Animal Emergency Response Handbook
Supplement to the University of Maryland Emergency Operations Plan

May 11, 2011
Revised: June 12, 2013
Revised: July 14, 2014
Revised: October 29, 2014
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Campus Police, Fire, Rescue (campus phone) 911
Campus Police, Fire, Rescue (cellular phones) #3333
Campus Police, Fire, Rescue (non-campus phone) (301) 405-3333
Campus Police Emergency Manager (301) 466-4967
  Capt. Ken Ecker Kecker@umpd.umd.edu
University Communications (301) 405-4618, (301) 405-4621
  Crystal Brown crystalb@umd.edu
  Pamela Lloyd plloyd@umd.edu
  After-hours on-call cell (301) 257-0073
  Anonymous Hot Line (877) 330-2320
TDD Telephone line (301) 314-7900
Campus Police Non-Emergency/Information (301) 405-3555
Crime Prevention (301) 405-7032
College Park Volunteer Fire Department non-Emergency (301) 405-1212
UMD Fire Marshal’s Office (301) 405-3970
Work Control (Facilities Management) (301) 405-2222
Motor Transportation Services (301) 405-5482
University Attending Veterinarian (301) 405-4921
IACUC Office (301) 405-7295
Animal Care Points of Contact

Facility Managers

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Phone</th>
<th>Mobile</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dawn Jackson</td>
<td>CARF</td>
<td>301 405-4921</td>
<td>301 385-9462</td>
<td><a href="mailto:Djackso2@.umd.edu">Djackso2@.umd.edu</a></td>
</tr>
<tr>
<td>David Mosser</td>
<td>MICRO</td>
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<td>301 699-8287</td>
<td><a href="mailto:dmosser@umd.edu">dmosser@umd.edu</a></td>
</tr>
<tr>
<td>*Firew Amsalu</td>
<td>MICRO</td>
<td>301 405-5794</td>
<td>301 689-8287</td>
<td><a href="mailto:famsalu@umd.edu">famsalu@umd.edu</a></td>
</tr>
<tr>
<td>Marco Colombini</td>
<td>BIOLOGY</td>
<td>301 405-6925</td>
<td>NA</td>
<td><a href="mailto:colombini@umd.edu">colombini@umd.edu</a></td>
</tr>
<tr>
<td>*Cecily Greene</td>
<td>BIOLOGY</td>
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<td>301 538-7638</td>
<td><a href="mailto:cgreene3@umd.edu">cgreene3@umd.edu</a></td>
</tr>
<tr>
<td>*Angela Black</td>
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<td>301 405-8970</td>
<td>301 875-8683</td>
<td><a href="mailto:abblack1@umd.edu">abblack1@umd.edu</a></td>
</tr>
<tr>
<td>*Dan Bruce</td>
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<td>301 405-3699</td>
<td>301 957-5407</td>
<td><a href="mailto:treardon@umd.edu">treardon@umd.edu</a></td>
</tr>
<tr>
<td>*Yonas Araya</td>
<td>VET MED</td>
<td>301 314-6161</td>
<td>240 273-539</td>
<td><a href="mailto:Yoni@umd.edu">Yoni@umd.edu</a></td>
</tr>
<tr>
<td>*Girmay Gebreluul</td>
<td>VET MED</td>
<td>301 314-7345</td>
<td>240 273-5389</td>
<td><a href="mailto:ggebrelu@umd.edu">ggebrelu@umd.edu</a></td>
</tr>
<tr>
<td>*Crystal Caldwell</td>
<td>FARM</td>
<td>301 405-1298</td>
<td>301 832-7498</td>
<td><a href="mailto:crystal@umd.edu">crystal@umd.edu</a></td>
</tr>
<tr>
<td>*Dana Zimmer</td>
<td>IBBR</td>
<td>240 314-6514</td>
<td>979 571-8108</td>
<td><a href="mailto:vivarium@ibbr.umd.edu">vivarium@ibbr.umd.edu</a></td>
</tr>
</tbody>
</table>

Veterinarians

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Doug Powell</td>
<td>CARF</td>
<td>301 405-4920</td>
<td>301 704-2873</td>
<td><a href="mailto:dpowell@umd.edu">dpowell@umd.edu</a></td>
</tr>
<tr>
<td>(ART Coordinator)</td>
<td>BIOCHEM</td>
<td>MICRO</td>
<td>BIO/PSYCH</td>
<td></td>
</tr>
<tr>
<td>*Angela Black</td>
<td>ANSC</td>
<td>301 405-8970</td>
<td>301 875-8683</td>
<td><a href="mailto:abblack1@umd.edu">abblack1@umd.edu</a></td>
</tr>
</tbody>
</table>

* Denotes UMD Animal Resource Team.

POC for principal investigators and lab housing animals – see Instructions for Emergency Animal Treatment and Care located in each animal facility.

Additional members of Animal Resources Team:

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tikina Smith</td>
<td>CARF</td>
<td>240 338-4571</td>
</tr>
<tr>
<td>Nate Williams</td>
<td>CARF</td>
<td>202 847-7361</td>
</tr>
<tr>
<td>Tim Reardon</td>
<td>CARF</td>
<td>240 604-4711</td>
</tr>
<tr>
<td>Modibo Diallo</td>
<td>ANSC</td>
<td>301 852-9071</td>
</tr>
<tr>
<td>Greely Stones</td>
<td>ANSC</td>
<td>301 875-7324</td>
</tr>
</tbody>
</table>

Primary and alternate contacts for investigators are located in the Instructions for Emergency Animal Treatment and Care forms located in each animal facility. The ART coordinator or his designee will contact principal investigators. The department chair or his designee will notify additional investigators and staff members, as appropriate.
Acronyms

ADM- University Administration
ART- Animal Resources Team
ASC- Assessment and Stabilization Center
AV – Attending Veterinarian
AVMA- American Veterinary Medical Association
AVPR- President for Research Compliance and Policy
BSL- Biosafety Level
CARF-Central animal Resources Facility
CMP- Comptroller
COG- Continuity of Government
DES- Department of Environmental Safety
DOTS-Department of Transportation Services
DPS- Division Public Safety
DRC- Disaster Recovery Coordinator
DS- Dining Services
DRL- Department of Resident Life
ECC- Emergency Communications Center (DPS, Fire, Police, and Animal Operations)
EM- Emergency Management
EOC- Emergency Operations Center
FD-Fire Department
FM-Facilities Management
FOIA-Freedom of Information Act
FT- Financial Team
HC- Health Center
HST- Health and Safety Team
HVAC- Heating, Ventilation, and Air Conditioning
IACUC- Institutional Animal Care and Use Committees
ICS- Incident Command System
ID- Identification
IO-Institutional Official
IRT-Incident Response Team
JIC- Joint Information Center
LT- Logistics Team
MTS-Motor Transportation Services
OIC- Officer-In-Charge
OIT- Office of Information Technology/Telecomm
PI-Principle Investigator
PIO- Public Information Officer
PIT- Public Information Team
PST- Public Safety team
PUR- Purchasing
RF- Residential Facilities
RT- Relocation Team
SA- Student Affairs
SMC- Senior Management Team
SOP- Standard Operating Procedure
TDD- Telecommunications Device for the Deaf
TS- Transportation Services
UMD- University of Maryland
VPR- Vice President for Research
Organization and Institutional Emergency Management

Introduction

The University of Maryland Emergency Operations Plan identifies the University’s emergency planning, organization, and response policies and procedures. The plan addresses the integration and coordination of University systems with other governmental levels when required. The plan is based on the functions and principles of the Incident Command System (ICS) and the National Incident Management System (NIMS).

The plan addresses how the University will respond to extraordinary events or disasters, from preparation through recovery. The University of Maryland’s Emergency Operations Plan is approved by the University cabinet and signed by the President.

This plan is a stand-alone document that supports the university’s emergency planning efforts.

The corresponding classification of the scenarios described within this document places an increased demand on animal care resources and professional expertise. The UMD system will assess the emergency and decide when to call on the UMD Animal Resources Team (ART) for assistance. The ART then organizes a balanced response, including personnel recall and the acquisition of resources with individual department ARTs.

If the emergency condition involves animals, either in animal facilities or laboratories, the ICC will notify the University Attending Veterinarian (AV). The AV will activate the Animal Resources Team (ART) and notify the Institutional Animal Care and Use Office, which will in turn notify other key individuals.

Animal Resources Team (ART)

Each emergency situation has a unique genesis and set of characteristics that will influence the precise pathways of activation and coordination of the various emergency response units. The ART will function in cooperation with all levels of the University of Maryland, Department of Public Safety and within the procedures defined in the University of Maryland Emergency Operations Plan.

ART members arriving on scene prior to IRT activation shall coordinate operations with the on-scene DPS Officer-in-Charge (OIC) and local jurisdictional Fire/Police OIC prior to initiating activities for the purposes of prioritizing resources, human health, and animal recovery. The ART coordinator is the University Attending Veterinarian or designee. The incident command center for the ART will be building 087, Central Animal Resources Facility for matters of animal health and welfare and the appropriate other offices including the University Health Center, as appropriate and deemed by the specific emergency situation.

Responsibilities of the ART include but are not limited to:

1. Triage, treatment and/or euthanasia of animals as required and as determined appropriate in accordance with established policy.
2. Rescue, reclaim or recover animals which have escaped or been released.
3. Inform the IACUC Office, which will notify the Associate Vice President for Research Compliance and Policy (AVPR). The AVPR will notify the Institutional Official (VPR) Director of the Office of University Communications.
4. Coordinate animal recovery efforts with the Public Safety.
5. Advise the Office of University Communications and the IRT of any animal retrieval activities.
6. Coordinate relocation efforts and provide support efforts as necessary to provide a safe environment for animals.
7. Develop pre-emergency and relocation plans/procedures for appropriate employees and animals.
8. Identify and coordinate required resources for relocation efforts with the IRT leader.
9. Identify modes of transportation and personal care issues for personnel to ensure a safe and clean environment for animals.
10. Attend briefings by the IRT leader.
11. Work with University Communications and Incident Response Team to coordinate institution’s public response.
Emergency Response Notification Pathway

Individual Response

Call Work Control 301 405-2222

Call Campus Police 911 or 301 405-3333

Notify IRT

Notify IACUC Chair

Notify VPR Chief of Staff

Notify IO

Notify Communications Office

Notify PI

Notify IACUC Office 301 405-5037

Notify Animal Resources Team

Notify Chair

Notify Facility/ Attending Vet
Personnel Response and
Animal Care in Emergency Situations
Readiness

Sufficient preparation is the critical key to successful mitigation of emergencies. Each individual responsible for animal care should review and be familiar with workplace evacuation routes, equipment and supplies prior to an actual emergency.

Preparation
1. Read and understand this Emergency Handbook.
2. Be familiar with your building’s floor plans and evacuation routes.
3. Participate in practice scenarios - fire drills, power failure, animal escape etc. if regulations and/or resources allow.
4. Prepare yourself and your family so they know and understand what to do, where to go, and how to cope until you are able to return home.
5. Read and familiarize yourself with the applicable departmental SOPs, waste disposal procedures, emergency phone numbers, and applicable emergency procedures.
6. Cross-train personnel on multiple tasks wherever possible.
7. Establish a pre-arranged meeting location in the event communications are down.
9. Know the location of the following:
   - Emergency Information (guides, manuals, SOPs, telephone numbers)
   - Telephones
   - Stairwells (avoid elevators)
   - Fire alarms and fire extinguishers
   - First aid kits
   - Eyewash stations
10. Each employee is registered to receive e-mail notifications via UMD Alerts messaging system. To receive text alerts via UMD Alerts, employees should register their cell phone numbers at [https://alert.umd.edu](https://alert.umd.edu).
11. Emergency information can also be obtained on the radio at WMUC (88.1 FM), the University’s homepage ([www.umd.edu](http://www.umd.edu)) and the emergency phone line at: (301) 405-7669 (SNOW).
14. Visit the following link for personal emergency planning and emergency kit items: [http://www.umd.edu/emergencypreparedness/guides/pdfs/emerg_prepare_plan.pdf](http://www.umd.edu/emergencypreparedness/guides/pdfs/emerg_prepare_plan.pdf)
15. The following items should be onhand:
   - Personal Emergency Telephone Numbers (e.g. children and school)
   - Portable radio and fresh batteries
   - Flashlight and fresh batteries

Precautions
- The key to prevention of crimes against persons and property is employee awareness. Employees can reduce the opportunity for criminal activity by locking offices and laboratories and securing valuable property. Alert employees can also report suspicious persons to security.
- Keep track of ID Badges at all times and have them on you.
- Keep keys to animal facilities in a location other than your desk drawer.
- Lock up valuables at all times.
- Secure all movable/portable equipment.
- Review security reports frequently.
- Check doors semiannually at a minimum for proper locking function.

**Emergency/Security Resources**

- University community members are recommended to register their cell phone number with UMDAlert system, which sends notification regarding emergencies that might present an IMMEDIATE threat to their safety. UMD Alerts is an alert system that allows the University of Maryland to contact you during an emergency by sending text messages via E-mail (work) or cell phone. For more information and to register, visit [https://alert.umd.edu](https://alert.umd.edu)

- Employees are encouraged to request a safety escort to vehicle parking or other destination via NITE Ride (301) 314-NITE (6483), operated by the Department of Transportation Services (DOTS). NITE RIDE is a curb-to-curb service that operates seven nights a week from 5:30 p.m. to 7:30 a.m., and services the immediate campus community. NITE RIDE is designed to serve the areas of campus that are not included on the evening service routes. You may also request a ride when the evening service routes are no longer in service.

- Department of Public Safety operates 24 hours per day; 7 days per week. For emergencies, contact campus police at 911 (from a campus phone) or (301) 405-3333 (from a non-campus phone). For non-emergencies, call (301) 405-3555.

- Emergency Blue Light Telephones are located throughout the campus for use in the event of an emergency. These phones directly contact campus police and are for emergencies only.

- The University Communications Office (301 405-4618, 301 405-4621), the Office for Marketing and Communications maintains an after-hours on-call phone, (301)257-0073.
Animal Evacuation Procedures

Action
1. Animals will only be evacuated once it is safe to re-enter and exit the building.
2. The ART coordinator with input from the Principal Investigator(s) and the facility manager makes the decision when and where to evacuate animals.
3. Communicate with other facility managers for alternate animal housing and supplies if needed. Alternative locations may include empty rooms in the building or other animal facilities.
4. Each facility manager must be aware of considerations for evacuation locations.
   a. Exposure to zoonotic diseases. Animals in BSL-2 and 3 facilities will normally not be able to be relocated.
   b. Temperature. Will the micro-environment be controlled to the keep the animals comfortable?
   c. Health Status. Will the health status of the animals be compromised resulting in them not being able to be used for the intended research?
   d. See Animal Euthanasia and Carcass Disposal section.
5. Consult with the facility veterinarian and/or ART personnel to determine disposition of animals that are injured.
6. Considerations to prioritize animals to be evacuated:
   a. Species (priority)
      i. Farm Animals
      ii. Ferrets
      iii. Rabbits
      iv. Bats
      v. Rodents
         1. Transgenics/knockouts
         2. Common stocks/strains
      vi. Birds
      vii. Reptiles/amphibians
      viii. Fish
   b. Value
      i. Unique or rare animals
      ii. Research manipulated animals
   c. Ability to contain hazards

Animal Transportation
1. CARF maintains an animal transport van for small animals. Contact 301 405-4921.
2. Contact Motor Transportation Services (MTS) at 301 495-5483. If no answer, call 301 495-5482 and follow the instructions for contact. Operational hours are 7 AM to 7 PM Monday through Saturday. Point of contact is Leigh Remz.
3. Under most circumstances, MTS will have immediate availability of converted vans (Hi-cubes) with a cargo box of 9’9” D, 6’8” W, and 6’2” H. The vehicles’ cargo floor is below the height of fixed loading docks and is not equipped with a hydraulic lift. Therefore, loading will be from the ground or a higher dock.
4. With 2 to 3 hours of lead time, MTS can obtain through vendors large cargo trucks with hydraulic lifts that allow loading from the level of the ground or loading dock. The trucks are also available after duty hours, holidays and Sundays but require longer lead time.
5. None of the available vehicles are climate controlled so, depending on ambient temperatures, animals can only be in the vehicles a minimum amount of time.
6. If commercial or university vehicles are not available, privately owned vehicles may be used.

**Readiness**

1. Be aware of facility evacuation plans.
2. Keep a daily total census of animals.
3. Have several days’ supply of food and changes of bedding in reserve.
4. All caging should have wheels and doorways should be wide enough in exit patterns for the widest cage.
Food and Bedding Plan

Action
1. Animal facility and PI-operated facility managers should be aware of their animal feed and bedding requirements. If at all possible, at least a 2 week supply should be on hand at all times.
2. Managers must take advantage of any emergency warnings to supplement their stores.
3. Descriptions of feed and bedding requirements should be covered in facility SOPs.
4. Managers should consider sharing their stores with other facilities as the need arises.
Animal Euthanasia and Carcass Disposal

**Action**

1. Every animal facility must have the capability to euthanize all of their animals.
2. Euthanasia methods must comply with the 2013 AVMA Guidelines on Euthanasia.
3. Depending on the species and size and age of the animal, standard procedures include CO2 asphyxiation, cervical dislocation, decapitation, overdose of barbiturates or captive bolt.
4. Euthanasia will be a last resort effort. The decision to euthanize will be decided by the Facility or Attending Veterinarian to ensure the well-being of animals. Except in the event of an acute emergency, this decision will be discussed with the Attending Veterinarian, the facility veterinarian, manager and the Principal Investigators.
5. Each facility must have the capability to house the animals until properly disposed by incineration or composting.
After Action Report

An After Action Report should be generated by the responsible facility after an emergency or disaster. If multiple facilities are involved, the AV will generate the report. The document should fully describe the incident, immediate effects, methods used to resolve the situation and how the problem may be averted in the future. The report should be sent to the Institutional Official (VPR), IACUC Office, and IACUC Chair. Include the following descriptions:

1. Record the circumstances resulting in the disruption of normal operations.
   - Date
   - Time
   - Location
   - Personnel affected
   - Animals involved
   - Physical plant damaged
   - Equipment affected
2. Did the incident compromise the health, safety or welfare of any animals or personnel?
3. Was the event reported to the IACUC?
4. Describe how operations were restored. When will operations be fully restored?
5. Describe any loss of holding space for animals and how it was replaced.
6. Describe any loss of equipment and how it is to be replaced.
7. Describe how the incident impacted the research mission.
   - Was there permanent loss of data; must experiments be repeated?
   - Was there loss of animals; was there a compromise of the health status of the animals?
8. Estimates costs
   - Personnel
   - Animals
   - Facility
   - Equipment
9. Were there any signs that could have forewarned of the impending emergency? Were these signs reported to or discussed by the facility management and was action taken prior to the incident?
10. Were there any preparations for this type of emergency (mitigation) that could have prevented or lessened the detrimental effects on the operations of the facility?
11. Was the disaster management plan consulted?
12. What other preparations would be useful to ensure the health and safety of personnel and animals?
Agricultural Experiment Station Facilities:  
Special Considerations

Readiness
All University facilities personnel should follow the general readiness guidelines described previously in this document. Certain additional precautions and preparations are necessary for the Agricultural Experiment Station Facilities as outlined below.

Precautions
1. Keep buildings in good repair.
2. Secure loose items in the event of high winds. If items cannot be secured, animals may be better off in a pasture than under a shelter.
3. Remove trash piles.
4. Store toxic chemicals in a secure area.
5. Sod drainage furrows or build drainage ditches as needed to prevent flooding.

Preparation
1. Survey the facility on a recurring basis to determine what action should be taken to eliminate or reduce the long-term risk to life and property.
2. Obtain emergency supplies needed during a disaster such as portable radio, flashlights, extra batteries, salt, gravel fuel, antifreeze, animal feed and bedding, ropes, restraint equipment and veterinary medical supplies. Check inventories periodically.
3. Plan procedures, routes and places for animal evacuation
4. Obtain stock trailers and vehicles.
5. If personnel evacuate and have to leave animals in place, enough food and water should be left behind for at least 48 hours. Human life must take priority.
Facility Specific Considerations

(Included in facility-level versions)
Emergency Scenarios and Personnel Response
ANIMAL BITES AND SCRATCHES

Animal bites or scratches are wounds that break the skin. Wounds from objects that have been in contact with animals or that have been contaminated by a known or suspected pathogen should also be treated the same as a bite or scratch.

Action First Aid
1. Refer to the 1,2,3 When an Injury Happens sign.
2. Administer first aid as necessary. If the injury results in excessive bleeding, call 911 (campus phone) or 301 405-3333 (non-campus phone).
3. Encourage active bleeding from minor wounds. A small amount of bleeding helps to remove pathogens and other foreign material.
4. Cleanse and irrigate the wound with soap and running water for at least 15 minutes. Rinse thoroughly to remove detergent.
5. If splash to the eye, flush at an eye wash station for at least 15 minutes.
6. Report to the Health Center,
7. The After Hours Nurse line (301) 314-9386 is available for questions.
8. Ensure that the animal involved is identified.
9. Notify supervisor as soon as possible.
10. Report the injury to DES at www.des.umd.edu/ Click on the Incident Reporting and Investigation button. Turn in the completed reports within 24 hours of the injury at the Division of Personnel in the Chesapeake building.

Readiness
1. Train personnel so they are aware of appropriate first aid procedures.
2. Flush eye wash stations at least weekly and document the flushing.
3. Stock necessary supplies to wash wounds in a designated area.
BIOHAZARD EXPOSURE

Action First Aid
1. Eyes splattered with blood or body fluid: Rinse with plain water for at least 15 minutes.
2. Mouth splashed with blood or body fluid: Rinse with plain water for at least 15 minutes.
3. Skin compromised by needle stick, cut, scrape, etc.: Encourage bleeding, and then wash with soap and water for 5 minutes.
4. Skin contact with biohazard: Remove contaminated clothing, wash skin, and replace with clean clothing.
5. Report to the Health Center. Bring any additional information the lab may have concerning the nature of the biohazard.

Action Cleanup Small Spill (<200 ml)
1. Protect body: put on protective clothing (gloves, safety goggles or glasses, and lab coat.)
2. Provide first aid as needed.
3. Obtain a spill kit.
4. Flush spilled material with a 1:10 dilution of bleach or povidone iodine.
5. Wipe down all equipment and surfaces potentially contaminated.
6. Dispose of contaminated material as biohazardous waste.
7. Wash hands with soap and warm water.
8. Contact DES at 301 405-3960.

Action Cleanup Large Spill (>200 mls)
1. Contact DES at 301 405-3960.
2. Check for exposure.
3. Provide first aid as needed.
4. Leave the area and close the door.
5. If possible, post a person near the door to prevent re-entry.

Readiness
1. Know the location of spill kits and how to use them.
2. Be aware of any additional information the lab may have concerning the nature of the biohazard for follow-up with health care providers.
**BOMB THREATS**

**Action Telephone Call**

1. If possible, have someone call Department of Public Safety 911 (campus phone) or (301) 405 3333 (non-campus phone).
2. Remain calm.
3. Do not put the caller on hold.
4. Listen and be courteous.
5. Do not interrupt the caller.
6. Keep the caller on the phone as long as possible
7. Do not attempt to transfer the caller.
8. Complete the Bomb Threat Checklist.
9. Notify immediate supervisor and the Department of Public Safety 911 or (301) 405 3333.
10. Remain at your location until a Police Officer arrives.
11. Do not discuss the situation with the news media or other outsiders. Inquiries should be directed to the Campus Communications Office (301) 405-4618, (301) 405-4621, after hours (301)257-0073.

**Action Suspect Package:** (suspicious looking letter or package)

1. Do not move or handle a suspicious package.
2. Remain calm.
3. Turn off all radios and transceiver equipment near the suspected area.
4. Evacuate everyone from the area to a safe distance and call Campus Police at 911 (campus phone) or 301 405-3333 (non-campus phone).
5. If the suspicious letter or package is marked with a threatening message (such as anthrax) or if a suspicious powder or substance spills out of a package or envelope, follow these guidelines:
   - Do not clean up a suspicious powder.
   - Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches are quickly and easily accessible. Call Facilities Management Work control at 301 405-2222 for assistance with HVAC and other building issues.
   - Leave the room and close the door, or section off the area to prevent others from entering. Call for help and keep others away from the area.
   - Wash your hands with soap and water to prevent spreading any powder to your face.
   - Remove contaminated clothing as soon as possible and place in a container that can be sealed. Give clothing bag to the emergency responders.
   - Shower with soap and water as soon as possible. Do NOT use bleach or other disinfectant on your skin.
   - List all people who were in the area when the suspicious package was recognized.
   - Provide this list of people to Public Safety for follow-up investigations and to ensure everyone involved can receive advice from local public health authorities and outside law enforcement officials.

**Readiness**

**How to Identify Suspicious Packages and Letters.**
Some characteristics of suspicious packages and letters include the following:

1. Excessive postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title but no name
5. No return address
6. Misspellings of common words
7. Excessive weight
8. Lopsided or uneven envelope
9. Visual distractions
10. Oily stains, discolorations or odor
11. Ticking sound
12. Protruding wires or aluminum foil
13. Excessive security material such as masking tape, string, etc.
14. Marked with restrictive endorsements such as “Personal” or “Confidential:
15. Shows a city or state in the postmark that does not match the return address
16. Letter Stiffness. Presence of stiff cardboard, metal, or plastic.
17. Inner sealed enclosures.
BOMB THREAT CHECKLIST

Questions to ask. Record caller’s exact words.

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Exact wording of the threat:

Caller’s voice: (Circle)
calm        angry        excited        slow        raspy
loud        crying       normal        nasal        deep
stutter     ragged      lisp           accent familiar
deep breathing        crackling       soft        rapid
laughing     distinct     slurred     clearing throat

- If the voice is familiar, who did it sound like?
- Where are any background noises? (ie street noises, music, static, voices, etc)

Threat Language (Circle):
Well spoken (education) Irrational Incoherent Taped Foul

Remarks: (perceived sex, race, etc)

Person receiving call:

Number at which call is received:

Date:

Time:

Callback number displayed on phone or caller ID:

Report call immediately to 911 (campus phone) OR 301 405 3333 (non-campus phone).
DISGRUNTLED EMPLOYEE

Action
1. Avoid immediate danger
2. Be sympathetic and make an effort to understand their concerns.
3. If possible, calmly alert other employees in the area.
4. If unable to interact in a positive manner, attempt to establish the magnitude of the problem and potential effects on the animal care and use program.
5. Notify immediate supervisor.
6. If necessary, call 911 (campus phone) or 301 405-3333 (non-campus phone).

Readiness
Under certain circumstances, personnel may be aware of potential problems that could arise. All personnel should be encouraged to inform a supervisor if there appears to be a realistic possibility of violence.
ELECTRICAL FAILURE

Action
1. Call Facility Management Work Control at 301 405-2222.
2. Make certain that Facilities Management is aware that it is an animal facility and should be treated with high priority.
3. Facilities Management will assess the situation and determine the appropriate course of action.
4. Turn off light switches and equipment- cage washer, autoclave, ventilated racks, etc.
5. Close sash on all hoods that are in use during power failure.
6. In buildings equipped with emergency generators, the emergency generator will provide limited electricity to crucial areas of the building inclusive of the fire alarm system and emergency lighting. Fire alarm systems also have 24 hours of battery backup.
7. Follow response actions for other applicable emergency procedures.
8. Ventilated racks must be closely monitored. If the loss of electricity could potentially last for 24 hours or more:
   a. Cages in powered ventilated racks must be opened to allow animals to breathe.
   b. Air ducts to non-powered racks should be removed from the building exhaust and dampers opened to assess airflow. If airflow cannot be detected, the air ducts should be removed from the racks. If airflow appears normal, ducts may remain in place.
9. Monitor temperature in animal rooms. Follow the Guide for the Care and Use of Laboratory Animals for temperature ranges. If room temperatures approach either end of the range contact Work Control for assistance. Animals may require evacuation depending on the environmental parameters and the duration of the outage. This decision will be made by the ART coordinator with input from the facility manager and Principal Investigators.
10. If an electrical power outage is anticipated, set freezers and refrigerators to their lowest settings. This will allow temperatures to be maintained longer.

Evacuation
1. Flashlights- locate for emergency light source.
2. Evacuate the building if fire accompanies power failure.
3. Turn on battery-operated radio to check for local outage reports or other emergency information.
4. Use stairways during periods of power surges.
5. Stay to the right side of hallways at all times and use the handrail provided.
6. Assemble in outside parking lot unless response action calls for another location.
7. Zone monitors- verify all personnel are out of the building.
8. Do not use elevators.

Reporting
1. Report utility failures in campus buildings to the facilities management Work Control by calling 301 405-2222
2. Be prepared to provide the following information:
   Your name
   Phone number where you can be reached
   Building name
   Nature of incident
Floor(s) or area affected
Room number

Readiness
1. Loss of power can occur due to many reasons, but the general results and the effect it can have on the animals is the same regardless of the source of the outage. Prior planning and training of personnel is paramount to adequate response and dealing with the animal care issues in such a situation. All personnel that may be responsible for providing animal care during a power outage should be familiar with location of power switches, emergency lighting, emergency equipment for cooling or heating, etc.
2. In the event of a utility failure (electricity, water or sewer) limited backup systems are available. Backup generators can supply some electricity to animal rooms. An alternate source of portable water should be either pre-positioned or predetermined.
3. Never tamper with power sources, fuse boxes, transformers, etc. Wait for appropriate facilities maintenance personnel to perform evaluations and repair.

Utility Failure Equipment Checklist
1. Flashlights and batteries
2. Portable radio
3. Location of breaker switches and water shut-off valve(s)
4. Alternate water supply (see calculable water needs)
5. Heaters (available from Facilities Management)
6. Ventilation (fans available from Facilities Management)

Return of Power
Upon return of normal power, or emergency power generator is on:
1. Turn on light switches and ventilated racks first, then other equipment as needed.
2. Check each animal room temperature and humidity.
3. Check safety hoods in each procedure room.
4. Check alarm panels for any alarms and repair if possible.
5. Verify that equipment is working properly after the outage.

Elevator Emergency
1. Elevator stops between floors or doors do not open.
   - Hold emergency telephone to your ear until the elevator shop (Work Control) answers.
   - Explain situation. If you are injured and can communicate, be sure to advise the rescuers of your condition.
   - Wait for assistance. Never attempt to exit an elevator when stalled between floors. If the elevator cannot be moved to a floor landing level, experienced personnel will assist you through a hatch in the top of the elevator car.
FLOOD AND HIGH WATER

Action
1. Notify on-site maintenance personnel (Facility Management at 301 405-2222) if time permits. State location, including building(s), room number(s), and degree of water damage (volume, size of area, type of water).
2. Close all doors.
3. Complete safety actions as time permits.
4. Turn off all electrical equipment and power disconnects.
5. Relocate animals from affected area if safe to do so.
6. Evacuate affected area or building.
7. Do not use elevators. Follow designated fire exit route.
8. Report to designated outside assembly area.
9. Evacuate animals when possible after building re-entry is approved.

Readiness
1. Safety Rules-of-Thumb
   - Flooding water has tremendous force.
   - Do not enter floors or rooms that have water present.
   - Remember electrical hazards in flooded areas.
   - Keep all floor drains unobstructed.
   - Keep hallways clear.
2. Locate and identify low-lying areas that could be affected by flooding waters.
3. Identify at least two evacuation routes that lead safely outside the building. Review building floor plan maps.
4. Locate evacuation assembly place both outside the building and on the building floor plans. All animal care personnel will report to the one predetermined location following any evacuation.
5. Consider evacuating animals if notified of adverse weather forecast or mechanical problems that may lead to flooding. Animals may be temporarily relocated from low-level areas to laboratories or other animal facilities on upper floors of the same or other buildings.
HVAC FAILURE

Action
1. Animal room temperature and humidity must be checked daily.
2. Call Facility Management Work Control at 301 405-2222.
3. Check to see if the failure/fluctuation may be due to a scheduled utility shutdown.
4. Notify the Animal Facility Manager.
5. If room temperatures are elevated, open doors or use portable fans.
6. Place fan or space heaters as required to maintain desired temperature.
7. Restrict use of hazardous material if ventilation is not functioning.
8. Evacuate animals if they are in danger or distress.

Readiness
1. Make arrangements with other facilities to accept animals on short notice if necessary.
2. Locate (purchase or know where to borrow) portable space chillers, heaters and fans.
3. Ensure caretaker personnel are trained on appropriate remedial actions to be taken during extreme temperature fluctuations.
4. Ensure all animal care personnel are familiar with acceptable temperature ranges and know to report temperature fluctuations immediately to facility management.
   Temperature ranges are posted in each facility.
1. Report acts of violence or destruction of personal property to campus police at 911 (campus phone), or 301 405-3555 (non-campus phone). If you see something, say something.
2. Report inquiries from known or suspected animal rights organizations and any requests from the media or for information under Freedom of Information to the Office of University Communications 301 405-4618, 301 405-4621, after-hours 301 257-0073 and to the Campus Police Emergency Manager 301 466-4967.
3. Also contact the IACUC Office at 301 405-7295 or IACUC@reflectors.mail.umd.edu when reporting anything to the Office of University Communications.
4. Do not be rushed or provoked into making a wrongful statement. Use caution. Collect as many details from the media caller as possible, e.g., specific questions, name of caller and media outlet, contact information, and media deadline.
5. Keep a log of contacts during any event. If there is a threatening phone call do not hang up the phone. Keep talking or at the very least, do not hang up. This might help to trace the call.
MEDICAL EMERGENCY

Major Medical Emergencies
A major medical emergency is a severe illness or injury that requires immediate hospital care. The victim is in severe pain or distress and/or has life-threatening condition. Examples include the following:
- Severe bleeding
- Head injuries
- Broken/dislocated joints or bones
- Heart attack or severe chest pains
- Unconscious and/or not breathing
- Anaphylaxis
- Severe chemical burn

Action
1. Call 911 (campus phone) or 301 405-3333 (non-campus phone) or use a Blue Light Emergency Phone.
2. State that you or others require immediate medical attention. The caller should have as much information available as possible. Stay on the phone with the operator/dispatcher so that information can be relayed to the responding emergency.
3. Provide the following information to the emergency operator:
   - Victim’s name
   - Caller’s name
   - Location of victim: Building, floor, room number
   - Type of emergency
   - Victim’s condition
   - Chronological order of events and all action:
   - Medical history of victim
4. Meet the emergency unit to direct them to the victim. Use additional personnel as necessary to ensure responders have access to victim.
5. Administer first aid (see section on first aid below).

Urgent Care
Urgent care at the Health Center (301 314-8184) is available for faculty staff and students with urgent medical needs, and is open weekdays, 8:00 am – 7:00 pm and on Saturdays from 11:00 am – 3:00 pm. Emergencies such as bleeding, severe shortness of breath and/or chest pain do not require appointments and are seen in Urgent Care. Individuals who are seriously ill or injured may be sent to the emergency department of a local hospital.

Minor Medical Emergencies
Minor medical emergencies are minor illnesses or injuries that do not require immediate hospital care. The victim is not in severe pain or distress and does not have a life-threatening condition. They include the following: minor strains/sprains, minor allergic reaction (rash, sneezing, watery eyes etc.) and minor burns.
**Action**

1. Administer first aid as necessary.
2. If during normal work hours and victim does not require an ambulance, the victim should report to the Health Center. Call ahead of time to verify personnel are available to assist. If they are not available, then use the regular health center services or report to Doctor’s Hospital 8118 Good Luck Rd, Lanham (301 741-1094).
3. If outside normal business hours, call 911. The victim should report to Doctor’s Hospital if ambulatory.

**Mental Health Emergencies**

**Action**

1. If the Health Center is open, report to Urgent Care (301 314-8161) and ask to speak with the Mental Health clinician on call or call the Assessment & Stabilization Center (ASC) at 301 618-3162 or 301 322-2606.
2. If the situation is major, report to an area hospital or call 911 (campus phone) or 301 405-3333 (non-campus phone).

**First Aid**

Operating hours of the Health Center, are Monday - Friday 8am - 7pm Sat 11am - 3pm (limited services) and closed Sundays. After normal working hours, called 911 (campus phone), 301 405-3333 (non-campus phone) or report to Doctor’s Hospital located at 8118 Good Luck Rd, Lanham - (301) 741-1094.

**Action**

1. Personal safety is the first consideration. Do not become another victim by entering an unsafe situation.
2. Check the victim quickly then call for help.
3. Personnel trained to provide first aid or CPR may give emergency care. Untrained staff may render support at the direction of the emergency operator.
4. Avoid contact with blood or bodily fluids.
5. When in doubt concerning the severity of an injury or the condition of the victim, call 911 (campus phone, 301 405-3333 (non-campus phone).

**Action for unconscious victim**

1. If the victim does not appear to be breathing, have someone call 911 (campus phone) or (301) 405-3333 (non-campus phone) immediately.
2. Automated External Defibrillators (AEDs) are in UMD police supervisor and even-numbered patrol cars.
3. Begin and continue CPR until assistance arrives and you are relieved.
4. Stop bleeding. Help victim lie down. Press directly onto the wound with sterile gauze, paper towel, clean handkerchief, or gloved hand. Maintain steady pressure for 5 to 15 minutes. If bleeding from arm or leg, elevate that arm or leg.
5. Treat for shock. Keep victim warm. Keep victim flat or with legs slightly elevated.
6. Choking. If victim can speak, encourage coughing. If not, use Heimlich maneuver for conscious person. For unconscious person, call for help and give resuscitation. Try to clear airway if obstruction is obvious.
SECURITY BREACH

Action
1. Call Campus Police at 911 (campus phone) or 301 405-3333 (non-campus phone) to report an emergency or threat of personal injury or property damage, unauthorized entry to a facility or a suspicious persons and/or behavior, and other security-related incidents.
2. Report theft of property to the campus police 301 405-3555 (non-emergency).
3. Off campus incidents should be reported to local police as well.

Readiness
1. The key to prevention of crimes against persons and property is employee awareness. Employees can reduce the opportunity for criminal activity by locking offices and laboratories and securing personal property.
2. Emergency telephones are located throughout the campus for use in the event of an emergency.
3. Personal Protection:
   - Carry University ID at all times.
   - Request a safety escort when needed.
4. Physical Property Protection:
   - Lock up valuables at all times.
   - Keep keys in a location other than your center desk drawer.
   - Secure all moveable/portable equipment.
   - Check doors routinely for proper locking function.
SEWER STOPPAGE

Action
1. Call Facility Management Work Control at 301 405-2222.
2. Notify the Animal Facility Manager.
3. Observe the animal rooms for flooding or for potential of flooding.
4. Relocate animals if necessary to ensure they will not be exposed to contaminated and/or rising water.
5. Do not flush toilets.
6. Stop all use of water.
7. Do not continue to dump fluids down the drains.
8. Check availability of emergency water.
SHELTER-IN-PLACE

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to “shelter-in-place”. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by University authorities on television and radio stations through UMD Alerts. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

Action
1. Stop work and close business operations.
2. If there are students, customers, clients, or visitors in the building, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
3. Unless there is an imminent threat, ask students, staff, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
4. Close and lock all windows, exterior doors and any other openings to the outside.
5. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
6. Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
7. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit somewhere. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes because this equipment may not be able to be sealed from the outdoors.
8. It is ideal to have a hard-wired telephone in the room you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
9. Bring everyone into the room. Shut and lock the door
10. Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.
11. For the work place, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended:
   - Flashlight with extra batteries. Do not use candles or any other open flame for emergency lighting.
   - Battery-powered radio. News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.
- Food. Enough non-perishable food to sustain you for at least one day (three meals) is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water such as ready to eat canned meals, meats, fruits, and vegetables, canned juices and high-energy foods (granola bars, energy bars, etc).
- Water. Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- First aid supplies. If your department or office does not provide first aid supplies, have the following essentials:
  - (20) adhesive bandages, various sizes
  - (1) 5”x9” sterile dressing
  - (1) conforming roller gauze bandage
  - (2) triangular bandages
  - (2) 3x3 sterile gauze pads
  - (2) 4x4 sterile gauze pads
  - (1) roll 3” cohesive bandage
  - (2) germicidal hand wipes or waterless alcohol-based hand sanitizer
  - (6) antiseptic wipes
  - (2) pair large medical grade non-latex gloves
  - Adhesive tape 2” width
  - Antibacterial ointment
  - Cold pack
  - Scissors (small, personal)
  - Tweezers
  - CPR Breathing barrier, such as a face shield
- Tools and supplies. Your kit should be adjusted based on your own personal needs.
  - Emergency blanket
  - Paper plates and cups, and plastic utensils
  - Non-electric can opener
  - Personal hygiene items
  - Plastic garbage bags, ties (for personal sanitation uses)
  - Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants as well as closed-toed shoes or boots.
  - If you wear glasses, keep an extra pair with your workplace disaster supplies.
STORMS

Action
1. Identify a weather watcher among facility staff. Weather updates can be viewed at www.weather.com or www.wtop.com. Radio stations include WTOP 103.5 FM and 1500 AM and the university’s radio station WMUC 88.1 FM. TerpTV is campus cable channel 76. The UMD Alerts Emergency Notification system will broadcast text messages warning of adverse weather patterns. Weather updates are also available on the UMD website www.umd.edu and at the emergency phone line 301 405-7669 (SNOW).
2. Most animal care personnel should be designated as essential through the Department administrative officers.
3. Distribute home and work numbers to animal care personnel.
4. Determine appropriate staffing levels for necessary animal care activities. If staffing levels are not adequate for required animal care, contact the ART coordinator.
5. Establish teams to be called in and report to the facility before the storm begins. Facility mangers should work with other facilities to achieve animal care teams.
6. Have key staff on standby, preferably on-site, ahead of predictable storms.
7. Review animal care responsibilities with essential personnel prior to storm arrival.
8. Determine transportation requirements for animal care staff.
9. Arrange accommodations for animal care and/or management staff to spend the night in the facility or near the facility, if anticipated weather conditions may prevent personnel from reporting to the facility the following morning. This may include notification of university administrative officers to make financial and contractual provisions.
10. Ensure personnel are supplied with adequate food for the anticipated duration.
11. Ensure adequate emergency supplies are on hand to deal with potential adverse conditions created by the storm. See READINESS section.
12. Establish key foot patterns to follow between clean and dirty areas when covering multiple facilities.

Action Tornados and Hurricanes
1. Remain inside or move to the first floor or basement.
2. Do not use elevators.
3. Expect shattered glass/debris and electrical outages.
4. Inventory personnel for potential missing or injured staff.
5. Perform first aid as necessary.
6. Inventory animal populations and account for escaped animals.
7. Institute supply cart stocking.
8. Protect cages from potentially shattering glass.
9. Communicate with other facility managers for alternate animal housing and supplies if needed.
10. Consult with the facility veterinarian and/or ART personnel to determine disposition of animals that are injured.
11. Siren Tones - Emergencies: A steady tone that will sound for at least three minutes.
   All Clear: One short blast that will sound for less than 30 seconds. Sirens are tested every Wednesday.
STRANGE ODORS IN THE WORKPLACE

Action
1. Don’t spend time looking for the source.
2. Contact the Fire Department: campus phone - 911, non-campus phone - 301 405-3333
3. If necessary, evacuate.
4. Work being performed in a construction site may generate odors not normally encountered in your work area. Do not assume that the odor you smell is from the construction site or that it is a non-threatening material. The odor could possibly still be hazardous.
5. For non-emergencies, you may contact DES at 301 405-3960.
STRUCTURAL DAMAGE

Structural shaking may begin suddenly without warning. The motion may vary from floor to floor and building to building due to many differences, including building construction, conditions of the ground support, building shape, and number of stories. Sounds may emanate from shifting of the unstable building, from the breaking of falling objects, and from outside events.

Action
1. “Drop, cover, and Hold On”
2. Be aware that walls, windows, doors and ceilings may be unsafe. Utility conduits such as gas, water and electrical power lines can be active. Do not enter the facility until cleared to do so by the on-scene commander.
3. Protect yourself from loose debris.
4. Check for injuries to people in the immediate area. If qualified, begin first aid, but do not attempt to move a seriously injured person.
5. Do not use candles, matches or other flames; and do not turn electrical equipment on or off. Flames and electrical sparks can cause any leaking gas to ignite or explode.
6. If outside during the event, move away and stay clear of unstable buildings, power lines, and poles.

Evacuation
1. Check for building safety. Evacuate if there is a fire, broken gas pipes, or severe structural damage to the building. Fallen light fixtures, ceiling tiles, and paint cracks do not necessarily indicate damage to the primary structure.
2. If evacuation routes are secure, exit as directed.
3. Be prepared to abort and take cover at any time during the emergency.
4. Use stairs to move from floor to floor. Never use elevators during an emergency.
5. Only call 911 (campus phone) or 301 405-3333 (non-campus phone) as required for emergency assistance.
6. Proceed to the designated outside assembly area.
7. Someone from the facility/building must verify that all personnel have vacated the building. Note any missing personnel, and collect information on damage and injuries. Provide collected information to emergency response teams, medical assistance, and damage control.
8. Report damage observed in your area to the on-scene commander or Fire Department.
9. Maintenance & Facilities, Environmental Health and Safety, and Security personnel will be on the scene to coordinate immediate needs.

Action - Animal Care
1. Human safety is the first priority. Do not risk human lives to save the animal population.
2. If permission to enter the building has been approved by the on-scene commander, proceed to triage, treat/euthanize, and relocate/evacuate the animals in accordance with pre-established departmental procedures.
Readiness

1. Check work areas for heavy objects and equipment stored overhead that could potentially fall with inadvertent movement of the supporting structure.
2. If possible, relocate tall file cabinets and book shelves away from doorways and out of hallways to prevent them from blocking exits.
3. Keep emergency supplies in a readily accessible area: include a flashlight, out-of-state telephone contact numbers, family emergency contact telephone numbers, first aid kit, and battery operated radio.
4. Identify “Safety Spots” such as sturdy tables or desk in your work areas that will provide protection from falling objects. If no furniture is available to provide shelter, move to an inside wall, next to a securely anchored piece of furniture or equipment (higher than your head) or in a hallway.
TERRORIST ACTIVITY

Terrorist activity is any act aimed to harm the animal research program, deliberately disrupt research, or as a consequence of the act disrupt the daily routine, lives, or harm in anyway the research animals. This includes but is not limited to acts of terrorism, acts of animal liberation, vandalism, exposure of methods.

Action
1. Immediately notify Campus Police at 911 (campus phone) or 301 405-3333 (non-campus phone).
2. Complete the Terrorist Threat Checklist on the page below.
3. Notify immediate supervisor.
4. Do not discuss the situation with the news media or other outsiders. Official inquiries should be directed to the Office of University Communications 301 405-4618, 301 405-4621, after hours 301 257-0073.
5. Remain at your location until police arrive.
TERRORIST THREAT CHECKLIST

Questions to ask. Record exact wording.

- What do you plan to do? (If bomb, go to Bomb Threat Checklist.)
- When do you plan on doing it?
- Why?
- Are you trying to hurt people?
- Where are you calling from?
- What is your address?
- What is your name?

Exact wording of threat:

Caller’s voice (Circle):
calm       angry       excited       slow
loud       crying      normal       nasal
stutter    ragged     lisp         accent familiar
deep breathing cracking voice soft rapid
laughter  distinct    clearing throat slurred
raspy     deep

If voice is familiar, who did it sound like?

Were there any background noises? (i. e., street noises, music, static, voices, etc.)

Threat language (Circle all that apply):
well spoken (educated) irrational incoherent
taped        foul

Remarks: (perceived sex, race)

Person receiving call: Number at which call is received:

Date: Time:

Callback number displayed on phone or caller ID:

Report immediately to 911.
Readiness – Suspected Terrorist Activity

1. Obtain as much information as possible from the individual/caller – type of threat, where is the threat targeted for, when will the threat be carried out, etc.
2. Jot down EXACT WORDS as soon as possible. Use Terrorist Threat Checklist, or any paper available.
3. If possible, have someone listen in on the call.
4. Persons receiving such calls should:
   - Listen – be calm – be courteous.
   - Do not interrupt the caller.
   - Keep the caller on the phone as long as possible.
   - Ask caller to repeat the message.
   - Pay attention for any strange or peculiar background noises.
   - Characterize voice: gender, young/mature, accent, speech pattern.
   - Repeat words/phrases.
5. If time permits, ask, “Who is this calling, please?” or “What is your name?”
6. Call Camus Police at 911 (campus phone) or 301 405-3333 (non-campus phone)
7. Notify supervisor.
8. If the threat is left on voice mail, do not delete it.
9. Check “Caller ID” or dial *69 to determine where call originated.
10. Do not discuss the situation with news media or other outsiders. Inquiries should be courteously and tactfully directed to the University Communications office.
WATER FAILURE

Flooding

Action
1. Contact Facility Management Work Control 301 405-2222. State location, including building(s), room number(s), and degree of water damage (volume, size of area, type of water).
2. Complete safety actions as time permits.
3. Turn off all electrical equipment and power disconnects.
4. Close all doors.
5. Relocate animals from affected area if safe to do so.
6. Check that all personnel have evacuated and all doors are closed.
7. Do not use elevators. Use stairs and follow designated fire exit route.
8. Report to Fire Marshal at designated outside assembly area.
9. Evacuate animals when possible after Fire Marshall approves building re-entry.

Safety Rules-of-Thumb
- Flooding water has tremendous force.
- Do not enter floors or rooms that have water present.
- Keep all floor drains unobstructed.
- Keep hallways clear.

Readiness - Flooding
- Locate and identify low-lying areas that could be affected by flooding waters.
- Identify at least two evacuation routes that lead safely outside the building. Review building floor plan maps.
- Locate evacuation assembly place both outside the building and on the building floor plans. All animal facility personnel will report to the one predetermined location following any evacuation.
- Notify other animal facility managers if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be provided to enable you to evacuate safely.

General Precautions
High or flooding water has extreme force. Do not walk in flooded areas. Undermining may have created large holes or crevices that cannot be seen. Do not dive in water that is of unknown depth. Flooding water can quickly sweep a vehicle off the road way.

Water Line Break

Action
1. Call Work Control 301 405-5222.
2. Control flooding or redirect water flow if possible.
3. Turn off individual water valves (if available) to prevent flooding.
4. Turn off main water intake.
5. Do not step in flooded areas where electrical shock is possible.
Water Supply Failure

Action
1. Call Work Control at 301 405-2222.
2. Obtain potable water if outage exceeds 4 hours.

Minimal Water Requirements

Action
1. Each facility should have enough potable water bottles for every occupied cage.
2. Potable water containers should be available to fill each water bottle every 3 to 4 days during a water outage.
3. On the average, animals consume about 1ml/kgBW/hour, so a cage of 4 adult mice would consume 4 mice X 30 g = 0.12 kg mouse weight X 1ml/kg/hr X 24 hours = 2.88 ml/day
4. Farm animals – water consumption per day
   a. Dairy cattle (production and dry) – 7 gal in the winter; 9 gal in the summer
   b. Dairy cattle (calf) – 4 gal in the winter, 6 gal in the summer
   c. Sow (with litter) – 4 gal
   d. Sow pregnant - 2 gal
   e. Swine (gilt or boar) – 1 gal/150 lbs
   f. Ewe (with lamb) – 1 gal
   g. Ewe (dry) - 3 qts
   h. Lamb (weaning) – 2 qts
   i. Layers - 5 gal per 100 birds
   j. Horses – 5 gal/1000 lbs
5. Additional water may be required depending on the length of the outage for hand washing cages.
6. For subcutaneous supplementation use the formula of 1 ml/kg/day lactated ringers or normal saline.
7. For the procurement of a water supply, water vendors in Prince Georges County may include:
   • Deer Park, 3 and 5 gallon bottles, 1800 205 8274
   • Culligan Bottled water, 3 and 5 gallon bottles, 301 621 2321
Other Resources
Medical Resources

First Aid and CPR Training Course Providers

- Department of Environmental Safety (www.des.umd.edu)
- Campus Recreation Services (http://www.crs.umd.edu)
- American Red Cross (http://www.redcross.org)

Area Medical Facilities

- Washington Adventist Hospital (301) 891-7600
  7600 Carroll Avenue, Takoma Park, Maryland 20912
  Follow U.S. Highway 193 west (University Boulevard) past New Hampshire Avenue. Turn left onto Merrimac Street. Turn left onto Carroll Avenue.

- Prince George's Hospital Center (301) 618-2000
  3001 Hospital Drive, Cheverly, Maryland 20785
  Follow U.S. Highway 193 East (University Boulevard) towards Greenbelt. Take the Baltimore-Washington Parkway towards Washington, D.C. Follow the signs to the hospital.

- Sexual Assault Center, Prince George's Hospital Center (301) 618-3154
  3001 Hospital Drive, Cheverly, Maryland 20785
  Follow U.S. Highway 193 east (University Boulevard) towards Greenbelt. Take the Baltimore-Washington Parkway towards Washington, D.C. Follow the signs to the hospital.

- Prince George's County Health Department (301) 883-7230
  9201 Basil Court, Suite 403, Largo, Maryland 20774
  Follow U.S. Highway 193 east (University Boulevard) towards Greenbelt. Take the Baltimore-Washington Parkway towards Washington, D.C. Follow the signs to the hospital. The Health Department is on the left before the hospital.

- Doctors Community Hospital (301) 552-8118
  8118 Good Luck Road, Lanham, Maryland 20706
  Take Campus Drive to the main gate of the University. At Route 1, go through the light. This road turns into Paint Branch Parkway. Proceed through seven lights (at the fourth light, the road turns into Good Luck Road). The hospital is located on the left side of the road.

- Laurel Regional Hospital (301) 725-4300
  7300 Van Dusen Road, Laurel, Maryland 20707
  Take U.S. Highway 1 north approximately five miles. Turn left onto Contee Road. Continue on Contee Road for approximately two miles. The hospital is on the right.

- Holy Cross Hospital of Silver Spring (301) 754-7000
  1500 Forest Glen Road, Silver Spring, Maryland 20910
  Follow U.S. Highway 1 north to I-495 (Capital Beltway). Go west towards Bethesda. Take the Georgia Avenue (north) exit off I-495 and make the first right onto Forest Glen Road. The hospital is on the right.

- Veterans Affairs Medical Center (202) 745-8000
  50 Irving Street, N.W., Washington, D.C. 20010
  Take U.S. Highway 1 south. Turn right onto East-West Highway. Continue on East-West Highway for one mile and turn left onto Queens Chapel Road; follow into Washington,
D.C. Queens Chapel Road becomes Michigan Avenue. Follow Michigan Avenue and turn right onto Irving Street. The hospital is approximately one mile on the left.

References

American Red Cross
http://www.redcross.org/services/disaster/beprepared


Rhode Island Department of Health Bioterrorism Preparedness program
http://www.health.state.ri.us/environment/biot/index.php

Brown University Emergency Preparedness Website
http://www.brown.edu/Administration/EHS/emergency_preparedness/