



Site-Specific Animal Emergency Plan

Facility or Procedure Area Details:		
Location Name:		
Location Address and/or Room Number:		
Main Contact Person:		
Phone:		
Species or Species Groups:	Common Name	Scientific Name (optional)

Security Provider:		
Who provides security services for the location? (E.g. Lakehead University, Thunder Bay Regional Health Science Center, etc.)		
Emergency Phone Number:		
Main Contact Name (s)	Phone	email

Key Site Emergency Personnel:				
Role	Name	Phone	Mobile	email
Veterinarian				
*Incident Leader				
*Alternate Leader				
**Media Spokesperson				
**Alternate Spokesperson				
Emergency				

Animal Care Personnel				
Emergency Euthanasia Personnel				

***Incident Commander** is the person who will assume the role within the specific animal facility/procedures area to direct emergency response efforts for that location. The Incident Commander may be the Manager of Animal Facilities or Principal Investigator, depending on the location. An alternate person should also be named in case the Incident Commander is not available. The Incident Commander must defer to first responders, health and safety officers, and security personnel in matters of personnel health and welfare. The Incident Commander must defer to the veterinarian in matters of animal health and welfare.

****Media Spokesperson** is designated by the Office of Communications to respond to public media inquiries about animal emergency incident(s). No one else may make statements to the media on behalf of Lakehead University or Thunder Bay Regional Health Science Centre without prior agreement. An alternate spokesperson should also be designated in case the first spokesperson is not available.

Emergency Access: How do emergency personnel gain access to the area? Describe any details relevant to gain access to the animals, including use of key cards/keys, emergency stairs/routes, etc.			
With Power	Doors: (Describe how to open doors and/or access keys or key cards in emergency situations when there is electrical power)		
	Access Route:		
	Alternate Access Route:		
Without Power	Doors: (Describe how to open doors and/or access keys or key cards in emergency situations when there is no electrical power)		
	Access Route:		
	Alternate Access Route:		
Emergency Access Contact	Name	Phone	Email

(e.g. security)			
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Emergency Power Back-up: Describe details on how to access emergency power, including if back-up is on automatic switchover, how long delay is, manual override, location of outlets, etc.
NOTE: outlets providing emergency power should be clearly marked.

Animal Life Support Equipment Contacts:				
	Company	Emergency Contact Name (s)	Phone number(s)	Email(s)
Electrical Power				
HVAC systems				
Water systems				
Gas systems				
Housing Unit				
Describe:				
Housing Unit				
Describe:				
Housing Unit				
Describe:				

General Equipment/Supply Contacts: (as appropriate)				
	Company	Emergency Contact Name (s)	Phone number(s)	Email(s)
Autoclave				
Cage Washer				
Emergency Ration Food				
Bedding				
Water Quality Monitoring				

Hazards: Please list and describe any hazards located within the facility that may pose a hazard to the health and well-being of emergency response personnel. These may include aggressive/dangerous animals, animals injected with hazardous substances, hazardous chemicals, etc.

NOTE: Hazardous animals must not be relocated to evacuation areas outside of the facility.

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Animal Priorities: In an emergency situation, it may not be possible to provide for the health and well-being of all animals within a given location. Please list, and give details of, any rare or valuable animals that should be considered first in an emergency situation.

NOTE: Principal Investigators are responsible for preservation and recovery plans (e.g. cryopreservation) of their own rare or valuable animals, should their animals not survive a facility disaster.

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Critical Period: Every effort will be made to continue routine daily care of the animals. However, staff may not be able to access the animals during some emergency situations. Please provide an estimate for how long animals can survive on their own, taking into account standard ventilation, food/water rations, housing unit functions, etc.

With Power:	
Without Power:	

Evacuation Locations: Please describe possible areas that animals can be relocated to in an emergency situation. If there is no suitable location, depending on the emergency situation, animals may need to be humanely euthanized.

Small Scale Incident (Those involving one housing room or less)	Main	
	Alternate	

Medium Scale Incident (Those involving multiple rooms or sections of a facility. Relocation would be an area outside the animal facility, but within the same building)	Main	
	Alternate	
Large Scale Incident (Those involving the whole building. Relocation would be into another building)	Main	
	Alternate	

Basic Emergency Animal Care: Briefly describe basic care of animals in emergency situation, including details about food, water, required PPE for personnel safety, and general care of animals. The procedures listed here should only be for sustaining life of the animals, as resources may be limited in an emergency situation.

NOTE: Cage changes will not be permitted in evacuation areas located outside of the facility. Tank water changes are permitted if the effluent water can be disposed of in accordance to local regulation.

This site-specific animal emergency plan is to be approved by the Lakehead University Animal Care Committee, and approved copies forwarded to all relevant personnel and departments, including Security and the University Veterinarian.

Signature of Animal Care Committee Chair: _____

Date of approval: _____