

Emergency (contingency) Plan
Indiana University Purdue University at Indianapolis (IUPUI)
Science Animal Resource Center (SARC)

INTRODUCTION

This document is a series of procedures to implement in the face of an Emergency. The scope attempts to anticipate some disasters and the sections to follow will outline contingency procedures to implement.

Copies of this document are in the SARC and distributed through the Animal Training Welfare Guide to the Institutional Animal Care and Use Committee (IACUC) and every Principal Investigator (PI) housing animals in the SARC. This document will also be on file with the IUPUI Police Department (IUPD). The IUPD maintains personnel information for security reasons.

TYPES OF DISASTERS

In central Indiana, we face several types of natural disasters: snowstorms, ice storms, severe thunderstorms, tornadoes, and earthquakes. Because the facilities are in science research buildings, there are potential risks for fires, biohazardous exposures, and vandalism.

All of these disasters have common problems. A few are: electrical power, lack of water, supplies shortages, security, communication, and transportation issues.

BEFORE DISASTER STRIKES

PREPAREDNESS AND MITIGATION

Indiana University has created a web page to provide resources for you about emergency preparedness. Information will be updated as needed. From the IU homepage <http://www.indiana.edu/> go to the campus site or (<http://www.iupui.edu/~prepared/>).

The facility stocks bottled water, carbon dioxide, and cleaning supplies. There is a minimum of a one-week supply of food and bedding in storage at all times.

The facility has headlamps for working in the dark and identifies individual rooms that house animals. Mock disaster drill performances occur on a regular basis. Following each event a debriefing evaluates the program.

The SARC will keep a School of Science Faculty and Staff Directory and the IUPUI contact information for LARC personnel with this plan document in the facility. LARC maintains a list of trained volunteers for emergency needs. Contact the LARC Director to make a request. The SARC keeps a list of critical personnel telephone numbers in a secured location and on file with IUPUI Police dispatch that has restricted access for confidentiality reasons.

WHEN DISASTER STRIKES

ASSESSMENT

Posted in every office and laboratory on campus is an Emergency Procedures Handbook.

Any person discovering a problem should follow the steps outlined in the Emergency Procedures Handbook. This guide lists types of emergencies and what agencies to call based on the type of problem. Emergency personnel will be the first into the SARC to assess the situation and implement further procedures.

SECURITY

Wearing IUPUI identification cards is mandatory to access the facility.

SARC personnel, LARC veterinarians, PIs, and School of Science personnel have IUPUI identification cards. Any volunteer help from other agencies will wear special disaster identification badges. If there is a limited access situation, facility admission is limited to the SARC staff or a LARC Veterinarian.

POWER FAILURES

Lack of power could mean no running water, no heating/cooling, no ventilation, and no lights.

A portion of the School of Science has no back up power generators at this time. SARC is on the same power grid as the IU Hospital; therefore, we are a high priority area. To prepare for such a disaster we have headlamps for staff to wear, and stored water. The SARC locations in the interior of the buildings allow for a significant period without a regulated heating/cooling system before reaching critical temperatures. Temperatures above 90 degrees Fahrenheit present the highest risk to the animals.

Transportation to a facility with power may occur during an extended power outage. SARC will consider alternative housing arrangements (i.e. nearby buildings) at the time of disaster. If at any time the animals are suffering because of extreme temperatures, health or lack of care SARC will consider euthanasia. Consultation with PIs will occur if possible before such an event.

LACK OF WATER

Lack of water affects cage cleaning, drinking water, and aquatic habitat.

Lack of water could mean two things; water quality is too poor to drink or a total lack of water. If water quality is poor, we can potentially provide drinking water and aquatic water from the deionized building water that gets .2um filtered. Cage sanitization would be by tap water with chemical assistance.

During a total lack of water, SARC can meet short-term needs for most species with bottled water, gel packs, or potatoes. For aquatics we have a small treated supply on hand. For long-term events, (i.e. 3 or more days) dumping cages out and replacing old bedding with fresh in the same cage is necessary. Consultation with the PIs will occur if possible during a long-term water crisis. One option is to transport the animals to other IUPUI or campus facilities.

SUPPLY SHORTAGES

The facility typically keeps adequate stock of such items as cleaning supplies, pan liners, bedding, nestlets, specific species diets, and bottled water. Delivery of diets typically occurs every 2 weeks. Provisions will last according to when in the supply cycle a disaster hits. SARC can work with vendors around the country to obtain supplies.

COMMUNICATION PROBLEMS

Phone lines will be our first lines of communication. SARC On-Call personnel also carry 24-hour active pagers. Should any of these means of communication not work, the available SARC staff will make additional efforts to get help to the facility and to contact other staff members.

CHAIN OF COMMAND

In the event of a crisis, SARC staff will establish direct communication with an IUPD Command Center. The SARC Director will be the designated contact with IUPD, the School of Science Associate Dean for Research and Graduate Studies and/or the SL/LD building Coordinator will be the alternate contact person. SARC will supply telephone numbers and additional contact information separately of this document to IUPD for confidential reasons.

TRANSPORTATION

SARC will ask personnel living close to the facility to assist in a crisis. SARC may request a crisis volunteer team consisting of faculty, staff, students, and Laboratory Animal Resource Center (LARC) technicians. The LARC maintains animal transportation vehicles as a part of its regular operations.

RECOVERY

Following any disaster, the facility will work with Risk Management to assess damage and work to recover normal operations. The SARC will alert Campus Facility Services (CFS) to priority problems of temperatures, water, and security.

TERRORIST OR VANDALIST ACTIVITY

A Campus-wide document, [Animal Facility Security Guidelines](#), outlines the steps to follow should this type of activity occur. This document is on file with IUPD, therefore, the first step to take in this situation is to notify IUPD. This document covers whom to contact, dealing with the media, etc.

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