

***ANIMAL PROGRAM DISASTER PLAN EMERGENCY
PREPAREDNESS***

Biological Resource Facility (BRF)

Institutional Animal Care and Use Committee (IACUC)



**ROSALIND FRANKLIN
UNIVERSITY**
of MEDICINE AND SCIENCE

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A. INTRODUCTION

The plan is applicable to the main vivarium (the Biological Resource Facility or BRF) at Rosalind Franklin University and any satellite facilities* on campus that are IACUC approved to house research animals. Disasters and emergencies affecting animal facilities are of three general categories: Natural emergencies and disasters (winter storms, earthquakes, tornadoes, fire, flooding, epidemics/pandemics); Technical emergencies (ventilation, HVAC or power failure, material spills) and Civil emergencies (terrorism, vandalism). These occurrences may result in an inability to maintain normal conditions in the animal facility and/or an inability of personnel to reach the animal facility, thus potentially threatening the health and welfare of animals.

The University has developed a National Incident Management System (NIMS) Compliant, All-Hazards Emergency Operations Plan (EOP). The EOP is designed to be used primarily for response to critical incidents occurring on campus and its primary purpose is to minimize the impacts of emergencies and disasters, to protect life and property, and to restore the mission of the University in a timely and orderly manner. The Animal Program Disaster Plan detailed herein is intended to interface with the University's EOP and direct and coordinate the emergency response specific to the University's animal program to prevent or minimize animal pain, distress or death. It has been integrated with the EOP and its coordinating structure.

There had been no catastrophic disasters or emergencies that have impacted the RFUMS animal research facilities in the past until the national pandemic involving COVID-19 in 2020. Emergencies can occur at any time, and being well prepared is key to minimizing the effects of emergency situations on the health and well being of both people and animals.

This document is designed to:

- prepare animal users and staff of the Biological Resource Facility (BRF) for potential emergencies,
- guide animal users and BRF staff during emergencies, and
- assist animal users and BRF staff in the avoidance and anticipation of dangerous situations.

All animal users and BRF staff are strongly encouraged to read the entire disaster plan as well as the University Emergency Operations Plan carefully. All personnel should be aware of the BRF facility floor plan and evacuation routes. *Evacuation routes are conspicuously posted within the BRF.*

**NOTE: At present there are no satellite facilities in use; when approved under very special and rare occasions, Campus Safety & Security will be informed of the specific room/s.*

B. LOCATION OF IMPORTANT ITEMS: *Also see Map at end of document.*

- Emergency information: Contact information is posted near the main entrance to the animal facility as well as in main corridors of the BRF.
- Telephones: Central offices of BRF (L2253), and the IACUC Office have telephones available. Also, phones are located in: The clean side corridor west wall next to Emergency exit, L252, L255, L290F, L275, Autoclave Room L284, and clean side cage wash room L.288A.
- If the land-line phone system is down, cell phones can also be used.
- Fire alarms: Located at the north side corridor near emergency exit doors.

- Fire extinguishers: Located in the fire hose cabinet in the main entry hallway of the animal housing area, east hallway, and in the hallway outside of L.274.
- First aid kits: Located in main hallway of animal housing area and in the clean side of the cage wash area.
- Eye-wash stations: Located on the dirty side of the cage wash area L288B, in the necropsy room L290E, surgery room L290F, procedure rooms L252, L255, L274, L275, L291B, and BSL2 rodent housing rooms 24 & 35.
- Bio-Safety and Chemical Spill Emergency kits: Located outside L.291B and on each isoflurane anesthesia carts.
- Flashlight and fresh batteries: Flashlights are located in all animal housing rooms and extra batteries are in L253 (BRF Office).

C. TYPE OF EMERGENCY - CATEGORIES AND LEVELS:

The Federal Emergency Management Agency (FEMA) describes 3 **categories** of emergencies:

- Natural disasters & emergencies (e.g., earthquake, large winter storms, flooding, epidemics/pandemics),
- Technical emergencies (e.g., facility malfunction such as HVAC or power failures as well as hazardous material spills)
- Civil emergencies (e.g., bomb threats, animal rights demonstrations).

Emergencies can also be ranked by the **level of impact**, ranging from limited equipment failure to catastrophic building damage. The operational organization necessary for responding to each level of emergency depends upon the size and complexity of the emergency and of the facility impacted: In the case of the BRF:

- **Level 1 emergencies** will typically be handled by BRF staff with little or no outside assistance. The BRF Manager and Attending Veterinarian will be notified of emergencies related to animal health and safety.
- **Level 2 emergencies** will require outside assistance from other departments and/or city emergency response personnel. For instance, a bomb threat may involve Campus Safety & Security staff, local Emergency Medical Services, and North Chicago and Lake County Law Enforcement. Level 2 emergencies typically involve a single facility or building. Damage assessment in the vivarium will be conducted by the BRF Manager and reported to the Institutional Official (Executive VP Research). The BRF staff member on site with the highest seniority will assume these responsibilities in the absence of the BRF Manager. While level 2 emergencies may be extensive, local University and community resources are readily available to assist.
- **Level 3 emergencies** are infrequent, catastrophic, and will likely exceed the capacity of local emergency response teams. BRF staff may need to respond to the crisis for several hours or longer without outside assistance. Emergencies of this level are under the direction of the President of the University, and the Incident Commander as outlined in The Rosalind Franklin University EOP. The BRF staff will follow all directives and instructions issued by these authorities.

LEVEL 1	Description	Contact	Response action
These involve mainly BRF and other University staff.	Minor illness/injury to personnel	BRF Manager (8477) Campus Safety & Security (3288)	Administer first aid, report to Campus Safety & Security who coordinate emergency medical response/transport.
	Small chemical, radiation or biohazard exposure or spill	Campus Safety & Security (3288) EHS (3420)	Administer first aid if safe to do so; clean up with supervision by EHS personnel.
	Equipment or temperature alarm, power failure	Facilities Management (3249) Campus Safety & Security (3288) BRF Manager (8477)	Check room temperatures; open doors to vent rooms; provide portable heat source or cooling if temperatures fall outside of 4-24°C
	Peaceful demonstration	Campus Safety & Security (3288) BRF Manager (8321) Public Relations Director (8848)	Be courteous, do not interact with demonstrators, leave area
	Bomb threat; suspicious items	Campus Safety & Security (3288)	Assist Campus Safety & Security in identifying suspicious items. Calmly evacuate the facility.
	Pandemic/epidemic	Facilities Management (3249) Campus Safety & Security (3288) BRF Manager (8477)	May require closure of the University and cessation of animal research activities. Extent and duration of response determined by University officials

LEVEL 2	Description	Contact	Response action
These typically require outside assistance.	Major medical accident	Dial 911 Campus Safety & Security (3288)	Administer first aid; Call out for help
	Fire/Smoke	Dial 911 Campus Safety & Security (3288)	Pull fire alarm; Evacuate building; Report to assigned assembly point (North Parking Lot -see University EOP); Account for fellow employees.

	Large chemical, radiation or biohazard exposure or spill	Dial 911 Campus Safety & Security (3288) EHS (3420)	Leave room, post sentry, call support personnel, administer first aid if possible
	Illegal/criminal activity	Dial 911 Campus Safety & Security (3288)	Seek safety away from threat
	Localized flooding	Campus Safety & Security (3288) Operations & Maintenance (3249)	Unplug electrical equipment; Move rodent boxes from bottom shelves to top; Evacuate building.

LEVEL 3	Description	Contact	Response action
Outside emergency responders may be overwhelmed; expect delayed assistance.	Major natural disasters such as earthquakes, storms, flooding, large-scale terrorism.	Dial 911 Campus Safety & Security (3288)	Safety check; Administer first aid if possible; Damage assessment; Evacuate building if safe to do so.

D. EMERGENCY ANIMAL CARE PRINCIPLES

In all emergencies, human life and safety will take precedence over animal life. The BRF staff or animal users must not put themselves or their colleagues in danger in order to evacuate animals.

Critical Functions: As far as possible, critical animal facility specific functions and systems should be maintained:

- Air temperature surrounding the animals should remain between 4° - 26°C.
- The air surrounding the animals should be free of harmful contaminants.
- All animals should be observed periodically, with the interval depending on conditions, but at least every 24 hr, to the extent possible.
- Animal identification should be retained. Loose animals should be captured and if identification can be verified, returned to their original housing. If identification cannot be assured, the animals would be humanely euthanatized.

If an emergency lasts 6 hr or more, the following functions would be maintained as far as possible:

- Air ventilation and/or accessory heating/cooling provided.
- Animals would have access to a bottle of potable water.
- Animals would have access to uncontaminated food.
- If indicated, animal cages/racks would be moved to an area of building that is unaffected.

If an emergency lasts 24 hr or more, the following additional functions would be maintained as far as possible:

- Animal cages cleaned as needed.
- Perishable food kept at 4°C or lower.

- Veterinary care provided, including care for post-surgical animals.
- Accessory power supplied to freezers with animal carcasses.

Preparations for Emergencies:

- Flashlights and extra batteries are located in several places within the animal facility. All staff and faculty who work in the animal facility are informed of where these are located.
- Containers of potable water are kept in the animal facility, sufficient to provide drinking water for all the animals for at least one day.
- Stockpiles of food are kept in the animal facility, sufficient to feed all animals for at least one day.
- Large fans / portable air conditioning units are available to the animal facility staff to provide air circulation if ventilation is lost.
- Important files on the animal facility computers are backed up regularly.
- The BRF manager will maintain a phone tree for animal husbandry and veterinary care and utilize this to triage during disaster situations.

Key Personnel: Attending, staff and contract emergency veterinarian; BRF manager, assistant manager and animal care technicians; Campus Safety personnel; and lab technicians of PIs who have animals in the facility (if needed).

Triage and Emergency Euthanasia:

- Principal Investigators are instructed annually to report to the BRF Management the location of *irreplaceable animals that are critical to their research*. A list of these will be maintained in the BRF Manager's office and the IACUC office and efforts will be made to secure these animals first after a disaster. However, as with all aspects of this plan, the safety of personnel will not be compromised or risked to save animals.
- In the event of larger-scale disasters, euthanasia of animals may be necessary. Euthanasia will be a last resort and, if deemed necessary, will be conducted under the direction of the Attending Veterinarian or designee.
- The veterinary staff along with BRF Management will first determine if the facility is capable of maintaining animals at minimum levels without adversely impacting animal welfare. Stockpiles of food and carboys of water are available, but if the quantities are insufficient for all animals, or have been contaminated or destroyed, euthanasia may be necessary.
- Before decisions to euthanize are made, BRF and veterinary staff will also evaluate whether populations can be consolidated or reduced to maintain only high priority animals (PI-defined as "irreplaceable"), and whether animals can be evacuated to a new location(s) under emergency conditions.
- Laboratory spaces in the research areas of the university could be used for temporary housing of animals for short periods of time. The University also has a Memorandum of Understanding with the Department of Veterans Affairs, Edward Hines Jr. Hospital Veterinary Medical Unit (Hines VA VMU) for emergency animal housing that may be utilized after large scale disaster situations. The MOU would enable the transfer of critical, irreplaceable animals, to the Hines VA VMU, if feasible.
- After a major disaster, larger animal species such as swine will likely require euthanasia. However, if a disaster involves power loss and acceptable conditions can be maintained with portable coolers/heaters under emergency power, attempts will be made to maintain these animals.

Special Considerations for Animals under Anesthesia (e.g. surgical procedures) During an Emergency or Disaster Situation

Key priorities are the safety of personnel and humane consideration for animals.

Issues to consider include:

- Are oxygen and/or anesthetic gases in use? Oxygen tanks must always be shut off prior to evacuation.
- If the animal were to recover from anesthesia unattended, would it be in danger of severe pain, distress or injury?
- Does the animal have a reasonable chance of survival if left unattended?
- Could the animal pose a health and safety risk to humans should it recover and get loose within the building?
- Are arrangements for rapid euthanasia available?

If an emergency alarm with full evacuation is ordered, the surgical team is responsible for enacting an appropriate course of action. Possible courses of action for an animal under anesthesia include:

- An animal with an open thorax, abdomen or cranium could be quickly euthanized on the surgery table by surgical personnel before they leave the room. This can be done pharmacologically with euthanasia solution or concentrated KCl delivered intravenously or by intracardiac injection.
- Physical methods such as severing the thoracic or abdominal aorta or creating bilateral thoracotomy incisions and removing ventilator support could also be used.
- For smaller rodents, cervical dislocation could be quickly done.
- Animals with a simple skin incision that does not penetrate any body cavity could be disconnected from gas anesthesia, extubated if necessary, and placed into a cage or transport container to recover.
- Surgical teams are urged to remember that human life takes precedence and should not be jeopardized in emergency situations.

Note that some emergency drills and system tests are planned in advance and announced.

Investigators are advised to adjust lab schedules to avoid surgical procedures on those days. If work is ongoing during an emergency drill, a member of the surgical team should seek out the Fire Safety representative and report the number of persons still in the facility and their room location.

Training: All essential personnel are trained in the implementation of this Animal Facility Disaster Plan. All Principal Investigators (PIs) with approved protocols are provided a copy of this plan and instructed to provide the necessary training and instruction regarding its content to their laboratory personnel who work with animals.

E. SECURITY PRINCIPLES

Access to the BRF facilities is routinely restricted in order to provide safety for the health and well-being of research animals and for the personnel who work therein. Entry is coded on University ID cards and granted by Campus Safety & Security after the approval of the BRF Manager, the IACUC, or the Institutional Official. Individuals using BRF facilities should carry their ID cards at all times and should not let strangers enter with them. The facilities are protected by surveillance cameras and monitored by Campus Safety & Security Department.

F. REPORTING INCIDENTS

All incidents, including threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to Campus Safety & Security (3288). If the situation is life threatening, dial 911.

What to Say When You Call:

- **WHAT:** Give the type of problem or injury
- **WHERE:** Give your facility name
- **HOW:** Describe the emergency - step by step, how did it happen? Is the area safe?
- **WHO:** Victim information Give the number of ill, injured or threatened and their ages, if possible.
- **CONTACT:** Give the telephone number to be used to call you back. Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
- **HELP:** Return to help with the victim(s) if the area is safe.

G. FIRST AID PRINCIPLES

Know who in your work group has first aid training and where the first aid kit and automatic external defibrillator (AED) are located (North Entrance by Auditorium).

Response Actions:

- Never move a person who is injured or unconscious.
- Stay with the victim. Send someone else to call help (911) and 3288 (Campus Safety & Security) unless you are the only other person present.

Basic Procedures:

- Always assess the scene for safety first. Do not risk your own life if danger still exists. Call for help: 911 and 3288 (Campus Safety & Security). Once the scene is safe, first aid can be given.
- If victim appears to be in Cardiac Distress or Arrest, an AED is located at the North Auditorium Entrance; University Campus Safety & Security Officers are trained in AED and CPR. The AED should not be used by untrained individuals.
- Stop bleeding by applying direct pressure to the wound using clean bandage material, paper towel, or gloved hand. Have the victim sit or lie down. Elevate the injured body part above the level of the injured person's heart.
- If someone is found choking, determine if the victim can speak or cough. Encourage coughing to dislodge the obstruction. If the victim is conscious and unable to cough or breathe, perform the Heimlich maneuver, if trained.

Major Medical Emergencies

Major medical emergencies include severe illnesses or injuries that require immediate hospital care. Minor illnesses such as strains and sprains may be treated by private physicians or urgent care facilities in Lake County.

Major medical emergencies include the following:

- Severe bleeding
- Head injuries
- Seizures

- Sudden onset of moderate or severe mental disorientation
- Severe chest pain or heart attack
- Unconscious and/or not breathing
- Broken/dislocated joints or bones (excluding fingers or toes)

Response Actions:

- Assess the situation. Is the scene safe?
- If the scene is safe for assisting the victim, one person should stay with the victim and administer first aid, others should call for help.
- Call 911 and 3288 (Campus Safety & Security) and state that you need medical aid. Stay on the phone with the dispatcher and answer as many questions as possible so that additional information can be transmitted to the responding aid unit.
- Give the following information to the dispatcher:
 - Facility name, including building name and street address
 - Room number and floor
 - Type of problem or injury
 - Individual information
 - Sequence of events leading to the emergency
 - Medical history or doctor (if known)
- Call for additional help or instruct another bystander to get additional help from Staff with advanced medical training:
- AED (Cardiac Science Powerheart AED G3) location: North Auditorium Entrance by the Campus Safety & Security Desk. If you are not trained to use an AED, it is imperative that you know where it is so that you can go get it while someone trained in CPR and AED can stay with the victim and administer first aid.
- Campus Safety & Security will meet the EMS team in the parking lot to direct them to the location of the victim or direct a bystander to do so.

H. UTILITY FAILURES

The most common facility malfunctions that impact the laboratory animals are utility failures such as malfunction of the heating, ventilation, and air conditioning (HVAC) system and power outages.

Readiness:

- Know the location of a flashlight and back-up batteries.
- Know how to read thermometers mounted in the main corridors and those mounted inside animal housing rooms.

Response Actions:

- Monday through Friday workday: call Facilities Management (3249)
- After hours and on weekends, call Campus Safety & Security (3288) to notify the Facilities Management Engineer on duty.
- Room temperatures below 65°F or above 75°F should be reported.
- Describe the problem, the location of the problem (use specific room numbers), and your specific request that a Facility Engineer be notified.
- In the event of power failure, locate a flashlight and exit the facility if instructed to do so by Campus Safety & Security or Facilities Management. There is emergency lighting in all main corridors and at Exit Doors. Any animal research work being done during a power outage should be done with “Safety First” in mind.

I. MAJOR WINTER STORMS

Occasionally, major winter storms may preclude staff from arriving to work on time or at all. The safety of human life is always the priority in these situations. Employees should not risk their personal safety to take care of animals in the facility. However, essential employees who live near the University are asked to make efforts to arrive even if the University has been officially closed.

Readiness:

- It is a good idea to have winter safety equipment in personal vehicles, including sand, a shovel, tire chains, a broom, snow boots, insulated coveralls or other warm clothing, gloves, safety flares, potable water, and food.
- Keep important family phone numbers in case you are snowed in at work and cannot get home.

Response Actions (BRF staff):

The BRF Manager will maintain a phone tree for staff to determine the ability to get to the vivarium. If a major storm occurs, employees who are able to make it to work should perform daily health checks in all animal rooms first. Next water and food levels should be checked, supplementing as necessary. Bedding changes can be done as time/situation allows. If the entire room cannot be completed, staff should complete the health checks on remaining animals and notify the BRF Manager about the progress. The BRF Manager or AV should also be informed of the status of the animals and the facility as a whole by employees who are able to make it to work.

J. FIRE

Smoke, heat, and toxic gases from a fire are the most common causes of fire-related deaths and injuries, not flames. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. While toxic gases and heat are often fire's invisible killers, rising smoke may cover and hide exit signs above doorways. To get out of the building safely, you must be able to find the exits even if the signs are covered by smoke by implementing these readiness suggestions.

Readiness:

- Locate building exits, fire extinguishers, and the fire alarm nearest your work area
- Identify at least 2 evacuation routes that lead safely outside the building. Review the floor plan maps for the facility. Maps are conspicuously posted in main corridors within the facility.
- Locate the designated assembly place outside of your building (For the BRF, this is the parking lot north of the main building).
- Notify the Director of BRF if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be arranged to provide for your safe evacuation.
- Keep flammables in appropriate cabinets.
- Keep hallways clear.

Additional Fire Safety information as well as response strategies can be found in the University Emergency Operations Plan.

Response Actions:

- Notify Campus Safety & Security (X3288) and the North Chicago Fire Department immediately (911)
 - Pull a fire alarm that is close by, often located near emergency exit doors.
 - If a phone is closer than a fire alarm, call Campus Safety & Security (X3288) and the

North Chicago Fire Department (911) first. Then pull a fire alarm as you are evacuating the building.

- Fire suppression
 - Some small, well-contained fires, such as trash can fires, may be dealt with using a fire extinguisher if one is nearby.
- Evacuation procedures
 - Leave the building by following the fire exit route posted in the main corridors of BRF facilities and near stairwells and elevators. Do not use elevators for evacuation.
 - “GET LOW and GO” to avoid contaminated, smoke-filled air.
 - “STOP, DROP, and ROLL” if your clothing catches on fire.
 - Supervisors are the last to leave the area, accounting for all personnel at the designated assembly area.
- After the fire marshal approves the building for re-entry, move rodent boxes from top shelves on racks to bottom shelves and larger mammals such as rabbits from top cages to bottom cages, away from any remaining toxic gases near the ceiling. Evacuate animals only at the direction of BRF Management, Attending Veterinarian or designee.

K. EARTHQUAKES

Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side-to-side motion. Earthquakes are generally noisy from creaking of buildings, objects falling and breaking, and the rumble of the earthquake itself. When safe to do so, leave the building and wait until authorities allow re-entry.

Preparation:

- Check your work area(s) for heavy objects or equipment that could fall on top of you during an earthquake or that could block corridors, escape routes, and exits. Rearrange work areas as necessary to prevent these problems. Chemicals should never be stored on upper shelves where their container could fall and rupture releasing the chemical.
- Be aware that you may not be able to get home after an earthquake due to blocked or damaged roads and/or bridges. Keep emergency supplies such as family phone numbers, flashlight, battery-operated radio, and first aid kit on hand.
- Identify safe areas in the work place that will provide you with protection from falling objects such as sturdy tables or desks. In the event that these items are not close by, stand near an inside wall or in a hallway. Be aware that doors may swing uncontrollably back and forth.

Response Actions - During earthquake shaking:

- If you are inside the building, DROP, COVER, and HOLD at the nearest safe area.
- Desks may move across the floor, so hold tightly to the furniture if it starts moving away from you. Turn your face toward your knees or to the floor.
- Shaking often lasts less than 10 – 30 seconds. Aftershocks can begin seconds, minutes, or hours after the initial earthquake. Be prepared to stop, cover, and hold again at any time.
- If you are outside when the earthquake starts, move away from buildings, power lines and utility poles.

Response Actions - After the earthquake shaking stops:

- Be ready to DROP, COVER, and HOLD if the shaking starts again.
- Check to see that your co-workers are safe and uninjured. Do not move an injured person.
- Do not use candles, matches, or flames and do not turn electrical equipment on or off. Flames and electrical sparks can cause leaking gas to ignite or explode.

- Check your area for safety. Evacuate if there is a fire, broken gas pipes, severe structural damage to the building or if ordered to do so by Campus Safety & Security or other first-responders.
- Remember to use caution when trying to go home. Roads and bridges may be damaged and unsafe.

Response Actions - Earthquake Evacuation:

- After the safety of evacuation routes has been verified, exit according to established fire evacuation plans. Follow the instructions of your supervisor or other security personnel on site if the fire evacuation route is blocked or unsafe.
- Use the stairs, not the elevator.
- Do not attempt to remove animals from the building.
- Call for emergency assistance only if someone is injured or has a medical emergency. The authorities already know there was an earthquake. Unnecessary phone calls may delay emergency responders.
- Go directly to the assigned assembly area so that all personnel can be accounted for as quickly as possible.

L. ANIMAL ACTIVIST DEMONSTRATION

Employees need to be aware of their surroundings at all times and of unauthorized or suspicious persons attempting to gain access to animal facilities. Activists may pretend to have authority to gain access or may claim to “have a delivery,” an “appointment,” or to have left their access card elsewhere. All animal areas are secure areas. Employees and animal users are required to carry their ID cards at all times when in the animal facilities.

Response Actions:

- Remain calm.
- Be courteous.
- Avoid an incident.
- If you arrive during a disturbance, leave the area at once.
- If you are inside the building, stay in your office or work area.
- If you are inside the building and need to leave, request an escort from Campus Safety & Security (X3288)
- If possible, use an alternative route for departing the building.
- If you learn of plans for animal activists to target Rosalind Franklin University in any way, including researchers’ homes, main facilities, or other, alert BRF Management and Campus Safety & Security.

M. BOMB THREAT, BOMB OR SUSPICIOUS ITEM FOUND

Bomb threats are usually received by telephone but can also come by note or letter. Most telephoned bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls are to be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat by telephone, do not hang up. It is important that you remain calm and try to prolong the conversation to get as much information as possible. After the call has ended, immediately call Campus Safety & Security (X3288). *Assume that all bomb threats are real.*

Check mail and packages for anything that appears out of place, such as unusual packaging, lack of return address, or signs of stains or leakage on the package. Carefully survey all mail after a bomb

threat has been received by phone, note, or e-mail. Note any package, foreign object, or odd device located in an unusual place.

Building evacuation may be necessary after a bomb threat or the finding of a suspicious package or item. Evacuation will be ordered by Campus Safety & Security and should proceed along established fire evacuation routes.

Response Actions - Bomb Threat by Phone:

- Remain calm
- Stay on the telephone
- Collect as much information as possible. Follow the bomb threat checklist located in the University EOP.
- Report the threat to Campus Safety & Security (X3288). If possible, get a co-worker to do this while you continue talking to the caller.
- Survey your work area for unusual packages or foreign objects in an unusual place. If you find something, do not touch it. Contact Campus Safety & Security (X3288) to alert them of the location.

Response Actions - Suspected Bomb or Another Suspicious Item Found:

- If you see a package or foreign object in an unusual place, leave it alone. Do not touch it.
- Quickly study the size, location, and any other specific details you can remember about the object.
- Call Campus Safety & Security (X3288)

Response Actions - Bomb Threat Evacuation (when instituted by Campus Safety & Security):

- Leave the building immediately using established fire evacuation routes.
- Note the size and location of any unfamiliar, strange, or suspicious objects on your way out.
- Go directly to the assembly area (North lot) so that personnel can be accounted for.
- Move at least 200 feet away from the building.
- Stay outside the building until you are told by Campus Safety & Security that it is safe to re-enter the building.

N. EPIDEMICS/PANDEMICS

In the event of future pandemics or epidemics which might shut down businesses and academic entities, this Animal Disaster Plan would be implemented. The BRF would first and foremost follow any governmental orders/restrictions, and also strive to adequately maintain research animals.

O. REFERENCES

Office of Laboratory Animal Welfare ARENA/OLAW Institutional Animal Care & Use Committee Guidebook
Animal Welfare Information Center Bulletin: Disaster Planning for Research and Laboratory Animal Facilities.
Rosalind Franklin University All-Hazards - Emergency Operations Plan (EOP)
Pandemic Preparedness in Animal Facilities <https://pubmed.ncbi.nlm.nih.gov/33863404/>
OLAW Webinar on Pandemic Contingency Planning and Its Impact on Animal Care.
<https://olaw.nih.gov/education/educational-resources/webinar-2020-03-19.htm>.

O. Map of Facility

