

***Washington University
Division of Comparative Medicine
Animal Facility Emergency Guide***

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Section 1:
Hilltop Campus

Introduction

This manual is designed to

- < Guide you *during* emergencies
- < Inform you of potential emergency situations *before* an emergency occurs, and
- < Help you to avoid and anticipate dangerous situations.

Emergencies, accidents and injuries can occur at any time, without warning. The ability to handle emergencies is a responsibility of each individual as well as an organizational responsibility of DCM. The better prepared you are, the more quickly you can take appropriate action and minimize confusion that may occur during an emergency.

For more information on emergency procedures in Hilltop Campus animal facilities, contact Jack Diani at 5-6875.

General

Take the time to read this emergency manual all the way through. When you first read the manual, some of the terms used may be unfamiliar to you. All personnel will have the opportunity to attend training to review the emergency procedures and terms described and answer any questions you may have regarding animal facility emergencies.

Be familiar with your building's floor plan and evacuation routes. Participate in practice fire drills and training programs. Know how to use a fire extinguisher.

Prepare yourself and your family at home so they will know what to do, where to go and how to cope until you are able to get home.

Preparedness Actions

Know the locations of the following:

- < Emergency information: manuals, telephone numbers
- < Telephones
- < Stairs
- < Fire alarms and fire extinguishers
- < First Aid kits
- < Eyewasher
- < Emergency shower

Keep the following items on hand:

- < Flashlight and fresh batteries
- < Personal emergency telephone numbers (for example, your child's school or daycare)
- < Portable radio and fresh batteries

Emergency situations may be divided into four categories of hazards: natural hazards (winter storms, earthquakes, flooding), technological hazards (chemical spills), operational hazards (power outages, construction) and security hazards (bomb threat).

Emergencies may also be categorized by level of impact, ranging from equipment failure at a single site, to building damage at multiple sites, such as may be caused by a major earthquake. The operational organization needed to respond to each level of emergency depends upon the size and complexity of the emergency and of the facility impacted.

<i>Level of Emergency</i>	<i>Description</i>	<i>Contact</i>	<i>Response Action</i>
1: Handled entirely by facility personnel	Minor illness/injury	Manager/Campus Police	First aid; notify manager/supervisor
	Small chemical, radiation or biohazard exposure or spill	Manager	First aid; clean-up; notify manager/supervisor
	Equipment alarm, power failure	Manager Maintenance	Check that critical equipment is connected to emergency power. Check room temperature; open doors to vent rooms if ventilation is out.
	Peaceful demonstration	Manager/Campus Police	Be courteous; leave area
	Bomb threat; suspicious items	Campus Police	Evacuate the facility
2: Requires outside assistance	Major medical	Campus Police, 5-5555	5-5555
	Large chemical, radiation or biohazard exposure or spill	Campus Police, 5-5555	Leave room, post sentry, call maintenance, first aid as needed
	Fire	Pull alarm	Call 5-5555 if closer to telephone; evacuate building
	Illegal/criminal activity	Campus Police, 5-5555	
	Localized flooding	Maintenance, 5-5544 Campus Police, 5-5555	
3: Outside emergency responders may be overwhelmed: expect delayed assistance	Major earthquake Severe storm Serious flooding	5-5555	First aid; safety check; damage assessment; evacuate

Level 1 emergencies will be taken care of by facility personnel with little or no assistance. Jack Diani and the AVC for Veterinary Affairs (Steve Leary) 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. For example, a large spill of acid or a radiation exposure may require cleanup assistance from Maintenance. A bomb threat may involve the Campus Police Department, Maintenance and the St. Louis Metropolitan Police Department. Level 2 emergencies typically involve a single facility. Damage assessment and situation information forms may be needed to evaluate the impact of the emergency, particularly if more than one site is involved. This initial assessment is typically carried out by the Facility Manager, the DCM Director of Facilities and the DCM Director.

At level 2, emergency operations organization may become necessary to ensure that emergency data is collected as rapidly and as completely as possible. Specific personnel need to have assigned responsibilities to assess emergency impacts, collect information and report to the person(s) responsible for coordinating with the appropriate on-site response team. While level 2 emergencies may be extensive, the local community resources are generally readily available to assist.

Level 3 emergencies will likely exceed the capability of local city agencies to provide immediate emergency response and may require resources from outside the community. Facility personnel may be required to respond to emergency impacts without outside assistance for a number of hours. As in level 2, the point of contact (Facility Manager, DCM Director of Facilities and/or the DCM Director) will review and transmit assessment and response information to facility personnel.

Multiple communication options need to be available (telephone, radio, runner, etc.). The emergency management organization needed to successfully respond to and recover from a Level 3 emergency typically requires that selected personnel have established emergency response and recovery responsibilities, an emergency command center be activated to support field activities, coordinate with outside agencies and implement DCM emergency policies.

EMERGENCY ANIMAL CARE: GENERAL

Veterinarians and animal care staff have a responsibility to the animals in the research program. 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. An emergency animal care team of veterinarians and veterinary technicians will work in cooperation with the DCM Director and local authorities 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 floor within the facility or to another DCM facility. A Level 2 or 3 emergency may require the evacuation and/or euthanasia of animals. A consortium arrangement between Washington University and other AAALAC-accredited biomedical research facilities in the St. Louis area (Monsanto Company and St. Louis University) allows for the exchange of veterinary care and husbandry support as well as animal transportation, housing, feed and water in the event of a serious emergency. These services would be available to the Washington University DCM if Washington University buildings were damaged enough to be unsafe, but the consortium partners' facilities were still operational (and vice-versa). The DCM Director will determine if an animal evacuation is necessary and initiate the process.

If the extent of building damage at Washington University and its consortium partners is catastrophic, euthanasia of animals may be necessary. 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 by the emergency animal care team. An adequate supply of euthanasia agents will be held in reserve for this purpose.

Questions regarding emergency animal care may be directed to Dr. Steven Leary, Assistant Vice Chancellor for Veterinary Affairs and DCM Director, at 362-3700.

CAMPUS POLICE : 5-5555

When to Call

- < Fire
- < Major medical emergency: severe bleeding, head injuries, broken/dislocated joints or bones (other than fingers or toes), heart attack/severe chest pains, unconscious and/or not breathing
- < Crime in progress

What to Say When You Call

1. WHAT: Give the type of problem or injury
2. WHERE: Give your facility name
 - < Psychology Building
3. HOW: Describe the emergency
 - < Step by step, how did it happen? Is the area safe?
4. WHO: Victim information
 - < Give the number of ill, injured or threatened and their ages, if possible.
 - < Give the victim's medical history or doctor for major medical emergency.
5. CONTACT: Give the telephone number to be used to call you back
 - < Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
6. HELP: Return to help with the victim(s) if the area is safe

When NOT to Call

- < **DO NOT CALL** to report that an **EARTHQUAKE** has occurred. Listen to the radio or TV for damage information.
- < **DO NOT CALL** to describe the **WEATHER** (for example, it's snowing, raining, very cold, etc.)

FIRE: GENERAL

Smoke, heat, and toxic gases from a fire are the most common cause of fire related deaths and injuries, not flames. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. While toxic gases and heat are often fire's invisible killers, rising smoke may cover and hide exit signs above doorways. To get out of the building safely, you need to be able to find the exits even if the signs are covered by smoke.

Readiness

- < Locate building exits, fire extinguishers, and the fire alarm "Manual Pull Stations" nearest your work area
- < Identify at least two evacuation routes that lead safely outside the building. Review the floor plan maps for your facility. These will vary by building and floor, and are usually posted by elevators and stairwells.
- < Locate the designated assembly place outside of your building. All personnel will meet at a pre-determined location following a building evacuation. These locations will vary by facility.
- < Notify Jack Diani, 5-6875 if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be provided to enable you to evacuate safely.
- < Keep flammables in appropriate cabinets.
- < Keep hallways clear.

FIRE: RESPONSE ACTIONS

1. Notify Campus Police immediately
 - < Pull a fire alarm. Pulling a fire alarm automatically signals help.
 - < If a phone is closer than an alarm, call 5-5555 first, THEN pull an alarm to alert and evacuate others.

2. Evacuation Procedures
 - < Complete safety actions as time allows: return flammables to safety cabinet(s) and close all doors
 - < Leave the building. Concern for animals is secondary to human life. Do not place yourself in danger to remove animals from the building.
 - < Follow the fire exit route posted by elevators and stairwells. Use the designated evacuation route posted and meet at a designated assembly area well away from the building. Report to a manager when you arrive at the designated assembly area so that he/she may account for everyone.
 - < "Get Low and Go" to avoid contaminated, smoke filled air.
 - < "Stop, Drop and Roll" if your clothing catches on fire.
 - < Managers are the last to leave the area, checking that all personnel have evacuated and all doors are closed. Account for everyone at assembly area.

3. Animals may be evacuated after the fire marshal approves the building for re-entry.

MAJOR MEDICAL EMERGENCY: GENERAL

Major medical emergency includes severe illness or injury that require immediate hospital care. Minor illness or injury (e.g., minor strains) may be treated at BarnesCare. Transportation to BarnesCare may be arranged by contacting Campus Police by calling 5-5555.

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 5-5555 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

Know who in your group has completed first aid training and where first aid kits are located.

FIRST AID PROCEDURES: RESPONSE ACTIONS

1. NEVER move a person who is injured or unconscious.
2. Unless you are the only other person around, stay with the victim. Send someone else to call 5-5555.

FIRST AID PROCEDURES: BASIC PROCEDURES

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.

EARTHQUAKE: GENERAL

Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side to side motion. The motion may vary from floor to floor and building to building due to differences in building constructions, the condition of the ground beneath building, building shape and number of stories. Shaking is generally stronger on upper floors than on the first floor, or below ground floors. Earthquakes may be very noisy, even when no major damage is occurring. The sounds come from the creaks and groans of the shaking building, from the breaking of falling objects and even from the earthquake itself. You may feel dizzy, and you may be unable to walk during the shaking. Trying to leave a building during the shaking is always unsafe and may be impossible.

Readiness

Check your work area(s) for heavy objects like equipment stored overhead that could fall on top of you during earthquake shaking. Move tall file cabinets and book shelves that could overturn away from doorways and out of hallways to prevent them from blocking your exit after the shaking stops.

Be aware that you may not be able to get home due to blocked roads and/or damaged bridges. Keep emergency supplies in your desk drawer, including a flashlight, a battery operated radio, a first aid kit, an out-of-state contact telephone number and family emergency contact telephone numbers. Women should consider keeping feminine hygiene supplies on hand.

Identify “Safety Spots” in your work areas that will provide you with protection from falling objects: for example, sturdy tables or desks. If no furniture is available to provide shelter, seek a safe spot near an inside wall, next to a securely anchored piece of furniture or equipment that is higher than your head, or in a hallway. Be aware that heavy doors may swing uncontrollably back and forth.

EARTHQUAKE: RESPONSE ACTIONS

During Earthquake Shaking

- < If you are inside, **Drop, Cover and Hold** at the nearest protected place or “Safety Spot”. Hold on tight, as the shaking may move furniture away from you. Turn your face toward your knees or to the floor to avoid shattered pieces of glass from windows, skylights, pictures or mirrors.
- < Shaking often lasts only 10 to 30 seconds. Counting may help you stay in your safety spot until the shaking is over. Shaking may return in seconds, minutes or hours as new earthquakes occur. Be prepared to drop, cover and hold again at any time.
- < If you are outside, move away from buildings, power lines and utility poles.

After the Earthquake Shaking Stops

- < Be ready to **Drop, Cover and Hold** if the shaking begins again.
- < Check to see that your co-workers are all right. Do not move an injured person.
- < Do not use candles, matches or other flames and do not turn electrical equipment on or off. Flames and electrical sparks can cause leaking gas to ignite or explode.
- < Check for building safety. Evacuate if there is a fire, broken gas pipes or severe structural damage to the building. Fallen light fixtures, ceiling tiles and paint cracks do not indicate damage to the structure.
- < Remember that you may not be able to get home due to blocked roads and/or damaged bridges.

Earthquake Evacuation

- < After the safety of evacuation routes has been verified, exit as directed by your manager or security personnel.
- < Be ready to **Drop, Cover and Hold** during the evacuation, should shaking begin again.
- < Use stairs to move from floor to floor and to leave the building.
- < Do not place yourself or your fellow employees in danger to remove animals from the building.
- < Do not use the telephone.
- < Call Campus Police (5-5555) or 911 for emergency assistance ONLY. They already know an earthquake has occurred, and will not have any information regarding location or magnitude. Unnecessary calls may delay critical emergency care to those who really need it.
- < Listen to a radio for information.
- < When you leave the building, go directly to the assigned assembly area so that your manager can account for all of the employees in your facility.
- < Managers need to verify that personnel have vacated the area. Note any missing people. Collect information on damage and injuries. Provide collected information to Campus Police or emergency personnel responsible for search and rescue, medical assistance and damage control.
- < Campus Police and Maintenance will be on the scene to coordinate immediate needs for facility personnel. Plan on being on-site with no services (such as water, power and telephone) for up to 72 hours.

POWER FAILURE: GENERAL

The building will automatically transfer to a backup power system. Emergency power is supplied to heating, ventilation, and air conditioning (HVAC) systems including fume hood exhaust systems. Emergency lighting supports exiting only. Elevators will recall to preset levels and will not be available. In the event of an extended power failure, employees may be directed to evacuate the buildings for their safety.

POWER FAILURE: READINESS

- < NEVER use an open flame such as a match or lighter for a light source.
- < Know the location of a flashlight and batteries.
- < Be aware of what equipment is on backup power. Emergency outlets are colored red beneath their splash plates.

POWER FAILURE: RESPONSE ACTIONS

- < Call 5-5555 to report the outage to Campus Police or call 5-5544 to report the outage to Maintenance. Notify Jack Diani (5-6875).
- < Check to see if critical equipment has power and is operating; for example, make sure that freezers are plugged into emergency outlets and hoods are operating. If hoods are not operating, completely close sash and notify your supervisor.
- < Turn "OFF" all electrical and office equipment, including computers, light switches (if not on emergency power backup), printers, monitors, cagewashers, etc. 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 stairs and hallways to exit. Elevators will probably be inoperable. 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 manager at the assembly area so that we know everyone is out of the building.

UTILITY SYSTEM FAILURE AND BASIC STAFF RESPONSE

FAILURE	WHAT TO EXPECT	WHO TO CONTACT	YOUR RESPONSIBILITY
Electrical power failure, emergency backup working	Lights/equipment out. Only RED plug outlets working.	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	Ensure that essential equipment such as freezers and insulators are on emergency power. Use a flashlight.
Electrical power failure, no emergency backup power	Semi-darkness in areas with emergency lighting, complete darkness in other areas.	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	Use a flashlight. Leave the building if necessary.
Elevators out of service	Elevators unresponsive; possibly stopped between floors.	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	Use the stairs.
Elevator stopped between floors	Elevator alarm bell sounding	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	Talk to the people on the elevator to let them know that help is on the way.
Fire alarm system failure	No fire alarms or sprinklers	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	Minimize fire hazards. Use phones or runners to report fire.
Natural gas failure or leak	Odor, no flames on burners	Campus Police , 5-5555 Maintenance, 5-5544 Jack Diani, 5-6875	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)	Facility Manager Jack Diani, 5-6875	Replace and tag defective equipment.
Sewer stoppage	Drains backing up	Facility Manager Maintenance, 5-5544 Jack Diani, 5-6875	Do not flush toilets. Do not use water.
Steam failure	No building heat or humidity control. Cagewashers will not operate properly.	Facility Manager Maintenance, 5-5544 Jack Diani, 5-6875	Use space heaters and backup room humidifiers if necessary.
Telephones	No phone service.	Facility Manager Telecommunications, 5-5000	Use cell phones and pagers if available. Use runners as necessary.
Water	Sinks and toilets inoperative.	Facility Manager Maintenance, 5-5544 Jack Diani, 5-6875	Minimize fire hazards. Use bottled water for drinking.
Water non-potable	Tap water unsafe to drink	Facility Manager Maintenance, 5-5544 Jack Diani, 5-6875	Place "Non-Potable Water: Do Not Drink" signs on all drinking fountains and wash basins.
Ventilation	No ventilation, heating, cooling or humidity control	Facility Manager Maintenance, 5-5544 Jack Diani, 5-6875	Open doors. use portable fans and backup humidifiers as necessary. Restrict use of hazardous/odorous materials.

TORNADO: GENERAL

Although spring is traditionally regarded as tornado season, they can occur in any month of the year given the right situation and location. In Missouri, April through June is the most common time of the year for tornadoes to occur.

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. A ***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 has been indicated on local radar.

TORNADO: 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

- < If a tornado warning is issued for the immediate area, move to an interior room with no windows.
- < Do not place yourself or your fellow employees in danger to move animals.
- < Stay where you are unless a fire or other emergency requires immediate building evacuation.
- < Check to see that your co-workers are all right. NEVER move an injured person.
- < 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.

BOMB THREAT, BOMB OR SUSPICIOUS ITEM FOUND: GENERAL

Bomb threats are usually received by telephone, but can also come by note 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 you receive a bomb threat by note, letter or e-mail, immediately contact Campus Police at 5-5555.

ALWAYS PRESUME THAT BOMB THREATS ARE REAL.

Bombs can be received in the mail or be planted on site. Be especially careful if a bomb threat has been received by note, letter, e-mail or phone. Look for mail that appears 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 telephone
- < Collect as much information as possible. Follow the bomb threat check list.
- < Report the threat to Campus Police at 5-5555. 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.

SUSPECTED BOMB OR SUSPICIOUS ITEM FOUND: RESPONSE ACTIONS

- < If you see a package or foreign object in an unusual place, leave it alone. Do not touch it.
- < Make a quick visual study of the size and location of the object.
- < Call Campus Police at 5-5555.

BOMB THREAT EVACUATION: RESPONSE ACTIONS

- < Leave the building immediately.
- < Note the size and location of any unfamiliar, strange or suspicious objects on your way out.
- < 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 your Facility Manager that it is safe to re-enter.

BOMB THREAT INFORMATION CHECKLIST

Time: _____ Date: _____
Sex of Caller: _____ Age of Caller: _____ Race of Caller: _____

Questions to ask the caller:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?

Threat Language:

- _____ Well spoken, educated
- _____ Incoherent
- _____ Foul
- _____ Taped
- _____ Irrational
- _____ Message read by threat maker

Caller's Voice:

- __Calm __Angry __Excited __Slow
- __Rapid __Soft __Loud __Laughter
- __Crying __Normal __Distinct __Slurred
- __Nasal __Stutter __Lisp __Raspy
- __Deep __Ragged __Disguised __Accent
- __Familiar __Clearing Throat __Cracking Voice
- __Deep Breathing

If the voice is familiar, who did it sound like?

Exact wording of the threat:

Background Sounds:

- __Street noises __Crockery __PA System __Music __House noises
- __Motor __Office sounds __Factory sounds __Animal noises __Clear
- __Static __Local __Long distance __Booth __Other (Specify)

ANIMAL ACTIVIST: GENERAL

Employees need to be alert to unauthorized persons attempting to gain access to animal facilities. Activists may pretend to have authority to gain access or may claim to “have a delivery”, an “appointment” or to have left their card access elsewhere. All animal facilities are secure areas. Employees are required to wear their ID cards at all times when in the animal facilities.

ANIMAL ACTIVIST: READINESS

- < Remain calm.
- < Be courteous.
- < Avoid an incident.
- < If you arrive during a disturbance, leave the area at once.
- < If you are inside the building, stay in your office or work area.
- < If you are inside the building and need to leave, request an escort from Campus Police by calling 5-5555.
- < Use the stairs to exit the building rather than the elevators, which could be taken out of service.

ANIMAL ACTIVIST: RESPONSE ACTIONS

- < If you learn of animal activists targeting the animal facility in any way, on any University property (Medical School or Hilltop Campus), at researcher’s homes or elsewhere, call Campus Police at 5-5555 and Medical School Protective Services at 362-4357. Also call Campus Police in the event in the event of a demonstration or if a break-in or other 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.

Section 2:
Medical School Campus

Introduction

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- < Help you to avoid and anticipate dangerous situations.

Emergencies, accidents and injuries can occur at any time, without warning. The ability to handle emergencies is a responsibility of each individual as well as an organizational responsibility of DCM. The better prepared you are, the more quickly you can take appropriate action and minimize confusion that may occur during an emergency.

For more information on emergency procedures in Medical School Campus animal facilities, contact Steve Buchholz, DCM Director of Facilities at 362-9092.

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Be familiar with your building's floor plan and evacuation routes. Participate in practice fire drills and training programs. Know how to use a fire extinguisher.

Prepare yourself and your family at home so they will know what to do, where to go and how to cope until you are able to get home.

Preparedness Actions

Know the locations of the following:

- < Emergency information: manuals, telephone numbers
- < Telephones
- < Stairs
- < Fire alarms and fire extinguishers
- < First Aid kits
- < Eyewasher
- < Emergency shower

Keep the following items on hand:

- < Flashlight and fresh batteries
- < Personal emergency telephone numbers (for example, your child's school or daycare)
- < Portable radio and fresh batteries

Emergency situations may be divided into four categories of hazards: natural hazards (winter storms, earthquakes, flooding), technological hazards (chemical spills), operational hazards (power outages, construction) and security hazards (bomb threat).

Emergencies may also be categorized by level of impact, ranging from equipment failure at a single site, to building damage at multiple sites, such as may be caused by a major earthquake. The operational organization needed to respond to each level of emergency depends upon the size and complexity of the emergency and of the facility impacted.

<i>Level of Emergency</i>	<i>Description</i>	<i>Contact</i>	<i>Response Action</i>
1: Handled entirely by DCM personnel	Minor illness/injury	Manager/Security	First aid; notify manager/supervisor
	Small chemical, radiation or biohazard exposure or spill	Manager ESO	First aid; clean-up; notify manager/supervisor
	Equipment alarm, power failure	Manager Plant Maintenance	Check that critical equipment is connected to emergency power. Check room temperature; open doors to vent rooms if ventilation is out.
	Peaceful demonstration	Manager/Security	Be courteous; leave area
	Bomb threat; suspicious items	Security	Evacuate the facility
2: Requires outside assistance	Major medical	2-HELP (2-4357)	2-HELP (2-4357)
	Large chemical, radiation or biohazard exposure or spill	ESO (2-6816) 2-HELP (2-4357)	Leave room, post sentry, call ESO, first aid as needed
	Fire	Pull alarm, 2-HELP (2-4357)	Call 2-HELP (2-4357) if closer to telephone; evacuate building
	Illegal/criminal activity	2-HELP (2-4357)	
	Localized flooding	Plant Maintenance (2-3100) 2-HELP (2-4357)	
3: Outside emergency responders may be overwhelmed: expect delayed assistance	Major earthquake	2-HELP (2-4357)	First aid; safety check; damage assessment; evacuate
	Severe storm		
	Serious flooding		

Level 1 emergencies will be taken care of by DCM personnel with little or no assistance. The DCM Director of Facilities and AVC for Veterinary Affairs 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. For example, a large spill of acid or a radiation exposure may require cleanup assistance from ESO. A bomb threat may involve Protective Services, Plant Maintenance and the St. Louis Metropolitan Police Department.

Level 2 emergencies typically involve a single facility. Damage assessment and situation information forms may be needed to evaluate the impact of the emergency, particularly if more than one site is involved. This initial assessment is typically carried out by the Facility Manager, the DCM Director of Facilities and the DCM Director.

At level 2, emergency operations organization may become necessary to ensure that emergency data is collected as rapidly and as completely as possible. Specific personnel need to have assigned responsibilities to assess emergency impacts, collect information and report to the DCM person(s) responsible for coordinating with the appropriate on-site response team. While level 2 emergencies may be extensive, the local community resources are generally readily available to assist.

Level 3 emergencies will likely exceed the capability of local city agencies to provide immediate emergency response and may require resources from outside the community. DCM may be required to respond to emergency impacts without outside assistance for a number of hours. As in level 2, the DCM point of contact (Facility Manager, Director of Facilities and/or the DCM Director) will review and transmit assessment and response information to facility personnel.

Multiple communication options need to be available (telephone, radio, runner, etc.). The emergency management organization needed to successfully respond to and recover from a Level 3 emergency typically requires that selected personnel have established emergency response and recovery responsibilities, an emergency command center be activated to support field activities, coordinate with outside agencies and implement DCM emergency policies.

EMERGENCY ANIMAL CARE: GENERAL

Veterinarians and animal care staff have a responsibility to the animals in the research program. 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. An emergency animal care team of veterinarians and veterinary technicians will work in cooperation with the DCM Director and local authorities 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 floor within the facility or to another DCM facility. A Level 2 or 3 emergency may require the evacuation and/or euthanasia of animals. A consortium arrangement between Washington University and other AAALAC-accredited biomedical research facilities in the St. Louis area (Monsanto Company and St. Louis University) allows for the exchange of veterinary care and husbandry support as well as animal transportation, housing, feed and water in the event of a serious emergency. These services would be available to the Washington University DCM if Washington University buildings were damaged enough to be unsafe, but the consortium partners' facilities were still operational (and vice-versa). The DCM Director will determine if an animal evacuation is necessary and initiate the process.

If the extent of building damage at Washington University and its consortium partners is catastrophic, euthanasia of animals may be necessary. 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 by the emergency animal care team. An adequate supply of euthanasia agents will be held in reserve for this purpose.

Questions regarding emergency animal care may be directed to Dr. Steven Leary, Assistant Vice Chancellor for Veterinary Affairs and DCM Director, at 362-3700.

PROTECTIVE SERVICES: 2-HELP (2-4357)

When to Call

- < Fire
- < Major medical emergency: severe bleeding, head injuries, broken/dislocated joints or bones (other than fingers or toes), heart attack/severe chest pains, unconscious and/or not breathing
- < Crime in progress

What to Say When You Call

1. **WHAT:** Give the type of problem or injury
2. **WHERE:** Give your facility name and address
 - < CSRB North Tower Addition, 4925 Children's Place
 - < East McDonnell Specialized Research Facility, 4540 Scott Avenue
 - < McDonnell Science Building, 4566 Scott Avenue
 - < SIRF, 4560 McKinley
 - < Forest Park Animal Facility, 4511 Forest Park Boulevard
3. **HOW:** Describe the emergency
 - < Step by step, how did it happen? Is the area safe?
4. **WHO:** Victim information
 - < Give the number of ill, injured or threatened and their ages, if possible.
 - < Give the victim's medical history or doctor for major medical emergency.
5. **CONTACT:** Give the telephone number to be used to call you back
 - < Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
6. **HELP:** Return to help with the victim(s) if the area is safe

When NOT to Call

- < **DO NOT CALL** to report that an **EARTHQUAKE** has occurred. Listen to the radio or TV for damage information.
- < **DO NOT CALL** to describe the **WEATHER** (for example, it's snowing, raining, very cold, etc.)

SAFETY INFORMATION: GENERAL

DCM strives to provide a safe environment for employees and visitors through a program integrating electronic security systems with security officer presence and employee awareness. DCM employees should wear their WUSM identification badges while on University property. Protective Services is staffed 24 hours a day, 7 days a week by in-house, armed officers and contract, un-armed security officers. They can be reached by calling 2-HELP (2-4357) any time to report security incidents or to request a walking escort or ride.

Security Awareness

The key to prevention of crimes against persons and property is 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.

All incidents, including threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to Protective Services at 2-HELP (2-4357). An officer will respond to your location to assist you.

Safety Escorts

Protective Services offers escorts and rides to Medical School employees working after shuttle service ends. Walking escorts are available during hours of darkness, and are limited to an area bounded by Kingshighway, Newstead, Manchester and Forest Park Avenue. Rides to parking structures/lots are also available. To arrange for either of these services, call 2-HELP (2-4357).

FIRE: GENERAL

Smoke, heat, and toxic gases from a fire are the most common cause of fire related deaths and injuries, not flames. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. While toxic gases and heat are often fire's invisible killers, rising smoke may cover and hide exit signs above doorways. To get out of the building safely, you need to be able to find the exits even if the signs are covered by smoke.

Readiness

- < Locate building exits, fire extinguishers, and the fire alarm "Manual Pull Stations", nearest your work area
- < Identify at least two evacuation routes that lead safely outside the building. Review the floor plan maps for your facility. These will vary by building and floor, and are usually posted by elevators and stairwells.
- < Locate the designated assembly place outside of your building. All personnel will meet at a pre-determined location following a building evacuation. These locations will vary by facility.
- < Notify the Director of Facilities (Steve Buchholz, 2-9092) if you have a disability that may limit or impede your ability to evacuate the building in a timely manner. Assistance will be provided to enable you to evacuate safely.
- < Keep flammables in appropriate cabinets.
- < Keep hallways clear.

FIRE: RESPONSE ACTIONS

1. Notify Protective Services immediately
 - < Pull a fire alarm. Pulling a fire alarm automatically signals help.
 - < If a phone is closer than an alarm, call 2-HELP first, THEN pull an alarm to alert and evacuate others.

2. Evacuation Procedures
 - < Complete safety actions as time allows: return flammables to safety cabinet(s) and close all doors
 - < Leave the building. Concern for animals is secondary to human life. Do not place yourself in danger to remove animals from the building.
 - < Follow the fire exit route posted by elevators and stairwells. These plans vary from building to building and floor to floor, so use the designated evacuation route posted and meet at a designated assembly area well away from the building. Report to a manager when you arrive at the designated assembly area so that he/she may account for everyone.
 - < "Get Low and Go" to avoid contaminated, smoke filled air.
 - < "Stop, Drop and Roll" if your clothing catches on fire.
 - < Managers are the last to leave the area, checking that all personnel have evacuated and all doors are closed. Account for everyone at assembly area.

3. Animals may be evacuated after the fire marshal approves the building for re-entry.

MAJOR MEDICAL EMERGENCY: GENERAL

Major medical emergency includes severe illness or injury that require immediate hospital care. Minor illness or injury (e.g., minor strains) may be treated at BarnesCare. Transportation to BarnesCare may be arranged by contacting Protective Services by calling 2-HELP (2-4357).

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 Protective Services at 2-HELP (2-4357) 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

Know who in your group has completed first aid training and where first aid kits are located.

FIRST AID PROCEDURES: RESPONSE ACTIONS

1. NEVER move a person who is injured or unconscious.
2. Unless you are the only other person around, stay with the victim. Send someone else to call 2-HELP (2-4357).

FIRST AID PROCEDURES: BASIC PROCEDURES

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.

EARTHQUAKE: GENERAL

Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side to side motion. The motion may vary from floor to floor and building to building due to differences in building constructions, the condition of the ground beneath building, building shape and number of stories. Shaking is generally stronger on upper floors than on the first floor, or below ground floors. Earthquakes may be very noisy, even when no major damage is occurring. The sounds come from the creaks and groans of the shaking building, from the breaking of falling objects and even from the earthquake itself. You may feel dizzy, and you may be unable to walk during the shaking. Trying to leave a building during the shaking is always unsafe and may be impossible.

Readiness

Check your work area(s) for heavy objects like equipment stored overhead that could fall on top of you during earthquake shaking. Move tall file cabinets and book shelves that could overturn away from doorways and out of hallways to prevent them from blocking your exit after the shaking stops.

Be aware that you may not be able to get home due to blocked roads and/or damaged bridges. Keep emergency supplies in your desk drawer, including a flashlight, a battery operated radio, a first aid kit, an out-of-state contact telephone number and family emergency contact telephone numbers. Women should consider keeping feminine hygiene supplies on hand.

Identify “Safety Spots” in your work areas that will provide you with protection from falling objects: for example, sturdy tables or desks. If no furniture is available to provide shelter, seek a safe spot near an inside wall, next to a securely anchored piece of furniture or equipment that is higher than your head, or in a hallway. Be aware that heavy doors may swing uncontrollably back and forth.

EARTHQUAKE: RESPONSE ACTIONS

During Earthquake Shaking

- < If you are inside, **Drop, Cover and Hold** at the nearest protected place or “Safety Spot”. Hold on tight, as the shaking may move furniture away from you. Turn your face toward your knees or to the floor to avoid shattered pieces of glass from windows, skylights, pictures or mirrors.
- < Shaking often lasts only 10 to 30 seconds. Counting may help you stay in your safety spot until the shaking is over. Shaking may return in seconds, minutes or hours as new earthquakes occur. Be prepared to drop, cover and hold again at any time.
- < If you are outside, move away from buildings, power lines and utility poles.

After the Earthquake Shaking Stops

- < Be ready to **Drop, Cover and Hold** if the shaking begins again.
- < Check to see that your co-workers are all right. Do not move an injured person.
- < Do not use candles, matches or other flames and do not turn electrical equipment on or off. Flames and electrical sparks can cause leaking gas to ignite or explode.
- < Check for building safety. Evacuate if there is a fire, broken gas pipes or severe structural damage to the

- building. Fallen light fixtures, ceiling tiles and paint cracks do not indicate damage to the structure.
- < Remember that you may not be able to get home due to blocked roads and/or damaged bridges.

Earthquake Evacuation

- < After the safety of evacuation routes has been verified, exit as directed by your manager or security personnel.
- < Be ready to **Drop, Cover and Hold** during the evacuation, should shaking begin again.
- < Use stairs to move from floor to floor and to leave the building.
- < Do not place yourself or your fellow employees in danger to remove animals from the building.
- < Do not use the telephone.
- < Call 2-HELP (2-4357) or 911 for emergency assistance ONLY. They already know an earthquake has occurred, and will not have any information regarding location or magnitude. Unnecessary calls may delay critical emergency care to those who really need it.
- < Listen to a radio for information.
- < When you leave the building, go directly to the assigned assembly area so that your manager can account for all of the employees in your facility.
- < Managers need to verify that personnel have vacated the area. Note any missing people. Collect information on damage and injuries. Provide collected information to Protective Services or emergency personnel responsible for search and rescue, medical assistance and damage control.
- < Protective Services, Plant Maintenance and Environmental Safety will be on the scene to coordinate immediate needs for DCM personnel. Plan on being on-site with no services (such as water, power and telephone) for up to 72 hours.

POWER FAILURE: GENERAL

The CSRB North Tower, East McDonnell and SIRF buildings will automatically transfer to a backup power system. Emergency power is supplied to heating, ventilation, and air conditioning (HVAC) systems including fume hood exhaust systems. Emergency lighting supports exiting only. Elevators will recall to preset levels and will not be available. In the event of an extended power failure, employees may be directed to evacuate the buildings for their safety.

POWER FAILURE: READINESS

- < NEVER use an open flame such as a match or lighter for a light source.
- < Know the location of a flashlight and batteries.
- < Be aware of what equipment is on backup power. Emergency outlets are colored red beneath their splash plates.

POWER FAILURE: RESPONSE ACTIONS

- < Call 2-HELP (2-4357) to report the outage to Protective Services or call 2-3100 to report the outage to Plant Maintenance. Notify Steve Buchholz (2-9092).
- < Check to see if critical equipment has power and is operating; for example, make sure that freezers are plugged into emergency outlets and hoods are operating. If hoods are not operating, completely close sash and notify your supervisor.
- < Turn "OFF" all electrical and office equipment, including computers, light switches (if not on emergency power backup), printers, monitors, cagewashers, etc. 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 stairs and hallways to exit. Elevators will probably be inoperable. 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 manager at the assembly area so that we know everyone is out of the building.

UTILITY SYSTEM FAILURE AND BASIC STAFF RESPONSE

FAILURE	WHAT TO EXPECT	WHO TO CONTACT	YOUR RESPONSIBILITY
Computer system	Computers and printers unresponsive	Rick Bovey, 2-8087	Turn computers off.
Electrical power failure, emergency backup working	Lights/equipment out. Only RED plug outlets working.	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Ensure that essential equipment such as freezers and insulators are on emergency power. Use a flashlight.
Electrical power failure, no emergency backup power	Semi-darkness in areas with emergency lighting, complete darkness in other areas.	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Use a flashlight. Leave the building if necessary.
Elevators out of service	Elevators unresponsive; possibly stopped between floors.	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Use the stairs.
Elevator stopped between floors	Elevator alarm bell sounding	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Talk to the people on the elevator to let them know that help is on the way.
Fire alarm system failure	No fire alarms or sprinklers	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Minimize fire hazards. Use phones or runners to report fire.
Natural gas failure or leak	Odor, no flames on burners	Protective Services, 2-HELP Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	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)	Facility Manager Steve Buchholz, 2-9092	Replace and tag defective equipment.
Sewer stoppage	Drains backing up	Facility Manager Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Do not flush toilets. Do not use water.
Steam failure	No building heat or humidity control. Cagewashers will not operate properly.	Facility Manager Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Use space heaters and backup room humidifiers if necessary.
Telephones	No phone service.	Rick Bovey, 2-8087 TFC Help Desk, 2-2888	Use cell phones and pagers if available. Use runners as necessary.
Water	Sinks and toilets inoperative.	Facility Manager Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Minimize fire hazards. Use bottled water for drinking.
Water non-potable	Tap water unsafe to drink	Facility Manager Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Place "Non-Potable Water: Do Not Drink" signs on all drinking fountains and wash basins.
Ventilation	No ventilation, heating, cooling or humidity control	Facility Manager Plant Maintenance, 2-3100 Steve Buchholz, 2-9092	Open doors. use portable fans and backup humidifiers as necessary. Restrict use of hazardous/odorous materials.

TORNADO: GENERAL

Although spring is traditionally regarded as tornado season, they can occur in any month of the year given the right situation and location. In Missouri, April through June is the most common time of the year for tornadoes to occur.

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. A ***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 has been indicated on local radar.

TORNADO: READINESS

- < Know where to go: head for an interior room with no windows.
- < 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

- < If a tornado warning is issued for the immediate area, move to an interior room with no windows.
- < Do not place yourself or your fellow employees in danger to move animals.
- < Stay where you are unless a fire or other emergency requires immediate building evacuation.
- < Check to see that your co-workers are all right. NEVER move an injured person.
- < 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.

BOMB THREAT, BOMB OR SUSPICIOUS ITEM FOUND: GENERAL

Bomb threats are usually received by telephone, but can also come by note 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 you receive a bomb threat by note, letter or e-mail, immediately contact Protective Services at 2-HELP (2-4357).

ALWAYS PRESUME THAT BOMB THREATS ARE REAL.

Bombs can be received in the mail or be planted on site. Be especially careful if a bomb threat has been received by note, letter, e-mail or phone. Look for mail that appears 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 telephone
- < Collect as much information as possible. Follow the bomb threat check list.
- < Report the threat to Protective Services at 2-HELP (2-4357). 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.

SUSPECTED BOMB OR SUSPICIOUS ITEM FOUND: RESPONSE ACTIONS

- < If you see a package or foreign object in an unusual place, leave it alone. Do not touch it.
- < Make a quick visual study of the size and location of the object.
- < Call Protective Services at 2-HELP (2-4357).

BOMB THREAT EVACUATION: RESPONSE ACTIONS

- < Leave the building immediately.
- < Note the size and location of any unfamiliar, strange or suspicious objects on your way out.
- < 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 Protective Services or your Facility Manager that it is safe to re-enter.

BOMB THREAT INFORMATION CHECKLIST

Time: _____ Date: _____
Sex of Caller: _____ Age of Caller: _____

Questions to ask the caller:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?

Threat Language:

- _____ Well spoken, educated
- _____ Incoherent
- _____ Foul
- _____ Taped
- _____ Irrational
- _____ Message read by threat maker

Caller's Voice:

- ___Calm ___Angry ___Excited ___Slow
- ___Rapid ___Soft ___Loud ___Laughter
- ___Crying ___Normal ___Distinct ___Slurred
- ___Nasal ___Stutter ___Lisp ___Raspy
- ___Deep ___Ragged ___Disguised ___Accent
- ___Familiar ___Clearing Throat ___Cracking Voice
- ___Deep Breathing

If the voice is familiar, who did it sound like?

Exact wording of the threat:

Background Sounds:

- ___Street noises ___Crockery ___PA System ___Music ___House noises
- ___Motor ___Office sounds ___Factory sounds ___Animal noises ___Clear
- ___Static ___Local ___Long distance ___Booth ___Other (Specify)

ANIMAL ACTIVIST: GENERAL

Employees need to be alert to unauthorized persons attempting to gain access to animal facilities. Activists may pretend to have authority to gain access or may claim to “have a delivery”, an “appointment” or to have left their card access elsewhere. All animal facilities are secure areas. Employees are required to wear their WUSM ID cards at all times when in the animal facilities.

ANIMAL ACTIVIST: READINESS

- < Remain calm.
- < Be courteous.
- < Avoid an incident.
- < If you arrive during a disturbance, leave the area at once.
- < If you are inside the building, stay in your office or work area.
- < If you are inside the building and need to leave, request an escort from Protective Services by calling 2-HELP (2-4357).
- < Use the stairs to exit the building rather than the elevators, which could be taken out of service.

ANIMAL ACTIVIST: RESPONSE ACTIONS

- < If you learn of animal activists targeting DCM in any way, on any University property (Medical School or Hilltop Campus), at researcher’s homes or elsewhere, call Protective Services at 2-HELP (2-4357). Also call Protective Services in the event of a demonstration or if a break-in or other 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.