Texas Tech University
Animal Care Services

Disaster/Crisis Manual

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Animal Care Services - Disaster Plan

INTRODUCTION

This document is designed to supplement the Texas Tech University Disaster/Crisis Plan to accomplish the following:

- Provide guidance with regard to animal care responses during emergency situations
- Provide information regarding potential emergency situations before an emergency occurs
- Provide assistance in helping individuals to avoid and anticipate dangerous situations

Emergencies, accidents, and injuries can occur at any time and without warning. The ability to handle emergencies is the responsibility of each individual working with animals in every animal care and use facility as well as an organizational responsibility of Texas Tech University.

The better prepared one is, the more quickly one can take appropriate action and minimize confusion that may occur during an emergency.

TTU ANIMAL FACILITIES

ANIMAL CARE SERVICES – ANIMAL & FOOD SCIENCES FACILITY

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(602) 758-0670
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425

Animal Housing Area:

Animal & Food Sciences Building - Rooms 119B, 119C, 119F, 119J

Support Areas:

Animal & Food Sciences Building - Rooms 119A, 119D, 119E, 119G

ANIMAL CARE SERVICES – BIOLOGICAL SCIENCES BUILDING

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(602) 758-0670

John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425

Animal Housing Area:
Biological Sciences Building - Rooms 409, 504, 507, 617B-C & 615 chamber room
Support Areas:
Biological Sciences Building - Rooms 617A, 617D-F

ANIMAL CARE SERVICES – EXPERIMENTAL SCIENCES BUILDING

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(602) 758-0670
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425

Animal Housing Area:
Experimental Sciences Building - Rooms 08E-08 K
Support Areas:
Experimental Sciences Building - Rooms 08, 08A-08D, 08J, 08M, 08N, 08O & 09

ANIMAL CARE SERVICES – HUMAN SCIENCES BUILDING

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(602) 758-0670
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558

Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425

Animal Housing Area:
Human Sciences Building - Rooms 6, 10, 12A-12F
Support Areas:
Human Sciences Building - Rooms 7, 8, 11, 12E, 403

TEXAS COOPERATIVE & WILDLIFE RESEARCH UNIT

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Timothy Grabowski	Office	(806) 834-4388
	Cell	(806) 241-6628
Reynaldo Patino	Office	(806) 834-6483
	Cell	(806) 392-3032

Animal Housing Area:
TX Coop Fisheries & Wildlife Resources Building – Rooms 102, 107, 107A, 108, 108A
Support Areas:
TX Coop Fisheries & Wildlife Resources Building – Rooms 102A, 102B, 106, 107B

ERSKINE QUAIL FACILITY

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156

John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Brad Dabbert	Office	(806) 834-1248
	Cell	(806) 544-5860
Matthew McEwen	Office	(806) 834-1980
	Cell	(806) 778-7346

Animal Housing Area:

Erskine Quail Barn – Rooms 5, 6, 9

Outdoor Erskine Quail – Flight Pen 2,340 sq ft; Chick Pens 1,600 sq ft

Support Areas:

Erskine Quail Barn – Rooms 1, 2, 3, 4, 7, 8, 10

THE INSTITUTE OF ENVIRONMENTAL & HUMAN HEALTH (TIEHH)

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Todd Anderson (TIEHH)	Office	(806) 834-1587
	Cell	(806) 559-4891
Ryan Bounds (TIEHH)	Office	(806) 834-1876
	Cell	(806) 470-7116
Mike Wages (TIEHH)	Office	(806) 834-8994

	Cell	(806) 543-2828
Stephanie Presley (TIEHH)	Office	(806) 834-8828
	Cell	(806) 535-1782
Phil Smith (TIEHH)	Office	(806) 834-6180
	Cell	(806) 445-6343

Animal Housing Area:

TIEHH Building 555 – Rooms 109C, 123A, 123B, 123D
TIEHH Building 450 – Room 102
TIEHH Outdoor Aviary at Building 450 – 2,028 sq ft.
TIEHH Aquatic Facility (3-sided barn) – 384 sq ft
TIEHH Building 550 (Portable) – Right Side of Building

Support Areas:

TIEHH Building 555 – Rooms 123, 123C
TIEHH Building 450 – Room 102A
TIEHH Quail Flight Pen – 840 sq ft.

NEW DEAL FARM

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Ricardo Rocha (After-Hours)	Office	(806) 746-5097
	Cell	(806) 554-2912
	Cell	(806) 544-2563
Bryan Bernhard (Beef Center)	Office	(806) 834-4373
	Cell	(830) 305-3739
Kirk Robinson (Burnett Center)	Office	(806) 746-5097
	Home	(806) 746-6260
Michael Ballou (Dairy Calf Unit)	Office	(806) 834-6513

	Cell	(806) 543-5653
Sam Jackson (Sheep & Goat Unit)	Office	(806) 834-7185
	Cell	(806) 786-4340
Stanley Harris (Swine Unit)	Office	(806) 746-5170
	Cell	(806) 786-1624
Jhones Sarturi (Horse Center: Ruminant Nutrition Facility)	Office	(806) 834-4926
	Cell	(402) 805-7869
Ryan Rathmann (Outside Sourced Swine & Beef Center)	Office	(806) 834-7820
	Cell	(806) 789-6725

Animal Housing Area:

New Deal Farm – 801B (Burnett Center), 805 (Dairy Stall Barn), 806 (Beef Cattle Center), 808 (Swine/Baby Pig), 809 (Swine Center), 810 (Growing & Finishing), 811 (Gestation), 812 (Horse Center), 813 (Sheep Center), 815 (Hilmar Calf Facility), 819 (Boar House), Outside Sourced Swine 4,000 sq ft (Located Southwest of New Deal Farm)

Support Areas:

New Deal Farm – 801A (Feed Mill), 807 (Feed Lot Office), 814 (Farm Shop), 816 (Pump Shop), 817 (Water Tank), 818 (Mobile Home Lots), 820 (Residence)

TEXAS TECH THERAPEUTIC RIDING CENTER (TTRC)

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Tangela Irwin (TTRC)	Office	(806) 792-4682
	Cell	(806) 252-5869
Heidi Brady (TTRC)	Office	(806) 834-8484
	Cell	(806) 239-1018

Animal Housing Area:
TTRC – Outdoor Area & 3-Sided Barns
Support Areas:
TTRC – Trailer Home (Office), 474 (Therapeutic Riding Center), Gazebo

TEXAS TECH EQUESTRIAN CENTER (TTEC)

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156
John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Kim Lindsey (TTEC)	Office	(806) 834-2355
	Cell	(806) 317-5707
Patsy McBee (TTEC)	Office	(806) 792-4682
	Cell	(806) 787-1584
Brent Hodges (Rodeo)	Office	(806) 834-7285
	Cell	(806) 392-3253
Chance O'Neal (Ranch Horse)	Office	(806) 834-3770
	Cell	(940) 613-3610

Animal Housing Area:
TTEC – 432 (Stalls), Rodeo (Barn labeled "Non-TTU Horses")
Support Areas:
TTEC – 428 (Arena including Office, Storage & Kitchen), Water Treatment Building, 429 (Stall Barn), 430 (Shop)

LITTLEFIELD DEER FACILITY

Points of Contact:

Sydnee Woodman	Office	(806) 834-2872
	Cell	(254) 913-5156

John McGlone	Office	(806) 834-8275
	Cell	(806) 470-7558
Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Ernest Smith	Office	(806) 834-4095
	Cell	(806) 790-3997
Felix Klein	Cell	(806) 549-1455

Animal Housing Area:

9 Acres

Support Areas:

Barn 1,024 sq ft

READINESS

Things one can do to prepare:

1. Know the location of the following:
   a. Emergency Information Manuals
   b. Telephones
   c. Stairs
   d. Emergency Exits
   e. Fire Alarm Pull Stations and Extinguishers
   f. First Aid Kits
   g. Eye Wash Stations

2. Be familiar with the building's floor plan and evacuation routes

3. Participate in practice fire drills and training programs

4. Volunteer to assist during an emergency with the evacuation of personnel and animals.

SAFETY INFORMATION: GENERAL

ACS strives to provide a safe environment for employees, visitors, and animals through a program integrating electronic security systems, key locks, and employee awareness.
Employees can reduce the opportunity for criminal activity by locking offices and laboratories and securing valuable property. When walking to or from your facility, be aware of your surroundings: take notice of others in the immediate area and persons approaching.

CALLING FOR EMERGENCY HELP

When calling for Emergency Help, be prepared to give the following:

1. What - Service is required (e.g. Ambulance, Fire Department, Police)

2. Where - Location of Emergency
   - Building name and address
   - Room number and floor
   - Where you will meet the emergency crew

3. How - Describe the Emergency, Type of Problem or Injury
   - How did it happen? (Step-by-step)
   - Is the area safe?

4. Who - Victim Information
   - Number ill, injured or threatened
   - Age(s)
   - Victim's medical history or doctor (if known)

5. Contact Phone Number: Give the telephone number to be used to call you back.

6. STAY ON THE PHONE. DO NOT HANG UP FIRST!
   - Emergency instructions may be given or more information needed.

EMERGENCY PHONE NUMBERS

Texas Tech University Police Department (University Police)	(806) 742-3931
*For emergency assistance (fire, police, medical, etc.)	9-911
Environmental Health & Safety (EH&S) – Jared Martin	(806) 834-3714
*After hours, weekends, and holidays	(806) 742-3328

Institutional Official – John McGlone	Office	(806) 834-8375
	Cell	(806) 470-7558
Manager, Animal Care Services – Sydnee Woodman	Office	(806) 834-2872
	Cell	(602) 758-0670
Attending Veterinarian – Tiffanie Brooks	Office	(806) 834-8588
	Cell	(806) 239-2120
Clinical Veterinarian – Paul Stonum	Office	(806) 834-7373
	Cell	(660) 562-4425
Vice President for Research – Robert Duncan	Office	(806) 834-3786

Staff Phone Numbers

IACUC Coordinator - Karin Fritz: (806) 834-6183, (210) 218-2060
Post Approval Administrator – Brittany Backus: (806) 834-5280, (806) 831-2330
Assistant IACUC Coordinator – Amy Chappelle: (806) 834-8263, (713) 819-8168
Technician – Mark Goza: (806) 834-8151, (806) 729-0476
Technician – Veronica Vasquez: (806) 834-8575, (806) 438-4865
Accountant – Tessa Carabajal: (806) 834-5569, (806) 928-0572

ANIMAL CARE SERVICES
AUTHORITY & NOTIFICATION PROCEDURES

Should an emergency situation occur at Texas Tech University, the following procedures will be followed:

Line of Authority: The Director will have responsibility for overseeing emergency response. The Director the will have responsibility for overseeing animal care and initiating a quick return to full animal care. This designated person(s) will also be responsible for notifying the attending veterinarian.

Notification: Notification should occur immediately. The person(s) first identifying the emergency is responsible for notification of his/her supervisor or emergency authorities. This individual should exit the emergency area and seek out a telephone in the nearest university building or other location. The supervisor contacted will then be responsible for completing the necessary phone calls and other emergency actions. Others should be notified as appropriate (e.g. EH&S, Public Relations contacts, the VPR, etc.)

Potential Emergencies Covered by this Plan:

Building Evacuation
Bomb Threat or Explosion
Demonstration/Civil Disturbance/Threats of Terrorism
Break-In
Fire
Flood
Power Failure
Tornado
Toxic Chemical Spill or Release

LEVELS OF EMERGENCIES

Emergencies may be categorized by level of impact, ranging from equipment failure to major damage caused by a tornado. The operational organization needed to respond to each level of emergency depends upon the size and complexity of the emergency.

Level of Emergency	Description	Contact	Response Action
1. Handled entirely by facility personnel	Minor illness/injury	Supervisor	Provide first aid and medical attention as needed
	Small chemical spill	Supervisor/ Building Manager	Provide first aid and medical attention as needed; clean-up; notify the Office of Safety and Environmental Health as indicated
	Equipment alarm, power failure	Supervisor/ Building Manager	Check that critical equipment is connected to emergency power; monitor room temperatures and make provisions as needed
2. Requires outside assistance	Bomb threat; suspicious items	Campus Police, 9-911	Evacuate the facility
	Major medical event	Campus Police, 9-911	Provide first aid and medical attention as needed
	Large chemical spill or any radiation or biohazard exposure	Campus Police, 9-911 EH&S	Leave room; post sentry to prevent entry; provide first aid and medical attention as needed; notify the Office of Safety and Environmental Health as indicated
	Fire	Campus Police, 9-911	Pull the fire alarm and evacuate the facility
	Illegal/criminal activity	Campus Police, 9-911	
	Localized flooding	Director Campus Police, 911	

Level of Emergency	Description	Contact	Response Action
	Peaceful demonstration	Supervisor and Campus Police,	Be courteous; leave area
3. Outside emergency responders may be overwhelmed: expect delayed assistance	Large scale damage (e.g. due to a natural disaster)	Campus Police, 9-911	Appropriately trained personnel should provide first aid and medical attention as needed; conduct a safety check and damage assessment; evacuate the facility

Level 1 emergencies will be taken care of by facility personnel with little or no assistance. The Director and/or Manager and Veterinarian will be notified of emergencies related to animal health and safety.

Level 2 emergencies will require assistance from other departments and possibly from city emergency response providers. Damage assessment may be needed to evaluate the impact of the emergency. This initial assessment typically will be conducted by the Director, and/or Facility Manager.

Level 3 emergencies will likely exceed the capability of local University and city agencies to provide immediate emergency response and may require resources from outside the community. Facility personnel may be required to respond to emergency situations without outside assistance for a number of hours. As described for level 2 emergencies, the point of contact (Director, and/or Facility Manager) will review the situation and direct facility personnel. The emergency management organization needed to successfully respond to and recover from a Level 3 emergency may require an emergency command center be activated to support field activities, coordinate with outside agencies, and implement TTU emergency policies.

EMERGENCY ANIMAL CARE: GENERAL

Veterinarians and animal care technical staff have a responsibility to the animals used in the teaching and research programs. However, in an emergency, human life will take precedence over animal life. Animal care personnel must not place themselves or their co-workers in danger to evacuate animals. Directors, Managers, veterinary staff, technicians, etc. will work in cooperation with the local authorities, etc. to determine the appropriate course of action based on the individual emergency situation.

A Level 1 emergency may be localized and require only that animals be relocated to another room or facility. A Level 2 or 3 emergency may require the evacuation and/or euthanasia of animals. The Director, in consultation with other emergency responders, will determine if an animal evacuation is necessary and initiate the process. Because of the potential detrimental effect on research outcomes, animals will be euthanized only as a last resort, when relocation or evacuation options are unavailable. Euthanasia will be performed in a humane manner under the direction of the veterinary and veterinary technical staff. An adequate supply of euthanasia agents are held in reserve for this purpose.

MAJOR MEDICAL EMERGENCY: GENERAL

Major medical emergency includes severe illness or injury that requires immediate hospital care. Minor illness or injury may be treated at the Student Wellness Center 1003 Flint Ave. 743-2848.

Examples of major medical emergencies include the following:

– Severe bleeding
– Head injuries
– Broken/dislocated joints or bones
– Heart attack/severe chest pains
– Unconscious and/or not breathing

MAJOR MEDICAL EMERGENCY: RESPONSE ACTIONS

1. Get someone to stay with the victim; that person should begin first aid.

2. Call Campus Police at 9-911 and state that you need medical aid. Stay on the phone with the dispatcher and answer as many questions as possible so that additional information can be transmitted to the responding aid unit.

3. Give the following information to the dispatcher:

   - Facility name
   - Building name/Street address
   - Room number and floor
   - Type of problem or injury
   - Individual's present condition
   - Sequence of events leading to the emergency
   - Medical history or doctor (if known)

4. Meet the Responding Aid Unit

FIRST AID PROCEDURES: GENERAL

START BREATHING

Gently tilt the head back and open the airway. Pinch the nose closed and give two slow full breaths. Watch the chest rise and fall during each breath. Breathe into the victim once every five seconds. For infants, breathe more gently once every three seconds. Don't stop until the person resumes breathing or help arrives.

STOP BLEEDING

Help the victim lie down. Press directly onto the wound with sterile gauze, a paper towel, a clean handkerchief, or a clean gloved hand. Maintain steady pressure for 5 to 15 minutes. If the person is bleeding from an arm or leg, elevate that arm or leg.

TREAT FOR SHOCK

Keep the victim flat or with legs slightly elevated. Keep the victim warm.

CHOKING

If the victim can speak, encourage coughing. If the victim cannot speak and is conscious, use the Heimlich Maneuver. For an unconscious person, give resuscitation and call for help. If the obstruction is obvious, try to clear the airway.

CARDIOPULMONARY RESUSCITATION (CPR)

Cardiopulmonary Resuscitation (CPR) is used to start a heart which has stopped, and is only necessary when no pulse can be detected. **DO NOT** attempt to perform CPR unless you have been trained. AED machines should be readily available in each facility and used if necessary.

FIRST AID PROCEDURES: RESPONSE ACTIONS

- NEVER move a person who is injured or unconscious, unless they are in danger of further injury or certain death.
- Know where first aid kits are located.
- Unless you are the only other person around, stay with the victim. Have someone call 9-911 or the TTU Police at 742-3931.

BUILDING EVACUATION

The Texas Tech University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent Building Supervisors, Deans, Department heads, and/or Directors. University Police, after analyzing the situation, may establish an on-site command post. The Director will begin immediate evacuation **IF DANGER IS IMMINENT**.

Formal order to evacuate will be given by one of the following:

- University Police
- Environmental Health & Safety
- Director
- Lubbock Fire Department*

*Upon arrival on the scene, Lubbock Fire Department becomes the authority having jurisdiction. Please note, when a fire alarm sounds, all building occupants must evacuate the building.

STEPS TO OCCUR IN THE AFTERMATH OF A FACILITY DISASTER

PERSONNEL TO CARE FOR ANIMALS

All employees must vacate to a safe area immediately. The Director and/or and Facility Manager will be notified of any disaster and report to assess any resulting damage and address animal care needs.

ANIMAL OBSERVATION AND HEALTH MAINTENANCE

The health and welfare of animals used in research and teaching is one of the primary objectives of the Animal Care Services. All of the elements listed herein are necessary for maintenance of adequate health, nutrition and well being of the animals. The animal technicians observe the animals under their care on a daily basis and report abnormalities to the Facility Manager and/or Attending Vet. Failure to observe the animals may result in inhumane or painful conditions being left uncorrected or untreated. In the event of an emergency, all animals will be checked as soon as access to the facilities is permitted by the emergency safety personnel. Animals suffering from injury will be examined as quickly as possible and treated or euthanized as necessary. Animals that need to be relocated because of damage to a facility, power outage, etc. will be moved as soon as possible to another suitable facility. Dead animals will be removed from their primary housing enclosure and disposed of properly.

FOOD

In general, research animals must be ensured a continuous supply of food which maintains a constant nutrition formula. Some research projects utilize specialized diets. It is often essential to the successful completion of these projects that the animals be maintained without interruption on the correct food. Spoiled or contaminated feed will be discarded and replaced.

WATER

Animals must have a continuous supply of potable water. The water supply to all animal facilities on campus is obtained from the City of Lubbock chlorinated/fluorinated water supply. Water is also essential for sanitation purposes, such as washing caging and other equipment. Inadequate water pressure and temperatures adversely affect the level of sanitation by allowing bacteria and viruses to remain on the equipment. This may, in turn, cause serious health problems for the animals and/or the technicians caring for them. Water is also needed for purposes such as flushing toilets, washing hands, etc. Lack of an adequate water supply can cause life-threatening situations in research animal populations. Most mammals can survive without food for days to weeks, but they cannot live without water beyond 2-3 days. The availability of water is even more important for rodents because of their higher basal metabolic rate. In a case where the water supply to an animal facility has been disrupted, water will be obtained from other facilities on campus to the degree feasible.

TRANSPORTATION

Animal Care Services has a vehicle available for animal transport. If a disaster has destroyed the capability to properly house animals in an animal facility, any remaining animals will be evaluated and transported to another facility on campus if they can be moved without jeopardizing the safety of humans. Equipment and supplies which are in good condition are to be taken to storage areas in undamaged facilities.

ENVIRONMENTAL SUPPORT

Environmental support is dependent upon continuous electric power and a correctly functioning HVAC system. For emergency power outages, emergency generators should be requested from the Physical Plant or obtained from local rental agencies. It is extremely important to maintain the temperature and humidity of the animal rooms within targeted thermo-neutral zones. These are the environmental conditions for which the animals are best adapted physiologically, causing the least effect on animal metabolism and behavior. Typically, the animal rooms are maintained at temperatures that range from 68° to 75° F. Complete air exchanges typically range between 10 and 15 air changes per hour. Light cycles in individual rooms vary from periods of 10 hour light - 14 hour dark to 12 hour light - 12 hour dark. Failure in any one component of environmental support can have adverse impact ranging from minor annoyance to death of animals. Extreme fluctuations/alterations in temperature and humidity will alter the physiologic parameters of the animal which can result in death. Alterations in light cycles may result in invalidation of important research data. HVAC system disruption may cause health problems in animals and employees as well as an accumulation of annoying odors and/or harmful fumes.

CONTAMINATION CONTROL

If animals are infected or even potentially infected with biohazardous agents, facility personnel should ensure that appropriate precautions are followed (e.g., protective clothing, gloves, etc.) to prevent exposure to or transmission of the agent. Emergency personnel should consult with facility representatives to determine appropriate precautions before attempting to secure the facility following an emergency situation. Adequate control of contamination is dependent upon personnel following established sanitation procedures. Equally important are the proper storage of food supplies, handling and refrigeration of carcasses, adequate clean water supply and sewer support. Power and water are also required for the proper operation of sanitizing equipment. Failure of contamination control could result in significant health problems in the animals and employees.

RESEARCH SUPPORT

Investigators should be contacted as soon as possible when problems (e.g. health problems, power outages, and temperature changes) arise with their animals or if any alterations in routine plans for their proper care occur (e.g. room or building relocations, etc.). In the event of an emergency situation, the investigator should be contacted to determine if the situation will adversely affect the research and if changes are necessary to maintain proper animal care. Failure or inability to contact the investigator could result in loss of important data for research projects.

POWER FAILURE: GENERAL

ANIMAL OBSERVATION AND HEALTH MAINTENANCE: Animals will be monitored frequently to ensure their comfort. Depending on the estimated time for repair, animals may be relocated to a more suitable area. For animals which cannot be readily relocated, arrangements will be made for temporary equipment to maintain acceptable environmental conditions. In the event that proper conditions cannot be maintained so as to prevent animal suffering and/or death, as a last resort the animals will be humanely euthanized.

FOOD: A breakdown of the air handling system for extended periods of time may result in higher levels of humidity and temperature. These excessive levels could affect the quality of feed. All feed will be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced immediately.

WATER: Not anticipated to be a problem.

ENVIRONMENTAL SUPPORT: Should a campus power outage affect the HVAC system, the animal room temperatures will be monitored and the use of portable climate control devices will be used when indicated or animals will be relocated.

RESEARCH SUPPORT: Attempts will be made to contact all investigators to inform them of the status of their animals as soon as possible.

Readiness

- NEVER use an open flame such as a match or lighter for a light source.
- Know the location of a flashlight and batteries.

POWER FAILURE: RESPONSE ACTIONS

- Call 742-3931 to report the outage to Campus Police or call 742-4677 to report to Physical Plant Work Control.
- Check to see if critical equipment has power and is operating; for example, make sure that freezers are plugged into emergency outlets.
- Turn “OFF” all electrical equipment, including light switches (if not on emergency power backup). When service is restored, power surges may occur that can damage electrical equipment. If you are uncertain that the equipment is off, unplug it.
- You may be required to stay in the building even though the power is out if it is unsafe to travel on city streets (for example, a wind storm blowing down trees and/or overhead wires).

POWER FAILURE: EVACUATION PROCEDURE

- Locate your flashlight and use it. NEVER use an open flame such as a match or lighter for a light source.

- If another emergency (e.g., fire) accompanies the power failure, follow response actions for the other emergency as well. Stay where you are unless fire or other emergency requires immediate evacuation. Use a battery operated radio to check on local outage reports or other emergency information.

- Use hallways to exit. Stay to the right side of the hallway at all times and use the handrails to avoid possible collisions or loss of balance. When you get outside the building, report to your Supervisor at the assembly area so that we know everyone is out of the building.

Breakdown of Building Heating and Air Conditioning System Is Subject to the Same Response and Actions Required in the Event of a Power Failure.

UTILITY SYSTEM FAILURE AND BASIC STAFF RESPONSE

FAILURE	WHAT TO EXPECT	WHO TO CONTACT	YOUR RESPONSIBILITY
Electrical power failure, emergency backup working	Some lights/equipment out. HVAC may be out.	Campus Police, 742-3931 Physical Plant, 7422-4677 Building/Facility Manager	Ensure that essential equipment is functional. Use a flashlight.
Electrical power failure, no emergency backup power	Complete darkness with no functional HVAC system or other equipment.	Campus Police, 742-3931 Physical Plant, 742-4677 Building/Facility Manager	Use a flashlight. Leave the building if necessary.
Elevators out of service	Elevator unresponsive; possibly stopped between floors.	Campus Police, 742-3931 Physical Plant, 742-4677 Building Manager	Use the stairs
Elevator stopped between floors	Elevator alarm bell sounding	Campus Police, 742-3931 Physical Plant, 742-4677 Building Manager	Talk to the people on the elevator to let them know that help is on the way.
Fire alarm system failure	No fire alarm or sprinklers	Campus Police, 742-3931 Physical Plant, 742-4677 Building/Facility Manager	Minimize fire hazards. Use phones or runners to report fire.
Natural gas failure or leak	Odor, no flames on burners	Campus Police, 742-3931 Physical Plant, 742-4677 Building/Facility Manager	Turn off gas equipment. Don't turn on or off spark-producing devices such as electric motors, switches, telephones, etc.
Animal care equipment	Equipment not functioning properly (or not at all)	Building/Facility Manager	Replace and tag defective equipment.
Sewer stoppage	Drains backing up	Physical Plant, 742-4677 Building/Facility Manager	Do not flush toilets. Do not use water.
Telephones	No phone service	Communication Services, 2-2000 Building/Facility Manager	Use cell phones and pagers if available. Use runners as necessary.
Water	Sinks, toilets, hoses, etc. inoperative	Physical Plant, 742-4677 Building/Facility Manager	Minimize fire hazards. Use bottled water for drinking.
Water non-potable	Tap water unsafe to drink	Physical Plant, 742-4677 Building/Facility Manager	Place "Non-Potable Water: Do Not Drink" signs on all drinking fountains and water basins
Ventilation	No ventilation, heating, cooling or humidity control	Physical Plant, 742-4677 Building/Facility Manager	Open doors. Use portable fans and generator as necessary. Restrict use of hazardous/odorous materials.

BOMB THREAT, BOMB OR SUSPICIOUS ITEM FOUND: GENERAL

Bomb threats are usually received by telephone, but can also come by note, e-mail, or letter. Most telephoned bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls are to be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat by telephone, do not hang up. It is important that you remain calm, try to prolong the conversation and get as much information as possible. If a bomb threat is received, follow Texas Tech University's Policy.

TTUOP76-06 Bomb Threat Procedures
POLICY/PROCEDURE
Upon receipt of a bomb threat, the person receiving the call should immediately notify the Texas Tech Police Department and then the departmental supervisor. A checklist is available to assist in obtaining helpful information (see attachment). The Texas Tech Police Department communications operator will immediately dispatch officers to the location of the reported threat to perform a cursory search of the premises and assume responsibility for handling the threat.
Should a search require a substantial disruption of normal activities, the chief of police will notify the senior vice chancellor/ chief financial officer, or designee, and the president. The Texas Tech Police Department will coordinate the dissemination of necessary information to the Office of Communications and Marketing.

ALWAYS PRESUME THAT BOMB THREATS ARE REAL

Be especially careful if a bomb threat has been received by note, letter, e-mail or phone. Look for mail that appears to be out of place, unusually wrapped or otherwise suspicious. Note any package, foreign object or odd device located in an unusual place. If a bomb threat has been received, carefully survey your work area and inspect mail before opening.

Evacuation may be necessary following a bomb threat, the identification of a potential bomb or following an explosion of any type. Personnel should be familiar with the floor plans and evacuation instructions for their facility.

BOMB THREAT BY PHONE: RESPONSE ACTIONS

- Remain calm
- Stay on the phone
- Collect as much information as possible. Follow the bomb threat check list.
- Report the threat to Campus Police at 742-3931. If possible, get a co-worker to do this while you continue talking to the caller.
- Survey your work area for unusual packages or foreign objects in an unusual place. If you find something, don't touch it.

- Secure the area to prevent entry and wait for the police.

BOMB THREAT EVACUATION: RESPONSE ACTIONS

- Note the size and location of any unfamiliar, strange or suspicious objects on your way out.
- Leave the building immediately.
- Use the primary evacuation route for your area unless you are directed to use an alternate route.
- Once you are outside, go directly to the assigned assembly area for your facility.
- Move away from the building at least 200 feet.
- Stay outside of the building until you are told by Campus Police or Building Manager that it is safe to re-enter.

DEMONSTRATION / CIVIL DISTURBANCE / THREAT of TERRORISM

Animal Care Services employees need to be alert to unauthorized persons on or near ACS property. Animal activists may pretend to have authority to gain access or may claim to "have a delivery", an "appointment" or to have left their access card elsewhere. All animal facilities are secure areas. Do not engage unauthorized individuals or demonstrators in conversation. If an unscheduled protest or animal activist threat occurs, the Director or Facility Manager should be notified immediately. They will notify the TTU Police Department in the event of a protest/animal activist threat.

Readiness

1. Remain calm and be courteous.
2. If you arrive during a disturbance, do not attempt to interact with the demonstrators and if possible, leave the area at once. Avoid a confrontation.
3. If you are inside the building, stay in your office or work area.
4. If you are inside the building and need to leave, request a TTU Police escort by calling 742-3931.
5. Use the stairs to exit the building rather than the elevators.

RESPONSE ACTIONS

- If you learn of animal activists targeting the animal facility in any way, either on University property, at researcher's homes, or elsewhere, immediately notify your supervisor. Also call the TTU Police Department at 9-911 in the event of a break-in or if another illegal act is in progress.

- Tell the responding officer the nature of the situation, the location, the number of people involved and any possible threat to employee safety.

BREAK IN

In the event criminal activity is observed, including vandalism, theft, crimes of violence, etc. this should immediately be reported through the 9-911 Dispatcher to the TTU Police Department.

Information to be provided will include:

- Your name
- Type of crime
- Exact location of crime
- Answers to any questions which you may be asked
- Phone number at the scene

An individual reporting a crime should not attempt to personally prevent the crime or detain the criminal unless it is a matter of self-defense. The best course of action is to contact the police department and let the officers intervene. However, if feasible gather as much information as possible about the criminal, taking the time to note height, weight, sex, race, age, clothing, vehicles involved, and if the individual is armed or not.

ANIMAL OBSERVATION AND HEALTH MAINTENANCE: Any animals that may be loose in the facility will be captured, identified, and returned to cages or euthanized depending on their condition. Any animals killed as a result of vandalism will be disposed of after investigation and release by TTUPD officials.

FOOD: If the feed is destroyed by an act of vandalism, an order will be placed immediately with the local vendor for replacement. Feed will be shipped in by overnight delivery if needed.

WATER: If vandalism disrupts the water supply, fresh water will be brought in from other areas until repairs are made.

ENVIRONMENTAL SUPPORT: The Facilities Division is responsible for the operation of the HVAC systems. If vandalism disrupts any of these services, Facilities will be contacted to correct the problem.

CONTAMINATION CONTROL: The Environmental Health & Safety (EH&S) will be notified of any contamination resulting from vandalism (e.g. chemicals being spilled). Spills will be cleaned up per EH&S instructions. Other possible sources of contamination such as standing water or spoiled feed will be cleaned up and disposed of in an appropriate fashion. In facilities housing animals which are potentially infected with biohazardous agents, facility personnel should ensure that appropriate precautions are followed (e.g., protective clothing, gloves, etc.) to prevent exposure to or transmission of the agent. Emergency personnel should consult with facility representatives to determine appropriate precautions before attempting to secure the facility.

RESEARCH SUPPORT: Attempts will be made to contact all investigators to inform them of the status of their animals as soon as possible.

TEXAS TECH UNIVERSITY FIRE EMERGENCY ACTION GUIDELINES

Before A Fire Emergency

Familiarize yourself with the locations of at least two exits in your area of the building. Know where the nearest fire alarm pull stations and fire extinguishers are located.

What To Do If You Discover A Fire

1. If you smell or see smoke or evidence of fire, activate the fire alarm by pulling the closest fire alarm pull station. If you hear the fire alarm you must evacuate the building. **Assume all alarm activations are real.**

2. If the fire alarm system is not working and you discover smoke or fire, exit the building immediately. Yell fire on your way out of the building to advise others. From a safe location call 911 to report the emergency. Be sure to give the name of the building and location of the fire.

3. Remove any person in immediate danger if possible without endangering yourself.

4. Before opening doors, feel the door with the backside of your hand to see if it is hot. If it is not, open it slowly. If conditions allow, proceed to the nearest exit. If smoke is too heavy do not enter, find another exit.

5. Exit the building immediately. Do not lock doors behind you.

6. In a multiple story building, use stairwells to exit the building. Never attempt to use an elevator.

7. Call 911 from a safe location (give the location of the fire). Even though AFS has a monitored fire alarm system, you must still call 911 to report the alarm. Remember although the systems may be monitored, equipment malfunctions can occur.

8. If conditions will not allow you to exit your room, stay in the room, remain calm, and close the door. Call 911, give your location and situation, and wait for the fire department to assist you.

Place a towel, sheet or article of clothing along the bottom edge of the door. Wet the item if possible. The air is fresher near the floor so remember to stay low in smoke filled areas.

9. Everyone evacuating the building must report to a safe meeting area, located at least 200 feet from the building. The purpose of this is to ensure everyone is out of the danger zone and to provide adequate working areas for fire department vehicles and fire suppression operations.

10. The Lubbock Fire Department will perform search, rescue and fire suppression operations as needed.

11. **Do not re-enter the building** until the fire department has completed their work, determined the building is safe, and permission to re-enter has been given by the TTU Fire Marshall.

12. Remember fire safety is everyone's responsibility.

FLOOD

ANIMAL OBSERVATION AND HEALTH MAINTENANCE: Flooding at Texas Tech from natural causes is a very unlikely event, however, flooding from a broken waterline is possible. Animals deemed to be at risk will be relocated if possible. If relocation is not possible, animals will be moved to the safest available location (e.g., the highest row on a cage rack or bank of cages, or room furthest from possible flood area) and monitored frequently. All animals will be checked as soon as access has been granted to a flooded building. Dead animals will be removed from their primary housing enclosure and disposed of properly. Animals suffering from exposure will be examined and treated as soon as possible.

FOOD: If a flood within any of the facilities should damage the feed supply, the vendor will be contacted for delivery of new food immediately. Should a prolonged power outage occur, all feed will be closely monitored for spoilage and discarded and replaced as necessary.

WATER: Water will undergo quality testing if widespread flooding occurs. Bottled water may need to be purchased until the City has tested and proven that the water supply is once again safe for consumption.

TRANSPORTATION: If a flood destroys the capability to properly house animals in the AFS facility, any remaining animals will be transported to another facility on campus if possible. Undamaged equipment and supplies will also be relocated to another appropriate facility on campus for storage.

CONTAMINATION CONTROL: Any standing water will be cleaned up immediately. Any dead animals will be removed from their primary enclosure, bagged if appropriate, and disposed of properly.

RESEARCH SUPPORT: Attempts will be made to contact all investigators to inform them of the status of their animals as soon as possible.

TORNADO: GENERAL

In animal facilities where there are no windows, it is difficult to know what the weather is like outside. Radio weather updates, as well as word-of-mouth reporting from people on the "outside" (or people with windows) will keep you informed while you're working.

Terms you should know: a ***tornado watch*** means that weather conditions are right for tornadoes to develop. ***Tornado warning*** means that a tornado has been sighted by a spotter or has been indicated by local radar. In addition, severe thunderstorms can produce tornadoes or cause damage of their own from lightning, wind and hail. The same watch/warning terms can be applied to severe thunderstorms: a ***severe thunderstorm watch*** means that weather conditions are right for severe thunderstorms to develop. A ***severe thunderstorm warning*** means that severe thunderstorms have been observed by spotters or have been indicated on local radar.

Readiness

- Know where to go: head for an interior room with no windows on the lowest floor.
- Listen to a radio for severe weather updates.
- Be prepared for a utility outage: know the location of a flashlight and batteries.
- NEVER use an open flame such as a match or lighter for a light source.

TORNADO: RESPONSE ACTIONS

1. If a tornado warning is issued for the immediate area, move to an interior room with no windows.

2. Do not place yourself or your fellow employees in danger to move animals.

3. Stay where you are unless a fire or other emergency requires immediate building evacuation.

4. Check to see that your co-workers are all right; however, do not attempt to move an injured person unless danger is imminent.

5. If the power is out, do not use candles, matches or other flames and do not turn electrical equipment on or off.

If you receive word to evacuate the building, use your primary evacuation route and go directly to the assigned assembly area for your facility. Use the stairs and hold the handrail

TORNADO

ANIMAL OBSERVATION AND HEALTH MAINTENANCE: All animals will be checked as soon as access to the facilities is permitted by the emergency safety personnel. Animals suffering from injury will be examined as quickly as possible and treated or euthanized as necessary. Animals that need to be relocated because of tornado damage to a facility will be moved as soon as possible to another suitable facility. Dead animals will be removed from their primary housing enclosure and disposed of properly. Biohazardous animals will be evaluated and a determination made whether or not they can be moved or must be euthanized.

FOOD: Spoiled or contaminated feed will be discarded and replaced as soon as possible.

WATER: In a case where a tornado disrupts the water supply to a facility, water will be transported in from other facilities on campus.

PERSONNEL TO CARE FOR ANIMALS: If a tornado occurs during working hours, all employees in the outlying areas must vacate to a designated safe area immediately. The facility Director and/or Supervisor will be notified of any tornado and report to assess any resulting damage.

TRANSPORTATION: If a tornado has destroyed the capability to properly house animals in the ESB facility, any remaining animals will be transported to another facility on campus or euthanized. Undamaged equipment and supplies will be taken to storage areas within undamaged facilities.

CONTAMINATION CONTROL: Any dead animals will be removed from cages and disposed of properly.

RESEARCH SUPPORT: Attempts will be made to contact all investigators to inform them of the status of their animals as soon as possible.

TOXIC CHEMICAL SPILL OR RELEASE

Texas Tech University Policy
OP60-03 Hazardous Material Spills

POLICY/PROCEDURE

1. **General Statement**

Many chemicals classified as hazardous are used on campus each day; some are in small quantities, while others amount to thousands of gallons/pounds. To discharge any amount of these chemicals into the environment is a violation of state and federal law. Incarceration and/or fines of up to $10,000 per occurrence, restitution for damages, and cost of cleanup are possible consequences for the responsible parties. Responsible parties include, but are not limited to, the university and individuals involved. A policy of zero discharge, release, or improper disposal is, thereby, mandatory. Since the types and quantities of hazardous materials are too numerous to be covered, this OP is directed at initial action and mandatory reporting procedures.

2. **Definitions**

a. Containment - Control of the material to prevent spread until proper cleanup can be undertaken.

b. Disposal - The proper disposition of the hazardous material after its use or cleanup. Only the university EH&S office is authorized to dispose of hazardous material.

c. Emergency Response Guidebook - Official guide published by the U.S. Department of Transportation (DOT P 5800.3) that gives recommended actions for spills of hazardous materials.

d. Environment - Air, water, or land about us, including means of introduction such as sink and floor drains, sewers, ditches, gutters, and storm drains.

e. Hazardous Material - Any substance in any form (solid, liquid, gaseous) that is identified as hazardous by label, *Material Safety Data Sheet* (MSDS), Emergency Response Guidebook, or knowledge. Materials suspected of being hazardous or whose hazardous properties are unknown must be treated as hazardous until evidence to the contrary is presented and verified.

f. SDS - *Safety Data Sheet* provided by the manufacturer or distributor for each hazardous material.

g. Major Spill - The unplanned release of a hazardous material to the environment that poses potential harm.

h. Minor Spill - The unplanned release of a hazardous material to the environment that is readily contained, easily cleaned up for proper disposal, and poses no threat.

i. Texas Commission of Environmental Quality (TCEQ) - The state of Texas regulatory body empowered to enforce environmental regulations.

j. U. S. Environmental Protection Agency (EPA) - The federal regulatory body empowered to enforce environmental regulations.

3. **Responsibility**

It is the responsibility of each supervisor to ensure proper identification of hazards, training, availability of safety equipment, and handling and disposal of all hazardous materials in his or her assigned areas. Full compliance with regulations governing information and right-to-know of employees concerning SDS is mandatory.

4. **Containment Procedure**

a. Minor Spill

In the event of a minor spill, trained personnel shall undertake immediate cleanup and proper disposal. Contact EH&S prior to attempting any cleanup.

b. Major Spill

In the event of a major spill, an attempt to secure or prevent further spill should be made if it can be accomplished safely. At no time shall employees place themselves in danger by trying to contain a spill. EH&S is trained and equipped to handle spills and shall be the initial contact for spill response. Notification is extremely critical and should be accomplished immediately. Using any means possible (dirt, rags, lumber, etc.), minimize the spread of the material, and prevent it from entering drains, sewers, or run-off ditches or gutters. Get additional help, but keep all personnel clear until responsible supervisory personnel are on the scene. Immediately notify EH&S of the type of spill, location, quantity, and potential threat. In situations outside normal working hours, EH&S can be contacted through the university Police Department or emergency maintenance.

5. **Notification**

In the event of an unauthorized release of a reportable quantity of a hazardous material to the environment, the TCEQ and Environmental Protection Agency (EPA) must be notified immediately by telephone, with a hard copy report submitted within 24 hours. The environmental safety manager is designated as the initiator of these reports, making it imperative that he/she be notified immediately of the spill. Whenever toxic solids, liquids or vapors are unintentionally released on TTU property, every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.