1. **SATELLITE SPECIFICS TO BE SUBMITTED FOR IACUC FILE**

In order to maintain a satellite facility, the PI **must** provide the IACUC with the information requested in this section of the disaster plan.. The PI must update this form annually to reflect current information and ensure that all satellite personnel review the disaster plan annually. Compliance with this requirement will be assessed during regularly scheduled satellite inspections conducted by the IACUC and OACU. Please contact OACU Training and Compliance team with any questions or concerns at 919-966-5569.

**Satellite Facility Specifics** (Each satellite must provide the following information to the OACU Training and Compliance Team to be held on file for the IACUC)

1. Investigator Name:
2. Emergency Phone:
3. PI Cell Phone:
4. List of essential satellite personnel (names, phone numbers, email):
5. Location on or off campus including street and building: (e.g., Wilson Hall B66, 20 miles due north of campus on Hwy 54; or located in Glaxo Building on south campus at 120 Raleigh Road 1000 feet northwest of Berryhill Hall))
6. If door access codes are to be used, indicate door code(s)
7. Satellite specifics (e.g., includes 3 animal holding rooms. The majority of the animal rooms house spadefoot toads. Room 42 serves as storage space):
8. Provide estimate of daily animal inventory within the satellite (e.g. 50 mice):
9. Square footage (in net square feet):
10. Confirm that you have performed a check for exposed, overloaded, or old electrical wiring that could start a fire and contacted EHS and/or facilities with any concerns (e.g. (yes or no).
11. Does the facility have a number of fire extinguishers, and are they in convenient locations? Are personnel trained to operate them?
12. Please describe the backup power plan for your satellite facility (contact your facilities representative if you are uncertain of building power plan).
13. After ensuring personal safety, animal safety is the top priority. Describe plan for providing continuous animal care during and after a disaster (e.g., we will contact DLAM to see if there is temporary space to house the animals, if we are unable to drive to campus, we will notify DLAM and/or the IACUC for assistance in feeding, we have identified space in Building x where we could temporarily move the fish tanks).
14. Develop a telephone tree of employees to notify them of disasters or pending disasters. (Make provisions for communication in case telephone lines are down. Pre-arrange meeting sites in case communication is impossible. It is possible that those employees who make a commitment to assist before or after a disaster may not be able, for reasons beyond their control. Cross train employees in disaster duties.) Provide the specifics of your telephone tree and the personnel who will provide emergency care for the animals:
15. Provide details of your euthanasia plan for animals you may need to euthanize in the event of an emergency and/or post-disaster.