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## Standard Operating Procedure

### 1. Purpose

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To describe the requirements for an Emergency Response Plan and for reporting an animal-related emergency.

### 2. Scope

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All facilities housing animals are required to have an Emergency Response Plan which includes a communication plan.

### 3. Prerequisites

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Familiarity with the Central Oregon Community College (COCC) Emergency Procedures Manual.

### 4. Responsibilities

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All animal units are required to have an Emergency Response Plan. The plan will include safety procedures for personnel and animals during emergencies as required by the Animal Welfare Act (AWA), the Public Health Service (PHS) Policy, the ILAR *Guide for the Care and Use of Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agriculture Research and Teaching*.

Included within the Emergency Response Plan is a communication plan to ensure an appropriate and timely response in the event of an animal-related emergency or reportable event, such that all the key animal care and use program oversight members are informed and can initiate appropriate follow-up actions. The key team members include the IACUC Chair, the Attending Veterinarian, the Facility Managers, and the Institutional Official.

### 5. Procedure

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#### Emergency Response Plan:

- Animal units must include the following elements in their Emergency Response Plan:
  - The unit's command structure
  - Communication plan
  - An evacuation map and a designated meeting place
  - Instructions for contacting Campus Services for mechanical failures



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- Description and acquisition of emergency supplies of food and water for the animals
- Plans for dealing with loss of power, flood, fire, earthquakes, volcanic activity and other disasters
- Plans for dealing with escapes, where this is a risk (e.g., primates, large animals)
- Plans for humanely euthanizing animals
- Animal care units may attach their specific unit’s Emergency Response Plan to the COCC Emergency Procedures Manual. Information in the COCC Emergency Procedures Manual can meet and/or augment the unit’s Emergency Response Plan.
- All staff must be trained on emergency procedures relevant to their position. Facility Managers or designees must maintain a hard copy of the Emergency Response Plan.

**Communication Plan:**

- An animal-related emergency or reportable event includes events where:
  - An incident with significant impact on animal welfare has occurred.
  - An incident has not yet occurred but there is a real threat for adverse impact to animal welfare and prudent mitigation actions may be necessary.
    - Examples: widespread or extended power outages, flooding, or building damage due to severe weather.
  - An incident has great potential for adverse public media attention.
  - An issue is reportable to OLAW, USDA, or another regulatory agency.
- Facility managers have the responsibility of reporting such events to the IACUC Chair or the AV.
- The IACUC Chair will be responsible for notifying key team members.
  - The key team members include the IACUC Chair, the Attending Veterinarian (AV), the Facility Managers, and the Institutional Official (IO).
- It is possible that due to the nature of the event, the AV or another team member may be aware of an emerging event before the rest of the team. In this circumstance, it will be the responsibility of the first team member to inform the IACUC Chair who will in turn inform the other team members.
- The Institutional Official will determine if other College officials should be informed and make those contacts as needed.

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5. AVMA Guidelines for the Euthanasia of Animals: 2013 Edition (<https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>).
6. COCC Emergency Procedures Manual (<https://www.cocc.edu/public-safety/emergency-preparation-at-cocc/>)
7. COCC Emergency Procedures Quick Reference Guide (<https://www.cocc.edu/public-safety/emergency-preparation-at-cocc/>)
8. COCC Evacuation Map, Bend Campus (<https://www.cocc.edu/public-safety/emergency-preparation-at-cocc/>)

## 7. Definitions

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
3. Chair – Chairperson of the IACUC
4. COCC – Central Oregon Community College
5. College – Central Oregon Community College
6. Guide – the *Guide for the Care and use of Laboratory Animals*
7. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
8. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research



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9. IO – Institutional Official – the person in the organization having the administrative and operational authority to commit institutional resources to ensure that the animal care and use program complies with requirements of the Animal Welfare Act and Regulations and PHS Policy
10. ILAR – Institute for Laboratory Animal Research – provides the *Guide for the Care and Use of Laboratory Animals* to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate
11. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act
12. OLAW – Office of Laboratory Animal Welfare – provides guidance and interpretation of the Public Health Service Policy on Humane Care and Use of Laboratory Animals and monitors compliance with the Policy by institutions receiving PHS funding

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> <li>• New SOP</li> </ul>	5/31/16	Cindy Elston (AV)
		<ul style="list-style-type: none"> <li>•</li> </ul>		