

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 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, many of these are components of the campus mandated Emergency Action Plan (EAP):

- Unit's command structure
- Communication plans
- Evacuation map and a designated meeting place
- Instructions for contacting Operations and Maintenance/Facilities Management 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
- Plans for dealing with transportation disruptions (vehicle accident or breakdown)

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.

UC Davis Office of the Attending Veterinarian Standards of Care

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

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

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 or an electronic copy that is not dependent on local campus networks, for example in a campus sponsored/approved cloud ie BOX, google docs or One Drive.

For information on obtaining a copy of the Animal Care Program campus plan or assistance completing your plan supplement please contact IACUC-Staff@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.

All units are expected to 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.

Units housing USDA covered species are required to maintain plan documentation and documentation of annual training for a minimum of 3 years (USDA, updated 12/2021). <https://www.aphis.usda.gov/awa/contingency-planning-rule>