Animal Care Program
Emergency Guide

Twin Cities Campus
Updated June 2012
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# Emergency Contacts

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<tr>
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<th>Phone Number</th>
<th>Department</th>
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<tr>
<td>Fire</td>
<td>9-1-1</td>
<td>U of M Police</td>
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<tr>
<td>Serious Injury</td>
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<td>Illness</td>
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<td>Theft</td>
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<tr>
<td>Bomb Threat</td>
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<tr>
<td>Animal Health Emergency</td>
<td>(612) 624-9100</td>
<td>Research Animal Resources</td>
</tr>
<tr>
<td>On-Duty Veterinarian Pager</td>
<td>(weekdays 8-5)</td>
<td>(RAR)</td>
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<tr>
<td></td>
<td>(612) 899-6285</td>
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<tr>
<td>Animal Bites and Scratches</td>
<td><strong>Daytime:</strong></td>
<td>HealthPartners Care Line</td>
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<tr>
<td></td>
<td>(612) 339-3663</td>
<td></td>
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<tr>
<td></td>
<td>(800) 551-0859</td>
<td></td>
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<tr>
<td></td>
<td><strong>After Hours:</strong></td>
<td>Fairview-University Medical Center</td>
</tr>
<tr>
<td></td>
<td>(612) 273-2700</td>
<td>Emergency Room</td>
</tr>
<tr>
<td>Chemical, Radiation, Biohazard Spills/Exposures</td>
<td><strong>Daytime:</strong></td>
<td>Department of Environmental Health</td>
</tr>
<tr>
<td></td>
<td>(612) 626-6002</td>
<td>and Safety (DEHS)</td>
</tr>
<tr>
<td></td>
<td><strong>After Hours:</strong></td>
<td>U of M Police</td>
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<tr>
<td></td>
<td>9-1-1</td>
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<tr>
<td>Equipment Failure/Alarm</td>
<td><strong>Daytime:</strong></td>
<td>Facilities Management</td>
</tr>
<tr>
<td></td>
<td>(612) 624-2900</td>
<td></td>
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<tr>
<td></td>
<td><strong>After Hours:</strong></td>
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<tr>
<td></td>
<td>(612) 625-0011</td>
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Introduction

The University of Minnesota's Twin Cities campus in Minneapolis and St. Paul comprises approximately 16,000 employees serving more than 50,000 students. The campus is one of the largest in the country.

This manual is designed to do the following:

⇒ **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 and without warning. The ability to handle an emergency is the responsibility of each individual, as well as the organizational responsibility of the University of Minnesota. The better prepared you are, the more quickly you can take appropriate action and minimize confusion that may occur during an emergency.

All 9-1-1 calls from University Campus phones are routed through the University of Minnesota Police who will then notify the appropriate response personnel.

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**For More Information on Emergency Procedures**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone &amp; Location</th>
<th>E-mail</th>
<th>Website</th>
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<tbody>
<tr>
<td>Department of Environmental Health and Safety (DEHS)</td>
<td>(612) 626-6002 W-140 Boynton Health Services</td>
<td><a href="mailto:DEHS@umn.edu">DEHS@umn.edu</a></td>
<td><a href="http://www.DEHS.umn.edu">http://www.DEHS.umn.edu</a></td>
</tr>
<tr>
<td>U of MN Police</td>
<td>(612) 624-2677 511 Washington Ave SE</td>
<td><a href="mailto:umpolice@umn.edu">umpolice@umn.edu</a></td>
<td><a href="http://www1.umn.edu/umpolice/">http://www1.umn.edu/umpolice/</a></td>
</tr>
<tr>
<td>Department of Emergency Management</td>
<td>(612) 626-1388 2221 University Ave. SE Suite 140</td>
<td><a href="mailto:DEM@umn.edu">DEM@umn.edu</a></td>
<td><a href="http://www.dem.umn.edu/">http://www.dem.umn.edu/</a></td>
</tr>
<tr>
<td>Facilities Management</td>
<td>(612) 624-2900</td>
<td><a href="mailto:info@facm.umn.edu">info@facm.umn.edu</a></td>
<td><a href="http://facm.umn.edu/">http://facm.umn.edu/</a></td>
</tr>
<tr>
<td>Research Animal Resources</td>
<td>(612) 624-9100</td>
<td><a href="mailto:compmed@umn.edu">compmed@umn.edu</a></td>
<td><a href="http://www.ahc.umn.edu/rar/">http://www.ahc.umn.edu/rar/</a></td>
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Call Procedures

WHEN TO CALL 9-1-1
⇒ FIRE
⇒ MAJOR MEDICAL EMERGENCY (LIFE THREATENING):
  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
⇒ BOMB THREAT
⇒ HAZARDOUS/INFECTIONOUS MATERIAL SPILLS AFTER HOURS

WHEN TO CALL RESEARCH ANIMAL RESOURCES (RAR): (612) 624-9100
⇒ MAJOR UTILITY FAILURE SUCH AS:
  Temperature extremes
  High/low temperature alarms
  Water leaks that threaten animal lives
  Power failure that may affect animal health
  Ventilation system/ air handler outages
⇒ ANIMAL ILLNESS
⇒ ANIMAL BITE/SCRATCH

WHEN TO CALL THE DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY (DEHS): (612) 626-6002
⇒ CHEMICAL SPILLS / EXPOSURES
⇒ BIOHAZARD SPILLS / EXPOSURES
⇒ RADIATION SPILLS /EXPOSURES

GIVE THE FOLLOWING INFORMATION:
⇒ What type of problem or injury occurred
⇒ Where did the incident occur:
  Building name and address, including room number and floor
⇒ How the emergency happened (step by step)
⇒ Who was involved. Victim information, including:
  Number of ill, injured, or threatened and their ages
⇒ Contact – Phone Number. Give the phone 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 needed.
Read this EMERGENCY MANUAL several times. Be familiar with your building’s floor plan and evacuation routes. Participate in practice fire drills and safety training programs. Report all work-related injuries, illnesses, and hazardous material spills.

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.

Know the location of the following:

⇒ Emergency Information (manuals, telephone numbers)
⇒ Telephones
⇒ Emergency Evacuation Routes
⇒ Fire Alarms and Extinguishers
⇒ First Aid Kit
⇒ Eye Wash/Safety Showers
Security Information

TWIN CITIES CAMPUS PHONES:

A number of campus phones are placed about campus. These are free and can be used to report emergencies or to request assistance. To call for help simply dial 9-1-1. To call any other campus number, dial the last five digits. For example, to reach the Department of Emergency Management, phone (612)-626-1388, just dial 6-1388.

ESCORT SERVICE:

The University of Minnesota Police Department provides a walking escort service for students, staff, faculty, and visitors on the Minneapolis and St. Paul Campuses. This free service is available all day, every day, including holidays. To use the service, call (612) 624-WALK (9255) from any off-campus phone or 4-WALK from any on-campus phone. For more information call (612) 624-WALK or email the Campus Escort Service at escort@umn.edu, or visit the Security Monitors and Campus Escorts web site http://www1.umn.edu/police/escort.html.

Minneapolis Boundaries: North: Como Avenue, South: Interstate 94, East: 27th Ave S.E., West: Interstate 35W.

St. Paul Boundaries: North: Larpenteur Avenue; South: Transitway; West: Chelmsford Street – Chelmsford Street is three blocks west of Cleveland; East: the Fairgrounds.

CODE BLUE PHONES:

Several “Blue Light” units have been installed to help ensure the safety and peace of mind of those who use our campuses, parks, walkways, parking areas, and other outdoor activity spaces. Marked by a bright blue light, they are placed strategically throughout the campus. The telephones connect directly to the Police Department’s dispatch center. To use the unit, simply press the button. A brilliant strobe light will start flashing and the unit will instantly establish voice contact with the University Police Department. The Blue Light is automatically identified at Police dispatch, so even if you cannot talk, a police officer can find you. The strobe light further assists in locating the phone at night. The specific location of Code Blue Phones is provided at the Code Blue Phones web site: http://www1.umn.edu/dcs/codeblue.html

THREATS TO PERSON:

Any individual should call 9-1-1 for police assistance if she or he observes violence taking place or thinks there is an immediate threat to someone’s safety. All faculty, staff and student workers should communicate to an administrator/supervisor any knowledge of violence or threat-related...
behaviors, including possession of a weapon in the workplace. Administrators and supervisors should call the Threat Assessment Group for assistance if they believe or feel there is an emerging potential threat to someone’s safety. The Threat Assessment Group is made up of University mental health and law enforcement professionals. One of these persons will contact the caller to help decide what actions are needed. Callers not being reached quickly enough by the Group or needing advice after regular working hours should call 9-1-1.

Administrators and supervisors should not hesitate to use this resource or call the Employee Assistance Program: Website: http://www1.umn.edu/ohr/wellness/eap

Civil Service & Bargaining Unit Employees
612-625-2820
eap@umn.edu

If the threat involves a faculty or staff member: Faculty, staff and students should contact the Employee Threat Assessment Team (ETAT) by calling Jim Meland, Ph.D. at 612-625-4073 or Dave Fuecker at 612-626-7925

Students and other non-workers should call 9-1-1.

**Call 9-1-1 if you feel the violence or threat is imminent.**
Fire

Fire preparedness is the responsibility of each individual. Smoke, heat and toxic gases from fires are the most common cause of fire-related deaths and injuries. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. Each building in the University of Minnesota has its own procedures for dealing with a fire. It is important to review and understand individual plans, which may be developed for the building or area in which you work. To be prepared in case of a fire: locate building exits, fire extinguishers, and become familiar with the fire alarm procedures of your building. For more information please contact your Research Safety Officer or call the Department of Environmental Health and Safety, (612) 626-6002.

IF YOU DISCOVER FIRE OR SEE SMOKE:
⇒ Alert anyone in immediate danger.
⇒ Confine the fire by closing the doors around it.
⇒ Pull alarm. These are located next to all exit doors. (If there is no alarm system, a verbal system of spreading alarm must be developed. This may incorporate P.A. or other inter-office means of communication).
⇒ Call 9-1-1 from the nearest safe telephone (or 8-8-8 from all FUMC 273-xxxx numbers) and provide the following information:
  - Building name and address
  - Room or location of fire
  - Your name, location and phone number
  - Have someone meet the fire department at the main building entrance.
⇒ Secure the building by shutting all doors as you leave by the nearest safe exit. Do not attempt to use the elevator.
⇒ Fight only small fires, if you are knowledgeable in fire extinguisher use, if several people are available and if it is safe.

IF YOU HEAR THE FIRE ALARM OR SOMEONE INFORMS YOU OF A FIRE:
⇒ Feel the door. If cool, leave the room; if hot, signal for help from the window.
⇒ Exit the room if possible by walking quickly to the nearest safe exit. DO NOT RUN and do not attempt to use the elevator.
⇒ Alert others to the emergency on your way out.
⇒ Leave the building and move away from the building entrance. Do not re-enter the building until the all-clear is given. An “all clear” will be given by the fire department incident commander or U of M incident commander.
Biohazard procedures apply to all employees with reasonably anticipated contact with body fluids, blood, infectious waste, or other potentially infectious material. Any body fluid may contain microorganisms capable of transmitting disease. All procedures involving blood or potentially infectious materials must be performed in a manner that minimizes splashing, spraying, and aerosolization of these substances. For more information about biohazards, call DEHS at (612) 626-6002 and ask to speak to the University Biosafety Officer or another member of the biosafety staff.

**BIOHAZARD EXPOSURE:**

⇒ **Flush** or **rinse** wound with water for at least 5 minutes.
  
  **IF PRICKED WITH A NEEDLE:** **Milk** wound to induce bleeding, then wash with soap and water for 5 minutes.

⇒ **Remove contaminated clothing,** wash skin and replace with clean clothing.

⇒ **Immediately call** HealthPartners Care Line 612-339-3663 or 800-551-0859

  *After hours: Fairview-University Medical Center Emergency Room (612) 273-2700.*

  **KNOWN HIV SOURCES:** Fairview-University Medical Center Emergency Room (612) 273-2700

⇒ **File an electronic First Report of Injury (e-FROI)** at https://webapps-prd.oit.umn.edu/froi within 8 business hours or as soon as possible after exposure.

**BIOHAZARD SPILLS:**

To clean up yourself or with custodial help:

⇒ **Check** for exposure.

⇒ **Protect body,** put on protective clothing (gloves, safety goggles or glasses, and lab coat.)

⇒ **Flush** spilled material with 1 to 10 dilution of bleach. Leave it on for 30 minutes.

⇒ **Wipe** down all equipment and surfaces.

⇒ **Dispose** of contaminated material as biohazardous waste.

⇒ **Wash** hands with soap and warm water.

If more help is needed:

⇒ **Check** for exposure.

⇒ **Do not track** spill through building.

⇒ **Tape off** the spill area or CLOSE the door.

⇒ **Post** person by door to prevent re-entry.

⇒ **Call** DEHS at (612) 626-6002. AFTER HOURS call 9-1-1.
Radioactive Material Incidents

Most research laboratories do not have the types or quantities of radioactive materials that would pose a significant health risk even if they were to be spilled. However, if radioactive material is spilled, the top priority becomes the control and/or removal of contamination.

Do not hesitate to call the Radiation Protection Division (RPD) (612) 626-6002, or after hours 9-1-1 in the event of a spill. The RPD is here to assist you with controlling contamination and cleaning up spills. Be assured that there will not be any negative consequences for reporting a spill - no one's job, appointment or position will be jeopardized due to reporting a spill or incident involving radioactive materials.

What to do in an incident involving radiation:

⇒ **Remain calm.**
⇒ **Announce it:** Let everyone in the immediate area know that you have an incident involving radioactive material. Though it may be a little embarrassing to draw attention to the situation, it will help prevent anyone from walking into a potentially contaminated area.
⇒ **Survey yourself for contamination:** Wash any exposed skin and remove articles of clothing that have become contaminated and place them on an absorbent pad or in a bag to reduce the spread of contamination.
⇒ **Restrict access:** If the floor is contaminated, or is suspected to be, restrict access to the area and don't let anyone that may have become contaminated leave until the RPD can survey them. The number one contributor to the spread of contamination is by individuals who have left a contaminated site.
⇒ **Call the RPD:** (612) 626-6002, Monday-Friday, 8:00 a.m. - 4:30 p.m., or 911 after hours, weekends and on University holidays.
CHEMICAL EXPOSURES
⇒ Remove victims from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
⇒ Remove contaminated clothing.
⇒ Flush skin or eyes with running COLD water for 15 minutes. Large body areas: wash off chemicals with mild detergent and water. DO NOT USE neutralizing chemicals, unguents, creams, lotions or salves.
⇒ Get medical attention for victims by calling 9-1-1. Tell medical personnel exactly what chemicals are involved.
⇒ File a First Report of Injury (e-FROI) at https://webapps-prd.oit.umn.edu/froi within business hours or as soon as possible after exposure.

CHEMICAL SPILLS:
Evacuate:
Leave the spill area. DO NOT USE THE ELEVATORS. Use the nearest exit. Alert others in the area and direct/assist them in leaving; shut off electrical equipment as you leave the area.

Confine:
Close the doors and ISOLATE the area preventing people from entering the spill area.
If chemical vapors or gases are being spread through a building’s air handling system call Facilities Management Services to have the ventilation system shut off (612) 625-0011.

Report: Call DEHS (612) 626-6002 during working hours or 9-1-1 after hours. Give the following information and wait for instructions from DEHS.
• Name
• Phone number and location
• Location of the spill
• Time and type of incident
• Name and amount of material spilled
• Extent of injuries
• Safest route to the spill
• Explain possible hazards to human health or the environment
• Warn the emergency responder of any other hazards they may encounter

DO NOT GO BACK INTO AN AREA WHERE A CHEMICAL SPILL HAS OCCURRED! REMAIN AVAILABLE TO ADVISE RESPONDERS
Sharps Handling and Disposal Procedures

The use of sharps, such as needles, scalpels, and glass can present a risk to personnel if handled and disposed of improperly. In research settings, sharps may be contaminated with animal blood or body fluids, or with unknown substances. It is always safest to assume they are a potential hazard. To prevent exposure of personnel to these agents and to prevent sharps and biohazards from showing up in the environment and/or being used by unauthorized personnel, proper disposal procedures must be followed. The standard guidelines are provided below and from DEHS. A video is available from DEHS or from RAR’s library (call 624-9100) demonstrating these guidelines.

Procedures

⇒ Safety practices should be customized for a laboratory and written into the labs standard operating procedures (SOPs).
⇒ The less you handle sharps, the less likely you are to have an accident.
⇒ Use adequate restraint when working with an animal.
⇒ Place your sharps in a carrying container prior to use, rather than carrying them in your hand or pocket.
⇒ Do not recap or remove needles from syringes after use.
⇒ Place all sharps immediately into a sharps container. Bring one with you to the area you are working in.
⇒ If you must remove a needle use a mechanical device. (A forceps).
⇒ Use an approved sharps container, and use it only for sharps. Seal it before it is completely full.
⇒ Dispose of Sharps containers when they are 3/4 full. (Rather than trying to stuff more in, get a new one when the old one is 3/4 full).
⇒ If you do injure yourself with a sharp object, clean the wound immediately with water, make the wound bleed, apply antiseptic and seek medical attention.

If you know what the hazard is, indicate that to your care provider.
If the sharp object was contaminated with body fluids from a nonhuman primate, follow the instructions in the “Bite Kit” in the animal housing area, or contact RAR at 4-9100 for assistance.

What Goes in Sharps Containers

⇒ Needles
⇒ Scalpel blades
⇒ Syringe barrels – even without the needle
⇒ Capillary tubes
⇒ Pasteur pipettes
⇒ Slides
⇒ Cover slip
If you or one of your employees is exposed to blood borne or other infectious pathogens, by a needlestick or other exposure, it is necessary to seek medical attention within 1-2 hours so that treatment is instituted within a timeframe that increases effectiveness.

**Types of Hazardous Exposures**

Hazardous exposures include:

- **Percutaneous** inoculation/puncture with blood or body fluid by a sharp instrument or sharp needle,
- **Contact** with blood or body fluid through fresh (less than 24 hours) cut or mucous membrane contact (e.g. splash to the eye or mouth, or mouth-to-mouth resuscitation), or
- **Skin exposure** involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis.

**Emergency Procedure**

- **Administer** first aid if necessary.
- **Seek** medical attention.
  
  If you are a Twin Cities University employee go to the nearest HealthPartners Urgent Care location or Emergency Department.

  If it is after business hours, go to the Emergency Room at the Fairview University Medical Center (612) 273-2700 near the corner of Harvard St. SE and East River Parkway. Boynton's Web site provides a map and directions to Fairview's ER. This location is fully prepared to deal with these types of incidents.

  If you are not in the Twin Cities area, or choose not to go to HealthPartners or Fairview, you may seek medical attention at the closest available medical facility. Most locations are prepared to deal with these types of incidents, or they can direct you to a facility that is.

- **Report** the incident to your supervisor as soon as it is possible, and fill out the appropriate paperwork. The University's Office of Risk Management and Insurance outlines an Employee's Responsibilities, and Supervisor Responsibilities on their Web site.

**Note:** It is important that all of the appropriate paperwork is completed; otherwise you will not be able to collect workers compensation should any complications arise from the hazardous exposure in the future.

**Additional Information**

There is no cost to the employee for medical services provided in these incidents.
Animal handlers are not the only personnel who are at risk of zoonotic disease from animals. Some disease may be transmitted through body fluids and tissues. Complete details of the universal precautions can be found in the CDC publication Biosafety in Microbiological and Biomedical Laboratories or look on the web at: http://www.ahc.umn.edu/rar/nhpsafety.html#Clinical

Precautions for Handling Clinical Animal Samples

⇒ **Training:** Blood borne pathogen training is available through OHS (call 626-5008) or see http://www.ohs.umn.edu/bbpe/training/home.html

⇒ **Protective Equipment and Clothing:**
   Disposable gloves and long-sleeved protective clothing should be worn at all times.
   If there is the potential for splashing (e.g. opening sample containers, pipetting, vortexing), eye and respiratory protection should be used. This should include a respiratory mask with a moisture barrier and a splashguard, safety glasses with side panels, or a face shield.
   If contaminated, protective clothing should be replaced.
   Remove clothing on leaving the work area and place in a biohazard disposal container or laundry.
   Wash hands after removing gloves.

⇒ **Follow sharps handling procedures:**
   Do not recap needles. Use a piece of cardboard or other device to pick up broken glass or loose sharps. This should be discarded or decontaminated following use. Dispose of sharps in a puncture-proof container labeled “Biohazard.”

⇒ **For Spills:** decontaminate the spilled material with 10% bleach solution or a similar disinfectant: wear gloves, cover spill with paper towels, pour disinfectant onto the towel to cover spill, let soak for 20 minutes, dispose of towels, dry surface.

⇒ **Keep samples** in unbreakable, leak-proof containers and place the primary container in a secondary container when transporting samples or when the primary container has become contaminated on the outside.

Storage areas should be labeled with a red or orange biohazard sign.

When samples likely to contain hazardous biological material are mailed or transferred, the container should be labeled with a red or orange biohazard label. Follow any special shipping procedures. (Training is required to ship hazardous material).

⇒ **Decontaminate** work surfaces after use with an appropriate disinfectant, such as 1% bleach.
Bites and scratches can expose animal technicians, laboratory personnel, and others working with animals to biological hazards transmitted through contaminated saliva, secretions, or blood. In order to avoid these situations take the following precautions: exercise caution at all times and know where to find a First Aid Kit; wear appropriate clothing (gloves, gowns, goggles, shoe covers) located in the preparation areas just prior to room entrances; work with at least one other person when handling fractious animals; women of child-bearing age working with cats should discuss toxoplasmosis with their physician.

In addition, make sure you have the correct vaccinations. All personnel in contact with animals should have a current tetanus vaccination. If you work with nonhuman primates, you must receive a tuberculin skin test every 6 months, or if you have non-specific reactions to the skin test, a chest x-ray annually. A negative tuberculin test and/or annual chest x-ray is required for all staff entering an occupied nonhuman primate holding room even if there will be no contact with the animals. If you work with dogs and cats, you may wish to be vaccinated for rabies and have titers run periodically to determine your level of immunity. Your supervisor is responsible for ensuring compliance with these programs.

HealthPartners provides all occupational health services required for Research Occupational Health Program (ROHP) compliance, exposure incidents and follow-up, and is also available for workers compensation and case management services. Services include: immunizations, screenings, respirator medical exams, and medical exams for personnel with animal exposures. It is possible to arrange for some services to be delivered on-site at the University when a large volume of employees requires a particular service at the same time (e.g., yearly TB testing). Please contact the Office of Occupational Health and Safety for more information at uohs@umn.edu or 612-626-5008.

ANIMAL EXPOSURE:
⇒ **Massage** the wound immediately to expose the possible contamination.
⇒ **Cleanse and irrigate** the wound with soap and running water for at least 15 minutes. Use whatever supplies (disinfectants and bandages) necessary from the First Aid kits.
⇒ **Call Health Partners** (952) 883-6999 during daytime hours or after hours go to the Fairview-University Medical Center Emergency Room (612) 273-2700.
⇒ **Notify** supervisor and take whatever measures necessary to identify and isolate the animal for evaluation and observation:
  For dog, cat or nonhuman primate bites NOTIFY an RAR veterinarian (612) 624-9100. Nonhuman primate bites, scratches, exposure to mucous membranes require additional procedures. (Please see the next page.)
  The biting animal must be examined and isolated. If an animal must be used for experimental purposes, RAR must be contacted to ensure that all necessary diagnostic tests are complete.
Macaques (Rhesus or Cynomolgus Monkeys) Bites/Scratches

⇒ Employee Bite / Scratch / Splash Procedure

In Case of Exposure to the following monkey (rhesus or cynomolgus species only) situations:
• A bite or scratch from a nonhuman primate
• A cage scratch from a dirty cage
• A puncture by a needle that has previously been in a nonhuman primate (rhesus or cynomolgus)
• Any wound caused by a clean object that penetrates a contaminated glove
• Splashing of feces, urine, saliva, or blood into your eye or mouth or a cut in your skin

IMMEDIATE cleaning is of the utmost importance in preventing infection.

• For a skin exposure: cleanse and flush the wound for a full 15 minutes. Use the sponge and soap in the bite kit and a high volume of running water. If wound is still bleeding after cleaning, cover it with sterile dressing before seeking medical treatment.

• For an eye splash or other mucous membrane exposure: rinse at an eyewash station or sink for a full 15 minutes. Anyone assisting you should wear gloves and splash-resistant eyewear.

• Go to HealthPartners Occupational Medicine or Urgent Care immediately after washing the wound. Take the provider treatment checklist, found in the bite kit, with you. Call HealthPartners Riverside Clinic at 952-883-6999 to let them know that you are coming in with a nonhuman primate exposure. If HealthPartners is closed, go to the Fairview-University Hospital emergency room (612-273-3000).

• Page the area veterinarian as soon as possible. If you do not know who this is or the veterinarian is not available, page the Emergency Vet pager number: 612-899-6285. Make sure you speak with a live person; voicemail messages or emails are not sufficient. The nonhuman primate must be sedated and samples collected for herpes B virus testing within two hours of the exposure.

• File an electronic First Report of Injury (e-FROI) within 8 business hours or as soon as possible after your exposure. Supervisors should ensure that this is done and assist employees if necessary. The link to the eform is: https://webapps-prd.oit.umn.edu/froi/. Filing the e-FROI ensures that all medical care and any prescriptions are paid for.

Information for health care providers is included in every NHP bite kit and may be downloaded here: http://www.ahc.umn.edu/rar/nhpsecurity.html#Bite

Information on herpes B virus: http://www.cdc.gov/herpessvirus/index.html
Basic First Aid Procedures

⇒ **Unconscious, no pulse, no breathing** — begin CPR (cardiopulmonary resuscitation) if you have completed CPR training. CONTINUE CPR until assistance arrives or you are relieved.

⇒ **Bleeding** — Help victim lie down. Press directly onto the wound with sterile gauze, paper towel, clean handkerchief, or gloved hand. Maintain steady pressure for 5-10 minutes. If bleeding from arm or leg, elevate that arm or leg.

⇒ **Shock** — Keep victim warm. Keep victim flat, legs slightly elevated.

⇒ **Choking** — If victim can speak, encourage coughing. If not, use Heimlich Maneuver for conscious person. For unconscious person, call for help and give resuscitation. Try to clear airway if obstruction obvious.

⇒ **Heart attack** — Have the patient lie or sit down and call 9-1-1 for help.

⇒ **Seizures** — During seizure: Keep the person from hurting themselves by moving furniture or loose heavy objects away. DO NOT RESTRAIN PATIENT. DO NOT PUT ANY THING IN PERSON’S MOUTH! After Seizure: Keep the airway open if patient is unresponsive. Be supportive, keep onlookers away. The person may be disorientated when he/she awakes.

⇒ **Burns** — See a physician at once if the burns are to the face, palms, genitals, between fingers or toes, or inside of any joint. DO NOT USE any type of ointment on burns, unless directed to do so by a physician.

- **FIRST DEGREE**: Superficial tissue damage results in reddened skin, minor swelling, and pain. Treat them by cooling the burned area with cold water.
- **SECOND DEGREE**: More serious, these burns have deeper tissue damage, red skin, blisters, pain. If blisters are broken, do not use water (unless needed to put out the fire). Apply moist, sterile dressings. If the blisters are not broken, DO NOT BREAK THEM. Apply cool water, and then moist sterile bandages.
- **THIRD DEGREE**: These are the most serious, with very deep tissue damage, and even tissue burned away to ash. Even the smallest burn of this type needs to be evaluated by a doctor. Also you should treat for shock and keep the airway open. DO NOT COOL OFF BURNED AREA WITH WATER UNLESS YOU NEED TO PUT OUT A FIRE.

⇒ **Diabetes**

- **HYPERGLYCEMIA**: Person may appear confused, drowsy, or unconscious and have a peculiar “fruity” odor on their breath. Call 9-1-1.
- **HYPOGLYCEMIA**: May appear intoxicated. Give the person sugar or some thing with sugar in it if the person is alert and able to protect their own airway. Call 9-1-1 if the person doesn’t respond to the sugar or is not alert.
Medical First Aid

“A Major medical emergency” is considered a life-threatening event that requires immediate hospital care.

“A serious injury or illness” requires treatment beyond first aid (stitches, fracture) but there is time to get to the hospital or emergency room and an ambulance is not necessary.

“A Minor illness or injury” (e.g. minor strain) may be treated at Minnesota Occupational Health, 1661 St. Anthony Avenue (http://www.mohonline.com/home.htm), or self-treated (minor first aid). Know who in your group has completed first aid training and where first aid kits are located.

MAJOR MEDICAL EMERGENCY (LIFE THREATENING)

⇒ Call 911 and provide the following information to the 911 dispatcher.

- 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); note any medic-alert bracelet/necklace.
- Stay on the phone with the dispatcher until aid unit arrives. Be sure someone stays with the victim.

⇒ Do not move critically injured or unconscious person unless necessary to save his or her life (e.g. fire).

⇒ Wear gloves when providing first aid, and follow universal precautions.

⇒ Administer first aid: If you are unsure what to do, DO NOT DO ANYTHING EXCEPT GET HELP.
Severe Weather

TORNADOS:

Go to the basement, pedestrian tunnel or an inner hallway on a lower floor. Stay away from building entrances and windows. If building is of reinforced construction, stay inside. Avoid LARGE OPEN AREAS with poorly supported roofs, GLASS AREAS, and TEMPORARY BUILDINGS. EVACUATE THE TOP FLOOR. Use the telephone ONLY to report emergencies. DIAL 9-1-1.

WARNING SYSTEMS:

Timely warning of an impending emergency is necessary for the safety of individuals and the preservation of property. A clear understanding of the meaning of such warnings is paramount if proper action is to be taken. The University of Minnesota employs the following systems:

OUTDOOR WARNING SYSTEMS: THE SIREN

ALERT SIGNAL: (tornado warning) The alert signal is a 5-minute steady tone sounded over our outdoor siren system. Most often used in severe weather, it is NOT only a tornado alert. The siren simply means that you should turn on your radio or television for more information and recommended action. This system is tested on the first Wednesday of every month at 1 P.M.

ATTACK WARNING: The attack warning is a 5-minute wavering tone. This signal means that an attack against the country has been detected and that personal protective action should be taken. Turn your radio to an Emergency Alert Station (E.A.S).

INTERNAL WARNING SYSTEM: THE TELEPHONE

The University of Minnesota employs a system utilizing its existing telephone capabilities. This system is referred to as the Group Alert. It allows the University Police Department as well as the office of Emergency Management to record an emergency message and disseminate it to designated offices and buildings through the Twin Cities campus. It is activated whenever an emergency, tornado, severe storm (winter or summer), hazardous material release or major fire threatens the campus and its occupants. This system is tested monthly on the first Wednesday following the test of the Outdoor Warning at 1:05 PM.

TXT-U is the University of Minnesota’s emergency notification text messaging system used only when a dangerous condition exists on campus. Examples could include an active shooter on campus, an approaching severe storm, or a building evacuation. See TXT-U FAQs at http://www1.umn.edu/prepared/txtu/
# Basic Utility Failure

If animals are involved, first call RAR (612) 624-9100.

<table>
<thead>
<tr>
<th>Failure</th>
<th>What to Expect</th>
<th>Whom to Contact</th>
<th>Responsibility of User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical equipment failure (ultra low freezers, incubators)</td>
<td>Equipment alarms locally in a Security Control Room.</td>
<td>FM</td>
<td>Move supplies or media to backup equipment if necessary. Arrange for equipment repair with outside vendor.</td>
</tr>
<tr>
<td>Electrical power—Emergency generators operating</td>
<td>Many lights are out. Only RED plug outlets work.</td>
<td>FM</td>
<td>Ensure that freezers and incubators are on emergency power (red outlets).</td>
</tr>
<tr>
<td>Electrical power total</td>
<td>Failure of all electrical systems.</td>
<td>FM</td>
<td>Use flashlights or light sticks. Do not use candles or other open flame.</td>
</tr>
<tr>
<td>Elevators</td>
<td>All vertical movement will have to be by stairwells.</td>
<td>FM</td>
<td>Use stairs.</td>
</tr>
<tr>
<td>Elevator stopped between floors</td>
<td>Elevator alarm bell sounding.</td>
<td>FM</td>
<td>Keep verbal contact with personnel still in elevator and let them know that help is on the way.</td>
</tr>
<tr>
<td>Fire alarm system</td>
<td>No fire alarm or sprinklers.</td>
<td>FM</td>
<td>Institute fire watch. Minimize fire hazards. Use phones or runners to report fire.</td>
</tr>
<tr>
<td>Natural gas failure or leak</td>
<td>Odor, no flames on burners, etc.</td>
<td>FM</td>
<td>Turn off gas at bench. Do not turn on or off any spark-producing devices: electrical motors, switches, telephones, etc. Evacuate building.</td>
</tr>
<tr>
<td>Sewer</td>
<td>Drains backing up.</td>
<td>FM</td>
<td>Do not flush toilets. Do not use water.</td>
</tr>
<tr>
<td>Telephones</td>
<td>No phone service.</td>
<td>Telephone Communications</td>
<td>Use pay phones, pagers, cell phones. Use runners as needed.</td>
</tr>
<tr>
<td>Water</td>
<td>Sinks and toilets inoperative.</td>
<td>FM</td>
<td>Institute fire watch. Conserve water. Use boiled water for drinking. Be sure to turn off water in sinks.</td>
</tr>
<tr>
<td>Water non-potable</td>
<td>Tap water unsafe to drink.</td>
<td>FM</td>
<td>Make and place “Non-potable Water—Do Not Drink” signs on all drinking fountains and wash basins.</td>
</tr>
<tr>
<td>Ventilation</td>
<td>No ventilation; no heating or cooling.</td>
<td>FM</td>
<td>Open doors. Use portable fans as necessary. Restrict use of hazardous materials.</td>
</tr>
</tbody>
</table>

FM = Facilities Management Number: (612) 625-0011.
POWER FAILURE

⇒ Shut off gas supply at bench.
⇒ Turn “off” all electrical and office equipment, including computers, light switches (if not on emergency power backup), printers, monitors, cage washers, etc. When service is restored, power surges may occur that can damage electrical equipment. If uncertain that the equipment is off, unplug it.
⇒ Listen for announcements over the public address system concerning what actions to take next.
⇒ Follow appropriate emergency response procedures if fire or other emergency caused power failure.
⇒ Stay put (unless fire or other emergency requires immediate evacuation).
⇒ Locate flashlights and batteries (never use an open flame such as a match or lighter as a light source).
⇒ Use battery operated radio to check on local outage reports or other emergency information.
⇒ Check that freezers are plugged into emergency outlets (colored red beneath cover plate).
⇒ Check if hoods are operating. If not, completely close sash. Notify supervisor.
⇒ Call Facilities Management at (612) 625-0011.

EVACUATION PROCEDURES

⇒ Use flashlights.
⇒ Shut off gas.
⇒ Use stairs and hallways to exit. Avoid using the elevators.
⇒ Stay to the right side of the stairs and hallways at all times and use stair handrails if provided.
⇒ Proceed to assembly area outside the building.
⇒ Do not reenter building until instructed to do so by Facilities Management or University of Minnesota Police.
⇒ Report outage: call 9-1-1
⇒ Provide the following information:
  Your name
  Problem, such as gas odor, steam leak, water leak, electrical outage.
  Buildings affected
  Address
  Entry location
  Phone number where you can be reached.
Animal Activist

Employees need to be alert to unauthorized persons attempting to gain access to animal facilities. Activists sometimes claim to “have a delivery” or an “appointment,” or to have left their access card elsewhere, and may pretend to have the authority to gain access. Only authorized personnel are allowed to enter. All animal facilities are secure areas. Employees are required to wear photo I.D. at all times when in animal facility areas.

⇒ Call 9-1-1 under the following circumstances:

- If you learn of animal activists targeting the University of Minnesota, whether on the University premises, at researcher’s homes or elsewhere.

- If a break-in or other illegal activity is in progress.

- If you notice suspicious activity.

- If you have any questions please call:
  Research Animal Resources: (612) 624-9100
  Institutional Animal Care and Use Committee: (612) 626-2126

TO PROTECT YOURSELF, LABORATORY, AND OFFICES:

⇒ Lock your doors.
⇒ Secure in locked cabinets or drawers all valuable information and videotapes or photos of animals being used in research. Back up computer data and store it off-campus.
⇒ Expect staff to wear identification and question those who are not wearing it.
⇒ Call 9-1-1 and provide the following information:
  - Nature of the situation
  - Location
  - Number of people involved
  - Possible threat to personal safety
⇒ Disturbance in progress:
  - If you arrive during a disturbance outside the building, leave the area at once.
  - If you are inside the building: Remain where you are.
  - If you are confronted: Remain calm and be courteous.
  - If a demonstration is underway on public property (e.g. sidewalks, streets, etc), call the Campus Police at 612-624-COPS (2677).
Bomb Threat

ALWAYS PRESUME THAT BOMB THREATS ARE REAL
Bomb threats are usually received by telephone or sometimes by note or letter. If you receive a bomb threat by note, letter, or email, immediately call 9-1-1. Bombs can be received in the mail or be planted on site. Visual clues may be as follows: excessive postage or use of materials to secure the package; misspellings or missing information; lopsided or uneven envelopes or boxes; protruding wires or tinfoil; oily stains or strange odors; excessive weight; restrictive markings such as “personal” or “confidential”. If you receive or find a suspicious package, call 9-1-1. 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 primary and secondary evacuation routes. These routes are marked on the building plans. For additional information call the University’s Department of Emergency Management at (612) 626-1388.

BOMB THREAT BY PHONE:
⇒ Stay on the telephone.
⇒ Remain calm.
⇒ Collect as much information as possible.
⇒ Fill out the Bomb Threat Information Checklist. (next page)
⇒ Call 9-1-1. If possible, get a coworker 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 FOUND, DO NOT TOUCH! Instead, visually survey the size and location of the object and ask the 9-1-1 dispatcher if you should begin evacuating the building.
⇒ Meet the responding police and direct them to the site.

http://www.umn.edu/prepared/pdf/PhoneChecklist.pdf

EVACUATION PROCEDURES:
⇒ Leave the building immediately when instructed. Use primary evacuation route for your area unless directed to use an alternative route. Move away from the building at least 200 feet (over half the length of a football field). Stay out of the building until told by University of Minnesota Police that it is safe to re-enter.
⇒ Note size and location of any unfamiliar strange, or suspicious objects on your way out. Do not touch, leave alone.
⇒ Call 9-1-1 once safely out of the building.
Bomb Threat Information Check List

Time:_______    Date:________   Gender of Caller :______ Race:________   Age:_________

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you (the caller) place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Where are you calling from?

Caller’s Voice

___ Calm     ___ Nasal
___ Angry    ___ Stutter
___ Excited  ___ Lisp
___ Slow     ___ Raspy
___ Rapid    ___ Deep
___ Soft     ___ Ragged
___ Loud     ___ Clearing Throat
___ Laughter ___ Deep Breathing
___ Crying   ___ Cracking Voice
___ Normal   ___ Disguised
___ Distinct ___ Accent
___ Slurred  ___ Familiar

Threat Language:

___ Well-spoken
___ Incoherent
___ Foul
___ Taped
___ Irrational
___ Message read by threat maker

Exact Wording of the Threat:

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

____________________________________________

Background Sounds:

___ Street Noises
___ Animal Noises
___ PA System
___ Local
___ Motor
___ Factory Machinery
___ Voices
___ Static
___ House Noises
___ Booth
___ Restaurant Noises
___ Clear
___ Music
___ Long Distance
___ Office Machinery

Other

Length of Call:________________________________________

Your Name:____________________   Dept:____________________

Telephone Number Call Received at:________________________

Call 9-1-1 (University of Minnesota Police)
Animal Emergencies

ANIMAL EVACUATION

Animals should only be evacuated or relocated if doing so DOES NOT PUT HUMAN SAFETY in jeopardy. In cases of immediate need, any RAR employee who sees that an animal’s life is in danger may evacuate the animal from the area.

If the problem is confined to one room, then move the animal into the hallway. If the problem involves more than one room, NOTIFY the supervisor and NO ACTION should be taken until directed to do so.

TEMPERATURE EXTREMES

⇒ Notify the area veterinarian or call (612) 624-9100 so that a veterinarian can make an assessment of whether animals need to be relocated.

ROOM FLOODING OR WET CAGES: CALL RAR (612) 624-9100.

⇒ Remove animals from contact with water.
⇒ Wet microcontainment or filtered barrier cages, animals should be quarantined and area veterinarian notified.
⇒ Relocate animals into dry cages. Large animals should be dried off with a towel. Small animals should be provided with supplemental heat. Notify area veterinarian.
⇒ Report problem and request repair.

ANIMAL HEALTH PROBLEMS:

⇒ Report any health problems to RAR (612) 624-9100 during working hours or page the on-duty veterinarian (612) 899-6285.

ANIMAL ESCAPES:

⇒ Secure the area by closing the door of the room or area, if the animal has already escaped.
⇒ Recapture: If the person handling the animal is unable to recapture the animal or if recapturing the animal would endanger their health, CALL RAR (612) 924-9100 during working hours or page the on-duty veterinarian at (612) 899-6285.
The University’s mission, carried out on multiple campuses and throughout the state, is threefold: research and discovery, teaching and learning, and outreach and public service.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

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