order
<b>A.12 Communicate</b>		
	<b>A.12.a</b>	Ensure IACUC contacts all satellite facilities, closure readiness, confirm assigned contacts
	<b>A.12.b</b>	Ensure CM staff have access to campus and all CM managed sites
	<b>A.12.c</b>	Disseminate current phone tree and assigned contacts (e.g., EOC)
<b>WATCH</b>		
B. Notification of potential campus closure		
<b>B.1 Meet</b>		
	<b>B.1.a</b>	CM preparations program-wide completed
	<b>B.1.b</b>	CM work assignments up to closure established
	<b>B.1.c</b>	CM work assignments up to closure established
<b>B.2 Essential Personnel</b>		
	<b>B.2.a</b>	Schedule established for assigned CM ride-out & recovery staff
	<b>B.2.b</b>	Staff schedule & emergency contacts are posted in each facility and with each CM staff member
<b>B.3 Equipment</b>		
	<b>B.3.a</b>	Equipment scheduled or staged
<b>B.4 Change-outs</b>		
	<b>B.4.a</b>	Accelerated and extended cage change-outs on schedule
<b>B.5 Supply Inventories</b>		
	<b>B.5.a</b>	Sufficient isoflurane, compressed gases, liquid nitrogen, on site
	<b>B.5.b</b>	Sufficient PPE and cleaning supplies on site
<b>B.6 On Site Staffing</b>		
	<b>B.6.a</b>	Confirm CM staff assignments are posted at weekly intervals
<b>B.9 Animal Orders, Exportations &amp; Importations</b>		
	<b>B.9.a</b>	Confirm CAMLS empty
<b>B.10 Facility Reviews</b>		
	<b>B.10.a</b>	Confirm equipment has been processed or staged
<b>B.11 Response Kits</b>		
	<b>B.11.a</b>	Confirm all staff know headlamps & radios in good working order
<b>B.12 Communicate</b>		
	<b>B.12.a</b>	Confirm readiness of all satellites
	<b>B.12.b</b>	Confirm CM staff have access to campus and all CM managed sites.
	<b>B.12.c</b>	Alert all CM staff that phone tree may be activated if any call outs or illnesses
<b>IMPLEMENTATION</b>		
C. Campus closure implemented and decreased staff presence with altered cage changing initiated		
<b>C.1 Online Meeting with Management via assigned method (i.e. Web Ex, Google Hang out, Zoom etc)</b>		
	<b>C.1.a</b>	Discuss assignments with scheduled staff and replacement staff
	<b>C.1.b</b>	Discuss with procurement specialist any expected deliveries
	<b>C.1.c</b>	Activate phone tree with the scheduled team and replacement team
<b>C.2 Essential Personnel</b>		
	<b>C.2.a</b>	Ensure schedule with each shift week CM group and weekend staff
<b>C.3 Replacement Equipment</b>		
	<b>C.3.a</b>	Replacement equipment staged
<b>C.4 Change-outs</b>		
	<b>C.4.a</b>	Equipment clean, change-outs completed
<b>C.5 Supply Inventories</b>		
	<b>C.5.a</b>	Sufficient supplies on site
<b>C.6 Ride-out &amp; Recovery Staff</b>		
	<b>C.6.a</b>	CM assignments known & posted

<b>C.8 Vehicle Staging</b>		
	<b>C.8.a</b>	All vehicles staged, fueled and parked
<b>C.9 Animal Orders, Exportations &amp; Importations</b>		
	<b>C.9.a</b>	CAMLS empty
<b>C.10 Facility Reviews</b>		
	<b>C.10.a</b>	Equipment staged
<b>C.12 Communicate</b>		
	<b>C.12.a</b>	Replacement staff have access to schedule, campus & all managed sites
<b>E.2 Essential Personnel</b>		
	<b>E.2.a</b>	Activate phone tree if additional staff required