

TITLE: Disaster/Contingency Plan		IACUC POLICY: 005
Effective Date: April 2013	Last Revised: October 2025	Last Review Date: October 2025
SCOPE: This policy applies to the preparation and response to possible disasters that may impact the program of animal care and Georgia Tech animal facilities.		
KEYWORDS: disaster, emergency, fire, tornado, redbook, emergency operations plan, GTReady		
Policy Owner: Office of Research Integrity Assurance (ORIA) Institutional Animal Care & Use Committee (IACUC)		
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1. REASON FOR THIS POLICY:

The Georgia Institute of Technology (Georgia Tech) is committed to ensuring that vertebrate animals used in research are treated in a humane, ethical manner, with the highest standard of care according to applied federal, state, and institutional regulations and policies. This policy is approved by the Georgia Tech Institutional Animal Care and Use Committee (IACUC) and intended to provide Georgia Tech's faculty, staff and students, a general plan of action in the event of an emergency or disaster with potential impact to the animals housed on campus. The intent of this policy is to protect and manage the animals on campus in the event of an emergency; however, under no circumstances should any employee put themselves at risk or personal danger at any time.

This policy will be used to supplement the following:

1. Institute Level - Emergency Operations Plan (EOP)

The EOP is the overarching emergency plan for Georgia Tech which defines the roles and responsibilities of each department during an emergency. It is the "umbrella" plan that all other emergency plans and there is only one (1) EOP for Georgia Tech.

2. Department Level - Continuity of Operations Plan (COOP)

The COOP plan is the plan that each department uses to resume normal after an event disrupts routine operations. Each department is responsible for developing a COOP plan via [Kuali](#). Additional information on business continuity for the animal facility is included within the GT Ready system managed by the Office of Emergency Preparedness. The ORIA COOP, which includes the IACUC functions, is managed by IO, Director and Assistant Director of the IACUC.

3. Building Level - Redbook , Building Managers

The Redbook is a template that building managers use to develop an emergency response plan specifically for each building/facility. The Redbook addresses building specific details such as evacuation, assembly points, location of AEDs, and hazards unique to each building. The Redbook for each building is available at redbook.gatech.edu or the [Office of Emergency Preparedness](#) and a physical copy will be kept by the Animal Facilities Managers and reprinted annually.

4. Individual Level - GTENS, LiveSafe, Emergency Preparedness

Individuals can sign up for the GTENS emergency notification alerts via passport.gatech.edu. LiveSafe and other resources are available on the emergency preparedness [website](#).

2. POLICY STATEMENT:

All personnel must comply with Georgia Tech emergency preparedness plans for the building where they are located. The sections below detail how emergencies will be handled within the animal facilities.

SITUATIONS THAT WOULD TRIGGER THE DISASTER/CONTINGENCY PLAN

Below are the potential risks to Georgia Tech animals and/or the types of hazards Georgia Tech has experienced in the past.

- Natural disasters – floods (outside bldgs.), earthquakes, tornados, hurricane, or fire
- HVAC, power, or water outage
- Flooding within a building
- Potential security threat - protests/picketing/bomb threat/intrusion
- Supply Chain disruptions impacting food, bedding, or other supplies/materials
- Road closures due to chemical spill, adverse weather conditions
- Reduction in staff due to outbreak of communicable disease
- Steam outage
- Sustained actions/care: care staff shift changes, additional staffing long term

SPECIFIC TASKS TO PREVENT AND RESPOND TO POTENTIAL HAZARDS LISTED ABOVE

Each task description includes the responsible person(s) for the task and the details needed to perform the task. Contact information for responsible persons can be found in a table later in the document.

Accessing the facility and rooms within

Responsible person(s): Director of Access Control

Needed details: Keys are tracked and issued locally either by the specific building administration or, in the case of leased buildings, by the Georgia Tech departments occupying those buildings. Electronic room access within the animal facilities is controlled by Animal Facilities Managers but can be accessed and changed by the Director of Access Control Services. The Director of Access Control is the contact when electronic access is malfunctioning. In the event of a door card reader failure, contact GTPD or facilities.

Animal prioritization and preservation:

Responsible person(s): Principal Investigator (PI)

Needed details: Since many animals may not be able to be evacuated, researchers should decide, ahead of time, which are the most critical to save, if possible. The PI should be prepared to communicate priority to animal facility staff in an emergency. All researchers are advised to cryopreserve sensitive lines off campus.

Animal health checks and health maintenance:

Responsible person(s): Attending Veterinarian and/or Clinical Veterinarian

Needed details: The Attending Veterinarian or Clinical Veterinarian will triage any sick or injured animals and determine a treatment plan. Treatment will occur on site, if possible, or after evacuation to a

predetermined area/site, if applicable. Those animals with injuries too severe to recover will be humanely euthanized. Animals that cannot be relocated or protected from the consequences of a disaster will also be humanely euthanized. When appropriate, animals will be euthanized using American Veterinary Medical Association (AVMA) approved methods of euthanasia. NOTE: If the number of employees on site is decreased, priority is given to activities which directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation requirements. SOPs detailing how to perform husbandry and sanitation tasks related to individual species will be locally available in the animal housing rooms and will be updated annually.

Feeding and watering:

Responsible person(s): The Animal Facilities Leadership team (Director of Animal Program & Facilities, Director of Medicine & Research/Attending Veterinarian, Clinical Veterinarian, and the Animal Facilities Managers), or designee

Needed details: If the usual food is not available, professional judgment must be applied to identify acceptable substitutes which are available. Some species are especially sensitive to food or water deprivation (e.g., newborn rats or mice) and should be given special attention.

If there is a water outage, the animal facility manager will work to determine the length of time that the facilities will be without water, if possible. Planning will include filling local reserves to the maximum such as providing every cage with a full bottle, filling water dishes maximally, filling reserve tanks on the water systems to maximum and filling clean trash cans with water. Depending on the predicted length of the outage, animals on the automatic watering system will be given water bottles. Water bottles will be filled using the reverse osmosis (RO) holding tank. Automated water changes will be turned off for aquatic animal housing systems. Water quality for these systems will be closely monitored and manual water changes will be performed as needed to maintain a healthy environment. If the water outage persists for a length of time that depletes the water in our holding tank, the AV and Animal Facilities Managers will use the internet or telephone (if either are available) to look for a local water source. Trash cans and the animal facility box truck can be used to pick up water, if no delivery source can be located. If RO or treated water is not available, any potable water source such as tap water is acceptable for terrestrial species. In the case of aquatic species, available resources will be utilized to remove chlorine and its derivatives prior to use.

Prior to an incoming storm, where possible, all animals will be topped-off with food and fresh water. Adult fish and amphibians can be fed with a reduced frequency or miss feedings for up to a day if necessary. Treated water may be held in clean containers in the facility. NOTE: If the number of employees on site is decreased, priority is given to activities which directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation requirements.

Cage change and sanitation:

Responsible person(s): The Animal Facilities Leadership team (Director of Animal Program & Facilities, Director of Medicine & Research/Attending Veterinarian, Clinical Veterinarian, and Animal Facilities Managers) will decide which sanitation activities are performed.

Needed details: Approximate normal sanitation schedules with available resources, taking into account that cages of some species must be changed often while others may go several days without inducing

health or environmental problems. Increasing cage change intervals, spot changing of small rodent cages instead of whole-rack changes, spot cleaning large animal rooms or cages, hand washing of some equipment, or deferring activities such as floor mopping may be required. Loss of steam will impact the ability to operate cage washing equipment and autoclaves. It may be necessary to hand wash items if the steam outage extends beyond a couple of days. NOTE: If the number of employees on site is decreased, priority is given to activities which directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation requirements. Individually ventilated cages (IVC) can go up to two weeks between cage changes.

Electrical power outage:

Responsible person(s): The Animal Facilities Leadership team (Director of Animal Program & Facilities, Director of Medicine & Research/Attending Veterinarian, Clinical Veterinarian, and the Animal Facilities Managers), or designee.

Needed details: Loss of power will be managed with redundancy. Ventilated racks and aquatic systems are all on red, emergency outlets (powered by backup generators). Washers are not backed up by generators, but in an electrical emergency we would not run washing equipment, as it could greatly affect the temperature and humidity.

Maintaining ventilation, temperature, and humidity:

Responsible person(s): The Animal Facility Leadership team (Director of Animal Program & Facilities, Director of Medicine & Research/Attending Veterinarian, Clinical Veterinarian, and the Animal Facilities Managers)

Needed details: The goal is to maintain at least some air movement in animal housing spaces, sustaining air pressure differentials in all rooms including the barrier area and keeping temperatures as close to the acceptable range as is possible. The minimal standard is to prevent animal deaths or contamination of the environment.

- Essential animal facility HVAC systems have backup that will automatically transfer on, with the exception of boilers. However, because the animals facilities are located primarily in basements, they are very good at maintaining temperature changes in the event of power loss. Room level heaters and chillers are also available. Any major utility failure should be reported per the REDBOOK for the building where the facility is located. All animal program areas are the first priority for any loss of utilities. If the animal room environment cannot be maintained within Guide parameters, the animals may need to be relocated.
- If HVAC loss or issues result in overheating:
 - 1) Move animals to rooms that are not overheating or to the hallway if it is cooler.
 - 2) If the whole animal facility is overheating, mobile cooling stations can be utilized to reduce the heat load.
 - 3) Remove filter tops from rodent cages to increase circulation of cool air.
 - 4) If animal rooms cannot be cooled, the Attending Veterinary (or designee) will make the decision to relocate or euthanize the animals if they are in distress.
- If HVAC loss or issues result in loss of heat:
 - 1) Move animals to rooms that have heat or to the hallways if it is warmer.
 - 2) Use auxiliary heaters in animal rooms that have no heat.

- 3) If animal rooms cannot be warmed or we cannot find a warm place within the animal facility, the Attending Veterinary will make the decision to relocate or humanely euthanize the animals if they are in distress or danger.
- If loss of steam results in decrease in humidity
 - 1) Use of spot humidifiers in animal rooms that contain species that are sensitive to low humidity.

Determining essential personnel:

Responsible person(s): The Animal Facilities Leadership team (Director of Animal Program & Facilities, Director of Medicine & Research/Attending Veterinarian, Clinical Veterinarian, and the Animal Facilities Managers), with consultation as needed from ORIA

Needed details(s): Personnel may be asked to perform duties outside the scope of their normal responsibilities in order to protect animal health or well-being. As soon as possible after a disaster, or prior to the incident, when possible, a list of current/essential personnel that may need to access campus and the animal facilities will be provided to the Georgia Tech Police Department (GTPD) dispatch so they may further distribute it to local, state or federal authorities that may control access including road closures.

Evacuation of Animals:

Responsible person(s): The Animal Facilities Leadership team, ORIA, and Institutional Official (IO)

Needed details: Evacuation to a different location on campus will be considered based on the details of the disaster, type of animal, and feasibility of evacuation or relocation. Scenarios where evacuation of an animal may be appropriate include damage to the animal facility rendering it not suitable for continued housing of animals and prior to an event of a foreseeable disaster.

- If there is an immediate threat to human health or safety - DO NOT ATTEMPT TO EVACUATE THE ANIMALS! Concern for animals is secondary to human life. Do not place yourself in danger to remove animals from the building.
 - If you are working with animals near the cages and time permits, put the animal(s) back in their cage(s).
 - If you are in the middle of surgery, euthanize the animal if there is time.
- If evacuation of the animals (which may not be practical) is being considered to avoid the hazard, the responsible person will advise on how best to move the animals and what route to take based on the number of animals and the species. When possible, follow the posted evacuation routes for each facility. In the event relocation is required, the animals will temporarily be moved to another on-campus location.
- Any animal cage evacuated from the animal facility should have cage card information attached to the cage and/or cage card information written directly onto the cage with permanent marker as soon as possible.
- Animals requiring biohazard housing may not be removed from the animal facility without direct approval from ORIA, Environmental Health & Safety (EH&S) and the Attending Veterinarian or designee.
- After an evacuation of personnel, the responsible person should report to the Incident Command Post (ICP) to make the Incident Commander (IC) aware of the situation and then work together to determine when it is safe to return to the area with the animals.

Sheltering-in place:

Responsible person(s): The Animal Facilities Leadership team, ORIA, and IO

Needed details: Personnel should gather the “Evacuation Kit,” along with cellular phones and proceed calmly to the location designated in the REDBOOK for the building you are located in. A copy of the REDBOOK for each building is available at the front office of each building. Each shelter should have a kit with several items including snack foods, towels, flashlights, and batteries (see full list below). Windows, doors and HVAC systems in the designated area should be closed.

Preparing for anticipated road closure or limited facility access:

Responsible person(s): The Animal Facilities Leadership team

Needed details: Coordinate to ensure that someone is available to care for the animal, supplies such as food, water and bedding are available for the individual(s) remaining at the facility, and notify GTPD of the exact area where personnel remain (the latter is especially important when the Institute is “closed.”).

Review the following procedures for different weather events on campus [Lightning Procedures](#) and [Severe Weather Procedures](#).

- Generally, the amount of feed kept in house (including food on cages, food in room feed supply bins and food in feed storage room) is projected to be an adequate supply to allow for any potential delays in feed shipment. Loss of power will be managed with redundancy.
- In the event that such a situation is likely during the workday, closely monitor the e-mail weather bulletins. Reassign Animal Care staff work tasks to assure that all critical tasks are completed (feed, water, security of animals) and send home nonessential personnel (timing to be consistent with recommendations from weather bulletin sources). For after-hours emergencies, Animal Care staff should call GTPD.
- Prior to an incoming storm, where possible, cages are topped off with food and fresh water as outlined in the feeding and watering section above.
- When serious inclement weather is forecast, some of the animal facility staff members who live close to the facility or who can take public transportation will be assigned to come to work. Animal facility staff may also stay in the animal facility break room, or at close-by hotels such as the GT Hotel or in an on-campus residence, if available. Please coordinate with ORIA or via GT housing or Hotel using the contract information at the end of this document. When staff are required to remain on campus to facilitate care of animals while the institute is closed, they may eat at the GT dining facilities that remain open for on campus students.

Securing animals and materials during a disaster:

Responsible person(s): All personnel handling animals at the time of a disaster

Needed details: Surgical procedures should not be conducted if there is advance notice of a potential disaster. In addition to the building REDBOOK, the below should be considered for animals. Animal handling during or after a flood, earthquake, tornado, hurricane, or fire:

- If possible, leave rooms where hazardous materials and anesthetic agents are located (e.g., prep room, necropsy room).
- Secure radiation sources and other hazardous materials.
- If possible, turn off all gas lines and cylinders.
- If you are working with animals near the cages and time permits, put the animal(s) back in their cage(s).
- If you are in the middle of surgery and required to evacuate, euthanize the animal if there is time.

- Someone shall confirm that the emergency is legitimate prior to euthanizing the animal.
- After the area has been deemed safe by the Incident Commander (IC), animal care staff will be permitted inside the building to assess the need for evacuation of animals, relocation or if humane euthanasia is required.

Managing flooding within the animal facility

Responsible person(s): The Animal Facilities Leadership team, all personnel handling animals at the time of the flooding

Needed details: The goal is to stop the incoming water, if possible, and move the animals to a dry area.

- If possible, find the source of the incoming water and investigate if it can be stopped.
- If the flow of water is stopped, clean up the area and determine if any equipment or animals came in contact with the flooding.
- If water flow cannot be stopped, move the animals to an elevated area, away from the water, or evacuate if possible.

Responding to activists and protestors:

Responsible person(s): Georgia Tech Institute Communications

Needed details: Georgia Tech Institute Communications will handle the dissemination of information and address questions about research activities. In the event of protests or picketing (by animal rights groups, for example), animal facility personnel are to report to work as usual. In doing so, they are to avoid confrontations if they pass through picket lines or protest marchers.

Managing a potential security threat:

Responsible person(s): Georgia Tech Police Department

Needed details: GTPD will handle all security related issues and will increase security measures for all animal housing and support facilities while helping keep all facilities secure. Closing the receiving dock and deferring delivery locations may be considered if the primary location is unusable due to a potential security threat or on-campus presence. Similarly, if the normal waste pick-up procedure is disrupted, waste may be taken out through a different exit or may be temporarily kept in cold storage. If the environment is altered, as by sabotage, for example, the specific problem will be addressed as described in the section for that emergency (see: Maintaining Ventilation and Temperature, Bomb Threat, Active Shooter, Electrical power outage).

- Bomb Threat (or suspicious package): Follow instructions provided by the Georgia Tech Emergency Notification System (GTENS) and, when applicable, the evacuation procedures defined in building Red Book. Further instructions are available at <https://prepare.gatech.edu/suspicious-package>).
- Active Shooter: All animal facility staff are trained by GTPD in active shooter events (<https://police.gatech.edu/safety-programs>) and will follow that training. They will protect human life first. They will close and barricade doors. Then, they will get down on the floor underneath any available protection and stay there until told by an official to come out.

- Intruder: Georgia Tech animal facilities are locked and access granted only to employees of the facility. Piggy-backing on entry is prohibited and each person must swipe in. Despite these safeguards security remains everyone's responsibility. Suspicious personnel should be immediately reported to an animal facility manager or GTPD, if a manager is not available. From a safe distance the manager will determine whether the suspicious individual has access and, if not, will notify GTPD.

Reduction in staff due to outbreak of communicable disease

Responsible person(s): The Animal Facilities Leadership team, with consultation as needed from ORIA

Needed details: Facility managers will determine what essential personnel is available to care for the animals as outlined above. The number of personnel permitted in the facility at one time may be decreased to prevent the spread of illness. The work week may be shifted to include weekends so that cage changing and sanitation can be accomplished with a reduced number of personnel.

EMERGENCY SUPPLIES

The animal facility maintains an adequate feed supply to meet the needs of a short-term disaster predicted for our region.

Additional supplies that should be kept on hand include:

- A disaster kit shall be located in both buildings and accessible to emergency personnel. The kit will contain the following:
 - Flashlight and extra batteries
 - Utility knife
 - Heavy duty work gloves
 - Sanitation needs (such as tissue paper, bleach, plastic bags, plastic bucket)
 - Duct tape and/or barrier tape
 - Large sheets of paper, markers, pens and pencils
 - Whistle
- Campus and area maps
- Personal first aid kit
- A printed copy of the Building REDBOOK.

A full list of facilities where animals are housed and a full list of animal facility and key personnel contact information will be maintained by the Animal Facility Manager and provided to GTPD Dispatch and ORIA as updated.

DISASTER PLAN TRAINING

ORIA will coordinate with the Office of Emergency Preparedness (OEP) for training exercises including the Animal Facilities Leadership team, and animal program staff. Employee training will be completed within 60 days of the facility putting the plan in place. Personnel who work with vertebrate animals and/or access the animal facility and were onboarded more than 30 days after the plan is put in place will be trained within 30 days of their first access to the facility. The Contingency Plan will be reviewed at least on an

annual basis. Any substantive changes to the plan as a result of the required annual review will be communicated to employees through training within 30 days of making the changes.

ANNUAL REVIEW

This policy and plan will be reviewed on at least an annual basis to ensure that it adequately addresses any changes or new emergency situations encountered that were not previously considered. This review will typically occur during the IACUC semi-annual facility and program review. Documentation of these reviews, including any changes since the previous year's review, will be found in the applicable IACUC meeting minutes and will be available to the United States Department of Agriculture (USDA) Animal and Plant Health Inspective Service (APHIS), upon request.

EMERGENCY CONTACT INFORMATION & RESOURCES: For Human Life-Threatening Emergencies, call 911 from a cell phone (911 calls on campus landlines route to GTPD). When it is safe to do so, call the EH&S emergency number during normal work hours (404-216-5237).

A full list of facilities and emergency contact information is available in *Animal Facility Disaster Plan - Appendix A* via the primary individuals listed below or the GT Police. Note: *Appendix A* will not be included on the web for public dissemination.

Animal facility primary contacts for any animal facility emergency			
Name	Role	Cell Phone	Email
Dr. Laura O'Farrell	Director of Medicine & Research; Attending Veterinarian (AV)	404.803.1452	vet@gatech.edu
Dr. Gregory Langham	Director of Animal Facilities & Resources	404.574.3814	glangham3@gatech.edu
Dr. Richard Noel	Clinical Veterinarian	404.242.2638	Richard.Noel@dar.gatech.edu
Dr. Nick Parnell	Animal Facility Manager	404.242.2918	Nicholas.Parnell@dar.gatech.edu
Andrea Gibson	Animal Facility Manager	404.242.9354	Andrea.Gibson@dar.gatech.edu
Kimberley Woodard	Animal Facility Manager	404.242.2183	kim.woodard@dar.gatech.edu
IACUC Program Contacts Cell Numbers			
Mary Beran	Director, ORIA-IACUC	404.290.2160	mberan3@gatech.edu
Ted Evans	Assistant Director, ORIA-IACUC	470.891.0132	tevans43@gatech.edu
Kristen Schuppe	Compliance Officer, ORIA-IACUC	470.572.7447	kristen.schuppe@oria.gatech.edu
Additional contacts will be distributed in the event of an emergency.			
Web Resources:			
IACUC Webpage: https://oria.gatech.edu/iacuc or www.IACUC.gatech.edu			
Research @ Georgia Tech: http://www.research.gatech.edu			
Emergency Preparedness @ Georgia Tech: https://prepare.gatech.edu/			
Georgia Tech Emergency Notification system: https://prepare.gatech.edu/emergency-notification			

A number of university programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community.

Georgia Tech Police Information on personal safety in the workplace http://www.police.gatech.edu	404.894.2500 after hours: 404.894.4669
Office of Emergency Preparedness Information on disaster preparedness Primary Contact: William Smith (william.smith@ep.gatech.edu) https://prepare.gatech.edu/	404.385.7675 404.593.1030
Infrastructure and Sustainability http://www.facilities.gatech.edu/	404.894.1613
Institute Communications https://comm.gatech.edu/	404.660.2929
Office of Research Integrity Assurance Information on compliance issues relating to the program of animal care https://oria.gatech.edu/iacuc	404.290.2160 or 470.891.0132
Office of Environmental, Health & Safety Information on various safety topics, including hazard evaluations and training http://www.ehs.gatech.edu/	404.894.4635
Office of Radiation Safety Information on radioactive materials and lasers https://ehs.gatech.edu/radiation-safety	404.894.3605
Access Control Services https://access.campuservices.gatech.edu/ Joe Brown, Director	Emergency: 404.894.7898 404.385.5347
Stamps Health Services Assistance with various topics including psychiatric services, student medical and dental evaluations/treatment, and staff/faculty first aid. http://www.health.gatech.edu	404.894.1420
University Housing Assistance with on campus housing for an emergency Primary Contact: Mazlum (Maz) Kosam	404.894.1386 http://www.housing.gatech.edu/
GA Tech Hotel and Conference Center Assistance with emergency housing	404.347.9440 http://www.gatechhotel.com/

Georgia Tech Dining Services 404.894.6472
Assistance with on-campus dining options during a university closing <https://dining.gatech.edu/>

AM-FM Radio Dial Numbers:

WREK Radio Station (Georgia Tech) 91.1 FM

Additional Online and Social Media Resource

- Emergency Action Plan
https://prepare.gatech.edu/sites/default/files/documents/2018_gt_eop_web.pdf
- Georgia Tech Emergency Preparedness Twitter <http://twitter.com/GTPDalerts>
- National Association for Biomedical Research (NABR): <http://www.nabr.org/>

3. RESPONSIBILITIES:

- A. Georgia Tech IACUC - review and approval of Disaster Plan Policy.
- B. Georgia Tech ORIA - provide resources and guidance to the IACUC, animal research investigators, and care staff on current regulatory requirements involving the requirements for disaster planning.
- C. Georgia Tech animal facility – coordinate with ORIA to identify program needs for staffing and facility requirements.
- D. PI and research team members - ensure that animals are labeled, if needed, as described in this policy.

4. REFERENCES:

Federal regulations have set forth the requirement for each institution to develop address Disaster Planning and Emergency Preparedness. The following are where these regulatory requirements can be found in the [Eighth Edition of the Guide for the Care and Use of Laboratory Animals \(Guide\)](#), the [Animal Welfare Act and Regulations \(9CFR\)](#), and the [USDA Contingency Planning and Training of Personnel Rule \(APHIS-2020-0101\)](#).

Checklist of Disaster Planning Expectations in the Guide and USDA Regulations related to the Program of Animal Care at GIT:

1. Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35
2. Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. Guide p. 35
3. Identify essential personnel who should be trained in advance in its implementation. Guide p. 35, Personnel trained in emergency procedures for special facilities or operations. Guide p. 74
4. Access to essential personnel during or immediately after a disaster. Guide p. 35. In the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. Guide p. 74,

5. Prominently posting emergency procedures, names, or telephone numbers in animal facilities or by placing them in the security department or telephone center. Guide p. 74 Emergency procedures for handling special facilities or operations should be prominently posted. Guide p. 74
6. The colony manager or veterinarian responsible for the animals should be a member of the appropriate safety committee at the institution, an “official responder” in the institution, and a participant in the response to a disaster. Guide p. 75
7. Law enforcement and emergency personnel should be provided with a copy of the plan for comment and integration into broader, area wide planning. Guide p. 35
8. Threats that criminal activities such as personnel harassment and assault, facility trespassing, arson, and vandalism pose to laboratory animals, research personnel, equipment and facilities, and biomedical research at the institution. Guide p. 23
9. How the facility will preserve animals that are necessary for critical research activities or are irreplaceable. Priorities for triaging animal populations... Guide p. 35
10. Research facilities must develop, document, and follow an appropriate plan to provide for the humane handling, treatment, transportation, housing, and care of their animals in the event of an emergency or disaster (one which could reasonably be anticipated and expected to be detrimental to the good health and well-being of the animals in their possession). USDA
11. (i) Identify situations the facility might experience that would trigger the need for the measures identified in a contingency plan to be put into action including, but not limited to, emergencies such as electrical outages, faulty HVAC systems, fires, and animal escapes, as well as natural disasters the facility is most likely to experience. USDA
12. (ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.; USDA
13. (iii) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; USDA
14. (iv) Address how response and recovery will be handled in terms of materials, resources, and training needed. USDA
15. (2) For current registrants, the contingency plan must be in place by July 29, 2013. For research facilities registered after this date, the contingency plan must be in place prior to conducting regulated activities. USDA
16. The plan must be reviewed by the research facility on at least an annual basis to ensure that it adequately addresses the criteria listed in paragraph (l)(1) of this section. USDA
17. Each registrant must maintain documentation of their annual reviews, including documenting any amendments or changes made to their plan since the previous years

review, such as changes made as a result of recently predicted, but historically unforeseen, circumstances (e.g., weather extremes). USDA
18. Contingency plans, as well as all annual review documentation and training records, must be made available to APHIS and any funding Federal agency representatives upon request. USDA
19. The facility must provide and document participation in and successful completion of training for its personnel regarding their roles and responsibilities as outlined in the plan. USDA
20. For current registrants, training of facility personnel must be completed by September 27, 2013 for research facilities registered after July 26, 2013, training of facility personnel must be completed within 60 days of the facility putting its contingency plan in place. Employees hired 30 days or more before the contingency plan is put in place must also be trained by that date. USDA
21. For new employees ..., training must be conducted within 30 days of their start date. USDA
22. Any changes to the plan as a result of the annual review must be communicated to employees through training which must be conducted within 30 days of making the changes. USDA

REVISION HISTORY:

Revision Number	Summary of Revisions	Revision Date
1	Update contact information	Annually
2	Update Pages, links, and contacts	March 2020
3	Reorganization and revisions to meet USDA requirements	July 2022
4	Updated contact information and links	October 2025