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| **Section 1. Facility Identification and Type of Emergency** |
| Instructions: Identify the type(s) of emergency(ies) for which this plan is appropriate. Develop Separate plans for emergencies requiring differing plans.  |
| **References and Abbreviated Guidance:**Identify situations the facility might experience that would trigger the need for the measures identified in a contingency plan to be put into action including, but not limited to, emergencies such as electrical outages, faulty HVAC systems, fires, and animal escapes, as well as natural disasters the facility is most likely to experience. USDA Animal Welfare Regulations 9 CFR 2.38(l)(1) |

**Plan:**

**Emergency Response Plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(facility) during \_\_\_\_\_\_\_\_\_\_\_\_\_ (emergency). Short term (<48 h)/Long term (> 48h)**

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| **Section 2. Communication & Organization (Chain of Command) –** |
| Provide a description of the chain of command to be followed in the case of an emergency/disaster. Provide contact information for facility staff, principal investigators, relevant animal program personnel (IACUC Chair, IO), as well as law enforcement and other first responders. Provide plans for communicating with researchers, upper administration, law enforcement and emergency personnel. Describe contingencies for communication in case cell phone communication is disrupted. |
| **References and Abbreviated Guidance:*** + (4) Identify essential personnel who should be trained in advance in its implementation. Guide p. 35, Ag Guide p. 23
	+ (5) In the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. Guide p. 74, Ag Guide p. 22
	+ (5) The institution must ensure that emergency services can be contacted at any time by staff members. Ag Guide p. 22
	+ (6) Prominently posting emergency procedures, names, or telephone numbers in animal facilities or by placing them in the security department or telephone center. Guide p. 74, Ag Guide p. 22 Emergency procedures for handling special facilities or operations should be prominently posted. Guide p. 74
	+ (7) There must be a means for rapid communication in case of an emergency. Ag Guide p. 22
	+ (9) The colony manager or veterinarian responsible for the animals should be a member of the appropriate safety committee at the institution, an “official responder” in the institution, and a participant in the response to a disaster. Guide p. 75
	+ (10) Law enforcement and emergency personnel should be provided with a copy of the plan for comment and integration into broader, area wide planning. Guide p. 35(5) Access to essential personnel during or immediately after a disaster. Guide p. 35.
	+ (16) (iii) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
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**Plan:**

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|  **Section 3. Personnel Duties, Emergency Personnel and Emergency Animal Care** |
| 1. Describe who will be responsible for coordinating facility activities, including the care of animals if the facility manager is unavailable.
2. Describe plans for emergency staffing of the facilities.
3. Describe the training provided (before an emergency) to emergency staff.
4. Describe personnel roles and provide instructions for specific tasks that need to be conducted. List the tasks and rank tasks in order of priority.
 |
| **References and Abbreviated Guidance:*** + (4) Identify essential personnel who should be trained in advance in its implementation. Guide p. 35, Ag Guide p. 23
	+ (4) Personnel trained in emergency procedures for special facilities or operations. Guide p. 74
	+ (15) (ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions… USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
	+ (16) (iii) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
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**Plan:**

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| **Section 4:** **Clinical Care -** Describe plans to provide emergency clinical care of animals. |
| **References and Abbreviated Guidance:**(5) Access to essential personnel during or immediately after a disaster. Guide p. 35.In the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. Guide p. 74, Ag Guide p. 22 |

**Plan:**

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| **Section 5:**  **Continuation of stocks and research activities**In consultation with animal researchers identify research that must continue, as circumstances warrant. With investigators, develop a triage system for determining the potential to replace stocks. Identify stocks that need to be maintained and describe how the facility will preserve animals that are necessary for critical research activities or that are irreplaceable. |
| **(12)** Describe how the facility will preserve animals that are necessary for critical research activities or are irreplaceable. Describe priorities and procedures for triaging animal populations… Guide p. 35 |

**Plan:**

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| **Section 6. Food, Bedding, and Water**1. State how long the food, bedding and (backup) water supplies on hand at any given time should last.
2. List the location of food, bedding, normal source(s) of water, and backup water storage.
3. Provide instructions regarding where/how additional feed/bedding/water may be obtained on short notice should supplies run out.
4. Describe how frequently water bottles/sources are changed and how long water bottles/sources willsustain animals. Describe how water will be provided in emergency situations, including sources of water.
5. Provide instructions regarding frequency and processes for bedding changes.
6. Provide instructions regarding frequency and processes for water changes.
 |
| **References and Abbreviated Guidance:**1. (1) Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35
2. (13) Research facilities must develop, document, and follow an appropriate plan to provide for the humane handling, treatment, transportation, housing, and care of their animals in the event of an emergency or disaster (one which could reasonably be anticipated and expected to be detrimental to the good health and well-being of the animals in their possession). USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
3. (15) (ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.; USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
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**Plan:**

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| **Section 7:** **Environmental Controls, Power** * 1. **Environmental Controls/ Temperature and Ventilation** - Describe emergency monitoring systems. Indicate who can access the monitoring systems and provide their contact information. Provide information, if applicable, on the location and use of emergency cooling/heating units. Indicate who can run these units and provide their contact information.
	2. **Electrical Power** – Describe back up power generation (e.g., provide information, if applicable, on the location and use of portable emergency generators) and plans to relocate animals (next section). Explain plans to address loss of power if back up power will not be available.
 |
| **References and Abbreviated Guidance:**1. (1) Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35
2. (15) (ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.; USDA Animal Welfare Regulations 9 CFR 2.38(l)(1)
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**Plan:**

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| **Section 8: Relocation and Transportation.** Identify alternate locations where some/all animals may be house if your facility becomes unusable, or if insufficient staff are available to provide adequate service to a facility. Describe plans for transporting animals to the alternate facility. If the facility is at another institution, provide copies of agreements and contact information for key personnel at the other institution. |
| **References and Abbreviated Guidance:*** (1) Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35
* (3) Emergency plans should include animal evacuation plans specific to the research or teaching facility and actions to be taken if transportation is interrupted. Ag Guide p. 23
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 **Plan:**

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| **Section 9: Maintenance of Bio-Exclusion –** As appropriate, describe procedures for maintaining bioexclusion. Describe procedures for moving animals, if necessary, in a way that will maintain bioexclusion. For serious situations animal life will be guarded without regard for bioexclusion. |
| **References and Abbreviated Guidance:** |

**Plan:**

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| **Section 10: Animal Welfare –** Note that animals will be euthanized if they cannot be maintained humanely. Identify specific circumstances that would require euthanasia. |
| **References and Abbreviated Guidance:**(1) Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35 |

**Plan:**