PREPAREDNESS PLAN FOR THE CARE OF ANIMALS AT THE COLLEGE OF NEW JERSEY DURING AN EMERGENCY

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Purpose

The Institute for Laboratory Animal Research (ILAR) *Guide for the Care and Use of Laboratory Animals* recommends that institutions develop effective management plans that take into account the safety of both personnel and experimental animals during an emergency. In addition, the National Institutes of Health's Office of Laboratory Animal Welfare (OLAW) recommends that an emergency preparedness plan ("disaster" plan) is included in the institution's overall plan to support research and teaching involving vertebrate animals. This document establishes procedures designed to promote the health and safety of animal care personnel and vertebrate animals used in teaching and research at The College of New Jersey in the event of unexpected or adverse conditions. In particular, this document addresses specific needs during emergencies that are unique to

the laboratory animal environment. ***This plan supplements, but does not supersede, emergency procedures outlined in The College of New Jersey's Emergency Response Guide that was developed to ensure the safety of all College personnel during an emergency situation. Personnel should first follow the procedures outlined in The College of New Jersey Emergency Response Guide with regard to human safety before attending to the needs of research animals.*** Information on TCNJ's Emergency Response Procedures can be found at: http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide.

Facilities Covered: All animal housing areas and laboratories in which authorized vertebrate animal use occurs.

Abbreviations and Definitions

This document contains the following abbreviations:

IACUC: Institutional Animal Care and Use Committee

HVAC: Heating, Ventilation and Air Conditioning

An **emergency** is any event where there is a significant disruption to normal business operations. Emergencies (disasters) may arise from a number of situations, including:

1. Facility malfunctions (e.g. HVAC or power failure).
2. Biological and chemical spills.
3. Security threats (e.g. terrorist activities, facility break-ins, animal rights demonstrations).
4. Natural or other disasters (e.g. damaging storms, flooding, fire).

Emergency Response Levels

The operational organization necessary to respond adequately to a specific emergency depends on the size and complexity of the emergency and the degree to which animals, animal care personnel, and animal facilities are impacted. Accordingly, the following emergency response levels are recognized:

Level 1: Emergencies handled by the IACUC Chair and/or individual Principal Investigators, in coordination with the Consulting Veterinarian, with little or no additional assistance. For example, temporary loss of central HVAC or power to ventilated caging systems might require short-term intervention (e.g. providing heating or cooling with portable heaters/air conditioners or physically removing animals to a warmer or cooler environment) without the need for outside assistance.

Level 2: Emergencies that require outside assistance from other TCNJ departments and/or local emergency response personnel. These emergencies may be extensive but local College and community resources are generally able and readily available to assist. For example, a fire within the animal facility would require an immediate response by the TCNJ Office of Campus Police Services and local Fire Department personnel. Subsequent resolution of the emergency would involve the TCNJ Director of Risk Management, the Institutional Official, the Office of Occupational Safety and Environmental Services, the Department of Facilities and Administrative Services, the Consulting Veterinarian, and the IACUC Chair, to fully assess damage to the animal facility and ensure appropriate animal care during facility repairs.

Level 3: Emergencies that are infrequent but catastrophic in nature and will likely exceed the capacity of College and local emergency response teams. College and local response personnel may be required to respond to the crisis for several hours or longer without outside assistance. For example, hurricane force winds could produce widespread damage to the TCNJ campus and surrounding community and result in protracted loss of power and other essential utilities that would require significant and prolonged outside assistance to resolve.

Guidelines for Responding to Emergencies

1. **Establishment of appropriate lines of communication and responsibilities (chain of command):** The timely reporting of an emergency and establishment of appropriate lines of communication and responsibilities are crucial to effective emergency management. The personnel contacted to respond adequately to a specific emergency will depend on the size and complexity of the emergency and the extent to which the emergency affects animals, animal care personnel, and animal facilities.
   a. **Level 1 emergency**: The individual who first discovers the emergency will report it to the individual Principal Investigator, the IACUC Chair, or any other supervisor who is immediately available. The door to the rooms that house animals used for teaching or research purposes will have posted contact information for the IACUC chair, appropriate Principal Investigators, and the Consulting Veterinarian. The Principal Investigator will in turn contact the IACUC Chair who will cooperate and coordinate with the Principal Investigator and the Consulting Veterinarian to direct the emergency response, with the support of other TCNJ departments or offices (e.g. Office of Occupational Safety and Environmental Services, Department of Facilities and Administrative Services, TCNJ Office of Campus Police Services, etc.), as needed.
   b. **Level 2 emergency**: The individual who first discovers the emergency will report it as soon as it is safe to do so to the TCNJ Office of Campus Police Services **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)**. In an acute emergency that endangers human life, and where response time is critical (such as a fire or hazardous materials spill), the individual on site will initiate an evacuation by using the nearest alarm pull station to ensure the health and safety of others who may be in the building. The TCNJ Office of Campus Police Services will contact all local emergency response personnel that may be required, as well as the Institutional Official and the TCNJ Director of Risk Management. As soon as possible, the institutional Official will contact individual Principal Investigators, the IACUC Chair, and the Consulting Veterinarian to inform them of the emergency and to solicit specific recommendations relative to the immediate welfare of animals affected by the emergency. When it is safe to do so, the Director of Risk Management, in consultation with the Department of Facilities and Administrative Services, the Institutional Official, the Consulting Veterinarian and the IACUC Chair will assess damage resulting from the emergency. Based on this assessment, the Institutional Official and the Director of Risk Management will work with the Department of Facilities and Administrative Services, to coordinate and direct the repair of any damage, as needed.
   c. **Level 3 emergency**: Due to its catastrophic nature, a level 3 emergency will likely affect TCNJ campus-wide. ***In this case, personnel should first follow the procedures outlined in The College of New Jersey Emergency Response Guide with regard to human safety before attending to the needs of research animals.*** The individual who first discovers an emergency in the animal facility that has resulted from a larger campus-wide emergency will report it as soon as it is safe to do so to the TCNJ Office of Campus Police Services **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)**. In an acute emergency that endangers human life, and where response time is critical, the individual on site will initiate an evacuation by using the nearest alarm pull station to ensure the health and safety of others who may be in the building. As part of the overall response to the emergency with regard to research animals, the TCNJ Office of Campus Police Services will contact all appropriate emergency response personnel and subsequently contact the Institutional Official and the Director of Risk Management. The Institutional Official and the Director of Risk Management or their designees will expedite handling of the emergency and determine any additional communications that may be necessary. As soon as possible, the Institutional Official will contact individual Principal Investigators, the Consulting Veterinarian, and the IACUC Chair to inform them of the emergency and to solicit specific recommendations relative to the immediate welfare of animals affected by the emergency. When it is safe to do so, the Director of Risk Management, in consultation with the Department of Facilities and Administrative Services, the Institutional Official, the Consulting Veterinarian and the IACUC Chair will assess damage resulting from the emergency. Based on this assessment, the Institutional Official and the Director of Risk Management will work with the Department of Facilities and Administrative Services, to coordinate and

direct the repair of any damage, as needed. In the event of an interruption of normal telephone communications, alternate methods of communication (email, hand delivery of messages) may be required. ***For any level 3 emergency, College personnel will follow all directives and instructions issued by local authorities that are relevant to a wider emergency response*.**

2. **Security:** Security of the TCNJ animal facility is via locked doors with key distribution limited to authorized personnel only. In addition, the Institutional Official has a complete set of keys for all rooms within the animal facility, and a complete set of keys are kept in the Biology Department Office that are accessible via Biology Office staff upon request by authorized personnel. In the event of an emergency or disaster, keys allow access to the animal facility by response personnel. Following an emergency, security is a high priority once conditions within the animal facility are safe conditions and animal welfare assured. The TCNJ Office of Campus Police Services should be notified **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)** if normal animal facility security has been breached and they, along with the IACUC Chair and the Department of Facilities and Administrative Services, will formulate a plan to restore or supplement the compromised security. This may include temporarily closing the animal facility to non-essential traffic. Changes in security procedures that follow a security breach will be communicated to Principal Investigators as soon as possible and posted on facility entrances or animal room doors.

3. **Public communications and news media requests**: Some emergencies may be visible to the public and prompt inquiries from the news media. The TCNJ Department of College Relations (see **Appendix III** for contact information) should receive all requests for information or interviews from the news media and will develop an appropriate public response, designate an official spokesperson, and define an area for official media interactions. Established guidelines such as the TCNJ Emergency Response Procedures (http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide) will govern public communications regarding emergencies that involve fire and police response, or otherwise present a public safety threat.

4. **Emergency evacuation**: If an evacuation of the animal facility becomes necessary (e.g., due to a fire, hazardous material spill, or other life-threatening emergency), the individual on site will initiate an evacuation by using the nearest alarm pull station to ensure the health and safety of others who may be in the building. Occupants will use the nearest and safest exit and will retreat at least 50 feet from the building, taking care not to block entrance routes to buildings to allow emergency responders unhindered access. Occupants will follow all instructions from emergency personnel and proceed to the appropriate evacuation assembly location designated in the TCNJ Emergency Response Procedures (http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide/20).

5. **Anesthetized animals (surgical and other procedures)**: On-site personnel should employ their professional judgment for handling anesthetized animals or animals undergoing surgery or non-survival procedures from which they might awaken if left unattended. Depending on circumstances, animals undergoing surgical procedures may be 1) evacuated (small animals) along with the personnel; 2) euthanized; or 3) left on anesthesia machines (only if the situation allows). Every reasonable effort will be made to ensure that the animals do not awaken in severe pain will be made, ***however, the health and safety of human occupants is paramount and personnel should not delay immediate evacuation, if necessary***.

6. **General animal care and support procedures**: Many of the actions taken to promote the health and welfare of animals during an emergency are the same, regardless of the underlying nature of the actual emergency event. The following general guidelines are applicable to all emergencies. The individuals who make decisions about the response personnel required to handle a specific emergency will depend on the severity and the nature of the emergency. Decisions about response personnel may be affected by damage to the facility or dangerous environmental conditions (e.g., a chemical spill), physical obstructions, or interruption of work schedules (e.g. due to a bomb threat, picketing, inclement weather or travel conditions, etc.).

a. **Animal health checks and health maintenance**. Once it is safe to do so, response personnel will check on animal health frequently during the emergency. Observations will be performed by Principal Investigators, trained students, or other qualified personnel. Personnel will report suspected animal health problems to the Principal Investigator who will review plans to treat sick animals with the Consulting Veterinarian prior to implementation.
b. **Food and water supplies**. Once it is safe to do so, response personnel will check food and water supplies frequently to ensure that they are adequate to meet animal needs during the emergency. Food and water are critical to maintain animal health. The appropriate food for the species and research needs, in adequate quantities in an unadulterated form, is required. The Consulting Veterinarian will identify acceptable food substitutes if the usual food is damaged or otherwise not available. Water is especially important, as most animals can survive for several days with little food, but may succumb within 1-2 days without water. Water must be potable and (ideally) supplied in the same manner as before the emergency event. This is particularly true for animals that are especially sensitive to food or water deprivation (e.g., newborn rats or mice, through milk).
c. **Sanitation**. To ensure animal health and welfare and to support valid research, adequate sanitation is essential. Once it is safe to do so, response personnel will check frequently to ensure that sanitation levels remain adequate during the emergency. Cages changes are more frequent for some while for other species cage changes are less frequent without inducing health or environmental problems. Response personnel will maintain normal sanitation schedules, if possible, with available resources during an emergency. However, increasing cage change intervals, spot cleaning instead of whole-cage changes, changing bedding only instead of complete cage changes, hand washing cages with a chemical disinfectant (if power is lost and the cage and bottle washer is not available), or temporarily deferring activities such as floor mopping may be required. The Consulting Veterinarian will decide which sanitation activities will provide the greatest benefit to the animals if it is not possible to perform all normal activities due to unusual or adverse conditions or circumstances. Response personnel will draw upon stockpiled supplies (e.g. chemical disinfectant) during a prolonged emergency response.

7. **Additional animal care and support procedures for specific emergencies**: Specific emergencies may require particular actions related to the nature of the emergency that will ensure the health and well-being of animals and the safety of animal care personnel. Listed below are particular procedures, in addition to those outlined above, that may be required for specific emergencies. When emergencies are severe, relocation of animals may be necessary. The Consulting Veterinarian, in consultation with the Department of Facilities and Administrative Services, the Institutional Official and the IACUC Chair, will make the decision to relocate animals and determine the choice of alternate location.
   a. **Loss of environmental support – ventilation and temperature control**: Maintenance of an appropriate environment is essential to the well-being of animals and for the success of research projects. Ventilation problems may include loss of or diminished air supply or exhaust, loss of pressure differentials in critical areas or caging systems, or temperature or humidity variations that fall outside the normal animal facility parameters in the areas that house animals. Restoration of an adequate air supply and/or exhaust and temperature and humidity to within acceptable limits as rapidly as possible is essential. Individual Principal Investigators will report any interruptions in airflow, or fluctuations in temperature or humidity to the IACUC Chair. If serious variances exist that are likely to be long enough to endanger animal health, the IACUC Chair will contact the Department of Facilities and Administrative Services for immediate corrective action, and report the problem to the Director of Risk Management and the Institutional Official. The Director of Risk Management and the Institutional Official may delegate responsibility for handling and reporting resolutions of non-life-threatening problems. If the problems are the result of some larger emergency, then the TCNJ Emergency Response Procedures (http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide/20) will pertain. During the emergency, response personnel will increase the frequency of animal health checks to ensure that animals have an adequate air supply. Since overheating is more likely to cause serious health problems for most species, response personnel will

monitor closely the temperature in rooms where it has risen beyond the usual facility limits. Cages with limited airflow such as in micro-isolator systems are of special concern. Health checks will include the use of thermometers inside such cages to check the intra-cage temperature. Response personnel will move animals that are overheating to a cooler area or an area where more air flows over the cages. The use of portable fans or portable coolers to help control temperature in affected areas may be considered. Animals experiencing cold conditions may benefit from having the air supply stopped so the environment can be heated by the animals' body heat, but only if the airflow is sufficient to avoid creating asphyxiating conditions. In extreme conditions, portable heaters may be employed (safety and energy conservation requirements concerning the use of portable heaters can be found at: https://energy.pages.tcnj.edu/tips/space-heaters/). Additional nesting or bedding material placed in cages, as well as placing a covering on some cages, may help animals conserve heat. The Consulting Veterinarian will examine animals exposed to extreme heat or cold and then treat or euthanized them as their condition warrant. Response personnel will check food and water supplies more frequently if temperatures are above or below the normal animal facility parameters since animals may drink more in warmer conditions and may eat more in cooler conditions. While repairs are underway, the Consulting Veterinarian and the IACUC Chair will evaluate the necessity for and availability of additional equipment such as fans or other measures (e.g. opening doors) to provide adequate ventilation and cooling.

b. **Hazardous material (chemical or radioactive) spill**: The individual who first discovers the contamination will report it as soon as it is safe to do so to the TCNJ Office of Campus Police Services **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)**. The individual on site will also initiate an evacuation by using the nearest alarm pull station to ensure the health and safety of others who may be in the building. In coordination with the College's Critical Incident Response, the TCNJ Office of Campus Police Services will notify the Director of Risk Management and the Institutional Official to assess the extent of the emergency. The Institutional Official will inform the IACUC Chair of the incident and the IACUC Chair will contact all Principal Investigators whose animals are affected. Response personnel will perform animal health checks, food and water replenishment, and routine sanitation procedures as soon as the facility is safe to enter. The Consulting Veterinarian will examine any animals exposed to hazardous agents for health and research usefulness. Response personnel will remove dead animals from their cages and store them in a refrigerator, freezer, or other containment, as deemed appropriate by the Office of Occupational Safety and Environmental Services. Uncontaminated supplies will replace food or water exposed to hazardous agents. Facilities and/or equipment exposed to hazardous agents may require special handling or decontamination as determined by the Office of Occupational Safety and Environmental Services. As soon as the emergency is over, response personnel will correct any environmental changes created by or necessitated by the emergency (e.g. cutting off the supply air).

c. **Electrical power outage**: An electrical outage may result in a loss of lighting in the animal facility, a loss of power to ventilated cage racks, cage washers, heating or cooling equipment, ventilation fans, water distribution pumps, and communication systems. In the event of a loss of lighting or the water supply, or unacceptable temperature variations within the animal facility that result from an isolated loss of electrical power, the IACUC Chair will contact the Department of Facilities and Administrative Services to initiate corrective action. If the loss of electrical power is due to some larger emergency, then the TCNJ Emergency Response Procedures (http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide/20) will pertain. Essential equipment (refrigerator/freezers, micro-isolator caging system, HVAC) utilize generator-powered emergency electrical circuits that are regularly tested. The operation of this equipment can continue with minimal or no impact until full power restoration. For areas in the animal facility where lighting is limited due a power outage, it may be necessary to scale back work to only essential items such as health, food and water checks using a flashlight. After-hours swipe card access to the Biology Building may not be operable during large scale power outages and the TCNJ Office of Campus Police Services may be needed to provide keyed access for emergency response personnel to enter the building to assess conditions in the animal facility. Food and water supplies should be unaffected during a power outage,

however, a prolonged (>1 week) loss of power will make cleaning equipment such as the cage and bottle washer unusable, requiring the need to hand wash and chemically sanitize cages and bottles (e.g. with Clidox). During a prolonged power outage, cage changing intervals may need to be extended, partial or spot-change cleaning substituted for whole-cage changes, spot-cleaning employed instead of whole room sanitation, etc. The Consulting Veterinarian will determine how best to provide the optimum sanitization under the prevailing conditions. Any timers or clocks controlling 24-hour light/dark cycles in the animal facility will be re-set following power restoration. Response personnel will check the cage and bottle washer for partially processed loads and re-run these loads through a full cycle before cage set-up.

d. Fire: In the event of a fire or fire alarm activation, all personnel should evacuate the animal facility immediately. Personnel shall not re-enter the facility until it is safe to do so, as permitted by safety personnel. The TCNJ Office of Campus Police Services will notify the Director of Risk Management and the Institutional Official of any fire in the animal facility The Institutional Official will in turn notify the IACUC Chair. If the fire occurs after regular business hours, the IACUC Chair will attempt to notify all Principal Investigators whose animals may are affected. Response personnel will take no action until safety personnel permit entry into the facility. When it is safe to do so, the Consulting Veterinarian will evaluate all animals for health and research usefulness. Response personnel will remove dead animals from their cages and store them in a refrigerator, freezer, or other containment, as deemed appropriate by the Office of Occupational Safety and Environmental Services. The IACUC Chair and/or Principal Investigators will check all animals for adequate food and water supplies and clean bedding. Normal sanitation schedules will resume as soon as safety personnel permit access to the facility. Fresh food and bedding will replace any food or bedding damaged by fire, smoke or water. Facilities and equipment exposed to fire, smoke, fumes, or water may require specific handling as determined by the Office of Occupational Safety and Environmental Services. Special equipment will remove odors or repair smoke damage, as needed. If damage to cage and bottle washing equipment occurred during the fire, cages and bottles will be sanitized using hand washing with chemical sanitation (e.g. Clidox). The Department of Facilities and Administrative Services will evaluate the effects of the fire on environmental systems and take corrective action, as necessary.

e. Flood: The TCNJ animal facility is located on the third floor of the Biology Building making water accumulation in rooms housing animals unlikely. Nevertheless, activation of the building's emergency sprinkler system or a breach in the domestic water supply could result in significant water damage to the animal facility. In addition, flooding due to inclement weather could affect the surrounding area, making it difficult to access the animal facility for routine maintenance, or compromise electrical service or potable water supplies. The individual that first discovers flooding or water damage will notify the TCNJ Office of Campus Police Services (**9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)** who will then notify the Director of Risk Management and the Institutional Official. As soon as possible, the Institutional Official will notify the IACUC Chair. The IACUC Chair will notify all Principal Investigators whose animals are affected. Response personnel will take no action until safety personnel permit entry into the facility. When it is safe to do so, the Consulting Veterinarian will examine all animals for health and research usefulness. Response personnel will remove dead animals from their cages and store them in a refrigerator, freezer, or other containment, as deemed appropriate by the Office of Occupational Safety and Environmental Services. The IACUC Chair and/or Principal Investigators will check all animals for adequate food and water supplies and clean bedding. Fresh food and bedding will replace any food or bedding damaged by water. Facilities and equipment exposed to water may require specific handling as determined by the Office of Occupational Safety and Environmental Services. If flooding damaged the cage and bottle washing equipment, cages and bottles will be sanitized using hand washing with chemical sanitation (e.g. Clidox). The Department of Facilities and Administrative Services will assess the effects of the flooding on environmental systems and will take corrective action taken, as necessary. If flooding due to inclement weather affects the surrounding area, but not the animal facility itself, actions will follow the guidelines outlined for those specific emergencies.

f. **Water supply interruption**: Animals must have a continuous supply of potable water. Personnel responsible for animal care (e.g. trained student workers, laboratory technicians) will notify the Principal Investigator about animals affected by a lost or limited water supply. The Principal Investigator will notify the IACUC Chair who in turn will report the problem to the Department of Facilities and Administrative Services to initiate corrective action. Animal health checks will be performed as usual, with special attention to ensure that they have an adequate amount of clean water, especially if water bottles are allowed to remain on cages for a longer than normal period of time to conserve the water supply. If required, water bottles and sanitized containers will allow transport of water from one facility that has water to another that does not. If the animal facility and the rest of the TCNJ campus are without water, potable water from a commercial source or other local lab animal program is acceptable. Due to the loss of cage washing capability, decreasing the frequency of cage changing to the maximum extent practicable is acceptable. If other environmental effects are encountered (e.g. temperature rise due to loss of chilled water units or temperature decrease due to loss of steam boiler heat production) the appropriate section(s) of this document will be consulted for additional procedures to follow. Since sinks will not be operational, personnel will clean their hands, when necessary, with a 70% ethanol gel, but should wash their hands with soap and running water as soon as it is available.

g. **Snow/Ice and other severe storms**: The major problems encountered in the event of a severe storm (snow, ice or wind) are related to receiving supplies, and personnel availability to care for animals. For procedures to handle other potential impacts of severe storms (e.g. electric power outage, water supply interruption, flood, etc.), consult the specific sections that deal with these specific emergencies. Response personnel that can access the animal facility will perform general health checks and checks on food and water levels, and sanitation. If food and bedding stocks begin to run low before restoration of normal transportation, the Principal Investigator whose animals are affected, the IACUC Chair, and the Consulting Veterinarian will decide on the most appropriate course of action. If it is necessary to save animals lives, food obtained from the nearest source, including a grocery store, other local lab animal programs, or a pet store, is acceptable. Keeping animals on species-specific diets, whenever possible, is a priority. A lack of personnel or limited bedding supplies may compromise sanitation following a severe storm. On-site personnel, under the direction of the IACUC Chair or Principal Investigator, either directly or by phone, will strive to approximate normal sanitation schedules with available resources. Increasing cage change intervals, spot cleaning instead of whole-cage changes, changing only bedding instead of complete cage changes, or deferring some sanitation activities such as floor mopping may be required. Response personnel on site will perform sanitation activities that most benefit the animals, after consultation with the Consulting Veterinarian. Depending on the severity of the storm, access to the animal facility and to the College by animal care personnel may be limited due to local conditions and/or by weather damage to the facility. If the storm damages the animal facility, response personnel will take no action until safety personnel permit entry into the facility. When it is safe to do so, the Consulting Veterinarian will examine all animals for health and research usefulness. Response personnel will remove dead animals from their cages and store them in a refrigerator, freezer, or other containment, as deemed appropriate by the Office of Occupational Safety and Environmental Services. Any animals suffering from injury will be either treated or euthanized, as necessary. The Department of Facilities and Administrative Services and the Director of Risk Management will evaluate all environmental systems (HVAC, water, etc.) as soon as possible after the storm. If the animal facility is sound structurally but has compromised environmental systems, the Consulting Veterinarian and the IACUC Chair will decide how best to minimize animal distress, following the guidelines and procedures outlined in the specific sections that apply.

h. **Communication disruption**: Loss of communication systems may interfere with animal ordering, recordkeeping, and notification of emergencies. During the emergency it may be necessary to use other systems that are functioning (e.g. if the email system is down but phones are working, phone calls or text messages may temporarily substitute). Response personnel will prioritize any available systems to communicate actions that directly affect animal health and well-being. Communication about sick

animals may need alternate delivery methods, for example, via hand-delivered written or verbal messages made directly to the IACUC chair or a Principal Investigator. Despite disrupted lines of communication, health checks will proceed normally. A disruption in communication should not affect food and water supplies in the short-term. However, a prolonged loss of TCNJ phone service or internet may affect ordering of food, bedding and other supplies. The use of personal cell phones may overcome this communication interruption. Similarly, a short-term communication loss should not affect sanitation efforts and environmental control systems although a prolonged communications outage may make it difficult to report problems with the environmental control systems to the Department of Facilities and Administrative Services. In this case, using alternate methods of communication (direct verbal communication or hand-written messages) is possible. A phone/internet outage may disrupt essential communications between personnel (IACUC Chair, Principal Investigators, students, etc.). As above, alternate methods (e.g., the use of cellular phones, direct verbal communication, hand-written messages, etc.) can be used.

i. **Animal disease outbreak**: On occasion, animal colonies may experience a non-research related disease outbreak. The disease outbreak may be due to viral, bacterial or parasitic infections. The sources of these outbreaks are initially unknown, but they most commonly arrive with new animal shipments or colony contamination occurs inadvertently through handling. Pathogens can potentially have a detrimental impact on research, depending on the nature of the pathogen and its effects on the animal with respect to the research objectives of the studies for which they are used. The first and most important step in assessing a disease outbreak is to confirm any positive test results before taking permanent or definitive actions. This may involve additional pathogen testing or sending blood or tissue samples to an outside commercial diagnostic lab. During the verification process, it may be necessary to take precautionary protective steps to minimize the potential spread of pathogens to other animals in the animal. These protective steps may involve changes in cage changing/handling procedures, sanitation procedures, the use of additional personal protective equipment, and restriction of access to affected areas. For any given outbreak, the Consulting Veterinarian will decide on appropriate action steps. Animal health checks will increase for affected animals depending upon the impact of the disease on immediate health. The order of health checks will change with affected cages handled last. Alternatively, a reduced number of animal checks will minimize further exposure and pathogen spread. The presence of pathogens should not directly affect food and water supplies, however, changes (e.g., medicated feed or water) may help to treat the disease. The Consulting Veterinarian will determine need for such measures. Adjusting the frequency of cage changes may minimize spread and facilitate elimination of the disease. Spraying cages with a sanitizing agent (e.g. Clidox), in addition to the usual sterilization procedures, will further reduce the potential for spreading the disease. Autoclaving the equipment (soiled cages. water bottles, accessories, etc.) may also be necessary to ensure that the cages are free of disease before processing in the cage washing area. The Consulting Veterinarian will determine need for these measures. Personnel may be required to perform extra tasks e.g., additional sanitation and special handling procedures, such as the use of tongs for handling rodents. Personal hygiene requirements may also change such as requiring changes of protective clothing after being in an affected room. The Consulting Veterinarian will specify any necessary changes in personnel hygiene that needed to minimize disease spread.

j. **Protests/picketing**: In the event of protests or picketing (e.g. by animal rights groups), all personnel will avoid confrontations if they pass through picket lines or protest marchers to access the animal facility. The TCNJ Office of College Relations will handle the dissemination of information to the news media and answer any questions about research performed at TCNJ. The TCNJ Office of Campus Police Services will handle security. If necessary, the Institutional Official, in consultation with the IACUC Chair, will request increased security measures for the animal facility. If the number of individuals who normally care for animals on site is decreased due to the protest/picketing, priority will be given to activities which directly affect animal health and well-being, such as health checks and treatments, feeding, watering, and maintaining minimal effective sanitation. Protests or picketing should not affect food and water supplies on-site. However, deferring deliveries of animals and/or supplies to the animal

facility during an animal rights protest is possible. If delivery of animals or animal supplies is essential, it may be necessary to coordinate with the TCNJ Office of Campus Police Services for security oversight during the delivery. Neither sanitation nor environmental support should be affected by protests or picketing. However, if environmental systems are altered or damaged, as for example by sabotage, the individual first observing the damage or alteration will report it to the TCNJ Office of Campus Police Services for further investigation. The TCNJ Office of Campus Police Services will report the damage to the Institutional Official. The Institutional Official will in turn notify the IACUC Chair and the Department of Facilities and Administrative Services for corrective action.

k. **Break-ins:** If a break-in is detected while it is in progress, the individual witnessing the event should vacate the facility immediately and call the TCNJ Office of Campus Police Services as soon as it is safe to do so **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)**. The individual that discovers a break-in after the fact will report it to the TCNJ Office of Campus Police Services as soon as possible for potential further investigation. The TCNJ Office of Campus Police Services should notify the Institutional Official who will in turn notify the IACUC Chair. The IACUC Chair will contact all Principal Investigators with animals affected by the break-in. The Consulting Veterinarian will provide instructions for any animals that are loose in the facility or injured due to the break-in. The Principal Investigators, their trained research students, or other suitably trained animal control personnel will capture and identify (if possible through individual markings) any animals loose in the facility and house them in cages labeled with the room in which they were found as well as any identification information. The Consulting Veterinarian will examine all affected animals for health status and usefulness for research and euthanize specific animals, if necessary due to the extent of their injuries. Any euthanized animals will be stored short-term in a refrigerator or freezer and disposed of appropriately if not needed for any subsequent criminal investigation. Fresh food and bedding will replace any destroyed or contaminated by vandalism. If requested, Principal Investigators will provide law enforcement authorities with samples of damaged or contaminated food, bedding or water for potential criminal investigation. If the water supply is deliberately contaminated or interrupted, water obtained from emergency stockpiles or a commercial supplier to cover short-term needs is acceptable until any necessary corrective action are completed to restore a safe and potable water supply. Routine sanitation will resume as soon as possible, assuming cleaning equipment is functional. If equipment such as cage washers or autoclaves are not operable due to vandalism, alternate cleaning arrangements will be made (e.g., hand washing of cages, use of Clidox chemical disinfection, deferring some cleaning activities) at the discretion of the Consulting Veterinarian. Following a break-in, the Director of Risk Management, in consultation with the IACUC Chair and the Consulting Veterinarian, will evaluate the environment in each affected space. The Institutional Official will receive the results of this evaluation and will determine the appropriate corrective action, in consultation with the Department of Facilities and Administrative Services. Authorized personnel will have access to the animal facility as needed and permitted by the TCNJ Office of Campus Police Services so as not to disturb any evidence at the site that may be important for a subsequent criminal investigation.

l. **Acts of terrorism:** Biochemical threats are threats that use biological or chemical substances with the specific intent to cause harm to humans and/or animals. These substances may include, but are not limited to, gases, herbicides, toxins, and pesticides, that spread throughout a building using the building's HVAC system. Exposure of an occupied space to biochemical substances can occur via backpacks, briefcases, exposed aerosol vessels, etc. Similarly, bombs can be packaged in similar ways and can cause extensive harm to animals or animal care personnel. Any suspicious substance or item should be reported immediately to the TCNJ Office of Campus Police Services **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)** and the building in which it is found should be evacuated immediately by activating an alarm at the nearest alarm pull station. Personnel should follow all instructions according to TCNJ Emergency Response Procedures (http://tcnj.uberflip.com/i/407482-tcnj-emergency-response-guide/20 and under no circumstances should anyone re-enter buildings until it is safe to do so as officially announced by TCNJ Office of Campus Police Services. If a bomb threat is

received, the call should be reported immediately to the TCNJ Office of Campus Police Services **(9-1-1 from any campus or emergency phone; 609-771-2345 from a cell phone)** according to TCNJ Emergency Response Procedures. The TCNJ Office of Campus Police Services will notify all appropriate outside agencies of any terrorist threat as well as inform the Director of Risk Management and the Institutional Official. As soon as possible, the Institutional Official will notify the IACUC Chair of the threat who will in turn communicate this information to all Principal Investigators with animals in the animal facility. **No action will be taken until the extent of the threat has been assessed and further instructions concerning specific roles in responding to the emergency are clear**. When it is safe to do so, response personnel will check all animals for adequate food and water supplies, and adequate sanitation. Release of biochemical agents or a bomb blast may contaminate or damage food, water and bedding supplies. Once environmental safety in the animal facility is assured, the IACUC Chair and Principal Investigators will assess food, water and bedding supplies. Fresh food, water and bedding, obtained from outside vendors, will replace any damaged or contaminated items. The Consulting Veterinarian will examine all affected animals for health status and usefulness for research and euthanize specific animals, if necessary due to the extent of their injuries. Any animals killed from a bomb blast or biochemical exposure will be stored short-term in a refrigerator or freezer and disposed of appropriately if not needed for any subsequent criminal investigation. If equipment such as cage washers or autoclaves are not operable due to damage or contamination, alternate cleaning arrangements will be made (e.g., hand washing of cages, use of Clidox chemical disinfection, deferring some cleaning activities) at the discretion of the Consulting Veterinarian. Contamination with a biochemical agent may require temporary discontinuation of environmental support (e.g. HVAC) to minimize contamination throughout the building. The Department of Facilities and Administrative Services, in consultation with the Director of Risk Management, the Institutional Official, and other safety personnel, will decide the best procedure to follow. Similarly, the Director of Risk Management, the Department of Facilities and Administrative Services, the Institutional Official and other safety personnel will evaluate the extent of any physical damage to the animal facility and decide on the appropriate steps for repairs and restoration.

m. Other miscellaneous emergencies: Other possible emergencies not discussed specifically in this document could arise. Response personnel most qualified to handle the specific circumstances arising from such emergencies will be recruited on a need basis. Response personnel may include, but are not limited to, the TCNJ Office of Campus Police Services, any local emergency responders, the Director of Risk Management, the Office of Occupational Safety and Environmental Services, the Institutional Official, the Department of Facilities and Administrative Services, the IACUC Chair, and the Consulting Veterinarian. In all cases, the goal will be to maintain animal health and safety while protecting College personnel and employing measures consistent with TCNJ emergency policies and procedures.

Appendix I – Animal Emergency and Evacuation Plan

Certain emergencies may require animal relocation from their secure animal housing. In general, the Consulting Veterinarian will make the decision to relocate animals unless the Consulting Veterinarian is not available in a timely manner and the lives of the animals are in immediate danger due to the emergency. In this case, the Principal Investigator, the IACUC Chair, or the Institutional Official can make this decision, in consultation with the Department of Facilities and Administrative Services.

Emergency supplies: Severe emergencies or natural disasters could deprive the animal facility of electricity, HVAC systems, and basic supplies. It is important that the facility be ready for this eventuality by maintaining access to back-up equipment and ample provisions for animals housed in the animal facility. Materials that should be on hand or available in case of emergency or natural disaster include:

a. **Food, water and bedding** – Enough for a 2-week supply of these items for all species of animals housed in the animal facility.
b. **Chemical disinfectant** – Enough chemicals to disinfect all cages and water bottles for at least a 2-week period, and at least three sets of appropriate personal projection equipment (lab coats, rubber gloves, splash goggles, respirators) to use the chemicals safely.
c. **Flashlights** – at least one flashlight (with spare batteries) kept in the Biology Department supply room office and a second flashlight (with spare batteries) kept in the Biology Department main office.
d. **Fans** – Access to circulating fans for use in controlling temperature fluctuations in the animal facility.
e. **Euthanasia CO_2** – An adequate amount of CO_2 (or other euthanasia agents, e.g. MS-222 for fish) for euthanasia purposes in the event that it is necessary to euthanize animals during an emergency.

Vendors: It may be necessary to acquire food, medication, supplies, HVAC equipment, etc. during an emergency. **Appendix III** contains an approved list of commercial vendors.

Emergency evacuation of animals: The IACUC Chair will maintain a current list of all Principal Investigators who work with vertebrate animals and who house animals in the animal facility. In the event that relocation of animals is necessary during an emergency, the IACUC Chair will notify all Principal Investigators as to the location of their animals following relocation. It will be the responsibility of the IACUC Chair to assure the housing, care, and security for any relocated animals.

Appendix II – Emergency Response and Recovery Plan

Purpose

The Emergency Response and Recovery Plan includes contact lists, information and procedures that will enable the TCNJ animal facility to resume normal operation as quickly as possible following a serious emergency or disaster. Appropriate implementation of the Emergency Response and Recovery Plan will:

- Protect the safety and well-being of response personnel.
- Minimize the loss and disruption of animal facility operations.
- Minimize decision-making delay time during a crisis to promote a more rapid response and ensure an efficient transition from normal to backup/recovery operations.
- Expedite restoration of the facility and its contents to allow normal working conditions to resume.

The procedures outlined in this plan are specific for the TCNJ animal facility. In addition, the procedures outlined in the TCNJ Emergency Action Plan supersede those contain herein.

Responsibilities

The Institutional Official, in consultation with the Director of Risk Management, the TCNJ Office of Campus Police Services, the Office of Occupational Safety and Environmental Services, any other emergency response personnel, the IACUC Chair, and the Consulting Veterinarian, will be responsible for implementing the procedures outlined in this recovery plan.

The IACUC Chair will be responsible for maintaining this plan in a current and readily available form and updating the plan annually. Subsections of the plan include:

1. An Emergency Contact List (**Appendix IIA**). This list includes all individuals/departments who take initial responsibility for responding to an emergency or natural disaster that impairs normal functions of the animal facility (primary contacts). In addition, this list includes all individuals who would not necessarily participate in an immediate response to the emergency (e.g. Principal Investigators) but who will need to be notified to carry out actions in support of the initial response and subsequent recovery efforts (secondary contacts).
2. A Vendor Contact List (**Appendix IIB**). This list includes vendors, suppliers, contractors, etc. who can provide support in the way of products or services needed to respond to or recover from an emergency. This list will include both suppliers of capital equipment and routine supplies needed for animal care or to maintain and/or monitor conditions within the animal facility.
3. Emergency Response and Recovery Task List (**Appendix IIC**)
4. Response Action Table (**Appendix IID**)

Appendix IIA – Emergency Contact List

A. Departmental Contacts					
Campus Police	From a campus or college phone dial: 9-1-1	From a cell phone dial: (609) 771-2345			
Fire Department (call TCNJ Office of Campus Police Services)	From a campus or college phone dial: 9-1-1	From a cell phone dial: (609) 771-2345			
Department of Facilities and Administrative Services	(609) 771-2353				
Office of Occupational Safety and Environmental Services (OSES)	During business hours: (609) 771-2881 After hours: (609) 771-2345 (TCNJ Office of Campus Police Services				
Office of College Relations	(609) 771-2218				
B. Primary Contacts					
Name	Title	email	Work phone	Cell phone	Home phone
Brian Webb	Director of Risk Management	bwebb@tcnj.edu	(609) 771-2881	(609) 203-7490	
Jeffrey Osborn	Institutional Official	josborn@tcnj.edu	(609) 771-2724	(609) 751-1369	(609) 737-0260
Lauren Bright	Consulting Veterinarian	lab440@ored.rutgers.edu	(848) 445-7327	(864) 431-1818	
Jeffery Erickson	IACUC Chair	erickson@tcnj.edu	(609) 771-2673	(267) 862-7280	(215) 364-3892
C. Secondary Contacts					
Margaret Martinetti	Principal Investigator	martinet@tcnj.edu	(609) 771-2640	(610) 453-4851	(267) 573-4770
Tuan Nguyen	Principal Investigator	nguyena@tcnj.edu	(609) 771-3209	(510) 682-8994	(609) 730-1062
Marcia O'Connell	Principal Investigator	moconnel@tcnj.edu	(609) 771-2879	(609) 847-	(609) 397-2008
Howard Reinert	Principal Investigator	hreinert@tcnj.edu	(609) 771-2474	(215) 237-4225	(215) 862-0591
Matthew Wund	Principal Investigator	wund@tcnj.edu	(609) 771-2897	(215) 321-1837	(267) 907-5227

Appendix IIB – Vendor Contact List

Item	Vendor	Contact name	Contact Information (phone number, e-mail)
Cage and Bottle Washer Maintenance	LBR Scientific, Inc.	Tony DeCandia	1-800-473-0039 cell: (973) 332-0337 tony.decandia@lbrscientific.com
Cage and Bottle Washer Manufacturer	Girton Manufacturing Co., Inc.	Jack Kindt	(570) 458-5521 info@girton.com jkindt@girton.com
Mouse Food	WF Fisher and Son	N/A	908-707-4050 orders@wffisher.com
Mouse Bedding	WF Fisher and Son	N/A	908-707-4050 orders@wffisher.com
Rat Food	Envigo	N/A	Teklad diet 800-483-5523
Rat Bedding	Envigo	N/A	Teklad bedding 800-483-5523
CO_2 (euthanasia)	Airgas	N/A	866-718-0685
Cage and Bottle Washer Detergent	Pharmacal Research Labs, Inc.	Amy Ingraham	1-800-243-5350 cell: 203-233-1565 aingraham@pharmacal.com
Diagnostic Services	Charles River Laboratories, Inc.	N/A	800-338-9680
Diagnostic Services	Antech Diagnostics	N/A	888-397-8378 press 0
Diagnostic Services	Rutgers University	Andy Brooks Qi Wang	(848) 445-1434 brooks@eohsi.rutgers.edu wangq@eohsi.rutgers.edu
Diagnostic Services	National B virus Center	Dr. Julia Hilliard	National B Virus Resource Center Viral Immunology Center Georgia State University P.O. Box 4118 Atlanta, Georgia 30302-4118 404-413-6550 jhilliard@gsu.edu
Shipping	UPS	N/A	800-742-5877
Animals	Charles River Laboratories, Inc.	N/A	800-522-7287
Animals	Harlan Laboratories, Inc.	N/A	Research Models-harlan@harlan.com 800-793-7287 (Customer service) Teklad Lab Animal Diets- tekladinfo@harlan.com 800-483-5523

Appendix IIC – Emergency Response and Recovery Task List

1. **Emergency Calls** - The Director of Risk Management and the Institutional Official, in consultation with the TCNJ Office of Campus Police Services, Fire Department or other emergency personnel, the IACUC Chair, and the Consulting Veterinarian, will be responsible for enlisting appropriate personnel, as needed, to respond to the emergency.

2. **Facility Security and Damage Control -** The TCNJ Office of Campus Police Services, in consultation with the Director of Risk Management, the Institutional Official, and the IACUC Chair, will take steps to prevent unauthorized entry to the animal facility during the emergency. The Director of Risk Management and the Institutional Official, in consultation with the Department of Facilities and Administrative Services, will initiate steps to protect the animal facility from further damage. The IACUC Chair, in consultation with the Consulting Veterinarian, will be responsible for the care and relocation (if needed) of animals housed in the animal facility.

3. **Media Statements -** The Institutional Official or designee will supply information to the Office of College Relations as it becomes available. The Office of College Relations will answer all questions from the media and authorize all statements to the media concerning the emergency. All other personnel will refrain from making any statements to the media and will refer all questions to the Institutional Official or the Office of College Relations. ***Note: Information should be provided as needed to emergency personnel such as police, fire, paramedics.***

4. **Damage Assessment -** The Director of Risk Management and the Institutional Official, in consultation with the TCNJ Office of Campus Police Services, Fire Department or other emergency personnel, the IACUC Chair, and the Consulting Veterinarian, will make preliminary damage assessments and enlist appropriate personnel, as needed, to prevent further damage. Damage assessment information will be used for both insurance and restoration purposes.

5. **Principal Investigator Notification -** The IACUC Chair will be responsible for maintaining a current investigator list and will notify all Principal Investigators of the emergency, efforts being made to respond to the emergency, the status of the animal facility, and the status of animal research animals within the facility or moved from the facility in response to the emergency. The IACUC Chair will also notify the Principal Investigators of any specific information pertaining to the emergency that may not be released without authorization, and provide instructions as to how the Principal Investigators may help to respond to the emergency and any subsequent recovery efforts.

6. **Laboratory/Research Data -** The IACUC Chair will be responsible for maintaining a list of all researchers with work in progress. The IACUC Chair will contact individual Principal Investigators to inform them of the emergency and to assist them in any efforts to recover laboratory or research data from work that was in-progress at the time of the emergency. Principal Investigators will lead the effort to identify any research data that may have been compromised by the emergency with the goal of recovering any laboratory or research data from work that was in progress at the time of the emergency. The Principal Investigator will be responsible for determining the status of each research study and reporting this information to the Institutional Official and IACUC Chair.

7. **Facility Repair and Restoration -** The Department of Facilities and Administrative Services, in consultation with the Director of Risk Management, the Institutional Official, the IACUC Chair, and the Consulting Veterinarian, will be responsible for the repair and restoration of any damaged equipment or infrastructure in the animal facility. The repair of Communication and Information systems will be the responsibility of the Office of Information Technology. The Department of Facilities and Administrative Services will maintain a list of potential service providers and contractors capable of making any needed

mechanical, electrical, security, communications, or other repairs to the animal facility. For extensive damage, bidding of the restoration work may be appropriate.

8. **Equipment and Inventory -** The IACUC Chair will maintain a list of both capital equipment and routine supplies that are needed to maintain the animal facility during normal operations. This list may be consulted during damage assessment and during recovery efforts to return the animal facility to normal operations.

Appendix IID – Response Action Table

LEVEL	DESCRIPTION	CONTACT	INFORM	RESPONSE ACTION
LEVEL 1 Individual Principal Investigator, IACUC Chair	Minor Illness/Injury	Principal Investigator / IACUC Chair	Principal Investigator/TCNJ Director of Risk Management	Administer first aid; report injury to Principal Investigator or IACUC Chair; Complete scratch/bite form, if applicable; Contact TCNJ Office of Campus Police Services as necessary.
	Small chemical, radiation or biohazard exposure or spill	Principal Investigator/TCNJ Office of Campus Police Services/TCNJ Director of Risk Management	TCNJ Office of Occupational Safety and Environmental Services/ Institutional Official / IACUC Chair /TCNJ Department of Facilities and Administrative Services	Administer first aid if safe to do so; Report spill or exposure to Principal Investigator or IACUC chair; Do not allow radioactive or biohazard spill to spread beyond immediate area of spill; Clean up with appropriate consultation and supervision
	Equipment failure, temperature alarm, power failure	Principal Investigator/ IACUC Chair	TCNJ Department of Facilities and Administrative Services/Consulting Veterinarian	Check room temperatures; Open doors to vent rooms if ventilation is out or temperatures are ≥ 84 °F
	Peaceful demonstration/Animal Activists	TCNJ Office of Campus Police Services/ Institutional Official / IACUC Chair	Principal Investigators/Office of College Relations	Be courteous; Do not interact with demonstrators; Leave area
LEVEL 2 Requires outside assistance	Major medical	TCNJ Office of Campus Police Services	Institutional Official/Principal Investigator/IACUC Chair	Call 9-1-1 from a campus phone or (609)-771-2345; Administer first aid if safe to do so; Call out for help
	Large chemical, radiation or biohazard exposure or spill	TCNJ Office of Campus Police Services/TCNJ Director of Risk Management/TCNJ Office of Occupational Safety and Environmental Services/Institutional Official	Principal Investigator/IACUC Chair/Consulting Veterinarian/TCNJ Department of Facilities and Administrative Services	Leave room; use nearest pull station to sound alarm to evacuate building; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone; from a safe distance, prevent further entry into building by others until response personnel have arrived; Administer first aid if needed and it is safe to do so; call appropriate support personnel
	Fire	TCNJ Office of Campus Police Services	Director of Risk Management/TCNJ Office of Occupational Safety and Environmental Services/Institutional Official/TCNJ	Use nearest pull station to sound alarm to evacuate building; evacuate building; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone; stand at least 50

			Department of Facilities and Administrative Services/ IACUC Chair/Principal Investigators/Consulting Veterinarian	feet away from the building after exiting; account for fellow personnel
	Illegal/criminal activity	TCNJ Office of Campus Police Services	Institutional Official/IACUC Chair/Principal Investigators/Consulting Veterinarian	Seek safety away from threat; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone when safe to do so
	Localized flooding May affect entry to campus/buildings	TCNJ Office of Campus Police Services/TCNJ Director of Risk Management/TCNJ Office of Occupational Safety and Environmental Services/Appropriate support personnel	Institutional Official/ TCNJ Department of Facilities and Administrative Services/IACUC Chair/Principal Investigators/Consulting Veterinarian	Use nearest pull station to sound alarm to evacuate building; unplug electrical equipment if safe to do so; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone when safe to do so
	Bomb threat, suspicious items	TCNJ Office of Campus Police Services	Institutional Official/Director of Risk Management/ TCNJ Office of Occupational Safety and Environmental Services/IACUC Chair	Calmly evacuate the facility; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone when safe to do so
	Biochemical threat	TCNJ Office of Campus Police Services	Institutional Official/Director of Risk Management/ TCNJ Department of Facilities and Administrative Services/TCNJ Office of Occupational Safety and Environmental Services/IACUC Chair	Evacuate building; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone when safe to do so; call appropriate support personnel; shut down HVAC system
LEVEL 3 Outside emergency responders may be overwhelmed: expect delayed assistance	Major natural disaster (storm, widespread flooding, large-scale terrorism)	TCNJ Office of Campus Police Services	Institutional Official/Director of Risk Management/ TCNJ Office of Occupational Safety and Environmental Services/TCNJ Department of Facilities and Administrative Services/IACUC Chair/Principal Investigators/Consulting Veterinarian	Evacuate building; call 9-1-1 from a campus phone or (609)-771-2345 from a cell phone when safe to do so; administer first aid if needed and it is safe to do so; call appropriate support personnel