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|  **QUICK GUIDE** **EMERGENCY PROCEDURES IN ANIMAL AREAS – Side 1** |
| **SICK OR INJURED ANIMAL*** Follow the Sick Animal Response Procedure (PROC-009).
* For **Directed Animals**, immediately contact the Vet (519-661-2195)
* For **Designated Animals**, contact the institutional SAR Designate, e.g., SAR Technician via institutional SAR email (see back page)

Definitions:* *Directed Animals* - Pigs, sheep, dogs, cats, non-human primates, and rabbits, and/or any sick animal with critical (serious to severe) health concern.
* *Designated Animals* - All other animals than those identified as Directed Animals
 | **FIRE ALARM** **DURING ANIMAL PROCEDURE*** When there is **evidence (smoke, flames)** **or confirmation of fire** emergency, follow FIRE procedure from the general emergency plan.
* When there is **no sign of fire**, call Contact # \_\_\_\_\_\_\_ (see back page) to get confirmation.
* Indicate that an animal is undergoing surgery; give your location, phone number and the number of people present.
* If alarm confirmed & open surgical wound: euthanize the animal, if possible and safe & evacuate.
* Alarm confirmed & no/closed surgical wound, leave the animal in a cage to safely recover from anesthesia & evacuate.
 | **CHEMICAL SPILL / EXPOSURE*** Determine what was spilled and if the area is safe. If there is any doubt about the safety of an area or the nature of the spilled material evacuate the area using the fire alarm pull station. If the pull station is used, meet emergency personnel.
* Administer immediate first aid where needed as per SDS.
* Seek additional medical support (UWO Occupational Health Services, SSC 4159 or hospital urgent care or hospital emergency), bring SDS.
* As appropriate, secure area to prevent others from exposure.
* Contact the AA-CRT @ # \_\_\_\_\_\_\_\_\_\_\_ (see back page)
* Inform direct supervisor; complete AIIR
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| **ENVIRONMENTAL IRREGULARITIES****POWER OUTAGE, TEMPERATURE, HUMIDITY, WATER, FLOOD, NATURAL DISASTERS*** During regular hours, immediately notify Contact # \_\_\_\_\_ (see back page)
* After hours, or if area supervisor is unavailable, immediately call Contact # \_\_\_\_\_\_
* Provide name, contact #, nature of concern & impacted location.
* Attend to animal – provide relief.
* For **Natural Disasters**, contact CSES x83300 / 911 (University phone)
 | **EQUIPMENT / SECURITY SYSTEMS FAILURE*** During regular hours, immediately notify Contact # \_\_\_\_\_\_\_\_\_ (see back page)
* After hours, or if area supervisor is unavailable, immediately call Contact # \_\_\_\_\_ (see back page)
* Provide name, contact #, nature of concern & impacted location.
* For Security-related equipment/system failure, immediately notify Contact # \_\_\_\_\_ (see back page)
 | **UNCONTROLLED RELEASE OR SPILL OF BIOLOGIC HAZARD*** Evacuate immediate area. Shut down equipment.
* Isolate area and prevent re-entry.
* Call CSES x83300 / 911 (University phone) to activate HAZMAT Team
* Provide SDS info to on-site responders Item # \_\_\_
* If exposed, follow BAPA, incl. SDS; during work hours go to institutional staff health; after hours go to hospital Emergency.
* Inform direct supervisor; complete AIIR
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| **REQUEST FOR INFORMATION*** Do not provide information.
* Tell the person that you will redirect the request to the appropriate person.
* Note the name, phone number, and the urgency of that request.
* Contact Media Relations Office, call Contact # \_\_\_\_\_\_\_ (see back page)

For urgent requests outside regular hours, call Contact # \_\_\_\_\_\_\_ (see back page) | **SUSPICIOUS INDIVIDUALS / BREAK-IN / VANDALISM*** If you believe someone may attempt to enter a restricted area, do not enter the area.
* Do not confront the person.
* If possible, remove yourself & animals from the area to a safer location.
* Call Western Special Constable Service, 911 from a campus phone.
* Notify Contact # \_\_\_\_\_ (see back page)
 | **THREATS OR VIOLENCE*** Bomb Threat Telephone Call - Assume threat is real; listen to caller, ask questions about the bomb, take detailed notes.
* Suspicious Package – Identify suspicious package; do not touch; isolate the item; evacuate everyone from area.
* Violence – Remove yourself from the situation, if possible.
* For All – Call Western Special Constable Service- Call 911 asap & notify Contact # \_\_\_\_\_ (see back page)
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| **QUICK GUIDE EMERGENCY PROCEDURES IN ANIMAL AREAS – Side 2****For General Emergency Call CSES X83300 or 911 / For Animal-Related Emergency Call 519-661-2195** |
| **Location - Building** |  | **Room** |  |
| **Animal Area Crisis Response Team (AA-CRT)** |
| **ID** | **Name** | **Role** | **Contact #** | **Email** |
| **1** |  | **Area Supervisor / Manager** |  |  |
| **2** |  | **Supervisor Designate** |  |  |
| **3** |  | **Animal Health Professional** |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **Institutional Building / Infrastructure Support Teams** |
| **7** |  | **Facilities Emergency** |  |  |
| **8** |  | **Facilities Non-Emergency** |  |  |
| **9** |  | **Security** |  |  |
| **10** |  | **Building Manager** |  |  |
| **11** |  | **Animal Research Safety Consultant** |  |  |
| **12** |  | **IT Support** |  |  |
| **13** |  |  |  |  |
| **Area-Specific Locations of Other Crisis Response Information / Equipment / Supplies** |
| **Type** | **Emergency Evacuation Routes & Exits** | **Eyewash Shower Stations** | **Crisis SOP / ScenariosADM-SAF-501, etc.** | **Emergency Equipment** | **Emergency Supplies** | **Other** |
| **Location(s)** |  |  |  |  |  |  |
| **Other Detail** |  |  |  |  |  |  |