VIVARIUM DISASTER RESPONSE PLAN

6th Floor CMSRU
Camden, NJ

July 2013
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INTRODUCTION

The Director of Vivarium Services formulated this disaster plan. It is intended to be a procedural manual to be followed in case of emergencies with regards to the Animal Vivarium located on the 6th floor of the Cooper Medical School of Rowan University (CMSRU).

The plan is centered on emergencies that involve the Animal Vivarium and the Vivarium personnel. These are guidelines that should be followed but they are adaptable for the situation at hand.

In every event, the University Disaster Response Plan is to be followed for University disasters. The Vivarium plan only deals with events directly linked with the Vivarium. This is a supplemental disaster plan.

All requests for changes or recommendations to this plan should be directed to the Vivarium Director.

Marie T. Stafford 7/11/13
Director of Vivarium Services
Responsible Parties and Emergency Phone Numbers

In the event of any emergency involving the Animal Vivarium, the Vivarium Director must be contacted, both during and after work hours. All instructions that the Director gives are to be followed exactly. These instructions will include the handling of animals, movement of the animals, caging, and care of the animals. The Director will supply information regarding the current species housed, hazards being used, and zoonosis.

In the event that one is unable to reach the Director of Vivarium Services, the following order shall be followed:

1. Vivarium Supervisor
2. IACUC Chairperson

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Vivarium Services</td>
<td>Marie T. Stafford</td>
<td>215.596.8975</td>
<td>215.702.1063</td>
<td>215.570.5305</td>
</tr>
<tr>
<td>Vivarium Supervisor</td>
<td>TDB</td>
<td>856.361.2896</td>
<td></td>
<td>302.607.4370</td>
</tr>
<tr>
<td>Attending Veterinarian</td>
<td>Dr. Lester Rolf</td>
<td>215.546.0403</td>
<td></td>
<td>267.535.1202</td>
</tr>
<tr>
<td>IACUC Chairperson</td>
<td>Dr. Peter Harvison</td>
<td>215.596.8979</td>
<td></td>
<td>302.530.2925</td>
</tr>
<tr>
<td>Rowan University OEM</td>
<td>Peter Amico</td>
<td>856.256.4955</td>
<td></td>
<td>856.513.5130</td>
</tr>
<tr>
<td>Department of Public Safety</td>
<td></td>
<td></td>
<td></td>
<td>Emergency: 856.361.2880</td>
</tr>
<tr>
<td>Facilities Director</td>
<td>Dennis Collins</td>
<td>856.361.2897</td>
<td></td>
<td>856.649.6598</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>Jack Glass</td>
<td>856.256.5105</td>
<td>Home: 609.668.7867</td>
<td>Cell: 856.982.0551</td>
</tr>
</tbody>
</table>
FACILITY-RELATED DISASTERS

POWER OUTAGES

The Vivarium Director and Supervisor shall be contacted if there is a problem with the power supply to the Animal Vivarium or the CMSRU Building.

The ventilation system for the Vivarium is completely independent of the rest of the building and utilizes air handler unit #3 located in the penthouse of the building. Emergency power is provided for ventilation and lighting in the event of a power failure by a gas generator which is located on the roof of which can be manually started.

If there is a power failure to the ventilation system, facilities should be contacted immediately. Contact Mark Showers at 856.229.3942. If he cannot be reached, contact Dennis Collins at 856.649.6598.

If the entire floor is experiencing air-conditioning problems, the Vivarium has three portable room air conditioners.

The Vivarium has portable room heaters should there be a failure with the facility heating system. Currently the Vivarium owns six portable heaters that are located in storage room 663. They plug into a regular room outlet.

The Kele Inc. Autophos Control is a micro-computer controlled system that automatically switches the lights on and off according to the programmed light cycles of each individual room. It is equipped with audible and visual alarms to indicate error conditions such as override of circuits, ON/OFF status. Special features include multiple start/stop times for each circuit, alternate holiday schedules, time transitions and leap year adjustments. In case of power loss, an emergency generator provides back-up power. No re-entry of information is required when power is restored within 10 days.
WATER OUTAGES

The Vivarium Director and Supervisor shall be contacted if there is a problem with the water supply to CMSRU. This is imperative because of the large quantities of animals using the Edstrom Automatic Water Supply.

If the water is shut-off or disrupted for a prolonged period of time; the Vivarium Director/Supervisor or his/her designee will supply water to the animals through water bottles or bowls. If water is cut off for the Vivarium only, water will be obtained in clean jugs from another floor in the building. There is an additional 200 gallon reserve water storage tank located in the penthouse mechanical room for animal watering. If the entire building is disrupted; there is an in place contract with a water supply company to provide water to the building within 2 hours. Additionally, if the water is shut off or disrupted, safety showers and eyewashes will not be operational. Cease all work in the laboratory or animal rooms that are using hazardous materials or materials that may be injurious to the eyes.

FIRE DRILLS AND FIRES

Announced Fire Drills and Unannounced Fire Alarms

All personnel are required to exit the building during fire alarms. They must use the nearest stairway exit and not the elevator. Please see the Facility Floor Plan located on page 10 for the location of the nearest stairway exit. Do not re-enter the building until directed to do so by the Department of Public Safety or fire emergency personnel. Any elective procedure using animals will not be scheduled when a fire drill is announced. At this time, there is one fire drill scheduled annually with 4 weeks’ notice to the vivarium/research laboratories.

Fires in the Vivarium

In case of a fire, use the nearest fire extinguisher (ABC dry chemical extinguisher) to try to put out the fire if it is small and controllable and also if you have received on-campus training. Call or designate someone nearby to call the Fire Department (911) or the Department of Public Safety (856-361-2880). Afterwards, notify the Vivarium Director and Supervisor.

There are eight fire extinguishers on the 6th floor of the Vivarium. If the fire is large or uncontrollable, pull the fire alarm and immediately evacuate the building. Once you have exited the building, call the Department of Public Safety and the Fire Department. DO NOT ATTEMPT TO REMOVE THE ANIMALS. Do not re-enter the building until directed to do so by the Department of Public Safety or fire emergency personnel.
Also follow the fire safety procedures set forth in the University's Fire Safety Policy. [http://www.usp.edu/safety/smanual/SMfirepolicy.htm](http://www.usp.edu/safety/smanual/SMfirepolicy.htm)

[http://www.rowan.edu/safety/fire_safety/fire_emerg_plan_fall05.pdf](http://www.rowan.edu/safety/fire_safety/fire_emerg_plan_fall05.pdf)

Fire alarms during surgical procedures

Should a fire alarm go off in the middle of a surgical procedure, immediately euthanize the animal with an anesthetic overdose. Then exit the building as outlined in the University's Fire Safety Policy.

**EMERGENCY SHELTER-IN-PLACE PROCEDURES (REVERSE EVACUATION)**

When directed by local authorities (KYW AM 1060), CMSRU’s Department of Public Safety, if you receive a message through e-mail, text message, the internal phone system, video display systems, the campus TV cable network and website, or if the neighborhood siren warning system from Sunoco Refinery sounds in an emergency:

- **Go inside or stay inside the building.** If you are outside, cover your nose and mouth and find shelter as soon as possible.
- **Do not leave the building** until the emergency is over.
- **Do not attempt to remove the animals.**
- **Shut all windows and animal room doors** as soon as possible. (Lock windows if it will provide a tighter seal.) THE WINDOWS IN THE VIVARIUM SHOULD NEVER BE OPENED FOR ANY REASON.
- **Turn off air intake systems,** if possible. (e.g., heating and air conditioning units in your area that bring in outside air).
- **In procedure rooms and the surgery suite,** stop all work and close, cover, contain and secure the materials that you are using. Completely close the sash of the fume hoods. If an emergency occurs in the middle of a surgical procedure, immediately euthanize the animal with an anesthetic overdose.
- **Go to the recommended shelter areas:** the locker rooms in the Vivarium or the 2nd floor lobby or 2nd floor corridor of the Pharmacology/Toxicology Building. (Areas with as few operable windows and doors, as possible. Also, locations should be near restrooms for access to drinking water and lavatory facilities.)
Monitor for additional information or for notification that the emergency has ended. (KYW AM radio 1060 or listen on www.kyw1060.com, CMSRU’s Department of Public Safety, internal phone system, e-mail, text message, campus TV cable network and website, video display systems or messengers. The siren will not sound to indicate that the emergency has ended.)

When notified that the emergency is over, fire wardens and USciences CMSRU’s Department of Public Safety will help direct occupants outdoors until the building air-handling systems are operated to remove any contaminants.

INCLEMENT WEATHER EMERGENCIES

Because animals must be checked upon on a daily basis, every attempt is made to reach the facility in inclement weather conditions. The Vivarium director will contact the Vivarium Supervisor if he/she cannot reach the facility. The Supervisor then contacts one of the part-time students to come look at the animals and facility. In the event a student is not available, facilities personnel and/or security personnel will check the animals in the vivarium.

A list of all of the occupied animal rooms is posted on the bulletin board in the break room. A basic weekend schedule is followed during an inclement weather emergency as stated below.

1. Check every animal to make sure that none are sick or dead.
   a. If a sick animal is found, notify the Director/Supervisor. The Director/Supervisor will notify the Attending Veterinarian, who shall give directions as to treatments for the animal. The Director/Supervisor will notify the student worker with the course of treatment.
   b. If a dead animal is found, the student worker will place the animal in a body bag, and deposit it in the freezer located in room 650. The student worker will then make a note on the appropriate cage card with the date.

2. Check the animal’s feed supply
   a. All the feed for the room is located in the clear container in the feed room (room 648). Fill the feeder as appropriate to give the animal adequate feed supply.
   b. If the container is empty or low, the feedbags are stored in room 648. The facility maintains a two-week supply on hand in case of such emergencies.

3. Check the animal’s water supply
   a. Check the water bottles to make sure that they are full. If they need to be filled, use the bottle filler in room 645.
b. Check the automatic watering system to make sure that it is properly functioning. To do this, locate the end of the water line at the bottom of the rack. Turn the nozzle and allow the rack to drain for 30 seconds and then close the nozzle. Then go to the nozzle opposite of the hose. Open that nozzle and leave open to drain the air until water comes out. Finally pull out an empty cage and check the water lixit (metal tube) by depressing it until water comes out.

4. Change any cages or cage pans that are flooded.

**Tornadoes**

There is a low incidence of tornadoes in the metro Philadelphia area. Should there be weather that indicates tornado activity, stay away from the outer windows in the facility. If the tornado sirens sound, immediately seek shelter away from windows and exterior walls. Try to get to the lowest level of the building and move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.). If this is not possible, pick a place in the hallway in the center of the building away from glass. **DO NOT ATTEMPT TO MOVE THE ANIMALS.**

**Severe Thunderstorms**

During severe thunderstorms, the work schedule is changed only by stopping all cage wash machines and any other electrical appliances. Animal care activities continue as normal. Cage wash activities and cleaning duties will be postponed until the next day.

**Hurricanes**

There is moderate incidence of strong hurricanes in the Camden area. Work will be continued as normal if the University is open.

If the University closes during the day, the Vivarium Director and the Vivarium Supervisor shall make sure that each animal has adequate feed and water before departing for the day. Cage wash activities and cleaning duties will be postponed until the following workday.

If the University closes before the workday, every attempt will be made by the Vivarium staff to come to work. The procedure outlined in the beginning of this section is to be followed on page 6.

**Blizzards, Snow and Ice**
If a snow or ice storm hits during the workday, it is the discretion of the Vivarium Director to send his/her staff home. Before each is allowed to leave, the animals are checked for adequate feed and water supplies.

If the University closes during the day, the Vivarium Director and the Vivarium Supervisor shall make sure that each animal has adequate feed and water before departing for the day. Cage wash activities and cleaning duties will be postponed until the following workday.

If the University closes before the workday, every attempt will be made by the Vivarium staff to come to work. The procedure outlined in the beginning of this section is to be followed on page 6. [Weather Emergency Information phone number: 215-596-USIP (8747), snow closing number: 117] http://www.rowan.edu/emergency/weather.cfm

The University will remain open and classes will be held during inclement weather whenever possible. It is your decision, based on your assessment of the situation, whether or not to attend class. If you do not attend, please make arrangements with your professor or students as to how the missed work will be completed.

Rowan will notify the University community of a closing through the following ways:

- Rowan Alert Message System (register)
- Rowan homepage (www.rowan.edu)
- Email
- Voicemail
- Rowan Radio 89.7 WGLS-FM,
- KYW News Radio 1060 AM
- KYW-3 television
- Dial 900-737-1060 (95 cents per call)
- Dial 856-256-INFO (856.256.4636), press "1"

School Closing Numbers

KYW News will announce that Rowan is closed by stating the following numbers.

- Day Classes: 829 - The decision to cancel classes will be made by 6:00 a.m.
- Evening Classes: 2829 - The decision to cancel classes will be made by 3:30 p.m.
- Camden Campus: 625

ANIMAL RIGHTS ACTIVITIES

Outside communication involving animal research at the University
All verbal, written, fax, e-mail, or other requests for information concerning the animals housed, type of research conducted, location on the Vivarium, and the like are to be referred to the Vivarium Director, IACUC chairperson, the Associate Dean of Research, the Institutional Official, or the Director of Marketing and Public Relations. This should not be construed as inhibiting daily normal business interactions between Vivarium personnel and the research staff at the University.

**Threatening phone calls, letters, and emails**

Any threatening communications should be reported immediately to the Vivarium Director or IACUC chairperson. These individuals will make sure to inform the Associate Dean of Research, the Institutional Official, or the Director of Marketing and Public Relations. The Vivarium Director or IACUC Chair will notify the Department of Public Safety of such threats. The Department of Public Safety will make the decision to report the incident to the local police department.

**Demonstrations and Protests**

If any animal rights demonstrations take place at the University, inform the Vivarium Director/Supervisor or the IACUC Chairperson. Then notify the Department of Public Safety immediately. The Vivarium Director/Supervisor will make sure that all of the doors to the Vivarium are properly secured. The Department of Public Safety will handle the demonstration outside. If the Department of Public Safety deems the disturbance as a major event, they will contact the local authorities and the Director of Security will meet with the University President concerning the disturbance.

**Important phone numbers:**

- Department of Public Safety: x 2880
- Vivarium Director: x 2895
- Vivarium Supervisor: x 2896
- IACUC Chairperson: 215-596-8979
- Associate Dean of Research: x2875
- Institutional Official: 215-596-8974
- Director of Marketing and Public Relations: x 8855

**Hazardous Materials**

For all incidents, call the Environmental Health and Safety Office (EHS) at 856-256-5105 and the Department of Public Safety immediately at x2880. The Department of Public Safety will then notify the Vivarium Director x2895 and the proper individuals to identify the material.
The Vivarium Director/Supervisor will post signs on the floor warning of the incident, secure the area if the incident occurs in the Vivarium, and also notify all individuals located in the Vivarium. If suggested the Department of Public Safety or EHS, the Vivarium Director/Supervisor will evacuate all individuals from the Vivarium. No attempt will be made to evacuate the animals.

For additional information regarding hazardous materials or radioactive materials incidents, please consult the University’s Safety Manuals at http://www.usp.edu/safety.

Contact the EHS Office at 856-256-5105.