UNC SATELLITE FACILITY DISASTER PLAN

DISASTER PLANNING FOR RESEARCH ANIMALS AND SATELLITE FACILITIES AT THE UNIVERSITY OF NORTH CAROLINA .................................................

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A. Purpose and Background

The *Guide for the Care and Use of Laboratory Animals* (8th edition) states that animal facilities must have a disaster plan. Both for the safety of the research and animal care staff and the welfare of the animals, it is important that the University have emergency preparedness plans in place for its animal facilities, including animal housing areas which are maintained by the investigator rather than by Division of Comparative Medicine. At UNC-Chapel Hill, these investigator-maintained housing areas are called Satellite Facilities. Most of these animals are dependent on commercial food and water and are vulnerable to significant changes in their environment. A small number of these animals pose a health risk to personnel. There is a slim chance that animals could escape from a facility during a major catastrophe, compounding an already difficult situation for the public. This plan outlines how the investigator and the University will coordinate their response to emergency situations, what disasters are likely, and what steps the investigator and the University have taken to prepare for potential disasters.

B. Coordinating Response to Emergencies in a Satellite Facility

Emergencies will occur unexpectedly both during and outside of normal work hours. Clear lines of communication are critical for a coordinated response to such emergencies. The following describes communication guidelines during an emergency.

1. Notification of an Emergency Situation

UNC Public Safety, UNC EHS or UNC Facilities Services personnel will usually contact the DCM Management should an emergency occur that involves research animals. The Office of Animal Care and Use (OACU) will provide UNC Public Safety with a list of satellite animal housing locations and contacts. For emergencies, officials should call the Principal Investigator’s (PI) 24 hour contact telephone number. This number should be clearly posted in an obvious location upon entering the satellite facility.

In instances where a satellite operator or animal handler discovers a potential emergency, he or she should immediately contact UNC Public Safety at 919-962-8100 or 911 when out of harm’s way. If the emergency endangers the lives of animals or significantly compromises animal care, the PI should also contact the main Division of Comparative Medicine telephone (919-962-5335, after hours pager: 919-216-6434) or DCM Management for immediate assistance with animals, as well as the Institutional Animal Care and Use Committee (IACUC) [966-5569].

In the event that the designated Essential Personnel, or other animal caretakers for satellite animal facilities are not able to get to their satellite, IACUC instructs them to contact the DCM Emergency and after-hours phone number and provide details on the needed care. DCM Management will assign appropriate personnel to check and care for animals in the effected satellite facilities. Keys for satellite facilities, as well
as directions to locate and access them will be located in Bioinformatics 1110 in the same location as the DCM Disaster Plan.

The PI should also contact Environment, Health and Safety in the event of any DCM or animal emergency (Mary Beth Koza at 919-883-7027 or Cathy Brennan at 919-730-3983). The IACUC and Institutional Official shall decide whether the emergency should be reported to NIH’s Office of Laboratory Animal Welfare (OLAW), the US Department of Agriculture’s Animal Care Regional Office (USDA) or the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

2. Entering a Potentially Damaged Animal Facility During a Disaster

Fire, explosion or other type of disasters may damage the interior of an animal facility. In such instances, the research staff should not enter the facility until permitted by first responders on scene or UNC Public Safety. Fire and other emergency officials will assess the safety of the facility before granting personnel access. Once cleared for entry, the investigator or designated research staff should evaluate conditions inside the facility and develop a response to any problems in accordance with guidelines in this document.

Only after being cleared for entry, the investigator shall assess the situation and respond as follows:

a. Evaluate hazards to personnel, impairments to animal support systems, and available support staff;
b. Determine current animal census and location by rooms;
c. Prioritize needed equipment and supplies;
d. Tailor response to meet most urgent needs;
e. Determine what additional help may be needed and make the appropriate contacts;
f. Choose method of communication and determine frequency for update of reports;
g. Delegate tasks to available personnel;
h. Decide whether the emergency warrants contacting senior administrative officials (see above).

3. Communicating and Coordinating Response during Adverse Conditions

Winter storms, tornadoes, hurricanes, etc. may prevent staff from coming to work or disrupt telephone lines. Staff unable to travel to work due to adverse conditions should call the investigator and leave a message regarding their situation. The investigator should institute a telephone crisis tree for all staff involved in animal care so that individuals can readily be contacted. (This telephone tree must also be provided to DCM). Individuals who are able to make it to the work site should check with other members of the staff to determine staffing. (Under University Adverse weather condition 2 & 3, non-essential personnel should not report to work. The designated Essential Personnel for the lab should report to work. If the designated Essential Personnel is unavailable, contact DCM Management.)
IACUC and DCM maintain keys for each satellite facility. Investigators are responsible for ensuring that IACUC has a current key or access code should they change after satellite facility approval.

C. Potential Disasters and Their Probability

1. Fire
   Fire is a distinct possibility in an animal facility, as well as other adjacent locations in a research building. In accordance with the UNC Emergency Planning and Evacuation policy, each staff member should be oriented to the locations of fire alarms, fire extinguishers, evacuation plans and emergency exits in their respective building. Should a fire occur, a fire alarm should be activated and/or 911 called, all personnel should evacuate the building and meet at a pre-arranged location outside the building.

2. Hazardous Materials Spill
   Should a hazardous materials spill occur staff should leave the area immediately, seal off the room and call EHS (919-962-5507) during working hours or 911.

3. Winter Storms
   Winter storms, though infrequent, can cause significant disruption to animal care routines, limiting staff’s ability to travel to the work site. Winters storm could also damage utility services. Usually there is advance warning with a winter storm, so staff has time to prepare, making sure all animals are attended to prior to the event and sufficient supplies are present. Check Alert Carolina for status updates.

4. Hurricanes
   Hurricanes, as demonstrated by Hurricane Fran in 1996, can significantly disrupt animal care routines and damage utility services. Response would be similar to that described in ‘Winter Storm’ above.

5. Tornadoes
   Tornadoes are more powerful than a hurricane but damage less area. There may be some limited utility outage and the possibility of damage to roof exhaust fans. Outside structures could be severely harmed if hit by a tornado.

   If a Tornado WARNING (event is occurring) is issued, or you have any indication that a tornado may be approaching, TAKE COVER IMMEDIATELY. The safest place is an interior room on the lowest level away from windows. If employees in research buildings can’t get to the lowest level of the building, they should take shelter in interior hallways, away from windows. The Principal Investigator/Lab Manager is responsible during working hours for assuring that all personnel, including administrative staff, receive warnings and know the proper response.

6. Flood in the Laboratory
   Immediately contact Public Safety or place a work request through Facilities Services (919-962-3456) to shut off water.
7. Power Failure
   Contact Facilities Services (962-3456) and DCM Management to ensure power is maintained to critical systems. Maintain flashlights in an accessible location.

8. Animal Rights Activism, Bomb Threats, Active Shooter
   Animal Rights Activists can cause major disruptions within animal research facilities. It is important that all research staff be on alert for possible demonstrations or suspicious people within the facilities, as well as potential sabotage of research activities.

   Most animal facilities, with the exception of the CHYDARU aviary and the Institute of Marine Science are away from open water, streams, ponds, etc. and are located on high ground, minimizing the chance of significant flooding outside of a burst water pipe or flash flooding. The North Carolina Piedmont is not an area where earthquakes are frequent or damaging. All animal facilities are located some distance from forests and would not be damaged by a forest fire. Use reasonable precautions in any disaster.

D. Preparations for Emergencies
   1. Electrical Power Loss
   The loss of electrical power from a winter storm, hurricane, tornado, etc. would disable lighting, refrigerators, freezers, reverse osmosis watering systems, cage washers, autoclaves and most importantly, supply and exhaust fans, limiting cooling and heating capabilities.
   Fortunately, the University’s electrical infrastructure is such that the chance of complete electrical power loss for an extended period of time is minimized. Three electrical substations provide redundancy, with the ability to transfer the power load to the other stations should one substation go down. In addition, supply lines from Carolina Power and Light are underground, limiting possible disruption. The Co-generation Facility on Cameron Avenue, used primarily for steam, also has the ability to generate 50% of the electrical needs of the campus. These systems worked well during Hurricane Fran when UNC lost power for less than an hour while the surrounding community was without for days. Chances are any electrical outages would be of short duration.

All animal facilities should have emergency generators providing power for critical needs. Water Supply Loss
   The University’s water tower on Manning Drive provides a ready supply of water and proved invaluable during Hurricane Fran. Flooding and inadequate back-up systems caused Orange Water and Sewer Authority (OWASA) to lose its processing and pumping capabilities. The community lost water services for several days, while the University maintained a steady supply. OWASA, with the help of the University has worked to make its systems more redundant. In the event of a water supply emergency, DCM has water storage capabilities. For extra insurance each facility
should first sanitize then fill a requisite number of plastic barrels with water when there is advance warning of impending severe weather. Also contact DCM to discuss the housing of your specific animals and whether any other measures should be taken.

2. Chilled Water Loss
The loss of chilled water, the source of cooling for animal facilities, during warm weather could raise temperatures to an intolerable level for most research animals. As in the case of the University’s electrical infrastructure there is significant redundancy within the chilled water system to minimize extended periods of complete loss. Three separate chiller plants have the ability to service the needs of the campus should one plant become inoperable. Multiple electrical circuits service each plant so that problems in one area of the electrical distribution system will not shut a plant down. If chilled water capacity drops below 50% an emergency plan will divert chilled water to the most critical buildings and areas, of which animal facilities and health care areas are top priority. Valves have been added to the distribution system so that a break in the chilled water piping could be localized to one or two buildings, and that piping repaired quickly.

3. Steam Loss
The loss of steam, the source of heating for most UNC animal facilities, during cool weather could lower temperatures to an uncomfortable level for most research animals. An extended period of temperatures in the low 60s or below can cause significant problems. The University’s Co-generation facility has three boilers with built-in redundancy and the plant has configured its operation so that no single component failure (i.e. boiler, compressor, mills, etc.) can take down the system. Redundancy is built into most steam distribution lines with more than one route available to each building. In addition to steam generation the Co-generation Plant can produce over 50% of the University’s daily electrical requirements if needed.

4. Injuries Requiring Emergency Medical Assistance:
During normal working hours (8:30-4:30), if a worker is injured and requires medical assistance and they are able, he/she should immediately call out of the facility to notify someone that they need help. After business hours 911 should be called. If able to safely exit the lab, the injured person will exit the lab as usual, contact the PI and go to the University Employee Occupational Health Clinic during normal working hours or the Emergency Room after hours. If a major medical emergency occurs after business hours, 911 should be called for medical assistance.

5. Transportation & Relocation of Animals
Principal Investigators should ensure adequate transport of animals for relocation. DCM has several climate-controlled vehicles which may be available for transportation of animals: a model year 2015 International truck with a lift gate and an enclosed body having 8’ x 16’ of interior space heated and cooled by a Thermo-King unit; a model year 1996 International truck with a lift gate and an enclosed body
having 8’ x 16’ of interior space heated and cooled by a Thermo-King unit; 2 medium size Ford Transit vans with climate control; 1 minivan used for single or double cage transportsations; and 5 sports utility vehicles with 4 wheel drive capability. In addition, there is a pick-up with a lift gate and bed cover. The large international truck can fit up to eight 34” by 37” transport cages for dogs, cats, etc. in the rear of truck. Please contact the DCM Assistant Operations Director (919-966-9754 OR 919-216-6434) to check for availability.

6. Feed, Bedding and Other Husbandry Supplies for Extended Emergencies
   **Each animal facility should have sufficient supplies of feed and bedding for emergencies that extend longer than a few days.**

7. Preparations for Extended Staff Stays
   **Each facility should have a supply of flashlights and usable batteries, as well as a basic first aid kit.** Staff who respond to emergencies that may require extended stays are encouraged to bring an “Emergency Kit” with them, including bedding, non-perishable food, water, flashlight, etc.

8. Medical Supplies and Triage of Animals in Distress
   DCM has a small veterinary pharmacy located in the Experimental Surgery Suite and has a complete range of veterinary supplies including bandages, syringes, instruments, medications, euthanasia solutions, etc. Drugs are kept under lock and the Veterinary staff has access. All animal facilities are equipped with carbon dioxide euthanasia chambers and carbon dioxide tanks, and there is tricaine available for euthanasia of aquatic species in the Berryhill Experimental Surgery Suite. (For species or labs using a euthanasia method other than specified above, that euthanasia method should be made available for use in an emergency.) Should these services be needed, contact DCM veterinary services at pager #919-216-1235 or office # 919-966-2906.

9. Capture and Restraint of Loose Animals
   Loose animals from on-campus animal facilities are unlikely, as these buildings should withstand significant damage from severe weather or other likely disasters. However, investigator staff should be trained and capable of handling and restraining the species under their care.

10. Sanitation, Disposing Waste and Carcasses
    If conditions make washing unfeasible it is acceptable to dump dirty cage substrate or bedding and replace it with fresh substrate. Dirty bedding can be stored in bags until it can be removed according to normal procedure. Animals being held will be euthanized if circumstances warrant such action. In the event of an emergency situation when there is no advance warning, i.e. explosion in the building or earthquake, approved laboratory personnel should enter the facility when it has been cleared by the authorities and determine how to deal with the animals that are present. Animal carcasses should be bagged and removed to DCM freezers according to normal procedure.
11. Animal Rights Activism
Animal rights activism can manifest itself in many ways: picketing outside an animal facility or research lab, infiltration of animal facility or research staff, sabotage of research activities, etc. If a peaceful demonstration is underway on the campus of UNC-CH (e.g., sidewalks, streets, etc.), avoid confrontation by walking a different route to your destination. If unable to avoid the disturbance remain calm, be courteous, and steer clear of provoking an incident. If a demonstration is going on inside a building, stay in your office or work area and request an escort, if needed, to leave the building.

Evidence of suspicious persons, activity, sabotage, etc. should be reported immediately to Campus Police at 919-962-6565 or 911. Do not attempt to confront, detain or physically restrain suspicious individuals!

Report any demonstrations, suspicious persons or actions immediately to Campus Police at 919-962-6565 or 911. When speaking with Police provide them with the nature of the disturbance, location, estimate of number of people involved, possible threat to personal safety and specific facility target. The investigator should also contact the Institutional Animal Care and Use Committee (919-966-5569), Institutional Official and Vice Chancellor for Research (919-962-1319) to report the incident. These senior administrative officials shall decide whether the emergency should be reported to OLAW, USDA Animal Care Regional Office, or AAALAC International.

E. APPENDICES

1. APPENDIX A

   a. Division of Comparative Medicine
      i. Emergency and Off-Hours Contacts as of 2/2019
      ii. Weekends and Holidays: The Veterinary Technician and Husbandry Manager carry pagers and are on call from 5:00 PM Friday to 7:00 AM Monday. They can be reached via pager (see number below) or at home.
      iii. Husbandry Manager Pager 919-216-6434 (on call 24 hours/day; enter full telephone number after beeping)
      iv. Veterinary Technician 919-216-1235 (enter full telephone number after beeping)
      v. EHS After Hours Emergency Contacts: Mary Beth Koza (919-883-7027) or Cathy Brennan (919-843-5531)
      vi. Administrative Offices 919-962-5335

   b. University Phone Numbers
      i. Institutional Animal Care and Use Committee 919-966-5569
      ii. University Police 919-962-8100 or 911
      iii. Public Safety 919-962-3951
      iv. Vice Chancellor for Research 919-962-1319
      v. News Services 919-962-2091
      vi. Medical School Public Relations 919-966-3366
vii. Facilities Services Main # 919-962-3456
viii. Chilled Water 919-962-9053
ix. Co-Generation Plant (Steam) 919-962-1167
x. Electrical Distribution 919-962-8394
xi. Generator Maintenance 919-962-1431
xii. Environment, Health and Safety Office 919-962-5507
xiii. EMCS (HVAC monitoring) 919-962-1082
xiv. Plumbing Shop 919-962-5086
xv. Small Jobs Shop 919-962-1434/919-962-1660
c. Outside Emergency Agencies
  i. Office of Lab Animal Welfare, NIH 301-496-7163
  ii. Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) 301-231-5353
  iii. US Department of Agriculture – Animal Care 301-734-7833 (National Office)
  iv. US Department of Agriculture – Animal Care 919-716-5532 (Regional Office - Raleigh)
  v. NC State Vet School – Lab Animal Resources. 919-513-6280
  vi. USDA –Animal Care Regional Office - Raleigh 919-716-5532

2. APPENDIX B
SATELLITE FACILITY INFORMATIONAL CHECKLIST
(all members of the facility who care for animals should be aware of these responsibilities)

A. Items To Address When Preparing For An Impending Disaster:
  1. Hazardous Materials
     a. Make sure all hazardous materials are labeled - if they do get washed away or strewn about your local clean-up crews will know what they are dealing with.
     b. Attach all outside storage cylinders to the building (attach at top and bottom); if attached at only one place, cylinders can be battered against the building and possibly break valves. Remember, nothing is too heavy to worry about!
     c. If small quantities of hazardous materials are stored on open shelves, make sure the shelves have adequate lips to keep materials on the shelves. Make sure cupboards are fitted with positive latches.
     d. Separate all incompatible chemicals!
     e. Keep up-dated inventories of all hazardous materials - store this in a safe place off premises or take it with you upon evacuation.
     f. Shut down the valves on all compressed gas tanks before leaving.
  2. Records
     a. If possible, put vital records on electronic storage to be taken along when leaving, or electronically transfer all
b. If records are not computer compatible, place them inside plastic bags and then pack in boxes.

3. Other items to consider:
   a. Ensure that all satellite facility personnel are aware of all exits and methods of egress. Personnel should also be aware of safe areas within the facility for protection during a hurricane or tornado.
   b. Ensure that an alternate source of suitable animal feed is identified should regularly scheduled delivery be interrupted or the supply is damaged.
   c. Empty freezer of any dead carcasses and dispose of properly.
   d. Provide employees with appropriate identification showing employment or relationship to the satellite facility so that they will be able to return after the disaster. Under University Adverse weather condition 2 & 3, non-essential personnel should not report to work. The designated Essential Personnel for the lab should report to work, and will need identification that they are classified as Essential. (If the designated Essential Personnel is unavailable, contact DCM Management.)
   e. Unplug all equipment and turn off electricity at breakers before leaving - including air conditioning, water heaters, gas and water (this helps prevent contamination). (Do not unplug/turn off anything connected to animal housing (ex. Racks).)
   f. Recheck valves on hazardous materials tanks to make sure they are fully closed.
   g. Move important inside equipment to the center of the room as high as possible (upstairs if available) and wrap it with waterproof tarps or plastic. Secure with a rope or tape.

Contact DCM veterinary and/or transport services to arrange medical and animal transport procedures prior to the disaster if possible.
   i. Identify the most expensive or irreplaceable items/equipment and create plans to preserve and protect them.
   j. If possible, put vital animal records on electronic storage to be taken along when leaving, or electronically transfer all important records to a location outside the expected disaster area.
k. Identify what items are most necessary to get the facility operating again. (i.e. records, equipment, etc.)

l. Movable inventory (i.e. boats, transport vehicles, etc.) - make arrangements now for a safe location where these items can be moved well in advance of the storm. Make sure your vehicles are not moved to a location where they can be immobilized, such as by falling trees, flying debris, or flood waters. Tie them down if appropriate.

m. Provide training for fire response (use of fire extinguishers and their locations in the facility.)

n. If the lab/satellite has any refrigerated inventory (drugs, medicines, etc.) immediately set all refrigerators to the lowest setting. However, be aware that once the power is off refrigerated items generally will stay cold for approximately 48 hours. Consider the power supply to ultra-low (-80C) freezers.

B. Item to Address Immediately Following A Disaster

1. For all staff while at work:
   a. Report any emergencies to Campus Police via 911
   b. Evacuate facility if necessary
   c. Meet at pre-arranged site outside of facility
   d. Wait for clearance to return to building

2. While at Home:
   a. Listen to radio or television for announcements- Check Alert Carolina for updates (alertcarolina.unc.edu)
   b. Check Transit transportation to and from campus.
   b. Call University Adverse Weather Hotline (919-685-8100) for additional information
   c. Call your facility to see what is happening, and if you are needed
   d. Respond to any telephone calls from Campus officials
   g. Call your facility to see if anyone has arrived
   h. If no one is at your facility, call your supervisor’s cell phone to let him/her know whether or not you will be coming to work
   i. Assess the situation and respond as follows:
      1. Evaluate hazards to personnel, impairments to animal support systems, available support staff
      2. Determine current animal census and location by room
      3. Prioritize needed equipment and supplies
      4. Tailor response to meet most urgent needs
      5. Determine what additional help may be needed and make the appropriate contacts
6. Choose method of communication and determine frequency for update of reports
7. Delegate tasks to available personnel

3. APPENDIX C

SATELLITE FACILITY LIST

i. Pfennig                 Wilson B49, 61,62
ii. Burmeister (and Carolina WISE) Wilson G4
iii. Lohmann               Wilson B37
iv. Stutts                 Marsico 1120
v. Diering                 MBRB 5317B
vi. Smith NRI - Kannapolis, NC Room 3135 and 3322
vii. Fodrie, Peterson, Voss, Bruno IMS-Morehead City, NC
     Fisheries - Tanks

F. 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 satellite personnel (names, phone numbers, email). List the Essential Personnel (per HR designation) separately, specifying he/she is Essential Personnel.
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). Also list the closest accessible entry point. (Whenever locks are changed, update DCM & IACUC with the key(s)/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? (If you are unsure or need training, contact EHS).

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 DCM to see if there is temporary space to house the animals, if we are unable to drive to campus, we will notify DCM and/or the IACUC for assistance in feeding, we have identified space in Building x where we could temporarily move the fish tanks). Include
your designated Essential Personnel, and also the alternate plans for when the Essential personnel is/are unavailable.

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.