UCLA Animal Emergency Plan

Lab Name: _____

Date Implemented: _____

Record of Revisions/Reviews (to be reviewed annually)

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Review/Revision	Reviewed by	Date

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Chapter 1: Introduction

This plan pertains to unplanned events that could cause death or major injuries to employees (or animals), disrupt operations, cause physical or environmental damage, or threaten our facility's financial standing or public image (*i.e.,* the Federal Emergency Management Agency definition of a disaster). The goal of this document is to summarize the disaster-preparedness procedures that have been established and to address the requirements for such a plan put forth by the USDA Animal Plant Health Inspection Service (APHIS) and the 8th edition of the NRC Guide for the Care and Use of Laboratory Animals (The Guide).

On December 31, 2012, APHIS published a final rule that requires all dealers, exhibitors, intermediate handlers, carriers, research facilities, and other entities regulated by the Agency under the Animal Welfare Act (AWA), to take additional steps to better prepare for potential disaster situations. Registered entities are required to develop a plan for responding to and recovering from emergencies most likely to happen to their facility, as well as train their employees on those plans and review the plans annually.

The Guide requires that animal facilities have a disaster plan that:

> …should define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. If possible the plan should describe how the facility will preserve animals that are necessary for critical research activities or are irreplaceable…Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. The disaster plan should identify essential personnel who should be trained in advance in its implementation. (p. 35)

1-1: Critical Components

Therefore a Disaster Plan should ensure the protection of three critical components:

1. Environmental Health and Safety- to protect personal and environmental health of both employees and those in the surrounding community.
2. Animal Welfare- to ensure cared and/or humane euthanasia is provided.
3. Business Continuity- to ensure critical and unique animal resources (strains, data, and tissues) are preserved, and research operations can resume following a disaster.

1-2: Plan Components

This document speaks to the APHIS and Guide requirements for such a plan and contains the following four sections:

- [Who is in charge?](#)
- [When will the plan be activated?](#)
- [What actions will be taken?](#)
- [How will the necessary actions be carried out?](#)

1-3: Animal Program Emergency Response Planning

1-3-1: MITIGATION

While many emergency and disasters cannot be entirely prevented, the impact can be mitigated by implementing an effective plan that encompasses preparedness, response, and recovery. It is an on-going process that is not finished once the disaster plan is written and implemented. It is also an iterative process involving training, testing, identifying weaknesses, and implementing improvements.

A Business Continuity Plan outlines contingencies for ensuring continuation of mission critical functions during a large-scale disaster. The development of an animal program plan should take into account the Business Continuity Plan and Emergency Management/Crisis Response Team (EM/CRT) Plan.

As part of the planning process, the program must identify mission critical activities, establish priorities, identify performance requirements, and identify potential limitations. A system-wide Hazard Vulnerability Assessment was completed and listed the following as hazards that should be addressed:

- Catastrophic Earthquake
- Fire
- Workplace Violence
- Animal/Crop Eco-terrorism
- Bomb
- Active Shooter
- Public/Sports Event Disturbance
- Public Health Emergency
- Utility Failure
- Civil Disturbance

For additional information on mitigation, see the Federal Emergency Management Agency (FEMA) website on Mitigation Best Practices:

http://www.fema.gov/plan/prevent/bestpractices/index.shtm

1-3-2: PREPAREDNESS

Training is an integral part of preparedness. It provides personnel with the knowledge, skills, and abilities to respond appropriately and to effectively manage a disaster event.

Staff training should be based upon the program disaster plan and response expectations. Table-top exercises should also be performed to help identify strengths and weaknesses within plans, policies, and procedures. These exercises help clarify roles, responsibilities, and lines of communication among response components, improve response coordination, and identify needed resources and opportunities for improvement.

In addition to preparedness in the workplace, all personnel should be encouraged to implement plans for their families.

1-3-3: RESPONSE

The response phase includes the actions that are taken immediately following the emergency or disaster event. **Human health and safety must always take precedence.** Immediate response by the animal program staff to notify the appropriate First Responders can help mitigate the event impact. First Responders may include outside Emergency Response personnel (fire, police, rescue squad), and Facilities Management personnel. Animal Program personnel should be trained to always follow instructions given by First Responders, the Officer in Charge, or other emergency response personnel.

1-3-4: RECOVERY

The recovery phase begins after the initial response to an emergency or disaster event has concluded. Assessment of the impact to the Animal Program is one of the first steps. The three critical areas to assess are: facility structure, utilities, and equipment; personnel; and research animals. Animal Program personnel may be denied entry or allowed only limited entry to an area that is deemed to be unsafe or compromised. Once program and facility operations have returned to normal, a critical evaluation of the event cause, program response, and recovery process should be performed. It is important to identify program elements that may have contributed to the event or impeded the response, and implement procedures to prevent or mitigate the effects of a similar event in the future.

Chapter 2: Who is in charge?

The Attending Veterinarian (AV) is the official responder for the UCLA animal facilities, and is integrated into the University's Emergency Operations Center (EOC) –the body responsible for strategic overview and coordination during any disaster. Specifically, the EOC is the central command and control facility responsible for carrying out emergency management, and ensuring the continuity of operation. Key campus emergency personnel and senior management are trained in Incident Command and their roles and responsibilities.

The AV is responsible for coordinating the efforts required to care for laboratory animals in the event of a disaster.

DLAM Executive Director and Campus Veterinarian Marcelo Couto is the Attending Veterinarian and official responder for the UCLA animal facilities. Should Dr. Couto not be able to reach the campus in the event of a disaster, then the following chain of command would apply:

1. DLAM Executive Associate Director and Director of Pathology Greg Lawson
2. DLAM Director of Operations Matthew Dang
3. DLAM Assistant Director – Technical Operations Vincent Flournoy
4. DLAM Senior Veterinarian Sandra Duarte Vogel
5. DLAM Assistant Director – Veterinary Services Dierk Biggs
6. DLAM Quality Assurance Officer Amanda Ogden

Working in pairs if possible, the AV and DLAM staff will assess the condition of all animals in the centralized facilities as soon as access to the animal facilities is allowed. Animals suffering from injuries will be triaged or euthanized as necessary. Escaped animals will be captured and returned to species- appropriate cages or euthanized.

Once the initial evaluation and treatment of animals has been accomplished, veterinary support efforts will be directed towards contacting investigators and obtaining permission to euthanize animals that are part of studies that have been compromised due to the loss of scientific integrity (*e.g.*, animal injury/health concerns and/or the inability to dose and/or collect data at appropriate time points). DLAM personnel will oversee the euthanasia of these animals as well.

IMPORTANT NOTE:

Animals that are not in the DLAM-managed vivaria at the time of an incident (*e.g.*, animals housed in a Study Area, animals removed from the vivarium for short-term procedures) are the responsibility of the PI who removed the animals and his/her staff. These individuals must make critical decisions regarding the decision to relocate or euthanize animals in the event of an emergency. It is unacceptable to leave an anesthetized animal unless personnel are in immediate danger.

Chapter 3: When will the plan be activated?

This section addresses common emergencies that could occur at the UCLA campus animal facilities, including:

3-1: Animal Activism Event

3-1-1: PREPAREDNESS

- Do not place yourself or others at risk. Contact the UC Police Department (UCPD) immediately if a situation appears to be escalating. UCPD can be reached by dialing 911 from a campus phone or 310-825-1491 from a cell phone.
- Prevent crimes through employee awareness and securing offices, facilities, and property. Verify staff training on security and response procedures.
- Employees should wear UCLA-issued identification badges at all times.
- Change cipher lock codes semi-annually, and check doors semi-annually for proper locking function.
- Secure all movable/portable equipment.
- Campus Police will provide safety escorts on campus upon request: 310-825-1491

3-1-2: RESPONSE:

- Do NOT confront the individual(s).
- Check to see if anyone was injured and seek medical care, if needed.
- Immediately notify UCPD - on-campus 911; or from a cell phone or off-campus 310-825-1491.
- 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, and 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 etc.
  - 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:
  o Noise makers: devices designed to make painfully loud noise, either immediately or later when activated by a timer
  o Stink bombs: these may be devices that are ignited by a flame immediately or later from a timer
  o Stinky fruit: activists may leave frozen pieces of fruit that smells of rotting flesh. Once thawed it can make a facility uninhabitable for some time.
  o Flyers or other printed information
  o Packages, boxes, backpacks, or other containers that could contain dangerous items (*e.g.*, toxic/caustic chemicals, incendiary devices, bombs, etc.)
  o Notify supervisor as soon as possible.

3-1-3: RECOVERY

- Re-enter the area only upon clearance by Emergency Responder, Facility Management, or Supervisory personnel.
- Report the animal program status to your supervisor and ARC/DLAM.
- 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. For staff who are distressed, seek professional assistance through the UCLA Employee Assistance Program at 310-794-0245.
- Report Serious Injuries to: 310-825-9797 within 8 hours
- Workers' Compensation incidents (employee injuries): To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via e-mail jparrish@irm.ucla.edu
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-2: Bite, Scratch, & Splash

3-2-1: PREPAREDNESS

- All staff working with animals should be trained in how to administer first aid to wounds that occur in the facility; especially bite-scratch wounds and animal fluid splash events resulting from contact with research animals. Any wound resulting from being bitten or scratched by a research animal should receive **immediate/urgent medical care**, but the following wounds should be treated as *medical emergencies*:

- o Bites, scratches, and animal body fluid splashes arising from contact with an Old World Macaque monkey or bats.
  - o Bites, scratches, and animal body fluid splashes arising from objects (cages, restraint devices, needles, etc.) exposed to an Old World Macaque monkey or bat.
  - o Wounds or mucous membranes contaminated or splashed by animals infected with known or suspected human pathogen.
- Each facility should have an internal SOP addressing proper action to be taken following an animal related injury or splash.
  - o Procedures for non-human primate exposures should be developed in accordance with the ARC Policy in *Cercopithecine Herpesvirus* (B-virus) Exposure: Prevention and First Aid
  - o A Quick Guide for immediate action following injury or splash related to an Old World Macaque should be posted in all facilities housing Macaques.
  - o Conduct frequent training to ensure all personnel know the location of the Bite/Scratch/Splash Kits and procedures for an animal-related injury or splash.
  - o Inventory Bite/Scratch/Splash Kits on a monthly basis and ensure that the kits do not contain expired items. Verify staff training on SOPs and first aid response procedures.
  - o Procedures for addressing bat or other biohazardous animal or material exposures should be detailed in the laboratory's SOPs and approved by the Institutional Biosafety Committee (IBC). All personnel with contact with these animals and materials shall receive the hazard communication and hazard-specific response training.

3-2-2: RESPONSE

Remain calm.

- If possible, immediately secure animal in cage to prevent further injury or containment loss.
- Determine if the injury is a:
  - o Bite or scratch that causes bleeding, cage scratch that causes bleeding, puncture with a needle that has previously been used on a non-human primate, or a splash of feces, urine, saliva, or blood into your eye, mouth, or cut in your skin.
  - o If the wound entails exposure to any bio hazardous animals including Old World Macaque Monkeys, bats, or animals infected with a known or suspected human pathogen.
- Locate the facility's Animal Bite Exposure Emergency Kit and follow enclosed instructions.

Begin first aid within 5 minutes of the exposure:

- **Eye exposure:** Flush eyes with water for at least 15 minutes (use eyewash station). Remove contacts. Hold eyelids open with thumb & fingers. Flush continuously with eyewash for 15 minutes. Roll eyes to thoroughly rinse.
- **Mouth exposure**: Rinse mouth with plain water for at least 15 minutes**.**
- **Scratch or bite:** Scrub wound with the sponge side of the povidone iodine or

chlorhexidine scrub brush from the bite/scratch kit for at least 15 minutes. Rinse with tap water, irrigation solution, or sterile saline to remove detergent.

Seek medical attention

- Following the application of first aid:
  - o If the incident occurs during business hours (Monday through Friday from 7 am–4:30pm): <u>Report immediately to Occupational Health Facility (OHF)</u>. (67-120 CHS, phone: 310-825-6771)
  - o If the incident occurs outside business hours:
    - ▪ <u>Report immediately to UCLA ER.</u>
    - ▪ <u>Call the Page Operator</u> at #36 or 310-794-6699 (primary) or 310-825-6929 (alternate) and ask the Operator to page the on-call physician.
- **Emergency Patient Transportation:** If transport to a hospital is required, <u>call on-campus 911</u>; <u>Off-campus 310-825-1491</u>

3-2-3: RECOVERY

- 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.
- Ensure the incident is reported to EH&S as per program SOP.
- Report serious injuries to 310-825-9797 within 8 hours.
- For any exposures to potential biohazards (including NHP, bats and ABSL-2 contained materials) and/or recombinant DNA, please contact Biosafety (310-206-3929 or biosafety@ehs.ucla.edu) within 8 hours.
- Workers' Compensation incidents (employees injuries) To report an incident, dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu

3-3: Bomb Threat

3-3-1: PREPAREDNESS

- Do not place yourself or others at risk. Call UCPD immediately if a situation appears to be escalating.
- Verify animal care staff training on security and response procedures.
- Employees should wear government-issued identification badges at all times.
- Change cipher lock codes semi-annually, and check doors semi-annually for proper locking function.

3-3-2: 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. (this includes

cell phones, pagers, and walkie-talkies)
- Call the UCPD (On-campus 911; Off-campus 310-825-1491).
- 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 size.
  - 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 and take the caller seriously. Assume that 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 co-worker call the Police (On-campus 911; Off-campus 310-825-1491) 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 (On-campus 911; Off-campus 310-825-1491) 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 Media Relations Phil Hampton 310-206-1460.

3-3-3: 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. For staff who are distressed, seek professional assistance through the UCLA Employee Assistance Program at 310-794-0245.

3-3-4: BOMB THREAT CHECKLIST

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:

3-4: Chemical Hazard Spill or Exposure

3-4-1: PREPAREDNESS

- Ensure proper signage is clearly posted in chemical hazard areas, including required PPE, handling, containment, and emergency instructions.
- Verify staff training on working with and around the chemical hazards on the risks of the particular hazard in accordance with EH&S guidance.
- Verify staff training on pertinent emergency response and first aid procedures.
- Maintain copy of the Standard Operating Procedure (SOP) and Material Safety Data Sheets (MSDS) for all chemicals present in facility.

3-4-2: RESPONSE

Large Spill (>200ml)

- Turn off gas burners.
- Evacuate personnel in the room/area of the spill, & close doors upon exit.
- Ensure any loose animals are secured in cages and/or racks.
- Exposed personnel should remove contaminated clothing as soon as possible and begin wash procedures if possible. Report to and remain in one safe location until the arrival of the Fire Department.
- Call Fire Department (On-campus 911; Off-campus 310-825-1491).
- Administer first aid if needed as per instructions below.
- Do not re-enter the room/area until the appropriate safety officials have cleared the area for re-entry.

Small Spill (<200 ml):

- Turn off gas burners.
- Put on appropriate protective clothing (gloves, safety goggles or glasses, and lab coat).
- Ensure any loose animals are secured in cages and/or racks.
- Address any exposure and administer first aid if needed as per instructions below.
- Cover small spills with absorbent towels or sheets to minimize volatilization.
- Clean spill area working from outside toward the center until there is no more removable contamination.
- Wipe down all equipment and surfaces potentially contaminated.
- Dispose of contaminated material as chemically hazardous waste.
- Remove PPE and wash hands with soap and warm water.
- For medical emergencies, call On-campus 911; Off-campus 310-825-1491.
- Notify the immediate supervisor and the EH&S Laboratory Safety Office at 310-825-9797.

First Aid:

- Personal safety is the first consideration. Avoid contact with blood or body fluids.
- Immediately begin first aid to contaminated area—the individual assisting should

wear gloves.

- **Eye exposure:** Flush exposed eyes or face immediately. Remove contacts. Hold eyelids open with thumb & fingers. Flush continuously with eyewash for 15 minutes. Roll eyes to thoroughly rinse.
- **Mouth exposure**: Rinse mouth with plain water for at least 15 minutes.
- **Skin exposure:** Remove contaminated clothing. Flush exposed skin with large amounts of water for 15 minutes.
- If the incident occurs during business hours (Monday through Friday from 7 am–4:30pm): Report immediately to Occupational Health Facility (OHF). (67-120 CHS, phone: 310-825-6771)
- If the incident occurs outside business hours:
  - Report immediately to UCLA ER.
  - Call the Page Operator at #36 or 310-794-6699 (primary) or 310-825-6929 (alternate) and ask the Operator to page the on-call physician.
- **Emergency Patient Transportation:** Call (On-campus 911; Off-campus 310-825-1491). Notify immediate supervisor.

3-4-3: RECOVERY

- Re-enter the work area upon clearance by EH&S, 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.
- Ensure the incident is reported to EH&S at 310-206-3929 as per program SOP.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) to report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-5: Biohazard Spill or Exposure

3-5-1: 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.
- Verify staff training on the biohazard's risks in accordance with EH&S Biosafety guidance.
- Verify staff training on pertinent emergency response and first aid procedures.

3-5-2: RESPONSE

Large Spill (>200ml):

- Call UC Fire Department (On-campus 911; Off-campus 310-825-1491).
- Advise personnel in the room/area of the spill to evacuate immediately.
- Secure animals in cages and/or racks to maintain containment.
- Close windows and doors to the room/area of the spill and evacuate.
- To minimize spreading contamination, exposed personnel should remove contaminated clothing before leaving the area. If not possible, report to and remain in one safe location until the arrival of the Fire Department.
- Immediately administer first aid to contaminated area or wound (see below).
- Do not re-enter the room/area until the appropriate safety officials have cleared the area for re-entry.

Small Spill (<200 ml):

- Secure any bio hazardous animals in cages and/or racks to ensure containment.
- Remove contaminated clothing and immediately administer first aid to contaminated area or wound. (See below)
- Put on protective clothing (gloves, safety goggles or glasses, and lab coat).
- Cover spill area with absorbent materials (*e.g.*, paper towels).
- Soak absorbent materials with disinfectant. (*E.g.*, a freshly made 1:10 dilution of bleach or alternative, and allow to sit for 30 minutes.
- Wipe down all equipment and surfaces potentially contaminated with disinfectant, allowing disinfectant to remain on surfaces for an appropriate contact time (*e.g.*, 10 minutes for 10% bleach).
- Dispose of contaminated material as bio hazardous waste.
- Clean surfaces with sanitizer. Disinfect any tools which may have been used to clean bio hazardous materials
- Remove PPD and wash hands with soap and warm water.
- Notify the immediate supervisor and the Biosafety Office (310-206-3929) or the EH&S Hotline (310-825-9797).

First Aid: Immediately begin first aid to contaminated area

- **Eye exposure:** Flush exposed eyes or face immediately. Remove contacts. Hold eyelids open with thumb & fingers. Flush continuously with eyewash for 15 minutes. Roll eyes to thoroughly rinse.
- **Mouth exposure**: Rinse mouth with plain water for at least 15 minutes.
- **Skin exposure:** Remove contaminated clothing & place in biohazard bag. Flush exposed skin with large amounts of water for 15 minutes.
- **Seek medical attention -** Following the application of first aid:
- If the incident occurs during business hours (Monday through Friday from 7am–4:30pm): Report immediately to Occupational Health Facility (OHF). (67-120 CHS, phone: 310-825-6771)
- If the incident occurs outside business hours:

- Report immediately to UCLA ER.
- Call the Page Operator at #36 or 310-794-6699 (primary) or 310-825-6929 (alternate) and ask the Operator to page the on-call physician.
- **Emergency Patient Transportation:** On-campus 911; Off-campus 310-825-1491. Notify the immediate supervisor.

3-5-3: RECOVERY

- Re-enter the area only upon clearance by Emergency Responder, EH&S, Facility Management, or Supervisory personnel.
- Assess program elements contributing to the occurrence of the event and program areas impacted.
- Report the animal program status to your supervisor and ARC/DLAM.
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- File an Emergency Event After Action Report.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) to report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact the Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-6: Radiation Spill or Exposure

3-6-1: PREPAREDNESS

- Ensure proper signage is clearly posted in radiation hazard areas, including required PPE, handling, containment, and emergency instructions. Verify training of staff working with and around the hazards. Training should include the risks of the particular hazard, security requirements related to access to radioactive materials and radioactivity producing devices as well as on emergency response and first aid procedures.

3-6-2: RESPONSE

Large Spill (>500 microcuries):

- Check for exposure using an appropriate meter or swipe test.
- Remove contaminated clothing/PPE and discard before leaving the area to prevent spread of contaminants.
- Administer first aid, if needed, as described below.
- Evacuate personnel in the room/area of the spill, & close doors upon exit. Post 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 and Radiation Safety staff.

- Shield large spills if possible without contaminating yourself or creating an exposure.
- Call Fire Department (On-campus 911; Off-campus 310-825-1491).
- Call Division of Radiation Safety at 310-825-9797 to triage.
- Do not re-enter the room/area until the appropriate safety officials have cleared the area for re-entry.

Small Spill (<500 microcuries):

- Check for exposure using an appropriate meter or swipe test.
- Remove contaminated clothing/PPE and discard before leaving the area to prevent spread of contaminants.
- Administer first aid if needed as described below.
- 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 radioactive 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 Division of Radiation Safety at 310-825-9797.

First Aid:

- Personal safety is the first consideration. Do not enter an unsafe accident scene at the risk of your own safety. Avoid contact with blood or body fluids.
  - **Administer first aid:** The person assisting should wear protective gloves. He/she must change gloves after clothing removal and before handling contaminated person again. Remove contaminated clothing and shoes before going to a clean area. Wash affected skin with soap and water.
  - **Call** the Fire Department (On-campus 911; Off-campus 310-825-1491).
  - **Seek medical attention -** If the incident occurs during business hours (Monday through Friday from 7 am–4:30pm): Report immediately to Occupational Health Facility (OHF). (67-120 CHS, phone: 310-825-6771)
  - If the incident occurs outside business hours:
    - Report immediately to UCLA ER
    - Call the Page Operator at #36 or 310-794-6699 (primary) or 310-825-6929 (alternate) and ask the Operator to page the on-call physician.
  - **Emergency Patient Transportation:** Call (On-campus 911; Off-campus 310-825-1491). Notify immediate supervisor.
  - **Monitor:** As per Division of Radiation Safety approved protocol for radiation use.

3-6-3: RECOVERY

- Re-enter the work area upon clearance by Division of Radiation Safety or Supervisory personnel.
- Assess program elements contributing to the occurrence of the event.
- Consider implementing barriers or procedures to prevent or lessen the effects of a future similar event.
- Ensure the incident is reported to Division of Radiation Safety at 310-825-9797.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) to report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.

3-7: Civil Disturbance (Disgruntled Employee, Intruder/Trespasser)

3-7-1: PREPAREDNESS

- Do not place yourself or others at risk. Contact UCPD immediately if a situation appears to be escalating.
- Verify staff training on security and response procedures.
- Prevent crimes through employee awareness and securing offices, facilities, and property.
- Employees should wear UCLA-issued identification badges at all times.
- Change cipher lock codes semi-annually, and check doors semi-annually for proper locking function.
- Secure all movable/portable equipment.
- Police will provide safety escorts upon request: 310-825-1491

3-7-2: RESPONSE

Disgruntled Employee:

- Be sympathetic and make an effort to understand his/her 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
  - ARC Chair
  - Campus Attending Veterinarian
  - Office of Animal Research Oversight (310-206-6308)

- If necessary, call the UCPD by dialing On-campus 911; Off-campus 310-825-1491.

Intruder/Trespasser:

- Suspicious persons and/or behavior should be reported to the Police at 310-825-1491
- Use caution when approaching an individual who 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 the person cannot be detained, write down any characteristics that you can recall – hair color, height, clothing, accent, items being carried, etc.
- Reporting Theft, Crimes, & Security Breaches:

  - <u>Personal injury/property damage</u> – Call Police On-campus 911; Off-campus 310-825-1491
  - <u>Theft of property</u> – Report to the Police at **310-825-1491**. Off campus incidents should be reported to local police as well.
  - <u>Threats (to person and/or personal property)</u> – Call Police at 310-825-1491.
  - <u>Unauthorized entrance into a facility</u> - Call Police at 310-825-1491.
  - <u>Criminal act</u> - Call Police On-campus 911; Off-campus 310-825-1491
  - <u>Suspicious persons and/or behavior, and other security-related incidents</u> – Call Police at 310-825-1491.

3-7-3: 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. For staff who are distressed, seek professional assistance through the <u>UCLA Employee Assistance Program</u> at 310-794-0245.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) to report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-8: Critical Animal Room Temperatures, Humidity, and Directional Airflow (Building Automation Systems (BAS) and HVAC Failure)

3-8-1: PREPAREDNESS

- Prepare and maintain a plan for manual animal room temperature and humidity monitoring. Verify staff training on plan critical elements, such as:

  o Frequency of room temperature checks
  o Documentation requirements
  o Acceptable temperature ranges per species
  o Appropriate response procedures
  o Location of room temperature displays
  o Use and location of manual temperature and humidity monitoring equipment

- Develop a plan to visually or electronically monitor directional airflow. Manual monitors (such as BAULIN TUBE) monitors should generally indicate airflow toward the inner room (ball inside room). Training should be provided to all in appropriate airflow monitoring.
- Post step-by-step instructions for reporting abnormal high or low animal room temperatures or humidity or inappropriate directional airflow to the Facilities Management Trouble Call Desk [310-825-9236 24 hours/7days a week] near a central facility telephone or staff entrance.
- Review staff responses to BAS failures (temperature/humidity emergencies) using table top exercises that practice BAS Failure reporting and response procedures to Vivarium Managers and the Facilities Management Trouble Call Desk.
- Periodically review animal relocation plans related to room temperature/humidity emergencies.
- Determine number of portable chillers, heaters humidifiers and de-humidifiers required to maintain animal room temperatures during an HVAC emergency event, and incorporate into Triage Standard Operating Procedure (SOP). If possible, keep portable chillers, heaters, humidifiers and de-humidifiers on-site or meet with Facilities Management personnel to determine what is readily available in the event of a temperature emergency.

3-8-2: RESPONSE

- If directional airflow is altered in a bio containment (non-human primate, bat or ABSL-2 facility) area, immediately secure all animals in cages in HEPA-filtered racks or cage enclosures, decontaminate work surfaces and exit the facility normally. Notify the Animal Facility Manager and Biosafety Office (310-206-3929). If after

hours, contact the BSO or ABSO directly via cell phones (706-877-8738 or 602-799-5693).

- Notify the Animal Facility Manager <u>immediately</u>, when:
  - o Animal room temp is outside the acceptable range. The Facility Manager or designee can validate actual room parameters using a handheld monitoring device.
  - o The Environmental Monitoring (EM) system is not working properly or is in alarm status.
- Notify the Facilities Management (310-825-9236: 24 hours/7 days a week):
  - o Report that the Animal Room Environmental Monitoring system is not working correctly or the animal rooms are in alarm status and animal lives are at risk.
  - o Ask the Facilities Management Trouble Call Desk if the BAS failure is due to a scheduled utility shutdown. If the answer is "yes", contact the Building Facility Manager to help coordinate a response.
- If an animal room temperature is **elevated or falls** to a critical *[Tier 2 temperature](#)*;
  - o If the animal rooms contain **Hazardous Agents** (Infectious, Chemical, Radiological, etc.), contact EH&S at 310-206-3929.
  - o Implement Triage SOP. Place portable fans, chillers, or heaters in the room, &/or prop open the animal room doors, if the animal room contains **micro isolators, open racks, and/or conventionally housed animals.** Evaluate bio-containment and security issues before taking above actions.
  - o If temperature rises due to HVAC malfunction, consult with Animal Facility Manager & Facilities Management Trouble Call Desk (310-825-9236: 24 hours/7 days a week) regarding shutting off room supply to conserve temperature. Evaluate bio-containment, animal and air quality issues before making air handler changes.
- *Initiate manual animal room temperature/humidity monitoring procedures:*
  - o Check and record room temperatures and humidity levels hourly or more often as necessary.
  - o Report the status of the animal rooms to facility supervisor or manager at least once every hour until the room temperatures are in the normal range. Continue manual animal room temperature monitoring until supervisor announces the BAS/HVAC problem is resolved.

3-8-3: RECOVERY

- Report the program status to immediate supervisor and ARC/DLAM.
- Reestablish hazard control procedures; and reestablish animal care programs and services.
- 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.
- File an Emergency Event After-Action Report, if necessary.
- Coordinate with EH&S to conduct an Incident Investigation if necessary

3-9: Earthquake

3-9-1: PREPAREDNESS

- Ensure all personnel can find building exits from all potential work locations, even if directional signs are obscured by smoke or power outage.
- Identify Occupant Emergency Coordinators (OEC) who will be responsible for personnel evacuation. Building coordinators will act as OEC while floor wardens will act as Floor Team Coordinators (FTC), as necessary, in order to facilitate rapid evacuation. Notify OEC if there are personnel with a disability that may limit or impede their ability to evacuate the building.
- Identify at least two building evacuation routes. Verify staff training on facility evacuation and rallying procedures and perform practice drills twice per year with the Emergency Planning Coordinator.
- 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.

3-9-2: RESPONSE

Indoors:

- If time permits, secure any loose animals in cages or containment devices. Turn off power to equipment and/or close off any gas supplies.
- Get to the ground, and stay away from external walls and windows.
- Find cover under a desk, table, or sturdy piece of furniture; if furniture is unavailable, crouch down against an interior wall and protect your neck and head with your arms. Hold on to the desk, table, or furniture until shaking stops. Then evacuate the building by the stairway checking for hazards along the way.
- Do not use elevators.
- **Do not pull fire alarm unless Fire Department response is required.**
- Move away from the building to avoid falling objects.
- Go to the rally area and wait for instructions. Supervisors account for personnel.
- If dangerous to evacuate, move to a safe location interior to the building. Call Fire Department (On-campus 911; Off-campus 310-825-1491).

Outdoors:

- Remain outdoors. Move away from the building to avoid falling objects. If in a safe open area (away from buildings, trees, streetlights, & overhead utility wires), drop to your knees and cover your head until shaking stops.
- Go to the rally area and wait for instructions. Supervisors account for personnel.
- If you are injured or witness structural damage, call the Fire Department from a cell phone (On-campus 911 Off-campus 310-825-1491).

- Meet Emergency Responders, and follow their directions. Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.

3-9-3: RECOVERY

- Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.
- Perform triage of animals to determine most appropriate course of action (*i.e.*, relocation within facility, euthanasia, and evacuation).
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) to report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-10: Facility Access

3-10-1: PREPAREDNESS

Building Hours and Access

- Building hours need to be established to prevent unauthorized entry after hours. Doors on automation should lock after business hours and unlock during business hours.
- Only permitted persons should be allowed into the building after-hours. Do not allow others to "follow" you into a locked building after-hours.
- UCPD is responsible for screening requests and opening campus buildings and rooms during off-normal hours or non-classroom space during normal building hours for authorized personnel holding current valid University identification.
- Additional security measures are maintained on all animal areas. Doors should be locked at all times. If electronic badging is required, all personnel must badge through the security point to ensure they are authorized.
- If events are held in the building after-hours, the hosting department will assign a representative to monitor access.

Entrances/Exits

- Entrances and exits are to remain locked after business hours and are not to be propped open.

Locks

- Doors, door jambs, and locking mechanisms are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. This includes, but is not limited to, doors on exits/entrances, stairwells, entrances and exits to laboratories etc.
- Installation of additional door locking mechanisms (*e.g.,* deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the department. No department or individual may install locks or keys for space control nor may locks be changed without the prior evaluation and approval of the department head and with the concurrence of Facilities Management, the appropriate governmental agencies, and the UCPD. Unauthorized locks and locking devices will be reported to Facilities Management and coordinated with the department head and the UCPD prior to removal.

Security within offices and labs

- Occupants are responsible for the security inside their offices, labs, and other assigned space. Supervisors/Lab Managers and those designated are responsible for the behavior and conduct of their employees, agents, contractors and visitors. Occupants are responsible for following proper security measures within their assigned space such as securing doors, valuables, data, and other sensitive materials.
- Panic buttons, allowing direct access to UCPD in case of an emergency can be installed. Contact UCPD for details.

3-11: Fire

3-11-1: 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 Occupant Emergency Coordinators (OEC) who will be responsible for personnel evacuation. Building coordinators will act as OEC while floor wardens will act as Floor Team Coordinators (FTC), as necessary, in order to facilitate rapid evacuation. Notify OEC if there are personnel with a disability that may limit or impede their ability to evacuate the building.
- Identify at least two building evacuation routes. Verify staff training on facility evacuation and rallying procedures and perform practice drills twice per year with the Emergency Planning Coordinator.
- 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.

3-11-2: RESPONSE

Notify Fire Department immediately

- Pull/Activate the nearest fire alarm.
- If a telephone is closer than alarm, call the Fire Department (On-campus 911; Off-campus 310-825-1491.) 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 <u>as time permits</u>

- Secure any animals in cages to prevent escape from facility. Do not attempt to remove animals from the facility.
- Turn off any gas being used.
- Return flammables to safety cabinet.
- Close all doors.

OEC/FTC duties:

- Ensure all personnel have evacuated, and doors are closed in vacated areas.
- Secure flammables
- Exit building and go to rally point.
- Report to Fire Officer in Charge, and notify them of any trapped or injured personnel that could not be reached.

3-11-3: RECOVERY

- Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.
- Assess timeline, potential animal status, and identify resources needed
- Perform triage of animals to determine most appropriate course of action (*i.e.,* relocation within facility, euthanasia, and evacuation).
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.
- Report Serious Injuries to: 310-825-9797 within 8 hours
- Workers' Compensation incidents (employee injuries): To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via e-mail jparrish@irm.ucla.edu.

- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-12: Flood/High Water

3-12-1: PREPAREDNESS

- Flooding water has tremendous force. Locate and identify low-lying areas that could be impacted by flood waters. Keep all floor drains unobstructed. Do not enter floors or rooms that have water present. Even a small amount of water can increase the risk of electrical hazards.
- Identify Occupant Emergency Coordinators (OEC) who will be responsible for personnel evacuation. Building coordinators will act as OEC while floor wardens will act as Floor Team Coordinators (FTC), as necessary, in order to facilitate rapid evacuation. Notify OEC if there are personnel with a disability that may limit or impede their ability to evacuate the building.
- Identify at least two building evacuation routes. Verify staff training on facility evacuation and rallying procedures and perform practice drills twice per year with the Emergency Planning Coordinator.
- 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.
- Maintain equipment list of items such as extension cords, wet-dry vacuums, flashlights, light trees, batteries, generators, walkie-talkies, portable space chillers, heaters, and fans.
- Maintain supplies of dry cages, cage racks and food outside of flood areas.
- If flooding is anticipated, move animals to higher levels of buildings and to high racks of cage racks.

3-12-2: RESPONSE

Large water leak or flood:

- **Notify Fire Department immediately -** Call Fire Department (On-campus 911; Off-campus 310-825-1491), then pull fire alarm to evacuate personnel.
- **Evacuate personnel -** Notify personnel to evacuate immediately. Do not use elevators. Use stairs & follow designated exit route. Walk to the nearest stairwell/exit and evacuate the building.
- **Complete safety actions as time permits -** Turn off all electrical equipment & power disconnects, secure all animals (preferably above assumed water level), and close all doors.
- **OEC/FTC duties:**
  o Ensure all personnel have evacuated and doors are closed in vacated areas.
  o Exit building and go to rally point.
  o Report to Fire Officer in Charge (OIC), and notify them of any trapped or injured

personnel that could not be reached.
  - o Notify Facility Manager and first responders of any loose animals, locations of bio-hazardous animals (including NHPs, bats, and animals in the ABSL-2 facility or potentially contaminated flood waters.

Small/contained water leak:

- Contain any loose animals away from leak areas. Place back in cages and racks if possible.
- **Notify Facilities Management Trouble Call Desk** (310-825-9236 24 hours/7 days a week). Provide building(s), room number(s), and degree of water damage (volume, size of area, source of water).
- **Evacuate personnel from compromised areas.**
- Notify personnel to evacuate from impacted area immediately.
- Do not use elevators. Use stairs & follow designated exit route.
- **Complete safety actions <u>as time permits</u> -** Turn off main water valves & close all doors.

3-12-3: RECOVERY

- Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.
- Report the animal program status to supervisor and ARC/DLAM.
- Assess timeline, potential animal status, and identify resources needed.
- Perform triage of animals to determine most appropriate course of action (*i.e.*, relocation within facility, euthanasia, and evacuation). Animals may be temporarily relocated from low-level areas to laboratories or other animal facilities on upper floors of the same or other buildings, especially if flooding is highly probable.
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact Judith Parrish at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-13: High Wind (Tornado, Hurricane, Derecho)

3-13-1: PREPAREDNESS

- Human life safety is the primary concern.
- Ensure personnel can find building exits even if directional signs are obscured by smoke or power outage.
- Identify Occupant Emergency Coordinators (OEC) who will be responsible for personnel evacuation. Building coordinators will act as OEC while floor wardens will act as Floor Team Coordinators (FTC), as necessary, in order to facilitate rapid evacuation. Notify OEC if there are personnel with a disability that may limit or impede their ability to evacuate the building.
- Identify at least two building evacuation routes. Verify staff training on facility evacuation and rallying procedures and perform practice drills twice per year with the Emergency Planning Coordinator.
- 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.
- Keep daily supplies of drugs and drug administration items on hand. Crash cart should be stocked with 24-hour supply of euthanasia solution and necessary analgesics.
- Keep an emergency weather radio for listening to weather reports.
- Develop plans for personnel to shelter-in-place and for disruption to utilities and animal care supply chain.
- Fully stock supply and crash-carts in preparation for forecasted adverse weather events.
- If given sufficient warning, consider moving animals to facilities outside of the storm area and or euthanasia and removal of hazardous animals.

3-13-2: RESPONSE

- If time permits, move animals to indoor/sheltered facilities.
- Remain inside or move to first floor or basement location until the storm has passed.
- Expect shattered glass/debris and electrical outages. Protect cages as possible from potentially shattering glass.
- Do not use elevators, use stairs only.
- Account for personnel and identify missing or injured staff.
- Perform first aid as necessary, and as the situation allows. If necessary, call the Fire Department for further medical treatment. (On-campus 911; Off-campus 310-825-1491)
- Report building structure and service problems to the Facilities Management Trouble Call Desk 310-825-9236: 24 hours/7 days a week).

- Notify supervisor of current facility status and any personnel injuries.

3-13-3: RECOVERY

- Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.
- Report the animal program status to supervisor and ARC/DLAM.
- Assess timeline, potential animal status, and identify resources needed.
- Inventory animal population and account for any potentially escaped animals. Alert UCPD at 310-825-1491 if there are escaped animals.
- Perform triage of animals to determine most appropriate course of action (*i.e.,* relocation within facility, euthanasia, and evacuation). Consider evacuation of animals if adverse weather is forecasted and subsequent structural damage of the building may threaten the animal colony. Animals may be temporarily relocated from low-level areas to laboratories or other animal facilities on upper floors of the same or other IC buildings, especially if flooding is highly probable.
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.
- Report serious injuries to 310-825-9797 within 8 hours.
- Report any loss of bio-containment or bio-hazardous exposure to the Biosafety Officer immediately.
- Workers' Compensation incidents (employees' injuries) -To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-14: Medical Emergency

3-14-1: PREPAREDNESS

- Ensure first aid kits are fully stocked and all materials are in date.
- Verify staff training on contents and location of first-aid kits, and maintain map or list of the locations.
- Identify which staff members are certified in first aid administration.
- Maintain current "In Case of Emergency" contact list for personnel.
- Verify staff training on difference between a major and minor medical emergency:

    o **Major Medical Emergency:** Severe illness or injury that requires immediate hospital care. Victim is in severe pain or distress and/or has life-threatening

condition such as: severe bleeding, head injury, broken/dislocated joints or bones, heart attack or severe chest pains, unconscious and/or not breathing, anaphylaxis, severe chemical burn, etc.
- o **Minor Medical Emergency:** Minor illness or injury that does not require immediate hospital care. Victim not in severe pain or distress and does not have life-threatening condition, such as minor strains/sprains, allergic reaction (other than anaphylaxis), minor burns, etc.

- Personnel should be aware of locations of Automated External Defibrillator (AED) units. Further information can be found at the following websites:
  - o AED Locations: http://ehs.ucla.edu/Pub/IPD_AEDbprint_08.09.pdf
  - o CPR Training: http://map.ais.ucla.edu/go/1003938
  - o How to Use an Automated External Defibrillator (AED) – NHLBI:
  - o http://www.nhlbi.gov/health/health-topics/topics/aed/howtouse.html

3-14-2: RESPONSE

First Aid

- Personal safety is the first consideration. Do not enter an unsafe accident scene at the risk of your own safety. Avoid contact with blood or body fluids. Person assisting should wear gloves.
- **Administer first aid:** Personnel certified to provide first aid or CPR may give emergency care. Untrained staff may render support at the direction of the emergency operator.
- **Seek medical attention -** Following the application of first aid:
- **Minor Medical Emergencies:**
  - o If the incident occurs during business hours (Monday through Friday from 7 am– 4:30pm): Report immediately to Occupational Health Facility (OHF). (67-120 CHS, phone: 310-825-6771)
  - o If the incident occurs outside business hours:
    - Report immediately to UCLA ER.
    - Call the Page Operator at #36 or 310-794-6699 (primary) or 310-825-6929 (alternate) and ask the Operator to page the on-call physician.
- **Major Medical Emergencies & Emergency Patient Transportation:** Call (On-campus 911; Off-campus 310-825-1491). Notify immediate supervisor.

3-14-3: RECOVERY

- 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.
- Ensure the incident is reported to Illness and Injury Prevention, 310-825-9797.
- If the incident involves potential bio-hazardous materials, report to Biosafety at 310-3929 or biosafety@ehs.ucla.edu.

3-15: Storms

3-15-1: PREPAREDNESS

Summer Storms:

- Thunderstorms often generate severe winds, rain, hail and lightning. Power fluctuations or outages, and flash floods are common. Stay indoors and monitor local weather forecasts for thunderstorm, tornado, and other severe weather warnings.

Essential Personnel:

- Designate qualified FTE individuals as "Emergency" and assign them the responsibility to provide required animal care services during a severe storm. Essential contract staff should be identified by their contract company, and a staffing plan in place for situations that may result in staffing shortages. Periodically review the responsibilities and expectations of essential personnel with all individuals. Establish SOPs for relieving and rotating essential personnel during prolonged storms.

Overnight Personnel Housing:

- Identify and prepare administrative areas in the animal facility for essential UCLA personnel to sleep and prepare food if weather conditions warrant they overnight in the facility. Advise contract project managers to make similar arrangements for their essential personnel. Review the financial and contractual provisions authorizing essential personnel sleeping in or near the facility during a storm or disaster.

Food Supplies for Personnel:

- Stock adequate food and water supplies in the facility for at least three essential personnel to eat for least three days. Cafeterias may or may not be open during emergency events.

Communications:

- Maintain at least one type of alternative communication capability, such as walkie-talkies and/or cellular. Distribute home and work phone numbers for key car pool teams. Prepare response plans for communication system failures. Make wallet cards with key facility contacts and numbers each essential person designee.
- Advise research personnel that the priorities during storms are to maintain care operations; however, research operations may need to wait until after the storm.

3-14-3: RESPONSE

Before the storm:

- <u>Monitor Local Weather</u>: Appoint a weather watcher among facility staff to monitor local weather developments throughout the storm period. Weather updates:

www.weather.com or www.kabc.com. News/weather radio stations: KABC 790 am or KRLA 870 am

- Emergency Personnel: Notify emergency personnel to report to the facility prior to the storm. Confirm adequate food, water, emergency, and lodging arrangements are in place. Survey emergency personnel supplies: flashlights, walkie-talkies, batteries, contact lists, cell phones, etc.
- Animal Husbandry: If possible, move outside animals to indoor or sheltered housing. Ensure adequate amounts of food and water are available to support the animal colony for the duration of the storm. Pre-stage husbandry supplies.
- Research: Notify investigators of potential support modifications predicated by the storm.

During the storm:

- Monitor animal room environmental parameters on a periodic basis. Walk the animal facility and report any storm-related facility damage to the supervisor.
- Provide essential animal husbandry services as directed by your supervisor.
- Report building structure and service problems to the Facilities Management Trouble Call Desk (310-825-9236: 24 hours/7 days a week). Notify your supervisor.
- Prepare to relocate or evacuate animals or animal colony rooms facing life-threatening environmental conditions consequent to the storm (flood, HVAC failure, electricity failure, structural damage, etc.)

3-14-3: RECOVERY:

- Assess timeline, potential animal status, and identify resources needed.
- 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.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) - To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-16: Strange Odor

3-16-1: 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 (On-campus 911; Off-campus 310-825-1491).
- Identify at least two evacuation routes that lead safely outside the building.

- Identify Occupant Emergency Coordinators (OEC) who will be responsible for personnel evacuation. Building coordinators will act as OEC while Floor Team Coordinators (FTC) will act as Floor Wardens, as necessary, in order to facilitate rapid evacuation. Notify OEC if there are personnel with a disability that may limit or impede their ability to evacuate the building.
- Verify staff training on facility evacuation and rallying procedures, and perform practice drills twice per year with the Emergency Planning Coordinator.
- 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.

3-16-2: RESPONSE

- Don't spend time looking for the source - report it – if possible secure animals in cages and, if necessary, evacuate.
- Report the odor to the Fire Department, even if you know the cause of it.
- Call the Fire Department - (On-campus 911; Off-campus 310-825-1491).

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 – (On-campus 911; Off-campus 310-825-1491).

Electrical Odor or Burning Odor with No Sign of Smoke:

- Call the Fire Department - (On-campus 911; Off-campus 310-825-1491).

3-16-3: RECOVERY

- Re-enter the area only upon clearance by Fire Officer in Charge (OIC).
- 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 and ARC/DLAM. Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.

3-17: Structural Damage

3-17-1: PREPAREDNESS

- Inspect work and animal areas for heavy objects stored overhead that could fall due to inadvertent movement of the supporting structure. Secure these items to a floor, wall, or ceiling if possible. Relocate tall cabinets and bookshelves away from doorways and out of hallways to prevent them from blocking exits. Identify "Safety Spots" in your work areas that will provide protection from falling objects. Safety Spots include areas near sturdy tables, desks, inside walls, securely anchored tall pieces of furniture or equipment and hallways. Prepare staffing plans or have staff members available at the onsite emergency command center location for at least 72 hours. Keep a flashlight, contact numbers, family emergency contact telephone numbers, first aid kit, battery-operated radio and other emergency supplies in a readily accessible area.

3-17-2: RESPONSE

Collapsing, Damaged, or Shaking Building:

- Protect yourself from falling objects or loose debris.
- Move to a safe location such as near a sturdy table or desk in your work areas that will provide protection from falling objects.
- If no furniture is available: move to an inside wall, securely anchored piece of furniture or equipment (higher than your head) or hallway.
- Evacuate personnel from the building as soon as the movement stops.

Building Evacuation Procedures-Personnel:

- **Notify Fire Department immediately:** Call Fire Department (On-campus 911; Off-campus 310-825-1491), then pull fire alarm to evacuate personnel.
- **Evacuate personnel:** Notify personnel to evacuate immediately. Do not use elevators. Use stairs & follow designated exit route. Walk to the nearest stairwell/exit and evacuate the building.
- **OEC/FTC duties:**
  o Ensure all personnel have evacuated and doors are closed in vacated areas.
  o Exit building and go to rally point.
  o Report to Fire Officer in Charge (OIC), and notify them of any trapped or injured personnel that could not be reached.

3-17-3: RECOVERY

- Do not re-enter the building until it is determined safe for occupancy by the Fire Marshal, Fire Department or Facilities Management.
- Report the animal program status to supervisor and ARC/DLAM.
- Assess timeline, potential animal status, and identify resources needed.
- Assess building damage and initiate alternative operating procedures to accomplish the research animal support mission consistent with animal program SOPs and supervisor approvals. Initiate plans to staff the facility without services (water, power, telephone) for at least 72 hours.
- Perform triage of animals to determine most appropriate course of action (*i.e.*, relocation within facility, euthanasia, and evacuation). Consider evacuation of animals if adverse weather is forecasted and subsequent structural damage of the

building may threaten the animal colony. Animals may be temporarily relocated from low-level areas to laboratories or other animal facilities on upper floors of the same or other buildings, especially if flooding is highly probable. Inventory animal population and account for any potentially escaped animals. Alert Police (911) if there are escaped animals.
- Coordinate immediate animal facility needs with Facilities Management and DLAM or ARC personnel (DLAM for animals kept in the vivarium ARC for animals kept outside the vivarium).
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.
- Report serious injuries to 310-825-9797 within 8 hours.
- Workers' Compensation incidents (employees' injuries) - To report an incident dial 877-682-7778 (877-6UC-RPRT) or contact The Workers' Compensation Manager at 310-794-6954 or via email at jparrish@irm.ucla.edu.
- For Auto, Property or General Liability (injuries or property damage to 3rd parties) claims: To report an incident, contact The Risk and General Liability Coordinator at 310-794-6956 or via email at croberts@irm.ucla.edu. After hours dial 800-416-4029.

3-18: Telecommunications Failure

3-18-1: PREPAREDNESS

- Telecommunication outages may be isolated or regional events. Information Technology Services (ITS) repairs events isolated to the campus.
- During large or regional disaster/emergency events, the landline and cell phone systems may be impacted due to damage or overwhelming call volume. These outages cannot be remedied by ITS.
- The National Communications Systems provides two telecommunication systems called GETS and WPS that can be used by national security and emergency response personnel to make priority landline and cellular calls. Key emergency response personnel should be registered for these services. For further information on these systems, see the Telecommunications Systems page in the Resources section of this document.
- The Integrated Services Digital Network (ISDN) telephones require electricity to function; therefore electrical outages may impact them.
- The Analog Phone Systems do not require electricity and are on a different system than the ISDN phones. [If you have available analog phone lines, insert their locations here.]
  o Emergency Blue Light Phones call directly to the Dispatcher at the UCPD. These phones can be used to report emergency and non-emergency events.
- Ensure staff contact lists are up to date and available.

- Consider a secondary method of communication, such as walkie-talkies, analog phones, cell phones, intercom systems, etc.). Keep these secondary communication devices charged and ready for use. Verify staff training on secondary device location, use, and response procedures.

3-18-2: RESPONSE

Localized Event:

- Report telecommunication failure to ITS:
  o ITS Service Desk: 310-825-6000
  o Call the Information Technology Services (IT Services) Help Desk at 310-206-6951, or send an email to sdhelp@it.ucla.edu
- Online Service Request: https://wc1.cts.ucla.edu/cgi-bin/welcomeAdmin.cgi?SID=53568b5cf6cd3f38eff3c3775c277499
- If voicemail function is working, change greeting message to indicate there is an outage and provide information for contacting the facility (*i.e.,* cell phone numbers, email, etc.). Voicemail can be accessed be calling 310-825-4321
- Check voicemail often for messages.
- Email staff and animal users to notify them of the outage, and provide interim contact information.
- In the event of an emergency that requires Police, Fire, or other first responder, use an Emergency Blue Light Phone.

Regional Event:

- Minimize use of cellular and landline calls.
- Implement use of secondary communication devices.
- Use services that require use of minimal bandwidth, such as Short Message Service (SMS text), Blackberry PIN, Instant Messaging, email, etc.
- Staff registered with the National Communications Systems may be able to make urgent phone calls using their cell phones or landlines.

3-18-3: RECOVERY

- 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.

3-19: Utility Failure – Electric Power, HVAC

3-19-1: 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.
- Maintain list or location map of breakers, emergency power outlet locations, and

equipment and animal housing that may be impacted by power loss.

- Determine number of portable chillers and heaters required to maintain animal room temperatures during an HVAC emergency event.
- Identify critical rooms and ensure that they remain locked or unlocked (as appropriate) in the event the security systems fail. Ensure that facility staff has keys or other methods to access locked doors in the event of card key system failure.
- Maintain equipment list of items such as extension cords, flashlights, light trees, batteries, generators, walkie-talkies, portable space chillers, heaters, and fans. Verify animal care staff training on location and use of equipment.

3-19-2: RESPONSE

- Comply with all response items und HVAC Failure
- Manually check room temperature and humidity.
- Call Facilities Management Trouble Call Desk 310-825-9236: 24 hours/7 days a week). Inform them that animal lives are at risk due to abnormal environmental conditions.
- Notify the Animal Facility Manager immediately.
- 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 EH&S Biosafety at 310-206-3929 before using portable fans or leaving animal room doors.
- 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.
- If power outage impacts animal room temps, refer to "Critical Temperature" procedures.
- 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 and directional airflow.
  - Check safety cabinets in each procedure room.
  - Check alarm panels for any alarms and repair if possible.
  - Turn on Siemens (Landis & Staefa) monitoring equipment.
  - Report facility environmental status to Supervisor.

3-19-3: RECOVERY

- Report the animal program status to supervisor and ARC/DLAM
- If applicable, refer to Critical Animal Room Temperatures Template.
- Re-establish pertinent biohazard control procedures.
- Re-establish all animal care programs and services.
- 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.
- File an Emergency Event After Action Report.

3-20: Utility Failure – Sewer, Water

3-20-1: PREPAREDNESS

- Confirm that 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.)
- Maintain list or location map of main water valves.
- Label all water valves, and verify staff training on location and operation of the valves, including valves on cage wash equipment.
- Verify animal care staff training on respond to water failure or sewer stoppage and associated problems.
- Establish an SOP that explains how to conserve water. Include procedures for hand cleaning cages by dumping and replacing bedding over short periods of time.

3-20-2: 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 Facilities Management Trouble Call Desk at 310-825-9236: 24 hours/7 days a week).
- 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.

3-20-3: RECOVERY

- Re-enter the area only upon clearance by Emergency Responder, EH&S, 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.

Chapter 4: What actions will be taken?

In the event of a disaster, the AV will determine whether or not the scientific integrity of ongoing studies can/cannot be maintained.

4-1: Scientific Integrity of Ongoing Studies Can Be Maintained - Preserve All or Most of the Animals

Within 24 to 48 hours of any major disaster, it will become readily apparent whether or not the scientific integrity of the ongoing animal studies can be maintained. To do so will require most, if not all, of the elements listed below. This scenario also assumes that research staff will be available to continue with their studies.

- Food, water, and bedding needs must be met without interruption - requires back-up supply of food, water, and bedding either on- or off-site.
- Animal rooms must be maintained within temperature limits – requires electrical power distribution systems to power the ventilation fans, which require intact piping and ducts. May require immediate operation of chilled water pumps, and intact low-pressure steam boilers to supply heating and cooling. Depending on the climate these systems may be brought on-line as needed.
- Light cycles must be maintained.
- Cage wash capabilities must continue with minimal interruption – requires electrical power, steam, water, and intact mechanical/sanitary systems.
- Ability to remove animal waste from colonies – requires wash down water and garbage removal capabilities.
- Ability to dispose of carcasses – requires power to carcass freezer, and offsite transportation by commercial waste disposal firm.
- Containment of any animal area can be maintained for any hazardous research. This requires that there be electrical power and functional ventilation fans. Moreover, provisions for containment and removal of hazardous wastes must be in place.

4-2: Scientific Integrity of Ongoing Studies Cannot Be Maintained - Preserve Only Unique and Irreplaceable Laboratory Animals (UILA)

Assuming that the integrity of the scientific studies cannot be maintained (*e.g.*, lack of scientific and/or support staff, lack of control of environmental parameters), the focus will turn to those species that are irreplaceable or of high economic value. This scenario also assumes that at least the DLAM staff has access to the animals. Animals that cannot be protected from the consequences of the disaster or relocated will be

humanely euthanized. In this scenario, most, if not all, of the following activities will be necessary:

- Food, water, and bedding needs must be met without interruption - requires backup supply of food, water, and bedding.
- Animal rooms could be maintained with air circulation only – requires electrical power for ventilation fans, intact electrical power distribution systems, piping, ducts, and fans.
- Lighting could be maintained from temporary light standards and generators.
- Ability to remove animal waste from colonies – requires wash down water and garbage removal capabilities.
- Ability to euthanize most of the animals on site.
- Ability to hold/dispose of a large number of carcasses – requires emergency power to carcass freezer, or another method for onsite storage of carcasses (*e.g.,* 55-gallon drums).
- Ability to easily identify the unique and irreplaceable laboratory animals. A unique identifier/label ("UILA") should be located on the cage card or cages of all unique and irreplaceable laboratory animals.

In all cases, personnel should follow their department Injury and Illness Prevention Program instructions for personnel safety. For more information, contact the EH&S Injury Prevention Officer at 310-794-5329.

Chapter 5: How will the necessary actions be carried out?

5-1: Communication during an Emergency/ Disaster Event

- The objective of First Responders, such as the Fire Department and Police, is to resolve the immediate problem which resulted in the disaster/emergency.
- First Responders will request the following information from the animal facility Occupant Emergency Coordinator (OEC) or other senior facility staff member upon arrival:

    o Location of the emergency (room, floor, or building)
    o Status of personnel in the facility (numbers present and their location)
    o Special hazards in the building (name of hazards and their locations)
    o Species of animals in the facility (nonhuman primates, aquatics, rodents, large animals)
    o Location of animals not in home cages ('Loose Animals' or 'Animals in Surgery')
    o PPE requirements to enter the facility/room
    o Decontamination requirements for fire/rescue equipment entering and leaving the building/room

- Communications to the Animal Program Director should flow according to the Animal Program Emergency and Disaster Plan and the Crisis Response Team's (CRT) Communication SOPs.
- Any Animal Program event requiring an Emergency Response should be reported to the Animal Resources Team-Coordinator as soon as possible.

5-2: Euthanasia Guidance for Disaster Events[1]

The decision to euthanize 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. Euthanizing 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 on Euthanasia addresses disaster-related instances where deviations from standard euthanasia methods are necessitated with the following

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[1] References:
AVMA Guidelines on Euthanasia, AVMA Press, 2013.
Guidelines for Euthanasia of Rodents Using Carbon Dioxide, *ARAC*, Revised 12 Jan 2010.
Guide for Laboratory Animal Care and Use. 8th Edition, NAS Press, 2011.
Guidelines for the Euthanasia of Rodent Feti and Neonates, *ARAC*, Revised 9 Mar 2011.

statement: "***Under unusual conditions, such as disease eradication and natural disasters, euthanasia options may be limited. In these situations, the most appropriate technique that minimizes human and animal health concerns must be used.***" 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 Attending Veterinarian. The Attending Veterinarian must have the authority to ensure the delivery of timely adequate veterinary care and oversight of all other aspects of animal care and use for all animals in facilities within their programs. This includes the decision to euthanize a large population of research animals for health and welfare issues following a disaster or emergency.

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 Attending Veterinarian. However, implementation of these orders will fall to the facility management and staff.

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. The 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.

Disaster euthanasia plans are included in the DLAM Disaster Plan. The Euthanasia Plan outlines trained personnel, equipment, drug, supply, transportation, and carcass disposal items required to support a large scale euthanasia event. Euthanasia plans are reviewed annually by DLAM leadership and updated as necessary to reflect the species maintained. DLAM annually surveys their euthanasia resources. Facilities housing animals outside vivaria should likewise annually review their euthanasia plans and resources.

Disaster euthanasia methods are selected 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 on Euthanasia should be based on veterinary professional judgment, as indicated by overriding, disaster-related circumstances.

5-3: Evacuation from Large Animal Surgery, Imaging & Special Techniques Areas

5-3-1: PREPAREDNESS

- In a disaster, the safety of humans shall be the primary concern. The safety of the animals during any emergency or disaster response event is a secondary consideration.
- Practice facility clearance, evacuation, marshaling, and personnel accountability procedures.
- Discuss with the staff members from the Large Animal Surgery, Imaging and Special Techniques Areas their animal management responsibilities in a scenario where a facility evacuation is directed and animals are undergoing special procedures in these areas.
- Discuss animal facility plan to evacuate and account for personnel with the UCLA Fire Marshall.
- Ensure appropriate supplies are available in areas needed for disaster response.

5-3-2: RESPONSE

- The surgical team and all personnel must evacuate the surgical area and building immediately if fire or smoke is detected in or near the surgery suite.
- **If there is imminent danger to the surgical staff, the surgical team should evacuate immediately**. If time permits, the animal should be euthanized with an overdose of an appropriate injectable anesthetic or euthanasia agent.
- If a surgical team evacuation is required, but there is not an immediate danger present, and a surgical incision:
  o **Has not been made at the time of the alarm**: the surgeon should not proceed any further with the planned procedure. The animal will be disconnected from anesthesia and any monitoring equipment and relocated to an empty cage. The cuff on the endotracheal tube will be deflated and the tube removed. (Alternatively, the surgical team may decide to evacuate the animal when they evacuate from the building if this can be done safely.)
  o **Has been made or if the procedure is well under way:** The surgical team should halt the procedure and begin an emergency closure or protection of the surgical site affected to ready the animal for relocation. The following animal management options are recommended:
    - The Surgical Team Leader will decide if the animal shall be taken off gas anesthesia and given an appropriate injectable anesthetic.
    - The surgical site should be covered with saline moistened sterile gauze, and an appropriate antibiotic should be given if not already administered.
    - The animal should be placed in an appropriate transport cart and evacuated

out of the building with the surgical staff if this can be done safely.
- Appropriate emergency supplies, a euthanasia kit and a wound closure kit should accompany the animal.

When an evacuation is announced:

- Non-essential personnel should immediately evacuate the building through the nearest exit if fire or smoke is detected in the building and move to their pre-determined assembly area.
- The Floor Wardens / Area Team Coordinators (ATC)/ Facility Managers (FM) will conduct a brief search of all assigned areas, and then report the evacuation status of their area(s) to the Department Emergency Coordinator (DEC).
- If applicable, the ATC/FMs should report the location and the number of persons remaining in the surgery suite to the DEC.
- The Department Emergency Coordinator (DEC) will be the point-of-contact to give status reports to the Incident Commander.
- If possible, the ATC /FM will interface with the DEC and provide situation updates to the Surgical Team Leader if the surgical team is remaining in the surgery suite.

5-3-3: RECOVERY

- Prepare an After-Action Report (AAR) immediately after the incident describing the issues facing the surgery team during the event. Review and discuss the AAR with the facility, surgery, and DLAM staffs.

5-4: Animal Program Staff Preparedness Information

Sufficient preparation is critical to successful mitigation of emergencies. Each individual should review and be familiar with workplace evacuation routes, emergency response procedures, equipment, and supplies in all areas in which the individual works (including shared facilities such as DLAM) before an actual emergency occurs.

A personnel training program using the response and recovery plan is critical to the outcome of specific situations. Subtle changes in routine operations may necessitate changes in the plan and require additional training of personnel. See Section 5 of this Plan to address training issues

It is also important for staff to develop their own personal response plans at home so that they are assured that their family and loved ones know how to respond and are safe during an emergency situation. Information on developing a personal plan can be found under Preparedness at Home in the Other References section of this document.

1. Read and understand the Animal Program Emergency Response and Recovery Plan.

2. Be familiar with your building's floor plans, evacuation routes, rally location, and the Emergency Preparedness Handbook. If working in a shared facility, such as a DLAM core, ensure you are aware of the building's plans, routes and rally locations.

3. Participate in practice scenarios - fire drills, power failure, animal escape, human-animal bite, chemical spill, eye splash, etc.

4. Prepare yourself and your family so they know and understand what to do, where to go, and how to cope if you are unable to return home immediately.

5. Read and familiarize yourself with the applicable SOPs, Waste Disposal Guide, emergency phone numbers, and applicable emergency procedures.

6. Know the location of the following:

   - Emergency information (guides, manuals, SOPs, telephone numbers)
   - Telephones
   - Stairwells[2] (avoid elevators)
   - Fire alarms and extinguishers
   - First Aid and Bite Kits
   - Eyewash stations
   - Emergency Showers
   - Medical Care Providers (OHF, and RR-UCLA ER)

7. Keep the following items on hand and in a location known to all employees:

   - Flashlights and fresh batteries
   - Portable radio and fresh batteries

8. Keep the following items on hand and in a location known to appropriate supervisory staff:

   - Personal information that may be required by emergency response personnel, *e.g.,* drug allergies, current medications, etc.
   - Personal emergency telephone numbers, *e.g.*, children's schools, next-of-kin, significant other, doctor, etc.

9. In preparation for a prolonged evacuation event, each staff member who will be responsible for care should have a prepared "Go-Bag" that contains items that they may need for an extended evacuation period. It may contain items such as medication, drinking water, warm clothing, umbrella, etc. Re-entry may be delayed, so employees should also take personal items such as car keys, wallets, purses, and identification badges.

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[2] Not all stairwells can be used for evacuation. Be sure to know egress routes for the particular lab in which you are working.

5-5: Animal Program Status Report Information

When making a report during an emergency event, the following information should be included:

- Animal Facility Location
- Sender Name
- Sender Contact Information (Provide best way to contact sender: e-mail, fax number, text, or phone number)
- Date/Time of Report
- Facility Status - Structural Damage, HVAC, Water, Steam, Electricity, etc.?
- Personnel Status - Appropriate Staffing Level, Injuries, Shelter-in-Place Status, etc.?
- Animals - No Issues, Injured, Compromised Biosecurity, Deaths, Unknown, etc.?
- Potential hazards in the area (biohazards, chemical hazards, radiation/radioactivity hazards)
- Does facility need DLAM support? -Food, Bedding, Water, Veterinary Care, Relocation, Personnel, etc.? (DLAM emergency resources are planned only for animals housed in vivaria and may not be available to support populations housed outside of vivaria.)
- Other Comments/Updates:

5-6: Animal Program After-Action Report (AAR)

The After-Action Report should be generated after any extensive emergency or disaster. The report should fully describe the incident, immediate effects, methods used to resolve the situation and how the problem may be averted in the future. These reports are intended for internal use, and should be tailored to fit the needs of the disaster response program. Copies of this report should be forwarded to ARC, DLAM and OEM.

Include the following descriptions:

1. Record the circumstances resulting in the disruption of normal operation

    - Date
    - Time
    - Location
    - Personnel affected - Animals/species involved
    - Physical plant damaged
    - Equipment affected
    - Potential hazard containment compromise

2. Did the incident compromise the health, safety or welfare of any animals or personnel? Does it have the potential to do so in the future?

3. Were any animals relocated or evacuated?

4. Was this reported to the Attending Veterinarian (either through DLAM or OARO)?

5. Describe how operations were restored. If only temporary or partial, when will operations be fully restored?

6. Describe any loss of holding space for animals and how it was replaced.

7. Describe any loss of containment and how this was restored.

8. Describe any loss of equipment and how it is expected to be replaced.

9. Describe how the incident impacted the research mission:

   - Was there permanent loss of data; must experiments be repeated; was there loss of founder animals with/without offspring, or loss of strains that must be imported or derived from embryos?
   - If there was a compromise of health status, are the animals to be re-derived or the facility restocked?

10. Estimate the costs to your organization:

    - Personnel
    - Animals
    - Facility
    - Equipment

11. Were there any premonitory signs that could have forewarned of the impending emergency? Were these premonitory signs reported to or discussed by the facility management and was some action taken prior to the incident?

12. Were there some preparations for this type of emergency (mitigation) that could have prevented or lessened the detrimental effects on the operations of the facility?

13. Was the disaster management plan consulted to resolve issues associated with the emergency?

14. Was the personnel evacuation plan needed during this emergency, was it followed, and did it work appropriately?

15. What other preparations would be useful to ensure the health and safety of personnel and animals?

5-7: Calculating Minimum Water Requirements

5-7-1: 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:[3]

To calculate the daily drinking water needs for gravity or pump administered water:
- Count the number of animals in the building for each species.
- Multiply by the approximate total number of each species by the approximate average daily water consumption by that species.
  - o 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
    - Primate - 600 ml per adult
    - Dog (beagle size) - 1000 ml per adult
    - Dog (Fox hound size) - 2000 ml per adult
    - Other large animals (rule of thumb - 30 ml or 1 oz. per pound per day)

- Add the total average daily water by species. This equals the total volume of water in milliliters required per day for the entire facility.
  - o **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)

- 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.
  - o 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

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[3] Reference: Laboratory Animal Medicine 2nd edition; Fox, J.G., et al

- o 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.
- Add to this amount, the value from number 3.
- It may be useful to multiply the total amount calculate by 2 to account for varying rates of use and waste.

5-8: Emergency Alert Notification Systems

5-8-1: UCLA EMERGENCY ALERT SYSTEM

BruinAlert

- http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=7611b95e55e84110VgnVCM100000dcd76180RCRD

- A UCLA communications service that is used to disseminate urgent information to UCLA students, faculty and staff via cell phones, home phones, work phones, or e-mail.

5-8-2: LOCAL EMERGENCY ALERT SYSTEMS

California:

- California Emergency Digital Information System (EDIS)- Service of the Governor's Office that delivers information about emergencies and disasters to the public and news media in California: http://edis.oes.ca.gov/

Los Angeles:

- Alert LA County: http://www.lacounty.gov/wps/portal/alertla

5-8-3: NATIONAL EMERGENCY ALERT SYSTEMS

US Office of Personnel Management – Operating Status & Schedules

- http://apps.opm.gov/listserv_apps/list-sub.cfm?targetlist=operatingstatus

National Terrorism Advisory System (NTAS)

- http://www.dhs.gov/files/publications/ntas-public-guide.shtm#content

5-8-4: EMERGENCY RADIO STATIONS

- WPLX 1630 AM – broadcasts emergency information to the UCLA Community.

5-9: Emergency Animal Care Resources

DLAM maintains a centralized repository of Emergency Animal Care Resources. Facilities that maintain animals outside of DLAM should ensure that they maintain an adequate supply of Emergency Animal Care Resources. Items such as the following should be included:

- Climate Control Equipment – Chillers, Heaters, Dehumidifiers
- Communication – 2-way radios, CB radio
- Extension Cords, Batteries
- Light Sources – Flashlights, Headlamps, Light Trees
- Transportation – Vehicles, Electric Mules
- Euthanasia - Equipment, CO2, Drugs
- Capture – Nets, Tranquilizer Darts/Guns
- Personal Protective Equipment – Tyvek, Masks, Gloves, Shoe Covers, Goggles
- Animal Food, Bedding, & Water Supplies
- Shelter-in-Place – Food, Cots, Blankets
- Carcass disposal materials

5-10: Information Technology Systems Failure (Computer, Email, Inter/Intranet, Servers)

5-10-1: PREPAREDNESS

- Information Technology (IT) failure can be due to various reasons – loss of electrical power, server outage, cyber-attack, etc.
- Verify staff completion of the Annual Computer Security Training. Verify staff training on protecting IT resources and appropriate response to IT systems failure.
- Identify any critical applications that may be needed and ensure that those applications are hosted in a Data Center that is operated on generator power.
- Establish routine back-up systems to retain critical data after a disaster.
- Ensure that facility staff has keys or other methods to access locked doors in the event of card key system failure.
- Ensure staff have chargers and or batteries for mobile computing (cell phones, Blackberries, iPads, Androids, etc.) devices readily available.
- Identify staff that need remote access accounts during emergency events, and establish accounts.
- Ensure staff routinely accesses the network using the Virtual Private Network remote access process to ensure they remember passwords.

5-10-2: RESPONSE

- In the event that a suspicious email is received, **do not open** any links or files associated with the file.

- If a cyber-attack or virus infection is suspected, report immediately to Information Technology Services Help Desk at 310-206-6951. Shut the suspected workstation(s) off, and do not email or transfer any files.
    - UCLA Information Technology Services Help Desk:
        - Homepage: http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=08057cbe6f03d010VgnVCM100000db6643a4RCRD
        - Phone: 310-206-6951
        - Normal Hours of Operation: Monday–Friday: 6am–6pm
        - Limited Support After–Hours: Saturday–Sunday: 8.30am–5pm; Monday–Friday: 6pm–midnight
- Alternate modes of communication such as, fax machines, scanners, phone calls, instant messages, and texting may need to be utilized to transmit information until the issue is resolved.

5-10-3: RECOVERY

- Report the animal program status to supervisor and ARC/DLAM.
- Re-establish all animal care programs and services.
- File an Emergency Event After Action Report.
- Assess all elements contributing to the occurrence of the event.
- Consider implementing procedures to prevent or lessen the effects of a future similar event.

5-11: Staffing Shortage Planning Guidance

5-11-1: ANIMAL PROGRAM MISSION DURING A STAFFING SHORTAGE

- Maintain the integrity of UCLA's animal research through the provision of humane animal care, regulatory compliance, and responsible stewardship of government property.

5-11-2: ANIMAL PROGRAM SERVICES DURING A STAFFING SHORTAGE:

Essential Services

- Basic husbandry
- Veterinary Care including:
    - Intensive Care
    - Veterinary Pathology Services
    - Veterinary Clinical Diagnostic Laboratory Services
    - Pharmacy Services
    - Sentinel Animal Testing
    - Rodent Weaning and Genotyping

- Technical and Logistical Support Services for selected, ongoing animal research activities.

Non-essential Services (0-3 weeks)

- Animal procurement including standing orders.
- Transport of animals except for humane care emergencies.
- Phenotyping services

5-11-3: ANIMAL PROGRAM STAFFING REQUIREMENTS DURING A STAFFING SHORTAGE

Staffing Shortage from Day 1 to Indefinite (Essential Personnel):

- Husbandry and cage-wash staff–fully staffed.
- Veterinary Technicians for animal observations and treatments–fully staffed.
- Facility and Clinical Veterinarians–partially staffed.
- Animal Program Directors and Animal Program Managers–oversee contract and facility operations.
- Facility Managers - monitor and manage facility capabilities and operations.
- Clinical Laboratory Staff - conduct diagnostic and disease testing.

Staffing Shortage > 7 days to Indefinite (>7 days=Essential Personnel):

- Administrative staff – Animal Care & Use Committee functions, purchasing and contracting.

Staffing Shortage 1-21 days (Non-Essential Personnel): [May become essential after 21 days]

- Behavior and Environmental Enrichment Staff
- Nutrition Staff

5-11-4: ANIMAL PROGRAM SUPPLY REQUIREMENTS DURING A STAFFING SHORTAGE

- Campus and loading dock access to trucks delivering supplies.
- Personnel at receiving docks, for receiving and managing supplies.
- A mechanism to pay supply vendors during the staffing shortage period.
- A system to communicate supply needs and resources between programs.
- Trucks and drivers available to move supplies between facilities.

5-11-5: EQUIPMENT AND FACILITY REPAIR REQUIREMENTS DURING A STAFFING SHORTAGE:

- Purchase and receipt procedures for procuring essential parts, equipment, maintenance, and contract services.
- Access to vendors and contractors working on critical equipment or facility projects.

5-11-6: CONTRACTOR CONTINUITY REQUIREMENTS DURING A STAFFING SHORTAGE

- Contract monitors to verify receipt of appropriate contracted staffing levels, services and products.
- Contractor payment program to ensure timely payment for contracted services or products.

5-12: Transportation Emergencies & Supply Failure (Weather, Road Blocks, Public Transportation Outage)

5-12-1: PREPAREDNESS

- Road closures and inclement weather can prevent transportation of staff and supplies. Maintain a current inventory list of supplies. Ensure adequate amounts of food and water are available to support the animal colony for the 5 – 7 days. Pre-stage husbandry supplies when possible.
- In preparation for adverse events that may close roads and impact public transportation, all essential employees should be advised in advance of their essential status and counseled on their role and responsibility within the animal program during these events. Consideration of altered work schedules comprised of shifts or teams to ensure continuation of mission critical activities may be necessary.
- Considerations need to be made in the event that essential personnel are required to shelter in place during the event. Overnight accommodations may be needed. In the event that local restaurants, food delivery services, and Clinical Center cafeterias are not accessible, food and water for up to a 3-day period should be kept on-hand for essential personnel.
- Personnel that utilize public transportation should have alternate transportation plans in place in the event that public transportation is impacted or shut down. Carpooling options should be considered.
- If a weather-related or other emergency arises before the workday begins, the Office of Emergency Management (OEM) will issue an announcement regarding the Operating Status of UCLA using the BruinAlert System
  - Current Operating Status: http://www.ucla.edu
- Emergency Radio Stations:
  - WPLX 1630 AM – broadcasts emergency information to the UCLA community.
- A list of additional local Alert Systems can be found in the Resources Section of this document.

5-12-2: RESPONSE

- Implement staffing plans to maintain mission critical activities and monitor supply levels throughout event.
- If necessary, coordinate with other facilities to maximize use of essential personnel.
- If supply stockpile is low or inadequate, notify DLAM so they can coordinate with another animal program to obtain necessary supplies in a timely manner.

5-12-3: RECOVERY

- Resume normal operations.
- Meet with essential personnel and key staff members to identify problems experienced during the storm and potential corrective actions to strengthen future readiness and response efforts.
- Implement corrective actions.

5-13: Triage Guidance for Disaster Events

('The determination of priorities for action in an emergency'; *i.e.*, treatment, evacuation, husbandry)

5-13-1: PREPARATION

- Establish a clear chain of decision-making authority for the triage of animal support activities during an emergency response.
- Establish emergency action (treatment, evacuation, and husbandry) priority lists. The triage lists may be based on: program services, animal species, animal ages, injury types, studies, animal health and infection status, and/or facility functions.
- Discuss the facility's triage priorities with the facility's supervisors and emergency response coordinators.
- Incorporate the facility's triage plan in day-to-day operational activities by the utilization of distinct color schemes or markers to signify the triage status of processes, equipment items or animals.
- Review the facility's emergency support priorities during the facility's annual disaster plan review.
- Identify alternative housing and transportation options.

5-13-2: RESPONSE

- Assess the situation: facility damage, facility support capability, emergency equipment availability, animal colony status,
- Focus emergency support to ensuring personnel safety, maintaining study integrity, conserving resources, and protecting animal life and well-being,
- Provide emergency support to the animal colony utilizing the facility's emergency support triage plan until directed otherwise by your supervisor.

5-13-3: RECOVERY

- Re-establish stable animal environments including containment for hazards.
- Re-establish pre-emergency food, medications, equipment, and supply levels.
- Review the effectiveness of the triage plan during the emergency response with the facility supervisors and leadership, and incorporate these findings in the Emergency Response After-Action Report.
- Adjust the triage plan as needed.

5-14: Media and FOIA Inquiries

5-14-1: PREPAREDNESS

- Phone call inquiries about any UCLA employee or scientific project should be directed to Media Relations.
- Facility personnel should not answer any questions which are inflammatory in nature. Refer these questions immediately to the Office of Media Relations and Public Outreach. (Steve Ritea 310-794-6846)
- Keep a list of contact numbers by the phone such as Facility Manager, Attending Veterinarian, etc.
- Ensure all facility personnel are familiar with the above procedures.
- Be certain that all individuals who answer the facility phone and admit personnel into the facility are aware of any impending problems.

5-14-2: RESPONSE

- Do not answer any media inquiries or general questions concerning scientific projects, individual staff members, or Freedom of Information Act (FOIA) inquiries.
- Threatening or Inflammatory Inquiries –
  - o Do not be rushed or provoked into making a wrongful statement.
  - o Calmly refer the caller to the Office of Media Relations and Public Outreach.
  - o Perform the following steps to trace the call:
    - After the caller disconnects the call, do not hang up the phone.
    - Press *57 and then hang up the phone. (This procedure will "capture" the phone line so that the phone company can trace it)
- Report the incident to UCPD at 310-825-1491.
- FOIA (Freedom of Information Act) Inquiries – Records Management & Information Practices (310-794-2600)

5-15: Facility Alarm Set Points

The below listed set points will be used as trigger points for various animal housing locations. When a facility exceeds the designated range, the following procedures will go into effect.

5-15-1: THE ALARM RESPONSE SYSTEM HAS TWO LEVELS

Tier 1 Warning Alarm:

- Requires that Facilities Management personnel respond within 15 minutes. Within two hours of a Tier 1 response, Facilities Management will notify the appropriate animal facility personnel of the Tier 1 warning alarm and provide a summary of the event and resolution.

Tier 2 Critical Response Alarm:

- Requires that Facilities Management personnel be on-site of the alarm within 15 minutes to mitigate and resolve the issue and will contact the appropriate animal facility personnel within 15 minutes to notify them of the issue. Facilities Management will notify the animal facility personnel using the contact information posted on the red Emergency Signs, so it is critical that this information be kept current and accurate.

5-15-2: ANIMAL FACILITY ALARM SET POINTS

Parameter	Set Point	Tier 1: Warning Range	Tier 2: Critical Response
Temperatures: (°F)			
Rodents	72°	<69° or >75°	<64° or >79°
Rabbits	65°	<62° or >68°	<61° or >72°
Non-human Primates	New World – 80° Old World – 76°	<77° or >82° <73° or >79°	<70° or >84° <64° or >84°
Carnivores	72°	<69° or >75°	<64° or >84°
Large Animals	72°	<69° or >75°	<64° or >84°
Poultry	72°	<69° or >75°	<64° or >84°
Aquatics	See below		
Humidity	30-70%	>70%	
Air Changes	10-15 ach	<5 ach	

Aquatics:

The general NIH standard of 82 deg F (+/- 2degF) is used in most zebrafish rooms and 68 deg F (+/- 2 deg F) in *Xenopus laevis* rooms, unless an adjustment in temperature is needed to meet the water temperature requirements of the species being held. As these are aquatic species and systems, we do not consider room humidity levels below 30% or air exchange rates below 10 ach to have an adverse health effect on the animals. Air changes should be adequate to prevent condensation on room equipment and surfaces. Sufficient air changes are required to remove the heat load to maintain the lower temperature requirements of some aquatic species such as *Xenopus laevis*. More air changes than necessary cause increased evaporation of system water which increases the amount of replacement water added to the system and can decrease stability of the system; as well as over-ventilating aquatic areas with higher temperature requirements such as zebrafish rooms.

Non-standard set points and alarm ranges for individual rooms are only established with approval of the Attending Veterinarian and Facilities Management.

5-15-3: CRITICAL CONCERNS FOLLOWING AN ANIMAL FACILITY CLOSURE

HOURS AFTER ANIMAL FACILITY CLOSURE:	Zero hour (Initial Building Closure)	6 hrs	12 hrs	18 hrs	24 hrs	48 hrs
CRITICAL CONCERNS: (These concerns are cumulative over time until full staff access to the facility is re-established and the impact of the closure event is determined.)	CONCERNS LISTED AT PREVIOUS TIMEPOINTS PLUS:					
	ROOM ACCESS TO TREAT INJURIES AND EVACUATE ANIMALS IF NEEDED AIR QUALITY ROOM AND CAGE SECURITY BIOSECURITY	ROOM ACCESS TO ASSESS ANIMAL HEALTH CAGE TEMPERATURES ELECTRICITY TO VENTILATED CAGES/ ISOLATORS	ROOM ACCESS TO TREAT CLINICAL AND SURGERY PATIENTS ROOM LIGHT CONTROL	ROOM ACCESS TO PROVIDE LIMITED HUSBANDRY CARE FOOD AND WATER AVAILABILITY STUDY INTEGRITY	ROOM ACCESS TO PROVIDE FULL HUSBANDRY CARE AND MONITOR ANIMAL HEALTH CAGE SANITATION	CONCERNS LISTED AT PREVIOUS TIMEPOINTS

FACTORS MODIFYING CRITICALITY OF ANIMAL PROGRAM CONCERNS:	EMERGENCY or DISASTER EVENT - (Fire, flood, weather, criminal activity, explosion ...) WEATHER CONDITIONS- (Snow, sleet, rainstorm, hurricane, tornado, seasonal temperature ...) TIME OF DAY – (Normal operating hours, morning, afternoon, evening, weekend, holiday...) SPECIES AND STRAINS HOUSED – (Nonhuman primate, swine, aquatic, rare mouse strain, gnotobiotic …) TYPE OF RESEARCH PROGRAM – (Infectious disease, surgery, cancer, aging, drug toxicity ...) OPERATIONAL PROCEDURES of the ANIMAL PROGRAM– (Contractor, facility footpaths, cage wash, weekend staffing level …) ANIMAL CAGING SYSTEMS – (Open rack, wall-mounted, ventilated racks, Horsfall, cubicles, specialty, isolators…) FACILITY DESIGN – (Multi-floor/story, biohazard, chemical hazard, barrier containment, elevators …) RELOCATION RESOURCES – (Transportation, crating, loading dock access, relocation space availability …) INSTITUTE MUTUAL AID AGREEMENTS – (Animal relocation space, communication, access, security, personnel …) PERSONNEL AVAILABILITY – (Contract specifications, temporary housing, technical qualifications, communications …) PUBLIC RELATIONS – (Media Relations involvement, public awareness, public concerns ...) UCLA COOP STATUS – (COOP activation level, concurrent emergency events, event response plan detail, reserve assets …) COMMUNITY ROAD NETWORKS - (Clogged access roads, temporary/permanent closures …) SUPPLIES—(Reserve levels, delivery schedules, storage spaces, security requirements, accounting systems…)

5-15-4: UCLA EMERGENCY RESPONSE CONTACT INFORMATION

EMERGENCY	
Police-Fire-Rescue-Hazmat-Off-campus	310-825-1491
LA PD TTY Telephone Line	911
Facilities Management Trouble Call Desk	310-825-9236
Medical Center Emergency Department	310-206-3929
Biosafety Officer	310-206-3929 or 706-877-8783 (after hours)
UCLA Continuity of Operations Plan-Office of Insurance and Risk Management	310-794-6948
NON-EMERGENCY	
UCLA Media Relations & Public Outreach	310-825-2585
UC Police (Non-emergency)	310-825-1491
Division of Fire & Rescue Services	310-575-8537
Fire Marshall	310-825-2684
UCLA Office of Emergency Management	310-825-6800
Environment Health & Safety	310-825-5689
Facilities Management Building & Utilities Repair	310-825-9236
Reporting Hazards	310-206-7994
Occupational Health	310-825-6771
UCLA RRMC Page Operator	#36 or 310-794-6699 or 310-825-6929
UCLA Vanpool	310-794-RIDE

5-16: Telecommunications Systems

During large or regional disaster/emergency events, the landline and cellular phone systems may be impacted due to damage or overwhelming call volume activity. Limit use of landline and cellular services, and maximize use of systems that require minimal bandwidth, such as Short Message Service (SMS text), Blackberry PIN, Instant Messaging, email, etc.

The National Communications Systems provides two telecommunication systems that can be used by national security and emergency response personnel to make priority landline and cellular calls.

- Government Emergency Telecommunications Service (GETS) can be used on various types of phones by dialing a universal access number. Individuals must be registered to use GETS, and there is a charge per minute for each call. See the NCS GETS website for more information: http://gets.ncs.gov/program_info.html
- Wireless Priority System (WPS) is for cellular phones. It requires that the cell phone be registered and the feature added by the cellular service provider. There are fees associated with this service such as an activation fee, monthly subscription cost, and additional per minute fees. See the NCS WEP website for more information: http://wps.ncs.gov/

5-17: Online Resources & Links

The following list contains resources, institutional documents, and web sites that may be useful during emergency/disaster preparedness and response:

5-17-1: ANIMAL BITES AND SCRATCHES

CDC National Center for Infectious Diseases

Herpes B virus Information
http://www.cdc.gov/herpesbvirus/index.html

NIH APD Guideline for the Development of Bite, Scratch, Splash Instructions for Employees Handling Macaques

http://oacu.od.nih.gov/UsefulResources/resources/APDGuideline_BiteScratchSplash.pdf

5-17-2: EVACUATION – ANIMALS

USDA Animal Care Emergency Programs

http://www.aphis.usda.gov/animal_welfare/ep/index.shtml

5-17-3: BIOHAZARDS

Biosafety in Microbiological & Biomedical Laboratories, 5th Ed. (BMBL)

http://www.cdc.gov/biosafety/

NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acids

http://oba.od.nih.gov/rdna/nih_guidelines_oba.html

5-17-4: CHEMICAL HAZARDS

General Chemical Storage Compatibility

http://www.ors.od.nih.gov/sr/dohs/Documents/General_Chemical_Storage_Compatibility_Chart.pdf

Material Safety Data Sheets

http://www.ors.od.nih.gov/sr/dohs/labservices/msds/pages/material_safety_data_main.aspx

5-17-5: FIRST AID

Automated External Defibrillators (AED) Locations at UCLA:

http://ehs.ucla.edu/Pub/IPD_AEDBview_08.09.pdf

Survival Center First Aid Tutorial

http://www.survival-center.com/firstaid/book.htm

5-17-6: NATURAL DISASTERS

Centers for Disease Control – Natural Disasters Preparedness Guide

http://www.bt.cdc.gov/disasters/index.asp

Federal Emergency Management Agency

http://www.ready.gov/natural-disasters

5-17-8: PREPAREDNESS

APD Development of Bite, Scratch, and Splash Care Instructions for Employees Handling Macaques

http://oacu.od.nih.gov/UsefulResources/resources/APDGuideline_BiteScratchSplash.pdf

Disaster Planning and Response Resources – Office of Laboratory Animal Welfare

http://grants.nih.gov/grants/olaw/disaster_planning.htm

Guidelines for Standards of Care in Animal Shelters

http://oacu.od.nih.gov/disaster/ShelterGuide.pdf

Pandemic Flu Planning

http://www.flu.gov/

USDA Emergency Preparedness & Response Factsheet

http://www.aphis.usda.gov/publications/aphis_general/content/printable_version/fs_emerpre..pdf

5-17-9: PREPAREDNESS AT HOME

Are You Ready? In-depth Guide to Citizen Preparedness – FEMA

http://www.ready.gov/document/are-you-ready-depth-guide-citizen-preparedness

Emergency Financial First Aid Kit - FEMA

http://www.operationhope.org/images/uploads/Files/effak2.pdf

Family Communication Tips - FEMA

http://www.ready.gov/family-communications

Food and Water in an Emergency – FEMA

http://www.fema.gov/pdf/library/f%26web.pdf

Preparing for Disaster – The American Red Cross

http://www.redcross.org/images/pdfs/preparedness/A4600.pdf

Prepare for Emergencies Now: Information for People with Disabilities - FEMA

http://www.ready.gov/sites/default/files/FEMA_Disabilities_R-6_web_june2012.pdf

Information for Pet Owners – FEMA

http://www.fema.gov/plan/prepare/animals.shtm

Preparing your Pets for Emergencies - FEMA

http://www.ready.gov/sites/default/files/documents/files/pets_brochure.pdf

5-17-10: TERRORIST HAZARDS

Department of Homeland Security Preparedness, Response, & Recovery

http://ipv6.dhs.gov/files/prepresprecovery.shtm

FEMA Terrorist Hazard Preparedness

http://www.ready.gov/terrorism

National Terrorism Advisory System

http://www.dhs.gov/files/programs/ntas.shtm

Chapter 6: Training and Documentation

6-1: Lab Membership

Please complete this section on an annual basis and whenever a new member is added to the lab and when changes are made to the plan. The ARC will ask to see this documentation at the time of facility inspection.

1. Record the name of all laboratory staff that are involved in the care and/or use of animals.
2. List the date that each member confirmed receipt / training on this plan. Each individual must initial their entry.
3. Identify the primary contact for the lab.

PI Name: _____   Date: _____

Staff: [multiple lines for individuals]

_____   Date: _____

_____   Date: _____

_____   Date: _____

_____   Date: _____

_____   Date: _____

_____   Date: _____

_____   Date: _____

_____   Date: _____

(Continue on additional pages, if needed)

Lab Primary Contact: _____

Home # _____

Cell # _____

Work # _____

6-2: Critical Resources and Continuity of Operations

The eighth edition of the Guide for the Care and Use of Laboratory Animals (http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-Laboratory-animals.pdf) indicates that institutional plans should, when possible, describe "…how the facility will preserve animals that are necessary for critical research activities or are irreplaceable" (The Guide, p. 35). To help you determine those resources that are critical to continued research operations, please complete the self-assessment, located on the following page, on an annual basis.

Scientists are encouraged to share unique resources (*e.g.,* genetically modified mice/fish, tissue samples) with colleagues across the country and/or to cryopreserve these resources at an off-site facility, preferably one that is not in Southern California. DLAM can provide assistance with cryopreservation services.

Data preservation is also key, therefore efforts to back-up or securely cloud-store these resources should also be addressed by the PI.

Topic	Question	Answer
Backup of Research Data	Do you back up your important research and instructional documents & data in a different location so that they are retrievable in the event their primary location such as a server, office, or computer is destroyed?	☐ Yes ☐ Partially/Somewhat ☐ No ☐ Don't Know ☐ Does not apply Comments:
Availability of resources used in research	Have you made arrangements to protect your research in the event normal service providers, materials, and/or utilities, are not available? For example coping with the loss of refrigeration, loss of HVAC, etc.	☐ Yes ☐ Partially/Somewhat ☐ No ☐ Don't Know ☐ Does not apply Comments:
Alternate Location	If a disaster forced your building to close for lengthy repairs, are you able to conduct at least part of your research from another remote location? This could include having a collaborator in a different region who can be a backup for you.	☐ Yes ☐ Partially/Somewhat ☐ No ☐ Don't Know ☐ Does not apply Comments:
Communications	Do you have and distribute a contact list of all important people who might need to be in contact with each other after a disruption?	☐ Yes ☐ Partially/Somewhat ☐ No ☐ Don't Know ☐ Does not apply Comments:
Comments	What other concerns regarding continuing your research after a disruptive event do you have?	Comments:

6-2-1: SELF-ASSESSMENT

Chapter 7: Glossary of Acronyms

AAR-After Action Report

AED-Automated External Defibrillator

APHIS-Animal Plant Health Inspection Service

ARC-Animal Research Committee

ATC-Area Team Coordinator

AVMA-American Veterinary Medicine Association

AWA-Animal Welfare Act

BAS-Building Automation System

BSO-Biosafety Officer

CPR-Cardio Pulmonary Resuscitation

CRT-Crisis Response Team

DEC-Department Emergency Coordinator EM Emergency Management

DLAM-Division of Laboratory Animal Medicine

EH&S-Environmental Health and Safety

FEMA-Federal Emergency Management Agency

FTC-Floor Team Coordinator

FTE-Full Time Equivalent

HVAC-Heating, Ventilation and Air Conditioning

ISDN-Integrated Services Digital Network

ITS-Information Technology Services

MSDS-Material Safety Data Sheet

OEC-Occupant Emergency Coordinator

OHF-Occupational Health Facility

OIC-Officer in Charge

SOP-Standard Operating Procedure

UCPD-University of California Police Department

UILA-Unique Identifier Label