Notes: (delete when finished)

* Items highlighted (yellow or grey) should be replaced with specific descriptors
* *Italics* are suggestions and would require customization
* Plans may need to refer to SOPs already in place, and should be available to responders as needed

**Appendix G   
Animal Facility Disaster Plan**

## [school/department/facility unit] EOP

1. **Purpose**

This plan establishes procedures and responsibilities for how the [school/department/work unit] will interact within the [college/school/department name] emergency operations structure.

1. **Scope**

Applies to all [school/department/work unit] personnel or personnel working under the direction of [school/department/work unit] that are within the [college/school/department name] Emergency Operations Plan.

1. **Overview**

The [school/department/work unit] is part of the [college/school/department name] emergency preparedness effort. Due to the remoteness, size, complexity, or presence of animals in the [school/department/work unit] daily operations, the [college/school/department name] plan allows the [school/department/work unit] to establish an internal Emergency Operation Plan to assist with communication and command and control.

1. **Planning Assumptions**

* [school/department/work unit] may have an incident that is localized to their operation and not to the College
* Unless specifically covered in this school/department/work unit EOP, the [college/school/department name] EOP is the source document for emergency preparedness
* If animals are located in a University facility or program, the LARC animal facility disaster plan will be used in emergencies that affect animals
* Distant sites will establish local veterinarian contacts and utilize them first in emergencies, with a follow-on call to the OSU Attending Veterinarian or designee. Distance sites are identified as:
  + Hatfield Marine Science Center
  + Alsea Salmon Fish Hatchery
  + Eastern Oregon Agricultural Research Center - Burns
  + Eastern Oregon Agricultural Research Center - Union

1. **Concept of Operations**

An incident occurs that is within the capability or responsibility of the [school/department/work unit]. Through this plan, the [school/department/work unit] has identified a command and control structure to plan for and respond to localized incidents. This plan is coordinated with the [college/school/department name] Emergency Operation Plan.

The [college/school/department name] Emergency Operations Plan provides guidance, direction, and emergency management programmatic elements that this local EOP is designed to augment.

As an incident occurs, individuals will respond to preserve their life safety and notify the [school/department/work unit] Head. Once activated the [school/department/work unit] Head, or designee, will initiate the Response Team to coordinate [school/department/work unit] actions. Priorities for personnel and animal response will be established and response activities commence as appropriate.

Priorities during an emergency are:

* Personnel safety
* Animal safety
  + Personnel and animal evacuation and relocation AND/OR
  + Personnel and animal shelter in place
* Animal recapture
* Animal euthanasia (when authorized by the OSU Attending Veterinarian)
* Facility protection

|  |
| --- |
| *Note: (delete this note and replace the following list with unit specific information when finished*  *Units need to identify unit specific priorities. The following are suggested points to consider when developing priorities for animal evacuation/relocation. )* |

When prioritizing maintenance of life and rescue of animals, prioritization should consider:

* + - 1. Species
         1. ~~Non-Human Primates (NHP)~~
         2. Dogs
         3. Cats
         4. Farm Animals
         5. Rabbits/Ferrets
         6. Guinea Pigs, Hamsters, Gerbils
         7. Rodents – transgenic breeders
         8. Rodents - other
         9. Non-mammals
      2. Value
         1. Unique/ Rare Animals
         2. Long-term studies or costly treatment participants
      3. Vulnerability
         1. Temperature extremes
         2. Security
      4. Manageability
         1. Relocation ease
      5. Hazard
         1. Ability to contain hazards

The attachments to this plan provide additional incident specific guidance. (*unit inserts SOPS or attachments with additional details)*

1. **Organization and Assignment of Responsibilities**

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the [school/department/work unit].

**Oversight**

The [school/department/work unit] Head is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

**Preparedness Team**

* [school/department/work unit] Head (with guidance from the [college/school/department name]) is responsible for making sure that plans, safety equipment, and infrastructure to deal with an emergency are in place.
* [school/department/work unit] Head will convene meetings/seminars and prepare summary materials to increase staff awareness of the content of this plan.

**Response Team**

This team coordinates the emergency response for the [school/department/work unit]. The Response Team is comprised of the following members:

* [school/department/work unit] Head
  + Organize the [school/department/work unit] response command and control structure.
  + Communicates with [college/school/department name] College Operation Center
  + Communicates with the OSU Dept. of Public Safety (541-737-3010)
  + Communicates with members of the Response Team.
  + Initiates communication to inform [school/department/work unit] personnel of a closure or incident response
* [school/department/work unit] Animal Facility Manager
  + Contacts Attending Veterinary or designee
  + Contacts [school/department/work unit] Head
  + Contacts Principle Investigator of affected animals
  + Communicates with [college/school/department] College Operation Center
  + Initiates communication to inform [school/department/work unit] of a closure or incident response
  + Oversees animal care needs as identified
  + Will direct evacuation if necessary
* [school/department/work unit] Building Manager
  + Contacts building owners/representatives to respond to buildings
    - *List buildings and unique points of contacts for response to buildings*
  + Ensures all essential staff are on-site
  + Will direct evacuation (via fire alarm pull station) if necessary
* Animal Husbandry Staff
  + Respond to animal care needs as identified
* [school/department/work unit] Manager
  + Notifies affected instructors, graduate and undergraduate students, intern programs and visiting colleges/universities of the current situation
* OSU Campus Attending Veterinarian or designee
  + Provides remote advice as needed
* OSU Attending Veterinarian or [school/department/work unit] On-Call local Veterinarian (for off campus)
  + Develop network of veterinarian contacts if additional assistance is needed
  + Authorized to determine what additional assistance is needed

**Recovery Team**

The purpose of this group is to restore teaching, research and business functions in a timely manner. The Recovery Team is comprised of:

* [school/department/work unit] Head
* [school/department/work unit] Network Administrator
* [school/department/work unit] Attending Veterinarian or designee
* [school/department/work unit] Business Office Manager
* [school/department/work unit] Ranch Foreman
* [school/department/work unit] Building Manager
* Local Veterinarian (as appropriate)

1. **Direction and Control**
   1. **Decision-making and Notification priority**

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 9-1-1, evacuating personnel and animals from the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The [school/department/work unit] Head is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the College EOC (if activated).

When an incident occurs, contact the [school/department/work unit] Head. If that person cannot be reached, the following line of succession is to be contacted:

1. .
2. .
3. .
   1. **Call Lists**

[school/department/work unit] has developed call lists to assist with response.

Attempt to contact the first person and if no response, continue down the list until a response is obtained:

1. OSU Attending Veterinarian
2. [school/department/work unit] Head
3. Principle Investigator

* Veterinarians

1. OSU Attending Veterinarian
2. Local Veterinarian 1 –
3. Local Veterinarian 2 -
   1. **Control**

The [school/department/work unit] Head is responsible for the coordination of response resources to the incident. This Command Center location is the hub of information during an emergency incident.

The [school/department/work unit] will organize and coordinate incident response from the following Command Center locations (in order of preference):

1. **Communications**

Several avenues exist for communication to [school/department/work unit] staff, faculty, students, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

(delete those that don’t apply to your unit)

|  |  |  |
| --- | --- | --- |
| Method | Avail w/ power | Avail w/o power |
| * Telephone |  |  |
| * Cell phone |  |  |
| * Pagers |  |  |
| * E-mail |  |  |
| * Handheld radios |  |  |
| * Social Media |  |  |
| * OSUAlert – if a university wide incident |  |  |
| * Local Bulletin Board |  |  |

As a minimum, information will be reviewed by the [College/School/Department name] [school/department/work unit] Head prior to release for mass distribution.

Computer access is limited to the office and laboratory areas; therefore, cell phones and radios are the primary modes of communication between personnel.

Contact lists are updated twice a year (or after arrival of new personnel) and posted at all available phones and procedures locations.

1. **Plan Maintenance**

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

Questions about this plan should be directed to the [school/department/work unit] Head.

1. **Plan Training and Testing**
2. **Training**

* New employees receive an orientation to this disaster plan and their response duties
* Annually, all employees receive a review of the plan and their roles during emergencies
* Employees receive periodic training of unit specific animal handling and response procedures

1. **Drills/Exercises**

* Fan-Out Calling/Call Tree notifications are conducted periodically to test accuracy of phone numbers and communications
* Mock emergency drill should be conducted periodically to test all components of emergency response plan
* After the drill or incident response, discussions regarding strengths and weaknesses of the plan and response are held and procedures updated, if necessary

**Attachment 1  
Emergency Contacts**

(Personal Information. Do not release or re-distribute, unless approved by the [school/department/work unit] Head)

|  |  |  |  |
| --- | --- | --- | --- |
| Title/Position | Name | Work Phone | Cell Phone |
| [county] County Sheriff | Emergency | 9-1-1 |  |
| Non-Emergency |  |  |
| [county] Public Health Dept |  |  |  |
| [city] Police |  |  |  |
| [city] Fire Department |  |  |  |
| State Police – [local jurisdiction] |  |  |  |
|  |  |  |  |
| OSU Dept Public Safety (DPS) | Emergency | 541-737-7000 |  |
| Non-Emergency Dispatch | 541-737-3010 |  |
| OSU Environmental, Health, and Occupational Safety (EH&S) | DPS Dispatch | 541-737-3010 |  |
| OSU Attending Veterinarian | Dr. Helen Diggs | 541-737-6213 | 510-363-5228 |
| Dr Jennifer Sargent (backup) |  | 541-602-1283 |
|  |  |  |  |
| [unit] Command Center |  |  |  |
| [unit] Station Director |  |  |  |
| [unit] Research Scientist |  |  |  |
| [unit] Ranch Manager |  |  |  |
| [unit] Facilities and Budget Manager |  |  |  |
| [unit] Ranch Operations |  |  |  |
| [unit] Plant/Maintenance |  |  |  |
|  |  |  |  |
| Local veterinarian (for distant facilities) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Personal Information. Do not release or re-distribute, unless approved by the [school/department/work unit] Head)

**Attachment 2  
Emergency Response Supplies - Personnel**

|  |
| --- |
| Notes: (delete when finished)   * *Italics* are suggestions and require customization for your animal facility |

This *suggested* supply list is for the emergency response team’s needs. These items should be kept accessible in areas that emergency responders may be working within. Supply distribution will be coordinated by the Command Center

|  |  |
| --- | --- |
| Water | * *Drinking water-1 gallon per day/per person, keep 3 days supply on hand. Replace on a quarterly basis.* |
| Food | * *Non-Perishable Food -in an airtight, pest-proof container. Replace on an annual basis or per expiration date* |
| Electrical | * *Extra batteries for devices* * *Fans* * *Space heaters* * *Extension Cords/ Plug adaptors* |
| Transportation |  |
| Equipment | * *Portable, bi-directional, radio transceivers (walkie-talkies)* * *Flashlight/ Lanterns and extra batteries- keep extra flashlights in CC to send out with personnel* * *Transistor Radio (with batteries)* * *Rope* * *Tools needed to shut down equipment, gas tanks, etc* * *Utility knife* * *First Aid Kit-Identify any special needs ahead of time* * *Blankets* * *Light sticks* * *Heavy-duty work gloves* * *Copies of emergency plan* * *Zip ties* |

**Attachment 3  
Emergency Response Supplies - Animals**

|  |
| --- |
| Notes: (delete when finished)   * *Italics* are suggestions and require customization for your animal facility |

|  |  |
| --- | --- |
| Water | *Identifying alternate water sources is one of the most important things to accomplish. If the power interrupts the water supply or if the water is otherwise compromised, backup plans need to be identified. Some suggestions are:*   * *Local water companies who can bring in potable water via 55-gallon drums or in a tanker truck.* * *For Rodents, gel packs can be used. Gel packs provide a hydration source for rodents during shipping and can last up to five days*   *If water is to come from an outside source (i.e. truck delivery) it will need to be determined quickly. Delivery could be delayed, depending on the conditions. If water is stored in 55-gallon drums, moving them to different levels may become difficult. If possible, position these in key areas prior to an incidents impact. If this is not possible, a plan to distribute the water to the areas should be developed. If gel packs are to be used, have staff place them outside the animal rooms so they are ready when needed.* |
| Food |  |
| Electrical |  |
| Transportation | * *Source of transport trailers* * *Source of transport vehicles (appropriate for size of animals)* |
| Equipment  (enclosures) | * *Cages* * *Tanks* |
| Equipment  (handling) | * *Ropes/leads/harnesses* |
| Fuel |  |

**Attachment 4  
Evacuation**

1. Follow general personnel evacuation preparedness, mitigation, response, and recovery as listed in the [college/school/department name] EOP – Appendix F
2. Evacuation procedures unique to [school/department/work unit] animal areas are:
3. Personnel - evacuate to Assembly Area or alternate located at:  *(insert location and/or map)*
4. Animals - Once personnel are accounted for and the situation assessed, the [school/department/work unit] will work with the Attending Veterinarian or designee (in remote locations, this could be a local veterinarian) to determine what emergency response is needed for the animals.

*Note: Units insert a brief description of their animal care environment and average number of animal situation: eg. 300 head of cattle located daily at……, 25 2x2 mobile cages, …*

[school/department/work unit] planning for animal evacuation includes:

1. Evacuation Site Selection
2. Identification of evacuation sites. Pre-identified sites are:
3. Public Health Concerns
4. *Consider the exposure of zoonotic diseases when identifying sites and transport routes.*
5. *Other hazards*
6. Animal Well-being
7. Transit
   * *Will the animals be put in greater jeopardy while in transit?*
8. Temperature
   * *Can the micro- environment be controlled to keep the animal comfortable?*
9. Health Status
   * *Will the evacuation affect the health status of the animal so that the animal is compromised, rendering them unsuitable for the intended research?*
10. Food and water

**Attachment 5  
Shelter in Place**

1. Follow general sheltering preparedness, mitigation, response, and recovery as listed in the [college/school/department name] EOP – Appendix F
2. Sheltering procedures unique to [school/department/work unit]are:
3. Personnel - shelter in the following buildings (listed in priority of preference):

* *(insert location and/or map)* (Do not release or re-distribute, unless approved by the [school/department/work unit] Head)
* If unable to reach a building, shelter in a closed vehicle and communicate your status to the Station.

1. Animals - Once personnel are accounted for and the situation assessed, the [school/department/work unit] will work with the Attending Veterinarian or designee (in remote locations, this could be a local veterinarian) to determine what emergency response is needed for the animals.
2. Shelter Site Selection

* *Identification of shelter sites:*

1. Public Health Concerns

* *Consider the exposure of zoonotic diseases when identifying sites and transport routes.*
* *Other hazards*

1. Animal Well-being
2. Temperature

* *Can the micro- environment be controlled to keep the animal comfortable?*

1. Health Status

* *Will the health status of the animal be compromised rendering them unsuitable for the intended research?*

1. Food and water

**Attachment 6  
Euthanasia Program**

Consult OSU Attending Veterinarian

**Attachment 7  
Temperature Extremes**

1. Personnel - Follow general evacuation preparedness, mitigation, response, and recovery as listed in the [college/school/department name] EOP – Appendix F
2. Animals – Contact the OSU Attending Veterinarian if temperatures for un-acclimated animals are below 45oF or above 85oF.
3. *Insert facility specific temperature ranges and controls (if applicable)*

**Attachment 8  
Animal Escapes**

1. Contact the OSU Attending Veterinarian
2. *Insert local animal specific procedures/notifications if escapes occur (pre-reviewed by Attending Veterinarian)*

**Attachment 9  
Utility and HVAC Failure**

1. Contact the OSU Attending Veterinarian
2. *Insert local animal specific procedures/notifications (pre-reviewed by Attending Veterinarian)*