



INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Disaster Plan

Research and Teaching Animal Facilities

This document is designed to:

- Prepare laboratory animal staff and animal users for potential emergencies
- Guide laboratory animal staff and animal users during emergencies
- Assist laboratory animal staff and animal users in the avoidance and anticipation of dangerous situations.

General information

Emergencies, accidents and injuries can occur at any time. Being prepared is essential to minimizing the effects of emergency situations on the health and well-being of people and animals.

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

For more information on emergency procedures in WSU animal research facilities, contact:

Animal Emergency Management Director :

Dr. Steven Russell, WSU Campus Veterinarian (509) 335-2023 (office)

Headquarters for animal emergency communications:

Office of the Campus Veterinarian, Lab Animal Resource Center, Grimes Way, WSU Pullman

(509) 335-6246 (OCV Main Line)

WSU EMERGENCY SERVICE NUMBERS

- WSU Police and Fire (EMERGENCY): **911**
- WSU Police (WHITCOM non-emergency): 509-332-2521
- Whitman County Sheriff (non-emergency): (509) 397-6266
- Pullman Police Department (non-emergency): (509) 334-0802
- Pullman Fire Department (non-emergency): (509) 332-8172

- WSU Facilities Operations (24 hour trouble shooters available): 509-335-9000
 - WSU Veterinary Teaching Hospital (24 hour services available): 509-335-0711
 - Washington Animal Disease Diagnostic Laboratory (WADDL): 509-335-9696
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Preparedness

Know the locations of the following items in your facility:

- Emergency information: manuals, telephone numbers
 - Telephones
 - Stairs
 - Fire alarms and fire extinguishers
 - First aid kits
 - Eyewash station
 - Flashlight and fresh batteries
 - Portable radio and fresh batteries
 - Everyone should carry personal emergency telephone numbers with them as much of the time as practical.
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Emergency categories

Emergency situations will be divided into four categories for the purposes of this document:

- Natural disasters (earthquake, large winter storms, flooding)
 - Facility malfunctions (ventilation or power failure)
 - Hazardous material spills
 - Security threats (bomb threats, animal rights demonstrations)
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Emergency levels and response

Emergencies may also be categorized by the level of impact, ranging from equipment failure at a single facility to catastrophic building damage at multiple facilities. The operational organization necessary for responding to each level of emergency depends upon the size and complexity of the emergency and of the facility impacted.

Level 1: Minor emergency. Will be handled by AC staff, Investigators, OCV and may require WSU Facility Operations help. No outside help required. Examples: short term power outage, weather which briefly prevents personnel from reaching campus.

Level 2: Emergency requiring outside assistance. Examples: fire, localized flood, biohazard spill. Animal care staff, investigators and OCV may be involved in animal care.

Level 2 emergencies will require outside assistance from other departments and/or city emergency response personnel. For instance, a bomb threat may involve Washington State University Public Safety personnel, Pullman Emergency Medical Services, and Pullman City or County Law Enforcement.

Level 2 emergencies typically involve a single facility or building. Damage assessment will be conducted by the Director of OCV and emergency personnel and reported directly to Facility Operations and Campus Police. The OCV staff member on site with highest seniority will assume these responsibilities in the absence of the Director. While level 2 emergencies may be extensive, local University and community resources are generally readily available to assist.

Level 3: Catastrophic event (such a major earthquake, major snowstorm), everyone is aware, outside assistance may be overwhelmed. Priority for human safety may not allow for animal care.

Level 3 emergencies are infrequent and catastrophic and will likely exceed the capacity of local emergency response teams. Laboratory animal staff may need to respond to the crisis for several hours or longer without outside assistance. As in level 2, the Director of OCV or the OCV staff member on site with highest seniority will communicate damages directly to Facility Operations and Campus Police. Emergencies of this level are under the direction of the President of the University or his/her designee, as outlined in the Washington State University Disaster Plan. The OCV staff will follow all directives and instructions issued by these authorities.

Level of emergency	Description	Contact	Response action
Level 1 Handled by OCV staff	Minor illness/injury	Main line: (509)335-6246 E-cell: (509)330-1871	Administer first aid
	Small chemical, radiation or biohazard exposure or spill	EH&S: (509) 335-3041	Administer first aid if safe to do so; clean up with supervision
	Equipment or temperature alarm, power failure	Fac. Ops. (509)335-9000	Check room temperatures; open doors to vent rooms if ventilation is out or temperatures are ≥ 84 °F
	Peaceful demonstration	Police: (509)332-2521	Be courteous; Do not interact with demonstrators; Leave area
	Bomb threat; suspicious items	911	Calmly evacuate the facility

Level 2 Requires outside assistance	Major medical	911	Dial 911; Administer first aid; Call out for help
	Large chemical, radiation or biohazard exposure or spill	911 EH&S: (509) 335-3041	Leave room, Post sentry, Call support personnel, Administer first aid as possible
	Fire	911	Call 911 first if closer to telephone than fire alarm; Pull alarm; Evacuate building; Account for fellow employees
	Illegal/criminal activity	911	Seek safety away from threat
	Localized flooding	Fac. Ops. (509)335-9000	Unplug electrical equipment; Move rodent boxes from bottom shelves to top; Evacuate building.
Level 3 Outside emergency responders may be overwhelmed: expect delayed assistance	Major natural disaster (earthquake, storm, flooding, large-scale terrorism)	911	Safety check; Administer first aid as possible; Assess damages; Evacuate building if safe to do so.

Emergency Animal Care Principles

In all emergencies, human life and safety will take precedence over animal life. The laboratory animal staff or animal users must not put themselves or their colleagues in danger in order to evacuate animals. The lab animal staff will work together with the Director of OCV to determine appropriate actions based on the individual emergency situation.

In the event of a large scale disaster, euthanasia of animals may be necessary. Euthanasia will be a last resort and will be conducted under the direction of the Director of OCV.

Questions concerning emergency animal care may be directed to the Director of the Office of the Campus Veterinarian (509) 335-6246.

Safety Information Principles

Access to animal research facilities is restricted in order to provide safety for the health and well-being for the research animals and for the personnel who work there. Entry is coded on WSU badges and/or secure keys and is granted by the Director of OCV, animal facility manager or their designee. Individuals using animal research facilities should carry their badges at all times and should not let strangers enter with them. After hours, the facilities are protected by a security alarm system and officers from the WSU Campus Police.

General Disaster Protocol for Animal ID, Triage, Transportation, or Euthanasia

1. Identification of genetically distinct or irreplaceable animals

A system of cage/pen card identification markers will be used. These markers will be a bright, reflective color stating "save me" applied to cage cards of animals identified by investigators for saving if at all possible. The markers will be standardized throughout Pullman main campus animal facilities as well as WSU satellite facilities in Spokane, Vancouver and Prosser, Washington.

2. Triage of animal populations

In the event of a major disaster affecting a localized group of animals or campus-wide disaster, injured or affected animals will be triaged by trained animal care personnel and/or emergency veterinary staff as long as human safety is not compromised. Those animals deemed savable will be treated on site if possible, and/or transported to suitable, predetermined locations for further care. Those with life-threatening injuries or conditions not amenable to recovery will be humanely euthanized on site by trained personnel.

3. Relocation/Transportation of animals following or during a disaster, or preemptive movement in case of an impending disaster with warning

In the event animal removal/relocation from a building(s) is needed, traditional laboratory rodent and rabbit colonies will be moved to other like animal-approved facilities on campus if possible. If fish need to be relocated, the University of Idaho (8 miles east of Pullman) has aquatic facilities able to accommodate a small percentage of WSU fish. Large animals (domestic livestock) will be transported or herded to safe pastures, barns, etc. on Pullman campus or hauled to surrounding agricultural facilities, such as the Palouse Empire Fairgrounds located 15 miles from campus or the University of Idaho animal science facilities. Resident herds/groups of wildlife (deer, bighorn sheep and grizzly bears) may be more difficult to relocate. If possible these animals would be heavily sedated and loaded into transport vehicles for movement to predetermined safe, suitable areas.

4. Mass euthanasia of research and/or teaching animals

If it becomes necessary to euthanize colonies, rooms, herds, barns, etc. of animals, trained personnel will accomplish this. CO₂ or inhalant anesthetic euthanasia of rodents, birds, <25 lb pigs will be utilized if possible. Chemical (Na pentobarbital) IV or IP euthanasia of larger species, including rabbits, will be done, with or without preliminary sedation/anesthesia if time, appropriate materials and personnel allow. In the event of a catastrophic barn fire or other situation which renders large animals severely

injured and panicked but still alive, authorities may resort to lethal gunshot as directed by the Attending Veterinarian or his designee.

Reporting Incidents

All incidents, including threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to WSU Police.

Washington State University Police and Campus Safety Services

- Life-threatening emergency: 911
- Non-emergency: 509-332-2521

When to Call

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

What to Say

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

When NOT to Call

- **DO NOT CALL** to report that an **EARTHQUAKE** has occurred. Listen to the radio for damage information.
 - **DO NOT CALL** to describe the **WEATHER** (for example, it's snowing).
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First Aid

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

Response Actions

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

Basic Procedures

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

Major Medical Emergencies

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

Major medical emergencies include the following:

- Severe bleeding
- Head injuries

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

Response Actions

1. Assess the situation. Is the scene safe?
2. If the scene is safe for assisting the victim, one person should stay with the victim and administer first aid, others should call for help.
3. Call Pullman Emergency Medical Services (911) and state that you need medical aid. Stay on the phone with the dispatcher and answer as many questions as possible so that additional information can be transmitted to the responding aid unit.
4. Give the following information to the dispatcher:
 - Facility name, including building name and street address
 - Room number and floor
 - Type of problem or injury
 - Individual information
 - Sequence of events leading to the emergency
 - Medical history or doctor (if known)
5. Call for additional help or instruct another bystander to get additional help
 Medical doctors: WSU Health and Wellness 335-3575
6. AED (Medtronic Lifepak defibrillator) Automated external defibrillator
 - If you are not trained to use an AED, it is imperative that you know where it is so you can go get it while someone trained in CPR and AED use can stay with the victim and administer first aid. An AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia and is able to treat through defibrillation. With simple audio and visual commands, AED are designed to be simple to use for the layman.
7. Meet the EMS team in the parking lot to direct them to the location of the victim.

Utility Failures

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

Readiness

- Know the location of a flashlight and back-up batteries.
- Know how to read both the animal room thermometers mounted in the main corridors and those permanently mounted inside the rooms.
- Know which portions of the facility are handled by different air handlers or can be affected uniquely.
- Know the locations of temperature alarms

Response Actions

Facilities Operations contact: (509)335-9000

Temperatures below 65°F should be reported for correction by Facilities Operations. Call (509)335-9000. Describe the problem, the location of the problem (use specific building and room numbers), and your specific request that Facilities Operations be notified. Also request that the Facilities Operations personnel responding to the call contact you or the facility director after the problem has been addressed.

In the event of power failure, locate the flashlight. Unplug all computers, monitors, printers, cage washers, and autoclave to prevent damage from electrical surge when the power is restored. Contact Facilities Operations as described above.

Special Considerations

Any animals that are physically dependent upon electrical power to support their life and well-being should be checked on first. Examples would include aquatic systems, animals in sealed chambers, or temperature sensitive animals in enclosed rooms such as at the Swine Center. If emergency back-up power does not come on quickly, take action to remedy the immediate danger. For example, blubbers should be placed in aquatic tanks and door should be propped open to allow air circulation.

Major Winter Storms

Occasionally, major winter storms in Pullman are associated with rapid and significant snow fall. Road conditions may preclude staff from arriving to work on time or at all. The safety of human life is always the priority in

these situations. Employees should not risk their personal safety to take care of animals in the facility. However, employees who live near the University are asked to make efforts to arrive even if the University has been officially closed for classes.

Readiness

It is a good idea to have winter safety equipment in personal vehicles, including sand, a shovel, tire chains, a broom, snow boots, insulated coveralls or other warm clothing, gloves, safety flares, potable water, and food.

Keep important family phone numbers in case you are snowed in at work and cannot get home.

Response Actions

If a major storm occurs during the regular work week when bedding changes and full cage washes are scheduled and only 1 or 2 employees are able to make it to work, perform daily health checks in all animal rooms not scheduled for bedding changes or full cage washes first. Also check for food and water and replenish as required.

- If time allows AFTER daily health checks have been done, then do the scheduled bedding changes and full cage washes as time allows. If the entire room cannot be completed, be sure to do required daily health checks on remaining animals and write a note as to where the bedding changes or full cage washes stopped.
- Call the facility director or attending veterinarian to inform him/her of the status of the animals and the facility.

Fire

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

Readiness

- Locate building exits, fire extinguishers, and the fire alarm nearest your work area
- Identify at least 2 evacuation routes that lead safely outside the building. Review the floor plan maps for your facility. Maps are conspicuously posted in main corridors near the entrances.
- Locate the designated assembly place outside of your building.

- Notify the facility director if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be arranged to provide for your safe evacuation.
- Keep flammables in appropriate cabinets.
- Keep hallways clear.

Response Actions

1. Notify the Pullman Fire Department immediately (911).
 - Pull a fire alarm.
 - If a phone is closer than a fire alarm, call the Pullman Fire Department (911) first. Then pull a fire alarm as you are evacuating the building.
2. Fire suppression
 - Some small, well-contained fires, such as trash can fires, may allow use of a fire extinguisher.
 - Do not use the fire extinguishers unless you are trained to do so.
3. Evacuation procedures
 - Leave the building by following the fire exit route posted in the main corridors and near stair wells and elevators. Do not use elevators for evacuation.
 - "GET LOW and GO" to avoid contaminated, smoke-filled air.
 - "STOP, DROP, and ROLL" if your clothing catches on fire.
 - Supervisors are the last to leave the area, accounting for all personnel at the designated assembly area.
4. After the fire marshal approves the building for re-entry, move rodent boxes from top shelves on racks to bottom shelves and larger mammals such as rabbits from top cages to bottom cages, away from any remaining toxic gases near the ceiling. Evacuate animals only at the direction of the facility director and/or the director of OCV.

Earthquakes

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

Preparation

Check your work area(s) for heavy objects or equipment that could fall on top of you during an earthquake or that could block corridors, escape routes, and exits. Rearrange work areas as necessary to prevent these problems.

Be aware that you may not be able to get home after an earthquake due to blocked or damaged roads and/or bridges. Keep emergency supplies such as family phone numbers, flashlight, battery-operated radio, and first aid kit on hand.

Identify safe areas in the work place that will provide you with protection from falling objects such as sturdy tables or desks. In the event that these items are not close by, stand near an inside wall or in a hallway. Be aware that doors may swing back and forth uncontrollably.

Response Actions

During earthquake shaking

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

After the earthquake shaking stops

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

Earthquake Evacuation

- After the safety of evacuation routes has been verified, exit according to established fire evacuation plans. Follow the instructions of your supervisor or other security personnel on site if the fire evacuation route is blocked or unsafe.
- Use the stairs, not the elevator.
- Do not attempt to remove animals from the building.
- Call for emergency assistance only if someone is injured or has a medical emergency. The authorities already know there was an earthquake. Unnecessary phone calls may delay emergency responders.

- Listen to the radio for information.
 - Go directly to the assigned assembly area so that all personnel can be accounted for as quickly as possible.
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Animal Activist Demonstration

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

Response Actions

- Remain calm.
 - Be courteous.
 - Avoid an incident.
 - If you arrive during a disturbance, leave the area at once.
 - If you are inside the building, stay in your office or work area.
 - If you are inside the building and need to leave, request an escort from WSU Police, (509)332-2521.
 - Use the stairs to exit the building rather than the elevators.
 - If you learn of animal activists targeting Washington State University in any way, including researchers' homes, main facilities, or satellite facilities, alert the facility director and WSU Police.
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Bomb threat, Bomb or Suspicious Item Found

Bomb threats are usually received by telephone but can also come by note or letter. Most telephoned bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls are to be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat by telephone, do not hang up. It is important that you remain calm and try to prolong the conversation to get as much information as possible. After the call has ended, immediately call 911.

ALWAYS PRESUME THAT BOMB THREATS ARE REAL.

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

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

Bomb Threat by Phone: Response Actions

- Remain calm
- Stay on the telephone
- Collect as much information as possible. Follow the bomb threat check list.
- Report the threat to WSU Police (911). If possible, get a co-worker to do this while you continue talking to the caller.
- Survey your work area for unusual packages or foreign objects in an unusual place. If you find something, do not touch it. Contact WSU Police, to alert them of the location.

Suspected Bomb or Suspicious Item Found: Response Actions

- If you see a package or foreign object in an unusual place, leave it alone. Do not touch it.
- Quickly study the size, location, and any other specific details you can remember about the object.
- Call 911.

Bomb Threat Evacuation: Response Actions

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