University of Tennessee

Emergency & Incident Response Guide

for Animal Care Facilities

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INTRODUCTION

This Emergency and Incident Response Guide is written and maintained by the Attending Veterinarian (AV) and Biosafety Officer (or their designees) and approved by the Institutional Official of the University. This plan may be activated by the AV (or designee), or in case of a declared campus emergency coordinated through the University of Tennessee’s Emergency Operations Center. Maintenance and training are coordinated through the Office of Laboratory Animal Care and Biosafety Office.

The intent of this guide is to serve as a quick reference to the steps needed for an effective emergency response to a variety of situations that may occur in the animal facilities located in the Knoxville area. This guide is coordinated with The University of Tennessee’s Emergency Response Plan that covers all University operations in the Knoxville metropolitan area. This plan is a restricted special unit plan (in the Campus Emergency Management plan) specifically covering animal facilities located in the Knoxville area.

The fundamental philosophy associated with any emergency action is that the life and safety of employees, contractors and visitors are essential. **DO NOT RISK HUMAN LIVES TO SAVE ANIMALS.** However, the health and safety of research animals is a priority, which surpasses equipment and facilities.

The “Guide for the Care and Use of Laboratory Animals” (2011) recommends the preparation of an emergency plan for the animal facility which takes into account both personnel and animals as part of the overall safety plan for the laboratory.

Preparedness is the first step in effective management of emergencies and incidents. Please read this document before it is necessary to use it!

Pre-planning and training can mitigate the impact of an emergency. Know the locations of the nearest:

- Telephones and emergency blue phones
- Fire alarm pull stations and extinguishers
- Emergency showers and eye wash stations
- Exits and exit panels
- First aid kits
- Hazardous spill materials
- Assembly points
- Evacuation routes
- Electrical Panel Boxes
- MSDS book

Additionally, all animal care/use personnel as well as safety and support staff are strongly encouraged to participate in the UT Alert program so that notifications of campus and site-specific threats or emergencies may be received by email and/or text messages.
OLAC & EMERGENCY SITUATIONS

The Office of Laboratory Animal Care (OLAC) will remain operational on weekdays, weekends, and holidays, and during times of emergency. Animal care will only be suspended if an attempt to provide required care or animal evacuation would present a life safety risk to personnel. In the event a disaster occurs of such magnitude (e.g. natural disaster, pandemic disease) that prevents the proper care of surviving animals, the OLAC Director as the Attending Veterinarian and principal investigators will consult and determine if euthanasia would be in the best interest of the animals. Irreplaceable animals (transgenic lines) will be evacuated if at all possible. Investigators can label up to three breeder pairs of these lines with ‘Priority’ stickers. Cryopreservation is strongly encouraged*. OLAC will have access to the pharmaceuticals and other supplies needed if mass euthanasia is required.

*Links to cryopreservation services

> 1. MMRRC:
   > http://www.mmrrc.org/

> 2. Charles River's Genetically Engineered Models and Services
   > http://www.criver.com/SiteCollectionDocuments/rm_tg_f_project_form.pdf

> 3. Jackson Labs
   > http://jaxservices.jax.org/cryopreservation/index.html

REPORTING EMERGENCIES

To report a life threatening emergency or disaster call

- KNOXVILLE EMERGENCY 911,

To report a non-life threatening emergency or disaster call

- UT POLICE (974-3114).
- MEDICAL CENTER SECURITY (305-9540)

To enhance proper and timely response, be prepared to provide the following information:

- Your name
- Facility name
- Exact location- building, room number and street address
- Type and nature of emergency
- Number of persons or animals affected
- Name of hazardous materials involved
- Actions taken to control the incident

Note: ALWAYS LET THE DISPATCHER HANG UP FIRST!
GENERAL RESPONSE PROCEDURES
Response procedures in the following section are divided into 4 groups. These groups are:

1. Process-related incidents- those related to routine activities that result from a break in safety procedures or accidents on the job
2. Natural disaster and weather events
3. Security-related incidents
4. Facility-related failures

PROCESS-RELATED INCIDENTS

Minor animal bites & scratches/sharps injuries
If bitten or scratched by an animal to a degree where your skin is broken, you must respond appropriately to minimize the possibility for acquiring an infection. If you stick yourself with a needle, or break your skin with a scalpel contaminated with body fluids from an animal, this too is an infectious disease exposure risk. To prevent infections, take the following actions:

1. Wash wound with soap and water thoroughly. Apply antiseptic and bandage if needed.
2. Notify the facility manager.
3. Paid staff are to contact CorVel Corp. at 1-866-245-8588 to obtain a health consultation, claim number, and further instructions, per UT Risk Management procedures. Unpaid students may report to UT Student Health Services (865-974-3135). If an accident or injury occurs after hours or on weekends, go to UT Medical Center Emergency Room.
4. Paid staff must complete the Report of On-the-Job Injury or Illness as soon as possible. Unpaid students/volunteers must complete the UT Report of an Occurrence form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see http://riskmanagement.tennessee.edu or contact (865) 974-5409.
5. Report the exposure incident to Amy Knowles, Occupational Health Nurse at 974-5728.
6. Check the wounds the next day for any signs of redness; if redness or swelling is apparent, return to the Student Health Center, the hospital emergency room or your primary care physician for further medical follow-up.

Falls, Burns or Back Injuries
In the event that you sustain an injury on the job that is not immediately life-threatening, and is not an infectious disease exposure risk, take the following actions:

1. Notify the facility manager.
2. Paid staff are to contact CorVel Corp. at 1-866-245-8588 to obtain a health consultation, claim number, and further instructions, per UT Risk Management procedures. Unpaid students may report to UT Student Health Services (865-974-3135). If an accident or injury occurs after hours or on weekends, go to UT Medical Center Emergency Room.
3. Paid staff must complete the Report of On-the-Job Injury or Illness as soon as possible. Unpaid students/volunteers must complete the UT Report of an Occurrence form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see http://riskmanagement.tennessee.edu or contact (865) 974-5409.

In the event that a life-threatening injury or a medical emergency arises, call 911 immediately! When in doubt, don’t hesitate- call 911!
Hazardous Chemical Spill/Exposure Response

Major spill
A major spill is one that involves the release of a type or quantity of chemical that poses an immediate health risk, danger of fire or explosion. An example would be a significant release of cage wash chemicals from storage drums. In this event, take the following actions:

1. Evacuate the area. Do not turn any electrical switches on or off.
2. Remove contaminated clothing, wash the affected area immediately; shower, if necessary.
3. Call 911 to report the spill.
4. If you believe you may have been exposed to a hazardous chemical or feel unusual, seek proper medical attention as soon as possible. Dial 911 to report the symptoms and get guidance on the nearest medical facility appropriate for your treatment.
5. Paid staff must complete the Report of On-the-Job Injury or Illness as soon as possible. Unpaid students/volunteers must complete the UT Report of an Occurrence form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see http://riskmanagement.tennessee.edu or contact (865) 974-5409.
6. After the immediate emergency is handled notify the facility manager, OLAC (974-5634), and the PI to evaluate animal exposure.

Minor spill
If a spill involves the release of a type or quantity of chemical that does not pose an immediate health risk, danger of fire or explosion, take the following actions:

1. Isolate the immediate area.
2. Remove contaminated clothing, wash the affected area immediately; shower, if needed.
3. Contact the Safety Officer or UT Police 974-3114 (if after hours or Safety Officer cannot be reached). You will be advised of appropriate protective equipment and clean up procedures.
4. If you believe you may have been exposed to a hazardous chemical or feel unusual, seek proper medical attention as soon as possible. Dial 911 to report the symptoms and get guidance on the nearest medical facility appropriate for your treatment.
5. Paid staff must complete the Report of On-the-Job Injury or Illness as soon as possible. Unpaid students/volunteers must complete the UT Report of an Occurrence form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see http://riskmanagement.tennessee.edu or contact (865) 974-5409.
6. After the immediate emergency is handled notify the facility manager, OLAC (974-5634), and the PI to evaluate animal exposure.

Hazardous Materials Outside
In most cases, it is best to shelter in place unless directed otherwise since getting stuck in gridlock while evacuating may increase your exposure risk. Emergency responders have trained and prepared for incidents involving chemical spills, but it will take time for them to get there to assist. Therefore, you need to protect yourself for the first few minutes. Be alert, be prepared, and follow these six steps to protect you against potentially harmful gases:
1. Move inside a building immediately.
2. Close all windows and doors.
3. Turn off ventilation systems. Facilities Services will shut down most HVAC systems automatically. Look for window units or report if ventilation appears to be on at your location by calling Facilities emergency number 946-7777.
4. If possible, enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection.
5. Monitor all forms of campus alerts and media for further instructions.
6. Be prepared to evacuate if directed by emergency personnel.

**Biological Spill/Exposure Response**

Examples of biological spills/releases that could occur in the animal care environment include:

- A tube or vial of a microorganism preparation to be administered to an animal group is dropped on the floor and spills;
- Soiled bedding from an infectious disease study is spilled onto the floor when cages are being changed;
- Liquids are released from a small hole in a biohazard bag that is being carried down the hall.

In some cases, a specific spill response procedure will be posted in the animal room (or available in the biological spill clean-up kits). Under these circumstances, the spill response procedure must be reviewed with affected animal care personnel before the project is initiated. In all other circumstances, spills should be managed in the following manner:

**Spill in the animal room**

1. Absorb & remove the spill; place contaminated materials in a biohazard bag. If you must sweep up the spill, use the disposable broom and dust pan located in the room and dispose of these as biohazardous waste. **Do not absorb any debris by using the towel-in-hand method.**
2. Disinfect the contaminated area with the disinfectant assigned to the room using the procedures prescribed for surface disinfection.
3. Spray the bottoms of your shoes with disinfectant before leaving the room and ensure that you use a foot bath or put on shoe covers before entering any other animal room.
4. Report the spill and the actions taken to your facility manager and the Biosafety Officer (974-1938).

**Spill in a hallway or common area**

In this event, your feet can be a culprit in spreading contamination. If the spill fell at your feet, chances are good that your shoes are contaminated. If you don’t have a disinfectant or foot bath within your reach, you will need to consider anywhere that you have to walk to get your supplies. Remember to clean and disinfect your “foot path” as well.

1. Isolate the area and notify others working in the area that a spill has occurred.
2. Absorb & remove the spill; place contaminated materials in a biohazard bag. If you must sweep up the spill, use a disposable broom and dust pan and dispose of these as biohazardous waste.
3. Disinfect the contaminated area with the disinfectant assigned to the room using the procedures prescribed for surface disinfection.

4. Spray the bottoms of your shoes with disinfectant before leaving the room and ensure that you use a foot bath or put on shoe covers before entering any other animal room.

5. Report the spill and the actions taken to your facility manager and the Biosafety Officer (974-1938).

**Biological hazard exposure**

1. Flush the exposed area with water. If your eyes, nose or mouth were exposed potentially infectious materials, flush these areas for 15 minutes. If your skin was exposed, thoroughly wash these areas with soap and water. Bandage the affected area if needed.

2. Notify the facility manager.

3. Report to the designated medical care provider as soon as possible for follow-up. Take any applicable biological material description documents with you:
   - For exposure incidents involving human-derived materials (i.e. human blood, tissue, body fluids, cells), report *immediately* to UT Medical Center Emergency Room. Identify yourself to ER staff as a UT employee or student who has had a *bloodborne pathogens* exposure. Paid staff should report exposure to CorVel Corp. at 1-866-245-8588 to obtain a claim number per UT Risk Management procedures (this step can be concurrent with emergency reporting).
   - For all other biological material exposures, paid staff are to contact CorVel Corp. at 1-866-245-8588 to obtain a health consultation, claim number, and further instructions, per UT Risk Management procedures. Unpaid students may report to UT Student Health Services (865-974-3135).

4. Paid staff must complete the *Report of On-the-Job Injury or Illness* as soon as possible. Unpaid students/volunteers must complete the *UT Report of an Occurrence* form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see [http://riskmanagement.tennessee.edu](http://riskmanagement.tennessee.edu) or contact (865) 974-5409.

5. Notify the Biosafety Office at (865) 974-1938 as soon as possible. Both medical evaluation and safety practices follow-up must be completed and documented for such incidents per the provisions of CDC and OSHA standards.

**Radioactive Material Spill/Exposure Response**

The primary concern related to a spill of radioactive material in the animal facility is containment and prevention of the spread of contamination to other areas. The radiolabeled compounds most commonly used are low specific activities and contain radionuclides of relatively low energy or short half-lives. If radioactive materials are spilled in the facility, the following actions must be taken by personnel who have been trained to handle radioactive materials. *(If you are not trained to handle radioactive materials, isolate the area and call the Radiation Safety Office immediately.)*

1. Isolate and contain the spill by applying absorbent material.

2. Evacuate the immediate area of the spill. Advise others in the area to evacuate after personnel monitoring shows them to be free of contamination. The evacuation path should be secured until it can be monitored for possible contamination.

3. Notify the facility manager.

5. Notify OLAC of the release (974-5634). Call the PI so that the hazard to the animals can be evaluated after the area has been decontaminated.

6. Contaminated clothing, gloves, cleanup materials etc. are placed in a plastic bag for decontamination or disposal as radioactive material. Double bag the waste using a yellow “Caution Radioactive Material” bag as the outer bag. Tag the bag to identify the radionuclide, activity, chemical constituents, date and your name.

7. Evaluate the need to replace room air filters and cartridges.

8. Paid staff must complete the Report of On-the-Job Injury or Illness as soon as possible. Unpaid students/volunteers must complete the UT Report of an Occurrence form as soon as possible. Forms are to be remitted to the Risk Management Office. For additional information, see http://riskmanagement.tennessee.edu or contact (865) 974-5409.

Gas Leak

In the event that a gas leak is reported or suspected, take the following actions:

1. Eliminate open flames.
2. Check all gas taps and turn them off.
3. Do not turn any electrical switches on or off or use electrical devices.
4. Evacuate the area. If natural gas is allowed to escape into the atmosphere, there is an immediate danger of fire, explosion, or asphyxiation.
5. Call 911.
6. Do not return to the area until the fire department advises to do so.
7. Notify OLAC (974-5634), the staff veterinarian, and the PI to evaluate the condition of the animals.

Fires

Smoke, heat, and toxic gases from a fire are the most common causes of fire-related deaths and injuries. These elements rise and collect at ceiling level, pushing clean air toward the floor. Smoke may obscure the exit signs. It is paramount that you and your coworkers know the location of the fire alarm, exits, fire extinguishers, evacuation routes and assembly points.

Small Fires

You should attempt to use a fire extinguisher only if you are formally trained in fire extinguisher use and are not in immediate danger. Do not place yourself or others in unnecessary danger. Contact UT Police (974-3114) and Emergency 911. Give exact location and nature of the fire. Do NOT use an extinguisher if:

■ You are not comfortable putting out the fire.
■ Heavy smoke is filling the room.
■ Your escape route could be blocked.
■ The fire is large (larger than a trashcan).
■ There are hazardous materials (liquids) present.

Large or Rapidly Spreading Fires

Under these circumstances, take the following actions:
1. Evacuate the area. Do not use elevators. Proceed downstairs, not upstairs, when possible.

2. Pull the fire alarm.

3. Call 911.

4. If you are behind a closed door, use the palm of your hand and forearm to determine if the door is hot. If the door is not hot, open slowly and proceed to the exit. If the door is hot, seek an alternative escape route.

5. Go to the predetermined assembly area.

6. Re-enter only when authorized by the fire department or police.

7. Notify the staff veterinarian, PI, and facility staff to evaluate the status of the animals and facility damage (see Appendix A).
   a. Injured animals will be treated as soon as possible or euthanized as determined by the staff veterinarian.
   b. If the animal quarters are damaged, transfer the animals to undamaged quarters on-site or another cooperating institution.

**NOTE:** Fire extinguisher training is available online through UT Environmental Health and Safety; see [http://web.utk.edu/~ehss/training/Fire%20Extinguisher.pdf](http://web.utk.edu/~ehss/training/Fire%20Extinguisher.pdf). All personnel should be trained regularly on fire response and evacuation procedures to ensure that ALL are prepared for this emergency situation!
Earthquakes
Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side to side motion. Stay away from windows, glass and outside doors and walls. Be aware that doors may become jammed with structural damage.

Additional response pointers include:

- **Drop, Cover, and Hold** at the nearest protected place. Turn your face toward your knees or floor to avoid shattered glass.
- Once shaking has stopped, exit damaged building. Doors may be jammed, so an alternative egress may be necessary. Doors should be left open if possible.
- Gas lines may be ruptured. If gas odor is present, do not light matches, flip switches, or do anything that could create a spark.
- If outdoors during the earthquake, move away from buildings, power lines, and poles.
- Report your condition and location to emergency personnel or some other official. If trapped, bang on something to make nose rather than yelling for help.
- If structural damage is significant, access to facilities may not be possible. When re-entry is authorized, the Attending Veterinarian, PI’s, and facility staff should evaluate the status of the animals and facility damage (see Appendix A).
  - Injured animals will be treated as soon as possible or euthanized as determined by the staff veterinarian.
  - If the animal quarters are damaged, transfer the animals to undamaged quarters on-site or another cooperating institution.

Tornadoes, Lightning and Wind
A **tornado watch** means that atmospheric conditions are favorable for the formation of tornadoes. A **tornado warning** means that a tornado has actually been sighted or is visible on radar.

In the event of a tornado watch:
1. Advise other animal facility personnel.
2. Monitor the radio, television or national weather service broadcasts for updates.
3. Move all animals away from outside walls, windows and doors. Secure outdoor objects that could blow away or cause damage or injury.

In the event of a campus issued tornado warning
1. Seek shelter in the lowest level of a well-constructed building; interior hallway, or bathroom-away from windows, doors or outside walls.
2. Abandon vehicles and seek shelter in a ditch or culvert.
3. The Attending Veterinarian, facility staff, and the PI should check all animals as soon as access to the facilities is permitted (see Appendix A).
   a. Injured animals will be treated as soon as possible or euthanized as determined by the staff veterinarian.
   b. If the animal quarters are damaged, transfer the animals to undamaged quarters on-site or another cooperating institution.
**Flood**

In the event of a flood that threatens to impact animal holding areas or facilities:

1. Relocate the animals to higher quarters. If that is not possible, move the animals to the highest row within the rack.

2. When permitted back into the facility, the Attending Veterinarian, facility staff, and PI should check the animals for exposure and have them treated or euthanized as soon as possible.

3. If the animal quarters are damaged, transfer the animals to undamaged quarters on-site or another cooperating institution.

**Winter Storm**

Severe winter storms are usually forecast far enough in advance to allow for preparation. In the event of a severe winter storm forecast, determine the minimum number of essential staff necessary to manage the animal population. Staff should be instructed to take measures to minimize potential danger to personnel, animals, and property.

Facilities should consider keeping an emergency storage box with items such as a sleeping bag, air mattress, personal hygiene items, non-perishable food, bottled water, and extra clothing (scrubs). Tarps, plastic sheeting, rope/cord, and duct tape are often useful for a variety of situations.

Feed can be removed from storage cans and the cans refilled with water as an emergency source.

Keep bleach on hand as a disinfectant.

If a winter storm is anticipated that will impact personnel’s ability to get to (or leave) campus, use the following actions to prepare:

1. Change the cage bedding and fill the feed and water supplies.

2. Prepare for possible power outages by checking the function of the emergency generators and filling the fuel tanks.

3. Fill the vehicle gas tanks.

4. Locate flashlights, batteries, two-way radios or cell phones. Obtain sleeping bags, non-perishable food items, water, personal hygiene items, extra clothes, and medications.

**Stock Up and Be Prepared!**

Plan ahead for situations where you lose basic utilities that are necessary to get through the work day. In addition to the specific items and actions needed to manage the animals housed at your facility, you should have items on hand such as:

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<th>Batteries</th>
<th>Glow sticks</th>
<th>Hand sanitizers</th>
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<tr>
<td>Hand held flash lights</td>
<td>Text messaging</td>
<td>Bottled water</td>
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SECURITY-RELATED INCIDENTS

Animal Activists (Peaceful Demonstrations)

Peaceful demonstrations should be tolerated unless they disrupt facility operations. However, Media Relations personnel are trained to deal with hostile audiences and should be called upon to represent the agency’s position. The demonstrators should be confined to the outside of the building. If they gain access to the lobby or auditorium, security should not allow them further access to the building.

In the event of a demonstration, take the following actions:

1. Call UT police (974-3114) and describe the location and nature of the demonstration.
2. Contact the facility manager and OLAC (974-5634) to make other facilities aware of the event.
3. Contact the Media Relations representative for your facility.
4. Be courteous. **Avoid confrontation.**
5. Stay in your work area. Request an escort if you must leave the building.

*The most effective defense against animal rights activists is to practice exemplary animal care. For their safety and the integrity of the research, animal facilities should not be open to unauthorized persons!*

Animal Activists (Aggressive Demonstrations) or Other Criminal Events

If an activist event is underway where facility security has been breached, take the following actions:

1. Leave the area.
2. Immediately call 911 and provide details on the problem. Indicate that this is a high priority situation.
3. Contact your facility manager, Media Relations, and OLAC (974-5634).

If an animal activist or other criminal event has occurred in your animal facility, take the following actions:

1. Call 911 and Media Relations personnel.
2. Contact the facility manager and OLAC (974-5634) to make other facilities aware of the event.
3. Contact the Attending Veterinarian and facility veterinarian to evaluate animals.
4. Isolate the break-in site or crime scene from employees to preserve evidence. With minimal disturbance of the scene, facility personnel should assess facility equipment, food and water supplies (see Appendix A). Capture and identification of animals may be necessary.

*Animal facility employees need to be alert to unauthorized persons attempting to gain access to animal facilities or attempting to gain facility and personnel information.*
**Active Shooter**

If an active shooter is reported or encountered:

**RUN**
- If you are outside a building near the threat, go to nearest cover immediately.
- If you are inside the building and you are confident you know the shooter’s location and have a clear path to an exit, evacuate immediately and take others with you if possible.

**HIDE**
- If you are inside a building and the shooter(s) location is unknown, the safest option is normally to barricade:
  - If you are unsure that you can safely exit the building, secure the area by following these tips:
    - lock and barricade doors,
    - stay away from doors or windows,
    - turn off lights,
    - block windows,
    - turn off radios and computer monitors,
    - keep yourself out of sight (take cover/protection from bullets by using concrete walls or filing cabinets), and
    - silence your cell phone.
- What to report to 911:
  - your specific location,
  - number of people at your location,
  - number of injured and types of injuries, and
  - assailant(s) – location, number of suspects, race/gender, clothing description, physical features, types of weapons, backpack, shooter’s identity (if known), separate explosions from gunfire, etc.

**Bomb Threat/Suspicious Package**

Any threat received by mail, phone or other means of communication at the animal facility should be taken seriously. If a call is received indicating that a bomb or other hazardous agent has been placed in the facility:
- Be calm and courteous.
- Stay on the telephone.
- Collect as much information as possible. (See Appendix B for a list of information details of significance.)
- Call **Emergency (911)** and **UT Police (974-3114)** to report the threat and receive further instruction.

In the event that a suspicious package is delivered to the animal facility:
- Isolate the package at the site of delivery; avoid handling or moving the package
- Call **Emergency (911)** and **UT Police (974-3114)** to report the threat and receive further instruction.
## FACILITY-RELATED FAILURES

### Power Outage

Power is essential for the proper maintenance of the animal facilities. In a power outage situation, it is important to know what systems are critical to the operation and what emergency power can be accessed. Please observe the following in these events:

- Know the location of emergency outlets, lighting, and equipment supplied by back-up power (see table below).
- Keep refrigerator, freezer and cold room doors closed.
- Shut down power to computers.
- When full electrical service is restored and the back-up power is shut down, check the function of the refrigerators, freezers, cold rooms, and HVAC systems. Reset the animal room timers.

### EMERGENCY POWER AVAILABILITY BY FACILITY

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<tbody>
<tr>
<td><strong>VETERINARY TEACHING HOSPITAL</strong></td>
<td>Emergency power is supplied by a 12-cylinder diesel fueled generator. It is tested quarterly (no load). It supplies duplex outlets and some lighting. Power can be supplied for 2 weeks. There is no portable backup equipment available.</td>
</tr>
<tr>
<td><strong>CHEROKEE</strong></td>
<td>The emergency power for this facility is provided by a 60 KW, 480/277 volt, natural gas fired generator. The generator and its related equipment are new and are in excellent working condition. Power from this generator is distributed to the facility through a 225 amp, 480/277 volt 36 circuit panel (EH) which in turn serves a 150 amp, 120/208 volt, 30 circuit panel through a 15 KVA step down transformer. This power appears to be sufficient to provide all emergency needs within the facility and all equipment is in good working order.</td>
</tr>
<tr>
<td><strong>WALTER’S LIFE SCIENCE</strong></td>
<td>Emergency power is supplied by a diesel fueled 600KW generator. It supplies heat, ventilation, hall lighting, and some outlets. It is tested weekly (no load). Power can be supplied for approximately 48-hours/ tank of fuel. Walter’s carries a contract to refuel. There is no portable backup emergency power.</td>
</tr>
<tr>
<td><strong>JESSIE HARRIS</strong></td>
<td>Emergency power is supplied by a diesel fueled 150KW generator. It supplies power to heat, ventilation, hall lighting and some outlets. It is tested weekly (no load). Power is supplied for 8 hours/tank of fuel. There is no portable backup emergency power.</td>
</tr>
<tr>
<td><strong>UT MEDICAL CENTER</strong></td>
<td>The hospital has 2 incoming 13,800 “feeds”. If one fails, switchgear automatically transfers to the second feed. If the second fails, it switches to the generator. The generator is 1000 KW. It is tested monthly (under load). The animal facility has two marked emergency power outlets (hallway). The animal facility also has two battery-powered ‘Exit’ signs that will remain lit in case of power failure. There is no portable backup emergency power.</td>
</tr>
<tr>
<td><strong>JOSEPH E. JOHNSON ANIMAL RESEARCH AND TEACHING UNIT</strong></td>
<td>Emergency power is provided by a diesel fueled 400KW generator. It supplies heat, ventilation, some outlets and some surgery components. It is tested weekly (no load). It will provide power for 4 days/tank of fuel. There is no portable backup emergency power.</td>
</tr>
<tr>
<td><strong>SATELLITES</strong></td>
<td>Most satellite facilities have backup power outlets that are used for critical needs.</td>
</tr>
</tbody>
</table>
**Heat, Air-Conditioning or Ventilation Failure**
If the environmental controls fail in any of the facilities, immediate action is required to ensure the health of the animals. In this event, take the following actions:

- Notify facility managers and veterinary staff immediately.
- Monitor temperature and humidity in all rooms. Animals should be monitored regularly to evaluate their condition.
- Immediate action should be taken to provide supplemental air conditioning, heat, or ventilation if temperatures fall outside of the ranges listed in the following table.

<table>
<thead>
<tr>
<th>Species</th>
<th>Minimum temperature</th>
<th>Maximum temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mice, rats, guinea pigs, hamsters, gerbils</td>
<td>68°F 18°C</td>
<td>79°F 26°C</td>
</tr>
<tr>
<td>Rabbits</td>
<td>61°F 16°C</td>
<td>72°F 22°C</td>
</tr>
<tr>
<td>Cats, dogs</td>
<td>64°F 18°C</td>
<td>84°F 29°C</td>
</tr>
<tr>
<td>Farm animals, poultry</td>
<td>61°F 16°C</td>
<td>81°F 27°C</td>
</tr>
<tr>
<td>Reptiles</td>
<td>75°F 24°C</td>
<td>86°F 30°C</td>
</tr>
</tbody>
</table>

*Evacuation and relocation of animals may be necessary. Each facility should train for and discuss how to prioritize evacuation of their current animal population. A written SOP for order of operation in an evacuation is strongly recommended.*

**Loss of Water Service**
If the water is going to be turned off for scheduled maintenance, fill extra water bottles, dollies, and other receptacles to ensure potable water will be available during the outage or purchase bottled water to meet the need. If unexpected water outages occur, water may be obtained from unaffected buildings or facilities; or purchased for use.

**Stock Up and Be Prepared!**
Plan ahead for situations where you lose basic utilities that are necessary to get through the work day. In addition to the specific items and actions needed to manage the animals housed at your facility, you should have items on hand such as:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteries</td>
<td>Glow sticks</td>
<td>Hand sanitizers</td>
</tr>
<tr>
<td>Hand held flash lights</td>
<td>Text messaging</td>
<td>Bottled water</td>
</tr>
</tbody>
</table>

**References** (note: hard copies are available in the OLAC office or links online)
1. NABR Crisis Management Manual
2. Guide for the Care and Use of Laboratory Animals (2011)
Appendix A: POST-EVENT ANIMAL FACILITY CHECKLIST

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>ROOM#</th>
</tr>
</thead>
</table>

**Problem Check List:**

- Hazards prevent access to facility
- Animals loose
- Animals injured
- HVAC not functional
- Water pipe broken
- Power outage
- Steam supply interrupted
- Cage washer damaged (nature of problem)
- Freezer not functional
- Cold room not functional
- Feed
- Bedding
- Caging

Flooding in the animal quarters caused by activation of the sprinkler system or responders should be cleaned up and bedding and feed replaced as necessary.

Change the room air filters and cartridges.

If the room (s) has been damaged move the animals to alternative rooms or if the damage is extensive to another animal facility.
Appendix B: BOMB THREAT INFORMATION CHECKLIST

Any threat received by mail, phone or other means of communication at the animal facility should be taken seriously. If a call is received indicating that a bomb or other hazardous agent has been placed in the facility:

- Be calm and courteous.
- Stay on the telephone.
- Collect as much information as possible. (See Appendix C for a list of information details of significance.)
- Call Emergency (911) and UT Police (974-3114) to report the threat and receive further instruction.

QUESTIONS TO ASK:
1. WHEN IS THE BOMB GOING TO EXPLODE?
2. WHERE IS IT NOW?
3. WHAT DOES IT LOOK LIKE?
4. WHAT KIND OF BOMB IS IT?
5. WHAT WILL CAUSE IT TO EXPLODE?
6. DID YOU PLACE THE BOMB?
7. WHY?
8. WHAT IS YOUR ADDRESS?
9. WHAT IS YOUR NAME?

CALLER’S VOICE:

__CALM __NASAL
__ANGRY __STUTTER
__EXCITED __LISP
__SLOW __RASPY
__RAPID __DEEP
__SOFT __RAGGED
__LOUD __CLEARING THROAT
__LAUGH __DEEP BREATHING
__CRYING __CRACKING VOICE
__NORMAL __DISGUISED
__DISTINCT __ACCENT
__SLURRED __FAMILIAR

THREATENING LANGUAGE
WELL-SPOKEN (EDUCATED)
INCOHERENT
FOUL
TAPED
IRRATIONAL
MESSAGE READ BY THREAT MAKER

IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?

____________________________

BACKGROUND SOUNDS:

__STREET NOISES __FACTORY
__CROCKERY __ANIMAL NOISES
__VOICES __CLEAR
__PA SYSTEM __STATIC
__MUSIC __LOCAL
__HOUSE NOISES __LONG DISTANCE
__MOTOR __BOOTH
__OFFICE __OTHER
Appendix C: ANIMAL FACILITY VENDOR/SUPPLIER CONTACT LIST 
& VEHICLES FOR EVACUATION

<table>
<thead>
<tr>
<th>Product</th>
<th>Vendor</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feed</td>
<td>Harlan Teklad</td>
<td>Mike Engle</td>
<td>317-509-3126</td>
</tr>
<tr>
<td></td>
<td>Agri-Feed</td>
<td>Madison Office</td>
<td>608-277-2070</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carol Ables</td>
<td>865-584-3959</td>
</tr>
<tr>
<td>Bedding</td>
<td>Harlan Teklad</td>
<td>Mike Engle</td>
<td>317-509-3126</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Madison Office</td>
<td>608-277-2070</td>
</tr>
<tr>
<td>Caging</td>
<td>Lab Products</td>
<td>Joe Carr</td>
<td>443-742-0142</td>
</tr>
<tr>
<td>Cleaning supplies</td>
<td>Kel-San</td>
<td>Ken Mahoney</td>
<td>865-525-7312 ext. 433</td>
</tr>
<tr>
<td>Cage washing supplies</td>
<td>Sanitation Strategies</td>
<td>Troy Livingston</td>
<td>717-841-5123</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Customer Service</td>
<td>1-877-494-4364</td>
</tr>
<tr>
<td>Incineration</td>
<td>Stericycle</td>
<td>Tammy Spangler</td>
<td>865-521-3834</td>
</tr>
</tbody>
</table>

Vehicles for Animal Evacuation

**East TN Research & Education Center (ETREC)**
Director: Dr. Bobby Simpson 974-7201

**UT Blount Farm**
Manager: Brandon Beavers 970-2079

**Veterinary Teaching Hospital**
Dr. Robert DeNovo 974-5235

**Cherokee Farm**
Linda Hearon 755-8176

**Cherokee Lab Animal**
Manager: Jane Czarra 755-7463
Secondary: Darlene Buffalow 740-3147
Appendix D: EMERGENCY & SAFETY SUPPORT CONTACTS

To report an emergency event requiring immediate EHS response: 974-9586
Safety Personnel will contact the appropriate safety office(s)

ENVIRONMENTAL HEALTH AND SAFETY OFFICES
Knoxville Campus  Mark Smith  974-5084
Spills  Pam Koontz, Steve Crouch
Fire  Suzanne Rimmer

Agriculture Campus  Jacob Payne (Interim)  974-7144
Medical Center  Mark Smith (Grad School of Med)  974-5084

BIOLOGICAL SAFETY (All facilities)
Brian Ranger  974-1938
Cell: 230-0389

RADIATION SAFETY (All facilities)
Marsha Smith  974-5580

OCCUPATIONAL HEALTH for ANIMAL-RELATED MATTERS (All facilities)
Amy Knowles  974-5728
Cell: 755-8924

UT Knoxville Emergency Manager
Brian Gard  974-3061
Cell: 250-4714

PUBLIC RELATIONS
College of Vet Medicine  974-7377
Sandra Harbison  Cell: 755-6861

Knoxville Campus
Karen Simsen  974-5186
After hours: 974-2288

Agricultural Campus  974-7363
Doug Edlund  After hours: 255-7444

ANIMAL FACILITY CONTACTS

OFFICE OF LABORATORY ANIMAL CARE  974-5634
Dr. Patricia Coan, Director  974-5634  Cell: 755-2072
Dr. Joleen Adams, Staff Veterinarian  974-0322  Cell: 755-1885
Jerri O’Rourke, Sr. Clinical Specialist  974-5841  Cell: 214-0346
Christopher Carter Sr. Clinical Specialist  974-5546  Cell: 755-7465

CVM LAF, VTH and Cherokee Building A
Facility  974-7395
Jane Czarra, Facility Manager  Cell: 755-7463
After hours: 803-3257
Darlene Buffalow  Cell: 740-8142

Jessie Harris/Nutrition
Chuck Corum, Manager  974-6253  Cell: 748-5024

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<table>
<thead>
<tr>
<th>Joseph E. Johnson Animal Research &amp; Teaching Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobby Simpson, Center Director, ETREC</td>
</tr>
<tr>
<td>Mark Campbell, Asst. Center Director, ETREC</td>
</tr>
<tr>
<td>Roger Long, Building Manager</td>
</tr>
<tr>
<td>Steve Follum</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Large Animal Clinical Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Wilson, Facility Supervisor</td>
</tr>
<tr>
<td>Linda Hearon, Facility Supervisor</td>
</tr>
<tr>
<td>Dr. Carla Sommardahl, DVM LACS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Animal Clinical Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammy Moyers, VTH</td>
</tr>
<tr>
<td>Gina Galyon, VTH</td>
</tr>
<tr>
<td>Jimmy Hayes, JARTU</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UT Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Roberts, Manager</td>
</tr>
<tr>
<td>Tina Richey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Walter’s Life Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Fridge, Manager</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Satellite Animal Facilities</th>
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</thead>
<tbody>
<tr>
<td>Alford: ETREC Plant Sciences Unit (Greenhouse #9)</td>
</tr>
<tr>
<td>J. Brian Alford</td>
</tr>
<tr>
<td>Keith Belli</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Burghardt: WLS B302/302</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon Burghardt</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Aaron Free</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Echternacht: Hesler 531</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Echternacht</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>EEB Office/Reception</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fitzpatrick: Hesler 245/WLS F109</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Fitzpatrick</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freeburg: Oak Ridge Arboretum Aviaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Freeburg</td>
</tr>
<tr>
<td>David Book</td>
</tr>
<tr>
<td>Kevin Hoyt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall: WLS A205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Hall</td>
</tr>
<tr>
<td>Alternate Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ripp: SERF 719A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Ripp</td>
</tr>
<tr>
<td>Tingting Xu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lydic/Baghdoyan: GSM R501/GSM R505</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph Lydic</td>
</tr>
<tr>
<td>Helen Baghdoyan</td>
</tr>
<tr>
<td>Subimal Datta</td>
</tr>
</tbody>
</table>

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Voy: Brehm Animal Science 330
Brynn Voy 974-4729 Cell: 607-7338
Ronique Beckford Cell: 334-552-2185

FACILITIES SUPPORT, REPAIR, & MAINTENANCE CONTACTS

VTH and Cherokee Building A
Marcus Williford Cell: 740-2780
Scott Wyrick Cell: 740-2369
Dr. Robert DeNovo 974-5235 Cell: 755-8267

Knoxville Campus
David Pratt, Biology Service Facility 974-4219
UT Police (weekends) 974-3114

Facilities Services Dispatcher
8:00 am to 4:00 pm, Monday – Friday 974-2347
All other times 946-7777 (Facilities One Call)

UT Medical Center
Maintenance 305-9530
Appendix E: FACILITY FLOORPLANS

Floor Plan Index

- E-1: College of Veterinary Medicine Cherokee Building A
- E-2: College of Veterinary Medicine Lab Animal Facility
- E-3: Jessie Harris Lab Animal Facility
- E-4: Joseph E. Johnson Research & Teaching Unit (JARTU)
- E-5: UT Medical Center Lab Animal Facility
- E-6: Walters Life Sciences Lab Animal Facility
A=Exit
B=Emergency Shower
C=Fire Extinguisher
D=Fire Alarm Pull Station
E=Emergency Eye Wash Station
F=First Aid Kit
G=MSDS Book
H=Assembly Point
I=Evacuation Route
J=Electrical Panel Box

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E-6: Walters Life Sciences Lab Animal Facility