Contingency Plan – UNM HSC & UNM Animal Resource Facilities

Effective Date: March 22, 2022

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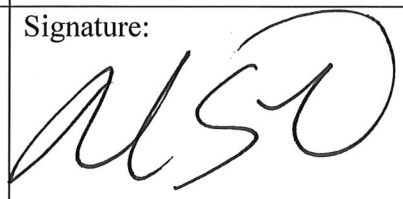
Approved by Name/Title: Richard Larson, MD, PhD Vice President for Research Health Sciences Center	Signature: 	Date: 3-29-2022

The Animal Resource Facilities (ARFs) provide animal procurement, husbandry, veterinary care, health surveillance and scientific and technical support for several programs working with animals in support of teaching and research at the University of New Mexico Health Sciences Center (UNM HSC) and UNM (Main Campus). The safety and humane care and treatment of research animals and the safety of personnel providing care for animals on the UNM campuses are addressed as the primary scope of this plan. Each ARF is responsible for emergency planning, in coordination with the Attending Veterinarian, based upon the procedures herein to assure that they are prepared to implement this plan during an emergency or crisis. Issues and potential crises relevant only to the ARF, associated animal research laboratories, and support facilities are addressed in this plan. The policies, plans, and procedures outlined were established though an executive appointed crisis-planning committee and are appended to the official UNM Emergency Operations Plan (EOP) which is directed by the Emergency Operations Center (EOC). Activation of the UNM Incident Command System is defined under UNM Policy 6130 and UNM follows the National Incident Management System (NIMS), Incident Command System (ICS), and the National Response Framework (NRF).

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Record of Changes

1. **Revisions January 2014**
   A. Defined the UNM policy used to determine when to activate the UNM Incident Command System on the Introduction cover page.
   B. Added a record of revisions summary
   C. Added new summaries for "Leadership for Emergency Response," "Emergency Notification Procedures" and "Evacuation Procedures," under section I. Essential Components.
   D. Added a bulleted list of individual role responsibilities at the beginning of each potential emergency type provided under Section II.
   E. Modified the bomb threat, Attachment C to more closely match the university checklist.
2. **Revisions 2015**
   A. Updated procedures/responsibilities for Fire Emergencies to match UNM standard
   B. Clarified that no animals should be moved from areas with radioisotope spills until cleared by RSD.
   C. Minor edits to include update of applicable contact information and titles
3. **Revisions 2016/17**
   A. Minor edits to include update of applicable contact information and to add interim UNM President.
   B. Added Attachment D – Contingency plan for the Mobile Air Exposure Laboratory and referenced the mobile facility in section I.
4. **Revisions 2018/19**
   A. Updated access control of animal facilities on Main Campus
   B. Removed Senior Scientific as a facility entity.
   C. Update Attachment A, Call Tree.
   D. Minor edits for clarity.
5. **Revisions 2020**
   A. Additions to Acronyms page and updated acronyms throughout document.
   B. Changed naming for the BRaIN to Domenici Hall Pre-Clinical CBRR.
   C. Clarified items under physical security page 6.
   D. Updated emergency contact list, Attachment A.
   E. Minor edits for clarity.
6. **Revision March 2020 Version 2**
   A. Added Summary to Section I., page 4, "Animal Observation and Health Maintenance" to reference the new plan under Section II., entitled "Personnel Shortage for Animal Care".
   B. Added a new crisis plan "Personnel Shortage for Animal Care" page 25.
7. **Revision April 2020 Version 3**
   A. Added information about IACUC teleconferencing on page 7 under "Animal Research Support".

8. **Revision 2021**
   A. Updated emergency contact list, Attachment A
   B. Update evacuation assembly sites

9. **Revision 2022**
   A. Updated veterinarian/ARF Directors contact information throughout document

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ACRONYMS

ARF – Animal Resource Facility
ABSL – Animal Biosafety Level
AV – Attending Veterinarian
BHC – Biohazard Compliance
BSL – Biosafety Level
BSO – Biosafety Officer
BRF – Biomedical Research Facility
CBRR – Center for Brain Recovery and Repair
CH – Castetter Hall (Department of Biology, Main Campus)
COP – College of Pharmacy
CRF – Cancer Research Facility
DOJ – Department of Justice
EOP – Emergency Operations Plan
EOC – Emergency Operations Center
EOHS – Employee Occupational Health & Safety
FBI – Federal Bureau of Investigation
FM – Facilities Maintenance (previously PPD)
HSC – Health Sciences Center
HVAC – Heating Ventilation & Air Conditioning
IACUC – Institutional Animal Care and Use Committee
IC – Incident Command
IO – Institutional Official
ISO – Information Security Officer
IT – Information Technologies
LH- Logan Hall (Department of Psychology Main Campus)
NIMS – National Incident Management System
NRF – National Response Framework
OACC – Office of Animal Care and Compliance
OLAW – Office of Laboratory Animal Welfare
PAPR – Powered Air Purifying Respirator
PI – Principal Investigator
RHFH – Reginald Heber Fitz Hall (previously BMSB – Basic Medical Sciences Building)
RSD – Radiation Safety Division
RSO – Radiation Safety Officer
SA – Select Agents
SRS – Safety & Risk Services
UNM – University of New Mexico
SA IRP – Select Agent Incident Response Plan: Select Agent Laboratory – BRF G75
UNMH – University of New Mexico Hospitals
UNM HSC – University of New Mexico Health Sciences Center
UNMPD – University of New Mexico Police Department
USDA – United States Department of Agriculture

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I. Essential Components of the Research Animal Care Program

Emergency Service Contacts

Fire or Ambulance… .....7-2241 or 911

University of New Mexico Police Department…….EMERGENCY.....911

…..... NON-EMERGENCY….7-2241

On Call ARF Technician for Weekends and Holidays…Posted at Main Telephone, ARF Hallway

On Call ARF Veterinarian for Weekends and Holidays…..... Cell 312-219-1764

Biohazard Compliance Officer... 2-5993

Employee Occupational Health Services…..... 2-8043

Radiation Safety Officer (8:00 AM- 5:00 PM M-F)…..... 5-0743

Safety & Risk Services (8:00 AM- 5:00 PM M-F)..... 7-2753

After hours, Weekends and Holidays…..... 7-2241

Student Health Care Center (Infirmary)…..... 7-3136

To Report Maintenance Problems

Facilities Maintenance (8:00 AM- 5:00 PM M-F)…..... 7-1600

After Hours, Weekends, Holidays… 7-2241

Campus exchange	Off campus exchange
7-####	1-505-277-####
2-####	1-505-272-####
5-####	1-505-925-####

In the event of an incident (e.g. break in, fire, threat, animal rights demonstrations, etc.)
CONTACT THE UNM POLICE IMMEDIATELY!!

UNM Police – 277-2241 or for Emergency 911 from a university phone.

Facilities

Health Sciences Center (HSC) Animal Resource Facility (ARF) areas are located on the North Campus of UNM and include the following:

Reginald Heber Fitz Hall (RHFH) - Ground Floor, First Floor, Second Floor
Biomedical Research Facility (BRF) - Ground Floor
BRF - Select Agent Laboratory – Ground Floor
College of Pharmacy (COP) - Basement Floor
Domenici Hall, Pre-Clinical Center for Brain Recovery and Repair (CBRR)
Mobile Air Exposure Laboratory – Satellite Facility Unit - See Attachment D.

Main Campus ARF areas on Central Campus of UNM and include the following:

Castetter Hall (CH) – Biology ARF - Basement, Second & Roof
Logan Hall (LH) – Psychology ARF – Second

Leadership for Emergency Response

In the event of an emergency/disaster associated with an Animal Resource Facility, the HSC Vice Chancellor for Research (HSC & Main Campus Institutional Official) will be in charge of operations for the implementation of the ARF Disaster Plan with report to the HSC (HSC Chancellor) for HSC and the UNM President for Main Campus Facilities with ultimate command, control and communications managed through the UNM Emergency Operations Center (UNM EOC) as defined under the Institutional Emergency Operation Plan (EOP).

University Emergency contacts and the UNM ARF Emergency Response Primary Call Tree are provided under Attachment A.

Emergency Notification Procedures

The Attending Veterinarian (AV), facility supervisors/managers and most of the lab animal technicians carry cellular phones and/or pagers. The technicians are accessible during the normal workdays. The veterinarian and supervisors are "on-call" and accessible 24 hours a day via cellular phone. Weekend and holiday animal care technicians are assigned on a rotating schedule and carry cell phone during duty. The AV is also "on-call" for after hours, weekends, and holiday emergencies. In case of absence of the AV, the Albuquerque Rio Grande BioPark veterinarians provide "back-up" emergency coverage. The University of New Mexico Police Department (UNMPD) also maintains emergency contact lists for ARF key personnel and contact information is also provided under Attachment A. The ARF technicians have ready access to the veterinarian's and their supervisor's emergency contact information. Other personnel are instructed to contact the UNMPD for any emergencies related to the animals or ARF outside of normal working hours. The emergency contact numbers for UNMPD and ARF management personnel are posted at facility entry sites.

For emergency/disasters associated with the BRF G75 Select Agent Laboratory, the UNM Select Agent Incident Response Plan (UNM IRP) shall also be implemented.

Evacuation Procedures

General campus emergencies are sent through the LOBO alert system by text and/or email to all registered UNM employees and these communications provide guidance about whether to stay inside or evacuate. Certain emergencies, such as fires, require full building evacuation and personnel are not allowed to re-enter until authorized by applicable emergency managers. Buildings will be evacuated in an ARF emergency when it is safer for the staff to move than to remain in place. ARF personnel are instructed to secure animals and evacuate leaving behind animals until it is safe for personnel to re-enter structures. The following primary (1°) and secondary (2°) evacuation staging sites are defined by facility area. If the primary site is not accessible then proceed to secondary site so that all ARF personnel for that facility can be accounted. **NOTE: Staging areas should be away from buildings a distance equal to 1 ½ times the height of the buildings.**

Health Sciences Center:

BRF/RHFH/COP – 1° NE of HSC Library in the grass plaza; Domenici Hall, CBRR – 1° parking lot west of loading dock; 2° Exit through MRN main entrance and stage at the NE parking lot away from the building.

Main Campus:

Castetter Hall – 1° - East ground floor exit away from buildings; 2° West ground across the street from dock
Logan Hall – 1° - North ground floor exit away from buildings; 2° East ground parking lot away from buildings

Staff should refer to unit specific SOP for more detailed evacuation plans.

Animal Observation and Health Maintenance

The majority of animals housed at the UNM are specifically bred for laboratory research. Providing care to promote the health and welfare of these animals is the primary responsibility of the AV and the animal supervisory and care staff. The animal care technicians provide daily observation of the animals and assessment of the facility environment under their areas of responsibility and they are responsible to report abnormalities to their supervisor and/or the AV. Failure to observe the animals and facility environmental status may result in inadequate husbandry and/or treatment of health-related conditions.

Food

Research animals must be hand fed at the appropriate interval (generally daily) or have a continuous supply of diet that is consistent with the research design and species' nutritional requirements. Most research animals are fed either standard or custom research diets formulated for the species or to support a specific research goal and, for the most part, the diets are procured from commercial laboratory animal feed vendors. These diets can generally be delivered weekly with a one-week notice. Emergency next or 2 day deliveries can generally be arranged for an additional fee.

Water

A continuous supply of potable water is required to support animal drinking water, facility and equipment sanitation, personal hygiene, flushing toilets, etc. The water supply to all animal facilities on campus is obtained from the City of Albuquerque. Inadequate water pressure and temperature or steam outages will also prevent adequate cage sanitation or sterilization. Inadequate sanitation may lead to serious health problems for the animals. Lack of potable water for drinking can become life threatening to animal populations within 2-3 days. However, emergency water supply is available through main campus Facilities Maintenance (FM) and HSC ARF stocks a 2-3 week supply of sterile Hydropac pouch animal drinking water.

Personnel to Care for Animals

Currently direct animal care personnel include: 1 campus veterinarian, 3 area laboratory animal care supervisor/managers (1 HSC, 2 Main Campus) and 11 animal care technicians (9 HSC, 2 Main Campus). Animal care personnel are designated as critical staff. Failure to maintain necessary animal care staff will jeopardize animal welfare and the standard of animal care. Potential causes of staff shortages and proposed remedies are addressed under specific circumstances below and explicitly under Section II. "Personnel Shortage for Animal Care" below. If there are significant personnel shortages, it may be necessary to share personnel between units and/or to alter animal care schedules (e.g. cage change frequency) or other practices.

Transportation

The HSC ARF has an environmentally controlled transport truck and main campus has access to a cargo van at all times. The vehicles are essential to enable transport of equipment, supplies and animals when needed. The vehicles should be equipped with supplies such as jacks, spare tire, etc. and support temperature controlled.

Environmental Support

Environmental support is dependent upon continuous electric power and correctly functioning heating ventilation & air conditioning (HVAC) systems. The HSC animal facilities and Logan Hall are monitored and alarmed through an automated system managed through FM Energy Controls. If the HVAC systems fail for whatever reason, alarm notification is sent to the respective FM area "on call" staff and the AV and respective ARF manager. In the event of power outages affecting the ARFs, there are back-up generators that either automatically transfer or manually switched within one hour. The emergency generators are maintained by the FM and they can support at least 12 hours of continuous operation without refueling. Further, contracts are in place with local fuel suppliers for emergency deliveries.

It is extremely important to maintain the temperature and humidity of the animal rooms within appropriate ranges. Environmental parameters are maintained at a point which the animals are best adapted physiologically, minimizing negative effects on animal metabolism, behavior, and research integrity. Currently the animal rooms are maintained at temperatures that range from 68º to 78ºF and a humidity level between 25 and 45 percent. Complete air exchange rates range between 10 and 15 changes per hour. Light cycles vary from 12-14 hour light / 10-12-hour dark. There are some rooms where the light cycle may be reversed.

Failure in any component of the environmental support that results in extreme fluctuations in temperature, humidity and/or light cycles can have significant adverse impacts ranging from interference to interruption of research protocols and even the death of animals due to temperature extremes. HVAC system disruption may also cause health problems (respiratory disease) in animals and employees as well as an accumulation of aversive odors, allergens and/or harmful fumes. If temperatures become unsafe for animals, actions will be taken as described under the respective emergency scenarios below (portable heating or cooling units, relocation of animals, or last resort euthanasia to prevent suffering). Failures at a room or suite level will generally be managed at the level of the ARF supervisory/AV and FM. However, larger scale facility or building outages will result activation of the incident plan.

Contamination Control

Minimizing contamination and preventing cross contamination is maintained by established sanitation / sterilization procedures, 100% supply and exhaust of air (no re-circulation), appropriate directional airflow, proper segregation of clean animal supplies (i.e. food, potable drinking water, clean cages, bedding, etc.) from waste streams (i.e. soiled bedding, infectious waste, carcasses, sewage, etc.), and appropriate sequence of personnel and equipment flow (sequence from cleanest to dirtiest). If air-handling units fail resulting in static relative pressures, biohazard containment facilities will be closed until negative air pressure gradients (inward directional flow) are re-established.

Failures in contamination control can result in significant health problems for both animals and personnel. Sustaining the aforementioned facility controls and operational practices are dependent upon adequate utilities (electric, steam, water, sewage) and availability of required numbers of trained personnel.

Human Resources / Legal

In 2010, representatives from Human Resources and Legal were appointed to the ARF crisis planning committee. Gaps were identified with respect to our hiring practices associated with animal research. Subsequently, human resource staff in coordination with other team members developed a best hiring practices program for implementation in 2011, which now includes training for members in departments who hire staff into positions involving the animal research enterprise and implementation of several practices related to applicable positions designed to identify and mitigate risks associated with hiring staff into animal related positions. This process includes: enhancement of position descriptions, postings and interview questions; adding requirements for pre-employment background checks and other methods to confirm credentials for new hires. Any members who require unescorted access to the HSC SA facility are also required to complete background checks under DOJ/FBI. However, the latter DOJ assessment applies to very few faculty or staff members.

Failure to identify candidates who are seeking animal research positions with the intent to undermine the goals of research programs will jeopardize research programs through potential loss or destruction of data, equipment, facility or animals and may result in injury to personnel, and compromise institutional compliance and public opinion. Instances of persons seeking/accepting employment under false pretenses for the purpose of compromising animal research programs have been well documented.

Physical Security

HSC Animal Facilities

The HSC ARF (BRF/RHFH), the Domenici Hall ARF, and containment and imaging facilities perimeter security is controlled by electronic locks with access via authorized proximity keycard and video surveillance at entrances. The COP ARF facility entrance is secured electronically and requires authorized proximity keycards for access but this area has no video surveillance. All other animal rooms are secured with standard key locks. Issuance of HSC access is approved through the ARF administrative office and managed by the UNMH security office for keycard access and through the HSC lock shop for doors with standard keys and trilogy locks. ARF perimeter doors are locked at all times and animal room doors are locked after hours. At designated times afterhours the HSC facility security system is ARMED and upon entry, individuals must also enter an approved pin number to disarm the intrusion alarms. If the person entering does not disarm the system, alarms are sent to the UNMPD and officers are immediately dispatched to the facility to investigate. The BRF south emergency exit is ARMED 24/7 and when opened an alarm is immediately reported to the UNMPD. Electronic security and alarms are dependent upon intact and operational communication lines between UNMH and UNMPD. However, if communications are interrupted UNMPD receives alarms for every respective alarm points signifying loss of communication. Security panels have battery backup systems that will power door access controls during electrical outages. However, with long-term electrical outage, doors with magnetic locks may fail open. In that event, personnel or security will need to be assigned to control ingress to the ARF.

Main Campus animal facilities

Castetter Hall - primary animal entrances are controlled by a proximity keycard system (requires UNM ID with proximity chip for entry) and personnel access is manage by the Castetter hall ARF Operations Manager. Animal rooms are locked and require standard keys for entry.

Logan Hall – primary animal facility entrances and floor level access points are controlled by a UNM proximity keycard system and personnel access is managed through the Psychology Department office. Animal rooms are locked and require standard keys for entry.

The issue of hard keys is controlled through the respective departmental offices and keys are issued by the UNM lock shop.

Failure to maintain this level of security could result in illegal entry into the animal areas and could possibly result in property loss or damage, theft or injury to animals and which at a minimum could result in financial loss as well as a loss of research data. There is also potential that personnel could be injured or harmed. Instances of significant damage to other research facilities have been documented. Persons entering the animal facility or research areas illegally may also be at risk of exposure to chemical, radiological and/or infectious hazards and such an event could result in release of such agents outside of the containment laboratories or even outside the building to the environment.

Information Security

UNM's commitment to information security and protecting the privacy of the UNM Community is demonstrated by the activities of the ARF crisis management and incident response teams.

Critical information assets are identified and regular risk assessments are performed to address gaps in our administrative, technical and physical security controls. The process includes an inventory, threat assessment, vulnerability assessment and gap analysis. Responsibilities have been assigned to properly trained personnel who understand the threats and the resources to be protected.

Baseline security requirements include the following examples: use of strong passwords with requirements to change password at defined intervals, adherence to all UNM HSC account management policies and procedures, shared file storage servers and networks are secured behind enterprise firewalls and network access is controlled and managed by the HSC information technology units.

The UNM HSC maintains an IT Security Council to oversee and manage all IT security issues under the direction of an Information Security Officer (ISO). The UNM HSC ARF works directly with the ISO as part of the obligations specified in HSC IT security policies to ensure that the department is meeting all requirements for the security of information assets.

Hard copies of animal research related documents are shredded prior to disposal. Failure to maintain this level of IT security could result in illegal access, loss or damage to animal research enterprise data, denial of service, property damage which at a minimum could result in financial losses, disruption of research/education programs, and if stolen data could be manipulated and released in such a way as to jeopardize UNM's public opinion. Instances of significant damage to other research facilities have been documented.

Animal Research Support

The applicable Institutional Animal Care and Use Committee (IACUC) (HSC or Main Campus) is responsible for review and approval or withholding approval of proposed research or teaching with animals and the committees are also responsible for evaluation of animal housing and study areas and the programs of animal care and use. In the event of an incident that prevents convening of the IACUC for review and decisions related to animal use proposals, a Designated Member Review (DMR) process is a possible alternative mechanism. The IACUC may also meet via teleconferencing when a convened meeting of a quorum is required per NOT-OD 06-052.

Public Affairs / Government Relations

Appendix B describes general overview of the responsibilities of the Public Affairs (Communications) Office but does not disclose full detail of their crisis planning and interaction with internal and external agencies. Both the UNM President and the HSC Chancellor convene crisis committees when applicable and public affairs members are key participants on these committees.

In the event of major crises that affect animal care or ability to conduct sponsored research, the applicable IACUC will convene and the Office of Animal Care and Compliance (OACC) will prepare reports based upon investigations and deliberations. The OACC will route the final reports through the Institutional Official (IO) who is responsible for reporting compliance issues to regulatory agencies (e.g. USDA, OLAW). Post award (HSC or Main Campus respectively) leadership through close coordination with OACC, the applicable IACUC, and either the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs

are responsible for preparation and reporting a significant financial crisis to sponsors of affected animal research programs.

The IACUC members and the research investigators are contacted either directly or through departmental office call trees when significant problems or emergencies arise that may affect animals or research (e.g. animal disease outbreaks, utility outages, extreme temperature fluctuations, break-ins or animal rights demonstrations).

Failure to effectively inform key internal stakeholders, external agencies and the public may compromise compliance, interrupt funding, negatively impact public opinion and/or, compromise decision making which could result in the loss of research data and inevitably impede recovery from the crisis.

II. Potential Emergencies and Response by Category

BOMB THREAT/BOMBING

A. RESPONSIBILITIES:

Bomb Threat or detonation/explosion:

Individual(s) receiving call or identifying a bomb threat or risk

- Gather as much information as possible based upon information and checklist in Attachment C
- Alert other people in the immediate area.
- Do Not disturb suspicious packages or objects that are found!!!
- Evacuate the buildings if location of threat is identified
- Report the threat to UNMPD (911 from a land line or 277-2241 from a cell phone)
- Contact a supervisor as soon as possible

Supervisors

- Contact Building Safety Coordinator and assure that UNMPD contacted the Emergency Operations Center to assess and decide actions that if deemed necessary may include activation of the Institutional Incident Response Plan, notification of personnel and evacuated from areas of risk.

ARF Director and Manager

- Activate the Primary Call Tree – See Attachment A.
- If there is an actual bomb detonation, once it is declared safe to return to the facility the AV will evaluate the health of any animals, assure proper treatment or other disposition to include euthanasia, as required, to alleviate pain or distress and support integrity of research programs.

B. PROCEDURES:

If a bomb threat is received, immediately report the incident to the UNMPD [911]. The "*What to do in Case of a Bomb Threat"* (Attachment C) should be completed during or, as soon as possible, after the call. The sheet recommends questions to ask, requests the exact wording of the threat, and asks questions on the tenor of the caller's voice, background noises, and threat language. The UNMPD will determine what action should be taken in the event of a bomb threat (evacuation of building, etc.).

Animal Observation and Health Maintenance

All animals will be checked as soon as access to the facility is permitted by the fire and police safety personnel. In the event of an explosion, animals suffering from injuries or smoke inhalation will be examined as quickly as possible and treated, relocated or euthanized as necessary. To assure crime scene evidence is preserved, obtain approval from the police or incident commander before clean up of debris, removal of damaged equipment or dead animals or other activities that could obscure evidence. Dead animals will be removed from cages and placed in available freezers. If the freezers are damaged by the bomb, the carcasses will be sealed in leak proof containers and taken to a carcass freezer in another facility until arrangements for disposal can be made. If a bomb (or subsequent fire) has destroyed the ability to maintain proper housing in the facility, when necessary, any remaining animals that can be relocated will be transported to another UNM facility or alternative sites such as the Albuquerque

VA animal research unit. Priorities will be determined depending on availability of replacement animals and space available at other sites. The decision for euthanasia will be directed by the AV based upon status of animals and availability of alternate acceptable housing space. Undamaged equipment and supplies will be moved to appropriate storage areas.

Food

Should a bomb or subsequent fire or water damage destroy any or all of the feed supply and if feed cannot be obtained from the local vendor or borrowed from another ARF, then an overnight delivery will be requested from the distributor. Spoiled or contaminated feed will be immediately discarded.

Water

In a case where a bomb destroys stored animal drinking water, the municipal water supply to the ARF, then water may be transported from other locations on campus, or purchased from off campus water suppliers.

Personnel to Care for Animals

If a bombing or a bomb threat occurs during normal working hours, if directed by UNMPD or the incident commander, all personnel must vacate the applicable facilities immediately and report to a predetermined site and wait for further instructions (based upon the Evacuation Procedure Section and unit SOPs). If a bombing occurs after regular operating hours the veterinarian on call will be notified and will report immediately to assess the damage and threat to the animal's welfare. Once the facility is deemed safe for personnel, an attempt will be made to notify all ARF employees to report to work. If the incident resulted in injury of personnel and subsequent shortages, then assistance may be sought from other campus facilities or from research laboratories.

Environmental Support

Physical plant is responsible for the operation of the ventilation systems and related utilities. Should emergency power be required, emergency generators will be activated if serviceable. Such an event will likely require FM to isolate or disconnect damaged services and prioritize restoration of services when possible to support critical ARF infrastructure.

Contamination Control

Additional PPE may be required for personnel entering the facility (e.g. PAPR, Dust/Mist Respirators, etc.). Contamination control will require cleaning up of debris associated with fire, smoke and/or water damage. All dead carcasses will be placed carcass refrigerators or freezers. If the air handling system is functioning, all air filters in the affected areas will be changed once debris has been cleared.

Security

Assistance from UNMPD, Hospital Security, and FM will be requested to secure the building(s).

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. In the event of a an explosion affecting the animal facility whether or not animals die, are injured or must be euthanized due to this event, the OACC, IACUC and administration will be notified.

BREAK-IN /VANDALISM

A. RESPONSIBILITIES:

Break-in / Vandalism:

Individual(s) identifying a break-in

- Ensure your safety – Do Not enter a vandalized area if there is a risk that the perpetrators are still present.
- Alert other people in the immediate area.
- Report break-in to the UNMPD (911 from a land line or 277-2241 from a cell phone)
- Contact a supervisor as soon as possible
- Avoid activities that compromise physical crime evidence.

Supervisors

- Assure that UNMPD was contacted and that officers are responding and contact Building Coordinator
- HSC - Contact the ARF Director and/or ARF Manager
- Main Campus – Contact the Department Chair and Veterinarian

ARF Director and Manager

- Activate Call Tree – See Appendix A - As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.
- Await UNMPD and enter the facility when deemed safe to evaluate animal welfare.

B. PROCEDURES:

Whoever identifies that there has been a break-in should first be aware that vandals could still be present and thus they should not enter the area until police secure the area. They should immediately contact the UNMPD [911] and report the location of the suspected break-in. The police will respond and they will also contact other emergency responders to include the ARF Director. Do not enter the area until the police have secured the area and allow access.

Animal Observation and Health Maintenance

All animals will be checked as soon as access to the facility is permitted by the fire and/or police. To assure crime scene evidence is preserved, obtain approval from the police or incident commander before clean up of debris, removal of damaged equipment or other activities that could obscure evidence. If animals are loose in the facility the veterinarian and/or facility managers should coordinate re-captured, identification, and returned to cages or euthanasia depending on their condition. Any animals killed as a result of vandalism will be examined to determine the cause of death. Examination records will be maintained to assist with the criminal investigation. All animals remaining in the ARF will be examined as soon as possible to ascertain state of health and welfare. The AV will determine the need for treatment or disposition to include euthanasia to alleviate unnecessary pain or suffering.

Food

If animal food supplies are destroyed by an act of vandalism, it will be replaced as soon as possible. If it cannot be obtained from the local vendor or borrowed from another ARF, then an

overnight delivery will be requested from the distributor. Spoiled or contaminated feed will be immediately discarded.

Water

If vandalism disrupts the water supply, the emergency backup water supply will be accessed. Alternatively, fresh water will be brought in from other areas or commercial vendors until repairs are made.

Environmental Support

Physical plant is responsible for the operation of the ventilation and heating/cooling systems. If vandalism disrupts any of these services, physical plant department on-call will be contacted for service. Animals will be relocated into functional areas if possible and as necessary.

Contamination Control

SRS and BHC will be notified of any hazardous contamination as the result of vandalism (e.g. chemicals, radiation, biohazards, etc.). Refer to Hazardous spill section but SRS and/or BHC will generally be responsible for directing the clean up. Other non-hazardous potential sources of contamination such as standing water or spoiled feed will be cleaned up and disposed of by the ARF staff.

Security

Upon notification, UNMPD will secure the crime scene, contact other emergency responders and initiate a criminal investigation. Generally, the Emergency Operations Center will be activated and Incident management Teams will meet and assess security and public relations initiatives necessary to meet immediate and ongoing needs as the situation matures according to the *Crisis Communication Plan.* (Attachment B).

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. OACC, IACUC, research administration and public affairs will be notified through the call tree following any break-in.

FIRE

A. RESPONSIBILITIES:

Fire:

Individual(s) identifying a fire following UNM **R.A.C.E.** guidance.

- **R**escue and/or alert other people in the immediate area.
- **A**lert fire department by pulling fire alarm and calling 911
- **C**ontain by closing doors adjacent to the fire
- **E**xtinguish small contained fires ONLY if trained you can do so safely. **OR**
- **E**vacuate – through the closest exit and go to pre-defined location according to ARF SOP
- Contact a supervisor as soon as possible.

Supervisors

- Assure that UNMPD was contacted and that officers and Fire Department are responding
- HSC - Contact the ARF Director and/or ARF Manager
- Main Campus – Contact the Department Chair and Veterinarian

ARF Director and Manager

- Activate Call Tree – See Appendix A - As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.
- Await UNMPD/ Fire Department and enter the facility only after deemed safe to evaluate animal welfare.

B. PROCEDURES:

Whoever identifies that there is a fire should pull a fire alarm and leave the area immediately to avoid injury. If persons involved are trained and if the fire is small, contained, and safe to do so then the individual can attempt to extinguish. Otherwise, evacuate immediately. Even if you have pulled the fire alarm, contact the UNMPD [911] immediately after leaving unsafe areas and report the location of the fire. Upon notification UNMPD will secure the scene, contact other emergency responders to include the Fire Department, Hazmat teams and the ARF Director. Do not enter the area until permitted by the fire marshal. Generally, unless the fire is small and quickly extinguished, the Emergency Operations Center determine emergency operational responses. Public relations initiatives will be initiated according to the *Crisis Communication Plan.* (Attachment B).

Animal Observation and Health Maintenance

All animals will be checked once access to the facility is permitted by the fire marshal and safety personnel. Dead animals will be removed from cages and put in carcass refrigerators or freezers. If the carcass refrigeration units are inoperable the animal carcasses will be placed in sealed containers and taken to other appropriate cold storage sites or disposed by incineration as soon as possible. Animals that need to be relocated due to fire damage to the facility will be removed as soon as possible to other sections of the ARF. If necessary and feasible, alternative housing will be sought and animals will be relocated to an alternate site. NOTE: Animals located in high-level biocontainment facilities generally cannot be removed from the immediate containment suite. Animals suffering from smoke inhalation will be examined by the AV as quickly as possible and treated or euthanized as necessary. It may also be necessary to euthanize some

animals as determined by the AV, if relocation is not feasible and the facility is not operational or suitable to sustain the animals.

Food

Should a fire or subsequent water damage destroy any or all of the feed it will be replaced as soon as possible. If it cannot be obtained from the local vendor or borrowed from another ARF, then an overnight delivery will be requested from the distributor. Spoiled or damaged feed will be immediately discarded.

Water

In cases where fire destroys stored drinking water supplies and disrupts the water fill supply sites, water may be obtained from other areas on campus or through commercial vendors until the municipal supply is restored and determined to be safe.

Personnel to Care for Animals

If a fire occurs during working hours all employees must vacate the facilities immediately, report to a predetermined place and wait for further instructions. Animals will be secured and left in animal rooms or laboratories at least until the situation is assessed by the fire marshal and the AV. It may be determined that animals can be relocated if there is not a significant risk to personnel or the environment. If a fire occurs after regular operating hours the facility manager and/or the AV will be notified. They will assess the situation and determine actions necessary to safeguard animals and whether it is necessary to recall animal care and administrative staff. If incident resulted in injury of personnel and subsequent shortages, then assistance may be sought from other campus facilities.

Transportation

Alternative vehicles are available from the university motor pool if needed to transport animals.

Environmental Support

Physical plant is responsible for the operation of the ventilation and heating/cooling systems. If fire disrupts any of these services, physical plant will be contacted to take required corrective action as needed. The HVAC system may need to be shut down if there are risks of outside smoke being pulled into HVAC supply ducts or inside smoke migrating toward animal facilities which are routinely more negative than other building locations.

Contamination Control

Contamination control will be handled by cleaning up any smoke and/or water damage and putting any dead animals in cold storage. If air handling units fail resulting in static relative pressures, biohazard containment facilities will be closed until negative air pressure gradients are re-established. All air filters in the affected areas will be changed as soon as possible after recovery from the incident (generally within a few days) since heavy smoke loads or obstructs the filters.

Security

Assistance from UNMPD and physical plant will be requested in securing the building and restoring services.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. Events of fires that affect the animal facility or animals must be reported to the OACC, IACUC and other animal compliance administration offices.

FLOOD

A. RESPONSIBILITIES:

Flood – these can be from outside the building but generally are a result of leaks within the building (e.g. ruptured plumbing or HVAC water coils):

Individual(s) identifying flooded conditions

- Alert other people in the immediate area.
- Avoid contact with electrical equipment, if in standing water.
- Turn off the source of the water flooding if it can be done safely.
- If flooding is due to a facility water leak contact the FM on-call immediately
- Contact your supervisor as soon as possible.

Supervisors

- Assure that appropriate responders are on site or in route.
- If the flooding affects security or if unable to contact appropriate support, contact the UNMPD for assistance.
- HSC - Contact the ARF Director and/or ARF Manager
- Main Campus – Contact the Department Chair and Veterinarian

ARF Director and Manager

- If safe, enter the facility to evaluate scope of response required and animal welfare conditions.
- If the scope of the flood affects major areas animal and adjacent environments, activate the Call Tree – See Appendix A - As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.

B. PROCEDURES:

Whoever identifies flooding within a facility should contact FM on-call if known or the UNMPD [911] immediately after leaving unsafe areas and report the location and the situation. Request that the police contact other emergency responders to include the FM and the ARF Director. For major floods that impact large portions of building, loss of services and/or jeopardize animal welfare, the Emergency Operations Center may be activated and an Incident Management Team will meet and determine emergency operational responses and public relations initiatives necessary to meet immediate and ongoing needs as the situation matures according to the *Crisis Communication Plan.* (Attachment B).

Animal Observation and Health Maintenance

In the event of flooding, effected animals will be relocated if possible. If relocation is not possible, animals will be moved to the highest row within their racks and monitored frequently. All animals will be checked as soon as access has been granted to a flooded building. Dead animals will be removed from cages and placed in a carcass freezer. If the carcass refrigeration units are inoperable the animal carcasses will be placed in sealed containers and taken to a cold room or freezers in another facility or immediately disposed by incineration. Animals suffering from exposure will be examined and treated as soon as possible.

Food

If a flood within any of the facilities should damage the feed supply, it will be replaced as soon as possible. If it cannot be obtained locally or borrowed from another ARF, relocated from other active use animal rooms then an overnight delivery will be requested. Spoiled or contaminated feed will be immediately discarded.

Water

Water will undergo quality testing if widespread flooding occurs. The emergency water supply will be accessed, if proven safe (the New Mexico State Public Health Laboratory is located on the UNM campus for water quality testing). Commercial sources or bottled water may be purchased until the municipal water supply has been tested safe for consumption.

Personnel to Care for Animals

The ARF director and on-call staff will be notified by FM or the UNMPD if there is a facility flood and the ARF director will determine risks and remedy for animal care. If the outage occurs after hours, the ARF director will determine whether it is necessary to recall personnel.

Transportation

Floods of the roads and grounds are unusual in this region and facility floods generally would not affect transportation.

Environmental Support

Physical Plant will monitor this system and provide emergency generators if needed.

Contamination Control

Any standing water will be cleaned up ASAP.

Security

Once UNMPD has been notified, they will contact FM and other emergency responders based upon the scope and location of the flood. If electrical services and other utilities are compromised for long term the UNMPD or UNMH security may also be required to monitor ingress if perimeter door security fails.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. Major floods that affect the animal facility or animals must be reported to the OACC, IACUC and administration.

HAZARDOUS SPILLS - Infectious (BSL2/3) or Chemical Agents

A. RESPONSIBILITIES:

Select Agent spill – Follow SA Incident Response Plan through the laboratory director and the Biohazard Compliance Office (BHC).

Non-SA Hazardous Agent Spill:

Individual(s) involved in the spill

- Contain spill if possible to do so safely
- Alert other people in the immediate area
- Take immediate action to protect personal safety or safety of others - decontaminate skin, eyes or mucous membrane.
- Remove animals from the immediate spill area ONLY if possible without further risk to the individuals or risk of spreading contamination to other areas.
- Remove contaminate clothing and avoid spread of contamination
- Evacuate the contaminated area to avoid further exposure
- Close and post the area
- Individual or associates in the area Call 911 if a large spill or if there are exposures or injuries.
- Individual or associates in the area contact supervisors as soon as possible

Supervisors

- Evaluate the situation based upon agent spilled and size and location of the spill
- For large spills that cannot be contained evacuate immediately and call 911 to report
- Contact emergency medical responders if individuals are injured or for health threatening exposures. Reference MSDS's
- Depending on the agent, containment level and size of spill contact the following:
  - Biohazard Spill - Contact Biohazard Compliance
  - Chemical Spill - Contact Safety and Risk Services
  - Contact FM if air handlers need to be shut down or adjusted to protect the environment of surrounding facility areas.
  - Contact ARF Director/ AV or the animal facility supervisor if animals are at risk.
- Afterhours or if unable to reach responder – call the UNM Police 911 or 277-2241

Hazard Compliance units (BHC or SRS)

- Evaluate the scope of the spill and determine level of containment
- Manage clean up if contained within a room/suite area.
- If the hazard is not contained and is beyond the scope for local clean-up for agents that poses risks to personnel or the public– contact the UNMPD for Hazmat support and the EOC to determine whether to activate the Institutional Emergency Operation Plan.

ARF Director and Manager

- Assure that appropriate members from the Call Tree were notified and on-site – See Attachment A.
- Once safe to return to the facility area evaluate the health of any animals that were potentially exposed and assure proper treatment of other disposition as required to alleviate pain or distress and support integrity of research programs.

B. PROCEDURES:

As stated above under responsibilities, individuals involved shall take immediate actions to assure personal safety, alert others of the risks, and report to the lab manager or a responsible supervisor and/or UNMPD for emergency responders who will evaluate the risks and contact appropriate safety offices (BHC – Biohazards; SRS for chemical hazards) who make final determination of the response that is required based upon the agent and size and location of spill.

If a hazardous agent or chemical is spilled or released, the primary concern is the safety of personnel and secondary concern for animals in the area if applicable. The procedures employed following a spill are determined by the risk associated with the hazardous substance and the size of the spill. **If the nature of the risk is unknown, proceed as if it is a high level (BSL3) infectious material.** For large spills, all personnel should first be evacuated from the area. Department of Safety and Risk Services (SRS) should be notified at 277-2753 and the BHC office for biological hazards. Small spills may be cleaned up according to policies outlined in the SRS manual, Biosafety Program, section 3.01. If large spills occur after hours, the individual or supervisor should call 7-2241 (UNMPD) for assistance in contacting SRS or BHC. Small spills that are safely managed at a local level according to SRS policy will generally not require activation of the call tree. However, large spills that place personnel and the environment at risk require contact and coordination with the responsible biological (BHC) and/or Chemical/Radiological (SRS) safety department.

Animal Observation and Health Maintenance

If the spill occurs in an animal room, and there is a threat to the personnel or animals, contact the ARF Director or Manager immediately. Also, contact the UNMPD as necessary to request emergency response from SRS or BHC. If necessary, and if possible without compromising the safety of personnel, environment or other animals, move the animals into another room or cubicle. Animals located in bio-containment rooms cannot be moved into lower level containment or barrier areas. Animals will be monitored until their disposition is determined by the veterinarian in collaboration with the PI.

Personnel to Care for Animals

Once appropriate clean up procedures have been completed, SRS, BHC, and/or the ARF Director in coordination with the research investigators, will determine disposition of the animals and any procedural changes necessary to protect personnel from potential risks associated with care of the applicable animals. If personnel are injured or potentially exposed to Biohazardous materials they should immediately seek medical care (Employee Health Service during business hours or emergency room after hours).

Environmental Support

Depending on the location and scope of the spill and agent, the HVAC may need to be altered to manage relative pressures and to avoid contamination of other spaces.

Contamination Control

SRS is responsible for cleanup procedures and assurance that contamination has been contained. The ARF air is supplied 100% fresh, and 100% exhausted and pressures are negative relative to

surrounding parts of the building, so it is unlikely that aerosol contamination will spread beyond the ARF. For high hazard spills the laboratory (and potentially the facility if there is a wider release) should be locked down and posted to prevent routine entry of personnel until the risks can be assessed by SRS and/or BHC.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. If a major spill occurs, animals die, are injured, or must be euthanized due to this event, the OACC, IACUC and administration will be notified.

HEATING VENTILATION & AIR CONDITIONER (HVAC) FAILURE

A. RESPONSIBILITIES:

HVAC failure – Failure of heating, cooling and ventilation systems can be due to a variety of problems including: disruption of utilities (electricity, natural gas, steam), failure of mechanical system (HVAC unit or exhaust fans), failure of hot or chill water systems, failure of electronic controls, etc. Outside air temperature will influence decision making related to urgency of definitive repair and methods to manage animal environments during the interim:

Individual(s) identifying HVAC outage

- For systems with automated alarms, FM, and ARF Director/Supervisors/Managers are notified via pager/text/email when there are system failures. In the case of direct FM alarm notification they are responsible to troubleshoot and repair or if immediate repairs are not possible:
  - Report to FM management for more support and to the ARF supervisor or veterinarian.
- If facility staff identify temperatures or pressures that are out of range, they should:
  - Contact FM on-call immediately
  - Contact the ARF Manager or Veterinarian as soon as possible.

ARF Director/AV and Manager

- Assess the current room temperatures and outside ambient temperatures while determining urgency of HVAC outage.
- Assure that FM is responding and determine status of repairs.
- If the outage is localized and the animals are not in immediate danger, continue to monitor the situation and do not elevate the response above FM.
- If temperatures are unsafe for animals and correction is not imminent, take immediate action to: provide auxiliary heating or cooling; relocate animals; or if they cannot be relocated due to biocontainment requirements and if animals are in distress with no means of correcting/improving environmental conditions, the AV or clinical veterinarian will determine whether euthanasia is required.
- If the outage negates inward directional airflow (relative negative pressure) of containment facilities and the facility air pressure is static, then close the facility (post signage) and contact FM on-call for emergency response. If the containment facility pressure is positive to the corridor, contact the FM on-call for emergency response and close the laboratory and surrounding corridor until gradients are re-established.
- If the outage includes building wide outages that could adversely affect several research and teaching programs, activate the Call Tree – See Appendix A - As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.

B. PROCEDURES:

Animal Observation and Health Maintenance

Depending on the outside ambient temperature, estimated time for repair and continuing room environmental status, will determine response (e.g. provision of portable heaters, AC units;

relocation of animals to a more suitable area if possible). The primary HSC ARF facility (BRF/RHFH) is equipped with two separate HVAC systems. If it becomes necessary, most animals can be relocated within the facility depending upon room capacities and the overall status of the HVAC systems. Also the exhaust fans are separate from supply and it may be possible to continue with exhaust to sustain relatively normal temperatures if the building HVAC outside of ARF is operational. It is unlikely that both systems will fail simultaneously, unless there is a major power outage. In this event, emergency generators provide an alternative source of power. Animals that cannot be readily relocated (e.g. in infectious disease suite, radio-isotope studies, etc.) will be monitored frequently and maintained according to the AV's directions. Portable heaters / air conditioning units are available to support limited area outages and will be provided to the extent possible. If animals are suffering and relocation is not possible, the need for euthanasia will be determined by the veterinarian who will be in consultation with the IACUC research investigators and administration.

Food

A breakdown of the air handling system for extended periods of time may result in altered humidity and temperature conditions in animal rooms. Although long-term adverse environmental conditions are unlikely, such conditions could affect the quality of highly perishable diets. All animal diets at HSC are stored in cold storage so unless multiple equipment failure and/or power outage occurred it is unlikely that food would be affected by HVAC failure. Main Campus diets are stored under room ambient temperatures but most are dry diet that will not be harmed from short term elevated temperatures. However, in that event, all feed will be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced immediately.

Water

Not anticipated to be a problem in this situation.

Personnel to Care for Animals

The ARF veterinarian and on-call staff will be notified by FM or UNMPD subsequent to an HVAC failure. In addition, an automated environmental monitoring and alarm system sends emergency texts and emails to PPD on call and the ARF veterinarian and ARF manager/supervisor when animal room temperatures or pressures are out of range or when fans fail. Once on-site, the ARF director or manager/supervisor will determine risks and remedy for animal care.

Transportation

Not anticipated to be a problem but use of the transport vehicles may be required if animals have to be transported between buildings.

Environmental Support

Request will be made to FM for fans and cooling or heating units as needed.

Contamination Control

If air handling units fail resulting in static relative pressures, biohazard containment facilities will be closed until negative air pressure gradients are re-established. These environments are

monitored by digital systems with automated alarms that send notifications to FM when pressures are out of range. Although there are system interlock to prevent positive pressurization of containment space, if this were to happen, we will close adjacent corridors, contact the FM on-call and request an emergency shutdown of supply air for the containment facility (if applicable) or possibly request shut down of exhaust fan in adjacent non-containment areas to assure the pressures within the containment facilities remain either static or negative relative to adjacent corridors. If the facilities become positive, depending on potential risks the perimeter around the containment facility may require decontamination prior to the area being re-opened to routine access.

Security

Not anticipated to be a problem unless there is prolonged electrical power failure in which case magnetic lock doors may fail open. In this event, UNMPD OR UNMH Security will be contacted to request additional perimeter door security and monitor ingress and prevent unauthorized entry.

Animal Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. For long-term outage or if animals die or must be euthanized due to HVAC disruption, the OACC, IACUC and administration will also be notified.

PROTESTS AGAINST ANIMAL RESEARCH/ANIMAL ACTIVIST/TERRORIST THREAT

A. RESPONSIBILITIES:

Protests Animal Activists or Terrorist Threats – Protests may increase risks of property damage, break-ins on campus or at PI residences and without a response from UNM the protest may increase public opposition toward biomedical and behavioral research since animal rights extremists often share inaccurate information about the value of research and the quality of care and use of animals.

Individual(s) identifying protestors or demonstrators on campus.

- Report incident to the UNMPD
- Report to ARF Director or Manager.

ARF Director and Manager

- Assure that UNMPD was contacted and that they have responded to monitor building security and public safety.
- Initiate the Call Tree – See Attachment A.

B. PROCEDURES:

If there is a notification of an imminent protest or an unscheduled protest or animal activist/terrorist threat occurs, contact and the UNMPD **immediately**. The police will establish an initial security assessment and presence and initiated the incident response call tree listed. Incident Management Teams will meet and the Emergency Operations Center may be activated to assure that necessary operational security and public relations initiatives are implemented to meet immediate and ongoing needs as the situation matures according to the *Crisis Communication Plan – Preparedness & Media Response Plan* (Attachment B) and the UMN Emergency Operations Plan

Environmental Support

Not anticipated to affect environment.

Contamination Control

Not likely to be affected unless there is a break-in and release of hazards or associated animals.

Security

UNMPD, UNMH Security, and FM will be notified immediately and requested to assist with the securing of effected buildings. Based upon initial assessment relating to targeted agenda, assets will be prioritized to focus on higher risk areas. If it appears that specific PI laboratories are being targeted, notify respective laboratories so that they are aware of direct risks to their laboratories or private residence.

Research Support

Research investigators will be notified of the status of their animals as soon as possible and any alterations in routine plans of proper care for them (room or building relocation, etc.). The OACC, IACUC and administration will be notified of such events.

PERSONNEL SHORTAGE FOR ANIMAL CARE

A. RESPONSIBILITIES:

Shortages of animal care personnel could result from a number crises scenarios and such shortage would impact routine and critical animal care. Occurrence of a human pandemic contagious disease outbreak could cause significant and long-term staff shortages and disruption of animal care programs. In the event of such a scenario relevant contingencies are addressed below:

ARF Staff General:

- Stay informed about the risks of exposure and symptoms associate with a diseases outbreak.
- Follow institutional guidance for response to the crisis.
- Avoid attending or hosting events with large numbers of people and avoid travel into areas reporting incidence of disease.
- Practice good personal hygiene (handwashing, sanitize common areas)
- Report potential exposures or symptoms of disease to your supervisor immediately.
- If you have symptoms of disease stay home and seek medical diagnosis and care based upon current UNM and UNMH policy.
- If not exposed or directly affected by illness, stay in communication with supervisors about potential changes and priorities for animal care.

ARF Supervisors - In addition to the above general responsibilities:

- Frequently report status of animal care to the attending veterinarian (AV) or other key response team members.
- Frequently communicate with subordinate staff to assure that staffing requirements and service priorities are met.
- If there are significant shortfall of available staff, request support through the AV or other designated individuals.
- Oversee program of care

Attending Veterinarian - In addition to the above general responsibilities:

- Monitor overall UNM staffing levels and impact on health and welfare of laboratory animals.
- Based upon staffing levels, define priorities of animal care practices.
- Communicate with principle investigators to determine priorities for animal models in their laboratories (e.g. availability of genetic rodent models commercially, critical nature of research, whether the laboratory can continue research, and if not, whether some models will require euthanasia to assure care of critical models).
- Potentially seek additional support from research teams if ARF staffing is insufficient to support key animal care priorities.
- Work closely with the emergency response team to assure appropriate response to ongoing changes with the crisis and associated priorities.

B. PROCEDURES:

If the University activates the Emergency Operations Plan (EOP) then procedures under this plan may be changed to comply with the overall response. If the University shuts down, ARF staff are critical personnel and unless individuals are sick and/or contagious, they should communicate with their supervisor and, if safe to do so, report to ARF during normal or altered duty hours to provide necessary animal care.

Personnel for Animal Observation, Care, and Health Maintenance

Based upon communication with the respective ARF Supervisors and the Attending Veterinarian, Lab Animal Technicians should report to duty unless they are potentially exposed to the pandemic, sick or contagious. Under direction of the supervisor and AV, determined by animal health priorities and staffing levels, individuals shall complete their assigned duties. Low staffing levels may require modification of some routine procedures with emphasis on assuring that animals are healthy and have adequate supply of food, water, and other support. Critically low numbers of staff at one UNM site may require sharing of staff from other sites on campus. At the direction of the AV and supervisors, the frequency of routine cages changes may be altered to allow available staff to support primary care responsibilities. If it is determined by the PI's and AV that some animals may need to be euthanized, due to inability to conduct research or support their health, ARF staff may be assigned responsibility administer euthanasias.

Food

If concerns are identified that could affect availability of food, at least a 6-week supply of all required diets will be procured.

Drinking Water

If concerns are identified that could affect ability to produce rodent drinking water, the quantity of reserve sterile pouch drinking water shall be increased from 4 to a 6 week supply.

Transportation

A widespread pandemic could affect transportation. Procure additional supplies and equipment as early as possible in the event to avert failure in provision of adequate animal care.

Environmental Support

Facilities Management (FM) will monitor environmental systems and provide repairs or utilities as needed. They too are critical staff, but FM staff shortages could also limit their response. HVAC failures that are localized may allow relocation of animals to other facilities if need. If conditions place animals as significant risk of pain or distress that cannot be remedied by relocation or environmental augmentation, the AV has authority to euthanize affected animals.

Contamination Control

Provide frequent sanitation of common areas that could pose risks to personnel working in the facility.

Security

If electrical power or emergency generator power continues, the physical security should remain intact. If there is failure, notify FM, UNMPD, and UNMH security as required for support. If any perimeter door security fails, ARF will monitor until police or other security services have arrived or until perimeter security is re-established.

Research Support

Attempts will be made to contact all research investigators to inform them of status of their animals and the animal care team. Also, if necessary to conserve priority models, the AV and/or other leadership will discuss priorities of research and respective models with PI teams.

RADIOISOTOPE EXPOSURE / SPILL

A. RESPONSIBILITIES:

Individual(s) involved in the exposure/spill

- Evacuate the immediate contaminated area to avoid further exposure
- Alert other people in the immediate area
- Take immediate action to protect personal safety or safety of others - decontaminate skin, eyes or mucous membrane.
- Remove contaminate clothing and avoid spread of contamination
- Close and post the area so that others do not enter.
- Do not remove animals from the immediate spill area unless cleared to do so by the Radiation Safety and if such a move will mitigate welfare or research concerns.
- Individual or associates in the area Call 911 and request that they contact the RSO.
- Individual or associates in the area contact supervisors as soon as possible.

Supervisors

- Evaluate the situation based upon agent spilled and size and location of the spill
- If the spill is not contained or cannot safely be managed by the laboratory based upon institutional policy, activate the Call Tree listed in Attachment A.
- Contact emergency medical responders if individuals are injured or for health threatening exposures. Reference MSDS's

For smaller spills at the minimum:

- Contact the Radiation Safety Office
- Contact ARF Director/ AV or the animal facility supervisor if animals are at risk.
- Afterhours or if unable to reach responder – call the UNM Police 911 or 277-2241

Radiation Safety Officer

- Evaluate the scope of the spill and determine level of containment
- Manage clean up if contained within a room/suite area.
- If the hazard is not contained and is beyond the scope for local clean-up for a hazardous agent that poses risks to personnel or the public– contact the UNMPD for Hazmat support and the Call Tree for senior administration to determine whether to activate the Institutional Incident Management Team through the EOC.

ARF Director and Manager

- Assure that the Call Tree was activated when appropriate – See Attachment A.
- Once safe to return to the facility area, evaluate the health of any animals that were potentially exposed and assure proper treatment or other disposition as required to alleviate pain or distress and support integrity of research programs.

B. PROCEDURES:

If radioactive material is spilled or there is an event resulting in exposure of people or animals to radioactive material, the following procedures take priority to ensure personnel safety.
Regardless of the size or nature of the exposure or spill:
1) Clear the area. If appropriate, survey all persons not involved in the spill and vacate the room.
2) Notify persons in the area that a spill has occurred.
3) Notify the Radiation Safety (RS) 925-0743) or UNMPD (7-2241) immediately.

4) Prevent the spread of contamination by covering the spill with absorbent paper (paper should be dampened if solids are spilled), but do not attempt to clean it up. To prevent the spread of contamination, limit the movement of all personnel who may be contaminated.
5) Shield the source of radioactive material only if it can be done without further contamination or significant increase in radiation exposure.
6) Close the room and lock or otherwise secure the area to prevent entry. Post the room with a sign to warn anyone trying to enter that a spill of radioactive material has occurred.
7) Follow recommendations provided from Radiation Safety Officer (RSO).

Animal Observation and Health Maintenance

Animals in the area will be monitored and treated as determine by the AV and the RSO. The RSD determine scope of animal and environmental exposures and will determine when entrance into an area is safe for ARF personnel following an exposure incident. The ARF supervisor and AV will be notified immediately if animals are exposed. The AV, in consultation with the applicable researchers and RSD, will determine disposition of exposed animals.

Food

Bulk storage of food is in a sealed, walk-in cooler, and is unlikely to be affected. Food in the animal rooms is kept in covered barrels. If the food is exposed, disposition will be according to RSD recommendations, and new food will be supplied in a new barrel.
If the feed supply is contaminated, it will be replaced as soon as possible. If it cannot be obtained from the local vendor or borrowed from another ARF, then an overnight delivery will be requested from the distributor. Spoiled or contaminated feed will be disposed based upon recommendations of the RSD.

Water

The municipal water supply is not likely to be affected. However, the emergency water supply may be accessed, if undamaged and accessible. If available, commercial sources will be used. Apples, potatoes, or gel diets may be employed as an alternate source of water for rodents to support extended water outages due to contamination.

Personnel to Care for Animals

Personnel and environmental safety is of prime importance in an incident of this nature. All personnel will be evacuated from the area and permitted to return only after the RSO has determined that area is safe. If necessary, protective clothing recommended by the RSO will be worn to access animal areas affected by the exposure incident. Personnel exposed to radiation will report to employee health or the emergency room once they have been decontaminated to the satisfaction of the RSO.

Transportation

Not likely to be affected.

Environmental Support

Not likely to be affected. Air is 100% fresh and 100% exhausted to all animal facilities.

Contamination Control

Contamination control will be directed and conducted by the RSD.

Security

UNMPD will be notified of spills requiring personnel evacuation. Assistance in securing the facilities will be requested, if necessary.

Research Personnel

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. Significant spills that impact animals or animal facility will be reported to the OACC, IACUC and administration.

UTILITY POWER OUTAGE

A. RESPONSIBILITIES:

Utility (electricity, natural gas, steam) Outage – disruption of utilities may impact a number of services including HVAC, lighting, refrigerators, autoclaves, cage wash and/or building controls. Emergency generators if operational will provide for emergency lighting, cold storage and some exhaust for ARF HVAC and generators are maintained by Physical Plant.

Individual(s) identifying outage of any utility services.

- Report outage to FM on-call or to the ARF supervisor or director
- If the HVAC is affected, see HVAC also see response for heating, ventilation and air conditioning failure above.

ARF Director and Manager

- Assess the impact of the outage as it relates to ARF service and animal welfare. Outage associated with utilities will also generally affect HVAC and if so will require response according to the HVAC Failure section.
- Assure that FM is responding and determine status of repairs.
- If the outage is localized and the animals are not in immediate danger, continue to monitor the situation and do not elevate the response above FM.
- If the outage includes building or campus wide outages that could impact several research and teaching programs, activate the Call Tree – See Appendix A. As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.
- If HVAC is affected, follow Plan for HVAC failure also.

B. PROCEDURES:

Animal Observations and Health Maintenance

Emergency electrical power generation is generally provided for the ARF HVAC and animal room lighting systems that will allow personnel to enter and observe animals. If not, flashlights are available in each facility.

Personnel to Care for Animals

The ARF director and on-call staff will be notified by FM when an unplanned power outage and the ARF director will determine risks and remedy for animal care. If the outage occurs after hours, the ARF director will determine whether it is necessary to recall personnel to support actions.

Environmental Support

The emergency generator will supply power to some HVAC systems (controls and fans that provide supply or exhaust for animal rooms. For more information, see the section dealing with "HVAC failure" if this occurs.

Contamination Control

Natural gas supports production of steam. With past shortages of natural gas, the university has converted steam production plant to diesel. If there is a loss of steam, cage washers and

autoclaves will not operate which will prevent appropriate cage sanitation or sterilization of clean cages or biohazardous cages and equipment. In this case, HSC usually sustains a 1-week supply of sterile cages and we can hold soiled cages in the containment suite for 1-2 weeks or longer if necessary. We also have disposable mouse cages on hand for emergencies and can hand wash rat cages, if the cage wash is not operational. If there is electrical failure, emergency generators should support at least exhaust fans. However, if exhaust fans also fail, then inward directional airflow will be lost for biohazard containment suites. See contamination control under HVAC failure for action in this event.

Security

The secured access control and monitoring systems at the HSC are connected to the emergency generators. All HSC and Main Campus ARF perimeter doors and containment facility entrances are secured via magnetic locks and/or electromechanical locks. These systems are supported by battery backup and emergency power but if there is a prolonged outage, some doors will fail open. In this event, we will request UNMPD or UNMH Security to provide additional security for at least the perimeter doors to prevent entry of unauthorized individuals.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. For long-term outage or if animals die or must be euthanized due to power disruption, the OACC, IACUC and administration will also be notified.

SNOWSTORM

A. RESPONSIBILITIES:

Snowstorm – these can compromise road conditions and the ability for animal care and FM members to get to the facility to provide animal care or facility maintenance. The following are responsibilities:

Individual(s)

- Alert supervisor if you are unable to make it to work and/or if roads are closed or the facility is not accessible
- HSC - Contact the ARF Director and/or ARF Manager
- Main Campus – Contact the Department Chair and Veterinarian

FM Supervisors

- Remote monitoring and controlling of environmental controls if needed
- Contact UNMPD for assistance.
- Contact the AV if animal environmental controls are compromised

ARF Director and Manager

- Attempt to reach the facility or find someone who is capable of getting to the facility
- If minimal staff are available, alter the schedule to assure that all animals are checked prior to them conducting their routine care procedures.

B. PROCEDURES:

Animal Observation and Health Maintenance

Damaging snowstorms are highly unlikely in this geographical location. The most likely complication is an interruption of vehicular traffic, or delayed opening of roads, thereby affecting the ability of ARF staff to report to work on time. However, if advance warning is provided, the following preemptive action will be taken:

- All caging and racks due for change within 3 days should be changed, if possible.
- All food hoppers and water bottles/pouches on cages containing animals will be filled or replaced, if less than a 3-day supply exists.
- Additional drinking water bottles or pouches will be filled to assure at least a 2 weeks' supply.

Food

Feed is monitored to keep approximately two to three weeks supply on hand at all times. Should prolonged power outages occur (>24 hrs) all perishable feed will be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced as soon as possible. If it cannot be obtained from the local vendor or borrowed from another ARF, then an overnight delivery will be requested from the distributor. Spoiled or contaminated feed will be immediately discarded.

Water

Additional water containers will be filled with water, time permitting. For HSC ARF additional quantities of Hydropac water pouches will be stocked to support at least a 2 week supply. Gel

packs should also be stocked to support such contingencies. If emergency stocks are used during an incident and domestic water supply is not available, commercial sources will be procured. As a last resort, apples and potatoes may be purchased to provide water source for rodents in the event of extended water outages.

Personnel to Care for Animals

If advance warning of an impending major snowstorm is presented with adequate notice the preparatory procedures outlined in the Animal Health and Observation section above will be followed. Upon request of the supervisors, all possible staff members will report to work to prepare for the storm by following the above guidelines.
Animal care staff are considered essential personnel and when possible they will report to work even when there are snow delays or closing to provide routine care for the animals.

Transportation

ARF Vehicles will be parked in a protected area. Gas tanks will be filled.
Supplies, such as, jacks, spare tire, ropes, flashlights, etc. will be maintained into each of the trucks.

Environmental Support

FM is responsible for ensuring that emergency generators are prepared for a power outage, and will maintain adequate supplies of fuel to maintain the generators in the event of a prolonged power outage resulting from a snowstorm.

Contamination Control

Not likely to present as a problem.

Security

UNMPD will be notified if physical security is compromised for any reason. UNMPD will contact emergency responders or dispatch officers to assure facility security is sustained.

Research Personnel

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

WINDSTORM, TORNADO

A. RESPONSIBILITIES:

Windstorm/Tornados – although very rare severe windstorms or tornados could damage buildings or damage systems that support facility environments. The following are specified responsibilities:

Individual(s) identifying wind damage or other conditions resulting from wind damage affecting personnel or animal safety

- Alert other people in the immediate area.
- Do not enter facility areas if there is damage the building structure that might pose personal risks
- Contact UNMPD if damage affects building security or safety.
- Contact the FM on-call immediately for any damage to the facility
- Contact the ARF supervisor AND Veterinarian as soon as possible.

ARF Director and Manager

- If safe, enter the facility to evaluate scope of response required and animal welfare conditions.
- If the scope of the damage affects major areas animal and adjacent environments, activate the Call Tree – See Appendix A - As applicable contact the Vice Chancellor for Research at HSC or the Vice President for Research for Main Campus programs.

B. PROCEDURES:

Animal Observation and Health Maintenance

Damaging windstorms or hurricanes are highly unlikely in this geographical location. The ARF location further ensures the protection against damage from this type of natural disaster. However, if advance warning of severe storms is provided, the following preemptive action will be taken:

- All caging and racks due for change within 3 days should be changed, if possible.
- All food hoppers and water bottles/pouches on cages containing animals will be filled or replaced, if less than a 3 day supply exists.
- Additional drinking water pouches will be filled to support at least 2 weeks supply.

Following a damaging windstorm or tornado:

All animals will be checked as soon as access to the facilities is permitted by the safety personnel. Dead animals will be removed from cages and put into freezers. If freezers or power to the freezers is out carcasses may be taken to a cold storage in another facility until arrangements for pick-up and disposal can be made.

Animals that need to be relocated due to tornado damage to a facility will be moved as soon as possible to another suitable facility. NOTE: Animals located in high level biocontainment facilities generally cannot be removed from the immediate containment suite. If the facility is inoperable and unsuited for continued housing, animals may require euthanasia and disposal as determined by the AV.

Animals suffering from injury will be examined as quickly as possible and treated or euthanized as necessary as determined by the AV.

Food

Feed is monitored to keep approximately two to three weeks supply on hand at all times. Should prolonged power outages occur (>24 hrs) all perishable feed will be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced as soon as possible. If the feed supply is destroyed, we will arrange for delivery locally, borrow from other institutions or procured requesting overnight delivery.

Water

Additional water containers will be filled with water, time permitting. For HSC ARF additional quantities of Hydropac water pouches will be stocked to support at least a 2 week supply. Gel packs should also be stocked to support such contingencies. If emergency stocks are used during an incident and domestic water supply is not available, commercial sources will be procured. As a last resort, apples and potatoes may be purchased to provide water source for rodents in the event of extended water outages.

Personnel to Care for Animals

If a windstorm or tornado occurs during working hours all employees must proceed to a safe area immediately. If a windstorm or tornado occurs after regular working hours and significant damage occurs to the facility an attempt will be made to notify all employees to report to work as soon as it is safe. The facility manager (or designee) and veterinarian on call will be notified of any tornado and report to assess any resulting damage.

If advance warning of an impending damaging windstorm is presented with adequate notice the preparatory procedures outlined in the Animal Health and Observation section above will be followed.

Transportation

Vehicles will be parked in a protected area. Gas tanks will be filled.

Supplies such as jacks, spare tire, ropes (to move tree limbs from road) will be put into each of the trucks.

Environmental Support

The Physical Plant is responsible for ensuring that emergency generators are prepared for a power outage, and will maintain adequate supplies of fuel to maintain the generators in the event of a prolonged power outage.

Contamination Control

Not likely to present as a problem unless major damage to infrastructure occurs. Dead animals will be removed to functional coolers or freezers until final disposal. Any standing water will be cleaned up as soon as possible.

Security

The secured access control and monitoring systems at the HSC are connected to the emergency generators. Many doors at the HSC ARF perimeter and containment facility entrances are

secured via magnetic locks or electromechanical locks. These systems are supported by battery backup and emergency power but if there is a prolonged outage, some doors will fail open. It is possible that doors or other facility perimeter could be damaged by a storm such that physical security will be compromised. In any event affecting security, we will request UNMPD or UNMH Security to provide additional security for at least the perimeter doors to prevent entry of unauthorized individuals. Assistance in securing the facilities will be requested, if necessary (e.g. boarding up broken windows and/or doors) or other repairs through FM.

Research Personnel

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible. If there is significant facility damage or injury or death of animals the event must be reported to the OACC, IACUC and administration.

Attachment A

EMERGENCY SERVICE CONTACTS

Fire or Ambulance… .....7-2241 or 911

University of New Mexico Police Department…….EMERGENCY...…..911

…..... NON-EMERGENCY.…7-2241

On Call ARF Technician for Weekends and Holidays…Posted at Main Telephone, ARF Hallway

On Call ARF Veterinarian for Weekends and Holidays…..... Cell 312-219-1764

Biohazard Compliance Office..... 2-5993

Employee Occupational Health Services…..... 2-8043

Radiation Safety Officer (8:00 AM- 5:00 PM M-F)…..... 5-0743

Safety & Risk Services (8:00 AM- 5:00 PM M-F)..... 7-2753

After hours, Weekends and Holidays…..... 7-2241

Student Health Care Center (Infirmary)…..... 7-3136

To Report Maintenance Problems

Facilities Maintenance (8:00 AM- 5:00 PM M-F)…..... 7-1600

After Hours, Weekends, Holidays… 7-2241

Campus exchange	Off campus exchange
7-####	277-####
2-####	272-####
5-####	925-####

In the event of an incident (e.g. break in, fire, threat, animal rights demonstrations, etc.)
CONTACT THE UNM POLICE IMMEDIATELY!!

UNM Police – 277-2241 or for Emergency 911 from a university phone.

UNM Animal Resource Facility Incident Management – Primary Call Tree

UNM Police – 277-2241 or for Emergency 911 from a university phone.

The police will contact at individuals as specified in 1-3 and other emergency responders (Fire department, SRS, etc.) as required for a particular situation:

1. Tara G. Ooms Konecny
   Director Animal Resources / Campus Veterinarian → Assess/Initiate 2° Call Trees
   312-219-1764 (Cell)
   (If Dr. Ooms is located go to 2, if not, attempt to contact individuals in 1a. below)

   1a. Alternate Contacts for Campus Veterinarian:
   Victoria Sugita → Assess/Initiate 2° Facility Call Trees
   Facility Supervisor, HSC ARF
   272-5074 (W); (269) 744-4350 (Cell)
   Gilbert Borunda → Assess/Initiate 2° Facility Call Trees
   Operations Manager, Psychology ARF
   277-4632 (W); 843-8431 (Home); 544-1195 (Cell)
   Jennifer Sharp → Assess/Initiate 2° Facility Call Trees
   Operations Manager, Biology ARF
   277-5835 (W); (Cell) 505-363-4040

2. After contacting Dr. Ooms or the alternates listed under 1a., attempt to contact ALL of the following:
   Jonathan Brigman
   Chair, HSC Institutional Animal Care and Use Committee → Assess/Initiate 2° Investigator Call Tree
   272-2868 (W); (Cell) 703-459-5618
   Sara Brant
   Chair, Main Institutional Animal Care and Use Committee → Assess/Initiate 2° Investigator Call Tree
   277-3174 (W); 977-9315(Cell)
   Katy-Marie Mirowsky-Garcia → Assess/Initiate 2° Administrative Call Tree
   Senior Operations Manager, Office Animal Care Compliance
   272-0418 (W); 220-8314 (Cell)
   Alex Sanchez
   Public Information Officer, VP Health Sciences Office
   272-5849 (W); 313-3429 (Cell)
   Daniel Jiron
   University Media Relations Officer: University Communications & Marketing, Main Campus
   277-5920 (W); 221-9754 (Cell)

3. After attempting to contact individuals in 2 above an attempt should be made to contact:
   Richard Larson
   Vice President for Research, HSC & IO (HSC/Main Campus)
   272-6950 (W); 469-2670 (Cell)
   Cory Ford
   Sr. Associate Dean for Research
   272-0760 (W); 615-5757 (Cell)
   Douglas Ziedonis
   Executive Vice President Health Sciences & CEO UNM Health System
   Emergency Contact through UNMPD
   Ellen Fisher
   Vice President for Research, Main Campus
   277-6128 (W) – Emergency Contact through UNMPD
   Deborah L. Kuidis
   Manager Industrial Security, Office of the VP for Research Industrial Security Office
   277-2058 (W); 269-2712 (Cell)
   Garnett S. Stokes
   University President – Emergency Contact through UNMPD

Attachment B

CRISIS COMMUNICATION – PREPAREDNESS & MEDIA RESPONSE PLAN

At the first sign of potential or real public relations controversies or crises associated with the University of New Mexico, whether before or after media release, begin preparation for a timely, accurate and appropriate response. It is essential that this response convey the philosophy, concerns and mission of the UNM.

I. ASSESS THE SITUATION; PREPARE

A. If a serious emergency exists**,** call UNMPD **(272-2241)** and report the situation.

B. If there is no immediate emergency, then the situation should first be evaluated to confirm level and nature of risks or crisis. This will require review by key responsible individuals for the respective area(s) at risk in coordination with the applicable Public Affairs staff to obtain FIRST-HAND information and either to substantiate or refute risks. **To contact HSC Public Affairs, use the following methods:**

1. **During normal duty hours, call the HSC Public affairs office, 272-3322.**

2. **After normal duty hours, call the UNM Hospital switchboard, 272-2111, and ask the operator to contact the HSC Public Affairs on-call representative.**

3. **To find out who is on-call for HSC Public Affairs, check the AM-I-ON roster through the link on the HSC Intranet page.**

C. If potential risks or crises are confirmed, call UNMPD to inform them of the situation. Determine and report whether immediate action is needed to protect safety and/or privacy (if relevant) of all people involved or at risk.

D. If immediate response IS deemed necessary, notify appropriate senior administration at HSC and Main campus accordingly for guidance and approval to initiate the emergency call tree in order to assure implantation of appropriate actions and preparation of media responses.

E. Based upon decisions by senior administration, CRISIS COMMUNICATION COMMITTEE Meetings may be called. When possible, include in this meeting any appropriate administrators, faculty or staff members who likely would be directly affected by the event or should be involved in preparing for the response including legal and risk management.

F. Establish an incident log to track events and media contacts in chronological order.

G. It will be the responsibility of HSC Public Affairs to notify University Communication on the UNM main campus of the situation and provide periodic updates.

IMMEDIATE TASKS

II. After assessing the nature and scope of the situation, initiate a plan of action that includes some or all of the following:

A. PLAN IMMEDIATE RESPONSE

1. **Request a** representative from **HSC** Public Affairs **go** to the emergency site **to** coordinate with individuals immediately involved in **the** crisis to gather all available facts.
2. Quickly complete **a** review of **the** facts by appropriate members of the **HSC** Public Affairs staff and determine whether **a** full meeting of the Crisis Communication team is necessary.
3. Make prompt determination regarding any potential risks to safety or privacy of people involved and take all appropriate steps to deal first with safeguarding these individuals (primary sites – ARF; secondary sites – potential targeted PI labs; tertiary sites – targeted individuals at home). Also determine whether urgent internal communications may be necessary to inform people of any risks or to advise them of steps to take for personal protection, etc.
4. Designate **an** official spokesperson**, usually a senior official, to satisfy interview requests** from the news media. **Written** statements to media **will be provided by HSC Public Affairs**. **NOTE: HSC Public Affairs will** coach the spokesperson if needed.
5. The **HSC** Director of Public Affairs will designate a staff person to draft **a** brief initial statement for use until more detailed statement can be prepared (news media **will** expect or demand an immediate, same-day response)**.**
6. Determine whether the magnitude of the crisis merits establishment of a media briefing center and crisis communication center (location determined as needed).
7. Simultaneous with above steps, establish a written log of the crisis or impending crisis to provide chronological record of all steps taken to deal with the crisis; log in all media calls and responses to these calls; record every action taken in dealing with the crisis or sensitive issue.
8. Decide whether a news conference and/or news release might be appropriate for conveying information to news media and the public.
9. Determine need to assign photographer/videographer from **HSC Resources** to take photos and/or video of the scene of the crisis. (This could prove helpful in responding to news media inquiries or possible litigation, and in documenting events without giving them direct access to the site.)
10. Decide whether it is appropriate to allow location shooting by TV and newspaper photographers. Determine when, where and who will accompany the media.

11. If the situation directly affects some or all UNM employees, determine what means of internal communications will be used to inform them of the problem and actions being taken. **NOTE:** Multiple avenues for urgent internal communications should be employed, including E-mail, University emergency text messaging system fact sheets, flyers, posters, and possible implementation of a 1-800 telephone line for responses to inquiries. **HSC Public Affairs also maintains a rumor control telephone line (see item 15 below).**

12. Make certain that both the HSC Information Switchboard (272-2111) and the UNM Main Campus Operator **(277-0111)** are informed where to refer calls pertaining to the crisis.

13. Write fact sheet and use as a guide to write statement to the news media or for preparation of news release regarding the situation at hand. All written material is to be reviewed by appropriate information sources, as well as by appropriate Administrators and Public Affairs.

14. Use fact sheet as guide for preparing radio news version of the same story, if appropriate.

15. Consider (in event of major crisis) **activating HSC's** rumor control hotline. **The rumor control number is 272-INFO (272-4636) and must be activated by someone from HSC Public Affairs.**

B. After developing a proposed plan of action, using suggested guidelines provided above, the Crisis Response Committee and appropriate administrators decide if/when to implement the plan.

III. At the earliest possible stage, all applicable departmental chairpersons, secretaries and clerical staff should receive clear instructions regarding the handling of telephone calls, and be alerted to the fact that they may be called upon to perform special assignments. At the same time, delegate specific assignments to members of the Public Affairs staff.

FOLLOW-UP TASKS

IV. Discuss alternative means of conveying information, such as through letters to newspaper editors, consultation with editorial boards of various news media groups, personal letters to selected constituencies or audiences, etc.

V. Make sure the crisis "log" is maintained continually, including a centralized collection of all newspaper clips, memos, letters, fact sheets and other documents related to the issue.

VI. Develop schedule for frequent updating of staff and appropriate administrators, faculty and staff.

VII. Schedule follow-up assessment to determine what worked, what did not work, and what changes might be made in the future for improved the Crisis Communication Plan.

Attachment C

WHAT TO DO IN CASE OF A BOMB THREAT

If you receive a bomb threat, gather as much information as you can!!

Call 911 as soon as possible and follow instructions from the emergency operator!!

TELEPHONE THREATS – QUESTIONS TO ASK:

- Note the time and check for caller ID information.
- Note the line that the call is coming in on
- Note the exact words of the caller, and listen for voice clues, such as, male or female voice, noticeable accent or recognizable voice.
- Try to gather details:
  - Where is the bomb located?
  - What does the bomb look like?
  - What is the bomb made of?
  - Is the bomb set to explode at a certain time?
- As soon as possible, alert others in the area of the threat!
- Look for anything unusual and report it to first responders.

WRITTEN OR TYPED THREATS:

- Do not touch or handle a note more than absolutely necessary.
- If you are evacuated, protect the note inside a book or between other sheets of paper, take it with you and turn it over to the police.

Bomb Threat Call Check List

DATE OF CALL _____ **TIME CALL RECEIVED** _____ **TIME CALL ENDED** _____ **LINE USED** _____ **CALLER ID** _____

EXACT WORDS OF CALLER:

_____

_____

_____

GATHER AS MUCH INFORMATION AS POSSIBLE:

Where is the bomb located? _____

What does the bomb look like? _____

What is the bomb made of? _____

Is the bomb set to explode at a certain time? _____

Circle or all that apply

Voice	Speech	Sex / Age	Manner	Background Noise	Familiarity with Facility	Accent	Language
Loud	Fast	**Male**	Calm	Music	Much	Local	Well Spoken
High Pitched	Slow	Adult	Rational	Factory	Some	Foreign	Irrational
Raspy	Stutter	Juvenile	Deliberate	Office machines	None	Region	Foul
Intoxicated	Slurred	Approximate Age	Angry	Street Traffic		Race	Taped
Soft	Nasal		Irrational	Trains/Airplanes			Message Read
Deep	Disguised	**Female**	Emotional	Animals			Other:
Hoarse	Other:	Adult	Laughing	Quiet			
Other:		Juvenile	Incoherent	Other:			
		Approximate Age					

Reported By: Name: _____ Telephone Number: _____

Position: _____ Date Report Completed: _____

Mobile Air Exposure Lab Contingency – Attachment D

I. General Component of Emergency Response

Leadership for Emergency Response

In the event of an emergency associated with the Mobile Lab, the PI should be immediately notified to coordinate the response. If the emergency involves animal welfare, the PI will immediately notify the HSC ARF Director/AV. The HSC Vice Chancellor for Research/IO must also be informed of the emergency incidences that potentially compromise animals, mitigation efforts initiated, and progress and expected timeline for resolution. The Vice Chancellor/IO will decide whether additional resources are required up to command, control and communications managed through the UNM Emergency Operations Center (UNM EOC) as defined under the Institutional Emergency Operation Plan (EOP).

PI lab contact information:

PI - Matthew Campen – (H) 505 232-0863; (C) 505 977-7811; (W) 505 925-7778

Secondary Contact:

Katherine Zychowski, Ph.D. - (C) 979 422-3455; (W) 505 272-6749

Attending Veterinarian (AV):

Tara G. Ooms Konecny (C) 312-219-1764

Additional University Emergency contacts are provided under the UNM ARF Emergency Response Primary Call Tree, Attachment A.

Emergency Notification Procedures

The campus AV, the study PI, and on-site research staff carry cellular phones and/or pagers. There are research staff at the remote study site co-located with the lab at all times during active research. The veterinarian is "on-call" and accessible 24 hours a day via home, office or cellular phone. The University of New Mexico Police Department (UNMPD) also maintains emergency contact lists for key personnel and contact information is also provided under Attachment A. Postings with emergency contact information will always be available at the lab site.

Evacuation Procedures

Certain emergencies, such as fires, tornados, bomb threats, break-ins require evacuation from the facility and possibly the site. Personnel safety takes priority over animal safety. Personnel should use judgment and should evacuate the lab and/or research site when it is safer for the staff to move rather than to remain in place. At each remote location where the lab is sited, the PI will assure that primary (1°) and secondary (2°) evacuation staging areas are defined. If the primary site is not accessible, then personnel should proceed to secondary site so that all on-site project personnel can be accounted. **NOTE: Staging areas should be away from buildings a distance equal to 1 ½ times the height of the buildings.**

Animal Observation and Health Maintenance

The rodents housed in this mobile lab will be specifically bred for laboratory research. Providing care to promote the health and welfare of these animals is the primary responsibility of the attending veterinarian, the PI, and the on-site research staff. The research technicians or other designees will provide daily observation of the animals and assessment of the facility environment under their areas of responsibility several times daily. They are responsible to report abnormalities to their supervisor and/or the attending veterinarian and follow other prescribe contingencies to support their welfare. Failure to observe and care for the animals and facility environmental status may result in inadequate husbandry and/or treatment of health-related conditions or support of general animal welfare.

Food, Water, Clean Cages and Supplies

All clean/soiled cages, food, water, and supplies are transported to and from the mobile lab by the PI lab members at least weekly. ARF prepares sterile caging, food, water and other husbandry supplies and sanitized/sterilized soiled cages and accessories subsequent use and return. Research rodents must have continuous supply of water and food consistent with the research design and species' nutritional requirements. Rodent research diets are procured by ARF from commercial vendors. Rodent drinking water is provided via hydropac pouches – 2 week's emergency supply of pouch drinking water should be held in reserve for contingency. Additional water for the lab and chambers is also supported with Carboys. At least one unopened bag of feed should be maintained in the lab at all times as a contingency stock with a total of 2 weeks supply on hand. The diet bags have an inner plastic liner that prevents contamination of the feed even if the bags become wet.

Personnel to Care for Animals

The PI and/or lab personnel will be on-site with the mobile lab at all time in remote locations when animals are housed. All research staff responsible for animal care will be trained to observe and care for the animals before assuming unsupervised responsibility. Failure to maintain trained care staff during an incident will jeopardize animal welfare and the standard of animal care. The attending veterinarian is on call to respond to any animal emergencies and can be contacted by cellular or email at any time.

Transportation

The PI lab will utilize an environmentally controlled utility vehicle to support transport of animals and supplies. The IACUC will periodically inspect vehicles used for this purpose. The vehicles should be equipped with supplies such as jacks, spare tire, etc. and support temperature controlled. Contracts should also place to support emergency road repair/service. Emergency transport cages will be ready at the site whenever animals are housed in case an evacuation is necessary.

Environmental Support

Environmental support is dependent upon continuous electric power and correctly functioning heating ventilation & air conditioning (HVAC) systems. The PI will establish electrical services and contract electricians to make connections in each remote site. The staff will remain on site

in remote areas at all times when animals are present and they will check the animals and environment multiple times per day. If the HVAC system fails for whatever reason, portable heaters and chiller units are available as a contingency. A small diesel electricity generator (Yanmar) will be available to provide short-term power for contingency heating/cooling devices. The emergency generators can support a few hours of operation. If environmental temperatures are below 68° or above 80° F the HVAC must be adjusted or repaired. Complete air exchange rates must be maintained >10 changes per hour. Light cycles should be maintained 12-14 hour light / 10-12-hour dark.

Failure in any component of the environmental support that results in extreme fluctuations in temperature and/or humidity can have significant adverse impacts ranging from interference to interruption of research protocols and even the death of animals due to temperature extremes. HVAC system disruption may also cause health problems (respiratory disease) in animals and employees as well as an accumulation of aversive odors, allergens and/or harmful fumes. If temperatures become unsafe for animals, (critical temperatures <66°F or greater than 85°F for mice), then they will be transferred back to UNM (or other approved sites) in an environmentally controlled vehicle. Additional bedding and nesting material should be added to cages if temperatures fall below 68° F as a temporary measure to enable mice to thermoregulate. If transport is not possible and extreme environmental conditions persist that compromise welfare, then euthanasia must be administered to prevent suffering – The AV must be consulted if this occurs.

Contamination Control

Control of contamination is maintained by established sanitation / sterilization procedures, 100% supply and exhaust of filtered air (no re-circulation), appropriate directional airflow, proper segregation of clean animal supplies (i.e. food, potable drinking water, clean cages, bedding, etc.) from waste streams (i.e. soiled bedding, infectious waste, carcasses, sewage, etc.), and appropriate sequence of personnel and equipment flow (sequence from cleanest to dirtiest).

Failures in contamination control can result in significant health problems for both animals and personnel. Sustaining the aforementioned facility controls and operational practices are dependent upon adequate utilities (electric, water, sewage) and availability of required numbers of trained personnel.

Physical Security

The lab will be secured at all times when personnel are not in the lab. Personnel will be on site to monitor site and facility security. The staff will be trained to contact local police authorities when the labs are at remote sites. Personnel safety must be a priority above animal safety and site security.

Animal Research Support

The HSC Institutional Animal Care and Use Committee (IACUC) is responsible for review and approval or withholding approval of proposed research or teaching with animals and the committees are also responsible for evaluation of animal housing and study areas and the programs of animal care and use for this Laboratory. When the facility is located remotely, the consideration of video recordings may be acceptable for periodic evaluation of the facility and animal care status assuming adequate connectivity. In the event of major crises, that impact

animal care for this lab the HSC IACUC will be convened and reports will prepared from investigations and deliberations by the Office of Animal Care and Compliance (OACC) and then route through the Institutional Official (IO) who is responsible for reporting compliance issues to regulatory agencies (e.g. USDA, OLAW).

Specific types of emergencies are described in Section II below. Many emergencies may require members to contact of local law enforcement and/or fire department rather than UNMPD. However, resources through UNMPD and the UNM emergency operations may enable more rapid support from local agencies.

II. Mobile Air Research Laboratory (AirCARE1)

Site Specific Plan, UNM Updated 5 April 2017

Species housed:	Mice. Rodents are housed in inhalation exposure chambers within the middle room (Inhalation Toxicology Lab) located within the mobile air research laboratory, AirCARE1. When not exposed to concentrated ambient air pollutants, animals have bottled water and fed rodent chow.
Housing Rooms:	Inhalation Toxicology Lab in AirCARE1.

ALWAYS IN AN EMERGENCY

- Put human safety first and notify 9-1-1 of injuries.
- Ask for additional help if needed
- Report sick animals to PI's or veterinarians
- Take short breaks to eat or drink and stay hydrated.
- Try not to move animals unless they are in grave danger. If relocating, move priority animals first.

PI lab contact information:
PI - Matthew Campen – (H) 505 232-0863; (C) 505 977-7811; (W) 505 925-7778
Secondary Contact:
Katherine Zychowski, Ph.D. - (C) 979 422-3455; (W) 505 272-6749
Attending Veterinarian:
Tara G. Ooms Konecny, (C) 312-219-1764

Fire/Evacuation

Rally after exiting the mobile lab: Meet fifty to one hundred feet in front of the side doors of the mobile lab.
Call 911 and the PI

Flooding

1. IMMEDIATELY: report and determine: *what is the source?* and, *is water rising?*
   a. Contact PI or alternate above.
2. STAY CLEAR OF ELECTRICAL HAZARDS
   a. Do not unplug equipment if you are standing in water
   b. Report any electrical hazards in rooms that have flooding. Turn off the circuit breakers as needed.

3. IF WATER IS NOT RISING, move animal cages to higher locations.
4. NOTIFY Veterinarian verify whether any animals are at risk.
5. AFTER FLOOD WATERS RECEDE, clean all surfaces that contacted flood waters: floors, walls, casters, bottom of racks, etc. As soon as possible, send racks through cage washer for thorough cleaning.

HVAC Outage

1. IMMEDIATELY: determine restoration time and extent of the outage (is power also out?)
    a. Contact PI or alternate above
    b. Contact emergency service contractors if unable to correct with local resources.
2. MONITOR ROOM TEMPERATURES
    a. Check room thermometers – set point is 74° F
    b. If temperature increases 6 degrees $\geq$ 80° F
        i. Turn on portable chiller in animal room
    c. If temperature decreases 6 degrees $\leq$ 68° F
        i. Turn on portable heaters

Power Outage

1. IMMEDIATELY: determine restoration time and extent of the outage (Entire site, Mobile Lab only)
    a. Contact PI or alternate listed above
    b. Contact NTUA (800.528.5011) or PNM (888.342.5766, 888 DIAL PNM)
2. USE EXTENSION CORDS to get power for contingency chiller/heater
    a. Plug in to other building areas with power
3. USE GENERATOR IF REGIONAL POWER IS OUT
    a. Turn on generator, plug in chiller/heater if necessary
4. TURN OFF EQUIPMENT if non-essential, or could be damaged by power surge when power is restored
    a. Computers, Non-essential lighting
    b. Biosafety cabinets
1. MONITOR ROOM TEMPERATURES
    a. Check room thermometers – set point is 74° F
    b. If temperature increases 6 degrees $\geq$ 80° F
        i. Turn on portable chiller in animal room
    c. If temperature decreases 6 degrees $\leq$ 68° F
        i. Turn on portable heaters
    d. If temperature does not return to a safe range, determine if animals can be moved to another local site or back to UNM.

Tornado

Take cover in place or go to a safe location if there is time.
If there is damage to the laboratory, when possible, transport animals to a safe location, local or UNM ARF. If not, euthanasia will be required if animal wellbeing cannot be safely provided.