**Satellite Facility (Bldg/room) Emergency Plan**

**IMPORTANT CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Emergency Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**RESPONSIBILITIES**

University Animal Care, as a unit of The University of Arizona, and the principal entity providing of oversight and management for all animals used in teaching and research programs, is responsible for developing and implementing disaster preparedness/contingency plans for all animals in the University's animal facilities.  For decentralized animal housing locations (i.e. Principle Investigator Laboratories serving as Satellite Facilities), the PI leadership (PI or designee) is responsible for ensuring all information in this document is accurate and complete. PI leadership must work directly with the Campus Attending Veterinarian and IACUC to ensure compliance with all internal and external guidelines, policies, and regulations. The PI laboratory plan will be complimentary and compatible with the UAC Emergency Response Plan and the facilities Continuity of Operations Plan (COOP).

**PLAN ACTIVATION AND COORDINATION**

This plan will activate by causes that threaten the implementation of the legal mandates regulating animal care and use and/or any potential or actual disruption to animal care and continuity of research, teaching, and service.  Examples of these threats and causes of disruption include geophysical and technological hazards, security breaches, and destruction or damage of buildings, animals, or personnel.

**Each employee must become familiar with the information and resources provided by CIRT. The CIRT website** [**http://cirt.arizona.edu/**](http://cirt.arizona.edu/) **provides detailed information on the emergency incidents listed above as well as step-by-step instructions on what to do when presented with specific situations such as personal injury, fires, utility failures, biological/chemical/radiation spills, active shooters, evacuations and suspicious/threatening packages.**

**RLSS maintains lab-specific Biosafety, Biosecurity, and Chemical Hygiene Plans accessible through the RLSS User Dashboard under "Affirmation Requirements" at**[**https://rlss.arizona.edu/services/index.xhtml**](https://rlss.arizona.edu/services/index.xhtml) **.**

**POTENTIAL EMERGENCIES (bold those most likely)**

**[examples provided, please edit]**

* **Monsoons/inclement weather (flooding, power outages)**
* **Animal escapes**
* **Pandemics**
* Break-ins/vandalism
* Wildfire
* Medical emergencies

**INCIDENT RESPONSES TO ENSURE ANIMAL CARE AND WELFARE**

**[Outline response to risks identified above including responsible individuals for each task. Table/flow chart may be used. Consider plans for shelter-in-place versus evacuation/relocation of animals.]**

1. **Notify University Animal Care (520-626-6702), or if after hours, the on-call veterinarian as soon as possible.**
2. **Example table for use:**
	1. **Shelter in Place**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Person** | **Info needed to perform task** |
|  |  |  |
|  |  |  |

* 1. **Evacuation**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Person** | **Info needed to perform task** |
|  |  |  |
|  |  |  |

**PERSONNEL TRAINING**

**[Describe training plan for personnel to include timelines for new hires and frequency of retraining; period of review; record keeping\*]**

\*If housing USDA-regulated species, training is mandated by federal law as:

1. The unit must provide training and document participation and successful completion of training for its personnel regarding their roles and responsibilities outlined in the plan.
2. Training must occur within 30 days of their start date.
3. The plan must be reviewed annually.
4. Any changes resulting from annual review must be communicated to employees within 30 days of making the changes.