

MONTANA STATE UNIVERSITY

[MONTANA WATER CENTER]

AQUATIC SCIENCES LABORATORY

EMERGENCY RESPONSE PLAN

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I. OVERVIEW

A. Building Description: The Aquatic Sciences Laboratory is a single-story pre-manufactured modular building occupying approximately 1,500 sq. ft. of floor space. An external addition to the building on the north side houses the water waste boilers in a ground level room and the system water sump tanks in a sunken room. An 8-foot-high chain-link fence encloses a lot on the north side of the building including the external addition and a metal storage container. The building is located in the Southeast Quadrant of the campus in the former “faculty court.” The building is serviced by a paved road that extends westward from the southern termination of 5th Avenue and dead-ends in front of the lab building.

B. Building Supervisory Personnel:

Building Supervisor: Trey Kucherka, MS
Building Safety Officer: Eve Davey, BS

C. Emergency Assembly Locations:

Inside Assembly Location: East doorway; near the bathroom.
Outside Assembly Location: South of Aquatic Sciences Laboratory; near
the white bungalows.

D. Emergency Exit Locations:

There are three emergency exits: East entrance near the bathroom
Loading dock on the southside of the building
West entrance near the desk

All emergency exits are well-marked with lighted, battery-operated signs above the doorway.

E. Emergency Life Safety Systems:

1. Fire Extinguishers - There are a total of three fire extinguishers located throughout the Aquatic Sciences Laboratory: one unit each located at the east and west entrance to the lab building, and one unit in the invertebrate room mounted next to the doorway.

2. Eye Wash Station - An eye wash station is located inside the bathroom.

3. Emergency Generator - A dedicated emergency generator is located in the yard adjacent to the westside of the building and provides power for the following services in the event of a power outage:

- a. Water circulation pumps: Three pumps on the large recirculating system; one pump on each of the three small recirculating systems. The pumps along with the chillers and UV sterilizers on generator power, and the sand filters and bead filters, which are not powered, comprise the required components to keep the system water supply clean, temperature-controlled, and circulating.
- b. Water chillers: A heat exchanger on the large recirculating system; one chiller on each of the small recirculating systems.
- c. UV sterilization: One UV sterilizer on each recirculating systems.
- d. Emergency receptacles are spaced throughout the lab.
- e. Additionally, the emergency and exit lights are maintained by battery power and the pair of HVAC units that service the air supply for the entire lab are gas-powered.

II. EMERGENCY RESPONSE - PERSONNEL ASSIGNMENTS, RESPONSIBILITIES AND DUTIES

A. Personnel Assignments

1. Building Supervisors and Alternates

	<u>Name</u>	<u>Primary Phone</u>	<u>Secondary Phone</u>
Primary:	Trey Kucherka	c: 581-3482	h: (361) 549-8466
1st Altn.:	Eve Davey	h: 586-9529	p: 582-2561
2nd Altn.:	Gretchen Rupp	o: 994-1771	h: 586-8363
3rd Altn.:	Chris O'Rourke	o: 994-6803	h: 582-7992

Note: In the unlikely event that the building supervisor or an alternate is not available, decisions concerning building evacuation and emergency procedures will be made by the University Police, Safety and Risk Management or the Biosafety Committee's responsible official in consultation with the Vice President for Research's office and/or the Institutional Animal Care and Use Committee chairperson.

2. Building Safety Officers

	<u>Name</u>	<u>Primary Phone</u>	<u>Secondary Phone</u>
Primary:	Eve Davey	h: 586-9529	p: 582-2561
1st Altn.	Trey Kucherka	c: 581-3482	h: (361) 549-8466
2nd Altn.	Julie Alexander	o: 994-4068	h: 579-9755
3rd Altn.	Karlee Davenport	o: 994-7644	h: 599-8873

3. Evacuation Wardens

	<u>Name</u>	<u>Primary Phone</u>	<u>Secondary Phone</u>
	Trey Kucherka	c: 581-3482	h: (361) 549-8466
	Eve Davey	h: 586-9529	p: 582-2561
	Julie Alexander	o: 994-4068	h: 579-9755
	Karlee Davenport	o: 994-4068	p: 599-8873

B. BUILDING SUPERVISOR - RESPONSIBILITIES

1. Assign building emergency and evacuation personnel and establish a building emergency plan.
2. Conduct a meeting at least annually with the Building Safety Officer and the Building Evacuation Wardens to communicate emergency procedures outlined in the Building Emergency Response Plan. The Building Emergency Response Plan will also be covered as part of the orientation for new personnel using the ASL.
3. Authorize entry into Aquatic Sciences Laboratory **only after consultation** with responsible emergency response personnel or other appropriate officials after it has been determined that it is safe to re-enter. *(In some circumstances, the building or area may be designated a crime scene as in the case of a break-in or vandalism. In these cases, the responsible investigative entity will have the authority to determine reentry.)*

C. BUILDING SAFETY OFFICER - RESPONSIBILITIES

1. Maintain the following items in the ASL at all times:
 - a. An operable flashlight
 - b. A whistle or other means to direct an emergency warning
 - c. University telephone book and local telephone directory
 - d. A copy of the Building Emergency Response Plan including names, locations and telephone numbers of all building Evacuation Wardens
 - e. A vest, hat or other article of clothing provided to clearly indicate the wearer as the Building Safety Officer.

2. Immediately, upon receipt of verbal or other communication that a building emergency exists, contact the University Police (994-2121) and provide information with respect to the type of emergency, location of emergency within building, and verification that building evacuation will be initiated. University Police will contact the appropriate emergency response personnel.

3. Establish contact with appropriate emergency response personnel and MSU Emergency Response Team members in order to provide building evacuation and occupant information.

4. Contact the Building Supervisor providing all relevant information with respect to a building emergency and/or evacuation.

D. EVACUATION WARDENS - RESPONSIBILITIES

1. In the event of discovery of fire or other building emergency, or upon verbal or other notification that a building emergency exists, the Wardens notify the Building Safety Officer.

2. Based on lab layout and job responsibilities, the Evacuation Wardens are likely to be in separate portions of the ASL or at another location on campus at the time of the emergency. Therefore evacuation plans must be well understood by anyone working in the ASL in case a Warden is not immediately available. Wardens should quickly check all rooms en route to the Inside Assembly Point and alert occupants to evacuate the building. This includes the main lab, which is not enclosed, and the bathroom and invertebrate room, which have doors. Also, the external lab facilities must be checked, including the boiler room, sump room, and storage building.

3. There should be no attempt to enter smoke-filled rooms, hallways or other areas where suspected danger exists: however, Wardens should make a reasonable attempt to notify any potential occupants in these areas by loudly knocking on the door and/or shouting.

4. After evacuation, the Evacuation Wardens shall proceed to the designated Assembly Point and provide the Building Safety Officer with any information which will assist emergency response personnel, such as: possible areas where occupants may still be in building, any refusals to evacuate, etc.

5. Evacuation Wardens shall verify prior knowledge of any occupants in their area who may have special needs during an emergency or other evacuation. Special needs individuals may include the following: sight-impaired, hearing-impaired or mobility-impaired individuals.

6. Evacuation Wardens shall not enter the building, once evacuated, or authorize entry unless informed to do so by the Building Safety Officer, Building Supervisor or other MSU official.

E. FACULTY AND SUPERVISORY RESPONSIBILITIES

Note: Faculty and supervisors are likely not to be present, but these are their responsibilities should they be present in the lab during an emergency.

1. Faculty and supervisors shall inform occupants to proceed to the nearest EXIT and evacuate the building upon notification that an emergency exists and evacuation has been ordered.

2. Faculty and supervisory personnel shall assist in the orderly evacuation of all staff and students.

3. Faculty and supervisory personnel shall assist Evacuation Wardens in preventing unauthorized entry into the building in the event of emergency or evacuation.

4. Faculty and supervisory personnel shall not enter the building, once evacuated, or authorize staff or students to enter until informed to do so by the Evacuation Wardens, Building Safety Officer, Building Supervisor or other MSU official.

F. STUDENTS AND STAFF RESPONSIBILITIES

1. Upon notification that a building emergency exists and evacuation is ordered, all students, staff and other individuals in the building shall proceed in an orderly fashion to the nearest EXIT and proceed to a safe location away from the building.

2. All students and staff shall report the location of any persons remaining in the building to their instructor or supervisor, or other building or MSU official.

G. ASSEMBLY POINTS

1. Sites - The following sites should be used by all personnel evacuating the building in an emergency or emergency drill situation:

Inside Assembly Location: East lab entrance near the bathroom; personnel will not remain at this assembly point for more than 30 seconds for the purpose of determining that all personnel in the building are aware of the emergency.

Outside Assembly Location: South of the Aquatic Sciences Laboratory, near the white bungalows. If weather conditions warrant or a safer location is indicated, the Building Supervisor will direct personnel to an alternative location.

2. Procedure - At the outside assembly location, Evacuation Wardens will account for any individuals who may, whether incapacitated or not, have remained in the building. All faculty, staff, and building safety personnel will remain at the assembly location until directed to do the following:

- a. Re-enter the building,
Or
- b. Move to an alternate assembly location,
Or
- c. Relocate to another work location,
Or
- d. Leave campus and return to work when notified to do so

H. EMERGENCY PROCEDURES TRAINING

1. Initially, upon adoption of the building emergency evacuation plan, the building supervisor will conduct training for all Building Safety Officers and Evacuation Wardens as to their responsibilities and the contents of the plan.

2. Annual retraining will be conducted for all Building Safety Officers and Evacuation Wardens during the first quarter of each calendar year.

III. EMERGENCY RESPONSE PLAN FOR ANIMALS

OVERVIEW

The continued use of research animals at Montana State University is paramount to the research and teaching programs of the University. The University adheres to guidelines for approval of animal care and use in accordance with standards of the U.S. Department of Agriculture and the National Institute of Health. All proposed use of animals on the MSU Campus is reviewed by the Institutional Animal Care and Use Committee (IACUC) and proposed studies cannot

commence without the approval of the Committee. The following plan provides direction for animals housed within the Aquatic Sciences Laboratory of the Montana Water Center on the Montana State University-Bozeman campus in the event of emergencies or disasters.

A. CRISIS PREVENTION

1. Communication

Positive communication concerning the value of animals to the goals of wildlife research should be conveyed to the media and other concerned parties. All research investigators, students involved with animal research and research technicians involved in animal care and use will attend an orientation conducted by the Manager of the ASL explaining the requirements and responsibilities associated with the use of experimental animals. The orientation will be conducted upon the arrival of new investigators and technicians who have not previously used animals at the ASL.

The University and Montana Water Center should continue to foster scheduled tours of the Aquatic Sciences Laboratory or other animal research facilities as appropriate. There have been past tours by the media and it has been emphasized that tours of the Aquatic Sciences Laboratory are permitted as long as such tours do not compromise the schedules or ongoing work of ASL personnel or research investigators. Tours of the ASL should be arranged with Ms. Nancy Hystad, MWC Office Manager. Ms. Hystad can be contacted at 994-6690.

2. Security

The Aquatic Sciences Laboratory is kept locked 24/7. In order to gain access to the facility, individuals must receive approval for a key from the ASL manager. Access to the facility will be allowed based on the research needs of the investigator. Any suspicious activities should be immediately reported to the following individuals:

<u>Location</u>	<u>Contact Person</u>	<u>Phone Number</u>
Any MSU Animal Facility	MSU Police	994-2121
Aquatic Sciences Laboratory	MSU Police	994-2121
	Trey Kucherka	581-3482 or (361) 594-8466
	Eve Davey	586-9529 or pager: 582-2561

3. Precautionary Measures

Regardless of the type of disaster that might affect the health and well-being of animals maintained within the Aquatic Sciences Laboratory at MSU, some preliminary measures can be taken to minimize the impact of such disasters. Building Supervisor Mr. Trey Kucherka, ASL Manager, is responsible for implementing and maintaining a state of disaster-preparedness. Towards this goal, the following measures will be put into effect immediately:

a. Water Supplies: Because water supplies may become disrupted or contaminated during some emergencies, a supply of clean water will be kept on hand at all times. This supply will be maintained in the following manner:

- 1.) Research systems will be maintained at their full operating level at all times.
- 2.) In the event that water supplies are not adequate for all systems, attempts will be made to consolidate animals from separate systems. If this is not possible due to incompatible animals or still-insufficient water supply, animals deemed “expendable” will be euthanized to provide water for the remaining animals.

b. Feed Supplies: Though animal feed is normally readily available from our supplier, inventories will be maintained to ensure that a five-day feed supply is available for all animals in the event of a natural disaster or other disruption to the supplier

c. Records: All vital records are maintained on hard copy. Electronic versions of past and current files are being entered into the lab computer as well.

d. Storage of Refrigerated Items: If there is sufficient warning of an impending disaster, carcasses of dead animals stored in cold storage or freezers should be removed and taken to the Veterinary Diagnostic laboratory for incineration if feasible. If it is not possible to remove the carcasses, the refrigerators and freezers should be set to their lowest settings as soon as possible to prolong cold storage. With advance warning, refrigerators where drugs and/or vaccines are stored should also be set as low as possible. Once the power is off, refrigerated items will normally stay cool for approximately 48 hours as long as the doors to refrigerated units remain closed.

B. CRISIS MANAGEMENT

1. Break-ins or Vandalism

In the event of a break-in or other unlawful act involving any MSU animal

facilities, the following measures should be taken:

a. Immediately notify MSU security personnel at 994-2121. In coordination with MSU police, consideration should be given to notifying other law enforcement authorities, including the FBI since many of the more radical animal liberationist groups are classified as terrorist organizations.

b. Do not attempt to take inventory, assess the extent of loss or attempt to clean the area until MSU police arrive. Such well-intentioned acts may lead to loss of vital evidence needed to apprehend and convict the individuals responsible for unlawful acts.

c. Contact the appropriate individuals as listed below as soon as steps 1 and 2 are initiated:

	<u>Name</u>	<u>Primary Phone</u>	<u>Secondary Phone</u>
Primary:	Trey Kucherka	c: 581-3482	h: (361) 549-8466
1st Altn.:	Eve Davey	h: 586-9529	p: 582-2561
2nd Altn.:	Gretchen Rupp	o: 994-1771	h: 586-8363
3rd Altn.:	Chris O'Rourke	o: 994-6803	h: 582-7992

d. Coordinate with Ms. Cathy Conover, Office of University Relations, and make an immediate positive statement to the media. Avoid debates with local and imported activists.

e. Contact the National Association for Biomedical Research (NABR) in Washington D.C. for assistance (202) 857-0540. They will assist in making contacts and will provide additional advice and assistance in handling the situation.

f. Call on previously identified groups for support such as American Fisheries Society, Americans for Medical Progress, AAALAC, USDA, etc. In some instances, individual investigators impacted by break-ins or vandalism might be called upon to make a statement regarding the nature of their research and the impact of any loss or damage.

2. Priorities in an Emergency

In the event of an emergency affecting the Aquatic Sciences Laboratory, the safety and well-being of human occupants is obviously of the highest priority. **No attempt should be made to save animal life or property at the risk of human life.** Procedures as previously outlined in this document should be followed to minimize risk to personnel. **If human life is not at risk, the saving of animal life over other property is then of the highest priority.** The following steps should be adhered to:

a. Immediate Response after an Emergency: It is recognized that not all ASL personnel may be available to assist in work-related emergencies. Consequently, all personnel should be familiar with the disaster plan as it relates to procedures to be followed in the ASL.

b. Entrance to ASL after an Emergency: If there has been structural damage to the ASL following a disaster, no attempt should be made to enter the building without prior approval by emergency response personnel or until other appropriate officials determine that entrance is safe. The following precautions should be followed when entering previously damaged building:

- 1.) Avoid contact with all metal in case of electrical shorts.
- 2.) Wear rubber boots and rubber gloves
- 3.) Work in pairs
- 4.) Don't strike matches, use flashlights; gas leaks are a common aftermath
- 5.) Have an electrician check premises before turning on breakers

c. Care of Research Animals in an Emergency: Unless structural damage to the building or environmental conditions within the ASL are such that maintenance of animals within the building is hazardous to personnel and/or animals, it will be preferable to maintain all animals within the ASL in the event of an emergency. As discussed under precautionary measures, stored supplies of water and feed should be adequate for at least five days in the event of an emergency. Emergency service schedules will be coordinated through Trey Kucherka and/or Eve Davey. In the event that evacuation of animals from the building is necessary, the following procedures will be followed:

1.) Fire or Explosion - Animals suffering from smoke inhalation or other injury will be euthanized as directed by the veterinarian. Animals in the lab that may constitute a health risk to personnel will be euthanized rather than relocated. In the event that the veterinarian is not available, the Laboratory Manager will have the

authority to recommend euthanasia.

2.) Break-In - Animals that have been released in the facility will be captured, identified if possible and evaluated by the veterinarian or Laboratory Manager to determine their final disposition. Research systems and their components will be checked for tampering or damage.

3.) Interruption of Temperature Control System - In the event that research system temperatures fall outside of preset temperature ranges for any system, the AquaNode water monitor notifies one or more ASL personnel immediately by pager to alert them of an alarm. Facilities Services will be notified of any problem and an estimate of repair time obtained. If it appears that temperatures will remain at levels that may be deleterious to the health of the animals or ongoing studies for a prolonged time period, air conditioners or portable heaters depending upon the particular need will be obtained from local rental companies. (ABC or Thompson's Rental.)

4.) Power Outage - An emergency generator was installed in spring of 2005. A list of the emergency services provided by this unit is provided under Overview Emergency Life Safety Systems, pg. 3. All research system filtration packages are on generator backup power.

5.) Pandemic – Human Health Crisis - In the event of a pandemic which debilitates the ASL's staff, all available ASL and Montana Water Center employees will be called upon to perform basic services. Attempts will be made to maintain a schedule similar to that occurring on weekends. Individuals will work along on a rotating schedule to perform basic animal care. This will limit interaction between individuals and decrease the likelihood of spread of disease. In the event that none of the ASL staff is able to perform basic duties, individual research investigators will be contacted to provide assistance in caring for the animals in their research projects. In the name of safety of ASL personnel, the Manger may decide to euthanize non-essential animals that belong to the lab, and individual research investigators will be contacted with the same option.

d. Evacuation Procedures - If immediate evacuation is necessary, animals that are unable to be moved to a different location will be euthanized as quickly as possible. All attempts will be made to transport any animals possible to a secondary housing site.