

Policy: SC-20-102
Date: 6/9/2016
Enabled by: IACUC/AV/ILAR/USDA
Supersedes: All Previous

Title: Emergency Response Plan

I. Purpose:

The purpose of this policy is to describe the requirements for maintaining an emergency response plan.

II. Policy:

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, the Public Health Service 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 as a component of the animal care program.

III. Procedure:

Animal units must include the following elements in their emergency response plan:

- The unit's command structure
- Communication plans
- An evacuation map and a designated meeting place
- Instructions for contacting Operations and Maintenance for mechanical failures
- Description and acquisition of emergency supplies of food and water for the animals
- Plans for dealing with loss of power, flood, fire and earthquakes and other disasters
- Plans for dealing with escapes, where this is a risk (e.g., primates, large animals).
- Plans for humanely euthanizing animals

Each animal unit is strongly encouraged to incorporate the campus animal care program disaster plan: "The Department Operations Center (DOC) Emergency Operation Plan", as part of their plan. A template for the supplement is available to assist with the plan documentation, and may be used as the basis for a basic unit level emergency response plan.

Copies of the DOC Emergency Operation Plan and the supplements can be obtained from:

- The Attending Veterinarian
- The IACUC Administrator
- The Office of Emergency Management and Mission Continuity

UC Davis Office of the Attending Veterinarian Standards of Care

Health Monitoring & Compliance Officer

Animal units must provide the Attending Veterinarian (AV) with a current copy of their emergency response plan and supplement. Each time the plan is revised, the AV must receive a copy. 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 and supplement.

For information on obtaining a copy of the campus plan or assistance completing your plan please contact animaltransfer@ucdavis.edu . For information regarding the UC Ready system and emergency response plans in general please contact the office of Emergency Management and Mission Continuity at prepare@ucdavis.edu.

When the Campus online emergency plan management system goes live, all units will be expected to incorporate the online component into their plan, and complete a "UCReady" Plan in that system.

Annually the Animal Care program performs a tabletop emergency exercise. All units are encouraged to attend to test their plans and preparedness.