



2022

CRISIS MANAGEMENT PLAN

Office of Research & Economic Development

Office of Laboratory Animal Research

Animal Care Facilities

**11200 SW 8th Street
Miami, FL 33199**

**FIU Police MMC 305-348-2626
MMC 24-7 Emergency 305-348-5911**

**FIU Police BBC 305-919-5559
BBC 24-7 Emergency 305-919-5911**

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Senior Vice President for Research Statement

Florida International University (FIU) is committed to providing a safe work environment and we work diligently to minimize the impact of disasters on the health and welfare of all animals housed in our animal care facilities. An important component of these efforts includes safeguarding the health and welfare of animals in emergency situations.

Responsible and sound animal care and use programs, properly communicated, reduce the risk but do not eliminate the potential for a crisis involving animal care and use. An effective and timely response is crucial to mitigate the effects of any such incident.

The use of animals is essential to teaching and research. However, the use of animals carries an obligation for appropriate care and use. Therefore, each staff member, student, faculty member, and research investigator at FIU is directly responsible for promoting and protecting animal welfare within the instructional and research programs of the University. This responsibility is conveyed by example and extends to the education of future employees of the academic community.

FIU's Office of Laboratory Animal Research has assembled an experienced Contingency Management Team consisting of administrators and staff, to respond to the needs of the FIU animal facilities during and after the occurrence of a critical situation.

Each employee is ultimately responsible for his or her own personal safety. Nevertheless, working together to understand and practice appropriate safety procedures, ensures that the FIU Animal Care Facilities are safe for all - animals and humans.

Andrés G. Gil Ph.D.
Senior Vice President for Research & Economic Development
Dean, University Graduate School

Section 2—Crisis Management Team

Chain of Command and Contact List

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Andrés G. Gil, Ph.D. <i>Senior Vice President for Research and Institutional Official (IO)</i>	305-348-2494 305-299-9911 (cell)	Andres.Gil@fiu.edu
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Sylvia Gografe, DVM, Ph.D, DACLAM <i>Emergency Back-Up Veterinarian</i>	561-297-4233 561-400-3770 (cell)	sgografe@fau.edu

In the event of a major disaster, the Crisis Management Plan (CMP) will be implemented in the following manner:

- Normal Working Hours:** During normal working hours (07:00 am to 05:00 pm) the highest-ranking employees of the respective areas will implement the CMP.
- Nonworking Hours:** A disaster or crisis may occur before or after regular Animal Care Facility (ACF) working hours, on a holiday, or during a weekend. While the structure of the plan remains the same, its implementation will vary depending on people and resources available during these off duty times. During non-working hours, every effort will be made to contact appropriate individuals. However, the individuals assuming responsibility will be those people of the highest rank available or based on the list above. These individuals should follow the guidelines discussed in this plan while simultaneously making an effort to notify higher ranking officials of the situation in order to obtain verification or advice on their actions.

Section 3—Bomb Threat

- 1.0 **Definition:** A communication is received by phone, e-mail, fax or letter warning of the possibility of or that there is a bomb or explosive device on-site at one of the FIU animal facilities.
- 2.0 **Important Notes:**
- 2.1 **Regardless of the circumstances surrounding the situation, all bomb threats will be taken seriously and treated as a legitimate emergency.**
- 2.2 **Under no circumstances should any evacuated FIU employee or visitor leave the property until the all clear is given by the highest ranking member of the emergency team found onsite.**
- 3.0 **Key Personnel and Responsibilities:**
- 3.1 **Receiver of the phone call, e-mail, fax or letter will:**
- 3.1.1 Remain calm and courteous; notify the highest ranking member of the emergency team found onsite.
- 3.1.2 If a phone call is received, complete the **Bomb Threat Checklist** (see section 4) and give it to the highest ranking member of the emergency team found onsite.
- 3.1.3 If an e-mail is received, print it out and give it to the highest ranking member of the emergency team found onsite.
- 3.1.4 If a fax is received, give it to the highest ranking member of the emergency team found onsite.
- 3.1.5 If a letter is received, do not continue to handle it and set it aside for the Director of Laboratory Animal Research to secure as evidence for the FIU Police Department.
- 3.2 **The highest ranking member of the emergency team found onsite will:**
- 3.2.1 Notify the FIU Police Department (305-348-2626) of the situation.
- 3.2.2 Notify the Vice President for Research and the Attending Veterinarian of the situation.
- 3.2.3 Designate a crisis center location.
- 3.2.4 Announce to the Animal Care Facility staff to evacuate the facility and convene on the designated crisis center location.
- 3.2.5 Ensure the facility has been evacuated and verify personnel attendance.
- 3.2.6 Relinquish command of the situation to the FIU Police Department upon their arrival and provide details regarding the situation.
- 3.3 **Department managers and supervisors will:**
- 3.3.1 Assist the highest ranking member of the emergency team found onsite in the evacuation of personnel.
- 3.4 **All other staff will:**
- 3.4.1 Immediately secure and leave the work area.
- 3.4.2 Exit the facility through the nearest outside exit.
- 3.4.3 Convene on the EHS designated crisis center location.
- 3.5 **Office of Research Integrity:**
- 3.5.1 ORI Director will notify animal researchers of threat and will designate a person from the department that will record and document emergency operations activity
- 3.6 **FIU Media Relations will:**
- 3.6.1 Will disseminate the information to the public.

4.0 **Additional Notes:**

- 4.1 Evacuation of study animals: The safety and lives of all FIU personnel are the first and top priority. All study animals will remain in the facility. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.
- 4.2 Do not return to the facility until the all clear is given by the local authorities and the highest ranking member of the emergency team found onsite.
- 4.3 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member of the emergency team contact list (Section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 4—Bomb Threat Checklist

This form is to be immediately completed upon receiving a bomb threat.

Date: _____ Call Received By: _____

When receiving a threatening phone call, remain calm and take notes. Try to find out as much as possible about the caller and threat. Ask the following type of questions:

- 1. When is the bomb going to explode? _____
- 2. Where is the bomb located? _____
- 3. What kind of bomb is it? _____
- 4. What does the bomb look like? _____
- 5. How do you know about this bomb? _____
- 6. What will cause it to explode? _____
- 7. What is your name? _____
- 8. Why do you want to hurt or kill people? _____

Exact Wording of the Threat: _____

Caller’s Identity: Male Female

Approximate Age: _____ Race: _____

- Voice Characteristics:** Calm Angry Excited Slow Rapid Soft
- Loud Crying Normal Distinct Cracking Slurred
- Nasal Stutter Deep Laughter Whisper
- Accent: _____ Familiar: _____

- Language of Threat:** Excellent Grammar Fair Grammar Poor Grammar Foul Language
- Message Read by Caller

- Background Sounds:** Street Noise Animal Noise Motor Noise Music
- Local Call Long Distance Clear Line Static Line
- Other

Section 5—Damage to FIU ACF Facility

1.0 **Definition:** The physical structure of the building is damaged to the degree that any normal operations are disrupted, the integrity of the internal environment is adversely affected or building security is compromised.

2.0 **Important Notes:**

- 2.1 **Under no circumstances should any FIU personnel or visitors occupy a damaged area of the facility unless specifically directed by the highest ranking member of the emergency team found onsite for safety reasons.**
- 2.2 If none of the personnel from the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) are on-site, the most senior manager or supervisor on-site shall assume all of the responsibilities and in addition, will contact the Director of the Laboratory Animal research regarding the situation.

3.0 **Key Personnel and Responsibilities:**

- 3.1 **The highest ranking member of the emergency team found onsite in collaboration with facilities personnel will:**
 - 3.1.1 Ensure that the damaged area of facility is unoccupied and secure the area by shutting off electrical, and municipal water if necessary.
 - 3.1.2 Determine if the damage is extensive enough to close the facility for business.
 - 3.1.3 Notify the Director of Laboratory Animal Research of the situation.
 - 3.1.4 Document the situation by taking photos of the damage.
 - 3.1.5 Contact the FIU Police Department at (305-348-2626) if the damage is a result of criminal activity.
- 3.2 **Department managers and supervisors will:**
 - 3.2.1 Advise and assist the highest-ranking member of the emergency team found onsite regarding the situation as needed.

4.0 **Additional Notes:**

- 4.1 **Evacuation of study animals:** The safety and lives of all FIU personnel are the first and top priority. All study animals will remain in the facility. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.

- 4.2 If the facility is closed, do not return to the facility until directed by the highest ranking member of the emergency team found onsite.
- 4.3 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member on the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 6—Fire

1.0 **Definition:** A fire at FIU ACF

2.0 **Important Notes:**

- 2.1 Regardless of the circumstances surrounding the situation, **all fire alarms will be taken seriously and treated as a legitimate emergency.**
- 2.2 **Under no circumstances** should any evacuated FIU **employee or visitor leave the property** until the all clear is given by the highest ranking member of the emergency team found onsite.
- 2.3 If none of the personnel from the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) are on-site, the most senior manager or supervisor on-site shall assume all of the responsibilities and in addition, will contact the Director of Laboratory Animal Research regarding the situation.
- 2.4 The person that will assume command will designate a crisis center location also used as an emergency evacuation assembly area (EEAA).

3.0 **Key Personnel and Responsibilities:**

3.1 **Individual who first encounters a fire will:**

- 3.1.1 Leave the affected area immediately and pull the nearest fire alarm pull station.
- 3.1.2 Determine if the fire can be extinguished using a portable fire extinguisher.
- 3.1.3 Inform the highest ranking member of the emergency team found onsite of the details of the situation.
- 3.1.4 Proceed to the EEAA.

3.2 **The highest ranking member of the emergency team found onsite will:**

- 3.2.1 Respond to the alarm by evacuating personnel from the facility.
- 3.2.2 Obtain details regarding the fire.
- 3.2.3 If possible, extinguish fire using a portable fire extinguisher.
- 3.2.4 Verify personnel attendance.
- 3.2.5 Notify the Director of Laboratory Animal Research of the situation.
- 3.2.6 Relinquish command of the situation to the fire department upon their arrival and provide details regarding the fire.
- 3.2.7 Coordinate communications with the fire department and any other local authorities.

3.3 **Department managers and supervisors will:**

- 3.3.1 Assist the highest ranking member of the emergency team found onsite in the evacuation of staff to the EEAA.
- 3.3.2 If possible, assist the highest ranking member of the emergency team found onsite in extinguishing the fire using a portable fire extinguisher.
- 3.3.3 Proceed to the EEAA.

3.4 **All other staff will:**

- 3.4.1 Immediately secure and leave the work area.
- 3.4.2 Exit the facility through the nearest outside exit.
- 3.4.3 Proceed to the EEAA.

4.0 **Additional Notes:**

- 4.1 **Evacuation of study animals:** The safety and lives of all FIU personnel are the first and top priority. All study animals will remain in the facility. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.
- 4.2 **Damage to the FIU ACF facility from fire:** Refer to the section regarding **Damage to the FIU ACF Facility** (see section 5).
- 4.3 Do not return to the facility until the all clear is given by the local authorities and the highest ranking member of the emergency team found onsite
- 4.4 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member on the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 7—Power Outage

1.0 **Definition:** The electricity to the facility has been interrupted resulting in stoppage of normal operations at FIU ACF. However, critical equipment is connected to the emergency back-up generators providing limited functionality.

2.0 **Important Notes:**

- 2.1 The highest ranking member of the emergency team found onsite shall assume all of the responsibilities.
- 2.2 If none of the personnel from the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) are on-site, the most senior manager or supervisor on-site shall assume all of the responsibilities and, in addition, will contact the Director of Laboratory Animal Research regarding the situation.

3.0 **Key Personnel and Responsibilities:**

- 3.1 **The highest ranking member of the emergency team found onsite shall will:**
 - 3.1.1 Notify the Facilities Management at 305-348-4600 regarding the outage.
- 3.2 **All other staff will:**
 - 3.2.1 Follow the directions of the highest ranking member of the emergency team found onsite regarding the power outage.

4.0 **Additional Notes:**

- 4.1 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member on the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 8—Suspicious Package

1.0 **Definition:** A package that has been delivered, has been placed, or discovered on-site at the FIU ACF that is perceived as suspicious or out of the ordinary, and that could possibly contain harmful or explosive materials.

2.0 Important Notes:

- 2.1 Regardless of the circumstances surrounding the situation, **all suspicious packages will be taken seriously and treated as a legitimate emergency**
- 2.2 **Under no circumstances** should any **evacuated FIU employee or visitor leave the property** until the all clear is given by the highest ranking member of the emergency team found onsite.
- 2.3 If none of the personnel from the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) are on-site, the most senior manager or supervisor on-site shall assume all of the responsibilities and in addition, will contact the Director of Laboratory Animal Research regarding the situation.
- 2.4 The highest ranking member of the emergency team found onsite will designate an **Emergency Evacuation Assembly Area** (EEAA).

3.0 Key Personnel and Responsibilities:

- 3.1 Individual who first receives, encounters or discovers a suspicious package will:
 - 3.1.1 Not handle or manipulate the package
 - 3.1.2 Immediately notify the FIU Police Department (305-348-2626) of the situation and the Director of Laboratory Animal Research.
- 3.2 The highest ranking member of the emergency team found onsite will:
 - 3.2.1 Instruct the FIU staff to evacuate the facility and to immediately proceed to the EEAA.
 - 3.2.2 Ensure the facility has been evacuated and verify personnel attendance.
 - 3.2.3 Relinquish command of the situation to the FIU Police Department upon their arrival and provide details regarding the situation.
 - 3.2.4 Coordinate communications with the FIU Police Department and any other local authorities.
- 3.3 Department managers and supervisors will:
 - 3.3.1 Assist the highest ranking member of the emergency team found onsite in the evacuation of personnel to the EEAA.
 - 3.3.2 Proceed to the EEAA.
- 3.4 All other staff will:
 - 3.4.1 Immediately secure and leave the work area.
 - 3.4.2 Exit the facility through the nearest outside exit.
 - 3.4.3 Proceed to the EEAA.

4.0 Additional Notes:

- 4.1 Evacuation of study animals: The safety and lives of all the FIU personnel are the first and top priority. All study animals will remain in the facility. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.
- 4.2 Do not return to the facility until the all clear is given by the local authorities and the highest ranking member of the emergency team found onsite.
- 4.3 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member on the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 9—Hurricane

1.0 **Definition:**

- 1.1 The Atlantic Hurricane season begins June 1 and ends November 30 of each year. Up-to-date hazardous weather conditions can be obtained from the following sites:
 - 1.1.1 The National Hurricane Center: <http://www.nhc.noaa.gov>
 - 1.1.2 The Federal Emergency Management Agency: <http://www.fema.gov/fema/trop.htm>
 - 1.1.3 Florida International University’s informational webpage in response to a hurricane threat: <http://www.dem.fiu.edu>.

2.0 **Important Notes:**

- 2.1 **Regardless of the circumstances surrounding the situation, all hurricane warnings will be taken seriously and treated as a legitimate emergency**
- 2.2 Terminology:
 - 2.2.1 Advisory: A formal message issued from the National Hurricane Center every six hours that provides detailed information on the imminent hazardous weather. Location, intensity and movements of hurricanes and tropical storms will be provided via the advisory.
 - 2.2.2 Tropical Depression: A non-frontal low-pressure system which typically originates in the Tropics with a counter clockwise rotation and can achieve maximum sustained winds of 38 mph.
 - 2.2.3 Tropical Storm: A non-frontal low-pressure system which typically originates in the Tropics with a counter clockwise rotation and can achieve maximum sustained winds of 73 mph.
 - 2.2.4 Tropical Storm Watch: An advisory issued stating that a tropical storm has evolved from a tropical depression and tropical storm conditions could threaten a given area within 48 hours
 - 2.2.5 Tropical Storm Warning: An advisory issued stating that tropical storm conditions with wind speeds of 39- 73 miles per hour could strike a given area within 36 hours.
 - 2.2.6 Hurricane Watch: An advisory issued stating that hurricane conditions may threaten a given area.
 - 2.2.7 (The information below must first synchronize with the University’s alert schedule which may be different from the information below.)

3.0 **Key Personnel and Responsibilities:**

3.1 **Tropical Storm Watch Preparations**

- 3.1.1 Animal Facility will store in OE 274
 - 3.1.1.1 Flashlights and battery powered lantern (for emergency lighting).
 - 3.1.1.2 Battery operated radio (for news and weather reports).
 - 3.1.1.3 Batteries (backup power for flashlight and radio).
 - 3.1.1.4 4 bottles of bleach (for water sterilization if stocked water runs out and for emergency disinfection).
 - 3.1.1.5 Two 12-gauge heavy-duty extension cords (to hook up the ventilated cage system to the building’s backup generator if needed).
 - 3.1.1.6 First aid kit.
 - 3.1.1.7 Tool kit (for minor emergency repairs).
 - 3.1.1.8 Paper towels (For emergency clean up).
 - 3.1.1.9 Plastic garbage bag and biohazard bags (For garbage or equipment protection).
 - 3.1.1.10 Duct tape or masking tape (for sealing doors in case of environmental failures).
 - 3.1.1.11 Visquine (plastic sheeting for covering).
 - 3.1.1.12 Two-way radio/cell phone

3.2 **Tropical Storm Warning Preparations**

- 3.2.1 The Director of OLAR will:
 - 3.2.1.1 Notify all Principal Investigator and their assistants of the preparation for the incoming storm, the adjusted facility schedule and services, and if services and access to the facility are going to be limited or restricted due to preparations being made.
- 3.2.2 Animal Colony
 - 3.2.2.1 Every cage should have their food trough filled to the capacity limit and water bottles should be filled with fresh drinking water.
 - 3.2.2.2 Check cages for overcrowding, necessary weanings, and pregnancies. Notify appropriate Principal Investigators and assistants to do the necessary separations before storm strike timeframe.
 - 3.2.2.3 Normal husbandry schedule must change to accommodate the projected storm strike timeframe. All scheduled bedding changes must be done 24 hours before a storm hits. **NO BEDDING CHANGES WILL BE DONE DURING THE STORM.**
 - 3.2.2.4 Test ventilated system back up by disconnecting the power source. If the system's built in alarm goes off, then the backup is working. If the alarm does not go off, notify ACF manager immediately.
- 3.2.3 Animal Care Facility
 - 3.2.3.1 Empty all trash containers in the interior corridors and rooms. Dispose all garbage in the dumpster in the loading dock. Make sure no dirty bedding remains in the cleaning/disposal room.
 - 3.2.3.2 Ensure animal quarters and corridors are clean and clear of unnecessary equipment and materials.
 - 3.2.3.3 Relocate equipment, documents and other items away from doors and windows to interior areas of the facility.
 - 3.2.3.4 Set freezer to the coldest setting. If there are still carcasses in the freezer, double bag all bags of carcasses and place them back in the freezer.
 - 3.2.3.5 Unplug all laminar flow hoods in case of power surges.
 - 3.2.3.6 After necessary husbandry has been completed, turn off autoclave and cage washing machine via the circuit breaker.
 - 3.2.3.7 Launder all scrubs and lab coats.

3.3 Hurricane Watch Preparations

The following must be complete along with all the preparations outlined in Section 4.1 and 4.2. as listed above.

- 3.3.1 The Director of OLAR will:
 - 3.3.1.1 Stay on campus or he will Identify the individual that will be staying on campus should a hurricane warning be issued. The individual that will be staying during the storm should start making his or her personal preparation for the hurricane and for staying on campus. The individual should start gathering their personal hurricane emergency supplies. The supplies should contain the following:
 - 3.3.1.1.1.1 Bottled water; at least 1 gallon per day, enough for at least five days.
 - 3.3.1.1.1.2 Canned goods, snack foods, and non-perishable foods for at least five days.
 - 3.3.1.1.1.3 Non-electric can opener, plastic utensils, and paper goods.
 - 3.3.1.1.1.4 Flashlight and batteries.
 - 3.3.1.1.1.5 Changes of clothing, rain gear, and personal hygiene items.
 - 3.3.1.1.1.6 Bedding material such as pillows, blankets, or sleeping bags.
 - 3.3.1.1.1.7 Personal medication(s)
 - 3.3.1.1.1.8 Personal cash.

3.3.2 Animal Care Facility

- 3.3.2.1 At the beginning of the hurricane season, ACF will store and secure enough water for animal water bottles or Hydropac pouches for at least 7 days. A minimum of 150 gallons of water must be stored. Ideally, the water should be sterilized but distilled; reverse osmosis water will be acceptable.
- 3.3.2.2 Check for the availability of extra conventional caging equipment (micro filter tops, water bottles, wire lids, cage tags) for the transfer of ventilated cage system animals in case of there is a power failure and there is no backup power to run the system. Position all equipment for immediate availability and use.
- 3.3.2.3 All scheduled animal euthanasia must be completed and the carcasses must be either disposed of via the biohazard waste disposal system or placed in the freezer.

3.4 Hurricane Warning Preparations

The following must be complete along with all the preparations outlined in Sections 4.1, 4.2 & 4.3 as listed above.

3.4.1 Personnel

- 3.4.1.1 The individual identified to stay on campus must have all of their hurricane preparations done and their personal hurricane emergency supplies brought and secured in the reserved location in the vivarium (AHC4 or OE273) as deemed by EHS, or Public Safety.
- 3.4.1.2 Secure parking and safety information for the individual that will be staying on campus during the duration of the hurricane.
- 3.4.1.3 Notify all parties involved with the Animal Care Facility (Director of Laboratory Animal Research, Associate Vice President for Research, IACUC Chair, Principal Investigators and their assistants, FIU Emergency Department and the FIU Police) where the Animal Care Facility staff member will be staying on campus during the duration of the hurricane.

3.4.2 Animal Colony

- 3.4.2.1 Check cages in all quarters for unexpected heavily soiled bedding and perform necessary last minute cage changes.
- 3.4.2.2 In the ventilated system, make sure all cages are correctly positioned and locked into position.
- 3.4.2.3 Check all conventionally housed animals to make sure all lids and filter tops are correctly placed and secure.

3.4.3 Animal Care Facility

- 3.4.3.1 In case of flooding occurring in the facility, remove anything blocking floor drains.
- 3.4.3.2 Make sure all exterior doors are closed and secure.

3.5 Post Hurricane Procedures

3.5.1 Animal Colony

- 3.5.1.1 Check ventilated systems to see if they are functional. If there is no electricity, make sure the backup is working. If the built-in back up is not working, connect the system to the building generator backup. Use extension cords if necessary to connect to an outlet that is in the facility corridor.
- 3.5.1.2 If no electricity is available, begin the process of transferring animals to conventional caging taking all necessary precautions, including PPE.
- 3.5.1.3 Check for animal deaths. Bag carcasses and record on the husbandry sheet.
- 3.5.1.4 Check cages for food and water levels. Replenish as needed.
- 3.5.1.5 Under dire emergencies, special measures (animal euthanasia) will be enacted as deemed necessary by the Attending Veterinarian.

- 3.5.2 Animal Care Facility
 - 3.5.2.1 Check to see if any environmental conditions have been compromised (air conditioning, light source, humidity). If any of those systems are not functional contact Facility Maintenance (305-348-4600) and/or Public Safety (305-348-2626).
 - 3.5.2.2 Examine rooms in the facility for damages. Document all damages found.
 - 3.5.2.3 Examine equipment for damages. Document all damages found.
 - 3.5.2.4 Examine exterior portions of the facility for damages. Document all damages found.
 - 3.5.2.5 Examine animal food, bedding, and verify that the water supply has not been contaminated or compromised in any way.
 - 3.5.2.6 If any portion of the exterior of the facility has been damaged and can compromise the interior integrity of the facility, contact Public Safety immediate for assistance in securing the facility.

4.0 **Additional Notes:**

- 4.1 Evacuation of study animals: The safety and lives of all the FIU personnel are the first and top priority. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.
- 4.2 Damage to the FIU ACF facility from severe weather: Refer to the section regarding [Damage to the FIU ACF Facility](#) (see section 5).

Section 10—Trespasser(s) On-Site

1.0 **Definition:** One or more persons on the grounds of the FIU ACF that are not engaged in legitimate University business

2.0 **Important Notes:**

- 2.1 The highest ranking member of the emergency team found onsite shall assume all of the responsibilities.
- 2.2 If none of the personnel from the **FIU Chain of Command and Contact List in an Emergency Situation** (see section 2) are on-site, the most senior manager or supervisor on-site shall assume all of the responsibilities and, in addition, will contact the Director of Laboratory Animal Research regarding the situation.

3.0 **Key Personnel and Responsibilities:**

- 3.1 Individual who first discovers any suspicious person(s) on-site will:
 - 3.1.1 Not leave the facility, open any exterior doors or confront the person(s).
 - 3.1.2 Immediately notify the highest ranking member of the emergency team found onsite of the details of the situation.
- 3.2 The highest ranking member of the emergency team found onsite will:
 - 3.2.1 Evaluate the situation and either
 - 3.2.1.1 Confront the individual regarding their presence or
 - 3.2.1.2 Contact the FIU Police Department (305-348-2626) to report a trespasser.
- 3.3 All other staff will:
 - 3.3.1 Follow the directions of the highest ranking member of the emergency team found onsite regarding securing the facility.

4.0 **Additional Notes:**

- 4.1 Personnel working on weekends, holidays and outside of regular business hours (7am-5pm) shall contact the highest ranking member on the **FIU Chain of Command and Contact List in an Emergency**

Situation (see section 2) and if no person answers the call, leave a voice message and continue down the list until you reach a person to inform a situation has occurred.

Section 11—Pandemic Flu

1.0 Situation: Pandemics Contingency Plan

2.0 Definition:

- 2.1 When a new Corona Virus (COVID 19, SARS, MERS) or influenza A virus emerges, a pandemic can occur. Because the virus is new, the human population has little to no immunity against it. The virus spreads quickly from person-to-person worldwide. Pandemics are global disease outbreaks. In general pandemic status is determined by how the disease spreads and not by how many deaths it causes.
- 2.2 Three conditions are necessary for a pandemic to occur:
 - 2.2.1 A novel virus subtype emerges for which people have little or no prior immunity.
 - 2.2.2 The virus is capable of infecting humans.
 - 2.2.3 The virus changes and becomes efficient, causing sustained human-to-human transmission

3.0 Key Personnel and Responsibilities:

- 3.1 A pandemic is a catastrophic emergency that will most likely involve the entire campus and surrounding community. Immediate resolution of the crisis, which is usually multi-hazard, is beyond the emergency response capabilities of the University and local resources and it would require state and federal assistance.
- 3.2 University offices will assume various roles, in an effort to provide a coordinated response to an emergency. In addition to the University response, the Laboratory Animal Research department has developed specific additional action items in the event of pandemic.
 - 3.2.1 No people, with the exception of the most essential personnel will have access to the ACF during a pandemic.
 - 3.2.2 All personnel entering the ACF must wear personal protective equipment at all time (disposable gowns, gloves, hair nets, shoe covers).
 - 3.2.3 All personnel entering the ACF must wear N-95 respirators (if available) or a regular face mask. Training required by OSHA for their proper fit and use will be provided by the EH&S
 - 3.2.4 Symptomatic employees must call in sick and stay at home until they are cleared by HR and EHS to return to duty.
 - 3.2.5 Shaking hands and other forms of personal contact must be avoided during the duration of the emergency, a verbal greeting is sufficient.
 - 3.2.6 All scheduled routine maintenance and animal procedures will be cancelled until the end of the emergency.
 - 3.2.7 Antimicrobial foaming hand wash and antiseptic hand rub is available to sanitize hands at the ACF and must be used as necessary.
 - 3.2.8 ACF holds at any time a 1 month supply of food and bedding. Our distributors hold also 2 month supplies and the manufacturer has also a 2 month supply on stock. The distributor and the manufacturer are committed to provide continuous flow of supplies but they declined our request for additional deliveries at this time.
 - 3.2.9 Water pouches are manufactured on site and now we added another hydropac machine at Torrey Pines. Both machines are providing redundancy to our water supply.

- 3.2.10 For reducing the amount of cage bedding used in case of a shortage, or for lack of man power, the cage change frequency can be increased to 2 weeks from 1 week interval. Spot changes will still take place for soiled or wet cages.
- 3.2.11 We will recommend that breeding and experiments be put on hold.
- 3.2.12 A sufficient amount of carbon dioxide and ethasol is in stock for emergency euthanasia.
NO EUTHANASIA WILL BE PERFORMED WITHOUT PI INPUT AND APPROVAL!
- 3.2.13 All cages with irreplaceable animals should be clearly marked so they will have priority on cage changes.
- 3.2.14 The PI's should refrain filling the food hoppers for the cages with animals that will be euthanized shortly to prevent wasting precious resources,
- 3.2.15 Loss of utility power is not anticipated, but the emergency generator fuel tank is up to capacity and is being tested regularly.
- 3.2.16 All cages will be checked daily for low water of food levels.
- 3.2.17 Accumulation of carcasses and waste products creates logistical difficulties. The onsite freezers hold enough capacity for animals that will need to be euthanized.
- 3.2.18 In the situation that the Animal Care Facility staff is sick or in quarantine, we might ask temporary help from PI's staff with various husbandry tasks.

4.0 Additional Notes:

- 4.1 Evacuation of study animals: The safety and lives of all FIU personnel are the first and top priority. All study animals will remain in the facility. Under no circumstances will any study animals be moved or removed from the facility during any emergency situation.
- 4.2 An outbreak could interrupt normal ACF functioning for a period of two to four weeks up to several months. The Office of Laboratory Animal Research will continue to provide emergency husbandry and veterinary services, and it will stock a sufficient quantity of supplies for the duration of the pandemic.
- 4.3 Staff may be requested to work multiple shifts and critical staff may need to be on campus.