

Institutional Animal Care and Use Committee (IACUC)



**ROSALIND FRANKLIN UNIVERSITY OF MEDICINE &
SCIENCE**

ANIMAL PROGRAM DISASTER PLAN

**Approved
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A. INTRODUCTION

Disasters and emergencies affecting animal facilities may be of three general categories: Natural emergencies and disasters (winter storms, earthquakes, tornadoes, fire, flooding); technical emergencies (ventilation, HVAC or power failure, hazardous material spills) and civil emergencies (terrorism, vandalism, strikes). These occurrences may result in an inability to maintain normal conditions in the animal facility and/or an inability of personnel to reach the animal facility, thus potentially threatening the health and welfare of animals.

There have been no major disasters or emergencies that impacted on the RFUMS animal facilities in the past. However, emergencies, accidents and injuries can occur at any time. Being prepared is key to minimizing the effects of emergency situations on the health and well being of people and animals.

This document is designed to:

- prepare animal users and staff of the Biological Resource Facility (BRF) for potential emergencies,
- guide animal users and BRF staff during emergencies, and
- assist animal users and BRF staff in the avoidance and anticipation of dangerous situations.

All animal users and BRF staff are strongly encouraged to read the entire disaster plan carefully. All personnel should be aware of the BRF facility floor plan and evacuation routes. *Evacuation routes are conspicuously posted in the main corridor near the main entrances.*

B. Location of Important Items: *See MAP attached at end of document.*

Emergency information: Contact information is posted near the main entrance to the animal facilities.

Telephones: Offices of Facility Manager, BRF Staff and IACUC/BRF Coordinator have telephones available; phones are also located in the dirty side corridor outside Rm 20 and inside the clean storage room L.288B near cage wash.

Fire alarms: Located in the north side corridor near emergency exit doors.

Fire extinguishers: Located in the fire hose cabinet in the main entry hallway of the animal housing area and in the hallway outside of L.274.

First aid kits: Located in main hallway of animal housing area and in the clean side of the cage wash area.

Eye-wash stations: Located in the main hallway of the housing area, in the dirty side of the cage wash area, in the necropsy room (L.290E), in L290F (formerly aseptic surgery area) and in -rodent procedure room (L.275).

Biosafety and Chemical Spill Emergency kits: Located outside L.291 (copy room).

Flashlight and fresh batteries: Flashlights are located in all animal housing rooms and extra batteries are in L.253 (BRF Storage room).

C. TYPE OF EMERGENCY OR DISASTER - CATEGORIES AND LEVELS:

The Federal Emergency Management Agency (FEMA) describes 3 **categories** of emergencies:

- Natural disasters & emergencies (earthquake, large winter storms, flooding),
- Technical emergencies (facility malfunction such as HVAC or power failures as well as hazardous material spills)
- Civil emergencies (bomb threats, animal rights demonstrations).

Emergencies may also be ranked by the **level of impact**, ranging from limited equipment failure to catastrophic building damage. The operational organization necessary for responding to each level of emergency depends upon the size and complexity of the emergency and of the facility impacted.

- **Level 1 emergencies** will typically be handled by BRF staff with little or no assistance. The Director of BRF and Attending Veterinarian will be notified of emergencies related to animal health and safety.
- **Level 2 emergencies** will require outside assistance from other departments and/or city emergency response personnel. For instance, a bomb threat may involve University Security personnel, local Emergency Medical Services, and North Chicago City and Lake County and North Chicago Law Enforcement. Level 2 emergencies typically involve a single facility or building. Damage assessment will be conducted by the Manager of BRF and reported to the Chief Operating Officer. The BRF staff member on site with highest seniority will assume these responsibilities in the absence of the Manager. While level 2 emergencies may be extensive, local University and community resources are readily available to assist.
- **Level 3 emergencies** are infrequent, catastrophic, and will likely exceed the capacity of local emergency response teams. BRF staff may need to respond to the crisis for several hours or longer without outside assistance. Emergencies of this level are under the direction of the President of the University or his designee, as outlined in The Rosalind Franklin University Disaster Plan. The BRF staff will follow all directives and instructions issued by these authorities.

Level of emergency	Description	Contact	Response action
LEVEL 1 Handled by BRF staff	Minor illness/injury	BRF Manager (8321) Campus Security (3288)	Administer first aid, report to Campus Security, if medical treatment is needed it will be provided at Lake Forest Occupational Health
	Small chemical, radiation or biohazard exposure or spill	Campus Security (3288) EHS (3420)	Administer first aid if safe to do so; if medical treatment is needed it will be provided at Lake Forest Occupational Health; clean up with supervision
	Equipment or temperature alarm, power failure	Operations and Maintenance (3249) Security (3288) BRF Manager (8321)	Check room temperatures; open doors to vent rooms or provide portable heat source if temperatures fall outside of 4-24°C
	Peaceful demonstration	Security (3288) BRF Manger (8321) Public Relations Director (8848)	Be courteous; Do not interact with demonstrators; Leave area
	Bomb threat; suspicious items	Security (3288)	Calmly evacuate the facility; assist Campus Security in identifying items that are out of place.

Level of emergency	Description	Contact	Response action
LEVEL 2 Requires outside assistance	Major medical	Ambulance (911) Security (3288)	Administer first aid; Call out for help
	Fire	Dial 911 Security (3288)	Pull fire alarm; Call 911 first if closer to telephone than fire alarm; Evacuate building; Report to assigned assembly point (North Parking Lot (see University Disaster Preparedness Manual)); Account for fellow employees
	Large chemical, radiation or biohazard exposure or spill	Ambulance (911) Security (3288) EHS (3420)	Leave room, Post sentry, Call support personnel, Administer first aid as possible
	Illegal/criminal activity	Dial 911 Security (3288)	Seek safety away from threat
	Localized flooding	Security (3288) Operations & Maintenance (3249)	Unplug electrical equipment; Move rodent boxes from bottom shelves to top; Evacuate building.

Level of emergency	Description	Contact	Response action
LEVEL 3 Outside emergency responders may be overwhelmed; expect delayed assistance	Major natural disaster (earthquake, storm, flooding, large-scale terrorism)	911 Security (3288)	Safety check; Administer first aid as possible; Damage assessment; Evacuate building if safe to do so.

D. EMERGENCY ANIMAL CARE PRINCIPLES

In all emergencies, human life and safety will take precedence over animal life. The BRF staff or animal users must not put themselves or their colleagues in danger in order to evacuate animals.

Critical Functions: As far as possible, critical animal facility specific functions and systems should be maintained:

- Air temperature surrounding the animals should remain between 4°C and 26°C.
- The air surrounding the animals should be free of harmful contaminants.
- All animals should be observed periodically, with the interval depending on conditions, but at least every 24 hr, to the extent possible.
- Animal identification should be retained; loose animals should be captured.

If an emergency lasts 6 hr or more, the following functions should be maintained:

- Air ventilation and/or accessory heating/cooling should be provided.
- All animals should have access to a bottle of potable water.
- All animals should have access to uncontaminated food.

If an emergency lasts 24 hr or more, the following additional functions should be maintained:

- Animals' cages should be cleaned as needed.
- Perishable food should be kept at 4°C or lower.
- Veterinary care should be provided, including care for post-surgical animals.
- Accessory power should be supplied to freezers with animal carcasses.

Preparations for Emergencies

- Flashlights and extra batteries should be located in several places within the animal facility. All staff and faculty who work in the animal facility should know where they are located.
- Large containers of potable water should be kept in the animal facility. The quantity should be sufficient to provide drinking water for all the animals for at least one day.
- Extra food should be available.
- Large fans should be available to the animal facility staff to provide air circulation if ventilation is lost.
- Important files on the animal facility computers should be backed up regularly, and the backup discs should be kept outside of the BRF.

It may be necessary to evacuate animals to a new location(s) under emergency conditions. In the event of a large-scale disaster, euthanasia of animals may be necessary. Euthanasia will be a last resort and will be conducted under the direction of the Attending Veterinarian.

E. SECURITY PRINCIPLES

Access to the BRF facilities is restricted in order to provide safety for the health and well being of research animals and for the personnel who work there. Entry is coded on University ID cards and granted by Security on the approval of the BRF Manager, the IACUC/BRF Coordinator or the Institutional Official. Individuals using BRF facilities should carry their ID cards at all times and should not let strangers enter with them. The facilities are protected by surveillance cameras and the Department of Security.

F. REPORTING INCIDENTS

All incidents, including threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to Security (3288). If the situation is life threatening, dial 911.

When to Call:

- Fire
- Major medical emergency: severe bleeding, head injuries, broken/dislocated joints or bones (other than fingers or toes), heart attack/severe chest pains, unconscious and/or not breathing
- Crime in progress

When NOT to Call:

- Do NOT call to report that an EARTHQUAKE has occurred.
- Do NOT call to describe the WEATHER (for example, it's snowing).

What to Say When You Call:

- **WHAT:** Give the type of problem or injury
- **WHERE:** Give your facility name
- **HOW:** Describe the emergency - step by step, how did it happen? Is the area safe?)
- **WHO:** Victim information Give the number of ill, injured or threatened and their ages, if possible. Give the victim's medical history or doctor for major medical emergency.
- **CONTACT:** Give the telephone number to be used to call you back. Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
- **HELP:** Return to help with the victim(s) if the area is safe.

G. FIRST AID PRINCIPLES

Know who in your work group has first aid training and where the first aid kit and automatic external defibrillator (AED) are located (North Entrance by Auditorium).

Response Actions:

- Never move a person who is injured or unconscious.
- Stay with the victim. Send someone else to call help (911) and 3288 (Security) unless you are the only other person present.
- Adults who have experienced a heart attack require immediate trained medical attention. Call for help first, then send someone for the AED unit, and start CPR if you are properly trained.

Basic Procedures:

- Always assess the scene for safety first. Do not risk your own life if danger still exists. Call for help, 911 and 3288 (Security). Once the scene is safe, first aid can be given.
- Start breathing by opening the airway -- move the lower jaw open while maintaining the position of the head and neck. If victim is still not breathing, begin assisting ventilation if you are trained to do so.
- Check the carotid artery in the neck for a pulse. If there is no pulse, send a volunteer in the area for the AED located at the North Auditorium Entrance. The AED should be used by untrained individuals only if trained individuals are not available.
- Stop bleeding by applying direct pressure to the wound using clean bandage material, paper towel, or gloved hand. Have the victim sit or lie down. Elevate the injured body part above the level of the heart.
- If someone is found choking, determine if the victim can speak or cough. Encourage coughing to dislodge the obstruction. If the victim is conscious and unable to cough or breathe, perform the Heimlich maneuver if trained.

Major Medical Emergencies

Major medical emergencies include severe illnesses or injuries that require immediate hospital care. Minor illnesses such as strains and sprains may be treated by private physicians or urgent care facilities in Lake County.

Major medical emergencies include the following:

- Severe bleeding
- Head injuries
- Seizures
- Sudden onset of moderate or severe mental disorientation
- Severe chest pain or heart attack
- Unconscious and/or not breathing
- Broken/dislocated joints or bones (excluding fingers or toes)

Response Actions:

- Assess the situation. Is the scene safe?
- If the scene is safe for assisting the victim, one person should stay with the victim and administer first aid, others should call for help.

- Call 911 and 3288 (Security) and state that you need medical aid. Stay on the phone with the dispatcher and answer as many questions as possible so that additional information can be transmitted to the responding aid unit.
- Give the following information to the dispatcher:
 - Facility name, including building name and street address
 - Room number and floor
 - Type of problem or injury
 - Individual information
 - Sequence of events leading to the emergency
 - Medical history or doctor (if known)
- Call for additional help or instruct another bystander to get additional help from Staff with EMT training:
- AED (Cardiac Science Powerheart AED G3) location: North Auditorium Entrance by the Security Desk.
If you are not trained to use an AED, it is imperative that you know where it is so you can go get it while someone trained in CPR and AED use can stay with the victim and administer first aid.
- Meet the EMS team in the parking lot to direct them to the location of the victim.

I. UTILITY FAILURES

The most common facility malfunctions that impact the laboratory animals are utility failures such as malfunction of the heating, ventilation, and air conditioning (HVAC) system and power outages. Problems with the HVAC system typically occur in the “shoulder” months of spring and fall when the weather is changing.

Readiness:

- Know the location of a flashlight and back-up batteries.
- Know how to read both the animal room thermometers mounted in the main corridors and those permanently mounted inside the rooms.

Response Actions:

- Monday through Friday workday: Call Operations and Maintenance (3249)
- After hours and on weekends, Call Security 3288 to notify the emergency Operations and Maintenance personnel on call.
- Room temperatures below 65°F or above 75°F should be reported.
- Describe the problem, the location of the problem (use specific room numbers), and your specific request that facility services be notified.
- In the event of power failure, locate a flashlight and exit the facility. There is emergency lighting in all main corridors and Exit Doors

J. MAJOR WINTER STORMS

Occasionally, major winter storms can cause significant snowfall and or icy conditions. Road conditions may preclude staff from arriving to work on time or at all. The safety of human life is always the priority in these situations. Employees should not risk their personal safety to take care of animals in the facility. However, employees who live near the University are asked to make efforts to arrive even if the University has been officially closed for classes.

Readiness:

- It is a good idea to have winter safety equipment in personal vehicles, including sand, a shovel, tire chains, a broom, snow boots, insulated coveralls or other warm clothing, gloves, safety flares, potable water, and food.
- Keep important family phone numbers in case you are snowed in at work and cannot get home.

Response Actions (BRF staff):

If a major storm occurs during the regular work week when bedding changes and full cage washes are scheduled employees who are able to make it to work should perform daily health checks in all animal rooms first. If time allows AFTER daily health checks have been done, then check food levels, topping as necessary and do the scheduled bedding changes as time allows. If the entire room cannot be completed, be sure to do required daily health checks on remaining animals and write a note as to where the bedding changes or full cage washes stopped. Call the BRF Manager or AV to inform them of the status of the animals and the facility.

K. FIRE

Smoke, heat, and toxic gases from a fire are the most common causes of fire-related deaths and injuries, not flames. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. While toxic gases and heat are often fire's invisible killers, rising smoke may cover and hide exit signs above doorways. To get out of the building safely, you must be able to find the exits even if the signs are covered by smoke.

Readiness:

- Locate building exits, fire extinguishers, and the fire alarm nearest your work area
- Identify at least 2 evacuation routes that lead safely outside the building. Review the floor plan maps for your facility. Maps are conspicuously posted in main corridors near the entrances.
- Locate the designated assembly place outside of your building (the parking lot north of the main building).
- Notify the Director of BRF if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be arranged to provide for your safe evacuation.

- Keep flammables in appropriate cabinets.
- Keep hallways clear.

Response Actions:

- Notify Security (X3288) and the North Chicago Fire Department immediately (911)
 - Pull a fire alarm.
 - If a phone is closer than a fire alarm, call Security (X3288) and the North Chicago Fire Department (911) first. Then pull a fire alarm as you are evacuating the building.
- Fire suppression
 - Some small, well-contained fires, such as trash can fires, may be dealt with using a fire extinguisher if one is nearby.
- Evacuation procedures
 - Leave the building by following the fire exit route posted in the main corridors of BRF facilities and near stairwells and elevators. Do not use elevators for evacuation.
 - “GET LOW and GO” to avoid contaminated, smoke-filled air.
 - “STOP, DROP, and ROLL” if your clothing catches on fire.
 - Supervisors are the last to leave the area, accounting for all personnel at the designated assembly area.
- After the fire marshal approves the building for re-entry, move rodent boxes from top shelves on racks to bottom shelves and larger mammals such as rabbits from top cages to bottom cages, away from any remaining toxic gases near the ceiling. Evacuate animals only at the direction of the Director of BRF or the Attending Veterinarian.

L. EARTHQUAKES

Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side-to-side motion. Earthquakes are generally noisy from creaking of buildings, objects falling and breaking, and the rumble of the earthquake itself. Do not try to leave any building during an earthquake as this is always unsafe.

Preparation:

- Check your work area(s) for heavy objects or equipment that could fall on top of you during an earthquake or that could block corridors, escape routes, and exits. Rearrange work areas as necessary to prevent these problems.
- Be aware that you may not be able to get home after an earthquake due to blocked or damaged roads and/or bridges. Keep emergency supplies such as family phone numbers, flashlight, battery-operated radio, and first aid kit on hand.
- Identify safe areas in the work place that will provide you with protection from falling objects such as sturdy tables or desks. In the event that these items are not close by, stand near an inside wall or in a hallway. Be aware that doors may swing uncontrollably back and forth.

Response Actions - During earthquake shaking:

- If you are inside the building, DROP, COVER, and HOLD at the nearest safe area. Desks may move across the floor, so hold on tight to the furniture if it starts moving away from you. Turn your face toward your knees or to the floor.
- Shaking often lasts less than 10 – 30 seconds. Aftershocks can begin seconds, minutes, or hours after the initial earthquake. Be prepared to stop, cover, and hold again at any time.
- If you are outside when the earthquake starts, move away from buildings, power-lines and utility poles.

Response Actions - After the earthquake shaking stops:

- Be ready to DROP, COVER, and HOLD if the shaking starts again.
- Check to see that your co-workers are safe and uninjured. Do not move an injured person.
- Do not use candles, matches, or flames and do not turn electrical equipment on or off. Flames and electrical sparks can cause leaking gas to ignite or explode.
- Check the building for safety. Evacuate if there is a fire, broken gas pipes, or severe structural damage to the building. Fallen light fixtures, ceiling tiles and paint cracks do not indicate damage to the structure.
- Remember to use caution when trying to go home. Roads and bridges may be damaged and unsafe.

Response Actions - Earthquake Evacuation:

- After the safety of evacuation routes has been verified, exit according to established fire evacuation plans. Follow the instructions of your supervisor or other security personnel on site if the fire evacuation route is blocked or unsafe.
- Use the stairs, not the elevator.
- Do not attempt to remove animals from the building.
- Call for emergency assistance only if someone is injured or has a medical emergency. The authorities already know there was an earthquake. Unnecessary phone calls may delay emergency responders.
- Listen to the radio for information.
- Go directly to the assigned assembly area so that all personnel can be accounted for as quickly as possible.

M. ANIMAL ACTIVIST DEMONSTRATION

Employees need to be aware of their surroundings at all times and of unauthorized or suspicious persons attempting to gain access to animal facilities. Activists may pretend to have authority to gain access or may claim to “have a delivery,” an “appointment,” or to have left their access card elsewhere. All animal areas are secure areas. Employees and animal users are required to carry their ID cards at all times when in the animal facilities.

Response Actions:

- Remain calm.
- Be courteous.
- Avoid an incident.
- If you arrive during a disturbance, leave the area at once.
- If you are inside the building, stay in your office or work area.
- If you are inside the building and need to leave, request an escort from Security (X3288)
- Use alternative methods of departing the building, which can be arranged by Campus Security.
- If you learn of animal activists targeting Rosalind Franklin University in any way, including researchers' homes, main facilities, or other, alert the BRF Manager and Security.

N. BOMB THREAT, BOMB OR SUSPICIOUS ITEM FOUND

Bomb threats are usually received by telephone but can also come by note or letter. Most telephoned bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls are to be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat by telephone, do not hang up. It is important that you remain calm and try to prolong the conversation to get as much information as possible. After the call has ended, immediately call Security (X3288). ASSUME THAT BOMB THREATS ARE REAL.

Check mail and packages for anything that appears out of place, such as unusual packaging, lack of return address, or signs of stains or leakage on the package. Carefully survey all mail after a bomb threat has been received by phone, note, or e-mail. Note any package, foreign object, or odd device located in an unusual place.

Building evacuation may be necessary after a bomb threat or the finding of a suspicious package or item. Evacuation should proceed along established fire evacuation routes.

Response Actions- Bomb Threat by Phone:

- Remain calm
- Stay on the telephone
- Collect as much information as possible. Follow the bomb threat checklist.
- Report the threat to Security (X3288). If possible, get a co-worker to do this while you continue talking to the caller.
- Survey your work area for unusual packages or foreign objects in an unusual place. If you find something, do not touch it. Contact Security (X3288) to alert them of the location.

Response Actions- Suspected Bomb or Suspicious Item Found:

- If you see a package or foreign object in an unusual place, leave it alone. Do not touch it.
- Quickly study the size, location, and any other specific details you can remember

- about the object.
- Call Security (X3288)

Response Actions - Bomb Threat Evacuation:

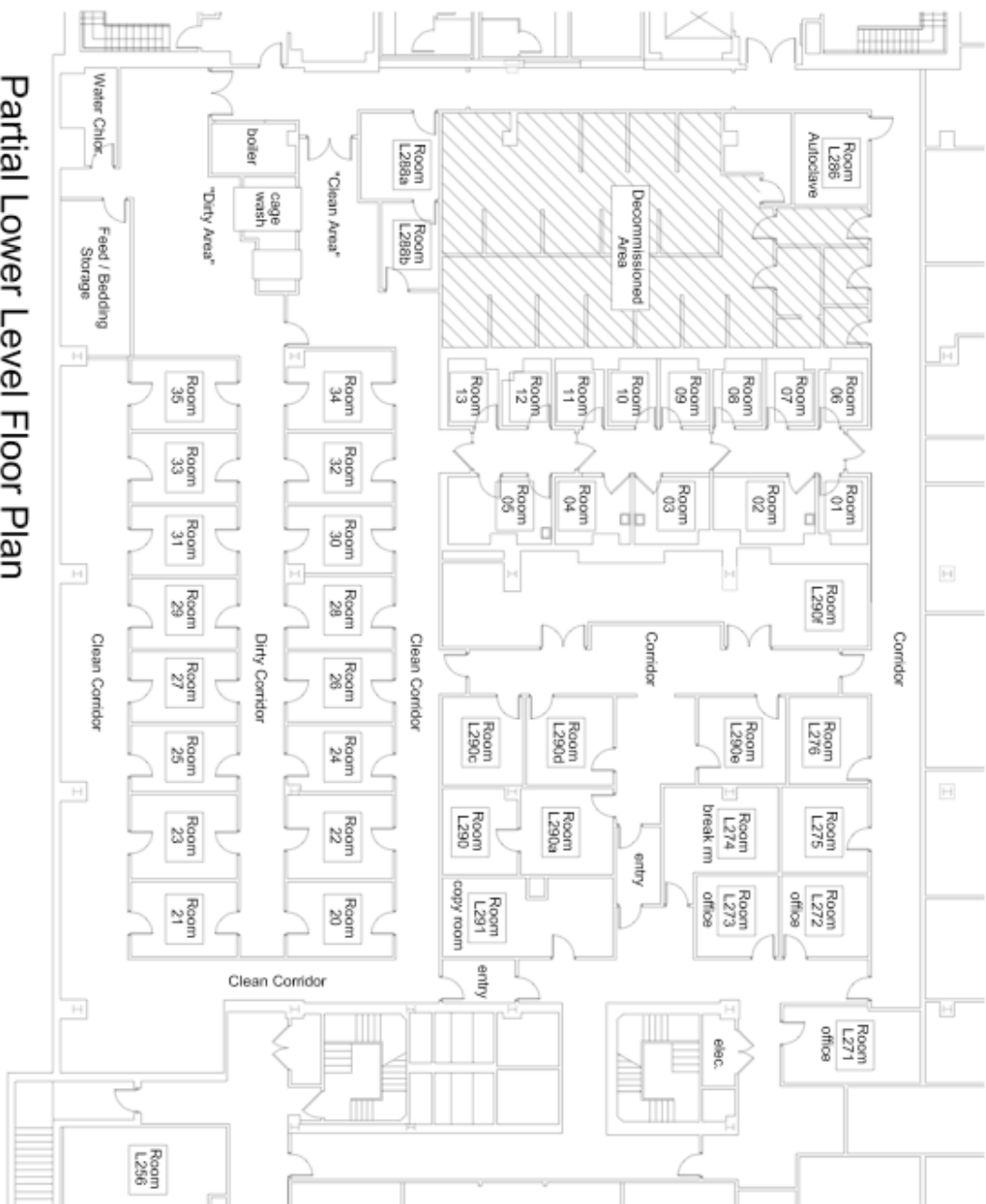
- Leave the building immediately using established fire evacuation routes.
- Note the size and location of any unfamiliar, strange, or suspicious objects on your way out.
- Go directly to the assembly area (North West lot) so that all personnel can be accounted for.
- Move at least 200 feet away from the building.
- Stay outside the building until you are told by Security that is safe to re-enter the building.

N. References:

Office of Laboratory Animal Welfare ARENA/OLAW Institutional Animal Care & Use Committee Guidebook

Washington University in St. Louis, Division of Comparative Medicine Animal Facility Emergency Guide.

Animal Welfare Information Center Bulletin: Disaster Planning for Research and Laboratory Animal Facilities.



Partial Lower Level Floor Plan
 Rosalind Franklin University of Medicine and Science
 3333 Green Bay Road