BU ASC EMERGENCY RESPONSE PLAN OVERVIEW

1. Purpose

1.1. Animal facilities may be subject to unexpected conditions that result in the catastrophic failure of critical systems, significant personnel absenteeism, or other unexpected events that severely compromise ongoing animal care and well-being. The purpose of the Boston University Animal Science Center (BU ASC) Emergency Response Plan Overview is to define the scope of the specific Emergency Response Plans for Boston University’s research facilities.

2. Applicability

2.1. This plan applies to all researchers, faculty, staff and contractors that work with research animals and related facilities at Boston University. These plans apply to facilities managed by BU ASC as well as all satellite housing facilities on both campuses.

3. Assumptions

3.1. The BU ASC emergency response plan is designed to supplement the BU Emergency Response Plan. Boston University has established guidelines to address those emergency events deemed reasonably probable in the locale. As such, these plans will be approved by the institution and be part of the overall institutional disaster response plan. Law enforcement and emergency personnel will be notified of these plans and will be consulted about them to ensure proper integration with the responses that may occur in any of the described situations.
3.2. The plans will 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. Whenever possible, the plan will describe how the facility will preserve animals that are necessary for critical research activities or are irreplaceable. Investigators with unique genetically altered lines of rodents are encouraged to cryopreserve or otherwise maintain animals in multiple or off-site locations. Animals that cannot be relocated or protected from the consequences of an emergency situation must be humanely euthanized.

3.3. Disaster plans will be established in conjunction with the responsible investigator(s), taking into consideration both the priorities for triaging animal populations and the institutional needs and resources.

3.4. These guidelines encompass fires, utility failure, natural/weather related and civil disturbance situations based upon our knowledge of this geographic locale and the probability of a particular type of disaster. Disasters and emergencies that do not directly or indirectly involve animals will be handled according to the BUMC Emergency Response Plan. Efforts should be taken to ensure personnel safety and provide access to essential personnel during or immediately after an emergency situation. In cases where human safety is directly or indirectly involved, that will take precedence over animal safety. In cases where humans are not at risk and animals are directly or indirectly involved, the BU ASC Emergency Response Plan may also be implemented.

3.5. This plan describes the types of disasters anticipated, the operational phases of disasters, including assumptions, notifications, procedures, and recovery actions, and provides a description of the conditions which dictate the declaration of these phases. There are also sections describing the chain of command, along with the personnel and departmental roles and
responsibilities for the situations described. Emergency response plans will identify essential personnel who should be trained in advance in its implementation.

3.6. The BU Emergency Response Plan describes the response levels to disasters and how disasters are declared. A *Phase A Advisory* response is considered a report of a potential emergency event or one, which can be handled through personnel on-site at the time of the incident. A *Phase B* response will be declared when a response to an event requires the assistance of personnel from other departments. A *Phase C* response will be declared when a major emergency event exists which requires assistance from personnel that are presently not on site. It may also require the assistance from contractors and outside agencies.

3.7. Types of emergencies that might occur are divided into three categories:

3.7.1. Acute hazards to animal (and human) life (fire, flood, toxic chemical release, bomb threats)

3.7.2. Temporary to long-term loss of service or supplies (power failure, loss of HVAC control, shortages of feed or bedding supplies due to impassable roads)

3.7.3. Shortage of personnel due to travel restrictions (e.g. impassable roads due to weather, loss of access to building due to civil situations or animal rights activists)
4. Definitions

4.1. **BU** is Boston University including all components (Schools, Colleges, Centers, Departments, etc.) that are physically located on the following BU campuses: 1) Boston University Charles River Campus (CRC) and 2) Boston University Medical Campus (BUMC).

4.2. **CRC** is Boston University Charles River Campus. It includes the main campus that runs along Commonwealth Avenue for a variety of undergraduate and graduate schools and colleges.

4.3. **BUMC** is Boston University Medical Campus. It includes Boston Medical Center, the Boston University Schools of Medicine, Dental Medicine and Public Health and Bio-Square.

4.4. **OEHS** is the Director of Environmental Health and Safety. **EH&S** is the Office of Environmental Health and Safety within Research Compliance.

4.5. **DERP** is the Director for Emergency Response Planning.

4.6. **FMP** is the Facilities Management planning.

4.7. **BU ASC** is the Boston University Animal Science Center.

4.8. **Responsible Official** is the person defined by the Department of Health and Human Services (CDC Select Agent Rule 42 CFR 73.0) who is designated by an entity to be responsible for the select agent program.

4.9. **IBC** is the Institutional Biosafety Committee

4.10. **IACUC** is the Institutional Animal Care and Use Committee

4.11. **ROHP** is the Research Occupational Health Program and includes the Occupational Health Center (**OHC**) on the CRC.
5. Emergency Response Plans

5.1. The following incidents have Emergency Response Plans (ERP) listed herewith:

5.1.1. ERP 1 Fire
5.1.2. ERP 2 Release of a Toxic Chemical
5.1.3. ERP 3 Flood or Water Leak
5.1.4. ERP 4 Bomb Threat, Suspicious Package or Letter
5.1.5. ERP 5 Severe Weather
5.1.6. ERP 6 Power Failure
5.1.7. ERP 7 Loss of Potable Water
5.1.8. ERP 8 HVAC Loss
5.1.9. ERP 9 Animal Rights Protests
5.1.10. ERP 10 Logistics Response Plan
5.1.11. ERP 11 Medical Incident

6. Training

6.1. ASC Staff will be trained on their responsibilities and the process contained within the ERPs listed above. Training will be performed annually.

7. Notifications& Reports

7.1. Occurrence of an incident specified in these Emergency Response Plans will result in notification by the BU Animal Science Center Management, Animal Care Technician or Veterinary staff, other laboratory staff or researcher to the Control Center by telephoning 8-4444 or 4-6666.
7.2. Once notified, based upon these Emergency Response Plans, the Control Center notify the BUASC response team with information affecting the BUASC operations.

7.3. All other “normal” emergency response codes and notifications are in effect and shall be made by the Control Center as specified in the Boston University Emergency Response Plan.

8. **After Action Report**

8.1. After an emergency incident, the appropriate ERT or the Emergency Response Planning office will meet to review the incident, its response and any corrective actions in an After Action Report that will be presented to the BU IBC, the BU IACUC, and the BU EH&S if applicable.

9. **References**

9.1. Emergency Contact Information
9.2. BU Emergency Response Plan
9.3. BUMC Emergency “Flipchart”
9.4. Considerations to triage animals in an emergency
9.5. BU ASC Emergency Matrix
### 10. ERP Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Section/Paragraph Changed</th>
<th>Changes Made</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>V.1</td>
<td>N/A</td>
<td>None, Original Version</td>
<td>02/15/08</td>
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<tr>
<td>V.2</td>
<td>Entire Document</td>
<td>Reformatted the ERP to bring it in line to one BU concept with the Animal Science Center replacing the LASC and the LACF.</td>
<td>08/01/13</td>
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