

**University of Tennessee at Chattanooga  
Institutional Animal Care and Use Committee  
Standard Operating Procedures**

**Effective Date:**  
**04/26/2022**  
**Revised Date:**  
**09/06/2023**

**TITLE:**  
**IACUC SOP #8 - IACUC  
Contingency Plan**

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## EMERGENCY RESPONSE QUICK GUIDE

INCIDENT	WHO TO CONTACT	INITIAL RESPONSE
Fire or Strange Odors	UTC PD IACUC Chair	Notify personnel in area; activate the nearest fire alarm box; utilize local fire extinguisher if safe; close doors and evacuate the building  <u>Exposure:</u> Flush exposure site thoroughly with water; If face or eyes are affected, irrigate with eyewash continuously for 5 minutes; remove contaminated clothing and flush skin with water for 5 minutes
Chemical Exposure/Spill	UTC PD IACUC Chair	<u>Spill:</u> Notify personnel in room of spill; cover spill with absorbent towels; do not track the spill through the facility; remove contaminated clothing and utilize showers/eye wash stations  <u>Exposure:</u> Eyes splattered with blood or body fluid, flush with water using eyewash stations for 5 minutes. Mouth splashed with blood or body fluid, rinse with water for 5 minutes. Needle stick, milk wound to induce bleeding, wash with soap & water 5 minutes. Remove contaminated clothing, wash skin and replace with clean clothing.
Biohazard Exposure/Spill	UTC PD IACUC Chair	<u>Spill:</u> Notify personnel in room of the spill; do not track spill through the facility; flush spilled material with a 1:10 dilution of bleach; wipe all potentially contaminated equipment and surfaces
Medical Emergency	UTC PD IACUC Chair	Monitor the victim for vital signs, then call for help; wear protective gloves to avoid contact with blood or body fluids
Water Leak	IACUC Facility Manager IACUC Chair	Contain the leak, if possible; relocate the animals, if required
Power Failure	IACUC Facility Manager IACUC Chair	Inform IACUC Facility Coordinator that research animals' lives are at risk; turn off light switches
HVAC Failure (no air, heating, cooling, steam, hot water, low/high humidity)	IACUC Facility Manager IACUC Chair	Inform IACUC Facility Coordinator that research animal lives are at risk; continually monitor room temperature; use fans or space heaters if necessary
Tornado or other natural disaster	UTC PD IACUC Chair	Perform animal welfare checks, relocate the animals if required, contact lead researchers
Security Breach	UTC PD IACUC Chair	Await further instructions by the police

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## ESSENTIAL PERSONNEL

ROLE	PERSONNEL	WORK/DAY PHONE	EVENING/WEEKEND/HOLIDAY PHONE
UTC Emergency Services (Police Department)	Dispatch	423-425-4357	423-425-4357
UTC Office of Safety and Risk Management	Bob Jackson	423-425-5949	423-425-5209 (on-call)
IACUC Chair	Ethan Carver	423-425-5773	423-702-0007
IACUC Facility Manager			
Attending Veterinarian	Chris Keller	423-821-8000	423-240-4099
IACUC Vice-Chair and PI	Tom Wilson	423-425-4713	423-645-7184
ORI Director	Cheryl Murphy	423-425-4443	423-208-1165
UTC Facilities	Front Desk	423-425-4521	423-425-4521

### A. PURPOSE

To provide an overall plan of action for responding to emergencies that may impact the research and teaching animals housed at the University of Tennessee at Chattanooga.

### B. COVERED PARTIES

This plan covers all animals housed at the University of Tennessee at Chattanooga with oversight from the Institutional Animal Care and Use Committee.

### C. GOAL

Provide a plan for humane handling, treatment, transportation, housing, and care of the animals during a disaster which ensures:

- employee safety, health and welfare
- animal safety, health and welfare
- continuity of care

### D. BACKGROUND

Emergency response and recovery plans are required by the [PHS Policy on Humane Care and Use of Laboratory Animals](#), the [Guide for the Care and Use of Laboratory Animals](#) (Guide), and the [USDA Animal Welfare Act](#).

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**E. POTENTIAL EMERGENCY SITUATIONS**

The most likely emergencies include: sustained power outage, sustained HVAC failure, fires, tornados, situations preventing staff from reporting to work, animal rights incursion/civil disturbance.

**F. ACTION PLANS**

This plan has been approved by the Institutional Animal Care and Use Committee. Law enforcement, security and emergency personnel have access to this plan.

**1. Communication/contact methods and plans to activate**

The first step in any emergency is to contact the relevant individuals. Reference the Emergency Response Quick Guide and the Essential Personnel Contact List for who to contact in an emergency.

**2. Triage**

- a. Never endanger your personal safety.**
- b. Evaluate overall situation.
- c. If advance notice of impending emergency (e.g., weather) has been given, assess supply needs.
- d. If the disaster results in down-time that is less than 24 hours, on-site housing of the animals will be the standard approach.
- e. If the disaster, and/or resulting down-time, is such that the ability to provide on-site care is significantly impaired, animals should be evacuated depending on assessment of the situation and the probable timing of return to normal.
- f. Check animals as soon as safely possible. Dead animals are collected and disposed of. Surviving animals are examined and treated if necessary and are given clean food, water, and housing as soon as possible.

**3. Animal Evacuation Plans**

- a. Animals should be relocated to nearby rooms or buildings with the goal of continuing routine animal care procedures. Available space should be evaluated in terms of strengths and weaknesses in accommodating the species to be moved and equipment needed. Animals may be relocated off-site in special circumstances after approval by the IACUC.
- b. Transportation of animals will have to be done in either personal vehicles or University vehicles. All vehicles must be temperature controlled, clean and safe

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for the animals. Filtered cages should be used if available and all caging must be secured to prevent them from tipping over.

**4. Response and Recovery**

- a. Once access is granted back into the facility, the environmental conditions must be assessed and recommendations communicated if conditions need to be improved.
- b. Locate areas of known hazards (or animals injected with hazards); stabilize these animals and environments first.
- c. Animal health assessments should be completed in order to provide critical care and maintain biosecurity. Triage all animal survivors and classify them into categories of health and exposure to environmental conditions outside of the cage. Remove animal carcasses and store for disposal.
- d. Conduct brief animal inventory to assess potential for escapes or animals unaccounted for.
- e. Provide animal enclosure cleaning as necessary to minimize animals being in wet or dirty cages. If equipment or power failure still exists, hand sanitization of caging or other equipment with a diluted bleach solution and rinse may be necessary

**G. TRAINING**

- 1. Essential personnel must participate in training regarding their roles and responsibilities as outlined in this plan. New staff must be trained within 30 days of hire, all staff on changes within 30 days of revision.
- 2. This plan must be reviewed at least annually, and changes must be communicated to employees within 30 days of making the changes.

**H. REFERENCES**

USDA Animal Welfare Act disaster contingency planning  
<http://awic.nal.usda.gov/research-animals/disaster-planning>

NIH Office of Laboratory Animal Welfare disaster planning  
[http://grants.nih.gov/grants/olaw/disaster\\_planning.htm](http://grants.nih.gov/grants/olaw/disaster_planning.htm)

Guide for the Care and Use of Laboratory Animals  
<https://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf> - pg. 35

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**I. CHANGE LOG:**

<b>Changes Made</b>	<b>Date</b>

