



INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Disaster Plan- Research and Teaching Animal Facilities

Last Revised: August 2022

This document is designed to:

- Prepare animal care, research and teaching personnel for potential emergencies
- Guide animal care, research and teaching personnel during emergencies
- Assist animal care, research and teaching personnel 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 animal husbandry staff and investigators should 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.

Unit Emergency Response and Continuation of Operations Planning:

- All units must have an area-specific Emergency Response plan and a Continuation of Operations (COOP) plan. Please refer to the WSU Office of Emergency Management web site (<https://oem.wsu.edu>) for information and guidance on writing these plans.

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

Animal Emergency Incident Command Structure

Primary Incident Command - OCV Director & Attending Veterinarian:

Dr. Nina Woodford: WSU Attending Veterinarian: (509) 335-6246 (office) or (509) 330-1871(emergency cell)

Secondary Incident Command

- **Assistant Director of Campus Veterinary Services:** Dr. Gay Lynn Clyde, WSU Campus Veterinary Services Veterinarian: (509) 335-6246 (office) or (509) 330-1871(emergency cell)
- **Assistant Director; Program for Laboratory Animal Resources – Spokane:** TBD, WSU Campus Veterinary Services Veterinarian (509)358-7825(office) or (509) 330-1871 (emergency cell)
- **Assistant Director; Animal Welfare Program:** Alan Ekstrand, WSU Campus Office of Research Assurances (509)335-7951(office) or (530)979-7007 (cell)

Headquarters for animal emergency communications:

Primary: Office of the Campus Veterinarian, Laboratory Animal Resource Center, 2600 Grimes Way, WSU Pullman
(509) 335-6246 (OCV Main Line)
(509) 330-1871 (after-hours emergency OCV veterinary services line - PULLMAN, SPOKANE, VANCOUVER, TRI-CITIES & Other)

Secondary: Animal Welfare Program Office, Neill Hall, 200 SE Waller Way Mall, WSU Pullman
(509) 335-7951 (AWP Assistant Director)

WSU EMERGENCY SERVICE NUMBERS

- WSU ALL CAMPUSES: Police and Fire (EMERGENCY): **911**

Whitman County – WSU Pullman (Pullman, WA):

- WSU Pullman 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
- Pullman - Environmental Health and Safety: (509) 335-3041
- Pullman - Facilities Operations (24 hour trouble shooters available): 509-335-9000
- Pullman – WSU CVM Veterinary Teaching Hospital (24 hour services available): 509-335-0711
- Washington Animal Disease Diagnostic Laboratory (WADDL – State Diagnostic Lab) located in Pullman: 509-335-9696

Spokane County – WSU Spokane (Spokane, WA):

- Spokane – Campus Safety and Security (non-emergency): (509) 358-7995 (or dial #40 from any Spokane campus phone)
- Spokane – Environmental Health and Safety: (509) 358-7621
- Spokane - Facilities Operations: (509)358-7760

Clark County – WSU Vancouver (Vancouver, WA):

- Vancouver - Campus Police: (non-emergency): (360) 546-9001 or pager (360) 690-1527
- Vancouver – Environmental Health and Safety: (360) 546-9000
- Vancouver - Facilities Operations: (360) 546-9000

Benton County – WSU Tri-Cities (Richland, WA):

- Tri-Cities - Campus Security (non-emergency): (509) 372-7698
- Tri-Cities - Environmental Health and Safety: (509) 372-7163
- Tri-Cities - Facilities Operations: (509)372-7243

Pierce County – WSU Puyallup Research & Extension Center (Puyallup, WA):

- Puyallup - City of Puyallup Police (non-emergency): (844) 821-8911
- Puyallup – Environmental Health and Safety: (253) 445-4578 or (253) 405-1025
- Puyallup - Facilities Operations: (253)445-4578 or (253) 405-1025

Preparedness

Know the locations of the following items in your facility:

- Emergency information: manuals, telephone numbers, Unit Emergency Response and COOP plans
 - 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.
 - Animal Facilities should have access to stocks of extra food and a back-up source of potable drinking water at all times for the animals. Stocks of perishable supplies should be rotated on a regular basis to ensure freshness and nutritional quality.
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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 & utility failures (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 that is a localized incident. This type of emergency can be handled by WSU personnel such as animal care, research or teaching personnel or OCV veterinary staff and may require WSU Facility Operations or Environmental Health and Safety assistance. No outside help required. Examples: short term power outage, weather which briefly prevents personnel from reaching campus, small chemical spills, alerting of environmental monitoring alarms, or minor medical issues with humans or animals.

Level 2: Emergency requiring outside agency assistance. Examples: fire, localized flood, biohazard spill, suspected security breach or criminal activity. Animal care, research and teaching personnel and OCV veterinary staff may be involved in securing animals and animal care. Level 2 emergencies will require outside assistance from other

departments and/or local 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. Animal care, research and teaching personnel 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 locally	Minor illness/injury	Supervisor and/or staff member with first aid training.	Administer first aid Complete WSU Incident Report
	Small chemical, radiation or biohazard exposure or spill	Campus EH&S	Administer first aid if safe to do so; clean up with supervision
	Equipment or temperature alarm, power failure	Campus Facility Operations Notify OCV veterinary staff if temperature is out of acceptable range	Check room temperatures; open doors to vent rooms if ventilation is out or temperatures are out of acceptable range for the species.
	Peaceful demonstration	Local Campus Security or Police	Be courteous; Do not interact with demonstrators; Leave area
Level 2 Requires outside assistance	Bomb threat; suspicious items	911	Calmly evacuate the facility
	Major medical	911	Dial 911; Administer first aid; Call out for help Once medical care is provided, complete WSU Incident Report.

	Large chemical, radiation or biohazard exposure or spill	911 Campus EH&S	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	Campus Facility Operations	Unplug electrical equipment; Move rodent cages or other low level animal enclosures from bottom shelves to top or higher shelving; Evacuate building.
Level 3 Outside emergency responders may be overwhelmed: expect delayed assistance	Major natural disaster (earthquake, storm, flooding, large-scale terrorism)	911 Contact OCV vet staff if there are animal welfare concerns.	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 animal care, research and teaching personnel must not put themselves or their colleagues in danger to evacuate animals. The animal care personnel will work together with the Attending Veterinarian to determine appropriate actions based on the individual emergency situation. In the event of a large-scale disaster or significant animal welfare concern, euthanasia of animals may be necessary. Euthanasia will be a last resort and will be conducted under the direction of the Attending Veterinarian. Questions concerning emergency animal care may be directed to the Attending Veterinarian and Director of the Office of the Campus Veterinarian at (509) 335-6246.

Safety Information Principles

Access to animal research facilities is restricted 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 Attending Veterinarian, animal facility manager or their designee. Individuals using animal research facilities should always carry their badges 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

It is the responsibility of the investigator using animals at WSU to mitigate the potential impact of a disastrous event on his/her research and data. Investigators are encouraged to cryopreserve unique animal strains when possible. Investigators with irreplaceable animals or animals necessary for critical research should collaborate with OCV veterinary staff and Animal Facility Manager to label those cages or animals for easy identification during a disastrous event. A consistent, obvious, and easy to maintain identification system will be devised in collaboration between the OCV, facility staff, and the researchers.

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, rabbit and other small animal colonies will be moved to other animal 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. If possible, resident herds/groups of wildlife (deer, bighorn sheep and grizzly bears) would be heavily sedated and loaded into transport vehicles for movement to predetermined safe, suitable areas.

4. Depopulation of research and/or teaching animals for Humane Reasons

During a disastrous event or catastrophe, the euthanasia of large numbers of animals (depopulation) may be necessary. Humane treatment of the animals and use of approved methods are essential for this response action. If it becomes necessary to euthanize colonies, rooms, herds, barns, etc. of animals, trained personnel will provide for this necessary response. WSU IACUC Policy #28 provides guidance and methods of approved euthanasia of various species as per the 2020 AVMA Guidelines on Euthanasia and the 2019 AVMA – *Guidelines for Humane Slaughter of Animals*. If there are urgent circumstances that require rapid depopulation, methods described in the 2019 AVMA Guidelines for the Depopulation of Animals will be employed as directed by the Attending Veterinarian or his designee. Death will be confirmed by trained personnel following the procedure.

Reporting Incidents

All incidents, including threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to WSU Police. Incidents which impact or potentially impact animal welfare should be reported to the WSU Attending Veterinarian. Incidents that may garner media attention (whether it directly impacts animal welfare or not), should be reported to the WSU Attending Veterinarian AND the WSU Animal Welfare Office

Washington State University Police and Campus Safety Services

1. Life-threatening emergency: 911
2. Non-emergency: Campus Police or Security – see numbers listed in *WSU Emergency Service Numbers* section

When to Call

3. Fire
4. Localized flooding
5. Personnel suffering a 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), signs of shock.
6. Crime in progress
7. Active Shooter
8. Bomb or other threat that may pose imminent danger to structures or personnel or animals

What to Say

9. WHAT: Give the type of problem or injury
10. WHERE: Give your facility name and address
11. HOW: Describe the emergency
 - Step by step, how did it happen? Is the area safe?
12. 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.
13. CONTACT: Give the telephone number to be used to call you back
 - Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
14. HELP: Return to help with the victim(s) if the area is safe

When NOT to Call 911 or Campus Security

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

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

- Assess the situation. Never move a person who is injured or unconscious unless there is further threat to life to remain.
 - If the scene is safe for assisting the victim, one person should stay with the victim, others should call for help, collect first aid supplies or AED. Unless you are trained in first aid and/or AED use, follow directions of the dispatcher or medical professional.
 - 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. 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)
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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. Other utility problems include plumbing failures, gas leaks and elevator failures.

Readiness

- **Power Outages and HVAC Issues:**
 - Know the location of a flashlight and back-up batteries.
 - Know which systems are critical (aquatics, ventilated caging, etc) and the necessary actions to take to maintain critical systems (generator, relocating animals, etc)
 - Place and monitor minimum-maximum thermometer/hygrometer readers. These battery-operated units give the environmental extremes over a 24 hour period.
 - Know which portions of the facility are handled by different air handlers or can be affected uniquely.
 - Know the locations of temperature alarms. Know who to call if an alarm sounds.
 - Know where the extra stores of animal food, bedding, and water sources are located and ensure they are stocked.
- **Plumbing Failures:**

- Know where to shut off water
- Keep drains clear and free of debris
- **Gas Leaks**
 - Know how to detect for gas leaks if this type of utility is in your work space
 - Know evacuation procedures and who to call if suspected
- **Elevator Failure**
 - Know proper operation of the elevators in your work building and if they are equipped with an elevator phone

Response Actions

- **Power Outages and HVAC Issues:**

Environmental conditions of animals are to be checked daily and documented. If environmentally controlled animal room temperatures fall out of the range set for the species housed, do the following:

1. Contact your campus facilities operations staff to troubleshoot the HVAC problem.
 - WSU PULLMAN: Call (509)335-9000 and log the event under a work request at myfacilities.wsu.edu.
 - WSU SPOKANE: Call (509)358-7760 and use the online Work Order Request Form at spokane.wsu.edu/facilities
 - WSU VANCOUVER: Call (360)546-9000
 - WSU TRI-CITIES: Call (509)372-7243
 - WSU Puyallup: Call (253)445-4578 or (253) 405-1025
2. Contact OCV veterinary staff so the animal's wellbeing can be assessed if necessary.
 - Pullman OCV Veterinary Staff: (509)335-6246*
 - Spokane OCV Veterinary Staff: (509)358-7825

**For Vancouver, Puyallup and Tri-Cities – contact the Pullman OCV veterinary staff*

Describe the problem, the location of the problem (use specific building and room numbers), and your specific request that Facilities Operations be notified. Inform Fac. Ops staff that live animals are housed in the room and that a timely prompt response is critical for research and animal welfare. Also request that the Facilities Operations personnel responding to the call contact you or the facility manager/director after the problem has been addressed.

In the event of power failure,

- Locate the flashlight
- If you are able, power down and unplug computers & non-essential equipment.
- Evacuate the building if the fire alarm sounds.
- Do not use fume hoods.
- Do not use elevators.
- Contact Campus 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 and monitored during the utility failure. Examples would include aquatic systems, animals in sealed chambers or cages, or temperature sensitive animals in enclosed rooms. If emergency back-up power does not come on quickly, take action to remedy the immediate danger. For example, bubblers should be placed in aquatic tanks and animal room door should be propped open to allow air circulation.

- Plumbing Failures:
 - Cease using all electrical equipment.
 - Cease using all plumbing fixtures.
 - Evacuate if necessary.
 - Call Campus Facilities Operations.
 - Gas Leaks
 - Cease all operations immediately.
 - Do not switch lights on or off.
 - Evacuate as soon as possible.
 - Call 9-1-1.
 - Call Campus Facilities Operations and Environmental Health & Safety
 - Elevator Failure
 - If you become trapped in an elevator, pick up the elevator phone to be connected to dispatch. If elevator is not equipped with a phone, use your cell phone and call 911. Elevator maintenance and/or emergency personnel will respond to your location to release you from the elevator.
 - Do not attempt to open the elevator.
 - Do not attempt to remove the passenger from the elevator.
 - Stay calm. Do not attempt to exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
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Major Winter Storms and Severe Weather Events

Occasionally, major winter storms are associated with rapid and significant snow fall. Other forms of severe weather include thunderstorms, high winds, flooding, hail and tornados. 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

- 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. Assemble an emergency preparedness kit.

- Sign up for WSU Alerts through myWSU. <https://alert.wsu.edu> and download the app on your cell phone.
- Tune into local television or radio stations for up-to-date information.
- Be aware of developing weather risks. Follow the National Weather Service for weather watches, warnings and updates.
- Charge your cell phone and make sure there are fresh batteries in flashlights and radios.
- Keep important family phone numbers in case you are snowed in at work and cannot get home.
- In case of delayed or cancelled shipments of animal care supplies, animal facilities should have stocks of extra food and potable drinking water stored at all times for the animals. These stocks of perishable supplies should be rotated on a regular basis to ensure freshness and nutritional quality.
- Have a plan to shelter in place. See [shelter in place](#) information on page 20.

Response Actions

- Exercise appropriate judgment for severe weather activities.
- Stay inside as much as possible. If animal care entails outdoor duties, appropriate work attire should be worn to protect workers from the elements.
- Minimize travel during the storm. If the use of WSU vehicles is required to perform animal care tasks, ensure these vehicles are maintained for proper use during severe weather events (i.e. winter tires, functional windshield wipers, brakes in proper working order, vehicle heating and cooling systems are functional, lights working, etc)
- During high winds, avoid areas with tall trees and stay clear of downed power lines.
- During flooding, do not drive or walk into flood water higher than 6 inches.
- Animal Care during severe weather: If severe weather prevents most animal care staff from being able to report for work, staff should be trained on the animal facility's Contingency of Operations Plan (COOP). Animals must be checked at least once daily every day (365 days per year). If lack of staff is available to perform this essential function, contact the facility manager/director and the OCV veterinary staff for assistance in assessing the animals. During such event, the facility manager/director and the OCV veterinary staff should be kept informed as to the status of the animals and the condition of the facility.
- If travel to/from campus may be restricted consider sheltering in place.

Fire

Fires can happen anywhere and at any time from things like overloaded power strips, space heaters, faulty wiring, weather-related (i.e. lightning), human actions, etc. Smoke, heat, and toxic gases from a fire are the

most common causes of fire-related deaths and injuries, not flames. In enclosed spaces, 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. Train and inform all staff of this designated assembly place.
- 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 local Fire Department immediately (911).
 - Activate the nearest 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.
 - Gather at the building assembly location and help those who need assistance
 - 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 animal cages 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. Contact the OCV veterinary staff to inform them of the situation and the wellbeing of the animals. Evacuate animals only at the direction of the facility director and/or the Attending Veterinarian or designee.

5. In the case of wildland fires that could impact outdoor animals, the following are recommendations for preparedness to deal with this disaster.
 - Have an evacuation plan for animals housed outdoors. Vehicles and trailers should be identified to be used in the safe transport of animals. 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. If possible, resident herds/groups of wildlife (deer, bighorn sheep and grizzly bears) would be heavily sedated and loaded into transport vehicles for movement to predetermined safe, suitable areas.
 - Have a written communication plan to notify stakeholders (i.e. researchers, veterinary staff, departmental leads) of the need to evacuate animals in the event of a wildland fire.
 - If domestic animals cannot be safely captured for transport, gates to pastures and pens should be opened (if safe for personnel to do so) so animals can escape the fire
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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 travel 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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Civil Disturbance or 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 campus or local law enforcement
 - 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/local 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
- Get the attention of other staff members to help you.
- Alert a co-worker to call 911 and campus security while you are on the phone with the caller.
- Collect as much information as possible. Follow the bomb threat check list. <https://oem.wsu.edu/documents/2015/12/bomb-threat-checklist.pdf>
- Complete the bomb threat card as quickly as possible.
- Retain the bomb threat card for security to review.
- Listen carefully to the caller.
- Be polite and show interest.
- Keep the caller talking, so you can gather more information.
- 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.

- **Written Threat, 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. Keep others away.
- 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 is safe to re-enter the building.

Active Shooter

Pre-planning for an active shooter will be your best chance of surviving and incident. Be aware of your escape routes, know how you will respond, and be prepared to take action to fight the intruder as a last resort. WSU teaches Run, Hide, Fight protocol in the event of an active shooter situation. Should you find yourself in this situation, you alone must assess and determine which option will provide the greatest degree of security. Alert, Assess, Act: if you become aware of an active shooter threat, assess your situation and chose the best action. WSU Police do unit presentations on active shooter training – Contact your campus security to schedule training.

RUN: Evacuate if Possible

- Assess your situation.
- If you can, quickly evacuate from the building and call 9-1-1.
- Leave your belongings behind.
- Help others escape if possible, but do not stay behind if others will not go.
- Keep your hands visible to law enforcement.

HIDE: Hide silently in a safe a place as possible

- If it is not safe to evacuate, hide in an area out of the intruder's view.
- Lock and barricade the door to prevent entry.
- Turn off lights, close blinds, and silence cell phones and other electronics.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, and only if your life is in danger, you may choose to fight.
- Take action to incapacitate the shooter.
- Act with physical aggression against the shooter.
- Commit to your actions- your life depends on it.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands raised and visible at all times.
- Avoid pointing, screaming or yelling.
- Avoid quick movements toward officers.
- Remember, the first officers on scene will not help the injured on the way into the building. There will be rescue teams who follow to treat those who are injured.

Pandemic

In the event of a large outbreak of influenza or other communicable disease, animal facilities must be prepared for large numbers of employees to miss work due to illness or caring for ill family members. State, University and local health agency may also call for a stay-at-home order to reduce the risk of spread of the infectious disease. Animal care and veterinary staff are considered essential personnel and must work with their supervisors to ensure animal care is provided daily (365 days per year).

In the event of a University-wide stay-home order, the following should occur

- OCV Attending Veterinarian and Assistant Director of the Animal Welfare office will work with WSU leadership on a pandemic task force.
- A WSU Animal Care Program Pandemic Plan will be develop which will describe threat levels and action plans based on the threat level.
- OCV and AWP will do regular check-ins with all WSU animal facilities during the time that pandemic restrictions are in place. These check-ins will be to ensure there is adequate staffing, supplies, and support to maintain animal care at adequate levels.

Readiness

- All facilities must have a Contingency of Operations plan (COOP) to prepare for large absenteeism in the event of a pandemic. Plan should prioritize critical work functions and provide employees with the information and resources they need to perform essential duties. Animal care is an essential duty.

- Employees should strive to stay healthy and practice good personal hygiene. Encourage frequent hand washing and follow all WSU public health requirements to mitigate the spread of the communicable disease between personnel working on site. This could include increased work place sanitation, attestation program for on-site workers, face coverings, social distancing, staggering work schedules, etc.
- If an employee is ill, do not allow them to work and risk the spread of disease to other employees. Staying home to rest and recuperate will aid in the employee's recovery from illness.
- Management and staff are to stay abreast of University alerts, guidance and mandates related to the unfolding pandemic situations. These situations are unpredictable and can change frequently.

Response Actions

- In the event of a large absentee rate due to a pandemic or other reason, facilities should refer to the COOP plan and ensure daily animal care is provided. The OCV veterinary staff and Unit administration should be contacted in this situation to help assist in providing the essential daily animal care required and to assess animal care needs and wellbeing.

Shelter In Place

SHELTERING-IN PLACE – Definitions & procedures:

- 1) The term “shelter-in-place” means for staff to seek immediate shelter and remain there during an imminent event instead of evacuating. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location is the preferred method of safely waiting out events. Departments should have a “CougKit” available. You should take your [CougKit](#), along with cellular phones and proceed calmly to the location designated for the building you are located in. Windows, doors and HVAC systems in the designated area should be closed. For more information see <https://oem.wsu.edu/emergency-procedures/shelter-in-placelockdown/>
- 2) Staffing:
 1. A second definition of “Sheltering in Place” may be used to describe when animal care personnel remain in the facility during inclement weather. For example if a severe snow storm is predicted, the animal facility manager and Attending Veterinarian will coordinate to ensure that personnel are available to care for the animals and ensure that supplies such as food, water and bedding are available for the individual(s) remaining at the facility. If such a decision is made, the animal facility manager or Attending Veterinarian will notify your WSU campus Facility and Security Services. Other preparation examples are listed below.
 - Feed and water: Prior to a severe weather event, animal enclosures will be topped off with food and fresh water. Animals which are usually fed once per day may be given extra feed. Rodent or bird feeders may be filled to the maximum and full water bottles provided. Fresh water may be stored in clean containers in the facility. The amount of feed and other critical supplies stored in-house should be projected to allow for any potential delays in feed shipment. Investigators will be notified as needed of any changes to feed and water schedules as related to their specific research protocols.
 - Loss of power: Emergency power will be managed with a backup generator, where available . Critical systems such as aquatics and ventilated caging should be monitored to ensure operations. For after-hours issues with power outages, HVAC, water, etc., please call your WSU campus Facility Services unit to notify them of the power outage and get updates on when it may be restored.
 - Animal Evacuation or shelter-in-place: Animals may be relocated to an alternate facility or remain-in-place within the facility. These decisions will be made by the on-site manager and Attending Veterinarian and depend on several situational and dynamic factors including the expected duration and severity of the event, available resources, biosecurity and welfare concerns.
