**Facility Information**

*Please include information about how why the animals are maintained (research, teaching, etc.), identification methods, and housing facility locations/addresses*

**Important Contact Information**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Phone** |
| Attending Veterinarian | Dr. Nina Woodford | 509-335-6246 |
| Veterinary care | Office of Campus Vet (OCV) | 509-335-6246 (day)  509-335-1871 (after hours) |
| PI |  |  |
| USDA Inspector | Dr. Thomas Secor | 605-214-0847 |
| Facility Operations (Fac Ops) | Main Line | 509-335-9000 |
| Emergency |  | 911 |
| WSU Police Department  (non-emergency) |  | 509-332-2521 |
| Emergency Manger |  |  |
| Backup faculty contact |  |  |
| Daily care personnel (graduate student) |  |  |
| Daily care personnel (graduate student) |  |  |
| Daily care personnel (post-bacc) |  |  |

**Situations that would trigger contingency plan**

* Electrical outages, faulty HVAC systems, or feed and water supply disruption are risks.
* Extreme temperatures (heat or cold) or intense wildfire smoke pose a risk to animals housed outdoors. Extreme temperatures combined with electrical outages or faulty HVAC systems also pose a risk for animals indoors.
* Extreme weather events, such as excess snow or rainfall, that disrupt access to campus/buildings are a risk but are likely to be short-term disruptions.
* Criminal activity/Active shooter/violent protests/bomb threats could also disrupt access to animals.
* Other risks include fires, animal escapes, road closure, human or animal disease outbreaks.
* Natural disasters such as fire or earthquakes, are low likelihood but high consequence.

**Plan and Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Specific tasks to prevent and respond to potential hazards** | **Responsible person for the task** | **Details needed to perform the task** |
| Contact PI and OCV in emergency situation |  | Keep contact information up to date |
| Contact other personnel to cover care if you cannot reach campus |  | Keep contact information up to date. Review who is available to contact (including PI and OCV). |
| Triaging Animal Populations |  | Evaluate the current population of animals and the resources needed to maintain or move them. Humanely euthanize under discretion of PI if animals cannot be safely relocated or maintained during a disaster. |
| Maintain backup supply of food |  | Train staff on frequency of re-ordering. Seven days of food should be kept on hand. Food and supplies should be re-ordered when only a two-weeks supply remains. |
| For outdoor animals, provide cooling (misters/open water) in heat and additional food and shelter in cold |  | Train staff on when and how to provide options for extreme heat/cold. |
| Provide cooling or heating during HVAC failure and extreme temperatures |  | Plan a method of cooling or warming. Train staff on plans. Contact PI, and Fac Ops, |
| Notify Fac Ops of faulty HVAC, electrical outage, or other facilities related disruption |  | Maintain contact information. |
| Natural disaster, fire, active shooter/violence, criminal activity |  | Call 911, prioritize human safety, evacuate building if safe to do so. Once safe, contact PI and OCV. |
| Extreme weather or other disruptions to access to animals |  | When possible and if safe, provide additional food and water to the animals prior to anticipated disruption. Contact and discuss plan with PI. Contact OCV to discuss plan if daily care is disrupted. |
| Human/wildlife disease outbreak |  | Follow public health guidance. Coordinate plan with OCV in case wildlife disease or need to continuity of care with limited staff. |

For additional information on disaster response and contacts for the Animal Care Program, please review to the [WSU IACUC Disaster Plan](https://iacuc.wsu.edu/documents/2016/06/wsudisasterpreparedness.pdf).

**Training**: Please make sure all critical staff receive training on this plan and document their training. Refresher training should be offered periodically and anytime a significant change to the plan is made.

**History** (Use this section to document significant changes made from prior version): N/A – original plan